

June 2024

To: CDR Liaisons

Fr: Sue Buth, Director 

Re: 2024-25 CDR Manual Update

This memo includes information about modifications to CDR submissions for the upcoming academic year (2024-25). Details of the modifications can be found on the UWSA CDR [webpage](#). 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.

Please review the following items and respond to Emma Chen (wenxuan.chen@wisconsin.edu) with any updates, corrections, or concerns by August 2, 2024:

- CDR Curricular Area Code (CAC) Table (Volume II, Table I.C) – Confirm with your Budget Office and Registrar’s Office to ensure that your institution’s CAC/UDDS crosswalk table reflects current budget and curricular (subject) areas. Please inform us of any changes for the 2024-25 academic year. Changes already submitted for 2024-25 will be reflected in the August update (and currently available in the Oracle table).
- Section Length (DE 1130) – Confirm the number of weeks for fall and spring 2024-25 semesters are accurate. Please contact us if changes are needed. Note that the final exam period is included in the term length.
- CDR submission due dates (Volume I, Pages III.A.3-6). Please make note of these due dates and share as needed.

Summary of 2024-25 Changes Include:

MAAD

- DE 5005 – Application Identification Number – Updated to collect the expanded 13 alphanumeric characters
- DE 5011 – New data element – WISEid Number
- DE 5095 – New data element – HS GPA
- DE 5110 – New data element – High School Code
- DE 5115 – New data element – Direct Admit Indicator

OTHER

- Updated Sections
 - I.3 (CDR Contacts)
 - I.4 (CDR Liaisons)
 - II.E.1 - II.E.4 (MAAD)
 - III.A.3 - III.A.6 (Submission Dates)
 - III.C.17, III.C.19 (Post-Term Data Submission) – Corrected DE number error
 - III.C.27 (MAAD Submission Record Layout)
 - III.D.38 - III.D.39 (Editing Criteria)
- Updated language from 'Sixth week' to 'Fourth week' throughout CDR manual

Please contact me or Emma with any questions or concerns. Thank you for your continued support and assistance with the CDR process.

- c: Admissions Directors
Financial Aid Directors
Institutional Research Directors
Multiple Applications and Admissions Contacts
Registrars

CDR UPDATE NOTICE

Spring 2024

VOLUME I

REMOVE

I.3 – CDR Contacts

I.4 – CDR Liaisons

II.E.1 – II.E.4

5005

III.A.3 – III.A.6

III.C.17

III.C.19

III.C.27

III.D.38-III.D.39

ADD

I.3 – CDR Contacts

I.4 – CDR Liaisons

II.E.1 – II.E.4

5005

5011

5095

5110

5115

III.A.3 – III.A.6

III.C.17

III.C.19

III.C.27

III.D.38-III.D.39

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 (sue.buth@wisconsin.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)	Jennifer White	262-1751	jennifer.white@wisconsin.edu
Financial Aid	Todd Bailey	263-3743	todd.bailey@wisconsin.edu
Multiple Applications and Admissions Data (MAAD)	Dan Younan	890-3529	daniel.younan@wisconsin.edu
Curricular	Jennifer White	262-1751	jennifer.white@wisconsin.edu

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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. Emma Chen, of the Office of Policy Analysis and Research, is the CDR Technical Coordinator. They can be reached at wenxuan.chen@wisconsin.edu.

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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	todd.bailey@wisconsin.edu
Majors Table	Todd Bailey	263-3743	todd.bailey@wisconsin.edu
Curricular Area Codes (CAC/UDDS)	Todd Bailey	263-3743	todd.bailey@wisconsin.edu
College Codes Table	Todd Bailey	263-3743	todd.bailey@wisconsin.edu
Address Table (city/state/zip/country)	Ting-Hsuan Hung	265-6776	ting-hsuan.hung@wisconsin.edu
High School Codes Table	Ting-Hsuan Hung	265-6776	todd.bailey@wisconsin.edu
CDR Dates Table	Jennifer White	262-2623	jennifer.white@wisconsin.edu
Cross-Listed Course Sections	Jennifer White	262-2623	jennifer.white@wisconsin.edu
Instructional Fund Table	Jennifer White	262-2623	jennifer.white@wisconsin.edu
Financial Aid Table	Todd Bailey	263-3743	todd.bailey@wisconsin.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 REQUEST CAMPUS LIAISON PERSONNEL			
UW CAMPUS	LIAISON / TITLE	PHONE #	EMAIL ADDRESS
Madison	Clare Huhn Acad. Planning and Institutional Research	608-265-9276	clare.huhn@wisc.edu
Milwaukee	James Hardy Assessment and Institutional Research	414-229-6624	jhardy@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
Oshkosh	Amy Davis Institutional Effectiveness	920-424-3020	davism@uwosh.edu
Parkside	Rhonda Kimmel Registrar	262-595-2237	rhonda.kimmel@uwp.edu
Platteville	John Dunning Institutional Research, Strategy & Planning		dunningj@uwplatt.edu
River Falls	Kelly Browning Registrar	715-425-3342	kelly.browning@uwrfl.edu
Stevens Point	Marv Noltze Institutional Planner	715-346-2748	mnoltze@uwsp.edu
Stout	Frode Larsen Planning, Assessment & Research	715-232-1443	larsenf@uwstout.edu
Superior	Emily Neumann Institutional Research	715-394- 8396/	eneuman2@uwsuper.edu
Whitewater	Rebecca Jones Institutional Research	262-472-1276	jonesrl@uww.edu
UW Extended Campus	Mark Mailloux Data Manager	608-890-3390	mark.mailloux@uwex.wisconsin.edu

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DATA ELEMENT DESCRIPTION

NUMBER: 5005
NAME: APPLICATION IDENTIFICATION NUMBER
DEFINITION: A thirteen-digit alphanumeric string assigned by UW-HELP uniquely identifying each application. x

CODING REQUIREMENTS

LENGTH: 13 positions x
DECIMAL POSITION: N/A
SPECIFICATIONS: All applications received by UW-HELP are assigned a thirteen-digit identification number. x
EXAMPLE: Application identification number is 6553AA3C12345; this element is '6553AA3C12345'. x
DEFAULTS:
EDITS: 5005-11 *Must be coded alphanumeric or blanks (bs) – No special characters or all zeros.* x
NOTES: ~~Refer to edit 59M1-41.~~ -
Revised in Spring 2024 update to collect the full length of the eApp application number, which was expanded from 8 numeric to 13 alphanumeric characters. +

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 2024

DATA ELEMENT DESCRIPTION

NUMBER: 5011
NAME: WISEid NUMBER
DEFINITION: A 10-digit numeric value, assigned by the Wisconsin Department of Public Instruction, uniquely identifying each Wisconsin high school student.

CODING REQUIREMENTS

LENGTH: 10 positions
DECIMAL POSITION: N/A
SPECIFICATIONS: For prospective new freshman students admitted through Direct Admit Wisconsin.
EXAMPLE:
DEFAULTS:
EDITS: 5011-11 *Must be coded numeric or blanks (bs) – No special characters*
5011-22 a) *If DE 5240 (Entrance Status) is not 'N', this element must be blanks (bs).*
b) *If DE 5115 (Direct Admit Indicator) is 'Y', this element must not be blanks (bs).*

NOTES:

APPLICABILITY

UNITS: All
POPULATION: All Direct Admit Wisconsin admits
DATE OF RECORD: End of each reporting period
SUBMISSION DATE: Monthly
DATE ISSUED: Spring 2024

DATA ELEMENT DESCRIPTION

NUMBER: 5095
NAME: HIGH SCHOOL GRADE POINT AVERAGE (HS GPA)
DEFINITION: The cumulative grade point average the applicant has earned at the high school, converted, if necessary, to a four point scale. "A" equaling a 4.0 GPA.

CODING REQUIREMENTS

LENGTH: 3 positions
DECIMAL POSITION: 9V99
SPECIFICATIONS: All values must be between 000 (0.00 GPA) to 400 (4.00 GPA) or blank (*bbb*) (GPA not available).
EXAMPLE: GPAs of 3.45 and 0.76; these elements are '345' and '076' respectively.
DEFAULTS:
EDITS: 5095-12 *This element must be coded with a numeric value between '000' (0.00) and '400' (4.00) inclusive, or blank (b/b/b/). Alphabetic characters are invalid.*
NOTES: *GPA may reflect in-progress or final high school GPA, depending on what is stored at the time of collection.*

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 2024

DATA ELEMENT DESCRIPTION

NUMBER: 5110
NAME: HIGH SCHOOL CODE
DEFINITION: Code from the CDR high school code table (see CDR Manual, Vol. II) indicating the Wisconsin high school a new freshman applicant is attending.

CODING REQUIREMENTS

LENGTH: 6 positions

DECIMAL POSITION: N/A

SPECIFICATIONS: NOTE: The CDR high school code table contains a few codes which are not specifically associated with a Wisconsin high school. These codes should be used when a resident new freshman did not graduate from a Wisconsin high school or the high school no longer exists. These codes are as follows.

<u>CODE</u>	<u>DEFINITION</u>
50*991	No high school diploma
50*992	Equivalent certification or diploma
50*993	Non Resident
50*994	Non-Wisconsin high school
50*995	Home School
50*999	High school no longer exists

EXAMPLE: The student attends "Madison West High School". This element is '501165'.

DEFAULTS:

EDITS:

5110-11 *This element must contain a valid code per the CDR Wisconsin High School code table, CDR Manual Vol. II, or be blanks (bs). In addition, this table provides codes for students who attended non-Wisconsin high schools.*

5110-22 *If DE 5240 (Entrance) is 'N' and DE 5220 (Resident Status) is 'R', then this element must not be blanks (bs).*

NOTES:

APPLICABILITY

UNITS: All
POPULATION: New freshman students with a Wisconsin permanent address
DATE OF RECORD: End of each reporting period
SUBMISSION DATE: Monthly
DATE ISSUED: Spring 2024

DATA ELEMENT DESCRIPTION

NUMBER: 5115
NAME: DIRECT ADMIT INDICATOR
DEFINITION: A code indicating whether the prospective student received their admission through Direct Admit Wisconsin.

CODING REQUIREMENTS

LENGTH: 1 positions

DECIMAL POSITION: N/A

SPECIFICATIONS:

<u>CODE</u>	<u>DEFINITION</u>
Y	Prospective student received an admission through Direct Admit Wisconsin and submitted a Direct Admit Form.

EXAMPLE:

DEFAULTS:

EDITS:

5115-11 *Must be coded 'Y' or blank (b).*

5115-21 *If DE 5240 (Entrance Status) is not 'N', this element must be blank (b).*

NOTES:

APPLICABILITY

UNITS: All
POPULATION: All Direct Admit Wisconsin admits
DATE OF RECORD: End of each reporting period
SUBMISSION DATE: Monthly
DATE ISSUED: Spring 2024

MULTIPLE APPLICATIONS AND ADMISSIONS DATA (MAAD)

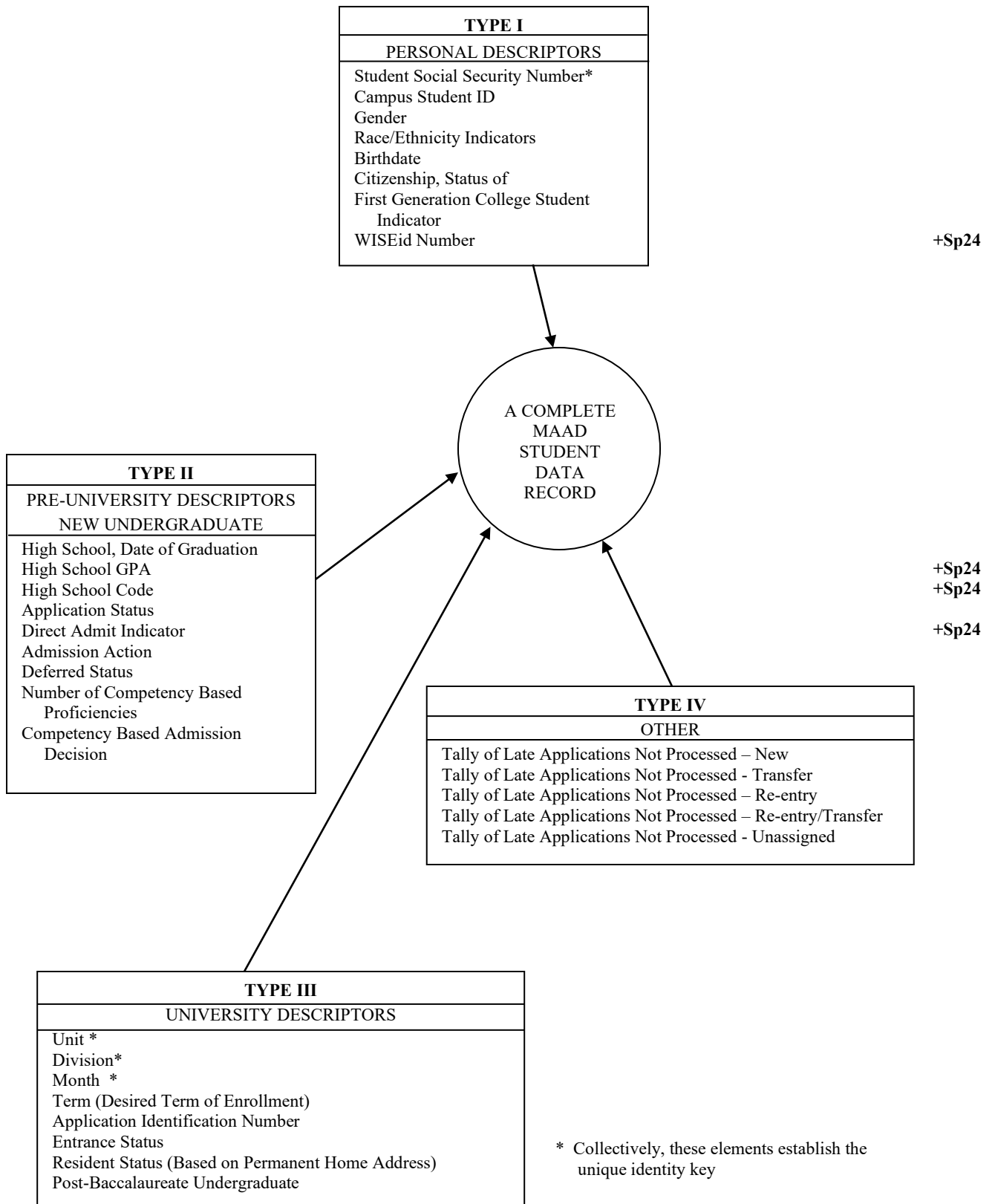
Overview

Multiple Applications and Admissions Data (MAAD) includes data that identify and describe students who have applied for undergraduate enrollment at one of the University of Wisconsin System institutions. It records data, on a monthly basis, about the applicants and the admission action taken on each application.

The monthly MAAD submissions are cumulative from the time an application for the reporting year/term is initially recorded until the final MAAD submission of the cycle. Thus, records of applicants who withdraw or cancel their application remain on each MAAD submission for the cycle. The monthly MAAD submissions should include records for all new, transfer, and re-entry degree-seeking undergraduate applicants who are applying for the upcoming summer or fall terms. The cycle culminates with the “end of cycle” submission in September. In addition, there is a single “end of cycle” March submission for spring and winter term applicants.

Each MAAD record identifies and describes a unique student application. Uniqueness is established by a combination of data elements: Student Social Security Number, Unit (and Division for UW Receiving Institutions), Desired Term of Enrollment, and the reporting Month. These elements comprise the entity key.

MAAD data can be grouped into four types as illustrated in the diagram on the following page. Many of the MAAD elements are the same or similar to those collected in the CDR Student Data area. Type I (Personal) descriptors provide basic identifying and demographic information about the applicant. The Type II (Pre-University) descriptors contain information about the educational institution previously attended by the student and information related to the student’s application and admission status. Type III (University) descriptors include student information specific to the desired UW campus and term of enrollment. Type IV (Other) provides information on late applications that were received after admissions were closed and for which individual applicant records were not submitted.



Logical Listing of Student Data Elements

<u>Number</u>	<u>Descriptors</u>	
<u>TYPE I: PERSONAL</u>		
5010	Student Social Security Number	
5012	Campus Student ID	
5020	Gender	
5040	Birthdate	
5050	Citizenship, Status of	
5065	First Generation College Student Indicator	
5011	WISEid Number	+Sp24
5600	Race/Ethnicity: Cuban Indicator	
5605	Race/Ethnicity: Mexican, Mexican-American, or Chicano/a Indicator	
5610	Race/Ethnicity: Puerto Rican Indicator	
5615	Race/Ethnicity: Other Hispanic/Latino Indicator	
5617	Race/Ethnicity: Hispanic/Latino Indicator (Subgroup Unknown)	
5620	Race/Ethnicity: African-American/Black Indicator	
5625	Race/Ethnicity: American Indian/Alaskan Native Indicator	
5630	Race/Ethnicity: Hawaiian/Pacific Islander Indicator	
5635	Race/Ethnicity: Cambodian Indicator	
5640	Race/Ethnicity: Hmong Indicator	
5645	Race/Ethnicity: Laotian Indicator	
5650	Race/Ethnicity: Vietnamese Indicator	
5652	Race/Ethnicity: Southeast Asian Indicator (Subgroup Unknown)	
5655	Race/Ethnicity: Other Asian Indicator	
5660	Race/Ethnicity: White/Caucasian Indicator	
5670	Race/Ethnicity: Race Unknown Indicator	
<u>TYPE II: PRE-UNIVERSITY</u>		
5095	High School Grade Point Average (GPA)	+Sp24
5110	High School Code	+Sp24
5120	High School, Year of Graduation	
5134	Application Status	
5136	Admission Action	
5115	Direct Admit Indicator	+Sp24
5138	Deferred Status	
5190	Number of Competency Based Proficiencies	
5195	Competency Based Admission Decision Indicator	
<u>TYPE III: UNIVERSITY</u>		
5005	Application Identification Number	Sp/24
5160	Unit	
5170	Division (UW Receiving Institutions Only)	
5175	Month (Reporting)	
5180	Term (Desired Term of Enrollment)	
5220	Resident Status (Based on Permanent Home Address)	
5240	Entrance Status	
5275	Post-Baccalaureate Undergraduate	
<u>TYPE III: OTHER</u>		
5900	Tally of Late Applicants	

Alphabetical Listing of Student Data Elements

<u>Descriptors</u>	<u>Number</u>	
Admission Action	5136	
Application Identification Number.....	5005	Sp/24
Application Status.....	5134	
Birthdate	5040	
Campus Student ID.....	5012	
Citizenship, Status of.....	5050	
Competency Based Admission Decision Indicator.....	5195	
Deferred Status.....	5138	
Direct Admit Indicator.....	5115	+Sp24
Division (UW Receiving Institutions Only).....	5170	
Entrance Status.....	5240	
First Generation College Student Indicator.....	5065	
Gender	5020	
High School Code	5110	+Sp24
High School Grade Point Average (GPA)	5095	+Sp24
High School, Year of Graduation.....	5120	
Month (Reporting)	5175	
Number of Competency Based Proficiencies	5190	
Post-Baccalaureate Undergraduate.....	5275	
Race/Ethnicity: African-American/Black Indicator.....	5620	
Race/Ethnicity: American Indian/Alaskan Native Indicator	5625	
Race/Ethnicity: Cambodian Indicator	5635	
Race/Ethnicity: Cuban Indicator	5600	
Race/Ethnicity: Hawaiian/Pacific Islander Indicator.....	5630	
Race/Ethnicity: Hispanic/Latino Indicator (Subgroup Unknown).....	5617	
Race/Ethnicity: Hmong Indicator.....	5640	
Race/Ethnicity: Laotian Indicator.....	5645	
Race/Ethnicity: Mexican, Mexican-American, or Chicano/a Indicator	5605	
Race/Ethnicity: Other Asian Indicator	5655	
Race/Ethnicity: Other Hispanic/Latino Indicator.....	5615	
Race/Ethnicity: Puerto Rican Indicator	5610	
Race/Ethnicity: Race Unknown Indicator.....	5670	
Race/Ethnicity: Southeast Asian Indicator (Subgroup Unknown).....	5652	
Race/Ethnicity: Vietnamese Indicator.....	5650	
Race/Ethnicity: White/Caucasian Indicator	5660	
Resident Status (Based on Permanent Home Address)	5220	
Student Social Security Number.....	5010	
Tally of Late Applications	5900	
Term (Desired Term of Enrollment)	5180	
Unit.....	5160	
WISEid Number.....	5011	+Sp24

THE UNIVERSITY OF WISCONSIN

**CDR DATES TABLE
FALL TERM 2024-25**

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	9/4/24	9/17/24	10/2/24	10/30/24	2/6/25	3/6/25
MIL	15	9/3/24	9/16/24	10/1/24	10/29/24	2/6/25	3/6/25
EAU	15	9/4/24	9/17/24	10/2/24	10/30/24	2/6/25	3/6/25
GBY	15	9/4/24	9/17/24	10/2/24	10/30/24	2/6/25	3/6/25
LAC	15	9/3/24	9/16/24	10/1/24	10/29/24	2/6/25	3/6/25
OSH	14	9/4/24	9/17/24	10/2/24	10/30/24	2/6/25	3/6/25
PKS	14	9/3/24	9/16/24	10/1/24	10/29/24	2/6/25	3/6/25
PLT	15	9/3/24	9/16/24	10/1/24	10/29/24	2/6/25	3/6/25
RVF	15	9/3/24	9/16/24	10/1/24	10/29/24	2/6/25	3/6/25
STP	15	9/3/24	9/16/24	10/1/24	10/29/24	2/6/25	3/6/25
STO	15	9/4/24	9/17/24	10/2/24	10/30/24	2/6/25	3/6/25
SUP	15	9/4/24	9/17/24	10/2/24	10/30/24	2/6/25	3/6/25
WTW	14	9/3/24	9/16/24	10/1/24	10/29/24	2/6/25	3/6/25

4TH WEEK NOTE:

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

THE UNIVERSITY OF WISCONSIN

**CDR DATES TABLE
SPRING TERM 2024-25**

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	1/21/25	2/3/25	2/18/25	3/18/25	7/7/25	8/4/25
MIL	16	1/21/25	2/3/25	2/18/25	3/18/25	7/7/25	8/4/25
EAU	15	1/27/25	2/7/25	2/24/25	3/24/25	7/7/25	8/4/25
GBY	15	1/23/25	2/5/25	2/20/25	3/20/25	7/7/25	8/4/25
LAC	16	1/27/25	2/7/25	2/24/25	3/24/25	7/7/25	8/4/25
OSH	14	2/3/25	2/14/25	3/3/25	3/31/25	7/7/25	8/4/25
PKS	14	1/28/25	2/10/25	2/25/25	3/25/25	7/7/25	8/4/25
PLT	15	1/27/25	2/7/25	2/24/25	3/24/25	7/7/25	8/4/25
RVF	15	1/27/25	2/7/25	2/24/25	3/24/25	7/7/25	8/4/25
STP	16	1/21/25	2/3/25	2/18/25	3/18/25	7/7/25	8/4/25
STO	15	1/27/25	2/7/25	2/24/25	3/24/25	7/7/25	8/4/25
SUP	15	1/22/25	2/4/25	2/19/25	3/19/25	7/7/25	8/4/25
WTW	15	1/27/25	2/7/25	2/24/25	3/24/25	7/7/25	8/4/25

4TH WEEK NOTE:

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

UNIVERSITY OF WISCONSIN

**DATA SUBMISSION SCHEDULE
ANNUAL SUBMISSIONS 2024-25**

1. FINANCIAL AID (Student)												
a. Date of Record				b. Submission Date				c. Finalize Date				
End of Reporting Period				July 15, 2025				August 31, 2025				
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*			January 30, 2025			February 19, 2025			March 10, 2025			March 31, 2025		
(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 20, 2025			July 11, 2025			July 18, 2025			August 1, 2025		
(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 3, 2024			October 3, 2024			October 14, 2024			November 11, 2024		
(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 2025-26 APPLICANTS
ALL UNITS**

<u>MONTH</u>	<u>MONTH DESIGNATION</u>	<u>SUBMISSION DUE DATE</u>
October	10	October 1, 2024
November	11	November 1, 2024
December	12	December 2, 2024
January	01	January 2, 2025
February	02	February 3, 2025
March	03	March 3, 2025
April	04	April 1, 2025
May	05	May 1, 2025
June	06	June 2, 2025
July	07	July 1, 2025
August	08	August 1, 2025
End-of-Cycle	XX	September 15, 2025

**SPRING 2025-26 APPLICANTS
ALL UNITS**

<u>MONTH</u>	<u>MONTH DESIGNATION</u>	<u>SUBMISSION DUE DATE</u>
End-of-Cycle	XX	March 3, 2025

Post-Term Data Submission: Student Data

Element Number	Element Length	Element Name	
KEY:			
2160	1	Unit Code	
2170	2	Division Code (UW Receiving Institutions only)	
2010	9	Student Social Security Number	
----	2	Student Record Format Identifier	
NON-KEY IDENTIFIER:			
2012	16	Campus Student ID	
UNIVERSITY COMPLETION DATA:			
2175	2	Home Institution Division	
2250	3	Cumulative Grade Point Average	
2251	3	Cumulative Grade Point Credits	
2420	5	Degree Earned, this Term (This Institution) – First	
2420	5	Degree Earned, this Term (This Institution) – Second	
2430	5	Major Associated with Degree Earned this Term - First	
2430	5	Major Associated with Degree Earned this Term – Second	
2440	1	Teacher Education Completion	
2460	1	Math Remediation Completed this Term	
2465	1	English Remediation Completed this Term	
2300	4	Curricular Area Code	
2310	4	Course Number	
2320	1	Course Grade Basis	
2330	5	Section Number	
2350	4	Units Taken (course graded section)	
2352	1	Earn Credit Flag	Sp24
2354	3	Grade	Sp24
2425	1	Certificate Earned, this Term (This Institution) – First	
2425	1	Certificate Earned, this Term (This Institution) – Second	
2435	6	CIP Code Associated with Certif. Earned this Term – First	
2435	6	CIP Code Associated with Certif. Earned this Term – Second	
UNIVERSITY WITHDRAWAL DATA:			
2500	4	Withdrawal, Date of	
PERSONAL DATA (Include only for students who were not part of the fourth-week population):			
2017	30	First Name	
2018	30	Middle Initial/Name	
2019	40	Last Name	
2020	1	Gender	
2045	8	Birthdate	
2050	1	Citizenship, Status of	
2220	1	Resident Status-Fee Basis, Current	
2225	1	Relationship to Alumnus	
2600	1	Cuban Indicator	
2605	1	Mexican American Indicator	
2610	1	Puerto Rican Indicator	
2615	1	Other Hispanic/Latino Indicator	
2617	1	Hispanic/Latino Indicator (subgroup unknown)	
2620	1	African American or Black Indicator	

Post-term CDR Record Type '04' Layout: Student Course Information

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	
unit (2160)	CHAR	(1)	1-1	
division (2170)	CHAR	(2)	2-3	
social security number (2010)	NUMBER	(9)	4-12	
record type	NUMBER	(2)	13-14	always -04-
curricular area (2300)	CHAR	(4)	15-18	
course number (2310)	CHAR	(4)	19-22	
section number (2330)	CHAR	(5)	23-27	
course grade basis (2320)	CHAR	(1)	28-28	
units taken (2350)	NUMBER	(4)	29-32	
earn credit flag (2352)	CHAR	(1)	33-33	Sp24
grade (2354)	CHAR	(3)	34-36	Sp24
enroll_status*	CHAR	(1)	37-37	
curricular area (2)	CHAR	(4)	38-41	
course number (2)	CHAR	(4)	42-45	
section number (2)	CHAR	(5)	46-50	
course grade basis (2)	CHAR	(1)	51-51	
units taken (2)	NUMBER	(4)	52-55	
earn credit flag (2)	CHAR	(1)	56-56	
grade (2)	CHAR	(3)	57-59	
enroll_status*	CHAR	(1)	60-60	
curricular area (3)	CHAR	(4)	61-64	
course number (3)	CHAR	(4)	65-68	
section number (3)	CHAR	(5)	69-73	
course grade basis (3)	CHAR	(1)	74-74	
units taken (3)	NUMBER	(4)	75-78	
earn credit flag (3)	CHAR	(1)	79-79	
grade (3)	CHAR	(3)	80-82	
enroll_status*	CHAR	(1)	83-83	

Total record length is variable, 37 – 86 characters. From 1 to 3 course sections may be included on each type '04' student post-term record.

*Enroll_status is provided on the record but is not loaded as a data element.

MAAD Submission Record Layout

MAAD Record Type '00' Layout: Header

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>
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

<u>Field Name (data element #)</u>	<u>Data Type</u>	<u>Field Length</u>	<u>Position</u>	<u>Notes</u>
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	
blank	CHAR	(10)	37-46	not used
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	
blank	CHAR	(5)	76-80	not used
application identification number (5005)	CHAR	(13)	81-93	Sp24
WISEid number (5011)	NUMBER	(10)	94-103	+Sp24
high school GPA (5095)	NUMBER	(3)	104-106	+Sp24
high school code (5110)	CHAR	(6)	107-112	+Sp24
direct admit indicator (5115)	CHAR	(1)	113-113	+Sp24

Total record length is 113 characters.

CDR EDITING CRITERIA – MAAD

5005	APPLICATION IDENTIFICATION NUMBER	
EDITS:	5005-11 <i>Must be coded alphanumeric or blanks (bs) – No special characters or all zeros.</i>	Sp/24
NOTES:	<i>Refer to edit 59M1-41.</i>	-Sp/24
	<i>Revised in Spring 2024 update to collect the full length of the eApp application number, which was expanded from 8 numeric to 13 alphanumeric characters.</i>	+Sp/24

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>	

5011	WISEid NUMBER	+Sp/24
EDITS:	5011-11 <i>Must be coded numeric or blanks (bs) – No special characters</i>	
	5011-22a <i>If DE 5240 (Entrance Status) is not 'N', this element must be blanks (bs).</i>	
	5011-22b <i>If DE 5115 (Direct Admit Indicator) is 'Y', this element must not be blanks (bs).</i>	

5012	CAMPUS STUDENT ID	
EDITS:	5012-11 a) <i>The ID must be present for each student in the submission – no blanks or special characters allowed.</i> b) <i>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 a) <i>If present, must be coded numeric.</i> b) <i>Birth month must equal 01 through 12, inclusive.</i> c) <i>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 a) <i>If the applicant is applying as a new undergraduate (Entrance Status (DE 5240) = 'N'), this element should not be blank (b).</i> b) <i>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>	

CDR EDITING CRITERIA – MAAD

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

5095	HIGH SCHOOL GRADE POINT AVERAGE (HS GPA)	+Sp/24
DEFAULTS:	During the build process, non-valid values will be defaulted to blank (bbb) (not available).	
EDITS:	5095-12 <i>This element must be coded with a numeric value between '000' (0.00) and '400' (4.00) inclusive, or blank (bbb). Alphabetic characters are invalid.</i>	
NOTES:	<i>GPA may reflect in-progress or final high school GPA, depending on what is stored at the time of collection.</i>	

5110	HIGH SCHOOL CODE	+Sp/24
DEFAULTS:	During the build process, non-valid codes will be defaulted to blanks (bs).	
EDITS:	5110-11 <i>This element must contain a valid code per the CDR Wisconsin High School code table, CDR Manual Vol. II, or be blanks (bs). In addition, this table provides codes for students who attended non-Wisconsin high schools.</i>	
	5110-22 <i>If DE 5240 (Entrance) is 'N' and DE 5220 (Resident Status) is 'R', then this element must not be blanks (bs).</i>	

5115	DIRECT ADMIT INDICATOR	+Sp/24
EDITS:	5115-11 <i>Must be coded 'Y' or blank (b).</i>	
	5115-21 <i>If DE 5240 (Entrance) is not 'N', this element must be blank (b).</i>	

5120	HIGH SCHOOL, DATE OF GRADUATION	
EDITS:	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>	

5134	APPLICATION STATUS	
EDITS:	5134-11 <i>Must be coded '1', '2', or '3'.</i>	
NOTES:	<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); <u>or</u> (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>	

5136	ADMISSION ACTION	
EDITS:	5136-11 <i>Must be coded '00', '01', '09', '10', '11', '12', '13', '14', '15', '18', '19', '20', '21', '22', or '23'.</i>	
	5136-21 a) <i>If coded '18' or '19', Unit (DE 5160) must be coded 'B', 'C', 'D', 'F', 'H', 'K', or 'N'.</i>	
	b) <i>If coded '18', DE 5170 must be non-blank. If coded '19', Division (DE 5170) must be blank (b)</i>	
