

FIRST-TIME-IN-COLLEGE (FTIC) - a student who has never attended college or any other postsecondary institution. Students are not reported as first-time-in-college until they have completed their high school work.

FULL TIME – FIRST TIME - a student who has never attended college or any other postsecondary institution. Students are not reported as first-time-in-college until they have completed their high school work. Student has attempted 12 CR Hours for the given term.

FTFT – see Full Time–First Time

FOS- see Field of Study.

FTIC- see First-Time-in-College Student

FTSE - see Full-time Student Equivalent.

FULL-TIME FACULTY - staffing table personnel with faculty status including counselors, librarians, and teaching faculty.

FULL-TIME STUDENT – a student enrolled in 12 or more semester credit hours. Under federal Financial Aid guidelines, a student is considered full-time if they are enrolled for at least 75% of the normal full-time credit hour load. For institutions operating on a semester calendar, the normal full-time load is 15 semester credit hours for the fall or spring semester.

FULL-TIME STUDENT EQUIVALENT (FTSE) - the total semester credit hours divided by 15, which is considered to be a full-time course load.

GED - see General Education Development.

GED GRADUATE- a student who successfully passed the General Education Development (GED) exam.

GENERAL EDUCATION DEVELOPMENT (GED) - an exam for students whose high school education was interrupted.

HYC - see Hybrid Campus Course.

HYD - see Hybrid Distance Course.

HYBRID CAMPUS (HYC) COURSE - students complete most coursework on campus with the remaining instruction online.

HYBRID DISTANCE (HYD) COURSE - students complete most coursework online with some mandatory classroom/lab meetings scheduled.

INDEPENDENT SCHOOL DISTRICT (ISD)-is a type of school district for primary and secondary education, which operates as an entity that is independent and separate from any municipality, county, or state. The administrative leadership of such districts is selected from within the district itself and has no direct responsibility to any other governmental authority.

IN-DISTRICT -students who live within CBC's tax-paying districts and pay taxes in support of the college and receive lower in-district tuition rates.

INTERNATIONAL - is a student or exchange visitor in the United States with F, M, or J non-immigrant status.

ISD - see Independent School District.

LEVEL 1 CERTIFICATE (CT1) - can be completed by a student in one calendar year or less. It must consist of at least 15 SCH and no more than 42 SCH. Level one certificate programs are exempt from TSI requirements, but certificate programs may perform local assessment and remediation of students, provided that these activities do not exclude the student from enrollment in the certificate program.

LEVEL 2 CERTIFICATE (CT2)- any certificate for which a student must meet certain eligibility requirements prior to entry into the program. A CT2 program may consist of between 30 SCH and 51 SCH. Students enrolling in these programs are subject to the TSI requirements and may be subject to other eligibility requirements as determined by the institution.

NON-RESIDENT ALIEN - is self-reported race/ethnicity category for a student 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.

OCCUPATIONAL SKILLS ACHIEVEMENT (OSA)-a sequence of credit courses totaling 9-14 semester credit hours or workforce continuing education courses totaling 144-359 contact hours.

OFF-CAMPUS - includes all non-campus locations such as distance education and site based.

OFFICIAL REPORTING DATES - Fall/Spring: 12th Class Day Summer: 4th Class Day
(Second summer session)

ONL - see Online Course.

ONLINE (ONL) COURSE-course instruction and testing are fully online without required class times.

OSA - see Occupational Skills Achievement.

OUT-OF-DISTRICT - a student who is a Texas resident but lives outside the CBC taxing district. An additional per credit hour out-of-district fee is charged to out-of-district students.

OUT-OF-STATE- a student who has not been a Texas resident for at least one year.

PART-TIME STUDENT- a student who is enrolled for less than 12 semester credit hours.

PARTICIPANT- a student who completes all required baseline assessments and 12 instructional contact hours in the Adult Basic Education (ABE), General Education Development (GED), or English-as-a-Second Language (ESL) program.

PGM- see Program of Study.

PROFESSIONAL/TECHNICAL PERSONNEL - exempt staffing table personnel including analysts, some coordinators, managers, some specialists, staff interpreters, and supervisors.

PROGRAM OF STUDY (PGM) - represents the program area and is not an award.

SEMESTER CREDIT HOUR (SCH)-a unit of measure of instruction consisting of 60 minutes of which 50 minutes must be direct instruction. For example, PSYC-2301 meets for three hours a week and is worth three semester credit hours.

SERVICE AREA- the territory in which the College provides services.

SCH - see Semester Credit Hour.

SITE-BASED INSTRUCTION - includes credit classes staffed by CBC but offered at locations not owned by CBC.

STAFFING TABLE PERSONNEL - personnel in an annually budgeted position including full-time faculty, non-exempt (Classified), and exempt (Professional-Technical) employees who are eligible for benefits. Hourly and adjunct faculty are not included as staffing table employees.

STUDENT HEADCOUNT- the number of students enrolled in one or more courses. This number may be duplicated or unduplicated.

SUNSET PROGRAM- A program that is no longer active, but students who started the program while it was active may be allowed to complete the degree plan.

SYNCHRONOUS VIRTUAL CLASS MEETINGS REQUIRED (DLS) - course instruction is fully online with required online meetings during the specified days and times listed.

TEMPORARY FULL-TIME FACULTY - adjunct faculty who teach a full-time load on a temporary basis and receive benefits.

TEXAS WORKFORCE COMMISSION (TWC) - evaluates and provides partial funding for the Adult Education Program.

TWC- see Texas Workforce Commission

UNDUPLICATED HEADCOUNT - the sum of students enrolled in credit courses with each student counted only once during the reporting period.

UNDUPLICATED RACE/ETHNICITY- students were counted in only one category based on their Race/Ethnicity selection. "Two or more" includes non-Hispanic students that selected more than one race category.