

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	AS 012
Procedure Title:	Publishing and Archiving Northwest Vista College Catalog

1. PURPOSE

- 1.1. To ensure the accuracy of the Northwest Vista College (NVC) Catalog and timely publishing of the current catalog and archiving of past catalogs.

2. PROCEDURE STATEMENT:

- 2.1. Distribution of calendar with target dates for edits and revisions.
- 2.2. Catalog changes that involve courses, programs, core and other academic needs are activated by the approval of the Curriculum Review Team.
- 2.3. The NVC Catalog is edited and published in the spring semester for the upcoming academic year.
- 2.4. The VPAS office is responsible for editing the changes approved by the Curriculum Review Team and all approved programs are uploaded into the catalog.
 - 2.4.1. Any mid-year approvals are published accordingly for the subsequent semester.
- 2.5. NVC cross college departments are responsible for review of all non-academic updates. See attached table for responsible department and catalog areas. The responsible departments of the catalog areas will send changes to VPAS office by catalog editing deadline. NVC Marketing and Strategic Communications (MarComm) team also have access to make necessary updates.
- 2.6. Publishing upcoming catalog: The upcoming catalog will publish in the Spring Semester of the current catalog year on the NVC college website. It becomes the default published catalog once the Census date of the last part of term for the summer semester has passed.
- 2.7. Archiving past catalogs: once the Census date for the last part of term for the Summer semester has passed, the current catalog is moved to an archived status and the recently published catalog is moved to the default catalog selection.
 - 2.7.1. The VPAS office will provide a digital copy to the Enrollment Services Records department.
 - 2.7.2. Archived catalogs should be retained indefinitely in accordance with the Texas Administrative Code 13 7.125 (a)(5) - Record Retention Schedule for Public Junior Colleges

3. CATALOG REVIEW TEAMS

The table below delineates the NVC catalog responsibilities and support offered by the Alamo Community College District (ACCD) District Support Office (DSO).

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TITLES	Teams	
	DSO Support	NVC Lead
SCHEDULE OF CLASSES		
Search Classes	MarComm	MarComm
Steps to Enrollment	VCSS	Enrollment via Cross-District Team
Financial Aid Quick Guide –	Financial Aid	Financial Aid via Cross-District Team
Registration Guide	VCSS	Enrollment via Cross-District Team
Tuition and Fees	Finance	College Assistant Bursar
Registration Dates & Payment Deadlines/Refund Dates	VCSS	Enrollment via Cross-District Team
Final Exam Schedules	VCAS	VPAS Office
Contact Information and Hours		MarComm

Catalog Section Titles	Catalog Editor		College Content Reviewer
	DSO	College	
Search Classes	PR		MarComm
Steps to Enrollment	VCSS		Enrollment
Financial Aid Quick Guide	Financial Aid		Financial Aid
Registration Guide	VCSS		Enrollment
Tuition and Fees	Finance		College Assistant Bursar
Registration Dates & Payment Deadlines/Refund Dates	VCSS		Enrollment
Final Exam Schedules		VPAS	VPAS
Contact Information and Hours		VPAS	MarComm
President’s Message		VPAS	MarComm
Academic Calendar	VCAS		VPAS
College Overview		VPAS	MarComm
Student Support Services and Resources		VPAS	Dean for Academic Success & Dean for Student Success
Scholarships		VPAS	Scholarship Department
Workforce Development and Continuing Education		VPAS	Deans for Academic Success
Admissions	VCSS		Enrollment & Assessment
Registration	VCSS/VCAS		Enrollment
Tuition & Refunds	Finance		VA / College Assistant

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Catalog Section Titles	Catalog Editor		College Content Reviewer
	DSO	College	
			Bursar
Financial Aid	Financial Aid		Financial Aid
Financial Aid Resources	Financial Aid		Financial Aid
Academic Standards	VCSS / VCAS		Academic Success and Enrollment
Student Code of Conduct	Board Policy		Student Conduct
Student Handbook	VCSS		VPSS
District, State and Federal Regulations	VCSS / VCAS / Legal		VPSS
Graduation	VCSS		Enrollment
Department Information	VCAS		VPAS
Degree Information	VCAS		VPAS/CRT
Core Curriculum Selection List	VCAS		VPAS/CRT
Degree Plans and Certificates – Academic/Technical	VCAS		VPAS/CRT
Degree Plans and Certificates – By Degree Type	VCAS		VPAS/CRT
Course Descriptions	VCAS		VPAS/CRT
Administration, Faculty and Staff		VPAS	MarComm
Locations and Maps		VPAS	MarComm
Previous Catalogs	PR		MarComm
Overall Review for Impact & Recommendation	VCSS / VCAS / VCEWD		DSS VA ACOL International Workforce IT

Contact for Interpretation: *Vice President for Academic Success*

Relevant Board Policy:	N/A
Relevant SACSCOC Documents:	SACSCOC Standard 10.3 Archived Information Administrative Code 13 7.125 (a)(5) - Record Retention Schedule for Public Junior Colleges
Originating Unit:	Academic Success
Maintenance Unit:	Vice President for Academic Success
Implementation Date:	June, 2021
Revision Date:	January, 2025