

## Procedure for Student Publications (Catalog and Student Handbook)

Adopted by President's Cabinet 11/24/15

Student Affairs at East Georgia State College's mission is to disseminate current and relevant information each year through the College's Catalog and Student Handbook. These publications benefit the college community at-large including students, faculty, staff as well as the general public providing them with the most up-to-date policy changes and resources available.

All East Georgia State College students, regardless of their location in attending classes, are required to be conscious of and abide by the policies and procedures outlined in both the College Catalog and Student Handbook. Information contained in these publications applies to all students with regards to rights, privileges, and constraints against certain actions.

Our objective includes making these publications available on the EGSC website for use before the first fall term orientation event of the upcoming academic year (usually early June).

To achieve this objective, the Records Office Registrar/Student Life Director will begin the process by early each January for that academic year. The Registrar/Student Life Director will disseminate the following sections of the catalog/student handbook to the respective directors, deans, and vice-presidents who will review and update the content that pertains to their area of expertise. A specific deadline will be set by which all sections will be returned to the Registrar/Director of Student Life with noted corrections.

General Information	Vice President for Institutional Advancement
University System Institutions List	Vice President for Institutional Advancement
Tuition and Fees	Director of Accounting Services
Financial Aid	Director of Financial Aid
Admissions	Director of Admissions
Student Life	Director of Student Life
Personnel	Director of Human Resources
Academic Policy and Procedure	Registrar
Degrees and Programs of Study	Registrar and Deans
Course Descriptions	Registrar
Index	Registrar
Campus Map	Web Services Specialist/Associate Vice President for Institutional Advancement
East Georgia State College Statesboro	Director of East Georgia State College Statesboro
East Georgia State College Augusta	Director of East Georgia State College Augusta
Student Conduct Code	Director of Student Conduct

### Proposed Timeline Model for 2016

Catalog sections/Student Handbook sections disseminated	January 4
Catalog sections/Student Handbook sections due back to the Registrar/ Student Life Director	February 5 (end of 5 weeks)
Section changes will be compiled by Registrar/Student Life Director	March 4 (4 weeks)

The Registrar/Student Life Director will send the catalog and handbook out again to the contributors for final approval	March 9
Comments and corrections due back to Registrar/Student Life Director	March 18
Registrar confirms Catalog Table of Content & Index is correct	March 25
Registrar/Student Life Director submits final version to the Vice President of Student Affairs	March 31
Vice President of Student Affairs distributes catalog and handbook draft to members of the President's Cabinet for review	April 1
President's Cabinet meeting	April 26 (Tuesday)
Corrections from President's Cabinet to Registrar/Student Life Director	April 28
Corrections completed by Registrar/Student Life Director	May 20
2 <sup>nd</sup> President's Cabinet Meeting	May 24 (Tuesday)
Catalog/Student Handbook presented to IT Department to review for active links	June 1
IT Department posts final version of catalog/Student Handbook to college webpage	June 3
First fall 2016 Orientation Date	June 11