



Texas Higher Education
COORDINATING BOARD
Planning and Accountability

P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

Susan E. Brown
Assistant Commissioner
Planning and Accountability
512/ 427-6153
susan.brown@thehb.state.tx.us
FAX: 512/ 427-6147

Gary W. Johnstone
Deputy Assistant Commissioner
Planning and Accountability
512/ 427-6139
gary.johnstone@thehb.state.tx.us
FAX: 512/ 427-6147

Janet Beinke
Director
Planning
512/ 427-6321
janet.beinke@thehb.state.tx.us
FAX: 512/ 427-6147

Doug Parker
Director
Educational Data Center
512/ 427-6287
doug.parker@thehb.state.tx.us
FAX: 512/ 427-6447

Kathy Cox
Assistant Director
Educational Data Analysis Support
Center
512/ 427-6286
kathy.cox@thehb.state.tx.us
FAX: 512/ 427-6447

MEMORANDUM

August 25, 2008

To: ICU Chief Reporting Officials
From: Doug Parker
Subject: Changes to 2007 Reporting Manual – Additional CEEB Codes

Please use the following special CEEB codes for Item #14 on the CBM001 if an official CEEB code is not available:

Special CEEB codes created for CBM001 reporting:

449966 – Texas Home Schooled
449977 – Texas GED
449999 – Texas unknown CEEB code

888866 – Out of State Home Schooled
888877 – Out of State GED
888899 – Out of State unknown CEEB code

999999 – Foreign



Texas Higher Education
COORDINATING BOARD
Planning and Accountability

P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

MEMORANDUM

June 26, 2008

Susan E. Brown
Assistant Commissioner
Planning and Accountability
512/ 427-6153
susan.brown@thehb.state.tx.us
FAX: 512/ 427-6127

Janet Beinke
Director
Planning
512/ 427-6321
janet.beinke@thehb.state.tx.us
FAX: 512/427-6168

Kenneth Dalley
Director
Educational Data Center
512/ 427-6306
kenneth.dalley@thehb.state.tx.us
FAX: 512/ 427-6447

Casey M. Kennedy
Director
Web Services
512/ 427-6288
casey.kennedy@thehb.state.tx.us
FAX: 512/ 427-6447

Jeff D. Treichel
Director
Finance & Resource Planning
512/427-6122
jeff.treichel@thehb.state.tx.us
FAX: 512/427-6147

Kathy Cox
Assistant Director
Educational Data Analysis Support
Center
512/427-6286
kathy.benson@thehb.state.tx.us
FAX: 512/427-6447

To: ICU Reporting Officials
From: Doug Parker, Director, Educational Data Center
Subject: Reporting Manual Modifications and Changes

Modifications to ICU CBM Report editing that are in effect

Student ID editing – Student IDs of spaces or zeros will be flagged as an error.

CBM001 – All institutions are expected to have first-time students

An error message will be generated if an institution reports zero first-time students in a Fall semester. A questionable message will be generated if an institution reports zero first-time students in a Spring semester. This message will appear on the Edit Summary.

Modifications to ICU CBM Report editing effective Fall 2008

CBM001 – Add a field (Item 14) that will contain the College Board (CEEB) High School Code of the high school that the student graduated from. This will be mandatory for any Texas high school graduate that is enrolled at your institution and coded as First-time in College. The Appendix is being updated to include Appendix M, the College Board (CEEB) High School Codes for Texas. Not required for students accepted in a first-professional program for the first time. Leave blank if not applicable. May be reported for all students. The high school codes for non-Texas schools can be found at <http://www.collegeboard.com/student/testing/sat/codelist.html>.

Note: Reporting this field is voluntary for the Fall 2008 reporting period. It is mandatory beginning in the Spring 2009 reporting period.

CBM001 and CBM009 – Derived Student IDs should not exceed 15% of your reported student records.

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COORDINATING BOARD
Academic Excellence and Research
Planning and Accountability Division

P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

M E M O R A N D U M

March 27, 2007

Susan E. Brown
Assistant Commissioner
Planning and Accountability
512/ 427-6153
susan.brown@thehb.state.tx.us
FAX: 512/ 427-6127

Janet Beinke
Director
Planning
512/ 427-6321
janet.beinke@thehb.state.tx.us
FAX: 512/427-6168

Kenneth Dalley
Director
Educational Data Center
512/ 427-6306
kenneth.dalley@thehb.state.tx.us
FAX: 512/ 427-6447

Casey M. Kennedy
Director
Web Services
512/ 427-6288
casey.kennedy@thehb.state.tx.us
FAX: 512/ 427-6447

Jeff D. Treichel
Director
Finance & Resource Planning
512/427-6122
jeff.treichel@thehb.state.tx.us
FAX: 512/427-6147

Kathy Cox
Assistant Director
Educational Data Analysis Support
Center
512/427-6286
kathy.benson@thehb.state.tx.us
FAX: 512/427-6447

To: Independent Colleges and Universities Reporting Officials
From: Susan Brown
Subject: Changes to Fall 2005 Reporting Manual to become Fall 2007 Manual

This memo outlines the changes that have been made to the electronic CBM Reporting Manual on the CB website.

In the **Introductory Section, page 0.4**, a new section has been added at the bottom of the page. It provides the submission time cutoff and weekday edit run times and expected times for the edit run reports to be posted to the institution output server area:

EDC Data Report Processing Schedule

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

CBM001 changes for 2007 reporting:

1. The fourth category of the students to exclude on page 1.1 should read "Students in any branch campus located in another state or in a foreign country."
2. A code of '9' has been added to Item #5, Classification, for first-professional PharmD students.
3. The ICUT Board of Directors has asked the Coordinating Board to add information on residency to the data it collects on individual students enrolled in independent colleges and universities. Collecting this information will allow us to ascertain if students who do not persist and graduate are Texas residents, residents of other states, or residents of other countries. Therefore, Item #7 is to be split into two categories. Item #7A will be one character and will continue to be labeled "Unused." Item #7B is to be labeled "Residence" and will be a 3-digit code. The residence codes are identified in Appendix B of the Appendices to the Reporting and Procedures Manuals which can be found on the CB website at the same location as the Reporting Manual.

CBM00N This report has been added to allow the institution to identify student number changes if they occur so that they can be applied during the tracking process especially when computing graduation rates.



Texas Higher Education
COORDINATING BOARD
Academic Excellence and Research
Planning and Accountability Division

P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

M E M O R A N D U M

September 19, 2006

Susan E. Brown
Assistant Commissioner
Planning and Accountability
512/ 427-6153
susan.brown@thehb.state.tx.us
FAX: 512/427-6147

Gary W. Johnstone
Deputy Assistant Commissioner
Planning and Accountability
512/ 427-6139
gary.johnstone@thehb.state.tx.us
FAX: 512/427-6147

Janet Beinke
Director
Planning
512/ 427-6321
janet.beinke@thehb.state.tx.us
FAX: 512/427-6147

Kenneth Dalley
Director
Educational Data Center
512/ 427-6306
kenneth.dalley@thehb.state.tx.us
FAX: 512/427-6447

Casey M. Kennedy
Director
Web Services
512/ 427-6288
casey.kennedy@thehb.state.tx.us
FAX: 512/427-6447

Jeff D. Treichel
Director
Finance & Resource Planning
512/ 427-6122
jeff.treichel@thehb.state.tx.us
FAX: 512/427-6147

Kathy Cox
Assistant Director
Educational Data Analysis Support
Center
512/427-6286
kathy.cox@thehb.state.tx.us
FAX: 512/427-6447

To: All Texas Independent Higher Education Reporting Officials

From: Kenneth Dalley

Subject: Change to CBM Reporting Manual due to Professional Nursing Shortage Reduction Program

To be a participant in the distribution of the Professional Nursing Shortage Reduction Program that is described on page III-56 in Rider 47 of the Appropriation Bill of the Seventy-ninth Legislature, the graduates in Nursing will need to be identified by CIP in the Graduation Report (CBM009). The change has been made in the CBM Reporting Manual on page 9.3.



Texas Higher Education
COORDINATING BOARD
Academic Excellence and Research
Planning and Accountability Division
P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

Susan E. Brown
 Assistant Commissioner
 Planning and Accountability
 512/ 427-6153
 susan.brown@thehb.state.tx.us
 FAX: 512/ 427-6127

M E M O R A N D U M

September 14, 2006

Janet Beinke
 Director
 Planning
 512/ 427-6321
 janet.beinke@thehb.state.tx.us
 FAX: 512/427-6168

To: Independent Colleges and Universities
 From: Kenneth Dalley
 Subject: New Year-to-Year Comparison Report in Edit Reports

Kenneth Dalley
 Director
 Educational Data Center
 512/ 427-6306
 kenneth.dalley@thehb.state.tx.us
 FAX: 512/ 427-6447

You will notice that a new report will appear in the CBM edit files beginning this Fall. Only the heading and the note below it will appear until the current year data is error-free. When the data is error-free the comparison data will be displayed. If the current year values are significantly different from the prior year values for the same item, then a Review message will be printed. If in your opinion the data are correct, submit the certification statement. If there is a reporting problem in the current year, resubmit a corrected CBM report. Using this electronic technique we hope to eliminate some errors that have gone undetected in the past.

Casey M. Kennedy
 Director
 Web Services
 512/ 427-6288
 casey.kennedy@thehb.state.tx.us
 FAX: 512/ 427-6447

Jeff D. Treichel
 Director
 Finance & Resource Planning
 512/427-6122
 jeff.treichel@thehb.state.tx.us
 FAX: 512/427-6147

TEXAS HIGHER EDUCATION COORDINATING BOARD Page 1
 Percent Change Of ICU-CBM001 Data From Prior Year RunDate: 10/20/2006 Time:
 18:25:08
 INDEPENDENT COLLEGE 123456 FALL 2006

Note: The standard Summary Report is compared to the previous year to aid in early detection of potentially erroneously-reported data. It will show the percentage increase/decrease of items. Evaluate the items identified with a "Review" message and submit updates to correct where appropriate. If the absolute value of the difference between the current year and prior year item

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

If the original report had only one column the comparison data is in adjacent column. If the original report had multiple columns the comparison data is in the next row and asterisks are printed below the column in question.

Examples:

| | | | |
|--------|--------|--------|--------|
| Gender | 2006/3 | 2005/3 | % Diff |
| Male | 2,781 | 3,024 | -8.04% |
| Female | 3,667 | 4,011 | -8.58% |
| Total | 6,448 | 7,035 | -8.34% |

First Time In College

| | | | |
|-----------------------|--------|--------|--------------------|
| | 2006/3 | 2005/3 | % Diff |
| First Time In College | 220 | 301 | -26.91% *** Review |

This is also a reminder that the fall 2006 CBM001 (Student Report) and CBM009 (Graduation Report) are due November 1, 2006. You may submit reports now if you are ready. The September 2005 version of the manual is still in effect except that the coding for hurricane Katrina and Rita evacuees will not be active this coming academic year.

Kathy Cox
 Assistant Director
 Educational Data Analysis Support
 Center
 512/427-6286
 kathy.benson@thehb.state.tx.us
 FAX: 512/427-6447



Texas Higher Education
COORDINATING BOARD
Academic Excellence and Research
Planning and Accountability Division

P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

M E M O R A N D U M

January 20, 2006

Susan E. Brown
Interim Assistant Commissioner
Planning and Accountability
512/ 427-6153
susan.brown@thehb.state.tx.us
FAX: 512/ 427-6127

Janet Beinke
Director
Planning
512/ 427-6321
janet.beinke@thehb.state.tx.us
FAX: 512/427-6168

Kenneth Dalley
Director
Educational Data Center
512/ 427-6306
kenneth.dalley@thehb.state.tx.us
FAX: 512/ 427-6447

Casey M. Kennedy
Director
Web Services
512/ 427-6288
casey.kennedy@thehb.state.tx.us
FAX: 512/ 427-6447

Kathy Cox
Assistant Director
Educational Data Analysis Support
Center
512/427-6286
kathy.benson@thehb.state.tx.us
FAX: 512/427-6447

Nancy Ellen Soteriou
Assistant Director
Resource Planning
512/427-6110
nancy.soteriou@thehb.state.tx.us
FAX: 512/427-6147

To: All Texas Higher Education Reporting Officials
From: Kenneth Dalley
Subject: CBM Reporting of Hurricane Katrina and Rita Students

The Texas Governor issued Executive Order RP 54 on January 10, 2006 which indicates that Hurricanes Katrina and Rita continue to create an emergency disaster and emergency conditions for the people in the State of Texas. Therefore, if the displaced students and other coastal residents of the Gulf Coast States affected by Hurricanes Katrina or Rita are allowed to continue their studies in Texas and pay in-state tuition, report them as a visiting student again this Spring. If they are charged the out-of-state amount of tuition, report them as a regular student.

This memo was sent via email, too.



Texas Higher Education
COORDINATING BOARD
Academic Excellence and Research
Planning and Accountability Division
P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

MEMORANDUM

September 29, 2005

Susan E. Brown
Interim Assistant Commissioner
Planning and Accountability
512/ 427-6153
susan.brown@thehb.state.tx.us
FAX: 512/ 427-6127

Janet Beinke
Director
Planning
512/ 427-6321
janet.beinke@thehb.state.tx.us
FAX: 512/427-6168

Kenneth Dalley
Director
Educational Data Center
512/ 427-6306
kenneth.dalley@thehb.state.tx.us
FAX: 512/ 427-6447

Casey M. Kennedy
Director
Web Services
512/ 427-6288
casey.kennedy@thehb.state.tx.us
FAX: 512/ 427-6447

Kathy Cox
Assistant Director
Educational Data Analysis Support
Center
512/427-6286
kathy.benson@thehb.state.tx.us
FAX: 512/427-6447

Nancy Ellen Soteriou
Assistant Director
Resource Planning
512/427-6110
nancy.soteriou@thehb.state.tx.us
FAX: 512/427-6147

To: All Texas Higher Education Reporting Officials
From: Kenneth Dalley
Subject: Changes to Fall 2005 CBM Reporting Manual – Rev 5

The Certification Tracking process in all the CBM Reporting Manuals has been changed. The desire is to have the most current data available for formula committee work, accountability measures, and appropriation requests within four working weeks of the due date. Since there are six edit cycles each workday turn-around time should be less of an issue. Your help in meeting the new timeline will be appreciated.



Texas Higher Education
COORDINATING BOARD
Academic Excellence and Research
Planning and Accountability Division
P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

M E M O R A N D U M

September 9, 2005

Deborah L. Greene, Ph.D.
Acting Assistant Commissioner
Planning and Accountability
512/ 427-6130
deborah.greene@thecb.state.tx.us
FAX: 512/ 427-6147

Susan E. Brown
Deputy Assistant Commissioner
Planning and Accountability
512/ 427-6153
susan.brown@thecb.state.tx.us
FAX: 512/ 427-6127

Janet Beinke
Director
Planning
512/ 427-6321
janet.beinke@thecb.state.tx.us
FAX: 512/427-6168

Kenneth Dalley
Director
Educational Data Center
512/ 427-6306
kenneth.dalley@thecb.state.tx.us
FAX: 512/ 427-6447

David H. Gill, Ph.D.
Director
Performance Systems
512/ 427-6233
david.gill@thecb.state.tx.us
FAX: 512/ 427-6444

Casey M. Kennedy
Director
Web Services
512/ 427-6288
casey.kennedy@thecb.state.tx.us
FAX: 512/ 427-6447

Kathy Benson
Assistant Director
Educational Data Analysis Support
Center
512/427-6286
kathy.benson@thecb.state.tx.us
FAX: 512/427-6447

Nancy Ellen Soteriou
Assistant Director
Resource Planning
512/427-6110
nancy.soteriou@thecb.state.tx.us
FAX: 512/427-6147

To: All Texas Independent Higher Education Reporting Officials
From: Kenneth Dalley
Subject: Change to CBM Reporting Manual due to Hurricane Katrina Fall 2005

The Coordinating Board requests that you identify the displaced students and other coastal residents of the Gulf Coast States affected by Hurricane Katrina who have chosen to continue their studies in Texas by enrolling as a visiting student at your college or university.

The student report (CBM001) has been modified to identify the displaced students on this Fall 2005 report. In the First-Time-in-College item (#8) report a value of '000007' to indicate a visiting student who has been allowed to enroll due to this Natural Disaster. Use this code until the colleges and universities in the Gulf Coast disaster area have reopened for classes. With this change, the reporting manual has been renamed Fall 2005 on our website.



Texas Higher Education COORDINATING BOARD

DIVISION OF PLANNING AND INFORMATION RESOURCES
P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

David W. Gardner, Ph.D.
Assistant Commissioner
Planning and Information Resources
512/ 427-6146
david.gardner@thecb.state.tx.us
FAX: 512/ 427-6127

MEMORANDUM

March 10, 2004

Susan E. Brown
Director
Planning
512/ 427-6153
susan.brown@thecb.state.tx.us
FAX: 512/ 427-6127

To: Independent Colleges and Universities Reporting Officials

John R. Cox
Director
Information Resources
512/ 427-6300
john.cox@thecb.state.tx.us
FAX: 512/ 427-6447

From: Kenneth Dalley

Subject: Recent changes to the CBM report submission process

Casey M. Kennedy
Director
Web Services
512/ 427-6288
casey.kennedy@thecb.state.tx.us
FAX: 512/ 427-6447

The due date for the Spring submission of the CBM001 (Student) data is March 15th. If you have already submitted your Spring data, thanks for your promptness.

The Coordinating Board began supporting the transferring of reports in an encrypted format using SFTP effective January 5, 2004. All institutions are required to submit and receive their data from the CB using the SFTP process by June 1, 2004. The instructions for using SFTP are provided at [Data Transfer Procedures for THECB Reports Using SFTP](#). On page 0.2 a link has been provided to a report that gives detailed instructions on using SFTP to transmit and retrieve files.

As we have migrated to a server-based edit process, all references to allowing updates have been removed. To make a change, apply the correction to the specific item and resubmit the complete file again.

The Appendices to the Reporting and Procedures Manuals for Texas Universities, Health-Related Institutions, and Community, Technical, and State Colleges has been updated to September 2003.

Appendix A: FICE codes were added or changed and name changes were incorporated.
003632 from 010366 Texas A&M University
036273 from 358135 Lamar Institute of Technology
031034 from 109225 South Texas Community College
003545 from 006932 Baylor University

Appendix C: The 2000 CIP codes have replaced the 1990 CIP codes.



Texas Higher Education COORDINATING BOARD

DIVISION OF PLANNING AND INFORMATION RESOURCES
P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

David W. Gardner, Ph.D.
Assistant Commissioner
Planning and Information
Resources
512/ 427-6146
gardnerdd@thehb.state.tx.us
FAX: 512/ 427-6127

MEMORANDUM

November 7, 2002

Susan E. Brown
Director
Planning
512/ 427-6153
brownsn@thehb.state.tx.us
FAX: 512/ 427-6127

To: Reporting Officials (ICU)
From: Kenneth Dalley
Subject: Reporting Manual Changes Revision 1

John R. Cox
Director
Information Resources
512/ 427-6300
coxjn@thehb.state.tx.us
FAX: 512/ 427-6447

After the discussions at the Workshop on October 29th, the following changes are being implemented. If they will make your reporting easier this Fall, incorporate them. The CBM001 changes will be expected to be included in the Spring 2003 submission.

Casey M. Kennedy
Director
Web Services
512/ 427-6288
kennedycy@thehb.state.tx.us
FAX: 512/ 427-6447

CBM001 Issues

1. On page 0.1 the due date for Summer reports is being removed. It has been decided that the CB will not require summer student data to be reported. Therefore, students who qualified as first-time college students at your institution in the summer and who continued in the fall at your institution will need to be coded as first-time in the fall. This change is on page 1.4.
2. It was brought to our attention at the CBM Workshop that another classification code (item #5) is allowed by IPEDS for Unclassified Undergraduates and desirable for students who cannot be classified by year of study or student level, including non-degree-seeking students. This new classification code of "U" has been added on page 1.2.
3. There was concern about the instructions on who to report on the student report. The instructions are taken almost verbatim from the IPEDS definition. An additional sentence has been added to describe how an institution that is on a quarter system is expected to submit their data. The Fall Quarter will be due on November 1. Winter and Spring Quarters will be combined and an unduplicated headcount reported in March.
4. It was brought to our attention that the capture of transfer institution codes by some institutions is not done in time to be reported on the semester reports without significant effort. The transfer portion of item #8 is being deleted. If the programming for transfers has been completed, we will not consider the data in error if it is reported. Students accepted into a first-professional program for the first time should be reported with the "000001" in this item also.
5. Students who enroll in mini-sessions that start after the census date of a regular term should not be reported. If this presents a significant problem, we will reconsider their inclusion. (This is included in the general discussion on page 1.1.)
6. Students who have requested that their directory information not be released are expected to be included in the reports to the Coordinating Board. The sentence has been added in the "who to report" in the general instructions.
7. On page 0.2 a statement has been included that states that the method of sending and receiving of these reports is by File Transfer Protocol (FTP).

November 7, 2002

Page 2

CBM009 Issues

1. Due to the lateness of getting the instructions out, the degree report due December 2002 has been made optional. The degree data will be mandatory for the CBM009 report due November 1, 2003 and thereafter.
2. The desire by institutions to match the types of awards that are reported on IPEDS prompted the addition of the following codes to Award Level (item #8) for certificates:
 6. at least 1 but less than 2 academic year certificate
 7. 2 but less than 4 academic year certificate
 8. post-baccalaureate certificate
 9. post-master's certificate
 0. first-professional certificate



Texas Higher Education COORDINATING BOARD

DIVISION OF PLANNING AND INFORMATION RESOURCES
P. O. Box 12788 Austin, Texas 78711 • 1200 East Anderson Lane 78752

David W. Gardner, Ph.D.
Assistant Commissioner
Planning and Information
Resources
512/ 427-6146
gardnerdd@thech.state.tx.us
FAX: 512/ 427-6127

October 1, 2002

MEMORANDUM

Susan E. Brown
Director
Planning
512/ 427-6153
brownsn@thech.state.tx.us
FAX: 512/ 427-6127

To: ICUT Reporting Officials
From: Kenneth Dalley
Subject: Establishing a Generic CBM E-mail Mailbox

John R. Cox
Director
Information Resources
512/ 427-6300
coxjn@thech.state.tx.us
FAX: 512/ 427-6447

Casey M. Kennedy
Director
Web Services
512/ 427-6288
kennedycy@thech.state.tx.us
FAX: 512/ 427-6447

Immediately after the receipt of a file on the Coordinating Board server, an email message is returned to the institution confirming receipt of the data file. Similarly, after a batch edit process in the evening, an email message is sent to the institution notifying you that your edit report is ready to be retrieved from the EDC server. This process occurs after midnight.

Since future changes in an institution's personnel are likely, which will require changes to the address of the CBM reporting official, we request that each institution set up a generic email mailbox for receiving their respective CBM reporting-related emails. For each person at your institution who needs to receive these generic emails about CBM reporting, you should notify your internal mailbox administrator and request that their email address be added as a distribution recipient to the generic mailbox. In short, the INBOX RULES feature of EMAIL can be used to distribute messages to the appropriate persons at your institution. Your email administrator can complete this task for you. Thus, each institution has the responsibility of maintaining any changes in the distribution of email messages at their institution. We most likely have a generic address established for your institution for the financial aid reports and grant data reports, but a new one must be established to receive CBM report file messages. The new generic email address will be: `cbm-mail@(your domain address)`.

Some institutions have set up list servers to receive their incoming mail from the Coordinating Board. Correspondence with the CB in regards to the electronic transfer process should be sent to our generic mailbox at edts-cb-admin@thech.state.tx.us.

Please notify edts-cb-admin@thech.state.tx.us providing the domain name upon completion of the generic mailbox setup process.

Thank you for your assistance in making the electronic transfer successful by establishing the generic mailbox before submission of the Fall 2002 data due on December 1.