



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

To: Registrars
System Administrators **Due March 1, 2000**

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

Date: February 23, 2000

Subject: Out-of-County On-Campus Report

This memo is in response to questions that have been received regarding the Out-of-County On-Campus Report. Mei-Hsin Ju is the contact person for the report. If a report was sent to Vicki Strayer, last year's contact, it will be forwarded to Mei-Hsin Ju.

Another area of concern is what students are reported. This report includes students taking one or more classes at a building on the "Home County" campus. The "Home County" campus is defined as any building/facility for which the college governing county or counties provide funding support. The data provided by the report are used by the System Office to determine those colleges who qualify for state maintenance of plant funds.

The instructions for producing the report using the IIPS software are attached. If your college does not use the IIPS software, you will need to execute the program that you used last year to obtain this data. If you have any questions concerning the program producing this report, call Vicki Strayer at the System Office.

Once you have certified the data, please fax it to Mei-Hsin Ju. If you have any questions concerning the data to be submitted, call Mei-Hsin Ju or me.

Attachments

c: Presidents
Data Coordinators

CC00-053

INSTRUCTIONS FOR COLLEGES USING THE IIPS CURRICULUM MODULE

:Run Menu Item #7 On State Reports

1. You will be prompted for the printer ID where the report is to be printed, i.e., LPTR.
2. You will be prompted to enter the term for the fall term, i.e., 1999*03.
3. The program will print a list of building codes for buildings on the "Home County" campus of the college. Remember, only those buildings for which the college governing county or counties provide funding support are eligible to be included.
4. From the list produced above, it will be necessary for you to enter the building codes of buildings that were reported in the fall term on the Higher Education Facilities Report.
5. A report will be produced that will show the number of fall term on-campus students by county of residence.
6. Either FAX, (919) 733-0680, or mail a copy of this report to Mei-Hsin Ju at the System Office as soon as the report has been run.