



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*H. Martin Lancaster, President*

March 3, 2008

### MEMORANDUM

**URGENT REPORT DUE**

**March 14, 2008**

**TO:** Presidents

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

**SUBJECT:** *Estimated Spring 2008 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 occupational extension courses, Phase 2C will use the legacy system (CC.CE menu sequence 3-4-2). All other phases will use the Colleague system (XCES). For curriculum courses, **ALL COLLEGES** will use the Colleague system (XFTR).

On the Colleague system, run the estimated FTE reports 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, 2008” 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@ncccommunitycolleges.edu](mailto:hohnsbehns@ncccommunitycolleges.edu). You may fax the form, although we prefer to receive it by e-mail. The Spring 2008 estimated enrollment data are due by March 14.

#### Attachments

c: Data Coordinators  
Business Officers  
Chief Academic Officers

CC08-057  
Email Only

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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 PHASE 2C COLLEGES USING THE LEGACY PACKAGE**

Continuing Education Directors

Run the Class Statistical Report for the same time frame in the previous year and use that report as a starting point for making an estimate of this year's classes.

Run CE Menu Option 3-4-2 (Class Statistical Report)

Enter (Y)es for Report Classes By Director

Enter (N)o for Select Only Classes Reported On Last ICR

Enter (N)o for Do You Want Only Classes With Status Of IC

Enter 01/01/07 for Enter Earliest Ending Date

Enter 05/15/07 for Latest Ending Date

Enter a "/" for Department, Course, Directors and Instructor SSN

Enter "S" to save the selection criteria

Based on your planned course offerings for the remainder of the semester estimate the amount of change from last year that you expect in your enrollment and apply that percentage. For example, if you anticipate a five percent increase in enrollment, take last year's enrollment and add five percent to obtain your estimated enrollment for this year.

**INSTRUCTIONS FOR RUNNING THE CONTINUING EDUCATION  
AND BASIC SKILLS ESTIMATED FTE REPORT  
AT PHASE 1, 2A and 2B COLLEGES**

### Continuing Education and Basic Skills

Run the Class Statistical Report for the same time frame in the previous year and use that report as a starting point for making an estimate of this year's classes.

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 start date for the prior year's term (e.g. 01/01/07)

Enter the end date for the prior year's term (e.g. 05/15/07)

**\*\*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.

Based on your planned course offerings for the remainder of the semester estimate the amount of change from last year that you expect in your enrollment and apply that percentage. For example, if you anticipate a five percent increase in enrollment, take last year's enrollment and add five percent to obtain your estimated enrollment for this year.

**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

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
ESTIMATED FTE FOR SPRING SEMESTER, 2008**

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

<i><b>DEADLINE: March 14, 2008</b></i>
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**ESTIMATED FTE CALCULATION**

	<b>HOURS REPORTED*</b>	<b>DIVISOR**</b>	<b>ANNUALIZED FTE</b>
<b>ALL CURRICULUM PROGRAMS EXCEPT LEARN &amp; EARN ONLINE</b>	_____	: 512 =	_____
<b>LEARN &amp; EARN ONLINE</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>ALL CURRICULUM PROGRAMS EXCEPT LEARN &amp; EARN ONLINE</b>	_____
<b>LEARN &amp; EARN ONLINE</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@nccommunitycolleges.edu](mailto:hohnsbehns@nccommunitycolleges.edu)*

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

CC08-057  
Email Only