



Health Sciences Center  
The University of Oklahoma<sup>®</sup>  
StudentAffairs

## Website Approval Process For Registered Student Organizations

This form has been created to assist you in receiving approval for a student organization website. Establishing a website as a registered student organization will require approval of HSC Student Affairs, a working relationship with Information Technology, your adviser, and the oversight of your college student services office.

1. The University of Oklahoma Health Sciences Center Webpage Request Form must be completed prior to meeting with HSC Student Affairs. This is the first step, but also the most important. The form is available in HSC Student Affairs (HSC Student Union 300), and located online at [http://www.ouhsc.edu/studentaffairs/forms\\_handbooks.asp](http://www.ouhsc.edu/studentaffairs/forms_handbooks.asp)
2. The webpage information portion of the form must be filled out in full by the organization chair and/or student responsible for maintaining the content.
3. The information and usage must be approved and signed off by the organization adviser and college student services representative prior to meeting with HSC Student Affairs.
4. Lastly, the information must be approved and signed off by HSC Student Affairs. The only signatures that are appropriate are that of Kate Stanton, Executive Director, Carlos Rodriguez, Associate Director or Stephen Neely, Student Union Coordinator.
5. Information Technology will work with the student organization to create the site according to an agreed set of deliverables using standard design templates and functionality. The student organization is responsible for the creation and maintenance of the site's content. This includes the creation of the content, obtaining the appropriate permissions to use content from other resources such as photos or logos for use on the site, and for the regular updating of the site's content using the designated tools.

Once the webpage is posted, the content (including pictures) will be checked periodically. If any content (image or picture) on the webpage is found to violate acceptable use of information resources, terms of use, conflicts with the mission of the university, etc, then HSC Student Affairs reserves the right to remove the content from the OU domain. In most cases, we will give the webpage owner sufficient time to remove the questionable content, however, we do have the right to remove the questionable content immediately.

Please be aware a \$50 licensure fee will be charged to the Registered Student Organization to obtain use of the software to run the template.

If you have any further questions please contact HSC Student Affairs at (405) 271-2416 located in the David L. Boren Student Union, suite 300.

# The University of Oklahoma Webpage Request Form

## Health Sciences Center Campus

### Registered Student Organizations

Registered Student Organization \_\_\_\_\_  
Chair/President: \_\_\_\_\_ Website Coordinator: \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Registered Student Organizations must submit this completed form, including advisors' signatures, to:**

**HSC Student Affairs**  
**David L. Boren Student Union, Suite 300 / (405) 271-2416**

#### ADVISER APPROVAL

I have reviewed and approved this request for webpage creation.

Name \_\_\_\_\_ Office Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Cell Phone \_\_\_\_\_ Date \_\_\_\_\_

#### COLLEGE STUDENT SERVICES APPROVAL

I have reviewed and approved this request for webpage creation.

Name \_\_\_\_\_ Office Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Cell Phone \_\_\_\_\_ Date \_\_\_\_\_

#### HSC STUDENT AFFAIRS APPROVAL

I have reviewed and approved this request for consideration.

I have reviewed and denied the attached request.

Comments \_\_\_\_\_

The above named group is:

A Registered Student Organization at the University of Oklahoma Health Sciences Center

A college/class or Executive Council at the University of Oklahoma Health Sciences Center

Name \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### WEBPAGE INFORMATION

Purpose (Please be specific)

This page will be available on the Student Organization website, where else do you foresee this page being housed?  
\_\_\_\_\_

Who do you foresee using this page as a resource?  
\_\_\_\_\_

Do you plan to upload pictures from your events?  
\_\_\_\_\_

What other links do you plan to post on the page?  
\_\_\_\_\_

Other than presenting your organizational mission, what are your other goals for the page?  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Use and creation of webpage must be completely non-profit purposes. There cannot be any efforts made to generate profit from the use of links to a student/student organization webpage. The University of Oklahoma Health Sciences Center Student Affairs reserves the right to remove any content that it deems unfit from this webpage, and can do so without previously consulting the student or student organization.**

Office Use Only:

Sent to IT: \_\_\_\_\_

IT contacted HSC Student Affairs with the go live date: \_\_\_\_\_