



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*H. Martin Lancaster, President*

February 23, 2005

### MEMORANDUM

**URGENT REPORT DUE**

**March 14, 2005**

**TO:** Presidents

**FROM:** Sandra Wall Williams  
Vice President for Administration

**SUBJECT:** *Estimated Spring 2005 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. The curriculum estimated FTE report is generated from the **XFTR** screen. The continuing education and basic skills estimated FTE is generated from the **XCES** screen. The main path for both of these screens is (Custom Student System—**XSTM**) and then (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, 2005” 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@nccommunitycolleges.edu](mailto:hohnsbehns@nccommunitycolleges.edu). You may fax the form, although we prefer to receive it by e-mail. The Spring 2005 estimated enrollment data are due by **March 14**.

#### Attachments

c: Data Coordinators  
Business Officers  
Chief Academic Officers

CC05-047  
Email Only

**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 2005  
[Report Period Begin Date 01/01/05]  
Enter the ending date for Spring Semester 2005  
[Report Period End Date 05/15/05]  
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 2005\*01  
Type of Report is 3-Major

CC05-047  
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. 2004CE1) or start date – Earliest term or date to be  
included in the report  
Enter the prior year term (e.g. 2004CE1) 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 2005SP – 2005 Spring Term  
Report Option is P – FTE by Primary Acad Prgm

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
ESTIMATED FTE FOR SPRING SEMESTER, 2005**

\_\_\_\_\_  
COLLEGE NAME

<b>DEADLINE: MARCH 14, 2005</b>
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**ESTIMATED FTE CALCULATION**

	<b>HOURS REPORTED*</b>	<b>DIVISOR**</b>	<b>ANNUALIZED FTE</b>
<b>CURRICULUM</b>	_____	: 512 =	_____
<b>OCCUPATIONAL EXTENSION</b>	_____	: 688 =	_____
<b>BASIC SKILLS</b>	_____	: 688 =	_____

\* Hours reported should include both membership and contact hour classes as appropriate.  
\*\*Divisor for annualized FTE.

**ESTIMATED UNDUPLICATED HEADCOUNT**

<b>CURRICULUM</b>	_____
<b>OCCUPATIONAL EXTENSION</b>	_____
<b>BASIC SKILLS</b>	_____

Prepared by: \_\_\_\_\_  
Printed Name

*Please e-mail or fax form to:*

*Sandra Wall Williams, Vice President for Administration, NCCCS*

*E-Mail [hohnsbehns@ncccommunitycolleges.edu](mailto:hohnsbehns@ncccommunitycolleges.edu)*

*Fax (919) 807-7164 or (919) 807-7168*

CC05-047  
Email Only