<table>
<thead>
<tr>
<th>Look for:</th>
<th>Acceptable alternative/correct version:</th>
<th>Example – Change This:</th>
<th>Example – DON’T Change This:</th>
</tr>
</thead>
<tbody>
<tr>
<td>campus, location</td>
<td>college</td>
<td>1) Change: “Continuing Education Programs by Campus” to: “Continuing Education Programs by College” (<a href="http://www.dcccd.edu/cd/cesp/cepgms/pages/bycampus.aspx">http://www.dcccd.edu/cd/cesp/cepgms/pages/bycampus.aspx</a>)</td>
<td>1) Don’t change “On-Campus Services” (when being compared to “Online Services”)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) Change: “You can pay in person at your location Business/Cashier Office.” to: “You can pay in person at the Business/Cashier Office.” (<a href="http://www.dcccd.edu/pwc/whenwhere/Pages/default.aspx">http://www.dcccd.edu/pwc/whenwhere/Pages/default.aspx</a>)</td>
<td>2) Don’t change “El Centro’s location in downtown Dallas puts students at the edge of a booming design district.” (<a href="http://www.dcccd.edu/interiordesign">http://www.dcccd.edu/interiordesign</a>)</td>
</tr>
<tr>
<td>college/location names</td>
<td>See list below chart of approved names for our physical facilities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dallas TeleCollege Online</td>
<td>Dallas Colleges Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DCCCD (when referring to the colleges)</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---</td>
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<td></td>
</tr>
</tbody>
</table>
| **Why:** SACSCOC requires that we emphasize the colleges and de-emphasize the district. Each instance must be considered in context. In some cases, it is appropriate to refer to DCCCD (e.g., when referring to the board of trustees). | **the colleges of DCCCD**  
“the colleges” is acceptable on second reference. | **Change:** “DCCCD offers nearly 350 career and technical degrees and certificates”  
(http://www.dcccd.edu/C D/DCC/Acad/Math/Pages/default.aspx)  
or, on second reference, to: “Together, the colleges of DCCCD offer nearly 350 career and technical degrees and certificates”  
(http://www.dcccd.edu/C D/DCC/Acad/Math/Pages/default.aspx)  
Don’t change “DCCCD board members” (http://www.dcccd.edu/A U/Trustees/DCCCDElec tionInformation/Pages/default.aspx) |

| **DCCCD Core, DCCCD Core Curriculum** | **Core, Core Curriculum**  
Use capital letters when referring to Core or Core Curriculum set for the colleges of DCCCD. Use lowercase when referring to core outside our system. | **Change:** “Smart starts with DCCCD’s Core Curriculum”  
(http://www.dcccd.edu/C D/DCC/Acad/Core/Pages/default.aspx) |

| **DCCCD Core Options for AAS Awards**  
*(in catalog text)* | **Core Options for AAS Awards** | **Change:**  
"Social/Behavioral Science Elective - must be selected from the DCCCD AAS Core Options for Social/Behavioral Sciences."  
To:  
"Social/Behavioral Science Elective - must be selected from the AAS Core Options for Social/Behavioral Sciences" |
<table>
<thead>
<tr>
<th><strong>DCCCD degree(s)</strong></th>
<th>degree, college degree</th>
<th>Don't change: “The following Accounting associate degree and certificates are offered by all seven colleges of DCCCD:”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why: DCCCD is not a degree-granting entity.</td>
<td>1) Change: “Choose the right <strong>DCCCD degree</strong> plan” to: “Choose the right degree plan” (<a href="http://www.dcccd.edu/s/s/academics/ts/transfer%20from%20dcccd/Pages/default.aspx">http://www.dcccd.edu/s/s/academics/ts/transfer%20from%20dcccd/Pages/default.aspx</a>)</td>
<td></td>
</tr>
<tr>
<td>Where it is appropriate, refer to the name of the college(s) offering a specific degree (e.g., El Centro College’s Surgical Technologist program)</td>
<td>2) Change: “DCCCD offers an Associate in Applied Sciences degree in Diagnostic Medical Sonography.” to: “El Centro College offers an Associate in Applied Sciences degree in Diagnostic Medical Sonography.”</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>institution (when referring to the district)</strong></th>
<th>system</th>
<th>Don’t change: “We also offer transfer options if you want to continue your education at a four-year <strong>institution</strong>.” (<a href="http://www.dcccd.edu/c/d/cd/dcc/cbart/Multech/Pages/default.aspx">http://www.dcccd.edu/c/d/cd/dcc/cbart/Multech/Pages/default.aspx</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why: DCCCD is not an accredited institution.</td>
<td>1) Change: “DCCCD is an <strong>institution</strong>” to: “DCCCD is a system”</td>
<td></td>
</tr>
<tr>
<td>“Institution” is OK to use when referring to an individual college or an outside educational institution.</td>
<td>2) Change: “This law applies to students who enroll in a Texas public institution of higher education (including DCCCD) for the first time in fall 2007 or later.” to: “This law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later.” (<a href="http://www.dcccd.edu/why/reg/registration/Pages/default.aspx">http://www.dcccd.edu/why/reg/registration/Pages/default.aspx</a>)</td>
<td></td>
</tr>
</tbody>
</table>
Approved Names for College/Location Physical Facilities

Campuses/Community Campuses:

Brookhaven College

Cedar Valley College
Cedar Valley College Center at Cedar Hill

Eastfield College (Main Campus)
Eastfield College Pleasant Grove Campus

El Centro College Downtown Campus
El Centro College Bill J. Priest Campus
El Centro College West Campus

Mountain View College

North Lake College
North Lake College North Campus
North Lake College West Campus
North Lake College South Campus

Richland College
Richland College Garland Campus

Service Locations:

District Office
District Service Center
LeCroy Center/Dallas Colleges Online

Content That Will Not Be Changed

- Board-approved content
- Previous news releases
- Previous Student Info Blog posts
- Previous eNewsletters
- Legal documents
- Existing articulation agreements and transfer guides
- Historic catalogs