

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

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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)

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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).