

Please use this form to request changes to existing pages on the website or to request new pages for your department. A completed request form must accompany each request. Requests without this form or forms missing any information to complete the request will not be processed. Please complete all the fields on the form and email any additional information. All request are subject to approval. The appropriate submission of request for website updates and new content can greatly improve the time and accuracy of these actions. Please read the information below carefully and follow these guidelines to make sure your request is handled in a timely and accurate manner.

1. **All requests should be submitted by email.** This assures that there is a trail of activity that can be followed if a request is not fulfilled properly. The proper email address to use is [mwilson@rstc.edu](mailto:mwilson@rstc.edu)
2. **Update requests should reference the exact web address of the page being updated.** This is to assure that the correct page is updated and to prevent confusion or multiple requests for information to verify which page should be updated.
3. **The location of the update must be clearly identified.** If an update is to a specific sentence in a paragraph, that paragraph and sentence should be identified. (Example: Please make the changes to paragraph 3 sentence 2.)
4. **Any requests for page updates should include the exact content changes to be made.** This means that if you wish to replace a section of content on a page, the original content and the exact changes to the content should be included in the email.
5. **Updating a document on the web requires that the complete replacement document be attached in the request email.** Documents that are already placed on the website cannot be updated (e.g. College Catalog, Student Handbook, Scholarship Applications, Admission Application). They must be replaced by a completely new document in an appropriate format. All documents on the web are in PDF format. Partial documents cannot be added to old documents already on the site.
6. **All changes to the website are subject to prior approval.** Some content may need to be approved to verify its accuracy for the website. Content may be altered or permission to publish content may be denied.
7. **All content should be edited and corrected before it is submitted.**

# WEBSITE UPDATE FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

LOCATION OF PAGE UPDATE (URL):

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF CHANGE:

\_\_\_\_\_

ADDITIONS: (list any new content here):

\_\_\_\_\_

DELETIONS (list anything you'd like deleted here):

\_\_\_\_\_

- Attach additional sheets if necessary.