



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

September 24, 2008

MEMORANDUM

URGENT REPORT DUE
October 9, 2008

TO: Presidents

FROM: Sandra Wall Williams
Sr. Vice President and Chief of Technology & Workforce Development

SUBJECT: *Estimated Fall 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, **ALL COLLEGES** 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 Fall 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 Mei Hsin Ju at jum@nccommunitycolleges.edu. You may fax the form, although we prefer to receive it by e-mail. The Fall 2008 estimated enrollment data are due by October 9.

Attachments

c: Data Coordinators
Business Officers
Chief Academic Officers

CC08-219
Email Only

**INSTRUCTIONS FOR RUNNING THE CONTINUING EDUCATION
AND BASIC SKILLS ESTIMATED FTE REPORT
AT ALL 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. 08/15/07)

Enter the end date for the prior year's term (e.g. 12/31/07)

****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 2008FA – 2008 Fall Term

Report Option is P – FTE by Primary Acad Prgm

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

COLLEGE NAME

<i>DEADLINE: October 9, 2008</i>

ESTIMATED FTE CALCULATION

	HOURS REPORTED*	DIVISOR**	ANNUALIZED FTE
ALL CURRICULUM PROGRAMS EXCEPT LEARN & EARN ONLINE	_____	: 512 =	_____
LEARN & EARN ONLINE	_____	: 512 =	_____
OCCUPATIONAL EXTENSION	_____	: 688 =	_____
BASIC SKILLS	_____	: 688 =	_____

* Hours reported should include both membership and contact hour classes as appropriate.

**Divisor for annualized FTE.

ESTIMATED UNDUPLICATED HEADCOUNT

ALL CURRICULUM PROGRAMS EXCEPT LEARN & EARN ONLINE	_____
LEARN & EARN ONLINE	_____
OCCUPATIONAL EXTENSION	_____
BASIC SKILLS	_____

Prepared by: _____
Printed Name

Please e-mail or fax form to:

*Mei Hsin Ju, North Carolina Community College System
E-Mail jum@nccommunitycolleges.edu
Fax (919) 807-7164 or (919) 807-7168*

CC08-219
Email Only