

October 7, 1999

MEMORANDUM

REPORT DUE
October 29, 1999

TO: Presidents

FROM: Brenda H. Rogers
Vice President for Administration

SUBJECT: *Estimated Fall 1999 Enrollment Data*

To provide the legislative committees and legislative fiscal analysts with projected FTE for the System, please submit an estimated enrollment report. This is a report on the Annual Reporting Plan.

Please submit the **actual** membership hours at the 10 percent census date and **estimated** contact hours for programs or classes as mandated by the Administrative Code; estimated annualized FTE; and estimated unduplicated headcount for curriculum, occupational extension, and Basic Skills students. Data should include the second mini-session, if offered.

The curriculum membership hour data can be generated at the 10 percent census date by running the estimated FTE program (CC.RG menu sequence 4-3-5) on the IIPS software. For occupational extension courses use CC.CE menu sequence 3-4-11. For programs requiring end-of-semester contact hour data, you will need to estimate the hours and add to the appropriate line—curriculum, occupational extension, or Basic Skills. The formulas for calculating the annualized FTE are provided on the attached form. Please give us **unduplicated** headcount for each program area—curriculum, occupational extension, and Basic Skills.

The report form is being sent to the Data Coordinator who should coordinate with appropriate college staff in the completion of the report. In addition to a paper copy, the form “Estimated FTE for Fall Semester, 1999” will be sent by e-mail in both Word and WordPerfect formats. Please save as a Word or WordPerfect document and then retrieve to complete the report. Return the form by e-mail to hohnsbehns@ncccs.cc.nc.us. You may fax the form, although we prefer to receive it by e-mail. The Fall 1999 estimated enrollment data are due by **October 29**.

BHR:sh
Attachments
c:Data Coordinators

CC99-269
Paper Copy & E-Mail

**INSTRUCTIONS FOR RUNNING THE EXTENSION ESTIMATED
FTE REPORT
AT COLLEGES USING THE IIPS PACKAGE**

Continuing Education Directors

Run CE Menu option 3-4-11 (Estimated FTE)

Enter the beginning date for Fall Semester 1999

[Report Period Begin Date 08/15/99]

Enter the ending date for Fall Semester 1999

[Report Period End Date 12/31/99]

Enter (S)ave to print

**INSTRUCTIONS FOR RUNNING THE
CURRICULUM MEMBERSHIP HOUR DATA REPORT
AT COLLEGES USING THE IIPS PACKAGE**

Curriculum Student Records Personnel

Run CC.RG Menu sequence 4-3-5 (Estimated FTE)

Enter the Semester as 1999*03

Type report is 3-Major

Paper Copy & E-Mail

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
ESTIMATED FTE FOR FALL SEMESTER, 1999**

COLLEGE NAME

<i>DEADLINE: OCTOBER 29, 1999</i>
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ESTIMATED FTE CALCULATION

	HOURS REPORTED*	DIVISOR**	ANNUALIZED FTE
CURRICULUM		: 512 =	
OCCUPATIONAL EXTENSION		: 688 =	
BASIC SKILLS		: 688 =	

* Hours reported should include both membership and contact hour classes as appropriate.

**Divisor for annualized FTE.

ESTIMATED UNDUPLICATED HEADCOUNT

CURRICULUM	
OCCUPATIONAL EXTENSION	
BASIC SKILLS	

Prepared by: _____
Printed Name

*Please e-mail or fax form to: Brenda H. Rogers, Vice President for
Administration, NCCCS*

E-Mail hohnsbehns@ncccs.cc.nc.us

Fax (919) 733-0680 or (919) 733-5901

CC99-269

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