

LMC PUBLICATIONS PILOT PROCESS UPDATE

4/14/2015

Why Change?

- Info is perpetually incorrect
- Info is duplicative and doesn't match
- Info doesn't reach all students
- Aligns with evolving ways students consume information and schedule classes
- Aligns with evolving industry practice
- \$20,000 annual printing costs

New Publications

- Digital Class Schedule
 - Posted to the web, updated as-needed with a link to a printable pdf
- Printed Student Handbook
 - To be distributed to each new student and used during new student orientations. It will contain essential info and resources including links to new digital documents
- Digital Policies and Procedures
 - This will be posted to the web, updated as-needed with a link to a printable pdf
- Digital Catalog of programs and class descriptions
 - This will be posted to the web with a printable pdf and will not be changed ad hoc. If we must make changes, we'll publish a new edition.

FAQs

Q. What if I or my student wants a printed version?

Anyone will be able to print documents on-demand from our website or order them from the marketing office. Central Dup will always have the most updated files, so you can order directly from them.

Q. Who will pay the printing costs?

If you order directly through Marketing, We will absorb the printing costs. Otherwise staff and faculty can pay from their budgets and students can pay with their printing cards.

Q. What about compliance?

Staff can meet compliance needs using previous methods. Marketing will also store a library of all current and archived college publications on our new intranet site. We are exploring ways to distribute publications to students via email with the addition of a read receipt or acceptance signature so we have a digital trail showing students have been presented with essential information. I suspect this may satisfy some of our compliance needs even better than what we've done in the past.

Q. Who made this decision?

The publications committee is comprised of representatives from marketing, advising, registration, student life, financial aid, compliance, and faculty.

Q. Who can I contact with questions or concerns?

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