



Information Systems Web Site Policy

The Northwest Web site is maintained in-house through the Network Support Department. The site is a consolidated site for all areas of the college. Departments are not permitted to host their own sites or publish information on outside servers. Outside agencies are asked to place a link to the page on the Northwest site with the information they request to make available, so that the information provided about Northwest will be current.

Day to day expected updates are submitted directly to the Webmaster. All verbiage updates to current departmental information on the Web site must be submitted to the Webmaster, proofed by Public Relations and approved by the Vice President over that department. Any department that desires to enhance or expand their pages must first get approval from the Dean or Director of that department to request that the site be updated with the information. They must then work with the Webmaster to develop the updated pages by submitting their information, and/or verbiage, and/or image(s) to the Webmaster. If there are concerns about specific information, images, or verbiage, the Webmaster will contact the department and discuss all changes that must be made before the page can continue through the approval process. Once the pages have been developed they must be submitted to Public Relations for proofing and then to the Vice President over that department for approval. If the change is a major one, approval must be obtained from the Executive Council.

The student access portion of the Web site resides on the administrative system and is maintained by Software Data Systems located in Jackson, Mississippi. This part of the site allows students to access their information (grades, absences, AR balance, traffic fines, etc.) as well as complete their registration via credit card or with complete financial aid.