

January 20, 1998

MEMORANDUM

REPORT DUE

TO: Presidents

FROM: Brenda H. Rogers  
Vice President for Administration

SUBJECT: Estimated Spring Semester Enrollment Data

To provide the legislative committees and legislative fiscal analysts with projected FTE for the System, I must ask each college to submit an estimated enrollment report. It is very important that you provide us with your best estimates.

Each term I will be asking you to send us the actual membership hours at the 10 percent census date and estimated contact hours for programs or classes as mandated by the Administrative Code; estimated annualized FTE; and estimated unduplicated headcount for curriculum, occupational extension, and Basic Skills students. The report should be submitted on the standard form that has been reviewed by several presidents.

The curriculum membership hour data can be generated at the 10 percent census date by running the estimated FTE program (CC.RG menu sequence 4-3-5) on the IIPS software. For occupational extension courses use CC.CE menu sequence 3-4-11. For programs requiring end-of-semester contact hour data, you will need to estimate the hours and add to the appropriate line--curriculum, occupational extension, or Basic Skills. The formulas for calculating the annualized FTE are provided on the attached form. Please give us unduplicated headcount for each program area--curriculum, occupational extension, and Basic Skills.

The Spring 1998 estimated enrollment data are due by February 6. Please contact me if you have questions about the report.

BHR:sh

Attachments

c: Registrars  
Deans of Continuing Education  
System Administrators

CC-98-028  
Paper Copy & Fax

Total Pages = 3

## INSTRUCTIONS FOR RUNNING THE EXTENSION ESTIMATED FTE REPORT

### STEP 1

System Administrators

Download and install SCP.1573

### STEP 2

Continuing Education Directors

Run CE Menu option 3-4-11 (Estimated FTE)  
Enter the beginning date for Spring Semester 1998  
[Report Period Begin Date 01/01/98]  
Enter the ending date for Spring Semester 1998  
Report Period End Date 05/15/98]  
Enter (S)ave to print

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## INSTRUCTIONS FOR RUNNING THE CURRICULUM MEMBERSHIP HOUR DATA REPORT

### STEP 1

Curriculum Student Records Personnel

Run CC.RG Menu sequence 4-3-5 (Estimated FTE)  
Enter the Semester as 1998\*01  
Type report is 3-Major

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
ESTIMATED FTE FOR SPRING SEMESTER, 1998**

COLLEGE NAME \_\_\_\_\_

**DEADLINE: FEBRUARY 6, 1998**

**ESTIMATED FTE CALCULATION**

ANNUALIZED	* <u>HOURS REPORTED</u> **	DIVISOR		<u>FTE</u>
CURRICULUM	_____	:	512 =	_____
OCCUPATIONAL EXT.	_____	:	688 =	_____
BASIC SKILLS	_____	:	688 =	_____
<b>TOTAL</b>	=====			

\* Hours reported should include both membership and contact hour classes as appropriate.

\*\*New divisor for annualized FTE.

**ESTIMATED UNDUPLICATED HEADCOUNT**

CURRICULUM \_\_\_\_\_

OCCUPATIONAL EXT. \_\_\_\_\_

BASIC SKILLS \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ PRINTED NAME