NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 4, 2008

MEMORANDUM

TO: Community College Registrars

FROM: Saundra Wall Williams
               Vice President for Administration

SUBJECT: **Urgent Data Request for Learn and Earn Online Student Enrollment**

Please provide the System Office with the unduplicated headcount and membership hours for Learn and Earn Online students enrolled at your college during the Spring 2008 semester by Tuesday, February 5 at 2:00 p.m. We apologize for the immediate response; however, **it is critical that we have these data to respond to a request from the Governor.**

INSTRUCTIONS FOR RUNNING THE ESTIMATED FTE REPORT BY PRIMARY ACADEMIC PROGRAM AT ALL COLLEGES

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 2008SP – 2008 Spring Term
Report Option is P – FTE by Primary Acad Prgm

Please email the headcount and membership hours to Sheila Hohnsbehn at hohnsbehns@nccommunitycolleges.edu. If you have any questions about running the report, please contact the CIS Help Desk at 919-807-7048 or CIS Help Desk@nccommunitycolleges.edu.

c: Community College Presidents
        Community College System Administrators
        Mr. Kennon Briggs
        IS Customer Support

CC08-031
Email Only