

Mason Web Team
Current Web Procedures
May 6, 2003

For full text, see <http://www.gmu.edu/mlnavbar/webdev/procedures/>

**Mason Web Procedure WP 01.0 –
User-Initiated Highlights on University Top Level**

These procedural guidelines are related to requests for Information Provider or User Initiated Highlight Buttons.

Describes: Criteria when considering a Top Level Highlight Button, the Duration of Highlight Button on Top Level, and Procedures for requesting Highlight Buttons

**Mason Web Procedure WP 02.0–
Selection Criteria for Best of the Web Recognition**

Describes the criteria that will be used when considering sites for Mason Best of the Web recognition:

- Ease of navigation and usability
- Fast display of pages
- Effective design, aesthetics, graphics
- Provision for Search capability
- Date Last Updated required
- Meets Accessibility requirements
- Use of standard grammar, spelling and accepted language
- Use of the “George Mason University Signature”
- Contact person for the Website identified
- Complete contact information provided

**Mason Web Procedure WP 03.0–
Requirement for Updating Web Pages**

Describes the need for administrative unit, academic department, university service, organization or individual, i.e. the Owner, who provides content to maintain the site with current information. The Owner should review web pages at least once a year, preferably more frequently.

Mason Web Procedure WP 04.0 – Web Hosting

Describes: Hosting for Students, Faculty, Staff, Official Organizations and Departments

The following chart provides an overview on web hosting services available for students, faculty, staff and organizations.

Who	Purpose	What	Supported Protocols and Software	Basic Services**
Students, Faculty, Staff	Personal Web Pages (examples: for class assignments, resumes, other University activities)	Mason Cluster (Unix Server)	Apache HTTP ; HTML	20 MB Storage space
Faculty, Staff	For course related web sites and online discussion forums	Faculty Web : (Unix Server) WebCT (webct.gmu.edu) Townhall (townhall.gmu.edu) Classweb (classweb.gmu.edu)	Apache HTTP; Htdig.; acceptable CGI scripts.	Classweb: 20 MB Storage space
Faculty, Staff, and Officially Recognized Academic Units, Administrative Units	Official University activities and information (Examples: Department course offerings; a staff directory; research projects; meeting events)	Gunston Web Server (Microsoft Server) ----- The Mason Web (Unix Server)	FrontPage extensions; ASP. ----- Apache HTTP; Inktomi UltraSeek Search Engine; HTML; CGI scripts; Counter.	20 MB storage space ----- Up to 1 GB per department storage space
Student Organizations	Information, recruitment, activities	The Mason Web (Unix Server)	Apache HTTP; Inktomi UltraSeek Search Engine; HTML; CGI scripts, Counter.	Up to 1 GB per organization storage space
Auxiliary Enterprises, Official Affiliates	Information about services	The Mason Web (Unix Server)	Apache HTTP; Inktomi UltraSeek Search Engine; HTML; CGI scripts, Counter.	Up to 1 GB per enterprise storage space
Guests (with Sponsorship* of faculty or staff)	Visitors, Temporary access	Mason Cluster (Unix Server) Or, if eligible, The Mason Web	See information above for Mason Cluster or The Mason Web	20 MB Storage space

Mason Web Procedure WP 05.0 – Virtual Hosting

Describes criteria for a "virtual host." A virtual host allows for the replacement of a long URL with one that is shorter and more descriptive or unique. This enables users to remember URLs more easily and can present an image for web sites.

Any administrative unit, academic department, or university service with the exception of individual student organizations may request virtual hosts on servers maintained by the Information Technology Unit (ITU).

A virtual host will be created so long as the name is not in conflict with one that already exists at the University

URLs that end in “.com” or “.net” will not be hosted by ITU servers. A domain of “.org” can apply to be hosted, but the organization related to the “.org” site must purchase the rights to that name from a domain name registration company such as Register.com

Mason Web Procedure WP 06.0 - Server Supported Applications

Purpose: This procedure pertains to Information Providers who are requesting the installation, set up or placement of applications supporting their websites on servers professionally maintained by ITU. ITU servers are generally configured with the standard applications necessary for the servers’ intended purpose. If there is a perceived need for an additional application to be installed, the Information Provider should submit a request to webmaster@gmu.edu before purchasing an application.