



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

***R. Scott Ralls, Ph.D.***

***President***

August 18, 2009

**EFFECTIVE FALL 2009 SEMESTER**

**MEMORANDUM**

**TO: Presidents  
Registrars  
Business Officers  
Instructional Officers  
Student Service Officers  
System Administrators**

**FROM: Sandra W. Williams, Senior Vice President and Chief of Technology  
and Workforce Development**

**Jennifer Haygood, Vice President for Business and Finance and  
Chief Financial Officer**

**SUBJECT: Coding of High School Student Enrolled in Community College  
Courses**

The purpose of this memorandum is to address procedures for the coding of high school students enrolling in community college courses. These are initial procedures and as additional information is available, the information will be updated for future reporting terms.

As a result of the changes enacted in S.L. 2009-451 to Community College Joint High School Programs, these procedures must be implemented effective Fall Semester 2009. These procedures are developed based on the following assumptions:

- College staff register high school students;
- High school students themselves do not have access to registration;
- Students are enrolled in courses consistent with revisions addressed in the August 9, 2009 memo and the current Operating Procedures for the Enrollment of High School Students in Community College Courses.

## 1. High School Student Identification

Effective Fall 2009, the following criteria will be used to classify high school students:

- a) Learn and Earn Online (T90920) – The high school student is classified as a *Learn and Earn Online* student if the student is enrolled for one or more courses in which the instruction is delivery totally online. The high school student will have tuition waived and the college will earn budget FTE for any student enrolled in an **online course** offering if they meet all other requirements for FTE reporting.
- b) Huskins Program (T90970) – The high school student is classified as a *Huskins Program* student if the student is enrolled for one or more traditional course offerings intended to be a Huskins course offering. The method for identifying a section as a Huskins course offering in Colleague for reporting purposes will be provided at a later date. Colleges will follow the procedures listed below for course registration and reporting of all high school students enrolled in Huskins course offerings.

Note that if a high school student enrolls in both a Learn and Earn Online course and Huskins course, the college may code the student either as Huskins (T90970) or Learn and Earn Online (T90920).

- c) Dual Enrollment (T90980) – Any high school student not identified as either a Learn and Earn Online or a Huskins Program student is considered a Dual Enrollment student. Colleges will follow the procedures listed below for course registration and reporting of all high school students taking a course as a dually enrolled student.

Note that if a student takes both 1) a course through dual enrollment and 2) a course provided through the Learn and Earn Online or Huskins programs, the student should be coded either as Huskins (T90970) or Learn and Earn Online (T90920).

## 2. Huskins and Dual Enrollment Course Registration and FTE Reporting

A college must follow one of the two procedures described below if a high school student registers for a **traditional** course offering (i.e. one that is not provided through an online delivery method) in one of the following restricted prefixes:

**ACA, ANT, ARA, ART, ASL, CHI, COM, DAN, DRA, ECO, ENG, FRE, GEO, GER, HIS, HUM, ITA, JPN, LAT, MUS, PED, PHI, POL, POR, PSY, REL, RUS, SOC, and SPA.**

- a) The student is enrolled for a self-supporting section. All of the high school students will be enrolled in a self-supporting section and will be charged self-

support cost based on the section billing method. If a class is offered to both high school and non-high school students, two sections will have to be created: one section will be run self-supporting and the second section will earn budget FTE.

If a high school student was previously enrolled in a budget FTE section, an additional self-supporting section would have to be created. The student would be dropped from the budget FTE section and re-registered for the self-supporting section. Students would then have to pay self-support fees associated with the course.

- b) The college chooses to absorb the cost of the high school student, leaving them enrolled for a section that earns budget FTE. If the college chooses this option, **the student must not be reported for budget FTE**. The student would register normally; however, after the ICR data is created for that section, the membership hours earned by the student **must be removed from the ICR file** before it is submitted to the System Office. The tuition waiver would also have to be backed out of the tuition waiver remission reports when they are completed.

In both procedures, the staff registering the high school student will have to ensure they are handled in the proper manner decided by the college. Failure to properly register students may result in a program audit finding and potentially a reversion of the per capita funding for all FTE misclassified.

Please note that if a student coded as Learn and Earn Online (T90920) enrolls in an online course **and** a traditional course with one of the restricted prefixes listed above, the college **may not** earn budget FTE for the membership hours related to the traditional course offering.

These instructions do not apply to high school students enrolled in Early College High School (T90930), Middle College High School (T90940), and Other Innovative High Schools (T90910) programs. For your convenience, the attached matrix summarizes whether a student may earn budget FTE and may have tuition waived based on the course prefix and the joint high school program.

As additions and improvements are identified, these procedures will be updated and released to take effect with the next reporting term. If you have any specific questions about these instructions, please contact the CIS Help Desk at (919) 807-7048.

### High School Students Taking Community College Courses

<b>Joint High School Program</b>	<b>Non-Allowable Course Prefixes</b>	<b>Other Course Prefixes*</b>
Early College High Schools T90930	Earn budget FTE Tuition waived	Earn budget FTE Tuition waived
Middle College High Schools T90940	Earn budget FTE Tuition waived	Earn budget FTE Tuition waived
Other Innovative High Schools T90910	Earn budget FTE Tuition waived	Earn budget FTE Tuition waived
Huskins Program T90970	Do <b>NOT</b> earn budget FTE, Charged self-supporting cost	Earn budget FTE Tuition waived
Dual (Concurrent) Enrollment T90980	Do <b>NOT</b> earn budget FTE, Charged self-supporting cost	Earn budget FTE Tuition waived
Learn and Earn Online T90920	If provided through an online delivery method: Earn budget FTE, <b>including Summer</b> Tuition waived	Earn budget FTE, <b>including Summer</b> Tuition waived
Intellectually Gifted and Mature *No 'T' Code	Earn budget FTE Regular Tuition Charged	Earn budget FTE Regular Tuition Charged

**Non-Allowable Course Prefixes for Huskins and Dual Enrollment:** ACA, ANT, ARA, ART, ASL, CHI, COM, DAN, DRA, ECO, ENG, FRE, GEO, GER, HIS, HUM, ITA, JPN, LAT, MUS, PED, PHI, POL, POR, PSY, REL, RUS, SOC, and SPA.

\*All other courses allowable in accordance with the current Operating Procedures for the Enrollment of High School Students in Community College Courses. This includes, but is not limited to, courses with the AST, BIO, CHM, CIS, GEL, IMS, MAT, PHY, PHS, SCI prefixes and all vocational/technical courses.