

MEMORANDUM

TO: Presidents

FROM: Arthur Hohnsbehn, Supervisor
Statistical Services

SUBJECT: Fall Reporting Period, 1997-98 Institution Class Reports

DATE: March 17, 1998

The 1997 Fall semester curriculum and extension Institution Class Reports [DCC7-3C and DCC 7-3E] have been processed.

The following reports represent annualized FTE. Curriculum FTE is generated by dividing membership hours by 512. Extension FTE is generated by dividing membership hours by 608. Two copies of each report are enclosed:

1. CCA505C Final 1997 Fall Institution Report - Curriculum
2. CCRE507C Final 1997 Fall Semester FTE - Curriculum
3. CCRE5069 Final 1997 Fall Semester FTE by Curriculum Program
4. CCA515E Final 1997 Fall Institution Report - Extension
5. CCA51797 Final 1997 Fall Semester FTE - Extension

Please note that due to rounding, the subtotal and total may not equal the sum of the program area. Joy Barefoot [(919) 733-7051 x 356] can answer questions concerning your reports. Please route the reports to the appropriate offices at your college. Thank you

Enclosures [5]

cc: Robert Blackmun

CC-98-087
Hard Copy