

Revised by President's Staff January 12, 2012  
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## Community College of Beaver County

### INSTITUTIONAL PROCEDURE for Catalog Production

Reference Policy 4.020

Each academic year, the College Catalog will be produced in both an online and print format no later than February 1. The online version will be considered the official academic document of the College.

The following production schedule has been adopted by the Marketing and Public Relations Department in order to meet that deadline. All other departments and divisions of the College are asked to make these deadlines a priority in order to ensure that an accurate and timely publication is produced.

In order to meet TAOC requirements and to ensure that the College has an updated catalog with which to advise incoming students for each fall semester, the following catalog production timeline will be enforced:

#### **December 1**

Archive the current year's Catalog on the web portal (MyCCBC) in order to allow the Registrar to start making curriculum changes in Jenzabar

#### **Start of Fall Semester**

An email is sent campus-wide reminding faculty and administrators of production deadlines including submission of all content and curriculum changes to the Marketing and Public Relations Department.

Division Directors will begin the process of reviewing and updating curricula at this time.

#### **November 30**

A reminder email is sent to all administrators asking them to submit information changes to the Publications Coordinator on or before the end of the semester.

#### **Last Day of Fall Semester**

This is the deadline to submit approved curriculum changes as well as information updates to the Marketing and Public Relations Department for inclusion in the next academic year's College Catalog.

- All curriculum changes will be submitted to Marketing directly by the Vice President for Learning and Student Success/Provost after final approvals by Academic Council and the President.
- Administrators and/or their designated staff must send all changes to the remaining content electronically to the Marketing Department.

### **First Day of Spring Semester**

Content changes are sent by the Publications Coordinator to the Graphics Specialist for design and layout.

### **Two Weeks Later**

The first draft is received by the Director of Communications and is sent to the Vice President for Learning and Student Success/Provost. The Provost will be responsible for working with the Division Directors to proof the publication, and to submit revisions back to the Marketing Department within a two week timeframe.

### **First Week in February**

A second draft is received and reviewed by the Vice President for Learning and Student Success/Provost. Final corrections are submitted to the Marketing Department and the final version of the Catalog is uploaded to the College's website.

- Hard copies are printed by an outside vendor and distributed on campus as requested to departments and divisions from the Marketing and Public Relations Department.

## **Updating Tuition and Fees Information**

### **March**

Board of Trustees approves and tuition and fees increases for the next academic year. Changes to fees or courses approved at that meeting will go to the Bursar/Business office the following day.

Any updates from the Bursar's Office concerning tuition and fees information in the College Catalog must be submitted to the Marketing and Public Relations Department within one week of Board approval.

### **May 28**

Changes to tuition and fees information are made to the College Catalog and a new PDF file is uploaded to the CCBC website.