

MEMORANDUM

TO: Presidents

FROM: Arthur Hohnsbehn, Supervisor
State Level Information Services

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

DATE: July 16, 1998

The 1998 Spring 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 688. Two copies of each report are enclosed:

1. CCRE505C Final 1998 Spring Institution Report - Curriculum
2. CCRE507C Final 1998 Spring Semester FTE - Curriculum
3. CCRE5069 Final 1998 Spring Semester FTE by Curriculum Pgm.
4. CCA51597 Final 1998 Spring Institution Report - Extension
5. CCA51797 Final 1998 Spring 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-98-204
Hard Copy