College of Commissioner Science

Catalog Content Recommendations 2023

The deans of each college, with the approval of the college dean/chancellor, determine the content. The college dean/chancellor assigns the creation of the catalog to one of the staff. The college catalog is the first impression commissioners will receive of the event. Its appearance should be as professional and accurate as possible, being sure all needed information is provided in a clear and easily readable format. The college catalog should be more than just a listing of available classes. Listed below are the suggested items for a complete college catalog.

Cover page – The cover page should include pertinent information about the college date, start and end time, location (with physical address), hosting council names, and the website link where up-to-date information is available.

Table of Contents – This will help learners quickly find the information they are seeking.

Message from the college dean/chancellor and council commissioner, if applicable.

Listing of college deans/staff with contact information, such as the council commissioner, college dean/chancellor, the dean of each degree program, and registrar.

Registration Information – This section should include tuition, along with the date registration will open and close. Any early, late, or walk-on fee adjustments should also be listed, as well as links for any online registration sites that will be used. Forms of acceptable payment should also be included. In the case of a virtual or hybrid college, be sure to include the process and expectations of how virtual learners will receive needed links and handouts for the event. Along with the registration information, including any items that come with the tuition price, such as a certificate, a patch, or a gift**.**

Learner Needs/Appropriate Dress – This section should address any items the student should bring along with them, such as a laptop, a printed document, personal protection

equipment (or advice of any facility policies regarding public health), or a health form, if applicable. Recommendations for appropriate uniforming should also be addressed in this section.

Degree Prerequisites and Reciprocity Policies – Each degree's requirements should be listed in the catalog, as well as the procedure for receiving a transcript for out-of-council learners. The steps for completing the Doctorate degree thesis or project should also be included, along with any pertinent contact information or deadlines. The degree requirements should reflect BSA standards set forth by the college of commissioner science.

Class Schedule and Curriculum Descriptions – (See "Sample Schedules") A grid-style schedule document should be included with the catalog, that can also be printed as a separate handout on the day of the college for reference. All class times and locations should be listed, as well as the course number and title. This section should also include curriculum descriptions, listed by college and course number, including a brief description of what the course expectations are.

Additional Optional Information –
- Overnight lodging availability
- Trading post/Order forms
- Directions to college facility (map, and driving instructions)
- Chart to list commissioner training history and awards
- Online registration information form, or manual registration form

NOTE: Many college catalogs are online and can be viewed as examples, in addition to the sample catalogs included in the handbook.