



Policy Planner

List a policy provided by your office on the Web.

Please submit your completed form to setonhall.mojohelpdesk.com.

Your Name and E-mail:

Department or Office:

Summary: a one sentence description

Keywords/Tags:

Seton Hall University

Search:

[Find People](#) • [A-Z Index](#) • [MyWeb](#)
[Current Students](#) • [Faculty & Staff](#)

[About SHU](#) [Admissions](#) [Academics](#) [Offices & Services](#) [Athletics](#) [News & Events](#) [Catholic Mission](#) [Give to SHU](#) [Alumni](#)

Policy Name:

Policy:

Rich Text Formatting:

You can use some rich text formatting in the **Policy** field.

Bold:

Ctrl + B (Windows)
Cmd + B (Mac)

Italics:

Ctrl + I (Windows)
Cmd + I (Mac)

Alternatively you can draft text in Microsoft Word and paste it into this form. Most formatting will be preserved.

Date Last Changed:

Date Last Reviewed:

Policy Number/ID:

**See Page 2 for
Additional
Instructions**

Notes or Special Instructions:

Instructions

1. Required fields have **red** labels.
2. Complete all required fields. The request will be returned to you otherwise.
3. Submit the completed form to <http://setonhall.mojohelpdesk.com> along with any artwork or photography. Do not e-mail the files separately.

Limitations

1. The vast majority of policies are posted within 1 business day. Allow up to 3 business days for the request to be processed.
2. All policies will be listed on your department or office's home page and the University's Offices & Services page. You do not need to make a special request for your policy to appear on these pages.
3. Listings other than those specified above will be honored on a best-effort basis given the priority of the page owner and availability of the space.

Required Field Descriptions

- **Policy Name:** the full name of the policy, e.g., Request a Transcript.
- **Summary:** a one sentence description of the policy. The summary appears on the Offices & Services page.
- **Keywords/Tags:** terms used by search engines to match a policy with a user's search.
- **Policy:** as the label implies, the full text of the policy.

Optional Field Descriptions

- **Date Last Changed:** the date changes were last made to this policy.
- **Date Last Reviewed:** the date the policy was last reviewed.
- **Policy Number/ID:** if applicable, the ID number assigned to the policy.

Additional Listings: List additional locations — e.g., your Division's Web site — where you want the policy listed. Subject to approval.

Frequently Asked Questions and Common Scenarios

How do I put links in the Policy field of my policy?

To include a hyperlink, quote the text you want linked and type or paste in a URL after it. Example:

'Seton Hall University' <http://www.shu.edu> is 14 miles from New York City.

This statement would appear in final form as: "[Seton Hall University](http://www.shu.edu) is only 14 miles from New York City." Note that only the **Policy** field can display links.

How long will you list my policy?

Listings are permanent and are only changed or removed at the request of the originating office.

How do I make changes or corrections to a policy that I've previously submitted?

If the changes are few in number, e.g., typos, print out the page, mark your changes and send it to the Web team through campus mail. Otherwise, please make the changes in a new policy form and resubmit.

How do I get my policy listed on another office's Web site?

To clarify, consider the case of Parking Services needing to list the Visitor Parking Policy service on the Undergraduate Admissions Web site.

In the **Additional Listings** field, type the name or URL of the page on which you would like the policy listed. Listings on pages other than your department or office page must be approved by the page owner and may be constrained by availability of the requested space.

How do I handle a special request you haven't covered?

Type the request in the **Special Instructions** field. If we have questions or can't accommodate you, we will contact you.

Please submit your completed form to
setonhall.mojohelpdesk.com.