

Unit Plan: Enrollment Requests

Unit: Computer Application Systems

Division or Area to Which You Report: Applied Technology and Business

Author(s) of this Unit Plan: Wayne Phillips

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Audience: Budget, Deans, CEMC, IPBC

Purpose: To recommend changes in FTEF allocations for subsequent academic year and guide Deans and CEMC in the allocation of FTEF to units.

Instructions: In the area below, please list your requested changes in course offerings (with reference to corresponding change in FTEF) and provide your rationale for these changes. Be sure to analyze enrollment trends and other relevant data (<http://help/EMC/>). Please seek your dean's assistance as needed.

In accordance with the Program Revitalization plan, courses for Fall and Spring semesters will not require more than 1.0 FTEF, and no courses are planned for Summer sessions. More detailed requirements will be determined as the new course outlines are approved through the curriculum process.