

MANUAL OF POLICY

Title	Student Financial Accounting Operating Standards	5560
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It is the policy of the College to maintain uniformity of documents, procedures, schedules and standards in all student financial accounting processes so as to provide effective and efficient delivery of student accounting services.

Standards for Documents and Schedules

The College will use the following "operational procedures" data collection documents, data input documents, and data disbursement/reporting documents for all aspects of student financial accounting which are common and defined. Documents may be paper documents or terminal screen formats. The specifications for all documents are found in:

a.) System Student Accounting Users Guides - Document formatting any additional documents used by the College shall be developed on the basis that they do not interrupt or alter the uniformity of student accounting and that they are unique to our college. Furthermore, these documents and their use shall be defined in flow charts and procedures for the College with copies maintained in the office of the Comptroller.

The uniform documents for student accounting are:

- 1.) Registration Data Permit
- 2.) Change of Grade Form
- 3.) Student Statistical Information Form
- 4.) Request to Prevent Disclosure of Directory Information
- 5.) Student Health Services Form
- 6.) Provisional Enrollment Agreement
- 7.) Add-Drop Form
- 8.) CB-00 1
- 9.) CB-007A
- 10.) Count Reports:
 - a.) Major/Alpha Roster
 - b.) Count by Major for Quarters
 - c.) Race/Sex Count by Major
 - d.) Race/Sex County by Semester within Credit Hrs. within Major and First Semester and less than six credit hours
 - e.) County by County Code
 - f.) Class Reporter (Instructor/Course) (TEA/Instructor/Course)
(Departmental/Instructor/Course)
 - g.) Count by State or County of Residence
 - h.) Credit Hours Report
 - i.) Age "Distribution"

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- 11.) Request for Transfer Credit Form
- 12.) Credit by Exam Form
- 13.) Special Populations Form
- 14.) CB-007C
- 15.) Application for Graduation
- 16.) Special Programs Registration Foreran
- 17.) IPEDS Reports
- 18.) CB-004
- 19.) Request for Transcript
- 20.) VESPI Reports
- 21.) OCR Reports
- 22.) Transcript Form
- 23.) CB-M001
- 24.) CB-M004
- 25.) CB-M008
- 26.) CB-MOOC