

## MEMORANDUM

TO: Presidents

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

SUBJECT: 1999 Spring Reporting Period, Institution Class Reports

DATE: August 10, 1999

The 1999 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 1999 Spring Semester FTE Edit Report - Curriculum
2. CCRE507C 1999 Spring Semester FTE by College - Curriculum
3. CCRE5069 1999 Spring Semester FTE by College by Program Area - Curriculum
4. CCA51597 1999 Spring Semester FTE Edit Report - Extension
5. CCA51797 1999 Spring 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. Colwin Stevens [ (919) 733-7051 ext. 359 ] 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

CC99-223  
Hard Copy