

## **Home Page Guidelines**

The Prairie State College Web site is the first point of entry to the College for thousands of people throughout the district and beyond. The Web site is the “front door” of the College.

The home page of the Web site allows users to access information about the college.

Requests for home page changes, a new home page listing, or a rotating slide is to go to the Director of Communications & Marketing.

The section above the News and Events section is for registration-related information and events. Exceptions may apply.

The section under the News and Events section is for College news and events only that are open to the general public.

The rotating slide on the home page is for College news and events only.

The Choose a Link feature on the home page is for frequently used links as determined by the Director of Communications and Marketing and the Webmaster. A link cannot be posted to promote a specific academic program.

The Featured Program is changed every two weeks. It features credit degree and certificate programs and is linked to its respective page on the Web site. The Department of Communications and Marketing decides which program to feature.

The links on the left hand side of the page and in the navigation bar across the middle of the page are set links that were developed by the Web site committee and approved by cabinet.

For clarification of other Web site guidelines, please see the Graphics Standards Guide.

*Created 12/10/08*