

Standards 8 and 9 List of Publications

HCC publishes the following materials for public consumption:

- Academic Catalog (updated annually & as needed);
- College Website www.hagerstowncc.edu (updated as needed);
- Course Guides, previously Class Schedules (produced & distributed every semester);
- Program Fact Sheets (updated as needed);
- Program Booklets & Brochures (updated as needed);
- College Viewbook (update every 2-3 years);
- Special Community Reports, highlighting specialized program or new facilities (as needed);
- HCC College Guide: A Handbook Planner for Students (updated annually).

In the 2011-2012 academic year, HCC began converting the academic catalog to an online format. By working with *Acalog's* Academic Catalog Management System, the College facilitated a seamless transition to the e-catalog format. During the 2011-2012 academic year, we produced both a paper version and an electronic version of the catalog. Since the 2012-2013 academic year the College exclusively used an e-catalog, available through the College website. The online catalog is integrated into the HCC website architecture, with links from the website leading to the catalog as well as from the catalog to the website. During the spring of each year, the College conducts a review process to make sure the upcoming catalog is accurate and complete. This is a campus-wide review that involves all of the necessary stakeholders to ensure

that the most thorough and current information is made available to the College community. The electronic version of the catalog allows students to access information about various academic and student services available to them at any time they have access to the internet. Students no longer depend on having a physical version of the catalog to look up services from which they can benefit.

In the fall of 2012, the College discontinued production of a paper *Class Schedule*. The College replaced the *Class Schedule* with the *Course Guide*, which lists all courses available for the semester and refers interested students to the College website for details regarding course descriptions, days and times, and course prerequisites. The *Course Guide* is available each semester and distributed by mail to postal addresses in Washington county and surrounding areas. A digital version is also available on the HCC website.

The *HCC College Guide: A Handbook Planner for Students* is available to students in both electronic and hard copy versions. The physical books are distributed in the HCC Student Center, from the Information Desk. New students are given a copy when they get their HCC Student ID Card, and if they attend New Student Orientation. Returning students can access the online version, or pick up a hard copy from the Student Center. This Handbook continues to be a valuable tool for all students, staff and faculty at HCC. All policy and procedure updates are entered online and more referral to the website will be given in the printed books in order to keep students as up to date as possible.

Pertinent information regarding available student services and policies is included in the Academic Catalog, the College website, and the College Guide. This Work Group found these publications to be quite thorough and consistent with each other as regards student services information. In addition, the regular review process of these materials allows College personnel to update these publications as needed with relevant changes or new information in a timely fashion.