



Operating Protocol & Procedure

Details:

Number: 703

Title: College Publications

Category: Communications

Office of Primary Responsibility: Marketing & Communications Department

Approval Date: 3/16/15

Effective Date: 3/16/15

Revised: 2/12/24, 12/9/24

Reviewed: December 2024

Purpose:

To establish guidelines for ensuring the College has current and updated publications.

Applicability:

Employees, students, and other stakeholders

Definitions:

None

References:

[PCC Communications & Graphic Standards](#)

Attachments:

None

Operating Protocol:

To maintain accurate and professional publications and communications with employees, students, and other stakeholders, the college shall review and update all official college publications annually, or more frequently as needed. All official publications — both printed and digital — of Pueblo Community College must be submitted to the Marketing and Communications Department for final review and approval for publication to ensure the publication adheres to the PCC Communications & Graphics Standards.

Procedure:

At minimum, the college shall maintain the following official publications:

College Catalog

Updated annually, and maintained by the secretary for the Curriculum Committee and the Office of the Vice President of Academic Support

Student Handbook

Updated annually, and maintained by the Office of the Vice President of Student Success

Financial Aid Handbook

Updated annually, and maintained by the Office of the Vice President of Student Success

All official publications of Pueblo Community College must be submitted to the Marketing and Communications Department for final review and approval for publication to ensure the publication adheres to the PCC Communications & Graphics Standards.