

Enhancing Student Resources: Providing Student Manuals for Reference and Support- Analysis of Actions Taken and Proposed Policy

John Aldrin Esmane, MBA

https://orcid.org/0000-0002-2689-7341

David Cababaro Bueno, EdD, DPA

https://orcid.org/0000-0003-0072-0326

Columban College, Inc. Olongapo City, Philippines

Abstract: The student manual was found to be an essential resource for students in educational institutions. Actions were implemented to provide both physical and digital versions of the manual. They were distributed during orientation or through classroom channels and placed in the library or resource center. Reminders were sent out, and feedback was sought to ensure effective utilization of the manual. Student input was valued and prioritized in revising and updating the manual. Sections were revised, and guides and visual aids were added based on student feedback. Anonymous surveys and effective communication channels were utilized to facilitate the feedback process. Regular updates and notifications regarding changes made based on student feedback were provided to foster collaboration and ownership among students. The policy of providing each student with a copy of the student manual was implemented to ensure access to essential information and resources. The objectives, strategies, and activities outlined offered a comprehensive approach to achieving this goal. The continuous review and updating of the manual, along with collaboration with students, faculty, and staff, helped enhance the effectiveness of this policy and support students throughout their academic journey. The emphasis on continuous improvement and collaboration ensured that the student manual remained a valuable resource for students' academic success.

Keywords: Student resources, manual, reference, support- analysis of actions taken, proposed policy, narrative analysis, Columban College, Inc.

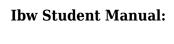
Introduction

In educational institutions, providing students with adequate resources and support is essential for their academic success. One valuable resource that can greatly benefit students is a comprehensive student manual. A student manual serves as a guide, providing important information about the institution, its policies, procedures, and resources available to students. This document not only helps students navigate through their academic journey but also acts as a reference point for clarification on various aspects of campus life, academic requirements, and personal development. In this paper, we will discuss the importance of providing student manuals to each student, assess the actions taken by educational institutions in this regard, and propose a policy to enhance the availability and accessibility of student manuals.

Student manuals play a crucial role in ensuring student success and satisfaction within an educational institution. They serve as a comprehensive resource that is easily accessible to every student. Through student manuals, students can gain valuable information about various aspects of their academic journey, including academic policies, graduation requirements, campus facilities, student services, and extracurricular activities. These resources act as a guide, enabling students to make informed decisions and avail themselves of all the resources and opportunities available to them.

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