



REPORTING and PROCEDURES
MANUAL *SUPPLEMENT*

for

**Texas for Community, Technical, and
State Colleges**

**New and Modified Reports
in Effect for Spring 2022**

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 Crystal Mooney or Evelyn Lavigne regarding all CBM reports except the CBM005, CBM011, and CBM014; Jennifer Gonzales regarding the CBM005, CBM011, and CBM014; and Victor Reyna regarding general reporting questions at the above address or at the following telecommunication numbers:

	<u>Regular Phone</u>	<u>INTERNET Address</u>
Evelyn Lavigne	(512) 427-6242	Evelyn.Lavigne@highered.texas.gov
Crystal Mooney	(512) 427-6282	Crystal.Mooney@highered.texas.gov
Jennifer Gonzales	(512) 427-6235	Jennifer.Gonzales@highered.texas.gov
Victor Reyna	(512) 427-6286	Victor.Reyna@highered.texas.gov

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

REPORTING PERIODS

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

FALL REPORTS

		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Census Report	CBM0C1	October 15	November 15
Census Student Schedule Report	CBM0CS	October 15	November 15
Graduation Report	CBM009	October 15 (Oct. 1 for NSRP)	November 15
Occupational Skills Achievement	CBM00M	October 15	November 15
Building and Room Use Report	CBM005	October 15	November 15
Continuing Ed Student Report	CBM00A	December 15	January 20
Continuing Ed Class Report	CBM00C	December 15	January 20
Texas Success Initiative Report	CBM002	February 1	March 1
Faculty Report	CBM008	February 1	March 1
Student Schedule Report	CBM00S	February 1	March 1
Student End of Semester Report	CBM0E1	February 1	March 1

SPRING REPORTS

		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Census Report	CBM0C1	February 15 in Odd Year March 15	March 15 April 15
Census Student Schedule Report	CBM0CS	February 15 in Odd Year March 15	March 15 April 15
Continuing Ed Student Report	CBM00A	February 15 in Odd Year March 15	March 15 April 15
Continuing Ed Class Report	CBM00C	February 15 in Odd Year March 15	March 15 April 15
Texas Success Initiative Report	CBM002	June 15	July 15
Faculty Report	CBM008	June 15	July 15
Student Schedule Report	CBM00S	June 15	July 15
Student End of Semester Report	CBM0E1	June 15	July 15

CTC General Reporting Issues

FIRST SUMMER SEMESTER REPORTS

		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Continuing Ed Student Report	CBM00A	June 15	July 15
Continuing Ed Class Report	CBM00C	June 15	July 15
Student Census Report	CBM0C1	July 1	August 1
Census Student Schedule Report	CBM0CS	July 1	August 1
Student Schedule Report	CBM00S	October 1	November 1
Student End of Semester Report	CBM0E1	October 1	November 1
Texas Success Initiative Report	CBM002	October 1	November 1

SECOND SUMMER SEMESTER REPORTS

		<u>Initial Submission Due Date</u>	<u>Certification Date</u>
Student Census Report	CBM0C1	August 15*	September 15
Census Student Schedule Report	CBM0CS	August 15*	September 15
Continuing Ed Student Report	CBM00A	September 15	October 15
Continuing Ed Class Report	CBM00C	September 15	October 15
Student Schedule Report	CBM00S	October 1**	November 1
Student End of Semester Report	CBM0E1	October 1**	November 1
Texas Success Initiative Report	CBM002	October 1**	November 1

ANY TIME REPORTS

		<u>Due Date</u>
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 certified by September 15.

** If combining first and second summer semester, the due date is October 1 certified by November 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:

Evelyn Lavigne, Systems Support Specialist III 512-427-6242
INTERNET address: Evelyn.Lavigne@highered.texas.gov

Crystal Mooney, Data Analyst 512-427-6282
INTERNET address: Crystal.Mooney@highered.texas.gov
 - B. CBM005, CBM011, CBM014:
Jennifer Gonzales, Senior Program Director 512-427-6235
INTERNET address: Jennifer.Gonzales@highered.texas.gov
 - C. Electronic Data Transfer System:
Torca Bunton, Data Specialist 512-427-6532
INTERNET address: Torca.Bunton@highered.texas.gov
 - D. General Questions:
Victor Reyna, Director 512-427-6286
INTERNET address: Victor.Reyna@highered.texas.gov
- 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, Systems Support Specialist III 512-427-6123
INTERNET address: Tanya.Trevino@highered.texas.gov
- IV. Facilities Inventory Questions: Finance and Resource Planning, FAX: 512-427-6147
Jennifer Gonzales, Senior Program Director 512-427-6235
INTERNET address: Jennifer.Gonzales@highered.texas.gov
- V. Student Tuition and Residency Issues: Student Services, FAX: 512-427-6420
DeCha Reid, Director 512-427-6393
INTERNET address: DeCha.Reid@highered.texas.gov
- VI. Workforce Education Issues: Academic Quality and Workforce, FAX: 512-427-6444
Duane Hiller, Program Director 512-427-6440
INTERNET address: Duane.Hiller@highered.texas.gov
- VII. Texas Success Initiative Questions: Research and Evaluation, FAX: 512-427-6147
Melissa Humphries, Director 512-427-6546
INTERNET address: Melissa.Humphries@highered.texas.gov

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. New and modified CBM reports are required to be submitted through the new EDC Portal which can be accessed via [CBPass](#). All other CBM reports are required to be submitted or retrieved via the MOVEit® DMZ portal. Institutions will be able to access the secure site using a web browser or a SFTP client (FileZilla, WinSCP, SSH Secure, etc.). Detailed instructions for MOVEit® DMZ are available on the CB Data Exchange page (<http://www.txhighereddata.org/DataExchange>).

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 data sent to the Coordinating Board goes to the "INPUT" directory and the edit and summary report files are retrieved from the "OUTPUT" directory.

The data content of the files will be as defined in the Data Processing Record Layout of each report in this manual. The format and content of the HEADER and TRAILER records are critical and must be valid. Identification of the data depends totally on the accuracy of the information contained in the header record.

CTC General Reporting Issues

File Transfer System INPUT FILE FORMAT

HEADER RECORD		<u>Beginning Position</u>	<u>Length</u>
Item #1	File Label-ID. Always 'HY2K'	1	4
Item #2	Institution Code - FICE – Numeric	5	6
Item #3	Data Identifier, e.g., CBM0C1	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		<u>Beginning Position</u>	<u>Length</u>
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

STUDENT CENSUS REPORT CBM0C1

The Student Census Report (CBM0C1) 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 used to determine the official census date for terms of various lengths:

Census Dates for Other Term Lengths

<u>Fall and Spring Semesters</u>		<u>Summer Semester</u>	
<u>Length of Term (Weeks)</u>	<u>Census Date</u>	<u>Length of Term (Weeks)</u>	<u>Census Date</u>
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 Census Report (CBM0C1)

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 <https://www.highered.texas.gov/about-us/rules-statutes/>.

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.

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

Under CB Rule 13.107 in Chapter 13, Subchapter F, institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)]. 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 on the CBM0CS report. Students enrolled in interventions that begin after the census date should be reported as flexible entry.

CTC Student Census Report (CBM0C1)

INSTRUCTIONS FOR STUDENT CENSUS 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 Bachelor | A student in the third year of a Bachelor's program |
| 7 | Fourth Year Bachelor | A student in the fourth year of a Bachelor's 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 |

CTC Student Census Report (CBM0C1)

- 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)

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.

CTC Student Census Report (CBM0C1)

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 Unused.

Item #10B Unused

Item #11A Unused

Item #11B Unused

Item #12 Major Area of Concentration. Enter the 2020 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 '24019900' or '99999999' may be reported. A Bachelor's major should be reported with a CB- approved CIP for your institution.

Item #13 Unused.

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

CTC Student Census Report (CBM0C1)

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

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 Bachelor's program is to be reported as an academic major.

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

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 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 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in fall 1999 to summer 2006 (45 hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). Otherwise enter a '0'. Effective June 1, 2018, enter a "5 – Returning Student" if the student has accrued at least 50 SCH and stopped out for 24 months (one-time only).

Item #22B Unused.

Item #22C Unused.

CTC Student Census Report (CBM0C1)

Item #22D Unused.

Item #22E Unused.

Item #22F Unused.

Item #22G Unused.

Item #23 Unused.

Item #24 Unused.

Item #25 Unused.

Item #26 Unused.

Item #27 Unused

Item #28 Unused.

Item #29 Unused.

Item #30 Unused.

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's 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 Unused.

Item #34 Unused.

Item #35 Unused.

Item #36 Unused.

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

CTC Student Census Report (CBM0C1)

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
- 10 Nursing (51.3801) RN to BSN
- 11 Nursing (51.3801) Initial RN licensure, associate degree program

Definitions:

The Restricted Program Admission codes for Nursing are used to calculate 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.
- 10 Nursing (51.3801.00) RN to BSN degree program – a student admitted to and continuing his/her enrollment in an approved BSN nursing program who already possesses an ADN degree or a diploma in nursing and is a registered nurse. The Board uses the data to count graduates."
- 11 Nursing (51.3801) Initial RN licensure, associate degree program – A student

CTC Student Census Report (CBM0C1)

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. Use the CB-created special CEEB codes in Appendix M for students who did not graduate from a Texas high school.

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

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.

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- 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.

Item #43 Individual with Intellectual or Developmental Disabilities (IDD). Student has been identified as having an intellectual or developmental disability based on the definitions provided below. If a student is identified as having both an Intellectual Disability and identified as being on the Autism Spectrum, prioritize the reporting of the Intellectual Disability (enter ‘1’). Institutions may only report students who have been identified through self-identification and/or documented receipt of special services.

Definition of Intellectual and Developmental Disability (IDD):

For reporting purposes, for Items #43 and #43A, Intellectual and Developmental Disability (IDD) is defined as a neurodevelopmental disorder that must meet the following criteria:

- a. Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgement, academic learning, and learning from experience.
- b. Deficits in adaptive functioning that result in failure to meet developmental and sociocultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning in one or more activities of daily life, such as communication, social participation, and independent living, across multiple environments, such as home, school, work and community.
- c. (a) and (b) may occur after the developmental period (such as in the

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- case of a traumatic brain injury).
- d. Students with IDD may include those diagnosed with an Autism Spectrum Disorder.

0. Student not identified as having an IDD
1. Student identified as having an IDD as defined above
2. Student identified as having an Autism Spectrum Disorder but not an Intellectual Disability (Report '1' if student is also identified as having an Intellectual Disability)

Item #43A Individual enrolled in a transitional or other program for students with Intellectual and Developmental Disabilities (IDD). Enter '1' if student was ever enrolled in a program for students with IDD at your institution. Report if student was enrolled in program at any time. Report only if coded '1' or '2' in Item #43. Enter '0' if student was not enrolled in a program for students with IDD. A record should NOT be created for students who are not otherwise reported on the CBM0C1. See definition of program below.

Definition of Postsecondary Transitional Program or Program for Students with IDD:

A degree, certificate or non-degree program for students with IDD that is offered by an institution of higher education. These programs are designed to support students with IDD who want to continue academic, career, and independent living instruction following completion of secondary education.

0. Student never participated in a postsecondary program for students with IDD at this institution
1. Student participated in a postsecondary program for students with IDD at this institution
2. It is unknown if the student participated in a postsecondary program for students with IDD at this institution

Item #44A Academically Disadvantaged. Enter a '1' or leave blank if not. When reporting academically disadvantaged students, colleges may report students who, based on TSIA 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 developmental education courses based on the results of TSIA 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 satisfactorily 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 #44B 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

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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 #44C 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 #44D English Learner 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 #44G Single Parent or Single Pregnant Women. 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.

Item #44H Out-of-Workforce Individuals. Enter a '9' or leave blank if not appropriate. An individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102); or an individual who has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills. This also includes a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Item #44I Homeless Individuals. Enter an 'A' or leave blank if not appropriate. An Individual who lacks a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)) of the McKinney-Vento Homeless Assistance Act. This includes:

1. individuals who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels,

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- trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. individuals who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
 3. individuals who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965)

Item #44J Foster Youth. Enter a 'B' or leave blank if not appropriate. Youth who are in, or have aged out of the foster care system. Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the title IV-E agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, Tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. **"Youth" means an individual who is not younger than age 17 or older than age 24.*

Item #44K Youth with Active Duty Military Parent. Enter a 'C' or leave blank if not appropriate. A youth that has a parent that is full-time in the active military service of the United States. This includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. This does **not** include full-time National Guard duty. **"Youth" means an individual who is not younger than age 17 or older than age 24.*

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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	Unused	37	4
Item #10B	Unused	41	4
Item #11A	Unused	45	4
Item #11B	Unused	49	4
Item #12	Major Area of Concentration – Numeric	53	8
Item #13	Unused	61	4
Item #13A	Tuition Exemption/Waiver Code – '01', '21', or blank	65	2
Item #13B	Remote Campus – '5' or blank (TSTC '1' thru '3')	67	1
Item #13C	Type Major – '1' or '2' or '3'	68	1
Item #15	First Name – Alpha	69	10
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	Student Affected by UG Funding Limit – Numeric	86	1
Item #22B	Unused	87	1
Item #22C	Unused	88	1
Item #22D	Unused	89	1
Item #22E	Unused	90	1
Item #22F	Unused	91	1
Item #22G	Unused	92	1
Item #23	Unused	93	4
Item #24	Unused	97	3
Item #25	Unused	100	3
Item #26	Unused	103	4
Item #27	Unused	107	4
Item #28	Unused	111	4
Item #29	Unused	115	4
Item #30	Unused	119	3
Item #31	Student Intent – '1' thru '7' – Numeric	122	1
Item #32	Non-Disclosure – Numeric	123	1
Item #33	Unused	124	3

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		<u>Beginning Position</u>	<u>Length</u>
Item #34	Unused	127	3
Item #35	Unused	130	4
Item #36	Unused	134	4
Item #37	Last Name – Alpha	138	20
Item #38	Restricted Program Admission	158	2
Item #39	High School Code	160	6
Item #40	PEIMS Identification Number	166	9
Item #41	Ethnic Origin – Numeric	175	1
Item #42	Race:		
Item #42A	White – ‘1’ or blank	176	1
Item #42B	Black or African-American – ‘2’ or blank	177	1
Item #42C	Asian – ‘4’ or blank	178	1
Item #42D	American Indian or Alaskan Native – ‘5’ or blank	179	1
Item #42E	International – ‘6’ or blank	180	1
Item #42F	Unknown or Not Reported – ‘7’ or blank	181	1
Item #42G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	182	1
Item #43	Individual with IDD – Numeric	183	1
Item #43A	Individual enrolled in IDD program – Numeric	184	1
Item #44A	Academically Disadvantaged – ‘1’ or blank	185	1
Item #44B	Economically Disadvan Family or Individual – ‘2’ or blank	186	1
Item #44C	Individual with Disabilities – ‘3’ or blank	187	1
Item #44D	English Learner – ‘4’ or blank	188	1
Item #44G	Single Parent or Single Pregnant Women – ‘8’ or blank	189	1
Item #44H	Out-of-Workforce Individuals – ‘9’ or blank	190	1
Item #44I	Homeless Individuals – ‘A’ or blank	191	1
Item #44J	Foster Youth – ‘B’ or blank	192	1
Item #44K	Youth with Active Duty Military Parent – ‘C’ or blank	193	1

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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.

<u>ITEM</u>	<u>NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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, 012015, 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.	Unused	N/A	N/A

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11.	Unused	N/A	N/A
12.	Major	N/A	Non-numeric or invalid CIP code; Bachelor's major not equal to approved CIP; value of '99999999' if Item #13C is coded '2' or '3'
13.	Unused	N/A	N/A
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'
15.	First Name	Blank	Numerical
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.	Student Affected by UG Limit	N/A	Other than 0, '1', '2', or '5'
22B.	Unused	N/A	N/A
22C.	Unused	N/A	N/A
22D.	Unused	N/A	N/A
22E.	Unused	N/A	N/A
22F.	Unused	N/A	N/A
22G.	Unused	N/A	N/A
23.	Unused	N/A	N/A
24.	Unused	N/A	N/A

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25.	Unused	N/A	N/A
26.	Unused	N/A	N/A
27.	Unused	N/A	N/A
28.	Unused	N/A	N/A
29.	Unused	N/A	N/A
30.	Unused	N/A	N/A
31.	Student Intent	N/A	Value except '1' thru '7'
32.	Non-Disclosure	N/A	Any value except '2' or '0'
33.	Unused	N/A	N/A
34.	Unused	N/A	N/A
35.	Unused	N/A	N/A
36.	Unused	N/A	N/A
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', '10', or '11' when Item #12 = '513801' or blank

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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'
43.	Individual with IDD	N/A	Any value other than '0', '1', or '2'
43A.	Individual enrolled in IDD program	N/A	Any value other than '0', '1', or '2'
44A.	Academically Disadv	N/A	Value except '1' and space
44B.	Economically Disadv	N/A	Value except '2' and space
44C.	Individual with Disabilities	N/A	Value except '3' and space
44D.	English Learner	N/A	Value except '4' and space
44G.	Single Parent	N/A	Value except '8' and space
44H.	Out-of-Workforce Individ	N/A	Value except '9' and space
44I.	Homeless Individuals	N/A	Value except 'A' and space
44J.	Foster Youth	N/A	Value except 'B' and space
44K.	Youth w/Active Duty Paren	N/A	Value except 'C' and space

Report Matching

CBM0CS - The Student ID/Flexible Entry reported on the CBM0C1 report will be validated against the Student ID/Flexible Entry reported on the CBM0CS report. Student ID's reported on the CBM0C1 report that are not found on the CBM0CS report will be listed in the **CBM0C1 records not included in the CBM0CS Report**. This will be flagged as a review item. Certification of the CBM0C1 report will not be allowed without an explanation of the mismatches.

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.

SUMMARY OF STUDENT DATA METHODOLOGY

1. **TOTAL HEADCOUNT** – Total headcount is a summation of all CBM0C1 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, 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
3. **MAJORS** – Item #12 summarizes the "Declared Majors" as follows:
Academic Declared Majors – Type major equal '1'
Academic Undeclared – '24999999', '24019900' 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 Census Student Schedule Report (CBM0CS)

CENSUS STUDENT SCHEDULE REPORT CBM0CS

The Census Student Schedule Report (CBM0CS) reflects individual courses by student, 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

<u>Fall and Spring Semesters</u>		<u>Summer Semester</u>	
<u>Length of Term (Weeks)</u>	<u>Census Date</u>	<u>Length of Term (Weeks)</u>	<u>Census Date</u>
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 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 workday 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

CTC Census Student Schedule Report (CBM0CS)

events cannot 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.

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 CBM0CS report. Students in a flex-entry class will be identified by inserting a '1' in Item #28 Flexible Entry to denote "flexible entry."

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.

Flexible entry classes are reported as follows on the CBM0C1. A reference table showing flex entry instructions for the CBM0C1 is available in the *Appendix*.

CBM0C1: All classes that are organized after the census date are reported as flexible entry. The census student record for these classes is reported with a '1' in item #20 in the semester the class is reported (this will always be one semester later than the semester in which the class begins).

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.

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 (receiving institution) 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.

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:

- Reports its students for headcount on the student census report (CBM0C1)
- Will not report the receiving institution's students on the student census report (CBM0C1)
- Reports the appropriate funded semester credit hours (SCH) and contact hours (CH) for the class on the CBM0CS

b. The receiving institution:

- Reports its students for headcount on the student census report

CTC Census Student Schedule Report (CBM0CS)

(CBM0C1)

- May report a CBM0CS record with the following:
 - SCH in Item #12, SCH Not State-Funded and the CH in Item #15, Contact Hours Not State-Funded
 - Reports a value of '7' (Inter-institutional class - reported for funding by another institution) in Item #20 SCH Not Funded Reason
 - Reports a value of '6' (Inter-institutional) in Item #16 Location Code
 - Reports the FICE code of the providing institution in Item #17 Inter-institutional FICE

- c. 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.

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. Refer to Appendix A for the assigned FICE codes that identify the specific multi-institution teaching center (MITC), University System Center, or another specific site.

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 Courses and Interventions

Institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)]. 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 and reported with two decimal places. Students enrolled in interventions that begin after the census date should be reported as flexible entry.

Semester credit hours are reported with two decimal places on the CBM0CS. Semester credit hours attempted in non-semester-length developmental education must also be reported on the CBM00S and CBM0E1.

To determine appropriate SCH for reporting, 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 $\frac{1}{4}$ SCH)
- An 8 hour SCH intervention: 0050 (8/16) or 0050 (no need to round)
- A 19 contact hour intervention: 0019 (19/16) or 0125 (rounded to nearest $\frac{1}{4}$ SCH)

Effective Spring 2018

Institutions will now need to provide information on the type of developmental support provided

CTC Census Student Schedule Report (CBM0CS)

(course, intervention, or self-paced), and whether it is part of a corequisite model in Item#22. DE support that is not part of a corequisite model should be reported as '1', '4', or '7'. DE support that is part of a corequisite pair should be reported as '8', '9', or 'A'.

- 0 Not a developmental course/intervention or not a paired college course
- 1 Developmental course – not part of a corequisite model
- 4 Developmental intervention (NCBO) – not part of a corequisite model
- 7 Self-paced course or intervention (for example, emporium or module-based) – not part of a corequisite model
- 8 Corequisite DE course
- 9 Corequisite DE intervention (NCBO)
- A Corequisite Self-paced DE course or DE intervention
- B College-level course paired with DE

Corequisite Models (also known as mainstreaming) is an instructional strategy whereby students are co-enrolled in a developmental education course or NCBO, and the entry-level freshman course of the same subject matter within the same semester. (See definition in TAC Rule 4.54).

Non-semester-length and non-course-based developmental education is also reported in Item #22, options '4' and '9'. 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).

Reporting Students Attempting Courses for Dual Credit

All college courses taken for high school and college credit must be reported on the CBM0CS. 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 CBM0CS must be included on the CBM00S report. 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).

Dual Credit Courses Allowed and Not Allowed for State Funding

As of 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 #12 or #15. Dual credit PHED/KINE 1304 (Personal/Community Health) courses may be reported as fundable if they are used to meet high school health requirements.

CTC Census Student Schedule Report (CBM0CS)

As of fall 2019, changes to TEC, Section 61.059 add additional dual credit courses to the list that are allowable for funding. Institutions of higher education may not include dual credit courses for formula funding unless they meet requirements outlined in the Texas Education Code Section 61.059 (p) and (q). The Coordinating Board has confirmed that the following courses, when taken for dual credit, may be reported for funding under the statute:

- 1) With the exception of physical education courses (see first paragraph in this section), any course taken for dual credit that is within the core curriculum of the institution of higher education that is providing course;
- 2) A course in an active field of study curriculum (developed by the board under Section 61.823) or program of study curriculum (developed by the board under Section 61.8235);
- 3) Career and technical education courses that apply to any certificate or associate's degree offered by the institution providing credit including:
 - a. Courses contained in the Workforce Education Course Manual (WECM);
 - b. Courses within the following rubrics contained in the Lower Division Academic Course Guide Manual (ACGM): ACCT (Accounting) ; AGRI (Agriculture); ARCH (Architecture); BCIS (Business Computer Information Systems); BUSI (Business); COSC (Computer Science); CRIJ (Criminal Justice); ENGR (Engineering); ENGT (Engineering Technology); FORE (Forestry); FORS (Forensic Science); HORT (Horticulture); RNSG (Nursing);
- 4) Foreign language courses; and
- 5) All courses taken by students who are enrolled in approved Early College High Schools with the exception of physical education courses taken by high school students for high school physical education credit (see first paragraph in this section).

Contact Hours and/or Semester Credit Hours in dual credit courses that are not reportable for state funding must be reported in items #12 SCH Not Funded and #15 CH Not Funded. Students taking a dual credit course (whether fundable or not) should be reported as such in item #21 High School Credit Status.

CTC Census Student Schedule Report (CBM0CS)

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.

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 #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) | Q | Competency-Based |

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'.

Competency-Based (Q) is a class that allows students to progress towards completion, often at their own pace, as they demonstrate mastery of a defined set of knowledge and skills. The class must have a semester credit hour value and the students that are reported as enrolled in this class must have begun engaging with the course materials. Competency-based education courses may only be reported for funding if they are linked to coursework in the Academic Course Guide Manual (ACGM) or the Workforce Education Course Manual (WECM).

CTC Census Student Schedule Report (CBM0CS)

- 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 | 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 Bachelor | A student in the third year of a Bachelor's program |
| 7 | Fourth Year Bachelor | A student in the fourth year of a Bachelor's program |
- 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 Developmental SCHs of an undergraduate student who has exceeded the state limit of 18, 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. Include semester credit hours in academic dual credit courses that are not eligible for state funding; refer to section on Dual Credit in the introduction for details. (See Item #20.)
- Item #13 Contact Hour Value. Enter the number of contact hours for which the course is actually scheduled.

CTC Census Student Schedule Report (CBM0CS)

- 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. Include contact hours in academic dual credit courses that are not eligible for state funding; refer to section on Dual Credit in the introduction for details.
- Item #16 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. 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.

CTC Census Student Schedule Report (CBM0CS)

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.

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 Approved Third and Fourth Year BAT
- 8 Approved Upper Division Course

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
- 7 Inter-institutional class (reported for funding by another institution)

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
- 3 Student is not yet HS graduate, course reported is developmental education

CTC Census Student Schedule Report (CBM0CS)

consistent with TAC 9.146 (state funded DE) or 9.125 (non-state funded DE)

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 and Corequisite. Enter the code indicating the type of developmental course/intervention completed by the student. 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 Developmental course – not part of a corequisite model
- 4 Developmental intervention (NCBO) – not part of a corequisite model
- 7 Self-paced course or intervention (for example, emporium or module-based) – not part of a corequisite model

- 8 Corequisite DE course
- 9 Corequisite DE intervention (NCBO)
- A Corequisite Self-paced DE course or DE intervention
- B College-level course paired with DE

Item #23 Unused.

Item #24 Unused

Item #25 Unused.

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	Item #27
Location	Site
<u>Code</u>	<u>Code</u>
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

CTC Census Student Schedule Report (CBM0CS)

- 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. 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 Census Student Schedule Report (CBM0CS)

Example: CBM0CS 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 headcount (CBM0C1), the student would be reported by both institutions on the CBM0CS. An example is below. Items not referenced are intentionally omitted.

<u>College A reports its student</u>		<u>College B reports its student</u>	
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: CBM0CS Lecture/Lab

2. College A offers a class that has both a lecture and a lab, but the lab does not earn any SCH. Although the lecture portion contains the SCH, the lab can still be reported to reflect the lab component:

<u>Lecture</u>		<u>Lab</u>	
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

CTC Census Student Schedule Report (CBM0CS)

DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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	76	1
Item #23	Unused	77	1
Item #24	Unused	78	1
Item #25	Unused	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 Census Student Schedule Report (CBM0CS)

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.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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', or 'Q'
8. Classification	N/A	Any value except '1' thru '7'
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 Census Student Schedule Report (CBM0CS)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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', '7', or '8'
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', '2', or '3'
22. Developmental Course Level	N/A	Any value except '0', '1', '4', '7', '8', '9', 'A', or 'B' 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.	N/A	N/A
24.	N/A	N/A

CTC Census Student Schedule Report (CBM0CS)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
25. N/A	N/A	N/A
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 Census Student Schedule Report (CBM0CS)

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 Not State Funded (Item #12) 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 CBM0CS 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 CBM0CS 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 Not State Funded (Item #15) where item #20 equals 1.

Report Matching

CBM0C1 - The Student ID/Flexible Entry reported on the CBM0CS report will be validated against the Student ID/Flexible Entry reported on the CBM0C1 report. Student ID's reported on the CBM0CS report that are not found on the CBM0C1 report will be listed in the **CBM0CS records not included in the CBM0C1 Report**. This will be flagged as a review item. Certification of the CBM0CS report will not be allowed without an explanation of the mismatches.

Other Errors

A student with greater than 40 total credit hours will generate an error.

Each record should be unique on Fice code, Report Year, Semester, Course Subject, Course Number, Course Section, Instruction Type, Flex Entry, and Student ID.

CTC Student End of Semester Report (CBM0E1)

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. 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 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 not reported on the CBM0C1 due to late payment of tuition or late enrollment in a regularly scheduled class should be reported on the CBM0E1. 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 used to determine the official census date for terms of various lengths:

<u>Length of Term in Weeks</u>	<u>Official Census Date is Class Day #</u>
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.

CTC Student End of Semester Report (CBM0E1)

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, CBM0CS, 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 <https://www.highered.texas.gov/about-us/rules-statutes/>.

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.

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

Institutions may claim formula funding for allowable non-semester-length developmental education interventions [also known as non-course, competency-based options (NCBOs)].

CTC Student End of Semester Report (CBM0E1)

Interventions of four or more contact hours may be reported for formula funding. Students enrolled interventions that begin after the census date should be reported as flexible entry.

Reporting Student Classification and Race/Ethnicity

Student classification (Item #5) may be different at the end of the semester, 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 CBM0C1). Whenever possible, be consistent with the CBM0C1 report; otherwise, select the classification/categorization that is most appropriate at the end of the semester. Coordinating Board reports will generally use CBM0C1 records for determining classification and race/ethnicity.

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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).

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 |

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- 6 Third Year Bachelor A student who is in the third year of a Bachelor's program
- 7 Fourth Year Bachelor A student who is in the fourth year of a Bachelor's 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

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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 Unused.

Item #10B Unused.

Item #11A Unused.

Item #11B Unused.

- Item #12 Major Area of Concentration. Enter the 2020 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 '24019900' or '99999999' may be reported. A Bachelor major should be reported with a CB- approved CIP for your institution.

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Item #13 Unused.

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 Bachelor's program is to be reported as an academic major.

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

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'.

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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 '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 Student Affected by Undergraduate Funding Limitation. Enter a '1' if the student first enrolled in an institution of higher education in fall 1999 to summer 2006 (45 hour rule). Enter a '2' if the student first enrolled in an institution of higher education in the fall 2006 semester or later (30-hour rule). Otherwise enter a '0'. Effective June 1, 2018, enter a "5 – Returning Student" if the student has accrued at least 50 SCH and stopped out for 24 months (one-time only).

Item #22B Unused.

Item #22C Unused.

Item #22D Unused.

Item #22E Unused.

Item #22F Unused.

Item #22G Unused.

Item #23 Unused.

Item #24 Unused.

Item #25 Unused.

Item #26 Unused.

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Item #27 Unused.

Item #28 Unused.

Item #29 Unused.

Item #30 Unused.

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's 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 Unused.

Item #34 Unused.

Item #35 Unused.

Item #36 Unused.

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

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- 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. Use the CB-created special CEEB codes in Appendix M for students who did not graduate from a Texas high school.

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 CBM0E1).
- 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.
- h) Report students who are Refugees, asylees, parolees, and those who are here under

CTC Student End of Semester Report (CBM0E1)

Temporary Protective Status as international students.

Item #43 Individual with Intellectual or Developmental Disabilities (IDD). Student has been identified as having an intellectual or developmental disability based on the definitions provided below. If a student is identified as having both an Intellectual Disability and identified as being on the Autism Spectrum, prioritize the reporting of the Intellectual Disability (enter '1'). Institutions may only report students who have been identified through self-identification and/or documented receipt of special services.

Definition of Intellectual and Developmental Disability (IDD):

For reporting purposes, for Items #43 and #43A, Intellectual and Developmental Disability (IDD) is defined as a neurodevelopmental disorder that must meet the following criteria:

- a. Deficits in intellectual functions, such as reasoning, problem solving, planning, abstract thinking, judgement, academic learning, and learning from experience.
 - b. Deficits in adaptive functioning that result in failure to meet developmental and sociocultural standards for personal independence and social responsibility. Without ongoing support, the adaptive deficits limit functioning in one or more activities of daily life, such a communication, social participation, and independent living, across multiple environments, such as home, school, work and community.
 - c. (a) and (b) may occur after the developmental period (such as in the case of a traumatic brain injury).
 - d. Students with IDD may include those diagnosed with an Autism Spectrum Disorder.
0. Student not identified as having an IDD
 1. Student identified as having an IDD as defined above
 2. Student identified as having an Autism Spectrum Disorder but not an Intellectual Disability (Report '1' if student is also identified as having an Intellectual Disability)

Item #43A Individual enrolled in a transitional or other program for students with Intellectual and Developmental Disabilities (IDD). Enter '1' if student was ever enrolled in a program for students with IDD at your institution. Report if student was enrolled in program at any time. Report only if coded '1' or '2' in Item #43. Enter '0' if student was not enrolled in a program for students with IDD. A record should NOT be created for students who are not otherwise reported on the CBM0E1. See definition of program below.

Definition of Postsecondary Transitional Program or Program for Students with IDD:

A degree, certificate, or non-degree program for students with IDD that is offered by

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an institution of higher education. These programs are designed to support students with IDD who want to continue academic, career, and independent living instruction following completion of secondary education.

0. Student never participated in a postsecondary program for students with IDD at this institution
1. Student participated in a postsecondary program for students with IDD at this institution
2. It is unknown if the student participated in a postsecondary program for students with IDD at this institution

Item #44A Academically Disadvantaged. Enter a '1' or leave blank if not. When reporting academically disadvantaged students, colleges may report students who, based on TSIA 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 developmental education courses based on the results of TSIA 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 satisfactorily 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 #44B 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 #44C 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 #44D English Learner 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.

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

Item #44G Single Parent or Single Pregnant Women. 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.

Item #44H Out- of-Workforce Individuals. Enter a '9' or leave blank if not appropriate. An individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102); or an individual who has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills. This also includes a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Item #44I Homeless Individuals. Enter an 'A' or leave blank if not appropriate. An Individual who lacks a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)) of the McKinney-Vento Homeless Assistance Act. This includes:

1. individuals who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. individuals who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
3. individuals who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965)

Item #44J Foster Youth. Enter a 'B' or leave blank if not appropriate. Youth who are in, or have aged out of the foster care system. Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the title IV-E agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by

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the State, Tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made. **“Youth” means an individual who is not younger than age 17 or older than age 24.*

Item #44K Youth with Active Duty Military Parent. Enter a 'C' or leave blank if not appropriate. A youth that has a parent that is full-time in the active military service of the United States. This includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. This does **not** include full-time National Guard duty. **“Youth” means an individual who is not younger than age 17 or older than age 24.*

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DATA PROCESSING RECORD LAYOUT

		<u>Beginning Position</u>	<u>Length</u>
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	Unused	37	4
Item #10B	Unused	41	4
Item #11A	Unused	45	4
Item #11B	Unused	49	4
Item #12	Major Area of Concentration – Numeric	53	8
Item #13	Unused	61	4
Item #13A	Tuition Exemption/Waiver Code – '01', '21', or blank	65	2
Item #13B	Remote Campus – '5' or blank (TSTC '1' thru '3')	67	1
Item #13C	Type of Major – '1' or '2' or '3'	68	1
Item #15	First Name – Alpha	69	10
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	Student Affected by UG Funding Limit – Numeric	86	1
Item #22B	Unused	87	1
Item #22C	Unused	88	1
Item #22D	Unused	89	1
Item #22E	Unused	90	1
Item #22F	Unused	91	1
Item #22G	Unused	92	1
Item #23	Unused	93	4
Item #24	Unused	97	3
Item #25	Unused	100	3
Item #26	Unused	103	4
Item #27	Unused	107	4
Item #28	Unused	111	4
Item #29	Unused	115	4
Item #30	Unused	119	3
Item #31	Student Intent – '1' thru '7' – Numeric	122	1
Item #32	Non-Disclosure – '0' or '2' – Numeric	123	1
Item #33	Unused	124	3

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		<u>Beginning Position</u>	<u>Length</u>
Item #34	Unused	127	3
Item #35	Unused	130	4
Item #36	Unused	134	4
Item #37	Last Name – Alpha	138	20
Item #38	Restricted Program Admission	158	2
Item #39	High School Code	160	6
Item #40	PEIMS Identification Number	166	9
Item #41	Ethnic Origin – Numeric	175	1
Item #42	Race:		
Item #42A	White – ‘1’ or blank	176	1
Item #42B	Black or African-American – ‘2’ or blank	177	1
Item #42C	Asian – ‘4’ or blank	178	1
Item #42D	American Indian or Alaskan Native – ‘5’ or blank	179	1
Item #42E	International – ‘6’ or blank	180	1
Item #42F	Unknown or Not Reported – ‘7’ or blank	181	1
Item #42G	Native Hawaiian or Other Pacific Islander – ‘8’ or blank	182	1
Item #43	Individual with IDD – Numeric	183	1
Item #43A	Individual enrolled in IDD program – Numeric	184	1
Item #44A	Academically Disadvantaged – ‘1’ or blank	185	1
Item #44B	Economically Disadvantaged Family or Individual – ‘2’ or blank	186	1
Item #44C	Individual with Disabilities – ‘3’ or blank	187	1
Item #44D	English Learner – ‘4’ or blank	188	1
Item #44G	Single Parent or Single Pregnant Women – ‘8’ or blank	189	1
Item #44H	Out-of-Workforce Individuals – ‘9’ or blank	190	1
Item #44I	Homeless Individuals – ‘A’ or blank	191	1
Item #44J	Foster Youth – ‘B’ or blank	192	1
Item #44K	Youth with Active Duty Military Parent ‘C’ or blank	193	1

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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.

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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, 012015, 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. Unused	N/A	N/A

CTC Student End of Semester Report (CBM0E1)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
11. Unused	N/A	N/A
12. Major	N/A	Non-numeric or invalid CIP code; Bachelor's major not equal to approved CIP; value of '99999999' if Item #13C is coded '2' or '3'
13. Unused	N/A	N/A
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'
15. First Name	Blank	Numerical
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. Student Affected by UG Limit	N/A	Other than 0, '1', '2', or '5'
22B. Unused	N/A	N/A
22C. Unused	N/A	N/A
22D. Unused	N/A	N/A
22E. Unused	N/A	N/A
22F. Unused	N/A	N/A
22G. Unused	N/A	N/A
23. Unused	N/A	N/A

CTC Student End of Semester Report (CBM0E1)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
24. Unused	N/A	N/A
25. Unused	N/A	N/A
26. Unused	N/A	N/A
27. Unused	N/A	N/A
28. Unused	N/A	N/A
29. Unused	N/A	N/A
30. Unused	N/A	N/A
31. Student Intent	N/A	Value except '1' thru '7'
32. Non-Disclosure	N/A	Any value except '2' or '0'
33. Unused	N/A	N/A
34. Unused	N/A	N/A
35. Unused	N/A	N/A
36. Unused	N/A	N/A
37. Last Name	N/A	Blank, numerical

CTC Student End of Semester Report (CBM0E1)

<u>ITEM NUMBER</u>	<u>QUESTIONABLE VALUE</u>	<u>ERROR VALUE</u>
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'
43. Individual with IDD	N/A	Any value other than '0', '1', or '2'
43A. Individual enrolled in IDD program	N/A	Any value other than '0', '1', or '2'
44A. Academically Disadv.	N/A	Value except '1' and space
44B. Economically Disadv.	N/A	Value except '2' and space
44C. Individual with Disabilities	N/A	Value except '3' and space
44D. English Learner	N/A	Value except '4' and space
44G. Single Parent	N/A	Value except '8' and space
44H. Out-of-Workforce Indiv	N/A	Value except '9' and space
44I. Homeless Individuals	N/A	Value except 'A' and space
44J. Foster Youth	N/A	Value except 'B' and space
44K. Youth w/Active Duty Militar	N/A	Value except 'C' and space

CTC Student End of Semester Report (CBM0E1)

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.

Report Matching

CBM0E1/CBM00S - The Student ID/Flexible Entry reported on the CBM0E1 report will be validated against the Student ID/Flexible Entry reported on the CBM00S report. Student ID's reported on the CBM0E1 report that are not found on the CBM00S report will be listed in the **CBM0E1 records not included in the CBM00S Report**. This will be flagged as a review item. Certification of the CBM0E1 report will not be allowed without an explanation of the mismatches.

CBM00S/CBM0E1 - The Student ID/Flexible Entry reported on the CBM00S report will be validated against the Student ID/Flexible Entry reported on the CBM0E1 report. Student ID's reported on the CBM00S report that are not found on the CBM0E1 report will be listed in the **CBM00S records not included in the CBM0E1 Report**. This will be flagged as a review item. Certification of the CBM0E1 report will not be allowed without an explanation of the mismatches.

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
3. MAJORS – Item #12 summarizes the “Declared Majors” as follows:
Academic Declared Majors – Type major equal ‘1’
Academic Undeclared – ‘24999999’, ‘24019900’ 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.

Update to Appendix P in the CBM Manual – Flexible Entry

Flexible Entry Reference Table for CTCs

Update to Appendix P to the CBM Manuals

Example**	CBM0CS	CBM0C1	CBM00S	CBM0E1
Item Numbers	Item #28	Item #20	Item #28	Item #20
Fall course that starts after census and ends in the current term	Spring flex entry '1'	Spring flex entry '1'	Fall flex entry '1'	Fall flex entry '1'
Fall course that starts after census and ends in the following spring term	Spring flex entry '1'	Spring flex entry '1'	Spring flex entry '6'	Spring flex entry '6'
Fall course that starts at the beginning of the fall term and ends in the following spring term	Fall regular entry (flex entry = blank)	Fall regular entry (flex entry = blank)	Spring flex entry '6'	Spring flex entry '6'
Course that occurs between fall and spring terms ("minimester")	Spring flex entry '1'	Spring flex entry '1'	Spring flex entry '6'	Spring flex entry '6'

**These are examples of courses that start in fall; apply this methodology to other semesters.