

Bowling Green State University
BG@100 Information Item
ESC Submission: May 14, 2007

Identification Information:

<i>Reference Number</i>	CSS-0002
<i>Functional Area</i>	Registration and Records
<i>Title</i>	Term Values Table in PeopleSoft

Background Information:

In AMS SIS, the year/term identifier is a 5 character field including: YEAR (4 char) formatted as CCYY where CC=century and YY=year) and TERM-CODE (1 char) with valid values of 0, 1, 2, and 3. Each Term Code has a corresponding 12 character Term Description: 0= Winter, 1=Spring, 2=Summer, 3=Fall. In PeopleSoft, the year/term identifier must be converted from 5 characters to 4 characters. In addition, several term description fields must be defined for each term: Long Description (30 Char) and Short Description (10 Char).

Information Item:

The PeopleSoft System requires that we create new year/term values; the terms and their values will be defined so that they will be displayed in chronological order. The team reviewed the Data Entry Pages, Search Pages and Reports to see how these term values / long description / short description are being used. References from Ohio State University, Cerritos College and Arizona State University have verified they are using similar standards. As a result of this research, we will implement the following term value and term description naming standards:

Year/Term
Char 1 represents Century (1 for 1900-1999, 2 for 2000-2099, 3 for 2100-2199 etc.)
Char 2-3 represents the Last 2 characters of the Year
Char 4 represents the corresponding Term (0 = Winter, 2 = Spring, 5 = Summer and 8 = Fall)

Examples:

<u>SIS TERM-YEAR/TERM-CODE</u>	<u>PeopleSoft STRM</u>	<u>Explanation</u>
1975/0	1750	(Winter, 1975)
1999/1	1992	(Spring, 1999)
2007/2	2075	(Summer, 2007)
2015/3	2158	(Fall, 2015)

This new coding structure will provide the following benefits:

- 1) Provides easy recognition and verification of term value. (This is important since the term field is key for so many records. In addition, we found that some of the web pages and reports only display the term value and do not reflect the corresponding term description)
- 2) Allows for Partial Key Searches on Term Lookups (by century or by century/year)
- 3) Allows room for expansion (gaps between the terms)
- 4) Provides chronological ordering of term values.

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Term Short Description

Term Year (CCYY) followed by the Term Name. Since this is a 10 character field, the descriptions are represented as follows:

Char 1-4 represents the term's year (1999, 2007, etc.)

Char 5 is the blank between the year and description

Char 6-10 represents the abbreviated term description (Sprng, Sumr, Wntr and Fall)

Examples:

<u>PeopleSoft STRM</u>	<u>PeopleSoft Term Short Description</u>
1750	1975 Wntr
1992	1999 Sprng
2075	2007 Sumr
2158	2015 Fall

NOTE: The short description is often displayed after the Term Value.

Term Long Description – This field will contain the formal term description that is required for printed transcripts. The descriptions are represented as follows:

- Term Name (Winter, Spring, Summer, Fall) followed by 'Semester' or 'Quarter'
- Term Year including the century.

Examples:

<u>PeopleSoft STRM</u>	<u>PeopleSoft Term Long Description</u>
1750	Winter Quarter 1975
1992	Spring Semester 1999
2075	Summer Semester 2007
2158	Fall Semester 2015

The Business Logic for these decisions enables the easiest search process to be used to locate the desired data.