Good Afternoon – Work has begun on the 2016-2017 College Catalog.

We need every coordinator and managers to complete a general review of each of your respective areas of the catalog.

Please include any information and/or updates pertaining to:

- Administration Services standards and policies;
- Academic Standards and State Requirements;
- Approved Board Policies - new or updated policies not approved will not be placed in the catalog
- Services for Students;
- Fee Updates;
- Students Rights and Responsibilities;
- Locations, phone numbers.

Accessing the Catalog:

This year we are using the Cloud to access the catalog. Using Internet Explorer or Firefox, click on the link below and enter your username for logging into your district email account (username should be in this format: name@sbccd.cc.ca.us). The second log in should just be your normal username and password for logging into your computer. The Catalog should appear once logged in.

https://sbccd-my.sharepoint.com/personal/kyarbrough_sbccd_cc_ca_us/Documents/2015-2016%20College%20Catalog%20REVIEW

Submitting Changes:

In order to submit changes, print the pages needing updates and make notes directly on the printed copy. These changes can be submitted via campus mail or by responding to this email with a scanned PDF of the changes suggested. Please note that all changes are due to Student Services no later than Thursday, May 19th, 2016

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Thank you in advance for your assistance in the catalog process.