



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. Martin Lancaster, President

February 26, 2004

MEMORANDUM

URGENT REPORT DUE

March 15, 2004

TO: Presidents

FROM: Sandra Wall Williams
Vice President for Administration

SUBJECT: *Estimated Spring 2004 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.

For colleges using legacy systems, 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 colleges using the CIS system, run the estimated FTE reports on the Colleague System by first accessing the Colleague Student (**ST**) application under Apps. All (Curriculum Academic, Continuing Education Academic, and Basic Skills Academic) the estimated FTE reports for Colleague are generated from the **XFTR** screen. Its main menu path is (Custom Student System—**XSTM**) in the submenu (Custom Student Reports—**XSTR**). 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. The form “Estimated FTE for Spring Semester, 2004” is attached 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 2004 estimated enrollment data are due by **March 15**.

Attachments

c: Data Coordinators
Business Officers
Chief Academic Officers

CC04-042
Email Only

MAILING ADDRESS: 5006 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5006

Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-807-7100 ~ Fax 919-807-7164

AN EQUAL OPPORTUNITY EMPLOYER

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

Continuing Education Directors

Run CE Menu option 3-4-11 (Estimated FTE)
Enter the beginning date for Spring Semester 2004
[Report Period Begin Date 01/01/04]
Enter the ending date for Spring Semester 2004
[Report Period End Date 05/15/04]
Enter (S)ave to print

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

Curriculum Student Records Personnel

Run CC.RG Menu sequence 4-3-5 (Estimated FTE)
Enter the Semester as 2004*01
Type report is 3-Major

CC04-042
Email Only

**INSTRUCTIONS FOR RUNNING THE CONTINUING EDUCATION
AND BASIC SKILLS ESTIMATED FTE REPORT
AT COLLEGES USING THE COLLEAGUE SYSTEM**

Continuing Education and Basic Skills

Access the Colleague Student (**ST**) application

Access **XCES** by entering **XCES** (CE Class Statistical Report) in the Mnemonic box and <Enter> or press <GO>

Enter (**Y**)es for Report Classes By Director

Enter the prior year term (e.g. 2003CE1) or start date – Earliest term or date to be included in the report

Enter the prior year term (e.g. 2003CE1) or end date – Latest term or date to be included in the report

Note – Leave the Departments, Courses, Directors, and Instructor SSN fields blank. Leaving these fields blank will result in all records being selected. Also, the Additional Selection Criteria field should remain defaulted to (N**)o.

**INSTRUCTIONS FOR RUNNING THE ESTIMATED FTE REPORT BY PRIMARY
ACADEMIC PROGRAM AT COLLEGES USING THE COLLEAGUE SYSTEM**

FTE by Primary Academic Program

Access the Colleague Student (**ST**) application

Access **XFTR** by entering **XFTR** (Estimated FTE Reports) in the Mnemonic box and <Enter> or press <GO>

Reporting Term is 2004SP – 2004 Spring Term

Report Option is P – FTE by Primary Acad Prgm

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
ESTIMATED FTE FOR SPRING SEMESTER, 2004**

COLLEGE NAME

| |
|---------------------------------|
| DEADLINE: MARCH 15, 2004 |
|---------------------------------|

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) 807-7164 or (919) 807-7168

CC04-042
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