Handbook Submission Guidelines

A number of units are submitting handbooks as a means of updating their individual policies. While it is not our charge to review the text of each handbook, the Policies and Procedures Sub-Committee would like to recommend the following guidelines be regarded in updating your handbook.

- Focus should be on the 2012-13 handbook with content changes related to the new semester calendar (dates available at the uc.edu/conversion).

- Remember to make reference to semester courses using the new structure for course/class numbers. The semester course number will not contain the college number and will be a 4 digit course number.
  - Quarter Course Numbering Example: 15ENGL101
  - Semester Course Numbering Example: ENGL1001

- Consider referencing departmental websites for key administrative offices such as Bursar, Registrar, Student Financial Aid, Student Health Insurance, etc.

- In speaking of fees, know that student bills are available immediately at the first day of early registration.

- The Schedule of Classes will be revised for semester registration.

- General Education information has been changed and expanded for semester registration. [http://www.uc.edu/gened/](http://www.uc.edu/gened/)

- Requirements for graduation should be addressed as articulated in the P-1 (academic program submission) process.

- Opportunities of experiential learning (coop, clinicals, internships, etc) should be considered in semester timelines.

- College or program specific scholarship applicability and minimum standards for continued eligibility may need to be considered in terms of number of applicable semesters or minimum hour/gpa thresholds.

A good handbook is a wealth of valuable information and is used as a critical resource tool in academic progression. Please give your handbook a thorough vetting by your colleagues.

Policies & Procedures Sub-Committee
Co-Chaired by Adrianne Lane and Wendy Lambing
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