

# DATA SUBMISSION FORMATS

## Sixth-Week Submission: Curricular Data

The Curricular data identifies and describes each course section taught as of the date of record for the term being reported. Each course section is identified by a unique key which consists of UNIT CODE, DIVISION CODE (UW Colleges only), CURRICULAR AREA CODE, COURSE NUMBER and SECTION NUMBER.

The budgetary unit which is to be credited with the instructional activity associated with the course section is identified. The budgetary unit is usually the same for all course sections of a single Curricular Area, i.e., all the instructional activities of a Curricular Area are usually credited to a single budgetary unit. The relationships between Curricular Area codes and the budgetary units are specified in Section I: Curricular Area Codes, CDR Code Book (Volume II). However, for UW-Green Bay, more than one budgetary unit may contribute resources to the instructional activities of a Curricular Area. Each budgetary unit which contributes resources should be credited with a portion of the instructional activities of the Curricular Area, i.e., the instructional activities of a single Curricular Area should be prorated to more than one budgetary unit. When such a situation exists, each course section reported must have associated with it one or more budgetary units (i.e., combination of Division, Department, and Sub-Department) and the corresponding Section Allocation Coefficient(s).

Most course sections have a single budgetary unit, a single instructor, and a single meeting schedule (i.e., time and location); these sections are reported with one record. Some course sections, however, have multiple instructors, multiple meeting schedules, multiple budgetary units, or multiple instructors and multiple meeting schedules; such course sections require multiple records. A SUB-SECTION NUMBER (note the definition that follows this discussion) has been added as a means of uniquely identifying the multiple records for a course section.

While a course-section entity is identified by the previously mentioned key, a course-section record is identified by the course-section key--UNIT CODE, DIVISION CODE (UW Colleges only), CURRICULAR AREA CODE, COURSE NUMBER, and SECTION NUMBER--plus a SUB-SECTION NUMBER. The first (or only) record for a course section has a Sub-Section Number of 01 and any additional records for the same course section must be numbered in ascending order (i.e., 02, 03, etc.).

When more than one record is required to describe a course section, the first record of the set must be complete, i.e., it must include the data required for all elements that are shown in the record format. Additional records for the course section must contain only the required entity key and the additional budgetary unit, instructor, Primary Distance Education data, and/or meeting schedule data that necessitated the additional record; remaining elements are blank or zero filled, as appropriate. For example: when both multiple instructor and meeting schedules occur for the same section, do not create a separate record for each additional set of instructor data, and another record for each additional meeting schedule--record both in the same additional record leaving the additional UDDS elements blank. UW-Green Bay is the only institution to which multiple budgetary units apply.

The instructor social security number is reported for every instructor associated with a course section. An allocation option is available if the course section is taught by more than one instructor. Faculty survey data may be required when planned analysis dictates the need and the institutions will be advised of this one semester in advance.

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If a course-section is cross-listed, a course-section record must be reported for each curricular area that lists the course section.\* The instructor social security number(s) are recorded with each of the cross-listed course sections: i.e., all social security numbers are recorded within each curricular area that lists the course section.

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\*See III.C.5 Sixth-Week Data Submission: Cross-Listed Course-Sections for an explanation of cross-listed course-sections.

Each course section recorded in the Curricular file must have at least one student enrolled, i.e., the sixth-week Student file must include each course section within at least one student's records.

The file sequence is as follows:

|              |                                  |
|--------------|----------------------------------|
| <u>Major</u> | Unit Code                        |
|              | Division Code (UW Colleges Only) |
|              | Curricular Area                  |
|              | Course Number                    |
|              | Section Number                   |
| <u>Minor</u> | Sub-section Number               |

#### SUB-SECTION NUMBER

Definition: A two-digit numeric code which uniquely identifies each record within a group of records for a course section.

Coding Considerations: The first (or only) record for a course section must have a sub-section number of '01'. Additional records for the same course section must be numbered in ascending sequence, i.e., '02', '03', etc.

Edit Criteria: See Coding Considerations.

Sixth-Week Data Submission: Curricular Data

| KEY                                   | Element Number  | Element Length | Element Name  |                   |
|---------------------------------------|-----------------|----------------|---|-------------------|
|                                       | 1010            | 1              | Unit  |                   |
|                                       | 1020            | 2              | Division (UW Colleges Only)                                       |                   |
|                                       | 1050            | 4              | Curricular Area   |                   |
|                                       | 1060            | 4              | Course Number   |                   |
|                                       | 1090            | 5              | Section Number  |                   |
|                                       |                 | 2              | Sub-Section Number  |                   |
| <b>COURSE:</b>                        |                 |                |   |                   |
|                                       | 1070            | 3              | * Course Credit Minimum   |                   |
|                                       | 1080            | 3              | * Course Credit Maximum   |                   |
| <b>ORGANIZATIONAL:</b>                |                 |                |   |                   |
|                                       | 1020            | 2              | Division Code   |                   |
|                                       | 1030            | 2              | Department Code   |                   |
|                                       | 1040            | 2              | Sub-Department Code   |                   |
|                                       | 1045            | 3              | * Section Allocation Coefficient (Optional)                       |                   |
| <b>SECTION:</b>                       |                 |                |   |                   |
|                                       | 1100            | 1              | Type of Instruction   |                   |
|                                       | 1120            | 1              | Section Level   |                   |
|                                       | 1130            | 2              | * Section Length  |                   |
|                                       | 1500            | 3              | Course-Section Primary Funding Source                             |                   |
| <b>INSTRUCTOR:</b>                    |                 |                |   |                   |
|                                       | 1140            | 9              | Instructor Social Security Number                                 |                   |
|                                       | 1165            | 4              | Multiple Faculty Prorated Effort for Credits and Enrollments      |                   |
| <b>PERIOD:</b>                        |                 |                |   |                   |
|                                       | 1170            | 7              | Section Days of Week  |                   |
|                                       | 1180            | 4              | * Section Begin Time  |                   |
|                                       | 1190            | 4              | * Section End Time  |                   |
| <b><del>DISTANCE EDUCATION:</del></b> |                 |                |   |                   |
|                                       | <del>1310</del> | <del>1</del>   | <del>Primary Distance Education Unit</del>                        | <del>-Sp/11</del> |
|                                       | <del>1320</del> | <del>2</del>   | <del>Primary Distance Education Division (UW Colleges Only)</del> | <del>-Sp/11</del> |
|                                       | <del>1350</del> | <del>4</del>   | <del>Primary Distance Education Curricular Area</del>             | <del>-Sp/11</del> |
|                                       | <del>1360</del> | <del>4</del>   | <del>Primary Distance Education Course Number</del>               | <del>-Sp/11</del> |
|                                       | <del>1390</del> | <del>5</del>   | <del>Primary Distance Education Section Number</del>              | <del>-Sp/11</del> |
| <b>INDICATOR:</b>                     |                 |                |   |                   |
|                                       | 1400            | 1              | Extension Indicator   |                   |
|                                       | 1410            | 1              | CAPP Indicator  |                   |
|                                       | 1420            | 1              | Study Away Indicator  |                   |
|                                       | 1430            | 1              | Extended Degree Indicator   |                   |
|                                       | 1440            | 1              | Remedial Indicator  |                   |
|                                       | 1450            | 1              | Distance Education Indicator                                      |                   |

\*Denotes fields to be used in calculations; must be right-justified and zero-filled.

Sixth-Week CDR Record Layout: Curricular Data

| <u>Field Name (data element #)</u>  | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>                       |        |
|-------------------------------------|------------------|---------------------|-----------------|------------------------------------|--------|
| unit (1010)                         | CHAR             | (1)                 | 1-1             |                                    |        |
| division (1020)                     | CHAR             | (2)                 | 2-3             | UW Colleges Only                   |        |
| curricular area (1050)              | CHAR             | (4)                 | 4-7             |                                    |        |
| course number (1060)                | CHAR             | (4)                 | 8-11            |                                    |        |
| section number (1090)               | CHAR             | (5)                 | 12-16           |                                    |        |
| sub-section number                  | NUMBER           | (2)                 | 17-18           |                                    |        |
| course credit minimum (1070)        | NUMBER           | (3)                 | 19-21           | 99v9                               |        |
| course credit maximum (1080)        | NUMBER           | (3)                 | 22-24           | 99v9                               |        |
| type of instruction (1100)          | CHAR             | (1)                 | 25-25           |                                    |        |
| section level (1120)                | NUMBER           | (1)                 | 26-26           |                                    |        |
| section length (1130)               | NUMBER           | (2)                 | 27-28           |                                    |        |
| division (1020)                     | CHAR             | (2)                 | 29-30           | DDS                                |        |
| department (1030)                   | CHAR             | (2)                 | 31-32           | DDS                                |        |
| sub-department (1040)               | CHAR             | (2)                 | 33-34           | DDS                                |        |
| section alloc. coefficient (1045)   | NUMBER           | (3)                 | 35-37           |                                    |        |
| instructor ssn (1140)               | NUMBER           | (9)                 | 38-46           |                                    |        |
| blank                               | CHAR             | (6)                 | 47-52           | not used                           |        |
| prorated effort credits (1165)      | NUMBER           | (4)                 | 53-56           | 999v9                              |        |
| blank                               | CHAR             | (4)                 | 57-60           |                                    |        |
| section, days of the week (1170)    | CHAR             | (7)                 | 61-67           |                                    |        |
| section begin time (1180)           | NUMBER           | (4)                 | 68-71           |                                    |        |
| section end time (1190)             | NUMBER           | (4)                 | 72-75           |                                    |        |
| blank                               | CHAR             | (30)                | 76-105          | not used                           |        |
| blank (1310)                        | CHAR             | (1)                 | 106-106         | <del>distance education only</del> | -Sp/11 |
| blank (1320)                        | CHAR             | (2)                 | 107-108         | <del>distance education only</del> | -Sp/11 |
| blank (1350)                        | CHAR             | (4)                 | 109-112         | <del>distance education only</del> | -Sp/11 |
| blank (1360)                        | CHAR             | (4)                 | 113-116         | <del>distance education only</del> | -Sp/11 |
| blank (1390)                        | CHAR             | (5)                 | 117-121         | <del>distance education only</del> | -Sp/11 |
| extension indicator (1400)          | CHAR             | (1)                 | 122-122         | section population indicator       |        |
| CAPP indicator (1410)               | CHAR             | (1)                 | 123-123         | section population indicator       |        |
| study away indicator (1420)         | CHAR             | (1)                 | 124-124         | section population indicator       |        |
| extended degree indicator (1430)    | CHAR             | (1)                 | 125-125         | section population indicator       |        |
| remedial indicator (1440)           | CHAR             | (1)                 | 126-126         | section population indicator       |        |
| distance education indicator (1450) | CHAR             | (1)                 | 127-127         | section population indicator       |        |
| primary funding source (1500)       | CHAR             | (3)                 | 128-130         | section population indicator       |        |

Total record length is 130 characters.

Data transmissions should be sent text mode via ftp.

## Sixth-Week Data Submission: Cross-Listed Course-Sections

Cross-listed course-sections are those course-sections that are taught in the same room, at the same time, to the same students, by the same faculty. The only difference between a cross-listed course-section and one which is not cross-listed is that students may register for the cross-listed course-section through more than one curricular area, i.e., Business 101 or Economics 101. The student enrollments and credits are recorded with the curricular area through which a student enrolled. However, for certain types of analyses, e.g., section size, it is necessary to combine all enrollments for a cross-listed course.

Each cross-listed course-section must be referenced for System Administration within the sixth-week data submission. The index of each cross-listed course-section must list, in order by the enrollment-carrying course-section, each combination of Curricular Area Code, Course Number and Section Number which identifies the course-section.

For each cross-listed course-section, one of the curricular areas must be designated as enrollment-carrying. The unit determines which curricular area should be considered enrollment-carrying; generally, the enrollment-carrying curricular area is the one through which most of the students have enrolled for the course. The enrollment-carrying curricular area will serve as the mechanism for combining the enrollments for analyses, such as section size, and thus will be credited with the combined enrollments.

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### SAMPLE FORMAT

#### Cross-Listed Course-Sections

Unit: Any Unit

Year: 1998-99

Term: 1

| Set # | Enrollment-Carrying Course-Sections |      |          |           | Cross-Listed Course-Sections |          |           |
|-------|-------------------------------------|------|----------|-----------|------------------------------|----------|-----------|
|       | DIV*                                | CAC  | Course # | Section # | CAC                          | Course # | Section # |
| 1     |                                     | 0906 | 251b     | b001b     | 0104                         | 248b     | b001b     |
| 2     |                                     | 1101 | 100b     | b001b     | 1102                         | 100b     | b001b     |
| 3     |                                     | 2101 | 250b     | b001b     | 2202                         | 250b     | b002b     |
|       |                                     |      |          |           | 2203                         | 250b     | b002b     |

\*DIV (Division) is required for UW Colleges only.

## Sixth-Week Data Submission: Student Data

The sixth-week Student data identifies and describes students enrolled as of the end of the second week of instruction. A student is uniquely identified by a key which consists of the combination of UNIT CODE, DIVISION CODE (UW Colleges only), and STUDENT SOCIAL SECURITY NUMBER.

The sixth-week Student data transmission defines the official student population for a given term. Student populations are expressed in terms of headcount students and full-time equivalent (FTE) students. Headcount populations are simply a count of unique social security numbers at each Unit/Division. FTE populations are derived; the derivation algorithm requires the summation of student course credits by student level and division by the appropriate student-level FTE credit-definition.

In addition to defining the student population, data pertinent to the personal description and the curricular activities of each student are recorded.

The diversity of student information to be contained within the sixth-week submission file has contributed to the development of several different record formats within this file. The file design includes six record formats. The use of each format is not always required to complete the description of and about a student, while the need to employ a single format more than once may be necessary.

The student file must include one format 00 record, one format 01 record, one format 02 record, one format 20 record, and one or more format 04 records for each student enrolled as of the end of the second week of instruction. A format 03 record is required for new freshmen. The number of format 04 records per student depends upon the number of course sections in which the student is enrolled, i.e., the format of the student submission file provides for the recording of every course section for each student. Each student must be enrolled in at least one course section.

The file sequence is as follows:

|              |                                  |
|--------------|----------------------------------|
| <u>Major</u> | Unit Code                        |
|              | Division Code (UW Colleges Only) |
|              | Student Social Security Number   |
| <u>Minor</u> | Student Record Format Identifier |

### STUDENT RECORD FORMAT IDENTIFIER

Definition: A two-digit code to identify the record formats within the sixth-week and post-term student data submission files.

Coding Considerations: Prescribed on the record layouts.

Edit Criteria: Must be 00, 01, 02, 03, 04, and 20 in the sixth-week file. The post-term file can contain only 05 and 20 formats. +Sp/08

Sixth-Week Data Submission: Student

| Element Number        | Element Length | Element Name                                 |        |
|-----------------------|----------------|--|--------|
| <b>KEY:</b>           |                |  |        |
| 2160                  | 1              | Unit Code                                    |        |
| 2170                  | 2              | Division Code (UW Colleges Only)             |        |
| 2010                  | 9              | Student Social Security Number               |        |
| ----                  | 2              | Student Record Format Identifier             |        |
| <b>PERSONAL DATA:</b> |                |  |        |
| 2012                  | 16             | Campus Student ID                            |        |
| 2017                  | 30             | First Name                                   | +Sp/11 |
| 2018                  | 30             | Middle Initial/Name                          | +Sp/11 |
| 2019                  | 40             | Last Name                                    | +Sp/11 |
| 2020                  | 1              | Gender                                       |        |
| 2040                  | 6              | <del>Birthdate</del>                         | -Sp/11 |
| 2045                  | 8              | Birthdate                                    | +Sp/11 |
| 2050                  | 1              | Citizenship, Status of                       |        |
| 2060                  | 1              | Veteran's Status                             |        |
| 2062                  | 1              | Child/Spouse of Veteran                      | +Sp/10 |
| 2065                  | 1              | First Generation College Student Indicator   | +Sp/11 |
| 2068                  | 1              | Wisconsin Covenant Scholar Indicator         |        |
| 2210                  | 1              | Student Classification                       |        |
| 2220                  | 1              | Resident Status-Fee Basis, Current           |        |
| 2240                  | 1              | Entrance Status, Current                     |        |
| 2080                  | 8              | Address - Permanent                          |        |
| 2600                  | 1              | Cuban Indicator                              |        |
| 2605                  | 1              | Mexican American Indicator                   |        |
| 2610                  | 1              | Puerto Rican Indicator                       |        |
| 2615                  | 1              | Other Hispanic/Latino Indicator              |        |
| 2617                  | 1              | Hispanic/Latino Indicator (subgroup unknown) |        |
| 2620                  | 1              | African American or Black Indicator          |        |
| 2625                  | 1              | American Indian or Alaskan Native Indicator  |        |
| 2630                  | 1              | Hawaiian or Pacific Islander Indicator       |        |
| 2635                  | 1              | Cambodian Indicator                          |        |
| 2640                  | 1              | Hmong Indicator                              |        |
| 2645                  | 1              | Laotian Indicator                            |        |
| 2650                  | 1              | Vietnamese Indicator                         |        |
| 2652                  | 1              | Southeast Asian Indicator (subgroup unknown) |        |
| 2655                  | 1              | Other Asian Indicator                        |        |
| 2660                  | 1              | White or Caucasian Indicator                 |        |
| 2670                  | 1              | Race Unknown Indicator                       |        |

Sixth-Week Data Submission: Student (continued)

| Element<br>Number           | Element<br>Length | Element Name  |        |
|-----------------------------|-------------------|---|--------|
| <b>PRE-UNIVERSITY DATA:</b> |                   |   |        |
| 2090                        | 4                 | * High School Class Size                                  |        |
| 2100                        | 4                 | * High School Class Rank                                  |        |
| 2105                        | 2                 | * High School Class Rank Percentile                       |        |
| 2110                        | 6                 | High School Graduated From (WI High Schools Only)         |        |
| 2120                        | 4                 | High School, Date of Graduation                           |        |
| 2130                        | 4                 | Institution Last Attended                                 |        |
| 2143                        | 2                 | * Enhanced ACT Assessment – Writing                       | +Sp/11 |
| 2144                        | 2                 | Enhanced ACT Assessment – English plus writing test score | Sp/11  |
| 2145                        | 1                 | ACT/SAT Test Indicator                                    |        |
| 2150                        | 2                 | * Enhanced ACT Assessment Composite Score                 |        |
| 2151                        | 2                 | * Enhanced ACT Assessment – English                       |        |
| 2152                        | 2                 | * Enhanced ACT Assessment – Math                          |        |
| 2153                        | 2                 | * Enhanced ACT Assessment – Reading                       |        |
| 2154                        | 2                 | * Enhanced ACT Assessment – Science Reasoning             |        |
| 2156                        | 3                 | SAT Critical Reading Score                                |        |
| 2157                        | 3                 | SAT Math Score  |        |
| 2158                        | 3                 | SAT Writing Score   |        |
| 2190                        | 1                 | Number of Competency Based Proficiencies                  |        |
| 2195                        | 1                 | Competency Based Admission Decision Indicator             |        |
| <b>UNIVERSITY DATA:</b>     |                   |   |        |
| 2225                        | 1                 | Relationship to Alumnus                                   |        |
| 2230                        | 1                 | Remedial Math Requirement                                 |        |
| 2235                        | 1                 | Remedial English Requirement                              |        |
| 2255                        | 3                 | * Transfer Grade Point Average                            |        |
| 2260                        | 1                 | Incoming International/Exchange Student                   |        |
| 2270                        | 5                 | Major (first)   |        |
| 2270                        | 5                 | Major (second)  |        |
| 2290                        | 5                 | Degree Sought (first)                                     |        |
| 2290                        | 5                 | Degree Sought (second)                                    |        |
| <b>COURSE-SECTION DATA:</b> |                   |   |        |
| 2300                        | 4                 | Curricular Area Code                                      |        |
| 2310                        | 4                 | Course Number   |        |
| 2320                        | 1                 | Course Grade Basis  |        |
| 2330                        | 5                 | Section Number  |        |
| 2340                        | 4                 | * Student Credits by Section-Prorated                     |        |

\*Denotes fields to be used in calculations; must be right-justified and zero-filled.

Sixth-Week CDR Record Type '00' Layout: Student

| <u>Field Name (data element #)</u>      | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |        |
|---|------------------|---------------------|-----------------|------------------|--------|
| unit (2160)                             | CHAR             | (1)                 | 1-1             |                  |        |
| division (2170)                         | CHAR             | (2)                 | 2-3             | UW Colleges only |        |
| social security number (2010)           | NUMBER           | (9)                 | 4-12            |                  |        |
| record type                             | NUMBER           | (2)                 | 13-14           | always -00-      |        |
| gender (2020)                           | CHAR             | (1)                 | 15-15           |                  |        |
| blank                                   | CHAR             | (1)                 | 16-16           |                  |        |
| classification (2210)                   | CHAR             | (1)                 | 17-17           |                  |        |
| resident status (2220)                  | CHAR             | (1)                 | 18-18           |                  |        |
| entrance status (2240)                  | CHAR             | (1)                 | 19-19           |                  |        |
| permanent address (2080)                | CHAR             | (8)                 | 20-27           |                  |        |
| blank                                   | CHAR             | (1)                 | 28-28           |                  |        |
| campus student ID (2012)                | CHAR             | (16)                | 29-44           |                  |        |
| Relationship to Alumnus (2225)          | CHAR             | (1)                 | 45-45           |                  |        |
| First Generation College Student (2065) | CHAR             | (1)                 | 46-46           |                  |        |
| Wisconsin Covenant Scholar (2068)       | CHAR             | (1)                 | 47-47           |                  | +Sp/11 |
| First Name (2017)                       | CHAR             | (30)                | 48-77           |                  | +Sp/11 |
| Middle Initial/Name (2018)              | CHAR             | (30)                | 78-107          |                  | +Sp/11 |
| Last Name (2019)                        | CHAR             | (40)                | 108-147         |                  | +Sp/11 |
| Total record length is 147 characters.  |                  |                     |                 |                  | Sp/11  |

Sixth-Week CDR Record Type '01' Layout: Student

| <u>Field Name (data element #)</u>    | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |        |
|---------------------------------------|------------------|---------------------|-----------------|------------------|--------|
| unit (2160)                           | CHAR             | (1)                 | 1-1             |                  |        |
| division (2170)                       | CHAR             | (2)                 | 2-3             | UW Colleges only |        |
| social security number (2010)         | NUMBER           | (9)                 | 4-12            |                  |        |
| record type                           | NUMBER           | (2)                 | 13-14           | always -01-      |        |
| blank                                 | CHAR             | (4)                 | 15-18           |                  |        |
| citizenship status (2050)             | CHAR             | (1)                 | 19-19           |                  |        |
| veteran status (2060)                 | CHAR             | (1)                 | 20-20           |                  |        |
| blank                                 | CHAR             | (1)                 | 21-21           |                  |        |
| high school class size (2090)         | NUMBER           | (4)                 | 22-25           |                  |        |
| high school class rank (2100)         | NUMBER           | (4)                 | 26-29           |                  |        |
| blank                                 | CHAR             | (2)                 | 30-31           |                  |        |
| ACT high school code (2110)           | CHAR             | (6)                 | 32-37           |                  |        |
| blank                                 | CHAR             | (2)                 | 38-39           |                  |        |
| institution last attended (2130)      | CHAR             | (4)                 | 40-43           |                  |        |
| high school class rank % (2105)       | NUMBER           | (2)                 | 44-45           |                  |        |
| Blank ( <del>2040</del> )             | NUMBER           | (6)                 | 46-51           |                  | Sp/11  |
| high school graduation year (2120)    | NUMBER           | (4)                 | 52-55           | -YYYY-           |        |
| child/spouse of veteran (2062)        | CHAR             | (1)                 | 56              |                  | +Sp/10 |
| birthdate (2045)                      | NUMBER           | (6)                 | 57-62           | -YYYYMMDD-       | +Sp/11 |
| Total record length is 62 characters. |                  |                     |                 |                  | Sp/11  |

Sixth-Week CDR Record Type '02' Layout: Student

| <u>Field Name (data element #)</u>             | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|--|------------------|---------------------|-----------------|------------------|
| unit (2160)                                    | CHAR             | (1)                 | 1-1             |                  |
| division (2170)                                | CHAR             | (2)                 | 2-3             | UW Colleges only |
| social security number (2010)                  | NUMBER           | (9)                 | 4-12            |                  |
| record type                                    | NUMBER           | (2)                 | 13-14           | always -02-      |
| blank  | CHAR             | (1)                 | 15-15           |                  |
| incoming international/exchange student (2260) | CHAR             | (1)                 | 16-16           |                  |
| major declared 1 (2270)                        | CHAR             | (5)                 | 17-21           |                  |
| major declared 2 (2270)                        | CHAR             | (5)                 | 22-26           |                  |
| degree sought 1 (2290)                         | CHAR             | (5)                 | 27-31           |                  |
| degree sought 2 (2290)                         | CHAR             | (5)                 | 32-36           |                  |
| blank  | CHAR             | (6)                 | 37-42           |                  |
| transfer GPA (2255)                            | NUMBER           | (3)                 | 43-45           | 9v99             |

Total record length is 45 characters.

Sixth-Week CDR Record Type '03' Layout: Student

| <u>Field Name (data element #)</u>         | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|--|------------------|---------------------|-----------------|------------------|
| unit (2160)                                | CHAR             | (1)                 | 1-1             |                  |
| division (2170)                            | CHAR             | (2)                 | 2-3             | UW Colleges only |
| social security number (2010)              | NUMBER           | (9)                 | 4-12            |                  |
| record type                                | NUMBER           | (2)                 | 13-14           | always -03-      |
| blank                                      | CHAR             | (1)                 | 15-15           |                  |
| blank                                      | CHAR             | (1)                 | 16-16           |                  |
| ACT/SAT test indicator (2145)              | CHAR             | (1)                 | 17-17           |                  |
| ACT composite score (2150)                 | NUMBER           | (2)                 | 18-19           |                  |
| blank                                      | CHAR             | (10)                | 20-29           |                  |
| enhanced ACT – English plus writing (2144) | NUMBER           | (2)                 | 30-31           | Sp/11            |
| enhanced ACT – English (2151)              | NUMBER           | (2)                 | 32-33           |                  |
| enhanced ACT – math (2152)                 | NUMBER           | (2)                 | 34-35           |                  |
| enhanced ACT – reading (2153)              | NUMBER           | (2)                 | 36-37           |                  |
| enhanced ACT – science (2154)              | NUMBER           | (2)                 | 38-39           |                  |
| remedial math requirement (2230)           | CHAR             | (1)                 | 40-40           |                  |
| remedial English require. (2235)           | CHAR             | (1)                 | 41-41           |                  |
| CBA proficiencies (2190)                   | NUMBER           | (1)                 | 42-42           |                  |
| CBA indicator (2195)                       | CHAR             | (1)                 | 43-43           |                  |
| SAT Critical Reading (2156)                | NUMBER           | (3)                 | 44-46           |                  |
| SAT Math (2157)                            | NUMBER           | (3)                 | 47-49           |                  |
| SAT Writing (2158)                         | NUMBER           | (3)                 | 50-52           |                  |
| enhanced ACT – writing (2143)              | NUMBER           | (2)                 | 53-54           | +Sp/11           |

Total record length is 54 characters.

Sp/11

Sixth-Week CDR Record Type '04' Layout: Student

| <u>Field Name (data element #)</u> | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|------------------------------------|------------------|---------------------|-----------------|------------------|
| unit (2160)                        | CHAR             | (1)                 | 1-1             |                  |
| division (2170)                    | CHAR             | (2)                 | 2-3             | UW Colleges only |
| social security number (2010)      | NUMBER           | (9)                 | 4-12            |                  |
| record type                        | NUMBER           | (2)                 | 13-14           | always -04-      |
| curricular area (2300)             | CHAR             | (4)                 | 15-18           |                  |
| course number (2310)               | CHAR             | (4)                 | 19-22           |                  |
| section number (2330)              | CHAR             | (5)                 | 23-27           |                  |
| course grade basis (2320)          | CHAR             | (1)                 | 28-28           |                  |
| course credits (2340)              | NUMBER           | (4)                 | 29-32           | 99v99            |
| curricular area (2)                | CHAR             | (4)                 | 33-36           |                  |
| course number (2)                  | CHAR             | (4)                 | 37-40           |                  |
| section number (2)                 | CHAR             | (5)                 | 41-45           |                  |
| course grade basis (2)             | CHAR             | (1)                 | 46-46           |                  |
| course credits (2)                 | NUMBER           | (4)                 | 47-50           | 99v99            |
| curricular area (3)                | CHAR             | (4)                 | 51-54           |                  |
| course number (3)                  | CHAR             | (4)                 | 55-58           |                  |
| section number (3)                 | CHAR             | (5)                 | 59-63           |                  |
| course grade basis (3)             | CHAR             | (1)                 | 64-64           |                  |
| course credits (3)                 | NUMBER           | (4)                 | 65-68           | 99v99            |

Total record length is variable, 32 – 68 characters. From 1 to 3 course sections may be included on each type '04' record.

Sixth-Week CDR Record Type '20' Layout: Student

| <u>Field Name (data element #)</u>                  | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|---|------------------|---------------------|-----------------|------------------|
| unit (2160)   | CHAR             | (1)                 | 1-1             |                  |
| division (2170)                                     | CHAR             | (2)                 | 2-3             | UW Colleges only |
| social security number (2010)                       | CHAR             | (9)                 | 4-12            |                  |
| record type   | NUMBER           | (2)                 | 13-14           | always -20-      |
| Blank   | CHAR             | (2)                 | 15-16           |                  |
| Cuban indicator (2600)                              | CHAR             | (1)                 | 17-17           |                  |
| Mexican American indicator (2605)                   | CHAR             | (1)                 | 18-18           |                  |
| Puerto Rican indicator (2610)                       | CHAR             | (1)                 | 19-19           |                  |
| other Hispanic or Latino indicator (2615)           | CHAR             | (1)                 | 20-20           |                  |
| Hispanic/Latino indicator (subgroup unknown) (2617) | CHAR             | (1)                 | 21-21           |                  |
| African American or Black indicator (2620)          | CHAR             | (1)                 | 22-22           |                  |
| American Indian or Alaskan Native indicator (2625)  | CHAR             | (1)                 | 23-23           |                  |
| Hawaiian or Pacific Islander indicator (2630)       | CHAR             | (1)                 | 24-24           |                  |
| Cambodian indicator (2635)                          | CHAR             | (1)                 | 25-25           |                  |
| Hmong indicator (2640)                              | CHAR             | (1)                 | 26-26           |                  |
| Laotian indicator (2645)                            | CHAR             | (1)                 | 27-27           |                  |
| Vietnamese indicator (2650)                         | CHAR             | (1)                 | 28-28           |                  |
| Southeast Asian indicator (subgroup unknown) (2652) | CHAR             | (1)                 | 29-29           |                  |
| other Asian indicator (2655)                        | CHAR             | (1)                 | 30-30           |                  |
| White or Caucasian indicator (2660)                 | CHAR             | (1)                 | 31-31           |                  |
| blank   | CHAR             | (1)                 | 32-32           |                  |
| race unknown indicator (2670)                       | CHAR             | (1)                 | 33-33           |                  |

Total record length is 33 characters.

Data transmissions should be sent via text mode ftp.

## Post-Term Data Submission: Student Data

The population of the post-term Student data submission is equal to that of the sixth-week student file (each student who was enrolled for credit instruction and included in the sixth-week file must be included in the post-term submission) and in addition, must include that set of students who were not included in the sixth-week submission but who actually received a degree(s) this term, completed teacher certification requirements, or completed a remediation requirement.

Each student submitted has one format '05' record and one format '20' record.

The file sequence is as follows:

|              |                                  |
|--------------|----------------------------------|
| <u>Major</u> | Unit code                        |
|              | Division Code (UW Colleges only) |
|              | Student Social Security Number   |
| <u>Minor</u> | Student Record Format Identifier |

Post-Term Data Submission: Student Data

| <u>Element<br/>Number</u>   | <u>Element<br/>Length</u> | <u>Element Name</u>                                    |        |
|---|---------------------------|--|--------|
| KEY:  |                           |  |        |
| 2160  | 1                         | Unit Code  |        |
| 2170  | 2                         | Division Code (UW Colleges only)                       |        |
| 2010  | 9                         | Student Social Security Number                         |        |
| ----  | 2                         | Student Record Format Identifier                       |        |
| NON-KEY IDENTIFIER:   |                           |  |        |
| 2012  | 16                        | Campus Student ID                                      |        |
| UNIVERSITY COMPLETION DATA:   |                           |  |        |
| 2250  | 3                         | Cumulative Grade Point Average                         |        |
| 2251  | 3                         | Cumulative Grade Point Credits                         |        |
| 2420  | 5                         | Degree Earned, this Term (This Institution) – First    |        |
| 2420  | 5                         | Degree Earned, this Term (This Institution) – Second   |        |
| 2430  | 5                         | Major Associated with Degree Earned this Term - First  |        |
| 2430  | 5                         | Major Associated with Degree Earned this Term – Second |        |
| 2440  | 1                         | Teacher Education Completion                           |        |
| 2460  | 1                         | Math Remediation Completed this Term                   |        |
| 2465  | 1                         | English Remediation Completed this Term                |        |
| UNIVERSITY WITHDRAWAL DATA:   |                           |  |        |
| 2500  | 4                         | Withdrawal, Date of                                    |        |
| PERSONAL DATA (Include only for students who were not part of the sixth-week population): |                           |  |        |
| 2020  | 1                         | Gender   |        |
| 2040  | 6                         | Birthdate  | -Sp/11 |
| 2045  | 8                         | Birthdate  | +Sp/11 |
| 2050  | 1                         | Citizenship, Status of                                 |        |
| 2220  | 1                         | Resident Status-Fee Basis, Current                     |        |
| 2225  | 1                         | Relationship to Alumnus                                |        |
| 2600  | 1                         | Cuban Indicator  |        |
| 2605  | 1                         | Mexican American Indicator                             |        |
| 2610  | 1                         | Puerto Rican Indicator                                 |        |
| 2615  | 1                         | Other Hispanic/Latino Indicator                        |        |
| 2617  | 1                         | Hispanic/Latino Indicator (subgroup unknown)           |        |
| 2620  | 1                         | African American or Black Indicator                    |        |
| 2625  | 1                         | American Indian or Alaskan Native Indicator            |        |
| 2630  | 1                         | Hawaiian or Pacific Islander Indicator                 |        |
| 2635  | 1                         | Cambodian Indicator                                    |        |
| 2640  | 1                         | Hmong Indicator  |        |
| 2645  | 1                         | Laotian Indicator                                      |        |
| 2650  | 1                         | Vietnamese Indicator                                   |        |
| 2652  | 1                         | Southeast Asian Indicator (subgroup unknown)           |        |
| 2655  | 1                         | Other Asian Indicator                                  |        |
| 2660  | 1                         | White or Caucasian Indicator                           |        |
| 2670  | 1                         | Race Unknown Indicator                                 |        |

Post-Term CDR Record Type '05' Layout: Student Data

| <u>Field Name (data element #)</u> | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>      |        |
|------------------------------------|------------------|---------------------|-----------------|-------------------|--------|
| unit (2160)                        | CHAR             | (1)                 | 1-1             |                   |        |
| division (2170)                    | CHAR             | (2)                 | 2-3             | UW Colleges only  |        |
| social security number (2010)      | NUMBER           | (9)                 | 4-12            |                   |        |
| record type                        | NUMBER           | (2)                 | 13-14           | always -05-       |        |
| Blank birthdate (2040)             | NUMBER           | (6)                 | 15-20           | <del>YYYYMM</del> | -Sp/11 |
| blank                              | CHAR             | (2)                 | 21-22           | not used          |        |
| degree earned 1 (2420)             | CHAR             | (5)                 | 23-27           |                   |        |
| degree earned 2 (2420)             | CHAR             | (5)                 | 28-32           |                   |        |
| teacher ed. completed (2440)       | CHAR             | (1)                 | 33-33           |                   |        |
| blank                              | CHAR             | (10)                | 34-43           | not used          |        |
| withdrawal date (2500)             | NUMBER           | (4)                 | 44-47           | -MMDD-            |        |
| major assoc. with degree 1 (2430)  | CHAR             | (5)                 | 48-52           |                   |        |
| major assoc. with degree 2 (2430)  | CHAR             | (5)                 | 53-57           |                   |        |
| gender (2020)                      | CHAR             | (1)                 | 58-58           |                   |        |
| blank                              | CHAR             | (1)                 | 59-59           |                   |        |
| resident status (2220)             | CHAR             | (1)                 | 60-60           |                   |        |
| blank                              | CHAR             | (4)                 | 61-64           | not used          |        |
| citizenship status (2050)          | CHAR             | (1)                 | 65-65           |                   |        |
| math remediation comp. (2460)      | CHAR             | (1)                 | 66-66           |                   |        |
| English remediation comp. (2465)   | CHAR             | (1)                 | 67-67           |                   |        |
| blank                              | CHAR             | (1)                 | 68-68           |                   |        |
| campus student ID (2012)           | CHAR             | (16)                | 69-84           |                   |        |
| cumulative GPA (2250)              | NUMBER           | (3)                 | 85-87           | 9v99              |        |
| cumulative GPC (2251)              | NUMBER           | (3)                 | 88-90           | 9v99              |        |
| Relationship to Alumnus (2225)     | CHAR             | (1)                 | 91-91           |                   |        |
| Birthdate (2045)                   | NUMBER           | (8)                 | 92-99           | -YYYYMMDD-        | +Sp/11 |

Total record length is 99 characters.

Sp/11

Post-Term CDR Record Type '20' Layout: Student Data

| <u>Field Name (data element #)</u>                  | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|---|------------------|---------------------|-----------------|------------------|
| unit (2160)   | CHAR             | (1)                 | 1-1             |                  |
| division (2170)                                     | CHAR             | (2)                 | 2-3             | UW Colleges only |
| social security number (2010)                       | CHAR             | (9)                 | 4-12            |                  |
| record type   | NUMBER           | (2)                 | 13-14           | always -20-      |
| blank   | CHAR             | (2)                 | 15-16           |                  |
| Cuban indicator (2600)                              | CHAR             | (1)                 | 17-17           |                  |
| Mexican American indicator (2605)                   | CHAR             | (1)                 | 18-18           |                  |
| Puerto Rican indicator (2610)                       | CHAR             | (1)                 | 19-19           |                  |
| other Hispanic or Latino indicator (2615)           | CHAR             | (1)                 | 20-20           |                  |
| Hispanic/Latino indicator (subgroup unknown) (2617) | CHAR             | (1)                 | 21-21           |                  |
| African American or Black indicator (2620)          | CHAR             | (1)                 | 22-22           |                  |
| American Indian or Alaskan Native indicator (2625)  | CHAR             | (1)                 | 23-23           |                  |
| Hawaiian or Pacific Islander indicator (2630)       | CHAR             | (1)                 | 24-24           |                  |
| Cambodian indicator (2635)                          | CHAR             | (1)                 | 25-25           |                  |
| Hmong indicator (2640)                              | CHAR             | (1)                 | 26-26           |                  |
| Laotian indicator (2645)                            | CHAR             | (1)                 | 27-27           |                  |
| Vietnamese indicator (2650)                         | CHAR             | (1)                 | 28-28           |                  |
| Southeast Asian indicator (subgroup unknown) (2652) | CHAR             | (1)                 | 29-29           |                  |
| other Asian indicator (2655)                        | CHAR             | (1)                 | 30-30           |                  |
| White or Caucasian indicator (2660)                 | CHAR             | (1)                 | 31-31           |                  |
| Blank   | CHAR             | (1)                 | 32-32           |                  |
| race unknown indicator (2670)                       | CHAR             | (1)                 | 33-33           |                  |

Total record length is 33 characters.

Data transmissions should be sent txt mode via ftp.

## Student CDR Key Change File

Sp/08

Universities may send a transaction file to update student keys. Listed below is a record layout to be used when changing the key of a student record. The record layout begins with the original student key. Following the key is a record type ('KEYS'). The remainder of the record should contain the new key. The entire new key should appear, including Unit and Division.

| <u>Field Name (data element #)</u> | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|------------------------------------|------------------|---------------------|-----------------|------------------|
| unit (2160)                        | CHAR             | (1)                 | 1-1             |                  |
| division (2170)                    | CHAR             | (2)                 | 2-3             | UW Colleges only |
| social security number (2010)      | NUMBER           | (9)                 | 4-12            |                  |
| blank                              | CHAR             | (2)                 | 13-14           |                  |
| record type                        | CHAR             | (4)                 | 15-18           | always -KEYS-    |
| unit (2160)                        | CHAR             | (1)                 | 19-19           | new key          |
| division (2170)                    | CHAR             | (2)                 | 20-21           | new key          |
| social security number (2010)      | NUMBER           | (9)                 | 22-30           | new key          |

Total record length is 30 characters.

## Financial Aid Data Submission: Student Data

The primary use of financial aid data is to describe the aggregate student need for financial assistance and the mix of aid used by students to meet the needs. These data are used to develop a variety of need and aid analyses, including reports to the Board of Regents and the Legislature.

Beyond the need and aid analyses, the resulting financial aids database is used by the Legislative Audit Bureau. Federal law requires that federal student financial aid programs be audited annually. The Legislative Audit Bureau has been delegated the responsibility for the conduct of the audits, and must follow prescribed federal audit procedures. The procedures require that students receiving aid through federal programs are to be contacted regarding the aid received. For this purpose, the name and address of students who have received such aid must be included in the financial aid data submission.

The Financial Aids Data Submission is to include a record for each enrolled student who a) demonstrated financial need as determined by the prevailing standard needs analysis or b) received one of the need or non-need based aid types included in the definition of Financial Aid Type (DE 2400). Students for whom the needs analysis showed no need and who did not receive aid should not be included.

The financial aid reporting period is an academic year that includes a complete academic year and the summer term which precedes the academic year. Note: The preceding summer is the summer term in the same calendar year as the fall term, e.g., summer 1989 is associated with the 1989-90 academic year submission.

The objective is to capture a 12 month aid period. In some cases, the actual data will be from two fiscal year periods. A case in point is aid awarded in the form of work-study. Work-study is paid from the fiscal year during which it is earned, not awarded. And, since actual work-study earnings are to be reported for all terms as derived from payroll records, it is understood that the amounts will be drawn from two fiscal years. These and other exceptions to a fiscal year reporting will result in the CDR file not reconciling to the fiscal year accounting records; though the two sources should be reasonably close as summer aid is a small portion of total year aid.

The contents of the records will vary with the aid program--or package--for the student. Three program variables control record content.

1. Students with need who are granted one or more types of aid. All data elements must be provided for the regular academic year and summer session as appropriate.
2. Students with computed need who are not aid recipients due to aid rejection by the student or other unique circumstances. All data elements are to be provided for the regular academic year and summer session as appropriate. Aid Type (DE 2400) must be coded '99', and the Aid Amount (DE 2410) must be zero.
3. Students who received only non-need based aid should be included in the CDR if the aid type is listed in the definition of Financial Aid Type (DE 2400). Information pertaining to Student Budget (DE 2360), Financial Dependency (DE 2370), Family Contribution/Student Expectation (DE 2380) or Total Family Income (DE 2390) elements is not required if only non-need based aid has been given.

With only a few exceptions, the population of students in the financial aid CDR submission will be a subset of the student CDR submissions for the same reporting period. The exceptions will be: a) students who completed registration subsequent to the two week date of record for the student CDR submission, and who received financial aid or demonstrated financial need, and b) students who were full-time work-study students in the summer session.

As in other student data submissions, each student is identified with the unique key--UNIT CODE, DIVISION CODE (UW Colleges only), and STUDENT SOCIAL SECURITY NUMBER. The format design includes three record types.

1. Type 08
  - a. At least one 08 record must be included for each student.
  - b. One 08 record must be included if the student received aid during the combined traditional year (fall + spring), (a 'T' in Term Indicator; column 13) and a second 08 record included if the student received aid during summer session (an 'S' in Term Indicator; column 13).
  - c. If a student attends only summer session, only a summer session 08 is to be included.
  - d. Each 08 record must be properly identified through the use of the Term Indicator (DE 2180).
2. Type 10
  - a. At least one type 10 record must be included for each type 08 record.
  - b. There are to be included as many 10 records as necessary to account for each type of aid disbursed to the student.
  - c. If the student attends only summer session, only summer session type 10 records are to be included, i.e., all type 10 records have an 'S' in the Term Indicator (column 13).
  - d. Each type 10 record must be properly identified through the use of the Term Indicator (DE 2180).
3. Type 09
  - a. One 09 record must be included for each student who has received financial aid.
  - b. If the student attended both the traditional year and summer session, only one type 09 record should be included, i.e., the traditional 09 record 'T' in the Term Indicator (column 13).

-Sp/08

The submission of student financial aid CDR data does not change in any way the other student CDR submissions. The financial aid submission is to be submitted independent of other student CDR submissions.

The file sequence is as follows:

|              |   |
|--------------|---|
| <u>Major</u> | Unit Code<br>Division Code (UW Colleges Only)<br>Social Security Number |
| <u>Minor</u> | Term Indicator  |

#### STUDENT RECORD FORMAT IDENTIFIER

Definition: A two-digit numeric code to identify the record formats within the annual financial aid data submission file.

Coding Considerations: Prescribed on record layouts.

Edit Criteria: Must be one 08 record for each student receiving aid during the traditional academic year (fall + spring), and one 08 record for each student receiving aid for the summer session. At least one 10 record must accompany each 08 record.

## FINANCIAL AID CDR RECORD LAYOUTS

### Financial Aid CDR Record Type '08' Layout:

| <u>Field Name (data element #)</u> | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|------------------------------------|------------------|---------------------|-----------------|------------------|
| unit (2160)                        | CHAR             | (1)                 | 1-1             |                  |
| division (2170)                    | CHAR             | (2)                 | 2-3             | UW Colleges only |
| social security number (2010)      | NUMBER           | (9)                 | 4-12            |                  |
| term (2180)                        | CHAR             | (1)                 | 13-13           |                  |
| record type                        | NUMBER           | (2)                 | 14-15           | always -08-      |
| budget individual (2360)           | NUMBER           | (5)                 | 16-20           |                  |
| dependency status (2370)           | CHAR             | (1)                 | 21-21           |                  |
| family contribution (2380)         | NUMBER           | (5)                 | 22-26           |                  |
| gross family income (2390)         | NUMBER           | (6)                 | 27-32           |                  |
| blank name (2015)                  | CHAR             | (30)                | 33-62           | -A/11            |
| campus student ID (2012)           | CHAR             | (16)                | 63-78           |                  |
| housing arrangements (2395)        | CHAR             | (1)                 | 79-79           | +A/10            |
| first name (2017)                  | CHAR             | (30)                | 80-109          | +A/11            |
| middle (initial or name) (2018)    | CHAR             | (30)                | 110-139         | +A/11            |
| last name (2019)                   | CHAR             | (40)                | 140-179         | +A/11            |

Total record length is 179 characters.

A/11

### Financial Aid CDR Record Type '09' Layout:

| <u>Field Name (data element #)</u> | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|------------------------------------|------------------|---------------------|-----------------|------------------|
| unit (2160)                        | CHAR             | (1)                 | 1-1             |                  |
| division (2170)                    | CHAR             | (2)                 | 2-3             | UW Colleges only |
| social security number (2010)      | NUMBER           | (9)                 | 4-12            |                  |
| term (2180)                        | CHAR             | (1)                 | 13-13           |                  |
| record type                        | NUMBER           | (2)                 | 14-15           | always -09-      |
| street and number (2070)           | CHAR             | (30)                | 16-45           |                  |
| city and state (2072)              | CHAR             | (25)                | 46-70           |                  |
| zip code (2074)                    | NUMBER           | (5)                 | 71-75           |                  |

Total record length is 75 characters.

### Financial Aid CDR Record Type '10' Layout:

| <u>Field Name (data element #)</u> | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|------------------------------------|------------------|---------------------|-----------------|------------------|
| unit (2160)                        | CHAR             | (1)                 | 1-1             |                  |
| division (2170)                    | CHAR             | (2)                 | 2-3             | UW Colleges only |
| social security number (2010)      | NUMBER           | (9)                 | 4-12            |                  |
| term (2180)                        | CHAR             | (1)                 | 13-13           |                  |
| record type                        | NUMBER           | (2)                 | 14-15           | always -10-      |
| aid type (2400)                    | NUMBER           | (2)                 | 16-17           |                  |
| aid amount (2410)                  | NUMBER           | (5)                 | 18-22           |                  |

Total record length is 22 characters.

Data transmissions should be sent via text mode ftp.

## Summer Term Data Submission

Institutions should submit Student and Curricular CDR for the summer session. Summer term is defined as that period of time between the last day of the spring semester and the first day of the ensuing fall semester or first quarter. +Sp/98

With the move to more annual-based planning and the necessity for System Administration to evaluate certain functions on a year-around basis, there now is a need to increase the analytical capability of the summer term database and to integrate that database with those of the academic year. More specifically, improved data on summer-term instruction is needed for enrollment projections and annual enrollment funding calculations. Further, information (including the summer-term experience) is needed each year to meet the University's reporting requirements to federal agencies and other external constituents. Therefore, an electronic submission of the summer Student CDR was initiated in 1979 and a summer Curricular CDR was initiated in 1998. -Sp/98

### Reporting Guidelines

1. The date of record is to be the fifth (calendar) day of each class, unless the class is offered for less than five days, in which case the date of record is the last day of class. Days of record may also be proportional to the 5<sup>th</sup> day if classes are of differing lengths (e.g., 5<sup>th</sup> day for 8-week classes, 4<sup>th</sup> day for 6-week classes, 3<sup>rd</sup> day for 4-week classes, etc.).
2. Report all credits for which the student has paid or has made appropriate financial commitment by the date of record. Do not report any credits associated with withdrawals if the student has received or will receive a 100% refund of tuition (excluding a withdrawal fee, if charged). Since the summer session is short, there are not a sufficient number of late registrants to offset the full-reimbursed withdrawals.
3. Report all "adds" made by the date of record for which the student has been assessed fees and for which the student has paid or made appropriate financial commitment. Do not report any "adds" for which appropriate financial commitment has not been made by the date of record. Sp/00
4. Delete all "drops" occurring by the date of record. Sp/00
5. Report all credits associated with Supervision of Student Teachers and Interns courses offered to cooperating classroom teachers, even though no tuition is charged for these credits. This requirement reflects an agreement between the UW System and the State regarding tuition remission for supervising teachers.
6. Guidelines from the other academic terms are in effect for reporting off-campus and audit credits.
7. Adjustments between institutions for tuition overpayment by students enrolled at more than one institution need not be considered in the reporting of credits. Therefore, the credits for which such students are registered should be reported by the institution of registration. The student's total credits must not be double-counted.
8. Field Station credits are to be reported only once. The institution providing the faculty is entitled to report the credits. Specific guidelines for Field Station reporting follow.

## Field Station Reporting Guidelines

These guidelines apply ONLY to courses offered by the consortium. If a course is offered at the Field Station by an institution, rather than the Consortium, the “regular” Summer Term guidelines and procedures apply

1. Credits and enrollments for team taught courses should be split evenly between institutions if faculty come from more than one institution. Should more than two instructors be involved, the split would be three-way, or four-way, etc. -Sp/99  
Sp/99
2. The institution registrar will report Unit and Division (UW Colleges) and the appropriate CAC. Sp/99
3. Registrars are cautioned not to duplicate enrollments. Only the institution providing the instruction is allowed to report the enrollments and credits on the CDR. Registrars receiving transcripts from students for the purpose of degree credit transfer must not report those credits on the CDR.
4. Section numbers will be added by the institution registrar. Course numbers may be changed by the registrar if the field station is inappropriate.
5. The date of record is to be the fifth (calendar) day of each class, unless the class is offered for less than five days, in which case the date of record is the last day of class.
6. All credits for which the student has paid or has made appropriate financial commitment by the date of record are to be reported. Any credits associated with withdrawals if the student has received or will receive a 100% refund of tuition (excluding a withdrawal fee, if charged) may not be reported. Since the summer session is short, there are not a sufficient number of late registrants to offset the fully reimbursed withdrawals.
7. If the institution registrar has the student’s major, it may be reported instead of 99992. +Sp/99
8. Data Elements 2330 (Section Number) and 2340 (Student Credits by Section (Prorated)) can be provided in one of two ways. First, the data for each student can be provided in complete, prorated detail--as in the academic-year submissions. Or, second, all course-credits for a given student can be reported with just one section of the course. This may be done in one of two ways: submit all the section numbers for a given course, but associate the total course credits with just one of the section; or, report only one section with the total credits for each course taken by a student. +Sp/99  
-Sp/99

## Technical Guidelines

1. The data submission formats for the Summer Term CDR are the same as those used for the succeeding academic year CDR student data submissions (i.e., three files are submitted -- a sixth-week student file, a sixth-week curricular file, and a post-term student file). +Sp/99
2. The definitions and codes for the student data elements reported in the Summer Term CDR are those that are in effect for the succeeding academic year submission (e.g., for Summer Term 1979, the definitions and codes for the 1979-80 academic year data submissions are used; for Summer Term 1980, the definitions and codes for the 1980-81 academic year submissions are used).

Please refer to the pages which describe the sixth-week student, sixth-week curricular and post-term student submissions in section III.C for detailed information on file layouts, etc. Sp/99

## Winter Term Data Submission

Institutions with a January intersession should submit a full Student and Curricular CDR for the session, i.e., a distinct file from either fall or spring semester data. For CDR purposes, these submission will be referred to as “Winter Term” submissions. Institutions submitting Winter Term CDR data should follow Term 2 submission CDR data element definitions and edit criteria. Submission schedules are provided on page III.A.5

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The date of record for a Winter Term course is the fifth (calendar) day for the course, unless the class is offered for less than five days, in which case the date of record is the last day of the class. All credits for which the student has paid or has made appropriate financial commitment for the date of record should be included. Do not report any credits associated with withdrawals if the student has received or will receive a 100% refund of tuition. Do not report any “adds” for which appropriate financial commitment has not been made by the date of record.

## MAAD Submission Record Layout

### MAAD Record Type '00' Layout: Header

| <u>Field Name (data element #)</u>           | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u> |
|--|------------------|---------------------|-----------------|--------------|
| record type                                  | NUMBER           | (2)                 | 1-2             | always -00-  |
| unit (5160)                                  | CHAR             | (1)                 | 3-3             |              |
| blank  | CHAR             | (2)                 | 4-5             | not used     |
| month (5175)                                 | CHAR             | (2)                 | 6-7             |              |
| tally of late apps-new (5900)                | NUMBER           | (4)                 | 8-11            | optional     |
| tally of late apps-transfer (5900)           | NUMBER           | (4)                 | 12-15           | optional     |
| tally of late apps-re-entry (5900)           | NUMBER           | (4)                 | 16-19           | optional     |
| tally of late apps-transfers/re-entry (5900) | NUMBER           | (4)                 | 20-23           | optional     |
| tally of late apps-unassigned (5900)         | NUMBER           | (4)                 | 24-27           | optional     |
| blank  | CHAR             | (53)                | 28-80           | not used     |

Total record length is 80 characters.

### MAAD Record Type '10' Layout: Header

| <u>Field Name (data element #)</u>                | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |
|---|------------------|---------------------|-----------------|------------------|
| record type                                       | NUMBER           | (2)                 | 1-2             | always -10-      |
| unit (5160)                                       | CHAR             | (1)                 | 3-3             |                  |
| division (5170)                                   | CHAR             | (2)                 | 4-5             | UW Colleges only |
| month (5175)                                      | CHAR             | (2)                 | 6-7             |                  |
| social security number (5010)                     | CHAR             | (9)                 | 8-16            |                  |
| resident status (5220)                            | CHAR             | (1)                 | 17-17           |                  |
| blank   | CHAR             | (8)                 | 18-25           | not used         |
| citizenship status (5050)                         | CHAR             | (1)                 | 26-26           |                  |
| gender (5020)                                     | CHAR             | (1)                 | 27-27           |                  |
| entrance status (5240)                            | CHAR             | (1)                 | 28-28           |                  |
| post-baccalaureate undergrad (5275)               | CHAR             | (2)                 | 29-30           |                  |
| term (5180)                                       | CHAR             | (1)                 | 31-31           |                  |
| application status (5134)                         | CHAR             | (1)                 | 32-32           |                  |
| deferred status (5138)                            | CHAR             | (1)                 | 33-33           |                  |
| blank   | CHAR             | (1)                 | 34-34           | not used         |
| admission action (5136)                           | CHAR             | (2)                 | 35-36           |                  |
| high school class rank % (5105)                   | NUMBER           | (2)                 | 37-38           |                  |
| high school class size (5090)                     | NUMBER           | (4)                 | 39-42           |                  |
| high school class rank (5100)                     | NUMBER           | (4)                 | 43-46           |                  |
| CBA proficiencies 5190)                           | NUMBER           | (1)                 | 47-47           |                  |
| CBA indicator (5195)                              | CHAR             | (1)                 | 48-48           |                  |
| birthdate (5040)                                  | NUMBER           | (6)                 | 49-54           | -YYYYMM-         |
| high school graduation year (5120)                | NUMBER           | (4)                 | 55-58           | -YYYY-           |
| campus student ID (5012)                          | CHAR             | (16)                | 59-74           |                  |
| first generation college student indicator (5065) | CHAR             | (1)                 | 75-75           |                  |
| Wisconsin Covenant student indicator (5068)       | CHAR             | (1)                 | 76              |                  |
| blank   | CHAR             | (4)                 | 77-80           | not used         |

+Sp/10  
Sp/10

Total record length is 80 characters.

MAAD Record Type '20' Layout: Race/Ethnicity

Sp/07

| <u>Field Name (data element #)</u>                  | <u>Data Type</u> | <u>Field Length</u> | <u>Position</u> | <u>Notes</u>     |        |
|---|------------------|---------------------|-----------------|------------------|--------|
| record type   | NUMBER           | (2)                 | 1-2             | always -20-      |        |
| unit (5160)   | CHAR             | (1)                 | 3-3             |                  |        |
| division (5170)                                     | CHAR             | (2)                 | 4-5             | UW Colleges only |        |
| month (5175)  | CHAR             | (2)                 | 6-7             |                  |        |
| social security number (5010)                       | CHAR             | (9)                 | 8-16            |                  |        |
| Cuban indicator (5600)                              | CHAR             | (1)                 | 17-17           |                  |        |
| Mexican American indicator (5605)                   | CHAR             | (1)                 | 18-18           |                  |        |
| Puerto Rican indicator (5610)                       | CHAR             | (1)                 | 19-19           |                  |        |
| other Hispanic or Latino indicator (5615)           | CHAR             | (1)                 | 20-20           |                  |        |
| Hispanic/Latino indicator (subgroup unknown) (5617) | CHAR             | (1)                 | 21-21           |                  | +A/07  |
| African American or Black indicator (5620)          | CHAR             | (1)                 | 22-22           |                  | A/07   |
| American Indian or Alaskan Native indicator (5625)  | CHAR             | (1)                 | 23-23           |                  | A/07   |
| Hawaiian or Pacific Islander indicator (5630)       | CHAR             | (1)                 | 24-24           |                  | A/07   |
| Cambodian indicator (5635)                          | CHAR             | (1)                 | 25-25           |                  | A/07   |
| Hmong indicator (5640)                              | CHAR             | (1)                 | 26-26           |                  | A/07   |
| Laotian indicator (5645)                            | CHAR             | (1)                 | 27-27           |                  | A/07   |
| Vietnamese indicator (5650)                         | CHAR             | (1)                 | 28-28           |                  | A/07   |
| Southeast Asian indicator (subgroup unknown) (5652) | CHAR             | (1)                 | 29-29           |                  | +A/07  |
| other Asian indicator (5655)                        | CHAR             | (1)                 | 30-30           |                  | A/07   |
| White or Caucasian indicator (5660)                 | CHAR             | (1)                 | 31-31           |                  | A/07   |
| blank <del>other race indicator (5665)</del>        | CHAR             | (1)                 | 32-32           |                  | -Sp/08 |
| race unknown indicator (5670)                       | CHAR             | (1)                 | 33-33           |                  | A/07   |
| blank <del>other race text (5675)</del>             | CHAR             | (30)                | 34-63           |                  | -Sp/08 |

Total record length is 63 characters.

A/07