

**WEBSITE UPDATE REQUEST PROCEDURE - updated 9.10.2021**

**Send website update requests to BOTH Vivian Nabeta and Marlon Fudge at** [**vnabeta@capitalcc.edu**](mailto:vnabeta@capitalcc.edu) **and** [**mfudge@capitalcc.edu**](mailto:mfudge@capitalcc.edu). We will review and provide an estimated completion date. For your planning purposes, please allow **approximately 3 to 7 business days from the initial request date to when the job will be completed**. More complicated requests will require a meeting for review and discussion. We understand that all your requests are very important, and Marlon and I will do our best to fill them as quickly as possible. When in doubt please **submit your request sooner rather than later**. Additionally, **delays will occur if information is missing or incomplete**, so in order to efficiently process your request, we ask that you provide us with the following/do the following:

*Changes to already existing pages*

1. **Link to the specific page** that you would like edited. Please do not be general by stating the name of the department’s page.
2. **Provide FINAL copy.** **Do not submit sample or placeholder copy.** Doing that will slow down the completion of your project and will create extra work for Marlon. If you need assistance creating or editing copy, please let Vivian know.
3. **Provide ALL accompanying materials.** Ex. Supporting document(s), video(s), photo(s), etc. Please be clear about **how the material(s) should be included**. If you are unsure how the materials could be used, please let Vivian know.
4. **Send all information together in one entire packet**. Do not submit items separately unless absolutely necessary. If you have more than one request, you may submit them all together. Please note that they may not be processed or completed at the same time.
5. **Refer to the example request for additional guidance.**

*Creating new page(s):*

* Contact Vivian and Marlon. A meeting to discuss your request will be scheduled and then as a team we’ll create a plan.

**Example website update – For review**

Hello Vivian and Marlon,

I am sharing some changes that should be made to the Disability Services Page especially in light of all the changes happening currently.

Our page is found here: [https://www.capitalcc.edu/student-services/disability/](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.capitalcc.edu%2Fstudent-services%2Fdisability%2F&data=02%7C01%7CVNabeta%40ccc.commnet.edu%7Ccb983bc5a8754099c42708d7cf5bce7e%7C679df878277a496aac8dd99e58606dd9%7C0%7C0%7C637205865522272770&sdata=21GXnrXOC1Ujp6pfmQWP6FJGQOG%2F%2FmQWWB0lUlcXKRI%3D&reserved=0)

And these are the following changes needed:

* Under What is The Office of ...Tab
  + Delete "We are located in the Counseling Office in Suite 208 located on the second floor of the college and can be contacted by phone (860) 906-5040." from the last paragraph
* Under the Appropriate Documentation for Services tab
  + Change the last line Students without documentation can bring the [Request from Provider Form](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.capitalcc.edu%2Fwp-content%2Fuploads%2F2016%2F04%2FProvider-Letter-2017.pdf&data=02%7C01%7CVNabeta%40ccc.commnet.edu%7Ccb983bc5a8754099c42708d7cf5bce7e%7C679df878277a496aac8dd99e58606dd9%7C0%7C0%7C637205865522282770&sdata=IzY5wGG%2BKGm8a0B5U%2BeGGL4lm8XO0oSuhWtWfLM3JzY%3D&reserved=0) to be completed by their provider to receive reasonable accommodations to Students without documentation can bring the appropriate documentation guidelines handout to be completed by their provider to receive reasonable accommodations.
  + I have attached documentation guidelines depending on the specific disability category to add below that statement. (May want to make a pdf file first)
* For now, I'd like to change the "Make an Appointment" tab to "Contact Us"
  + Include our names/Office Hours:
    - Helena Carrasquillo, M.S.; Interim Disability Services Coordinator
      * Office Hours: M-F 8:30am-4:30pm
    - Mark Lukas, M.S., CRC; Disabilities Specialist
      * Office Hours: M 9am-2pm, Tu 12pm-5pm, Th 9am-2pm
  + To get information about qualifying for services, please contact [CA-Disabilities@ccc.commnet.edu](mailto:CA-Disabilities@ccc.commnet.edu)
  + Want to set up a phone call or chat with us live? Email us to schedule. [https://support.office.com/en-us/article/start-and-pin-chats-a864b052-5e4b-4ccf-b046-2e26f40e21b5?wt.mc\_id=otc\_microsoft\_teams](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsupport.office.com%2Fen-us%2Farticle%2Fstart-and-pin-chats-a864b052-5e4b-4ccf-b046-2e26f40e21b5%3Fwt.mc_id%3Dotc_microsoft_teams&data=02%7C01%7CVNabeta%40ccc.commnet.edu%7Ccb983bc5a8754099c42708d7cf5bce7e%7C679df878277a496aac8dd99e58606dd9%7C0%7C0%7C637205865522282770&sdata=nzGDoN9H%2BJXDxl%2BsVGat9dKJ%2Fpy9010GjBr8MypNnc8%3D&reserved=0)

Please let me know if you have any questions/concerns.

Thanks,

Helena