

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.

CENTRAL DATA REQUEST CAMPUS LIAISON PERSONNEL				
UW CAMPUS	LIAISON / TITLE	PHONE #	EMAIL ADDRESS	
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UW Extended Campus	Mark Mailloux Data Manager	608-890-3390	mark.mailloux@uwex.edu	

DATA ELEMENT DESCRIPTION

NUMBER: 1130
NAME: SECTION LENGTH
DEFINITION: The number of weeks that this section meets (including final exam period).

CODING REQUIREMENTS

LENGTH: 2 positions
DECIMAL POSITION: N/A
SPECIFICATIONS: Must be numeric and less than 19.

Following is UW System Administration's understanding of each institution's total number of rounded weeks of instruction for each term of academic year 2022-23. The weeks of instruction are calculated as follows. First, the total days of instruction are arrived at by adding up the total number of days in a term (Monday-Friday) minus legal holidays (e.g., Labor Day) and the spring break period in Term 2. Final exam period is included as part of the total days of instruction. After the total days of instruction are derived, this figure is divided by five (and rounded to the nearest whole number) to arrive at weeks of instruction. If the length of term is other than stated, please notify the Office of Policy Analysis and Research of the correct length of the term in whole weeks.

	2022-23		
	<u>Term Weeks</u>		
<u>Institution</u>	<u>Term 1</u>	<u>Term 2</u>	
UW-Eau Claire	15	15	
UW-Green Bay	15	15	
UW-La Crosse	15	16	
UW-Madison	15	15	
UW-Milwaukee	16	16	x
UW-Oshkosh	14	14	
UW-Parkside	14	14	
UW-Platteville	15	15	
UW-River Falls	15	15	
UW-Stevens Point	15	16	
UW-Stout	14	14	
UW-Superior	14	15	
UW-Whitewater	15	15	x

EXAMPLE: Section meets for 9 weeks; element is '09'.
DEFAULTS: During the build process, Extended Degree Program course sections, which continue beyond the maximum number of weeks in a term, will default to the maximum number.
EDITS: *1130-11 A number which is greater than zero but which does not exceed the maximum number of weeks in the term for the Unit (DE 1010) must be present.*
NOTES: *Refer to edit 1988-71 in the Curricular Editing Criteria beginning on page III.D.1.*

APPLICABILITY

UNITS: All
POPULATION: All course-sections
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Sixth week of term
DATE ISSUED: August 2022

DATA ELEMENT DESCRIPTION

NUMBER: 2220
NAME: RESIDENT STATUS - FEE BASIS, CURRENT
DEFINITION: Resident status based upon determination by the Office of the Registrar.

CODING REQUIREMENTS

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

<u>CODE</u>	<u>DEFINITION</u>
R	resident
A	resident, Alumni Discount
B	nonresident, Alumni Discount
V	nonresident, Veterans' Choice Act
L	nonresident, Illinois
M	nonresident, Michigan Reciprocity
S	nonresident, Minnesota Reciprocity
W	nonresident, Return to Wisconsin tuition discount program participant
I	nonresident, participant in UW Platteville's Tri-State regional workforce initiative
E	nonresident, Midwest Student Exchange Program participant
N	nonresident, other

EXAMPLE: Student is nonresident, other; this element is 'N'.

DEFAULTS:

EDITS:

- 2220-11 *This element must contain an 'A', 'B', 'M', 'N', 'R', 'S', 'E', 'I', 'L', 'W', or 'V'.*
- 2220-21
- a) *If this element contains a 'W', the Unit (DE 2160) must contain a 'C', 'D', 'E', 'F', 'G', 'L', 'J', 'K', or 'N'.*
 - b) *If this element contains an 'I', the Unit (DE 2160) must contain an 'H'.*
 - c) *If this element contains an 'E', the Unit (DE 2160) must contain a 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', or 'N'.*
 - d) *If this element contains an 'E', then the two-digit state code for Address-Permanent (DE 2080) must contain a 'KS', 'IN', 'MN', 'MO', 'NB', 'ND' or 'OH' (does not apply to post-term add records).*
 - e) *If this element contains an 'A' or 'B' then the unit (DE 2160) must contain a 'C'.*
 - f) *If this element contains an 'L' then the unit (DE 2160) must contain a 'B'.*
- 2220-22 *If the student is a nonresident alien (Citizenship, Status of (DE 2050) = 'A'), then this element should not contain an 'R'.*

NOTES:

APPLICABILITY

UNITS: All
POPULATION: All students as specified in the CDR Reporting Guidelines
DATE OF RECORD: Tenth day of instruction; end of term
SUBMISSION DATE: Fourth week of term; post-term
DATE ISSUED: August 2022

DATA ELEMENT DESCRIPTION

NUMBER: 5020
NAME: GENDER
DEFINITION: A code designating the gender of the applicant.

CODING REQUIREMENTS

LENGTH: 1 position

DECIMAL POSITION: N/A

SPECIFICATIONS:

<u>CODE</u>	<u>DEFINITION</u>
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M	Male
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F	Female
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X	Intersex
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U	Unknown
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+

+

EXAMPLE: Applicant is female; this element is 'F'.

DEFAULTS:

EDITS:

5020-11 Must be coded 'M', 'F', 'X' or 'U'.

+

NOTES:

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 2022

NUMBER: 5170
NAME: DIVISION
DEFINITION: A two-digit code identifying the campus within the UW Institutions that have branch campuses.

CODING REQUIREMENTS

LENGTH: 2 positions
DECIMAL POSITION: N/A
SPECIFICATIONS: Must be one of the following values for UW Institutions with branch campuses.

UW Receiving Institutions Division

<u>CODE</u>	<u>ABBR.</u>	<u>DIVISION NAME</u>
15	BRB	Baraboo/Sauk County
18	BRN	Barron County
60	FDL	Fond du Lac
61	FOX	Fox Valley
71	MAN	Manitowoc
20	MTH	Marathon County
72	MNT	Marinette
25	MSF	Marshfield/Wood County
34	RLN	Richland
28	RCK	Rock County
73	SHB	Sheboygan
B1	WSH	Washington County
B2	WAK	Waukesha
75	PLO	Platteville On-Line

EXAMPLE:

DEFAULTS:

EDITS: 5170-21 *If Unit (DE 5160) = 'B', 'C', 'D', 'F', 'H', 'K', or 'N', this data element must contain a valid Division Code as described below or be blank (b). For all other Unit codes, this element must be blank (b).*

<u>Unit</u>	<u>Divisions</u>
B	B1, B2
C	18
D	71, 72, 73
F	60, 61
H	15, 34, 75
K	20, 25
N	28

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 2022

DATA ELEMENT DESCRIPTION

NUMBER: 5170 – cont.

NOTES: *Refer to edit 59M1-41*.*

*59M1-41 Unit
 Division
 Term
 Social Security Number

Each combination of these elements must be unique.

THE UNIVERSITY OF WISCONSIN

**CDR DATES TABLE
FALL TERM 2022-23**

UNIT	WEEKS OF INSTRUCTION	INSTRUCTION BEGINS	DATE OF RECORD	SUBMISSION DATE 4-WK	4th-WK DATA FINALIZED	SUBMISSION POST-TERM	POST-TERM DATA FINALIZED	
MSN	15	9/7/22	9/20/22	10/5/22	11/2/22	2/8/23	3/8/23	
MIL	16	9/6/22	9/19/22	10/4/22	11/2/22	2/8/23	3/8/23	A/22
EAU	15	9/6/22	9/19/22	10/4/22	11/2/22	2/8/23	3/8/23	
GBY	15	9/7/22	9/20/22	10/5/22	11/2/22	2/8/23	3/8/23	
LAC	15	9/6/22	9/19/22	10/4/22	11/2/22	2/8/23	3/8/23	
OSH	14	9/7/22	9/20/22	10/5/22	11/2/22	2/8/23	3/8/23	A/22
PKS	14	9/7/22	9/20/22	10/5/22	11/2/22	2/8/23	3/8/23	
PLT	15	9/6/22	9/19/22	10/4/22	11/2/22	2/8/23	3/8/23	
RVF	15	9/7/22	9/20/22	10/5/22	11/2/22	2/8/23	3/8/23	
STP	15	9/6/22	9/19/22	10/4/22	11/2/22	2/8/23	3/8/23	
STO	14	9/7/22	9/20/22	10/5/22	11/2/22	2/8/23	3/8/23	
SUP	14	9/7/22	9/20/22	10/5/22	11/2/22	2/8/23	3/8/23	
WTW	15	9/6/22	9/19/22	10/4/22	11/2/22	2/8/23	3/8/23	A/22

4TH WEEK NOTE:

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

CDR EDITING CRITERIA – STUDENT

2210**STUDENT CLASSIFICATION****EDITS:**

- 2210-11 *This element must contain a valid code: 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'S', 'T', 'V', or 'Y'.*
- 2210-12 *For Extended Degree Students, this element should contain 'A', 'B', 'C', 'D', or 'J'.*
- 2210-21
- a) *[deleted]*
 - b) *If Unit (DE 2160) is not an 'A' (Madison), then this element cannot contain an 'L', 'M', 'P', or 'V'.*
 - c) *If this element contains a 'G' (PhD, pre-prelim) or 'H' (PhD, post-prelim), Unit (DE 2160) must be 'A' or 'B', and the student cannot be new or transfer, i.e., Entrance Status, Current (DE 2240) cannot contain an 'N' or 'T'.*
 - d) *If the CCIHS (CAPP) Indicator (DE 1410) on the curricular file contains a 'Y', then this element must contain an 'N' or 'O'.*
 - e) *If Resident Status-Fee Basis, Current (DE2220) is not an 'R' (WI Resident), then this element cannot contain an 'S' or 'T'.*
 - f) *If Entrance Status (DE 2240) contains a 'T' or 'S', then this element must contain an 'A', 'B', 'C', or 'D'.*
 - g) *If Resident Status-Fee Basis, Current (DE 2220) is a 'W' (Return to Wisconsin participant), then this element must contain an 'A', 'B', 'C', 'D', 'I', 'J', 'N', 'S', or 'T' (does not apply to post-term add records).*
 - h) *(UW Receiving institutions only) If Unit (DE 2160) = 'B', 'C', 'D', 'F', 'H', 'K', 'N' and if this element contains 'E', 'F', 'G', 'H', 'K' or 'Y', then the Home Institution Division (DE 2175) should be blank, except for if Unit = 'H' and Division = '75'. (UW-Platteville online has graduate students).*
- 2210-22 *If this element contains a 'D', then the student cannot be a new student, i.e., Entrance Status, Current (DE 2240) cannot contain an 'N'.*

+Sp/22

2220**RESIDENT STATUS – FEE BASIS****EDITS:**

- 2220-11 *This element must contain an 'A', 'B', 'M', 'N', 'R', 'S', 'E', 'I', 'L', 'W', or 'V'.*
- 2220-21
- a) *If this element contains a 'W', the Unit (DE 2160) must contain a 'C', 'D', 'E', 'F', 'G', 'L', 'J', 'K', or 'N'.*
 - b) *If this element contains an 'I', the Unit (DE 2160) must contain an 'H'.*
 - c) *If this element contains an 'E', the Unit (DE 2160) must contain a 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', 'N', or 'R'.*
 - d) *If this element contains an 'E', then the two-digit state code for Address-Permanent (DE 2080) must contain a 'KS', 'IN', 'MN', 'MO', 'NB', 'ND' or 'OH' (does not apply to post-term add records).*
 - e) *If this element contains an 'A' or 'B' then the unit (DE 2160) must contain a 'C'.*
 - f) *If this element contains an 'L' then the unit (DE 2160) must contain a 'B'.*
- 2220-22 *If the student is a nonresident alien (Citizenship Status (DE 2050) = 'A'), then this element should not contain an 'R'.*

+A/22

CDR EDITING CRITERIA – MAAD

5005	APPLICATION IDENTIFICATION NUMBER	
EDITS:	5005-11	<i>Must be coded numeric or blanks (bs) – No alphabetic characters, special characters, or all zeros.</i>
NOTES:	<i>Refer to edit 59M1-41.</i>	

5010	STUDENT SOCIAL SECURITY NUMBER	
EDITS:	5010-11	<i>Must be coded numeric -- NO blanks (bs), alphabetic characters, special characters, or all zeros.</i>
NOTES:	<i>Refer to edit 59M1-41.</i>	

5012	CAMPUS STUDENT ID	
EDITS:	5012-11	<i>a) The ID must be present for each student in the submission – no blanks or special characters allowed. b) The ID must be uniquely associated with an SSN (DE 5010) for any given year, term, and unit (and division at UW Colleges Receiving Institutions).</i>
NOTES:	<i>The campus student ID allows UW campuses to link MAAD data to the campus database. It may be used by UW System Administration as an alternate means of linking campus records.</i>	

5020	GENDER	
EDITS:	5020-11	<i>Must be coded 'M', 'F', 'X' or 'U'.</i>

5040	BIRTHDATE	
EDITS:	5040-11	<i>a) If present, must be coded numeric. b) Birth month must equal 01 through 12, inclusive. c) The student's age (calculated using the Birth Year and current year) must be at least 8.</i>
	5040-12	<i>Birthdate should not be blank (b).</i>
	5040-21	<i>a) If the applicant is applying as a new undergraduate (Entrance Status (DE 5240) = 'N'), this element should not be blank (b). b) If High School, Date of Graduation (DE 5120) is not blank (b), then Birthdate (DE 5040) must be prior to that date.</i>

5050	CITIZENSHIP, STATUS OF	
EDITS:	5050-11	<i>Must be coded 'A', 'C', 'P', 'O', or 'R'.</i>

5065	FIRST GENERATION COLLEGE STUDENT INDICATOR	
EDITS:	5065-11	<i>Must be coded 'Y', 'N', or blank (b).</i>

5068	WISCONSIN COVENANT STUDENT INDICATOR	
EDITS	5068-11	<i>Must be coded 'Y', 'N', or blank (b).</i>

5090	HIGH SCHOOL CLASS SIZE	
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CDR EDITING CRITERIA – MAAD

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

5170	DIVISION		
EDITS:	5170-21	If Unit (DE 5160) = 'B', 'C', 'D', 'F', 'H', 'K', or 'N', this data element must contain a valid Division Code as described below or be blank (b). For all other Unit codes, this element must be blank (b).	
	<u>Unit</u>	<u>Divisions</u>	
	B	B1, B2	
	C	18	
	D	71, 72, 73	
	F	60, 61	
	H	15, 34, 75	
	K	20, 25	
	N	28	+A/22
NOTES:	Refer to edits 59M1-41.		

5175	MONTH (REPORTING)		
EDITS:	5175-11	Must be coded '01' through '08', '10' through '12', or 'XX'.	

5180	TERM (DESIRED TERM OF ENROLLMENT)		
EDITS:	5180-11	Must be coded 'S', 'W', '1', '2' or 'M'.	+Sp/22
NOTES:	Refer to edit 59M1-41.		

5190	NUMBER OF COMPETENCY BASED PROFICIENCIES		
EDITS:	5190-11	Must be coded '0' through '5' or blank (b).	
NOTES:	This element should be '0' for "New Freshmen" submitting only traditional high school transcripts. This element should be blank (b) for Transfer and Re-entry applicants.		

5195	COMPETENCY BASED ADMISSION DECISION INDICATOR		
EDITS:	5195-11	Must be coded 'Y', 'N', or blank (b).	
NOTES:	This element should be 'N' for "New Freshmen" submitting only traditional high school transcripts. This element should be blank (b) for Transfer and Re-entry applicants.		

5220	RESIDENT STATUS – BASED ON PERMANENT HOME ADDRESS		
EDITS:	5220-11	Must be coded 'A', 'R', 'N', 'W', 'I', or 'E'.	
	5220-21	a) If this element contains a 'W', the Unit (DE 5160) must contain a 'C', 'D', 'E', 'F', 'G', 'J', 'K', 'L', or 'N'. b) If this element contains an 'I', the Unit (DE 5160) must contain an 'H'. c) If this element contains an 'E', the Unit (DE 5160) must contain a 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'J', 'K', 'L', 'M', 'N', or 'R'.	
