



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

June 20, 2008

Please distribute by August 12, 2008

MEMORANDUM

TO: Executive Assistants/Administrative Assistants to the Presidents of the Colleges

FROM: Delores A. Parker
Senior Vice President
Chief Academic Officer

SUBJECT: Request to Distribute "Registration Now Open" Cards
2008 North Carolina Community College System Conference

The preliminary program, pre-registration, and housing information for the 2008 North Carolina Community College System Conference is now on the web at (<http://www.ContinuingEducation.ncsu.edu/ncccs>).

The conference will be held October 12-14, 2008, at the Raleigh Convention Center, South Salisbury Street, Raleigh, North Carolina. Enclosed you will find "registration now open" cards. To provide ample time for personnel to plan, our timeline indicates a need to distribute all cards between now and August 12, 2008. We are asking you to help us by distributing one card to every staff and every faculty member, part-time and full-time, on your campus.

We have estimated the number of cards you need, if you need additional cards or have questions, please contact Chip Futrell at 919/515-8179 or chip_futrell@ncsu.edu

DAP/EI/pck

Enclosure

c: Presidents	Chief Academic Officers
President R. Scott Ralls	NCCCS Senior Staff
Judith Mann	Elizabeth Brown
Van Wilson	Conference Steering Committee
Chip Futrell, NCSU	Elizabeth Isler

CC08-137
Paper Copy