

NC STATE UNIVERSITY

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MEMORANDUM

To: Dean, Associate Dean

From: Duane K Larick, Co-Chair of Enrollment Planning Committee
Louis Hunt, Co-Chair of Enrollment Planning Committee
Mary Lelik, Senior Vice Provost, Institutional Research and Planning

Date: September 8, 2017

Re: 2018-19 and 2019-20 Budgeted Enrollment Targets

In follow up to our recent meetings with you and your leadership team regarding the biennial enrollment planning process, we ask for your help in developing and submitting enrollment targets for Fall 2018 and Fall 2019 using the steps outlined below. Please coordinate tasks among Department Heads, DGP's, Program Graduate Committee, etc., as appropriate. Note that the deadline to submit overall enrollment targets for your College is **September 22**.

1. **Individuals responsible for reporting program-level and College level targets.** Go to the Biennial Enrollment Planning Tool link at <https://go.ncsu.edu/epcg> to find instructions for entering undergraduate and graduate data into the online collection tool. Open the page for your program(s), and fill in the columns for fall 2018 and fall 2019 with your recommended targets. *Note that your program-level targets should roll up to a college-level total that is consistent with the trends found in the 2025 enrollment plan. (See <https://oirp.ncsu.edu/planning-evaluation/university-planning/enrollment-planning/2025-enrollment-targets>)*
2. The EPC will review your recommendations in light of latest trends and the university's overall enrollment goals. On or before **October 2nd** we will contact you about any areas where the EPC thinks adjustments should be considered.
3. Once the EPC and individual deans have reached agreement on college-level targets, the numbers will be presented to the provost for final review. As we noted in our previous discussions, it remains unclear whether we will have the customary opportunity to submit second biennial year (Fall 2018) target adjustments to GA, but this exercise will position us to be ready in that event.
4. We will notify you when the tool reopens to allow final revision of graduate plan-level targets as appropriate.

You will find attached the list of contacts in your college who currently have access privileges to the online enrollment planning tool. Please inform Jan Henderson in the Office of Institutional Research and Planning at 5-6431 or jphender@ncsu.edu as soon as possible if there are any changes or if you require further assistance.

Cc: Provost Arden