


CAMPUS WEB POLICY

University of Illinois Springfield



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Addendum D – Guidelines

Guidelines for Official UIS Websites

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University of Illinois Policies for Publishing on the Web

The University of Illinois maintains policies regarding publishing on the web. All UIS campus unit websites shall adhere to the policies outlined in the University Web Policy Statement. **View complete information** (<https://www.vpaa.uillinois.edu/cms/One.aspx?portalId=420456&pageId=440918>) .

The following topics are addressed in the University Web Policy:

- Commercial Advertising
 - Compliance
 - Copyright
 - Links
 - Logo/Wordmark
 - Non-discrimination
 - Personal Business
 - Security
 - Violations
 - Web Accessibility
-

Specific UIS Policies:

Legal Notices and Disclaimers:

- **General Notices and Privacy Policy** (<https://uiswp-webstage.uisad.uis.edu/about/explore/legal-notices/>)

Web Privacy Notice:

Unless otherwise noted, UIS websites adhere to the University of Illinois Web Privacy Notice. **Read a Complete Copy of the Privacy Notice** (https://www.vpaa.uillinois.edu/resources/web_privacy) .

Information Technology Services:

- **UIS IT Policies** (<https://uiswp-webstage.uisad.uis.edu/informationtechnologyservices/about/policies/>)

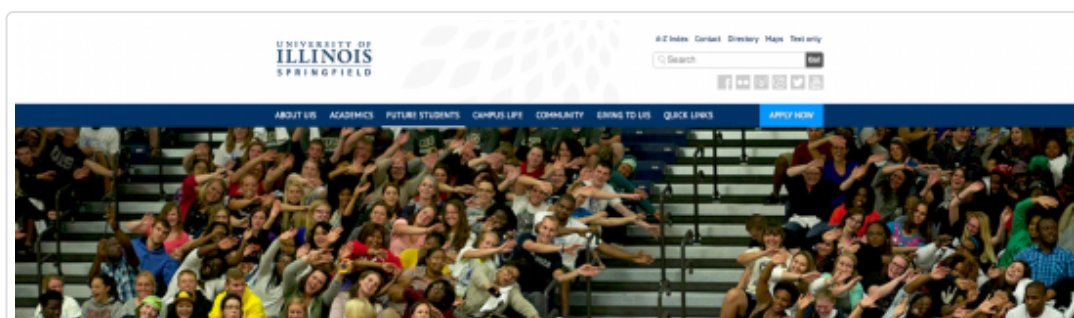
Themes for Official UIS Websites

Themes exist for websites that are designated as Official UIS websites. These websites are designed and developed by the UIS Office of Web Services and are used in WordPress CMS. The themes are not distributed to individuals or to departments.

The theme contains the UIS wordmark with a link to the UIS Home page on the **Top Left**, Search, Social and links to A-Z Index, Contact, Directory, Maps and Text only on the **Top Right**. There is a navigation menu which is present on all the webpages.

There are two official website themes for UIS: 1) Top-level/Recruitment and 2) Department.

1) Top-level/Recruitment Theme



Inside Illinois Springfield | **At a Glance** | **Meet People** | **Opportunities** | **Contact**

If you're looking for a university that provides a supportive community and encourages you to become a leader on campus and off, then the University of Illinois Springfield is the place for you.

At a Glance

- 60%** Undergraduate: 3,054
40% Graduate: 1,994
- 49%** Full-time
51% Part-time
- 51% Female** | **49% Male**

University of Illinois Springfield is one of three campuses of the world-class University of Illinois. We take pride that are professors put an emphasis on teaching, and that students have numerous opportunities to take on leadership roles and define their college experience.

Quick Facts

- Living on Campus
- Six Reasons to Choose UIS
- Student FAQ

Meet People

On a campus our size, you'll get to know your classmates as well as your professors and university staff.

- Meet your classmates
- Meet your professors

Demographics:

- 1.2% Asian
- 11.8% Black or African American
- 3.7% Hispanic or Latino
- 58% White
- 2% Two or more races
- 1% International
- 16% Other

Residence:

- Midwest Resident: 27%
- Central Resident: 23%
- Southwest Resident: 19%
- Non-Illinois Resident: 31%
- Illinois Resident: 69%

Opportunities

As part of a well-rounded, liberal arts education, we encourage students to become active in their communities and provide opportunities for them to do so.

- Internships
- Study Abroad
- Volunteer
- Student Organizations

Contact

We look forward to hearing from you! Call us if you have any questions or if you want to schedule a time to visit our campus.

UIS Office of Admissions

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University of Illinois Springfield
One University Plaza
Springfield, Illinois 62702-5407
317.354.6800

- Emergency Info
- Employment
- Directions

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University of Illinois Northampton/Champaign | Southern
University of Illinois | Urbana-Champaign | Chicago

2) Department Theme

UNIVERSITY OF ILLINOIS

A-Z Index | Contact | Directory | Maps | Text only

Search

Facebook | Twitter | YouTube | Instagram



History

[Home](#) / [CHOOSE A MAJOR](#) / [DEPARTMENT OF HISTORY](#)

[About](#)

[Curriculum](#)

[Faculty](#)

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[Students](#)

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Connect with us:



UIS History B.A. and M.A. students explore links between the past and our contemporary world.

History helps us craft narratives of the past based on the interpretation of a wide range of artifacts from the past. Through the study of history, students learn to compare elements of their own culture with those of other cultures and from other time periods. Students consider the impact, lives, and perspectives of individual men and women in the histories of both the United States and the world, while appreciating the significance of national and trans-national structures and forces such as cultures, economics, the environment, gender, religions, politics, and war. Students both examine those historical perspectives that are well represented by the documentary record and consider ways of recovering perspectives that have been silenced.



Department and UIS Links

- Degree Programs
- Department links
- Check out what some of our faculty members are doing

For Students

- Join the History Club
- Join Phi Alpha Theta, the National Honor Society in History



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University of Illinois Springfield
One University Plaza
Springfield, Illinois 62703-5407
217-206-6600

- Emergency Info
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University of Illinois | Urbana-Champaign | Chicago

These themes can be used with the approval of the Office of Web Services.

If you need a website that will reside on a primary UIS Web Server with these themes, please **contact the Office of Web Services (<https://uiswp-webstage.uisad.uis.edu/webservices/>)** .

Web Software Development Tools

Please see the **list of approved Web Software Development Tools (<https://uiswp-webstage.uisad.uis.edu/webpolicy/software/>)** that may be used for official unit websites that reside on the primary UIS Web Servers.

Use of UIS Logo

Use of the UIS logo must adhere to guidelines determined by Campus Relations.

Specifically, the logo must:

- Maintain the correct height and width proportions;
 - Stand alone-no text or objects should be placed under or on top of the logo;
 - Be produced with correct production methods to insure that it meets visual standards set by the UIS Campus Relations department.
 - **Download UIS Logos, Wordmarks, or Brand Graphics for print or the web (<https://uiswp-webstage.uisad.uis.edu/creativeservices/standards/>)**
-

Location of Official UIS Web Data

All unit website files, such as information and policy pages, databases, applications, photos, media files, etc. must reside in the unit web account or in an account designated by the Web Server Administrator. **These files may not reside in Personal Web Accounts, eDocs/Box accounts, or on off-campus servers.**

Required information on Official UIS Websites

Official UIS Websites should use their websites to convey the personality of and specific information about their units. Avoid long, dense passages of text. Use bulleted lists as often as possible to break up long paragraphs of text.

All official UIS Websites must contain the following:

- UIS official theme, which includes: UIS Name and Home Page link: University of Illinois Springfield & <https://uiswp-webstage.uisad.uis.edu> or uiswp-webstage.uisad.uis.edu
- Name, phone number, and email address of the Dean/Director/Chair/Convener, or person in charge of the unit;
- Name, phone number, and email address of all full-time faculty or staff members in the unit;
- An email address and/or a phone number of a contact person for questions about the website and/or the unit;
- List of degrees or services offered by the department;

For more information about the required contents of department and office websites, download and read the specific information at **the Office of Web Services website** (<https://uiswp-webstage.uisad.uis.edu/webservices/websites/>) .

Suggested optional information on Official Unit Websites

- Faculty and/or staff office hours
- List of adjunct faculty
- Announcements of open faculty and staff positions
- Featured information about the unit
- Photographs
- List of unit policies and/or events

- Information about students and alumni
-

Images

Images included on unit webpages should:

- Be representative of UIS;
- Be produced with correct production methods;
- Be proportionally correct;
- Be of a small file size so as to download quickly;
- Conform to copyright laws

Acquiring and Editing Photographs:

If you need to acquire photos of UIS people or places, contact **Marketing** at 206-6198.

If you need help producing images, contact **Information Technology Services** at 206-6550

Internet Browser Issues

Check your site to be sure it displays correctly in Chrome, Explorer, Firefox, and Safari web browsers. Some webpage items do not display consistently among browsers.

Ideally, a webpage should be 50k or smaller in file size and download in 20 seconds or less from a modem connection. Check your website on different computers and browsers to be sure it appears correctly, that there are no broken links, and that it downloads quickly.

UIS Writing Style Guidelines, including Electronic Style

The content of your webpage should conform to the UIS Style Guidelines, including guidelines for Electronic Style. See these web links:

- **UIS Writing Style Guide (<https://uiswp-webstage.uisad.uis.edu/newsroom/guides/style/>)**
- **UIS Writing Style Guide – Electronic (<https://uiswp-webstage.uisad.uis.edu/newsroom/guides/style/#EStyle>)**

In addition, the Office of Web Services maintains additional web-specific guideline documents:

- **Best Practices for Website Design and Development (<https://uiswp-webstage.uisad.uis.edu/webservices/wp-content/uploads/sites/8/2013/02/WebStyleGuidelines-OWS.pdf>) (PDF)**
- **Web Style Guidelines (<https://uiswp-webstage.uisad.uis.edu/webservices/wp-content/uploads/sites/8/2013/02/WebStyleGuidelines-OWS.pdf>) (PDF)**

Accepting VISA/Mastercard via a Unit Website

All University units must obtain approval from the University Office of Business and Financial Services, Accounting Division prior to accepting Visa and MasterCard credit cards for purchases of goods and/or services through a unit website.

See the official policy and download the request form (<https://www.obfs.uillinois.edu/bfpp/>)

Technical Support

UIS provides entry-level technical support for all issues related to computers and UIS websites. The Technical Support department should be your first line of communication if you have questions or problems related to your computer or your website.

Please see Web Software Development Tools (<https://uiswp-webstage.uisad.uis.edu/webpolicy/software/>) – guidelines for web development software that are supported by the UIS Technical Support Center.

Contact information:

UIS Technical Support

HSB building, Lower Level

217/206-6000

Email Address: **techsupport@uis.edu** (**<mailto:techsupport@uis.edu>**)

Training

Effective March 2013, all official campus websites will migrate to the campus WordPress CMS.

When a new official unit website is created, the persons designated as the Editors and Authors will be invited to a training session conducted by the Office of Web Services (unless they have already completed training).

All official unit websites that have been migrated in the *UIS Website Migration Project 2013* must be edited with WordPress CMS.

Personal websites, and sites that will not reside on the primary UIS Web Servers, may be developed with Adobe Dreamweaver software. Dreamweaver software workshops are offered by the **Information Technology Services (<https://uiswp-webstage.uisad.uis.edu/informationtechnologyservices/>)** department.

FrontPage web editing software is no longer supported by Microsoft and is no longer supported on the UIS campus.

The Information Technology Services department offers tip sheets and workshops to help you learn how to create websites and scan and edit photographs. Their lab computers have scanners, Adobe Photoshop, and other web-related software. They also have digital cameras available for checkout by UIS faculty and staff.

Contact ITS at 206-6550, or **visit the ITS website (<https://uiswp-webstage.uisad.uis.edu/informationtechnologyservices/>)**

UIS Department

- [About](#) >

- [The Complete Web Policy](#) >

- [Procedures](#) >

- [Guidelines](#)

- [Software](#)

- [Contact](#)

- [Site Map](#)

University of Illinois Springfield
One University Plaza
Springfield, Illinois 62703-5407
217-206-6600

- Accreditation
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- Online Course Complaints
- Student Grievances
- Title IX

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System Statement on Sex Discrimination

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