

**CDR Liaisons**

The CDR liaisons are institutional representatives responsible for the coordination of all activities at their institutions which relate to the preparation and submission of CDR data. As a part of these coordination responsibilities, liaisons will work with functional area staff (such as in Admissions, Financial Aid, and Registrar’s Offices) and with information technology staff to ensure the accuracy and completeness of CDR data submissions for their institution. For “PeopleSoft campuses,” liaisons will represent their institution on CDR issues related to the CDR/MAAD/TIS interface programs, ensuring involvement from functional and technical staff so that informed and timely decisions can be made.

| <b>CENTRAL DATA REQUEST CAMPUS LIAISON PERSONNEL</b> |   |                |                         |
|--|---|----------------|-------------------------|
| <b>UW CAMPUS</b>                                     | <b>LIAISON / TITLE</b>  | <b>PHONE #</b> | <b>EMAIL ADDRESS</b>    |
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## DATA ELEMENT DESCRIPTION

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**NUMBER:** 5136  
**NAME:** ADMISSION ACTION  
**DEFINITION:** A code indicating the admission decision or action taken on the application.

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### CODING REQUIREMENTS

**LENGTH:** 1 position  
**DECIMAL POSITION:** N/A  
**SPECIFICATIONS:**

| <u>CODE</u> | <u>DEFINITION</u>  |
|-------------|--|
| 00          | No action taken (valid for Y and Z only on DE 5135).   |
| 01          | Applicant cancelled before institution acted.  |
| 09          | Completed application, applicant cancelled before notification. +  |
| 10          | Admitted, applicant did not cancel or postpone until later term.   |
| 11          | Applicant cancelled after admission (or was cancelled).  |
| 12          | Waitlisted, applicant placed on waitlist (not valid at End-of-Cycle).                                    |
| 13          | Applicant cancelled after being placed on waitlist.  |
| 14          | Admitted after being placed on waitlist. (If applicant subsequently cancelled, use Admission Action 11.) |
| 15          | Conditional admit pending completion of file.  |
| 20          | Applicant qualified but denied directly due to ceiling (cannot be X, Y, or Z on DE 5135).                |
| 21          | Applicant qualified but denied after being placed on waitlist (ceiling denial).                          |
| 22          | Applicant denied directly – not academically qualified.  |
| 23          | Applicant denied because application incomplete.   |

**EXAMPLE:** Applicant canceled after being placed on waitlist; this element is '13'.

**DEFAULTS:**

**EDITS:** 5136-11 *Must be coded '00', '01', '09', '10', '11', '12', '13', '14', '15', '20', '21', '22', or '23'.* X

**NOTES:**

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### APPLICABILITY

**UNITS:** All  
**POPULATION:** All undergraduate applicants as specified in the MAAD Reporting Guidelines  
**DATE OF RECORD:** End of each reporting period  
**SUBMISSION DATE:** Monthly  
**DATE ISSUED:** August 2017

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## CDR EDITING CRITERIA – MAAD

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|---------------|---|--|
| <b>5105</b>   | <b>HIGH SCHOOL CLASS RANK PERCENTILE</b>  |  |
| <b>EDITS:</b> | 5105-22 <i>If the student is applying as a new undergraduate (Entrance Status (DE 5240) = 'N'), this element should not be blank (b).</i> |  |

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|---------------|--|--|
| <b>5120</b>   | <b>HIGH SCHOOL, DATE OF GRADUATION</b>   |  |
| <b>EDITS:</b> | 5120-12 <i>This data element must be blank (b) or contain a numeric code not greater than the academic year for which the student is applying. For example, if a student is applying for Fall 2000, the High School Graduation Year should not be greater than 2000.</i> |  |
|               | 5120-22 <i>If the student is applying as a new undergraduate (Entrance Status (DE 5240) = 'N'), this element should not be blank (b).</i>  |  |

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|               |  |  |
|---------------|--|--|
| <b>5134</b>   | <b>APPLICATION STATUS</b>  |  |
| <b>EDITS:</b> | 5134-11 <i>Must be coded '1', '2', or '3'.</i>   |  |
| <b>NOTES:</b> | <i>Late applications that are returned unprocessed should be reported using one of the following methods: (1) Applications are tallied and totals are reported in the Tally of Late Applications (DE 5900); or (2) Applicant records are submitted with Application Status = '3'. These applications will not be included in any analysis, but the information will be used as an indicator of activity after admissions are closed.</i> |  |

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|---------------|---|-------------|
| <b>5136</b>   | <b>ADMISSION ACTION</b>   |             |
| <b>EDITS:</b> | 5136-11 <i>Must be coded '00', '01', '09', '10', '11', '12', '13', '14', '15', '20', '21', '22', or '23'.</i> | <b>A/17</b> |

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|               |  |  |
|---------------|--|--|
| <b>5138</b>   | <b>DEFERRED STATUS</b>   |  |
| <b>EDITS:</b> | 5138-11 <i>Must be coded 'D' or blank (b).</i>   |  |
| <b>NOTES:</b> | <i>When Deferred Status = 'D', the type of deferral will be indicated as an Admission Action (DE 5136). For example, the applicant may have been denied for the current term due to an enrollment ceiling but was deferred to a later term (Admission Action (DE 5136) = '20' or '21'); or the applicant was admitted for the current term but requested a change to the subsequent term, thus canceling for the current term (Admission Action (DE 5136) = '11').</i> |  |
|               | <i>Deferred Status should be blank (b) for all records where the application has <u>not</u> been deferred to a later admissions cycle.</i>   |  |

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| <b>5160</b>   | <b>UNIT</b>   |  |
| <b>EDITS:</b> | 5160-11 <i>The valid code for the reporting unit must be present.</i> |  |
| <b>NOTES:</b> | <i>Refer to edit 59M1-41.</i>   |  |

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|---------------|---|--|
| <b>5170</b>   | <b>DIVISION (UW COLLEGES ONLY)</b>  |  |
| <b>EDITS:</b> | 5170-21 <i>If Unit (DE 5160) = 'R', this data element must contain a valid UW Colleges Division Code. For all other Unit codes, this element must be blank (b).</i> |  |
| <b>NOTES:</b> | <i>Refer to edit 59M1-41.</i>   |  |

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|---------------|---|--|
| <b>5175</b>   | <b>MONTH (REPORTING)</b>  |  |
| <b>EDITS:</b> | 5175-11 <i>Must be coded '01' through '08', '10' through '12', or 'XX'.</i> |  |

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