

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 6.1.1.3
Related Policy: 6.1.1
Title: Catalog Distribution and Archival
Responsibility: Public Relations and Marketing

Original Approval Date: 11-15-1995
Last Cabinet Review: 01-17-2018
Last Revision: 01-17-2018

President

Requests for information about the College and its offerings shall be handled as follows in regards to distribution of printed materials:

I. Distribution

The College catalog is provided online and through the College library catalog

II. Archival of College Catalog

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 printed copy of each academic catalog should be kept in the Horry-Georgetown Technical College Conway campus Library for patron access. Furthermore, catalogs should be maintained in electronic form and kept on the College's shared drive for record keeping and archival.