

Updates to the [Educational Services Manual \(ESM\)](#) and the [Course and Curriculum Manuals \(CCM\)](#) are released at the end of each month with a summary published and distributed to the ISA, SSA and Course & Curriculum distribution lists.

Attachments: WTCS Educational Services Manual (ESM) 2024 1025

Notes for the October 2024 release:

ESM Chapters

Chapter 6 Making Program Changes:

- Chapter overhauled to provide better clarity and expanded information about making program changes, including System-initiated Title/Number Changes.

Chapter 8 Working with Apprenticeships:

- Chapter resource links updated.

Chapter 20 Faculty Quality Assurance System (FQAS)

- WTCS faculty hiring guidance incorporated into Chapter 20.

myWTCS Webpages

- [Apprenticeship Webpage](#): Separate Apprenticeship Manual resource PDF removed; all content is incorporated into ESM Chapter 8.
- [FQAS Webpage](#): WTCS Faculty Hiring Requirements resource PDF removed; all content is incorporated into ESM Chapter 20.

Do you have questions about this release? Use this form to submit them to us:

[ESM Maintenance Release Information Request](#)

2024 dates for release are:

November 29

December 27