

Delaware County Community College
Website Proposal

Web Services
Last updated: 1/03/05

If you wish to request permission to create and maintain a home page on learn.dccc.edu, please be sure you have read DCCC's Network and Computer Policy and the Guidelines/Process found on the website before submitting this request. **You are responsible for writing the content for your site and reviewing, updating and maintaining the site electronically.** Complete this printable form and return to Lori Wushensky, Faculty Tech Support Administrator, room 4214. If you have any questions please call (610) 325-2770 or email lwushens@dccc.edu. Please Note: Requests will be processed according to College Priority.

Requester's Name: _____

Title: _____

Status: Full-Time _____ Adjunct _____ Staff _____

E-mail: _____

Phone Number/Ext: _____

Department: _____

Campus(es): _____

Maintenance of Site:

_____ Web Services-Managed¹: Web Services updates the content of your pages, you provide the content electronically.

_____ Self-Managed²: Web Services provides you with the software necessary to create and update all you web content (preferred).

_____ I am interested in training to learn how to create and manage my own web content.

_____ I need home access to learn.dccc.edu.

_____ I need office access to learn.dccc.edu.

To assist in the planning of your site, please answer the following questions:

What is the goal or purpose of the site:

Who is the intended audience:

Requester's Signature: _____ Date: _____

Unit Head Approval: _____ Date: _____

1. Web Services-Managed. Upon receipt of this document, you will be asked to complete a "Standard Information Form" that corresponds to a standardize template that will be used for your homepage. If you have other material to be posted (syllabus, outlines, notes, etc.) please submit them via email or cd-rom. All additional assets must be received in digital format. Upon receipt of the material list above, please allow for 2 weeks for completion of your web content.

2. Self-Managed. Upon receipt of this document, you will be provided all the software and account information needed to begin creating and maintaining your website. Please allow one week for Web Services to deliver this content to you.

Department Use Only:

Web Services Received _____

Completed _____