THECB AFFORDABILITY SURVEY REPORT SYSTEM (ASRS) - ONLINE

2015-2016

Instructions for Reporting Information to The Affordability Survey Report System
The Affordability Survey Report System (ASRS) is an online, web-based system. To access the online system, go to:

https://www1.thecb.state.tx.us/apps/affordability/

The deadline for reporting affordability information to the THECB is **November 1** of each year (as statutorily mandated).

Questions regarding information to be reported to the Affordability Survey Report System and issues regarding problems accessing the ASRS may be directed to:

Ken Pon  
Email: Ken.Pon@thecb.state.tx.us  
Tel. 512-427-6424 (Austin metro area)  
Tel. 800-242-3062, ext. 6424 (outside Austin metro area)  
Fax 512-427-6147
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GENERAL INSTRUCTIONS

I. Logging into the ASRS System

Minimum system requirement: Internet Explorer 6.0 (may use later versions).

The internet address to access the ASRS is:

https://www1.thecb.state.tx.us/apps/affordability/

The institution’s FICE code combined with a unique password allows for secure processing of the reported information. To log into the ASRS system, enter the institution's six-digit FICE code (include leading zeros) and password. Please contact Ken Pon to verify FICE codes or passwords: (Ken.Pon@thecb.state.tx.us).

Instructions
II. **Tuition and Fees**

The first section of the survey will display your institution’s average tuition and fees for 30 semester credit hours. The average tuition and fees number was extracted from the College Student Budget (CSB) report submitted by your institution April 1 each year and is not available for modification on this form. The CSB budget displayed is for FY 2015-2016.

You have an opportunity to report adjustments to the average tuition and fees amounts for various colleges. Enter the individual tuition and fees amounts that differ from the average tuition and fees amount in the field provided adjacent to the pertinent college.

A comments/additional information field is provided for your input (if any) concerning the tuition and fees data. Your comments are important for this survey.
### Median family income by region, by ethnicity

These data are abstracted from the U.S. Census files and are updated every 10 years. The last data were based on the 2010 Census. The information in this table cannot be modified by you.

The comments/additional information section is provided for your input regarding these data.

<table>
<thead>
<tr>
<th>Region</th>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Median Income</td>
<td>Percent T&amp;F</td>
<td>Median Income</td>
<td>Percent T&amp;F</td>
<td>Median Income</td>
<td>Percent T&amp;F</td>
</tr>
</tbody>
</table>

Comments/Additional Information
IV. Undergraduate students from in-state at your institution

Enrollment data is abstracted from the CBM001 files submitted by each of the institutions. Data reflects only numbers for resident, undergraduate enrollments as of Fall of the year for which the report is being filed. All information in this section comes from our (THECB) database. Questions or problems related to this data should be directed to the Educational Data Center (EDC) here at THECB.

This data is not available for modification here.

The comments/additional information section is provided for your input regarding these data.
V. Criteria for Admissions

In the list provided, you make selections by highlighting the desired criteria. If you wish to choose several adjacent criteria, click on your first choice on the list, hold the shift key down, and select your last choice from the list. If you wish to “jump” around in the list, hold the Control key down while you make your selections.

The comments/additional information section is provided for your input regarding these data.

Immediately following the comments section is an area for your analysis of the above admissions criteria. Your analysis of your admissions criteria is important for this survey.
VI. Criteria for Financial Aid

In the list provided, you make selections by highlighting the desired criteria. If you wish to choose several adjacent criteria, click on the first choice on the list, hold the shift key down, and select your last choice from the list. If you wish to “jump” around in the list, hold the Control key down while you make your selections.

The comments/additional information section is provided for your input regarding these data.

Immediately following the comments section is an area for your analysis of the above criteria used to award financial aid. Your analysis of your financial aid criteria is important for this survey.

Analysis of the criteria used to award financial aid at your institution
VII. Comparison of affordability and access

The survey asks institutions to provide information on how their performance compares to other institutions in their same category. Institutions can find information on which institutions are considered comparable by going online to the Carnegie Foundation at http://carnegieclassifications.iu.edu (click on Institution Lookup, enter institution name, click on the link for the institution, check institution’s characteristics to lookup, click on the “Find Similar” button). The institutions that are used for comparison purposes are defined by the reporting institutions. The CB does not define which institutions are to be used for comparative purposes.

VIII. Housekeeping

If you do not complete the survey at one sitting, you may save the information that you have already entered by clicking on the Save for Later button.

You may preview your report before submission by clicking on the Preview Report button. To print a copy of your report, click on the Print button of your Browser (Internet Explorer).

You may also clear all changes if you wish to start with a blank survey.
IX. Certification

The certification process is the last section to be completed by you. This section indicates that the designated reporting official at the institution reviewed and approved the submitted information.

Click the “Send to THECB” button to display the following screen. Enter the requested contact information and click on the check box that is adjacent to the statement "I certify that the information reported ...".

Finally, click on the Certify button to send the report to THECB. Clicking on the Certify button will bring up a page for printing. This certification page will have your contact information and a space for your signature. If the report is not certified or if there are incomplete/invalid entries, an error message will prompt you to return to the report and make the appropriate corrections.

Submission is complete upon Certification.