

Preparation of CDR Data

Institutions submit CDR data under the CDR data element definitions, edit criteria, and guidelines in effect for the academic/fiscal/calendar year for which the data is submitted. The submission schedules in Part III of Volume I of the CDR indicate the dates on which the various data submissions are due.

The due dates for submission of the CDR files have been developed with two goals in mind. The first goal is to provide the institutions with as much time as possible for preparing and editing the data prior to submitting it to System Administration. The second goal is to provide System Administration with the data in a timely manner in order to meet various state and federal reporting requirements. In the light of these goals, various procedures have been developed over the years to assist the institutions and System Administration in submitting and processing the CDR data.

- A. The CDR liaisons (or their representatives) submit CDR data to System Administration according to the appropriate submission schedule using the File Transfer Process (FTP).
- B. In the event that an institution determines that it cannot submit CDR data as scheduled, the CDR liaisons should notify the CDR Technical Coordinator as soon as any delay in submission is known.
- C. Changes to the identifiers for students, course sections, etc., (i.e., key changes) are initiated by the institution. The timing of such changes is critical in those instances where data for the same entity may be submitted at different times during a term (e.g., post-term student data is submitted about three months later than the 6th week student data and social security numbers for some students may differ). The CDR Technical Coordinator should be notified of key changes prior to submission of any data which incorporate such key changes.
- D. When an institution determines that additional data must be submitted to System Administration in the form of a memo, or a transaction file, and the additional data are not in response to any edit produced by System Administration, the additional data should be sent to the CDR Technical Coordinator with the data area, year and term, and data elements affected clearly indicated. The key changes discussed above are in this category.

Data Submission Schedule

The data submission schedules for each campus are presented on the following pages. The schedules are summarized by academic term.

Student data is to be developed and reported for each academic term as specified. Financial Aid student data is reported annually.

Complete curricular data is required for each academic term as specified. Faculty survey data may be required when planned analysis dictates the need. Institutions will be advised of this one semester in advance.

-A/05

The formats for the first and second term data submission schedules are identical. The beginning dates of instruction, date of record (for 6th-week data submission) and dates of submission are specified for each campus. It is important to note that for the student area, there are two data submission cycles indicated under "Dates of Submission" on each data submission schedule: a 6th-week and a post-term data submission. The format for each of these two submission cycles is unique and, hence, is treated separately and in detail in a later section in Part III. All of the data to be submitted for a given term must have a date of record as indicated for that given term. Each of these data submissions requires a unique format and must be submitted as a separate file.

-A/03

Note: Until the late 1980's, UW-River Falls and UW-Superior were on quarter systems and, therefore, submitted a Term 3 CDR. UW-Superior's last Term 3 CDR was in 1987-88 and UW-River Falls's last Term 3 CDR was in 1989-90.

MAAD (Multiple Application and Admissions Database) files are submitted monthly with data on upcoming summer/fall term undergraduate applicants. The submissions begin in October and continue through the "end of cycle" the following September. There is also one "end of cycle" submission that includes data for spring term undergraduate applicants which is due in March.

THE UNIVERSITY OF WISCONSIN

**CDR DATES TABLE
FALL TERM 2012-13**

UNIT	WEEKS OF INSTRUCTION	INSTRUCTION BEGINS	DATE OF RECORD	SUBMISSION DATE 6-WK	6th-WK DATA FINALIZED	SUBMISSION POST-TERM	POST-TERM DATA FINALIZED
MSN	16	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13
MIL	16	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13
EAU	16	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13
GBY	15	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13
LAC	15	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13
OSH	17	9/5/12	9/18/12	10/12/12	11/2/12	2/8/13	3/8/13
	14	9/5/12	9/18/12	10/12/12	11/2/12	2/8/13	3/8/13
	7	9/5/12	9/18/12	10/12/12	11/2/12	2/8/13	3/8/13
	7	10/24/12	11/6/12	1/7/13	1/10/13	2/22/13	3/8/13
	3	1/2/13	1/4/13	1/7/13	1/10/13	2/22/13	3/8/13
PKS	14	9/5/12	9/18/12	10/12/12	11/2/12	2/8/13	3/8/13
PLT	16	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13
RVF	15	9/5/12	9/18/12	10/12/12	11/2/12	2/8/13	3/8/13
STP	16	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13
STO	15	9/5/12	9/18/12	10/12/12	11/2/12	2/8/13	3/8/13
SUP	16	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13
WTW	16	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13
UWC	16	9/4/12	9/17/12	10/12/12	11/2/12	2/8/13	3/8/13

UWC INCLUDES UW-BRB, UW-BRN, UW-FDL, UW-FOX, UW-MAN, UW-MTH, UW-MNT, UW-MSF, UW-RLN, UW-SHB, UW-WSH, UW-WAK, UW-ONL

6TH WEEK NOTE:

- PROFILES OF CROSS-LISTED COURSE-SECTIONS ARE ALSO DUE AT THIS TIME.

THE UNIVERSITY OF WISCONSIN

**CDR DATES TABLE
SPRING TERM 2012-13**

UNIT	WEEKS OF INSTRUCTION	INSTRUCTION BEGINS	DATE OF RECORD	SUBMISSION DATE 6-WK	6th-WK DATA FINALIZED	SUBMISSION POST-TERM	POST-TERM DATA FINALIZED
MSN	16	1/22/13	2/4/13	3/5/13	3/29/13	7/1/13	8/2/13
MIL	16	1/22/13	2/4/13	3/5/13	3/29/13	7/1/13	8/2/13
EAU	16	1/22/13	2/4/13	3/5/13	3/29/13	7/1/13	8/2/13
GBY	15	1/28/13	2/8/13	3/8/13	3/29/13	7/1/13	8/2/13
LAC	15	1/28/13	2/8/13	3/8/13	3/29/13	7/1/13	8/2/13
OSH	17	1/28/13	2/8/13	3/8/13	3/29/13	7/1/13	8/2/13
	14	1/28/13	2/8/13	3/8/13	3/29/13	7/1/13	8/2/13
	7	1/28/13	2/8/13	3/8/13	3/29/13	7/1/13	8/2/13
	7	3/25/13	4/5/13	5/20/13	5/22/13	7/15/13	8/2/13
	3	5/13/13	5/15/13	5/20/13	5/22/13	7/15/13	8/2/13
PKS	14	2/4/13	2/15/13	3/18/13	3/29/13	7/1/13	8/2/13
PLT	16	1/22/13	2/4/13	3/5/13	3/29/13	7/1/13	8/2/13
RVF	15	1/28/13	2/8/13	3/8/13	3/29/13	7/1/13	8/2/13
STP	16	1/22/13	2/4/13	3/5/13	3/29/13	7/1/13	8/2/13
STO	15	1/22/13	2/4/13	3/5/13	3/29/13	7/1/13	8/2/13
SUP	16	1/22/13	2/4/13	3/5/13	3/29/13	7/1/13	8/2/13
WTW	16	1/22/13	2/4/13	3/5/13	3/29/13	7/1/13	8/2/13
UWC	16	1/25/13	2/7/13	3/7/13	3/29/13	7/1/13	8/2/13

UWC INCLUDES UW-BRB, UW-BRN, UW-FDL, UW-FOX, UW-MAN, UW-MTH, UW-MNT, UW-MSF, UW-RLN, UW-SHB, UW-WSH, UW-WAK, UW-ONL

6TH WEEK NOTE:

- PROFILES OF CROSS-LISTED COURSE-SECTIONS ARE ALSO DUE AT THIS TIME.

**DATA SUBMISSION SCHEDULE
ANNUAL SUBMISSIONS
2012-13**

1. FINANCIAL AID (Student)													
a. Date of Record End of Reporting Period				b. Submission Date July 13, 2012				c. Finalize Date August 31, 2012					
EAU	GBY	LAC	MSN	MIL	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW	UWC
X	X	X	X	X	X	X	X	X	X	X	X	X	X

2. WINTER TERM (Student and Curricular)													
a. Date of Record Varying*				b. Submission Date January 22, 2013 (6 th Week)		c. Finalize Date February 12, 2013 (6 th Week)		d. Submission Date March 5, 2013 (Post-term)		e. Finalize Date March 26, 2013 (Post-term)			
EAU	GBY	LAC	MSN	MIL	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW	UWC
X	X	X		X		X	X	X	X	X	X	X	X

3. SUMMER TERM of Calendar Year 2012 (Student and Curricular)													
a. Date of Record Varying**				b. Submission Date August 24, 2012 (6 th Week)		c. Finalize Date September 14, 2012 (6 th Week)		d. Submission Date September 24, 2012 (Post-term)		e. Finalize Date October 15, 2012 (Post-term)			
EAU	GBY	LAC	MSN	MIL	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW	UWC
X	X	X	X	X	X	X	X	X	X	X	X	X	X

* See Winter Term Data Submission Section – Reporting Guidelines (III.C.23)

** See Summer Term Data Submission Section – Reporting Guidelines (III.C.21)

NOTE: Each “X” on this Data Submission Schedule represents a unique data submission cycle which will include one or more data files.

MAAD SUBMISSION SCHEDULE

**SUMMER/FALL 2013-14 APPLICANTS
ALL UNITS**

<u>MONTH</u>	<u>MONTH DESIGNATION</u>	<u>SUBMISSION DUE DATE</u>
October	10	October 1, 2012
November	11	November 1, 2012
December	12	December 3, 2012
January	01	January 2, 2013
February	02	February 1, 2013
March	03	March 1, 2013
April	04	April 1, 2013
May	05	May 1, 2013
June	06	June 3, 2013
July	07	July 1, 2013
August	08	August 1, 2013
End-of-Cycle	XX	September 27, 2013

**SPRING 2012-13 APPLICANTS
ALL UNITS**

<u>MONTH</u>	<u>MONTH DESIGNATION</u>	<u>SUBMISSION DUE DATE</u>
End-of-Cycle	XX	March 1, 2013