

## **Articulation Office – Service Unit Outcomes**

### Service Unit Purpose:

The purpose of the Articulation Office is to provide accurate program information for faculty, staff, and students as well as to certify Jefferson State graduates, coordinating the process of reviewing, updating and preparing the *Jefferson State Community College Catalog and Student Handbook* files for printing, and the production of the class schedule each term.

### Service Unit Outcomes:

1. Students will have available to them AA & AS and AAS & Certificate check sheets with current and accurate information relating to requirements for a degree.
2. Students applying for graduation will receive information regarding their graduation status in a timely manner.
3. Students will have access to CAPP programs listing current and accurate information relating to requirements for their program of study.
4. Students will receive current and accurate information in the *Jefferson State Community College Catalog and Student Handbook*.