



CTC Procedure: Catalog and Student Handbook Update

Columbus Technical College reviews and updates the college Catalog and Student Handbook annually. The catalog titles include the academic years during which the information included in them will be effective. The College reserves the right to make necessary changes, and because such changes become effective upon approval by the proper officials, updates to the catalog are necessary to reflect changes to the Academic Calendar, new fee and tuition information, educational course and program changes, policy revisions, new regulations, new educational and service programs, and changes to services.

Columbus Technical College uses Watermark Curriculum Strategy (formerly SmartCatalog) as the curriculum and course management software that enables digital catalog production and electronic workflows for curriculum revisions.

Columbus Technical College uses the following procedure to update the catalog as necessary:

Revision Schedule:

Maintenance of the College Catalog and Student Handbook is the responsibility of the Office of the Vice President of Student Affairs and Communications (VPSAC). During summer semester, and at other times as needed, the VPSAC sends a copy of the current catalog as a Word file, revision deadline, the link to the catalog software, and link to the Watermark Help Center to all CTC catalog editors and issues a request for review, with recommended catalog changes to be due to the VPSAC on a specified date.

Revision Team:

A team, composed of representatives from different college departments and divisions, is responsible for various sections of the catalog and handbook. The Division of Academic Affairs handles all curriculum and academic updates, with the Vice President of Academic Affairs having final approval.

Update Visuals and Design:

The Communications and Public Relations Department is responsible for the visual design and layout of the catalog and handbook to make them more engaging and user-friendly.

Proofreading and Editing:

The VPSAC reviews and approves changes made in the software. Drafts of the updated catalog and handbook are shared with relevant stakeholders for final review to ensure accuracy. Revisions are made based on their feedback.

Publish and Distribute:

Once the documents are approved, the revised catalog is published digitally through the software and published on the college's website. A PDF version is created and printed as needed.

Approval: July 2021
Revised: December 2023

Archiving:

All previous versions of the catalog and handbook are maintained for historical reference and compliance purposes. Digital copies of the CTC Catalog and Student Handbook, beginning with the 2014-2015 edition, are available online via the College's website. Hard copies of the catalogs from 2000-2014 are available in the Office of the Registrar. Hard copies of the college catalogs prior to 2000 can be accessed in the college library.

Access to College Catalog and Student Handbook:

Catalog and Handbooks from 2014 to present are available on the College's website. Requests to access earlier editions can be made in writing to the Office of the Registrar or by emailing ctcregistrar@columbustech.edu.