# Procedure 3.0923

## College Publications Procedure

### Curriculum

College catalog changes that require additions/changes to sections devoted to curriculum/academics should follow the below procedure:

- Additions/changes to the college catalog involving curriculum/academics should be entered on the Curriculum Catalog Change Request Form by/or with the approval of the appropriate Division Dean.
- The Division Dean will submit the completed Curriculum Change Request Form/paperwork to the Curriculum Committee for approval.
- Upon the approval of the Curriculum Committee, the additions/changes will be presented to Senior Staff for approval.
- Once approved by Senior Staff the additions/changes are submitted via the Office of Vice President of Academics to the Office of Research and Institutional Effectiveness using the ReadyDesk system to be placed into the college catalog.

### Student Services

College catalog changes that require additions/changes to sections devoted to student services should follow the below procedure:

- Additions/changes to the college catalog involving student services or any functions of student services should be written out and submitted to the vice president of student services.
- The vice president of student services will present the requested addition/change to the student services directors for initial approval.
- Once approved by the student services director, the addition/change will be placed on the Senior Staff agenda for discussion and approval.
- If approved at the Senior Staff level, the addition/change will be submitted via the Office of Vice President of Student Services to the Office of Research and Institutional Effectiveness using the ReadyDesk system to be placed into the college catalog.

### Continuing Education

The Division of Continuing Education publishes a schedule of classes (not for credit) three times a year prior to the spring, summer, and fall term. The course schedule includes information regarding registration and payment, fees, books & supplies, refunds, funding assistance and scholarship opportunities, courses, contact information, as well as any other items pertinent to students. The course schedule is placed as an insert in area publications and is also placed at strategic locations within the college's service area. An electronic copy is posted on the college website and sent via the continuing education email distribution list. A hard copy is mailed to any individual subscribing to the continuing education mailing list.

The schedule of classes is developed as follows:

- Spring catalog information is provided to the marketing coordinator by the end of the first week of November. The spring catalog is provided to the printer by the last week of November and released to the public by the first or second week in December.
- Summer catalog information provided to the marketing coordinator by the end of the first week in April. The summer catalog is provided to the printer by the last week in April and released to the public by the first week in May.
- Fall catalog information provided to the marketing coordinator by the end of the first week in July. The fall catalog is provided to the printer by the last week in July and released to the public by the first week in August.

**References**

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:** **Academic Policy**

**History**

**Senior Staff Review/Approval Dates:** *06/06/2016*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*