REPORTING and PROCEDURES MANUAL

for

Texas Community, Technical, and State Colleges

Current Version

Revised February 2013

TEXAS HIGHER EDUCATION COORDINATING BOARD
Educational Data Center

FOREWORD

The reports discussed in this **Public Community, Technical, and State Colleges** manual fulfill provisions of the Higher Education Coordinating Act of 1965 as amended (codified as Subtitle B, Chapter 61, Texas Education Code, 1971).

All reports must be submitted electronically. (See detail in Electronic Data Transfer System section of manual.) Associated with each report is a set of instructions for preparing the data in the Coordinating Board format.

If you need to write to the Educational Data Center, the address is:

Educational Data Center
Texas Higher Education Coordinating Board
P.O. Box 12788
Austin, TX 78711

The fax number is (512) 427-6147.

If you have questions concerning the use of this manual, contact Anissa Wagner or Torca Bunton regarding all CBM reports except the CBM005, CBM011, and CBM014; Roland Gilmore and Jennifer Gonzales regarding the CBM005, CBM011, and CBM014; and Doug Parker regarding general reporting questions at the above address or at the following telecommunication numbers:

	Regular Phone	INTERNET Address
Anissa Wagner	(512) 427-6313	Anissa.Wagner@thecb.state.tx.us
Crystal Mooney	(512) 427-6282	Crystal.Mooney@thecb.state.tx.us
Roland Gilmore	(512) 427-6243	Roland.Gilmore@thecb.state.tx.us
Jennifer Gonzales	(512) 427-6125	Jennifer.Gonzales@thecb.state.tx.us
Doug Parker	(512) 427-6287	Doug.Parker@thecb.state.tx.us

Click on Memos Related to Changes to the CBM Manual for Community, Technical, and State Colleges for memos related to changes made to the *Reporting and Procedures Manual* prior to the memo(s) appearing in this manual.

The Texas Higher Education Coordinating Board does not discriminate
on the basis of race, color, national origin, gender, religion, age or disability
in employment or the provision of services.

Public Community, Technical, and State Colleges

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CTC General Reporting Issues

ADDITIONAL REPORTS/IMPORTANT DATES

Preliminary Headcount Enrollment – Preliminary 12th class day fall enrollment due third week of September of each year for release in October

Nursing Shortage Reduction Program (NSRP) – CBM009 data submitted annually by October 1 of each year to count nursing graduates for funding; the nursing graduates must be error-free to be counted (for participating institutions)

Cost Study – Certified fiscal year CBM004 and CBM00C run in November of each year

Accountability – Certified fall CBM reports run December 1 of each year

Formula Funding for Appropriations –

- Initial run in October of every year using calendar year spring, summer, and fall CBM004 hours and prior fall and current spring and summer CBM00C hours; sent to the LBB in November
- Final run in February of every year using error-free base year CBM004 and CBM00C hours

CTC General Reporting Issues

REPORTING PERIODS

The reports are due at the Educational Data Center by the following dates:

FALL REPORTS		Due Date
Student Report	CBM001	October 15
Class Report	CBM004	October 15
Graduation Report	CBM009	October 15 (October 1 for NSRP)
Marketable Skills Achievement Report	CBM00M	October 15
Building and Room Use Report	CBM005	October 15
Continuing Ed Student Report	CBM00A	December 15
Continuing Ed Class Report	CBM00C	December 15
Texas Success Initiative Report	CBM002	February 1
Faculty Report	CBM008	February 1
Student Schedule Report	CBM00S	February 1
Student End of Semester Report	CBM0E1	February 1

SPRING REPORTS		Due Date	Due Date in Odd Year
Student Report	CBM001	February 15	
Class Report	CBM004	February 15	
Continuing Ed Student Report	CBM00A	March 15	
Continuing Ed Class Report	CBM00C	March 15	Mid February (for funding)
Texas Success Initiative Report	CBM002	June 15	
Faculty Report	CBM008	June 15	
Student Schedule Report	CBM00S	June 15	
Student End of Semester Report	CBM0E1	June 15	

FIRST SUMMER SEMESTER REPORTS		Due Date
Continuing Ed Student Report	CBM00A	June 15
Continuing Ed Class Report	CBM00C	June 15
Student Report	CBM001	July 1
Class Report	CBM004	July 1
Student Schedule Report	CBM00S	October 1
Student End of Semester Report	CBM0E1	October 1
Texas Success Initiative Report	CBM002	October 1

SECOND SUMMER SEMESTER REPORTS		Due Date
Student Report	CBM001	August 15*
Class Report	CBM004	August 15*
Continuing Ed Student Report	CBM00A	September 15
Continuing Ed Class Report	CBM00C	September 15
Student Schedule Report	CBM00S	October 1**
Student End of Semester Report	CBM0E1	October 1**
Texas Success Initiative Report	CBM002	October 1**

CTC General Reporting Issues

ANY TIME REPORTS

Student Number Change Report	CBM00N	Any Time
Facilities Room Inventory Report	CBM011	January – October certified by Nov. 1
Facilities Building Inventory Report	CBM014	January – October certified by Nov. 1

* If combining first and second summer semesters, the due date is August 15.
** If combining first and second summer semester, the due date is October 1.

CTC General Reporting Issues

COORDINATING BOARD CONTACTS

I. CBM Reporting: Educational Data Center, FAX: 512-427-6147

A. CBM001, CBM002, CBM004, CBM006, CBM008, CBM009, CBM00A, CBM00C, CBM00M, CBM00N, CBM00S, CBM0E1:
Anissa Wagner, Data Analyst 512-427-6313
INTERNET address: Anissa.Wagner@thecb.state.tx.us

Crystal Mooney, Data Analyst 512-427-6282
INTERNET address: Crystal.Mooney@thecb.state.tx.us

B. CBM005, CBM011, CBM014:
Roland Gilmore 512-427-6243
INTERNET address: Roland.Gilmore@thecb.state.tx.us

Jennifer Gonzales 512-427-6125
INTERNET address: Jennifer.Gonzales@thecb.state.tx.us

C. Electronic Data Transfer System:
Torca Bunton, Data Analyst 512-427-6532
INTERNET address: Torca.Bunton@thecb.state.tx.us

D. General Questions:
Doug Parker, Director 512-427-6287
INTERNET address: Doug.Parker@thecb.state.tx.us

II. Course and Program Inventory Questions: Educational Data Center, FAX: 512-427-6147

Use the query facility via the Interactive Access to Data to access your inventory to see what is currently approved via the web server at INTERNET address http://www.txhighereddata.org/.

III. Financial Aid Database: Educational Data Center, FAX: 512-427-6147
Tanya Trevino, Data Analyst 512-427-6123
INTERNET address: Tanya.Trevino@thecb.state.tx.us

IV. Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147
Jennifer Gonzales, Program Director 512-427-6125
INTERNET address: Jennifer.Gonzales@thecb.state.tx.us

V. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420
Jane Caldwell, Director 512-427-6455
INTERNET address: Jane.Caldwell@thecb.state.tx.us

VI. Workforce Education Issues: Academic Affairs and Research, FAX: 512-427-6444
Duane Hiller, Undergraduate Education 512-427-6440
INTERNET address: Duane.Hiller@thecb.state.tx.us

CTC General Reporting Issues

VII. Texas Success Initiative Questions: Planning and Accountabilty, FAX: 512-427-6147
Julie Eklund, Planning and Accountability 512-427-6533
INTERNET address: Julie.Eklund@thecb.state.tx.us

CTC General Reporting Issues

INSTITUTIONS REQUIRED TO REPORT

A. Each public junior/community college which is certified by the commissioner of higher education to be eligible for and which may receive appropriations made by the legislature are required to report.

B. The Texas State Technical College campuses of Harlingen, Marshall, Waco, and West Texas are required to report by campus. The extension centers will be reported with their respective campus.

C. The Texas State University System institutions of Lamar State College-Orange, Lamar State College-Port Arthur, and Lamar Institute of Technology are required to report.

D. The Coordinating Board requires multiple campus community and technical college districts to submit separate reports for each college/campus in the taxing district. Out-of-district branch campuses recognized by the Coordinating Board as such must also report separately. Out-of-district Extension Centers will report with an associated college campus within the district. The following reporting procedure has been approved:

   1. Within a multi-campus district, each campus/college/site which represents a significant administrative structure is required to report individually to the THECB. A campus/college/site is defined as having significant administrative structure when it has its own president or provost, chief instructional officer, and other administrative offices as appropriate.

   2. Other types of sites which do not meet the definition will be included in the reporting with the campus or college which is responsible for overseeing its operations.

   3. Once a district has reported by individual campus/college/site it may not revert back to district-wide reporting.

ELECTRONIC DATA TRANSFER SYSTEM

The submission of CBM reports must be by electronic transfer. If any data items need to be changed, make the changes to your file and re-submit it as a complete report.

State and federal security requirements mandate that confidential data be transferred using a secure process. Since July 15, 2004 all files are required to be submitted or retrieved via SFTP (the secure FTP) server process. Connection to the SFTP File Server at the THECB is via the Internet.

You may create the data file containing a header record, data records, and a trailer record by whatever method available.

The header record contains information to identify the data in the file. The trailer record contains a record count of the actual number of data records in the file, not including the header and trailer records. The record count in the trailer record will be used to verify that all records were transferred through the communication system.

The actual file name is not critical. Information in the header record is used to identify data contained in the file. To avoid possible confusion or loss of a file by writing over a previously transferred file of the same name, give each file transferred a unique name.

In order to submit EDC CBM files, you must log into the SFTP server, sftp.thecb.state.tx.us, with a username and password.

For USERID: Enter “edcNNNNNN” where “NNNNNN” is your six-digit FICE code. For example, “edc001234” (lower case ‘edc’; leading zeros required in the FICE code).

For PASSWORD: Enter your password, case sensitive. Contact Torca Bunton at e-mail Torca.Bunton@thecb.state.tx.us for your password.

Each FICE code has a unique password assigned to it. Guard it to prevent unauthorized access to your data.

The data sent to the Coordinating Board goes to the “INPUT” directory and the edit and summary report files are retrieved from the “OUTPUT” directory. Detailed instructions are located at Data Transfer Procedures for THECB Reports Using SFTP.

Following is the format for header and trailer records to be used with the file transfer procedure. The format and content of these records are critical and must be correct and valid if the data are to be identified and processed correctly.

File Transfer System INPUT FILE FORMAT

HEADER RECORD		Beginning Position	Length
Item #1	File Label-ID. Always 'HY2K'	1	4
Item #2	Institution Code - FICE – Numeric	5	6
Item #3	Data Identifier, e.g., CBM001	11	6
Item #4	Semester – Numeric ('1' thru '4')	17	1
Item #5	Year – Numeric - YYYY	18	4
Item #6	Record Type – C for a Complete report	22	1
Item #7	Length of data records within report – Numeric, leading zeros, i.e., "0080", "0090", "0104", "0120", "0136"	23	4
Item #8	Name and e-mail address of person submitting file	27	As Required

The length of the record may extend up to 400 characters in order to contain the name and e-mail address.

DATA RECORDS

For CBM Reports, data record formats must match the record formats specified in the documentation for each report.

TRAILER RECORD		Beginning Position	Length
Item #1	File Label-ID – Always 'EOF1'	1	4
Item #2	Record Count – Numeric, leading zeros (Number of data records in file, not including "Header" and "Trailer" records)	5	5

Record size may be any length up to 400 characters

CTC General Reporting Issues

EDIT REPORT OUTPUT FILES

The following file name is an example of the naming convention used for the edit report output files:

CBM001_FALL_2011_J_111111_201110150136262.TXT

CBM001 – CBM report type
_ - used as a separator
FALL – the report semester (can also be SPRING, SUMMER1, SUMMER2, ANNUAL, QUARTER1, QUARTER2, QUARTER3, QUARTER4)
_ - used as a separator
2011 – Report Year
_ - used as a separator
J – Institution type
_ - used as a separator
111111 – FICE code of institution
_ - used as a separator
201110150136262 – Date Time stamp (Year, Month, Day, Hour, Minute, Second, Tenth of Second)

EDC Data Report Processing Schedule

Reports in by	Edit run begins	Edit reports posted
6:00 a.m.	6:20 a.m. (M-F)	7:00 a.m.
8:00 a.m.	8:20 a.m. (M-F)	9:00 a.m.
10:00 a.m.	10:20 a.m. (M-F)	11:00 a.m.
1:00 p.m.	1:20 p.m. (M-F)	2:00 p.m.
3:00 p.m.	3:20 p.m. (M-F)	4:00 p.m.
6:00 p.m.	6:20 p.m. (M-Th)	7:00 p.m.

Edit Summary Report Year-to-Year Comparisons

The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It shows the percentage increase/decrease of items and evaluates the items identified with a Review message. If the original report had only one column, the comparison data is in the adjacent column. If the original report had multiple columns, the comparison data is in the next row and asterisks are printed below the column in question.

For enrollment, degree, and faculty reports, if the absolute value of the difference between the current year and prior year item is:

1) less than 50, a Review message is not printed;
2) between 50 and 10,000, a percentage change greater than 25% is identified;
3) between 10,000 and 100,000, a percentage change greater than 20% is identified; or
4) greater than 100,000, a percentage change greater than 10% is identified.

CTC General Reporting Issues

For semester credit hour reports, if the absolute value of the difference between the current year and prior year item is:

1) less than 100, a Review message is not printed;
2) between 100 and 10,000, a percentage change greater than 35% is identifie;.
3) between 10,000+ and 100,000, a percentage change greater than 30% is identified; or
4) greater than 100,000, a percentage change greater than 20% is identified.

For contact hour reports, if the absolute value of the difference between the current year and prior year item is:

1) less than 250, a Review message is not printed;
2) between 250 and 10,000, a percentage change greater than 35% is identifie;.
3) between 10,000+ and 100,000, a percentage change greater than 30% is identified; or
4) greater than 100,000, a percentage change greater than 20% is identified.

CERTIFICATION STATEMENT INSTRUCTIONS

When an edit for a CBM report is returned to the reporting institution, one of two actions is required:

1. If the edit reveals flagged items, corrections should be submitted for all errors and for questionable items where necessary.

2. Justification of all "Review" items is **required** before certification can be applied.

3. If all the information is correct, the reporting official should certify the report by a certification statement to the Educational Data Center. This can be accomplished by the following methods:

   a. The reporting official may send an e-mail message to one of the data analysts which includes in the body of the message the certification statement ("I hereby certify ...") and identification of the name and FICE code of the institution, the name and title of the reporting official, the date of certification, and the CBM report ID, semester, and year of each report being certified.

   b. A certification statement on paper may be prepared and mailed or faxed to the Educational Data Center. It should include all of the information listed in the item above with the signature of the reporting official, as illustrated by the following example.

CERTIFICATION STATEMENT

INSTITUTION: TEXAS COMMUNITY COLLEGE

DATE: December 1, 2010

I hereby certify that the following report(s) is (are) correct and the data are usable in all output reports.

Report Number	Semester and Year
CBM001	FALL 2010
CBM004	FALL 2010
CBM008	FALL 2010

Justification of Review items is as follows: _____

_____

_____
Reporting Official

CTC General Reporting Issues

CERTIFICATION TRACKING

The goal of these procedures is to have the CBM reports collected by the Educational Data Center and certified by the institutions as available for use within four working weeks of the due date. Since there are six edit cycles each workday, turn-around time should be less of an issue. Also, the desire is to have the most current data available for formula committee work, accountability measures, and appropriation requests. The follow-up procedures for ensuring timely certification of the reports are:

1. The EDC Data Analyst will telephone or e-mail the Reporting Official if a specific report is not received within two days after the due date.

2. An email from the Director of the Educational Data Center will be emailed to the Reporting Official if the report has not been received and certified by the seventh working day after the due date.

3. An inquiry letter will be faxed to the Vice President for Academic Affairs, or the equivalent, from the appropriate Assistant Commissioner if the report has not been received and certified by the twelfth working day after the due date.

4. A letter indicating that the certification of the CB report is delinquent will be faxed to the President, or the equivalent, from the Deputy Commissioner if the report has not been certified by the end of the third working week after the due date.

CHANGES TO CERTIFIED REPORTS

A. Changes to certified data will not be permitted unless an executive officer of the reporting institution requests the change in writing and the reporting error would have a significant impact on future year funding or statistical analysis.

B. Requests made prior to the data being published may be approved by the Educational Data Center and must not delay standard publish dates.

C. Requests to change data which are already published must be approved by the Commissioner.

STUDENT REPORT
CBM001

The Student Report (CBM001) reflects all students enrolled at the reporting institution in courses (for which semester credit hours are awarded) as of the official census date, which shall be the 12th class day for the fall and spring semesters (16 week sessions) and the 4th class day for each of the summer terms (6 week sessions). Students who withdraw from the institution prior to or on the official census date will not be reported.

Official Reporting Date

The following schedule will be use to determine the official census date for terms of various lengths:

Census Dates for Other Term Lengths

Fall and Spring Semesters		Summer Semester	
Length of Term (Weeks)	Census Date	Length of Term (Weeks)	Census Date
2 or less	1st Class Day	2 or less	1st Class day
3	2nd Class Day	3	2nd Class Day
4	3rd Class Day	4	3rd Class Day
5 – 6	4th Class Day	5 – 6	4th Cass Day
7	5th Class Day	7	5th Class Day
8	6th Class Day	8	6th Class Day
9 – 10	7th Class Day	9	7th Class Day
11	8th Class Day	10 or more	12th Class Day
12	9th Class Day		
13 – 14	10th Class Day		
15	11th Class Day		
16	12th Class Day		

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

Flexible Entry

Classes whose census date is after the official census date of the regular term are known as "flexible entry" classes. Enrollments in flexible entry classes must be included in the data submitted in the semester following. These students must be identified in separate records by coding Item #20, Flexible Entry, with a '1'.

Any student enrolled as of the official census date who subsequently enrolls in a Flexible Entry class organized in the same semester must be assessed tuition and fees as though another class was being added to the student's current load.

CTC Student Report (CBM001)

CB Rule Regarding Tuition and Fees

The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at http://www.thecb.state.tx.us/Rules/.

Tuition and Fee Refund Policy

CB Rule 21.5 in Subchapter A, Chapter 21 identifies the tuition and fee refund policy. Use the link in the paragraph above to view it.

Reporting Semester Credit Hours

Effective Fall 1999, the former Item #13 has been separated into the following categories:

Item #13	SCH in academic courses that are NOT affected by the undergraduate limit
Item #23	SCH in developmental education courses which exceed the limit
Item #27	SCH in academic courses that are affected by the undergraduate limit
Item #28	SCH in developmental education courses which do not exceed the limit
Item #29	SCH in technical courses
Item #35	SCH in technical courses not state funded
Item #36	SCH in academic courses not state funded

These items are mutually exclusive. When combined, they represent the total semester credit hours for the student. Item #26, SCH of Students Enrolled in Dual Credit Courses, is not exclusive of the above categories. Hours reported in Item #26 should also be reported in Items #13, #29, #35, or #36 as appropriate.

Effective fall 2009, in compliance with H.B. 101, 81st Texas Legislature, amendments that relate to those hours not subject to the limitation on formula funding set out in Section 13.103 of Chapter 13, Subchapter F of Board rules will include dual credit course hours for which the student received credit toward a high school diploma and semester credit hours earned by the student before graduating from high school and used to satisfy high school graduation requirements (Chapter 13, Subchapter F, Section 13.104).

Reporting Contact Hours

Effective fall 1999, student contact hours are to be distributed among the following categories:

Item #10A	CH in academic courses taught in-district that are NOT affected by the developmental SCH limit
Item #10B	CH in academic courses taught out-of-district that are NOT affected by the developmental SCH limit
Item #11A	CH in technical courses taught in-district
Item #11B	CH in technical courses taught out-of-district
Item #24	CH in academic courses taught as inter-institutional courses
Item #25	CH in technical courses taught as inter-institutional courses
Item #30	CH in developmental courses if student exceeds the developmental limit
Item #33	CH in technical courses not state funded
Item #34	CH in academic courses not state funded

CTC Student Report (CBM001)

These items are mutually exclusive. When combined, they represent the total contact hours for the student.

Distance Education

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

Reporting Non-semester-length Developmental Education Interventions

Rider 59 under the THECB appropriation in Senate Bill 1 (81st Legislature) allows institutions to claim formula funding for approved non-semester length developmental education interventions (including course-based, non-course-based, alternative-entry/exit, and other intensive developmental education activities) beginning in fall 2010. Interventions of four or more contact hours may be reported for formula funding. Semester credit hours (SCH) should be included in the appropriate SCH fields. Students enrolled in non-semester length developmental education interventions that begin after the census date should be reported as flexible entry.

As semester credit hours must be reported in whole numbers, the following crosswalk is provided for reporting SCHs in non-semester length developmental education interventions. Institutions should add up all of a student's hours in approved developmental education interventions and then use the crosswalk. For example, while a student who participates in one eight hour intervention in a semester would be reported with 0 SCH, a student who participates in two eight-hour interventions would be reported with 1 SCH.

OR

Use the crosswalk to determine the appropriate SCHs for the intervention and continue to use that number for all reporting calculations on the CBM001, CBM004, and CBM0E1. For example, a student who participates in one 8 hour contact intervention in a semester would be reported with 0 SCH; a student who participiptes in two 8 hour contact hour interventions would be reported with 0 + 0 or 0 SCH. A student who participates in two 10 hour interventions would be reported with 1 + 1 or 2 SCH (even though the 20 contact hour total = 1 SCH on the crosswalk). In other words, the SCH value of the intervention reported will not change, even if additional interventions occurred in the semester.

4 - 8 contact hours = 0 SCH
9 - 24 contact hours = 1 SCH
25 - 40 contact hours = 2 SCH
41 - 56 contact hours = 3 SCH

CTC Student Report (CBM001)

INSTRUCTIONS FOR STUDENT REPORT

Item #1 Record Code. Always enter '1'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3 Student Identification Number. Enter the Social Security Number of the student. The institution will assign a unique nine-digit identification number to each student without a Social Security Number.

Item #4 Gender. Enter the gender of the student.

M = Male F = Female

Item #5 Classification. Enter the classification of the student using the following guidelines:

1	Freshman	First year student or less than 30 semester credit hours
2	Sophomore	A second year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours
3	Unclassified	More than 72 semester hours; no associate degree or above earned
4	Associate Degree	Previously earned an associate degree
5	Baccalaureate or above	Previously earned a degree of baccalaureate or above
6	Third Year BAT	A student in the third year of a Bachelor of Applied Technology program
7	Fourth Year BAT	A student in the fourth year of a Bachelor of Applied Technology program

Item #6 Date of Birth. Enter all four digits of the year and both digits of the month and day of birth of the student in the following format -- YYYYMMDD.

where YYYY = Year MM = Month DD = Day

Item #7 Tuition Status. Enter the code indicating the legal status of the student for tuition purposes.

1 In-District – Resident
2 Out-of-District – Resident

3 Nonresident
5 Tuition Exemption for Texas Resident
A Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay in-district resident tuition
B Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay out-of-district resident tuition
C An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is paying in-district resident tuition
D An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is paying out-of-district resident tuition
E Tuition Waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through TEC 54.207 (Good Neighbor Scholarship)
N Visiting student allowed to enroll due to Natural Disaster

NOTE:
a) Students who are allowed to pay the "Resident Tuition" rate due to a waiver should be coded 'E'.
b) Students who qualify as residents through the 36-months' residence in Texas and who are not U.S. citizens or permanent residents should be coded as 'A' if they are paying in-district tuition and be coded as 'B' if they are paying out-of-district tuition. Both 'A' and 'B' students must complete the affidavit.
c) Students who are eligible for permanent resident status (whose I-485 applications have not been rejected and are being processed by BCIS) and students who hold visas that allow them to domicile in the U.S. should be coded 'C' if they have actually established a domicile in Texas and have been classified as residents eligible to pay the in-district tuition and be coded 'D' if they have actually established a domicile in Texas and have been classified as residents eligible to pay the out-of-district tuition.

Item #8 Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B for codes.

a. Enter the Texas county code for students who are Texas residents

b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states

c. Enter the foreign country code for foreign country citizens who are not Texas residents

Item #9 Transfer or First-Time-in-College. If the student is a "transfer" student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. (Enter 999999 for institutions not having a FICE code.) A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the undergraduate level.

If the student has never attended college or other postsecondary institution, enter a '000001' to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

If not applicable, leave blank.

NOTE: The FICE codes in Item #9 are to be entered only the first semester of a student's enrollment after transferring to your institution.

Item #10A Contact Hour Load in Academic Courses, Current Registration (In-District). Enter the number of contact hours attempted in academic courses, including developmental, that are taught in-district if the student is NOT affected by the developmental SCH limit or inter-institutional courses. If the student has exceeded the developmental SCH limit and the developmental contact hours apply to the limit and they are taught in-district, exclude them from this item and report them in Item #30. Exclude contact hours attempted by the student in approved inter-institutional academic courses which are taught in-district and report them in Item #24. Enter one of the following for contact hours not excluded:

1. the number of contact hours in approved academic courses taught in-district for which the student is registered in the current semester, excluding contact hours from any flex-entry academic classes in which the student is enrolled; or
2. the number of contact hours in approved academic courses taught in-district from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #10B Contact Hour Load in Academic Courses, Current Registration (Out-of-District). Enter the number of contact hours attempted in academic courses, including developmental, that are taught out-of-district if the student is NOT affected by the developmental SCH limit or taking inter-institutional courses. If the student has exceeded the developmental SCH limit and the developmental contact hours apply to the limit and they are taught out-of-district, exclude them from this item and report them in Item #30. Exclude contact hours attempted by the student in approved inter-institutional academic courses which are taught out-of-district and report them in Item #24. Enter one of the following for contact hours not excluded:

1. the number of contact hours in academic courses for which the student is registered in the current semester, excluding contact hours from any flex-entry academic classes in which the student is enrolled; or
2. the number of contact hours in academic courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

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Item #11A Contact Hour Load in Approved Regular Technical Courses, Current Registration (In-District). Enter the number of contact hours attempted by the student in approved technical courses which are taught in-district. Exclude contact hours attempted by the student in approved inter-institutional technical courses which are taught in-district and report them in Item #25. Enter one of the following for contact hours not excluded:

1. the number of contact hours in approved technical courses taught in-district for which the student is registered in the current semester, excluding contact hours from any flex-entry technical classes in which the student is enrolled; or
2. the number of contact hours in approved technical courses taught in-district from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #11B Contact Hour Load in Approved Regular Technical Courses, Current Registration (Out-of-District). Enter the number of contact hours attempted by the student in approved technical courses which are taught out-of-district. Exclude contact hours attempted by the student in approved inter-institutional technical courses which are taught out-of-district and report them in Item #25. Enter one of the following for contact hours not excluded:

1. the number of contact hours in approved technical courses taught out-of-district for which the student is registered in the current semester, excluding contact hours from any flex-entry technical classes in which the student is enrolled; or
2. the number of contact hours in approved technical courses taught out-of-district from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

NOTE: The contact hour load of students in academic courses reported on the CBM001 must be within 250 hours of the academic contact hours reported on the CBM004. Similarly, the contact hour load of students in technical courses reported on the CBM001 must be within 250 hours of the contact hours reported on the CBM004.

TSTC and Lamar will code the on-campus contact hours in the In-District fields and off-campus contact hours in the Out-of-District fields.

Item #12 Major Area of Concentration. Enter the 2010 CIP code (Appendix C) of the major area of concentration and the appropriate code in Item #13C for the Type Major. All Technical majors, including Tech-Prep, must match the Coordinating Board approved programs in the Education and Training Clearinghouse Technical Programs Inventory for the institution (district). For an undeclared academic major, a value of '99999999' may be reported. A BAT major should be reported with a CB-approved CIP for your institution.

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Item #13 Semester Credit Hour Load in Academic Courses of Students that Are NOT Affected by the Undergraduate SCH Limit. Include the number of semester credit hours attempted in academic courses if the student is NOT affected by the undergraduate SCH limit. Semester credit hours in developmental academic courses are to be excluded from this item, but should be reported in Item #23 or Item #28 as appropriate. Students whose credit hours should be reported here include students who already have a baccalaureate degree from an institution of higher education, students who pay the non-resident tuition rate, and academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester. Enter one of the following:

1. the number of academic semester credit hours (not affected by undergraduate SCH limit) for which the student is registered in the current semester, excluding credit hours from any flex-entry classes in which the student is enrolled; or
2. the number of academic semester credit hours (not affected by undergraduate SCH limit) from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary.

Item #13A Tuition Exemption/Waiver Code. When Item #7 is coded '5' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.

01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition
21 Application of resident rather than nonresident tuition to military personnel and dependents

NOTE: These two tuition exemption/waiver codes are important in determining if the students are military or military dependents. They are used in the follow-up system if the student cannot be found in higher education or in the Texas workforce.

Item #13B Remote Campus. Enter '5' if the student is confined in a correctional institution; blank if not. Students attending out-of-district branch campuses recognized by the Coordinating Board as such must be identified. Each out-of-district branch campus will be assigned a unique number within the district. TSTC is required to use this item to identify the students enrolled at their extension centers:

1 Abilene 2 Breckenridge 3 Brownwood

Item #13C Type Major. Enter the code which represents the primary major:

1 Academic
2 Technical
3 Tech-Prep

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NOTE: The Tech-Prep declared major definition requires that students must declare themselves as specific Tech-Prep majors who have matriculated from a high school Tech-Prep program; course enrollment alone in Tech-Prep courses is not sufficient to identify students as Tech-Prep majors.

A student in a BAT program is to be reported as an academic major.

Item #14 Unused

Item #15 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #16 Unused

Item #17 Middle Initial. Enter the initial of the student's middle name.

Item #18 Semester. Enter the semester that this report covers. If reporting a combined summer report, use a code of '3'.

1 Fall 2 Spring 3 Summer I 4 Summer II

Item #19 Year. Enter all four digits of the calendar year in which the semester occurs.

YYYY

Item #20 Flexible Entry. Enter a '1' if the record is for a student enrolled in a Flexible Entry (FE) class that is being reported for this semester. Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (Hurricane Katrina – expired after Summer 2006); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class. Leave blank if not.

NOTE: An FE student who is also enrolled in the current semester should have separate entries for each enrollment.

Item #21 Unused

Item #22A Academically Disadvantaged. Enter a '1' or leave blank if not. When reporting academically disadvantaged students, colleges may report students who, based on TASP/THEA or a local placement test, do not have college entry level skills in reading, writing, or math. Colleges should also report students who are enrolled in remedial courses based on the results of TASP/THEA or local placement tests. The Interim Evaluation Report definition may also be applied for students who did not receive a high school diploma nor did not receive a GED certificate.

After the semester in which a student successfully completes remediation, the college should no longer report that student as academically disadvantaged. Please note that academically disadvantaged does not include students with learning disabilities.

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Item #22B Economically Disadvantaged Family or Individual. Enter a '2' or leave blank if not appropriate. Colleges may use one or more of the following standards to determine whether an individual is economically disadvantaged: 1) annual income at or below the federal poverty line, 2) eligibility for Aid to Families with Dependent Children or other public assistance programs (includes WIC program participants), 3) receipt of a Pell Grant or comparable state program of need-based financial assistance, 4) participation or eligible for JTPA programs included under Title II, and 5) eligible for benefits under the Food Stamp Act of 1977 or the Health and Humans Services (HHS) Poverty Guidelines, 403.114, page 36721 of final Rules and Regulations.

Students should not continue to be reported as economically disadvantaged if their circumstances change and they no longer meet the definition of economically disadvantaged.

Item #22C Individual with Disabilities. Enter a '3' or leave blank if not. The nature of this datum is that it is typically self-reported or reported when a student receives special services through a special populations coordinator or a state program. Students referred to the college by the Texas Rehabilitation Commission for education and training should be reported in this category.

Item #22D Limited English Proficiency (LEP). Enter a '4' or leave blank if not appropriate. Include all students who enroll in LEP courses or who were determined, based on a local placement test, to be Limited English Proficient.

After the semester in which a student successfully completes remediation, the college should no longer report that student as LEP.

Item #22E Programs to Eliminate Gender Bias. Leave blank at this time. Do NOT report this item on the CBM001 now. This item is under further review. In the interim, the Coordinating Board will use both the declared major and gender as reported on the CBM001 to determine programs with more than 75% of one gender in a single technical program (CIP Code).

Item #22F Displaced Homemaker. Enter a '7' or leave blank if not. This may be self-reported data. However, students who receive special federally-funded or state-funded assistance because they are displaced homemakers and students who receive special services through a Perkins Coordinator may be reported in this category.

Students should not continue to be reported as displaced homemakers if their circumstances change and they no longer meet the definition of displaced homemaker.

Item #22G Single Parent. Enter an '8' or leave blank if not appropriate. This may be self-reported data. However, students who receive special federally-funded or state-funded assistance (such as referrals from the Texas Department of Human Services or the Texas Department of Health) because they are single parents may also be reported in this category. Assistance may include child care assistance or child care fee waivers.

Students should not continue to be reported as single parents if their circumstances change and they no longer meet the definition of single parent.

Item #23 Semester Credit Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental course work taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses used for such purposes. For a list of developmental courses see the *Lower Division Academic Course Guide Manual*. For details about funding see CB Rules Chapter 13, Subchapter F, §13.107. Enter one of the following if the student has exceeded the state limit of 27 developmental SCHs funded at your institution:

1. the number of semester credit hours beyond the state limit in developmental education courses for which the student is registered and which exceed the state limit in the current semester, excluding semester credit hours from any flex-entry developmental education classes in which the student is enrolled; or
2. the number of semester credit hours beyond the state limit in developmental education courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #24 Inter-Institutional Academic Contact Hours. Enter the number of inter-institutional contact hours in approved academic courses for which the student is registered in the current semester, or for flexible entry records and exclude them from Items #10A and #10B. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM004. See more discussion of inter-institution in the introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate.

Item #25 Inter-Institutional Technical Contact Hours. Enter the number of inter-institutional contact hours in approved technical courses for which the student is registered in the current semester, or for flexible entry records, and exclude them from Items #11A and #11B. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM004. See more discussion of inter-institution in the introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate.

Item #26 Semester Credit Hours of Student Enrolled in Dual Credit Courses. Enter the number of dual credit hours attempted in which the student receives both high school and college credit. These credit hours should also be reported in Item #13, #29, #35, or #36 as appropriate. Enter one of the following if the student has concurrent semester credit hours at your institution:

1. the number of dual semester credit hours in which the student is registered in the current semester, excluding dual credit hours from any flex-entry classes in which the student is enrolled; or

2. the number of dual semester credit hours from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

CB rules regarding dual credit are found in Chapter 4, Subchapter D at http://www.thecb.state.tx.us/Rules/.

Item #27 Semester Credit Hours in Academic Courses Which Are Affected by the Undergraduate SCH Limit. Include the number of semester credit hours attempted by students in academic courses that apply to current associate or baccalaureate degrees at an institution of higher education and for which the college receives state funding. Do not include academic semester credit hours if the student pays the non-resident tuition rate, has already received a baccalaureate degree, or is a high school student taking course(s) for dual credit. This item applies only to students who initially enroll as undergraduates in an institution of higher education in the 1999 fall semester or in a subsequent term. Enter one of the following:

1. the number of semester credit hours in academic courses for which the student is registered in the current semester, excluding credit hours from any flex-entry academic classes in which the student is enrolled; or
2. the number of semester credit hours in academic courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

NOTE: The academic semester credit hours which apply to the undergraduate limit reported on the CBM001 must be within 100 hours of the total semester credit hours reported on the CBM004 of students who are affected by the undergraduate limit.

Item #28 Semester Credit Hours in Developmental Education Courses. Include all semester credit hours in developmental education courses attempted by a student at your institution during the term reported, except the credit hours in developmental education courses in which the student exceeds the state funding limit and that are to be reported in Item #23. Enter one of the following for semester credit hours not excluded:

1. the number of semester credit hours in developmental education courses for which the student is registered in the current semester, excluding credit hours from any flex-entry developmental education classes in which the student is enrolled; or
2. the number of semester credit hours in developmental education courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

Item #29 Total Semester Credit Hours in Technical Courses. Include the total number of semester credit hours attempted in technical courses. Enter one of the following:

1. the number of semester credit hours in technical courses for which the student is registered in the current semester, excluding credit hours from any flex-entry technical classes in which the student is enrolled; or
2. the number of semester credit hours in technical courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments. Use leading zeros, or zero fill if appropriate.

Item #30 Contact Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses used for such purposes. For a list of developmental courses see the *Lower Division Academic Course Guide Manual*. For details about funding see CB Rules Chapter 13, Subchapter F, §13.107. Enter one of the following if the student has exceeded the state limit of 27 developmental SCHs funded at your institution:

1. the number of contact hours beyond the state limit in developmental education courses for which the student is registered and which exceed the state limit in the current semester, excluding contact hours from any flex-entry developmental education classes in which the student is enrolled; or
2. the number of contact hours beyond the state limit in developmental education courses from flex-entry classes for which the student was registered in the prior semester, if this is a record to report such flex-entry enrollments.

Right justify and include a leading zero if necessary, or zero fill.

Item #31 Student Intent. Enter the code that reflects the primary reason the student is attending classes at your college. Beginning in Fall 2001 the datum MUST be student-declared. If the student fails to identify an intent, a "Did Not Respond" option (code 6) may be reported.

1 Earn an associate's degree (2 year)
2 Earn a certificate (less than 2 years)
3 Earn credits for transfer
4 Courses to:
- get a new or better job
- improve skills for current job
5 Courses for personal enrichment
6 Did not respond
7 Earn a Bachelor of Applied Technology (BAT) degree

Item #32 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #33 Contact Hours Technical – Not State Funded. Enter the number of contact hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

Right justify and include a leading zero if necessary, or zero fill.

Item #34 Contact Hours Academic – Not State Funded. Enter the number of contact hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive contact hours in developmental courses should be reported in Item #30.

Right justify and include a leading zero if necessary, or zero fill.

Item #35 Semester Credit Hours Technical – Not State Funded. Enter the number of semester credit hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

Right justify and include a leading zero if necessary, or zero fill.

Item #36 Semester Credit Hours Academic – Not State Funded. Enter the number of semester credit hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive semester credit hours in developmental courses should be reported in Item #23, whether affected by the undergraduate limit or not. Right justify and include a leading zero if necessary, or zero fill.

Item #37 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #38 Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations and the data are often linked to special legislative initiatives.

To ensure accuracy of the number of students in these programs, enter the appropriate code for each student who is admitted to and continuing his/her enrollment in a certificate or degree program in the following areas or CIP codes. Leave blank if not.

06 Nursing (51.3801) Allied Health to ADN
07 Vocational Nursing (51.3901)
08 Nursing (51.3801) LVN to ADN
09 Nursing (51.3801) Paramedic to ADN
11 Nursing (51.3801) Initial RN licensure, associate degree program

Definitions:

The Restricted Program Admission codes for Nursing are needed in the calculation of graduation rates (Education Code 61.0901) and for the distribution of funds

under the Nursing Shortage Reduction Program (Education Code 61.9623).

06 Nursing (51.3801) Allied Health to ADN – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate or degree in an allied health discipline other than as a paramedic. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

08 Nursing (51.3801) LVN to ADN – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate as a licensed practical or vocational nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

09 Nursing (51.3801) Paramedic to ADN – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate or degree as a paramedic. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

11 Nursing (51.3801) Initial RN licensure, associate degree program – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

Item #39 High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as first-time-in-college (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Leave blank if not applicable.

May be reported for all students. The high school codes for non-Texas schools can be found at http://www.collegeboard.com/student/testing/sat/codelist.html.

Item #40 PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student's high school transcript. This number begins with an 'S' which is then followed by 8 digits. Leave blank if you do not collect this information.

Item #41 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

1 Hispanic or Latino origin
2 Not Hispanic or Latino origin
3 Not answered

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Item #42 Race. Select one or more codes indicating the race of the student.

Item #42A	1	White
Item #42B	2	Black or African-American
Item #42C	4	Asian
Item #42D	5	American Indian or Alaskan Native
Item #42E	6	International
Item #42F	7	Unknown or Not Reported
Item #42G	8	Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

Notes:

a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7), report with the international code.
b) Report the ethnicity of students who were coded ‘A’ and ‘B’ in Item #7.
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

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DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always 1’	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Student Identification Number – Numeric	8	9
Item #4	Gender – ‘M’ or ‘F’	17	1
Item #5	Classification – ‘1’ thru ‘7’ – Numeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence – Numeric	28	3
Item #9	Transfer/First Time In College – Numeric or blank	31	6
Item #10A	Contact Hours Academic – In-District – Leading zeros	37	4
Item #10B	Contact Hours Academic – Out-of-Dist – Leading zeros	41	4
Item #11A	Contact Hours Tech – In-District – Leading zeros	45	4
Item #11B	Contact Hours Tech – Out-of-Dist – Leading zeros	49	4
Item #12	Major Area of Concentration – Numeric	53	8
Item #13	Academic SCH Not Affected by UG Limit – Numeric	61	2
Item #13A	Tuition Exemption/Waiver Code – ‘01’, ‘21’, or blank	63	2
Item #13B	Remote Campus – ‘5’ or blank (TSTC ‘1’ thru ‘3’)	65	1
Item #13C	Type Major – ‘1’ or ‘2’ or ‘3’	66	1
Item #14	Unused	67	1
Item #15	First Name – Alpha	68	10
Item #16	Unused	78	1
Item #17	Middle Name Initial – Alpha or blank	79	1
Item #18	Semester – ‘1’, ‘2’, ‘3’, or ‘4’ – Numeric	80	1
Item #19	Year - YYYY – Numeric	81	4
Item #20	Flexible Entry – Numeric or blank	85	1
Item #21	Unused 86	1	
Item #22A	Academically Disadvantaged – ‘1’ or blank	87	1
Item #22B	Economically Disadvantaged Family or Individual – ‘2’ or blank	88	1
Item #22C	Individual with Disabilities – ‘3’ or blank	89	1
Item #22D	Limited English Proficiency (LEP) – ‘4’ or blank	90	1
Item #22E	Programs to Eliminate Gender Bias – Blank	91	1
Item #22F	Displaced Homemaker – ‘7’ or blank	92	1
Item #22G	Single Parent – ‘8’ or blank	93	1
Item #23	SCH--Developmental Ed in Excess of State Limit – Numeric	94	3
Item #24	Inter-institutional Academic CH – Leading zeros	97	3
Item #25	Inter-institutional Technical CH – Leading zeros	100	3
Item #26	Dual SCH of High School Student – Leading zeros	103	2
Item #27	Academic SCH Affected by UG Limit – Leading zeros	105	2
Item #28	Developmental Ed SCH (Academic) – Leading zeros	107	2
Item #29	Total Technical SCH – Leading zeros	109	2
Item #30	CH--Developmental Ed in Excess of State Limit – Numeric	111	3
Item #31	Student Intent – ‘1’ thru ‘7’ – Numeric	114	1
Item #32	Non-Disclosure – Numeric	115	1
Item #33	CH Technical Not State Funded – Leading zeros	116	3

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		Beginning Position	Length
Item #34	CH Academic Not State Funded – Leading zeros	119	3
Item #35	SCH Technical Not State Funded – Leading zeros	122	2
Item #36	SCH Academic Not State Funded – Leading zeros	124	2
Item #37	Last Name – Alpha	126	20
Item #38	Restricted Program Admission	146	2
Item #39	High School Code	148	6
Item #40	PEIMS Identification Number	154	9
Item #41	Ethnic Origin – Numeric	163	1
Item #42	Race:		
Item #42A	White – ‘1’ or blank	164	1
Item #42B	Black or African-American – ‘2’ or blank	165	1
Item #42C	Asian – ‘4’ or blank	166	1
Item #42D	American Indian or Alaskan Native – ‘5’ or blank	167	1
Item #42E	International – ‘6’ or blank	168	1
Item #42F	Unknown or Not Reported – ‘7’ or blank	169	1
Item #42G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	170	1

CTC Student Report (CBM001)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '1'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Student ID	Duplicate FE entries	Blank or duplicate entry or not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value except '1' thru '5' or '6' and '7' when FICE = 007857, 009797, or 031034
6.	Date of Birth	Age less than 13 or more than 75; age less than 13 or more than 19 when Item #26 greater than 0	Any non-numerical data; month less than '01' or greater than '12'
7.	Tuition Status	N/A	Any value except '1', '2', '3', '5', 'A', 'B', 'C', 'D', or 'E'
8.	Residence	N/A	Any value except '001' thru '254', '310' thru '369' or '402' thru '799'; must be coded '001' thru '254' if Item #13A is coded '01'; must be on residence file
9.	Transfer/First Time In College	Zero students coded '000001' in spring or summer	Non-numerical characters except all blanks; '000001' if Item #26 > '00'; zero students coded '000001' in fall
10.	Contact Hours Academic	Sum of #10A, #10B, #11A, #11B, #24, #25, #30, #33, and #34 is less than 8 or greater than 780 hours	Any non-numerical characters (unused positions should be zero-filled)

CTC Student Report (CBM001)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
11.	Contact Hours Technical	Same as Item #10	Same as Item #10
12.	Major	N/A	Non-numeric or invalid CIP code; BAT major not equal to approved CIP; value of '99999999' if Item #13C is coded '2' or '3'
13.	Academic Sem. Credit Hrs Not affected by UG Limit	Sum of #13, #23, #27, #28, #29, #35, and #36 less than '01' or greater than '25'	Non-numerical or value greater than '33'
13A.	Exemption Code	Any value except '01' when Item #7 is coded '5' and Item #8 > '254'	Any value except '01' when Item #7 is coded '5' or '21' when Item #7 is coded 'E'
13B.	Remote Campus	N/A	Any value except '5' or blank or TSTC '1' thru '3'
13C.	Type Major	N/A	Any value other than '1', '2', or '3'
14.	Unused	N/A	N/A
15.	First Name	Blank	Numerical
16.	Unused	N/A	N/A
17.	Middle Name Initial	N/A	Numerical
18.	Semester	N/A	Must match header record
19.	Year	N/A	Must match header record
20.	Flexible Entry	N/A	Value except space or '1'
21.	Unused	N/A	N/A
22A.	Academically Disadv.	N/A	Value except '1' and space
22B.	Economically Disadv.	N/A	Value except '2' and space
22C.	Individual with Disabilities	N/A	Value except '3' and space
22D.	Limited English Proficiency	N/A	Value except '4' and space
22E.	Programs to Eliminate Gender Bias	N/A	Value except space
22F.	Displaced Homemaker	N/A	Value except '7' and space
22G.	Single Parent	N/A	Value except '8' and space
23.	SCH-Developmental (over limit)	Same as Item #13	Any non-numerical values

CTC Student Report (CBM001)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
24.	Inter-institutional Academic CH	Same as Item #10	Non-numerical value
25.	Inter-institutional Technical CH	Same as Item #10	Non-numerical value
26.	Dual High School SCH	Greater than ‘09’	Non-numerical or value greater than ‘21’; greater than the sum of Items #13, #29, #35, and #36; value greater than ‘00’ if Item #9 is coded ‘000001’
27.	SCH-Academic Affected by UG Limit	Same as Item 13	Non-numerical or value greater than ‘33’; value greater than ‘00’ if Item #5 is coded ‘5’
28.	SCH-Developmental Ed (Academic)	Same as Item 13	Non-numerical or value greater than ‘28’
29.	SCH-Total Technical	Same as Item 13	Non-numerical or value greater than ‘30’
30.	Excess CH-Develop Ed	Same as Item 10	Non-numerical
31.	Student Intent	N/A	Value except ‘1’ thru ‘7’
32.	Non-Disclosure	N/A	Any value except ‘2’ or ‘0’
33.	CH-Tech-Not State-funded	Same as Item #10	Non-numerical value
34.	CH-Acad-Not State-funded	Same as Item #10	Non-numerical value
35.	SCH-Tech-Not State-funded	Same as Item #13	Non-numerical or value greater than ‘30’
36.	SCH-Acad-Not State-funded	Same as Item #13	Non-numerical value greater than ‘28’
37.	Last Name	N/A	Blank, numerical
38.	Restricted Prog Admission	N/A	Any value except ‘07’ when Item #12 = ‘513901’ or ‘06’, ‘08’, ‘09’, or ‘11’ when Item #12 = ‘513801’ or blank

CTC Student Report (CBM001)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
39. High School Code	N/A	Blank if Item #9 = '000001' and Item #8 = '001' thru '254'
40. PEIMS Ident. Number	N/A	First position not 'S' with remaining positions not numeric
41. Ethnic Origin	N/A	Value other than '1', '2', or '3'
42A. White	N/A	Value other than '1' or space or value = '1' and '7'
42B. Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
42C. Asian	N/A	Value other than '4' or space or value = '4' and '7'
42D. Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
42E. International	N/A	Value other than '6' or space or value = '6' and '7'
42F. Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
42G. Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

CTC Student Report (CBM001)

SUMMARY OF STUDENT DATA METHODOLOGY

1. TOTAL HEADCOUNT – Total headcount is a summation of all CBM001 records, excluding flexible entry records, which are displayed separately. The total headcount is categorized by gender, classification, student intent, age, tuition status, residence, ethnic origin, restricted program admission, first-time students, majors, concurrent enrollment in high school, special populations, non-disclosure, and flexible entry.

2. AGE – Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the semester. For this purpose, the beginning date of each semester is:
   Fall - September 1; Spring - January 1; Summer - June 1

4. CONTACT HOURS (Academic) – The in-district (Item #10A) and out-of-district (Item #10B) contact hours are summed to produce academic contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in academic courses. Inter-institutional academic contact hours (Item #24) are summed. Not state funded academic contact hours (Item #34) are summed.

5. CONTACT HOURS (Technical) – The in-district (Item #11A) and out-of-district (Item #11B) contact hours are summed to produce regular technical contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in regular technical courses. Inter-institutional technical contact hours (Item #25) are summed. Not state funded technical contact hours (Item #33) are summed.

6. SEMESTER CREDIT HOURS – Item #13, Semester Credit Hours, is summed to get the Academic Semester Credit Hours Unaffected by the undergraduate limit; Flexible Entry semester credit hours are summed in a separate column. Item #27, Academic Semester Credit Hours, is summed to get the Academic Semester Credit Hours Affected by the undergraduate limit; a separate total is provided for Flexible Entry semester credit hours. Item #28, Developmental Semester Credit Hours, is summed; a separate total is provided for Flexible Entry semester credit hours. Item #29, Technical Semester Credit Hours, is summed; a separate total is provided for Flexible Entry semester credit hours. Item #36, Academic Semester Credit Hours Not State Funded, is summed. Item #35, Technical Semester Credit Hours Not State Funded, is summed. For classes where the credit hours are generated by third and fourth year BA students, the credit hours will be summed and put in the BA column.

7. MAJORS – Item #12 summarizes the "Declared Majors" as follows:
   Academic Declared Majors – Type major equal '1'
   Academic Undeclared – '24999999' or '99999999'; type major equal '1'
   Technical Declared Majors – Type major equal '2'
   Tech-Prep Declared Majors – Type major equal '3'

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values.

CTC Student Report (CBM001)

```
Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
JR-CBM001 EDIT SUMMARY FROM               RunDate: 10/15/2010 Time: 18:27:33
TEXAS COMMUNITY COLLEGE                                111111      FALL      2010
```

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	4,263	0	0
ITEM 2	INST. CODE	4,263	0	0
ITEM 3	STUDENT ID	4,263	0	0
ITEM 4	GENDER	4,263	0	0
ITEM 5	Classification	4,263	0	0
ITEM 6	DATE OF BIRTH	4,261	2	0
ITEM 7	Tuition Status	4,263	0	0
ITEM 8	Residence	4,263	0	0
ITEM 9	Transfer	4,263	0	0
ITEM 10A	Contact Hrs-Acad ID	4,263	0	0
ITEM 10B	ContactHrs-Acad OOD	4,263	0	0
ITEM 11A	Contact Hrs-Acad ID	4,263	0	0
ITEM 11B	ContactHrs-Acad OOD	4,263	0	0
ITEM 12	Major	4,263	0	0
ITEM 13	Semester Credit Hours	4,262	1	0
ITEM 13A	Tuition exemption	4,263	0	0
ITEM 13B	Remote Campus	4,263	0	0
ITEM 13C	Type Major	4,263	0	0
ITEM 15	First Name	4,263	0	0
ITEM 17	Middle Initial	4,263	0	0
ITEM 18	Semester	4,263	0	0
ITEM 19	Year	4,263	0	0
ITEM 20	Flex Entry	4,263	0	0
ITEM 22A	Academic Disadvantage	4,263	0	0
ITEM 22B	Economic Disadvantage	4,263	0	0
ITEM 22C	Individual W Disable	4,263	0	0
ITEM 22D	Limited English Prof	4,263	0	0
ITEM 22E	Pgms to Elim Sex Basis	4,263	0	0
ITEM 22F	Displaced HomeMaker	4,263	0	0
ITEM 22G	Single Parent	4,263	0	0
ITEM 23	Excess Sch Development	4,262	1	0
ITEM 24	Inter-Inst Acad Ch	4,263	0	0
ITEM 25	Inter-Inst tech Ch	4,263	0	0
ITEM 26	Concur Enrolld Hs sch	4,204	59	0
ITEM 27	Academic Sch Limited	4,262	1	0
ITEM 28	Totaal Developmntl	4,262	1	0
ITEM 29	Total Technical SCH	4,262	1	0
ITEM 30	Excess Ch Develpmntl	4,263	0	0
ITEM 31	Student Intent	4,263	0	0
ITEM 32	Non Disclosure	4,263	0	0
ITEM 33	CH Technical - Not Eligible For State Fu	4,263	0	0
ITEM 34	CH Academic - Not Eligible For State Fun	4,263	0	0
ITEM 35	SCH Technical - Not Eligible For State F	4,262	1	0
ITEM 36	SCH Academic - Not Eligible For State Fu	4,262	1	0
ITEM 37	Last Name	4,263	0	0
ITEM 38	Restricted Program Admission	4,263	0	0
ITEM 39	CeebHsCode	4,263	0	0
ITEM 40	Student Alternate Id	4,263	0	0
ITEM 41	Ethnic Origin	4,263	0	0
ITEM 42	Race	4,263	0	0
ITEM 42A	White	4,263	0	0
ITEM 42B	Black/African-Amer	4,263	0	0
ITEM 42C	Asian	4,263	0	0
ITEM 42D	American Ind/Alask Nat	4,263	0	0
ITEM 42E	International	4,263	0	0
ITEM 42F	Unknown/Not Reported	4,263	0	0
ITEM 42G	Nat Hawaiian/Other Pac Is	4,263	0	0

```
TOTAL Report Records                          4,263
CONTROL TOTAL                                 4,263        DISCREPANCY       0
Total Recs on Db                              4,263
```

CTC Student Report (CBM001)

```
Number Of Non-Unique/Duplicated Id's                30
Number Of Duplicate Records                          0
Number Of Relative Duplicate Questionable            3
Number Of Relative Duplicate Error                   0
  47 derived IDs were found.  This is  1.1025%of the total records you submitted.
  84 of your students are identified as First time in college from a Texas High School.
 ----   This is  2% of the total records you submitted.
Total Error Recs on Db                               0
Total Questionable Recs on Db                       62
Total Non Error Records on Db                    4,263
Total Rejected Records                               0
Total Flexible Entry Records                       561
SSN With Alpha Characters                           44
                    - CBM001 Vs CBM004 Academic   Contact Hours   In Balance
                    - CBM001 Vs CBM004 Technical  Contact Hours   In Balance
                    - CBM001 Vs CBM004 SCH              In Balance
```

CTC Student Report (CBM001)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
Percent Change Of JR-CBM001 Data From Prior Year RunDate: 10/15/2010 Time: 18:27:33
TEXAS COMMUNITY COLLEGE 111111 FALL 2010

Gender

	2010/1	2009/1	% Diff
Male	1,330	1,261	5.47%
Female	2,372	2,315	2.46%
Total	3,702	3,576	3.52%

Classification

	2010/1	2009/1	% Diff
Freshman	2,379	1,986	19.79%
Sophomore	930	1,163	-20.03%
Unclassified	194	198	-2.02%
Associates	164	177	-7.34%
Bachelors	35	52	-32.69%
BAT Third Year	0	0	0.00%
BAT Fourth Year	0	0	0.00%
Total	3,702	3,576	3.52%

Intent

	2010/1	2009/1	% Diff
Earn Assoc	1,572	1,398	12.45%
Earn Cert	214	216	-0.93%
Transfer	1,776	1,799	-1.28%
Improve Skills	46	44	4.55%
Enrichment	87	119	-26.89%
No Response	7	0	100.00%
Earn a BAT degree	0	0	0.00%
Total	3,702	3,576	3.52%

Age

	2010/1	2009/1	% Diff	
Under 17	220	172	27.91%	
17	450	381	18.11%	
18	603	475	26.95%	*** Review
19-21	946	955	-0.94%	
22-24	364	433	-15.94%	
25-30	437	447	-2.24%	
31-35	223	266	-16.17%	
36-50	392	378	3.70%	
51-64	57	66	-13.64%	
65 and Older	10	3	233.33%	
Unreported (not in avg)	0	0	0.00%	
Average Age	24	24	-1.99%	
Total	3,702	3,576	3.52%	

Tuition Status

	2010/1	2009/1	% Diff
In District	434	503	-13.72%
Out of District	2,318	2,115	9.60%
Non Resident	31	30	3.33%
Tuition Exemption Tx Res (5)	17	17	0.00%
Res Tuition ID (HB1403)	3	0	100.00%
Res Tuition OOD (HB1403)	3	2	50.00%
Res Tuition Pnd ID (HB1403)	0	0	0.00%
Res Tuition Pnd OD (HB1403)	0	0	0.00%
Tuition Waiver Non-Res	896	909	-1.43%
Visiting Student (N)	0	0	0.00%
Total	3,702	3,576	3.52%

Residence

	2010/1	2009/1	% Diff
Texas Counties	2,792	2,635	5.96%
Other States	903	927	-2.59%

CTC Student Report (CBM001)

Foreign Countries	7	14	-50.00%
Total	3,702	3,576	3.52%

Restricted Program Admission

	2010/1	2009/1	% Diff
Vocational Nursing (51.1613)	78	94	-17.02%
Nursing (LVN to ADN)	17	22	-22.73%
Nursing (Paramedic to ADN)	0	0	0.00%
Nursing (Initial RN licensure-associate level)	124	134	-7.46%
Total	219	250	-12.40%

First Time In College

	2010/1	2009/1	% Diff
From a Texas High School	63	*No Exact Historic Data Available	
From a Out of State High School	15	*No Exact Historic Data Available	
No High School reported	45	*No Exact Historic Data Available	
Subtotal	123	*No Exact Historic Data Available	
First Time Graduate/Professional Pgm	3	*No Exact Historic Data Available	
First Time Transfer student	97	*No Exact Historic Data Available	
Total	223	*No Exact Historic Data Available	

Ethnic Origin	2010/1	2009/1	% Diff
Hispanic or Latino Origin	432	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	3,263	*No Exact Historic Data Available	
Not Answered	7	*No Exact Historic Data Available	
Total	3,702	*No Exact Historic Data Available	

Race	2010/1	2009/1	% Diff
Multi-racial	39	*No Exact Historic Data Available	
White only	2,880	*No Exact Historic Data Available	
Black only	212	*No Exact Historic Data Available	
Hispanic only	432	*No Exact Historic Data Available	
Asian only	42	*No Exact Historic Data Available	
American Indian/Alaskan Native only	10	*No Exact Historic Data Available	
International only	81	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	2	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	4	*No Exact Historic Data Available	
Total	3,702	*No Exact Historic Data Available	

Races reported in Multi-racial	2010/1	2009/1	% Diff
White	42	*No Exact Historic Data Available	
Black	21	*No Exact Historic Data Available	
Asian	8	*No Exact Historic Data Available	
American Indian/Alaskan Native	2	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	5	*No Exact Historic Data Available	

Contact Hours (Academic)	Regular	Flexible Entry	
2010/1 In District	499,952	0	
2009/1 In District	487,264	1,248	
Percent Change	2.60%	-100.00%	
*		******** ***	Review
2010/1 Out Of District	74,896	0	
2009/1 Out Of District	62,432	1,168	
Percent Change	19.96%	-100.00%	
*		******** ***	Review
2010/1 Inter-Institutional	9,219	0	
2009/1 Inter-Institutional	7,200	384	
Percent Change	28.04%	-100.00%	
*	******	******** ***	Review
2010/1 Not State Funded	5,840	0	
2009/1 Not State Funded	6,736	0	
Percent Change	-13.30%	0.00%	
2010/1 Excessive Development	1,856	0	
2009/1 Excessive Development	896	0	

CTC Student Report (CBM001)

Percent Change	107.14%	0.00%
*	*******	*** Review
2010/1 Total	591,763	0
2009/1 Total	564,528	2,800
Percent Change	4.82%	-100.00%
*		******** *** Review

Contact Hours (Tech)	Regular	Flexible Entry
2010/1 In District	102,480	158,308
2009/1 In District	116,064	129,964
Percent Change	-11.70%	21.81%
*		****** *** Review
2010/1 Out Of District	0	0
2009/1 Out Of District	0	0
Percent Change	0.00%	0.00%
2010/1 Inter-Institutional	240	0
2009/1 Inter-Institutional	480	0
Percent Change	-50.00%	0.00%
*	*******	*** Review
2010/1 Not State Funded	0	0
2009/1 Not State Funded	256	96
Percent Change	-100.00%	-100.00%
*	********	******** *** Review
2010/1 Total	102,720	158,308
2009/1 Total	116,800	130,060
Percent Change	-12.05%	21.72%
*		****** *** Review

Semester Credit Hours	Regular	Flexible Entry
2010/1 Academic Unaffected by Limit	2,653	0
2009/1 Academic Unaffected by Limit	2,744	23
Percent Change	-3.32%	-100.00%
2010/1 Academic Affected by Limit	22,593	0
2009/1 Academic Affected by Limit	21,620	105
Percent Change	4.50%	-100.00%
*		******** *** Review
2010/1 Total Development	2,382	0
2009/1 Total Development	2,187	12
Percent Change	8.92%	-100.00%
2010/1 Total Technical	3,702	4,606
2009/1 Total Technical	4,020	3,769
Percent Change	-7.91%	22.21%
2010/1 Developmental (Excessive)	63	0
2009/1 Developmental (Excessive)	33	0
Percent Change	90.91%	0.00%
2010/1 Academic Not State Funded	292	0
2009/1 Academic Not State Funded	342	0
Percent Change	-14.62%	0.00%
2010/1 Technical Not State Funded	0	0
2009/1 Technical Not State Funded	9	4
Percent Change	-100.00%	-100.00%
2010/1 Total	31,685	4,606
2009/1 Total	30,955	3,913
Percent Change	2.36%	17.71%
2010/1 Concurrent High School	3,646	630
2009/1 Concurrent High School	3,092	672
Percent Change	17.92%	-6.25%

CTC Student Report (CBM001)

Majors

	2010/1	2009/1	% Diff	
Academic Declared Majors	2,542	2,283	11.34%	
Academic Undeclared Major	0	0	0.00%	
Tech Declared Major	906	898	0.89%	
Tech Undeclared Major	0	172	-100.00%	*** Review
Tech Prep Declared Major	254	223	13.90%	
Total	3,702	3,576	3.52%	

	2009/1	2008/1	% Diff
Concurrent Enrolled In High School	787	646	21.83%

Special Populations

	2010/1	2009/1	% Diff
Academic Disadvantaged	1,097	1,137	-3.52%
Economic Disadvantaged	712	917	-22.36%
Individual With Disability	19	18	5.56%
Limited English Proficiency	2	5	-60.00%
Programs To Eliminate Gender Bias	0	0	0.00%
Displaced Homemaker	10	21	-52.38%
Single Parent	38	39	-2.56%

Non Disclosure

	2010/1	2009/1	% Diff
Non Disclosure	2	4	-50.00%
Total	2	4	-50.00%
Flexible Entry	561	497	12.88%
Visiting Student (7)	0	0	0.00%
Total Headcount	4,263	4,073	4.66%

***Note: Totals are net errors.

CTC Student Report (CBM001)

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Edit00v00                                    TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                                    Edit Of JR-CBM001 Data From
FALL   2010                                        TEXAS COMMUNITY COLLEGE 111111                    RunDate: 10/15/2010 Time: 18:27:33

                                                                  __13_ 1 1     2   22                                  3 3 3
1   2        3     4 5 7  8     9   10A  10B   11A  11B    12     13  A B C 4 8  19 0 ABCDEFG  23  24  25 26 27 28 29 30  1 2 3   34  35 36 38
Remarks
     /37                    /15      /17      /6     /39     /40

-------------------------------------------------------------------------------------------------------------------------------------------

  47 derived IDs were found.  This is 1.1025%of the total records you submitted.
  84 of your students are identified as First time in college from a Texas High School.
 ----   This is  2% of the total records you submitted.

Total Rejected Records                              0
Total Records on DataBase                       4,263
Total Non Error Records                         4,263
Total Error Records                                 0
Total Questionable Records                         62
Total Rejected Records                              0
                    - CBM001/CBM004 Academic   Contact Hours
                                  Total CBM001 Contact Hours: 580,688
                                  Total CBM004 Contact Hours: 580,688
                    - CBM001/CBM004 Technical   Contact Hours
                                  Total CBM001 Contact Hours: 260,788
                                  Total CBM004 Contact Hours: 260,788
                    - CBM001/CBM004 SCH  Credit Hours
                                  Total CBM001 Credit Hours: 22,593
                                  Total CBM004 Credit Hours: 22,598
*** Note Contact Hour Cross-Check Totals DO NOT Include Inter-Institutional Hours.
         The Affected Semester Credit Hour Cross-Check Does Include Inter-Institutional Hours.


Items In Error Are Indicated By (*), Questionable By (-)
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CTC Student Report (CBM001)

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Edit00v00                                    TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                                    Edit Of JR-CBM001 Data From
FALL   2010                                       TEXAS COMMUNITY COLLEGE 111111                    RunDate: 10/15/2010 Time: 18:27:33
                                                          Questionables ONLY

                                                                  __13_ 1 1     2   22                                  3 3 3
1   2        3     4 5 7  8     9   10A  10B   11A  11B    12     13  A B C 4 8  19 0 ABCDEFG  23  24  25 26 27 28 29 30  1 2 3   34  35 36 38
Remarks
     /37                    /15      /17      /6     /39     /40

1 111111 123123123 M 1 2 019        0000 0208  0000 0000 24010200 00      1 21 2010          000 000 000 10 10 00 00 000 3 0 000 000 00 00      Q
                                                                                                          --
   COMBING                CURRY       V   19900911  441885
                                                          HighSchoolSch(Item26) Value = 10 is Greater than 9 Questionable. REF0618
1 111111 456456456 M 1 2 019        0000 0240  0000 0000 51110200 00      1 11 2010          000 000 000 11 11 00 00 000 3 0 000 000 00 00      Q
                                                                                                          --
   SPANIEL                CHARLES     D   19911015  445045
                                                          HighSchoolSch(Item26) Value = 11 is Greater than 9 Questionable. REF0618
1 111111 789789789 F 1 2 019        0000 0224  0000 0000 51110200 00      1 11 2010          000 000 000 11 11 00 00 000 3 0 000 000 00 00      Q
                                                                                                          --
   COUGAR                MERCURY      D   19911016  445045
                                                          HighSchoolSch(Item26) Value = 11 is Greater than 9 Questionable. REF0618
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TEXAS SUCCESS INITIATIVE REPORT (as of Summer 2011)
CBM002

Information about student readiness to be successful in freshman-level academic coursework as defined by theTexas Success Initiative (TSI) statute and affiliated rules is collected on the CBM002 TSI report. This version of the CBM002 is in effect as of summer 2011. The report is shorter than previous versions because several items have been removed or moved to the CBM00S report. The Coordinating Board rules relating to TSI remain unchanged. These rules can be found in Chapter 4, Subchapter C at http://www.thecb.state.tx.us/Rules/.

The CBM002 is designed to serve several purposes, including providing useful data for TSI evaluation. All undergraduate students attempting credit hours at public higher education institutions are required to be reported, including transfer students who are registered for one or more Coordinating Board approved courses during the reporting period. Institutions should include students in credit certificate programs, but exclude students in continuing education programs. All undergraduate students reported on the CBM00S report must be reported on the CBM002 in the same reporting period. Students who withdraw prior to or on the official census date are not included. Rarely, a student may be reported on the CBM002 who is not reported on the CBM00S.

CBM002 Changes as of Summer 2011

With the introduction of the CBM00S, several data elements were removed from the CBM002, including previous items #10, #11, #31-#33, #51-#53, #71-#73, and #80-#91. The information from these items will now be gathered on the CBM00S. Item #12, "TSI Obligation Waived or Blanket Exemption," is now Item #10 on the new CBM002 report. The content of this item is unchanged.

Although language on the CBM002 has been changed in several places to accommodate the transition to the CBM00S and improve clarity, **only a few changes have been made to the remaining CBM002.** Item #13, flexible entry, is defined differently to align with CBM00S definitions and an additional option ('4') is now included for items #30, #50, and #70, which address a student's completion of the first-college-level course in a TSI-related area.

Flexible Entry Courses

Classes whose census date is after the official census date of the regular term are traditionally known as "Flexible Entry" classes. However, with the introduction of the CBM00S, **students who enroll in flexible entry classes that conclude by the end of the term/semester are no longer reported as flexible entry on the CBM002**. Students enrolled in flexible entry classes that conclude after the end of the term must be included in the data submitted in the semester following. Only courses that are coded as a '6' in Item #28 on the CBM00S report should be reported as flex (now option '6') in Item #13 on the CBM002.

If a student is also taking non-flex courses in a semester in which a flex entry course is being reported, the student must be reported on a separate CBM002 record. For example, if a student takes a flex course from December to February, these hours are reported on the CBM00S and the CBM002 report for the student in the spring semester. If the student also

takes regular semester credit hours in the spring (whether developmental education or college-level) those hours are reported as a separate record on the CBM002 (and CBM00S) report for the same spring semester.

Exemptions

There are several types of TSI exemptions. Some are blanket exemptions which exempt students from TSI requirements in all sections (math, reading, and writing). This includes students with the requisite military service (honorably discharged, retired, or released) or students with an earned associate or baccalaureate degree. Others provide exemption on a section by section basis. This includes students taking ACT/SAT/TAKS tests and students who have completed college-level courses, such as transfer students. For these exemptions, students may be excused from one, two, or all TSI sections depending on test performance (ACT, SAT, TAKS) or the determination of the receiving institution. When qualifying test scores are achieved on more than one test, the reporting institution may choose which scores to report.

- Earned degrees: A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.

- ACT/SAT/ TAKS: A student who meets the exemption standards and whose ACT, SAT, or TAKS scores are active (have not expired). Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date. Exit Level TAKS scores are valid for exactly three years.

  ACT, SAT, and TAKS exemption standards are:

  - ACT: For active tests, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding section(s).

  - SAT: For active tests, a combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test and/or the mathematics tests shall exempt a student for the corresponding section(s). For the new SAT tests that include a writing component, ignore the writing section when evaluating a SAT exemption until the Coordinating Board approves the passing standard for writing.

  - TAKS (Eleventh Grade Exit Level): A minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s).

- AP and IB Scores/Dual Credit Grades: A student who has satisfactorily completed college-level coursework in a related field using AP scores, IB scores, or dual credit grades, as determined by the receiving institution.

- Transfers: A student who transfers to a Texas public institution of higher education from a private or independent institution of higher education or an accredited out-of-

state institution of higher education and who has satisfactorily completed college-level coursework, as determined by the receiving institution.

- Military: A student who on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

- Previous TASP exemptions should only be used for exemptions granted prior to September 1, 2003 for:

  - grand-fathering - any student with at least three college-level semester credit hours or the equivalent from an accredited institution accumulated prior to the fall semester 1989;

  - deaf students who have three or more college-level hours or the equivalent from an accredited institution prior to September 1, 1995;

  - high school graduates with 3.5 or above GPA in Recommended or Advanced Curriculum (effective from September 1, 2001 to August 31, 2003); or

  - students who completed TASP obligation via provision TEC 51.306(u), dyslexia, and other related disorders (effective from September 1, 1995 to August 31, 2003).

If an incoming student is determined to have one of the exemptions listed in this section (above and on previous page), the student should be reported with option '1' or '2' in item #20/#40/#60 for the related subject area. The student should also be reported with a '2' in item #24/#44/#64. This status will not change in subsequent semesters that the student is enrolled.

Waivers

It is critical to understand the difference between a waiver and an exemption. "Waiver" is a term that is used for TSI reporting purposes to differentiate between exemptions in the TSI rules that are permanent (the student will always be exempted) and those that are not (the student is "waived" from TSI requirements for the current semester). Students with permanent exemptions are considered to have met TSI standards for reporting purposes. A student with a waiver has not satisified the TSI obligation and may not be reported as such. For the purposes of reporting, the term waiver is also used for dual credit students who have not met TSI obligations but have permission to take dual credit courses under dual credit rules.

Students with a waiver should be reported in item #10 and in items #20, #40, and #60 as '0' (no, not satisfied or obligation is waived). The waiver status should also be reported in items #21A, #41A, and #61A as '6' or '7' for every reporting period that the waiver applies. If a student in a waiver category has satisfied or permanently exempted TSI standards in some subject areas, the institution should report the student as having satisfied or exempted TSI standards in items #20, #40, and #60 for the applicable areas.

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When TSI-related test or course information is available for students who have been granted a waiver, institutions should report this information on the CBM002. However, there is one exception to this rule. If a dual credit or concurrent enrollment student in grade 11 or lower is administered a placement test and does *not* meet the TSI standard, the institution should *not* report the student's TSI placement score/s, but rather report '0' in items #22A, #42A, and/or #62A. Initial scores used for TSI placement should be reported the first time the student meets the standard, or after the student has completed grade 11 or higher.

Students may be reported as waived from the TSI requirements under the following circumstances:

- Non-degree-seeking or non-certificate-seeking students:

  An institution of higher education *may* waive the requirements of the TSI for non-degree-seeking or non-certificate-seeking students.

- Certificate programs of one year or less:

  TSI requirements *do not apply* to students in Level-One certificate programs. Level-One certificates consist of at least 15 but no more than 42 semester credit hours (23-63 quarter hours) designed to be completed in one year or less.

- Military:

  TSI requirements *do not apply* to a student who:

  - is serving on active-duty as a member of the armed forces of the United States or the Texas National Guard; or

  - is serving as a member of a reserve component of the armed forces of the United States and has been serving for at least the three-year period preceding enrollment.

- Dual credit enrollment via approved score (waiver for *current* dual credit students):

  - Eligibility for students to take academic dual credit courses during their junior and senior years is established if the student receives a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 on the tenth grade Texas Assessment of Knowledge and Skills (TAKS) test. PSAT/ NMSQT and PLAN tests can also be used to establish eligibility for high school students to take academic dual credit courses during the junior year (see dual credit rules for score requirements).

  - A high school student is eligible to enroll in workforce education dual credit courses in the eleventh and/or twelfth grade if the student demonstrates that he or she has achieved the minimum high school passing standard on the

Mathematics section and/or the English Language Arts section on the tenth or eleventh grade TAKS.

- A student who is granted a TSI waiver to take dual credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course, the receiving higher education institution may determine that TSI obligations have been met.

Other provisions also apply to dual credit students.

For more information, see Dual Credit overview. The Coordinating Board rules that apply to dual credit requirements can be found in Chapter 4, Subchapter D, Section 4.85 at http://www.thecb.state.tx.us/Rules/.

Criteria for Meeting TSI Requirements

An institution may require higher performance standards for students than those established for TSI. Students who have met TSI standards but have not reached institutional performance standards should be reported as having satisfied TSI obligations. Scores from the testing attempt used for placement purposes when a student is first enrolled are reported on the CBM002 (scores for students who test before grade 12 should not be reported unless they meet TSI standards).

Requirements for meeting TSI obligation:

- THEA/TASP: Math - 230; Reading - 230; Writing - 220. The TASP Passing Standards are 220 for all test sections prior to September 1, 1995.

- ASSET: Elementary Algebra - 38; Reading Skills - 41;
  Written Essay - 6 (raw score); Writing Skills (objective) - 40

- COMPASS: Algebra - 39; Reading Skills - 81;
  Written Essay - 6 (raw score); Writing Skills (objective) - 59

- MAPS: Elementary Algebra - 613; Reading Comprehension - 114;
  Written Essay - 6 (raw score); Conventions of Written English - 310

- ACCUPLACER: Elementary Algebra - 63; Reading Comprehension - 78;
  Written Essay - 6 (raw score); Sentence Skills - 80

- The passing standard for the written essay portion of all tests is a score of 6 (raw score). However, if the student meets the objective writing test standard, an essay score of 5 will pass. Report both scores on the CBM002 where indicated.

For a student who does not meet the minimum scores required to meet TSI obligations on the initial attempt of an approved test used for placement, an institution shall determine when the student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student. As indicators of readiness, institutions shall consider as appropriate:

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- Performance in developmental education
- Performance in appropriate non-developmental coursework
- Performance on an approved TSI assessment instrument or performance on an institutionally selected assessment
- Other indicators of readiness as determined by the institution

General Criteria about Test Attempts Used for Placement

The THECB wants to know the status of your student at the time of placement when the student initially entered your institution before any instruction. If a student's exemption status, test scores, or other indicator of TSI status were reported in a prior semester by your institution or another Texas public institution of higher education, use the previously reported or non-applicable category for related items. For example, if a student transferring from one Texas public institution to another was determined by the initial institution to have met TSI obligations in math, the receiving institution should report the student in item #20 as having met TSI obligation at another institution and then report 'previously reported or not applicable' in items #21A and #22A. If the same student had not met the obligation for reading at the first institution, the receiving institution should report 'no, not satisfied or obligation is waived' in item #40, 'no, no exemption or waiver granted' in #41A, and 'not applicable' in item #42A, provided the initial assessment results were previously reported by the other institution. Scores for a high school student who tests before grade12 should only be reported if the student meets TSI standards.

Developmental Education Courses and Other Interventions

All developmental education coursework must be reported on the CBM00S, regardless of a student's TSI status. The one exception to this rule is high school students taking developmental education which is not state-funded. These students should not be reported (see TAC 9.146 for more information).

Students who have completed non-course-based developmental education should be reported on the CBM002 in items #23, #43, and #63 with a '1' if they were determined to have satisfied TSI using this method in the semester being reported. Students should be reported with a '2' if they did not satisfy TSI using this method (whether previously satisfied or not). Include only participation in interventions that have been reported in the institution's Developmental Education Program Survey (DEPS). Interventions that meet the criteria for state formula funding for non-course-based (non-semester-length) developmental education under Rider 59 should be reported in this item and on the CBM00S.

Any student who meets TSI obligations during a semester (after the Census date) should be reported in items #24, #44, and #64 as option 1. This includes students who participated in developmental education activities at another institution.

Authority

The information reported on the CBM002 will be used to fulfill the requirements of Texas Education Code 51.3062 that "(n) Each institution of higher education shall report annually to

the board on the success of its students and the effectiveness of its Success Initiative," and "(o) The board shall evaluate the effectiveness of the Success Initiative on a statewide basis and with respect to each institution of higher education." The data will also be used for accountability system measures which address developmental education. Other reports and data analysis above and beyond the requirements of the law may be generated in order to help institutions analyze and improve their programs based on information from the CBM002 and an analysis of the institutional Texas Success Initiative plans.

Reporting First College-Level Coursework for TSI-Related Subject Areas

Collecting records of students' participation and performance in introductory-level, college-level courses is an important function of the TSI reporting system. Success in a first college-level course in a related subject area signals that a student has gained the necessary knowledge and skills to be successful in college-level courses in that subject area. Item #23 on the CBM00S is used to identify a reported course as the first college-level course for TSI purposes. Items #30/50/70 on the CBM002 provide institutions a means to show student status related to this measure.

Only one first college-level course should be reported per student per area on the CBM00S. If the student is taking more than one course that qualifies, the institution will choose which one to include. For a transfer student from a Texas public institution or from an accredited Texas private or out-of state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, or C, the institution will report a '2' for completed at another institution in items #30, #50, and #70 on the CBM002 (as applicable) and report a '0' in item #23 on the CBM00S (previously reported or not applicable). Students who have not yet successfully completed a first college-level course should be reported with a '0' in items #30, #50, and/or #70 for the appropriate subject area(s).

Reporting Period Definitions

When the term Census Date is used in the report, the term refers to the 12th class day of the fall and spring semesters. However, term lengths can vary. Therefore, the following official schedule will be use to determine the official census date for terms of various lengths:

Length of Term in Weeks	Official Census Date is Class Day #
2 or less	1
3	2
4	3
5 - 6	4
7	5
8	6
9 - 10	7
11	8
12	9
13 - 14	10
15	11
16 or more	12

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The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

Reporting TSI Status for Students Taking Courses that Begin after the Census Date and Conclude by the End of Semester

The CBM002 report incorporates information known about students as of the end of the semester; however, some items request information about a student's status at the beginning of the semester or on the census date.

If a student is only taking courses that begin after the traditional census date but conclude by the end of the semester, use the census date for the earliest course when reporting TSI status by census date (items #20/#24, #40/#44, and #60/#64). However, if a student is also taking traditionally scheduled courses in the semester, use the census date for the traditional courses for reporting TSI status in these items.

Clarification of Texas Public Institutions of Higher Education

For the purposes of clarity, the term Texas public institution of higher education is used to refer specifically to public colleges and universities in the state when the item refers to another institution other than the one reporting. Institution is used in this report to refer to any accredited institution, public or private. In the many instances where the report is clearly referring to the institution which is reporting, the term "institution" or "receiving institution" is used without additional specification.

Clarifications on Data Pertaining to Dual Credit Students

There are several places in the CBM002 that dual credit students are addressed. This section provides additional clarification for how to report dual credit students.

The dual credit waiver allows current dual credit students to use eligible test results to waive TSI requirements for corresponding sections. Students who have met TSI obligations/ exemption standards for all areas in which they are currently taking dual credit courses should be reported as '0' in item #10, and the qualifying exemptions/met obligations scores should be reported for the appropriate subject area(s). Students who have met dual credit waiver requirements but have NOT met TSI obligations in all areas should be reported as '2' in item #10, with subject area waiver information provided in items #21A, #41A, and #61A, as applicable.

Transfer students are exempt from TSI if the receiving institution makes the determination that the student has satisfactorily completed college-level coursework in the relevant TSI areas. Exemptions for students who have completed dual credit courses work the same way. A receiving institution may determine that a student who has satisfactorily completed college-level coursework through dual credit has met TSI requirements for the relevant subject areas. This exemption is reported as '5' in items #21A, #41A, and #61A. Note that a student must receive a C or better in the dual credit course for the receiving institution to make this

determination. For reporting purposes, this exemption should not be used if the student has exempted/met TSI obligations through testing and test results are available.

Related to the first college-level course requirement, when reporting high school students taking dual credit courses in items #30, #50, and/or #70 on the CBM002, select option ‘4’ (yes at my institution this semester) if the student has successfully completed a first college-level course with an A, B, or C in the reporting period. The item should be answered with option ‘0’ (no, not satisfied) if the student has not received a C or better in a first college-level course in the area. For a dual credit course successfully completed with an A, B, or C at the same institution in a previous semester, report a ‘3.’ Be sure to note successful completion of a first college-level course on the CBM00S for all dual credit students who meet this requirement (item #23 on the CBM00S).

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INSTRUCTIONS FOR TSI REPORT

STUDENT DEMOGRAPHICS SECTION: All items in this section must be provided every reporting period. Every **undergraduate** student reported on the CBM00S needs to be on the CBM002. Some students may be reported on the CBM002 who are not on the CBM00S. For example, a student who receives an incomplete in a course should be reported again on the CBM002 for the semester that the student actually completes the course; however, that student should not be reported for that course on the CBM00S, CBM001, or CBM0E1 in the semester the course is completed. For additional information on reporting flex students, see the introduction.

Item #1 Record Code. Always enter '2'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3 Student Identification Number. Enter the Social Security number of the student. The institution will assign unique identification numbers to students without Social Security numbers and report their dates of birth (Item #9) each reporting period to help uniquely identify the student.

Item #4 Reporting Period. (Summer reporting periods should match the CBM001.)

1 Fall
2 Spring
3 Summer I
4 Summer II

Item #5 Year. Enter all four digits of the calendar year of the reporting period.

Item #6 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #7 Gender. Enter the gender of the student.

M = Male F = Female

Item #8 Unused.

Item #9 Date of Birth. Enter all four digits of the year, the month, and day of birth of the student (YYYYMMDD). If the date of birth is unknown, enter '00000000'.

Item #10 TSI Obligation Waived or Blanket Exemption

NOTE: Waiver information is also reported in items #21A, #41A, and #61A by TSI subject area.

0 No or not applicable
1 Yes, waiver based on Level-One Certificate Program or non-degree-seeking or

non-certificate-seeking status
2 Yes, waiver for current enrollment in one or more dual credit courses based on dual credit rules (report only for dual credit students who have not met TSI obligation in relevant course area/s)
3 Yes, waiver for active duty military
4 Yes, blanket exemption because of past military experience based on TSI rules
5 Yes, blanket exemption based on earned degree from accredited higher education institution
6 Yes, blanket exemption because previous TASP exemptions granted prior to September 1, 2003 apply (see page 2.3)

Item #11 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

1 Hispanic or Latino origin
2 Not Hispanic or Latino origin
3 Not answered

Item #12 Race. Select one or more codes indicating the race of the student.

Item #12A	1	White
Item #12B	2	Black or African-American
Item #12C	4	Asian
Item #12D	5	American Indian or Alaskan Native
Item #12E	6	International
Item #12F	7	Unknown or Not Reported
Item #12G	8	Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.

- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

Notes:

a) Even though a student is allowed to pay the "Resident Tuition" rate due to a waiver (coded 'E' in Item #7 on the CBM001), report with the international code.
b) Report the ethnicity of a student who was classified as a resident based on TEC 54.052(a)(3) (coded 'A' in Item #7 on the CBM001).
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

Item #13 Flexible Entry. Enter a '6' if the record is for a student enrolled in a class that is being reported with a '6' FE code on the CBM00S (Item #28). Leave blank if not flexible entry. See the introduction for more information.

NOTE: An FE student who is also enrolled in the current semester should have a separate record for enrollment that is carried over from a previous semester.

Item #14 Unused. This item is reserved for future use.

MATH ASSESSMENT and STATUS SECTION:

Item #20 Math TSI Obligation Determined To Be Satisfied Based on the State Standard Met by Census Date or Determined To Be Exempted.

0 No, not satisfied or obligation is waived
1 Yes, at my institution
2 Yes, at another Texas public institution

Item #21A Math TSI Obligation Waived or Satisfied through Exemption.

0 Previously reported or not applicable (This category includes students who were reported by your institution during a **previous** reporting period, students who were reported by another Texas public institution, and students with blanket exemptions reported as options '4','5' or '6' in item #10. Students with waivers should be coded with '6' or '7' every semester the waiver applies.)
1 No, no exemption or waiver granted
2 Exemption based on ACT Test
3 Exemption based on SAT Test
4 Exemption based on TAKS Exit Level Math Test
5 Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores,

dual credit grades)
6 Waiver to take math-related dual credit (coded '2' in Item #10)
7 Waiver for student status coded '1' in item #10 or for active military coded '3' in item #10

Item #21B ACT or SAT Math Score. Enter if coded '2' or '3' in Item #21A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #21C ACT Composite or SAT Combined Score. Enter if coded '2' or '3' in Item #21A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #21D TAKS Exit Level Math Scale Score. Enter if coded '4' in Item #21A, or enter '0000' if not applicable.

Item #22A Math TSI Assessment Test Used at the Time of TSI Placement. (See the introduction for more information.)

0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
1 THEA/TASP (Math)
2 COMPASS (Algebra)
3 ASSET (Elementary Algebra)
4 ACCUPLACER (Elementary Algebra)
5 Stanford Achievement Test (for deaf students)
6 MAPS (Elementary Math)
7 Not assessed

Item #22B Math TSI Assessment Score Used for Initial Placement. Enter the placement test score for math. The score must match the type test identified in Item #22A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #22A).

Item #23 Participation in Alternative/Non-course-based Method for Developmental Education Math this Reporting Period. Report only interventions included in the reporting institution's Developmental Education Program Survey (DEPS). (See http://www.txhighereddata.org/interactive/DEPS.cfm.)

0 Not applicable (did not participate)
1 Yes, participated and satisfied TSI obligation for math in the semester being reported
2 Yes, participated but did **not** satisfy TSI obligation for math in the semester being reported

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Item #24 Math TSI Obligation Satisfied Based on the State Standard by the **End** of the Semester/Reporting Period.

0 No, not satisfied (or obligation is waived)
1 Yes, at my institution this semester or determined to be satisfied by my institution this semester
2 Already satisfied (or exempted) by census date

Item #25-29 Unused.

FIRST COLLEGE-LEVEL MATH COURSE SECTION:

Item #30 Credit for First College-Level Math Course. Has the student successfully completed college-level math with an A, B, or C? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

0 No, not satisfied
1 Yes, at my institution in a previous semester
2 Yes, at another institution
3 Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)
4 Yes, at my institution this semester (reported on the CBM00S)

Item #31-39 Unused.

READING ASSESSMENT and STATUS SECTION:

Item #40 Reading TSI Obligation Determined To Be Satisfied Based on the State Standard Met by Census Date or Determined To Be Exempted.

0 No, not satisfied or obligation is waived
1 Yes, at my institution
2 Yes, at another Texas public institution

Item #41A Reading TSI Obligation Waived or Satisfied through Exemption.

0 Previously reported or not applicable (This category includes students who were reported by your institution during a **previous** reporting period, students who were reported by another Texas public institution, and students with blanket exemptions reported as options '4', '5', '6' in item #10. Students with waivers should be coded with '6' or '7' every semester the waiver applies.)
1 No, no exemption or waiver granted
2 Exemption based on ACT Test
3 Exemption based on SAT Test
4 Exemption based on TAKS Exit Level English Language Arts Test (must receive a writing subsection score of 3 or 4)

5 Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)
6 Waiver to take reading-related dual credit (coded '2' in Item #10)
7 Waiver for student status coded '1' in item #10 or for active military coded '3' in item #10

Item #41B ACT (English) or SAT (Critical Reading) Score. Enter if coded '2' or '3' in Item #41A, or enter '000' if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #41C ACT Composite or SAT Combined Score. Enter if coded '2' or '3' in Item #41A, or enter '0000' if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #41D TAKS Exit Level English Language Arts Test Scale Score. Enter if coded '4' in Item #41A, or enter '0000' if not applicable.

Item #42A Reading TSI Assessment Test Used at the Time of TSI Placement. (See the introduction for more information.)

0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)
1 THEA/TASP (Reading)
2 COMPASS (Reading Skills)
3 ASSET (Reading Skills)
4 ACCUPLACER (Reading Comprehension)
5 Stanford Achievement Test (for deaf students)
6 MAPS (Reading Comprehension)
7 Not assessed

Item #42B Reading TSI Assessment Score Used for Initial Placement. Enter the placement test score for reading. The score must match the type test identified in Item #42A. If the score is less than 3 digits, enter leading zeros. Enter '000' if the item is not applicable ('0' or '7' in #42A).

Item #43 Participation in Alternative/Non-course-based Method for Developmental Education Reading this Reporting Period. Report only interventions included in the reporting institution's Developmental Education Program Survey (DEPS). (See http://www.txhighereddata.org/interactive/DEPS.cfm.)

0 Not applicable (did not participate)
1 Yes, participated and satisfied TSI obligation for reading in the semester being reported
2 Yes, participated but did **not** satisfy TSI obligation for reading in the semester being reported

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Item #44 Reading TSI Obligation Satisfied based on the State Standard by the **End** of the Semester/ Reporting Period.

0 No, not satisfied (or obligation is waived)
1 Yes, at my institution this semester or determined to be satisfied by my institution this semester
2 Already satisfied (or exempted) by census date

Item #45-49 Unused.

FIRST COLLEGE-LEVEL READING COURSE SECTION

Item #50 Credit for First College-Level Reading-Intensive Course. Has the student successfully completed a college-level reading-intensive course with an A, B, or C? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

0 No, not satisfied
1 Yes, at my institution in a previous semester
2 Yes, at another institution
3 Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)
4 Yes, at my institution this semester (reported on the CBM00S)

Item #51-59 Unused.

WRITING ASSESSMENT and STATUS SECTION:

Item #60 Writing TSI Obligation Determined To Be Satisfied based on the State Standard Met by Census Date or Determined To Be Exempted.

0 No, not satisfied or obligation is waived
1 Yes, at my institution
2 Yes, at another Texas public institution

Item #61A Writing TSI Obligation Waived or Satisfied through Exemption.

0 Previously reported or not applicable (This category includes students who were reported by your institution during a **previous** reporting period, students who were reported by another Texas public institution, and students with blanket exemptions reported as options '4', '5', '6' in item #10. Students with waivers should be coded with '6' or '7' every semester the waiver applies.)
1 No, no exemption or waiver granted
2 Exemption based on ACT Test
3 Exemption based on SAT Test
4 Exemption based on TAKS Exit Level English Language Arts Test (must

receive a writing subsection score of 3 or 4)

5 Exemption/met obligation based on determination by receiving institution that student has satisfactorily completed college-level coursework (for example transfers from Texas private and out-of-state institutions, IB scores, AP scores, dual credit grades)

6 Waiver to take writing-related dual credit (coded ‘2’ in Item #10)

7 Waiver for student status coded ‘1’ in item #10 or for active military coded ‘3’ in item #10

Item #61B ACT (English) or SAT (Critical Reading) Score. Enter if coded ‘2’ or ‘3’ in Item #61A, or enter ‘000’ if not applicable. If the score is less than 3 digits, enter leading zeros.

Item #61C ACT Composite or SAT Combined Score. Enter if coded ‘2’ or ‘3’ in Item #61A, or enter ‘0000’ if not applicable. If the score is less than 4 digits, enter leading zeros. Use math and critical reading score for SAT combined score.

Item #61D TAKS Exit Level English Language Arts Test Scale Score. Enter if coded ‘4’ in Item #61A, or enter ‘0000’ if not applicable.

Item #62A Writing TSI Assessment Test Used at the Time of TSI Placement. (See the introduction for more information.)

0 Previously reported or not applicable (This category includes students whose initial status was reported by a present or previous Texas public institution or who were exempted/waived.)

1 THEA/TASP (Writing)

2 COMPASS (Writing Skills/Essay)

3 ASSET (Writing Skills/Essay)

4 ACCUPLACER (Sentence Skills/Essay)

5 Stanford Achievement Test (for deaf students)

6 MAPS (Conventions of Written English/Essay)

7 Not assessed

Item #62B Writing TSI Assessment Score Used for Initial Placement. Enter the placement test score for the objective section of the writing assessment. The score(s) must match the type of test identified in Item #62A. If a score is less than three digits, enter leading zeros. Enter ‘000’ if the item is not applicable (‘0’ or ‘7’ in #62A).

Item #62C Written Essay Score. Enter the initial test score for the essay portion of the writing assessment. Enter ‘0’ if not applicable.

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Item #63 Participation in Alternative/Non-course-based Method for Developmental Education Writing this Reporting Period. Report only interventions included in the reporting institution's Developmental Education Program Survey (DEPS). (See http://www.txhighereddata.org/interactive/DEPS.cfm.)

0 Not applicable (did not participate)
1 Yes, participated and satisfied TSI obligation for writing in the semester being reported
2 Yes, participated but did **not** satisfy TSI obligation for writing in the semester being reported

Item #64 Writing TSI Obligation Satisfied based on the State Standard by the **End** of the Semester /Reporting Period.

0 No, not satisfied (or obligation is waived)
1 Yes, at my institution this semester or determined to be satisfied by my institution this semester
2 Already satisfied (or exempted) by census date

Item #65-69 Unused.

FIRST COLLEGE-LEVEL WRITING COURSE SECTION:

Item #70 Credit for First College-Level Writing-Intensive Course. Has the student successfully completed college-level writing-intensive course with an A, B, or C? Report credit earned through AP, IB, dual credit (at your institution), and credit by exam as '3'. (See the introduction for information about reporting transfer students.)

0 No, not satisfied
1 Yes, at my institution in a previous semester
2 Yes, at another institution
3 Yes, credit otherwise awarded at this institution (e.g., AP, IB, dual credit with a C or better, credit by exam)
4 Yes, at my institution this semester (reported on the CBM00S)

Item #71-79 Unused.

REPORTING EXAMPLES

Items #1 through #9, #11, and #12 will be entered each time. There is one example which includes a flex course situation (numbers 4a and b); otherwise item #13 is not included.

1a. In spring 2009, a student enrolled as a first-time undergraduate. The student was tested for placement purposes upon enrollment and did not meet TSI standards on the Math section of the THEA test, but passed the other subject-area sections. The student enrolled in a developmental math course (3 SCHs) that covers beginning algebra and received a C; the student has not yet satisfied the institution's math requirements for TSI. The student also enrolled in a history course and earned a 'B' (this course was determined by the institution to be the student's first college-level reading course) and an English course and earned a 'C' (determined to be the first college-level writing course).

Item #10 = 0	Item #40 = 1	Item #60 = 1
Item #20 = 0	Item #41A = 1	Item #61A = 1
Item #21A = 1	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 0000	Item #42A = 1	Item #62A = 1
Item #22A = 1	Item #42B = 240	Item #62B = 260
Item #22B = 180	Item #43 = 0	Item #62C = 6
Item #23 = 0	Item #44 = 2	Item #63 = 0
Item #24 = 0	Item #50 = 4	Item #64 = 2
Item #30 = 0		Item #70 = 4

1b. The student above returned to the institution the following fall. The student took a developmental intermediate algebra course, completed it with an A, and satisfied the institution's math requirement for TSI.

Item #10 = 0	Item #40 = 1	Item #60 = 1
Item #20 = 0	Item #41A = 0	Item #61A = 0
Item #21A = 0	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 0000	Item #42A = 0	Item #62A = 0
Item #22A = 0	Item #42B = 000	Item #62B = 000
Item #22B = 000	Item #43 = 0	Item #62C = 0
Item #23 = 0	Item #44 = 2	Item #63 = 0
Item #24 = 1	Item #50 = 1	Item #64 = 2
Item #30 = 0		Item #70 = 1

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2a. An 11th grade high school student enrolled in an introductory sociology course based on grade 10 Exit Level English Language Arts (ELA) TAKS scores that met the dual credit requirements. The institution considers the course a first college-level reading course. Note that items #21A and #61A are coded '0' because the dual credit waiver is only reported for the related subject area. Grade 10 TAKS scores should NOT be reported.

Item #10 = 2	Item #40 = 0	Item #60 = 0
Item #20 = 0	Item #41A = 6	Item #61A = 0
Item #21A = 0	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 0000	Item #42A = 0	Item #62A = 0
Item #22A = 0	Item #42B = 000	Item #62B = 000
Item #22B = 000	Item #43 = 0	Item #62C = 0
Item #23 = 0	Item #44 = 0 *	Item #63 = 0
Item #24 = 0	Item #50 = 4	Item #64 = 0
Item #30 = 0		Item #70 = 0

2b. The same student above enrolled a year later as a first-time undergraduate student at a Texas public university. The student is TSI exempt for math based on Exit Level TAKS results but not for ELA. The student took college-level math. The student also took dual credit sociology at another Texas public institution in a previous semester (see above). The student did not meet the state standard on the Accuplacer objective and written tests for writing when tested for placement. The student was assigned to tutoring (non-course based) and met the standard.

Item #10 = 0	Item #40 = 1 *	Item #60 = 0
Item #20 = 1	Item #41A = 5 *	Item #61A = 1
Item #21A = 4	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 2259	Item #42A = 0	Item #62A = 4
Item #22A = 0	Item #42B = 000	Item #62B = 075
Item #22B = 000	Item #43 = 0	Item #62C = 5
Item #23 = 0	Item #44 = 2	Item #63 = 1
Item #24 = 2	Item #50 = 2	Item #64 = 1
Item #30 = 4		Item #70 = 0

*Item #44 in 2a could also be answered with a '1' if the first institution determines that performance in the dual credit course meets TSI standards. If so, then in example 2b the student could be reported with a '2' in item #40 and a '0' in item #41A. Either pattern is fine, depending on school policy and/or how much information is available to the receiving institution.

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3. A student who qualified as a transfer from a private institution was determined by the receiving institution to have satisfactorily completed college-level coursework in reading and writing and had TSI-eligible SAT scores for math exemption. The student received transfer credit for core-equivalent courses in reading and writing (for which the student received an “A,” “B,” or “C”). The student attempted a core math course and earned a “B.”

Item #10 = 0	Item #40 = 1	Item #60 = 1
Item #20 = 1	Item #41A = 5	Item #61A = 5
Item #21A = 3	Item #41B = 000	Item #61B = 000
Item #21B = 590	Item #41C = 0000	Item #61C = 0000
Item #21C = 1080	Item #41D = 0000	Item #61D = 0000
Item #21D = 0000	Item #42A = 0	Item #62A = 0
Item #22A = 0	Item #42B = 000	Item #62B = 000
Item #22B = 000	Item #43 = 0	Item #62C = 0
Item #23 = 0	Item #44 = 2	Item #63 = 0
Item #24 = 2	Item #50 = 2	Item #64 = 2
Item #30 = 4		Item #70 = 2

4a. In fall 2009, an incoming student was tested using COMPASS and did not meet TSI requirements for any subject areas at the time of initial placement. The student completed two developmental math courses (reported on the CBM00S). The student did not enroll in course-based or non-course-based developmental reading. Instead, the student re-tested on COMPASS mid-semester and met the standard. The student took a flex writing developmental education course that started in November and ended in February (reported on the CBM002 and CBM00S in the spring semester). The student was determined to have met the standard upon successful completion of that writing course. The flex course is reported in example 4b below (not in example 4a).

Item #10 = 0	Item #40 = 0	Item #60 = 0
Item #13 = (blank)	Item #41A = 1	Item #61A = 1
Item #20 = 0	Item #41B = 000	Item #61B = 000
Item #21A = 1	Item #41C = 0000	Item #61C = 0000
Item #21B = 000	Item #41D = 0000	Item #61D = 0000
Item #21C = 0000	Item #42A = 2	Item #62A = 2
Item #21D = 0000	Item #42B = 078	Item #62B = 055
Item #22A = 2	Item #43 = 0	Item #62C = 5
Item #22B = 020	Item #44 = 1	Item #63 = 0
Item #23 = 0	Item #50 = 0	Item #64 = 0
Item #24 = 0		Item #70 = 0
Item #30 = 0		

4b. Item #13 = 6

Item #60 = 0	Item #62A = 0
Item #61A = 0	Item #62B = 000
Item #61B = 000	Item #62C = 0
Item #61C = 0000	Item #63 = 0
Item #61D = 0000	Item #64 = 1
	Item #70 = 0

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5. A recent high school graduate with a waiver for active military duty submitted a transcript showing an eligible TSI exemption score for the Exit Level TAKS in math, but not for the Exit Level ELA TAKS. The institution's policy is to test students for local placement purposes. After reviewing placement test scores, it was recommended that the student take a developmental writing course. The student also took a psychology course, which the institution determined is a course that meets the requirement for first college-level reading course, and the student took a core math course, which was determined to meet the requirements for first college-level math course.

Item #10 = 3	Item #40 = 0	Item #60 = 0
Item #20 = 1 *	Item #41A = 7	Item #61A = 7
Item #21A = 4 *	Item #41B = 000	Item #61B = 000
Item #21B = 000	Item #41C = 0000	Item #61C = 0000
Item #21C = 0000	Item #41D = 0000	Item #61D = 0000
Item #21D = 2320	Item #42A = 0	Item #62A = 0
Item #22A = 0	Item #42B = 000	Item #62B = 000
Item #22B = 000	Item #43 = 0	Item #62C = 0
Item #23 = 0	Item #44 = 1	Item #63 = 0
Item #24 = 2	Item #50 = 4	Item #64 = 0
Item #30 = 4		Item #70 = 0

* TSI does not apply to students with waivers and military exemptions. Therefore, the institution may also choose to report a '0' in Item #20 and a '7' in Item #21A. The THECB will report students in the military as unknown if Item #10 is a '3' and Item #20, #40, or #60 is a '0'.

CTC Texas Success Initiative Report (CBM002)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always ‘2’	1	1
Item #2	Institution Identifier - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Reporting Period – Numeric	17	1
Item #5	Year – Numeric	18	4
Item #6	Non-Disclosure – Numeric	22	1
Item #7	Gender – Alpha	23	1
Item #8	Unused	24	1
Item #9	Date of Birth - Numeric – YYYYMMDD	25	8
Item #10	TSI Obligation Waived or Blanket Exemption– Numeric	33	1
Item #11	Ethnic Origin	34	1
Item #12	Race:		
Item #12A	White – ‘1’ or blank	35	1
Item #12B	Black or African-American – ‘2’ or blank	36	1
Item #12C	Asian – ‘4’ or blank	37	1
Item #12D	American Indian or Alaskan Native – ‘5’ or blank	38	1
Item #12E	International – ‘6’ or blank	39	1
Item #12F	Unknown or Not Reported – ‘7’ or blank	40	1
Item #12G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	41	1
Item #13	Flex Entry	42	1
Item #14	Unused	43	2
Item #20	Math TSI Determined to be Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	45	1
Item #21A	Math TSI Waived or Satisfied through Exemption – Numeric	46	1
Item #21B	ACT or SAT Math Score – Numeric	47	3
Item #21C	ACT Composite or SAT Combined Score – Numeric	50	4
Item #21D	TAKS Exit Level Math Scale Score – Numeric	54	4
Item #22A	Math TSI Assessment Test Used for Initial Placement – Numeric	58	1
Item #22B	Math TSI Assessment Score Used for Initial Placement – Numeric	59	3
Item #23	Participation in Alt./Non-course-based Method for DE Math this Reporting Period – Numeric	62	1
Item #24	Math TSI Satisfied Based on State Standard by End of Semester – Numeric	63	1
Items #25-29	Unused (no positions reserved in the record)		
Item #30	Credit for First College-Level Math Course – Numeric	64	1
Items #31-39	Unused (no positions reserved in the record)		
Item #40	Reading TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	65	1
Item #41A	Reading TSI Waived or Satisfied through Exemption – Numeric	66	1
Item #41B	ACT (English) or SAT (Critical Reading) Score – Numeric	67	3
Item #41C	ACT Composite or SAT Combined Score – Numeric	70	4
Item #41D	TAKS Exit Level English Language Arts Scale Score – Numeric	74	4
Item #42A	Reading TSI Assessment Test Used for Initial Placement – Numeric	78	1
Item #42B	Reading TSI Assessment Score Used for Initial Placement – Numeric	79	3

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		Beginning Position	Length
Item #43	Participation in Alt/Non-course-based Method for DE Reading this Reporting Period – Numeric	82	1
Item #44	Reading TSI Satisfied Based on State Standard by End of of Semester – Numeric	83	1
Items #45-49	Unused (no positions reserved in the record)		
Item #50	Credit for First College-Level Reading-Intensive Course – Numeric	84	1
Items #51-59	Unused (no positions reserved in the record)		
Item #60	Writing TSI Satisfied Based on State Standard Met by Census Date or Determined to be Exempted – Numeric	85	1
Item #61A	Writing TSI Waived or Satisfied through Exemption – Numeric	86	1
Item #61B	ACT (English) or SAT (Critical Reading) Score – Numeric	87	3
Item #61C	ACT Composite or SAT Combined Score – Numeric	90	4
Item #61D	TAKS Exit Level English Language Arts Scale Score – Numeric	94	4
Item #62A	Writing TSI Assessment Test Used for Initial Placement – Numeric	98	1
Item #62B	Writing TSI Assessment Score Used for Initial Placement – Numeric	99	3
Item #62C	Written Essay Score – Numeric	102	1
Item #63	Participation in Alt/Non-course-based Method for DE Writing this Reporting Period – Numeric	103	1
Item #64	Writing TSI Satisfied Based on State Standard by End of Semester – Numeric	104	1
Items #65-69	Unused (no positions reserved in the record)		
Item #70	Credit for First College-Level Writing-Intensive Course – Numeric	105	1
Items #71-79	Unused (no positions reserved in the record)		

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QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine questionable and error values for each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '2'
2.	Institution Code	N/A	Must match value in header record and be a valid FICE code
3.	Student ID Number	N/A	Blank; special characters
4.	Reporting Period	N/A	Must match value in header record; value except '1' thru '4'
5.	Year	N/A	Must match value in header record
6.	Non-Disclosure	N/A	Any value except '2' or '0'
7.	Gender	N/A	Any value except 'M' or 'F'
8.	Unused	N/A	N/A
9.	Date of Birth	Value of '00000000'	Month < '01' or > '12'; day < '01' or > '31'; year value that generates an age < 10
10.	TSI Obligation Waived/Ex	N/A	Any value except '0' thru '6'
11.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
12A.	White	N/A	Value other than '1' or space or value = '1' and '7'
12B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
12C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
12D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
12E.	International	N/A	Value other than '6' or space or value = '6' and '7'
12F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
12G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'
13.	Flex Entry	N/A	Any value except blank or '6'
14.	Unused		

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ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
20/40/60.		
TSI Satisfied-Census Date	N/A	Any value except ‘0’, ‘1’, or ‘2’; value not = ‘0’ if #24/44/64 = ‘1’
21A/41A/61A.		
TSI Satisfied-Exemption	N/A	Any value except ‘0’ thru ‘7’
21B/41B/61B.		
Score	N/A	Not numeric; ‘000’ if #21A/41A/61A is = ‘2’ or ‘3’; if #21A/41A/61A = ‘2’ ACT < 19; if #21A/41A/61A = ‘3’ SAT < 500
21C/41C/61C.		
Composite/Comb. Score	N/A	Not numeric; ‘0000’ if #21A/41A/61A is = ‘2’ or ‘3’; if #21A/41A/61A = ‘2’ ACT < 23; if #21A/41A/61A = ‘3’ SAT < 1070
21D/41D/61D.		
TAKS Scale Score	N/A	Not numeric; ‘0000’ if #21A/41A/61A = ‘4’; if #21A/41A/61A = ‘4’ TAKS < 2200
22A/42A/62A.		
TSI Initial Assessment Test for Placement	N/A	Any value except ‘0’ thru ‘7’
22B/42B/62B.		
TSI Initial Assessment		
Math Score		
When Item #22A = ‘1’	N/A	THEA/TASP < 100 or > 300
when Item #22A = ‘2’		COMPASS < 15 or > 99
when Item #22A = ‘3’		ASSET < 23 or > 55
when Item #22A = ‘4’		ACCUPLACER < 21 or > 120
when Item #22A = ‘5’		Stanford < 1 or > 118
when Item #22A = ‘6’		MAPS < 601 or > 625
when Item #22A = ‘0’, ‘7’		Any value except ‘000’
Reading Score		
When Item #42A = ‘1’	N/A	THEA/TASP < 100 or > 300
when Item #42A = ‘2’		COMPASS < 18 or > 99
when Item #42A = ‘3’		ASSET < 23 or > 53
when Item #42A = ‘4’		ACCUPLACER < 20 or > 120
when Item #42A = ‘5’		Stanford < 1 or > 54
when Item #42A = ‘6’		MAPS < 101 or > 125
when Item #42A = ‘0’, ‘7’,		Any value except ‘000’

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ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
Writing Score		
When Item #62A = ‘1’	N/A	THEA/TASP < 100 or > 300
when Item #62A = ‘2’		COMPASS < 1 or > 100
when Item #62A = ‘3’		ASSET < 23 or > 54
when Item #62A = ‘4’		ACCUPLACER < 1 or >120
when Item #62A = ‘5’		Stanford < 1 or > 60
when Item #62A = ‘6’		MAPS < 100 or > 999
when Item #62A = ‘0’, ‘7’		Any value except ‘000’
62C. Written Essay Score	N/A	Value > ‘8’; value > ‘0’ if Item #62A = ‘0’ or ‘7’
23/43/63. Participation in Alt/Non-Course-Based DE this Period	N/A	Any value except ‘0’, ‘1’, or ‘2’; value = ‘1’ if Item #24/44/64 = ‘0’ or ‘2’
24/44/64. TSI Satisfied-End of Semester	Value = ‘2’ if #20/40/60 = ‘0’	Any value except ‘0’, ‘1’, or ‘2’; value = ‘0’ or ‘1’ if #20/40/60 = ‘1’ or ‘2’
30/50/70. Credit First College-Level Course	N/A	Any value except ‘0’ thru ‘4’

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Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
CBM002 EDIT SUMMARY FROM                  RunDate: 05/16/2011 Time: 12:42:09
LONESTAR COLLEGE                             003303      SUMMER    2011
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	NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1 Record Code	49	0	0
ITEM 2 Inst. Code	49	0	0
ITEM 3 Student ID	49	0	0
ITEM 4 Reporting Period	49	0	0
ITEM 5 Reporting Year	49	0	0
ITEM 6 NonDisclosure	49	0	0
ITEM 7 Gender	49	0	0
ITEM 9 Date of Birth	49	0	0
ITEM 10 TSI Obligation Waived/Degree/Military Ex	49	0	0
ITEM 11 Ethnic Origin	49	0	0
ITEM 12 Race	49	0	0
ITEM 12A White	49	0	0
ITEM 12B Black	49	0	0
ITEM 12C Asian	49	0	0
ITEM 12D Native American-Alaskan	49	0	0
ITEM 12E International	49	0	0
ITEM 12F Unknown	49	0	0
ITEM 12G PacificIslander-NativeHawaiian	49	0	0
ITEM 13 FE	49	0	0
ITEM 20-30 Math Activity	49	0	0
ITEM 20 M. TSI Satisfied by Census Date	49	0	0
ITEM 21A M. TSI Satisfied through Exemption	49	0	0
ITEM 21B M. Score	49	0	0
ITEM 21C M. Composite or Combined Score	49	0	0
ITEM 21D M. TAKS Math Scale Score	49	0	0
ITEM 22A M. TSI Init Assess Test for Placement	49	0	0
ITEM 22B M. TSI Init Assess Score	49	0	0
ITEM 23 M. Participation in Alt. DE	49	0	0
ITEM 24 M. TSI Satisfied by End of Semester	49	0	0
ITEM 30 M. Cr First Coll-Lvl Course-Prev Rep Per	49	0	0
ITEM 40-53 Reading Activity	49	0	0
ITEM 40 R. TSI Satisfied by Census Date	49	0	0
ITEM 41A R. TSI Satisfied through Exemption	49	0	0
ITEM 41B R. Score	49	0	0
ITEM 41C R. Composite or Combined Score	49	0	0
ITEM 41D R. TAKS English Lang Arts Scale Score	49	0	0
ITEM 42A R. TSI Init Assess Test for Placement	49	0	0
ITEM 42B R. TSI Init Assess Score	49	0	0
ITEM 43 R. Participation in Alt. DE	49	0	0
ITEM 44 R. TSI Satisfied by End of Semester	49	0	0
ITEM 50 R. Cr First Coll-Lvl Course-Prev Rep Per	49	0	0
ITEM 60-73 Writing TSI Activity	49	0	0
ITEM 60 W. TSI Satisfied by Census Date	49	0	0
ITEM 61A W. TSI Satisfied through Exemption	49	0	0
ITEM 61B W. Score	49	0	0
ITEM 61C W. Composite or Combined Score	49	0	0
ITEM 61D W. TAKS English Lang Arts Scale Score	49	0	0
ITEM 62A W. TSI Init Assess Test for Placement	49	0	0
ITEM 62B W. TSI Init Assess Score	49	0	0
ITEM 62C W. Written Essay Score	49	0	0
ITEM 63 W. Participation in Alt. DE	49	0	0
ITEM 64 W. TSI Satisfied by End of Semester	49	0	0
ITEM 70 W. Cr First Coll-Lvl Course-Prev Rep Per	49	0	0

00 Students reported on the CBM0E1 were not reported on the CBM002.

00 of your CBM002 records were reported with zero total SCH. This is 0.00% of all records.
REF1509

Total Recs on Db 32

CTC Texas Success Initiative Report (CBM002)

TOTAL Report Records	49		
CONTROL TOTAL	49	DISCREPANCY	0
Total Recs on Db	49		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Records Where (SCH,GPE) =0 And DE not =0	0		
Records Where SCH > 0 and GPE = 0	0		
Records Where (SCH,GPE,All DE) = 0	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	49		
Total Rejected Records	0		

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
-CBM002 Race and Ethnicity of Regularly Enrolled Students
SUMMER 2011 LONESTAR COLLEGE 003303 RunDate: 05/16/2011 Time: 12:42:09

White	16
Black	1
Hispanic	10
Asian	0
American Indian/Alaskan Native	0
Native Hawaiian/Other Pacific Islander	0
Multi-Racial	0
International	2
Ethnic Origin/Race Unknown	20
Total	49
Multi-Racial where Race is Black	0

CTC Texas Success Initiative Report (CBM002)

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              TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 1
Percent Change OF  CBM002  DATAPrior Year               RunDate: 05/16/2011 Time: 12:42:09
LONESTAR COLLEGE                                     003303         SUMMER   2011

 Gender
                                                 2011/3        2010/3        % Diff
       Male                                          21  *No Exact Historic Data Available
       Female                                        28  *No Exact Historic Data Available
                    Total                            49  *No Exact Historic Data Available

       Non Disclosure                                 0  *No Exact Historic Data Available
                    Total                             0  *No Exact Historic Data Available

       Flexible Entry Type '6'                        0  *No Exact Historic Data Available

TSI Waiver/Degree/Exemption Status
                                                 2011/3        2010/3        % Diff
       No or Not Applicable                          47  *No Exact Historic Data Available
       Waiver Based on Level One Cert non-deg stat
                                                      0  *No Exact Historic Data Available
       Waiver Based on Dual Credit                    0  *No Exact Historic Data Available
       Waiver Based On Active Military                0  *No Exact Historic Data Available
       Exemption Based On Military Service            0  *No Exact Historic Data Available
       Exemption Based On Earned Degree               2  *No Exact Historic Data Available
       Exemption Based On Previous TASP               0  *No Exact Historic Data Available
                      Total                          49  *No Exact Historic Data Available

Ethnic Origin
                                                 2011/3        2010/3        % Diff
       Hispanic or Latino Origin                     10  *No Exact Historic Data Available
       Not Hispanic or Latino Origin                 12  *No Exact Historic Data Available
       Not Answered                                  27  *No Exact Historic Data Available
                    Total                            49  *No Exact Historic Data Available

Race
                                                 2011/3        2010/3        % Diff
       White                                         24  *No Exact Historic Data Available
       Black                                          2  *No Exact Historic Data Available
       Asian                                          0  *No Exact Historic Data Available
       Native American-Native Alaskan                 0  *No Exact Historic Data Available
       International                                  2  *No Exact Historic Data Available
       Unknown                                       21  *No Exact Historic Data Available
       Pacific Islander-Native Hawaiian               0  *No Exact Historic Data Available
```

CTC Texas Success Initiative Report (CBM002)

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             TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 1
EDIT OF  CBM002  DATA                     RunDate: 05/16/2011 Time: 12:42:09
LONESTAR COLLEGE                                  003303         SUMMER   2011


Gender
  Male                                          21
  Female                                        28
                Total                           49

  Non Disclosure                                 0
                Total                            0

  Flexible Entry Type '6'                        0

TSI Waiver/Degree/Exemption Status
  No or Not Applicable                          47
  Waiver Based on Level One Cert non-deg stat
                                                 0
  Waiver Based on Dual Credit                    0
  Waiver Based On Active Military                0
  Exemption Based On Military Service            0
  Exemption Based On Earned Degree               2
  Exemption Based On Previous TASP               0
                  Total                         49

Ethnic Origin
  Hispanic or Latino Origin                     10
  Not Hispanic or Latino Origin                 12
  Not Answered                                  27
                Total                           49

Race
  White                                         24
  Black                                          2
  Asian                                          0
  Native American-Native Alaskan                 0
  International                                  2
  Unknown                                       21
  Pacific Islander-Native Hawaiian               0

 TSI Satisfied                                  MATH      READING      WRITING
      By Census Date
       Not Satisfied or Obligation Waived         9            0            2
       Yes at My Institution                     35           41           42
       Yes at Another Institution                 5            8            5
               Total                             49           49           49

      By End of Semester
       Not Satisfied or Obligation Waived         6            0            0
       Yes at My Institution This Sem             3            0            2
       Satisfied by Census Date                  40           49           47
               Total                             49           49           49

 TSI Exemption/Waiver Status                    MATH      READING      WRITING
      Previously Reported/Not app                5            8            5
      No Exemption or Waiver                    15            4            6
      Exemption Based On ACT                     2            2            2
      Exemption Based On SAT                     8            8            9
      Exemption Based On TAKS                   19           27           27
      Exemption Based On Coursework in
        Related Field                            0            0            0
      Waiver for Dual Credit                     0            0            0
      Waiver For Level-One Cert,
        Non-Degree, Military                     0            0            0
               Total                             49           49           49
```

CTC Texas Success Initiative Report (CBM002)

TSI Initial Assessment Test	MATH	READING	WRITING
Previously Reported/Not app	34	45	43
THEA/TASP	10	3	4
COMPASS	2	1	1
ASSET	0	0	0
ACCUPLACER	1	0	1
STANFORD ACHIEVE TEST	0	0	0
MAPS	0	0	0
Not Assessed	2	0	0
Total	49	49	49

Participation in Alt/Non-Course-Based Dev Ed Method	MATH	READING	WRITING
Did Not Participate	49	49	49
Participated, Satisfied TSI	0	0	0
Participated, Did Not Satisfy TSI	0	0	0
Total	49	49	49

***Note: Totals are net errors.

CTC Texas Success Initiative Report (CBM002)

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  Edit00v00                                    TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                                          EDIT OF  CBM002  DATA
SUMMER   2011                                   LONESTAR COLLEGE           003303               RunDate: 05/16/2011 Time: 12:42:09

Line2 Math items 20-30. Line3 Reading items 40-50. Line4 Writing items 60-70.
 1     2         3     4    5   6  7  8      9     10                       11  12A 12B 12C 12D 12E 12F 12G
Math  20 21A  21B   21C   21D 22A  22B     23 24 30
Read  40 41A  41B   41C   41D 42A  42B     43 44 50
Write 60 61A  61B   61C   61D 62A  62B 62C 63 64 70


There Were No Errors Detected For : LONESTAR COLLEGE


Items In Error Are Indicated By (*), Questionable By (-)
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Edit00v00                                     TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                                          EDIT OF  CBM002  DATA
SUMMER   2011                                   LONESTAR COLLEGE           003303               RunDate: 05/16/2011 Time: 12:42:09
                                                            Questionables ONLY

Line2 Math items 20-30. Line3 Reading items 40-50. Line4 Writing items 60-70.
 1     2         3     4    5   6  7  8      9     10                       11  12A 12B 12C 12D 12E 12F 12G
Math  20 21A  21B   21C   21D 22A  22B     23 24 30
Read  40 41A  41B   41C   41D 42A  42B     43 44 50
Write 60 61A  61B   61C   61D 62A  62B 62C 63 64 70


Items In Error Are Indicated By (*), Questionable By (-)
```

CLASS REPORT
CBM004

Reporting for State Reimbursement

Institutions report class enrollments on the CBM004 for all students enrolled in Coordinating Board approved academic and technical courses (for which semester credit hours are awarded. Exclude students who audit courses.

Report enrollment as of the official census date. The official census dates are the twelfth class day of the fall and spring semesters and the fourth class day of each summer session. On or before the official census date, each student eligible for inclusion shall have paid in full the amount set as tuition by the respective governing board or, where applicable, have valid accounts receivable on record. Do not include students who withdraw from a class on or before the census date. Students are allowed to pay their tuition and fees in installments. Such students are required to have a fully operational installment contract by the payment due date (census date) to be in good standing. This includes receipt of a first installment payment prior to the beginning of the semester.

Census Dates for Other Term Lengths

Fall and Spring Semesters	
Length of Term (Weeks)	Census Date
2 or less	1st Class Day
3	2nd Class Day
4	3rd Class Day
5 – 6	4th Class Day
7	5th Class Day
8	6th Class Day
9 – 10	7th Class Day
11	8th Class Day
12	9th Class Day
13 – 14	10th Class Day
15	11th Class Day
16	12th Class Day

Summer Semester	
Length of Term (Weeks)	Census Date
2 or less	1st Class day
3	2nd Class Day
4	3rd Class Day
5 – 6	4th Cass Day
7	5th Class Day
8	6th Class Day
9	7th Class Day
10 or more	12th Class Day

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be a day that the Registrar's office is scheduled to be open so that a student will be able to drop or withdraw from class.

Institutions may not submit for formula funding contact hours or semester credit hours related to a course for which a student is generating formula funding for the third time. A link to the guidelines that allow exceptions is listed in this introduction.

Allow contact hours for state funding when the circumstances make it impractical to pre-register the students before the class meets, and the first opportunity to post the information

about the students in the class is the first work day after the holiday or weekend. For instance, a one-day training event is scheduled for a Saturday, but advance registration is not possible. The census date for the training is the date of the training. Admission/Registration forms are completed, signed, and dated for each student on the day of the class. The college's business office is not open on Saturday, however, so events can not be entered into the automated system. On Monday, the first business day after the training event, the registrations are processed and recorded into the automated system.

Funding for Physical Education Courses: An Appropriations Bill rider prohibits funding of contact hours or semester credit hours for students who are registered solely for physical education, weight lifting, group exercises, aerobics, or related courses; have registered for the same such course more than once; and are not seeking a degree plan or certificate of completion of a course of study.

A fall or spring semester normally includes at least 15 weeks for instruction and one week for final examinations, or a total of 16 weeks of instruction and examination combined. Each of the two summer terms normally includes no less than 5 1/2 calendar weeks, including registration, instruction, and final examinations.

Institutions may schedule enrollment periods different from the standard periods noted above. Regardless of the length of the term, however, only those contact hours actually scheduled (and not exceeding the maximum approved contact hours) may be reported. Each school year is divided into four semesters: fall, spring, summer I, and summer II. The base tuition charge should be assessed only one time during each term.

Classes Organized After the Official Census Date (Flexible Entry Classes)

Report data in the following semester for any class organized after the official census date for a term. For example, report classes organized after the 12th class day of the fall semester in the subsequent spring semester CBM004 report; etc.

Identify flexible entry classes by entering 'FE' in the last two places of Item #5, Section Number. Complete all other data as if the class had been a part of the term in which it is reported.

Instructional Telecommunications

(a) "Distance Education" refers to instruction delivered by any means to any single or multiple location(s) (1) other than the "main campus" of a senior institution (or "on campus"), where the primary office of the chief executive officer of the campus is located; (2) outside the boundaries of the taxing authority of a community/junior college district; or (3) via instructional telecommunications.

(b) "Instructional Telecommunications" (IT) refers to instruction delivered primarily by telecommunication technology, such as internet, interactive video, open-channel television, cable television, closed-circuit television, low-power television, communication and/or direct broadcast satellite, satellite master antenna system, microwave, video tape, video disc, computer software, computer networks, or telephone lines.

CTC Class Report (CBM004)

Inter-Institutional Courses (For institutions not within the same district)

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. For inter-institutional classes using instructional telecommunications, also see "Classes Offered in Conjunction with the Virtual College of Texas" later in this introduction. The "providing institution" is the institution providing the instruction and the "receiving institution" is the institution(s) whose students receive the instruction. Neither the location of the class nor the delivery mode affects these definitions.

There are two alternatives for reporting the students and courses where inter-institutional agreements have been approved by the Coordinating Board. Regardless of how the institutions choose to report them, EACH STUDENT MAY ONLY BE REPORTED BY ONE INSTITUTION FOR ANY ONE CLASS.

Alternative 1: The institution that provides the instructor of record for the course (providing institution) reports all enrollments in the class for contact hour funding.

a. For the providing institution:
   1) The providing institution will report at least two class records on the CBM004, one with its own students and one per FICE code of each receiving partner. For each receiving institution, code Item #9 as '6', report the FICE code of each receiving institution in Item #19, and code all other items according to customary definitions. The providing institution will report the hours for this class on the CBM001 only where its own students have enrolled in the class.
   2) With regard to the cross-checks between the CBM001 and CBM004 for the providing institution, the code '6' in Item #9 will cause the edit program to exclude the generated contact hours from the contact hour cross-checks. Semester credit hours generated by enrollments reported in Item #20 will be included in the cross-check of semester credit hours of students affected by the undergraduate limit.

b. For the receiving institution(s):
   1) In this situation, a receiving institution will not report a class record (CBM004). However, a receiving institution will report its students on the student report (CBM001), and will report the contact hours for the inter-institutional class in the appropriate Items #24 and #25 on the CBM001, not in Items #10 or #11 on the CBM001.
   2) Because the class does not appear on the CBM004, the students' contact hours need to be reported in Items #24 or #25 on the CBM001 to ensure that they will be excluded from the contact hour cross-check between the CBM001 and CBM004.

c. It is possible with this reporting method for the edit program to report a false mismatch of affected semester credit hours between the CBM001 and the CBM004. If this error is reported, and if there is reason to believe that this mismatch report is false, perform secondary calculations to verify the data.

Alternative 2: Each participating institution reports its own enrollments in the class for contact hour funding. Institutions may make arrangements among themselves regarding compensation

of the institution providing the instruction. This reporting procedure applies to all types of distance education courses: those done through telecourses or interactive video as well as those taught by live instructors at a multi-institutional teaching center. The following conditions must be met:

a. The institutions involved are all public institutions of higher education in Texas.

b. The institutions involved have a written agreement clearly specifying how students will be reported for formula funding.

c. Institutions participating in an agreement of this type have auditable procedures in place to ensure that the same contact hours are not reported more than once for funding.

d. The courses involved are approved for the inventories of both the providing and the receiving institutions.

To report such classes and students:

e. Each institution reports only its own students on the CBM001. Any associated class records on the CBM004 should reflect only those enrollments made through that institution.

f. The contact hours generated by such classes (coded ‘6’ in Item #9 on the CBM004) will be excluded from the contact hour cross-checks. The semester credit hours generated by such classes for students subject to the undergraduate limit will be included in the cross-check of affected semester credit hours.

g. For the providing institution:
   1) The providing institution will report the class only if students from the institution are enrolled in the class. In this situation, the class is reported as a conventional class.
   2) With regard to the cross-checks between the CBM001 and CBM004 for the providing institution, if there are hours and enrollments to report, the contact hours for the students in such a class should be reported in Items #24 or #25 on the CBM001.

h. For the receiving institution(s):
   1) On the CBM004 report(s) for the receiving institution(s), code Item #9 a ‘6’ to indicate that the class is inter-institutional; Item #13 with the Social Security number of the instructor; and Item #19 with the FICE of the providing institution of the faculty of record.
   2) The faculty report(s) for the receiving institution(s) should not include a record for the instructor.
   3) If Item #9 is coded ‘6’, the edit program excludes the generated contact hours from the contact hour cross-checks. These should be balanced by the students’ hours reported in Items #24 and/or #25 on the CBM001.

Distance Education and Off-Campus Instruction

CTC Class Report (CBM004)

Chapter 4, Subchapter P of the CB Rules and Regulations, provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs. Chapter 9, Subchapter I, provides rules and regulations for public two-year colleges for the delivery of courses and programs via instructional telecommunications or to locations out-of-district, out-of-state, and out-of-country. The rule also points to CB Rule 5, Subchapter D. Courses offered at the teaching center MUST be reported separately. The following assigned FICE codes will identify the specific multi-institution teaching centers (MITC) or University System Center:

000844 Alamo University Center (MITC)
000842 Collin Higher Education Center (MITC)
000811 East Williamson County Multi-Institution Teaching Center (MITC)
000820 Lone Star College – University Center
000802 Round Rock Higher Education Center (MITC)
000840 The University of Texas at Arlington Fort Worth Center
000818 Universities Center at Dallas (MITC)
000800 University of Houston System at Sugar Land
000826 University of Houston System Center at Cinco Ranch

Classes Offered in Conjunction with the Virtual College of Texas

These guidelines are for reporting any class employing instructional telecommunications as the primary means of instruction where the instructor is employed by another Texas institution. Any class offered in this manner must be active on the institution's course inventory or one of the statewide course inventories. The providing institution will need to report any classes taught during the semester being reported either as a regular class or a flexible entry class, depending upon where the census date falls. Conceptually, the reporting of such a class is a hybrid of instructional telecommunications and an inter-institutional class. The students register at and pay tuition to one institution while the instruction is provided by another by means of instructional telecommunications.

Refer to the documentation of the individual items for details regarding the specific data. The record(s) for classes on the CBM004 or CBM00C employ the following special coding:

1. The criteria for coding Item #7 (Type of Instruction) are the same for this type of class as for any other.
2. Code Item #9 (Location Code) '6', indicating an inter-institutional class.
3. It is anticipated that Item #12 (Instruction Mode) will be any value *except* '1'.
4. Since Item #9 should be coded '6', Item #12B should be blank.
5. Code Item #13 with the Social Security number or last name of the instructor from the providing institution.
6. Code Item #19 with the FICE code of the providing institution.

On the Student Report (CBM001), as with other inter-institutional classes, the receiving institution reports those students enrolled at that institution, with the contact hours reported in Items #24 or #25, not Items #10 or #11.

CTC Class Report (CBM004)

The Faculty Report (CBM008) for the receiving institution should *not* include a record for the instructor.

Formula Funding Exceptions for Repeated Courses

Institutions should not submit for formula funding any hours for a course that is the same or substantially similar to a course that the student previously attempted two or more times at the same institution. The exceptions to this prohibition, such as special topics and individual instruction courses, are found in CB Rules, Chapter 13, Subchapter F, Section 13.106. See rules at http://www.thecb.state.tx.us/Rules/, Chapter 13, Subchapter F, Section 13.106-13.109 for more details.

Reporting Non-semester-length Developmental Education Interventions

Rider 59 under the THECB appropriation in Senate Bill 1 (81st Legislature) allows institutions to claim formula funding for approved non-semester length developmental education interventions (including course-based, non-course-based, alternative-entry/exit, and other intensive developmental education activities) beginning in fall 2010. Interventions of four or more contact hours may be reported for formula funding. Include semester credit hours (SCH) in the appropriate SCH fields. Report students enrolled in non-semester length developmental education interventions that begin after the census date as flexible entry.

Institutions which offer non-semester-length developmental education interventions are offered the following guidelines:

As semester credit hours must be reported in whole numbers, use the following crosswalk for reporting SCHs in non-semester length developmental education interventions. Instituions should add up all of a student's hours in approved developmental education interventions and then use the crosswalk. For example, while a student who participates in one eight hour intervention in a semester would be reported with 0 SCH, a student who participates in two eight-hour interventions would be reported with 1 SCH, because they have a total of 16 contact hours.

OR

Use the crosswalk to determine the appropriate SCHs for the intervention and continue to use that number for all reporting calculations on the CBM001, CBM004, and CBM0E1. For example, a student who participates in one 8 hour contact intervention in a semester would be reported with 0 SCH; a student who participiptes in two 8 hour contact hour interventions would be reported with 0 + 0 or 0 SCH. A student who participates in two 10 hour interventions would be reported with 1 + 1 or 2 SCH (even though the 20 contact hour total = 1 SCH on the crosswalk). In other words, the SCH value of the intervention reported will not change, even if additional interventions occurred in the semester.

CTC Class Report (CBM004)

4 - 8 contact hours = 0 SCH
9 - 24 contact hours = 1 SCH
25 - 40 contact hours = 2 SCH
41 - 56 contact hours = 3 SCH

Institutions may determine the SCH equivalents for the SCH fields; however, interventions with 12 contact hours or more MUST BE reported with at least 1 SCH; interventions reported for 32 hours or more MUST BE reported with at least 2 SCH; and interventions reported with 64 hours or more MUST BE reported with at least 3 SCH. These restrictions are to prevent institutions from under-reporting students on the 27-hour rule. The limits were determined based on the hours allowed per SCH for many traditional-length developmental education courses in the ACGM. **This crosswalk is not intended to apply to the traditional-length developmental education courses listed in the ACGM.**

CTC Class Report (CBM004)

INSTRUCTIONS FOR CLASS REPORT

Item #1 Record Code. Always enter '4'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Class Identification. The subject prefix, course number, and section number uniquely identifies each class taught. The subject prefix, course number, and course approval code must be on the institution's annual list of Coordinating Board-approved general academic courses or the annual list of CB-approved technical courses.

NOTE: Subject Prefix and Course Number should each be left-justified.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number assigned to this class. Flexible entry classes will be identified by filling the last two places with the letters 'FE'.

NOTE: All classes will be assigned a section number.

Item #6A Semester Credit Hour Value. Enter the semester credit hour value for this section. If no credit is given, e.g., non-credit laboratory section, enter '00'. If variable credit is given within the section, make multiple entries for each semester credit hour value for which students are enrolled (see notes on multiple entries). Only whole numbers, no fractions, can be accepted. Right justify with leading zeros.

Item #6B Enrollment of Developmental Students Exceeding State Limit. Enter the total number of students officially enrolled in this section whose developmental semester credit hours exceed the state funding limit (27 SCHs). Students counted in this item should not be included in Items #16, #20, or #21. There is further discussion and an example on page 4.13 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Right justify with leading zeros.

Item #7 Type of Instruction. Enter the code of primary type(s) of instruction used in this section. If multiple types of instruction are used, e.g., section entails lecture and clinical, see notes on multiple entries.

1	Lecture	5	Co-op
2	Laboratory	6	Internship
3	Clinical	7	Practicum
4	Electronic (optional)		

NOTE: "Electronic" courses should be coded according to their type of instruction rather than the mode of instruction which is identified in Item #12.

However, if you consider the "Electronic" medium a type of instruction, use the optional code '4' in Item #7 and you must identify the mode of instruction in Item #12. For example, a two-way interactive video class that is a lecture should be coded a '1' in Item #7 and a '4' in Item #12. The optional coding is to code both Items a '4'. (More discussion of Instructional Telecommunications is described in the Introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.12.) Lecture and laboratory instruction can be combined and reported in the same record.

Item #8 Course Type. Enter the code of the type of course for this section.

1 General Academic
2 Local Need
4 Technical (in Workforce Education Course Manual)
7 Third and Fourth Year Bachelor of Applied Technology Programs

Item #9 Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded '5', '6', '7', '9', 'A', or 'H' should be reported even if they are taught in-district.

1 In-District
2 Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of any of the TSTCs or Lamars, if the entity or facility is not listed below, will be coded a '2'.

3 Out-of-State
4 Foreign Country
5 Correctional Institution – Courses taught in a correctional institution in Texas by a public institution of higher education.
6 Inter-institutional – Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition in the Introductory Section of the CBM004.
7 Military Bases – Courses taught on a military base.
8 Primary or Secondary School – Courses taught on the campus of a public or private primary or secondary school out of the institution's taxing district.
9 Individual Instructional – Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in "individual instruction classes" which are located out of district.
A Auxiliary Location – Courses approved to be taught at one of the multi-institution teaching centers or system center. The assigned FICE code of the center must also be included in Item #19.
B Business, Government, or Other Work Location – Courses taught at such entities out of the institution's taxing district.
H High School for Dual Credit – Courses taken for dual credit located on a high school campus.

NOTE: Item #12B, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '1', '6', '9', or 'A'.

Item #10 Contact Hours. Enter the number of contact hours for which the course/ intervention is actually scheduled. The contact hours reported on the CBM004 cannot be greater than the contact hours approved on the course inventory. Only whole numbers can be accepted. Right justify with leading zeros.

NOTE: The total academic contact hours of the CBM001 must be within plus or minus 250 total contact hours of the CBM004. The total technical contact hours of the CBM001 must be within plus or minus 250 total contact hours of the CBM004. The contact hours of flex-entry classes and the contact hours reported in flex-entry student records are included when doing the comparison. However, contact hours in inter-institutional class records are not included.

Item #11 Approval Number. Enter the ten-digit approval number assigned to academic courses or the six-digit CIP code for the technical program area (left-justified with trailing zeros). For technical courses, the Coordinating Board will insert zeros in positions 7 and 8. For both academic and technical courses, the Coordinating Board will insert the associated funding code in positions 9 and 10 of the CIP code during the edit process.

Item #12 Instruction Mode. Enter the primary mode of instruction where more than 50 percent of the instruction is delivered via a single mode.

1 Face-to-Face – The instructor and the students are in the same physical location at the same time.
2 Fully Distance Education Course
3 Video Tape/DVD and/or Broadcast TV
4 Two-way Interactive Video
5 Multiple or Other Electronic Media (Use only if no other single mode accounts for 50 percent of the instruction or if the electronic instruction mode is not listed above.)
6 Hybrid/Blended Course

NOTE: Instruction mode "2" Fully Distance Education Course -- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. Instruction mode "6" Hybrid/Blended Course -- A course in which more than 50 percent, but less than 85 percent, of the planned instruction occurs when the students and instructor(s) are not in the same place.

Item #12A Unused

Item #12B Zip Code Where Classes Taught. Enter the zip code of the specific site for all classes taught at the locations identified by codes '2', '5', '7', '8', 'B', and 'H' in Item

#9. For locations identified by codes '3' and '4' in Item #9, enter the three-digit state or foreign country code (see Appendix B and right-justify with 2 leading zeros). Leave this item blank for location codes '1', '6', '9', and 'A' in Item #9. Classes taught at an out-of-district branch campus recognized by the Coordinating Board as such must also be identified separately with a specific zip code.

Item #13 Instructor Code. Enter the Social Security Number of the faculty member of record who participates in the delivery of instruction and evaluation of the student progress in this section. If the class section is an inter-institutional class (Item #9 is coded '6') that is being taught by a faculty of another institution, enter the SSN of the instructor and enter the FICE code of the other institution in Item #19. If more than one instructor teaches this section, complete separate entries for each instructor. See notes on multiple entries.

Item #14 Responsibility Factor (percent). Enter the responsibility factor (percent) of each faculty member involved in this section. If more than one instructor teaches the course, submit a separate record for each instructor. The responsibility factor for each section must always be 100 percent.

Item #15 Number of Weeks. Enter the number of weeks this section will be taught.

Item #16 Enrollment NOT Affected by Undergraduate SCH Limit. Enter the total number of students officially enrolled in this section who qualify for state funding and who are NOT affected by the undergraduate limitation of semester credit hours attempted. Students reported here include:

1) students who already have a baccalaureate degree from an institution of higher education;
2) students who pay the non-resident tuition rate;
3) students in technical courses;
4) academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester;
5) students enrolled in developmental courses where the student's accumulated developmental semester credit hours has not exceeded the developmental limit; and
6) dual credit students.

There is further discussion and an example on page 4.13 that illustrates how to report students in this item if a student should be partially funded for a developmental course. Exclude auditing students. Students counted in this item should not be included in Item #6B, #20, or #21.

Item #17 Semester. Enter the semester that this report covers. If reporting a combined summer report use a code of '3'.

1 Fall 2 Spring 3 Summer I 4 Summer II

Item #18 Year. Enter all four digits of the calendar year in which the semester occurs.

YYYY

CTC Class Report (CBM004)

Item #19 Inter-institutional FICE. Enter the six-digit FICE code that identifies the provider institution of the faculty of record if Item #9 is coded a '6' (see Appendix A for FICE codes). If the course is taught at a multi-institution teaching center or system center identified in Item #9 with a code 'A', enter the assigned FICE of the MITC or System Center. (See list in the introduction section.)

Item #20 Enrollments Affected by Undergraduate SCH Limit. Enter the total number of academic students officially enrolled in this section who qualify for state funding and who ARE affected by the undergraduate limitation of semester credit hours attempted. Include only the students in academic courses that apply toward an associate or first baccalaureate degree at an institution of higher education and for which the college receives state funding. If the student is counted in this item, do not include in Item #6B, #16, or #21.

NOTE: The academic semester credit hours which apply to the undergraduate limit reported on the CBM001 must be within 100 hours of the total semester credit hours reported on the CBM004 of students who are affected by the undergraduate limit.

Item #21 Enrollment of Students Not Eligible for State Funding. Enter the total number of students officially enrolled in this section who are not eligible for state funding, excluding students who have exceeded the developmental state limit (Item #6B). An example is students who have attempted the same course three or more times. Students counted in this item should not be included in Items #6B, #16, or #20. There is further discussion in the introduction section. Right justify with leading zeros.

CTC Class Report (CBM004)

REPORTING MULTIPLE ENTRIES: When a variable exists for any data item of a course record, e.g., more than one faculty member teaching a single section or variable credit offered within a single section, make separate entries for each variable item.

To enter a multiple record, duplicate all Items #1 thru #21 of the first record except for Item #6A, Semester Credit Hours; Item #10, Contact Hours; Item #14, Responsibility Factor; and the variable item. The semester credit hour value should be zero-filled. Apportion the contact hours so that the total does not exceed that approved in the Coordinating Board inventory. Also apportion the responsibility factor. For example, two instructors might be listed as 50-50 and three instructors might be listed as 50-25-25. The total must always equal 100 percent.

EXAMPLE 1. When two or more instructors share teaching duties in a class, create a separate entry for each instructor involved. The contact hours and responsibility factor will be apportioned by the institution, but Item #6A, Semester Credit Hours, will be zero-filled in the second and following entries.

EXAMPLE 2. When one instructor teaches lecture and another teaches lab, zero-fill Item #6A for the lab, and apportion Item #10 contact hours, the total of which should not exceed that approved in the Coordinating Board inventory, and apportion Item #14 responsibility factors so that the total equals 100 percent.

EXAMPLE 3. When there is more than one lab section associated with a lecture, one lab record is now acceptable for the class, or each lab may be entered separately. If there is more than one faculty member involved in teaching the lecture and lab components, multiple records will be submitted to apportion the responsibility of each faculty. If you choose to submit separate records for each lab, follow example 2, but enrollment in the labs may vary. The total responsibility factor of the lecture plus labs should equal 100 percent.

CTC Class Report (CBM004)

Enrollment of Developmental Students Exceeding State Limit

The law regarding the 27 SCH rule means that each student will be funded for exactly 27 semester credit hours of developmental courses. This will not present great problems for CBM reporting purposes to institutions where every developmental course awards 3 SCH. If your institution offers developmental courses that award 1 or 2 SCH (or any other number of hours not divisible by 3), it is possible that you will have students whose total SCH in developmental courses never exactly equals 27. For such students, you will need to employ a multiple-record, variable-credit structure to report that portion of a course's credit hours and contact hours that will bring the total SCH in developmental courses to exactly 27.

For example, MATH 011, Section 0001 is a developmental course with 3 SCH and 48 CH. The class has 24 students whose total SCH in developmental courses are distributed as follows:

[a] 16 students have attempted less than 20 developmental SCH
[b] 1 student has attempted 25 developmental SCH
[c] 3 students have attempted 26 developmental SCH
[d] 4 students have attempted more than 27 developmental SCH

Three class records will be needed to report these students properly. The first record will show the full credit hours and contact hours for the course in Items #6A and #10. The 16 fully funded students (from category [a] above) will be entered in Item 16, while the 4 fully unfunded students [d] will be entered in Item #6B. The second record will show 2 SCH in Item #6A with the contact hours (Item #10) reduced proportionally to 32. Student [b] will be entered in Item #16 since he should be funded for 2 of the 3 attempted credit hours; the students in [c] should be entered in this record in Item #6B to indicate that 2 of the hours for which they are enrolled are not funded. The third record will show 1 SCH in Item #6A with the contact hours (Item #10) reduced proportionally to 16. Student [b] will be entered in this record in Item #6B to show the 1 unfunded credit hour, and the students from [c] will be entered in Item #16 to show their 1 funded credit hour. The responsibility factor (Item #14) should be distributed proportionally among the three records and must total 100.

These fields in these three records will appear as follows (the letters in square brackets correspond to the list above):

(3) Subject	(4) Course #	(5) Section	(6A) SCH	(6B) Enroll_Unfund	(10) Contact_Hours	(14) Respon_Factor	(16) Enroll_Funded
MATH	011	0001	3	4[d]	48	50	16[a]
MATH	011	0001	2	3[c]	32	33	1[b]
MATH	011	0001	1	1[b]	16	17	3[c]

If such a situation occurs with a course which has lecture and lab components, there needs to be a pair of records with appropriately distributed credit hours and contact hours for each level of funding. Similarly, classes with multiple instructors need to have sets of records, each displaying all instructors with appropriately distributed hours and responsibility factors.

CTC Class Report (CBM004)

Regardless of how many records are used to report a course, the responsibility factor in such a group of records must always total 100. For the sake of data integrity, care should be taken that the credit hours, contact hours, and responsibility factor are distributed appropriately.

Developmental courses do not apply toward the undergraduate semester credit hour limit. Consequently, there should not be any enrollments reported in Item #20 in these situations. All enrollments of students in developmental courses that exceed the limit will be reported in Item #6B, not in Item #21.

CTC Class Report (CBM004)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always ‘4’	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	7
Item #6A	Semester Credit Hour Value – Leading Zeros	29	2
Item #6B	Enrollment – Developmental SCH exceeds state limit (mutually exclusive of Items #16, #20, and #21)	31	2
Item #7	Type Instruction – Numeric	33	1
Item #8	Course Type – Numeric	34	1
Item #9	Location Code – Alphanumeric	35	1
Item #10	Contact Hours – Leading zeros	36	4
Item #11	Approval Number	40	10
Item #12	Instruction Mode – Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country Code – Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	Responsibility Factor – Numeric, leading zeros	67	3
Item #15	Number of Weeks – Numeric, leading zeros	70	2
Item #16	Enrollment NOT Affected by UG SCH Limit, leading zeros (mutually exclusive of Items #6B, #20, and #21)	72	3
Item #17	Semester – Numeric	75	1
Item #18	Year - YYYY – Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Enrollment Affected by UG SCH Limit, leading zeros (mutually exclusive of Items #6B, #16, and #21)	86	3
Item #21	Enrollment of Students Not Eligible for State Funding, leading zeros (mutually exclusive of Items #6B, #16, and #20)	89	3

CTC Class Report (CBM004)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for the Class Report.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value other than '4'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Subject Prefix	N/A	Blank or not on inventory
4.	Course Number	N/A	Blank or not on inventory
5.	Section Number	N/A	Blank
6A.	SCH Value	Less than '01'; greater than '15'	Non-numerical characters
6B.	Enrollment - Developmental SCH Exceeds State Limit (exclusive of Item #16, #20, & #21)	Greater than '20'	Non-numerical characters
7.	Type Instruction	N/A	Any value except '1' thru '7'
8.	Course Type	N/A	Any value other than '1', '2', '4', or '7'
9.	Location Code	N/A	Any value except '1' thru '9', 'A', 'B', or 'H'
10.	Contact Hours	Less than '0004', greater than '0640'; if CH less than minimum	Any non-numerical value; CH greater than maximum
11.	Approval Number	N/A	Blank or not numeric; not on inventory

CTC Class Report (CBM004)

12.	Instruction Mode	N/A	Any value except ‘1’ thru ‘6’
12A.	Unused	N/A	N/A
12B.	Zip/Foreign Country	N/A	Non-numeric or not on zip code file if Item #9 is coded ‘2’, ‘3’, ‘4’, ‘5’, ‘7’, ‘8’, ‘B’, or ‘H’

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
13.	Instructor Code	Not alpha and/or numeric	Blank
14.	Responsibility Factor	N/A	Non-numerical value; numbers not totaling 100% for each section
15.	Number of Weeks	Less than ‘01’; greater than ‘16’	Non-numerical value
16.	Enrollment - NOT Affected by Undergraduate SCH Limit (exclusive of Item #6B, #20, & #21)	Sum of items 16, 20, & 21; less than ‘001’ or greater than ‘500’	Non-numerical value
17.	Semester	N/A	Must match value in header record
18.	Year	N/A	Must match value in header record
19.	Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20.	Enrollment - Affected by Undergraduate SCH Limit (exclusive of Item #6B, #16, & #21)	See Item #16	Non-numerical value
21.	Enrollment – NOT Eligible for State Funding (exclusive of Item #6B, #16, & #20)	See Item #16	Non-numerical value

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

CTC Class Report (CBM004)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED METHODOLOGY

The Total Funded SCH column is the sum of the columns labeled Academic SCH Affected by Limit, (Item #20 times Item #6A when Item #8 = 1), Academic SCH Not Affected by Limit (Item #16 times Item #6A when Item #8 = 1), and Technical SCH (Item #16 plus Item #20 times Item #6A when Item #8 not equal 1) for all students except third and fourth year Bachelor students, which are included in the BA SCH column. The Excess Dev SCH column is Enrollment of Developmental Students Exceeding the State Limit (Item #6B) times Semester Credit Hour Value (Item #6A). The Unfunded SCH column is Enrollment of Students Not Eligible for State Funding (Item #21) times Semester Credit Hour Value (Item #6A).

SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours generated in approved courses, the approval number, subject prefix, and course number as reported for each class on the CBM004 are compared to the institution's Inventory of Approved Courses. Only the contact hours for those classes which match exactly to the Course Inventory are affected and are tabulated. The approval number mismatch between the respective inventory and CBM004 must be resolved before the hours for these classes can be added into the total.

The enrollment (Items #16 and #20) of each class with a valid approval number is multiplied by the contact hour value shown on the CBM004 for that class. The contact hours produced are then aggregated by the program/discipline area within each funding area.

The Total Contact Hours column is the sum of the columns labeled Academic Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 = 1) and Technical Contact Hours (Item #16 plus Item #20 times Item #10 when Item #8 <> 1). The Excess Developmental Contact Hours column is Enrollment of Developmental Students Exceeding the State Limit (Item #6B) times Contact Hours (Item #10). The Unfunded Hours column is Enrollment of Students Not Eligible for State Funding (Item #21) times Contact Hours (Item #10).

Each course has an assigned eight-digit CIP code and an associated funding code in the course record in the inventory. The funding codes are based on the first two or four digits of the CIP code.

CTC Class Report (CBM004)

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Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
JR-CBM004 EDIT SUMMARY FROM               RunDate: 10/15/2010 Time: 18:28:04
TEXAS COMMUNITY COLLEGE                                 111111      FALL      2010

                                                   NORMAL QUESTIONABLE   ERROR
                                                    RANGE       VALUES  VALUES
ITEM  1  RecordCode                                   946            0       0
ITEM  2  INST. CODE                                   946            0       0
ITEM  3  Subject Prefix                               946            0       0
ITEM  4  Subject Number                               946            0       0
ITEM  5  Section Number                               946            0       0
ITEM  6A Semester Credit Hours                        946            0       0
ITEM  6B Enrollment - Dev Excess                      946            0       0
ITEM  7  Type Instruction                             946            0       0
ITEM  8  Course Type                                  946            0       0
ITEM  9  Location Code                                946            0       0
ITEM 10  Contact Hours                                945            0       1
ITEM 11  CB Approval Number                           945            0       1
ITEM 12  Instruction Mode                             946            0       0
ITEM 12B Zip/Foreign                                  946            0       0
ITEM 13  Instructor Code                              849           97       0
ITEM 14  Responsibility Factor                        946            0       0
ITEM 15  Number of Weeks                              946            0       0
ITEM 16  Enrollment                                   946            0       0
ITEM 17  Semester                                     946            0       0
ITEM 18  Year                                         946            0       0
ITEM 19  InterInstitution Fice                        946            0       0
ITEM 20  Enrol Affected by UG Limit                   946            0       0
ITEM 21  Enrolment - Not Eligible For State Fundi     946            0       0

Number Of CBM004 To CBM008 MISMATCHES               0


TOTAL Report Records                               946
CONTROL TOTAL                                      946        DISCREPANCY       0
Total Recs on Db                                   946
Number Of Non-Unique/Duplicated Id's                 0
Number Of Duplicate Records                          0
Number Of Relative Duplicate Questionable            0
Number Of Relative Duplicate Error                   0
Total Error Recs on Db                               1
Total Questionable Recs on Db                       96
Total Non Error Records on Db                      945
Total Rejected Records                               0
                    - CBM004 Vs CBM001 Academic   Contact Hours   In Balance
                    - CBM004 Vs CBM001 Technical  Contact Hours   In Balance
                    - CBM004 Vs CBM001 SCH              In Balance
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NOTE:

1. A value of 1 on the “CBM001 vs CBM004 Contact Hours” indicates that the total contact hours on the two reports do not balance.

2. The edit program counts the number of records processed on initial submissions and resubmissions. If the number is not the same as that listed in the trailer record (the “control total”), the difference is shown on the edit report as a discrepancy.

CTC Class Report (CBM004)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1

CTC-CBM004 SUMMARY OF CONTACT HOURS GENERATED FOR CREDIT COURSES

BY FUNDING CODE - APPROVAL CODE

FALL 2010 TEXAS COMMUNITY COLLEGE 111111 RunDate: 10/15/2010 Time: 18:28:04

PROGRAM NUMBER	CURRICULUM TITLE	TOTAL CONTACT HOURS	ACADEMIC CONTACT HOURS	TECHNICAL CONTACT HOURS	EXCESS DEVELOPMENTAL CON HRS	ACADEMIC UNFUNDED HOURS	TECHNICAL UNFUNDED HOURS
0101035101	Agricultural Economics	240.00	240.00	0.00	0.00	0.00	0.00
0111025101	Agronomy and Crop Science	768.00	768.00	0.00	0.00	0.00	0.00
0301035101	Environmental Studies	201.00	201.00	0.00	0.00	0.00	0.00
TOTALS 01	AGRICULTURE	1,209.00	1,209.00	0.00	0.00	0.00	0.00
4805080002	Welding Technology/Welder	12,144.00	0.00	12,144.00	0.00	0.00	0.00
TOTALS 02	ARCHITECTURE AND PRECISION PRODUCTI	12,144.00	0.00	12,144.00	0.00	0.00	0.00
2601015103	Biology/Biological Sciences, Genera	37,656.00	37,656.00	0.00	0.00	288.00	0.00
2605035103	Medical Microbiology and Bacteriolo	9,984.00	9,984.00	0.00	0.00	192.00	0.00
2607015103	Zoology/Animal Biology	1,440.00	1,440.00	0.00	0.00	0.00	0.00
2607075103	Animal Physiology	37,920.00	37,920.00	0.00	0.00	576.00	0.00
4001015103	Physical Sciences	3,552.00	3,552.00	0.00	0.00	0.00	0.00
4001015303	Physical Sciences	768.00	768.00	0.00	0.00	0.00	0.00
4005015103	Chemistry, General	5,472.00	5,472.00	0.00	0.00	0.00	0.00
4005015203	Chemistry, General	10,528.00	10,528.00	0.00	0.00	112.00	0.00
4005045203	Organic Chemistry	1,568.00	1,568.00	0.00	0.00	0.00	0.00
4006015103	Geology/Earth Science, General	96.00	96.00	0.00	0.00	0.00	0.00
4008015103	Physics, General	1,344.00	1,344.00	0.00	0.00	0.00	0.00
4008015303	Physics, General	2,112.00	2,112.00	0.00	0.00	0.00	0.00
4008015403	Physics, General	1,440.00	1,440.00	0.00	0.00	96.00	0.00
TOTALS 03	BIOLOGY, PHYSICAL SCIENCES, & SCIEN	116,472.00	116,472.00	0.00	0.00	1,264.00	0.00
1102025104	Computer Programming Special Applic	1,120.00	1,120.00	0.00	0.00	0.00	0.00
1102025404	Computer Programming Special Applic	46,080.00	46,080.00	0.00	0.00	480.00	0.00
1109010004	Computer Systems Networking and Tel	1,344.00	0.00	1,344.00	0.00	0.00	0.00
5201015104	Business/Commerce, General	672.00	672.00	0.00	0.00	0.00	0.00
	TOTAL FUNDED	845,047.00	584,019.00	261,028.00	0.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	1,856.00	5,840.00	0.00
	TOTAL ALL CURRICULUM AREAS	845,047.00	584,019.00	261,028.00	1,856.00	5,840.00	0.00
	GRAND TOTAL ALL HOURS	852,743.00					
	INTERINSTITUTIONAL CURRICULUM AREAS	9,411.00	9,171.00	240.00	0.00	160.00	0.00

COLUMN A = COLUMN B + COLUMN C
COLUMN B = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 = 1)
COLUMN C = (ITEM 16 + ITEM 20) * ITEM 10 (ITEM 8 <> 1)

CTC Class Report (CBM004)

COLUMN D = ITEM 6B * ITEM 10
COLUMN E = ITEM 21 * ITEM 10 (ITEM 8 = 1)
COLUMN F = ITEM 21 * ITEM 10 (ITEM 8 <> 1)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
CTC-CBM004 SUMMARY OF SEMESTER CREDIT HOURS GENERATED FOR CREDIT COURSES
BY FUNDING CODE - APPROVAL CODE
FALL 2010 TEXAS COMMUNITY COLLEGE 111111 RunDate: 10/15/2010 Time: 18:28:04

PROGRAM NUMBER	CURRICULUM TITLE	TOTAL FUNDED SCH	ACADEMIC SCH AFFECTED BY LIMIT	ACADEMIC SCH NOT AFFECTED BY LIMIT	TECHNICAL SCH	EXCESS DEV SCH	UNFUNDED SCH
0101035101	Agricultural Economics	15.00	12.00	3.00	0.00	0.00	0.00
0111025101	Agronomy and Crop Science	32.00	20.00	12.00	0.00	0.00	0.00
0301035101	Environmental Studies	13.00	9.00	4.00	0.00	0.00	0.00
TOTALS 01	AGRICULTURE	60.00	41.00	19.00	0.00	0.00	0.00
4805080002	Welding Technology/Welder	345.00	0.00	0.00	345.00	0.00	0.00
TOTALS 02	ARCHITECTURE AND PRECISION PRODUCTI	345.00	0.00	0.00	345.00	0.00	0.00
2601015103	Biology/Biological Sciences, Genera	1,574.00	1,451.00	123.00	0.00	0.00	12.00
2605035103	Medical Microbiology and Bacteriolo	416.00	344.00	72.00	0.00	0.00	8.00
2607015103	Zoology/Animal Biology	60.00	52.00	8.00	0.00	0.00	0.00
2607075103	Animal Physiology	1,579.00	1,364.00	215.00	0.00	0.00	24.00
4001015103	Physical Sciences	148.00	128.00	20.00	0.00	0.00	0.00
4001015303	Physical Sciences	12.00	12.00	0.00	0.00	0.00	0.00
4005015103	Chemistry, General	228.00	176.00	52.00	0.00	0.00	0.00
4005015203	Chemistry, General	376.00	344.00	32.00	0.00	0.00	4.00
4005045203	Organic Chemistry	56.00	36.00	20.00	0.00	0.00	0.00
4006015103	Geology/Earth Science, General	4.00	4.00	0.00	0.00	0.00	0.00
4008015103	Physics, General	56.00	44.00	12.00	0.00	0.00	0.00
4008015303	Physics, General	88.00	80.00	8.00	0.00	0.00	0.00
4008015403	Physics, General	60.00	48.00	12.00	0.00	0.00	4.00
TOTALS 03	BIOLOGY, PHYSICAL SCIENCES, & SCIEN	4,765.00	4,183.00	582.00	0.00	0.00	52.00
1102025104	Computer Programming Special Applic	42.00	42.00	0.00	0.00	0.00	0.00
1102025404	Computer Programming Special Applic	1,440.00	1,293.00	147.00	0.00	0.00	15.00
1109010004	Computer Systems Networking and Tel	42.00	0.00	0.00	42.00	0.00	0.00
	SUBTOTAL 2-YEAR FUNDED	35,933.00	22,598.00	5,027.00	8,308.00	63.00	292.00
	SUBTOTAL BA FUNDED	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL FUNDED	35,933.00	22,598.00	5,027.00	8,308.00	0.00	0.00
	TOTAL UNFUNDED	0.00	0.00	0.00	0.00	63.00	292.00
	TOTAL ALL CURRICULUM AREAS	35,933.00	22,598.00	5,027.00	8,308.00	63.00	292.00
	GRAND TOTAL ALL HOURS	36,288.00					

CTC Class Report (CBM004)

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COLUMN A = COLUMN B + COLUMN C + COLUMN D
COLUMN B = ITEM 20 * ITEM 6A (ITEM 8 = 1 or 7)
COLUMN C = ITEM 16 * ITEM 6A (ITEM 8 = 1 or 7)
COLUMN D = ITEM 16 * ITEM 6A (ITEM 8 > 1 and < 7)
COLUMN E = ITEM 6B * ITEM 6A
COLUMN F = ITEM 21 * ITEM 6A
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CTC Class Report (CBM004)

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Edit00v00                                TEXAS HIGHER EDUCATION COORDINATING BOARD                                Page 1
                   Jr-CBM008 Regular Faculty Teaching Less Than 4 Classes Whose Teaching Percent of Time = 100%
FALL     2010                                      TEXAS COMMUNITY COLLEGE 111111                    RunDate: 10/15/2010 Time: 18:28:04

          ITEM  ITEM   ITEM     ITEM   ITEM  ITEM   ITEMS    ITEM    ITEM       ITEMS       ITEM   ITEM   ITEMS
           1     2      3        4     5    6A  6B  7  8  9   10      11      12A  12B       13     16   17  18    19    20
    111111111   MCBROOME   J
           4  111111 RNSG    1261    05     02  00  3  4  1  0096 5116010014  1          111111111  010  1  2010         000
           4  111111 RNSG    1261    07     02  00  3  4  1  0096 5116010014  1          111111111  010  1  2010         000
    666666666   LUCAS      K
           4  111111 RNSG    2121    01     01  00  1  4  1  0016 5116010014  1          666666666  048  1  2010         000
           4  111111 RNSG    2121    02     01  00  1  4  1  0016 5116010014  1          666666666  023  1  2010         000
    222222222   DRYE       R
           4  111111 RNSG    1201    03     02  00  1  4  1  0032 5116010014  1          222222222  029  1  2010         000
           4  111111 RNSG    2560    02     05  00  1  4  1  0240 5116010014  1          222222222  015  1  2010         000
    444444444   MURPHY     C
           4  111111 RNSG    2560    03     05  00  1  4  1  0240 5116010014  1          444444444  009  1  2010         000
    555555555   HAIRSTON   R
           4  111111 RNSG    2560    05     05  00  1  4  1  0240 5116010014  1          555555555  009  1  2010         000
    777777777   CORNELIUS  R
           4  111111 VNSG    2663    10 FE  06  00  3  4  1  0288 5116130018  1          777777777  010  1  2010         000
    888888888   STOREY     J
           4  111111 RNSG    1201    02     02  00  1  4  1  0032 5116010014  1          888888888  029  1  2010         000
           4  111111 RNSG    1260    06     02  00  3  4  1  0096 5116010014  1          888888888  009  1  2010         000
           4  111111 RNSG    1260    07     02  00  3  4  1  0096 5116010014  1          888888888  010  1  2010         000
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CTC Class Report (CBM004)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1

FALL 2010

CLASSES TAUGHT BY NON-REPORTED FACULTY

TEXAS COMMUNITY COLLEGE (111111)

ITEM 1	ITEM 2	ITEM 3	ITEM 4	ITEM 5	ITEM 6A	ITEMS 6B	7	8	9	ITEM 10	ITEM 11	ITEMS 12A	12B	ITEM 13	ITEM 16	ITEMS 17	18	19	20

CTC Class Report (CBM004)

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          THERE ARE NO 4-8 MISMATCHES FOR : TEXAS COMMUNITY COLLEGE
Edit00v00                                  TEXAS HIGHER EDUCATION COORDINATING BOARD                                  Page 1
                                                  Edit Of JR-CBM004 Data From
FALL     2010                                    TEXAS COMMUNITY COLLEGE 111111                     RunDate: 10/15/2010 Time: 18:28:04

1  2       3       4      5     6A  6B  7  8  9   10      11     12   12B     13     14  15   16 17  18    19   20  21       Remarks

4 111111 PSYC    2371    V1     03  00  1  1  6  0048 123123123  2 00000 SPANIELJC 100  16  000  1 2010 002203 001 000  E
                                                 **** **********          ---------
                                                            CbAppNum(Item11) Is not found on CTC Academic Course DataBase! REF0357
                                                                       InstructorCode(Item13) Is Not Numeric Questionable! REF0630
                                                                        SumHours ,  Contact hours(48.00) > Maximum of (0)! REF0296


Total Rejected Records                              0
Total Records on DataBase                         946
Total Non Error Records                           945
Total Error Records                                 1
Total Questionable Records                         96
Total Rejected Records                              0
                    - CBM004/CBM001 Academic   Contact Hours
                                  Total CBM004 Contact Hours: 580,688
                                  Total CBM001 Contact Hours: 580,688
                    - CBM004/CBM001 Technical   Contact Hours
                                  Total CBM004 Contact Hours: 260,788
                                  Total CBM001 Contact Hours: 260,788
                    - CBM004/CBM001 SCH  Credit Hours
                                  Total CBM004 Credit Hours: 22,598
                                  Total CBM001 Credit Hours: 22,593
*** Note Contact Hour Cross-Check Totals DO NOT Include Inter-Institutional Hours.
         The Affected Semester Credit Hour Cross-Check Does Include Inter-Institutional Hours.


Items In Error Are Indicated By (*), Questionable By (-)
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CTC Class Report (CBM004)

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Edit00v00                                    TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                                   Edit Of JR-CBM004 Data From
FALL     2010                                    TEXAS COMMUNITY COLLEGE 111111                    RunDate: 10/15/2010 Time: 18:28:04
                                                       Questionables ONLY

1  2       3       4      5     6A  6B  7  8  9   10      11     12   12B     13     14  15   16 17  18    19   20  21       Remarks

4 111111 ACCT    2302    V2     03  00  1  1  6  0048 123123123  2 00000 CUCKLEBUR 100  16  000  1 2010 002203 001 000  Q
                                                                          ---------
                                                                     InstructorCode(Item13) Is Not Numeric Questionable! REF0630
4 111111 ARTS    1301    V1     03  00  1  1  6  0012 456456456  2 00000 HOLIDAYIN 100  04  000  1 2010 009791 004 000  Q
                                                                          ---------
                                                                     InstructorCode(Item13) Is Not Numeric Questionable! REF0630
4 111111 ARTS    1301    V2     03  00  1  1  6  0048 789789789  2 00000 KITTENBAR 100  16  001  1 2010 009791 002 000  Q
                                                                          ---------
                                                                     InstructorCode(Item13) Is Not Numeric Questionable! REF0630
4 111111 ARTS    1301    V3     03  00  1  1  6  0048 111111111  2 00000 HOLIDAYIN 100  16  000  1 2010 009791 001 000  Q
                                                                          ---------
                                                                     InstructorCode(Item13) Is Not Numeric Questionable! REF0630
```

BUILDING AND ROOM USE REPORT
CBM005

The Building and Room Use Report (CBM005) is required only for the Texas State Technical Colleges, Lamar State College-Orange, Lamar State College-Port Arthur, Lamar Institute of Technology, and Texas Southmost College.

The purpose of this report is to collect data reflecting the building and room assignments as of the twelfth class day of the fall semester only. The following data refer to building and room usage and are to be reported for all courses taught in the fall semester in buildings or rooms required to be included in the institutions' Facilities Building and Room Inventory Reports. In the introductory section of the Facilities Building Inventory Report (CBM014), it states that a building inventory should "… include facilities under the jurisdiction or control of the institution's governing board, regardless of location" (on or off campus). ... "If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and its pro rata share of gross, assignable area and non-assignable area." Building number, room number, and room type data in this report must match an institution's facilities inventory on file with the Coordinating Board. This data is used to calculate classroom and class laboratory utilization for average weekly hours of use.

NOTE:

1. Only the classes reported on the CBM004 that have been assigned to a specific room for a definite day(s) and time of the week should be reported on the CBM005.

2. Multiple entries should be made for classes meeting at different assigned times or in different classrooms.

CTC Building and Room Use Report (CBM005)

INSTRUCTIONS FOR BUILDING AND ROOM USE REPORT

Item #1 Record Code. Always enter '5'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Class Identification. The course identification used to identify a class in this report must be the same as the course identification used on the CBM004.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

Item #5 Section Number. Enter the section number associated with this class.

Item #6 Unused

Item #7 Building. Enter the building number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

Item #8 Room. Enter the room number (as reported on the Coordinating Board Facilities Inventory) in which this section meets.

NOTE: It is imperative that the room number and building number are identical in every way to that reported by the institution in the Coordinating Board Facilities Inventory, including spacing, leading zeros and suffixes, if any.

Item #9 Days of the Week. Enter the day(s) of the week that this section meets. Left justify and space-fill.

1	Monday	5	Friday
2	Tuesday	6	Saturday
3	Wednesday	7	Sunday
4	Thursday		

Up to seven entries can be made.

EXAMPLES: Monday, Wednesday, Friday class would be coded 135~~bbbb~~. A class that meets on Thursday only would be coded 4~~bbbbbb~~. A class meeting Monday through Friday would be coded 12345~~bb~~.

Item #10 Starting Time. Enter the time of day that the class begins based on the 24 hour clock, i.e., eight a.m. would be coded '0800', three-thirty p.m. would be coded '1530', etc.

Item #11 Duration of Class. Enter the duration of time that the class meets expressed in minutes. If a class meets for forty-five minutes, it would be coded '045', if for one hour and thirty-five minutes, it would be coded '095'.

CTC Building and Room Use Report (CBM005)

Item #12 Reporting Period. Always enter '1'.

Item #13 Year. Enter all four digits of the calendar year in which the Fall semester occurs (YYYY).

Item #14 Classification of Room Type. The room type will be reported by the classifications listed in the Coordinating Board Facilities Inventory. Room Type codes must match those listed in the inventory. Examples of a few of the room type codes are listed below:

110 Classroom
210 Class Laboratory (Regularly Scheduled)
220 Special Class Laboratories (Informally Scheduled)
310 Office
350 Conference Room
610 Assembly (Auditorium, etc.)
680 Meeting Room

Item #15 Enrollment. Enter the number of students enrolled in the class who are using the specific room during the time specified.

CTC Building and Room Use Report (CBM005)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always ‘5’	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	7
Item #6	Unused	29	1
Item #7	Building	30	6
Item #8	Room	36	16
Item #9	Days of Week – Left justify, space-fill	52	7
Item #10	Start Time – Numeric – 24-hour clock	59	4
Item #11	Duration - Minutes – Numeric, leading zeros	63	3
Item #12	Semester – Always ‘1’	66	1
Item #13	Year - YYYY – Numeric	67	4
Item #14	Classification of Room Type – Numeric	71	3
Item #15	Enrollment – Numeric, leading zeros	74	3

CTC Building and Room Use Report (CBM005)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value other than ‘5’
2.	Institution Code	N/A	Must match value in header record and be a valid FICE code
3.	Subject Prefix	N/A	Blank
4.	Course Number	N/A	Blank
5.	Section Number	N/A	Blank
6.	Unused	N/A	N/A
7.	Building	N/A	Must match Facilities Inventory File
8.	Room	N/A	Must match Facilities Inventory File
9.	Days of Week	Any combination that includes Sunday	Non-numerical, blank, or ‘0’
10.	Start Time	Any class starting before ‘0700’ or after ‘2100’	Non-numerical
11.	Duration	Any value greater than ‘240’ and less than ‘540’	Any numerical value ‘540’ or greater
12.	Semester	N/A	Must match value in header record
13.	Year	N/A	Must match value in header record
14.	Room Type	N/A	Must match value on Facilities Inventory File; value of ‘000’
15.	Enrollment	Value greater than ‘500’	Non-numerical

NOTE: Those CBM005 records for which corresponding CBM004 records cannot be located are flagged and an error message is generated.

CTC Building and Room Use Report (CBM005)

```
Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
JR-CBM005 EDIT SUMMARY FROM               RunDate: 11/15/2010 Time: 06:24:52
TEXAS COMMUNITY COLLEGE                          111111      FALL      2010
```

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	1,026	0	0
ITEM 2	Inst. Code	1,026	0	0
ITEM 3	Subject Prefix	1,026	0	0
ITEM 4	Subject Number	1,026	0	0
ITEM 5	Section Number	1,026	0	0
ITEM 7	Building	1,026	0	0
ITEM 8	Room	1,026	0	0
ITEM 9	Days-Of-Week	1,026	0	0
ITEM 10	Start Time	1,026	0	0
ITEM 11	Duration	1,021	5	0
ITEM 12	Semester	1,026	0	0
ITEM 13	Year	1,026	0	0
ITEM 14	Room Type	1,026	0	0
ITEM 15	Enrollment	1,026	0	0

TOTAL Report Records	1,026		
CONTROL TOTAL	1,026	DISCREPANCY	0
Total Recs on Db	1,026		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	5		
Total Non Error Records on Db	1,026		
Total Rejected Records	0		

CTC Building and Room Use Report (CBM005)

```
               TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 1
Edit Of JR-CBM005 Data From               RunDate: 11/15/2010 Time: 06:24:52
TEXAS COMMUNITY COLLEGE                           111111         FALL   2010

Number Of Rooms In Which Classes Are Taught By Room Type, By Building
       ATMO
          210  Class Laboratory                                  2
          220  Special Class Laboratory                          2
                     Total                                       4
       AUBO
          210  Class Laboratory                                  1
                     Total                                       1
       CAVL
          220  Special Class Laboratory                          1
                     Total                                       1
       CRTZ
          110  Classroom                                         1
          210  Class Laboratory                                  2
          220  Special Class Laboratory                          2
          000  Other                                             1
                     Total                                       6
       EDBC
          110  Classroom                                         8
          210  Class Laboratory                                  1
          220  Special Class Laboratory                          2
                     Total                                      11
       EIDM
          110  Classroom                                         4
          210  Class Laboratory                                  1
          220  Special Class Laboratory                          8
          310  Office                                            5
                     Total                                      18
       GYMA
          000  Other                                             1
                     Total                                       1
       GYMN
          210  Class Laboratory                                  2
          000  Other                                             1
                     Total                                       3
       ITD1
          210  Class Laboratory                                  6
          000  Other                                             1
                     Total                                       7
       LHSB
          110  Classroom                                         8
          210  Class Laboratory                                  7
          220  Special Class Laboratory                          6
                     Total                                      21
       MRCN
          110  Classroom                                        25
                     Total                                      25
       MRCS
          110  Classroom                                        15
                     Total                                      15
       MUSI
          220  Special Class Laboratory                          1
          310  Office                                            2
          000  Other                                             1
                     Total                                       4
       OLIB
          210  Class Laboratory                                  1
          310  Office                                            1
                     Total                                       2
       RUST
          210  Class Laboratory                                  1
          220  Special Class Laboratory                         11
                     Total                                      12
       SETB
```

CTC Building and Room Use Report (CBM005)

```
     110  Classroom                                  5
     210  Class Laboratory                           4
***Note:  Totals are net errors.
```

CTC Building and Room Use Report (CBM005)

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              TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 2
Edit Of JR-CBM005 Data From               RunDate: 11/15/2010 Time: 06:24:52
TEXAS COMMUNITY COLLEGE                          111111         FALL   2010


       Campus Totals
          110  Classroom                                    68
          210  Class Laboratory                             34
          220  Special Class Laboratory                     43
          310  Office                                        8
          350  Conference Room                               0
          610  Assembly (Auditorium, Etc.)                   0
          680  Meeting Room                                  0
          000  Other                                         5
                     Total                                 158

       Number Of Classes Meeting On:
            Monday-Wednesday-Friday                        213
            Tuesday-Thursday                               291
            Monday-Wednesday                                93
            Monday Only                                     93
            Tuesday Only                                    99
            Wednesday Only                                  85
            Thursday Only                                   78
            Friday Only                                      7
            Saturday Only                                    8
            Sunday Only                                      0
            Other Only                                      59
                     Total                               1,026

       Number Of Classes With Starting Times:
            Before  8:00 AM                                 13
             8:00 AM -  8:59 AM                             92
             9:00 AM -  9:59 AM                            129
            10:00 AM - 10:59 AM                            133
            11:00 AM - 11:59 AM                             72
               Noon  -  1:59 PM                            178
             2:00 PM -  3:59 PM                             69
             4:00 PM -  5:59 PM                            141
             6:00 PM And After                             199
                     Total                               1,026

       Number Of Classes of Duration:
            0-1 Hour      (000-060  Minutes)               329
            1-2 Hours     (061-120  Minutes)               394
            2-3 Hours     (121-180  Minutes)               277
            3-4 Hours     (181-240  Minutes)                21
            4-5 Hours     (241-300  Minutes)                 3
            5-6 Hours     (301-360  Minutes)                 1
            Over 6 Hours  (Over 360 Minutes)                 1
                     Total                               1,026

       Number Of Classes Taught in Room Type:
          110  Classroom                                   571
          210  Class Laboratory                            228
          220  Special Class Laboratory                    175
          310  Office                                       24
          350  Conference Room                               0
          610  Assembly (Auditorium, Etc.)                   0
          680  Meeting Room                                  0
          000  Other                                        28
                     Total                               1,026
     ***Note:  Totals are net errors.
```

CTC Building and Room Use Report (CBM005)

```
              TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 3
Edit Of JR-CBM005 Data From               RunDate: 11/15/2010 Time: 06:24:52
TEXAS COMMUNITY COLLEGE                           111111         FALL   2010
```

Classroom Utilization Report

Room Type	Utilization	Non-Overlapping Duration	Total Instructional Rooms
110	22.92	1,650.80	72.00
210	21.93	833.60	38.00
220	6.92	643.90	93.00

***Note: Totals are net errors.

CTC Building and Room Use Report (CBM005)

```
Edit00v00                                TEXAS HIGHER EDUCATION COORDINATING BOARD                                Page 1
                                                Edit Of JR-CBM005 Data From
FALL   2010                                     TEXAS COMMUNITY COLLEGE 111111                RunDate: 11/15/2010 Time: 06:24:52

 Item   Item     Item     Item     Item     Item  Item     Item        Item    Item  Item  Item  Item   Item
  1      2        3        4        5        7     8        9          10      11    12    13    14     15     Remarks

  5    111111    DMSO     1367     01       LHSB  1.512      135       0700    510    1   2010   220    009    Q
                                                                                 ---
                                                                      Duration(Item11) is Greater than 240 Questionable. REF0616
  5    111111    MLAB     1211     01       LHSB  1.208      24        1000    360    1   2010   220    014    Q
                                                                                 ---
                                                                      Duration(Item11) is Greater than 240 Questionable. REF0616
  5    111111    RNSG     2441     01       LHSB  2.312      1         1000    300    1   2010   110    033    Q
                                                                                 ---
                                                                      Duration(Item11) is Greater than 240 Questionable. REF0616
  5    111111    VNSG     1231     01       ITD1  D3A130     2         1200    300    1   2010   210    050    Q
                                                                                 ---
                                                                      Duration(Item11) is Greater than 240 Questionable. REF0616
  5    111111    VNSG     1432     01       LHSB  2.314      15        1200    300    1   2010   110    024    Q
                                                                                 ---
                                                                      Duration(Item11) is Greater than 240 Questionable. REF0616


Total Rejected Records                            0
Total Records on DataBase                     1,026
Total Non Error Records                       1,026
Total Error Records                               0
Total Questionable Records                        5
Total Rejected Records                            0


Items In Error Are Indicated By (*), Questionable By (-)
```

FACULTY REPORT
CBM008

The CBM008 Faculty Report is an end of semester report. The purpose of the CBM008 report is to collect data on the academic duties of all personnel who teach a class that generates credit hours and that is reported on the Class File (CBM004), regardless of their source of funds.

Personnel associated only with classes in non-funded curriculum areas other than military science should be excluded.

This report reflects conditions as of the end of the fall and spring semesters.

All data reported for Items #1-#23, with the exception of Items #16 and #17, should be the same for each faculty member. Items #16 and #17 will differ if the faculty member in the class reported in Items #24-#27 is flexible entry.

Faculty Course Information

There must be a separate record for every class that a faculty member teaches. If a class has multiple instructors, separate records should be submitted for each course instructor. Items #24-#26 will be unique for each course.

- If a faculty member does not have any percentage of time allotted to instruction (Item #16), then course information (Items #24, #25, and #26) should be left blank; zero fill Item #27.

- If a faculty member does have a percentage allotted to instruction, then a record must be reported for each course the faculty taught.

Item #27, Responsibility Factor, is used to provide the amount of teaching responsibility for courses taught by multiple instructors. For any class where more than one faculty member is responsible for teaching the section, enter separate records for each faculty member and teaching responsibility percentage involved.

Classes Organized After the Official Census Date (Flexible Entry)

Because the CBM008 is an end of semester report, any class organized after the official census date will be included in the data submitted in the semester the course actually ends. For example (1) a class organized after the 12th class day of the fall semester will be reported in the fall if the course ends by the end of the fall term; (2) a class organized any time during the fall semester that ends after the fall term end date will be reported in the spring semester; etc.

On the CBM008, a faculty record for a flex entry should be reported with a ‘3’ in Item #17, whether the class began and ended during the semester or spanned semesters. A ‘3’ should be used in item #17 if the course is reported with a flex ‘1’ or a flex ‘6’ in the CBM00S and CBM0E1 reports.

A reference table showing flex entry instructions for the CBM008 and other applicable

CTC Faculty Report (CBM008)

reports is available in the *Appendix*.

Use of Faculty Data Reported

The following Accountability Measures use data from the faculty report:

Fall term

1. Percent of contact hours taught by full-time faculty
2. FTE student/FTE faculty ratio
3. Percent of faculty with advanced degrees
4. Number of faculty full-time and part-time by ethnicity and gender
5. Percent of course sections taught by full-time faculty

Fiscal year

1. Appropriations: Appropriated funds per FTE faculty

CTC Faculty Report (CBM008)

INSTRUCTIONS FOR FACULTY REPORT

Item #1 Record Code. Always enter '8'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Item #3 Faculty Identification Number. Enter the Social Security Number of the individual faculty member of record.

Item #4 Rank. Enter the code indicating the rank of the faculty member. Enter zero if the institution does not have a ranking system.

0 No Ranking System
1 Professor
2 Associate Professor
3 Assistant Professor
4 Instructor
5 Other Faculty (includes adjunct, visiting, and special faculty)

Item #5 Gender. Enter the code indicating the gender of the faculty member.

M = Male F = Female

Item #6 Birth Date. Enter all four digits of the year, two digits of the month, and the two-digit day in which this faculty member was born (YYYYMMDD). If unknown, enter '00000000'.

Item #7 Reserved for future use.

Item #8 Unused.

Item #9 Last Name. Enter the faculty member's last name (10-character limit).

Item #10 First Name Initial. Enter the initial of the faculty member's first name.

Item #11 Middle Name Initial. Enter the initial of the faculty member's middle name.

Item #12 New Hire. Enter a '1' if this person was hired full-time for the first time for the current period or after a break in service. Do not include persons who have returned from sabbatical leave. Leave the item blank if the person is not newly hired.

Item #13 Administrative Unit Code. Enter the appropriate four-digit code (see Appendix D) designating the administrative unit (i.e., department) in which the faculty member teaches. When the assignments of a faculty member involve more than one administrative unit, choose the one in which the faculty is most closely associated. For a faculty member whose assignment is in a non-instructional area, an administrative unit code of '3333' may be used.

CTC Faculty Report (CBM008)

Item #14 Highest Earned Certificate/Degree. Enter the code representing the highest earned degree or certificate.

1	Doctorate	4	Associate's
2	Master's	5	Certificate or less
3	Bachelor's	6	No degree

Item #15 Total Percent of Time Employed by the Institution. Enter the proportion of time that this person is employed at your institution for the fall or spring term. This percentage should be based on a full-time workload as defined by your institution for the term you are reporting, and it may not exceed 100 percent. To be considered full-time, individuals must be reported here as 100% (the equivalent of 1 FTE).

Examples: 100% = 100; 50% = 050

Item #16 Percent of Time Directly Related to Teaching. Enter the faculty member's percent of time that relates directly to teaching, which must not exceed 100 percent and must not be greater than the total percent assigned (Item #15). Direct instructional activities include interaction with students related to instruction, preparation for such instruction, and evaluation of student performance. Also include administrative assignments which directly supplement the teaching function, such as heads of teaching departments, coordinators of special programs or multi-section courses, etc., and any other professional assignments which an institution considers to be directly related to the teaching function. Each institution has a policy that defines a full or normal faculty workload (e.g., 15 semester credit hours, five classes, etc.).

Example 1: Instructor A teaches 6 credit hours per week at an institution where 15 hours is a full-time load.
Percent of Time teaching = 6 / 15 = 40% and reported as 040

Example 2 Instructor B teaches a 3 credit hour class and is an administrator in an institution where 15 hours is a full-time load.
Percent of Time teaching = 3 / 15 = 20% and reported as 020

Item #17 Faculty Category. Enter the faculty category that best describes the faculty member's contract for the fiscal year.

1 Regular Faculty – Faculty whose primary responsibility is instruction
2 Adjunct or Other Faculty – Those individuals considered adjunct or other faculty might receive a temporary appointment for several successive terms. The temporary appointment may be 100%. The key consideration is that there is no guarantee of a continuing appointment. This category includes adjuncts, administrators, and professional personnel at the institution who teach but whose primary job responsibility is non-faculty.
3 Flex-entry Faculty – A faculty member who teaches a flexible entry class that is reported on the CBM00S either as a Flex '1' or Flex "6' class.

Item #18 Contract or Appointment Length. Enter the number of months of the contract

(appointment) for the fiscal year. Round any partial month to the nearest tenth. Enter a leading zero for an appointment of less than 10 months. The appointment length is based on the number of months contracted for, not the number of installments in which salaries are paid.

Example: 9-month contract report as 090
3-week contract report as 007
6-week contract report as 014

Item #19 Salary. Enter the amount of the faculty member's contracted salary for the fiscal year for all faculty employed on the census date of the term. If the faculty member is employed on the census date in the fall and spring terms, the same salary amount will be reported both terms. Round salary amount to the nearest whole dollar. Do not include benefits or overloads in the salary amount.

Note: When computing average 9-month salaries, only the regular faculty identified in the Faculty Category (Item #17) whose Percent of Time Directly Related to Teaching (Item #16) is 100% will be used. The Contract Length will be divided into 9 to determine the ratio to multiply the contract salary by to yield a 9-month equivalent.

Item #20 Semester. Enter the appropriate semester code.

1 Fall 2 Spring

Item #21 Year. Enter all four digits of the calendar year in which the semester occurs.

Item #22 Ethnic Origin. Enter the code indicating whether the faculty member is of Hispanic or Latino origin or not.

1 Hispanic or Latino origin
2 Not Hispanic or Latino origin
3 Not answered

Item #23 Race. Select one or more codes indicating the race of the faculty member.

Item #23A	1	White
Item #23B	2	Black or African-American
Item #23C	4	Asian
Item #23D	5	American Indian or Alaskan Native
Item #23E	6	International
Item #23F	7	Unknown or Not Reported
Item #23G	8	Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

CTC Faculty Report (CBM008)

- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the faculty member has not selected a racial designation.

CLASS IDENTIFICATION

The following set of data uniquely identifies each class taught. It includes a course identification and section number. The course identification used to identify a class in this report must be the same as the course identification used in the institution's annual list of Coordinating Board-approved general academic courses or the annual list of CB-approved technical courses.

Item #24 Subject Prefix. Enter the subject abbreviation of this course.

Item #25 Course Number. Enter the course number.

Item #26 Section Number. Enter the section number assigned to this class.

NOTE: All classes must be assigned a section number.

Item #27 Responsibility Factor (Percent). Enter the responsibility factor (percent) of each faculty member teaching the section. The responsibilty factor for all faculty members reported for a section must always be 100 percent. Zero fill if not applicable.

CTC Faculty Report (CBM008)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always ‘8’	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Faculty Identification Number	8	9
Item #4	Rank – ‘0’ thru ‘5’ – Numeric	17	1
Item #5	Gender – ‘M’ or ‘F’ – Alpha	18	1
Item #6	Birth Date - YYYYMMDD – Numeric	19	8
Item #7	Unused	27	1
Item #8	Unused	28	1
Item #9	Last Name – Alpha	29	10
Item #10	First Name Initial – Alpha	39	1
Item #11	Middle Name Initial – Alpha	40	1
Item #12	New Hire – ‘1’ or blank	41	1
Item #13	Administrative Unit Code – Numeric	42	4
Item #14	Highest Earned Cert/Degree – Numeric	46	1
Item #15	Total Percent of Time – Numeric	47	3
Item #16	Percent Direct Teaching Assignment – Numeric	50	3
Item #17	Faculty Category – Numeric	53	1
Item #18	Contract Length – Numeric, leading zeros, 1 assumed decimal	54	3
Item #19	Salary – Numeric, leading zeros, no decimals	57	6
Item #20	Semester – Numeric	63	1
Item #21	Year - YYYY – Numeric	64	4
Item #22	Ethnic Origin – Numeric	68	1
Item #23	Race:		
Item #23A	White – ‘1’ or blank	69	1
Item #23B	Black or African-American – ‘2’ or blank	70	1
Item #23C	Asian – ‘4’ or blank	71	1
Item #23D	American Indian or Alaskan Native – ‘5’ or blank	72	1
Item #23E	International – ‘6’ or blank	73	1
Item #23F	Unknown or Not Reported – ‘7’ or blank	74	1
Item #23G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	75	1
Item #24	Subject Prefix	76	7
Item #25	Course Number	83	7
Item #26	Section Number	90	7
Item #27	Responsibility Factor	97	3

CTC Faculty Report (CBM008)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each faculty record.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '8'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Faculty ID	Alphanumeric	Blank or all zeros
4.	Rank	N/A	Value other than '0' thru '5'
5.	Gender	N/A	Value other than 'M' or 'F'
6.	Birth Date	'00000000'	Non-numeric; month > '12'; day > '31'
7.	Unused		
8.	Unused		
9.	Last Name	Non-alphabetic	Blank, numeric
10.	First Initial	N/A	Blank, numeric
11.	Middle Initial	N/A	Number or special character
12.	New Hire	N/A	Value = '1' and not 100% total assignment
13.	Administrative Code	N/A	Must be on administrative unit list
14.	Highest Cert/Degree	N/A	Value other than '1' thru '6'
15.	Total Percent of Time	N/A	Non-numeric; greater than '100'
16.	Direct Percent of Time	N/A	Non-numeric; greater than Item #15
17.	Faculty Category	N/A	Value other than '1' thru '3'
18.	Contract Length	Value less than '010'	Value = '000' or greater than '120' unless Item #17 = '3'

CTC Faculty Report (CBM008)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
19.	Salary	Salary greater than $78,000 and Item #17 = ‘1’ and Item #18 less than or = 9; salary greater than $90,000 and Item #17 = ‘1’ and Item #18 greater than 9; salary greater than $90,000 and Item #17 = ‘2’ and Item #18 greater than or = 9; salary greater than $45,000 and item #17 = ‘2’ and Item #18 less than 9	Non-numerical; salary less than $12,000 if Item #15 = 100 and Item #17 = ‘1’
20.	Semester	N/A	Value other than ‘1’ or ‘2’
21.	Year	N/A	Must match value in header record
22.	Ethnic Origin	N/A	Value other than ‘1’, ‘2’, or ‘3’
23A.	White	N/A	Value other than ‘1’ or space or value = ‘1’ and ‘7’
23B.	Black/African-Amer	N/A	Value other than ‘2’ or space or value = ‘2’ and ‘7’
23C.	Asian	N/A	Value other than ‘4’ or space or value = ‘4’ and ‘7’
23D.	Amer Ind/Alask Nat	N/A	Value other than ‘5’ or space or value = ‘5’ and ‘7’
23E.	International	N/A	Value other than ‘6’ or space or value = ‘6’ and ‘7’
23F.	Unknown/Not Rep	N/A	Value other than ‘7’ or space; value = ‘7’ plus value = ‘1’, ‘2’, ‘4’, ‘5’, ‘6’, or ‘8’
23G.	Nat Hawaiian/Pac Is	N/A	Value other than ‘8’ or space or value = ‘8’ and ‘7’
24.	Subject Prefix	N/A	Blank if Item #16 is > 0; not on course inventory
25.	Course Number	N/A	Blank if Item #16 is > 0; not on course inventory
26.	Section Number	N/A	Blank if Item #16 is > 0
27.	Responsibility Factor	N/A	Non-numerical value; numbers not totaling 100% for each section

GRADUATION REPORT
CBM009

The CBM009 report will include all degrees and certificates which have been awarded to students in active Coordinating Board-approved programs during the fiscal year. Also included are *progress measures* of students who have completed the core curriculum and/or approved fields of study. By definition, the progress measures are not awards. The degree and certificate program approval codes for academic, technical, and continuing education programs must be on the Education and Training Clearinghouse Technical Programs Inventory (http://www.txhighereddata.org/interactive/CTCClearinghouse/). If a student is awarded an associate degree and a certificate concurrently, a separate record for each award must be submitted. Each progress measure will be submitted in a separate record but only once for each specific measure.

This report will be due in the fall semester following the close of the fiscal year.

TEC 61.821-61.829 requires the Board to develop guidelines for core curriculum and fields of study. That portion of the TEC also requires that if a student completes the core curriculum at one institution, another institution must accept the whole block of courses in transfer. Similarly, if a student completes a field of study curriculum at one institution, that block of courses must be accepted for transfer at another institution and substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers. Coordinating Board rules relating to core curriculum and field of study curricula may be found in Subchapter B of Chapter 4 at http://www.thecb.state.tx.us/Rules/. A student concurrently enrolled at more than one institution of higher education shall follow the core curriculum or field of study curriculum requirements in effect for the institution at which the student is classified as a degree-seeking student.

Core Curriculum Completer/Certificate. A student may be reported as a core curriculum completer or certificate awardee if the institution certifies that the student has satisfactorily completed all required elements and courses in the institution's approved core curriculum (including any hours transferred from other institutions). For both core curriculum completers and certificate recipients, a student *must* have completed courses totaling at least the number of semester credit hours in the institution's approved core curriculum (range: 42-48 SCH). A student must have completed at least one course in the core at an institution for that institution to identify the student as a core curriculum completer/certificate. No student may be reported as a core curriculum completer/certificate more than once; the institution that first reports a student will be recognized as the institution where the student completed the core. The CIP code defined for all core curricula is 24.0101.00.

Field of Study (FOS) Curriculum Completer. A student may be reported as a field of study curriculum completer if the student has satisfactorily completed all required courses in the field of study curriculum, regardless of whether or not the student has completed any optional courses that may be offered. No student may be reported as a field of study completer more than once for a particular field of study; the institution that first reports a student as a FOS completer will be recognized as the institution where the student completed that particular FOS. A student must have completed at least one course in a FOS at an institution for that institution to identify the student as a FOS completer. Students may be identified as FOS completers only

in fields of study that have been approved by the Coordinating Board. There currently are 11 approved field of study curricula with CIP codes and parameters as follows:

Business Field of Study Curriculum
CIP 52.0101, minimum 21 SCH
Communication Field of Study Curriculum
CIP 09.0101, minimum 12-15 SCH
Computer Science Field of Study Curriculum
CIP 11.0701, minimum 26 SCH
Criminal Justice Field of Study Curriculum
CIP 43.0100, minimum 15 SCH
Early Childhood Education Field of Study Curriculum
CIP 13.1209, minimum 12 SCH
Engineering Field of Study Curriculum
CIP 14.0101, minimum 27 SCH
Engineering Technology Field of Study Curriculum
CIP 15.0000, minimum 30 SCH
Mexican-American Studies Field of Study Curriculum
CIP 05.0203, minimum 18 SCH
Middle Grades Teacher Certification Field of Study Curriculum
CIP 13.1203, minimum 12 SCH
Music Field of Study Curriculum
CIP 50.0901, minimum 27 SCH
Nursing (RN) Field of Study Curriculum
CIP 51.3801, minimum 40 SCH

NOTE: When a student has not yet completed a core curriculum or field of study, transfer of courses must be administered consistent with sections of the Education Code cited above.

An edit check has been added to the CBM009 edit program to identify reporting of “Multiple Awards in Excess” of the number of award types within level and CIP approved on the technical program inventory (Clearinghouse). A student who receives an associate’s degree and certificate simultaneously will not generate a questionable message.

Nursing Shortage Reduction Program

Institutions participating in the Nursing Shortage Reduction Program (NSRP) are required to submit their nursing graduates on the CBM009 by October 1. The nursing graduates must be error-free to be included in the count for funding. The remainder of the CBM009 records may be included in the submission with the nursing graduates or they may be submitted in accordance with the October 15 due date. All graduates, including nursing graduates, must be on the final, certified file.

CTC Graduation Report (CBM009)

INSTRUCTIONS FOR GRADUATION REPORT

Item #1 Record Code. Always enter '9'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Item #3 Student Identification Number. Enter the Social Security Number of the student or the nine-digit identification number assigned by the institution if the student has no Social Security Number.

Item #4 Gender. Enter the gender of the student.

M = Male F = Female

Item #5 Unused

Item #6 Date of Birth. Enter all four digits of the year of birth, two-digit month, and day of birth for the student.

YYYYMMDD where YYYY = Year; MM = Month; DD = Day

Item #7 Degree or Certificate Awarded or Progress Measure. Enter the abbreviation for the associate degree or certificate awarded or progress measure completed, left justified.

Associate Degree -- Enter the abbreviation of the degree exactly as defined below:

AA	Associate of Arts
AAA	Associate of Applied Arts
AAS	Associate of Applied Science
AAT	Associate of Arts in Teaching
AS	Associate of Science

Bachelor's Degree -- Enter BAT for a Bachelor of Applied Technology degree

Certificate -- Enter the abbreviation of the certificate exactly as defined below:

ATC	Advanced Technology certificate programs are comprised of 16-50 semester credit hours. A student must have an associate degree, baccalaureate degree, or junior status in a baccalaureate degree program.
CERT1	Certificate programs comprised of at least 15 SCH and no more than 42 SCH (or 23-63 quarter hours or 360-779 contact hours). Certificate programs of one year or less, which contain in excess of 42 semester credit hours or the equivalent, that require external accreditation and licensing examinations (e.g., Licensed Vocational Nursing, LVN) may be approved by the Coordinating Board staff as CERT1 certificates.
CERT2	Certificate programs comprised of at least 43 and no more than 59

SCH (or 64-89 quarter hours).

CERT3 Enhanced Skills certificates associated with an AAS or AAA degree program. Such a certificate program is comprised of at least 6 and no more than 15 SCH (9-22 quarter hours).

Progress Measure -- Enter the abbreviation of the progress measure exactly as defined below:

CCC Core Curriculum Completer/Certificate (definition on 9.1)
FOS Field of Study Completer (definition on 9.1)

Item #8 Level of Award. Enter the appropriate code to identify the level of the award.

1 Associate
2 Certificate
3 Enhanced Skills Certificate – This is a credential that is normally awarded concurrently with a Tech-Prep Associate of Applied Science degree or as an additional Enhanced Skills Certificate.
4 Advanced Technology Certificate
5 Core Curriculum Completer
6 Field of Study Curriculum Completer
7 Bachelor's Degree

Item #9 Major. Enter the eight-digit 2010 CIP code identifying the academic or technical major code.

NOTE: General Academic Associate Degrees without a definitive major will be coded '24010200' (General Studies). The Type Major code (Item #13) will identify the academic awards from the technical awards. The CIP code defined for all core curricula completers/certificates is 24010100. The field of study curricula completers are limited at this time to the eleven CIP areas defined on page 9.2. Use 13121000, Early Childhood (EC-6), 13120300, Middle Grades (grades 4-8), 13120500, High School (grades 8-12), and 13120600, Multiple Levels for AAT degree majors. Use 52020100 and 11010100 for BAT degree majors.

Item #10 Reporting Period. Always enter '1'.

Item #11 Year. Enter all four digits of the year in which the report is submitted.

Item #12 Month of Award. Enter the two-digit number for the month in which the award was conferred (i.e., '05' for May).

Item #13 Type Award. Enter the code to identify the type of the award:

1 Academic
2 Technical
3 Tech-Prep
4 Continuing Education

CTC Graduation Report (CBM009)

NOTE: At this time, core curriculum completers and field of study completers are considered academic majors.

Students with a Type Award of Continuing Education ('4') cannot receive an award level of associate, bachelor's, core curriculum, or field of study in Item #8.

Item #14 Unused

Item #15 Remote Campus. All institutions should indicate an incarcerated student who is awarded a degree or certificate with '5'. Students receiving awards from out-of-district branch campuses recognized by the Coordinating Board, as such, must also be identified separately. Each out-of-district branch campus will be assigned a unique number within the district. TSTC and any other approved extension centers are required to use this item to identify the graduates at their branch campuses. Leave blank if not applicable.

1 = Abilene
2 = Breckenridge
3 = Brownwood
5 = Incarcerated Student

Item #16 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #17 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #18 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #19 Middle Name Initial. Enter the initial of the student's middle name.

Item #20 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

1 Hispanic or Latino origin
2 Not Hispanic or Latino origin
3 Not answered

Item #21 Race. Select one or more codes indicating the race of the student.

Item #21A	1	White
Item #21B	2	Black or African-American
Item #21C	4	Asian
Item #21D	5	American Indian or Alaskan Native
Item #21E	6	International
Item #21F	7	Unknown or Not Reported
Item #21G	8	Native Hawaiian or Other Pacific Islander

CTC Graduation Report (CBM009)

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

Notes:

a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7 on the CBM001), report with the international code.
b) Report the ethnicity of students who were coded ‘A’ or ‘B’ in Item #7 on the CBM001.
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

CTC Graduation Report (CBM009)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always ‘9’	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – ‘M’ or ‘F’	17	1
Item #5	Unused	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Degree/Certificate or Progress Measure - Left justified	27	8
Item #8	Level of Award – Numeric	35	1
Item #9	Major - CIP Code – Numeric	36	8
Item #10	Reporting Period – Always ‘1’	44	1
Item #11	Year - YYYY – Numeric	45	4
Item #12	Month of Award – Numeric	49	2
Item #13	Type Award – Numeric	51	1
Item #14	Unused	52	1
Item #15	Remote Campus – Blank or Numeric	53	1
Item #16	Non-Disclosure – Numeric	54	1
Item #17	Last Name – Alpha	55	20
Item #18	First Name – Alpha	75	10
Item #19	Middle Name Initial – Alpha	85	1
Item #20	Ethnic Origin – Numeric	86	1
Item #21	Race:		
Item #21A	White – ‘1’ or blank	87	1
Item #21B	Black or African-American – ‘2’ or blank	88	1
Item #21C	Asian – ‘4’ or blank	89	1
Item #21D	American Indian or Alaskan Native – ‘5’ or blank	90	1
Item #21E	International – ‘6’ or blank	91	1
Item #21F	Unknown or Not Reported – ‘7’ or blank	92	1
Item #21G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	93	1

CTC Graduation Report (CBM009)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '9'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Student ID	Duplicate entries	Blank or not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Unused	N/A	N/A
6.	Date of Birth	Age less than '16' or greater than '75'	Non-numerical; month less than '01' or greater than '12', day greater than '31'
7.	Degree/Cert/Prog Meas	N/A	Numeric or blank; must be on list of valid awards for the institution
8.	Level of Award	N/A	Any value except '1' thru '7'; value = '1', '5', '6', or '7' if Item #13 = '4'
9.	Major	N/A	Non-numerical or invalid CIP code; Core completer not = 24010100; Field of Study not = to one of the specific CIPs; BAT not = 52020100 or 11010100; not on institution's program inventory
10.	Reporting Period	N/A	Any value except '1'
11.	Year	N/A	Any value except current year
12.	Month of Award	N/A	Any value other than '01' thru '12'

CTC Graduation Report (CBM009)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
13.	Type Award	N/A	Any value except '1' thru '4'; value not = '1' if Item #8 = '5', '6', or '7'; value = '4' if Item #8 = '1', '5', '6', or '7'
14.	Unused	N/A	N/A
15.	Remote Campus	N/A	Any value except '1', '2', '3', '5', or blank
16.	Non-Disclosure	N/A	Any value except '2' or '0'
17.	Last Name	N/A	Blank, numerical
18.	First Name	Blank	Numerical
19.	Middle Name Initial	N/A	Numerical
20.	Ethnic Origin	N/A	Value other than '1', '2', or '3'
21A.	White	N/A	Value other than '1' or space or value = '1' and '7'
21B.	Black/African-Amer	N/A	Value other than '2' or space or value = '2' and '7'
21C.	Asian	N/A	Value other than '4' or space or value = '4' and '7'
21D.	Amer Ind/Alask Nat	N/A	Value other than '5' or space or value = '5' and '7'
21E.	International	N/A	Value other than '6' or space or value = '6' and '7'
21F.	Unknown/Not Rep	N/A	Value other than '7' or space; value = '7' plus value = '1', '2', '4', '5', '6', or '8'
21G.	Nat Hawaiian/Pac Is	N/A	Value other than '8' or space or value = '8' and '7'

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

CTC Graduation Report (CBM009)

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Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
JR-CBM009 EDIT SUMMARY FROM               RunDate: 10/15/2010 Time: 13:41:04
TEXAS COMMUNITY COLLEGE                                111111      FALL      2010
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		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	Record Code	1,036	0	0
ITEM 2	Inst. Code	1,036	0	0
ITEM 3	Student Id	712	324	0
ITEM 4	Gender	1,036	0	0
ITEM 6	Date or Birth	1,036	0	0
ITEM 7	Degree/Cert or Progress measure	1,036	0	0
ITEM 8	Level of Award	1,036	0	0
ITEM 9	Major	1,036	0	0
ITEM 10	Semester	1,036	0	0
ITEM 11	Year	1,036	0	0
ITEM 12	Month of Award	1,036	0	0
ITEM 13	Type Award	1,036	0	0
ITEM 15	Remote campus	1,036	0	0
ITEM 16	Non Disclosure	1,036	0	0
ITEM 17	Last Name	1,036	0	0
ITEM 18	First Name	1,036	0	0
ITEM 19	Middle Name Initial	1,036	0	0
ITEM 20	Ethnic Origin	1,036	0	0
ITEM 21	Race	1,036	0	0
ITEM 21A	White	1,036	0	0
ITEM 21B	Black/African-Amer	1,036	0	0
ITEM 21C	Asian	1,036	0	0
ITEM 21D	American Ind/Alask Nat	1,036	0	0
ITEM 21E	International	1,036	0	0
ITEM 21F	Unknown/Not Reported	1,036	0	0
ITEM 21G	Nat Hawaiian/Other Pac Is	1,036	0	0

Multiple Awards in Excess of Clearinghouse to be Reconciled 0

TOTAL Report Records	1,036		
CONTROL TOTAL	1,036	DISCREPANCY	0
Total Recs on Db	1,036		
Number Of Non-Unique/Duplicated Id's	324		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	324		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	324		
Total Non Error Records on Db	1,036		
Total Rejected Records	0		
SSN With Alpha Characters	18		

CTC Graduation Report (CBM009)

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              TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 1
Percent Change Of JR-CBM009 Data From Prior Year        RunDate: 10/15/2010 Time: 13:41:04
TEXAS COMMUNITY COLLEGE                                        111111         FALL   2010

Gender                                          Degree          Cert           CCC           FOS
2010/1 Male                                        119           227            50             0
2009/1 Male                                         74           209            45             0
        Percent Change                          60.81%         8.61%        11.11%         0.00%

2010/1 Female                                      337           133           155             0
2009/1 Female                                      198           115           107             0
        Percent Change                          70.20%        15.65%        44.86%         0.00%
*                                               ******                                        *** Review
2010/1      Subtotal                               456           360           205             0
2009/1      Subtotal                               272           324           152             0
        Percent Change                          67.65%        11.11%        34.87%         0.00%
*                                               ******                      ******          *** Review
2010/1           Duplicates                          0            15             0             0
2009/1           Duplicates                          1            21             0             0
        Percent Change                        -100.00%       -28.57%         0.00%         0.00%

2010/1              Total                          456           375           205             0         1,036
2009/1              Total                          273           345           152             0           770
                     Percent Change             67.03%         8.70%        34.87%         0.00%        34.55%
*                                               ******                      ******                      ****** *** Review

Age                                             Degree          Cert           CCC           FOS
2010/1 Under 17                                      0             0             0             0
2009/1 Under 17                                      0             0             0             0
        Percent Change                           0.00%         0.00%         0.00%         0.00%

2010/1 17                                            0             0             0             0
2009/1 17                                            0             0             0             0
        Percent Change                           0.00%         0.00%         0.00%         0.00%

2010/1 18                                            0             1             0             0
2009/1 18                                            0             0             0             0
        Percent Change                           0.00%       100.00%         0.00%         0.00%
2010/1 19-21                                       129            67            76             0
2009/1 19-21                                        70            25            63             0
        Percent Change                          84.29%       168.00%        20.63%         0.00%
*                                               ******                                        *** Review
2010/1 22-24                                       135            56            59             0
2009/1 22-24                                        68            44            32             0
        Percent Change                          98.53%        27.27%        84.38%         0.00%
*                                               ******                                        *** Review
2010/1 25-30                                        85            79            28             0
2009/1 25-30                                        67            89            29             0
```

CTC Graduation Report (CBM009)

Percent Change	26.87%	-11.24%	-3.45%	0.00%		
2010/1 31-35	42	53	20	0		
2009/1 31-35	33	56	14	0		
Percent Change	27.27%	-5.36%	42.86%	0.00%		
2010/1 36-50	54	87	20	0		
2009/1 36-50	30	82	13	0		
Percent Change	80.00%	6.10%	53.85%	0.00%		
2010/1 51-64	11	15	2	0		
2009/1 51-64	4	27	1	0		
Percent Change	175.00%	-44.44%	100.00%	0.00%		
2010/1 65 and Older	0	2	0	0		
2009/1 65 and Older	0	1	0	0		
Percent Change	0.00%	100.00%	0.00%	0.00%		
2010/1 Subtotal	456	360	205	0		
2009/1 Subtotal	272	324	152	0		
Percent Change	67.65%	11.11%	34.87%	0.00%		
*	******		******		*** Review	
2010/1 Duplicates	0	15	0	0		
2009/1 Duplicates	1	21	0	0		
Percent Change	-100.00%	-28.57%	0.00%	0.00%		
2010/1 Total	456	375	205	0	1,036	
2009/1 Total	273	345	152	0	770	
Percent Change	67.03%	8.70%	34.87%	0.00%	34.55%	
*	******		******		******	*** Review
2010/1 Average Age	26.8	30.9	25.7	0.0		
2009/1 Average Age	27	34	25	0		
Percent Change	-0.43%	-7.74%	1.52%	0.00%		
Associate Degrees	ACA	VOC	T/P	CE		
2010/1 Associate In Arts	341	0	0	0		
2009/1 Associate In Arts	179	0	0	0		
Percent Change	90.50%	0.00%	0.00%	0.00%		
*	******				*** Review	
2010/1 Associate In Applied Arts	0	0	0	0		
2009/1 Associate In Applied Arts	0	0	0	0		
Percent Change	0.00%	0.00%	0.00%	0.00%		
2010/1 Associate In Science	17	0	0	0		
2009/1 Associate In Science	3	0	0	0		
Percent Change	466.67%	0.00%	0.00%	0.00%		
2010/1 Associate In Applied Science	0	83	15	0		

CTC Graduation Report (CBM009)

2009/1 Associate In Applied Science	0	77	14	0	
Percent Change	0.00%	7.79%	7.14%	0.00%	
2010/1 Associate In Arts Teaching	0	0	0	0	
2009/1 Associate In Arts Teaching	0	0	0	0	
Percent Change	0.00%	0.00%	0.00%	0.00%	
2010/1 Sub Total	358	83	15	0	456
2009/1 Sub Total	182	77	14	0	273
Percent Change	96.70%	7.79%	7.14%	0.00%	67.03%
*	******				****** *** Review

Certificates	ACA	VOC	T/P	CE
2010/1 CERT1	0	192	0	105
2009/1 CERT1	0	170	1	127
Percent Change	0.00%	12.94%	-100.00%	-17.32%
2010/1 CERT2	0	75	0	0
2009/1 CERT2	0	44	0	0
Percent Change	0.00%	70.45%	0.00%	0.00%
2010/1 CERT3	0	0	3	0
2009/1 CERT3	0	0	3	0
Percent Change	0.00%	0.00%	0.00%	0.00%
2010/1 ATC	0	0	0	0
2009/1 ATC	0	0	0	0
Percent Change	0.00%	0.00%	0.00%	0.00%
2010/1 Sub Total	0	267	3	105	375
2009/1 Sub Total	0	214	4	127	345
Percent Change	0.00%	24.77%	-25.00%	-17.32%	8.70%

Bachelor

	2010/1	2009/1	% Diff	
Bachelor Of Applied Technology	0	0	0.00%	
Sub Total	0	0	0.00%	

Progress Measures

	2010/1	2009/1	% Diff	
Core Curriculum Completers	205	152	34.87%	*** Review
Field of Study Completers	0	0	0.00%	
Sub Total	205	152	34.87%	*** Review
Total Students	712	567	25.57%	*** Review
Total Multiple Awards	324	203	59.61%	*** Review
Total Awards	1,036	770	34.55%	*** Review

CTC Graduation Report (CBM009)

Non Disclosure

	2010/1	2009/1	% Diff
Non Disclosure	0	0	0.00%
Total	0	0	0.00

Ethnic Origin	2010/1	2009/1	% Diff
Hispanic or Latino Origin	31	*No Exact Historic	Data Available
Not Hispanic or Latino Origin	484	*No Exact Historic	Data Available
Not Answered	2	*No Exact Historic	Data Available
Total	517	*No Exact Historic	Data Available

Race	2010/1	2009/1	% Diff
Multi-racial	19	*No Exact Historic	Data Available
White only	431	*No Exact Historic	Data Available
Black only	17	*No Exact Historic	Data Available
Hispanic only	31	*No Exact Historic	Data Available
Asian only	9	*No Exact Historic	Data Available
American Indian/Alaskan Native only	3	*No Exact Historic	Data Available
International only	4	*No Exact Historic	Data Available
Native Hawaiian/Other Pacific Islander only	0	*No Exact Historic	Data Available
Ethnic Origin/Race Unknown	3	*No Exact Historic	Data Available
Total	517	*No Exact Historic	Data Available

Races reported in Multi-racial	2010/1	2009/1	% Diff
White	12	*No Exact Historic	Data Available
Black	8	*No Exact Historic	Data Available
Asian	4	*No Exact Historic	Data Available
American Indian/Alaskan Native	1	*No Exact Historic	Data Available
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic	Data Available
International	13	*No Exact Historic	Data Available

***Note: Totals are net errors.

CTC Graduation Report (CBM009)

```
Edit00v00                                   TEXAS HIGHER EDUCATION COORDINATING BOARD                                   Page 1
                                CTC-CBM009 MULTIPLE AWARDS IN EXCESS OF AWARDS AVAILABLE ON CLEARINHOUSE
FALL   2010                                     TEXAS COMMUNITY COLLEGE 111111                    RunDate: 10/15/2010 Time: 13:41:04

                                  Type     Number      Number of
             Award        CIP/    Of     of Awards    Awards In
 StudentID   Name        Major   Major   Reported   CLHS Award Db    Message

                There are no multiple awards in excess of those available
```

CTC Graduation Report (CBM009)

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Edit00v00                                   TEXAS HIGHER EDUCATION COORDINATING BOARD                                   Page 1
                                                   Edit Of JR-CBM009 Data From
FALL   2010                                      TEXAS COMMUNITY COLLEGE 111111                     RunDate: 10/15/2010 Time: 13:41:04

   Item  Item      Item    Item  Item  Item      Item    Item   Item     * Items *  Item  Item  Item  Item  Item  Item  Remarks
    1     2         3       4     5     6         7       8      9       10 11  12   13    14    15    16    17       Remarks

    9   111111   122122122  M     1  19860805  CCC        5   24010100    1 2010 05  1                   0      TREE                JOSHUA
Z
                 ---------
    9   111111   122122122  M     1  19860805  AA         1   24010200    1 2010 05  1                   0      TREE                JOSHUA
Z       Q
                 ---------
                                                                                                   Mult. Degree Records. REF0418
    9   111111   122122122  M     1  19860805  AA         1   52010100    1 2010 05  1                   0      TREE                JOSHUA
Z       Q
                 ---------
                                                                                                   Mult. Degree Records. REF0418
    9   111111   137137137  F     2  19840124  CCC        5   24010100    1 2010 12  1                   0      WEEPING             WILLOW
                 ---------
    9   111111   137137137  F     2  19840124  AA         1   24010200    1 2010 12  1                   0      WEEPING             WILLOW
Q
                 ---------
                                                                                                   Mult. Degree Records. REF0418
    9   111111   193193193  M     1  19870806  CCC        5   24010100    1 2010 12  1                   0      LILLY               CANNA
A
                 ---------
    9   111111   193193193  M     1  19870806  AA         1   24010200    1 2010 05  1                   0      LILLY               CANNA
A      Q
                 ---------
                                                                                                   Mult. Degree Records. REF0418


Total Rejected Records                              0
Total Records on DataBase                       1,036
Total Non Error Records                         1,036
Total Error Records                                 0
Total Questionable Records                        324
Total Rejected Records                              0


Items In Error Are Indicated By (*), Questionable By (-)
```

FACILITIES ROOM INVENTORY REPORT
CBM011

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes distinctions for all types of space within a building and its intended design function. Space Use Codes and Functional Category Codes are found in Appendices F and G, respectively. See Appendix I for a Glossary of Facilities Terms. Visit http://www.txhighereddata.org/ReportingManuals.cfm to view the appendices.

Basis for Classification

Information to code rooms according to architectural features can best be obtained by a visual inspection of each room, but may also be obtained from as-built drawings. The evaluation of a room's Space Use Code and Functional Category Code should be based on the judgment of a departmental representative, facility planning, or physical plant personnel who are familiar with the coding structure in this manual. A room's Space Use Code and Functional Category Code can change between inventories or audit dates. A room's Space Use Code does not change until its basic design function has changed. Space Use Code 060 can be used temporarily to reflect non-assigned space while it is undergoing a conversion by remodeling.

Rooms to be Included

Space Use Codes for cubicle space are regarded as Office Facilities (300) that can be assigned to academic, administrative, or service functions of an institution. Each defined workspace can be considered a room. Operations independent of an institution's mission are to be reported under Functional Category Codes 91 and 92. The Appendices to this manual include Space Use Codes for circulation areas, building service, mechanical, and structural areas, which are classified as non-assigned space.

CTC Facilities Room Inventory Report (CBM011)

Rooms Not to be Included

Residential rooms in a facility with Building Type Codes 6 or 7 (Residence/Single and Residence/Family) need not be reported except for rooms used for non-residential purposes. Residential rooms in a facility with Building Type Code 2 (Academic/Residence) need not be reported except for rooms within the building that are used for non-residential purposes. Space within a leased facility that is not used by the institution need not be reported. Covered play areas and covered walkways are not considered rooms.

Addition of Rooms

The addition of rooms should be reported on an on-going basis.

CIP Code and Functional Category Limitations

The CIP code is a required field within a room record that may be prorated up to three times, based on percent of use with different CIP codes, precisely to identify space being used by a particular discipline, department, or function. A six-digit CIP code corresponds to a single instructional program and its first two digits correspond to a group of instructional programs. If an exact CIP code cannot be determined, assign the most accurate code available.

Academic CIP codes should not be used with Institutional Support Functional Category Codes (60 series). These two areas are fundamentally different. Space for academic administration is Functional Category Code Academic Administration (46) and it must be combined with an academic CIP, as in the case of the space devoted to department heads.

Descriptive information on NCES CIP codes can be obtained from the following NCES web address: http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2002165. The Coordinating Board has an index of the current and deleted NCES CIP codes on its web site at http://www.txhighereddata.org/Interactive/CIP/. A list of codes unique to Texas higher education institutions is in Appendix C of this manual.

Basis for Room Measurement

Room area is measured to the nearest square foot in accordance with parameters established by the facilities audit protocol.

Space Use Codes

Primary Space Use/Design Use: Each room has one best Space Use Code based on its exclusive or predominant design/use. Primary activity areas (Space Use Codes) always end with “0”. For a room used as an office (Space Use Code 310) and a research/non-class laboratory (Space Use Code 250), a single determination for primary activity should be made. It is recommended that primary be evaluated in terms of time, the human activity that focuses on use, rather than space. Space Use Codes change when a room’s predominant use or physical characteristics have been changed and/or remodeled.

Service Codes: Determine whether the existence of a particular room, with its specific design/function and use, is dependent upon or justified by another room (usually nearby) and its specific use. If a significant degree of dependency exists, an appropriate service

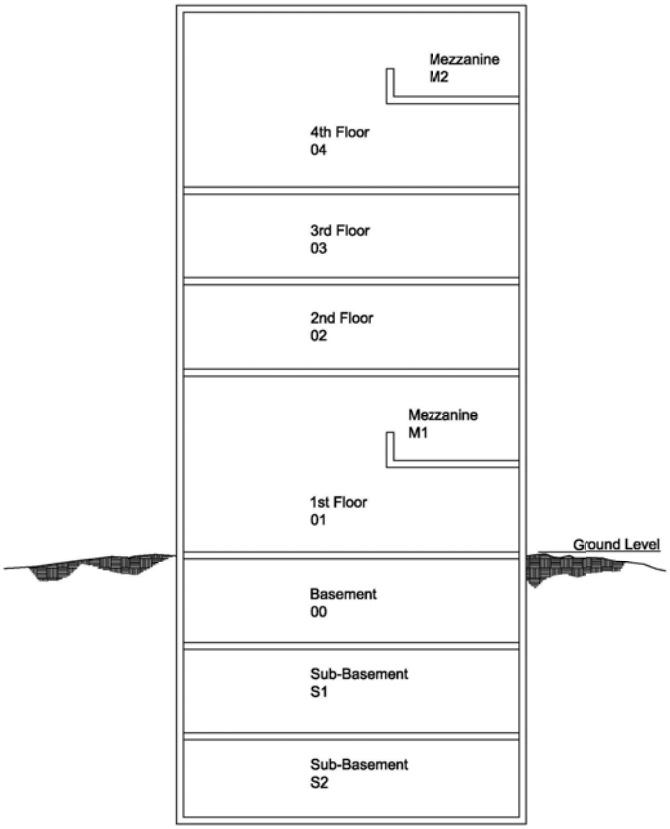
code should be used. Support or service space is identified by Space Use Codes ending with “5”.

Proration of Use

Up to three Functional Category Codes may be assigned to a single room: primary, secondary, and remaining. Where a room serves several purposes or uses, it may be reported based on time spent on each activity. Overall, the total percent of use/proration for primary, secondary, and remaining use must always total 100 percent. Only a room’s function (Functional Category Code) and program area (CIP Code) may be prorated since its space use (Space Use Code) cannot be prorated.

Floor (optional)

Floor numbers are two characters in length. Zero fill the first position of the Floor field for floors less than 10 (01, 02, etc.). A basement should be coded as ‘00’. Sub-basements should be coded with an ‘S’ in the first position and the sub-basement number in the second position (S1, S2, etc.). Mezzanines should be coded with an ‘M’ in the first position and the mezzanine number in the second position (M1, M2, etc.). See illustration.



CTC Facilities Room Inventory Report (CBM011)

INSTRUCTIONS FOR FACILITIES ROOM INVENTORY REPORT

Item #1 Record Code. Always enter 'R'.

Item #2 Institution Code. Enter the FICE code of the institution. See Appendix A.

Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION

Each room is uniquely identified as a separate record by a combination of building, floor, and room number. Each room within a building should have a unique alpha or numeric code to identify the room. The building identification must be the same as the building identification used in the CBM005 and the CBM014 reports.

Item #4 Building Number. Enter the assigned building number.

Item #5 Room Number. Enter the assigned room number.

Item #6 Primary CIP Code. Enter the primary classification of an instructional program (CIP) code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #7 Omitted.

Item #8 Space Use Code. Enter the space use code based on the room's exclusive or predominant design or use. See Appendix F.

Item #9 Primary Functional Category Code. Enter the primary functional category code. See Appendix G.

Item #10 Primary CIP Percent. Enter the percentage of the primary CIP code reported in Item #6.

Item #11 Room Area. See Glossary of Facilities Terms (Appendix I).

Item #12 Omitted.
Item #13 Omitted.
Item #14 Omitted.
Item #15 Omitted.
Item #16 Omitted.

Item #17 Student Station Capacity. This is based on the number of occupants the room is designed to accommodate; only required of certain space uses.

Item #18 Secondary CIP Code. Enter the secondary CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #19 Omitted.

CTC Facilities Room Inventory Report (CBM011)

Item #20 Secondary Functional Category Code. Enter the secondary functional category code. See Appendix G.

Item #21 Secondary CIP Percent. Enter the percentage of the secondary CIP code reported in Item #18.

Item #22 Remaining CIP Code. Enter the remaining CIP code associated with this room. Use the first six digits of the codes listed in Appendix C.

Item #23 Omitted.

Item #24 Remaining Functional Category Code. Enter the remaining functional category code. See Appendix G.

Item #25 Remaining CIP Percent. Enter the percentage of the remaining CIP code reported in Item #22.

Item #26 Record Identification. Always enter '11'.

Item #27 Floor. Optional. Floor number (01, 02, 03, etc.)

CTC Facilities Room Inventory Report (CBM011)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always 'R'	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Room Number – Alphanumeric	18	16
Item #6	Primary CIP Code – Numeric	34	6
Item #7	Omitted	40	2
Item #8	Space Use Code – Alphanumeric	42	3
Item #9	Primary Functional Category Code – Numeric	45	2
Item #10	Primary CIP Percent – Numeric	47	3
Item #11	Room Area	50	8
Item #12-16	Omitted	58	12
Item #17	Student Station Capacity – Numeric	70	4
Item #18	Secondary CIP Code – Numeric	74	6
Item #19	Omitted	80	2
Item #20	Secondary Functional Category Code – Numeric	82	2
Item #21	Secondary CIP Percent – Numeric	84	3
Item #22	Remaining CIP Code – Numeric	87	6
Item #23	Omitted	93	2
Item #24	Remaining Functional Category Code – Numeric	95	2
Item #25	Remaining CIP Percent – Numeric	97	3
Item #26	Record Identification – Always '11'	100	2
Item #27	Floor	102	2

CTC Facilities Room Inventory Report (CBM011)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'R'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Report Year	N/A	Must match value in header record
4.	Building Number	N/A	Must match CBM014
5.	Room Number	N/A	Special characters
6.	Primary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
7.	Omitted		
8.	Space Use Code	N/A	Value less than 040 or greater than 970; value not = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04 when Item #9 = 02-07
9.	Primary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #6 filled
10.	Primary CIP Percent	N/A	Not numeric if Item #6 filled
11.	Room Area	N/A	Not numeric if Item #6 filled
12.	Omitted		
13.	Omitted		
14.	Omitted		
15.	Omitted		
16.	Omitted		

CTC Facilities Room Inventory Report (CBM011)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
17.	Student Station Capacity	N/A	Value of 0000 if Item #8 = 110, 210, 220, 350, 410, 430, 610, 680
18.	Secondary CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
19.	Omitted		
20.	Secondary Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #18 filled
21.	Secondary CIP Percent	N/A	Not numeric if Item #18 filled
22.	Remaining CIP Code	N/A	Must be on list of valid CIP codes; CIP not = 000000 if Item #8 = 110 or 115
23.	Omitted		
24.	Remaining Functional Cat Code	N/A	Value less than 02 or greater than 92; value not = 02-07 when Item #8 = M10, U10, WWW, XXX, YYY, ZZZ, W01-W07, X01-X04, Y01-Y04; blank if Item #22 filled
25.	Remaining CIP Percent	N/A	Not numeric if Item #22 filled
26.	Record Identification	N/A	Any value except ‘11’
27.	Floor (optional)	N/A	N/A

CTC Facilities Room Inventory Report (CBM011)

SPACE EXCLUDED FROM E&G SPACE CALCULATION

When determining the amount of assignable Educational and General Space (E&G) square footage of a building, the following Building Types, CIP, Space Use Codes, and Functional Category Codes are excluded.

Building Condition 7	Mothballed facility currently excluded from routine operation and maintenance expense
Building Type 6 or 7	Residence, Single and Resident, Family
Building Type 8 or 9	Non-institutional Agency Buildings and Rental Property
Building Type R	Renovations that cause the entire building to be temporarily out of service
CIP 720000 – 739999	Intercollegiate Athletics and Support Facilities (food, health, housing, parking, retail, and childcare services)
CIP 817500	Alumni Relations
CIP 999999	Unknown use by External Agencies with Functional Category Code 92
Space Use Code 523	Indoor Athletic Facilities Spectator Seating
Space Use Code 630 – 635	Food Facility and Food Facility Service
Space Use Code 660 – 665	Merchandising and Merchandising Service
Space Use Code 670 – 675	Recreation (non-athletic/PE) and Recreation Service
Space Use Code 810 – 895	These Space Use Codes include Health Care Facilities (unless with Functional Category Codes 11, 12, 15, 21, or 22)
Space Use Code 910 – 970	Residential Facilities
Space Use Code 050 – 070	Inactive areas permanently or temporarily incapable of use
Space Use Code M10, U10, and W10	Men's, Unisex, and Women's public restrooms
Space Use Code WWW, XXX, YYY, and ZZZ	Circulation, Building Service, Mechanical, or Structural Areas (non-assignable space)
Functional Category Codes 02 – 07	Unclassified or non-assignable space necessary for the general operation of a building (custodial, mechanical, mothballed, public restrooms, shell space, circulation area)
Functional Category Codes 31 – 35	Public Service
Functional Category Code 42	Museums and Galleries
Functional Category Code 52	Social and Cultural Development outside the degree curriculum

CTC Facilities Room Inventory Report (CBM011)

Functional Category Codes 55 – 57	Student Service (Student Auxiliary Service, Intercollegiate Athletics (except with CIP Student Health/Medical Services) (740000 – 745000)
Functional Category Codes 65 – 66	Faculty and Staff Auxiliary Services and Alumni Records
Functional Category Code 91	Independent Operations/Institutional
Functional Category Code 92	Independent Operations/External Agencies (Use CIP 999999 for unknown use)

CTC Facilities Room Inventory Report (CBM011)

```
Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
CBM011 Room  EDIT SUMMARY FROM              RunDate: 09/15/2010 Time: 18:15:08
TEXAS COMMUNITY COLLEGE                                111111      ANNUAL    2010
```

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	36	0	0
ITEM 2	Inst. Code	36	0	0
ITEM 3	Report Year	36	0	0
ITEM 4	Building Number	35	0	1
ITEM 5	Room Number	35	0	1
ITEM 6	Primary CIP Code	36	0	0
ITEM 8	Space Use Code	36	0	0
ITEM 9	Primary Funct Cat Code	36	0	0
ITEM 10	Primary CIP Percent	36	0	0
ITEM 11	Room Area	36	0	0
ITEM 17	Student Station Capacity	36	0	0
ITEM 18	Secondary CIP Code	36	0	0
ITEM 20	Secondary Funct Cat Code	36	0	0
ITEM 21	Secondary CIP Percent	36	0	0
ITEM 22	Remaining CIP Code	36	0	0
ITEM 24	Remaining Funct Cat Code	36	0	0
ITEM 25	Remaining CIP Percent	36	0	0
ITEM 26	Record Identification	36	0	0
ITEM 27	Floor	36	0	0

TOTAL Report Records	36		
CONTROL TOTAL	36	DISCREPANCY	0
Total Recs on Db	36		
Number Of Non-Unique/ Duplicated Id's	0		
Number Of Duplicate Records	1		
Number Of Relative Duplicate Questionabl	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	1		
Total Error Other	3		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	35		
Total Rejected Records	0		

CTC Facilities Room Inventory Report (CBM011)

FACILITIES ROOM INVENTORY REPORT (CBM011) EDIT FEEDBACK SUMMARY

The following is an example of the edit feedback summary generated automatically when an institution submits their inventory database via the secure file transfer protocol. The report is recorded in the institutions' "output" folder at the secure site and may be retrieved via the secure file transfer protocol process. Note that records with errors are listed within the summary with the specific error field underlined by asterisks and the error explained below the record. The feedback summary also identifies significant changes in square footage data. Review significant changes; typographical errors within the submitted text data are a common cause of unintended large changes in square footage.

```
              TEXAS HIGHER EDUCATION COORDINATING BOARD            Page 1
EDIT OF  CBM011 Room  DATA                RunDate: 09/15/2010 Time: 18:15:08
TEXAS COMMUNITY COLLEGE                             111111       ANNUAL   2010


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


               Building Space Error Report

  Building       Gross Area  Assignable Area     E and G Area  Error

    0037               34.0          2,691.0              0.0    GrossArea Is Smaller than Assignable Area
    0038            1,701.0          1,740.5            585.6    GrossArea Is Smaller than Assignable Area
    0047            1,080.0          1,148.2              0.0    GrossArea Is Smaller than Assignable Area
     ***Note:  Totals are net errors.
```

CTC Facilities Room Inventory Report (CBM011)

TEXAS HIGHER EDUCATION COORDINATING BOARD
PART A, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
111111 TEXAS COMMUNITY COLLEGE
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD 09/15/2010 06:15:09

Building Size and Cost Data

BUILDING NUMBER	NAME	GROSS AREA	ASSIGN AREA	E & G SQ.FT.	OCCUP DATE	FLOORS	N D	W N	O C	Y P	N S
0001	HARDIN ADMINISTRATION BUILDING	71,594	0	0	1937	3	2	1	1	1	3
0004	BRIDWELL HALL	42,260	0	0	1998	3	1	1	1	1	4
0005	UNIVERSITY PRESS	4,965	4,869	1,079	1940	1	2	1	1	1	3
0006	MEMORIAL BUILDING	7,019	0	0	1945	2	2	1	1	1	3
0007	FERGUSON HALL	16,896	0	0	1947	3	1	1	1	1	3
0010	MARTIN HALL	10,278	9,414	5,886	1946	2	1	1	1	1	2
0011	FAIN FINE ARTS CENTER	98,805	0	0	1978	2	1	1	1	1	5
0012	DANIEL BUILDING	46,335	39,566	34,335	1990	2	1	1	1	4	4
0013	FOWLER HALL	22,896	20,464	13,755	1949	2	1	1	1	1	3
0015	BEYER GREENHOUSE	2,398	2,236	2,162	1983	1	1	1	1	1	8
0017	MERCANTILE BUILDING	10,608	8,828	1,662	1989	2	2	1	1	1	3
0018	MCGAHA HALL	6,789	6,220	2,761	1949	1	1	1	1	1	2
0019	INSTRUMENTAL MUSIC HALL	7,815	2,505	1,539	1949	2	1	1	1	1	2
0020	PAINT SHOP	1,987	1,884	1,732	1949	1	1	1	1	4	2
0021	MCCULLOUGH HALL	9,449	6,162	6,162	1949	1	1	1	1	1	2
0022	ENGINEERING LABORATORIES	2,443	1,738	1,526	1949	1	1	1	1	1	2
0023	BOLIN HALL	99,529	0	0	1966	3	1	1	1	1	3
.											
.											
.											
0032	CENTRAL PLANT	10,789	8,192	8,192	1967	2	1	1	1	4	3
0033	TENNIS CENTER	560	463	134	1984	1	1	1	1	1	2
0034	D.L. LIGON COLISEUM	117,048	112,836	91,991	1969	3	2	1	1	1	3
0035	PHYSICAL EDUCATION RESTROOMS	2,336	2,199	296	1970	1	1	1	1	3	3
0036	OUTDOOR RECREATION CENTER	5,000	4,903	0	1982	1	1	1	1	4	7
0037	SOCCER TICKET BOOTH	34	2,691	0	1982	1	1	1	1	3	1
0038	PHYSICAL TRAINING BUILDING	1,701	1,741	586	1970	1	1	1	1	3	3
0039	SOCCER PRESS BOX	943	806	0	1982	2	1	1	1	3	1
0045	GUEST HOUSE	1,530	918	0	1937	1	1	1	1	7	2
0046	ALUMNI CENTER	2,800	1,680	0	1938	2	1	1	1	7	2
0047	CARRIAGE HOUSE	1,080	1,148	0	1938	2	1	1	1	4	2
0048	MARCHMAN HALL	8,904	5,342	0	1959	2	1	1	1	6	2
0049	SIKES LAKE CENTER	8,836	8,558	0	1975	1	1	1	1	1	7
0050	BRIDWELL COURTS	22,243	13,346	0	1964	2	2	1	1	7	2
0051	MCCULLOUGH-TRIGG HALL	46,086	27,652	0	1994	6	1	1	1	6	4
0052	JAN THACKER FANTASY OF LIGHTS WKSHP	7,356	2,251	0	1986	1	1	1	3	8	7
0053	BEAWOOD-O'DONOHOE HALL	65,060	35,371	32,408	1950	2	1	1	1	1	3
0054	UNIVERSITY POLICE	2,536	1,390	0	1997	1	1	1	1	3	2
0055	BIOLOGY HOUSE	3,778	2,267	0	1953	1	1	1	1	6	2
0056	HONORS HOUSE	3,395	2,037	0	1961	2	1	1	1	6	2

0057	SEISMOMETER BUILDING	144	0	0	2003	1	1	1	1	1	2
0060	SIKES LAKE RESTROOM	612	508	0	2005	1	1	1	2	3	2
	TOTALS	1,080,064	483,853								

CTC Facilities Room Inventory Report (CBM011)

PART D, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
111111 TEXAS COMMUNITY COLLEGE
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD 09/15/2010 06:15:09

CAMPUSWIDE SPACE SUMMARY

	SQUARE FEET
GROSS SQUARE FEET	1,080,064
TOTAL EXISTING FACILITIES (ASSIGNABLE SQUARE FEET)	441,788
NON ASSIGNABLE SQUARE FEET	638,276
NET ASSIGNABLE SQUARE FEET RENTED AND/OR SHARED	308
TOTAL SQUARE FEET - EDUCATIONAL AND GENERAL USE	264,689

TOTAL CAMPUS SPACE BY INSTITUTIONAL CATAGORIES

FUNCTION	NET ASSIGNABLE SQ. FT.
10 INSTRUCTION	164,349
20 RESEARCH	0
30 PUBLIC SERVICE	169
40 ACADEMIC SUPPORT	0
41 LIBRARY	57,322
50 STUDENT SERVICE	167,963
SUBTOTAL	389,803
60 INSTRUCTIONAL ADMINISTRAATION	4,028
70 PHYSICAL PLANT OPERATIONS	47,649
80 STUDENT FINANCIAL SUPPORT	0
90 INDEPENDENT OPERATIONS	308

CTC Facilities Room Inventory Report (CBM011)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
PART E, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
111111 TEXAS COMMUNITY COLLEGE
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD 09/15/2010 06:15:10
TOTAL CAMPUS SPACE BY ROOM TYPE

TYPE OF ROOM		NASF	E&G NASF
110	CLASSROOM	28,730	28,730
115	CLASSROOM SERVICE	916	916
	SUBTOTAL	29,646	29,646
210	CLASS LABORATORY	7,857	7,857
215	CLASS LABORATORY SERVICE	213	213
220	SPECIAL CLASS LABORATORY	2,996	2,996
225	SPECIAL CLASS LABORATORY SERVICE	1,789	1,191
230	INDIVIDUAL STUDY LABORATORY	678	678
235	INDIVIDUAL STUDY LABORATORY SVC.	0	0
	SUBTOTAL	13,533	12,935
250	NON-CLASS LABORATORY	1,493	1,493
255	NON-CLASS LABORATORY SERVICE	173	173
	SUBTOTAL	1,667	1,667
OFFICE SPACE WITHOUT 41 ROOM USE-LIBRARY			
310	OFFICE	49,250	41,512
315	OFFICE SERVICE	9,107	5,337
350	CONFERENCE ROOM	5,623	581
355	CONFERENCE ROOM SERVICE	343	343
	SUBTOTAL	64,323	47,773
OFFICE SPACE WITH 41 ROOM USE-LIBRARY			
310	OFFICE	4,095	4,095
315	OFFICE SERVICE	547	547
350	CONFERENCE ROOM	326	326
	SUBTOTAL	4,968	4,968
410	READING/STUDY ROOM	9,986	9,124
420	STACK	10,141	10,141
430	OPEN STACK STUDY ROOM	31,209	31,063
440	PROCESSING ROOM	1,063	1,063
455	STUDY SERVICE	1,272	964
	SUBTOTAL	53,671	52,355
520	ATHLETIC/PHYSICAL EDUCATION	70,092	56,163
523	ATHLET. FACIL. SPECTATOR SEATING	662	0
525	ATHLETIC/PHYSICAL EDUCATION SVC.	21,450	15,818
530	MEDIA PRODUCTION	163	163

CTC Facilities Room Inventory Report (CBM011)

580	GREENHOUSE		1,525	1,525
585	GREENHOUSE SERVICE		637	637
590	OTHER		76	76
		SUBTOTAL	94,605	74,382
630	FOOD FACILITIES		658	0
635	FOOD FACILITIES SERVICE		704	0
650	LOUNGE		518	289
655	LOUNGE SERVICE		440	65
660	MERCHANDISING FACILITIES		1,323	0
665	MERCHANDISING FACILITIES SERVICE		129	0
675	RECREATION SERVICE		12,053	0
690	LOCKER ROOM		230	230
		SUBTOTAL	16,055	584
715	COMPUTER/TELECOMMUNICATIONS SVC.		299	102
720	SHOP		17,107	13,783
725	SHOP SERVICE		2,787	2,787
730	CENTRAL STORAGE		22,220	22,220
745	VEHICLE STORAGE FACILITY SERVICE		1,417	1,417
760	HAZARDOUS MATERIALS		72	72
		SUBTOTAL	43,902	40,381
810	PATIENT BEDROOM		272	0
850	TREATMENT/EXAMINATION		339	0
880	PUBLIC WAITING		308	0
895	STAFF ON-CALL FACILITY SERVICE		592	0
		SUBTOTAL	1,510	0
920	SLEEP/STUDY WITH TOILET/BATH		108,440	0
970	HOUSE		21,719	0
		SUBTOTAL	130,160	0

		NON-SASF	
050	INACTIVE AREA	1,848	
060	ALTERATION OR CONVERSION AREA	0	
070	UNFINSHED AREA	0	
M10	MENS BATHROOM	3,771	
U10	UNISEX BATHROOM	175	
W10	WOMENS BATHROOM	3,658	
WWW	CIRCULATION AREA	13,358	
XXX	BUILDING SERVICE AREA	1,950	
YYY	MECHANICAL AREA	4,013	
ZZZ	STRUCTURAL AREA	1,042	
	SUBTOTAL	0	0

	NON-SASF	NASF	E&G NASF
TOTAL	29,815	454,038	264,689

CTC Facilities Room Inventory Report (CBM011)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
PART F, HIGHER EDUCATION FACILITIES INVENTORY FOR - 2010
111111 TEXAS COMMUNITY COLLEGE
PREPARED BY THE TEXAS HIGHER EDUCATION COORDINATING BOARD 09/15/2010 06:15:10

BUILDING NUMBER	NAME	INSTRUCT	RESEARCH	PUBLIC SERVICE	ACADEMIC SUPPORT	STUDENT SERVICE	INST SUPPORT	PHY PLT OPER	TOTAL NASF	TOTAL E&G NASF
SATISFACTORY CONDITION										
0010	MARTIN HALL	5,886	0	0	0	0	0	0	9,414	5,886
0012	DANIEL BUILDING	0	0	0	0	0	0	34,335	39,566	34,335
0013	FOWLER HALL	13,755	0	0	0	0	0	0	20,464	13,755
0015	BEYER GREENHOUSE	2,162	0	0	0	0	0	0	2,236	2,162
0018	MCGAHA HALL	2,734	0	0	0	0	27	0	6,220	2,761
0019	INSTRUMENTAL MUSIC HALL	1,539	0	0	0	0	0	0	2,505	1,539
0020	PAINT SHOP	0	0	0	0	0	0	1,732	1,884	1,732
0021	MCCULLOUGH HALL	6,162	0	0	0	0	0	0	6,162	6,162
0022	ENGINEERING LABORATORIES	1,526	0	0	0	0	0	0	1,738	1,526
0025	MOFFETT LIBRARY	1,162	0	0	57,322	389	0	0	59,181	58,484
0026	KILLINGSWORTH HALL	0	0	0	0	41,195	0	0	41,195	0
0029	PIERCE HALL	0	0	0	0	29,948	0	0	29,948	0
0030	FAIN HALL	0	0	0	0	5,766	0	0	5,766	0
0031	VINSON HEALTH CENTER	0	0	0	0	1,804	0	0	1,804	0
0032	CENTRAL PLANT	230	0	0	0	0	0	7,961	8,192	8,192
0033	TENNIS CENTER	134	0	0	0	0	0	0	463	134
0035	PHYSICAL EDUCATION RESTROOMS	0	0	0	0	767	0	296	2,199	296
0036	OUTDOOR RECREATION CENTER	0	0	0	0	0	0	0	4,903	0
0037	SOCCER TICKET BOOTH	0	0	0	0	2,691	0	0	2,691	0
0038	PHYSICAL TRAINING BUILDING	586	0	0	0	0	0	0	1,741	586
0039	SOCCER PRESS BOX	0	0	0	0	806	0	0	806	0
0045	GUEST HOUSE	0	0	0	0	918	0	0	918	0
0046	ALUMNI CENTER	0	0	0	0	1,680	0	0	1,680	0
0047	CARRIAGE HOUSE	0	0	0	0	0	0	1,073	1,148	0
0048	MARCHMAN HALL	0	0	0	0	5,342	0	0	5,342	0
0049	SIKES LAKE CENTER	0	0	0	0	0	0	0	8,558	0
0051	MCCULLOUGH-TRIGG HALL	0	0	0	0	27,652	0	0	27,652	0
0052	JAN THACKER FANTASY OF LIGHTS WKSHP	0	0	0	0	0	0	2,251	2,251	0
0053	BEAWOOD-O'DONOHOE HALL	34,326	0	0	0	0	178	0	35,371	32,408
0054	UNIVERSITY POLICE	0	0	0	0	1,390	0	0	1,390	0
0055	BIOLOGY HOUSE	0	0	0	0	2,267	0	0	2,267	0
0056	HONORS HOUSE	0	0	0	0	2,037	0	0	2,037	0
0060	SIKES LAKE RESTROOM	0	0	0	0	0	0	0	508	0
	SUBTOTAL	70,202	0	0	57,322	130,428	205	47,648	343,976	169,956
REMODELING A CONDITION										
0005	UNIVERSITY PRESS	0	0	169	0	0	3,824	0	4,869	1,079
0017	MERCANTILE BUILDING	1,494	0	0	0	4,006	0	0	8,828	1,662
0034	D.L. LIGON COLISEUM	92,653	0	0	0	20,183	0	0	112,836	91,991
0050	BRIDWELL COURTS	0	0	0	0	13,346	0	0	13,346	0
	SUBTOTAL	94,147	0	169	0	37,535	3,824	0	139,879	94,733
	INSTITUTION TOTAL	164,349	0	169	57,322	167,963	4,029	47,648	483,855	264,689

CTC Facilities Room Inventory Report (CBM011)

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Edit00v00                                TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                                   EDIT OF  CBM011 Room  DATA
ANNUAL   2010                                 TEXAS COMMUNITY COLLEGE        111111              RunDate: 09/15/2010 Time: 18:15:08

Item Item Item Item  Item            Item  Item Item Item Item Item Item Item Item Item  Item Item Item Item
 1    2    3    4     5               6      8    9    10   11   17   18   20   21   22    24   25   26   27   Remarks

 R 111111 2010 0010  00VST3         832000  WWW  72   100 0052 0000 000000 00  000 000000  00  000   11   01   A E Add Rec Rej
               ****  **************
*****************************
                                                                                                  Duplicate Record. REF0713
                                                                                  Duplicate Record Questionable. REF0716!


Total Rejected Records                            0
Total Records On DataBase                        36
Total Records Other Errors                        3
Total Non Error Records                          35
Total Error Records                               1
Total Questionable Records                        0
Total Rejected Records                            0


Items In Error Are Indicated By (*), Questionable By (-)
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FACILITIES BUILDING INVENTORY REPORT
CBM014

This manual supersedes the Texas Higher Education Coordinating Board (THECB) 2005 Facilities Inventory Procedures Manual. The THECB implemented the coding structure outlined in this manual on November 1, 2008. The changes implemented in this manual are auditable effective November 1, 2009. All certified inventory reports prior to November 1, 2009 will be audited under the 2005 Facility Inventory Manual. Compatibility and reporting procedures in the 2005 manual have mostly been retained. The primary purpose of this manual is to provide a uniform physical facilities coding system that prevails between higher education institutions in Texas and across the nation for data included in a building and room inventory. It provides a current and common framework for terms and definitions around which to compile data systems for physical facilities. The majority of the data codes are based on definitions and standards established by the National Center for Education Statistics, *Postsecondary Education Facilities Inventory and Classification Manual*, U. S. Department of Education, NCES 92-165, 2006, but some data codes are unique to Texas higher education institutions. The guidelines established by this manual may only be part of an institution's total facilities and capital asset inventory.

Sections 61.0572 and 61.058 of the Texas Education Code define THECB duties and its essential responsibilities to Texas higher education institutions. Basically, the THECB must assist institutions in efficient use of its construction funds and the orderly development of physical plants to accommodate projected college student enrollments.

This report includes facilities under the jurisdiction or control of the institution's governing board, regardless of location and encompasses different types of structures, including marine/research vessels; aquarium structures; animal quarters; and trailers on wheels that are not mobile. If a building is not owned by the institution or is shared with other tenants, include only the portion of the building leased or controlled by the institution and it's pro rata share of gross, assignable area and non-assignable area.

The report includes minor structures or temporary facilities that meet all of the following criteria:

- the structure is attached to a foundation,
- the structure is roofed,
- the structure is serviced by a utility (exclusive of lighting), and
- the structure is a source of maintenance and repair activities.

Refer to Appendix H for building data file codes and definitions, and Appendix I for a Glossary of Facilities Terms located at http://www.txhighereddata.org/ReportingManuals.cfm.

Addition of Buildings

The addition of buildings should be reported on an on-going basis.

Building Demolition

A building must be on the inventory with the appropriate Building Condition and Functional Category Codes until demolition is completed; at which time the building and room records may be deleted.

CTC Facilities Building Inventory Report (CBM014)

Exclusions

Do not include buildings intended as investment properties, which are used only for revenue generation and not for institutional purposes. Additionally, exclude hospitals not owned by the institution (except for any space in the hospital leased or controlled by the institution), public schools not owned by the institution, but used for practice teaching, and federal contract research centers identified by the Federal Office of Management and Budget (OMB).

Basis for Building Measurement

Compute gross area using an accurate and verifiable means to the nearest whole square foot.

NOTES:

Building Type code 2 (Academic/Residence) is a mixed-use facility and only nonresidential rooms should be included in the facilities inventory room file.

Building Type codes 6 and 7 (Residence/Single and Residence/Family) do not require residential rooms to be included in the facilities inventory room file. The building's assignable space will automatically be calculated at 60 percent.

Building Type codes 8 and 9 (Non-institutional Agency Buildings and Rental Property) are not required to be included in the facilities inventory room file that serves non-institutional functions.

CTC Facilities Building Inventory Report (CBM014)

INSTRUCTIONS FOR FACILITIES BUILDING INVENTORY REPORT

Item #1 Record Code. Always enter 'B'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3 Report Year. Enter all four digits of the calendar year in which the inventory occurs.

BUILDING IDENTIFICATION

Each building should be assigned a unique alpha or numeric code to identify its record. The building identification used to identify a room in this report must be the same as the building identification used on the CBM005, Building and Room Report.

Item #4 Building Number. Enter the assigned building number.

Item #5 Building Name. Enter the assigned name of the building.

Item #6 Condition Code. Enter the condition code based on the physical status of the building at the time of the report. See Appendix H.

Item #7 Ownership Code. Enter the ownership code that represents the agency with which the ownership of the building resides. See Appendix H.

Item #8 Location Code. Enter the location code that represents the physical location of the building in relation to the main campus. See Appendix H.

Item #9 Type Code. Enter the type code that represents the purpose-function category that best describes its primary use. See Appendix H.

Item #10 Omitted.

Item #11 Initial Occupancy Date. Enter the four-digit calendar year of the initial occupancy of the building by the building's original owner, whether the institution owns it or not.

Item #12 Number of Floors. Enter the number of floors in the building, including basements, penthouse, half-basements, mezzanines, and assignable attic space. Example: 9 floors = 09.

Item #13 Gross Area. Enter the sum of the floor areas within the exterior walls of the building for all stories or areas that house floor surfaces. Round to the nearest whole square foot, right justified, leading zeros.

Item #14 Omitted.
Item #15 Omitted.
Item #16 Omitted.

Item #17 Record Identification. Always enter '14'.

Item #18 Zip Code. Enter the five-digit zip code of the building's **physical** address.

CTC Facilities Building Inventory Report (CBM014)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always ‘B’	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Report Year – Numeric	8	4
Item #4	Building Number – Alphanumeric	12	6
Item #5	Building Name – Alphanumeric	18	50
Item #6	Condition Code – Numeric	68	1
Item #7	Ownership Code – Numeric	69	1
Item #8	Location Code – Numeric	70	1
Item #9	Type Code – Numeric	71	1
Item #10	Omitted	72	1
Item #11	Initial Occupancy Date – Numeric	73	4
Item #12	Number of Floors – Numeric	77	2
Item #13	Gross Area – Numeric	79	7
Item #14	Omitted	86	10
Item #15	Omitted	96	4
Item #16	Omitted	100	6
Item #17	Record Identification – Always ‘14’	106	2
Item #18	Zip Code	108	5

CTC Facilities Building Inventory Report (CBM014)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values of each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'B'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Report Year	N/A	Must match value in header record
4.	Building Number	N/A	Special characters
5.	Building Name	N/A	Blank
6.	Condition Code	N/A	Any value except 1 thru 7
7.	Ownership Code	N/A	Any value except 1 thru 8
8.	Location Code	N/A	Any value except 1 thru 3
9.	Type Code	N/A	Any value except 1 thru 9, H, or R
10.	Omitted		
11.	Initial Occupancy Date	N/A	Non-numeric; value less than 1840 or greater than current year
12.	Number of Floors	Value greater than 25	Non-numeric; value less than 00
13.	Gross Area	N/A	Value less than 0000000
14.	Omitted		
15.	Omitted		
16.	Omitted		
17.	Record Identification	N/A	Any value except '14'
18.	Zip Code	N/A	Not on zip code file

CTC Facilities Building Inventory Report (CBM014)

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Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
CBM014 Building  EDIT SUMMARY FROM              RunDate: 09/15/2010 Time: 19:13:44
TEXAS COMMUNITY COLLEGE                           111111      ANNUAL    2010
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		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	58	0	0
ITEM 2	Inst. Code	58	0	0
ITEM 3	Report Year	58	0	0
ITEM 4	Building Number	58	0	0
ITEM 5	Building Name	58	0	0
ITEM 6	Condition Code	58	0	0
ITEM 7	Ownership Code	58	0	0
ITEM 8	Location Code	58	0	0
ITEM 9	Type Code	58	0	0
ITEM 11	Initial Occupancy Date	58	0	0
ITEM 12	Number of Floors	58	0	0
ITEM 13	Gross Area	58	0	0
ITEM 17	Record Identification	58	0	0
ITEM 18	Zip Code	58	0	0

TOTAL Report Records	58		
CONTROL TOTAL	58	DISCREPANCY	0
Total Recs on Db	58		
Number Of Non-Unique/Duplicated Id's	0		
Number Of Duplicate Records	0		
Number Of Relative Duplicate Questionable	0		
Number Of Relative Duplicate Error	0		
Total Error Recs on Db	0		
Total Questionable Recs on Db	0		
Total Non Error Records on Db	58		
Total Rejected Records	0		

CTC Facilities Building Inventory Report (CBM014)

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              TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 1
EDIT OF  CBM014 Building  DATA            RunDate: 09/15/2010 Time: 19:13:44
TEXAS COMMUNITY COLLEGE                          111111       ANNUAL   2010


Updated Building Record From Room Records.
Updated Institution Record From Building Records.


               Building Space Error Report

                                          NASF/
  Building       Gross Area  Assignable Area     E and G Area  Error

    There are No entries for this report.
     ***Note:  Totals are net errors.
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CTC Facilities Building Inventory Report (CBM014)

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Edit00v00                                TEXAS HIGHER EDUCATION COORDINATING BOARD                                  Page 1
                                                EDIT OF  CBM014 Building  DATA
ANNUAL   2010                                   TEXAS COMMUNITY COLLEGE 111111                RunDate: 09/15/2010 Time: 19:13:44

Item Item Item Item  Item                            ***Item*** Item Item  Item      Item    Item Item
 1    2    3    4      5                             6 7 8 9 10  11   12    13        14      15   17      Remarks


There Were No Errors Detected For : TEXAS COMMUNITY COLLEGE


Items In Error Are Indicated By (*), Questionable By (-)
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STUDENTS IN CONTINUING EDUCATION COURSES REPORT
CBM00A

The Continuing Education Student Report (CBM00A) includes all students enrolled as of the official census date in continuing education courses (reported on the CBM00C for state funding) where the official census date occurs within the reporting period. Do not report students who are enrolled in non-credit courses that do not result in CEUs being awarded.

Students who withdraw from the institution prior to or on the official census date will not be reported. Since there should be no classes that are longer than 18 weeks, "partial" class reporting is discontinued.

The Official Census Date is the third class meeting for all students enrolled in classes which have three or more scheduled class meetings and the last class meeting for all students enrolled in classes which have less than three scheduled class meetings. Students enrolled in CEU classes may be reported if the courses, as actually taught, comply with "The Continuing Education Unit: Guidelines" of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). These guidelines include transcripting of an individual's participation.

Student Attendance

On April 19, 1996 the requirement to maintain attendance records for students in classes reported on the CBM00C was eliminated.

CB Rule Regarding Tuition and Fees

The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at http://www.thecb.state.tx.us/Rules/.

Tuition and Fee Refund Policy

CB Rule 21.5 in Subchapter A, Chapter 21, identifies the tuition and fee refund policy. Use the link in the paragraph above to view it.

CTC Students in Continuing Education Courses Report (CBM00A)

INSTRUCTIONS FOR CBM00A STUDENT REPORT

Item #1 Record Code. Always enter 'A'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3 Student Identification Number. Enter the Social Security Number of the student. The institution will assign a unique nine-digit identification number to each student without a Social Security Number.

Item #4 Gender. Enter the gender of the student.

M = Male F = Female

Item #5 Classification. Enter the classification of the student using the following guidelines:

0	Continuing Education	Use this code if the student is enrolled in continuing education courses only
1	Freshman	First year student, or less than 30 semester credit hours
2	Sophomore	A second year student who has completed the equivalent of 1 year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours
3	Unclassified	No associate degree or above earned; more than 72 semester hours
4	Associate Degree	Previously earned an associate degree
5	Baccalaureate or above	Previously earned a baccalaureate or above degree
6	Third Year BAT	A student in the third year of a Bachelor of Applied Technology program
7	Fourth Year BAT	A student in the fourth year of a Bachelor of Applied Technology program

Item #6 Date of Birth. Enter all four digits of the year, the two digits of the month, and the two digits of the day of birth of the student.

YYYYMMDD where YYYY = Year; MM = Month; DD = Day

Item #7 Status for Continuing Education Students. For students enrolled in continuing education courses, enter '0' in this item and the appropriate tuition status code in

CTC Students in Continuing Education Courses Report (CBM00A)

Item #21.

0 Continuing Education Student

Item #8 Residence. **Residency must be reported on all students**. The resident code for students who are only enrolled in continuing education courses may be self-reported. Enter the code representing the county, state, or foreign country of which the technical or continuing education student is a resident. Use only valid active codes listed in Appendix B.

Texas Resident - Enter County Code
Out-of-State Resident - Enter State Code
International Student - Enter Foreign Country Code

Item #9 Transfer or First-Time-in-College. For students enrolling in continuing education courses, the transfer category may be left blank. If the student is a "transfer" student, enter the FICE code of the institution of higher education from which the student transferred (see Appendix A). (Enter '999999' for institutions not having a FICE code.) A transfer is a student entering the reporting institution for the first time, but who is known to have previously attended another postsecondary institution at the undergraduate level.

Leave blank or zero fill if not appropriate.

NOTE: The FICE codes in Item #9 are to be entered only the first quarter of a student's enrollment after transferring to your institution.

Item #10A Contact Hour Load in Approved Continuing Education Courses, Current Registration. Enter the number of contact hours in approved (state-funded) Continuing Education courses taught for which the student is registered in the current quarter. Use leading zeros.

NOTE: The total contact hours of the CBM00A must be within 500 hours of the total contact hours of the CBM00C.

Item #10B Unused

Item #11A Unused

Item #11B Unused

Item #12 CIP of Program Major or Educational Focus. If the student is enrolled in a continuing education program, the continuing education program major takes precedence over a continuing education focus.

Continuing Education Program Major: Enter the 2010 CIP code of the major area of concentration (Appendix C) and a '4' in Item #13C for the Type Major. All major codes for students in continuing education programs must match to a Coordinating Board approved program in the Education and Training Clearinghouse Technical

CTC Students in Continuing Education Courses Report (CBM00A)

Program Inventory for the institution (district).

Continuing Education Focus: If the student is not enrolled in a continuing education program, choose the CIP of the course(s) involving the most contact hours as the educational focus. Enter the 2010 CIP code (Appendix C) of the educational focus and a '5' in Item #13C for the Type Major.

Item #13 Unused

Item #13A Tuition Exemption/Waiver Code. Leave this item blank unless the tuition exemption or waiver granted is one of the categories below. In that case, enter the appropriate code.

01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition
21 Application of resident rather than nonresident tuition to military personnel and dependents

NOTE: These two tuition exemption/waiver codes are important in determining if the students are military/military dependents. They are used in the follow-up system if the student cannot be found in higher education or in the Texas workforce.

Item #13B Remote Campus. Enter '5' if the student is confined in a correctional institution; leave blank if not. Students attending out-of-district branch campuses recognized by the Coordinating Board as such must also be identified separately. Each out-of-district branch campus will be assigned a unique number within the district. TSTC is also required to use this item to identify the students enrolled at their extension centers:

1 = Abilene
2 = Breckenridge
3 = Brownwood

Item #13C Type Major. A Tech-Prep major has precedence over a technical major which has precedence over a continuing education focus. Enter the code which represents the primary major:

4 Continuing Education Major
5 Continuing Education Focus or undeclared

Item #14 Unused

Item #15 Last Name (Optional). Enter the student's last name. Truncate if the name contains over 10 characters.

Item #16 First Name Initial (Optional). Enter the initial of the student's first name.

Item #17 Unused

CTC Students in Continuing Education Courses Report (CBM00A)

Item #18 Quarter. 1 Fall 2 Winter 3 Spring 4 Summer

Item #19 Year. Enter the calendar year in which the quarter ends.

Item #20 C.E. Student. The Coordinating Board will put a code of '2' in this item to identify the students who are enrolled in continuing education classes, which are reported on the CBM00C.

Item #21 Tuition Status of CE Students. Enter the appropriate tuition status code. Coding is determined by whether courses in which the student is enrolled are offered in fulfillment of a contractual agreement between the institution and an external entity. Colleges may assess the same tuition rate for resident and non-resident CEU students who are not brought in-state for contract instruction.

1 Both contract and non-contract courses
2 Contract course(s) only
3 Non-contract course(s) only

Item #22A Academically Disadvantaged. Enter a '1' or leave blank if not. See definition in Item #22A of the CBM001.

Item #22B Economically Disadvantaged Family or Individual. Enter a '2' or leave blank if not appropriate. See definition in Item #22B of the CBM001.

Item #22C Individual with Disabilities. Enter a '3' or leave blank if not. See definition in Item #22C of the CBM001.

Item #22D Limited English Proficiency (LEP). Enter a '4' or leave blank if not appropriate. See definition in Item #22D of the CBM001.

Item #22E Programs to Eliminate Gender Bias. Leave blank at this time. This item is under further review. See definition in Item #22E of the CBM001.

Item #22F Displaced Homemaker. Enter a '7' or leave blank if not. This may be self-reported data. See definition in Item #22F of the CBM001.

Item #22G Single Parent. Enter an '8' or leave blank if not appropriate. See definition in Item #22G of the CBM001.

Item #23 Unused

Item #24 Inter-institutional Continuing Education Contact Hours. Enter the number of inter-institutional contact hours in approved continuing education courses for which the student is registered in the quarter and exclude them from Item #10A. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM00C. See more discussion of inter-institution in the introduction of the CBM004 report. Use leading zeros, or zero fill if appropriate. (Effective Spring

1998)

Item #25 Unused

Item #26 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #27 Continuing Education Contact Hours – Not State Funded. Enter the number of contact hours attempted by the student in approved continuing education courses which are NOT allowed to be reported for state funding.

Right justify and include a leading zero if necessary, or zero fill.

Item #28 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

1 Hispanic or Latino origin
2 Not Hispanic or Latino origin
3 Not answered

Item #29 Race. Select one or more codes indicating the race of the student.

Item #29A	1	White
Item #29B	2	Black or African-American
Item #29C	4	Asian
Item #29D	5	American Indian or Alaskan Native
Item #29E	6	International
Item #29F	7	Unknown or Not Reported
Item #29G	8	Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

CTC Students in Continuing Education Courses Report (CBM00A)

- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

CTC Students in Continuing Education Courses Report (CBM00A)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always ‘A’	1	1
Item #2	Institution Code - FICE Code - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – ‘M’ or ‘F’	17	1
Item #5	Classification – ‘0’ thru ‘7’ - Numeric	18	1
Item #6	Date of Birth - YYYYMMDD - Numeric	19	8
Item #7	Tuition Status – ‘0’ - Numeric	27	1
Item #8	Residence - Numeric	28	3
Item #9	Transfer/First Time In College - Numeric or blank	31	6
Item #10A	CE Contact Hours - Numeric, leading zeros or zero fill	37	4
Item #10B	Unused	41	4
Item #11A	Unused	45	4
Item #11B	Unused	49	4
Item #12	CE Major Program or Educational Focus - Numeric	53	8
Item #13	Unused 61	2	
Item #13A	Tuition Exemption/Waiver Code – ‘01’, ‘21’, or blank	63	2
Item #13B	Remote Campus – ‘5’ or blank (TSTC ‘1’ thru ‘3’)	65	1
Item #13C	Type Major – ‘4’ or ‘5’ - Numeric	66	1
Item #14	Unused	67	1
Item #15	Last Name - (Optional) Alpha or blank	68	10
Item #16	First Name Initial - (Optional) Alpha or blank	78	1
Item #17	Unused	79	1
Item #18	Quarter – ‘1’, ‘2’, ‘3’, or ‘4’ - Numeric	80	1
Item #19	Year - YYYY - Numeric	81	4
Item #20	C.E. Student – ‘2’	85	1
Item #21	Tuition Status of CEU Students – ‘1’, ‘2’, or ‘3’	86	1
Item #22A	Academically Disadvantaged – ‘1’ or blank	87	1
Item #22B	Economically Disadvantaged Family or Individual – ‘2’ or blank	88	1
Item #22C	Individual with Disabilities – ‘3’ or blank	89	1
Item #22D	Limited English Proficiency (LEP) – ‘4’ or blank	90	1
Item #22E	Programs to Eliminate Gender Bias - Blank	91	1
Item #22F	Displaced Homemaker – ‘7’ or blank	92	1
Item #22G	Single Parent – ‘8’ or blank	93	1
Item #23	Unused	94	6
Item #24	Inter-institutional CE Contact Hours - Numeric, zero fill	100	3
Item #25	Unused	103	12
Item #26	Non-Disclosure	115	1
Item #27	CE Contact Hours-Not State Funded – Numeric, leading zeros or zero fill	116	4
Item #28	Ethnic Origin – Numeric	120	1
Item #29	Race:		
Item #29A	White – ‘1’ or blank	121	1
Item #29B	Black or African-American – ‘2’ or blank	122	1
Item #29C	Asian – ‘4’ or blank	123	1

CTC Students in Continuing Education Courses Report (CBM00A)

		Beginning Position	Length
Item #29D	American Indian or Alaskan Native – ‘5’ or blank	124	1
Item #29E	International – ‘6’ or blank	125	1
Item #29F	Unknown or Not Reported – ‘7’ or blank	126	1
Item #29G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	127	1

CTC Students in Continuing Education Courses Report (CBM00A)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'A'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Student ID	N/A	Blank or duplicate entry; not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value except '0' thru '5' or '6' and '7' when FICE = 007857, 009797, or 031034
6.	Date of Birth	Age less than 16 or greater than 75	Any non-numerical data; month less than '01' or greater than '12'
7.	Tuition Status	N/A	Any value except '0'
8.	Residence	N/A	Any value except '001' thru '254', '310' thru '369', or '402' thru '799'; must be coded '001' thru '254' if Item #13A is coded '01'; must be on residence file
9.	Transfer/First Time In College	N/A	Any non-numerical characters except all blanks
10A.	Contact Hours CEU Courses	N/A	Any non-numerical characters
10B.	Unused	N/A	N/A
11A.	Unused	N/A	N/A
11B.	Unused	N/A	N/A

CTC Students in Continuing Education Courses Report (CBM00A)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
12.	Major	N/A	Non-numeric or invalid CIP code
13.	Unused	N/A	N/A
13A.	Exemption Code	N/A	Any value except ‘01’, ‘21’, ‘00’, or blank
13B.	Remote Campus	N/A	Any value except ‘5’ or blank; TSTC - any value except ‘1’ thru ‘3’ or blank
13C.	Type Major	N/A	Any value except ‘4’ or ‘5’
14.	Unused	N/A	N/A
15.	Last Name	N/A	N/A
16.	First Name Initial	N/A	N/A
17.	Unused	N/A	N/A
18.	Quarter	N/A	Must match value in header record
19.	Year	N/A	Must match value in header Record
20.	C.E. student	N/A	Any value except ‘2’
21.	Tuition Status CEU Students	N/A	Value except ‘1’, ‘2’, or ‘3’
22A.	Academically Disadvantaged	N/A	Value except ‘1’ and space
22B.	Economically Disadvantaged	N/A	Value except ‘2’ and space
22C.	Individual with Disabilities	N/A	Value except ‘3’ and space
22D.	Limited English Proficiency	N/A	Value except ‘4’ and space
22E.	Programs to Eliminate Gender Bias	N/A	Value except space
22F.	Displaced Homemaker	N/A	Value except ‘7’ and space
22G.	Single Parent	N/A	Value except ‘8’ and space
23.	Unused	N/A	N/A
24.	Inter-Institution CE CH	N/A	Any non-numerical character
25.	Unused	N/A	N/A
26.	Non-Disclosure	N/A	Any value except ‘2’ or ‘0’

CTC Students in Continuing Education Courses Report (CBM00A)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
27.	CE CH Not State Funded	N/A	Any non-numerical value
28.	Ethnic Origin	N/A	Value other than ‘1’, ‘2’, or ‘3’
29A.	White	N/A	Value other than ‘1’ or space or value = ‘1’ and ‘7’
29B.	Black/African-Amer	N/A	Value other than ‘2’ or space or value = ‘2’ and ‘7’
29C.	Asian	N/A	Value other than ‘4’ or space or value = ‘4’ and ‘7’
29D.	Amer Ind/Alask Nat	N/A	Value other than ‘5’ or space or value = ‘5’ and ‘7’
29E.	International	N/A	Value other than ‘6’ or space or value = ‘6’ and ‘7’
29F.	Unknown/Not Rep	N/A	Value other than ‘7’ or space; value = ‘7’ plus value = ‘1’, ‘2’, ‘4’, ‘5’, ‘6’, or ‘8’
29G.	Nat Hawaiian/Pac Is	N/A	Value other than ‘8’ or space or value = ‘8’ and ‘7’

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

CTC Students in Continuing Education Courses Report (CBM00A)

SUMMARY OF CBM00A STUDENT REPORT METHODOLOGY

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values. The Type Major Item #13C is evaluated to determine in which column the respective counts are summarized.

1. TOTAL HEADCOUNT. Total headcount is a summation of all CBM00A records which are displayed separately. The total headcount is categorized by gender, classification, age, tuition status, residence, non-disclosure, ethnic origin, first-time students, and special populations

2. AGE. Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the quarter. For this purpose, the beginning date of each quarter is:

Fall	September 1
Winter	December 1
Spring	March 1
Summer	June 1

3. CONTACT HOURS. Each category of continuing education contact hours (Item #10A and Item #27) are summed to produce the CE contact hours.

CTC Students in Continuing Education Courses Report (CBM00A)

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Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
JR-CBM00A EDIT SUMMARY FROM               RunDate: 12/15/2010 Time: 10:26:20
TEXAS COMMUNITY COLLEGE                          111111      Quarter 1 2010
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		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	959	0	0
ITEM 2	INST. CODE	959	0	0
ITEM 3	STUDENT ID	959	0	0
ITEM 4	GENDER	959	0	0
ITEM 5	Classification	959	0	0
ITEM 6	Date Of Birth	954	5	0
ITEM 7	Tuition Status	959	0	0
ITEM 8	Residence	959	0	0
ITEM 9	Transfer	959	0	0
ITEM 10A	Ce Contact Hours	959	0	0
ITEM 12	Major	959	0	0
ITEM 13A	Tution Exemption	959	0	0
ITEM 13B	Remote Campus	959	0	0
ITEM 13C	Type Major	959	0	0
ITEM 15	Last Name	959	0	0
ITEM 16	First Initial	959	0	0
ITEM 18	Quarter	959	0	0
ITEM 19	Year	959	0	0
ITEM 20	Ce Student	959	0	0
ITEM 21	Tuit Stat Ce Students	959	0	0
ITEM 22A	Academic Disadvantage	959	0	0
ITEM 22B	Economic Disadvantage	959	0	0
ITEM 22C	Individual w Disable	959	0	0
ITEM 22D	Limited English prof	959	0	0
ITEM 22E	Pgms to Elim Sex Bias	959	0	0
ITEM 22F	Displaced HomeMaker	959	0	0
ITEM 22G	Single Parent	959	0	0
ITEM 24	Inter-Inst CE Con Hrs	959	0	0
ITEM 26	Non Disclosure	959	0	0
ITEM 27	CE Contact Hours - Not State Funding	959	0	0
ITEM 28	Ethnic Origin	959	0	0
ITEm 29	Race	959	0	0
ITEM 29A	White	959	0	0
ITEM 29B	Black/African-Amer	959	0	0
ITEM 29C	Asian	959	0	0
ITEM 29D	American Ind/Alask Nat	959	0	0
ITEM 29E	International	959	0	0
ITEM 29F	Unknown/Not Reported	959	0	0
ITEM 29G	Nat Hawaiian/Other Pac Is	959	0	0

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TOTAL Report Records                              959
CONTROL TOTAL                                     959        DISCREPANCY       0
Total Recs on Db                                  959
Number Of Non-Unique/Duplicated Id's                0
Number Of Duplicate Records                         0
Number Of Relative Duplicate Questionable           0
Number Of Relative Duplicate Error                  0
Total Error Recs on Db                              0
Total Questionable Recs on Db                       9
Total Non Error Records on Db                     959
Total Rejected Records                              0
SSN With Alpha Characters                          96
First Name/Itl Field is space                       1
                    - CBM00A Vs CBM00C Technical  Contact Hours   In Balance
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CTC Students in Continuing Education Courses Report (CBM00A)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
Percent Change Of JR-CBM00A Data From Prior Year RunDate: 12/15/2010 Time: 10:26:20
TEXAS COMMUNITY COLLEGE 111111 Quarter 1 2010

Gender

	2010/1	2009/1	% Diff	
Male	411	304	35.20%	*** Review
Female	548	507	8.09%	
Total	959	811	18.25%	

Classification

	2010/1	2009/1	% Diff
CEU Students Only	0	0	0.00%
Freshman	0	0	0.00%
Sophomore	0	0	0.00%
UnClassified	959	811	18.25%
Associates	0	0	0.00%
Bachelors	0	0	0.00%
BAT Third Year	0	0	0.00%
BAT Fourth Year	0	0	0.00%
Total	959	811	18.25%

Age

	2010/1	2009/1	% Diff	
Under 17	2	88	-97.73%	*** Review
17	2	20	-90.00%	
18	7	10	-30.00%	
19-21	54	31	74.19%	
22-24	55	33	66.67%	
25-30	92	65	41.54%	
31-35	83	56	48.21%	
36-50	338	266	27.07%	*** Review
51-64	258	197	30.96%	*** Review
65 and Older	68	45	51.11%	
UnReported(not in avg)	0	0	0.00%	
Average Age	44	40	8.33%	
Total	959	811	18.25%	

Tuition Status

	2010/1	2009/1	% Diff
CEU Students Only	0	0	0.00%
CEU Both Contract and Non	0	0	0.00%
CEU Contract Only	0	0	0.00%
CEU Non Contract Only	959	811	18.25%
Total	959	811	18.25%

Residence

	2010/1	2009/1	% Diff	
Texas Counties	630	615	2.44%	
Other States	329	196	67.86%	*** Review
Foreign Countries	0	0	0.00%	
Total	959	811	18.25%	

Non Disclosure

	2010/1	2009/1	% Diff
Non Disclosure	0	0	0.00%
Total	0	0	0.00%

First Time In College

	2010/1	2009/1	% Diff
First Time In College	0	0	0.00%
First Time Transfer	0	0	0.00%
First Time Masters	0	0	0.00%
First Time Doctoral	0	0	0.00%
First Time First Prof	0	0	0.00%
Total	0	0	0.00%

CTC Students in Continuing Education Courses Report (CBM00A)

Contact Hours

	2010/1	2009/1	% Diff	
Continuing Education	15,012	26,592	-43.55%	*** Review
Inter-Institutional	0	0	0.00%	
CE Not State Funded	0	0	0.00%	
Total	15,012	26,592	-43.55%	*** Review

Special Populations

	2010/1	2009/1	% Diff	
Academic Disadvantaged	52	25	108.00%	
Displaced Homemaker	19	9	111.11%	
Economic Disadvantaged	74	44	68.18%	
Individual With Disability	19	17	11.76%	
Limited English Proficiency	3	2	50.00%	
Programs To Eliminate Gender Bias	0	0	0.00%	
Single Parent	39	33	18.18%	
Total	206	130	58.46%	*** Review

Ethnic Origin	2010/1	2009/1	% Diff
Hispanic or Latino Origin	53	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	904	*No Exact Historic Data Available	
Not Answered	2	*No Exact Historic Data Available	
Total	959	*No Exact Historic Data Available	

Race	2010/1	2009/1	% Diff
Multi-racial	15	*No Exact Historic Data Available	
White only	830	*No Exact Historic Data Available	
Black only	33	*No Exact Historic Data Available	
Hispanic only	53	*No Exact Historic Data Available	
Asian only	12	*No Exact Historic Data Available	
American Indian/Alaskan Native only	7	*No Exact Historic Data Available	
International only	7	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	0	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	2	*No Exact Historic Data Available	
Total	959	*No Exact Historic Data Available	

Races reported in Multi-racial	2010/1	2009/1	% Diff
White	11	*No Exact Historic Data Available	
Black	6	*No Exact Historic Data Available	
Asian	6	*No Exact Historic Data Available	
American Indian/Alaskan Native	0	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	7	*No Exact Historic Data Available	
Total HeadCount	959	811	18.25%

CTC Students in Continuing Education Courses Report (CBM00A)

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Edit00v00                                   TEXAS HIGHER EDUCATION COORDINATING BOARD                                   Page 1
                                                   Edit Of JR-CBM00A Data From
Quarter 1   2010                                 TEXAS COMMUNITY COLLEGE 111111                    RunDate: 12/15/2010 Time: 10:26:20

* Items*    ITEM    ******* Items *** ***     *** Items *** Item 13 1   Item    * Items *   2 2  ** Item 22 **  * Items *
1    2       3    4 5    6     7  8    9      10A     12    A  B C 4     15     16 18 19   0 1  A B C D E F G   24 26 27  Remarks



Total Rejected Records                              0
Total Records on DataBase                         959
Total Non Error Records                           959
Total Error Records                                 0
Total Questionable Records                          9
Total Rejected Records                              0
                    - CBM00A/CBM00C Technical   Contact Hours
                                  Total CBM00A Contact Hours: 15,012
                                  Total CBM00C Contact Hours: 15,012

Items In Error Are Indicated By (*), Questionable By (-)
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Edit00v00                                   TEXAS HIGHER EDUCATION COORDINATING BOARD                                   Page 1
                                                   Edit Of JR-CBM00A Data From
Quarter 1   2010                                 TEXAS COMMUNITY COLLEGE 111111                    RunDate: 12/15/2010 Time: 10:26:20
                                                        Questionables ONLY

* Items*    ITEM    ******* Items *** ***     *** Items *** Item 13 1   Item    * Items *   2 2  ** Item 22 **  * Items *
1    2       3    4 5    6     7  8    9      10A     12    A  B C 4     15     16 18 19   0 1  A B C D E F G   24 26 27  Remarks

A 111111 123123123 M 3 19250901 0 019          0007 51160100      4 1 STUDENT1   R  1 2010 2  3                 000  0  0000 Q
                        --------
                                                                                Dob(Item6), is < 16 or > 75. Questionable. REF0017
A 111111 234234234 M 3 19311230 0 019          0007 51160100      4 1 STUDENT2   J  1 2010 2  3                 000  0  0000 Q
                        --------
                                                                                Dob(Item6), is < 16 or > 75. Questionable. REF0017
A 111111 345345345 M 3 19260908 0 019          0014 51160100      4 1 STUDENT3   A  1 2010 2  3                 000  0  0000 Q
                        --------
                                                                                Dob(Item6), is < 16 or > 75. Questionable. REF0017
A 111111 456456456 M 3 19260102 0 019          0015 11010100      4 1 STUDENT4   E  1 2010 2  3                 000  0  0000 Q
                        --------
                                                                                Dob(Item6), is < 16 or > 75. Questionable. REF0017
A 111111 567567567 M 3 19300127 0 019          0007 51160100      4 2 STUDENT5   L  1 2010 2  3      3     7    000  0  0000 Q
                        --------
                                                                                Dob(Item6), is < 16 or > 75. Questionable. REF0017

Items In Error Are Indicated By (*), Questionable By (-)
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CONTINUING EDUCATION CLASS REPORT
CBM00C

All students enrolled in Coordinating Board-approved continuing education courses will be reported on the Continuing Education Class Report (CBM00C), which is submitted quarterly. All students who are counted on the CBM00C should also be reported on the CBM00A. The courses reported on the CBM00C include all specially approved continuing education courses (local need) and courses listed in the continuing education section of the Workforce Education Course Manual.

OFFICIAL REPORTING DATE

The third class meeting is the official reporting (census) date for all students enrolled in the classes that have three or more scheduled class meetings. The official reporting date of classes with less than three scheduled meetings is the last class date.

REPORTING CLASS HOURS

All of the class contact hours will be reported in the quarter in which the official census date occurs. There should not be any classes extending over more than 18 weeks, so a “Partial” record will not be accepted.

CRITERIA FOR REPORTING STUDENT ATTENDANCE

On April 19, 1996 the requirement to maintain attendance records for students in classes reported on the CBM00C was eliminated.

TUITION AND FEES

The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at http://www.thecb.state.tx.us/Rules/. CB Rule 21.5 in Subchapter A, Chapter 21, identifies the tuition and fee refund policy.

GUIDELINES ON FUNDING LIMITATIONS FOR REPEATED COURSES

To evaluate the status of students who are not allowed to be funded if they repeat a course more than twice, see the guidelines at http://www.thecb.state.tx.us/Rules/, Chapter 13, Subchapter F, Sections 13.100-13.109.

Inter-Institutional Courses See a more detailed discussion in the CBM004.

Multi-Institutional Teaching Center See a more detailed discussion in the CBM004.

CTC Continuing Education Class Report (CBM00C)

INSTRUCTIONS FOR CONTINUING EDUCATION CLASS REPORT

Item #1 Record Code. Always enter 'C'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Item #3 Subject Prefix. Enter the subject abbreviation of this course.

Item #4 Course Number. Enter the course number.

NOTE: Subject Prefix and Course Number should each be left-justified.

Item #5 Section Number. Enter the section number assigned to this class.

NOTE: All classes must be assigned a section number. The section number reported to the Coordinating Board must be uniquely identifiable if it must be reported in two or more quarters. Sections which begin in the reporting quarter must not have a section number that has been assigned to a course that is ending in this quarter.

Item #6 Course End Date. Enter all four digits of the year and the two digits of the month that the class ends in YYYYMM format.

Item #7 Type of Instruction. Enter the code of the primary type(s) of instruction used in this section. If multiple types of instruction are used, e.g., section entails lecture and clinical, see notes on multiple entries.

1	Lecture	5	Co-op
2	Laboratory	6	Internship
3	Clinical	7	Practicum
4	Electronic (Optional)		

NOTE: Courses that were formerly called "Instructional Telecommunications" (code 4) are now called "Electronic" and should be coded according to their type of instruction rather than the mode of instruction which will now be identified in Item #12. However, if you consider the "Electronic" medium a type of instruction, you may use the optional code '4' in Item #7 and you must identify the mode of instruction in Item #12. (More discussion of Instructional Telecommunications is described in the introduction of the CBM004 and more discussion on multiple entries reporting is described on page 4.12.) Lecture and laboratory instruction can be combined and reported in the same record. To be reported with a code '6', internship, or code '7', practicum, the course must be posted on the WECM inventory with a course type '6' or '7', respectively.

Item #8 Course Type. Enter the code of the type of course.

3 Continuing education courses: specially approved continuing education

courses listed in the institution's technical/continuing education course inventory for which colleges receive state funding. All courses in this category will award Continuing Education Units.

5 Continuing education courses listed in the *Workforce Education Course Manual*. All courses in this category will award Continuing Education Units.

Item #9 Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded '5', '6', '7', '9', or 'A' should be reported even if they are taught in-district.

1 In-District
2 Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of TSTC or Lamar, if the entity or facility is not listed below, will be coded a '2'.

3 Out-of-State
4 Foreign Country
5 Correctional Institution – Courses taught in a correctional institution in Texas by a public institution of higher education.
6 Inter-institutional – Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board. See definition in the Introductory Section of the CBM004.
7 Military Bases – Courses taught on a military base.
8 Primary or Secondary School – Courses taught on the campus of a public or private primary or secondary school out of the institution's taxing district.
9 Individual Instructional Telecommunications Receiver – Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems. See definition in the Introductory Section of the CBM004.
A Auxiliary Location – Courses approved to be taught at one of the multi-institution teaching center or system center. See the discussion about multi-institution teaching centers in the Introduction of the CBM004. The assigned FICE code of the center must also be included in Item #19.
B Business, Government, or Other Work Location – Courses taught at such entities out of the institution's taxing district.

NOTE: Item #12B, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '1', '6', '9', or 'A'.

Item #10 Contact Hours. Enter the number of contact hours (whole numbers) for which the course is actually scheduled. The hours reported will not exceed the class contact hours as shown in your approved course inventory for one student for the entire course. The contact hour value does not change in a subsequent quarter when reporting the end-of-quarter enrollments.

***NOTE**: The total contact hours of the CBM00A must be within plus or minus 500 total contact hours of the CBM00C.*

CTC Continuing Education Class Report (CBM00C)

Item #11 Approval Number. Enter the six-digit approval number assigned to the continuing education course (left-justified with trailing zeros). The Coordinating Board will insert zeros in positions 7 and 8 and the associated funding code in positions 9 and 10 of the CIP code during the edit process.

Item #12 Instruction Mode. Enter the primary mode of instruction where 50% or more of the instruction is delivered via a single mode.

1 Face-to-Face - The instructor and the students are in the same physical location at the same time
2 Fully Distance Education Course
3 Video Tape/DVD and/or Broadcast TV
4 Two-way Interactive Video
5 Multiple or Other Electronic Media (Use only if no other single mode accounts for 50% of the instruction or if the electronic instruction mode is not listed above.)
6 Hybrid/Blended Course

NOTE: Instruction mode "2" Fully Distance Education Course -- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test. Instruction mode "6" Hybrid/Blended Course -- A course in which a majority (at least 50 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

Item #12A Site Code. This item has been discontinued, but the first column of the old field is being used to identify the Instruction Mode and the other two columns are unused at this time.

Item #12B Zip Code Where Classes Taught. Enter the zip code of the specific site for all classes taught at the locations identified by codes '2', '5', '7', '8', and 'B' in Item #9. For locations identified by codes '3' and '4' in Item #9, enter the three-digit state or foreign country code (see Appendix B and right-justified with 2 leading zeros). Leave this Item blank for location codes '1', '6', '9', and 'A' in Item #9. Classes taught at an out-of-district branch campus recognized by the Coordinating Board as such must also be identified separately with a specific zip code.

Item #13 Instructor Code. Enter the Social Security Number of the faculty member of record who participates in the delivery of instruction and evaluation of the student's progress in this section. If the class section is an inter-institutional class (Item #9 is coded '6') that is being taught by a faculty of another institution, enter the SSN of the instructor and enter the FICE of the other institution in Item #19.

In the situation where there is more than one instructor, a class record should be reported for each instructor. Items #7, #9, #10, #12, #12B, #13, #14, and #16 may vary. The contact hours should be apportioned among the individual records as the institution sees fit, but the sum of the data in Item #10 must not exceed the contact hours actually scheduled, and the maximum contact hours approved for the

course. All other items should be identical.

If a class record is submitted only to report the end-of-quarter enrollment (the census date was in a prior quarter) and there were multiple instructors for the class, the institution may submit one record with the Social Security number of the primary instructor reported in Item #13.

Item #14 End of Course Enrollment. Enter the number of students (who had not withdrawn or dropped) who were enrolled on the final day of the class if the Course End Date (Item #6) occurred within the reporting quarter. Students who did not qualify to be reported on the census date (i.e., in Item #16) should not be included here either.

When the Course End Date does not occur within the reporting quarter, enter zeros.

NOTE: A class section is reported on the CBM00C:

1. In one quarter, if both the official census date and the course end date occurred in the same quarter.
2. In two quarters, if the two dates did not occur in the same quarter: the quarter the official date occurred and the quarter that the course end date occurred.
3. If the census date occurred in quarter 1 and the course-end date occurred in quarter 3, no CBM00C record for the class is reported in quarter 2.

Item #15 Census Month. Enter the month in which the official census date occurs.

Item #16 Census Date Enrollment.

1. If the official census date occurs within the reporting period, enter the total number of students enrolled in the section as of the official census date.
2. If the official census date occurred in a prior reporting period and the "course end date" (Item #6) occurred within the reporting period, enter zeros since this is an end-of-course record.

Item #17 Quarter. Enter the quarter that this report covers.

1	First Quarter (Fall)	3	Third Quarter (Spring)
2	Second Quarter (Winter)	4	Fourth Quarter (Summer)

Item #18 Year. Enter all four digits of the calendar year in which the quarter terminates. (Example: For the second quarter report covering months of December, January, and February of 2009-2010 school year, enter '2010'.)

Item #19 Inter-institutional FICE. Enter the six-digit FICE code that identifies the provider institution of the faculty of record if Item #9 is coded a '6' (see Appendix A). If the course is taught at a multi-institution teaching center or system center identified in Item #9 with a code 'A', enter the assigned FICE of the MITC (see list on page 4.4).

Item #20 Unused

CTC Continuing Education Class Report (CBM00C)

Item #21 Enrollment of Students Not Eligible for State Funding. Enter the total number of students officially enrolled in this section who are not eligible for state funding (an example are students who have repeated a course three or more times). Students counted in this item should not be included in Item #16. There is further discussion on page 4.1. Right justify with leading zeros.

CTC Continuing Education Class Report (CBM00C)

REPORTING MULTIPLE ENTRIES: When you report multiple classes with the same Subject Prefix, Course Number and Section Number, the sum of all contact hours generated must fall within the range of hours approved. When a variable exists for any data item of a course record, e.g., more than one faculty member teaching a single section or variable credit offered within a single section, make separate entries for each variable item.

To enter a multiple record, duplicate all Items #1 thru #19 of the first record except those items which may vary. The contact hours (Item #10) will be apportioned by the institution, the total of which should not exceed the number that the class is scheduled and that is approved in the Coordinating Board inventory. When class records are submitted only to report the end-of-course enrollments (Item #14) and the official census date occurred in a prior quarter, multiple records are not required. The primary instructor code would be reported in Item #13.

EXAMPLE 1 - When two or more instructors share teaching duties in a class, there will be a separate entry for each instructor involved. The contact hours will be apportioned by the institution.

EXAMPLE 2 - When one instructor teaches lecture and another teaches lab, Item #10's contact hours will be apportioned by the institution, the total of which should not exceed that approved by the Coordinating Board.

EXAMPLE 3 - When there is more than one lab to a lecture, the class may be reported as one record unless there is more than one faculty involved in the class and then separate records should be submitted to identify all faculty responsible for each class component. All items will be as indicated in example 2, but enrollment in the labs may vary.

CTC Continuing Education Class Report (CBM00C)

DATA PROCESSING RECORD LAYOUT

Position		Beginning	Length
Item #1	Record Code - Always 'C'	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Subject Prefix	8	7
Item #4	Course Number	15	7
Item #5	Section Number	22	5
Item #6	Course End Date - YYYYMM - Numeric	27	6
Item #7	Type Instruction - Numeric	33	1
Item #8	Course Type - Numeric	34	1
Item #9	Location Code - Numeric	35	1
Item #10	Contact Hours - Leading Zeros	36	4
Item #11	Approval Number - Numeric, CIP codes with trailing zeros	40	10
Item #12	Instruction Mode - Numeric	50	1
Item #12A	Unused	51	2
Item #12B	Zip Code or Foreign Country - Numeric or blank	53	5
Item #13	Instructor Code	58	9
Item #14	End of Course Enrollment - Numeric, leading zeros	67	3
Item #15	Census Month – Numeric, leading zero	70	2
Item #16	Census Date Enrollment - Numeric	72	3
Item #17	Quarter - Numeric	75	1
Item #18	Year - Numeric	76	4
Item #19	Inter-institutional FICE	80	6
Item #20	Unused	86	4
Item #21	Enrollment of Students Not Eligible for State Funding, leading zeros	90	3

CTC Continuing Education Class Report (CBM00C)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

ITEM NUMBER		QUESTIONABLE	ERROR VALUES
1.	Record Code	N/A	Any value other than 'C'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Subject Prefix	N/A	Not on inventory
4.	Course Number	N/A	Not on inventory
5.	Section Number	N/A	Blank
6.	Course End Date	N/A	Month < 1 or > 12; Year < current year
7.	Type Instruction	N/A	Any value except '1' thru '7'
8.	Course Type	N/A	Any value other than '3' or '5'
9.	Location Code	N/A	Any value except '1' thru '9', 'A', or 'B'
10.	Contact Hours	N/A	Any non-numerical value
11.	Approval Number	N/A	Blank, not numeric, or not on Inventory
12.	Instruction Mode	N/A	Any value except '1' thru '6'
12A.	Site Code	N/A	N/A
12B.	ZIP/Foreign Country	N/A	Non-numeric; not on zip code file if Item #9 coded '2', '3', '4', '5', '7', '8', or 'B'
13.	Instructor Code	Not numeric	Blank or alpha
14.	Course-End Enrollment	Less than '001', greater than '500' if Course End Date is in current quarter	Any non-numerical value; value > '000' if Course End Date is in a future quarter
15.	Census Month	Less than '01', greater than '12'	Any non-numerical value

CTC Continuing Education Class Report (CBM00C)

ITEM NUMBER		QUESTIONABLE	ERROR VALUES
16.	Census Day Enrollment	Sum of #16 and #21 less than ‘001’, greater than ‘500’ if census month in current quarter	Any non-numerical value; sum of #16 and #21 > ‘000’ if census month not in current quarter
17.	Quarter	N/A	Must match value in header record
18.	Year	N/A	Must match value in header record
19.	Inter-institutional FICE	N/A	Must be on list of valid FICE codes
20.	Unused	N/A	N/A
21.	Enrollment – NOT Eligible for State Funding	Sum of #16 and #21 less than ‘001’, greater than ‘500’ if census month in current quarter	Non-numerical value; sum of #16 and #21 > ‘000’ if census month not in quarter

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

CTC Continuing Education Class Report (CBM00C)

SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours, continuing education courses are matched by the Coordinating Board approval number for each class to the course inventory. Only the contact hours for those classes with approval numbers that are in the course inventory and are free of reporting errors are tabulated. Those classes with approval numbers that are not in the inventories are listed on the edit report entitled “CBM00C - Not on Course File.” The approval number mismatch must be resolved before the hours for these classes can be added into the total.

The enrollment of each class (Item #16) with a valid approval number is multiplied by the contact hour value shown on the CBM00C for that class and is summed to generate the in- and out-of-district contact hour values. Item #21 is summed to produce the unfunded column amounts. The contact hours produced are then aggregated by program/discipline area.

A Summary of Course-End Contact Hours Generated in Continuing Education Courses will be generated for those classes where the Course End Date occurred in the reporting quarter and where the class matched to the institution’s inventory of approved courses. The Course-End Enrollment (Item #14) is multiplied by the contact hour value.

CTC Continuing Education Class Report (CBM00C)

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TEXAS COMMUNITY COLLEGE                           111111      Quarter 1 2010
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		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	246	0	0
ITEM 2	Inst. Code	246	0	0
ITEM 3	Subject Prefix	246	0	0
ITEM 4	Subject Number	246	0	0
ITEM 5	Section Number	246	0	0
ITEM 6	Course-End Date	246	0	0
ITEM 7	Type Instruction	246	0	0
ITEM 8	Course Type	246	0	0
ITEM 9	Location Codee	246	0	0
ITEM 10	Contact Hours	246	0	0
ITEM 11	Cb Aproval Number	246	0	0
ITEM 12	Instruction Mode	246	0	0
ITEM 12B	Zip/Foreign	246	0	0
ITEM 13	Instructor Code	246	0	0
ITEM 14	E-O-Q Enrollment	246	0	0
ITEM 15	Census Month	246	0	0
ITEM 16	Enrollment	246	0	0
ITEM 17	Quarter	246	0	0
ITEM 18	Year	246	0	0
ITEM 19	Inter-Institutional Fice	246	0	0
ITEM 20	Census Year	246	0	0
ITEM 21	Enrolment - Not Eligible For State Fundi	246	0	0

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TOTAL Report Records                              246
CONTROL TOTAL                                     246        DISCREPANCY       0
Total Recs on Db                                  246
Number Of Non-Unique/Duplicated Id's                0
Number Of Duplicate Records                         0
Number Of Relative Duplicate Questionable           0
Number Of Relative Duplicate Error                  0
Total Error Recs on Db                              0
Total Questionable Recs on Db                       0
Total Non Error Records on Db                     246
Total Rejected Records                              0
                    - CBM00C Vs CBM00A Technical  Contact Hours   In Balance
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CTC Continuing Education Class Report (CBM00C)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1

Percent Change Of CTC-CBM00C SUMMARY OF CONTACT HOURS IN CE COURSES Census Day vs. End Of Quarter

Where Course Begins and Ends in Current Quarter

BY APPROVAL CODE

Quarter 1 2010 TEXAS COMMUNITY COLLEGE 111111 RunDate: 12/15/2010 Time: 10:26:28

PROGRAM NUMBER	CURRICULUM TITLE	CONTACT HOURS	CONTACT IN DISTRICT	CONTACT OUT OF DISTRICT	CONTACT UNFUNDED
Census 02	ARCHITECTURE AND PRECISION PRODUCTION TR	640.00	640.00	0.00	0.00
End Qtr 02	ARCHITECTURE AND PRECISION PRODUCTION TR	640.00	640.00	0.00	0.00
Percent Change		0.00%	0.00%	0.00%	0.00%
Census 03	BIOLOGY, PHYSICAL SCIENCES, & SCIENCE TE	0.00	0.00	0.00	0.00
End Qtr 03	BIOLOGY, PHYSICAL SCIENCES, & SCIENCE TE	0.00	0.00	0.00	0.00
Percent Change		0.00%	0.00%	0.00%	0.00%
Census 04	BUSINESS MANAGEMENT, MARKETING & ADMIN S	2,932.00	2,932.00	0.00	0.00
End Qtr 04	BUSINESS MANAGEMENT, MARKETING & ADMIN S	2,932.00	2,932.00	0.00	0.00
Percent Change		0.00%	0.00%	0.00%	0.00%
Census 06	COMMUNICATIONS	0.00	0.00	0.00	0.00
End Qtr 06	COMMUNICATIONS	0.00	0.00	0.00	0.00
Percent Change		0.00%	0.00%	0.00%	0.00%
Census 07	COMPUTER AND INFORMATION SCIENCES	358.00	358.00	0.00	0.00
End Qtr 07	COMPUTER AND INFORMATION SCIENCES	358.00	358.00	0.00	0.00
Percent Change		0.00%	0.00%	0.00%	0.00%
Census 08	CONSTRUCTION TRADES	1,332.00	1,332.00	0.00	0.00
End Qtr 08	CONSTRUCTION TRADES	1,332.00	1,332.00	0.00	0.00
Percent Change		0.00%	0.00%	0.00%	0.00%
	TOTAL ALL CURRICULUM AREAS	15,012.00	15,012.00	0.00	0.00
	GRAND TOTAL ALL HOURS	15,012.00			

CTC Continuing Education Class Report (CBM00C)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1

CTC-CBM00C SUMMARY OF END OF QUARTER CONTACT HOURS GENERATED IN C E COURSES

BY APPROVAL CODE

Quarter 1 2010 TEXAS COMMUNITY COLLEGE 111111 RunDate: 12/15/2010 Time: 10:26:28

PROGRAM NUMBER	CURRICULUM TITLE	CONTACT HOURS	CONTACT IN DISTRICT	CONTACT OUT OF DISTRICT	CONTACT UNFUNDED
48030300	Upholstery/Upholsterer	3,360.00	3,360.00	0.00	0.00
48050800	Welding Technology/Welder	10,333.00	10,333.00	0.00	0.00
48070300	Cabinetmaking and Millwork/Millwrig	321.00	321.00	0.00	0.00
TOTAL 02	ARCHITECTURE AND PRECISION PRODUCTI	14,014.00	14,014.00	0.00	0.00
26040300	Anatomy	24.00	24.00	0.00	0.00
TOTAL 03	BIOLOGY, PHYSICAL SCIENCES, & SCIEN	24.00	24.00	0.00	0.00
22030200	Legal Assistant/Paralegal	24.00	24.00	0.00	0.00
51071300	Medical Insurance Coding Specialist	0.00	0.00	0.00	0.00
52020100	Business Administration and Managem	1,468.00	1,468.00	0.00	0.00
52020300	Logistics and Materials Management	1,404.00	1,404.00	0.00	0.00
52040700	Business/Office Automation/Technolo	6,548.00	6,548.00	0.00	0.00
52100100	Human Resources Management/Personne	264.00	264.00	0.00	0.00
52160100	Taxation	420.00	420.00	0.00	0.00
TOTAL 04	BUSINESS MANAGEMENT, MARKETING & AD	10,128.00	10,128.00	0.00	0.00
09010100	Communication Studies/Speech Commun	24.00	24.00	0.00	0.00
09070100	Radio and Television	0.00	0.00	0.00	0.00
TOTAL 06	COMMUNICATIONS	24.00	24.00	0.00	0.00
11010100	Computer and Information Sciences,	6,150.00	6,150.00	0.00	0.00
11020100	Computer Programming/Programmer, Ge	0.00	0.00	0.00	0.00
11030100	Data Processing and Data Processing	3,664.00	3,664.00	0.00	0.00
11060200	Word Processing	400.00	400.00	0.00	0.00
TOTAL 07	COMPUTER AND INFORMATION SCIENCES	10,214.00	10,214.00	0.00	0.00
	TOTAL ALL CURRICULUM AREAS	87,078.00	87,078.00	0.00	0.00
	GRAND TOTAL ALL HOURS	87,078.00			

CTC Continuing Education Class Report (CBM00C)

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Item Item    Item    Item  Item  Item  Items  Item    Item   Item  Item     Item       Items      Items
  1    2       3       4     5     6   7 8 9  10      11     12  12B    13      14  15 16 17  18    19  20  21            Remarks


There Were No Errors Detected For : TEXAS COMMUNITY COLLEGE
                    - CBM00C/CBM00A Technical   Contact Hours
                                   Total CBM00C Contact Hours: 15,012
                                   Total CBM00A Contact Hours: 15,012


Items In Error Are Indicated By (*), Questionable By (-)
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CTC Continuing Education Class Report (CBM00C)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1

Edit Of JR-CBM00C Data From

Quarter 1 2010 TEXAS COMMUNITY COLLEGE COLLEGE 111111 RunDate: 12/15/2010 Time: 10:26:28

Questionables ONLY

Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Items 7 8 9	Item 10	Item 11	Item 12	Item 12B	Item 13	Item 14	Items 15 16 17	Item 18	Items 19	Item 20	Item 21	Remarks

Items In Error Are Indicated By (*), Questionable By (-)

MARKETABLE SKILLS ACHIEVEMENT REPORT
CBM00M

The CBM00M report will include Marketable Skills Achievement (MSA) awards granted to students in active Coordinating Board-approved programs during the fiscal year. A marketable skills achievement award may be a credit program of 9-14 SCH or a workforce continuing education program of 144-359 contact hours. These awards meet minimum standard for program length specified in the federal Workforce Investment Act (WIA), but are too short to qualify as certificate programs on the Coordinating Board program inventory.

Marketable Skills Achievement awards must meet the following criteria:

- The content of the award must have been recommended by an external workforce advisory committee or appear on the Local Workforce Development Board's Demand Occupations list (see http://www.twc.state.tx.us/careers/hotcareers.html);

- In most cases, the award must be composed of Workforce Education Course Manual (WECM) Courses. Academic core courses may occasionally be used if recommended by the external committee;

- If the award does not have at least 50 percent of its course work in a CIP code area in which the college has an approved program on the program inventory, the college must comply with the single Course Delivery guidelines for WECM courses listed in Chapter Four of the Guidelines for Instructional Programs in Workforce Education (GIPWE) (see http://www.thecb.state.tx.us/aar/undergraduateed/workforceed/gipwe2010/gipwe2010.pdf); and

- The college should document that the award prepares students for employment in accordance with guidelines for the Workforce Investment Act.

Other limitations:

- Only one Marketable Skills Achievement award per FICE/SSN combination is allowed per year.

- If a student is awarded an associate degree and an MSA award concurrently, a separate record for each award must be submitted.

- This report will be due by October 15 in the fall semester following the close of the fiscal year.

CTC Marketable Skills Achievement Report (CBM00M)

INSTRUCTIONS FOR MARKETABLE SKILLS ACHIEVEMENT REPORT

Item #1 Record Code. Always enter 'M'.

Item #2 Institution Code. Enter the FICE Code of the institution.

Item #3 Student Identification Number. Enter the Social Security Number of the student or the nine-digit identification number assigned by the institution if the student has no Social Security Number.

Item #4 Gender. Enter the gender of the student.

M = Male F = Female

Item #5 Unused

Item #6 Date of Birth. Enter the month and all four digits of the year of birth for the student.

MM - Month YYYY - Year

Item #7 Marketable Skills Achievement Awarded. Enter the abbreviation for Marketable Skills Certificate (MS), left justified.

Item #8 Level of Award. Enter '4' for Marketable Skills Award.

Item #9 Major. Enter the eight-digit 2010 CIP code identifying the technical major code.

Item #10 Reporting Period. Always enter '1'.

Item #11 Year. Enter all four digits of the year in which the report is submitted.

Item #12 Month of Award. Enter the two-digit number for the month in which the award was conferred (i.e., '05' for May).

Item #13 Type Major. Enter a code of '2' or '4' to identify the type of the major:

2 Technical
4 Continuing Education

Item #14 Unused

Item #15 Remote Campus. All institutions should indicate an incarcerated student who is awarded a degree or certificate with '5'. Students receiving awards from out-of-district branch campuses recognized by the Coordinating Board as such must also be identified separately. Each out-of-district branch campus will be assigned a unique number within the district. TSTC and any other approved extension centers are required to use this item to identify the graduates at their branch campuses. Leave blank if not applicable.

1 = Abilene
2 = Breckenridge
3 = Brownwood
5 = Incarcerated Student

Item #16 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

1 Hispanic or Latino origin
2 Not Hispanic or Latino origin
3 Not answered

Item #17 Race. Select one or more codes indicating the race of the student.

Item #17A	1	White
Item #17B	2	Black or African-American
Item #17C	4	Asian
Item #17D	5	American Indian or Alaskan Native
Item #17E	6	International
Item #17F	7	Unknown or Not Reported
Item #17G	8	Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

Notes:

a) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7 on the CBM001), report with the international code.

CTC Marketable Skills Achievement Report (CBM00M)

b) Report the ethnicity of students who were coded ‘A’ and ‘B’ in Item #7 on the CBM001.
c) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.
d) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

CTC Marketable Skills Achievement Report (CBM00M)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always ‘M’	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Student Identification Number	8	9
Item #4	Gender – ‘M’ or ‘F’	17	1
Item #5	Unused	18	1
Item #6	Date of Birth - YYYYMM - Numeric	19	6
Item #7	Marketable Skills Award - Left justified	25	8
Item #8	Level of Award – ‘4’	33	1
Item #9	Major - CIP Code - Numeric	34	8
Item #10	Reporting Period - Always ‘1’	42	1
Item #11	Year - YYYY - Numeric	43	4
Item #12	Month of Award - Numeric	47	2
Item #13	Type Major – ‘2’ or ‘4’ - Numeric	49	1
Item #14	Unused	50	1
Item #15	Remote Campus - blank or ‘1’, ‘2’, ‘3’, or ‘5’	51	1
Item #16	Ethnic Origin	52	1
Item #17	Race:		
Item #17A	White – ‘1’ or blank	53	1
Item #17B	Black or African-American – ‘2’ or blank	54	1
Item #17C	Asian – ‘4’ or blank	55	1
Item #17D	American Indian or Alaskan Native – ‘5’ or blank	56	1
Item #17E	International – ‘6’ or blank	57	1
Item #17F	Unknown or Not Reported – ‘7’ or blank	58	1
Item #17G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	59	1

CTC Marketable Skills Achievement Report (CBM00M)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'M'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Student ID	Duplicate entries	Blank or not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Unused	N/A	N/A
6.	Date of Birth	Age less than '16' or greater than '75'	Non-numerical data; month less than '01' or greater than '12'
7.	Marketable Skills Award	N/A	Numeric or blank; must be on list of valid degrees
8.	Level of Award	N/A	Any value except '4'
9.	Major	N/A	Non-numerical or invalid CIP code on GIPWE
10.	Reporting Period	N/A	Any value except '1'
11.	Year	N/A	Any value except current year
12.	Month of Award	N/A	Any value other than '01' thru '12'
13.	Type Major	N/A	Any value except '2' or '4'
14.	Unused	N/A	N/A
15.	Remote Campus	N/A	Any value except '1', '2', '3', '5', or blank

CTC Marketable Skills Achievement Report (CBM00M)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
16.	Ethnic Origin	N/A	Value other than ‘1’, ‘2’, or ‘3’
17A.	White	N/A	Value other than ‘1’ or blank or value = ‘1’ and ‘7’
17B.	Black/African-Amer	N/A	Value other than ‘2’ or blank or value = ‘2’ and ‘7’
17C.	Asian	N/A	Value other than ‘4’ or blank or value = ‘4’ and ‘7’
17D.	Amer Ind/Alask Nat	N/A	Value other than ‘5’ or blank or value = ‘5’ and ‘7’
17E.	International	N/A	Value other than ‘6’ or blank or value = ‘6’ and ‘7’
17F.	Unknown/Not Rep	N/A	Value other than ‘7’ or blank; value = ‘7’ plus value = ‘1’, ‘2’, ‘4’, ‘5’, ‘6’, or ‘8’
17G.	Nat Hawaiian/Pac Is	N/A	Value other than ‘8’ or blank or value = ‘8’ and ‘7’

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

CTC Marketable Skills Achievement Report (CBM00M)

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Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
JR-CBM00M EDIT SUMMARY FROM               RunDate: 10/15/2010 Time: 16:28:22
TEXAS COMMUNITY COLLEGE                          111111      FALL      2010
```

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	Record Code	190	0	0
ITEM 2	INST. CODE	190	0	0
ITEM 3	Student Id	187	3	0
ITEM 4	Gender	190	0	0
ITEM 6	Date of Birth	190	0	0
ITEM 7	Degree/Certificate	190	0	0
ITEM 8	Level of Award	190	0	0
ITEM 9	Major	190	0	0
ITEM 10	Semester	190	0	0
ITEM 11	Year	190	0	0
ITEM 12	Month of Award	190	0	0
ITEM 13	Type of Major	190	0	0
ITEM 15	Remote Campus	190	0	0
ITEM 16	Ethnic Origin	190	0	0
ITEM 17	Race	190	0	0
ITEM 17A	White	190	0	0
ITEM 17B	Black/African-Amer	190	0	0
ITEM 17C	Asian	190	0	0
ITEM 17D	American Ind/Alask Nat	190	0	0
ITEM 17E	International	190	0	0
ITEM 17F	Unknown/Not Reported	190	0	0
ITEM 17G	Nat Hawaiian/Other Pac Is	190	0	0

TOTAL Report Records	190
CONTROL TOTAL	190
Total Recs on Db	190
Number Of Non-Unique/Duplicated Id's	0
Number Of Duplicate Records	0
Number Of Relative Duplicate Questionable	0
Number Of Relative Duplicate Error	0
Total Error Recs on Db	0
Total Questionable Recs on Db	3
Total Non Error Records on Db	190
Total Rejected Records	0

DISCREPANCY 0

CTC Marketable Skills Achievement Report (CBM00M)

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
Percent Change Of JR-CBM00M Data From Prior Year RunDate: 12/15/2010 Time: 16:28:22
TEXAS COMMUNITY COLLEGE 111111 FALL 2010

Gender

	2010/1	2009/1	% Diff
Male	98	126	-22.22%
Female	92	115	-20.00%
Total	190	241	-21.16%

Age

	2010/1	2009/1	% Diff
Under 17	0	0	0.00%
17	1	0	100.00%
18	6	3	100.00%
19-21	13	24	-45.83%
22-24	15	35	-57.14%
25-30	45	54	-16.67%
31-35	20	31	-35.48%
36-50	68	74	-8.11%
51-64	22	20	10.00%
65 and Older	0	0	0.00%
UnReported(not in avg)	0	0	0.00%
Average Age	35	34	5.84%
Total	190	241	-21.16%

Ethnic Origin	2010/1	2009/1	% Diff
Hispanic or Latino Origin	32	*No Exact Historic Data Available	
Not Hispanic or Latino Origin	154	*No Exact Historic Data Available	
Not Answered	4	*No Exact Historic Data Available	
Total	190	*No Exact Historic Data Available	

Race	2010/1	2009/1	% Diff
Multi-racial	10	*No Exact Historic Data Available	
White only	111	*No Exact Historic Data Available	
Black only	33	*No Exact Historic Data Available	
Hispanic only	32	*No Exact Historic Data Available	
Asian only	1	*No Exact Historic Data Available	
American Indian/Alaskan Native only	0	*No Exact Historic Data Available	
International only	2	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander only	0	*No Exact Historic Data Available	
Ethnic Origin/Race Unknown	1	*No Exact Historic Data Available	
Total	190	*No Exact Historic Data Available	

Races reported in Multi-racial	2010/1	2009/1	% Diff
White	6	*No Exact Historic Data Available	
Black	4	*No Exact Historic Data Available	
Asian	3	*No Exact Historic Data Available	
American Indian/Alaskan Native	0	*No Exact Historic Data Available	
Native Hawaiian/Other Pacific Islander	0	*No Exact Historic Data Available	
International	7	*No Exact Historic Data Available	

Total Students	184	231	-20.35%
Total Multiple Awards	6	10	-40.00%
	190	241	-21.16%

***Note: Totals are net errors.

CTC Marketable Skills Achievement Report (CBM00M)

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Edit00v00                                   TEXAS HIGHER EDUCATION COORDINATING BOARD                                   Page 1
                                                   Edit Of JR-CBM00M Data From
FALL   2010                                      TEXAS COMMUNITY COLLEGE 111111                 RunDate: 10/15/2010 Time: 16:28:22

   Item  Item      Item    Item  Item  Item    Item    Item   Item      * Item *   Item  Item  Item  Item    Remarks
    1     2         3       4     5     6       7       8      9        10 11  12   13    15    16    17             Remarks

    M    111111  000000111  M     1  197605  MS         4   52030200    1 2010 08  2
                 ---------
    M    111111  000000111  M     1  197605  MS         4   52030200    1 2010 08  2                    Q
                 ---------
                                                                                      StudentId(Item3), Mult. Records. REF0420
    M    111111  222222222  F     1  196905  MS         4   52030200    1 2010 08  2
                 ---------
    M    111111  222222222  F     1  196905  MS         4   52030200    1 2010 08  2                    Q
                 ---------
                                                                                      StudentId(Item3), Mult. Records. REF0420
    M    111111  333333333  M     1  197609  MS         4   52030200    1 2010 08  2
                 ---------
    M    111111  333333333  M     1  197609  MS         4   52030200    1 2010 08  2                    Q
                 ---------
                                                                                      StudentId(Item3), Mult. Records. REF0420


Total Rejected Records                              0
Total Records on DataBase                         190
Total Non Error Records                           190
Total Error Records                                 0
Total Questionable Records                          6
Total Rejected Records                              0


Items In Error Are Indicated By (*), Questionable By (-)
```

STUDENT NUMBER CHANGE REPORT
CBM00N

The Texas Education Code, Sections 54.068 and 61.0595, sets an undergraduate funding limit for universities and health-related institutions equal to length of degree plus 45 semester credit hours. The limit applies to students who first enroll in an institution of higher education in the 1999 fall semester and later. The academic semester credit hours attempted at community, technical, and state colleges affect this limit. In order for the Coordinating Board to maintain a database indicating the number of hours an eligible undergraduate student has accumulated toward the limit, student identifying numbers (social security numbers), birth dates, and gender must be as accurate as possible. These changes can be submitted through the electronic data transfer system using the format identified in the CBM00N report.

When the current change is applied to the database at the Coordinating Board, any number that generates a conflict with a student number that already exists on the database will require that a copy of the student's social security card be sent to the Educational Data Center so conflicts can be resolved.

The CBM00N database is operational. This report can be submitted at any time. The date that the CB applies the change will be maintained in the database.

CTC Student Number Change Report (CBM00N)

INSTRUCTIONS FOR STUDENT NUMBER CHANGE REPORT

Item #1 Record Code. Always enter 'N'.

Item #2 Institution Code. Enter FICE Code of the institution (see Appendix A).

NOTE: All three items: student number, birth date, and gender will be used to uniquely identify a student. All three items of the prior number must match to a record in the database before the current number will be used as a replacement.

Item #3 Current Student Identification Number. Enter the current Social Security Number of the student. This should not be an assigned identification number except in infrequent occasions.

Item #4 Current Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD.

YYYY = Year MM = Month DD = Day

Item #5 Current Gender. Enter the gender of the student.

M = Male F = Female

Item #6 Prior Student Identification Number. Enter the prior student identifying number of the student. If the student identifier did not change it will be the same as the current student identifier.

Item #7 Prior Date of Birth. Enter all four digits of the year and the month and day of birth of the student in format YYYYMMDD. If the birth day did not change, enter the current date of birth to uniquely identify to which student the change applies.

YYYY = Year MM = Month DD = Day

Item #8 Prior Gender. Enter the gender of the student. If the gender of the student did not change, enter the current gender to uniquely identify to which student the change applies.

M = Male F = Female

Item #9 Last Name. Enter up to 20 characters of the student's current last name.

Item #10 First Name. Enter the first 10 digits of the student's first name.

Item #11 Middle Initial. Enter the initial of the student's middle name.

CTC Student Number Change Report (CBM00N)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code - Always ‘N’	1	1
Item #2	Institution Code - FICE - Numeric	2	6
Item #3	Current Student Identification Number - Numeric	8	9
Item #4	Current Date of Birth - YYYYMMDD - Numeric	17	8
Item #5	Current Gender – ‘M’ or ‘F’	25	1
Item #6	Prior Student Identification Number - Numeric	26	9
Item #7	Prior Date of Birth - YYYYMMDD - Numeric	35	8
Item #8	Prior Gender – ‘M’ or ‘F’	43	1
Item #9	Last Name - Alpha	44	20
Item #10	First Name - Alpha	64	10
Item #11	Middle Name Initial - Alpha or blank	74	1

STUDENT SCHEDULE REPORT
CBM00S

The Student Schedule Report (CBM00S) reflects individual courses and grades, by student, as of the final day for each semester, and includes only Coordinating Board-approved courses for credit, whether the class is delivered on-campus or off-campus. Students who withdraw from a class on or before the official census date are not included in this report.

Reporting Semester Credit Hours and Contact Hours

Regarding semester credit hours, the sum of Items #11 (SCH state-funded) and #12 (SCH not state-funded) should equal Item #10 (SCH value). Also, regarding contact hours, the sum of Items #14 (CH state-funded) and #15 (CH not state-funded) should equal Item #13 (CH value).

There will be a semester credit hour check between the End of Semester Student Report (CBM0E1) and the CBM00S.

The following items on the CBM0E1 represent the total semester credit hours for the student and must be equal to the sum of Items #11 and #12 on the CBM00S, excluding inter-institutional classes (which are coded ‘6’ in Item #16). Slight variations in SCH may result because institutions’ may report non-semester-length developmental education SCHs up to two decimal places on the CBM00S but may only report SCH in whole numbers on the CBM0E1.

Item #13	SCH in academic courses that are NOT affected by the undergraduate limit
Item #23	SCH in developmental education courses which exceed the limit
Item #27	SCH in academic courses that are affected by the undergraduate limit
Item #28	SCH in developmental education courses which do not exceed the limit
Item #29	SCH in technical courses
Item #35	SCH in technical courses not state-funded
Item #36	SCH in academic courses not state-funded

The following items on the CBM0E1 represent the total contact hours for the student and must be equal to the sum of Items #14 and #15 on the CBM00S, excluding inter-institutional classes (which are coded ‘6’ in Item #16).

Item #10A	CH in academic courses taught in-district that are NOT affected by the SCH limit (including developmental)
Item #10B	CH in academic courses taught out-of-district that are NOT affected by the SCH limit (including developmental)
Item #11A	CH in technical courses taught in-district
Item #11B	CH in technical courses taught out-of-district
Item #24	CH in academic courses taught as inter-institutional courses
Item #25	CH in technical courses taught as inter-institutional courses
Item #33	CH in technical courses not state-funded
Item #34	CH in academic courses not state-funded

CTC Student Schedule Report (CBM00S)

Classes Organized After the Official Census Date and Classes that Span Semesters (Flexible Entry)

Students in classes that are organized after the official census date will be submitted in the CBM00S report as follows: (1) they will be reported in the same semester they started in if the class ends by the end of the term; and (2) they will be reported in the next semester if the class starts in one semester and is not completed until after the term end date.

Students in a flex-entry class that concludes in the semester the class began will be identified by inserting a '1' in Item #28 to denote "flexible entry." Students enrolled in classes that span semesters, as in example (2), will be denoted with a '6' in Item #28 in the semester that the class ends. Note that students in classes that begin before or on the census date but end in a later semester will also be reported as flex with a '6' in Item #28, as will students in courses that fall between semesters (e.g., mini-mester courses).

A class which is organized with regular semester classes, but whose first class day is not until after the term census date, may be reported as a regular class unless it spans semesters.

Flexible entry classes are reported as follows on the CBM001, CBM0E1, CBM002, and CBM004. A reference table showing flex entry instructions for the CBM0E1 and other applicable reports is available in the *Appendix*.

CBM001: All classes that are organized after the census date are reported as flexible entry, including those that end by the conclusion of the semester in which they started and those that span more than one semester. The student record for these classes are reported with a '1' in item #20 in the semester the class is reported (this will always be at least one semester later than the semester in which the class begins).

CBM0E1: Classes that are organized after the census date that conclude by the end of the semester are reported with a '1' in item #20 in the semester in which they began and concluded; classes that are organized before or after the census date and span semesters are reported with a '6' in item #20 in the semester that the class concludes.

CBM002: Classes that begin after the census date but conclude by the end of the semester are not reported on the CBM002 as flex, so no unique record is required for students in those classes. Classes that span semesters are reported as flex with option '6' in item #13 in the semester that the class concludes.

CBM004: All classes that are organized after the census date are reported as flex on the CBM004 with "FE" in Item #5 (Section Number).

Inter-institutional Classes (For institutions not within the same district)

Inter-institutional classes are those in which the faculty and courses of one institution are provided to another institution's students. Neither the location of the class nor the delivery medium affects the definition. Virtual College of Texas classes, consortium classes, and some instructional telecommunication classes are inter-institutional classes.

CTC Student Schedule Report (CBM00S)

To report students in classes where there is an inter-institutional agreement:

The institution that provides the instructor of record for the class (providing institution) reports all enrollments in the class for funding.

a. The providing institution would not report the student record (CBM001, CBM0E1) but would report the student on this report (CBM00S) with the appropriate funded semester credit hours (SCH) and contact hours (CH) for the course.

b. The receiving institution reports its students for headcount on the student report (CBM001 and CBM0E1) with unfunded SCH and CH on the CBM00S report. The semester credit hours for the inter-institutional class are reported in the appropriate Item #11 or #12, SCH State-Funded/Not State-Funded. The contact hours for the inter-institutional class are reported in the appropriate Item #14 or #15, Contact Hours State-Funded/Not State-Funded.

c. For Item #16, Location Code, the receiving institution should use code '6' to indicate that the instruction for this class is at the providing institution. The receiving institution reports Item #17, Inter-institutional FICE, of the providing institution.

d. Institutions participating in an agreement of this type must have auditable procedures in place to ensure that the same hours are not reported more than once for funding.

e. Each institution reports only its own students on the CBM001/CBM0E1.

Distance Education and Off-Campus Instruction

Chapter 4, Subchapter P of the CB Rules provides guidance to all public institutions of higher education in Texas regarding the delivery of distance education and off-campus courses and programs. CB Rule Chapter 5, Subchapter D describes operations of off-campus educational units. The following assigned FICE codes will identify the specific multi-institution teaching center (MITC) or University System Center:

000844 Alamo University Center
000842 Collin Higher Education Center
000811 East Williamson County Multi-Institution Teaching Center
000820 Lone Star College – University Center
000802 Round Rock Higher Education Center
000840 The University of Texas at Arlington Fort Worth Center
000818 Universities Center at Dallas
000800 University of Houston System at Sugar Land
000826 University of Houston System Center at Cinco Ranch

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

Reporting Developmental Education Coursework

Every student who attempts developmental education courses during the semester,

including interventions allowed under Rider 59, must be reported on the CBM00S, even if the student has met TSI obligations (there is more information on Rider 59 interventions provided later in this introduction). This includes students who choose to take developmental education coursework or are placed in a class by the reporting institution.

Developmental education courses and approved interventions are identified in Item #22 using the appropriate level designation (a '0' is coded if the course is not developmental, a '1' is coded for a developmental student success course, and a '4' is coded for a developmental student success intervention). The level of the course/intervention is determined as follows:

1 Highest level developmental **course** (use this designation for pre-college reading/writing, intermediate algebra, or developmental student success)
2 Medium level developmental **course** (use this designation for intermediate reading/writing or introductory algebra)
3 Lowest level developmental **course** (use this designation for fundamental/basic reading/writing or pre-algebra and below)
4 Highest level developmental **intervention** (use this designation for pre-college reading/writing, intermediate algebra, or developmental student success)
5 Medium level developmental **intervention** (use this designation for intermediate reading/writing or introductory algebra)
6 Lowest level developmental **intervention** (use this designation for fundamental/basic reading/writing or pre-algebra and below)

Semester credit hours attempted in developmental education courses and approved interventions fall under the 27-hour rule which mandates that a maximum of 27 SCH taken by a two-year college student enrolled in developmental education may be funded by the state. Developmental education courses and interventions must differentiate between state-funded hours and non-state-funded hours in Items #11 and #12.

If a student reaches the 27 SCH maximum during a course, the hours may be split between these two categories. In this case, report option '1' as the reason for reporting the non-funded developmental hours in Item #20.

Reporting First-College-Level Course

Success in a first-college-level course signals that a student has gained the necessary knowledge and skills to be successful in college-level courses in a given subject area. Item #23 on the CBM00S is used to identify a course as the first-college-level course.

The response in Item #23 must align with Items #30, #50, and #70 (Credit for First College-Level Course by area) on the CBM002 for the same reporting period as follows:

- Option '0' in Item #23 is reported with a '0', '1', '2', or '3' (as applicable) in Items #30, #50, #70 on the CBM002;
- Option '1' in Item #23 is reported with a '4' in Item #30 on the CBM002;
- Option '2' in Item #23 is reported with a '4' in Item #50 on the CBM002;
- Option '3' in Item #23 is reported with a '4' in Item #70 on the CBM002; and
- Option '4' in Item #23 is reported with a '4' in Items #50 and #70 on the CBM002

CTC Student Schedule Report (CBM00S)

Only one first-college-level course record should be reported per student per area on the CBM00S. If the student is taking more than one course that qualifies, the institution may choose which one to include. For a transfer student from a Texas public institution or from an accredited Texas private or out-of-state institution, if the receiving institution determines that the student has successfully completed a related introductory college-level course with an A, B, or C, the institution reports a '0' in item #23 on the CBM00S (previously reported or not applicable). A course which is identified as a first-college-level course on the CBM00S in Item #23 MUST be reported with a grade of A, B, or C in Item #24. (Note that grades for all courses are reported in Item #24, not just those for first-college-level courses.)

If a student is reported by more than one institution as successfully completing a first-college-level course, the first record received is used for determining the time of successful completion of this measure for the state accountability system and developmental education reports.

Reporting Students Attempting Courses for Dual Credit

All college courses taken for high school and college credit must be reported on the CBM00S. Item #21 asks for the high school credit status of the student. The SCH attempted by students reported with option '1' (Student is not yet HS graduate, course reported is for dual credit) on the CBM00S must be included on the CBM001, CBM0E1, and CBM00S report, including in the items designated for dual credit hours. Students enrolled in a home school high school situation are considered high school students and must be reported with a '1' or a '2' in Item #21.

On item #16, Location Code, students taking a college course on a high school campus for dual credit must be reported with an 'H.' Do not report high school students taking a college course on a college campus or another location with an 'H.' Dual credit courses delivered electronically to individuals should be reported as option '9', if applicable, even if the course is based on a high school campus. Report 'H' only for classes on a high school campus that are offered exclusively to dual credit students.

Note that as of September 2009, the Excess Hours Rule does not apply to hours earned for dual credit (see CB Rule Chapter 13, Subchapter F, §13.104).

Course Grade and Point Value of Course Grade

Item #24 asks for the course grade. This must be completed for all records, including developmental education courses. If a letter grade is selected (options '1' through '5'), Item #25 may NOT be left blank. For pass/fail courses, report '8' if the student passed and 'N' if the student did not. Option 'N' for no credit should NOT be used if option '5', '6', '7', or '9' applies. If the course is reported as a first college-level course in Item #23, ONLY options '1', '2', and '3' (A, B, or C) may be reported.

Option '9', E for Effort or In Progress (No Credit), may only be used for developmental education courses. If a student's grade is not available for a course that the student has completed, use option '6', "Incomplete" (do not use option '9').

The point value of course grade (Item #25) is reported with two decimal places.

CTC Student Schedule Report (CBM00S)

Reporting NON-SEMESTER-LENGTH Developmental Education Interventions

General Appropriations Act, SB 1, 81st Texas Legislature, Section 16 (page III-59) allows institutions to claim formula funding for approved non-semester-length developmental education interventions (including course-based, non-course-based, alternative-entry/exit, and other intensive developmental education activities) beginning in fall 2010. Interventions of four or more contact hours may be reported for formula funding. Students enrolled in non-semester-length developmental education interventions that begin after the census date should be reported as flexible entry.

Semester credit hours are reported with two decimal places on the CBM00S. Colleges may report SCHs in less than one credit hour increments on the CBM004 for funding purposes. Semester credit hours attempted in non-semester-length developmental education must also be reported on the CBM001 and CBM0E1. A crosswalk for translating SCHs for non-semester-length interventions reported in decimals on the CBM00S to whole numbers on the CBM001 and CBM0E1 is provided in the introductions to those reports.

To determine appropriate SCH for reporting on the CBM00S, divide the student contact hours by 16 or round the hours to the nearest quarter SCH. Institutions may choose only one of these two methods. Examples are provided below:

- A 5 contact hour intervention: 0031 (5/16) or 0025 (rounded to nearest ¼ SCH)
- An 8 hour SCH intervention: 0050 (8/16) or 0050 (no need to round)
- A 19 SCH intervention: 0119 (19/16) or 0125 (rounded to nearest ¼ SCH)

Non-semester-length and non-course-based developmental education is also reported in Item #22, options ‘4’, ‘5’, and ‘6.’ Interventions include all non-course-based activities but do NOT include traditional developmental education courses offered in compressed time frames (for example, a 16 contact hour/1 SCH course offered in four weeks).

State funding is only allowable for the first 27 hours of developmental education completed by a student. Non-semester-length/non-course-based interventions are included in the 27 hours. Use the appropriate funding SCHs in items #11 and #12 to differentiate between funded and non-funded SCHs.

CTC Student Schedule Report (CBM00S)

INSTRUCTIONS FOR STUDENT SCHEDULE REPORT

Item #1 Record Code. Always enter 'S'.

Item #2 Institution Code. Enter the FICE Code of the reporting institution.

Item #3 Student Identification Number. Enter the social security number of the student. The institution will assign unique (nine-digit) identification numbers to students without social security numbers.

Item #4 Subject Prefix. Enter the subject abbreviation of the course as established in the ACGM, WECM, or by the institution. Left justify, space fill.

Item #5 Course Number. Enter the course identification number. Left justify, space fill.

Item #6 Section Number. Enter the section identification number. Left justify, space fill.

Item #7 Type of Instruction (see Note). Enter the code of the type of instruction used in this section.

1	Lecture	5	Co-op
2	Laboratory	6	Internship
3	Clinical	7	Practicum
4	Electronic (optional)		

NOTE: "Electronic" should be coded according to their type of instruction rather than the mode of instruction, which will be identified in Item #18. However, if you consider the "Electronic" medium a type of instruction, you may use the optional code '4' in Item #7, and you must identify the mode of instruction in Item #18. For example, a two-way interactive video class that is a lecture should be coded a '1' in Item #7 and a '4' in Item #18. The optional coding is to code both items a '4'. Lecture and laboratory instruction can be combined and reported in the same record with a '1'.

Item #8 Classification. Enter the college-level classification of the student as of the beginning of the term.

1 Freshman – First year student or less than 30 semester credit hours
2 Sophomore – Second year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours
3 Unclassified – A student who has earned more than 72 semester hours but not earned associate degree or above. In addition, in the rare case that a student cannot be placed in another category, unclassified is acceptable.
4 Associate Degree – Student previously earned an associate degree
5 Baccalaureate or above – Student previously earned a degree of baccalaureate or above
6 Third Year BAT – Student in the third year of a Bachelor of Applied Technology

program
7 Fourth Year BAT – Student in the fourth year of a Bachelor of Applied Technology program
8 Lower Division – Student with no more than 72 semester credit hours

Item #9 Non-disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #10 Semester Credit Hour Value. Enter the number of semester credit hours for the course (the sum of Items #11 and #12). Developmental education courses and interventions are included.

Item #11 SCH State-Funded. Enter the number of semester credit hours for this course that DO qualify for state funding during the current semester.

Item #12 SCH NOT State-Funded. Enter the number of semester credit hours for this course that do NOT qualify for state funding. Exclude SCHs that are state-funded (Item #11). Examples are SCHs of an undergraduate student who has exceeded the state limit, SCHs of a student enrolled in only physical education courses, and SCHs of a student who has attempted the same course three or more times and is not eligible to be counted for state funding. (See Item #20.)

Item #13 Contact Hour Value. Enter the number of contact hours for which the course is actually scheduled.

Item #14 Contact Hours State-funded. Enter the number of contact hours completed by the student in this course which are allowed to be reported for state funding.

Item #15 Contact Hours Not State-funded. Enter the number of contact hours completed by the student in this course which are NOT allowed to be reported for state funding. Beginning in fall 2011, dual credit college courses taken by high school students for high school physical education credit under 28.002(a)(2)(C) are not fundable and should be included in Item #15. Dual credit PHED/KINE 1304 and 1305 (Personal/Community Health) courses may be reported as fundable in Item #14 if they are used to meet high school health requirements.

Item #16 Location Code. Enter the code indicating where this section meets. Courses taught at one of the locations coded '5', '6', '7', '9', or 'A' should be reported even if they are taught in-district. All dual credit courses taught on high school campuses whether in-district or out-of-district should be coded 'H.'

1 In-District
2 Out-of-District (regular); other locations not listed below

NOTE: Classes taught away from the main campus of TSTC or Lamar, if the entity or facility is not listed below, are coded a '2'.

3 Out-of-State
4 Foreign Country

5 Correctional Institution – Courses taught in a correctional institution in Texas by a public institution of higher education
6 Inter-institutional – Courses taught by one institution *for the students* of another through a mutual agreement approved by the Coordinating Board
7 Military Bases – Courses taught on a military base
8 Primary or Secondary School – Courses taught on the campus of a public or private primary or secondary school out of the institution's taxing district (Report dual credit courses taken on a high school campus with an 'H'.)
9 Individual Instructional – Courses delivered through Instructional Telecommunications to individuals via the Internet, videotape, or live broadcast delivery systems or students in "individual instruction classes" which are located out of district
A Auxiliary Location – Courses approved to be taught at one of the multi-institution teaching center or system center. See the discussion about multi-institution teaching centers in the Introduction section. The assigned FICE code of the center must also be included in Item #17.
B Business, Government, or Other Work Location – Courses taught at such entities out of the institution's taxing district
H High School for Dual Credit – Courses taken for dual credit located on a high school campus

NOTE: Item #27, Zip Code, must be completed for all classes taught at all of the locations identified above, except locations coded '1', '6', '9', or 'A'.

Item #17 Inter-institutional FICE. Enter the six-digit FICE code that identifies the provider institution of the faculty of record if Item #16 is coded a '6'. If the course is taught at a multi-institution teaching center or system center identified in Item #16 with a code 'A', enter the assigned FICE of the MITC or University System Center.

Item #18 Instruction Mode. Enter the primary mode of instruction where 51% or more of the instruction is delivered via a single mode.

1 Face-to-Face – The instructor and the students are in the same physical location at the same time
2 Fully Distance Education Course
3 Video Tape/DVD and/or Broadcast TV
4 Two-way Interactive Video
5 Multiple or Other Electronic Media (use only if no other single mode accounts for 51% of the instruction or if the electronic instruction mode is not listed)
6 Hybrid/Blended Course

NOTE: Instruction mode '2' Fully Distance Education Course -- A course which may have mandatory face-to-face sessions totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include orientation, laboratory, exam review, or an in-person test.
Instruction mode '6' Hybrid/Blended Course -- A course in which a majority (at least 51 percent but less than 85 percent) of the planned instruction occurs when the students and instructor(s) are not in the same place.

CTC Student Schedule Report (CBM00S)

Report non-semester-length developmental education interventions with the code that best fits the instruction mode.

Item #19 Course Type. Enter the code of the type of course for this section.

1 General Academic
2 Local Need
4 Technical (in Workforce Education Course Manual)
7 Third and Fourth Year Bachelor of Applied Technology Programs

Item #20 SCH Not Funded Reason. Enter the reason for listing non-funded SCH in Item #12. Leave blank if '0' SCH are reported in Item #12.

1 Developmental SCH exceeds state funding limit
2 Student attempted the same course three or more times
3 Student/course is not allowed for state funding (report only if options '1' or '2' do NOT apply)
4 Student did not pay by census date
5 Institutional decision

Item #21 High School Credit Status. Enter the high school credit status for the student in this report (information about reporting dual credit students is in the introduction).

0 Not a HS student
1 Student is not yet HS graduate, course reported is for dual credit
2 Student is not yet HS graduate, course reported is for college credit only

NOTE: Examples for a student marked as '0' would be a student who has a GED, a high school graduate, or a non-high school student granted approval for enrollment by admissions.

Item #22 Developmental Education Course/Intervention Level. Enter the code indicating the type of developmental course/intervention completed by the student. (See the introduction for a description of these levels.) Report all developmental student success courses as '1' and all approved developmental student success interventions as '4.' Interventions include non-semester-length and non-course-based activities but do NOT include traditional courses offered in a compressed time frame.

0 Not a developmental course/intervention
1 Highest level developmental course
2 Medium level developmental course
3 Lowest level developmental course
4 Highest level developmental intervention
5 Medium level developmental intervention
6 Lowest level developmental intervention

Item #23 First-College-Level Course (FCL). Enter '1' – '4', as appropriate, if this is the first-college-level course that the student passed with a grade of A, B, or C. This field is

used to determine successful completion of a first college-level course for undergraduate students (a success measure in the accountability system related to Texas Success Initiative standards). Report '0' (not applicable) for a course in which the student received a grade other than A, B, or C, as the course will not satisfy the requirements of the measure related to this item. (See the introduction for more information.)

0 Previously reported as successfully completing first college-level course or not applicable
1 Math
2 Reading intensive
3 Writing intensive
4 Reading and Writing intensive

Item #24 Course Grade. (See the introduction for more information)

1 A
2 B
3 C
4 D
5 F (No Credit)
6 I (Incomplete)
7 W (Withdrawn or Drop)
8 Credit/Passed
9 E for Effort or In Progress (No Credit)
N No credit/Did not pass
X Instructor did not provide a grade

Note: Code 9 (E for Effort or in Progress) is applicable to Developmental Education courses only.

Item #25 Point Value of Grade. Based on a 4-point system, enter the grade point value earned for this course (as entered in Item #24) completed for the reporting period (e.g., A 3.8 will be recorded as '380' and an F will be reported as '000'). If a grade other than A through F is earned for this course, leave this item blank.

NOTE: Do NOT report the student's overall GPA; this is the grade point value earned for the grade in the course. Do NOT factor in the credit hour value in the grade point value.

Item #26 Approval Number. Enter the ten-digit approval number assigned to the academic course or the six-digit CIP code for the technical program area (left-justified with trailing zeros). For technical courses, the Coordinating Board will insert zeros in positions 7 and 8. For both academic and technical courses, the Coordinating Board will insert the associated funding code in positions 9 and 10 of the CIP code during the edit process.

Item #27 Zip Code Where Classes Taught. Enter the ZIP code, state code, or foreign country code applicable to Item #16, except for classes where Item #16 is coded

'1', '6', or '9'.

Item #16 Location Code	Item #27 Site Code
1	Leave blank
2	ZIP code of off-campus location
3	State code from Appendix B, right-justified, with two leading zeros
4	Foreign country code from Appendix B, right-justified, with two leading zeros
5	ZIP code of correctional institution
6	Leave blank
7	ZIP code of military base
8	ZIP code of primary or secondary school
9	Leave blank
B	ZIP code of the business, government, or other work entity
H	ZIP code of the high school campus

Item #28 Flexible Entry. Enter a '1' if this is a Flexible Entry (FE) class that is being reported this semester. Enter a '6' if a student is enrolled in a course that spans from the previous semester and is being reported as completed this semester. Each type of flexible entry record must be a separate record. Leave blank if not flexible entry (see introduction and Flexible Entry Reference Table for more information).

Item #29 Semester. Enter the semester in which the course is reported.

1 = Fall 2 = Spring 3 = Summer I 4 = Summer II

Item #30 Year. Enter all four digits of the calendar year in which the semester of the report occurs.

Item #31 Class Begin Date. Enter all four digits of the year, the month, and day of the first scheduled day for this course (YYYYMMDD). For a semester-length course, use the beginning of term date as the beginning date. For compressed courses, classes that begin prior to the first day of term and for classes that begin after the census day of the term, use the actual first day of class.

Item #32 Class End Date. Enter all four digits of the year, the month, and day of the last scheduled class for this course (YYYYMMDD). For a semester-length course, use the end of term date as the ending date. For a compressed course, classes that begin prior to the first day of term and for classes that begin after the census day of the term, use the actual last class day.

CTC Student Schedule Report (CBM00S)

Example: CBM00S Distance Education Classes

1. College A offers a seminar class on-campus and via two-way interactive video to College B through an inter-institutional agreement. While the student in the class may not be double-reported for funding (CBM001), the student would be reported by both institutions on the CBM00S. An example is below. Items not referenced are intentionally omitted.

College A reports its student		College B reports its student	
Item #7	4	Item #7	4
Item #10	3	Item #10	3
Item #11	3	Item #11	0
Item #12	0	Item #12	3
Item #13	48	Item #13	48
Item #14	48	Item #14	0
Item #15	0	Item #15	48
Item #16	1	Item #16	6
Item #17	blank	Item #17	(College A FICE)
Item #18	4	Item #18	4
Item #20	blank	Item #20	3
Item #27	blank	Item #27	College A zip

Example: CBM00S Flexible Entry that Spans Semesters

2. College A offers a class that begins in the fall (September 15, 2011) but doesn't end until February 15, 2012. While this course began in the fall, it did not actually end until the spring; therefore this course would need to be reported in the Spring reporting period. Below is an example of the Item #s that would capture this example:

Item #28	6
Item #29	2
Item #30	2012
Item #31	20110915
Item #32	20120215

Example: CBM00S Lecture/Lab

3. College A offers a class that has both a lecture and a lab, but the lab does not earn any SCH or grade. Although the lecture portion contains the SCH and the grade value, the lab can still be reported to reflect the lab component:

Lecture		Lab	
Item #4	MATH	Item #4	MATH
Item #5	1310	Item #5	1310
Item #6	001	Item #6	001
Item #7	1 (Lecture)	Item #7	2 (Lab)
Item #10	0300 (SCH)	Item #10	0000 (SCH)
Item #11	0300	Item #11	0000
Item #12	0000	Item #12	0000
Item #24	1	Item #24	8
Item #25	400	Item #25	blank

CTC Student Schedule Report (CBM00S)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always ‘S’	1	1
Item #2	Institution Code - FICE – Numeric	2	6
Item #3	Student ID – Alphanumeric	8	9
Item #4	Subject Prefix	17	7
Item #5	Course Number	24	7
Item #6	Section Number	31	7
Item #7	Type of Instruction – Alphanumeric	38	1
Item #8	Classification – Alphanumeric	39	1
Item #9	Non-disclosure – Numeric	40	1
Item #10	Semester Credit Hour Value – Leading zeros, two decimals	41	4
Item #11	SCH Funded – Leading zeros, two decimals	45	4
Item #12	SCH Not Funded – Leading zeros, two decimals	49	4
Item #13	Contact Hour Value – Numeric	53	4
Item #14	Contact Hours Funded	57	4
Item #15	Contact Hours Not Funded	61	4
Item #16	Location Code	65	1
Item #17	Inter-institutional FICE	66	6
Item #18	Instruction Mode	72	1
Item #19	Course Type	73	1
Item #20	SCH Not Funded Reason – Numeric	74	1
Item #21	High School Credit Status	75	1
Item #22	Developmental Education Course	76	1
Item #23	First College-Level Course	77	1
Item #24	Course Grade – Alphanumeric	78	1
Item #25	Point Value of Grade	79	3
Item #26	Approval Number	82	10
Item #27	Zip Code/State/Foreign Country Code – Leading zeros	92	5
Item #28	Flexible Entry	97	1
Item #29	Semester – ‘1’, ‘2’, ‘3’, or ‘4’	98	1
Item #30	Year - YYYY – Numeric	99	4
Item #31	Class Begin Date – YYYYMMDD	103	8
Item #32	Class End Date – YYYYMMDD	111	8

CTC Student Schedule Report (CBM00S)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit program to determine Questionable and Error Values for each element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except 'S'
2.	Institution Code	N/A	Must match value on header record and be on the list of valid FICE codes
3.	Student ID Number	Alpha characters	Blank or special characters
4.	Subject Prefix	N/A	Blank or not on course inventory
5.	Course Number	N/A	Blank or not on course inventory
6.	Section Number	N/A	Blank
7.	Type Instruction	N/A	Any value except '1' thru '7'
8.	Classification	N/A	Any value except '1' thru '8'
9.	Non-disclosure	N/A	Any value except '2' or '0'
10.	SCH Value	If not 0100 SCH to 1200, except if 0000 and Item #7 = '2' OR if 0025 to 1200 and Item #22 > 0	Non-numerical characters
11.	SCH Funded	Sum of #11 and #12 less than 0100, greater than 1200 except if item #19 ne '0'	Any non-numerical value; sum of Items #11 and #12 not equal to Item #10
12.	SCH Not Funded	Sum of #11 and #12 less than 1, greater than 12 except if item #19 ne '0'	Any non-numerical value sum of Items #11 and #12 not equal to Item #10
13.	Contact Hour Value	Less than 8, greater than 640; if CH less than minimum	Any non-numerical value; CH greater than maximum

CTC Student Schedule Report (CBM00S)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
14.	Contact Hours Funded	Sum of Item #14 and #15 less than 8, greater than 640, or less than minimum	Any non-numerical value; sum of Item #14 and #15 not equal to Item #13
15.	Contact Hours Not Funded	Sum of Item #14 and #15 less than 8, greater than 640, or less than minimum	Any non-numerical value; sum of Item #14 and #15 not equal to Item #13
16.	Location Code	N/A	Any value other than ‘1’ thru ‘9’, ‘A’, ‘B’, or ‘H’
17.	Inter-institutional FICE	N/A	If Item #16 is coded ‘6’ or ‘A’ FICE must be on Institution File
18.	Instruction Mode	N/A	Any value except ‘1’ thru ‘6’; not coded ‘2’ or ‘3’ when Item #16 is coded ‘9’
19.	Course Type	N/A	Any value other than ‘1’, ‘2’, ‘4’, or ‘7’
20.	SCH Not Funded Reason	N/A	When Item #12 > 0, any value except ‘1’ thru ‘6’
21.	HS Credit Status	N/A	Any value except ‘0’, ‘1’, or ‘2’
22.	Developmental Course Level	N/A	Any value except ‘0’ thru ‘6’ or any value except ‘0’ if Item #21 = ‘1’; equal ‘1’, ‘2’, or ‘3’ if Item #26 coded with DE Rider 59 intervention approval number; equal ‘4’, ’5’, or ‘6’ if Item #26 = DE course approval number;
23.	First-College-Level Course	N/A	Any value except ‘0’ thru ‘4’
24.	Course Grade	N/A	Any value except ’1’ thru ‘9’, ‘N’, or ‘X’; blank if Item #10 not = 0; any value except ‘1’ thru ‘3’ if Item #23 ne ‘0’; Item #24 = ‘9’ and Item #22 = ‘0’

CTC Student Schedule Report (CBM00S)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
25.	Point Value of Grade	If Item #24 is coded: 1, then 300 to 366 2, then 200 to 266 3, then 100 to 166 4, then 001 to 066	Value > 400; if Item #24 is coded: 1, if = to or < 300 2, if = to or < 200 3, if = to or < 100 4, if = 000 5, if > 000 or blank 6-9, N, X then not blank 1-5, grade points = blank, and Item #22='0'
26.	Approval Number	N/A	Blank or not numeric; not on inventory
27.	Zip Code/State/ Foreign Country Code	N/A	Non-numerical value
28.	Flexible Entry	N/A	Any value except spaces, '1', or '6'
29.	Semester	N/A	Must match value on header record
30.	Year	N/A	Must match value on header record
31.	Class Begin Date	Year < reporting year	Year > current year; month < 01 or > 12; day < 01 or > days of month
32.	Class End Date	N/A	Year > current year; month < 01 or > 12; day < 01 or > days of month

CTC Student Schedule Report (CBM00S)

SUMMARY OF SEMESTER CREDIT HOURS GENERATED METHODOLOGY

The Total Funded SCH column is the sum of the columns labeled SCH State-Funded (Item #11 totaled for all records when Item #19 equals '1') and Technical SCH (Item #11 totaled when Item #19 equals '2' or '4') for all students, except third and fourth-year Bachelor students, which are included in the BA SCH column. The Excess Dev SCH column is a total of all SCH records where item #20 equals '1'. The Unfunded SCH column is SCH Not State-Funded (Item #12) totaled for all records where Item #20 contains a value (except for value '1' for Developmental Education).

SUMMARY OF CONTACT HOURS GENERATED METHODOLOGY

In order to produce the Summary of Contact Hours generated in approved courses, the approval number, subject prefix, and course number as reported for each class on the CBM00S are compared to the institution's Inventory of Approved Courses. Only the contact hours for those classes which match exactly to the Course Inventory are affected and tabulated. The approval number mismatch between the respective inventory and CBM00S must be resolved before the hours for these classes can be added into the total.

Each record that is coded '2', '3', '4', '5', '7', '8', 'B', or 'H' in Item #16 must have a valid ZIP code or state/foreign country code. Only the error-free class records coded '2' in Item #16 will be summarized in the out-of-district columns.

The Total Contact Hours column is the sum of the columns labeled Academic Contact Hours (Item #14 totaled when Item #19 = 1) and Technical Contact Hours (Item #14 totaled when Item #19 equals 2 and 4). The Excess Developmental Contact Hours column is a total of all CH records where item #20 equals 1.

CBM0E1/CBM00S CREDIT HOUR MISMATCH

The CBM0E1 and CBM00S edit programs each generate the CBM0E1/00S credit hour comparison, which will compare the SCH and CH totals mentioned above. Please note, since the CBM0E1 edit program is always scheduled to run before the CBM00S edit program, the CBM0E1's comparison will be calculated prior to an update to the CBM00S submitted at the same time as the CBM0E1 update. Therefore, if updates are processed for both reports on the same day, the CBM0E1 report may show an out-of-balance condition and the CBM00S may show the two reports in balance.

Additional Mismatches:

Additional validations must be run between the CBM00S and various other reports. The CBM00S will have a credit hour mismatch comparison against the CBM0E1 (see CBM0E1) and generate a summary report.

The CBM00S will also be validated with these calculations:

- A student reported on the CBM00S but not reported on the CBM0E1 will report an error.

CTC Student Schedule Report (CBM00S)

- A student with greater than 40 total credit hours will be reported as an error.
- The SCH value of Item #10 will report an error if it does not match the value in the course inventory.
- A student reported on the CBM002 and not reported on the CBM00S will report an error.
- A course reported for a student on the CBM00S that does not have an assigned instructor on the CBM008 will report an error.

CTC Student Schedule Report (CBM00S)

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Edit00v00         TEXAS HIGHER EDUCATION COORDINATING BOARD         Page 1
JR-CBM00S EDIT SUMMARY FROM               RunDate: 11/01/2011 Time: 20:14:01
TEXAS COMMUNITY COLLEGE                          111111        SUMMER I  2011
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		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	8,695	0	0
ITEM 2	Inst. Code	8,695	0	0
ITEM 3	STUDENT ID	8,695	0	0
ITEM 4	Subject Prefix	8,695	0	0
ITEM 5	Subject Number	8,695	0	0
ITEM 6	Section Number	8,695	0	0
ITEM 7	Type Instruction	8,593	2	0
ITEM 8	Classification	8,695	0	0
ITEM 9	Non Disclosure	8,695	0	0
ITEM 10	Semester Credit Hours	8,593	2	0
ITEM 11	SCH Funded	8,695	0	0
ITEM 12	SCH Not Funded	8,695	0	0
ITEM 13	Contact Hours	8,695	0	0
ITEM 14	CH Funded	8,692	3	0
ITEM 15	CH Not Funded	8,692	3	0
ITEM 16	Location Code	8,690	0	5
ITEM 17	Inter-institutional Fice code	8,695	0	0
ITEM 18	Instructor Mode	8,695	0	0
ITEM 19	Course Type	8,695	0	0
ITEM 20	SCH Not Funded Reason	8,695	0	0
ITEM 21	High School Credit Status	8,695	0	0
ITEM 22	Developmental Course	8,695	0	0
ITEM 23	First College-Level Course	8,695	0	0
ITEM 24	Course Grade	8,695	0	0
ITEM 25	Point Value of Grade	8,695	0	0
ITEM 26	Approval Number	8,695	0	0
ITEM 27	Zip Code	8,690	0	5
ITEM 28	Flexible Entry	8,695	0	0
ITEM 29	Semester	8,695	0	0
ITEM 30	Report Year	8,695	0	0
ITEM 31	Class Begin Date	8,695	0	0
ITEM 32	Class End Date	8,695	0	0

```
TOTAL Report Records                          8,695
CONTROL TOTAL                                 8,695        DISCREPANCY       0
Total Recs on Db                              8,695
Number Of Non-Unique/Duplicated Id's              0
Number Of Duplicate Records                       0
Number Of Relative Duplicate Questionable         0
Number Of Relative Duplicate Error                0
  59 derived IDs were found.  This is  0.6786%of the total records you submitted.
Total Error Recs on Db                            5
Total Questionable Recs on Db                   163
Total Non Error Records on Db                 8,690
Total Rejected Records                            0
(SetUpEdcRecDSJ)
```

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              TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 1
Percent Change Of JR-CBM00S Data From Prior Year        RunDate: 11/01/2011 Time: 20:14:01
TEXAS COMMUNITY COLLEGE                                      SUMMER I   2011
```

This report will only appear when there are no errors.

CTC Student Schedule Report (CBM00S)

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TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 1
Edit Of JR-CBM00S Data From               RunDate: 11/01/2011 Time: 20:14:01
TEXAS COMMUNITY COLLEGE                           111111     SUMMER I   2011


Classification
  Freshman                                      2,039
  Sophomore                                     1,344
  Junior                                          335
  Senior                                          243
  Post-Baccalaureate                               73
  Masters                                           0
  Doctoral                                          0
  Special Professional(AUD)                         0
               Total                            4,034

  Non Disclosure                                   22

  Flexible Entry '1'                               61
  Flexible Entry '6'                              337
               Total Headcount                  8,690

     ***Note:  Totals are net errors.
```

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Edit00v00                                  TEXAS HIGHER EDUCATION COORDINATING BOARD                                  Page 1
                                                  Edit Of JR-CBM00S Data From
SUMMER I   2011                                  TEXAS COMMUNITY COLLEGE 111111                    RunDate: 11/01/2011 Time: 20:14:01

***Item numbers or Name
 01 02      03/27 /FE 04/29 /30 05/31     06/32 07 08 09/30 SCH  11    12    13    14    15   16   17    18 19 20 21 22 23 24 25    26

 S 003540  777777777  MLAB     2472     002      4  2  0  0400  0400  0000  0064  0064  0000  2          2  2     0  0  0  1 400 5110040014   E
                                                                                                *
            00000         3 2011  20110523 20110701
            *****
                                                                                    Location(Item16) Is and Zip error! REF1549
 S 003540  888888888  MLAB     2472     002      4  2  0  0400  0400  0000  0064  0064  0000  2          2  2     0  0  0  2 300 5110040014   E
                                                                                                *
            00000         3 2011  20110523 20110701
            *****
                                                                                    Location(Item16) Is and Zip error! REF1549
 S 003540  999999999  MLAB     2472     002      4  2  0  0400  0400  0000  0064  0064  0000  2          2  2     0  0  0  2 300 5110040014   E
                                                                                                *
            00000         3 2011  20110523 20110701
            *****
                                                                                    Location(Item16) Is and Zip error! REF1549
 S 003540  999999991  MLAB     2472     002      4  2  0  0400  0400  0000  0064  0064  0000  2          2  2     0  0  0  2 300 5110040014   E
                                                                                                *
            00000         3 2011  20110523 20110701
            *****
                                                                                    Location(Item16) Is and Zip error! REF1549
 S 003540  999999992  MLAB     2472     002      4  2  0  0400  0400  0000  0064  0064  0000  2          2  2     0  0  0  2 300 5110040014   E
                                                                                                *
            00000         3 2011  20110523 20110701
            *****
                                                                                    Location(Item16) Is and Zip error! REF1549

  59 derived IDs were found.  This is  0.6786%of the total records you submitted.

Total Rejected Records                              0
Total Records on DataBase                       8,695
Total Non Error Records                         8,690
Total Error Records                                 5
Total Questionable Records                        163
Total Rejected Records                              0


Items In Error Are Indicated By (*), Questionable By (-)
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CTC Student Schedule Report (CBM00S)

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Edit00v00                                   TEXAS HIGHER EDUCATION COORDINATING BOARD                                   Page 1
                                                  Edit Of JR-CBM00S Data From
SUMMER I   2011                                 TEXAS COMMUNITY COLLEGE 111111                     RunDate: 11/01/2011 Time: 20:14:01
                                                     Questionables ONLY

***Item numbers or Name
 01 02      03/27 /FE 04/29 /30 05/31     06/32 07 08 09/30 SCH  11    12    13    14    15   16   17    18 19 20 21 22 23 24 25    26

 S 003540  100000000  OTHA     1161     001      2  2  0  0000  0000  0000  0000  0000  0000  1          1  4     0  0  0  1 400 5108030016   Q
                                                                                          ----  ----
                   6      3 2011  20110516 20110701
                                  Contact Hours Funded(Item14)  Plus Contact Hours Not Funded(Item15), < 1 . Questionable. REF1531
 S 003540  200000000  SPCH     1315     005      4  1  0  0000  0000  0000  0000  0000  0000  9          2  1     0  0  0  2 300 2313045312   Q
                                                  -        ----                    ----  ----
                          3 2011  20110606 20110728
                                                     SCH Hours(Item10), = Zero and Type Instruction(Item7) <> '2'! REF1966
                                  Contact Hours Funded(Item14)  Plus Contact Hours Not Funded(Item15), < 1 . Questionable. REF1531
 S 003540  300000000  SPCH     1315     009      1  2  0  0000  0000  0000  0000  0000  0000  9          2  1     0  0  0  1 400 2313045312   Q
                                                  -        ----                    ----  ----
                          3 2011  20110606 20110811
                                                     SCH Hours(Item10), = Zero and Type Instruction(Item7) <> '2'! REF1966
                                  Contact Hours Funded(Item14)  Plus Contact Hours Not Funded(Item15), < 1 . Questionable. REF1531

Items In Error Are Indicated By (*), Questionable By (-)
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STUDENT END OF SEMESTER REPORT
CBM0E1

The Student End of Semester Report reflects students enrolled at the reporting institution as of the final day of each semester. If a student withdraws from a class on or before the census date, the semester credit hours from that class will not be included in this report (no record for the student is submitted if the student withdraws from the institution on or before the census date). If a student withdraws from a class after the census date, that class enrollment will be reported so that the CBM0E1 record matches the individual course records on the CBM00S. Students in flex courses will be reported on the CBM0E1 in the semester they are reported on the CBM00S, even if they are not enrolled on the final day of the semester.

The CBM0E1 report includes all students registered for one or more Coordinating Board approved course(s) for resident credit at the reporting institution, whether the course is taught on-campus or off-campus (including instructional telecommunications).

Students who enroll in a class that begins before the census date but who are are not reported on the CBM001 due to late payment of tuition or late enrollment in a regularly scheduled class should be reported on the CBM0E1 with non-funded hours (SCH Items #23, #35, and #36 and CH Items #30, #33, and #34) for the affiliated class. Students should also be reported on the **CBM00S** with non-funded hours for the identified class or classes. This instance is NOT reported as a flex record since the class itself is not a flex class.

Census Reporting Date

The following schedule will be use to determine the official census date for terms of various lengths:

Length of Term in Weeks	Official Census Date is Class Day #
2 or less	1
3	2
4	3
5 - 6	4
7	5
8	6
9 - 10	7
11	8
12	9
13 - 14	10
15	11
16 or more	12

The count of class days begins on the first day that classes are held in the term and includes each calendar day on which classes are normally held at the institution (e.g., Monday through Friday) until the official census date is reached. The official census day must be on a day that the Registrar's office is scheduled to be open so that a student will be able to drop or

withdraw from class.

Classes Organized After the Official Census Date and Classes that Span Semesters (Flexible Entry)

Students in classes that are organized after the official census date will be submitted on the CBM0E1 report as follows: (1) they will be reported in the same semester they started in if the class ends by the end of the term; and (2) they will be reported in the next semester if the class starts in one semester and is not completed until after the term end date. Students in a flex-entry class that concludes in the semester the class began will be identified by inserting a '1' in Item #20 to denote "flexible entry." Students enrolled in classes that span semesters, as in example (2), will be denoted with a '6' in Item #20 in the semester that the class ends. Note that students in classes that begin before or on the census date but end in a later semester will also be reported as flex with a '6' in item #20, as will students in courses that fall between semesters (e.g., mini-mester courses).

Any student enrolled as of the official census date who subsequently enrolls in a Flexible Entry class organized in the same semester must be assessed tuition and fees as though another class was being added to the student's current load.

A class which is organized with regular semester classes, but whose first class day is not until after the term census date, may be reported as a regular class, unless it spans semesters.

A reference table showing flex-entry instructions for the CBM00E1 and other applicable reports is available in the *Appendix*.

Inter-institutional Students

See the discussion in the Introduction of the Class Report, CBM004, and Student Schedule Report, CBM00S.

CB Rule Regarding Tuition and Fees

The conditions that apply to the collection of tuition are found in Chapter 21, Subchapter A, paragraph 21.4 of the CB Rules at http://www.thecb.state.tx.us/Rules/.

Tuition and Fee Refund Policy

CB Rule 21.5 in Subchapter A, Chapter 21 identifies the tuition and fee refund policy. Use the link in the paragraph above to view it.

Reporting Semester Credit Hours

Semester credit hours should be reported in the mutually-exclusive categories below. When combined, these items represent the total semester credit hours for the student.

Item #13	SCH in academic courses NOT affected by the undergraduate limit
Item #23	SCH in developmental education courses which exceed the limit
Item #27	SCH in academic courses that are affected by the undergraduate limit

CTC Student End of Semester Report (CBM0E1)

Item #28 SCH in developmental education courses which do not exceed the limit
Item #29 SCH in technical courses
Item #35 SCH in technical courses not state funded
Item #36 SCH in academic courses not state funded

Item #26, SCH of Students Enrolled in Dual Credit Courses, is not exclusive of the above categories. Hours reported in Item #26 should also be reported in Items #13, #29, #35, or #36, as appropriate.

Reporting Contact Hours

Contact hours should be reported in the mutually exclusive categories below. When combined, these items represent the total contact hours for the student.

Item #10A CH in academic courses taught in-district, including developmental, that do NOT exceed the developmental education SCH limit
Item #10B CH in academic courses taught out-of-district, including developmental, that do NOT exceed the developmental SCH limit
Item #11A CH in technical courses taught in-district
Item #11B CH in technical courses taught out-of-district
Item #24 CH in academic courses taught as inter-institutional courses
Item #25 CH in technical courses taught as inter-institutional courses
Item #33 CH in technical courses not state funded
Item #34 CH in academic courses not state funded

Distance Education

Institutions should not report non-resident students who are taking only distance education courses delivered outside the state (TAC Title 19, Part 1, Chapter 4, Subchapter P).

Reporting Non-semester-length Developmental Education Interventions

Rider 59 under the THECB appropriation in Senate Bill 1 (81st Legislature) allows institutions to claim formula funding for approved non-semester length developmental education interventions (including course-based, non-course-based, alternative-entry/exit, and other intensive developmental education activities) beginning in fall 2010. Interventions of four or more contact hours may be reported for formula funding. Semester credit hours (SCH) should be included in the appropriate SCH fields. Students enrolled in non-semester length developmental education interventions that begin after the census date should be reported as flexible entry.

As semester credit hours must be reported in whole numbers, the following crosswalk is provided for reporting SCHs in non-semester length developmental education interventions. Institutions should add up all of a student's hours in approved developmental education interventions and then use the crosswalk. For example, although a student who participates in one eight-hour intervention in a semester would be reported with 0 SCH, a student who participates in two eight-hour interventions would be reported with 1 SCH.

CTC Student End of Semester Report (CBM0E1)

OR

Use the crosswalk to determine the appropriate SCHs for the intervention and continue to use that number for all reporting calculations on the CBM001, CBM004, and CBM0E1. For example, a student who participates in one 8 hour contact intervention in a semester would be reported with 0 SCH; a student who participiptes in two 8 hour contact hour interventions would be reported with 0 + 0 or 0 SCH. A student who participates in two 10 hour interventions would be reported with 1 + 1 or 2 SCH (even though the 20 contact hour total = 1 SCH on the crosswalk). In other words, the SCH value of the intervention reported will not change, even if additional interventions occurred in the semester.

4 - 8 contact hours = 0 SCH
9 - 24 contact hours = 1 SCH
25 - 40 contact hours = 2 SCH
41 - 56 contact hours = 3 SCH

Reporting Dual Credit Students

The semester credit hours attempted by a student who is classified on the CBM00S in Item #21, as option '1' (a dual credit high school student) must be reported on the CBM0E1 in Item #26 for the relevant courses. The SCH attempted by students who are reported with option '2' in Item #21 on the CBM00S (high school student with course reported for college credit only) should not be reported on the CBM0E1 in Item #26.

As of September 2009 semester credit hours earned by a student before graduating from high school and used to satisfy high school graduation requirements (dual credit hours) are not included in calculations of excess hours of undergraduate students (see TAC Chapter 13, Subchapter F, Section 13.104). Institutions should report hours earned in dual credit courses in Item #13, Semester Credit Hour Load in Academic Courses NOT Affected by the Undergraduate Limit. Hours earned for college credit only by high school students should not be included on Item #13.

Hours earned by dual credit students are also reported in other applicable items.

Reporting Student Classification and Race/Ethnicity

Student classification (Item #5) may be different at the end of the semester, and and Ethnic Origin/Race (Items #41 and #42) may also be or reported differently at the end of the semester than at the beginning (as reported on the CBM001). Whenever possible, be consistent with the CBM001 report; otherwise, select the classification/categorization that is most appropriate at the end of the semester. Coordinating Board reports will generally use CBM001 records for determining classification and race/ethnicity.

CTC Student End of Semester Report (CBM0E1)

INSTRUCTIONS FOR STUDENT END OF SEMESTER REPORT

For the current reporting period, enter a separate student record on the CBM0E1 based on the student's registration in:

- regular classes;
- flex-entry classes that started after the term census date and finish by the end of the semester (FE=1); or
- flex-entry classes that started in prior semesters and finish in the current semester (FE=6).

NOTE: Students' total contact hour load and total semester credit hour load should be reported appropriately based on the three types of records mentioned above. Students in academic courses reported on the CBM0E1 must match the total academic contact hours reported for a student on the CBM00S. Similarly, the contact hour load in technical courses reported on the CBM0E1 must match the contact hours reported for a student on the CBM00S.

The academic semester credit hours which apply to the undergraduate limit reported on the CBM0E1 (in Item #27) must be within 100 hours of the total semester credit hours reported on the CBM00S of students who are affected by the undergraduate limit. (Dual credit course hours reported on the CBM00S will not be included in this calculation.)

Item #1 Record Code. Always enter '1'.

Item #2 Institution Code. Enter the FICE Code of the institution. See Appendix A.

Item #3 Student Identification Number. Enter the Social Security Number of the student. The institution will assign a unique nine-digit identification number to each student without a Social Security Number.

Item #4 Gender. Enter the gender of the student.

M = Male F = Female

Item #5 Classification. Enter the classification of the student at the beginning of the term using the following guidelines:

1	Freshman	A student who has earned less than 30 college-level semester credit hours
2	Sophomore	A student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 college-level semester credit hours and not more than 72 semester credit hours
3	Unclassified	A student who has earned more than 72 semester hours, but not earned associate degree or above.

Also use in the rare case that a student cannot be placed in another category.

4	Associate Degree	A student who previously earned an associate degree
5	Baccalaureate or above	A student who previously earned a degree of baccalaureate or above
6	Third Year BAT	A student who is in the third year of a Bachelor of Applied Technology program
7	Fourth Year BAT	A student who is in the fourth year of a Bachelor of Applied Technology program

Item #6 Date of Birth. Enter all four digits of the year and both digits of the month and day of birth of the student in the following format -- YYYYMMDD.

where YYYY = Year MM = Month DD = Day

NOTE: If the month of birth is known and the year is unknown, code both month and year as unknown, or '00000000'. If the year of birth is known and the month is unknown, code the month as '06'.

Item #7 Tuition Status. Enter the code indicating the legal status of the student for tuition purposes.

1 In-District – Resident
2 Out-of-District – Resident
3 Nonresident
5 Tuition Exemption for Texas Resident
A Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay in-district resident tuition
B Student classified as a resident based on TEC 54.052(a)(3) who is not a U.S. citizen or permanent resident but is allowed to pay out-of-district resident tuition
C An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is paying in-district resident tuition
D An applicant for permanent resident status or holder of a visa that allows a person to domicile in the U.S. who is classified as a resident and is paying out-of-district resident tuition
E Tuition Waiver that allows non-resident or foreign students to pay the resident rate as well as recipients of Tuition Exemptions through TEC 54.207 (Good Neighbor Scholarship)
N Visiting student allowed to enroll due to Natural Disaster (currently not in use)

NOTE:
a) Students who are allowed to pay the "Resident Tuition" rate due to a waiver should be coded 'E'.

b) Students who qualify as residents through the 36-months' residence in Texas and who are not U.S. citizens or permanent residents should be coded as 'A' if they are paying in-district tuition and be coded as 'B' if they are paying out-of-district tuition. Both 'A' and 'B' students must complete the affidavit.
c) Students who are eligible for permanent resident status (whose I-485 applications have not been rejected and are being processed by BCIS) and students who hold visas that allow them to domicile in the U.S. should be coded 'C' if they have actually established a domicile in Texas and have been classified as residents eligible to pay the in-district tuition and be coded 'D' if they have actually established a domicile in Texas and have been classified as residents eligible to pay the out-of-district tuition.

Item #8 Residence. Enter the code representing the county, state, or foreign country of which the student is a resident as identified by the student as his/her permanent address at the time of application to the institution. See Appendix B for codes.

a. Enter the Texas county code for students who are Texas residents

b. Enter the state code for students who are U.S. citizens or permanent residents and who are residents of other states

c. Enter the foreign country code for foreign country citizens who are not Texas residents

Item #9 Transfer or First-Time-In-College. If the student is a transfer student, enter the FICE code (see Appendix A) of the institution of higher education from which the student transferred. (Enter 999999 for institutions not having a FICE code.) A transfer is a student entering the reporting institution for the first time but who is known to have previously attended another postsecondary institution at the undergraduate level.

If the student has never attended college or other postsecondary institution, enter a '000001' to indicate a first-time student. Students should not be reported as first-time-entering college until they have completed their high school work. Therefore, include as first-time students those who entered with advanced standing (college credits earned before graduation from high school).

If not applicable, leave blank.

NOTE: The FICE codes in Item #9 are to be entered only the first semester of a student's enrollment after transferring to your institution.

Item #10A Contact Hour Load in Academic Courses, In-District. Enter the number of contact hours attempted in academic courses, including developmental, that are taught in-district if the contact hours do NOT exceed the developmental SCH limit or are not in inter-institutional courses. (See more discussion of inter-institutional courses in the introducation of the CBM004 report.)

If the student has exceeded the developmental SCH limit for developmental contact hours that (1) apply to the limit and (2) are taught in-district, exclude the

hours from this item and report them in Item #30. Exclude contact hours attempted by the student in approved inter-institutional academic courses which are taught in-district and report them in Item #24.

Right justify and include a leading zero if necessary, or zero fill.

Item #10B Contact Hour Load in Academic Courses, Out-of-District. Enter the number of contact hours attempted in academic courses, including developmental, that are taught out-of-district if the student is NOT affected by the developmental SCH limit or taking inter-institutional courses.

If the student has exceeded the developmental SCH limit for developmental contact hours that (1) apply to the limit and (2) are taught out-of-district, exclude the hours from this item and report them in Item #30. Exclude contact hours attempted by the student in approved inter-institutional academic courses which are taught out-of-district and report them in Item #24.

Right justify and include a leading zero if necessary, or zero fill.

Note for Items #10A and 10B: Hours earned in English for Speakers of Other Languages (ESOL) courses reported as developmental education (as per the ACGM) are included in the 27-hour limit.

Item #11A Contact Hour Load in Approved Regular Technical Courses, In-District. Enter the number of contact hours attempted by the student in approved technical courses which are taught in-district. Exclude contact hours attempted by the student in approved inter-institutional technical courses which are taught in-district and report them in Item #25.

Right justify and include a leading zero if necessary, or zero fill.

Item #11B Contact Hour Load in Approved Regular Technical Courses, Out-of-District. Enter the number of contact hours attempted by the student in approved technical courses which are taught out-of-district. Exclude contact hours attempted by the student in approved inter-institutional technical courses which are taught out-of-district and report them in Item #25.

Right justify and include a leading zero if necessary, or zero fill.

TSTC and Lamar will code the on-campus contact hours in the In-District fields and off-campus contact hours in the Out-of-District fields.

Item #12 Major Area of Concentration. Enter the 2010 CIP code (Appendix C) of the major area of concentration and the appropriate code in Item #13C for the Type of Major. All technical majors, including Tech-Prep, must match the Coordinating Board approved programs in the Education and Training Clearinghouse Technical Programs Inventory for the institution (district). For an undeclared academic major, a value of '99999999' may be reported. A BAT major should be reported with a CB-approved CIP for your institution.

Item #13 Semester Credit Hour Load in Academic Courses NOT Affected by the Undergraduate SCH Limit. Include the number of semester credit hours attempted in academic courses if the hours are NOT affected by the undergraduate SCH limit. Semester credit hours in developmental courses or interventions are to be excluded from this item, but should be reported in Item #23 or Item #28, as appropriate. Students whose credit hours should be reported here include students who already have a baccalaureate degree from an institution of higher education, students who pay the non-resident tuition rate, students who are taking dual credit course(s), and academic students who enrolled as undergraduates in an institution of higher education prior to the 1999 fall semester.

Right justify and include a leading zero if necessary.

Item #13A Tuition Exemption/Waiver Code. When Item #7 is coded '5' and the student is a resident receiving a Hazlewood exemption (authorized in TEC 54.203), enter the code '01'; otherwise leave blank. When Item #7 is coded 'E' and the student is a nonresident eligible to pay the resident rate due to the state's waiver for members of the military and their families (TEC 54.058), enter '21'; otherwise leave blank.

01 Exemption of certain veterans, dependents, etc. of the Armed Forces of the United States from payment of tuition
21 Application of resident rather than nonresident tuition to military personnel and dependents

NOTE: These two tuition exemption/waiver codes are important in determining if the students are military or military dependents. They are used in the follow-up system if the student cannot be found in higher education or in the Texas workforce.

Item #13B Remote Campus. Enter '5' if the student is confined in a correctional institution; blank if not. Students attending out-of-district branch campuses recognized by the Coordinating Board as such must be identified. Each out-of-district branch campus will be assigned a unique number within the district. TSTC is required to use this item to identify the students enrolled at their extension centers:

1 Abilene 2 Breckenridge 3 Brownwood

Item #13C Type of Major. Enter the code which represents the primary major.

1 Academic
2 Technical
3 Tech-Prep

NOTE: The Tech-Prep declared major definition requires that students must declare themselves as specific Tech-Prep majors who have matriculated from a high school Tech-Prep program; course enrollment alone in Tech-Prep courses is not sufficient to identify students as Tech-Prep majors.

A student in a BAT program is to be reported as an academic major.

Item #14 Unused

Item #15 First Name. Enter the student's first name. Truncate if the name contains over 10 characters.

Item #16 Unused

Item #17 Middle Initial. Enter the initial of the student's middle name.

Item #18 Semester. Enter the semester that this report covers. If reporting a combined summer report, use a code of '3'.

1 Fall 2 Spring 3 Summer I 4 Summer II

Item #19 Year. Enter all four digits of the calendar year in which the semester occurs.

YYYY

Item #20 Flexible Entry. Enter a '1' if the record is for a student enrolled in a Flexible Entry (FE) class that is being reported on the CBM00S for this semester. Enter a '7' to identify a visiting (displaced) student who has been allowed to enroll in a regular (non-flex) class due to the natural disaster (currently not in use); otherwise, continue to code the flex-entry item with a '1' for a visiting (displaced) student who enrolls in a flex-entry class.

Enter a '6' if a student is enrolled in a class that spans from the previous semester and is being reported as completed this semester on the CBM00S. A student enrolled in a course that falls between semesters is reported with a '6' in the following semester.

If the situations above do not apply, leave the item blank. If a student takes regular and flexible entry classes, the student must be reported with a separate CBM01E record for the regular courses (blanks) and for each flex type. A Flexible Entry Reference Table is available in the *Appendix*.

Item #21 Unused

Item #22A Academically Disadvantaged. Enter a '1' if the student is academically disadvantaged, or leave blank if not. When reporting academically disadvantaged students, colleges may report students who, based on a test for TSI purposes or a local placement test, do not have college entry level skills in reading, writing, or math. Colleges should also report students who are enrolled in remedial courses based on the results of TSI or local placement tests.

After the semester in which a student successfully completes remediation, the college should no longer report that student as academically disadvantaged. Please note that academically disadvantaged does not include students with learning disabilities.

Item #22B Economically Disadvantaged Family or Individual. Enter a '2' if the student is economically disadvantaged, or leave blank if not. Colleges may use one or more of the following standards to determine whether an individual is economically disadvantaged: (1) annual income at or below the federal poverty line; (2) eligibility for Aid to Families with Dependent Children or other public assistance programs (includes WIC program participants); (3) receipt of a Pell Grant or comparable state program of need-based financial assistance; or (4) eligible for benefits under the Food Stamp Act of 1977 or the Health and Humans Services (HHS) Poverty Guidelines, 403.114, page 36721 of final Rules and Regulations.

Students should not continue to be reported as economically disadvantaged if their circumstances change and they no longer meet the definition of economically disadvantaged.

Item #22C Individual with Disabilities. Enter a '3' if the student has disabilities, or leave blank if not. This information is typically self-reported by a student or reported when a student receives special services through a special populations coordinator or a state program. Students referred to the college by the Texas Rehabilitation Commission for education and training should be reported in this category.

Item #22D Limited English Proficiency (LEP). Enter a '4' if the student has limited English proficiency, or leave blank if not. Include all students who enroll in LEP courses or who were determined, based on a local placement test, to be Limited English Proficient.

After the semester in which a student successfully completes remediation, the college should no longer report that student as LEP.

Item #22E Programs to Eliminate Gender Bias. Leave BLANK at this time. This item is under further review. In the interim, the Coordinating Board will use both the declared major and gender as reported on the CBM0E1 to determine programs with more than 75% of one gender in a single technical program (CIP Code).

Item #22F Displaced Homemaker. Enter a '7' if the student is a displaced homemaker, or leave blank if not. This may be self-reported data. However, students who receive special federally-funded or state-funded assistance because they are displaced homemakers and students who receive special services through a Perkins Coordinator may be reported in this category.

Students should not continue to be reported as displaced homemakers if their circumstances change and they no longer meet the definition of displaced homemaker.

Item #22G Single Parent. Enter an '8' if the student is a single parent, or leave blank if not. This may be self-reported data. However, students who receive special federally-funded or state-funded assistance (such as referrals from the Texas Department of Human Services or the Texas Department of Health) because they are single parents may also be reported in this category. Assistance may include child care

assistance or child care fee waivers.

Students should not continue to be reported as single parents if their circumstances change and they no longer meet the definition of single parent.

Item #23 Semester Credit Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental course work taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses and interventions used for such purposes. See the *Lower Division Academic Course Guide Manual* (ACGM) for a list of developmental courses. Note that the 27-hour limit applies to hours earned in developmental English for Speakers of Other Languages (ESOL) courses listed in the ACGM. For details about funding, see CB Rules Chapter 13, Subchapter F, §13.107.

Right justify and include a leading zero if necessary, or zero fill.

Item #24 Inter-Institutional Academic Contact Hours. Enter the number of inter-institutional contact hours in approved academic courses for which the student is registered in the current semester, or for flexible entry records, and exclude them from Items #10A and #10B. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM00S. See more discussion of inter-institution classes in the introduction of the CBM00S report. Use leading zeros or zero fill if appropriate.

Item #25 Inter-Institutional Technical Contact Hours. Enter the number of inter-institutional contact hours in approved technical classes for which the student is registered in the current semester, or for flexible entry records, and exclude them from Items #11A and #11B. An inter-institutional agreement must be on file at the CB. An inter-institutional class is where the class and instructor are provided by another institution and the receiving institution is not allowed to claim the contact hours of their students on the CBM00S. See more discussion of inter-institution in the introduction of the CBM00S report. Use leading zeros or zero fill if appropriate.

Item #26 Semester Credit Hours of Student Enrolled in Dual Credit Courses. Enter the number of dual credit hours attempted for which the student receives both high school and college credit. These credit hours should also be reported in Item #13, #29, #35, and #36, as appropriate.

Use leading zeros or zero fill if appropriate.

CB rules regarding dual credit are found in Chapter 4, Subchapter D at http://www.thecb.state.tx.us/Rules/.

Item #27 Semester Credit Hours in Academic Courses Which Are Affected by the Undergraduate SCH Limit. Include the number of semester credit hours attempted by students in academic courses that apply to current associate or baccalaureate degrees at an institution of higher education and for which the college receives

state funding. Do not include academic semester credit hours if the student pays the non-resident tuition rate, has already received a baccalaureate degree, or is a high school student taking course(s) for dual credit. This item applies only to students who initially enroll as undergraduates in an institution of higher education in the 1999 fall semester or in a subsequent term.

Use leading zeros or zero fill if appropriate.

Item #28 Semester Credit Hours in Developmental Education Courses NOT in Excess of State Limit. Include all semester credit hours in developmental education courses and approved interventions attempted by a student at your institution during the term reported, except the credit hours in developmental education courses in which the student exceeds the 27-hour state funding limit and that are to be reported in Item #23. Developmental English for Speakers of Other Languages (ESOL) courses listed in the ACGM must be included in this category for students who have not reached the limit.

Use leading zeros, or zero fill if appropriate.

Item #29 Total Semester Credit Hours in Technical Courses. Include the total number of semester credit hours attempted in technical courses.

Use leading zeros or zero fill if appropriate.

Item #30 Contact Hours - Developmental Education in Excess of State Limit. A community, technical, or state college may not receive funding for developmental coursework taken by a student in excess of 27 semester credit hours or the equivalent. There are limits on the nature of courses and interventions used for such purposes. For a list of developmental courses see the *Lower Division Academic Course Guide Manual* (ACGM). Note that the 27 SCH limit applies to hours earned in developmental English for Speakers of Other Languages (ESOL) courses listed in the ACGM. For details about funding, see CB Rules Chapter 13, Subchapter F, §13.107.

Right justify and include a leading zero if necessary or zero fill.

Item #31 Student Intent. Enter the code that reflects the primary reason the student is attending classes at your college. Beginning in Fall 2001, the datum MUST be student-declared. If the student fails to identify an intent, a "Did Not Respond" option (code 6) may be reported.

1 Earn an associate's degree (2 year)
2 Earn a certificate (less than 2 years)
3 Earn credits for transfer
4 Take courses to:
- get a new or better job
- improve skills for current job
5 Take courses for personal enrichment
6 Did not respond
7 Earn a Bachelor of Applied Technology (BAT) degree

Item #32 Non-Disclosure. Enter a '2' to indicate that the individual student has notified the institution of his/her refusal to have "directory information" disclosed; else zero fill.

Item #33 Contact Hours Technical – Not State-Funded. Enter the number of contact hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

Right justify and include a leading zero if necessary or zero fill.

Item #34 Contact Hours Academic – Not State-Funded. Enter the number of contact hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive contact hours in developmental courses should be reported in Item #30.

Right justify and include a leading zero if necessary or zero fill.

Item #35 Semester Credit Hours Technical – Not State-Funded. Enter the number of semester credit hours attempted by the student in approved technical courses which are NOT allowed to be reported for state funding.

Right justify and include a leading zero if necessary or zero fill.

Item #36 Semester Credit Hours Academic – Not State-Funded. Enter the number of semester credit hours attempted by the student in approved academic courses which are NOT allowed to be reported for state funding. Excessive semester credit hours in developmental courses should be reported in Item #23. Right justify and include a leading zero if necessary or zero fill.

Item #37 Last Name. Enter the student's last name. Truncate if the name contains over 20 characters.

Item #38 Restricted Program Admission. The Coordinating Board uses restricted admission codes to distinguish students who have a declared major in a particular discipline from those who are actually admitted to a certificate or degree program through a restricted or separate admission process. The distinction provides more accurate enrollment and graduation numbers in key, high-demand occupations and the data are often linked to special legislative initiatives.

To ensure accuracy of the number of students in these programs, enter the appropriate code for each student who is admitted to and continuing his/her enrollment in a certificate or degree program in the following areas or CIP codes. Leave blank if not.

06 Nursing (51.3801) Allied Health to ADN
07 Vocational Nursing (51.3901)
08 Nursing (51.3801) LVN to ADN

09 Nursing (51.3801) Paramedic to ADN
11 Nursing (51.3801) Initial RN licensure, associate degree program

Definitions:

The Restricted Program Admission codes for Nursing are needed in the calculation of graduation rates (Education Code 61.0901) and for the distribution of funds under the Nursing Shortage Reduction Program (Education Code 61.9623).

06 Nursing (51.3801) Allied Health to ADN – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate or degree in an allied health discipline other than as a paramedic. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

08 Nursing (51.3801) LVN to ADN – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate as a licensed practical or vocational nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

09 Nursing (51.3801) Paramedic to ADN – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who already possesses a certificate or degree as a paramedic. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a one-year program.

11 Nursing (51.3801) Initial RN licensure, associate degree program – A student admitted to and continuing his/her enrollment in an approved ADN nursing program who is not a registered nurse. For the Board's purpose of counting graduates and calculating completion rates, this program is considered a two-year program.

Item #39 High School Code. Enter the College Board CEEB High School code of the high school that the student graduated from. Required for Texas high school graduates that are coded as first-time-in-college (Item #9 = 000001). The Texas CEEB codes are in Appendix M. Not required for students over the age of 25. Leave blank if not applicable.

May be reported for all students. The high school codes for non-Texas schools can be found at http://www.collegeboard.com/student/testing/sat/codelist.html.

Item #40 PEIMS Identification Number. Enter the PEIMS identification number of the student if you collect this information. The PEIMS identification number is a state-approved alternative student identification number provided by TEA to the school districts that is to be used when the student does not provide an SSN. It may be found in the student's high school transcript. This number begins with an 'S' which is then followed by 8 digits. Leave blank if you do not collect this information.

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Item #41 Ethnic Origin. Enter the code indicating whether the student is of Hispanic or Latino origin or not.

1 Hispanic or Latino origin
2 Not Hispanic or Latino origin
3 Not answered

Item #42 Race. Select one or more codes indicating the race of the student.

Item #42A	1	White
Item #42B	2	Black or African-American
Item #42C	4	Asian
Item #42D	5	American Indian or Alaskan Native
Item #42E	6	International
Item #42F	7	Unknown or Not Reported
Item #42G	8	Native Hawaiian or Other Pacific Islander

Definitions:

- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African-American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- International denotes a person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely.
- Unknown or Not Reported: The unknown classification should only be used if the student has not selected a racial designation.

Notes:

e) Even though a student is allowed to pay the “Resident Tuition” rate due to a waiver (coded ‘E’ in Item #7), report with the international code.
f) Report the ethnicity of a student who was classified as a resident based on TEC 54.052(a)(3) (coded ‘A’ in Item #7 on the CBM001).
g) Report the ethnicity of students who have applied to or have a petition pending with the Bureau of Citizenship and Immigration Services and students who base their residency on visas that allow them to domicile in the U.S.

CTC Student End of Semester Report (CBM0E1)

h) Report students who are Refugees, asylees, parolees, and those who are here under Temporary Protective Status as international students.

CTC Student End of Semester Report (CBM0E1)

DATA PROCESSING RECORD LAYOUT

		Beginning Position	Length
Item #1	Record Code – Always 1’	1	1
Item #2	Institution Code – FICE – Numeric	2	6
Item #3	Student Identification Number – Alphanumeric	8	9
Item #4	Gender – ‘M’ or ‘F’	17	1
Item #5	Classification – ‘1’ thru ‘7’ – Numeric	18	1
Item #6	Date of Birth - YYYYMMDD – Numeric	19	8
Item #7	Tuition Status – Alphanumeric	27	1
Item #8	Residence – Numeric	28	3
Item #9	Transfer/First-Time-In-College – Numeric or blank	31	6
Item #10A	Contact Hours Academic – In-District – Leading zeros	37	4
Item #10B	Contact Hours Academic – Out-of-Dist – Leading zeros	41	4
Item #11A	Contact Hours Tech – In-District – Leading zeros	45	4
Item #11B	Contact Hours Tech – Out-of-Dist – Leading zeros	49	4
Item #12	Major Area of Concentration – Numeric	53	8
Item #13	Academic SCH Not Affected by UG Limit – Numeric	61	2
Item #13A	Tuition Exemption/Waiver Code – ‘01’, ‘21’, or blank	63	2
Item #13B	Remote Campus – ‘5’ or blank (TSTC ‘1’ thru ‘3’)	65	1
Item #13C	Type of Major – ‘1’ or ‘2’ or ‘3’	66	1
Item #14	Unused	67	1
Item #15	First Name – Alpha	68	10
Item #16	Unused	78	1
Item #17	Middle Name Initial – Alpha or blank	79	1
Item #18	Semester – ‘1’, ‘2’, ‘3’, or ‘4’ – Numeric	80	1
Item #19	Year - YYYY – Numeric	81	4
Item #20	Flexible Entry – Numeric or blank	85	1
Item #21	Unused	86	1
Item #22A	Academically Disadvantaged – ‘1’ or blank	87	1
Item #22B	Economically Disadvantaged Family or Individual – ‘2’ or blank	88	1
Item #22C	Individual with Disabilities – ‘3’ or blank	89	1
Item #22D	Limited English Proficiency (LEP) – ‘4’ or blank	90	1
Item #22E	Programs to Eliminate Gender Bias – Blank	91	1
Item #22F	Displaced Homemaker – ‘7’ or blank	92	1
Item #22G	Single Parent – ‘8’ or blank	93	1
Item #23	SCH Developmental Ed in Excess of State Limit – Numeric	94	3
Item #24	Inter-institutional Academic CH – Leading zeros	97	3
Item #25	Inter-institutional Technical CH – Leading zeros	100	3
Item #26	Dual SCH of High School Student – Leading zeros	103	2
Item #27	Academic SCH Affected by UG Limit – Leading zeros	105	2
Item #28	SCH Developmental Ed Not in Excess of State Limit – Numeric	107	2
Item #29	Total Technical SCH – Leading zeros	109	2
Item #30	CH Developmental Ed in Excess of State Limit – Numeric	111	3
Item #31	Student Intent – ‘1’ thru ‘7’ – Numeric	114	1
Item #32	Non-Disclosure – ‘0’ or ‘2’ – Numeric	115	1

CTC Student End of Semester Report (CBM0E1)

Item #33	CH Technical Not State-Funded – Leading zeros	116	3
		Beginning Position	Length
Item #34	CH Academic Not State-Funded – Leading zeros	119	3
Item #35	SCH Technical Not State-Funded – Leading zeros	122	2
Item #36	SCH Academic Not State-Funded – Leading zeros	124	2
Item #37	Last Name – Alpha	126	20
Item #38	Restricted Program Admission	146	2
Item #39	High School Code	148	6
Item #40	PEIMS Identification Number	154	9
Item #41	Ethnic Origin – Numeric	163	1
Item #42	Race:		
Item #42A	White – ‘1’ or blank	164	1
Item #42B	Black or African-American – ‘2’ or blank	165	1
Item #42C	Asian – ‘4’ or blank	166	1
Item #42D	American Indian or Alaskan Native – ‘5’ or blank	167	1
Item #42E	International – ‘6’ or blank	168	1
Item #42F	Unknown or Not Reported – ‘7’ or blank	169	1
Item #42G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	170	1

CTC Student End of Semester Report (CBM0E1)

QUESTIONABLE AND ERROR VALUES

The following values are used in the Coordinating Board's edit programs to determine Questionable and Error Values for each data element.

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
1.	Record Code	N/A	Any value except '1'
2.	Institution Code	N/A	Must match value in header record and be on list of valid FICE codes
3.	Student ID	Duplicate FE entries	Blank or duplicate entry or not alpha and/or numeric
4.	Gender	N/A	Any value except 'M' or 'F'
5.	Classification	N/A	Any value except '1' thru '5' or '6' and '7' when FICE = 007857, 009797, or 031034
6.	Date of Birth	Age less than 13 or more than 75; age less than 13 or more than 19 when Item #26 greater than 0	Any non-numerical data; month less than '01' or greater than '12'
7.	Tuition Status	N/A	Any value except '1', '2', '3', '5', 'A', 'B', 'C', 'D', or 'E'
8.	Residence	N/A	Any value except '001' thru '254', '310' thru '369' or '402' thru '799'; must be coded '001' thru '254' if Item #13A is coded '01'; must be on residence file
9.	Transfer/First-Time-In-College	Zero students coded '000001' in spring or summer	Non-numerical characters except all blanks; '000001' if Item #26 > '00'; zero students coded '000001' in fall
10.	Contact Hours Academic	Sum of #10A, #10B, #11A, #11B, #24, #25, #30, #33, and #34 is less than 8 or greater than 780 hours	Any non-numerical characters (unused positions should be zero-filled)

CTC Student End of Semester Report (CBM0E1)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
11.	Contact Hours Technical	Same as Item #10	Same as Item #10
12.	Major	N/A	Non-numeric or invalid CIP code; BAT major not equal to approved CIP; value of '99999999' if Item #13C is coded '2' or '3'
13.	Academic Semester Credit Hours Not Affected by UG Limit	Sum of #13, #23, #27, #28, #29, #35, and #36 less than 1 or greater than 25 hours	Non-numerical or value greater than 33
13A.	Exemption/Waiver	Any value except '01' when Item #7 is coded '5' and Item #8 > '254'	Any value except '01' when Item #7 is coded '5' or '21' when Item #7 is coded 'E'
13B.	Remote Campus	N/A	Any value except '5' or blank or TSTC '1' thru '3'
13C.	Type of Major	N/A	Any value other than '1', '2', or '3'
14.	Unused	N/A	N/A
15.	First Name	Blank	Numerical
16.	Unused	N/A	N/A
17.	Middle Name Initial	N/A	Numerical
18.	Semester	N/A	Must match header record
19.	Year	N/A	Must match header record
20.	Flexible Entry	N/A	Value except space, '6', or '1'
21.	Unused	N/A	N/A
22A.	Academically Disadv.	N/A	Value except '1' and space
22B.	Economically Disadv.	N/A	Value except '2' and space
22C.	Individual with Disabilities	N/A	Value except '3' and space
22D.	Limited English Proficiency	N/A	Value except '4' and space
22E.	Programs to Eliminate Gender Bias	N/A	Value except space
22F.	Displaced Homemaker	N/A	Value except '7' and space
22G.	Single Parent	N/A	Value except '8' and space
23.	SCH-Developmental (In Excess of State Limit)	Same as Item #13; > 20 SCH	Any non-numerical values

CTC Student End of Semester Report (CBM0E1)

ITEM NUMBER		QUESTIONABLE VALUE	ERROR VALUE
24.	Inter-institutional Academic CH	Same as Item #10	Non-numerical values
25.	Inter-institutional Technical CH	Same as Item #10	Non-numerical value
26.	Dual High School SCH	Greater than ‘09’	Non-numerical or value greater than ‘21’; greater than the sum of Items #13, #29, #35, and #36; value greater than ‘00’ if Item #9 is coded ‘000001’
27.	SCH-Academic Affected by UG Limit	Same as Item #13	Non-numerical or value greater than ‘33’; value greater than ‘00’ if Item #5 is coded ‘5’
28.	SCH-Developmental Ed Not in Excess of State Limit	Same as Item #13	Non-numerical or value greater than ‘28’
29.	SCH-Total Technical	Same as Item #13	Non-numerical or value greater than ‘30’
30.	CH-Develop Ed In Excess of State Limit	Same as Item #10	Non-numerical
31.	Student Intent	N/A	Value except ‘1’ thru ‘7’
32.	Non-Disclosure	N/A	Any value except ‘2’ or ‘0’
33.	CH-Tech-Not State-funded	Same as Item #10	Non-numerical value
34.	CH-Acad-Not State-funded	Same as Item #10	Non-numerical value
35.	SCH-Tech-Not State-funded	Same as Item #13	Non-numerical or value greater than ‘30’
36.	SCH-Acad-Not State-funded	Same as Item #13	Non-numerical value greater than ‘28’
37.	Last Name	N/A	Blank, numerical

CTC Student End of Semester Report (CBM0E1)

ITEM NUMBER	QUESTIONABLE VALUE	ERROR VALUE
38. Restricted Prog Admission	N/A	Any value except ‘07’ when Item #12 = ‘513901’ or ‘06’, ‘08’, ‘09’, or ‘11’ when Item #12 = ‘513801’ or blank
39. High School Code	N/A	Blank if Item #9 = ‘000001’ and Item #8 = ‘001’ thru ‘254’
40. PEIMS Ident. Number	N/A	First position not ‘S’ with remaining positions not numeric
41. Ethnic Origin	N/A	Value other than ‘1’, ‘2’, or ‘3’
42A. White	N/A	Value other than ‘1’ or space or value = ‘1’ and ‘7’
42B. Black/African-Amer	N/A	Value other than ‘2’ or space or value = ‘2’ and ‘7’
42C. Asian	N/A	Value other than ‘4’ or space or value = ‘4’ and ‘7’
42D. Amer Ind/Alask Nat	N/A	Value other than ‘5’ or space or value = ‘5’ and ‘7’
42E. International	N/A	Value other than ‘6’ or space or value = ‘6’ and ‘7’
42F. Unknown/Not Rep	N/A	Value other than ‘7’ or space; value = ‘7’ plus value = ‘1’, ‘2’, ‘4’, ‘5’, ‘6’, or ‘8’
42G. Nat Hawaiian/Pac Is	N/A	Value other than ‘8’ or space or value = ‘8’ and ‘7’

Note A: If the sum of Items #10A, #10B, #11A, #11B, #24, #25, #30, #33, and #34 is less than 8 or greater than 780 hours, a questionable message will be generated.

Note B: If the sum of Items #13, #23, #27, #28, #29, #35, and #36 is less than 1 or greater than 25 hours, a questionable message will be generated.

DISCREPANCY: The number of records received in each submission is compared to the number in the trailer record (control total). The difference is shown on the edit report as a discrepancy.

CTC Student End of Semester Report (CBM0E1)

SUMMARY OF STUDENT DATA

1. TOTAL HEADCOUNT – Total headcount is a summation of all CBM0E1 records, including flexible entry records, which are displayed separately. The total headcount is categorized by gender, classification, student intent, age, tuition status, residence, ethnic origin, restricted program admission, first-time students, majors, concurrent enrollment in high school, special populations, non-disclosure, and flexible entry.

2. AGE – Each student's age, for the purpose of the summary report, is calculated by comparing each student's date of birth to the beginning date of the semester. For this purpose, the beginning date of each semester is:
   Fall - September 1; Spring - January 1; Summer - June 1

4. CONTACT HOURS-Academic – The in-district (Item #10A) and out-of-district (Item #10B) contact hours are summed to produce academic contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in academic courses. Inter-institutional academic contact hours (Item #24) are summed. Not state-funded academic contact hours (Item #34) are summed.

5. CONTACT HOURS-Technical – The in-district (Item #11A) and out-of-district (Item #11B) contact hours are summed to produce regular technical contact hours in-district and out-of-district. A separate total is provided for all flexible entry contact hours in regular technical courses. Inter-institutional technical contact hours (Item #25) are summed. Not state-funded technical contact hours (Item #33) are summed.

6. SEMESTER CREDIT HOURS – Item #13, Semester Credit Hours, is summed to get the academic semester credit hours unaffected by the undergraduate limit; Flexible Entry semester credit hours are summed in a separate column. Item #27, Semester Credit Hours, is summed to get the academic semester credit hours affected by the undergraduate limit; a separate total is provided for Flexible Entry semester credit hours. Item #28, Developmental Semester Credit Hours, is summed; a separate total is provided for Flexible Entry semester credit hours. Item #29, Technical Semester Credit Hours, is summed; a separate total is provided for Flexible Entry semester credit hours. Item #36, Academic Semester Credit Hours Not State-Funded, is summed. Item #35, Technical Semester Credit Hours Not State-Funded, is summed. For classes where the credit hours are generated by third and fourth year BA students, the credit hours will be summed and put in the BA column.

7. MAJORS – Item #12 summarizes the "Declared Majors" as follows:
   Academic Declared Majors – Type major equal '1'
   Academic Undeclared – '24999999' or '99999999'; type major equal '1'
   Technical Declared Majors – Type major equal '2'
   Tech-Prep Declared Majors – Type major equal '3'

NOTE: Records which have any items in error (invalid amounts) are not included in any of the summary values.

CTC Student End of Semester Report (CBM0E1)

Additional Summaries:

The CBM0E1 and CBM00S edit programs each generate the CBM0E1/00S SCH comparison. Please note, since the CBM0E1 edit program is always scheduled to run before the CBM00S edit program, the CBM0E1's comparison will be calculated prior to an update to the CBM00S submitted at the same time as the CBM0E1 update. Therefore, if updates are processed for both reports on the same day, the CBM0E1 report may show an out-of-balance condition and the CBM00S may show the two reports to balance.

Also, the CBM0E1 non-flex entries will be validated against the non-flex entry students reported in the CBM001 Census report. Students that were reported at the official census date should contain entries in the CBM0E1. Any missing students will be reported as errors.

CTC Student End of Semester Report (CBM0E1)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
CTC-CBM0E1 EOS/EOQ EDIT SUMMARY FROM RunDate: 11/01/2011 Time: 11:13:13
TEXAS COMMUNITY COLLEGE SUMMER I 2011

		NORMAL RANGE	QUESTIONABLE VALUES	ERROR VALUES
ITEM 1	RecordCode	3,323	0	0
ITEM 2	INST. CODE	3,323	0	0
ITEM 3	STUDENT ID	3,323	0	0
ITEM 4	GENDER	3,323	0	0
ITEM 5	Classification	3,323	0	0
ITEM 6	DATE OF BIRTH	3,322	1	0
ITEM 7	Tuition Status	3,323	0	0
ITEM 8	Residence	3,322	1	0
ITEM 9	Transfer	3,322	1	0
ITEM 10A	Contact Hrs-Acad ID	3,323	0	0
ITEM 10B	ContactHrs-Acad OOD	3,323	0	0
ITEM 11A	Contact Hrs-Acad ID	3,323	0	0
ITEM 11B	ContactHrs-Acad OOD	3,323	0	0
ITEM 12	Major	3,323	0	0
ITEM 13	Semester Credit Hours	3,323	0	0
ITEM 13A	Tuition exemption	3,322	1	0
ITEM 13B	Remote Campus	3,323	0	0
ITEM 13C	Type Major	3,323	0	0
ITEM 15	First Name	3,323	0	0
ITEM 17	Middle Initial	3,323	0	0
ITEM 18	Semester	3,323	0	0
ITEM 19	Year	3,323	0	0
ITEM 20	Flex Entry	3,323	0	0
ITEM 22A	Academic Disadvantage	3,323	0	0
ITEM 22B	Economic Disadvantage	3,323	0	0
ITEM 22C	Individual W Disable	3,323	0	0
ITEM 22D	Limited English Prof	3,323	0	0
ITEM 22E	Pgms to Elim Sex Basis	3,323	0	0
ITEM 22F	Displaced HomeMaker	3,323	0	0
ITEM 22G	Single Parent	3,323	0	0
ITEM 23	Excess Sch Development	3,323	0	0
ITEM 24	Inter-Inst Acad Ch	3,323	0	0
ITEM 25	Inter-Inst tech Ch	3,323	0	0
ITEM 26	Concur Enrolld Hs sch	3,320	3	0
ITEM 27	Academic Sch Limited	3,323	0	0
ITEM 28	Totaal Developmntl	3,323	0	0
ITEM 29	Total Technical SCH	3,323	0	0
ITEM 30	Excess Ch Develpmntl	3,323	0	0
ITEM 31	Student Intent	3,323	0	0
ITEM 32	Non Disclosure	3,323	0	0
ITEM 33	CH Technical - Not Eligible For State Fu	3,323	0	0
ITEM 34	CH Academic - Not Eligible For State Fun	3,323	0	0
ITEM 35	SCH Technical - Not Eligible For State F	3,323	0	0
ITEM 36	SCH Academic - Not Eligible For State Fu	3,323	0	0
ITEM 37	Last Name	3,323	0	0
ITEM 38	Restricted Program Admission	3,323	0	0
ITEM 39	CeebHsCode	3,323	0	0
ITEM 40	Student Alternate Id	3,323	0	0
ITEM 41	New Ethnic Origin	3,323	0	0
ITEM 42	Race	3,323	0	0
ITEM 42A	White	3,323	0	0
ITEM 42B	Black	3,323	0	0
ITEM 42C	Asian	3,323	0	0
ITEM 42D	Native American-Alaskan	3,323	0	0
ITEM 42E	International	3,323	0	0
ITEM 42F	Unknown	3,323	0	0
ITEM 42G	PacificIslander-NativeHawaiian	3,323	0	0

TOTAL Report Records 3,323
CONTROL TOTAL 3,323 DISCREPANCY 0

CTC Student End of Semester Report (CBM0E1)

Total Recs on Db	3,323
Number Of Non-Unique/Duplicated Id's	0
Number Of Duplicate Records	0
Number Of Relative Duplicate Questionable	0
Number Of Relative Duplicate Error	0
Total Error Recs on Db	0
Total Error Other	2
Total Questionable Recs on Db	6
Total Non Error Records on Db	3,323
Total Rejected Records	0
Total Flexible Entry Records	0

(SetUpEdcRecDE1J)

Edit00v00 TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
CTC-CBM0E1 Race and Ethnicity of Regularly Enrolled Students
SUMMER I 2011 TEXAS COMMUNITY COLLEGE 111111 RunDate: 11/01/2011 Time: 11:13:13

White	2,007
Black	168
Hispanic	889
Asian	75
American Indian/Alaskan Native	20
Native Hawaiian/Other Pacific Islander	6
Multi-Racial	21
International	36
Ethnic Origin/Race Unknown	35
Total	3,257

Multi-Racial where Race is Black	6

CTC Student End of Semester Report (CBM0E1)

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              TEXAS HIGHER EDUCATION COORDINATING BOARD             Page 1
Edit Of CTC-CBM0E1 Data From              RunDate: 11/01/2011 Time: 11:13:13
TEXAS COMMUNITY COLLEGE                           SUMMER I   2011


Gender
  Male                                          1,356
  Female                                        1,901
               Total                            3,257

Classification
  Freshman                                      1,077
  Sophomore                                     1,412
  UnClassified                                    545
  Associates                                      117
  Bachelors                                       106
  BAT Third Year                                    0
  BAT Fourth Year                                   0
               Total                            3,257

Intent
  Earn Assoc                                    1,166
  Earn Cert                                       121
  Transfer                                      1,658
  Improve Skills                                  141
  Enrichment                                      135
  NoResponse                                       36
  Earn a BAT degree                                 0
               Total                            3,257

Age
  Under 17                                         29
  17                                               87
  18                                              190
  19-21                                         1,395
  22-24                                           526
  25-30                                           528
  31-35                                           225
  36-50                                           234
  51-64                                            41
  65 and Older                                      2
  UnReported(not in avg)                            0
  Average Age                                    24.3
               Total                            3,257

Tuition Status
  In District                                     213
  Out of District                               2,674
  Non Resident                                    123
  Tuition Exemption Tx Res (5)                    243
  Res Tuition ID (HB1403)                           2
  Res Tuition OOD (HB1403)                          2
  Res Tuition Pnd ID (HB1403)                       0
  Res Tuition Pnd OD (HB1403)                       0
  Tuition Waiver Non-Res                            0
  Visiting Student (N)                              0
               Total                            3,257

Residence
  Texas Counties                                3,085
  Other States                                    128
  Foreign Countries                                44
               Total                            3,257

First Time In College
    From a Texas High School                      121
    From a Out of State High School                 5
    No  High School reported                        0
```

Subtotal	126
First Time Transfer student	0

Restricted Program Admission	Regular	Flexible Entry
Nursing (Alied Health to ADN)	0	0
Vocational Nursing (51.1613)	12	0
Nursing (LVN to ADN)	7	0
Nursing (Paramedic to ADN)	0	0
Nursing (Initial RN licensure-associate level)	28	0
Total	47	0

Ethnic Origin	
Hispanic or Latino Origin	889
Not Hispanic or Latino Origin	2,256
Not Answered	112
Total	3,257

Race	
Multi-racial	26
White only	2,192
Black only	170
Hispanic only	679
Asian only	80
American Indian/Alaskan Native only	33
International only	36
Native Hawaiian/Other Pacific Islander only	6
Ethnic Origin/Race Unknown	35
Total	3,257

Races reported in Multi-racial	
White	20
Black	6
Asian	13
American Indian/Alaskan Native	8
Native Hawaiian/Other Pacific Islander	6
International	0

Contact Hours (Academic)	Regular	Flexible Entry
In District	76,608	0
Out Of District	224,896	0
Inter-Institutional	0	0
Not State Funded	8,736	0
Excessive Development	352	0
Total	310,592	0

Contact Hours (Tech)	Regular	Flexible Entry
In District	3,920	0
Out Of District	43,808	0
Inter-Institutional	0	0
Not State Funded	544	0
Total	48,272	0

Semester Credit Hours	Regular	Flexible Entry
Academic Unaffected by Limit	2,118	0
Academic Affected by Limit	14,469	0
Total Development	1,047	0
Total Technical	1,444	0
Developmental (Excessive)	18	0
Academic Not State Funded	524	0
Technical Not State Funded	12	0
Total	19,632	0
Concurrent High School	300	0

CTC Student End of Semester Report (CBM0E1)

Majors	
Academic Declared Majors	2,719
Academic Undeclared Major	0
Tech Declared Major	297
Tech Undeclared Major	0
Tech Prep Declared Major	241
Total	3,257
Concurrent Enrolled In High School	67
Special Populations	
Academic Disadvantaged	337
Economic Disadvantaged	1,180
Individual With Disability	46
Limited English Proficiency	0
Programs To Eliminate Gender Bias	30
Displaced Homemaker	26
Single Parent	191
Non Disclosure	0
Total	0
Flexible Entry 1	0
Visiting Student (7)	0
Flexible Entry 6	0
Total Headcount	3,257

***Note: Totals are net errors.

CTC Student End of Semester Report (CBM0E1)

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Edit00v00                                   TEXAS HIGHER EDUCATION COORDINATING BOARD                                   Page 1
                                           CBM00S records not included in CBM0E1 Report
SUMMER I   2011                                    TEXAS COMMUNITY COLLEGE 1111111                  RunDate: 11/01/2011 Time: 11:13:13

  Fice             Course   Course   Course       Report
  Code  Student Id Subjec   Number   Section  Sem  Year     FE
 - CBM00S Vs CBM0E1 Record Check - In Balance
```

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Edit00v00                                   TEXAS HIGHER EDUCATION COORDINATING BOARD                                   Page 1
                                        CBM0E1 records not included in CBM00S SCH/CH  Report
SUMMER I   2011                                    TEXAS COMMUNITY COLLEGE                          RunDate: 11/01/2011 Time: 11:13:13

  Fice                  Report                           CBM0E1      CBM00S
  Code   StudentID  Sem  Year  FE    Comment              Total       Total
 003611  111111111   3    2011           SCH not =         15.0         9.0
 003611  222222222   3    2011           SCH not =          9.0         6.0
 003611  333333333   3    2011           SCH not =         18.0        12.0
 003611  444444444   3    2011           SCH not =         16.0        10.0
 003611  555555555   3    2011           SCH not =          9.0         6.0
 003611  666666666   3    2011           SCH not =         15.0        12.0
 - CBM0E1 Vs CBM00S CTC SCH Check - Mismatch by 310 Records
 - CBM0E1 Vs CBM00S CTC ACH Check - In Balance
 - CBM0E1 Vs CBM00S CTC TCH Check - Mismatch by 12 Records
 003611              3    2011           ACH Totals    310,592.0   310,592.0
 - CBM0E1 Vs CBM00S CTC ACH Check - In Balance
 003611              3    2011           TCH Totals     77,136.0    76,368.0 ***OUT of Balance ***
 - CBM0E1 Vs CBM00S CTC TCH Check - Mismatch by 768 TCH
 003611              3    2011           SCH Totals     20,416.0    19,351.0 ***OUT of Balance ***
 - CBM0E1 Vs CBM00S CTC SCH Check - Mismatch by 1065.00 SCH
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Edit00v00                                   TEXAS HIGHER EDUCATION COORDINATING BOARD                                   Page 1
                                           CBM0E1 records not included in CBM00S Report
SUMMER I   2011                                    TEXAS COMMUNITY COLLEGE 111111                   RunDate: 11/01/2011 Time: 11:13:13

  Fice                  Report
  Code   StudentID  Sem  Year  FE
```

CTC Student End of Semester Report (CBM0E1)

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Edit00v00                                    TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                                    Edit Of CTC-CBM0E1 Data From
SUMMER I   2011                                   TEXAS COMMUNITY COLLEGE 111111                    RunDate: 11/01/2011 Time: 11:13:13

                                                                          __13_ 1 1     2   22                                  3 3 3
1   2        3     4 5 7  8     9   10A  10B   11A  11B    12     13  A B C 4 8  19 0 ABCDEFG  23  24  25 26 27 28 29 30  1 2 3   34  35 36 38
         Remarks
     /37                    /15      /17      /6     /39     /40       42 42A B C D E E F G

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 - CBM0E1 Vs CBM00S CTC SCH Check - Mismatch by 310 Records
 - CBM0E1 Vs CBM00S CTC ACH Check - In Balance
 - CBM0E1 Vs CBM00S CTC TCH Check - Mismatch by 12 Records
 - CBM0E1 Vs CBM00S CTC ACH Check - In Balance
 - CBM0E1 Vs CBM00S CTC TCH Check - Mismatch by 768 TCH
 - CBM0E1 Vs CBM00S CTC SCH Check - Mismatch by 1065.00 SCH
 - CBM00S Vs CBM0E1 Record Check - In Balance


Total Rejected Records                              0
Total Records on DataBase                       3,323
Total Records Other Errors                          2
Total Non Error Records                         3,323
Total Error Records                                 0
Total Questionable Records                          6
Total Rejected Records                              0


Items In Error Are Indicated By (*), Questionable By (-)
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CTC Student End of Semester Report (CBM0E1)

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  Edit00v00                                    TEXAS HIGHER EDUCATION COORDINATING BOARD                                    Page 1
                                                     Edit Of CTC-CBM0E1 Data From
SUMMER I   2011                                   TEXAS COMMUNITY COLLEGE 003611                    RunDate: 11/01/2011 Time: 11:13:13
                                                         Questionables ONLY

                                                                  __13_ 1 1     2   22                                  3 3 3
1   2        3     4 5 7  8     9   10A  10B   11A  11B    12     13  A B C 4 8  19 0 ABCDEFG  23  24  25 26 27 28 29 30  1 2 3   34  35 36 38
         Remarks
     /37                   /15      /17      /6     /39     /40       42 42A B C D E E F G

1 003611 000000001 M 1 5 152        0000 0080  0000 0000 11010100 00 01   3  3 2011    2      000 000 000 00 04 00 00 000 3 0 000 000 00 00      Q
   STUDENT                ONE             19331018  000000                1   1
                                          --------
                                                                                Dob(Item6), is < 13 or > 75. Questionable. REF0017
1 003611 000000002 M 1 5 314        0000 0224  0000 0000 24010100 00 01   1  3 2011    2      000 000 000 00 12 03 00 000 3 0 000 000 00 00      Q
                         ---                                        --
   STUDENT                TWO         D   19760521  000000                2   1
                                                         Residence(Item8) Not Valid for Hazlewood exemption. questionable  REF1074
1 003611 000000003 F 1 5 152        0000 0192  0000 0000 24010200 00 01   1  3 2011           000 000 000 12 12 00 00 000 3 0 000 000 00 00      Q
                                                                                                                  --
   STUDENT                THREE       B   19940908  000000                1             7
                                                          HighSchoolSch(Item26) Value = 12 is Greater than 9 Questionable. REF0618
1 003611 000000004 M 4 2 152 000001 0000 0048  0000 0000 47060400 00      3  3 2011           000 000 000 00 03 00 00 000 1 0 000 000 00 00      Q
                             ------
   STUDENT                FOUR        A   19920930  444342                1   1
                                                    Transfer(Item9) = '000001', AND ClassLevel(Item5) = '4, Questional. REF2002.
1 003611 000000005 F 1 5 085        0000 0192  0000 0000 24010100 00 01   1  3 2011           000 000 000 12 12 00 00 000 1 0 000 000 00 00      Q
                                                                                                                  --
   STUDENT                FIVE        L   19941101  000000                2   1
                                                          HighSchoolSch(Item26) Value = 12 is Greater than 9 Questionable. REF0618
1 003611 000000006 M 1 5 085        0000 0192  0000 0000 24010100 00 01   1  3 2011           000 000 000 12 12 00 00 000 3 0 000 000 00 00      Q
                                                                                                                  --
   STUDENT                SIX         D   19940911  000000                2   1
                                                          HighSchoolSch(Item26) Value = 12 is Greater than 9 Questionable. REF0618


Items In Error Are Indicated By (*), Questionable By (-)
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