

March 16, 1998

MEMORANDUM

REPORT DUE March 30, 1998

TO: Presidents

FROM Brenda H. Rogers
Vice President for Administration

SUBJECT: Spring Semester Curriculum Enrollment Data

To provide more accurate spring semester **curriculum** enrollment data to the legislature, I am asking each college to recalculate the curriculum enrollment at the 10 percent census date for the second mini-semester. In the future, I will be asking for the estimated enrollment to reflect enrollment approximately ten weeks into the semester.

The estimated curriculum membership hour data can be generated at the 10 percent census date by running the program (CC.RG menu sequence 4-3-5) on the IIPS software. Add to this figure the estimate of curriculum enrollment for immured groups and skills labs that are based upon attendance reports at the end of the term. Report the following:

Estimated Spring 1998
Curriculum Hours : 512 = FTE

The estimated FTE data are **due by March 30**. Please contact me if you have questions about the report.

BHR:sh

c: President Martin Lancaster
Dr. Barry Russell
Mr. Kennon Briggs

CC-98-086
Fax & Paper Copy