



DEPARTMENT OF COMMUNITY COLLEGES

NORTH CAROLINA STATE BOARD OF COMMUNITY COLLEGES

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RALEIGH, NC 27603-1337

ROBERT W. SCOTT
STATE PRESIDENT

919-733-7061

January 6, 1989

MEMORANDUM

TO: Presidents
Community College System

FROM: Leigh H. Hammond, Vice President
Research and Information

SUBJECT: Tentative Fall Quarter 1988-89 Institution's Class Reports,
Forms DCC 7-3C and DCC 7-3E, Edits and Tentative FTE

The first step of processing the fall quarter 1988-89 Institution's Class Reports--Curriculum, Form DCC 7-3C, and Institution's Class Reports--Extension, Form DCC 7-3E, has been completed.

Six printouts enclosed for your review are as follows:

1. CC50185C, List of Duplicate Classes--Curriculum.
This report lists the duplicate curriculum classes which were reported on the DCC 7-3C form for the quarter. No two classes can be reported in a single quarter with the same class prefix, class number, section number, and departmental code. This report is not enclosed if no duplicate curriculum classes were reported for the quarter.
2. CC50585C, Tentative Institution's Class Report Edit--Curriculum.
This report is a detailed list of each curriculum class you reported on the DCC 7-3C form for the quarter. Error conditions which must be corrected and other warning conditions which should be checked for validity are noted on the report.
3. CC50785C, Tentative Fall Quarter FTE--Curriculum.
This printout summarizes the tentative FTE for your institution for summer quarter 1988-89 for curriculum classes.
4. CC51185E, List of Duplicate Classes--Extension.
This report lists the duplicate extension classes which were reported on the DCC 7-3E form for the quarter. No two classes can be reported in a single quarter with the same class prefix, class number, section number, and departmental code. This report is not enclosed if no duplicate extension classes were reported for the quarter.

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5. CC51585E, Tentative Institution's Class Report Edit--Extension.
This report is a detailed list of each extension class you reported on the DCC 7-3E form for the quarter. Error conditions which must be corrected and other warning conditions which should be checked for validity are noted on the report.
6. CC51785E, Tentative Fall Quarter FTE--Extension.
This printout summarizes the tentative FTE for your institution for summer quarter 1988-89 for extension classes.

Please have the appropriate individual(s) on your staff compare the detailed data on the printouts against your records. All duplicate records on the CC50185C and CC51185E lists must be corrected or eliminated. Two copies of the curriculum and extension edits are attached. Make all curriculum corrections in red on the CC50585C curriculum edit; make all extension corrections in red on the CC51585E extension edit. Return one copy of each corrected edit report to this office by January 17, 1989. Final FTE for the quarter will be based on the corrected file. If you do not have any corrections, please write a note to that effect on your edits and return one copy of each edit by January 17, 1989, so that we will not have to contact your institution.

If you have questions about the enclosed reports or the correction process, please call Margaret Perry at 919-733-7051, ext. 358.

MP/dc

Attachments