

Institutional SOPs

[Academic Technology](#)

- [Distance Education](#) [1]

[Business Office](#)

- [Accounting Procedures Manual](#) [2]
- [Budget](#) [3]
- [Travel Procedures](#) [4]
- [Xerox](#) [5]

[Communications and Promotions](#)

- [Communications and Promotions](#) [6]

[Continuing Education & Workforce Development](#)

- [Continuing Education & Workforce Development](#) [7]

[Dean's Office](#)

- [Dean's Office](#) [8]

[Environmental Health & Safety Office](#)

- [Standard Operation Plan](#) [1]

[Human Resources](#)

- [Determining Acceptance on Educational Diplomas, Degrees or Certificates](#) [9]
- [FMLA](#) [10]
- [GCC Email Accounts](#) [11]
- [HR and Payroll](#) [12]
- [Leave Sharing Packet](#) [13]
- [Leave Sharing Procedure](#) [14]
- [Parental Involvement](#) [15]
- [Performance Evaluation](#) [16]
- [Procedures for Evaluating Employment Applications](#) [17]
- [Recruitment Flow Chart](#) [18]
- [Tuition Benefit Program](#) [19]

[Management Information Systems](#)

- [Standard Operating Procedures](#) [20]

[Materials Management](#)

- [Buyer II](#) [21]
- [Inventory Management](#) [22]
- [Supply Expeditor](#) [23]

[Planning and Development](#)

- [Facilities](#) [24]
- [High School Equivalency](#) [25]

[Student Financial Aid](#)

- [Standard Operating Procedures](#) [26]

