

MEMORANDUM

DATE: January 12, 1998

TO: Presidents

FRO Martin Lancaster

SUBJECT: Fall 1997 Enrollment Data

The North Carolina Community College System must report actual fall 1997 enrollment data to the Joint Appropriations Subcommittee on Education on either January 20 or 21, 1998. Therefore, we must ask you to submit preliminary enrollment data to the System Office by January 16, 1998. The preliminary data should reflect as accurately as possible the final data which are due to us on January 21, 1998.

The headcount and FTE enrollment data should be reported for curriculum, occupational extension, and Basic Skills. Please complete and submit the data in the format provided below to Kennon Briggs, Vice President for Business and Finance, by Friday, January 16.

I apologize for any inconvenience caused by the short lead time. Your responsiveness to this request will be greatly appreciated.

HML/BHR/sh

Attachment

c: Vice President/Dean of Student Services
System Administrator

CC-98-012
E-Mail

Preliminary Enrollment Report
Fall 1997 Term Data

Reporting Institution _____

Contact Person _____

Date Submitted _____

Program	Headcount	FTE
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Curriculum

Basic Skills

Occupational Extension