



Erskine Virtual Campus (EVC) Policies and Procedures

1. Accessing Online Classrooms

Policy: EVC allows access to online courses pending official registration.

Procedure: Students are given access to the online classrooms at the semester or term start date. The Dean of the Virtual Campus will notify students regarding access protocol.

Students will have access to the online classroom for one week following the semester or term end dates. Special consideration for extensions can be made pending approval by the course professor or the EVC Dean.

2. Syllabi

Policy: Sample syllabi are available on the Current Course section of the EVC website

Procedure: Official syllabi will be located in the online classroom for each EVC course. The official syllabus serves as a binding contract between the course professor and student.

3. AudioVisual

Policy: EVC functions as a distributor of distance education.

Procedure: The EVC staff will no longer provide CDs or DVDs for online or face-to-face courses. The Seminary Dean and Dean of the Virtual Campus will make special consideration on a case-by-case basis.

4. Privacy

Policy: EVC recognizes the value of protecting student privacy

Procedure: EVC does not permit the sharing of classroom by those not officially registered for the course.

5. Auditing classes

Policy: Erskine Seminary guidelines do not permit students to audit online courses.

Procedure: Learners may take EVC courses for continuing education credit or for personal enrichment. The fee for this is \$200 per course. A course taken for continuing education credit may not be used for credit toward a degree.

6. Course Creation

Policy: The Dean of the Virtual Campus will systematically identify courses for addition to the online venue.

Procedure: The EVC office will announce when courses are available usually in the semester following filming.

7. Minimum Connectivity Requirements for EVC courses

Policy: For maximum course benefits, we expect students to take measures designed to deliver high speed Internet service to their home computers.

Procedure:

Windows users:

For minimum performance we suggest a DSL connection with a downstream speed of at least 248 kbps, [Windows Media Player 8](#) or higher (available free from Microsoft), [Macromedia/Adobe Flash 9](#) or higher (available free from Adobe), and a machine capable of running the aforementioned programs with relative ease.

Mac users:

For minimum performance we suggest a DSL connection with a downstream speed of at least 260 kbps, Flip4Mac (available free from [Flip4Mac.com](#)), Macromedia/Adobe Flash 8 or higher (available [free from Adobe](#)), and a machine capable of running the aforementioned programs with relative ease.

8. Hybrid Classrooms

Policy: EVC offers hybrid classrooms as a complementary service based upon requests by the course professor. A hybrid classroom is a face-to-face class that has an online component.

Procedure: EVC will provide access to the Moodle environment, limited storage space, and limited support as space on the server allows. Policies governing online classes should apply to hybrid courses.

Hybrid classrooms are available up to ONE WEEK after final exams. At that time EVC staff will delete all hybrid classrooms as well as their content. It is the student's responsibility to retrieve items of importance from those classrooms prior to that time.