VOLUME I

Contents Part I

Introduction

CDR CONTACT PERSONS

The purpose of this section is to define the terms used to refer to the individuals who are responsible for the contents of the CDR document and for overseeing the processing of the data submissions. The names of the individuals currently responsible for the functions are listed. Sue Buth, Director of the Office of Policy Analysis and Research, is the CDR Administrator. She can be reach at (608) 262-1751 (sbuth@uwsa.edu).

CDR Area Manager

The area managers are responsible for the System Administration activities related to specific data area of the CDR. They are responsible for the definitions and editing criteria for the data elements within their data areas.

DATA AREA	AREA MANAGER	PHONE # (area code 608)	EMAIL ADDRESS
Student (Academic Year and Summer)	Sue Buth	262-1751	sbuth@uwsa.edu
Financial Aid	Todd Bailey	263-3743	tbailey@uwsa.edu
Multiple Applications and Admissions Data (MAAD)	Dan Younan	890-3529	dyounan@uwsa.edu
Curricular	Sue Buth	262-1751	sbuth@uwsa.edu

CDR Technical Coordinator

The CDR Technical Coordinator assists the activities of the CDR Area Managers by coordinating the technical processing of the CDR i.e., monitoring the submission of the data and coordinating the maintenance of the CDR data. Jennifer White, of the Office of Policy Analysis and Research, is the CDR Technical Coordinator. They can be reached at (608) 262-2623.

Code Table Manager

The code table managers are responsible for approving changes to the code table in Volume II of the CDR.

CDR CODE TABLE	TABLE MANAGER	PHONE # (area code 608)	EMAIL ADDRESS	
Degrees Table	Todd Bailey	263-3743	tbailey@uwsa.edu	**Sp/22**
Majors Table	Todd Bailey	263-3743	tbailey@uwsa.edu	**Sp/22**
Curricular Area Codes (CAC/UDDS)	Todd Bailey	263-3743	tbailey@uwsa.edu	
College Codes Table	Todd Bailey	263-3743	tbailey@uwsa.edu	
Address Table (city/state/zip/country)	Jing Chen	265-9795	jchen@uwsa.edu	
High School Codes Table	Jing Chen	265-9795	jchen@uwsa.edu	
CDR Dates Table	Jennifer White	262-2623	jwhite@uwsa.edu	
Cross-Listed Course Sections	Jennifer White	262-2623	jwhite@uwsa.edu	
Instructional Fund Table	Jennifer White	262-2623	jwhite@uwsa.edu	
Financial Aid Table	Todd Bailey	263-3743	tbailey@uwsa.edu	

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 REQUREST CAMPUS LIAISON PERSONNEL				
UW CAMPUS	**LIAISON / TITLE**	**PHONE #**	**EMAIL ADDRESS**	
Madison	**Clare Huhn** Sr. Policy & Planning Analyst	608-265-9276	clare.huhn@wisc.edu	
Milwaukee	**Jonathan Hanes** Institutional Research Director	414-229-3305	jmhanes@uwm.edu	
Eau Claire	**Kari Herbison** Institutional Research	715-836-3271	herbiskj@uwec.edu	
Green Bay	**Samantha Surowiec** Institutional Research	920-465-2374	surowies@uwgb.edu	
La Crosse	**Grace Engen** Institutional Research	608-785-8057	gengen@uwlax.edu	Sp/22
Oshkosh	**Lynne Elder** Institutional Research	920-424-2132	elderl@uwosh.edu	
Parkside	**Rhonda Kimmel** Registrar	262-595-2237	rhonda.kimmel@uwp.edu	
Platteville	**Valerie Wachuta** IS Business Automation Analyst	608-342-7559	wachutav@uwplatt.edu	Sp/22
River Falls	**Kelly Browning** Registrar	715-425-3342	kelly.browning@uwrf.edu	
Stevens Point	**Marv Noltze** Institutional Planner	715-346-2748	mnoltze@uwsp.edu	
Stout	**Tessa Hauck** Budget, Planning and Analysis	715-232-2316	hauckt@uwstout.edu	
Superior	**Emily Neumann** Institutional Research	715-394-8396	eneuman2@uwsuper.edu	
Whitewater	**Rebecca Jones** Institutional Research	262-472-1276	jonesrl@uww.edu	Sp/22
UW Extended Campus	**Mark Mailloux** Data Manager	608-890-3390	mark.mailloux@uwex.edu	

THE UNIVERSITY OF WISCONSIN SYSTEM

GUIDELINES FOR THE CENTRAL DATA REQUEST

-Academic Year-

This document highlights certain policies and procedures that pertain to the effective operation of the Central Data Request (CDR) during the academic year.

A.   Date of Record: Student Population and Credits

The date of record is the end of the tenth day of on-campus credit course instruction, except for Extended Degree Program activity which is documented in the next section. While the processing of data may continue for several days thereafter, only enrollments valid as of the date of record may be submitted on the CDR. The specific dates of record for each institution are listed in the CDR Volume I, Part III, Section A.

Student enrollments and associated courses/credits are to be submitted if the student has met two criteria by the end of the tenth day of instruction: a signatory commitment for payment of the fees, or finalized arrangements for third-party payment.

1.   Student Population

   a.   The following types of students should be included in the CDR submission:

   i.   Senior citizen auditors: students aged 60 and over who are exclusively auditing courses should be included in the CDR submission.

   ii.   OASDI Students: Wisconsin resident students receiving federal old age, survivors, and disability insurance benefits (OASDI) who are exclusively auditing courses should be included in the CDR submission.

   b. The following types of students should not be included in the CDR submission:

   i.   Early Withdrawals: students who advance register with an appropriate financial commitment, but subsequently formally withdraw from the institution prior to the first day of instruction.

   ii.   Late registrants: students who register and make an appropriate financial commitment, but do so after the date of record.

2.   Associated Courses and Credits

The courses and credits on the CDR fourth-week student file should reflect all course changes through the end of the tenth day of classes (i.e., all course adds and drops registered before the end of the tenth day of instruction must be processed. Courses for which registration occurs after this tenth day cutoff are not to be included in the CDR fourth-week files).

The courses and credits on the CDR post-term student file should reflect all course activity that the student was enrolled in as of the end of the term, including courses added after the tenth day and courses from which the student withdrew after the tenth day in a manner that would be indicated on the student's transcript (e.g., a grade of withdrew).

Note: The CDR files submitted to System Administration reflect the "reality" that existed at the end of the tenth day of instruction. The time period between the end of the tenth day and the CDR submission should be utilized to correct errors and supply any missing data relative to other CDR data.

B. Interinstitutional Agreements and Off-Campus Credit Courses

    1. UW-Extension Credit Courses (Interinstitutional Agreements)

        a. Degree Credit Programs: All degree credit activities funded by UW-Extension should be submitted on the student and curricular CDR.

        b. Non-Credit Programs: Non-credit programs should not be submitted on the student nor the curricular CDR.

    2. Off-Campus Credit Courses Not Included in Interinstitutional Agreements

    Students registered in off-campus degree credit courses should be submitted on the student and curricular CDR.

Courses taught under (1) Interinstitutional Agreements and (2) off-campus credit courses meeting the criteria stated above should be included in the CDR submission if the course registration takes place before the institution's fourth-week files are transmitted to System Administration. These submission guidelines for Interinstitutional Agreement courses and off-campus credit courses allow the institutions greater flexibility in capturing these courses that begin instruction later in the term. Submissions are not to be delayed beyond the fourth-week because of this flexibility.

Note: For on-campus credit courses, the date of record is the end of the tenth day of instruction for that term; i.e., there is no variance to the date of record for on-campus credit courses regardless of when they start in the term.

C. Audit Credits

All audit credits are to be submitted on the CDR files at full credit equivalency for the course (or at the minimum credits for variable credit courses unless the student is paying fees for more than the minimum).

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 <u>rounded</u> 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) <u>minus</u> 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
Term Weeks

Institution	Term 1	Term 2	
UW-Eau Claire	15	15	
UW-Green Bay	15	15	
UW-La Crosse	15	16	x
UW-Madison	15	15	
UW-Milwaukee	15	16	
UW-Oshkosh	14	14	
UW-Parkside	14	14	
UW-Platteville	15	15	x
UW-River Falls	15	15	
UW-Stevens Point	15	16	
UW-Stout	14	14	x
UW-Superior	14	15	x
UW-Whitewater	14	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:	Spring 2022

DATA ELEMENT DESCRIPTION

NUMBER: 2120
NAME: HIGH SCHOOL, DATE OF GRADUATION
DEFINITION: The 4 digits of the year of graduation from a high school. For a new freshman. This data element can be obtained from the student and should be available unless the student did not graduate from high school or, in some cases, received a GED.

CODING REQUIREMENTS

LENGTH: 4 positions

DECIMAL POSITION: N/A

SPECIFICATIONS:

EXAMPLE: Date of high school graduation is 1951; this element is '1951'.

DEFAULTS: During the build process, if Student Classification (DE 2210) is equal to 'N' or 'O', this element is defaulted to spaces.

EDITS:
2120-11   *This element must be blank (b̸) or contain a numeric code that is greater than zero but not greater than the first year of the current academic year for Summer Term and Term 1 enrollment, e.g., 1991 in academic year 1991-92. Or, contain a numeric code that is greater than zero but not greater than the second year of the current academic year for Winter Term, May Term, and Term 2, e.g., 1992 in academic year 1991-92.*   +

2120-22   *If the student is a new freshman (Entrance Status, Current (DE 2240) is equal to 'N' and Student Classification (DE 2210) is equal to 'A', 'B', 'C' or 'D') this element should contain a numeric code (not zeros).*

NOTES:

APPLICABILITY

UNITS: All
POPULATION: All new freshman
DATE OF RECORD: Tenth day of instruction
SUBMISSION DATE: Fourth week of term
DATE ISSUED: Spring 2022

DATA ELEMENT DESCRIPTION

NUMBER:	2210
NAME:	STUDENT CLASSIFICATION
DEFINITION:	A code indicating the current class level or year of a student (based upon institutionally defined credit levels and/or institution, school, or college acceptance actions).

CODING REQUIREMENTS

LENGTH:	1 position
DECIMAL POSITION:	N/A
SPECIFICATIONS:	The acceptable codes are as follows:

CODE	DEFINITION
A	Freshman
B	Sophomore
C	Junior
D	Senior
E	Masters
F	Education Specialist
G	PhD (Pre-prelim)
H	PhD (Post-prelim)
J	Special (non-matriculated student assessed undergraduate fees, COMPREHENSIVE and DOCTORAL CLUSTER use only)
K	Special (non-matriculated student assessed graduate fees)
L	Law
M	Medical
N	High School (if not enrolled through Early College Credit Program (ECCP))
O	High School – Early College Credit Program (ECCP)
P	Pharmacy Professional
S	Wisconsin Resident Age 60 and over, audit only
T	Wisconsin Resident receiving federal old age survivors and disability insurance benefits (OASDI), audit only
V	Veterinary Medicine
Y	Clinical/Professional Practice Doctorate

EXAMPLE:

DEFAULTS:

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'.*

APPLICABILITY

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

NUMBER:	2210 – cont.

EDITS:

2210-21
a) deleted
b) *If Unit (DE 2160) is <u>not</u> 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 (DE 2220) is <u>not</u> 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','J','N','O', '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', 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'.*

NOTES:

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:

CODE	DEFINITION
R	resident
A	resident, Alumni Discount
B	nonresident, Alumni Discount
V	nonresident, Veterans' Choice Act
L	nonresident, Illinois Reciprocity
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', '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', ~~IL~~ '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:	Spring 2022

DATA ELEMENT DESCRIPTION

NUMBER: 5180
NAME: TERM (DESIRED TERM OF ENROLLMENT)
DEFINITION: A code identifying the term for which the applicant seeks entry to the institution.

CODING REQUIREMENTS

LENGTH: 1 position

DECIMAL POSITION: N/A

SPECIFICATIONS:

CODE	DEFINITION
S	Summer
1	Fall
W	Winter
2	Spring
M	May

+

EXAMPLE: Applicant seeks entry in the Fall term; this element is '1'.

DEFAULTS:

EDITS: *5180-11   Must be coded 'S', '1', 'W', '2' or 'M'.*   +

NOTES: *Monthly MAAD submissions combine applicants for summer and fall terms. There is also a single "end of cycle" submission which combines spring, winter, and May term applicants.*   +

Refer to edit 59M1-41*.

*59M1-41   Unit
Division
Term
Social Security Number

Each combination of these elements must be unique.

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: Spring 2022

CONTENTS PART III

Institution Data Submission Procedures

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	15	9/6/22	9/19/22	10/4/22	11/2/22	2/8/23	3/8/23
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	9/6/22	9/19/22	10/4/22	11/2/22	2/8/23	3/8/23
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	14	9/6/22	9/19/22	10/4/22	11/2/22	2/8/23	3/8/23

4TH WEEK NOTE:
- PROFILES OF CROSS-LISTED COURSE-SECTIONS ARE ALSO DUE AT THIS TIME.

THE UNIVERSITY OF WISCONSIN

CDR DATES TABLE
SPRING 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	1/24/23	2/6/23	2/21/23	3/21/23	7/7/23	8/4/23
MIL	16	1/23/23	2/3/23	2/20/23	3/20/23	7/7/23	8/4/23
EAU	15	1/30/23	2/10/23	2/27/23	3/27/23	7/7/23	8/4/23
GBY	15	1/23/23	2/3/23	2/20/23	3/20/23	7/7/23	8/4/23
LAC	16	1/17/23	1/30/23	2/14/23	3/14/23	7/7/23	8/4/23
OSH	14	1/30/23	2/10/23	2/27/23	3/27/23	7/7/23	8/4/23
PKS	14	1/31/23	2/13/23	2/28/23	3/28/23	7/7/23	8/4/23
PLT	15	1/23/23	2/3/23	2/20/23	3/20/23	7/7/23	8/4/23
RVF	15	1/23/23	2/3/23	2/20/23	3/20/23	7/7/23	8/4/23
STP	16	1/23/23	2/3/23	2/20/23	3/20/23	7/7/23	8/4/23
STO	14	1/23/23	2/3/23	2/20/23	3/20/23	7/7/23	8/4/23
SUP	15	1/25/23	2/7/23	2/22/23	3/22/23	7/7/23	8/4/23
WTW	15	1/23/23	2/3/23	2/20/23	3/20/23	7/7/23	8/4/23

4TH WEEK NOTE:
- PROFILES OF CROSS-LISTED COURSE-SECTIONS ARE ALSO DUE AT THIS TIME.

UNIVERSITY OF WISCONSIN

DATA SUBMISSION SCHEDULE
ANNUAL SUBMISSIONS 2022-23

1. FINANCIAL AID (Student)

a. Date of Record			b. Submission Date					c. Finalize Date				
End of Reporting Period			July 29, 2022					August 31, 2022				
MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
X	X	X	X	X	X	X	X	X	X	X	X	X

2. WINTER TERM (Student and Curricular)

a. Date of Record		b. Submission Date		c. Finalize Date		d. Submission Date		e. Finalize Date				
Varying*		1/31/2023		2/20/2023		3/10/2023		3/31/2023				
		(4th Week)		(4th Week)		(Post-term)		(Post-term)				
MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
	X	X	X	X	X	X	X	X	X	X	X	X

3. MAY TERM (Student and Curricular)

a. Date of Record		b. Submission Date		c. Finalize Date		d. Submission Date		e. Finalize Date				
Varying**		June 16, 2023		July 7, 2023		July 14, 2023		July 28, 2023				
		(4th Week)		(4th Week)		(Post-term)		(Post-term)				
MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
					X							

4. SUMMER TERM (Student and Curricular)

a. Date of Record	b. Submission Date		c. Finalize Date		d. Submission Date		e. Finalize Date					
Varying***	September 2, 2022		September 30, 2022		October 10, 2022		November 7, 2022					
	(4th Week)		(4th Week)		(Post-term)		(Post-term)					
MSN	MIL	EAU	GBY	LAC	OSH	PKS	PLT	RVF	STP	STO	SUP	WTW
X	X	X	X	X	X	X	X	X	X	X	X	X

*   **See Winter Term Data Submission Section – Reporting Guidelines (III.C.26)**
**   **See May Term Data Submission Section – Reporting Guidelines (III.C.26)**
*** **See Summer Term Data Submission Section – Reporting Guidelines (III.C.26)**

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

MAAD SUBMISSION SCHEDULE

SUMMER/FALL 2022-23 APPLICANTS
ALL UNITS

MONTH	MONTH DESIGNATION	SUBMISSION DUE DATE
October	10	October 1, 2022
November	11	November 1, 2022
December	12	December 1, 2022
January	01	January 3, 2023
February	02	February 1, 2023
March	03	March 1, 2023
April	04	April 1, 2023
May	05	May 2, 2023
June	06	June 1, 2023
July	07	July 1, 2023
August	08	August 1, 2023
End-of-Cycle	XX	September 16, 2023

SPRING 2022-23 APPLICANTS
ALL UNITS

MONTH	MONTH DESIGNATION	SUBMISSION DUE DATE
End-of-Cycle	XX	March 1, 2023

GENERAL TECHNICAL CONSIDERATIONS

There are several general guidelines which are common to the preparation and processing of all data submission files. These common guidelines are discussed below, while the instructions specific to the individual data submission files are contained within the respective sections which follow.

Changes in Entity Keys

If the entity key within the curricular or student data area changes between data submissions, a list of such changes must accompany the submission which contains the changed key(s). The list of key changes must include the old and new key(s) for each entity affected. For examples, if a "dummy" student social security number was used in the fourth-week student data submission and an actual social security number is used in the post-term submission, a key change has been effected, and it must be noted on the list of key changes.

Field Justification

Right-justify and zero-fill all fields which are to be used in calculations. All such fields are identified with an asterisk (*) on the Data Element lists contained within the sections that follow. All numeric fields must be unsigned.

All other fields are left-justified and blank-filled. (Also note the Coding Considerations in the Data Element Dictionaries.)

Data Submission via FTP

The following information is needed for submitting CDR data via FTP.

CDR Destination site: (lower case) cdr.uwsa.edu

Destination file name: WXXXZZZ.YYYT*S

XXX	=	CDR (CDR file) or TRN (transaction file)
ZZZ	=	CUR (Curricular) or STU (Student) or FA (Financial Aid) or PHY (Physical Facility)
YYY	=	year (e.g., 934 for 1993-94)
T	=	term ('S', '1', 'W' (Winter), '2', 'M' (May) or 'A' (Financial Aid))
*	=	University of Wisconsin institution code
S	=	'8' for 4th-week Student submissions for 'P' for post-term Student submissions. Not present for Curricular and Financial Aid data

+Sp/22 *(next to T row)*

The following information is needed for submitting MAAD data via FTP:

MAAD Destination site: (lower case) maad.uwsa.edu

Destination file name: WXXXZZZ.YYYT*MM

XXX	=	CDR (CDR file)
ZZZ	=	MAAD (Multiple Application and Admissions Database)
YYY	=	academic year of applicants' intended enrollment (e.g., 012 for applications for summer or fall 2001-2002; 001 for applications for spring 2000-2001)
T	=	term of applicants' intended enrollment ('S', '1', 'W' (Winter), '2', 'M' (May))
*	=	University of Wisconsin institution code
MM	=	submission month (e.g., '10' for October)

+Sp/22 *(next to T row)*

Examples:

WCDRCUR.9901A for 1999-00 Term 1 UW-Madison Curricular CDR file.

WTRNCUR.9901A for 1999-00 Term 1 UW-Madison Curricular transaction file.

WCDRSTU.9901A8 for 1999-00 Term 1 UW-Madison 4th-week Student CDR file.

WCDRFA.990AA for 1999-00 Annual UW-Madison Financial Aid CDR file.

WCDRMAD.0011AXX for the UW-Madison End-of-Cycle MAAD file of Summer/Fall 2000 applicants.

WCDRMAD.0012AXX for the UW-Madison End-of-Cycle MAAD file of Spring 2001 applicants.

WCDRMAD.0121A10 for the UW-Madison October 2000 MAAD file of Summer/Fall 2001-2002 applicants.

Re-submission of CDR Files

Re-submission of CDR files may be requested by System Administration or may be initiated by an institution. If an institution decides to re-submit a CDR file, an email informing System Administration of this intention should be sent to the appropriate data manager (see Section I.3 for a list of the data managers).

Summer Term Data Submission

Institutions should submit Student <u>and</u> Curricular CDR for the summer session. Summer term is defined as that period of time between the last day of the spring semester or May Term and the first day of the ensuing fall semester.

<div align="right">

-Sp/22

</div>

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 submissions 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

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.

<div align="right">

-Sp/22

</div>

<div align="right">

+Sp/22

</div>

May Term Data Submission

Institutions with a May 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 submissions will be referred to as "May Term" submissions. Institutions submitting May Term CDR data should follow Term 2 submission CDR data element definitions and edit criteria. Submission schedules are provided on page III.A.5

The date of record for a May 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.

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

MAAD Submission Record Layout

MAAD Record Type '00' Layout: Header

Field Name (data element #)	Data Type	Field Length	Position	Notes
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

Field Name (data element #)	Data Type	Field Length	Position	Notes
record type	NUMBER	(2)	1-2	always -10-
unit (5160)	CHAR	(1)	3-3	
division (5170)	CHAR	(2)	4-5	UW Receiving Institutions 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

Total record length is 80 characters.

MAAD Record Type '20' Layout: Race/Ethnicity

Field Name (data element #)	Data Type	Field Length	Position	Notes
record type	NUMBER	(2)	1-2	always -20-
unit (5160)	CHAR	(1)	3-3	
division (5170)	CHAR	(2)	4-5	UW Receiving Institutions 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	
African American or Black indicator (5620)	CHAR	(1)	22-22	
American Indian or Alaskan Native indicator (5625)	CHAR	(1)	23-23	
Hawaiian or Pacific Islander indicator (5630)	CHAR	(1)	24-24	
Cambodian indicator (5635)	CHAR	(1)	25-25	
Hmong indicator (5640)	CHAR	(1)	26-26	
Laotian indicator (5645)	CHAR	(1)	27-27	
Vietnamese indicator (5650)	CHAR	(1)	28-28	
Southeast Asian indicator (subgroup unknown) (5652)	CHAR	(1)	29-29	
other Asian indicator (5655)	CHAR	(1)	30-30	
White or Caucasian indicator (5660)	CHAR	(1)	31-31	
blank	CHAR	(1)	32-32	
race unknown indicator (5670)	CHAR	(1)	33-33	
blank	CHAR	(30)	34-63	

Total record length is 63 characters.

2120   **HIGH SCHOOL, DATE OF GRADUATION**

DEFAULTS: During the build process, if Student Classification (DE 2210) is equal to 'N', this element is defaulted to spaces.

EDITS: *2120-11*   *This element must be blank (b̷) or contain a numeric code that is greater than zero but not greater than the first year of the current academic year for Summer Term and Term 1 enrollment, e.g., 1991 in academic year 1991-92. Or, contain a numeric code that is greater than zero but not greater than the second year of the current academic year for Winter Term, May Term and* **+Sp/22** *Term 2, e.g., 1992 in academic year 1991-92.*

2120-22   *If the student is a new freshman (Entrance Status, Current (DE 2240) is equal to 'N' and Student Classification (DE 2210) is equal to 'A', 'B', 'C', or 'D') this element should contain a numeric code (not zeros).*

2130   **INSTITUTION LAST ATTENDED**

DEFAULTS: For non-transfer students, this element is defaulted to blanks *(b̷s)*.

EDITS: *2130-11*   *This element must contain a valid code per the CDR College Code table, CDR Manual Vol. II, or be blank (b̷).*

2130-22   *If the student is an undergraduate transfer or Combination Re-entry/transfer student (Student Classification (DE 2210) is an 'A', 'B', 'C', or 'D' and Entrance Status (DE 2240) is an 'S' or 'T'), then this element must contain a valid code (non-blank) and not the code of the institution the student is currently attending.*

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 <u>not</u> 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 <u>not</u> 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* **+Sp/22** *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'.*

2220   **RESIDENT STATUS – FEE BASIS**

EDITS: *2220-11*   *This element must contain an 'A', 'B', 'M', 'N', 'R', 'S', 'E', 'I', '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', ~~'IL'~~ 'IN', 'MN',* **-Sp/22** *'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'.* **+Sp/22**

2220-22   *If the student is a nonresident alien (Citizenship Status (DE 2050) = 'A'), then this element should not contain an 'R'.*

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 (b̸). For all other Unit codes, this element must be blank (b̸).*

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

+Sp/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 '(b̸)'.*

NOTES: *This element should be '0' for "New Freshmen" submitting only traditional high school transcripts. This element should be blank (b̸) for Transfer and Re-entry applicants.*

5195 **COMPETENCY BASED ADMISSION DECISION INDICATOR**

EDITS: *5195-11* *Must be coded 'Y', 'N', or blank (b̸).*

NOTES: *This element should be 'N' for "New Freshmen" submitting only traditional high school transcripts. This element should be blank (b̸) 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'.*