



## Policy Analysis and Research

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July 11, 2019

To: CDR Liaisons

From: Sue Buth, Director 

Re: 2019-20 CDR Manual Update

This memo includes information about modifications to CDR submissions for the upcoming academic year (2019-20). In order to accommodate UW Colleges continuing to submit summer 2019 activity, several of the changes are not effective until Fall 2019. Details of the modifications can be found at <https://www.wisconsin.edu/education-reports-statistics/data-management/central-data-request/cdr-manual/>. While this email is being copied to others at your institution who are involved with the CDR submissions, we ask that the CDR Liaisons communicate with appropriate offices regarding the CDR changes as well as with OPAR staff regarding changes at your institution that may affect the submissions.

As you review the update document, modifications to the CDR documentation are primarily noted in the right margin. These are marked by '+' for additions, '-' for deletions, and 'x' for changes.

### **Summary of Changes Include:**

#### Curricular CDR

- Changed the definition for Division (DE 1020) to reflect new values for the 2-year campuses, beginning fall 2019-20.
- Expanded the Distance Education Indicator (DE 1450) to include a value for courses offered via the Course Exchange/UW College Courses Online, as well as a new edit 1450-21 to check the validity of this value.

#### Student CDR

- Changed the definition for Division (DE 2170) to reflect new values for the 2-year campuses, beginning fall 2019-20.
- Added the data element Home Institution Division (DE 2175) to account for enrollment at multiple restructured locations, beginning fall 2019-20.

MAAD (All changes were implemented before the 2019-20 submission cycle)

- Changed the definition for Division (DE 5170) to reflect new values for the 2-year campuses.
- Added new values for Admission Action (DE 5136) to accommodate admissions for restructured units.
- Added Application Identification Number (DE 5005).

**Please review the following items and respond to Andy LeBeau ([alebeau@uwsa.edu](mailto:alebeau@uwsa.edu), 608-262-4939) with any corrections or concerns by August 2, 2019:**

- CDR submission due dates (Volume I, Pages III.A.3-6).
- Section Length (DE 1130) – Confirm the number of weeks for fall and spring 2019-20 semesters are accurate. Please contact us if changes are needed. Note that the final exam period is included in the term length.
- CDR Curricular Area Code (CAC) Table (Volume II, Table I.C) – Check with your Budget Office and Registrar's Office to ensure that your institution's CAC/UDDS crosswalk table reflects current budgeting and curricular (subject) areas. Please inform us of any changes for the 2019-20 academic year. Changes already submitted for 2019-20 will be reflected in the August update (and currently available in the Oracle table). **For restructured units: please send Andy your subject, CAC, and UDDS department codes for your new department structure.**

Feel free to contact me or Andy with any questions or concerns. Thank you for your continued support and assistance with the CDR process.

cc: Admissions Directors  
Financial Aid Directors  
Institutional Research Directors  
MILER  
Multiple Applications and Admissions Data Contacts  
Registrars