

Fullerton College Website Posting Guidelines

The purpose of the Fullerton College website is to provide high quality information about the college's educational offerings, mission, programs and events to the college community, prospective students, and the general public, and to serve as a gateway to college services and teaching and learning resources.

Administrative departments, academic units, individual faculty and staff, and student and college organizations may publish information on the college web site. Staff members must follow the process below in order to post information or request a change to the college website:

Website News Submission Requirements

- Information must be submitted in writing (via email) to the Public Information Officer.
- All subject matter on web pages should relate to curriculum, instruction, college-authorized activities or general information that is appropriate.
- Each submission must contain the email address of a contact for additional information.
- Duplication should be avoided by providing links rather than recreating data already available.
- The Public Information Office reserves the right to edit submissions for space constraints and/or correct grammar.

Website Change/Addition Requirements

- Requested changes must be submitted in writing (via email) to the Public Information Officer.
- Requests regarding incorrect information or broken links will be corrected within two (2) business days.
- Requests regarding the addition of web links to the front page, revised site navigation, etc. will be reviewed by the Public Information Officer. If the request is denied at the PIO level, it will be taken to the Web Advisory Group for discussion. Should the request be denied by the Group, a written response will be provided to the requestor.
- The College Webmaster, upon approval from the Public Information Office, will make the requested changes and/or additions.

Substantial Website Redesign

- In the event of a substantial website redesign, the Web Advisory Group will test the site prior to launching (using faculty, staff, and students input) and advise the college community of any changes prior to the official launch date.