

## MEMORANDUM

TO: Presidents

FROM: Arthur Hohnsbehn, Associate Director  
State-Level Information Services

SUBJECT: 1998 Fall Reporting Period, Institution Class Reports

DATE: March 3, 1999

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

1. CCRE505C 1998 Fall Semester FTE Edit Report - Curriculum
2. CCRE507C 1998 Fall Semester FTE by College - Curriculum
3. CCRE5069 1998 Fall Semester FTE by College by Program  
Area - Curriculum
4. CCA51597 1998 Fall Semester FTE Edit Report - Extension
5. CCA51797 1998 Fall Semester FTE Report by College - 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 ext. 356 ] can answer questions concerning your reports. Please route the reports to the appropriate offices at your college. Thank you.

Enclosures [5]

cc: Planning and Research Officer

CC99-076  
Hard Copy