



Refer to Section {A}

{Introduction} Unit

Procedure for {A 10 -- Student Affairs Handbook}

October

- Obtain price quotes from various companies for the production of the student handbook.
- Once a company has been selected obtain PO approval for the contact

Early Summer

- Make any needed updates to the student handbook. Any update to the handbook must be reviewed and approved by the Director of Student Affairs and the Vice President and Dean of the Women's College.
- Submit handbook to the publishing company.
- Submit a web request to update the student handbook on the Midway College website.

August

- All first year students, residential students, faculty and staff receive a copy of the student handbook. Students must sign a form stating they have received a copy.
- Develop bookmarks with the student handbook website on them and distribute them to the Registrar's Office, Library and Academic Affairs for student review.