SLCC Website Standards for
Academic Departments and Programs

Web pages and left hand-side navigation links:
- Home
- *Contact Us (optional)*
- Faculty
- Degrees and Programs
- Career Info *(CTE programs only)*
- *Additional links to meet a department's specific needs (optional)*

Note: Site navigation links should point to a department's pages and should not lead the user to any external reference sites or other department pages.

1. **Homepage**
   a. Main content area must contain accurate and timely key information about the department and its offerings.
   b. Right Column Box 1, Title: CONTACT US
      Coordinator, Academic Advisor
      > - office location: campus -- a hyperlink pointing to www.slcc.edu/locations or a campus page - building (spell out) and room number
      > - phone number in format, 801-957-xxxx
      > - email address – must be displayed – email@slcc.edu
   c. Right Column Box 2: events/news, announcement (optional),
   d. Social media icons – optional – if used, must utilize social media features available in the CMS.
2. ***Contact Us*** (optional; list department chair, admin. assist., etc)
3. **Degrees and Programs** – General Catalog information -- maintained by the Assessment, Curriculum and Scheduling offices. (content contributors have 'Read' access to this page
4. **Faculty** - all full time and adjunct faculty names, titles, credentials, and contact information must be listed; Contact must include office location and hours, email, phone.
   Individual Faculty Pages (optional): see Web Publishing Guidelines at www.slcc.edu/webresources for the pages hosted outside the Cascade CMS regulations.

Folders:
- docs
- images
  (additional folders can be created to accommodate department needs)

Important! *Folder names are all in lower case.*

Secondary left hand-side navigation – reusable links list – link to the respective School's homepage, to other SLCC department pages. The title should clearly specify this section's purpose, i.e. SLCC Tutoring Services, Scholarships, etc.

External Links

All links pointing to the external websites* should be listed on a separate web page, and the target should open in a new window (_blank). All pages providing external references should use the following disclaimer:

> *The links provided on this web page are not under the direct or indirect control of Salt Lake Community College, and are provided as a convenience to you. By clicking on any such hyperlink, you will be leaving the SLCC website.*

*This regulation does not apply to the approved SLCC partners' and organization's websites.