

March 5, 1999

**MEMORANDUM**

TO: Chief Academic Officers

FROM: Elizabeth Jones, Director  
Program Services

SUBJECT: **Postponement**: Refresher and New Process for Re-Building and  
Maintaining College's Local Electronic Programs of Study

Due to software problems, the programs of study training sessions scheduled for March 2, 4, and 5, and April 7 and 9, 1999, have been postponed. You will be notified as soon as these sessions are rescheduled.

In the meantime, please feel free to contact program coordinators to assist you with getting your programs of study in an approvable format. All programs of study that are currently incomplete or disapproved for 1997 through 1999\*01 must be in an approvable format by April 30, 1999. Any programs of study that are not completed or in an approvable form, will be deleted from the electronic listing, and thus **not** available for offering or reimbursement.

If there are questions, please call Elizabeth Jones at 919/733-7051, extension 401.

EIJ/cb

c: Bill Cole  
Phil Shepard  
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Ken Whichard  
Program Coordinators

CC-99-074  
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