

## **Recommended Listing of College Catalog Contents**

The degree deans with the approval of the college dean determines the content. The college dean assigns the creation of the catalog to one of the staff. It is important that the majority of the catalog be in a matching font style and size.

- A. Cover page – pertinent information about the college date, start time and end time, location (with address), participating councils in staff positions where up to date information is available – website link
- B. Message from the college dean
- C. List of college staff in key positions: college dean, dean of curriculum, dean of the different degree programs, and registrar
- D. Registration information
  - 1. Tuition and deadline date
  - 2. Information about online registration, if used
  - 3. Methods of acceptable payment
- E. What to bring to college:
  - 1. Recommended Uniform
  - 2. Health form if you have a health condition
- F. What you will be receiving: name tag, class schedule, gift

G. How to earn a degree at this college

1. Prerequisites and if proof is needed
2. Degree requirements

H. Activity and Class Schedule (See “Sample Schedules” subfolder.)

1. Times and locations of joint activities
2. Times and locations for classes, along with course number and title
3. Any course or instructor statements

I. Chart of all program courses offered, with course number, title, description/objective, and a short listing of what the participant can expect to learn. (See “Curriculum: Course Descriptions” subfolder.)

J. Additional information

1. Overnight lodging availability
2. Trading post
3. Directions to college facility (map, and driving instructions)
4. Chart to list commissioner training history, and awards
5. Online registration information form, or manual registration form

NOTE: Many college catalogs are on line and can be viewed as examples.