

**Full-Time Equivalent (FTE) 2 Enrollment Estimates  
Submission Form  
2006-07**

Please put an "X" on the appropriate line.

\_\_\_\_\_ Adjustments to the FTE Enrollment Estimates have been submitted. All narratives to justify the adjustments are attached to the submission form.

\_\_\_\_\_ The FTE Enrollment Estimates have been reviewed and CCTCMIS' estimates are reasonable. No adjustments are needed. The narrative to justify accepting CCTCMIS' estimates is attached.

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

NOTE: This form must be signed by the College President and Business Officer.

College: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

SUNCOM: \_\_\_\_\_ SUNCOM: \_\_\_\_\_

**Please return Submission Form no later than 5:00 p.m. EST, February 23, 2007, to:**

Attention: Robert McMullen  
Florida Department of Education  
325 West Gaines Street, Suite 1324  
Tallahassee, FL 32399-0400

FAX: Suncom 205-9499  
(850) 245-9499

**Please email FTE-2 Enrollment Estimates Adjustments Form no later than 5:00 p.m. EST, February 23, 2007, to:**

[robert.mcmullen@fldoe.org](mailto:robert.mcmullen@fldoe.org).

**FTE-2 Enrollment Estimates  
Adjustment Instructions  
2006-07**

**DOWNLOAD**

The following files are available on the CCTCMIS web site. The URL will be emailed to the college's Reports Coordinator.

<u>Report Name</u>	<u>File Name</u>	<u>Information</u>
CCxx FORM	ESTFORM##.xls	FTE-2 Enrollment Estimates Adjustments Form
CCxx WORKSHEET	F302RPT##.pdf	Worksheet Report – FTE Estimates Calculations Note: Totals for Non-Credit FTE are from prior year and are not calculated.

where ## = college number.

To edit the FTE-2 Enrollment Estimates Adjustments Form, click on appropriate file, do FILE – SAVE AS, and enter ESTFORM##.xls to save the file to your PC, and then edit in Excel.

**DATA SUBMISSION**

The FTE-2 Enrollment Estimates Adjustments Form should be submitted by email to [robert.mcmullen@fldoe.org](mailto:robert.mcmullen@fldoe.org).

**ADJUSTMENTS TO CCTCMIS ESTIMATES**

Cells with colored background are protected. **Do not change** these cells.

Round all FTE to the nearest whole number.

Downward adjustments must be negative.

Do not change the TOT column. It is a formula to sum the Program Area columns.

A. Division calculated estimate. Lower Level FTE only.

The FTE-2 Enrollment Estimate as calculated by the Division. **DO NOT CHANGE.**

B. Incremental Adjustments

Incremental adjustments to the Enrollment Estimates for the college may be recommended in the six categories described below. Incremental upward adjustments may apply to Categories 1, 3, 5 and 6. Incremental downward adjustments may apply to Categories 2, 4, and 6.

**NOTE:** A narrative justification of each incremental adjustment must accompany the college response to the enrollment plan. The narrative explanation should follow the same order as items listed below:

1. New/Improved Program - Indicate as applicable, the incremental number of FTE enrollments as the result of new or improved programs starting with the Summer term. For improved program adjustments, only those additional students who are not already enrolled in another program at the college may be included.

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2. Program Reduction/Deletion - Indicate as applicable, program reduction/deletion adjustments as a negative (downward) adjustment. Show on the form in the space provided as -xx, for example, -12.
3. Opening of New Campus or Center - Indicate as applicable, incremental FTE enrollments which can be attributed to the opening of a new campus or center. Only those new campuses or centers authorized by the State Board of Education and which will open in this reporting year may be used.
4. Policy Decisions - Indicate as applicable, incremental reductions (negative) in FTE enrollments because of policy decisions. This may include, for example, decisions to reduce the number of course offerings, reduction of the number of course sections and related policy decisions.
5. New/Expanded Industry - Indicate as applicable, those incremental FTE enrollments because of new or expanded business or industry requirements in the college service area. Include only those FTE enrollments requiring expansion of existing programs where a contract has been let or other arrangements have been made with the business or industry to provide instruction/training for employees or potential employees. Do not include FTE enrollment adjustments indicated in 1 above.
6. Other Factors - Indicate as applicable, incremental adjustments to FTE enrollments because of other factors not covered in categories B.1-D.5. This category may be used to make adjustments between major program areas to achieve the proper program balance.

C. College Adjustment

Total of adjustments indicated in rows B.1 through B.6. **Do not change.**

NOTE: A narrative justification must accompany the college response **even** if the enrollment growth is zero or negative. The adjustments **must** be based on factors other than the college's estimate and the justifications must explain these factors.

D. 2006-07 Estimated FTE

Sum of rows A and C. **Do not change.**

E. Percentage Increase

The percent difference between Rows A and D. **Do not change.**

NOTE: Attach all narratives to justify all adjustments (positive or negative) or no adjustments to the FTE Enrollment Plan Submission Form.