

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 6.1.1.3
Related Policy: 6.1.1
Title: Catalog Distribution and Archives
Responsibility: Marketing Director

Original Approval Date: 11-15-1995
Last Cabinet Review: 10-09-2024
Last Revision: 10-09-2024

President

Requests for information about the College and its offerings shall be handled as follows in regard to distribution of the College catalog:

I. Distribution

The College catalog is provided in a digital format on the College's website and through the College Library.

II. College Catalog Archives

For the purpose of accountability and understanding of its history, the College shall maintain official copies of the College catalog for each year the College is in existence to serve the needs of alumni, former and returning students.

A copy of each academic catalog is kept in the Horry-Georgetown Technical College Conway campus Library for patron access.

HGTC publishes a new catalog prior to the beginning of each academic year. At the time of publishing the new catalog, the previous year's catalog is digitally archived on the College's shared drive for record keeping.