

# General Web Outline for School or College

Draft 1 – 10.8.04

Draft 2 (mn) – 10.11.04

## 1) About School

**Content:** General introduction to school's mission, programs, brief reference to history

### a) Faculty and Staff

Content: Overview providing general description with links to school listings/directories for faculty and/or staff, or to general university faculty & staff directory

### b) Location

Content: Provides location description, plus links to:

(i) WTC or LSC map/directions

(ii) Loyola and Chicago (<http://www.luc.edu/about/chicago.shtml>)

### c) Other page topics that may be included (but are not required) in About... section :

- o School Facts
- o Rankings & Ratings
- o Focus on special programs, achievements, etc.
- o Others? (Please discuss w/NewWeb)

## 2) Academics

**Content:** Focuses on what distinguishes and differentiates school's academic programs; provides list of academic programs (undergraduate, graduate, certificates, dual degrees, etc., as appropriate)

### a) Sample Undergraduate Program

Content: General description of major/degree, plus requirements. For additional Information, also can link to related undergraduate program brochure at: <http://www.luc.edu/undergrad/academics/index.shtml> Also includes links to the following:

- o Admission (link to #3)
- o Course listings/descriptions
- o Curriculum outline (major requirements plus Core)
- o Faculty for this program
- o Internships & Career Opportunities
- o Minor(s) (description, requirements)
- o Registration (school-specific info and/or links to LOCUS, registrar)

### b) Sample Graduate Degree Program page

Content: General description; also includes links to the following:

- o Admission (link to #3)
- o Benefits: Content outlines what the degree will do for the student, and why he/she should take it at Loyola University Chicago
- o Course listings and/or descriptions
- o Curriculum planner (if available)
- o Degree requirements (includes prerequisites)
- o Results: Career opportunities, placement data, etc.; this info also can be incorporated in main page

### c) Dual Degrees (if available)

Content: General description of each, including requirements, and links to Admission (#3)

### d) Certificate programs (if appropriate)

Content: General description of each, including requirements, and links to Admission (#3)

### e) Study Abroad

Content: School-specific programs, requirements, etc., w/links to Office for International Programs at: <http://www.luc.edu/studyabroad/>

### f) Other academic topics? Pls. review w/NewWeb

### 3) Admission

**Content:** School-specific information/requirements w/links to Undergraduate Admission and/or GPEM, as appropriate

- a) **Apply Now** (link to #4)
- b) **Deadlines** (for graduate programs only; UA handles undergrads)
- c) **FAQs**
- d) **Financial Assistance** (any school-specific info, plus links to Office of Student Financial Assistance for undergraduate and to Graduate Financial Assistance)
- e) **Request info** (links to UA and GPEM online forms)
- f) **Tuition** (link to Bursar site)
- g) **Visit Us**

### 4) Apply Now

**Content:** Opening page provides any school-specific information and/or link(s) to:

- a) Undergraduate (UA) Online Application
- b) Graduate and Professional (GPEM) Online Application

### 5) Contact Us

**Content:** Needs to address two types of inquiries:

- o **For Prospective Students:** Provide links to the following so contact info is captured:
  - a) UA Request Form
  - b) GPEM Request Form (<http://orpheus.it.luc.edu/gpem/request/index.cfm>)
- o **For Other Inquiries:** School-specific contacts can be provided for academic and/or student services; also links to faculty/staff directories.

### 6) Services and Resources

**Content:** Explain any school-specific services and resources, and/or provide links directly to other pertinent university areas or to main second-level university Web page for Services & Resources at: [http://www.luc.edu/services\\_resources.shtml](http://www.luc.edu/services_resources.shtml). (Do not repeat university info on school site.)

- a) Administrative Services (link to list at: [http://www.luc.edu/services\\_resources.shtml](http://www.luc.edu/services_resources.shtml))
- b) Bursar/Business Office
- c) Campus Safety
- d) Information Services/Technology
- e) Mission & Ministry
- f) Libraries
- g) LOCUS
- h) Registration & Records

### 7) Visit Us

**Content:** Needs to address two audiences:

- o **For Prospective Undergraduates:** Link to UA Visit Us at: <http://www.luc.edu/undergrad/visit.shtml>
- o **For Prospective Graduate Students:** Link to GPEM info on Open Houses at: <http://www.luc.edu/gpem/openhouse> Also can include school-specific info, if appropriate, for visiting a class; scheduling individual appointments.

## AUDIENCE LINKS

### 8) Alumni

**Content:** Feature any school-specific alumni information and/or link to:

- o Loyola University Chicago Alumni Association (<http://www.loyolachicagoalum.net/>)

### 9) Companies and Employers (optional)

**Content:** Feature school-specific info about how companies/employers can contact school for internships, jobs; and/or link to university page on Career Resources at: <http://www.luc.edu/students/career/>

### 10) Current Students

**Content:** Feature any school-specific info for current students and/or link to university page for Current Students at: <http://www.luc.edu/students.shtml>

- i) Academic Advising
- ii) Calendar
- iii) Careers
- iv) Courses
- v) LOCUS
- vi) Policies
- vii) Registration & Records
- viii) Services and Resources (7)

### 11) Faculty & Staff

**Content:** Feature any school-specific info and/or link to university's faculty & staff page at: [http://www.luc.edu/faculty\\_staff.shtml](http://www.luc.edu/faculty_staff.shtml)

### 12) Prospective Students

**Content:** Welcome to prospective undergrad and grad students, with links to the following:

- i) Academics (2)
- ii) Admission (3)
- iii) Apply Online (4)
- iv) Contact Us (5)
- v) Financial Assistance (link to: <http://www.luc.edu/finaid/>)
- vi) Visit Us (7)

## Right column links

### 13) Extraordinary People

**Content:** Profiles of students, faculty, etc. To be added as available.

### 14) School Search

### 15) News & Events

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

### 16) Loyola Links

### 17) University News

### 18) University Calendar