

SLCC Website Standards, Best Practices and Accessibility

Non-Academic Departments and Programs

(Institutional Advancement, Business Services, Student Services, Schools, non-academic programs)

Web pages and left hand-side navigation links:

- Home
- Staff
- *Forms (optional)*
- *Services (optional)*
- *Additional links/pages 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/program and its offerings.
- b. Right Column Box 1, Title: CONTACT US
General contact information:
 - office **location**: Campus= hyperlink pointing to www.slcc.edu/locations or a respective campus location page
 - **phone** number in format, 801-957-xxxx
 - **email** address – must be displayed and hyperlinked– email@slcc.edu
 - **hours** for all student services offices and programs
- c. Right Column Box 2: events/news, announcements (optional)
- d. Social media icons – optional – if used, must utilize social media features available in the CMS.

2. **Staff** page-- all full time and part time staff names, office locations, phone numbers, e-mail addresses and areas of responsibility must be listed.
3. **Forms** – (optional) use a webpage for a department's forms
4. **Services** (optional). Services offered by a department should be listed on the Homepage. The additional web page can be used to accommodate a list of services provided by the department that are too long for the homepage.

Folders:

- docs
 - images
- (additional folders can be created to accommodate department's needs)

Important! Folder names are all in lower case, no spaces

Secondary left hand-side navigation – reusable links list – may be used to point to other SLCC departments' pages. The title should clearly specify this section's purpose, i.e. SLCC Tutoring Services, Scholarships.

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.