

Loyola University Chicago
Department Website Content Outline

Blue Text = External Links

Department or Program Home Page (<http://www.luc.edu/department>)

Content: Basic department or program introductory information

- 1) Top Menu and Search Bar
 - a) Loyola Home (locked)
 - b) Loyola Search (locked)
 - c) Photo Bar allows the following standard options
 - i) Based at WTC
 - (1) Undergraduate
 - (2) Graduate
 - ii) Based at LSC
 - (1) Undergraduate general
 - (2) Undergraduate science
 - (3) Graduate general
 - (4) Graduate science

- 2) Right Menu (maximum 8 links in alpha order, links marked with asterisk are required)
 - a) About Department *

Content: Opening Paragraph is on FHP. Provides marketing description of department mission, focus, etc; content continues on "About Page".

 - i) Chair Welcome
 - ii) Faculty &/or Staff
 - iii) Location
 - b) Academics *

Content: Introduces user to academic programs offered to undergraduates and/or graduates; links to more detailed info

 - i) Listing of Degrees offered:
For each degree:
 - (1) Admission (If undergraduate link to <http://www.luc.edu/undergrad>)
 - (2) Course Offerings
 - (3) Degree Requirements
 - ii) Academic Calendar
 - iii) Dual Degrees
 - iv) Financial Assistance
 - v) Scholarships

c) Admission *

Content: Marketing content encouraging application or getting more information

- i) Office of Undergraduate Admission (<http://www.luc.edu/undergrad/applynow>)
- ii) Graduate Admissions
 - (1) Apply Now
 - (2) Requirements
 - (3) Procedures.
- iii) Financial Assistance

d) Contact Us *

Content: Invitation to request more information

- i) Faculty Staff Directory
- ii) Graduate Request Form and/or
- iii) Undergraduate Request Form

e) Services and Resources *

Content: Brief summary and external links to the following services

- i) Academic Advising
- ii) Academic Calendars (<http://www.luc.edu/academics/schedules/#calendars>)
- iii) Academic Policies
- iv) Bookstores (<http://loyola.bkstore.com/>)
- v) Bursar's Office
- vi) Computer ID/Password (<http://www.luc.edu/is/pam/>)
- vii) E-mail for Students (<http://www.luc.edu/is/studentguide/email.shtml>)
- viii) Graduation
- ix) Faculty/Staff Directory (link to 1.b.i)
- x) Health Insurance Information (<http://www.gsb.luc.edu/servicesandresources.cfm#insurance>)
- xi) Housing: Off Campus
- xii) Immunization Information (<http://www.luc.edu/regrec/immunization.shtml>)
- xiii) Lake Shore Campus
- xiv) LOCUS (Online Registration) (<http://www.luc.edu/locus/>)
- xv) Registration for Classes
- xvi) Student ID Cards/Campus Cards (<http://www.luc.edu/bursar/campuscard.shtml>)
- xvii) University Directories (<http://www.luc.edu/directories/>)
- xviii) Water Tower Campus (<http://www.luc.edu/watertower/>)

3) Left Hand Links

- a) Department Calendar
- b) Department News
- c) Open House