

**2002-2003 FTE-2 Enrollment Estimates  
Instructions**

A. Division calculated estimate.

The 2002-2003 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. Show FTE to the nearest whole number.

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.
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 Community Colleges and which will open in the years covered by this FTE Enrollment Plan 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 C.,D.1-D.6. This category may be used to make adjustments between major program areas to achieve the proper program balance.

C. Enrollment Growth

Total of adjustments indicated in Lines B.1 through B.6.

D. College Adjusted Estimate

To Line A, add (or subtract) total adjustments in Line C.

NOTE: Attach any narratives needed to justify adjustments to the 2002-2003 FTE-2 Enrollment Estimates Submission Form.

**2002-2003 FTE-2 Enrollment Estimates  
DOWNLOAD/UPLOAD Instructions**

DOWNLOAD

The process to download the Division generated 2002-2003 FTE-2 Enrollment Estimates is similar to the process used to download Student Data Base reports. The dataset with the estimates data includes titles and column headings for clarity. The estimates datasets will be available until **March 31, 2003**.

<u>Dataset Name</u>	<u>Information</u>
CCxx.FTE.FTEFORM.TF22003	2002-2003 FTE Enrollment Estimates as calculated by the Division.
CCxx.FTE.FTENUMS.TF22003	Same as FTEFORM except no titles and column headings.
CCxx.FTE.FTE302R.TF22003	Working report showing 4 years of FTE by term and registration period with the ratios of Summer End-of-Term and Fall Beginning-of-Term submissions to the annual End-of-Term total.

where xx = college number.

UPLOAD/DATA SUBMISSION

The process to submit the 2002-2003 FTE Enrollment Estimates is the same as the process for the FTE Enrollment Plan. Please use the following parameters when submitting the FTE Enrollment Estimates.

CCNUM	= xx	where xx = college number
PROJ	= FTE	
FNAM	= FTEESTS	
YEAR	= 2003	
TERM	= F2	
LRECL	= 133	
BLKSIZE	= 1330	

These parameters will create a dataset named CCxx.FTE.FTEESTS.TF22003. Once the data is submitted, no trigger file is created (i.e. do not run XMITFINI). However, you must submit the FTE-2 Enrollment Estimates Submission Form to let the Division know the data has been submitted.

**2002-2003 FTE-2 Enrollment Estimates Submission Form**

Please put an "X" on the appropriate line.

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

\_\_\_\_\_ The FTE Enrollment Estimates have been reviewed and the Division's estimates are very reasonable. No adjustments are needed.

\_\_\_\_\_ Due to circumstances beyond our control, our college was unable to determine if the Division's estimates are reasonable. Please state the reason (i.e. not enough time, more current data is unavailable, etc.):

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

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

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

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

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

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

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

Contact: \_\_\_\_\_

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

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

**Please return form no later than 5:00 p.m. est, February 26, 2003 to:**

*Attn: Robert McMullen*  
Bureau of Research and Information Systems  
Florida Community College System  
Department of Education  
1314 Turlington Building  
325 West Gaines Street  
Tallahassee, FL 32399-0400

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