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ABSTRACT

The purpose of this manual is to assist in the collection of data needed by state agencies in order to comply with pertinent statutes, particularly the current appropriations act. The four parts of the manual are: Introduction; Reporting Schedule (Semester Reporting Schedule, Quarterly Reporting Schedule, End of Fiscal Year, Summary Reports); Reports (CB-1: Preliminary Report of Headcount Enrollment; CB-1A: Headcount Enrollment Report; CB-1B: Headcount Enrollment Report by Level, Sex, and Place of Instruction; CB-001D: Enrollment Certification; CB-001E: Semester Credit Hour and Contact Hour Certification, Academic Courses; CB-001: Student Data Report; CB-003: Class Data Report for All Courses Not Funded Through the Texas Education Agency; CB-003A: Class Data Report for Vocational-Technical Courses of Semester Length; CB-003B: Class Data Report for Off-Campus and Out-of-District Courses; CB-007: Class Data Report for Vocational-Technical Courses of Other Than Semester Length; CB-008: Headcount Enrollment by Approved Occupational Program; CB-004: Summary Graduation Report); Reports of Residence (CB-006A: County-of-Origin Headcount Enrollment; CB-006B: Out-of-State Students; CB-006C: Foreign Students); and Numerical Codes (Community Junior College Codes; County Code Numbers; and State Code Numbers). (DB)

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Coordinating Board
Texas College and University System

UNIFORM REPORTING SYSTEM

A MANUAL OF INSTRUCTIONS FOR THE PREPARATION OF REPORTS FOR THE POST-SECONDARY DIVISION OF THE TEXAS EDUCATION AGENCY AND THE COMMUNITY COLLEGE DIVISION OF THE COORDINATING BOARD

April, 1973

JC 740 398

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INTRODUCTION

This reporting manual was prepared by staff members of the Coordinating Board, Texas College and University System, and the Post-Secondary Division of the Texas Education Agency with the guidance of the State Auditor's Office. The purpose of the manual is to assist in the collection of data needed by State agencies in order to comply with pertinent statutes, particularly the current appropriations act.

Reports prepared in compliance with this manual should be sent to the following address:

Management Information System
Coordinating Board,
Texas College and University System
P.O. Box 12788, Capitol Station
Austin, Texas 78711

The required number of copies for each report is specified under the separate instructions provided for each report.

Computerized reports should be burst and arranged in sequential order. Class rolls should not be sent to the Coordinating Board, but certified rolls for all courses must be kept on file at the institution for possible use by the State Auditor's Office.

It should be noted that two reports have been added to the manual, one report has been changed slightly, and the identification number of two reports have been changed.

Reports added were (1) Preliminary Report of Headcount Enrollment (CB-1) and (2) Semester Credit Hour and Contact Hour Certification, in courses approved for appropriation purposes (CB-001E).

The Headcount Enrollment Report - CB-1A (formerly CB-1) has been changed to include male and female enrollment.

The Headcount Enrollment Report By Level, Sex and Place of Instruction has been changed from Form CB-1A, to Form CB-1B.

If you have questions about how to use and implement this manual, feel free to contact:

Management Information System
Coordinating Board,
Texas College and University System
P.O. Box 12788, Capitol Station
Austin, Texas 78711
512/ 475-3035

REPORTING SCHEDULE

Semester Reporting Schedule

All reports for approved semester credit hour courses and semester length vocational-technical programs should reflect conditions as of the twelfth class day of the fall semester, the twelfth class day of the spring semester, and the fourth class day of each summer term.

I. The following reports are due on or before the dates indicated below them.

CB-1: As soon as possible following the close of registration. (for preliminary use only)

CB-1A: Headcount Enrollment Report

Fall Semester	October 1
Spring Semester	February 15
First Summer Term	June 20
Second Summer Term	July 25

II. The following reports are due on or before the dates indicated after them.

CB-1B: Headcount Enrollment by Level, Sex and Place of Instruction

CB-001D: Enrollment Certification

CB-001E: Semester Credit Hour and Contact Hour Certification, in Courses Approved for Appropriation Purposes

CB-001: Student Data Report

CB-003: Class Data Report for All Courses Not Funded Through The Texas Education Agency

CB-003A: Class Data Report for Vocational-Technical Courses of Semester Length

CB-003B: Class Data Report for Off-Campus and Out-of-District Courses

CB-008: Headcount Enrollment by Approved Occupational Program

II. (continued)

Fall Semester	October 25
Spring Semester	March 5
First Summer Term	August 15
Second Summer Term	August 15

Quarterly Reporting Schedule

The following instructions are provided for reporting vocational-technical classes that are scheduled for any length other than a semester. All of these reports should reflect conditions as of the third class day.

1. Vocational-technical class other than a semester in length should be reported on Form CB-007 on a quarterly basis as specified below.

		Due Date
First Quarter:	September 1 - November 30	December 15
Second Quarter:	December 1 - February 28	March 15
Third Quarter:	March 1 - May 31	June 15
Fourth Quarter:	June 1 - August 31	September 15

2. Adult education courses, community service courses, and avocational courses that are not being funded, TEA Code 7001, should be reported on a separate Form CB-007 on the above quarterly schedule.

3. A Student Report is not required for quarterly reports. However, a certified class roll must be maintained by the institution for all courses for possible use by the State Auditor.

End of Fiscal Year

The Graduation Report for the fiscal year is due on September 1. This report should be prepared on Form CB-004.

Summary Reports

Prior to December 1, the institutions should submit a summary report of the residence of students reported on Form CB-001 for the fall semester. These reports should be submitted on Forms CB-006A, CB-006B, and CB-006C.

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PRELIMINARY REPORT OF HEADCOUNT ENROLLMENT (CB-1)

General Instructions

The data reported on Form CB-1, a sample of which is on the following page, reflects the preliminary headcount enrollment as first taken by the institution at the beginning of each semester. This report should be submitted as soon as possible after the close of registration. These data will be used in the first report of headcount enrollments given to the news media. One copy of this report should be submitted to the Coordinating Board as specified above.

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PRELIMINARY REPORT OF HEADCOUNT ENROLLMENT

Public and Private Junior Institutions

NAME OF INSTITUTION _____

PERIOD COVERED IN REPORT _____

DATE OF REPORT _____

Type of Enrollment	Male	Female	Total
A. Include all students enrolled in one or more courses for resident credit:			
Freshmen	____	____	____
Sophomores	____	____	____
Unclassified (Students with 60 or more semester credit hours)	____	____	____
sub-total:	____	____	____
B. Number of students enrolled in all other programs of less than semester length (include Community Service, Trade - Extension, etc.)	____	____	____
TOTALS (A+B):	____	____	____

Submit a separate report for each main campus, center, or branch campus. Indicate location of each branch or center.

This report should be submitted to the Coordinating Board offices as soon as possible following the close of registration.

These data will not be official and will be used as a preliminary report.

HEADCOUNT ENROLLMENT REPORT
FORM CB-1A

General Instructions

The data reported on Form CB-1A, a sample of which is on the following page, is for official publication by the State. The data should reflect the enrollment of the 12th class day of each semester and the 4th class day of each summer term. Once copy of this report should be submitted by the dates indicated in the "Reporting Schedule" section of this manual.

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HEADCOUNT ENROLLMENT REPORT
FORM CB-1A

NAME OF INSTITUTION _____

DATE OF REPORT _____

Type of Enrollment	Male	Female	Total
I. Semester Length Courses			
1. Headcount Enrollment on Campus (include all students enrolled in one or more courses for credit).			
2. Headcount Enrollment of students enrolled in one or more courses for credit in off-campus locations.			
Sub-Total			
II. Other Than Semester Length Courses			
1. Headcount Enrollment of students enrolled in one or more vocational-technical course of other than semester length. Include trade and industrial courses, manpower development training programs, etc.			
2. Headcount Enrollment of students enrolled in adult education, community service and avocational courses.			
Sub-Total			
Grand Total Headcount			

HEADCOUNT ENROLLMENT REPORT
BY LEVEL, SEX AND PLACE OF INSTRUCTION
(Form CB-1B)

General Instructions

The data reported on Form CB-1B, a sample of which is on the following page, is for official publication by the State. The data should reflect the 12th class day of each semester and the 4th class day of each summer term. One copy of this report should be submitted by the dates indicated in the "Reporting Schedule" section of this manual.

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HEADCOUNT ENROLLMENT REPORT
BY LEVEL, SEX AND PLACE OF INSTRUCTION
FORM CB-1B

NAME OF INSTITUTION_____

DATE OF REPORT_____

Type of Enrollment	Male	Female	Total
I. Semester Length Students			
1. Headcount enrollment on campus. Include all students enrolled in one or more courses for credit.			
2. Enrollment in branch campuses or centers.			
Total Enrollment (Sum of 1 and 2)			
3. First-time in College Enrollment* (include all new students enrolled who have not previously attended another college or university.)			
4. Enrollment by Level*			
a. First year (students with less than 30 semester hours)			
b. Second year (students with 30-59 semester hours, inclusive)			
c. Unclassified (students with 60 or more semester hours)			
Total Enrollment by Level			
*Data Based on Enrollment Total in 1 and 2 above.			

ENROLLMENT CERTIFICATION
(Form CB-001D)

General Instructions

The data reported on Form CB-001D, a sample of which is on the following page, is requested by the State Auditor and the Coordinating Board. The data should reflect the 12th class day of each fall and spring semester and the 4th class day of each summer term. The report should be submitted in four copies by the dates indicated in the "Reporting Schedule" section of this manual.

The number of students enrolled in semester length classes should be entered in Item 1 of the form. Item 1(A) should contain the total number of semester hours in all courses other than vocational-technical courses and Item 1(B) should reflect the total number of contact hours for vocational-technical courses (the number of contact hours per week x 16 weeks).

Item 2 of this form should contain the total number of semester credit hours in courses which were not approved for funding by the Coordinating Board. These hours will reflect a Support Source Code 3 on the Form CB-003.

Item 3 should reflect the difference between Item 1(A) and Item 2. This total will be the number of hours reported for appropriation purposes.

This form also provides for the Certification by the President that the institution is in compliance with applicable statutes.

The totals reported on this form must balance with the totals reported on the CB-001, CB-003, and CB-003A forms.

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ENROLLMENT CERTIFICATION
FORM CB-001D

I, _____, The Reporting Officer for _____

_____ College, hereby certify that the enrollment

in _____ College, as of _____, 19 ____,

the 12th/4th class day of the _____ semester, 19 _____, was as follows:

1. _____ students named on the CB-001 Student Report were enrolled for the current semester in regularly scheduled academic courses of semester length for which semester credit hour credit is given, and Vocational/Technical courses of semester length. These students were enrolled for . . . . . .
   (A) _____ Sem. Hrs./Academic
   (B) _____ Contact Hrs./Academic
   (C) _____ Contact Hrs./Voc. Tech

2. Semester hours and contact hours in non-approved academic courses of semester length to be deducted . . . . . .
   (A) _____ Sem. Hrs./Academic
   (B) _____ Contact Hrs./Academic

3. Total hours for appropriation purposes
   (1A minus 2A) . . . . . (A) _____ Sem. Hrs.
   (1B minus 2B) . . . . . (B) _____ Contact Hrs./Academic

_____ _____
Signature and Title — Date
College Reporting Officer

* *

CERTIFICATION BY THE PRESIDENT

I further certify:

THAT _____ College is in full and complete compliance with the provisions of Chapter 130 of the Texas Education Code, and the provisions of Article IV of the Current General Appropriations Act pertaining to Texas Public Junior Colleges — State Aid.

_____ _____
Signature of President — Date

SEMESTER CREDIT HOUR AND CONTACT HOUR CERTIFICATION
(Form CB-001E)

Courses Approved for Appropriation Purposes

General Instructions:

The data reported on Form CB-001E is requested by the Coordinating Board to certify correctness of semester credit hours and contact hours in academic courses for the reporting period. Certification of semester credit hours and contact hours by the College Reporting Officer will be submitted in conjunction with twelfth class day reports of each semester and fourth class day reports of each summer session.

For each of the program areas listed, summarize total semester credit hours produced in these program areas (Field #10, CB-003), and enter this figure in the space provided.

Also, for each of the program areas listed, summarize the total contact hours produced in these program areas (Field #15, CB-003), and enter this figure in the space provided.

The total semester credit hours and contact hours produced in the 18 program areas must balance with the totals reported on Form CB-003.

Semester Credit Hour and Contact Hour Certification

Academic Courses

TO: Coordinating Board, Texas College and University System
Management Information System
P. O. Box 12788, Capitol Station
Austin, Texas 78711

The following summary is an accurate account of Semester Credit Hours and Contact Hours produced in courses funded through the Coordinating Board at _____College for the _____Semester/Session, 19___.

Program Areas	Semester Credit Hours	Contact Hours
0100 - Agriculture and Natural Resources	_____	_____
0200 - Architecture and Environmental Design	_____	_____
0400 - Biological Sciences	_____	_____
0500 - Business and Management	_____	_____
0600 - Communications, General	_____	_____
0700 - Computer and Information Science	_____	_____
0800 - Education	_____	_____
0900 - Engineering	_____	_____
1000 - Fine and Applied Arts	_____	_____
1100 - Foreign Languages	_____	_____
1200 - Health Professions	_____	_____
1300 - Home Economics	_____	_____
1500 - Letters	_____	_____
1600 - Library Science	_____	_____
1700 - Mathematics	_____	_____
1900 - Physical Sciences	_____	_____
2000 - Psychology	_____	_____
2200 - Social Science	_____	_____
TOTALS:	_____	_____

_____ _____
Signature and Title Date
College Reporting Officer

CB-001E (1-73)

STUDENT DATA REPORT
(Form CB-001)

General Instructions

This report has two purposes: 1) to provide data on students enrolled in regularly scheduled courses of semester length for which semester hour credit is given, and; 2) to provide data on students enrolled in vocational-technical courses of a semester length which are funded through the contact hour formula system.

Data in this report should reflect student enrollment as of the 12th class day of the fall and spring semesters and the 4th class day of each summer session.

The reports are due in accordance with the instructions in the "Reporting Schedule" section of this manual.

Students enrolled in vocational-technical courses of other than semester length should not be submitted on the CB-001 Student Report. The Instructor's Class Roll must be maintained by the location institution for audit purposes.

Report data may be submitted in one of two ways:

(1) typewritten data forms shown page ____ (3 copies)

(2) machine print-out (4 copies)

STUDENT DATA REPORT
FORM CB-001

1. _____ 15. _____

1. Institution Name
2. Student Number
3. Student Name
4. Date of Birth
5. Sex
6. County of Residence
7. Date of Graduation
8. Basis of Admission
9. Tuition Adjustment
10. Sem. Hrs. Previously Earned
11. Sem. Hrs. Approved Courses
12. Sem. Hrs. Other Courses
13. Contact Hrs. Voc.-Tech. Courses
14. Legal Residence
15. Semester and Year

2	3	4	5	6	7	8	9	10	11	12	13	14

Page _____ of _____

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STUDENT DATA REPORT
FORM CB-001

Instructions

For all students enrolled for semester length courses.

Field #1 Institution Name. Enter the name of the institution.

Field #2 Student Identification Number. Enter the nine-digit social security number of the student. For those students having no social security number, use the coding sequence 'N' and an eight-digit consecutive sequence number. (e.g., N00000001, N00000002, ...)

Field #3 Student Name. Enter in the sequence last name, first name, middle initial.

Field #4 Date of Birth. Enter the month and year of the student's date of birth. (e.g., January 1948 - "0148"; December 1948 - "1248").

Field #5 Sex. Code '1' for male, '2' for female.

Field #6 County of Residence. For all Texas residents, enter the appropriate county code for the county of residence as listed in Appendix B. For all out-of-state residents, enter the appropriate state code number as listed in Appendix C. For all foreign students, enter the code '999'.

Field #7 Date of High School Graduation. Enter the last two digits of the calendar year of high school graduation.

Field #8 Basis of Admission. Use one of the following code symbols:

- '1' High School Graduate
- '2' Individual Approval
- '3' Written Examination
- '4' Re-entered from prior admission
- '5' Transferred from another college
- '6' Conditional Entrance (those students who have not met all entrance requirements in order to earn semester hour credit).

Field #9 Tuition Adjustment. This is a report of the several types of scholarships andtuition adjustments provided by statute and/or State and Federal obligation. Leave blank if the student has no scholarship or tuition adjustment as defined in the list of Statutory Scholarship and Adjustments below.

Use codes 'K', 'L', 'M', and 'N', if the student's account is receivable as of the twelfth class day. Codes are:

Statutory Scholarships and Adjustments

'A' Hazelwood Scholarships (Article 2654b-1, Sec. 1, 3, 4, 5, VATCS)

'B' Honor Graduate (Article 2654b-1, Sec. 2, VATCS)

'C' Exemption of certain orphans of members of National Guard and Texas Air National Guard from fees. (Article 2654b-1, Sec. 3, VATCS)

'D' Application of resident rather than non-resident tuition fee to members of the Armed Forces stationed in Texas, their husband or wife, as the case may be, and their children. (Article 2654c, Sec. 1(h), VATCS)

'E' Application of resident rather than non-resident tuition fee to teachers, professors, or other employees of Texas State Institutions of Higher Learning, their husband or wife as the case may be, and their children. (Article 2654c, Sec. 1(h), VATCS)

'F' Good Neighbor Scholarship (Article 2654e, VATCS)

'G' Exemption of high school graduates of state orphanages. (Article 2654f-1, VATCS)

'H' Exemption of children of certain firemen, peace officers, employees of the Texas Department of Corrections and game wardens from payment of tuition and laboratory fees. (Article 2654f-1, VATCS)

'I' Exemption of deaf or blind students from payment of tuition fee. (Article 2654f-2, VATCS)

'J' Exemption of citizens of Texas with a family income of not more than $4,800 from payment of tuition and fees. (Article 2654f-3, Sec. 1-7, VATCS)

Institutional Accounts Receivable as of the 12th Class Day

'K' Vocational Rehabilitation Contract with Texas Education Agency

'L' I. & E. Contract with the Military

'M' Texas Opportunity Plan

'N' Institutional Scholarships

'O' Other Governmental Agencies

'P' Exemption of persons employed as firemen from tuition and laboratory fees for a course or courses offered as part of a fire science curriculum. (H.B. No. 398, Acts of the 62nd Legislature.)

'Q' Exemption of certain dependent children of Texas military personnel missing in action or taken prisoner of war, from tuition and fees. (H.B. No. 548, Acts of the 62nd Legislature.)

'R' Exemption of tuition allowing college to participate in and benefit from funds available as provided by Sections 1-7, Title I, 64 Stat. 1100 as amended, 20 U.S.C. secs. 236-241-1. (H.B. No. 43, Acts of the 62nd Legislature.)

'S' Tuition adjustment for certain non-resident students holding a competitive scholarship. (H.B. No. 43, Acts of the 62nd Legislature.)

'T' Tuition adjustment for non-resident student charged the tuition rate in effect as of January 1, 1971. (H.B. No. 43, Acts of the 62nd Legislature.)

Field #10 Semester Credit Hours Previously Earned. Enter the number of semester credit hours earned as degree credit up to the time of current registration by the institution.

Field #11 Semester Credit Hours in Courses Approved for Direct State Appropriation. Enter the total semester credit hour load in approved courses carried by the student on the twelfth class day (or the fourth class day of the summer term). List grand total of this field at the end of the report.

Field #12 Semester Credit Hours in Other Courses. Enter semester hours for credit courses not eligible for Direct State Appropriation. Do not include any hours in 'clock hour', 'non-credit', or less than semester length courses in which the student may participate. List grand total of this field at the end of the report.

Field #13 Contact Hours in Approved Vocational-Technical Courses for State Appropriation. Enter the total number of contact hour load per week in approved Vocational-Technical courses carried by the student on the twelfth class day (or fourth class day of the summer term). List grand total of this field at the end of the report.

Field #14 Legal Residence. Indicate the student's legal residence by the following code symbols:

'1' In-District

'2' Out-of-District

'3' Out-of-State

Field #15 Semester and Year.

1. Fall Semester
2. Spring Semester
3. First Summer Term
4. Second Summer Term

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CLASS DATA REPORT
All Courses Not Funded Through
The Texas Education Agency
(Form CB-003)

General Instructions

The purpose of this report is to collect data on each class for which semester hour credit is given at your institution except vocational-technical courses funded through the Texas Education Agency. Although two catalogue courses may be taught together, report them as if they were taught separately.

Data in this report will reflect conditions as of the 12th class day of the fall and spring semesters, and the 4th class day of each summer session. Sixteen weeks is designated as the standard semester (fall or spring).

All courses will be grouped according to Course Approval Number order. For example, all courses in Agriculture and Natural Resources (0100) should be in one group.

Semester credit and/or contact hours produced under advanced standing examinations will not be reported for State funding.

The reports will be due according to the Semester Reporting Schedule, and may be submitted in one of two ways:

(1) typewritten on data forms (2 copies)

(2) machine print-out (3 copies)

Instructions

Field #1 Institution Name. Enter the name of the institution or district.

Field #2 Teacher Identification Number. Enter the nine-digit social security number of the teacher. For those teachers having no social security number, use the coding sequence 'N' and the consecutive sequence number (e.g., N00000001, N00000002, N00000003, . . .) assigned for that teacher on the faculty salary report, CB-002.

Field #3 Name of Teacher. Enter the name of the teacher in the sequence last name, first name, middle initial.

Field #4 Coordinating Board Course Identification Code. Enter the six-digit course approval number for the course as specified in the current Course Guide Manual.

Field #5 Subject Name. Enter the short title of the subject taught.

Field #6 Catalogue Course Number. Enter the catalogue course number of the class taught.

Field #7 Section Number. Enter the section number of the class taught. If the course has no section number, leave the field blank.

Field #8 Semester Credit Hours. Enter the semester hour value of the course. Enter '000' if no credit is given for the course.

Field #9 Number of Students Enrolled. The total number of students in each category should be entered here, excluding auditing students.

Field #10 Total Semester Hours: Field #8 x Field #9.

Field #11 Number of Lecture Contact Hours Per Week. Enter the number of lecture hours for the course, as previously reported on the CB-005, Course Approval List.

Field #12 Number of Laboratory Contact Hours Per Week. Enter the number of laboratory hours for the course, as previously reported on the CB-005, Course Approval List.

Field #13 Number of Contact Hours Per Week. (Field #11 plus Field #12). Except where special approval has been previously secured, this number should not exceed the "weekly contact hour maximum" specified in the Course Guide Manual for the course approval number under which the course is being reported for funding.

Field #14 Number of Weeks Class Meets. Enter the number of weeks the class will be taught, but in no case more than sixteen (16).

Field #15 Total Number of Contact Hours Produced. (Field #9 x Field #13 x Field #14).

Field #16 Support Source:

'1' Direct Federal Subsidy
'2' Regular State Appropriation (approved courses only)
'3' Other

Field #17 Semester and Year.

1. Fall Semester
2. Spring Semester
3. First Summer Term
4. Second Summer Term

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CLASS DATA REPORT
Vocational-Technical Courses
Of Semester Length
(Form CB-003A)

General Instructions

The purpose of this report is to provide data for each vocational-technical course which is conducted on a semester basis.

Data in this report should reflect enrollment as of the 12th class day of the fall and spring semesters, and the 4th class day of each summer term.

The report data may be submitted in one of two ways:

(1) typewritten on data forms (3 copies)

(2) machine print-out (4 copies)

Each vocational-technical course of semester length taught in the current semester should be listed on this form. Courses should be grouped by programs. For example, all Mid-Management courses should be in one group; all Technical Education, Drafting and Design should be in another group.

In determining the "contact hours per week" for each course, include both laboratory and lecture hours. A lecture or laboratory hour is the amount of time an institution designates as a regular class hour or class period. Fifty, fifty-five, or sixty minutes will be usual for most institutions. Hours per week for Mid-Management, Office Supervision, Occupational Nursing, and other pgorams using internship or practicum will include the hours each student spends at his training station. Consult the Post-Secondary Guide (TEA) for contact hour standards for these programs.

Sixteen weeks is designated as the standard semester.

CLASS DATA REPORT
Vocational-Technical Courses
of Semester Length
FORM CB-003A

1. _____ 12. _____

1. Institution Name
2. Teacher Name
3. Program Area Code
4. Title of Course
5. Catalogue Number
6. Section Number
7. Contact Hours Per Week
8. Number of Students
9. Student Contact Hours Per Week
10. Number of Weeks
11. Total Contact Hours
12. Semester and Year

2	3	4	5	6	7	8	9	10	11

Page _____ of _____

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CLASS DATA REPORT
Vocational-Technical Courses
(Form CB-003A)

Instructions

Field #1 — Institution Name. Enter the name of the institution or district.

Field #2 — Name of Teacher. Enter the name of the teacher in the sequence last name, first name, middle initial.

Field #3 — Texas Education Agency Program Area Code. Enter the four-digit program area code number for the program as specified in the current T.E.A. Vocational-Technical Code Manual. (e.g., Alteration Seamstress 2001; Hotel and Restaurant Service 3102).

Field #4 — Title of Course. Enter the short title of the subject taught.

Field #5 — Catalogue Course Number. Enter the catalogue course number of the class taught.

Field #6 — Section Number. Enter the section number of the class taught. If the course has no section number, leave this field blank.

Field #7 — Contact Hours Per Week. Enter the number of clock hours the class meets per week. (e.g., a class that meets one hour per day for three days per week would generate three (3) contact hours per week).

Field #8 — Number of Students Enrolled. The total number of students in each category should be entered here.

Field #9 — Total Student Contact Hours Per Week. Field #7 multiplied by Field #8 will equal Field #9. (The grand total of Field #9 should equal the Grand Total of Field #13 on the Student Report CB-001).

Field #10 — Number of Weeks. Enter the number of weeks the class will be taught.

Field #11 — Total Contact Hours for Period Reported. Field #9 multiplied by Field #10 will equal Field #11.

Field #12 — Semester and Year.

1. Fall Semester
2. Spring Semester
3. First Summer Term
4. Second Summer Term

CLASS DATA REPORT
Off-Campus and Out-of-District Courses
(Form CB-003B)

General Instructions

This report derives from the following provision in the current Appropriations Act which states that community junior colleges shall:

> Report to the Coordinating Board, Texas College and University System, at such times and in such manner as said Board may prescribe the number of hours taught to any students in "off-campus" and extension classes to be described in full detail. (Appropriations Act, 62nd Legislature, page IV-20).

Data provided by institutions on this report should also be included with the data reported on forms CB-003 and CB-003A. Data should reflect the 12th class day of each semester and the 4th class day of each summer term. The report is due in accordance with the "Reporting Schedule" section of this manual.

The report data may be submitted in one of two formats:

1) typewritten on data forms (2 copies), or;

2) machine print-out (2 copies)

Courses should be grouped by location and program area. For example, all courses taught in "Anarene" should be in one group, arranged in numerical sequence by course approval number (Coordinating Board or TEA).

CLASS DATA REPORT
Off-Campus and Out-of-District Courses
FORM CD-003B

1. _____ 12. _____

1. Institution Name
2. Teacher Name
3. Course Approval Number (CE or TEA)
4. Subject
5. Catalogue Number
6. Section Number
7. Semester Hour Value
8. Number Students Enrolled
9. Total Hours
10. Location (Name facility & complete address)
11. Location Code
12. Semester and Year

2	3	4	5	6	7	8	9	10	11

(Revd. 6/71)

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CLASS DATA REPORT
Off-Campus and Out-of-District Courses
(Form CB-003B)

Instructions

Field #1 — Institution Name. Enter the name of the institution or district.

Field #2 — Name of Teacher. Enter the name of the teacher in the sequence last name, first name, middle initial.

Field #3 — Coordinating Board Course Identification Code. Enter the six-digit course approval number for the course as specified in the current Course Guide Manual.

Field #4 — Subject Name. Enter the short title of the subject taught.

Field #5 — Catalogue Course Number. Enter the catalogue course number of the class taught.

Field #6 — Section Number. Enter the section number of the class taught. If the course has no section number, leave the field blank.

Field #7 — Semester Credit Hours. Enter the semester hour value of the course. Enter '000' if no credit is given for the course.

Field #8 — Number of Students Enrolled. The total number of students in each category should be entered here, excluding auditing students.

Field #9 — Total Hours: Field #7 x Field #8.

Field #10 — Location. Name the facility and address where the course is actually taught.

Field #11 — Location Code. Within the district use Code 1; out-of-district use Code 2.

Field #12 — Semester and Year.

1. Fall Semester
2. Spring Semester
3. First Summer Term
4. Second Summer Term

CLASS DATA REPORT
Vocational-Technical Courses of Other Than Semester Length (Form CB-007)

General Instructions

This report should be submitted on a quarterly basis on the dates indicated in the "Reporting Schedule" section of this manual. The purpose of the report is to provide data for each vocational-technical course meeting less than or more than a semester.

The number of weeks that each class was taught during the quarter is to be reported. Adult classes, TEA Code 7002, should be reported for the quarter in which the third class day is reached. These classes should not be reported more than one time.

All other vocational-technical courses which are not taught on a regular semester basis, such as Vocational Nursing and courses taught on a quarter system, should be reported in the following way: Classes that extend into one or more quarters should be reported each quarter for the number of weeks that classes were held in the respective quarter. These reports should reflect the conditions as of the third class day, or the enrollment status as of the third class day of the quarter into which a class extends.

Adult classes which are avocational in nature are to be coded 7001. These courses will not be funded and should be reported on a separate Form CB-007.

This report data may be submitted in one of two ways:

(1) typewritten on data forms (3 copies)

(2) machine print-out (4 copies)

CLASS DATA REPORT
Vocational-Technical Courses of
Other Than A Semester Length
FORM CD-007

1. _____ 12. _____

1. Institution Name	5. Catalogue Number	9. Student Contact Hours Per Week
2. Teacher Name	6. Section Number	10. Number of Weeks
3. Program Area Code	7. Contact Hours Per Week	11. Total Contact Hours
4. Title of Course	8. Number of Students	12. Quarter and Year

2	3	4	5	6	7	8	9	10	11

Page _____ of _____ (Revised 6/71)

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CLASS DATA REPORT
Vocational-Technical Courses
of Other Than Semester Length
(Form CB-007)

Instructions

Field #1 Institution Name. Enter the name of the institution or district.

Field #2 Name of Teacher. Enter the name of the teacher in the sequence last name, first name, middle initial.

Field #3 Texas Education Agency Program Area Code. Enter the four-digit program area code number for the program as specified in the current T.E.A. Vocational-Technical Code Manual. (e.g., Alteration Seamstress 2001; Hotel and Restaurant Service 3102).

Field #4 Title of Course. Enter the short title of the subject taught.

Field #5 Catalogue Course Number. Enter the catalogue course number of the class taught.

Field #6 Section Number. Enter the section number of the class taught. If the course has no section number, leave the field blank.

Field #7 Contact Hours Per Week. Enter the number of clock hours the class meets per week. (e.g., a class that meets one hour per day for three days per week would generate three (3) contact hours per week).

Field #8 Number of Students Enrolled. The total number of students in each category should be entered here.

Field #9 Total Student Contact Hours Per Week. Field #7, Multiplied by Field #8 will equal Field #9. (The grand total of Field #9 should equal the Grand Total of Field #13 on the Student Report CB-001).

Field #10 Number of Weeks. Enter the number of weeks the class will be taught.

Field #11 Total Contact Hours for Period Reported. Field #9 multiplied by Field #10 will equal Field #11.

Field #12 Quarter and Year.

1. First Quarter
2. Second Quarter
3. Third Quarter
4. Fourth Quarter

HEADCOUNT ENROLLMENT BY APPROVED OCCUPATIONAL PROGRAM
(Form CB-008)

General Instructions

The Guide for Occupational and Technical Education, Section 1050, Texas Education Agency, requires that the occupational objective (major) of each student enrolled in an occupational education program to be a matter of institutional record. To comply with this requirement, the enrollment records (registration card) of each student enrolling in one or more occupational courses must indicate his occupational program major. The purpose of Form CB-008 is to collect data on the number of students majoring in the various occupational programs. It is important that these data be as accurate as possible.

On Form CB-008, you should list the approved semester length programs, such as Auto Mechanics, Auto Body Repair, etc., and enter the unduplicated headcount enrollment (number of majors) in each program. Include every program on the Approved List of Vocational-Technical Courses for your college. This report will be due as indicated in the "Reporting Schedule" of this manual. Do not list the individual courses in each program or those classes reported on Form CB-007. Only one copy of this report is required. The data collected on this report is needed by the Texas Education Agency in order to comply with requirements of the Federal Vocational Education Act of 1968.

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Institution _____

HEADCOUNT ENROLLMENT BY APPROVED OCCUPATIONAL PROGRAM
FORM CE-008

Date: _____

Program	Unduplicated Headcount
	TOTAL

(Revd. 6/71)

ERIC

SUMMARY GRADUATION REPORT
(Form CB-004)

General Instructions

This report will include all students receiving degrees, duplomas, or certificates during the fiscal year.

Column #1 Degrees Conferred. Use degree abbreviation. (e.g., AA, AS, AAS, Cert., etc.)

Column #2 Program Area. Should carry the program area code. Use program area codes in Course Guide Manual for General Academic curricula, (e.g., "0100" for Agriculture, "0200" for Architecture and Environmental Design, etc.). Vocational-Technical curricula should be specified by TEA Program Area Code.

Column #3 Number of Degrees Conferred in each Category.

Only one copy of this report needs to be submitted to the Coordinating Board.

ERIC

SUMMARY GRADUATION REPORT
FORM CB-004

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Name of Institution _____

Fiscal Year _____

Degree/Certificate (1)	Program Area Code (2)	Total (3)

(Rev. (6/71)

ERIC

REPORTS OF RESIDENCE

General Instructions

1. One copy of Form CB-006A should be submitted by December 1. This report should indicate the county of origin for all Texas residents listed on the CB-001 Student Data Report for the fall semester.

2. One copy of Form CB-006B should be submitted by December 1. This report should indicate the residence of out-of-state students who are listed on the CB-001 Student Data Report for the fall semester.

3. One copy of Form CB-006C should be submitted by December 1. This report should indicate the country of origin for all foreign students who are listed on the CB-001 Student Data Report for the fall semester.

The total headcount reported above should balance with the number of students reported on Form CB-001.

ERIC

REPORT OF
COUNTY OF ORIGIN HEADCOUNT ENROLLMENT
FORM CB-006A

BEST COPY AVAILABLE

NAME OF INSTITUTION _____

PERIOD COVERED IN REPORT _____

DATE OF REPORT _____

County	Head-count	County	Head-count	County	Head-count
Anderson		Collinsworth		Glasscock	
Andrews		Colorado		Goliad	
Angelina		Comal		Gonzales	
Aransas		Comanche		Gray	
Archer		Concho		Grayson	
Armstrong		Cooke		Gregg	
Atascosa		Coryell		Grimes	
Austin		Cottle		Guadalupe	
Bailey		Crane		Hale	
Bandera		Crockett		Hall	
Bastrop		Crosby		Hamilton	
Baylor		Culberson		Hansford	
Bee		Dallam		Hardeman	
Bell		Dallas		Hardin	
Bexar		Dawson		Harris	
Blanco		Deaf Smith		Harrison	
Borden		Delta		Hartley	
Bosque		Denton		Haskell	
Bowie		DeWitt		Hays	
Brazoria		Dickens		Hemphill	
Brazos		Dimmit		Henderson	
Brewster		Donley		Hidalgo	
Briscoe		Duval		Hill	
Brooks		Eastland		Hockley	
Brown		Ector		Hood	
Burleson		Edwards		Hopkins	
Burnet		Ellis		Houston	
Caldwell		El Paso		Howard	
Calhoun		Erath		Hudspeth	
Callahan		Falls		Hunt	
Cameron		Fannin		Hutchinson	
Camp		Fayette		Irion	
Carson		Fisher		Jack	
Cass		Floyd		Jackson	
Castro		Foard		Jasper	
Chambers		Fort Bend		Jeff Davis	
Cherokee		Franklin		Jefferson	
Childress		Freestone		Jim Hogg	
Clay		Frio		Jim Wells	
Cochran		Gaines		Johnson	
Coke		Galveston		Jones	
Coleman		Garza			
Collin		Gillespie			

BEST COPY AVAILABLE

NAME OF INSTITUTION _____

PERIOD COVERED IN REPORT _____

County	Head-count	County	Head-count	County	Head-count
Karnes		Moore		Starr	
Kaufman		Morris		Stephens	
Kendall		Motley		Sterling	
Kenedy		Nacogdoches		Stonewall	
Kent		Navarro		Sutton	
Kerr		Newton		Swisher	
Kimble		Nolan		Tarrant	
King		Nueces		Taylor	
Kinney		Ochiltree		Terrell	
Kleberg		Oldham		Terry	
Knox		Orange		Throckmorton	
Lamar		Palo Pinto		Titus	
Lamb		Panola		Tom Green	
Lampasas		Parker		Travis	
LaSalle		Parmer		Trinity	
Lavaca		Pecos		Tyler	
Lee		Polk		Upshur	
Leon		Potter		Upton	
Liberty		Presidio		Uvalde	
Limestone		Rains		Val Verde	
Lipscomb		Randall		Van Zandt	
Live Oak		Reagan		Victoria	
Llano		Real		Walker	
Loving		Red River		Waller	
Lubbock		Reeves		Ward	
Lynn		Refugio		Washington	
Madison		Roberts		Webb	
Marion		Robertson		Wharton	
Martin		Rockwall		Wheeler	
Mason		Runnels		Wichita	
Matagorda		Rusk		Wilbarger	
Maverick		Sabine		Willacy	
McCulloch		San Augustine		Williamson	
McLennan		San Jacinto		Wilson	
McMullen		San Patricio		Winkler	
Medina		San Saba		Wise	
Menard		Schleicher		Wood	
Midland		Scurry		Yoakum	
Milam		Shackelford		Young	
Mills		Shelby		Zapata	
Mitchell		Sherman		Zavala	
Montague		Smith			
Montgomery		Somervell			

TOTAL _____

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REPORT OF
RESIDENCE OF OUT-OF-STATE STUDENTS
FORM CB-006B

NAME OF INSTITUTION _____

PERIOD COVERED IN REPORT _____

DATE OF REPORT _____

Code No.	State	Total No. of Students	Code No.	State	Total No. of Students
310	Alabama		337	Nebraska	
311	Alaska		338	Nevada	
312	Arizona		339	New Hampshire	
313	Arkansas		340	New Jersey	
314	California		341	New Mexico	
315	Colorado		342	New York	
316	Connecticut		343	North Carolina	
317	Delaware		344	North Dakota	
318	District of Columbia		345	Ohio	
319	Florida		346	Oklahoma	
320	Georgia		347	Oregon	
321	Hawaii		348	Pennsylvania	
322	Idaho		349	Rhode Island	
323	Illinois		350	South Carolina	
324	Indiana		351	South Dakota	
325	Iowa		352	Tennessee	
326	Kansas		354	Utah	
327	Kentucky		355	Vermont	
328	Louisiana		356	Virginia	
329	Maine		357	Washington	
330	Maryland		358	West Virginia	
331	Massachusetts		359	Wisconsin	
332	Michigan		360	Wyoming	
333	Minnesota		361	Canal Zone	
334	Mississippi		362	Guam	
335	Missouri		363	Puerto Rico	
336	Montana		366	Virgin Islands	
				TOTAL	

REPORT OF
RESIDENCE OF FOREIGN STUDENTS
FORM CB-006C

NAME OF INSTITUTION _____

PERIOD COVERED IN REPORT _____

DATE OF REPORT _____

Country of Origin	Total Number of Students	Country of Origin	Total Number of Students

GRAND TOTAL _____

COMMUNITY JUNIOR COLLEGE CODE

The Federal Interagency Committee on Education (FICE) code for each community junior college is listed on the following page. This number is assigned by the U.S. Office of Education and is unique for each institution. It is used in submitting reports to the Coordinating Board.

ERIC

COMMUNITY JUNIOR COLLEGE CODE

INSTITUTION	FICE CODE
Alvin Junior College	003539
Amarillo College	003540
Angelina College	006661
Bee County College	003546
Blinn College	003549
Brazosport College	007857
Central Texas College	004003
Cisco Junior College	003553
Clarendon College	003554
College of the Mainland	007096
Cooke County Junior College	003558
Dallas County Community Junior College District	003561
Eastfield College	008510
El Centro College	004453
Mountain View College	008503
Richland College	008504
Del Mar College	003563
El Paso Community College	010387
Frank Phillips College	003568
Galveston College	006662
Grayson County Junior College	003570
Henderson County Junior College	003572
Hill Junior College	003573
Houston Community College System	010633
Howard County Junior College	003574
Kilgore College	003580
Laredo Junior College	003582
Lee College	003583
McLennan Community College	003590
Navarro Junior College	003593
Permian Basin Junior College System	009919
Midland College	009797
Odessa College	003596
Panola College	003600
Paris Junior College	003601
Ranger Junior College	003603
San Antonio Junior College District	003607
San Antonio College	009163
St. Philip's College	003608
San Jacinto College	003609
South Plains College	003611
Southwest Texas Junior College	003614
Tarrant County Junior College District	003626
Northeast Campus	008899
South Campus	008900
Temple Junior College	003627
Texarkana College	003628
Texas Southmost College	003643
Tyler Junior College	003648
Vernon Regional Junior College	010060
Victoria College	003662
Weatherford College	003664
Western Texas College	009549
Wharton County Junior College	003668

County Code Numbers

County	Code	County	Code	County	Code
Anderson	001	Colorado	045	Gonzales	089
Andrews	002	Comal	046	Gray	090
Angelina	003	Comanche	047	Grayson	091
Aransas	004	Concho	048	Gregg	092
Archer	005	Cooke	049	Grimes	093
Armstrong	006	Coryell	050	Guadalupe	094
Atascosa	007	Cottle	051	Hale	095
Austin	008	Crane	052	Hall	096
Bailey	009	Crockett	053	Hamilton	097
Bandera	010	Crosby	054	Hansford	098
Bastrop	011	Culberson	055	Hardeman	099
Baylor	012	Dallam	056	Hardin	100
Bee	013	Dallas	057	Harris	101
Bell	014	Dawson	058	Harrison	102
Bexar	015	Deaf Smith	059	Hartley	103
Blanco	016	Delta	060	Haskell	104
Borden	017	Denton	061	Hays	105
Bosque	018	DeWitt	062	Hemphill	106
Bowie	019	Dickens	063	Henderson	107
Brazoria	020	Dimmitt	064	Hidalgo	108
Brazos	021	Donley	065	Hill	109
Brewster	022	Duval	066	Hockley	110
Brisco	023	Eastland	067	Hood	111
Brooks	024	Ector	068	Hopkins	112
Brown	025	Edwards	069	Houston	113
Burleson	026	Ellis	070	Howard	114
Burnet	027	El Paso	071	Hudspeth	115
Caldwell	028	Erath	072	Hunt	116
Calhoun	029	Falls	073	Hutchison	117
Callahan	030	Fannin	074	Irion	118
Cameron	031	Fayette	075	Jack	119
Camp	032	Fisher	076	Jackson	120
Carson	033	Floyd	077	Jasper	121
Cass	034	Foard	078	Jeff Davis	122
Castro	035	Fort Bend	079	Jefferson	123
Chambers	036	Franklin	080	Jim Hogg	124
Cherokee	037	Freestone	081	Jim Wells	125
Childress	038	Frio	082	Johnson	126
Clay	039	Gaines	083	Jones	127
Cochran	040	Galveston	084	Karnes	128
Coke	041	Garza	085	Kaufman	129
Coleman	042	Gillespie	086	Kendall	130
Collin	043	Glasscock	087	Kennedy	131
Collinsworth	044	Goliad	088	Kent	132

County	Code	County	Code	County	Code
Kerr	133	Orange	181	Tyler	229
Kimble	134	Pala Pinto	182	Upshur	230
King	135	Panola	183	Upton	231
Kinney	136	Parker	184	Uvalde	232
Kleberg	137	Parmer	185	Val Verde	233
Knox	138	Pecos	186	Van Zandt	234
Lamar	139	Polk	187	Victoria	235
Lamb	140	Potter	188	Walker	236
Lampasas	141	Presidio	189	Waller	237
LaSalle	142	Rains	190	Ward	238
Lavaca	143	Randall	191	Washington	239
Lee	144	Reagan	192	Webb	240
Leon	145	Real	193	Wharton	241
Liberty	146	Red River	194	Wheeler	242
Limestone	147	Reeves	195	Wichita	243
Lipscomb	148	Refugio	196	Wilbarger	244
Live Oak	149	Roberts	197	Willacy	245
Llano	150	Robertson	198	Williamson	246
Loving	151	Rockwall	199	Wilson	247
Lubbock	152	Runnels	200	Winkler	248
Lynn	153	Rusk	201	Wise	249
Madison	154	Sabine	202	Wood	250
Marion	155	San Augustine	203	Yoakum	251
Martin	156	San Jacinto	204	Young	252
Mason	157	San Patricio	205	Zapata	253
Matagorda	158	San Saba	206	Zavala	254
Maverick	159	Schleicher	207		
McCulloch	160	Scurry	208		
McLennan	161	Shackelford	209		
McMullen	162	Shelby	210		
Medina	163	Sherman	211		
Menard	164	Smith	212		
Midland	165	Somervell	213		
Milam	166	Starr	214		
Mills	167	Stephens	215		
Mitchell	168	Sterling	216		
Montague	169	Stonewall	217		
Montgomery	170	Sutton	218		
Moore	171	Swisher	219		
Morris	172	Tarrant	220		
Motley	173	Taylor	221		
Nacogdoches	174	Terrell	222		
Navarro	175	Terry	223		
Newton	176	Throckmorton	224		
Nolan	177	Titus	225		
Nueces	178	Tom Green	226		
Ochiltree	179	Travis	227		
Oldham	180	Trinity	228		

State Code Numbers

State	Code	State	Code
Alabama	310	Nebraska	337
Alaska	311	Nevada	338
Arizona	312	New Hampshire	339
Arkansas	313	New Jersey	340
California	314	New Mexico	341
Colorado	315	New York	342
Connecticut	316	North Carolina	343
Delaware	317	North Dakota	344
District of Columbia	318	Ohio	345
Florida	319	Oklahoma	346
Georgia	320	Oregon	347
Hawaii	321	Pennsylvania	348
Idaho	322	Rhode Island	349
Illinois	323	South Carolina	350
Indiana	324	South Dakota	351
Iowa	325	Tennessee	352
Kansas	326	Utah	354
Kentucky	327	Vermont	355
Louisiana	328	Virginia	356
Maine	329	Washington	357
Maryland	330	West Virginia	358
Massachusetts	331	Wisconsin	359
Michigan	332	Wyoming	360
Minnesota	333	Canal Zone	362
Mississippi	334	Guam	363
Missouri	335	Puerto Rico	364
Montana	336	Virgin Islands	366

UNIVERSITY OF CALIF.
LOS ANGELES

NOV 15 1974

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION