Good morning,

As you may know, CCNY is launching a new website in just under a month.  As part of the CCNY website redesign project, we are reaching out to sites off-CMS, specifically:    <http://art.ccny.cuny.edu/>  ,    <https://www.ccny.cuny.edu/diap>  ,  <http://edm.art.ccny.cuny.edu/>,   <http://arthistory.art.ccny.cuny.edu/>,   <http://sonic.arts.ccny.cuny.edu/>  ,   <http://jazz.ccnysites.cuny.edu/>,     to inform you of a required change for your site.  Unfortunately, this site currently does not meet current CCNY brand and/or style guide regulations in one (or more) of the following ways:

1.       Missing an updated, approved, or official CCNY Logo *and/or* has color use issues

a.       TO DO: Remove the incorrect logo and use an approved/appropriate one -- Please see approved logos and branding guidelines as stated here<https://www.ccny.cuny.edu/iac/logosbranding>

b.       TO DO: Remove any treatment and color pattern that does not meet guidelines and use an approved alternative --- Please see approved color & treatment guidelines as stated here<https://www.ccny.cuny.edu/sites/default/files/CCNY_StyleGuide_FY19.pdf>

2.       Incorrect placement of the updated, approved, or official CCNY Logo

a.       TO DO: Add an approved CCNY logo to the upper third portion of the website (i.e. within the website header, non-rotating website slider, etc…)

3.       Missing a direct and clear link back to the main CCNY website ([www.ccny.cuny.edu](http://www.ccny.cuny.edu))

a.       TO DO: Be sure that the logo applied offers a “click-back” path for the end user to return to the main CCNY website ([www.ccny.cuny.edu](http://www.ccny.cuny.edu)) - this should be a “global” site adjustment.  Meaning, regardless of the page an end user is on when interacting with your site, they must be able to click the logo and return to the main CCNY website.

4.       Use of language that may not appropriately reflect the mission/vision of CCNY as a College

a.       TO DO: Be sure that the language used on the off-CMS site reflects the mission/vision of CCNY as a College. Feel free to refer to the use of language here <https://www.ccny.cuny.edu/about>

5.       Missing contact information, hours, directory link/info *and/or* has outdated site content

a.       TO DO: Be sure that all contact information, hours, directory information and site content is up-to-date

**In order to maintain a URL/link connection between your site(s) listed above and our main CCNY website, we are requesting that adjustments be made by Oct 31.  If you have any questions, or would like for us to assist in reviewing the edits, please let me know.**