**Rutgers School of Arts and Sciences Department Website Undergraduate Section Planning Template**

The new Rutgers School of Arts and Sciences departmental websites includes a standardized section for undergraduate education information. The goal of the undergraduate website navigation is to allow students and academic advisors to move between department websites with ease, knowing where they will find the information they need. To this end, the undergraduate deans and a committee with undergraduate directors, advisors, SAS IT, and Communications have worked together to develop a functional and organized navigation menu.

The new template also makes use of many existing systems and will be able to pull the current course list from the Rutgers system; the site is also responsive, so easily viewed on students’ phones and tablets, and compliant with the American With Disabilities Act requirements.

The new template may have content requirements, such as a page for Prospective Students, that you currently do not have on your website. The Office of Communications and Undergraduate Education are available to help you develop new content and consult about images for the site and will work with you during the migration process.

If you have questions about existing or developing content, please be in touch with:

Susan Lawrence, Vice Dean for Undergraduate Education, [slawrence@sas.rutgers.edu](mailto:slawrence@sas.rutgers.edu)

Kara Donaldson, Associate Dean of Communications, [kdonaldson@sas.rutgers.edu](mailto:kdonaldson@sas.rutgers.edu)

NAVIGATION FROM MENU BAR: Academics: Undergraduate: Landing Page with navigation through undergraduate section

Landing Page: About Us or Why (Major or department title)?

IMAGE: 1 x 2 horizontal image at least 600 x 1200 pixels

Contacts

Department Chair (email link)

Firstname Lastname

Undergraduate Chair [Director] (email link)

Firstname Lastname

Undergraduate Advisor (email link) [OPTIONAL – not all depts have a separate one]

Firstname Lastname

MAPPING YOUR CURRENT SITE TO THE NEW STANDARD NAVIGATION:

The table below first lists the mandatory webpages in the order they will appear in the navigation followed by optional headings for additional pages departments may choose to include. After the optional headings, departments may add more pages specific to their needs.

Please review the table below which lists the web pages that are required for the undergraduate section of your website and cross-reference the new navigation with your existing site to indicate to our web developers how best to migrate existing content and to familiarize yourself with the new content that may be needed.

Please use the table below to align existing content on your current website with the new navigation.

|  |  |  |  |
| --- | --- | --- | --- |
| **About Us**  **Or**  **Why (major or department title)?** | MANDATORY | Departments should choose ONE of these titles for their “landing” page. | *In this column, paste text to be used or url link to specific site of existing text.* |
| **Prospective Students** | MANDATORY | DEPARTMENTS: This is the most successful if prospective students feel as if current students or recent grads are speaking directly to them – solicit testimonials from your current/graduated undergrads about why they chose your major, what they love about it, and what they plan to do (or are doing) upon graduation |  |
| **Learning Goals** | MANDATORY | The most recent departmental learning goals we have on file for you can be found here: <http://sasoue.rutgers.edu/component/docman/?task=doc_download&gid=37&Itemid>= |  |
| **Major(s)** | MANDATORY (if offers) | Mandatory unless it’s a department or program that only offers a minor – then Minor would be mandatory for that page. Charts of requirements or worksheets are particularly helpful. |  |
| **Minor(s)** | MANDATORY (if offers) | Mandatory only if the department/program offers a minor |  |
| **Certificates** | MANDATORY (if offers) | Some depts have – some don’t – please clearly identify whether these certificates are only open to majors. |  |
| **Courses** | MANDATORY | Automatic feed from SoC |  |
| **Syllabi** | MANDATORY |  |  |
| **Advising** | MANDATORY | Indicate how students can get advising in your department. |  |
| Honors | Optional |  |  |
| Transfer Students | Optional | Include any special information about policies on accepting winter and summer courses taken elsewhere. |  |
| Nontraditional Students | Optional |  |  |
| Careers | Optional | The link for University Career Services is <http://careers.rutgers.edu/> |  |
| Electives Search | Optional |  |  |
| [ ] | Optional | Department choice of any additional items |  |
| [ ] | Optional | Department choice of any additional items |  |
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