



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

To: Presidents

From: Arthur E. Hohnsbehn, Associate Director
State-Level Information Services

Subject: Non-Enrolling UNC Student Address File

Date: February 11, 2000

Enclosed is information on how to retrieve the 1999 Non-Enrolling UNC Student Address File. The file contains the name, local address, and permanent address for each student who applied to but did not enroll in any UNC institution in the 1999 year. The 14,669 records in the file contain names of students from out-of-state as well as North Carolina. A member of your staff will need to extract the names of students to be recruited by your college.

The file can be retrieved using any type of ftp software. Once in the ftp software, use the information in Attachment B to retrieve the file. Attachment A contains a description of the file layout.

If you have any questions, please contact Arthur Hohnsbehn, Ext. 365.

Attachments

c: System Administrators
Deans of Students

CC00-035
Paper Copy

Attachment -A File Layout

Non-Enrolling UNC Student File Layout

Data Element	Position	Size	Type
Blanks	1-15	15	B
Name	16-54	39	A
Local Address	55-84	30	A
Local City, State, Zip	85-106	22	A
Permanent Address	107-136	30	A
Permanent City, State, Zip	137-158		