



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 18, 2002

MEMORANDUM

REPORT DUE
March 15, 2002

TO: Presidents

FROM: Saundra Wall Williams
Vice President for Administration

SUBJECT: *Estimated Spring 2002 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 Spring Semester, 2002” will be sent by e-mail in Word format. Please save as a Word 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 Spring 2002 estimated enrollment data are due by **March 15**.

SWW:sh

Attachments

c: Data Coordinators

CC02-038
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 Spring Semester 2002
[Report Period Begin Date 01/01/02]
Enter the ending date for Spring Semester 2002
[Report Period End Date 05/15/02]
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 2002*01
Type report is 3-Major

CC02-038
Paper Copy & E-Mail

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
ESTIMATED FTE FOR SPRING SEMESTER, 2002**

COLLEGE NAME

DEADLINE: MARCH 15, 2002

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:

Saundra Wall Williams, Vice President for Administration, NCCCS

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

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

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