



Procedure for Updating LCC Student Handbook

Overview

The LCC Student Handbook is one of several online, institutional publications that are intended to be viewed via the website but can also be printed as PDF documents. The Student Handbook is maintained by Effectiveness and College Relations, with broad input from other areas of the college regarding content. A complete list of institutional publications is available at lowercolumbia.edu/publications.

Timeline

The Student Handbook is updated annually. Only one version is available online at a time, as previously versions are replaced. This ensures that links throughout the LCC website and embedded in other documents never need to be updated. Effectiveness & College Relations archives previous versions in PDF format, which cannot be altered once they are archived. The Student Handbook is intended to be published by July 1 each year, but publishing may occur at any time during spring quarter.

Process

1. Effectiveness & College Relations staff review and update the format of the handbook beginning in April to ensure that:
 - a. generally available institutional knowledge (such as the department directory) is updated, and
 - b. web content meets current accessibility standards.
2. Effectiveness & College Relations staff distribute draft content to subject matter experts to review and update by mid-May:
 - a. Vice President of Student Services
 - b. Registration
 - c. Advising & Testing
 - d. Athletics
 - e. Bookstore
 - f. Food Services
 - g. Campus Services
 - h. Career & Employment Services
 - i. Career Education Options
 - j. Career Pathways

- k. Finance Office
 - l. Early Learning Center
 - m. Office of Instruction
 - n. Counseling
 - o. Disability Support Services
 - p. Financial Aid
 - q. Fitness Center
 - r. Foundation
 - s. Head Start
 - t. International Student Programs
 - u. Library
 - v. University Center
 - w. Multicultural Programs
 - x. eLearning
 - y. Payroll
 - z. Running Start
 - aa. Safety & Security
 - bb. Student Programs & Activities
 - cc. Transitional Studies
 - dd. TRIO
 - ee. Veterans
 - ff. Workfirst
 - gg. IT
3. The Vice President of Student Services makes final content decisions.
 4. Effectiveness & College Relations makes final editing decisions (related to readability, search engine optimization, accessibility, etc.)