

FTE REPORTING SCHEDULE

Approved by President's Cabinet, 10/25/05

Effective 2006-07

Operational FTE Reports

Report Title/Frequency	Summer	Fall	Spring
Preliminary	1 st working day of the week following the 1 st date of registration.		
Daily	Begins 10 working days prior to final date of drop/add and 3 days thereafter.	Begins 20 working days prior to the final date of drop/add and 3 days thereafter.	Begins 20 working days prior to the final date of drop/add and 3 days thereafter.
Weekly	1 st working day of the week following the final daily report and each Monday thereafter until term's conclusion		