Introduction

These Brand Guidelines were developed to assist those who create materials that represent Connecticut State Community College. Maintaining consistency in our branding is necessary to establish and strengthen our voice and to present the college as a unified, high-quality institution.

These guidelines provide detailed information about how to use the college and campus names, logos, colors and fonts to effectively communicate our brand to the public. In addition, a Typographic Standards document is available for graphic designers and outside vendors who require additional specific instruction.

As with any young brand's guidelines, these may need to adapt and change over time. This will therefore be a living document that can evolve over months and years to align with changing needs.

If you have any questions, please reach out to the CT State Marketing and Communications department.
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01. Names and Logos

It is important to use only the official names and logos of the college, campuses and satellite locations. The naming and logo systems were developed to represent one college with various locations, while retaining the legacy names of each campus.

Official College and Campus Names

**College Name**

The name of the college is **Connecticut State Community College**. This is the preferred long version. It can be shortened to **CT State Community College** (pronouncing the CT as either C-T or as Connecticut) and **CT State** (generally pronounced C-T State).

There are no acronyms or other acceptable abbreviations. *Do not use any of these names or abbreviations: CSCC, Conn State, or Conn State Community College.*

In text where the college name is mentioned more than once, it is recommended that the full **Connecticut State Community College** name be used on first mention, then **CT State** thereafter as a shorter version.

**Campus Names**

The name of an individual campus is **Connecticut State Community College [Campus]**. For example, **Connecticut State Community College Norwalk**. Shorter versions are, for example, **CT State Community College Norwalk** and **CT State Norwalk**. *There are no dashes, colons or other punctuation.*

**Satellite Location Names**

The name of a satellite location is **Connecticut State Community College [Campus—Satellite]**, with *an em dash between the campus name and the satellite location*. For example, **Connecticut State Community College Gateway—North Haven**. Shorter versions are, for example, **CT State Community College Gateway—North Haven** and **CT State Gateway—North Haven**.
Official College Logo

This logo is the official identifier of Connecticut State Community College. It is the principal symbol to be used to identify CT State in publications, advertisements, web pages, etc.

Campus Logos

Campus logos include the official college logo and the campus name appearing in a blue band below it. See page 6 for all campus logos.

All logos should appear in CT State branded colors (blue and black, all black, or all white). See page 14 for the branding colors. See pages 8-9 for important logo guidelines.

Satellite Location Logos

Satellite location logos include the campus logo (at left) with the addition of the satellite name below it. See page 7 for satellite location logos.
Appropriate Uses

• For campus signage
• For campus-specific sponsorship advertising
• For promoting campus-specific events

Inappropriate Uses

• To brand a CT State-wide program, department, division or office
• To promote CT State-wide programs or statewide events
• On promotional items where there can be a greater cost savings to use the CT State logo for all campuses (i.e. pens, apparel, etc.)

All of these logos are available in various formats for downloading at ctstate.edu/marketing.
Appropriate Uses

- For campus signage
- For satellite location-specific event promotions

Inappropriate Uses

- To brand a CT State-wide program, department, division or office
- To promote CT State programs or statewide events
- On promotional items where there can be a greater cost savings to produce an item with the main CT State logo for use across all campuses (i.e. pens, apparel, etc.)

Departments, offices, and programs should be identified in text on printed materials. However, when space is limited, or in unique circumstances, logo identifiers may be developed as needed (see examples at right).

**Logo identifiers should only be created by the CT State Marketing and Communications department.**

To request a logo identifier, please email mcacioppo@hcc.commnet.edu or contact the Marketing and Communications department.

All of these logos are available in various formats for downloading at ctstate.edu/marketing.
02. Logo Usage

The logo is one of the most important element of the CT State brand and must be used in a consistent way across all applications. The original two-color logo is preferred unless print options and/or background colors are limited. Please use the logos on a background with enough contrast to comply with Web Content Accessibility Guidelines (WCAG) standards.

Minimum Size

To maintain legibility, the logo must not be smaller than 1 inch wide in print applications and 54 pixels wide in web applications.

Protected (Non-Print) Areas

College Logo

For the main CT State logo, the protected area (x) is equal to half the height of the logo and extends to all four sides of the logo.

Protected (Non-Print) Areas

Campus Logo

For campus logos, the protected area (a) at the bottom is equal to the height of the horizontal bar. Top and sides have the same protected area as the main logo.
Correct usage includes using logos provided, adhering to non-print areas and using the primary brand colors (blue and black or white). See page 12 for branding colors.

Correct Uses

• Do not add, remove or change any elements from the logo.
• Do not stretch or condense the logo.
• Do not change the color of the logo, or any parts of it.
• Do not use logo on a dark background.

Incorrect Uses

• Do not add, remove or change any elements from the logo.
• Do not stretch or condense the logo.
• Do not change the color of the logo, or any parts of it.
• Do not use logo on a dark background.
03. Additional Identifiers

While the CT State logo is the main identifier for the college, the official college seal and college icon may be used when appropriate. Please adhere to the guidelines provided here for usage of each identifier.

Official College Icon

The college icon may be used as a secondary identifier, as an illustration (die cut, watermark, etc.), and for digital needs (see page 23).

The icon should appear in CT State blue, but can appear in black or secondary colors, where appropriate.

Minimum Size

To maintain recognizability, the icon must not be smaller than .5 inch in height/width in print applications and 40 pixels wide in web applications.

Protected (Non-Print) Areas

The protected area (x) is equal to the width of the vertical stroke of the "T", all the way around the icon.
The CT State seal is used as a formal insignia on official college documents such as honorary degrees, certificates, transcripts, commencement items, etc. The CT State seal is not a marketing logo and should only be used with approval by the college's Marketing and Communications department.

Acceptable colors for the seal are brand colors (blue, black), metallic gold or white. Be sure to maintain a high contrast to its background to adhere to accessibility guidelines, unless used as an illustration rather than an identifier, such as in a watermark effect.

**Do not reverse the black or blue seal to create a white seal. A separate white seal is available for use on a dark background.**

**Minimum Size**

To maintain legibility, the college seal must not be smaller than 1.25 inches in height/width in print applications and 90 pixels wide in web applications.

**Protected (Non-Print) Areas**

The protected area (x) is equal to the the distance between the outermost solid circle and the most inner solid circle, all the way around the seal.
04. Brand Colors

Color is an important component of how our brand is perceived. CT State’s brand colors reflect trust, dependability and balance. Dark blue (Pantone 2746), black (Pantone Black C) and teal (Pantone 3275) are the primary brand colors, with seven additional colors making up a secondary color palette. Swatches for CMYK (digital printing), RGB (screen viewing) and HEX (web version) are provided so the colors can be used in various applications.
# Primary Color Palette

<table>
<thead>
<tr>
<th>PMS</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
<th>Tints / Gradient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pantone 2746</td>
<td>100 / 98 / 9 / 4</td>
<td>45 / 49 / 133</td>
<td>2D3185</td>
<td><img src="image" alt="Gradient" /></td>
</tr>
<tr>
<td>Pantone Black C</td>
<td>67 / 64 / 67 / 67</td>
<td>45 / 42 / 38</td>
<td>2D2926</td>
<td><img src="image" alt="Gradient" /></td>
</tr>
<tr>
<td>Pantone 3275</td>
<td>80 / 0 / 50 / 0</td>
<td>0 / 171 / 154</td>
<td>00AB9A</td>
<td><img src="image" alt="Gradient" /></td>
</tr>
</tbody>
</table>

Do not use muted (grayed) versions of these colors. Tints (lighter versions) and gradients are acceptable, but it is recommended that full strength of the color also be used in the same piece to establish the brand color.

When printing/fabrication methods offer limited color choices, select a color that comes as close as possible to the branding color(s).

Always opt for the most contrast between type color and background. See examples at right for good color contrast.
Secondary Color Palette

These colors are provided for use along with the primary branding colors to act as optional accent colors. It is not mandatory to use secondary colors in your work, but when used, always include the primary blue (or blue and teal) with these colors.

Unless necessary, avoid using more than two colors from this secondary color palette in one piece.

In typography, always opt for the most contrast between type color and background. For example, avoid the yellow on a white background, or the purple on a dark background. Such combinations hinder readability and therefore accessibility. See below for examples of good color contrast.

<table>
<thead>
<tr>
<th>PMS</th>
<th>CMYK</th>
<th>RGB</th>
<th>HEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pantone 123</td>
<td>0 / 20 / 100 / 0</td>
<td>255 / 204 / 0</td>
<td>FFCC00</td>
</tr>
<tr>
<td>Pantone 2299</td>
<td>45 / 0 / 100 / 0</td>
<td>154 / 202 / 60</td>
<td>9ACA3C</td>
</tr>
<tr>
<td>Pantone 297</td>
<td>55 / 0 / 5 / 0</td>
<td>96 / 203 / 234</td>
<td>5FCAE9</td>
</tr>
<tr>
<td>Pantone 2583</td>
<td>44 / 0 / 77 / 0</td>
<td>155 / 89 / 164</td>
<td>9A59A3</td>
</tr>
<tr>
<td>Pantone 1795</td>
<td>5 / 90 / 90 / 0</td>
<td>228 / 65 / 49</td>
<td>E44131</td>
</tr>
<tr>
<td>Pantone 158</td>
<td>0 / 55 / 100 / 0</td>
<td>246 / 139 / 31</td>
<td>F68A1E</td>
</tr>
</tbody>
</table>

- Green text on white background
- Light blue text on white background
- Purple text on white background
- Red text on white background
- Orange text on white background

- White text on blue background
- Yellow text on blue background
- Green text on blue background
- Light blue text on blue background
- Orange text on blue background

- White text on black background
- Yellow text on black background
- Green text on black background
- Light blue text on black background
- Red text on black background
- Orange text on black background
Combining Colors

The swatches shown at right suggest some good proportions between colors from the primary and secondary palettes used together. The dark blue (or dark blue and teal) should be the main color(s) when possible.

When selecting color combinations, keep in mind how the colors react with one another. Select colors by their value (lightness/darkness), intensity, and how they react with each other for best results.

The value (lightness or darkness) of a color can appear to change when surrounded by different colors.

A good example of usage of the primary and secondary color palettes.
05. Typography

Typography plays an important role in expressing the personality of CT State. Brand fonts include two sans serif fonts and one serif font. These fonts are for use in designing marketing and promotional materials, not for correspondence (emails, letters, etc.). For designing with typography, please refer to the Typographic Standards available from the CT State Marketing and Communications department.

Primary Typefaces

The primary sans serif font for print and digital is the Realist font family. Realist is available in eight weights and is a variable font with numerous options within individual characters.

It can be used for both display and text, and is available at Adobe fonts.

If Realist is not available, the Raleway font family may be used as a replacement.

All weights of Realist (or Raleway) may be used, but expanded and condensed versions should not. Nor should the fonts be manually expanded or condensed.

Realist
Realist Thin
Realist Thin Italic
Realist Light
Realist Light Italic
Realist SemiLight
Realist SemiLight Italic
Realist Regular
Realist Regular Italic
Realist Medium
Realist Medium Italic
Realist Bold
Realist Bold Italic
Realist Black
Realist Black Italic
Supporting Typefaces

**Source Serif Pro** is the primary serif font for CT State.

**Source Sans Pro** may be used as an alternative text font. It is effective for large amounts of text, or small font sizes. *Do not use for headlines.*

Web fonts include Realist, Raleway, Source Sans, Arial and Helvetica.

All weights of Source Serif Pro and Source Sans Pro may be used, but expanded and condensed versions should not. Nor should these fonts be manually expanded or condensed.

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Using all of the brand fonts in one document can be too busy. It is recommended that only one or two of these fonts be used together.

In instances where a typeface becomes part of an illustration, or a specific type of custom lettering is needed, a font other than these may be appropriate.
06. Stationery

The guidelines provided in this document will help bring consistency to CT State's communications. Part of that effort is unifying stationery items, including letterhead, envelopes and business cards. Other items are designed as needed, and should be requested by contacting the Marketing and Communications department.

Business Cards

Business cards are available for ordering through Publication Services. Instructions: Please go to: printshop, ctstate.edu. If you have not registered your department yet, click the link provided to be set up with an account and log in information. Once logged in, click on Stationery > business cards, choose your campus logo and customize with your information.

Letterhead

Letterhead templates are available for individual campuses and for CT State. Templates can be downloaded at ctstate.edu/marketing.

Envelopes

#10 Envelopes may be ordered online at ctstate.edu/marketing#envelopes.
08. Digital Branding

CT State branding items and their usage should be carried through to all digital situations (websites, apps, social media, video and more). Effective and consistent digital branding strengthens and communicates our brand to the community and external audiences.

Email Signatures

**Auto-Generated Email Signature**

An email signature "generator" is available for faculty and staff's use in creating a signature for email correspondences. The generator is found at [https://ctstate.edu/email-gen](https://ctstate.edu/email-gen) and will produce the format below.

**John Smith**  
*Administrator*  
*Marketing and Communications*  

- (203) 555-5555  
- 185 Main Street  
  New Britain, CT 06105  
- ctstate.edu

**Self-Composed Email Signature**

If faculty and staff prefer to create their own email signature, the following is a suggested format. Please use only simple sans serif fonts (Aptos, Calibri, Arial, Helvetica, etc.) and single line spacing. The font shown below is Verdana, 10pt. *Please be sure leave at least one line space before and after the logo.*

**John Smith**  
*Administrator*  
*Marketing and Communications*  
CT State Norwalk  
188 Richards Ave.  
Norwalk, CT 06854  
(203) 555-5555  
ctstate.edu
The URLs for CT State and individual campuses should be written/typed in all lower case as shown at right.

ctstate.edu
campus

Favicons

The favicon for social media and web URLs consists of the official college icon with the campus name superimposed in white as shown. This favicon should not be used for other purposes.
07. Putting It All Together

Consistent use of all branding items (logos, colors, etc.) strengthens our brand. To ensure quality design for your project(s), please contact the Marketing and Communications department for assistance. Depending on the parameters, one of our established design templates may be used. The examples shown here are some of the materials designed and produced by the Marketing and Communications Department.
HOW TO CREATE AN FSA ID

The Federal Student Aid ID (FAID) is a username and password you use to log in to U.S. Department of Education online systems, including the Free Application for Federal Student Aid (FAFSA) and student aid.gov. You’ll use your FAID ID every year you fill out a FAFSA and for the lifetime of your federal student loans.

1. Go to studentaid.gov/FAID.
2. Click the "Create an Account" button, and then "Get Started."
3. Enter your name, date of birth, and Social Security number (make sure your name matches your Social Security card). Click "Continue."
4. Enter your first and last names for your FAID. It is strongly recommended that you also provide an email address so your email address can be associated with only one FAID ID. Click "Continue."
5. Provide your address and mobile phone number. Click "Continue."
6. Enter your username and password preferences. Click "Continue."
7. Select and answer the five challenge questions. Click "Continue."
8. Confirm and verify all the information you provided, then accept the terms.
9. If you provided a mobile phone number, you’ll be taken to the Mobile验证 page. Follow the Mobile verification instructions if you’re asked to do so. If you provided an email address, you’ll be taken to the Email verification page.

The FSA ID is a unique username you can use to sign in to All FSA websites and programs. Once you have created your FSA ID, you will be able to complete the FAFSA or other federal student aid applications.

Apply for SPRING 2024 GRADUATION

Deadline: APRIL 15, 2024

Apply online at myCTState.edu or scan the QR code below. Once logged in, click on "Apply for Graduation" on the Student Self-Service tab.

CT STATE COMUNITY COLLEGE

YOUR Community. YOUR College.

CT STATE COMUNITY COLLEGE
cfstate.edu
Marketing and Communications

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