Institutional Class Reporting (ICR) for CU
College Staff Training

**Target Audience:**
The target audience for this class includes curriculum staff members responsible for building, modifying, and/or submitting the ICR file.

**Date:**
August 23, 2016

**Register by Date:**
August 19, 2016

**Delivery Method:**
via Webinar

**Time:**
9:00 a.m. – 12:00 p.m.
*Log in 15 minutes before class start time.*

**Facilitator(s):**
Sonya C. A Bartley, SME, Curriculum Instruction and Student Records

**Prerequisites:**
Familiarity with Title 23 of the North Carolina Administrative Code relating to full time equivalency

**Course Description:**
The Curriculum Institutional Class Reporting (ICR) file produces full time equivalent (FTE) enrollment data for each institution. This FTE data form the basis of funding formulas, statistical analysis, and general curriculum class information needs of the community college system. Accurate and timely reports are critical. Data reported are also subject to audit.

**Advanced Preparation:**
Prior to class:
- Print and bring the class documentation, when available, published via the NCLOR at [http://explorehelors.org](http://explorethelor.org).
- Webinars are conducted using either Blackboard or Skype for Business. Please ensure your connections to both applications function properly prior to attending a CUST webinar. If you need assistance, please contact your college's IT Department.
**Course Objectives:**

After completing this session, participants will be able to:

- Explain estimated full time equivalency report for curriculum level.
- Produce estimated full time equivalency report for curriculum level.
- Build the ICR workfile.
- Produce the ICR report.
- Submit an error correction for a previous term.
- Edit record(s) in the ICR workfile.
- Delete records in the ICR workfile.
- Record shared membership hours.
- Link CU ICR workfile records to sections.
- Discuss Program Audit reports.
- Submit the ICR workfile.
- Clear the ICR workfile.

**Directions for Joining the Webinar:**

Join a webinar session by using the meeting link and telephone bridge information provided to you via the "Class Information" email. If you cannot locate the "Class Information" email from the Training Coordinator (cistrain@nccommunitycolleges.edu), please contact the College User Support Team at (919) 807-7178 or InternalCUST@nccommunitycolleges.edu and someone will assist you.

A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. **Contact your college’s IT Department Help Desk if you need assistance.**

**Course Evaluation:**

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training...
evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.