Transitional Page Requirements

The *Electronic Campus* transitional page links the student to the website of the institution from the course or program description page on the *EC*. Prospective students search course and program information on the *EC* and move via the transitional page, to additional links on the college or university website. The transitional page is designed to greet the student and provide a transition to institutional web environment. Each participating college and university is required to establish and maintain a transitional web page that describes its participation in the *EC* (at least a sentence regarding participating in the *EC* and/or the *EC* logo).

In order to effectively brand and promote the *Electronic Campus* site, all wording should refer to either the *Electronic Campus* or *Southern Regional Education Board's Electronic Campus* or *SREB's Electronic Campus*. Please remove all references to SREC, *Electronic Campus of the SREB*, WaysInMentor, WIM or simply *Southern Regional Education Board* or SREB on transitional pages. All links should be to [www.ElectronicCampus.org](http://www.ElectronicCampus.org) (not www.sreb.org, www.waysinmentor.org or www.srec.sreb.org).

The *EC* logo may be downloaded from the Guidelines page, [http://ide.sreb.org/guidelines/AdminGuidelines.aspx](http://ide.sreb.org/guidelines/AdminGuidelines.aspx) page. The current logo should replace any previous logos. The format, order and descriptive titles or headings of information can be customized by the institution to match its practices, objectives and web page design. Students should have easy access to more in-depth information on the following topics from the college or university transitional web page:

- Administration — information about general administrative procedures governing the distance learner, requirements for on-campus classes or activities and technical requirements;
- Admission and registration — information about admission and registration requirements and procedures, online services, course cancellation policies, and program and course orientation opportunities;
- Advising — information about academic advising regarding the course or program, and the college and university policies, especially those services for distance learners;
- Bookstore — information about where to purchase textbooks and how to access bookstore functions, especially if there are special services for distance learners;
- Course and program descriptions — detailed information regarding the courses and programs listed on the *EC* website; course or program descriptions, syllabi and related information (a link to the institution’s current catalog is acceptable);
- Examination arrangements (exam proctors, on-campus requirements), and procedures for grievances and complaints about courses and programs;
- Financial aid — information about sources of financial aid and application procedures;
- Help — an e-mail address or telephone number for assistance with other questions and concerns;
- Library — information about access to library support and services for distance learners;
- Other student services — such as counseling, orientation, remedial services; and
- Tuition and fees — information about tuition and fees for distance learning courses and programs, policies for determining in-state/out-of-state fees, and refund policies;

State Authorization Requirements (continues on the next page)

In addition, effective January 1, 2013 two new requirements will be added to the EC Transitional Page.

1) A link to the institution’s Student Complaint Resolution procedure. This should include not only the internal process, but also the external procedure as well. (Links to each of the states the
The University of South Florida has done an excellent job of providing information to students at http://uc.usf.edu/online/complaint.html but also to faculty and staff at http://uc.usf.edu/online/state-authorization.html. The student link is found on the USF transitional page at http://uc.usf.edu/ in the student services section.

If the institution's distance education home page has links to all these topics, simply add the EC logo. It is not necessary to create a separate page. If you have questions about these guidelines, need help formatting information or wish to have the transitional web page reviewed, send an e-mail to IDEHelp@sreb.org.