

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT  
STUDENT SERVICES PROCEDURES MANUAL**

**PREFACE**

This manual is written primarily for the individuals who work daily in the student services area; however, additional material has been incorporated to provide others with general information on student related services.

The objective is to provide procedures for consistent reporting and standardized operations. The information is presented in an organized manner to help direct and control daily operations. The manual will be kept current and will help train new employees.

The complete manual is distributed to all managers and a limited number of offices. Copies of this manual can be obtained from the District Office.