

# W. L. Bonner College



# academic catalog

**Fall 2011 – Spring 2014**

# ***Why Choose W. L. Bonner College?***

## ***Bible-Centered Position***

The Bible is the primary source for guidance in course construction, syllabi and other teaching materials.

Truth is absolute and unchanging. Scripture is inspired (God breathed).

## ***Godly Leadership***

Administrators, faculty and staff are the living curriculum as lifestyles exemplify the teachings of Scripture.

## ***Commitment to Prayer***

Prayer is necessary in receiving direction and guidance from God in all decision-making matters.

## ***Strong Families and Communities***

Strong families and communities reflect God's relational and interpersonal relationship with humans.

## ***Institutional Effectiveness***

Continual evaluation of college's performance denotes the intent to achieve stated mission and goals in light of accreditation criteria and other standards.

## ***Financial Responsibility and Stewardship***

Good management of institutional resources is a demonstration of fiscal responsibility and servant leadership.

## ***World Evangelization***

Commitment to global missions and evangelism are reflective of the institution's mission to prepare men and women to proclaim and share the *Good News* both home and abroad.

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**“Preparing them for proclaiming Him”**

## ***Message from the President***



**Bishop William L. Bonner  
President and Founder**

It is my privilege to greet and invite you to partake of an exciting opportunity for spiritual growth and ministry development that is unprecedented in the Pentecostal movement. W. L. Bonner College exists to develop people (irrespective of their denominational affiliation) in Christian spiritual values, preparing them for service to the Church and community, through biblical instruction, ministry and vocational training, and general education in the context of the Apostolic-Pentecostal tradition.

A very special concern is for clergymen to reach their fullest potential as effective communications of the Gospel of Jesus Christ. Training at WLBC will enable them to be fruitful in every aspect of their existence. I have watched students enter their training period with doubt and fear regarding their potential and leave with confidence and boldness that impacted their ministry in miraculous ways.

Call us today and consider enrolling in an institution that is preparing Christian workers to proclaim the glory of God and saving grace of Jesus Christ unto the ends of the earth.

William L. Bonner

## **DIVISION OF INSTITUTIONAL EFFECTIVENESS**

### **College Accreditation and Recognition**

As a church related school W. L. Bonner College (WLBC) is exempt from all State of South Carolina legislation governing colleges and universities. WLBC became a Candidate for accreditation with the *International Christian Accrediting Association (ICAA)* in July of 1998. In January of 1999, the ICAA Executive Committee for Bible Schools met and approved WLBC for the “fast track” status, which placed the College at the Provisional level. The institution was fully accredited by ICAA in July of 1999.

Having begun its pursuit of the accredited status with *The Association for Biblical Higher Education (ABHE)* in the year 2000, the college was given four years to reach each level of the accredited status. In 2004, WLBC was awarded the candidacy status, and on Wednesday, February 20, 2008, “in acknowledgement of a satisfactory institutional Self-Study and evaluation Team Visit, the *Commission on Accreditation* hereby granted accreditation to WLBC with all rights, privileges and honors that pertain to it.”

### **College Statement of Faith**

The mission and vocation of W. L. Bonner College emerges out of the historical and theological vision of The Church of our Lord Jesus Christ of the Apostolic Faith, Inc. In keeping with this denominational connection, our theological perspectives are strongly rooted in the Holy Bible, the WORD of God. It is the first and final rule of faith and morals. Moreover, we are products of the evangelical witness of the Apostolic Pentecostal tradition in America. As such, we affirm the Oneness of God who has made Himself known as “Father in Creation”, “Son in Redemption”, and “Holy Spirit” who regenerates and infills the believer and superintends the body of Christ. Furthermore, we affirm the Incarnation, the Virgin Birth of our Savior, the death, burial and resurrection of the Lord Jesus Christ, the Second Coming of our Lord Jesus Christ, the Pentecostal experience of the infilling of the Holy Spirit with speaking in tongues, and the Charismata as set forth in I Corinthians Chapter 12. We believe that living a holy life is a biblical mandate.

### **College Denominational Relationships**

W. L. Bonner College (WLBC) is affiliated with the Church of Our Lord Jesus Christ (COOLJC), the College’s sponsoring organization and major donor, whose headquarters is located in New York City. COOLJC was founded in 1919, having established supporting churches throughout the United States and foreign countries.

### **College Statement of Non Discrimination**

W. L. Bonner College (WLBC) does not discriminate in admission on the basis of religion, race, creed, national origin, ethnicity, sex, age, marital status or disability. In addition, the College does not discriminate in employment on the basis of race, creed, national origin, ethnicity, sex, age or disability. *In compliance with Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, WLBC offers access and equal opportunity in its admission policies, academic programs and services, and employment.*

## **Policy and Procedural Exceptions**

Exceptions to the policies and requirements in the Catalog are rarely granted. Students are advised that the policies and procedures of WLBC clearly identify personnel who have authority to make exceptions to policy. Students seeking any deviation from requirements in the Catalog should be certain they have received appropriate approval.

## **Academic Limitations**

To ensure the highest quality education, WLBC sets certain limitations on its academic procedures. Please read the section below for current limitations.

## **Catalog Rights**

Students admitted to WLBC are granted the right to complete programs as stated in the Academic Catalog at the time of initial matriculation to the program. As long as the student is eligible to re-enroll, he or she maintains these Catalog rights. The College reserves the right to change courses so long as the total number of credits required for completion of the program is not increased. A student who must re-apply for admission is readmitted under the terms of the Academic Catalog in effect at the time of readmission.

## **Photographing Employees, Students and Related Activities**

WLBC often photographs its students, faculty and staff for college publications and public relations. Anyone who does not want his or her photograph used for these purposes should file a written request with the College's Administration.

## **Assessment of Institutional Performance**

W. L. Boner College (WLBC) employs an assessment method which ensures that the institution is in continual pursuit of achieving its stated mission, goals and program objectives, and improving performance at all levels: administrative effectiveness, student learning outcomes, and instructional leadership. The college's assessment document provides a detailed description of its evaluation process that includes the following:

- Institution-wide participation of both internal and external constituency (board, administration and staff, faculty, students, and contractors retained to perform services that are outsourced);
- Careful analysis of assessment data and results used to improve performance;
- Significant and meaningful evidence that flows from the assessment process utilized in determining the college's performance;
- An assessment and planning process that is systematic and ongoing, involving all division heads and coordinators of various services;
- A decision-making process that is driven by the college's mission, along with corresponding goals and objectives, and future planning that is based upon realistic resource projections.

## **Assessment of Student Learning Outcomes**

Student learning is assessed across the curriculum in:

- Bible Knowledge
- Biblical Worldview
- Spiritual Formation
- General Knowledge
- Critical Thinking
- Communication Skills
- Critical Thinking/Problem Solving Skills
- Interpersonal Skills
- Values/Attitudes
- Social Development
- Learning Across the Curriculum



# W. L. Bonner College

## **Statement of the Mission and Purpose**

W. L. Bonner College is to equip and empower students with Christian values that are reflected in the Holy Scriptures, preparing them for service to the Church and community, through biblical instruction, ministry and vocational training, and general education in the context of the Apostolic-Pentecostal tradition.

## College Goals

1. Prepare ministers, teachers, missionaries and lay persons to teach the principles of the Holy Scriptures; bringing glory to God at home and abroad;
2. Provide a setting for persons to develop and cultivate the critical and creative intellectual skills which are requisite for successful academic performance;
3. Create opportunities for students to develop general competencies necessary for earning a livelihood and functioning in society as productive citizens;
4. Challenge students to embrace the interconnectedness between good moral and spiritual values and rigorous intellectual discipline;
5. Create a nurturing environment that encourages students to perfect their spiritual gifts and talents, thus becoming good examples of true Christian spirituality and character;
6. Foster an environment which is conducive for the social and cultural development of all students, through extensive in-class and out-of-class activities;
7. Promote the wholesome qualities and values of the Apostolic-Pentecostal tradition in American religion, assisting students in comprehending the meaning and purpose of the Pentecostal experience as described in Acts 1-2, so that all may live a victorious Christian life.

## College Educational Objectives

1. Students will bring glory to God to the ends of the earth through effective missions and evangelism strategies, teaching and preaching the Gospel of Jesus Christ, and witnessing of His saving grace and power.
2. Students will exhibit competence in defining and explaining the biblical and theological basis for all Bible-theology related courses.
3. Students will gain access to institutions in both public and private sectors, acquiring ministry opportunities as teachers, social workers, counselors and mentors;
4. Students will demonstrate life transformation and Christ-likeness through commitment and diligence through the study of God's Word, motivating others to think critically regarding its interpretation and meaning, and living a life that is reflective of the institution's core values;
5. Students will become good stewards of their talents and resources, building positive relationships with family and peers, utilizing their time well in serving God, family and others, and caring for the hurt and needy;
6. Students will build effective relationships with those who differ in ethnicity, age, gender and social strata, as they develop an appreciation for diversity;
7. Students will show sensitivity and reliance upon the Holy Spirit for direction in spiritual, personal and professional matters, demonstrating the fulfillment of promises communicated by Christ in the Gospels, that the Comforter, which is the Holy Spirit, would lead and guide us into truth and understanding.

## **College Vision**

W. L. Bonner College aspires to be the college of choice for the members of its sponsoring organization and other denominations and independent churches, which are seeking higher education in the field of religious studies.

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Truth is absolute and unchanging and God is the ultimate reality, for He is the eternal Creator and Sustainer of His universe. As such, the mission, goals and objectives, core values and statement of faith are rooted in the Holy Scriptures. The Word of God is biblically integrated into all of life, for all truth is God's truth.

**College Statement of Educational Philosophy**

**BOARD OF TRUSTEES**



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Board Chairperson  
Co-Convention Chairperson, COOLCJ



**Dr. Melvin Bullock, Sr.**  
Vice Board Chair  
Pastor/Prison Chaplain



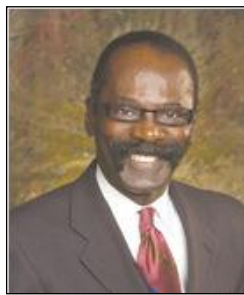
**Mrs. Dawn-Mills Campbell**  
Board Secretary  
Benedict College



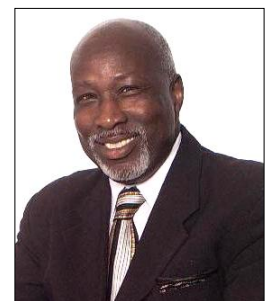
**District Elder Charles A. Crowell**  
Board Committee Finance Chair  
Weiss Special Operations



**Bishop Clarence Groover,**  
**Board Committee Marketing &**  
**Technology Chair**  
Former Vice Provost Howard University



**Councilman Sam Davis,**  
Columbia, SC  
City Councilman District 1



**Apostle Herbert Edwards, Sr.**  
**Board Associate**  
Regional Apostle, Region XI  
The Church of Our Lord Jesus Christ

**BOARD OF TRUSTEE**



**Mrs. Elizabeth Ross Eason**  
Principal, Hyatt Park  
Elementary School  
Columbia, S.C.



**Dr. Mary Edith Ivey**  
Former Program Director,  
Model Cities Program  
Washington, D.C.



**Apostle Walter L. Jackson**  
**Board Associate**  
Regional Apostle, Region VIII,  
Church of Our Lord Jesus Christ



**Pastor Charles Pollock**  
Pastor/Chaplain,  
Richland Memorial Hospital  
Columbia, SC



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Civil Rights Director  
S.C. Department of Health  
and Human Services



**Dr. Ida Williams Thompson**  
**Board Committee Library Services Chair**  
Educational Director, Instructional Technology  
Richland, School District



**Dr. Kelvin J. Wiley, MD**  
**Board Committee Fundraising Chair**  
Physician, Elite Healthcare, Inc.,  
Columbia, S.C.

## ADMINISTRATION AND STAFF



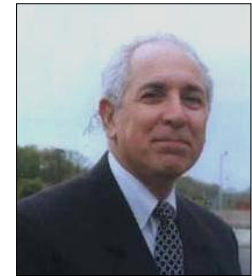
**Dr. William L. Bonner**  
President and Founder  
D. D. (Honorary)



**Ms. Elaine McQueen**  
College Dean Chief  
Academic Officer  
M. Div.



**Mrs. Sannie M. Wright**  
Director of Enrollment  
Management/Registrar  
M. Ed.



**Bishop Fred Rubin**  
Director of Development  
M. A. T.



**Ms. Natacha Davis**  
Manager of Financial Aid  
Services/Student Life  
BRS



**Mrs. Carole Rossi**  
Librarian  
MLS

## ADMINISTRATION AND STAFF



**Mrs. Gladiola Miller**  
Account Payable/  
Receivable Clerk  
B. S.



**Mrs. Denise Smith**  
Circulations Manager  
Librarian  
B. S.



**Ms. Jean Snipe**  
Asst to Director of Enrollment  
Management, Dean &  
Admissions Coordinator  
M.S. Ed.

# DIVISION OF INSTITUTIONAL AND FINANCIAL RESOURCES

## Mission

The mission of financial services is to ensure the fiscal health of the institution and to assist in meeting the overall mission, goals and objectives of the institution.

## Goals and Objectives

- Manage the fiscal and business affairs of the College;
- Maximize the quality of services at the College at reasonable costs;
- Safeguard and protect the assets of the College;
- Develop a comprehensive and sound system for managing and promoting the interest of the College.

## Student Course Fees and Tuition

- Application fee .....\$30.00
- Re-admission fee .....\$30.00
- Late registration fee .....\$75.00

### Tuition per semester):

#### **Residency/Evening Program and Institute Program**

##### *Full-Time (12-18 Semester Hours)*

|                                             |                            |
|---------------------------------------------|----------------------------|
| Bachelor and Associate Degree Students..... | \$286.00 (per credit hour) |
| Certificate Students.....                   | \$286.00 (per credit hour) |

##### *Part-time*

|                                             |                            |
|---------------------------------------------|----------------------------|
| Bachelor and Associate Degree Students..... | \$286.00 (per credit hour) |
| Certificate Students.....                   | \$286.00 (per credit hour) |

#### **Non-traditional (Saturday Institute)**

|                           |                            |
|---------------------------|----------------------------|
| Certificate Students..... | \$207.00 (per credit hour) |
|---------------------------|----------------------------|

|                 |                            |
|-----------------|----------------------------|
| Audit Fee ..... | \$ 52.00 (per credit hour) |
|-----------------|----------------------------|

### Room and Board (per semester)

|                                                 |            |
|-------------------------------------------------|------------|
| On-Campus Residency Program (Housing and Meals) | \$1,288.00 |
| Institute Program (Housing and Meals)           | \$ 604.00  |
| Saturday Institute Program (Housing and Meals)  | \$ 324.00  |

### Graduation Expenses

(Graduation fees must be paid by the application deadline indicated for each term in the 2003-2006 Calendar)

|                                     |          |
|-------------------------------------|----------|
| Graduation fee .....                | \$ 38.00 |
| Late graduation fee .....           | \$ 53.00 |
| Certificate .....                   | \$ 38.00 |
| Associate of Religious Studies..... | \$ 45.00 |
| Bachelor of Religious Studies.....  | \$ 53.00 |



Additional graduation expenses include regalia, invitations, and photographs. These will be posted each academic year.

**Student Activity Fee** (per semester) ..... \$ 58.00

**Technology Fee** (per semester) ..... \$ 86.00

**Transcript Fee** (per semester)..... \$ 3.00

Diploma, transcripts, or academic records will be provided only for students who have cleared financial obligations to the college.

### **Explanation of Expenses**

#### **Application fee**

The applications must be accompanied by a non-refundable payment of \$30.00.

#### **Tuition**

Tuition and fees must be paid before registering for classes.

#### **Student Activity Fee**

The student activity fee, due each semester, is used to fund social, recreational and co-curricular programs, student missions, and miscellaneous expenses for student organizations.

#### **Transcripts**

Students who are not financially obligated to WLBC are entitled to one free academic transcript. Additional transcripts cost \$3.00.

#### **Textbooks and Supplies**

Students are responsible for all necessary books and supplies. Textbooks may be purchased from the Campus Bookstore on Monday through Friday, 10:00 a.m. until 5:30 p.m.

#### **Financial Obligation**

Upon registration, students become financially responsible for their charges for the entire semester. Withdrawal from the college does not relieve any student of these obligations.

### **Method of Payment**

Tuition and fees can be paid by cash, check, money order, credit card (MasterCard or VISA), VA (veteran) benefits or financial aid (Federal Pell Grant, Federal Stafford Subsidized Loan, and/or Federal Stafford Unsubsidized Loan). A \$25 handling fee will be charged for dishonored checks.

A student choosing to pay by any means other than cash must show positive identification.

Students must pay at least 40% of their total account balance at registration and sign a promissory note agreeing to make regular payments not to exceed four payments

throughout the remainder of the semester to pay off their balances. All balances must be paid in full by the last day of the semester.

**Refund and Withdrawal Policy**

It is the policy of WLBC that students, or appropriate sponsoring parties, receive a fair and equitable refund of tuition fees and other institutional charges upon complete withdrawal from the College.

First-time attendees of the College who withdraw before 60% of the first term has been completed will receive a pro rata refund of tuition fees and other institutional charges in accordance with applicable federal rules and regulations.

The pro rata refund is calculated as follows: divide the number of weeks not completed in the term by the total weeks in the term; round this percentage down to the next 10%; and multiply this percentage (which must be 40% or higher) by the total tuition fees and other institutional charges. All other attendees withdrawing prior to the end of a term will receive a refund of all or a portion of their tuition, fees and other institutional charges according to the following schedule:

**Refund for Student-Initiated Course Change or Withdrawal**

Students wishing to drop/add/withdraw from a course or from the college should obtain and complete a Drop/Add/Withdrawal Form. These forms are available from the Registrar’s office.

**Withdrawal of Net Reduction of Credit Hours**

| <u>Withdrawal from the College On or Before:</u>                                | <u>% of Charges Refunded</u> |
|---------------------------------------------------------------------------------|------------------------------|
| <b>First Day of Classes .....</b>                                               | <b>100%</b>                  |
| <b>1<sup>st</sup> through 10<sup>th</sup> calendar day after classes start</b>  | <b>75%</b>                   |
| <b>11<sup>th</sup> through 20<sup>th</sup> calendar day after classes start</b> | <b>50%</b>                   |
| <b>21<sup>st</sup> through 30<sup>th</sup> calendar day after classes start</b> | <b>25%</b>                   |
| <b>More than 30 calendar days after classes start</b>                           | <b>0%</b>                    |

**College Facilities**

W. L. Bonner College is located in the Eau Claire section of Columbia, South Carolina, which makes it very conveniently located five miles to Interstates 77, 26, and 20. The college’s campus is comprised of an administrative building which houses Division of Student Affairs, Division of Academic Affairs, Division of Financial Management, a bookstore, computer lab, four classrooms and a multipurpose room (The President’s Lecture Room). Located also is the RC Lawson Library which also houses four faculty offices. Three dormitories, along with the denomination’s Retirement Center, is used to house on-campus students enrolled in traditional and non-traditional programs. Meal services, recreational and other co-curricular events are held in the WLB Family Life Center. For relaxation, meditation and social events students also spend time on Lake Refuge.

## **Office of Technology and Computer Services**

The mission of the Information Technology Department is to oversee the implementation and support of a computer network that will enable the college to perform in-house and online technologically-based administrative functions and continual education strategies that will support the college's mission and purpose. Goals are to:

- Provide the oversight of all the technologically—based functions, including computer hardware and software purchases, implementation and maintenance.
- Collaborate with third-party vendors and support personnel to insure the proper support, backup and recover strategies are in place.

All technological resources, both hardware and software, that is linked to the WLBC network are intended for use only by those individuals who are authorized to use registered equipment, and only for those projects that are WLBC-approved. To prevent illegal or unethical use of computer systems, individuals must abide by those local, state, and federal laws governing the use of technology. WLBC reserves the right to require removal of any material or equipment which, in its opinion, presents a compromise of appropriate use or security.

## **DIVISION OF STUDENT AFFAIRS**

### **Mission**

The mission of the Division of Student Affairs is to provide appropriate programs that support the mission of the school and assist in meeting the goals and objectives of students.

### **Goals**

- Implement curricular and co-curricular programs that prepare students for their area of vocation or services;
- Provide support services for students while enrolled at the College;
- Establish programs that allow students to perform ministry in church and community settings;
- Train students for leadership within the college and in ministry settings.

### **Objectives**

- Students will obtain meaningful employment in Church and community settings;
- Students will receive financial support in the form of Title IV (Pell Grant and Stafford Loan) funding and college work study to fund their educational program;
- Students will develop piety and diligence to Christ and His kingdom through service in Christian ministry projects;
- Students will serve the institution through work study opportunities and volunteer assignments.

## **Office of Enrollment Management**

### **Admission Policy**

Applicants should be devoted to diligently studying the Word of God with the intent to apply the biblical truths to holy living and serving to glorify God.

The basic criterion for selection of student includes the following:  
Satisfactory evidence of a Christian commitment to the will of God;

Evidence of the ability to meet the academic requirements of W. L. Bonner College;

- A minimum high school or post-secondary grade point average of 2.0, or above
- Scholastic Aptitude Test (SAT) of 700 or American College Test (ACT) of 17 (for degree-seeking candidates only).

Provisional admission may be granted in cases where significant time and/or life transformation has occurred since the student's academic record was established. Students who are 26 years of age or older are not required to take SAT or ACT exams.

Graduation from an accredited secondary school or a certification of high school equivalency or a G.E.D. certificate;

1. Applicants may request a copy of our policy by writing the Admissions Office at 4430 Argent Court, Columbia, South Carolina, 29203, or calling (803) 754-3950.
2. Race, nationality, ethnic origin, sex, or disabilities are not factors in our selection process.

### **Admission Procedures**

*Application Form and Fee* -- to request an application for admission and other pertinent documents, please write to Director of Admissions, 4430 Argent Court, Columbia, South Carolina 29203; send completed application form, one page essay of Christian experience, and a non-refundable fee of \$30.

*Transcripts* – Using the provided transcript request forms, request that official transcripts be sent directly to the Office of Admissions from the last high school or from all colleges attended.

### **Transfer Students**

The Director of Enrollment Management will complete the official transcript evaluation of previous college credits after the student has been accepted. Credits may be received for those students who are transferring credits (major or elective) of course work performed at 2.0 or better. Credits earned at other accredited institutions (or institutions that are not accredited, but has USDE or CHEA approval) with a C or better may be transferred toward student's program of study at WLBC. Courses must be parallel or equivalent to the core curriculum of the student's major program of study. Courses that are not parallel or equivalent may be received as elective credits up to the limit of electives for the particular program in which the student enrolls at WLBC.

Only credits earned and accepted towards a degree will be recorded on the W. L. Bonner transcript as transfer work (the student's previous grade point average (GPA) is not included); however, academic status is determined by cumulative accepted transfer credits, along with those quality hours attempted at W. L. Bonner College

*References* – three letters of recommendation from individuals who have knowledge of applicant’s spiritual development and commitment, as well as academic potential is required: pastoral, professional and personal.

*Placement/Proficiency Testing* – All students who have not attended colleges beyond high school are required to take pre-examinations in English. All students are required to take pre examinations in Bible/Theology. A post-examination will be given at the completion of their program.

*Registration* – All students must finalize their registration by completing the registration and any other applicable documentation, paying all necessary fees.

### **Early Admission of High School Students**

High school juniors and seniors are allowed to take an English course (or another special approved course) at WLBC while still enrolled in high school. This is allowed in public institutions. (*See Admissions – Special Admissions Section*)

### **Student Assessment**

WLBC faculty and staff value quality in programs and services and continually strive to improve all aspects of the college community. Assessing student-learning development, satisfaction and outcomes is essential to assessing the effectiveness of the college and is therefore, part of the educational program. From application through graduation and beyond, students will participate in a series of tests, surveys and competency demonstrations designed to:

1. Assess students’ background and academic skills for accurate advisement and course placement at entry;
2. Obtain information about student satisfaction with college processes, programs and services; and,
3. Measure competencies students have achieved academically and personally while in college.

### **Admission Testing**

Applicants are admitted to WLBC based on successful previous college course work, Scholastic Aptitude Test (SAT) or American College Test (ACT) scores. Students seeking admissions to WLBC must also take a Bible proficiency examination and the CAAP College Assessment of Academic Proficiency (CAAP) at the beginning and end of their program.

### **Special Admission Procedures**

#### **Re-admission**

Former WLBC students who wish to re-enroll must re-apply and receive academic advisement prior to re-entry. The college reserves the right to refuse readmission to any applicant who has an unacceptable academic or conduct record. Individuals with financial obligations to the college must resolve these obligations before they will be allowed to register for classes.

Students must re-apply through the Admissions Office and pay all necessary fees if they have not been enrolled for two consecutive regular terms. A non-refundable fee of \$30

will be assessed. The applicant will be advised of any special requirements concerning re-admission.

### **Re-admission for Students on Academic Suspension**

Students suspended for academic reasons must reapply for admission and complete a *Petition for Readmission* following a suspension period of at least one term. Additional testing may be required. Specific information concerning readmission of suspended students is available from the Registrar's Office.

### **International Students**

In addition to meeting the regular college and program admission requirements, international applicants must also meet the following requirements for an Immigration and Naturalization form I-20 or I-20P is required:

1. Be 18 years old or present evidence of successful completion of a secondary level program. This evidence must be in the form of a transcript or other traditional document from the institution. The document(s) must be accompanied by a certified English translation, if not in English.
2. Score a minimum of 500 on the paper version or 173 on the computer version of the Test of English as a Foreign Language (TOEFL).
3. Provide evidence of financial support.
4. Deposit two semesters' advance tuition in an escrow account.

Additional information about international admissions can be obtained from the College's Admission's Office.

### **Physical Examination**

A statement of good physical health, accompanied by immunization records is required for admission. If students do not have proof of insurance they are required to purchase plan through the college.

### **Admission Decisions**

Following thorough processing of all admission applications the admissions office will notify each applicant regarding admission decisions as follows:

#### **Acceptance**

Processing of applications cannot be completed until the Admissions Office has received all necessary documentation. Applicants accepted will be notified in writing within a reasonable time period after all forms have been received and reviewed.

#### **Provisional Acceptance**

Students who do not meet minimum qualifications for acceptance may be accepted on a provisional basis for one semester. These students may take up to nine (9) credit hours, and must also maintain at least a 2.0 GPA (Grade Point Average) for all course work.

#### **Orientation**

Student orientation is designed to inform all students – recent high school graduates, returning students and retirees, as well as those with special needs such as foreign

students and students with disabilities – of the services offered by the college. Orientation gives students information on college services, campus organizations, financial and college success strategies. Orientation is also an occasion to learn about the college campus. Students are informed regarding academic advisement and the next steps in the enrollment process.

### **Office of Financial Aid and Assistance**

The Financial Aid Office staff is committed to providing quality services to students, the college and the community. Staff members are dedicated to aiding students with their financial needs (assisting with preparation of FAFSA documents, budgeting, etc.) and serving the community in which the college is located

#### **Eligibility Requirements**

To receive Federal Title IV assistance and state assistance, an applicant must:

- File the *Free Application for Federal Student Aid (FAFSA)*, using WLBC **code 038564**.
- Demonstrate financial need (except for certain loans).
- Have a high school diploma or a General Education Development (GED) certificate, and have an acceptable score on the *Scholastic Aptitude Test (SAT)* and/or *American College Test (ACT)*.
- Be enrolled as a regular student in an eligible program of study.
- Be enrolled at least 6 hours each semester and studying at the main campus.
- Be a U.S. citizen or an eligible non-citizen.
- Have a valid Social Security Number.
- Male applicants must be registered with the Selective Services (if required).
- Must not be in default on a previous federal loan or owe money back to a federal grant program.
- Make satisfactory academic progress, according to financial aid standards.

A *Student Aid Report (SAR)* will be mailed from the federal processor within four to six weeks from the time the application for federal financial assistance is submitted. **APPLICANTS SHOULD FOLLOW ANY INSTRUCTIONS AND MAKE ALL APPROPRIATE CORRECTIONS**, if necessary. If no corrections are required, retain the SAR for record purposes. WLBC will receive SAR information electronically from the federal processor. WLBC **code 038564** must be on the FAFSA for WLBC to receive the SAR report.

#### **Application Process**

No financial aid award can be made until the college's financial aid application process is completed. A complete application is defined as one that has been received, reviewed and found free from errors and not requiring additional information for verification.

- Complete your Free Application for Federal Student Aid (FAFSA). Filling out and signing this form will give you an Expected Family Contribution (EFC) that will be needed to complete your financial aid interview. It is crucial that you first complete the FAFSA.
- After completing the FAFSA, fill out your Virtual Financial Aid Office (VFAO) interview. First time participants will need to register on the website to obtain a username and password. If you are returning to the website, please login with your Username and

password. The Financial Aid Administrator (FAA) will e-mail all requests to the email address given on your interview.

- Regularly check your email for VFAO notices for more information.
- After file is completed and checked, receive financial aid disbursement.

### **Financial Aid Awards**

Once the file is complete, the applicant will be notified by email regarding the financial aid award status. The award notification will list the type(s) and amount(s) of assistance the student will receive.

All financial aid awards are subject to change if the information upon which they were based changes or federal regulations require a change. Awards will be based on the cost to attend WLBC and the results of the FAFSA. Individual student cost depends on factors such as residency, enrollment status and housing arrangements.

### **Financial Aid Disbursements**

All aid listed on the award letter, with the exception of a Federal Work Study award, will be credited to the student's account. If a credit balance occurs after applying tuition, fees, and any other authorized charges, the Finance Office will issue a check within five days after the credit occurs. This check will be mailed to the student's home address (It is the student's responsibility to update your mailing address in the Records Office).

### **Types of Financial Aid**

#### *Federal Pell Grants*

Undergraduate students who have not received a bachelor's or professional degree may be considered for the Federal Pell Grant program. The amount of the grant received depends on the student's Expected Family Contribution (EFC) as determined by the U. S Department of Education through the Free Application for Federal Student Aid (FAFSA) and the student's enrollment status. The EFC must be determined for each new academic year.

#### *Federal Family Educational Stafford Loans*

Federal Family Educational Stafford Loans (FFEL Stafford Loans) are the government's major form of self-help aid. These loans, which are available through the Federal Family Education Loan (FFEL) program, can be either subsidized or unsubsidized. A subsidized FFEL Stafford Loan is awarded on the basis of financial need. No interest payments are required before repayment begins or during an authorized period of deferment. The federal government "subsidizes" the loan during these periods by paying the interest for you.

#### *Federal Work-Study*

The Federal Work-Study (FWS) program provides part-time employment for students to help meet their educational expenses. The program encourages community service work that is related to student's course of study. Students who are enrolled at least half-time would work an average of 15 to 25 hours per week. Student work hours are assigned according to the amount of the total FWS award, the student's class schedule, and the student's academic progress. FWS positions can be on or off campus. The total Federal Work-Study award depends on the time of application, the level of need and the availability of funds. Students will be paid by the hour. Hourly rates vary according to



the position held. Federal Work-Study checks are mailed once a month to the student address on file in the Records Office. Addresses must be kept up to date for earnings to be received on a timely basis.

## **Financial Aid – Satisfactory Academic Progress**

### **Introduction**

All students receiving federal student financial aid must adhere to the college's Financial Aid Office policy on satisfactory progress. The intent of this policy is to insure that students who are receiving federal and state financial aid are making measurable progress toward completion of a degree or certificate program in a reasonable period of time. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.

### **Scope**

This policy applies to those students applying for or receiving federal and state funds. To reasonably measure a student's satisfactory academic progress toward completion of his/her degree, certificate or diploma, the student's total academic record will be evaluated. As a recipient of federal or state financial aid, you have certain rights and responsibilities. Failure to fulfill your part of the agreement, as described, may result in the cancellation of your award and you may have to repay any funds already received.

### **Monitoring Procedures**

The Financial Aid office will monitor satisfactory academic progress for all students receiving or applying for federal or state financial aid to ensure that they are making progress toward program completion. All programs will be reviewed for satisfactory academic progress at the end of each term enrolled. Students pursuing an associate degree will be reviewed for satisfactory academic progress at the end of each term enrolled or in accordance with a student's reinstatement stipulations(s). The standards defining satisfactory progress for WLBC are outlined below:

- **Fresh Start**—the federal government requires the Financial Aid Office to track students' academic progress from the first date of enrollment, whether or not financial aid was received. Federal and state regulations prohibit the awarding of financial assistance beyond 150 percent of the published program length.
- **Course Withdrawals, Incompletes, Repetitions, Remedial or Non-Credit Remedial Courses**—Students who receive federal or state financial aid must be aware that repeated courses, non-credit remedial courses and grades W, WF, I and NC will be considered in assessing progress toward completion. Students who do not satisfactorily complete at least 70 percent of attempted hours will no longer be eligible for federal or state assistance.
- **Transfer Students**—All transfer students, except those on suspension from a previous institution, will be considered to be making satisfactory progress based on the number of credit hours accepted toward their current program of study. A student's academic record will otherwise be reviewed at the end of the required period of enrollment (i.e., at the end of the enrolled term for diploma and certificate programs or at the end of the spring semester for associate degree programs).

- **Change of Major(s)**—Students who change their major are still responsible for maintaining satisfactory academic progress in accordance with the procedure as outlined. A review of satisfactory academic progress will be based on the student’s current program of study. A student changing from an associate program into a diploma or certificate program of study may lose federal and state eligibility immediately upon making the change (because diploma and certificate programs of study are reviewed at the end of each semester and associate programs are reviewed at the end of each spring semester).

**Standards**

**Length of Eligibility**

The Office of Student Financial Aid monitors the satisfactory academic progress of all students receiving federal and state aid. Financial aid recipients may be eligible for assistance until they have attempted up to 150 percent of the semester hours required for the program of study currently enrolled, regardless of the number of program changes. Effective with award year, students pursuing a second degree are required to submit an official program assessment (current program of study) along with an appeal request form. In general, students seeking to obtain a second degree may be eligible to complete the second program of study up to 150 percent of the first program of study (based on a program assessment). This consideration will not occur, however, until the college has awarded first diploma, certificate or degree.

The maximum time frame will be documented transfer hours that are counted toward the second program of study. In order to fairly assess the student’s academic standing, the student will be required to have his or her advisor conduct a program assessment. The student will need to provide the financial aid appeal committee with a copy of this assessment.

Please note that a first degree may be earned before a recipient has attempted the maximum of 150 percent of the semester hours required for the program originally enrolled. Recipients who earn degrees with less than 150 percent of the semester hours required for the program will not be allowed to use the remaining hours toward a second degree. Federal financial assistance will be limited to the equivalent of two degrees or a maximum of 180 attempted hours, whichever is lesser.

**Academic Progress**

In order to remain in good standing, students who are enrolled in regular curriculum classes and pursuing a certificate or degree must maintain the minimum credit hour grade point average (GPA) as listed below. Students are also required to have earned at least 70 percent of credit hours attempted to have continued federal and state eligibility for financial assist.

**Cumulative Grade Point Average (GPA)**

Students who fail to earn the required GPA as specified will be placed on academic probation during the next term in which they enroll at the college. Students in all programs of study who are placed on probation will be reviewed at the end of the probationary term enrolled. Students who fail to obtain the minimum cumulative GPA will lose federal and state aid eligibility and will be required to submit an “Appeal Request form” to the director of financial aid.

| Classification | Tot Hours Attempted | Cleared Status Minimum | Probation Up to 3 Consecutive | Suspended One Semester | Dismal Permanent Unless Readmitted by ARB |
|----------------|---------------------|------------------------|-------------------------------|------------------------|-------------------------------------------|
| Freshman       | 3-31                | 1.80                   | 1.70-1.79                     | LT 1.70                | LT 1.70                                   |

|           |       |      |           |         |         |
|-----------|-------|------|-----------|---------|---------|
| Sophomore | 32-54 | 1.89 | 1.80-1.88 | LT 1.80 | LT 1.80 |
| Junior    | 55-84 | 1.99 | 1.90-1.98 | LT 1.90 | LT 1.90 |
| Senior    | 85 up | 2.00 |           | LT 2.00 | LT 2.00 |

Chart reflects cumulative statistics:

*LT* = Less Than

*Total Hours* = Cumulative hours pursued (not earned)

*ARB* = Academic Review Board

### **Declaration of Ineligibility Procedure**

Following a review, if a student is deemed not to be making satisfactory academic progress, a letter will be sent notifying the student of their ineligibility for federal or state funds along with a copy of the guidelines. Awards may be canceled upon becoming ineligible. To receive federal or state assistance, a student will need to submit an appeal to the Financial Aid Office by filing a Satisfactory Progress Appeal form.

### **Re-establishing Eligibility for Financial Aid**

A student will be reinstated for financial aid eligibility at such time as he or she has successfully completed sufficient hours (70 percent of attempted hours) and has a sufficient grade point average to meet the minimum requirements for eligibility as set for in this policy. If a student is suspended from school or financial aid eligibility, the student must appeal in order to reestablish eligibility for federal student aid. It is the student's responsibility to present relevant evidence to the Financial Aid Office once he or she has met the minimum requirements for reinstatement or is appealing.

### **Appeal of Financial Aid Ineligibility**

**A.** An ineligible student may appeal by indicating in writing to the Financial Aid Office (a) reasons why he or she did not achieve minimum academic standards, and (b) reasons why his or her aid eligibility should not be terminated, but reinstated. Each appeal will be considered on its merit. Individual cases will not be considered as precedent. Acceptable reasons are: personal illness, death or serious illness of an immediate family member, employment changes, divorce or separation in the student's immediate family. Appeals must be submitted by the published deadlines for timely review.

**B.** The Financial Aid Satisfactory Academic Progress committee will review the appeal and determine whether the financial aid probation or suspension action is justified. The student will be advised in writing of the committee's decision.

### **Other Types of Assistance**

A payment plan is made available for students who remain in good financial standing. In order to continue the installment payment option and to receive proper transcript credit for course work completed, students must remain committed to the financial obligations.

### **Need-Based Scholarships**

Students demonstrating financial need are eligible for scholarships beginning in the Fall of 2000. The criteria used to determine eligibility are as follows:

1. Students must apply by filling out the *Application for Financial Assistance*.
2. Students must be enrolled for at least nine (9) semester hours.

3. Awards are not to exceed \$500 per semester and may be renewed from year to year, providing continuing financial need is demonstrated and satisfactory academic progress is maintained.
4. Students must document their financial need to the Dean or his/her designee before these scholarships are granted.

## **Student Services and Activities**

### **Academic Advisement**

All students enrolled at WLBC will be assigned an academic advisor. The academic advisor will aid and assist the students through their program of study in an organized fashion in order to alleviate registration conflicts. Furthermore, the academic advisor will also serve as a spiritual counselor to students as long as their enrollment is validated. Hours for advisement and names of advisors will be posted on the door of the Administration Office.

### **Academic Information Services**

A Computer Lab is available to the students at WLBC. This computer center has been created to alleviate the burden of having to locate computers to use as word processors. They are equipped with the latest state-of-the-art software such as Microsoft Word, Excel, PowerPoint, WP 6.0, Q&A, and HG. Internet access is also provided. Computer Lab assistants are available at various times, and hours are posted in the Computer Center.

### **Athletics and Physical Fitness**

WLBC students are encouraged to participate in intramural and extramural programs at the Family Life Center. The recreational and social programs consist of skating, basketball, jogging, volleyball, aerobics, and other wholesome activities that promote quality health.

### **Bookstore**

A campus bookstore is located at WLBC. Students may purchase their course textbooks and other supplies: Bibles, novelties, Christian music cassettes and videos, sermons, etc. T-shirts, sweat shirts, jackets and other items are also available. Students may make purchases using cash, Visa, MasterCard or Discovery Card.

## **Campus Organizations**

- **Student Government Organization (SGO)**

Students have the opportunity to participate in student leadership programs through the Student Government Organization (SGO). This governing board provides students a voice in college governance, campus concerns and student affairs. SGO is also the umbrella structure for all WLBC student guilds and organizations. Representatives of each student organization sit on the SGO as voting members. Any student may attend SGO meetings and voice concerns as a nonvoting member. The SGO sponsors community services projects and supports student activities programming. The SGO President attends the WLBC board meetings and serves as an advisor on student issues to the Director of Student Affairs. The SGO also appoints students to college standing and ad hoc committees.
- **Student Prayer and Missions Team**

SPMT (organized in 2001) is a campus organization designed to conduct corporate prayer meetings and special worship services among student body, faculty and staff.

The organization led the college in its first global missions trip to Port-Of-Spain, Trinidad April 2008.

- **Delta Epsilon Chi Honor Society**  
Delta Epsilon Chi Honor Society is a national society that honors high scholastic achievers enrolled in accredited institutions. The organization was formed July 2008.
- **Literary and Debate Team**  
The Literary and Debate Team is organized to enhance critical thinking and research skills among students. Members prepare topics that are carefully researched, organized and prepared to defend.

### **Career Services**

Career Services, supervised by the Office of Student Affairs, is designed to assist students in locating part-time and summer employment. Employment opportunities for businesses, industries, and religious institutions are listed on the College's Career Development board.

The staff provides further instructions by assisting students in creating attractive resumes. Additional efforts are made through workshops such as grants writing (for those who wish to start their own businesses and ministries) and effective interviewing skills and techniques.

### **Computer Services**

WLBC has a computer lab equipped with state of the art equipment and software. Facilities are equipped to accommodate a class of 25 students simultaneously. In addition 15 students may use the computer lab at one time. A systems analyst is available as an instructor and to assist students with any difficulties that may occur while completing coursework assignments.

### **Health Examinations and Immunizations**

WLBC, in collaboration with Richland County Health Care Association, provides health awareness and wellness activities for students, faculty and staff. Dr. Kelvin Wiley, supervisor of Health Services, provides students with information regarding access to health care facilities, and also educate them on health awareness issues. Any student requiring immediate medical treatment at an emergency center, hospital or physician's office should contact the housing director. The students are responsible for personal medical expenses.

### **Housing**

WLBC residency students are housed at the student dormitory and apartments provided through the sponsoring organization (COOLJC).

### **Insurance**

Group student health insurance is not provided directly by WLBC, however, the college providing information for individual and group insurance plans offered by various providers. Students interested in obtaining group health insurance can obtain information on health insurance providers from the Office of Student Affairs.

### **Veteran's Assistance**

Eligible students may receive veteran's benefits by contacting the College's Financial Aid Office. The office assists those already admitted to the college as well as those who are seeking admission.

## **Writing Center**

The Writing Center (WC) provides assistance to students by proofreading written assignments, teaching, and consulting with students regarding their performance. The students submit their essays, reports, papers, and other writing assignments to the lab director. They participate with the proofreading/reviewing/editing process, and should complete additional assignments.

## **Campus Environment**

### **Student Conduct**

W. L. Bonner College intends to provide a campus environment conducive to learning and to the successful attainment of student goals. Respect for the rights of others, openness to new and different ideas, acceptance of individuals from different backgrounds and cultures, and belief in the worth and dignity of all people are encouraged. The College's Student Handbook and Code of Conduct reinforce this concept and outline the rights and responsibilities of students.

### **Drug-Free Campus Policy**

In accordance with the Drug Free Schools and Communities Act Amendments of 1989, WLBC has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

College standards of conduct clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on college property or as part of any college activity. Sanctions, up to and including expulsion, termination of college employment and referral for prosecution, will be imposed for the violation of these standards. A complete description of the applicable legal sanctions, the associated health risks of alcohol and drug abuse, and the counseling, treatment and rehabilitation programs available to students, is provided in the WLBC Student Handbook, which may be received from the Office of Student Affairs.

### **Parking**

Students are not required to register their vehicles to park on campus property. All students may park in areas not reserved for permit only (faculty and staff) visitors, handicapped, loading zones, etc.

### **Safety**

WLBC complies with guidelines of the Environmental Protection Agency (EPA) and the Federal Occupational Safety and Health Act (OSHA) to insure a safe environment. When necessary, personnel are required to wear protective equipment to prevent injury. The cost of equipment is listed under the specific curriculum in this catalog, or can be obtained from the bookstore. In addition, WLBC adheres to the guidelines of the Campus Security Act. Campus security information is available to all students and applicants at the Office of Student Affairs.

### **Smoking**

In the interest of health and to create a smoke-free environment, smoking in all buildings as well as the campus grounds, is expressly prohibited at WLBC in dormitories, office buildings, cafeteria, and gymnasium.

### **Student Complaints**

As members of the academic community, students are entitled to all rights and responsibilities accorded them by the laws of this community. The process by which students may file grievances concerning harassment, discrimination and other matters or appeal academic

decisions is outlined in the WLBC Student Handbook, which may be obtained through the Office of Student Affairs.

### **Disciplinary Procedures**

W. L. Bonner College offers fair treatment to all students in disciplinary matters. Should difficulties arise from students' failure to abide by the code of ethics set forth by the institution, the following disciplinary actions will be initiated.

**Verbal Warning** - the students shall be given a verbal explanation of the problem behavior, including an explanation of W. L. Bonner College's policy regarding inappropriate behavior. In addition, the students will be advised of the consequences of further infractions of the policy in question. If no further problems occur with regard to the issue raised at the verbal warning stage, no further disciplinary action will be taken.

**Written Warning** - If the problem persists, the students may be given a written explanation of the problem behavior, including an explanation of W. L. Bonner College policy regarding such behavior. In addition, the students will be advised that continuation of the problem behavior may lead to probation or suspension. The students will be given an opportunity to change the unwanted behavior and, if the behavior does not reoccur, no further disciplinary action will be taken.

**Probation** – Depending on the severity of the problem at any point after a verbal warning and written warning have been issued, the students may be placed on probation for a period of one semester during which time immediate suspension or dismissal may occur.

**Dismissal** - If verbal and written warnings fail to bring about a change in the undesired behavior, the students will be dismissed from WLBC.

W. L. Bonner College reserves the right to bypass any disciplinary step and base its decision on the severity, frequency, or combination of infractions when circumstances warrant immediate action. Students who are dissatisfied with the disciplinary action of his/her instructor (excluding dismissal) may file an appeal in accordance with established policy as stated in the Student Appeal section of the Code of Conduct manual. All appeals must be submitted to the Office of the Dean.

## **DIVISION OF ACADEMIC AFFAIRS**

**The mission of the Division of Academic Affairs is to provide the institution with appropriate curricular structures and content to achieve its mission.**

### **Goals and Objectives**

Advise students in selecting programs of study that train them for their area of ministry;

1. Assist students in developing goals that help in meeting their ministry aspirations;
2. Develop strategies and methods for achieving the mission and goals of the
3. academic affairs program
4. Ensure the accuracy and integrity of academic records;
5. Employ methods for achieving both departmental and initial goals;
6. Offer programs that assist students in achieving their ministry and vocational goals.

### **Office of the Registrar**

The mission of the Office of the Registrar is to implement and facilitate policies and procedures as set by the College, state and federal government, and make recommendations for changes as necessary; to provide well-kept and accurate student records; and to provide good customer service

## **Registration Information**

### **Full-time**

A student registered for twelve or more semester hours

### **Part-time**

A student registered for six – eleven or fewer semester hours

### **Less than Part-time**

A student registered for less than six semester hours

### **Pre-registration**

Registration packets will be provided to all students (those currently enrolled and those who are newly accepted) prior to the official registration period. The pre-registration for subsequent semesters will take place prior to the end of the current semester.

### **Registration for Classes**

Entering students will register for courses during the orientation period. Prior to registration, students will receive instructions on the registration process and guidance concerning courses and particular programs of study.

### **Registration for Course and Degree Audits**

Students desiring to audit a course may do so on a space available basis two days after late registration. Dates and times are published in the Class Schedule. All requests must be made by the first day of class. Course tuition and applicable fees apply.

### **Class Attendance**

Students are not allowed more than three absences during the semester. Students who miss more than three days from class must submit documentation of extenuating circumstances such as bereavement, severe illness, etc. Academic field trips are permitted. However, unexcused absences will result in the lowering of the course grade. It is the responsibility to instructors to document students' attendance for the purpose of calculating grades.

### **Course Cancellation**

Courses without adequate enrollment are subject to cancellation.

### **Course and College Withdrawals**

Students who must withdraw from classes or from the College for any reason must complete a class and/or college withdrawal form. Course and College Withdrawal forms are kept in the Office of the Registrar. Additional documentation may be required as necessary.

### **College Leave of Absence**

Students who must delay continued enrollment for at least one academic year for reasons beyond their control, but wish to remain in their current curriculum catalog may request leave of absence from college. Leave of Absence forms are kept in the Office of the Registrar and must



receive approval. Reasons can be (1) course(s) needed not being offered during current semester (2) emergency sick leave (3) financial circumstances, etc. All requests for leave of absences must be documented using appropriate forms.

### **Change of Academic Major**

Students desiring to change their program of study after enrolling should follow these steps:

1. Complete a *Change of Academic Major* form in the Registrar's office.
2. Consult the Department Coordinator for approval of change.
3. Upon completion of the form and approval of the change, information will be forwarded to the Registrar's Office, where the student's major will be officially changed. Information on the change of major will be forwarded to the new department, the former department and other offices, as appropriate.

### **Declaration of Double Major**

Students may declare two (2) majors, but only the primary major will be recognized for the degree. The student must apply for readmission to declare second major after receiving his/her first degree.

### **Directed Independent Study**

Students are limited to four (4) independent learning courses in college career. The dean must approve waiver of policy.

### **Examination Policy**

Examination dates will be provided in a syllabus designed by each instructor. Tests may be made up if prior permission has been given by the professor, or in the cases of extreme illness, bereavement, or other emergencies.

Re-examinations must be taken within two weeks following the regularly scheduled examination or at the discretion of the professor.

### **Grading Policy**

All grades are permanently recorded on students' academic transcripts and become a part of their scholastic record. An unsatisfactory grade ("D" or "F") in a course must remain on the transcript and is used in calculation of the students' grade point ratio. However, if students repeat a course, the new grade replaces the unsatisfactory grade for GPA calculations, but both grades remain a permanent part of the student's transcript.

Grade reports are mailed to students within four weeks after the end of each term. Faculty members have a maximum of two weeks after the final examinations to report course grades.

### **Description of Current Grading System**

| <b><u>GRADE</u></b> |        | <b><u>EXPLANATION</u></b> | <b><u>POINTS PER SEMESTER</u></b> |
|---------------------|--------|---------------------------|-----------------------------------|
| A                   | 95-100 | Excellent                 | 4.0                               |
| A-                  | 91-94  |                           | 3.7                               |
| B+                  | 87-90  |                           | 3.3                               |
| B                   | 82-86  |                           | 3.0                               |

|     |          |                              |     |
|-----|----------|------------------------------|-----|
| B-  | 78-81    | Good                         | 2.7 |
| C+  | 75-77    |                              | 2.3 |
| C   | 72-74    | Satisfactory                 | 2.0 |
| C-  | 69-71    |                              | 1.7 |
| D+  | 66-68    |                              | 1.3 |
| D   | 63-65    | Passing                      | 1.0 |
| D-  | 60-62    |                              | 0.7 |
| F   | 59-Below | Failure                      | 0.0 |
| I   |          | Incomplete                   |     |
| INC |          | Incomplete                   |     |
| CR  |          | Credit – Pass                |     |
| NCR |          | Credit - Fail                |     |
| S   |          | Satisfactory                 |     |
| U   |          | Unsatisfactory               |     |
| VWD |          | Voluntary Withdrawal Passing |     |
| W   |          | Withdrawal                   |     |
| WP  |          | Withdrawal Passing           |     |
| WF  |          | Withdrawal Failing           | 0.0 |
| VWF |          | Voluntary Withdrawal Failing | 0.0 |
| AU  |          | Audit                        |     |
| AUF |          | Audit Fail                   |     |

### Grade Repeat Policy

When a course is repeated, all grades will be entered on the student’s permanent academic record. Certain departmental requirements may limit the number of times a course may be repeated. Though the repeated course is utilized in assessing student’s academic progress, the original grade will also remain a part of the student’s permanent academic transcript.

### Course Withdrawal

If it is essential for students to drop a course after classes have begun, the necessary procedures must be followed. An Add/Drop form must be obtained from the Office of the Registrar during the late registration period, and authorization must be obtained from the advisor. Students withdrawing from classes beyond the late registration dates are subject to withdrawal grades based on the delineation schedule listed below. (See policy on student refunds) Exact refund schedules will be listed in the Schedule of Classes & Registration and Informational Guide each semester.

| Grade     | From | To | After this date<br>Assigned Grade will be |
|-----------|------|----|-------------------------------------------|
| <b>W</b>  |      |    | <b>WP/WF</b>                              |
| <b>WP</b> |      |    | <b>WF</b>                                 |
| <b>WF</b> |      |    | <b>WF</b>                                 |

Withdrawal grade after the first four weeks of classes assign a WP or WF depending on the students’ pass or fail status.

*W* – Students who withdraws from class within the first four weeks of class - (Resident students only). Students in the Institute program (within the first 5 days and Saturday Institute programs the first month only)

*WP* – Student is passing course

*WF* – Student is failing course (Note: Within the last six (6) weeks of school a WF Grade will be assigned even if the student is passing the class unless extenuating circumstances exists and is

approved (Resident students only); students in the Institute and Saturday programs – within the last month unless extenuating circumstances exist. Specific dates will be listed in the Schedule of Classes & Registration and Informational Guide each semester.

### **Change of Grade**

In order to change a grade, there must be written justification from the instructor, which must accompany the Change of Grade form approved by faculty chair and the dean. The dean must approve grades submitted more than three (3) weeks after the deadline for reporting grades. Change of Grade forms are housed in the Office Registrar and must be returned to that office after the dean's approval.

### **Incomplete Work**

All work required in a course is due by the end of the term. Incomplete grades ("I") are given only when emergencies or physical difficulties prevent students from completing their work. Any coursework incomplete at the end of the term may be made up only at the discretion of the instructor and in accordance with his or her instructions. A grade penalty may be assessed even though the student is allowed to make up the work. Any grade of "I" (Incomplete) must be removed within ninety (90) days following the end of the term or the grade automatically becomes an "F."

### **Incomplete Work Extension – Extenuating Circumstances**

The student may receive an extension to remove incomplete grades for courses pursued only if it is determined that extenuating circumstances exist.

*Note:* Special circumstances will only include situations beyond that student's control and approval will be based on evidence provided by the student. If other evidence exists that would not substantiate such approval, the request will be denied.

## **Student Classification**

### **Freshman**

A high school student who has graduated or presents satisfactory scores on equivalency examinations;

### **Sophomore**

A student who has completed 32 to 54 semester hours who wishes to earn the Associate degree must have completed 62 hours with a grade-point average of 2.0 or better;

### **Junior**

A student who has been accepted into the Degree program and who has completed 55 to 84 semester hours

### **Senior**

A student who has completed at least 85 semester hours, has a grade-point average of at least 2.0, and is making satisfactory progress toward meeting all graduation requirements.

## **Academic Standards Information**

### **Statement of Classification Clarity**

All students, with the exception of those in the Continuing Education Program (receiving CEU Credits), are subject to academic standing regulations based on the total number of hours pursued including all transfer credits accepted at WLBC.

### **Academic Standing Delineation**

| Classification | Total Hours Pursued | Cleared Status Minimum | Probation Up to 3 Consecutive | Suspended One Semester | Dismal Permanent Unless Readmitted by ARB |
|----------------|---------------------|------------------------|-------------------------------|------------------------|-------------------------------------------|
| Freshman       | 3-31                | 1.80                   | 1.70-1.79                     | LT 1.70                | LT 1.70                                   |
| Sophomore      | 32-54               | 1.89                   | 1.80-1.88                     | LT 1.80                | LT 1.80                                   |
| Junior         | 55-84               | 1.99                   | 1.90-1.98                     | LT 1.90                | LT 1.90                                   |
| Senior         | 85 up               | 2.00                   |                               | LT 2.00                | LT 2.00                                   |

Chart reflects cumulative statistics:

*LT* = Less Than

*Total Hours* = Cumulative hours pursued (not earned)

*ARB* = Academic Review Board

### **Academic Standing Regulations**

#### **Academic Probation**

Students are placed on academic probation when their cumulative Grade Point Average (GPA) falls below the minimum GPA to be in good academic standing based on cumulative hours attempted. The student has three (3) consecutive semesters to remove his/her status. The student must have a minimum 2.00 GPA for the semester or the student will fail.

#### **Academic Warning**

Students are placed on academic warning during their first academic year of continuous enrollment when their cumulative Grade Point Average (GPA) falls below the minimum probationary GPA based on cumulative hours pursued. If at the end of their third semester of enrollment their GPA still falls below the minimum probationary GPA, students are placed on academic suspension for one semester. At this time, the students are governed by the academic suspension ruling.

While on academic warning, students are not allowed to attend other schools as a transient student. If the students attend other institutions without prior permission, they must reapply and be accepted as a re-admit transfer student. If accepted, credits earned at those institutions will be used to determine the students' academic standing.

#### **Academic Suspension**

Students are placed on academic suspension when their cumulative Grade Point Average (GPA) falls below the minimum probationary GPA based on cumulative hours pursued. Students are suspended for one semester and may return to school after one-semester of non-enrollment; however, after one academic year of non-enrollment, the student must complete a readmit application.

While on suspension, students are not allowed to attend another school as transient students. If students attend other institutions without prior permission, they must

reapply and be accepted as a re-admit transfer student. If accepted, credits earned at those institutions will be used to determine the students' academic standing.

### **Academic Dismissal**

Students are placed on permanent academic dismissal after any current or previous academic suspension and must appeal and be approved by the Academic Review Board (ARB) before being allowed to return to school.

The student must complete an Academic Review Board Petition Form with a written letter requesting to be re-admitted to school and meet with his or her academic advisor (obtain advisors' signature on the form). The ARB letter should clearly state his/her intent and sincere desire to complete studies at the W. L. Bonner College. The petition may be made once during the semester following dismissal for the subsequent semester. Once the board has approved re-admission, the decision stands whether or not students return the semester approved. The Academic Review Board form may be obtained from the Office of the Registrar and is not considered unless it is returned to that office with signatures.

If accepted to return, the students are allowed to enroll in no more the 12 hours until academic status is removed (Resident program students only. Institute and Saturday Institute students should enroll in no more than nine (9) hours.). Other stipulations will apply as set by the Academic Review Board if approved.

### **Plagiarism**

Students should display respect for the intellectual property of the authors whose work they study. Thus, all students should refrain from making un-referenced words or thoughts from other authors. All references to the thoughts and words of such must be properly cited (see *MLA Handbook for Writers of Research Papers*: by Joseph Gibaldi).

### **Academic Review Board Petition**

Academic Review Board (ARB). The student must complete a petition to the Academic Review Board form with a written letter requesting re-admission to school. The petition may be made once during the following dismissal semester for the subsequent semester. Forms and additional information regarding the academic review board policy and process are housed in the Office of the Registrar.

### **Transfer Credits**

Only credits earned and accepted towards a degree will be recorded on the W. L. Bonner Transcript as transfer work (the student's previous grade point average (GPA) is not included).

**Academic status is determined by cumulative accepted transfer hours and hours pursued (attempted hours) at W. L. Bonner College**

### **Student Privacy Rights/Release of Student Information**

The *Family Educational Rights and Privacy Act of 1974*, as amended, with which WLBC fully complies, protects the privacy of educational records, establishes the right of students to inspect these records, and provides guidelines for the correction of inaccurate or misleading data through informational hearings. Students' records include financial accounts and records, grades, and Student Affairs Division files. Students have the right to file complaints concerning alleged institutional failure to comply with this act by contacting the Division of Student Affairs.

## **FERPA – Family Educational Rights to Privacy Act (1974)**

### **Access to Student Information Procedure**

Because of the federal requirements governing the protection of student academic records, it is important that students know their responsibilities when they are provided access to sensitive information. The Family Educational Rights and Privacy Act (FERPA) applies to all schools that receive funding from the Department of Education. Breach of FERPA enforcement could result in the revocation of all federally awarded financial aid funding, therefore, compliance with FERPA requirements is stringently monitored and reported. Breach of institutional procedure could result in revocation of student access privileges or revocation of a computer account, depending upon the severity of the breach.

Upon reaching the age of 18 years, the right of ownership for one's decisions transfers from the parent to the student. (WLBC has determined any student who is attending receives the right of ownership even if he/she is under 18 years of age.) A student is defined as one who has been admitted to the college. Applicants for admission are not protected by FERPA until they enroll in classes and attend.

- ◆ **The Family Educational Rights and Privacy Act stipulates that information may be released to college employees only when the disclosure of information is to staff members who have a "legitimate educational interest" in the student information. "Legitimate educational interest" is defined by your role with the college.**
- ◆ **The college will not disclose any personally identifiable information about students (except directory information listed below) without the written consent of the student. Each student, however, has the right to restrict the release of any or all of this information by submitting a written request to the Registrars Office.**
- ◆ **FERPA mandates protection of student information from third-party disclosure.**
- ◆ ***Access to Student Information Procedure***

**Contact the Office of the Registrar for additional information.**

### **Transient Agreement Policy**

Credit for work that is completed at another institution by students enrolled at the W. L. Bonner College will only be accepted if the student: 1. has previously requested and received permission from his/her major advisor, the dean and the registrar to attend another institution (and the approval is on file in the Registrar's Office prior to the student enrolling at the host institution); 2. if the course is transferable (equivalent to a major course or is approved as an elective); 3. if the student has not attempted pursued the equivalent course at the W. L. Bonner College; 4. if the student is in good academic standing at the College; 5. if the student passes the course with a minimum grade of "C."

### **Graduation Information**

#### **Applying for Degree**

Degrees and certificates will be awarded at the May Commencement each year. Students who plan to complete requirements for obtaining such degrees or certificates are required to file an

application by the specified deadlines each term. Unless these conditions are met, certificates or degrees will not be issued. The necessary fees must accompany the document at the time of application.

### **Commencement**

Commencement will be held in May of each year. All requirements for graduation must be met before the student may participate in the Commencement Exercises. No certificate or degree will be awarded until the end of the term in which all graduation requirements have been met, a degree application has been properly submitted and degrees conferred at commencement.

### **Program Course Substitution**

All requests for substitutions should be reviewed and approved by the faculty chair with approval from the dean. Course Substitution forms may be obtained from the Office of the Registrar.

### **Graduation Honors Policy**

Students receiving exceptional grades will be awarded scholastic honors based upon their performance.

*Summa cum laude* (highest honor) for grade point ratio above 3.80

*Magna cum laude* (high honor) for grade point ratio from 3.60 to 3.79

*Cum laude* (with honor) for grade point ratio from 3.30 to 3.59

### **Graduation Expenses**

(Graduation fees must be paid by the application deadline indicated for each term in the Calendar)

|                                     |          |
|-------------------------------------|----------|
| Graduation fee .....                | \$ 25.00 |
| Late graduation fee .....           | \$ 35.00 |
| Certificate .....                   | \$ 25.00 |
| Associate of Religious Studies..... | \$ 30.00 |
| Bachelor of Religious Studies.....  | \$ 35.00 |

Additional graduation expenses include regalia, invitations, and photographs. These expenses will be posted each academic year.

### **Non-Degree Seeking**

Students who are taking courses, but are not working toward a particular degree may later transfer credits earned to a certificate or degree if the courses are applicable to their program of study.

### **Transfer Course Work Applied Toward Graduation**

The appropriate program's department coordinator or designee must approve student course work taken more than ten years ago in order for it to be applied toward graduation

**Division of Academic Affairs**  
**FACULTY GOVERNANCE**



**Dr. William L. Bonner, D.D, Th.D.**  
President and Founder  
Instruction: *Bible; Theology*

**Professional Experience**  
Chief Apostle, COOLJC  
Int'l Missionary/Overseer  
Teacher, Evangelist, Pastor



**Bishop Bradford Berry**  
B.A., Hampton University  
Instruction: *Bible; Theology*

**Professional Experience**  
Pastor (*Refuge Church of Christ*)  
*Regional Bishop (West Africa)*  
Co-Founder (Lift Him Up Fellowship Conf.)



**Dr. Henry Davenport**



**Dr. Fabian Maganda**  
B. Theology (Scott Theological College)  
M.A. (Columbia International University)  
M. Div. (Columbia International University)  
Ph.D. University of South Carolina  
Instruction: *Bible/Theology*

**Professional Experience**  
Dean of Field Educ. (Africa Inland Church)  
Associate Pastor (Africa Inland Church)  
Asst. Dir. Youth/Christian Educ. (Christian Coun of Tanzania)



**Ms. Elaine McQueen.**  
B. S. (Belhaven College)  
B. A. (Benedict College)  
M. Div. (Columbia International University)  
Ed. D.—Student (Columbia International College)  
Instruction: *Women's Ministries, Youth Ministries*

**Professional Experience**  
Missions Coor. (Crossover Comm. Int'l)  
National Missionary (COOLJC)  
Director (WLBC Women's Ministries Prog.)  
Student Missionary Mexico (Belhaven College)



## FACULTY GOVERNANCE

**Dr. Arthur Nyanfor**



**Dr. Ronnie Parson**

Associate Degree (Electronic Engineering)  
Bachelor of Biblical Studies (Lee University)  
Masters of Art in Christian Counseling (Gordon Conwell Theological Seminary)

**Professional Experience**

The Living Church Ministries, Pastor  
District Elder & Executive Assistant (COOLJC)  
Homiletics, Pastoral Counseling, Bible Doctrine (WLBC)  
Information Technology Supervisor (Union Academy Charter)  
Computer Programmer, Network & Hardware Specialist (Ron Inc.)



**Bishop Fred Rubin**

B. S. (University of Hawaii)  
M.A.T. (Trenton State College)  
Instruction: *Pastoral Ministries*

**Professional Experience**

Pastor (Refuge in Englishtown, NJ)  
State Bishop (COOLJC, New Jersey)  
Co-Founder (Lift Him Up Conference)



**Professor DaBetta Smith**



**Professor Sheneice Smith**



## FACULTY GOVERNANCE



**Rev. Jimmy Weaver**  
B. S. (Wingate University)  
M. Div. (Columbia International University)  
Instruction: *Bible/Theology*

**Professional Experience**  
Instructor (Midlands Technical College)  
Bible Instructor (Free Will Baptist Church)  
Bible, History, Remedial Studies Instructor  
(Tabernacle Christian School)



**Attorney Vannie Williams**  
B. A. Politics (Furman University)  
Juris Doctorate (University of South Carolina, School of Law)  
Instruction: *General Studies*

**Professional Experience**  
Secretary (WLBC Board of Directors)  
Professor (South University)

## **DIVISION OF ACADEMIC INFORMATION SERVICES**

### **Office of Library Services**

#### **Mission**

The mission of Academic Information Services is to serve the needs of the College by providing library information resources and services in appropriate quantity and quality to support the curriculum of the College and to meet the study and research needs of the students and faculty.

#### **Goals and Objectives**

- To support the academic mission and curricula of the College;
- To offer an appropriate and adequate collection of quality print and non-print materials, media, and technology to meet the educational and research needs of faculty and students, relative to the certificate and degree programs;
- To enhance the collections by utilizing electronic resources and participating in an interlibrary loan program;
- To maintain a range and quality of service such as learning resources, computers, audiovisuals, and other media that enhance curricular requirements and the needs of students and faculty;
- To ensure adequate allotted space for library functions.
- The Information Technology Department has a responsibility to ensure that Library Services is provided with appropriate and adequate security and monitoring of computer access that ensures proper functions of all the college's related activities. The department is also accountable for sustaining the use of current technology and learning resources.

### **Academic Program Requirements**

#### **Chapel Services**

Chapel attendance is a requirement for all full-time students. Chapel services are held twice weekly for residency students and Tuesday through Thursday during the week of Institute classes. Faculty members are responsible for planning and assessing residency chapel. Special chapels are held and conducted by the President of the College.

#### **Field Education Program**

Field Education is required of all students enrolled in the Associate of Religious Studies and Bachelor of Religious Studies degree programs. Students are required to complete four credit hours which comprise of laboratory time in specialized instruction as they prepare for practical and hands-on ministry functions (teaching, evangelism, cross cultural ministries, preaching, counseling and women's ministries).

#### **Christian Service/Field Education/Ministry Formation**

Learning has not taken place until 'information' has been coupled with 'formation'.

W. L. Bonner College seeks ministry opportunities for its students so that students may understand fully the institution's philosophy of learning. The institution seeks to train students to glorify God in their area of vocation.

Presently, all ministry activities take place within the institution and neighboring sites. Both, students in full-time and those in part-time ministry, receive practical experience in evangelism, teaching (formal and informal), administration, and various forms of church ministries.

A qualified faculty member, who reports directly to the Dean, directs the "Christian Service" Program. The director maintains an effective assessment and evaluation system that records and documents students' progress in ministry assignments. Faculty, as well as site supervisors, advises students. The ministry activities are planned, coordinated, and evaluated by the faculty and students, as well as the Dean.

### **Non-Traditional Program Deliveries**

#### **Institute Program (IP)**

The Institute Program (IP) is an intensive study program specifically structured for clergy and other persons directly involved in church vocations. Students attend classes one week each month. Total each class for the week is nine hours and thirty-five minutes. The Women's Institute Program and the Pastors' Institute Program meet the third week of each month.

Instructors for the Institute Program travel from various states to conduct these classes, and they communicate closely with the students during the remaining weeks of the month through faculty directed studies where appropriate.

Students acquire textbooks (audio- and videotaped lessons, where appropriate), course syllabi and other materials for each course that is outlined in their curriculum. Class projects and assignments include reading of course materials, essays, oral and written reports, quizzes and exams (midterm and final).

Because the Institute Programs are designed to meet the same criteria as the Residency Program, students may work toward certificates and degrees in the following areas: Biblical Studies, Church Ministries, Missions/Evangelism, Pastoral Ministries, Women's Ministries, and Youth Ministries.

Local residents may not enroll in Institute classes except for extenuating circumstances. All students located in the Columbia and surrounding areas must receive permission from the College Dean to enroll in Institute program or classes.

Methodology for course delivery is a combination of traditional and non-traditional methods (chat rooms, online forums, etc.).

#### **SATURDAY INSTITUTE PROGRAM (SAT)**

The Saturday Institute is established for individuals who are unable to commute to campus on a regular basis. Classes are held one Saturday each month for four months and students are allowed to complete a one-year Certificate of Christian Ministries in Biblical Studies, Ministerial Studies, Global Cross-Cultural Ministries, Women's Ministries and/or Youth Ministries.

#### **CONTINUING EDUCATION PROGRAM (CEP)**

The mission of the Continuing Education Program (CEP) at W. L. Bonner College (WLBC) is to enhance ministry and professional development skills among Christian leaders and laymen and women, through interactive programs, professional workshops and seminars. Goals are to:

- Promote a presence of the college's mission throughout the community that demonstrates sound Christian leadership principles and depicts the values of family and community;
- Market the program among Churches and community businesses, offering courses through non-traditional learning contexts that enable families and community liaisons to enhance their potential for growth;
- Create a yearning for training among Christian leaders and workers that reflects the biblical principles of life long learning, continual development into the image of Christ;
- Develop a learning environment that exposes Christian leaders and workers to a biblical worldview, which will guide their lives spiritually, socially, and personally;
- Foster a learning setting that challenges Christian workers to use their spiritual gifts for the advancement and expansion of God's Kingdom on earth.

Continuing Education (CE) offerings are highly demanded, relevant courses in leadership, church and para-Church administration, missions and evangelism, and other related training. These offerings may be provided in the form of workshops, seminars, conferences, training events, or college credit courses taken after original training.

The program has brought together some of the most respected professors and professionals to teach these courses. Since its inception, approximately 1,000 students have entered for spiritual enrichment, professional development, and ministry training that made them eligible for promotions or elevation within their institutions.

There is a short application to complete, but no transcript to submit and no entrance test to take. You basically sign up and come to class. It is that simple and easy.

## **Continuing Education Programs**

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### **Training in Ministerial Studies & Pastoral Leadership**

#### **Program Purpose**

The purpose of this program is to train students for ministry in pastoral and para-church ministries, preparing them for ordination and advancement within their denominational bureaucracies.

#### **Program Goals**

*Students will:*

Communicate effectively the Word of God through preaching and teaching contexts;  
Provide leadership to individuals and groups in Church and parachurch settings;  
Use biblical and sociological insights in guiding victims, aggressors and families through crisis;

Apply biblical principles and strategies in Church planting and global ministries; Impact change in the lives of individuals and families.

**Program Requirements**

- CE-BT-101 The Pentateuch (3)
- CE-BT-102 The Historical Books (3)
- CE-BT-103 Prophecy/Wisdom Books (3)
- CE-BT-104 Inter-Testamental Period (3)
- CE-BT-110 The Gospels (3)
- CE-BT-111 New Testament History (The Acts of the Apostles) (3)
- CE-BT-112 The Epistles (3)
- CE-BT-113 The Apocalypse (3) (Revelation)
- CE-BT-111 Intro to Bible Doctrine (3)
- CE-BT-112 Theology of Positive Thinking (3)
- CE-BT-115 The Holy Spirit in the Age of Grace (3)
- CE-PC-120 Principles of Evangelism (3)
- CE-PC-121 Principles of Teaching (3)
- CE-PC-220 Principles of Apologetics (3)
- CE-PC-221 Biblical and Sociological Insights in Crisis Intervention (3)
- CE-PAS-250 Biblical and Theological Principles in Shepherding & Pastoral Leadership (3)
- CE-PAS-260 Principles and Strategies in Church Planting (3)

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## **Training in Women’s Ministries and Services**

**Program Purpose**

The purpose of this program is to train students those who minister to women and families, addressing those basic human and felt needs, and those social issues that confront and challenge individuals, families, and congregations.

**Program Goals**

***Students will:***

- Provide a theological and biblical perspective on training and ministry to women and families;
- Acquire skills in mentoring young and older women, breaking through barriers that separate the generations;
- Intervene in cases of domestic and interpersonal violence (IPV), referring to congregational pastors, community counselors, and others who seek to prevent further abuse to victims and their families;
- Provide teaching and training to leaders and parishioners, equipping them to serve the needs of women and families.

**Program Requirements**

- CE-BT-101 The Pentateuch (3)
- CE-BT-102 The Historical Books (3)
- CE-BT-103 Prophecy/Wisdom Books (3)
- CE-BT-104 Inter-Testamental Period (3)
- CE-BT-110 The Gospels (3)
- CE-BT-111 New Testament History (The Acts of the Apostles) (3)
- CE-BT-112 The Epistles (3)
- CE-BT-113 The Apocalypse (Revelation) (3)
- CE-BT-111 Intro to Bible Doctrine (3)
- CE-BT-112 Theology of Positive Thinking (3)

CE-BT-115 The Holy Spirit in the Age of Grace (3)  
CE-PC-120 Principles of Evangelism (3)  
CE-PC-121 Principles of Teaching (3)  
CE-PC-220 Principles of Apologetics (3)  
CE-PC-221 Biblical and Sociological Insights in Crisis Intervention (3)  
CE-WOM-250 Biblical and Theological Principles on Women in Ministry (3)  
CE-WOM-260 Studies in Ruth and Esther as Historical Literature (3)

## **CERTIFICATE OF CHRISTIAN MINISTRIES**

The *Certificate of Christian Ministries (CCM)* program is the basic foundation for all other levels (Associate of Religious Studies and Bachelor of Religious Studies). Its purpose is to provide basic knowledge and studies where students will develop a working knowledge of the primary source (the Holy Bible), principles for victorious Christian living and a biblical worldview. In each program students will acquire professional skills that are requisite for successful ministry performance. Each certificate program includes 21 Bible/Theology core credits, 3 general studies and 6 professional core credits.

### **BIBLICAL STUDIES**

The purpose of the Biblical Studies Certificate program is to provide the opportunity for students to conduct a thorough study of the Bible in the areas of Bible Doctrine and the fundamental principles for Christian living and ministry development.

Students will:

1. develop a working knowledge in how to study, interpret and apply the Holy Scriptures
2. apply basic truths to their own personal lives; and
3. share the Word of God with others in Church, Para-Church and other settings.

| <b>FALL</b> |                                             |    |
|-------------|---------------------------------------------|----|
| APO 330     | Introduction to Apologetics                 | 3  |
| BIB 104     | Introduction to Old Testament               | 3  |
| THE 110     | Bible/Apostolic Doctrine                    | 3  |
| THE 200     | Theology of Positive Thinking               | 3  |
| ORN 100     | Introduction to Higher Education Experience | 1  |
|             |                                             |    |
|             |                                             | 13 |

| <b>SPRING</b> |                                             |    |
|---------------|---------------------------------------------|----|
| BIB 118       | Introduction to New Testament               | 3  |
| EDU 308       | Educational Ministry/Church                 | 3  |
| EVA 101       | Introduction to Evangelism                  | 3  |
| THE 275       | Theology of the Holy Spirit                 | 3  |
| EDU 215       | Principles of Teaching                      | 3  |
| CNS 210       | Intro to Counseling and Crisis Intervention | 3  |
|               |                                             |    |
|               |                                             | 18 |

TOTAL CREDIT HOURS            31

### **MINISTERIAL STUDIES**

The *Ministerial Studies Certificate* program is designed to train and prepare ministers for ordination within the sponsoring denomination, in particular. Courses offer a biblical and practical perspective to effectively communicating God's Word, as well as effective strategies for evangelism and discipleship of all people.

Students will:

1. acquire effective communicative skills in presenting the Gospel of Jesus Christ;
2. serve as small group leaders and/or overseers in Churches and/or Para-Church contexts;
3. become mentors in both Church- and community-based organizations and settings.

| <b>FALL</b> |                                             |    |
|-------------|---------------------------------------------|----|
| APO 330     | Introduction to Apologetics                 | 3  |
| BIB 104     | Introduction to Old Testament               | 3  |
| THE 110     | Apostolic/Bible doctrine                    | 3  |
| THE 200     | Theology of Positive Thinking               | 3  |
| PAS 300     | Pastoral Theology                           | 3  |
| ORN 100     | Introduction to Higher Education Experience | 1  |
|             |                                             |    |
|             |                                             | 16 |

| <b>SPRING</b> |                                             |    |
|---------------|---------------------------------------------|----|
| BIB 118       | Introduction to New Testament               | 3  |
| EVA 101       | Introduction to Evangelism                  | 3  |
| CNS 210       | Intro to Counseling and Crisis Intervention | 3  |
| PAS 322       | Homiletics & Sermon Preparation             | 3  |
| THE 275       | Theology of the Holy Spirit                 | 3  |
|               |                                             |    |
|               |                                             | 15 |

TOTAL CREDIT HOURS            31



## GLOBAL CROSS-CULTURAL MINISTRIES

The Global Cross-Cultural Ministries Certificate program is designed to prepare individuals for cross-cultural ministries and evangelism in local churches, cross-cultural community settings in North American and other settings. Students will acquire skills in effectively communicating the Gospel **Message** and utilizing practical **Methods** in leading others to Christ.

Students will:

1. effectively lead others to saving faith in Christ Jesus;
2. disciple new believers into maturity of the Christian faith;
3. serve as Christian workers in short- and long-term cross-cultural ministries.

| FALL    |                                             |    |
|---------|---------------------------------------------|----|
| APO 330 | Introduction to Apologetics                 | 3  |
| BIB 104 | Introduction to Old Testament               | 3  |
| MIS 335 | Biblical Theology of Missions               | 3  |
| THE 110 | Apostolic/Bible doctrine                    | 3  |
| THE 200 | Theology of Positive Thinking               | 3  |
| ORN 100 | Introduction to Higher Education Experience | 1  |
|         |                                             | 16 |

| SPRING  |                                            |    |
|---------|--------------------------------------------|----|
| BIB 118 | Introduction to New Testament              | 3  |
| PAS 340 | Introduction to Church Planting Strategies | 3  |
| EVA 101 | Introduction to Evangelism                 | 3  |
| MIS 370 | The Div Role of The Soul Winner            | 3  |
| THE 275 | Theology of the Holy Spirit                | 3  |
|         |                                            |    |
|         |                                            | 15 |

TOTAL CREDIT HOURS 31

## WOMEN'S STUDIES

The purpose of the Women's Ministries Certificate program is to provide students with a biblical perspective on the role and task of women within the Body of Christ and the unique functions in which they serve. Further, students are trained to address the social issues that confront and challenge congregations, families and communities.

Students will:

1. serve as mentors to older and younger women, bridging the gaps that divide and prevent harmonious relationships;
2. form mediation and counseling groups that consist of social workers, counselors and teachers who work collaborate to meet the growing needs of families and individuals that are in crises;
3. train and equip individuals (men and women) who provide oversight to women and families in need.

| FALL    |                                             |    |
|---------|---------------------------------------------|----|
| APO 330 | Introduction to Apologetics                 | 3  |
| BIB 104 | Introduction to Old Testament               | 3  |
| WOM 320 | Restoration of Abused Victims and Families  | 3  |
| THE 110 | Apostolic/Bible doctrine                    | 3  |
| THE 200 | Theology of Positive Thinking               | 3  |
| ORN 100 | Introduction to Higher Education Experience | 1  |
|         |                                             | 16 |

| SPRING  |                                             |    |
|---------|---------------------------------------------|----|
| BIB 118 | Introduction to New Testament               | 3  |
| BIB 215 | Comparative Study of Ruth/ Esther           | 3  |
| EVA 101 | Introduction to Evangelism                  | 3  |
| THE 275 | Theology of the Holy Spirit                 | 3  |
| CNS 210 | Intro to Counseling and Crisis Intervention | 3  |
|         |                                             |    |
|         |                                             | 15 |

TOTAL CREDIT HOURS 31

## YOUTH MINISTRIES

The purpose of the Youth Ministries Certificate program is to equip students with tools, knowledge and information that help them to connect meaningfully and significantly to contemporary youth, winning them to and for Christ.

Students will:

1. mentor youth that assemble throughout local churches and communities;
2. acquire a biblical philosophy and strategy for evangelism and discipleship of youth in public and Christian schools, as well as the college community;
3. reach this generation of children and youth by speaking to and addressing felt needs.

| FALL    |                                                |    |
|---------|------------------------------------------------|----|
| APO 330 | Introduction to Apologetics                    | 3  |
| BIB 104 | Introduction to Old Testament                  | 3  |
| THE 110 | Apostolic/Bible doctrine                       | 3  |
| THE 200 | Theology of Positive Thinking                  | 3  |
| YOU 460 | Mobilizing Youth for Cross Cultural Ministries | 3  |
| ORN 100 | Introduction to Higher Education Experience    | 1  |
|         |                                                | 16 |

| SPRING  |                                         |    |
|---------|-----------------------------------------|----|
| BIB 118 | Introduction to New Testament           | 3  |
| EVA 101 | Introduction to Evangelism              | 3  |
| THE 275 | Theology of the Holy Spirit             | 3  |
| YOU 320 | Evangelism and Ministry Children /Youth | 3  |
| CNS 210 | Intr. to Counseling/Crisis Intervention | 3  |
|         |                                         |    |
|         |                                         | 15 |

TOTAL CREDIT HOURS 31

## SUMMARY OF REQUIREMENTS FOR CERTIFICATE PROGRAMS

1. 24 Hours of Bible/Theology
2. 6 Hours of Professional Core
3. Minimum 30 Semester Hours
4. Demonstration of Christian character
5. Minimum cumulative 2.0 grade point average (GPA)
6. Application for Certificate of Christian Ministries
7. Payment of All Fees.

## ASSOCIATE OF RELIGIOUS STUDIES

The purpose of the Associate of Religious Studies Degree program is to provide an opportunity for students to acquire a basic understanding in interpreting and applying the Holy Scriptures, and to prepare them for studies at the undergraduate level.

Students will:

1. develop working knowledge of the Holy Scriptures for teaching in informal settings;
2. apply the word of God to their own lives, exemplifying the principles that are communicated;
3. continue studies toward the Bachelor of Religious Studies in Biblical Studies or similar program.

### FIRST YEAR

| FALL    |                                             |    |
|---------|---------------------------------------------|----|
| APO 330 | Introduction to Apologetics                 | 3  |
| BIB 104 | Introduction to Old Testament               | 3  |
| THE 110 | Apostolic/Bible Doctrine                    | 3  |
| ENG 101 | Basic Grammar                               | 3  |
| HIS 221 | Western Civilization I                      | 3  |
| ORN 100 | Introduction to Higher Education Experience | 1  |
|         |                                             | 16 |

| SPRING  |                               |    |
|---------|-------------------------------|----|
| BIB 118 | Introduction to New Testament | 3  |
| CPT 101 | Introduction to Computers     | 3  |
| ENG 110 | Written Composition           | 3  |
| HIS 222 | Western Civilization II       | 3  |
| THE 275 | Theology of the Holy Spirit   | 3  |
|         |                               | 15 |

### SECOND YEAR

| FALL    |                                                 |    |
|---------|-------------------------------------------------|----|
| PHI 200 | Introduction to World Religions                 | 3  |
| THE 420 | Biblical Ethics                                 | 3  |
| CHS 312 | Church History I                                | 3  |
| BIB 225 | Introduction Principles Biblical Interpretation | 3  |
| MUS 300 | Music Appreciation                              | 3  |
| FED 200 | Foundations of Ministry                         | 1  |
|         |                                                 | 16 |

| SPRING  |                             |    |
|---------|-----------------------------|----|
| BIB 218 | Gospels/Life of Christ      | 3  |
| CHS 321 | Church History II           | 3  |
| EDU 308 | Educational Ministry/Church | 3  |
| EDU 215 | Principles of Teaching      | 3  |
| CHS 300 | Pentecostal History         | 3  |
| FED 300 | Field Education in Teaching | 1  |
|         |                             | 16 |

TOTAL CREDIT HOURS                      63

### SUMMARY OF REQUIREMENTS FOR ASSOCIATE OF RELIGIOUS STUDIES DEGREE

1. 21 Hours of Bible/Theology
2. 6 Hours of Professional Core
3. 33 Semester Hours of General Education
4. 3 Hours of Field Education
5. Minimum 63 Semester Hours
6. Demonstration of Christian character
7. Fulfillment of Christian Ministry Requirements
8. Minimum cumulative 2.0 grade point average (GPA)
9. Application for Associate of Religious Studies Degree
10. Payment of All Fees.

## BACHELOR OF RELIGIOUS STUDIES

### I. Biblical Studies

The purpose of the biblical studies program is to develop Biblical studies skills for teaching in local congregations, denominational institutions, and public or Christian schools in North America and overseas.

#### Students will:

1. enter graduate programs with an aim to teach in formal institutions of higher learning (Bible colleges, theological centers, Christian and public schools);
2. obtain positions in local churches as Director of Education, Sunday School superintendent, etc.;

#### FIRST YEAR

| FALL    | COURSE TITLE                                | CRS       |
|---------|---------------------------------------------|-----------|
| BIB 104 | Introduction to Old Testament               | 3         |
| THE 110 | Bible/Apostolic Doctrine                    | 3         |
| CPT 101 | Introduction to Computers                   | 3         |
| ENG 101 | Basic Grammar                               | 3         |
| PHI 110 | Introduction to Philosophy                  | 3         |
| ORN 100 | Introduction to Higher Education Experience | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b> |

| SPRING  | COURSE TITLE                  | CRS       |
|---------|-------------------------------|-----------|
| BIB 118 | Introduction to New Testament | 3         |
| MAT 103 | Basic Concepts of Mathematics | 3         |
| ENG 110 | Written Composition           | 3         |
| COM 101 | Speech Communications         | 3         |
| EVA 101 | Introduction to Evangelism    | 3         |
| FED 120 | Field Education in Evangelism | 1         |
|         | <b>TOTAL CREDIT HOURS</b>     | <b>16</b> |

#### SECOND YEAR

| FALL    | COURSE TITLE                                    | CRS       |
|---------|-------------------------------------------------|-----------|
| BIB 245 | The Pentateuch and Historical Books             | 3         |
| MUS 200 | Music Appreciation                              | 3         |
| HIS 221 | Western Civilization I                          | 3         |
| BIB 225 | Introduction Principles of Bible Interpretation | 3         |
| PHI 200 | Introduction to World Religions                 | 3         |
| FED 200 | Foundations of Ministry                         | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                       | <b>16</b> |

| SPRING  | COURSE TITLE                                | CRS       |
|---------|---------------------------------------------|-----------|
| BIB 218 | Gospels/Life of Christ                      | 3         |
| THE 275 | Theology of the Holy Spirit                 | 3         |
| HIS 222 | Western Civilization II                     | 3         |
| CNS210  | Intro to Counseling and Crisis Intervention | 3         |
| EDU 215 | Principles of Teaching                      | 3         |
| FED 300 | Field Education in Teaching                 | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b> |

#### THIRD YEAR

| FALL              | COURSE TITLE                                                                 | CRS       |
|-------------------|------------------------------------------------------------------------------|-----------|
| BIB 385           | The Prophets and Wisdom Literature                                           | 3         |
| APO 330           | Introduction to Apologetics                                                  | 3         |
| CHS 312           | Church History I                                                             | 3         |
| GRE 300<br>HEB300 | Introduction New Testament Greek I OR<br>Introduction to OT Hebrew Grammar I | 3         |
| EDU 360           | Strategic Techniques in Divergent Learning                                   | 3         |
|                   | <b>TOTAL CREDIT HOURS</b>                                                    | <b>15</b> |

| SPRING             | COURSE TITLE                                                                   | CRS       |
|--------------------|--------------------------------------------------------------------------------|-----------|
| <b>BIB 390</b>     | Acts of the Apostles & Pauline Epistles                                        | 3         |
| CHS 321            | Church History II                                                              | 3         |
| BIB 320            | The Book of Romans                                                             | 3         |
| GRE 301<br>HEB 301 | Introduction New Testament Greek II OR<br>Introduction to OT Hebrew grammar II | 3         |
| EDU 300            | Foundations of Education                                                       | 3         |
| INT 400            | Foundations of Internships                                                     | 1         |
|                    | <b>TOTAL CREDIT HOURS</b>                                                      | <b>16</b> |

#### FOURTH YEAR

| FALL    | COURSE TITLE                                 | CRS       |
|---------|----------------------------------------------|-----------|
| COM400  | Writing and Research                         | 3         |
| THE 420 | Biblical Ethics                              | 3         |
| THE 450 | Systematic Theology 1                        | 3         |
| BIB 430 | General Epistles and Apocalypse (Revelation) | 3         |
| EDU 308 | The Educational Ministry of the Church       | 3         |
| FED 308 | Field Education in Educational Ministries    | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                    | <b>16</b> |

| SUMMER | COURSE TITLE                | CRS |
|--------|-----------------------------|-----|
| INT422 | Biblical Studies Internship | 5   |

| SPRING  | COURSE TITLE                            | CRS       |
|---------|-----------------------------------------|-----------|
| THE 460 | Systematic Theology 11                  | 3         |
| PSY300  | General Psychology                      | 3         |
| CHS 300 | Pentecostal History                     | 3         |
| EDU 400 | Principles of Bible Curriculum & Design | 3         |
|         | <b>TOTAL CREDIT HOURS</b>               | <b>12</b> |

TOTAL CREDIT HOURS 128

#### Summary of Requirements:

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian Ministry Requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Application for Bachelor of Religious Studies Degree
7. Payment of All Fees.

## BACHELOR OF RELIGIOUS STUDIES

### II. Global Cross-Cultural Ministries

Purpose: The purpose of the Global Cross-Cultural Ministries is to assist the student in the formation of the character, attitudes, and skills necessary to initiate ministry in a cross-cultural setting.

**Students will:**

1. become ministers in cross-cultural setting both in America and foreign fields
2. demonstrate competence and effectiveness in communicating the Gospel of Jesus Christ in cross-cultural settings
3. assist other Christians to develop a global perspective of ministry

**FIRST YEAR**

| FALL    | COURSE TITLE                                | CRS       |
|---------|---------------------------------------------|-----------|
| BIB 104 | Introduction to Old Testament               | 3         |
| THE 110 | Bible/Apostolic Doctrine                    | 3         |
| CPT 101 | Introduction to Computers                   | 3         |
| ENG 101 | Basic Grammar                               | 3         |
| PHI110  | Introduction to Philosophy                  | 3         |
| ORN 100 | Introduction to Higher Education Experience | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b> |

| SPRING  | COURSE TITLE                  | CRS       |
|---------|-------------------------------|-----------|
| BIB 118 | Introduction to New Testament | 3         |
| MAT 103 | Basic Concepts of Mathematics | 3         |
| ENG 110 | Written Composition           | 3         |
| COM 101 | Speech Communications         | 3         |
| EVA 101 | Introduction to Evangelism    | 3         |
| FED 120 | Field Education in Evangelism | 1         |
|         | <b>TOTAL CREDIT HOURS</b>     | <b>16</b> |

**SECOND YEAR**

| FALL    | COURSE TITLE                                    | CRS       |
|---------|-------------------------------------------------|-----------|
| BIB 245 | The Pentateuch and Historical Books             | 3         |
| MUS 200 | Music Appreciation                              | 3         |
| HIS 221 | Western Civilization I                          | 3         |
| BIB 225 | Introduction Principles of Bible Interpretation | 3         |
| PHI 200 | Introduction to World Religions                 | 3         |
| FED 200 | Foundations of Ministry                         | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                       | <b>16</b> |

| SPRING  | COURSE TITLE                                | CRS       |
|---------|---------------------------------------------|-----------|
| BIB 218 | Gospels/Life of Christ                      | 3         |
| THE 275 | Theology of the Holy Spirit                 | 3         |
| HIS 222 | Western Civilization II                     | 3         |
| CNS210  | Intro to Counseling and Crisis Intervention | 3         |
| EDU 215 | Principles of Teaching                      | 3         |
| FED 300 | Field Education in Teaching                 | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b> |

**THIRD YEAR**

| FALL    | COURSE TITLE                               | CRS       |
|---------|--------------------------------------------|-----------|
| BIB 385 | The Prophets and Wisdom Literature         | 3         |
| APO 330 | Introduction to Apologetics                | 3         |
| CHS 312 | Church History I                           | 3         |
| GRE 300 | Introduction New Testament Greek I OR      | 3         |
| HEB300  | Introduction to OT Hebrew Grammar I        | 3         |
| MIS 340 | Introduction to Church Planting Strategies | 3         |
|         | <b>TOTAL CREDIT HOURS</b>                  | <b>15</b> |

| SPRING  | COURSE TITLE                              | CRS       |
|---------|-------------------------------------------|-----------|
| BIB 390 | Acts of the Apostles and Pauline Epistles | 3         |
| CHS 321 | Church History II                         | 3         |
| BIB 320 | The Book of Romans                        | 3         |
| GRE 301 | Introduction New Testament Greek II OR    | 3         |
| HEB 301 | Introduction to OT Hebrew grammar II      | 3         |
| MIS 240 | Intro to Global Cross-cultural Ministries | 3         |
| FED 312 | Field Education In Cross-cultural min     | 1         |
| INT 400 | Foundations of Internships                | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                 | <b>17</b> |

| SUMMER | COURSE TITLE                                | CRS |
|--------|---------------------------------------------|-----|
| INT423 | Global Cross-Cultural Ministries Internship | 5   |

**FOURTH YEAR**

| FALL    | COURSE TITLE                                 | CRS       |
|---------|----------------------------------------------|-----------|
| COM 400 | Writing and Research                         | 3         |
| THE 420 | Biblical Ethics                              | 3         |
| THE 450 | Systematic Theology 1                        | 3         |
| BIB 430 | General Epistles and Apocalypse (Revelation) | 3         |
|         | <b>TOTAL CREDIT HOURS</b>                    | <b>12</b> |

| SPRING  | COURSE TITLE                               | CRS       |
|---------|--------------------------------------------|-----------|
| THE 460 | Systematic Theology 11                     | 3         |
| PSY300  | General Psychology                         | 3         |
| CHS 300 | Pentecostal History                        | 3         |
| MIS 355 | Social Anthropology for Cross-Cultural Min | 3         |
| MIS 335 | Biblical Theology of Missions              | 3         |
|         | <b>TOTAL CREDIT HOURS</b>                  | <b>12</b> |

TOTAL CREDIT HOURS 125

**Summary of Requirements:**

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian Ministry Requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Application for Bachelor of Religious Studies Degree
7. Payment of All Fees.

## BACHELOR OF RELIGIOUS STUDIES

### III. Pastoral Ministries

The purpose of the Pastoral Ministries program is to prepare ministers for a vocation as senior and associate pastors in local congregations.

1. demonstrate competence and effectiveness in communicating the Gospel of Jesus Christ;
2. become leaders over congregations, discipleship groups and evangelistic teams; and
3. acquire eligibility for elevation within their denominational bureaucracy.

#### FIRST YEAR

| FALL    | COURSE TITLE                                | CRS |
|---------|---------------------------------------------|-----|
| BIB 104 | Introduction to Old Testament               | 3   |
| THE 110 | Bible/Apostolic Doctrine                    | 3   |
| CPT 101 | Introduction to Computers                   | 3   |
| ENG 101 | Basic Grammar                               | 3   |
| PHI110  | Introduction to Philosophy                  | 3   |
| ORN 100 | Introduction to Higher Education Experience | 1   |
|         | TOTAL CREDIT HOURS                          | 16  |

| SPRING  | COURSE TITLE                  | CRS |
|---------|-------------------------------|-----|
| BIB 118 | Introduction to New Testament | 3   |
| MAT 103 | Basic Concepts of Mathematics | 3   |
| ENG 110 | Written Composition           | 3   |
| COM 101 | Speech Communications         | 3   |
| EVA 101 | Introduction to Evangelism    | 3   |
| FED 120 | Field Education in Evangelism | 1   |
|         | TOTAL CREDIT HOURS            | 16  |

#### SECOND YEAR

| FALL    | COURSE TITLE                                    | CRS |
|---------|-------------------------------------------------|-----|
| BIB 245 | The Pentateuch and Historical Books             | 3   |
| MUS 200 | Music Appreciation                              | 3   |
| HIS 221 | Western Civilization I                          | 3   |
| BIB 225 | Introduction Principles of Bible Interpretation | 3   |
| PHI 200 | Introduction to World Religions                 | 3   |
| FED 200 | Foundations of Ministry                         | 1   |
|         | TOTAL CREDIT HOURS                              | 16  |

| SPRING  | COURSE TITLE                                | CRS |
|---------|---------------------------------------------|-----|
| BIB 218 | Gospels/Life of Christ                      | 3   |
| THE 275 | Theology of the Holy Spirit                 | 3   |
| HIS 222 | Western Civilization II                     | 3   |
| CNS210  | Intro to Counseling and Crisis Intervention | 3   |
| EDU 215 | Principles of Teaching                      | 3   |
| FED 300 | Field Education in Teaching                 | 1   |
|         | TOTAL CREDIT HOURS                          | 16  |

#### THIRD YEAR

| FALL    | COURSE TITLE                        | CRS |
|---------|-------------------------------------|-----|
| BIB 385 | The Prophets and Wisdom Literature  | 3   |
| APO 330 | Introduction to Apologetics         | 3   |
| CHS 312 | Church History I                    | 3   |
| GRE 300 | Introduction New Testament Greek I  | 3   |
| HEB300  | Introduction to OT Hebrew Grammar I | 3   |
| PAS 300 | Pastoral Theology                   | 3   |
|         | TOTAL CREDIT HOURS                  | 15  |

| SPRING  | COURSE TITLE                            | CRS |
|---------|-----------------------------------------|-----|
| BIB 390 | Acts of the Apostles & Pauline Epistles | 3   |
| CHS 321 | Church History II                       | 3   |
| CNS 320 | Church and Family Law                   | 3   |
| GRE 301 | Introduction New Testament Greek II     | 3   |
| HEB 301 | Introduction to OT Hebrew grammar II    | 3   |
| BIB 320 | The Book of Romans                      | 3   |
| INT 400 | Foundations of Internships              | 1   |
|         | TOTAL CREDIT HOURS                      | 16  |

| SUMMER | COURSE TITLE                   | CRS |
|--------|--------------------------------|-----|
| INT424 | Pastoral Ministries Internship | 5   |

#### FOURTH YEAR

| FALL    | COURSE TITLE                                 | CRS |
|---------|----------------------------------------------|-----|
| COM 400 | Writing and Research                         | 3   |
| THE 420 | Biblical Ethics                              | 3   |
| THE 450 | Systematic Theology 1                        | 3   |
| BIB 430 | General Epistles and Apocalypse (Revelation) | 3   |
| MIS 340 | Introduction to Church Planting Strategies   | 3   |
|         | TOTAL CREDIT HOURS                           | 12  |

| SPRING  | COURSE TITLE                      | CRS |
|---------|-----------------------------------|-----|
| THE 460 | Systematic Theology 11            | 3   |
| PSY300  | General Psychology                | 3   |
| CHS 300 | Pentecostal History               | 3   |
| PAS 322 | Homiletics and Sermon Preparation | 3   |
| FED 360 | Field Education in Preaching      | 1   |
|         | TOTAL CREDIT HOURS                | 13  |

TOTAL CREDIT HOURS                      125

#### Summary of Requirements:

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian ministry requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Application for Bachelor of Religious Studies Degree
7. Payment of All Fees.

## BACHELOR OF RELIGIOUS STUDIES

### IV. Women's Ministries

The purpose of the Women's Ministries program is to train and equip men and women who will be responsible for various areas of women's activities within congregations, denominational bureaucracies, and in Para-Church agencies, addressing the social needs that confront the Church and society, at large.

Students will:

1. Prepare and develop women for ministry in local and Para-Church organizations
2. Develop women to serve as mentors to women and families in crises throughout local congregations and other institutions where conflict prevents family unity;
3. Acquire collaboration agreements with similar institutions throughout the areas for students to perform hands-on services;
4. Lead in developing closer relationships between younger and older women.

#### FIRST YEAR

| FALL    | COURSE TITLE                                | CRS |
|---------|---------------------------------------------|-----|
| BIB 104 | Introduction to Old Testament               | 3   |
| THE 110 | Bible/Apostolic Doctrine                    | 3   |
| CPT 101 | Introduction to Computers                   | 3   |
| ENG 101 | Basic Grammar                               | 3   |
| PHI110  | Introduction to Philosophy                  | 3   |
| ORN 100 | Introduction to Higher Education Experience | 1   |
|         | TOTAL CREDIT HOURS                          | 16  |

| SPRING  | COURSE TITLE                  | CRS |
|---------|-------------------------------|-----|
| BIB 118 | Introduction to New Testament | 3   |
| MAT 103 | Basic Concepts of Mathematics | 3   |
| ENG 110 | Written Composition           | 3   |
| COM 101 | Speech Communications         | 3   |
| EVA 101 | Introduction to Evangelism    | 3   |
| FED 120 | Field Education in Evangelism | 1   |
|         | TOTAL CREDIT HOURS            | 16  |

#### SECOND YEAR

| FALL    | COURSE TITLE                                    | CRS |
|---------|-------------------------------------------------|-----|
| BIB 245 | The Pentateuch and Historical Books             | 3   |
| MUS 200 | Music Appreciation                              | 3   |
| HIS 221 | Western Civilization I                          | 3   |
| BIB 225 | Introduction Principles of Bible Interpretation | 3   |
| PHI 200 | Introduction to World Religions                 | 3   |
| FED 200 | Foundations of Ministry                         | 1   |
|         | TOTAL CREDIT HOURS                              | 16  |

| SPRING  | COURSE TITLE                                | CRS |
|---------|---------------------------------------------|-----|
| BIB 218 | Gospels/Life of Christ                      | 3   |
| THE 275 | Theology of the Holy Spirit                 | 3   |
| HIS 222 | Western Civilization II                     | 3   |
| CNS210  | Intro to Counseling and Crisis Intervention | 3   |
| EDU 215 | Principles of Teaching                      | 3   |
| FED 300 | Field Education in Teaching                 | 1   |
|         | TOTAL CREDIT HOURS                          | 16  |

#### THIRD YEAR

| FALL    | COURSE TITLE                       | CRS |
|---------|------------------------------------|-----|
| BIB 385 | The Prophets and Wisdom Literature | 3   |
| APO 330 | Introduction to Apologetics        | 3   |
| CHS 312 | Church History I                   | 3   |
| SPA 101 | Introduction to Spanish I          | 3   |
| WOM 200 | Theology and Role of Women         | 3   |
| FED 410 | Field Education in Women Ministry  | 1   |
|         | TOTAL CREDIT HOURS                 | 16  |

| SPRING         | COURSE TITLE                              | CRS |
|----------------|-------------------------------------------|-----|
| <b>BIB 390</b> | Acts of the Apostles and Pauline Epistles | 3   |
| CHS 321        | Church History II                         | 3   |
| SPA 102        | Introduction to Spanish II                | 3   |
| BIB 216        | Comparative Study of Ruth/ Esther         | 3   |
| BIB 320        | The Book of Romans                        | 3   |
| INT 400        | Foundations of Internships                | 1   |
|                | TOTAL CREDIT HOURS                        | 16  |

| SUMMER | COURSE TITLE                | CRS |
|--------|-----------------------------|-----|
| INT425 | Women Ministries Internship | 5   |

#### FOURTH YEAR

| FALL    | COURSE TITLE                                 | CRS |
|---------|----------------------------------------------|-----|
| COM 400 | Writing and Research                         | 3   |
| THE 420 | Biblical Ethics                              | 3   |
| THE 450 | Systematic Theology 1                        | 3   |
| BIB 430 | General Epistles and Apocalypse (Revelation) | 3   |
| WOM 322 | Restoration of Abused Victims and Families   | 3   |
|         | TOTAL CREDIT HOURS                           | 15  |

| SPRING  | COURSE TITLE           | CRS |
|---------|------------------------|-----|
| THE 460 | Systematic Theology 11 | 3   |
| PSY300  | General Psychology     | 3   |
| CNS 320 | Church and Family Law  | 3   |
| CHS 300 | Pentecostal History    | 3   |
|         | TOTAL CREDIT HOURS     | 12  |

TOTAL CREDIT HOURS                      128

#### Summary of Requirements:

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian ministry requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Application for Bachelor of Religious Studies Degree
7. Payment of All Fees.

## BACHELOR OF RELIGIOUS STUDIES

### v. Youth Ministries

The purpose of the Youth Ministries program is to train and prepare Christian workers for evangelizing and discipling youth throughout North American and other countries.

#### Students will:

1. become youth pastors, youth leaders and workers with youth groups in local congregations and other faith-based agencies;
2. establish children and youth ministries that will serve as a model for local congregations and other institutions to adopt.

#### FIRST YEAR

| FALL    | COURSE TITLE                                | CRS       |
|---------|---------------------------------------------|-----------|
| BIB 104 | Introduction to Old Testament               | 3         |
| THE 110 | Bible/Apostolic Doctrine                    | 3         |
| CPT 101 | Introduction to Computers                   | 3         |
| ENG 101 | Basic Grammar                               | 3         |
| PHI110  | Introduction to Philosophy                  | 3         |
| ORN 100 | Introduction to Higher Education Experience | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b> |

| SPRING  | COURSE TITLE                  | CRS       |
|---------|-------------------------------|-----------|
| BIB 118 | Introduction to New Testament | 3         |
| MAT 103 | Basic Concepts of Mathematics | 3         |
| ENG 110 | Written Composition           | 3         |
| COM 101 | Speech Communications         | 3         |
| EVA 101 | Introduction to Evangelism    | 3         |
| FED 120 | Field Education in Evangelism | 1         |
|         | <b>TOTAL CREDIT HOURS</b>     | <b>16</b> |

#### SECOND YEAR

| FALL    | COURSE TITLE                                    | CRS       |
|---------|-------------------------------------------------|-----------|
| BIB 245 | The Pentateuch and Historical Books             | 3         |
| MUS 200 | Music Appreciation                              | 3         |
| HIS 221 | Western Civilization I                          | 3         |
| BIB 225 | Introduction Principles of Bible Interpretation | 3         |
| PHI 200 | Introduction to World Religions                 | 3         |
| FED 200 | Foundations of Ministry                         | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                       | <b>16</b> |

| SPRING  | COURSE TITLE                                | CRS       |
|---------|---------------------------------------------|-----------|
| BIB 218 | Gospels/Life of Christ                      | 3         |
| THE 275 | Theology of the Holy Spirit                 | 3         |
| HIS 222 | Western Civilization II                     | 3         |
| CNS210  | Intro to Counseling and Crisis Intervention | 3         |
| EDU 215 | Principles of Teaching                      | 3         |
| FED 300 | Field Education in Teaching                 | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                   | <b>16</b> |

#### THIRD YEAR

| FALL    | COURSE TITLE                              | CRS       |
|---------|-------------------------------------------|-----------|
| BIB 385 | The Prophets and Wisdom Literature        | 3         |
| APO 330 | Introduction to Apologetics               | 3         |
| CHS 312 | Church History I                          | 3         |
| SPA 101 | Introduction to Spanish I                 | 3         |
| YOU 321 | Evangelism and Ministry to Children/Youth | 3         |
|         | <b>TOTAL CREDIT HOURS</b>                 | <b>15</b> |

| SPRING         | COURSE TITLE                              | CRS       |
|----------------|-------------------------------------------|-----------|
| <b>BIB 390</b> | Acts of the Apostles and Pauline Epistles | 3         |
| CHS 300        | Pentecostal History                       | 3         |
| CHS 321        | Church History II                         | 3         |
| SPA 102        | Introduction to Spanish II                | 3         |
| BIB 320        | The Book of Romans                        | 3         |
| INT 400        | Foundations of Internships                | 1         |
|                | <b>TOTAL CREDIT HOURS</b>                 | <b>16</b> |

| SUMMER | COURSE TITLE                | CRS |
|--------|-----------------------------|-----|
| INT426 | Youth Ministries Internship | 5   |

#### FOURTH YEAR

| FALL    | COURSE TITLE                                 | CRS       |
|---------|----------------------------------------------|-----------|
| COM 400 | Writing and Research                         | 3         |
| THE 420 | Biblical Ethics                              | 3         |
| THE 450 | Systematic Theology 1                        | 3         |
| BIB 430 | General Epistles and Apocalypse (Revelation) | 3         |
| YOU 460 | Motivating and Mobilizing Youth for Ministry | 3         |
|         | <b>TOTAL CREDIT HOURS</b>                    | <b>15</b> |

| SPRING  | COURSE TITLE                               | CRS       |
|---------|--------------------------------------------|-----------|
| THE 460 | Systematic Theology 11                     | 3         |
| PSY300  | General Psychology                         | 3         |
| YOU 380 | Strategic Planning for Youth Ministry      | 3         |
| YOU 440 | Relating to Youth in Contemporary Cultures | 3         |
| FED 375 | Field Education in Youth Ministry          | 1         |
|         | <b>TOTAL CREDIT HOURS</b>                  | <b>13</b> |

TOTAL CREDIT HOURS      128

#### Summary of Requirements:

1. Minimum 42 hours of Bible/Theology
2. Minimum 124 total semester credit hours
3. Demonstration of Christian character
4. Fulfillment of Christian ministry requirements
5. Minimum cumulative 2.0 grade point average (GPA)
6. Application for Bachelor of Religious Studies Degree
7. Payment of all fee



## COURSE DESCRIPTIONS

### ***BIBLE/THEOLOGY/CHURCH HISTORY CORE***

#### **BIB 104 Introduction to Old Testament**

This course is a basic overview of the Old Testament. Special attention will be paid to the geographical and historical contexts in which the Jewish scriptures arose, their social settings, political biases, and theological message. The aim is to acquaint the student with the content, message, and personal application of each book, and to study the unity of the books in the progress of revelation and redemption. **(3 Credit Hours)**

#### **BIB 118 Introduction to New Testament**

This course is a basic overview of the New Testament. Special attention will be paid to the geography, history, and content of the books of the New Testament. Application of the New Testament's teachings to our individual and corporate lives as believers is maintained throughout. **(3 Credit Hours)**

#### **BIB 218 Gospels/Life of Christ**

This course is a parallel study of the "Synoptic Gospels" and the Book of John. It includes: a survey of the historical and religious developments of the inter-testamental period; the distinctive characteristics of each Gospel; tracing the depiction of the birth, life, teaching, and the resurrection of Jesus Christ through a harmony of the Gospels. The purpose is to enhance understanding and appreciation of the life and ministry of the Lord Jesus Christ as presented in the Gospels in order to love, worship, serve, glorify and proclaim Christ more effectively **(3 Credit Hours)**

#### **BIB 225 Introduction to principles of Bible Interpretation**

This course gives an introduction to the hermeneutical principles basic to interpreting Scripture. The student will become acquainted with the history of interpretation and a defense of the literal-historical-grammatical approach. Hermeneutical strategies will be used to interpret various literary genres, analyze structural relationships, perform word studies, and develop principles for accurate practical application. **(3 Credit Hours)**

#### **BIB 245 The Pentateuch and Historical Books**

This course explores and analyzes the five books of Moses and the historical books of the Old Testament in light of theological, historic, cultural, political and geographic backgrounds. Their theological and practical message in relation to the unfolding divine plan of redemption is examined. Critical questions regarding inspiration, canonization, interpretation and authorship will also be introduced. **(3 Credit Hours)**

#### **BIB 320 The Book of Romans**

A detailed study of the book of Romans with special emphasis on the background and the theological issues of the book such as justification, sanctification and perseverance. Students will be encouraged to apply principles of this book to their Christian lives **(3 Credit Hours)**

#### **BIB 385 The Prophets and Wisdom Literature**

Students will survey the books of Job, Psalms, Proverbs, Ecclesiastes, Song of Solomon and Lamentations. The nature and styles of Hebrew poetry in the poetic books will introduce Hebrew parallelism, which is used extensively in the prophetic books. The second part of the course will be an introduction and overview of the prophetic books with special consideration given to the historic occasions, them, structure and general content of each book. Special hermeneutical issues are introduced with a focus on how these books apply today. **(3 Credit Hours)**

Prerequisite: **BIB 245 The Pentateuch and Historical Books**

#### **BIB 390 Acts of the Apostles and Pauline Epistles**

This course offer a detailed examination of the book of Acts and Pauline letters focusing on the historical background of each letter and the general content of each. The books are studied chronologically using the book of Acts as the framework. Special attention is given to Paul's Apostolic mission, his role as the primary theologian of New Testament Christianity, and his views of such doctrines as grace, justification by faith, sanctification, baptism in the spirit, and spiritual gifts. **(3 Credit Hours)**

Prerequisite: **BIB 218 Gospels/Life of Christ**

#### **BIB 430 General Epistles & Apocalypse (Revelation)**

A study of general epistles and Revelation, focusing on their background, content, dates of composition and audience. Particular attention will be paid to the application of specific truths within each book. **(3 Credit Hours)**

Prerequisite: **BIB 390 Acts of the Apostles and Pauline Epistles**, and **BIB 218 Gospels/Life of Christ**

#### **CHS 300 Pentecostal History**

This is a study of Pentecostal history, beginning with the birth of the church and bridging between gaps that led to the Pentecostal Movement beginning in 1901 in the United States. Special focus will begin to movements, pioneers, teachings, and impact on modern Christianity. **(3 Credit Hours)**

**CHS 311 Church History I (Early-Medieval Period)**

A survey of the history of the Christian church from New Testament times to the modern era, divided into four periods: Early church history from the First Advent of Christ to the collapse of the Roman Empire (5 B.C. to A. D. 590); Medieval church history from the rise of Roman Catholic Church to the beginning of the Reformation (A.D. 590-1517). **(3 Credit Hours)**

**CHS 321 Church History II (Medieval-Reformation; Reformation-Present)**

Reformation Church history from the Protestant Reformation to the Roman Catholic Counter-Reformation (1517-1648); and modern church history

**THE 110 Bible-Apostolic Doctrine**

This course surveys the doctrinal truths of Scripture, focusing on the basic doctrine necessary for a Christian world view: nature of theology, revelation, Scripture, the triune God, creation, providence, humanity, sin, the person and work of Christ, the person and work of the Holy Spirit, salvation, the church, the church and Israel, the last thing. **(3 Credit Hours)**

**THE 200 Theology of Positive Thinking**

This course examines biblical models for patterns of thought among Christians' and the practical results of positive thought. The course is designed to raise the confidence level among preachers, especially African Americans. **(3 Credit Hours)**

**THE 275 Theology of the Holy Spirit**

This course examines the person and work of the Holy Spirit. It specifically emphasizes the Spirit's role in the lives of individuals in the Old Testament as well as in the Church at large. This is a course for all serious Christian workers today. **(3 Credit Hours)**

**THE 450 Systematic Theology I**

This course examines in-depth the theological truths in a systematic way. Focus is on Prolegomena, Theology Proper, Anthropology, Hamartiology, Christology, Soteriology, Pneumatology, Ecclesiology, and Eschatology. **(3 Credit Hours)**

**THE 460 Systematic Theology II**

This course is a continuation of Systematic Theology I and examines the development and importance of theological systems as means of discovering and interpreting the major themes of the Scripture. Such systems as Calvinism, Arminianism, Covenant Theology, Dispensationism, Historical Theology, Radical Theology, and Liberation Theology will be explored. Emphasis will be given to the student's own system of theology and interpretation. **(3 Credit Hours)**

Prerequisite: **THE 450 Systematic Theology I**

**THE 420 Biblical Ethics**

This course gives a review of God's revelation of proper conduct and behavior in personal and social relationships, of God's plan and provision for reaching that ideal, and man's responsibility in appropriating God's provision. Contemporary issues relating to ethical problems and Christian living will be discussed. **(3 Credit Hours)**.

## ***GENERAL EDUCATION CORE***

### *Humanities*

**COM 101 Speech Communications**

An introductory study of the theory and practice of communication. Students will prepare assignments that will enable skill and development in public speaking and small group communication in laboratory sessions. **(3 Credit Hours)**

**COM 400 Writing and Research**

A survey of writing and research methods with emphasis on creating thesis statements, writing a thesis and term papers, collecting a bibliography, etc. **(3 Credit Hours)**

**CPT 101 Introduction to Computers**

This course provides students with the basic instruction for the use of computers, including various applications of personal computing, hands-on experience with word-processing programs, spreadsheets, file-management systems, and educational programs. **(3 Credit Hours)**

**ENG 101 Basic Grammar**

This course gives instruction in basic writing skills and concepts of grammar. It is designed to prepare the student with a working knowledge of the English language, both in oral and written form. Particular emphasis is placed on paragraph organization, sentence structure, and grammar and usage skills. **(3 Credit Hours)**

**ENG 110 Written Composition**

A course to develop the student's writing and research skills: Prewriting, writing, revision, editing, paraphrase, summary, and analysis. **(3 Credit Hours)**

**HIS 221 Western Civilization I**

The purpose of this course is to interpret the character of Western civilization and its worldwide explosive effect, particularly in the present revolutionary stage of technocracy, which is creating an unprecedented crisis for all religions, Christianity included. The importance lies in the analysis of Western civilization as a unique phenomenon. **(3 Credit Hours)**

**HIS 222 Western Civilization II**

A continuation of HIS 221 in which a survey will be provided showing humanity's struggle from early periods to the late 1900s. **(3 Credit Hours)**

**MAT 103 Basic Concepts of Mathematics**

This course will be both conceptual and practical. Students will review basic mathematical concepts as well as learn general mathematics as applied in the church environment. Key topics include stewardship, budgets, banking, payroll, taxes, insurance, financial statements, and statistics. **(3 Credit Hours)**

**ORN 100 Introduction to the Higher Education Experience**

The purpose of this course is to improve students' academic performance and increase their level of commitment to succeeding in college. **(3 Credit Hours)**

**PHI 110 Introduction to Philosophy**

This course examines basic terms and concepts in philosophy (e.g. epistemology, revelation, empiricism, idealism, metaphysics, ethics, etc) and surveys influential ideas and schools of philosophical thought from ancient Greece to the contemporary era. Emphasis is placed on the historical encounter of Christian faith and philosophy, both past and present. The Judeo-Christian worldview is presented as an effective framework for critically interpreting and evaluating diverse philosophical claims. **(3 Credit Hours)**

**PHI 200 Introduction to World Religions**

An introduction to the basic tenets and doctrines of major world religions. Special emphasis will be given to historical development, philosophical structures and world views of the religions. **(3 Credit Hours)**

**PSY 300 General Psychology/Sociology**

This course is a survey of scientific psychology including the historical roots, human development, and physiological basis of behavior, learning, motivation, perception, emotions, personality, socialization and pathology. Biblical principles will be integrated with psychological data, and practical application will be made within both Christian and non-Christian environments. **(3 Credit Hours)**

*Fine Arts***MUS 200 Music Appreciation**

Music is looked at from the Biblical perspective and compared to composers, writers, forms and lyrics of the modern age. Students will listen to and compare modern forms of music to include "Spirituals", "Gospel", and hymns associated with American Christianity and the African American experience. Musical instruments, voice, and song writing will be studied from a historical and Biblical perspective. **(3 Credit Hours)**

*Biblical Languages***GRE 300 Introduction to New Testament Greek I**

This course gives a thorough study of the fundamental elements of New Testament Greek grammar, culminating in the reading of selected portions from the Greek New Testament. Students will commit to memory the various paradigms of Greek verbs, nouns, adjectives, etc. **(3 Credit Hours)**

**GRE 301 Introduction to New Testament Greek II**

This is the second half of a thorough study of the fundamental elements of New Testament Greek grammar, culminating in the reading of selected portions from the Greek New Testament. **Prerequisite: GRE 300 (3 Credit Hours)**

**HEB 300 Introduction to Old Testament Hebrew grammar I**

Both HEB 300 and 310 cover basic Hebrew grammar and vocabulary and spend a lot of time reading the Hebrew Old Testament. Emphasis is placed upon the practical use of Hebrew for lifelong ministry. **(3 Credit Hours)**

**HEB 301 Introduction to Old Testament Hebrew grammar II**

A continuation of HEB 300 **(3 Credit Hours)**

**Prerequisite: HEB 300 Introduction to Old Testament Hebrew grammar I**

## Modern Languages

### **SPA 101 Introduction to Spanish I**

An introduction to the basic five C's of the language: communication, cultures, connections, comparisons, and communities. Emphasis is on developing communicative competence in simple conversations on familiar material context. Study of Spanish speaking countries, their cultural patterns and customs are also a special focus. **(3 Credit Hours)**

### **SPA 102 Introduction to Spanish II**

A continued development of the skills introduced in 101 in communication, cultures, comparisons, communities and connections as students function in Spanish in contextualized situations presented in class. Emphasis is on functional approach to oral communication as well as a study of Spanish speaking countries, their cultural patterns and customs.

**PREREQUISITE: SPA 101 (3 Credit Hours)**

## **MINISTRY DEVELOPMENT**

### **APO 330 Introduction to Apologetics**

An introduction and brief historical survey of apologetics and apologetic method, for the purpose of equipping the student to better understand, defend and communicate the truth of the Christian faith. The course will focus on contemporary issues faced by the twenty-first century Christian community. **(3 Credit Hours)**

### **EVA 101 Introduction to Evangelism**

This course is theologically-based and traces the biblical basis for evangelizing the nations. An introduction to the biblical models, paradigms and practice of personal and group evangelism is given. Special emphasis is also given to the practical implications of evangelism in the world today. **(3 Credit Hours)**

### **CNS 210 Introduction to Counseling and Crisis Intervention**

This course is designed to give students a foundational understanding of helping relationships, counseling, and crisis intervention from a Christian perspective. Students are introduced to counseling theories and methodology, combined with a brief overview of the techniques derived from various schools of thought. Students will develop a practical understanding of the integration of psychological and theological concepts. This course will provide a solid foundation needed for applying the principles of Christian Counseling and Biblical principles to the issues of life. **(3 Credit Hours)**

### **EDU 215 Principles of Teaching**

This course gives a detailed analysis of the principles, strategies and challenges of effective teaching in the church setting. **(3 Credit Hours)**

## *Field Education*

### **EDU 120 Field Education in Evangelism**

Student receives hands-on training with local churches, youth centers, and other settings for weekly sharing of the Gospel, prayer and other evangelistic activities. Students meet three hours per month in a lab for training, prayer, and reflection under the supervision of an instructor. **(1Credit Hour)**

### **FED 200 Field Education in Teaching**

Students receive training and instruction in preparing and presenting lessons, applying their knowledge of the Bible, principles of Bible interpretation, and teaching skills by presenting the word of God in Sunday School, Bible Study, nursing homes, youth detention centers, prisons, etc. Students are observed and evaluated by the instructor and their peers. **(1Credit Hour)**

### **FED 210 Foundations of Ministry**

An introduction to the field of Christian ministry, focusing upon Christian conversion, discovery of one's spiritual gifts and services. The course also emphasizes the importance of developing ministry skills and total life training. The course is required of all degree students and. **(1 credit hour)**

### **FED 312 Field in Cross Cultural Ministries**

Student receive training and instruction in preparing to work with cultures different than their own. It prepare those who will work in foreign countries and those who will work in USA with diverse cultures.

### **FED 308 Field Education in Educational ministries**

Advanced training for students who anticipate teaching in Church or formal institutions **(1Credit Hour)**

**FED 340 Field Education in Preaching**

Students receive hands-on preparation in creating sermons, employing such methods as translation of passages, exegetical insight, grammatical/literary, and historical-cultural situations. Sermons are presented and evaluated by lab supervisor and peers. **(1Credit Hour)**

**FED 375 Field Education in Youth Ministry**

Student receives training and instruction in preparing to work with youth. **(1Credit Hours)**

**FED 410 Field Education in Women's Ministries**

Student receives training and instruction in preparing to work with women. **(1Credit Hours)**

## *Internship*

**INT 400 Foundations of Internships**

The course provides basic preparation for all professional degree students contemplating an internship during the summer or in the spring. Students are guided through a series of reflective writing exercise in that preparation. **(1Credit Hours)**

**INT422 Biblical studies internship**

This course is designed to help the student apply the theoretical and factual knowledge gained in the classroom to specific ministry settings. As such, the course serves to integrate the student's academic knowledge with practical situations to develop an understanding of the nature of the task of ministry. Ideally, the student should have completed enough academic training in biblical studies to appreciate the application process **(5Credit Hours)**

**INT423 Global Cross-Cultural Ministries internship**

This internship seeks to expose students to issues related to cross-cultural ministry through first-hand experience in a cross-cultural ministry setting. **(5Credit Hours)Prerequisites:** all required Field Education course.

**INT424 Pastoral Ministries internship**

This course is designed to help the student apply the theoretical and factual knowledge gained in the classroom to specific ministry settings. As such, the course serves to integrate the student's academic knowledge with practical situations to develop an understanding of the nature of the task of ministry. Ideally, the student should have completed enough academic training in pastoral ministry to appreciate the application process. **(5Credit Hours)Prerequisites:** all required Field Education course.

**INT425 Women Ministries internship**

This course is designed to help the student apply the theoretical and factual knowledge gained in the classroom to specific ministry settings. As such, the course serves to integrate the student's academic knowledge with practical situations to develop an understanding of the nature of the task of ministry. Ideally, the student should have completed enough academic training in women ministry to appreciate the application process **(5Credit Hours)Prerequisites:** all required Field Education course.

**INT426 Youth Ministries internship**

This course is designed to help the student apply the theoretical and factual knowledge gained in the classroom to specific ministry settings. As such, the course serves to integrate the student's academic knowledge with practical situations to develop an understanding of the nature of the task of ministry. Ideally, the student should have completed enough academic training in youth ministry to appreciate the application process. **(5Credit Hours)Prerequisites:** all required Field Education course.

## ***SPECIALIZATION (MAJOR)***

### *Biblical Studies*

**EDU 300 Foundations of Education**

A study of the historical, social and philosophical foundations of education, designed for those preparing to become professional educators. Emphasis is given to enabling students to articulate a personal philosophy of education to the social context of urban schools, and to an understanding of biblical principles as they impact schools and classrooms. Attention is given to both the private and public school setting. **(3 Credit Hours)**

**EDU 308 The Educational Ministry of the Church**

A study of the educational ministries of churches and para-Churches. Instruction will be given in methodology for teaching children, youth and adults. Students will also learn how to develop educational programs for local Churches. **(3 Credit Hours)**

**EDU 360 Strategic Techniques in Divergent Learning**

This course is designed to convey methods and techniques in teaching the divergent learner. It fosters a deep comprehension of students in unusual circumstances and present alternative methods for communicating to these students and unique teaching strategies to encourage success among divergent learners. **(3 Credit Hours)**

**EDU 400 Principles of Bible Curriculum and Design**

Instruction concerning curriculum design with application to the preparation of curriculum for Bible teaching; examination and evaluation of existing Bible curricula in order to determine the philosophical basis for their construction; projects in designing original Bible courses and units on various grade levels for use in varied teaching environments. **(3 Credit Hours)**

## *Global Cross-Cultural Ministries*

**MIS 240 Introduction to Global Cross-Cultural Ministries**

This course is an introductory course to the dominant approaches to conducting cross-cultural work today. The course examines the history, strategy and theology of world outreach, focusing on cross-cultural ministry issues. **(3 Credit Hours)**

**MIS 340 Introduction to Church Planting Strategies**

This course introduces the student to the urgent necessity of church planting in order to fulfill the Great Commission as well as to maintain the growth and vitality of the Church in the 21st century. The study focuses on contemporary models of church planting, stages in the church planting process and the gifts, abilities, and personality traits needed by church planters. Emphasis is also given to the development of practical skills for church planters. **(3 Credit Hours)**

**MIS 335 Biblical Theology of Mission**

This course is a thorough study of the biblical basis for cross-cultural ministries and evangelism. The mission of the Old Testament Church will be compared with the Evangelistic Mandate. Implications will be given for missions in contemporary cultures. **(3 Credit Hours)**

**MIS 355 Social Anthropology for Cross-Cultural Ministries**

Development in anthropological thinking is fostered through a review of basic anthropological concepts, problem-solving of cases studies, and reading and discussion of recent studies in applied anthropology. Prerequisite: **(3 Credit Hours)**

**MIS 370 The Diverse Role of the Soul Winner**

This course emphasizes the many roles that Christians may perform in evangelizing the lost. Special focus is given to the evangelist and missionary as a wailer and weeper, warriors and worshipper. **(3 Credit Hours)**

## *Pastoral Ministries*

**CNS 320 Church and Family Law**

A general introduction to the nature and regulation of family associations. This course focuses on the relationships of husband and wife as well as parent and child. It addresses moral, legal, and biblical issues relating to marriage, divorce, and custody, including international and American developments involving same-sex unions. **(3 Credit Hours)**

**MIS 340 Introduction to Church Planting Strategies**

This course introduces the student to the urgent necessity of church planting in order to fulfill the Great Commission as well as to maintain the growth and vitality of the Church in the 21st century. The study focuses on contemporary models of church planting, stages in the church planting process and the gifts, abilities, and personality traits needed by church planters. Emphasis is also given to the development of practical skills for church planters. **(3 Credit Hours)**

**PAS 300 Pastoral Theology**

This course explores the role of God's servant as preacher, pastor, teacher, administrator and organizer. Practical areas of pastoral ministry include the pastor's personal life and character, administration, working with church groups, church finances and buildings, public services, special services, the ordinances, funerals, weddings, visitation, and counseling. **(3 Credit Hours)**

**PAS 322 Homiletics & Sermon Preparation**

A study of the theology of preaching as well as the mechanics of sermon preparation for the purpose of enabling the student to communicate God's Word effectively and correctly in this twenty-first century. Students will preach from planned sermon outlines. **(3 Credit Hours)**

## *Women's Ministries*

**BIB 216 Comparative Study of Ruth and Esther**

The Book of Ruth gives a glimpse into the life of an Israelite family during the period of the Judges. The course portrays the major personalities of the Book: Ruth, Naomi and Boaz. It also explores the symbolic, theological, literary and historical connections between the Book of Ruth and the New Testament depiction of Jesus. The study of Esther focuses on the historical situation at the close of Judah's captivity. Students will demonstrate proficiency in applying hermeneutical principles to the study of Scripture. The study of both books students will gain insight as to how God moved through women in Old Testament times. **(3 Credit Hours)**

**CNS 320 Church and Family Law**

A general introduction to the nature and regulation of family associations. This course focuses on the relationships of husband and wife as well as parent and child. It addresses moral, legal, and biblical issues relating to marriage, divorce, and custody, including international and American developments involving same-sex unions. **(3 Credit Hours)**

**WOM 200 Theology and the Role of Women**

An examination of women within the context of religion. Students will become acquainted with images of women from the Biblical record to the current era. **(3 Credit Hours)**

**WOM 322 Restoring Abused Victims and Families.**A focus upon the ministry of spiritual, mental, social, and physical restoration for battered women. Instructors will team up with female physicians and spiritual counselors in a holistic approach to restoring abused victims **(3 Credit Hours)**.

**WOM 340 Biblical Perspectives on Family**

This course introduces the Bible's teaching regarding appropriate Christ-centered relationships between husbands and wives and parents and children. Special focus will be given to the woman and her role as servant of God, helpmeet, counsel and glory of her husband, and succourer and nurturer of her children **(3 Credit Hours)**.

## *Youth Ministries*

**YOU 220 Ministry to Children and Youth**

A practical course that strives to equip students to work with children, infancy through sixth grade. Content elements include units of study on the home, how children learn, leading a child to Christ, administration of children's programs, specific learning activities geared to age-level traits, and preparation and use of visual aids **(3 Credit Hours)**.

**YOU 321 Evangelism and Ministry to Children and Youth**

This course aids the Christian worker in becoming more effective in discipling and enabling children/youth to know Christ as Savior and Lord. Students will explore various methods and strategies for targeting teens and college students. **(3 Credit Hours)**

**YOU 380 Strategic Planning for Youth Ministry**

In this course students will learn various methods and strategies and principles for effective youth ministry. Students will develop a biblically based model appropriate for their own ministry to high school and college students. Special emphasis will be placed upon strategies for ministering to at-risk youth. **(3 Credit Hours)**

**YOU 440 Relating to Youth in Contemporary Cultures**

This course is designed to prepare Christian workers with skills that are necessary for effectively communicating to youth in North American and other cultures. Special emphasis will be placed upon cross-cultural communications to indigenous groups. Practical implications will be explored relating to the developmental needs of high school and college youth. **(3 Credit Hours)**

**YOU 460 Motivating & Mobilizing Youth for Ministry**

This course is designed to stimulate an interest in Christian workers, especially youth, for world evangelization. The course prepares the workers for effectively ministering to youth as well as utilizing, designing, and implementing a short-term mission trip both home and overseas. **(3 Credit Hours)**



## ACADEMIC CALENDAR – Fall 2011

| DATE                                            | DAY                           | EVENT                                                                                     | LOCATION                  |
|-------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------|---------------------------|
| <b>October 24, 2011–<br/>February 29, 2012</b>  | <b>Monday –<br/>Wednesday</b> | <b>Graduation Filing Period</b>                                                           | <b>Registrar's Office</b> |
| June 6-August 19                                | Monday – Friday               | Pre-Registration – Continuing Students                                                    | WLBC Campus               |
| August 22-26                                    | Monday – Friday               | Registration (Residency/Evening Program)                                                  | WLBC Campus               |
| August 25-27                                    | Thursday – Saturday           | Orientation/Registration (Residency/Evening Program)                                      | WLBC Campus               |
| <b>August 29</b>                                | <b>Monday</b>                 | <b>Classes Begin (Residency/Evening Program)</b>                                          | WLBC Campus               |
| September 5                                     | Monday                        | Observance of Labor Day                                                                   | Campus Closed             |
| September 6                                     | Tuesday                       | Residency/Evening Chapel                                                                  | PLHR                      |
| September 6                                     | Tuesday                       | Last day to register without paying late registration fees<br>(Residency/Evening Program) | Fiscal Services           |
| September 7-9                                   | Wednesday – Friday            | Late Registration (Residency/Evening Program)                                             | WLBC Campus               |
| <b>September 9</b>                              | <b>Friday</b>                 | <b>Last Day to Drop Classes</b>                                                           | <b>WLBC Campus</b>        |
| September 12-16                                 | Monday – Friday               | Withdrawal Period for (Residency Evening Program) (W)                                     | Registrar's Office        |
| September 19-<br>November 4                     | Monday – Friday               | Withdrawal Period for (Residency Evening Program) (WP/WF)                                 | Registrar's Office        |
| September 15                                    | Thursday                      | Residency/Evening Chapel                                                                  | PLHR                      |
| <b>September 26-30</b>                          | <b>Monday – Friday</b>        | <b>Modular I Institute Program</b>                                                        | <b>WLBC Campus</b>        |
| September 26-30                                 | Monday – Friday               | Registration for Institute Program Students                                               | WLBC Campus               |
| September 30                                    | Friday                        | Opening Convocation                                                                       | Refuge Sanctuary          |
| <b>October 1</b>                                | <b>Saturday</b>               | <b>Session I Saturday Programs</b>                                                        | WLBC Campus               |
| October 1                                       | Saturday                      | Registration for Saturday Institute Program                                               | WLBC Campus               |
| October 3-5                                     | Monday – Wednesday            | Late Registration (Institute and Saturday Institute Programs)                             | Registrar's Office        |
| <b>October 5</b>                                | <b>Saturday</b>               | <b>Last Day to Drop Course from Schedule</b>                                              | <b>WLBC Campus</b>        |
| October 6-7                                     | Thursday – Friday             | Withdrawal Period for Institute and Saturday Institute Programs)<br>(W)                   | Registrar's Office        |
| October 10-<br>November 4                       | Monday – Friday               | Withdrawal Period for Institute and Saturday Institute Programs<br>(WP/WF)                | Registrar's Office        |
| <b>October 24-28</b>                            | <b>Monday – Friday</b>        | <b>Modular II for Institute Program</b>                                                   | WLBC Campus               |
| October 28                                      | Friday-Saturday               | Reaping the Harvest (Celebrating Widows)                                                  | WLBC Campus               |
| October 24-28                                   | Monday – Friday               | Midterm examinations Residency/Evening Program                                            | WLBC Campus               |
| October 24                                      | Monday                        | Graduation Filing Period                                                                  | Registrar's Office        |
| October 27                                      | Thursday                      | Residency/Evening Chapel                                                                  | PLHR                      |
| <b>October 29</b>                               | <b>Saturday</b>               | <b>Session II for Saturday Program</b>                                                    | WLBC Campus               |
| October 29                                      | Saturday                      | Midterm examinations for Saturday Institute Program                                       | WLBC Campus               |
| November 7                                      | Monday                        | Withdrawal Failing Period Begins – All Programs (WF)                                      | Registrar's Office        |
| November 8                                      | Tuesday                       | Residency/Evening Chapel                                                                  | PLHR                      |
| November 14-18                                  | Monday – Friday               | Modular III Institute Program                                                             | WLBC Campus               |
| November 18                                     | Friday                        | Special Thanksgiving Celebration                                                          | Refuge Sanctuary          |
| <b>November 19</b>                              | <b>Saturday</b>               | <b>Session III Saturday Institute Program</b>                                             | WLBC Campus               |
| November 23-27                                  | Wednesday – Sunday            | Observance of Thanksgiving Holidays                                                       | Campus Closed             |
| November 29                                     | Tuesday                       | Residency/Evening Chapel                                                                  | PLHR                      |
| December 8                                      | Thursday                      | Residency/Evening Chapel                                                                  | PLHR                      |
| <b>December 12-16</b>                           | <b>Monday – Friday</b>        | <b>Modular IV for Institute Program</b>                                                   | WLBC Campus               |
| December 12-16                                  | Monday-Friday                 | Final Examinations Residency/Evening and Institute Prog                                   | WLBC Campus               |
| <b>December 12, 2011<br/>– January 14, 2012</b> | <b>Monday – Friday</b>        | <b>Pre-Registration for Spring 2010 – All Programs</b>                                    | Advisors                  |
| December 16                                     | Friday                        | Christmas Cantata                                                                         | WLBC Campus               |
| <b>December 17</b>                              | <b>Saturday</b>               | <b>Session IV Saturday Institute Program</b>                                              | <b>WLBC Campus</b>        |
| December 17                                     | Saturday                      | Final Examinations for Saturday Institute Program                                         | WLBC Campus               |
| December 18, 2011 -<br>January 8, 2012          | Sunday – Sunday               | Observance of Christmas/New Year's Holidays                                               | WLBC                      |



## ACADEMIC CALENDAR – Spring 2012

| DATE                                           | DAY                         | EVENT                                                                                                                  | LOCATION               |
|------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------|
| October 24, 2011 – February 29, 2012           | Monday – Wednesday          | <b>Graduation Filing Period</b>                                                                                        | Registrar's Office     |
| December 12-January 6<br>December 12-January 7 | Monday – Friday<br>Saturday | Pre-Registration – Residency/Institute Continuing Student<br>Pre-Registration – Saturday Institute Continuing Students | WLBC Campus            |
| January 6-7                                    | Friday-Saturday             | Back-to-School Institute Program / Orientation                                                                         | WLB Fam Life Ctr       |
| <b>January 9</b>                               | <b>Monday</b>               | <b>Classes Begin/Registration (Residency/Evening / Inst Prog)</b>                                                      | <b>WLBC Campus</b>     |
| <b>January 9-13</b>                            | <b>Monday – Friday</b>      | <b>Modular V – Institute Program</b>                                                                                   | <b>WLBC Campus</b>     |
| January 11                                     | Wednesday                   | Special Chapel Services for all Programs (Required)                                                                    | WLBC Campus            |
| <b>January 14</b>                              | <b>Saturday</b>             | <b>Registration – Session V ( Saturday Institute Program)</b>                                                          | <b>WLBC Campus</b>     |
| January 14                                     | Saturday                    | Last day to register without late fees (Institute/Sat Institute)                                                       | Registrar's Office     |
| January 15                                     | Sunday                      | <b>Monthly Family Fellowship Buffet Dinner</b>                                                                         | WLB Dining Hall        |
| January 16                                     | Monday                      | Observance of Dr. Martin Luther King, Jr. Birthday                                                                     | College Closed         |
| January 17                                     | Tuesday                     | Last day to Register without Late Fees Residency/Evening                                                               | Registrar's Office     |
| January 17-18                                  | Tuesday-Wednesday           | Late Registration Institute /Saturday Institute-Drop/Add ends                                                          | Registrar's Office     |
| January 18-20                                  | Wednesday-Friday            | Late Registration Period Residency Evening – Drop/Add ends                                                             | Registrar's Office     |
| January 19-20                                  | Thursday – Friday           | Withdrawal Period Institute/Saturday Institute Programs (W)                                                            | Registrar's Office     |
| January 20                                     | Friday                      | Last Day to Drop/Add Classes – Residency Evening                                                                       | Registrar's Office     |
| January 23–27                                  | Monday -Friday              | Withdrawal Period - Residency/Evening Program (W)                                                                      | Registrar's Office     |
| January 23–March 17                            | Monday –Saturday            | Withdrawal Period - Institute/Sat. Inst. Programs (WP or WF)                                                           | Registrar's Office     |
| January 30–April 6                             | Monday -Friday              | Withdrawal Period - Residency/Evening Program (WP or WF)                                                               | Registrar's Office     |
| <b>February 13–17</b>                          | <b>Monday – Friday</b>      | <b>Module VI (Institute Program)</b>                                                                                   | <b>WLBC Campus</b>     |
| February 15                                    | Wednesday                   | Chapel Services – Institute Program                                                                                    | Lawson Library         |
| <b>February 18</b>                             | <b>Saturday</b>             | <b>Session VI (Saturday Institute Program)</b>                                                                         | <b>WLBC Campus</b>     |
| February 23–25                                 | Thursday – Saturday         | ABHE Annual Meeting                                                                                                    | Orlando, FL            |
| March 1–March 24                               | Monday – Saturday           | Late Graduation Filing Period – Late fee apply                                                                         | Registrar's Office     |
| March 5–9                                      | Monday-Friday               | Spring Break – Campus Closes                                                                                           | No Classes             |
| March 12-16                                    | Monday-Friday               | Midterm Examinations – Residency/Evening Program                                                                       | WLBC Campus            |
| March 19-April 20                              | Monday-Friday               | Withdrawal Failing Period Begins – Institute/Sat. Prog (WF)                                                            | Registrar's Office     |
| <b>March 19-23</b>                             | <b>Monday – Friday</b>      | <b>Module VII (Institute Program)</b>                                                                                  | <b>WLBC Campus</b>     |
| March 19-23                                    | Monday – Friday             | Midterm Exams Institute Program                                                                                        | WLBC Campus            |
| March 19 – August 17                           | Monday – Saturday           | Pre-Registration – Period                                                                                              | Registrar's Office     |
| March 21                                       | Wednesday                   | Chapel Services – Institute (Required)                                                                                 | Lawson Library         |
| March 21-24                                    | Wednesday – Saturday        | First Annual Focus on the Family Conference                                                                            | WLBC Campus            |
| <b>March 24</b>                                | <b>Saturday</b>             | <b>Session VII (Saturday Institute Program)</b>                                                                        | <b>WLBC Campus</b>     |
| March 24                                       | Saturday                    | Midterm Exams – Saturday Institute Program                                                                             | WLBC Campus            |
| March 25                                       | Sunday                      | <b>Monthly Family Fellowship Buffet Dinner</b>                                                                         | <b>WLB Dining Hall</b> |
| April 9 – May 11                               | Monday – Friday             | Withdrawal Failing Period Begins – Resident Program (WF)                                                               | Registrar's Office     |
| <b>April 16-20</b>                             | <b>Monday – Friday</b>      | <b>Module VIII (Institute Program)</b>                                                                                 | <b>WLBC Campus</b>     |
| April 16-20                                    | Monday – Friday             | Final Exams – Institute Program                                                                                        | WLBC Campus            |
| April 18                                       | Wednesday                   | Chapel Services – Institute (Required)                                                                                 | Lawson Library         |
| April 20-21                                    | Friday – Saturday           | Annual Christian Arts Celebration/Career/College Fair                                                                  | WLB Fam Life Ctr       |
| April 21                                       | Saturday                    | <b>Session VIII (Saturday Institute Program)</b>                                                                       | WLBC Campus            |
| April 21                                       | Saturday                    | Final Exams – Saturday Institute Program                                                                               | WLBC Campus            |
| April 22                                       | Sunday                      | <b>Monthly Family Fellowship Buffet Dinner</b>                                                                         | WLB Dining Hall        |
| April 30 – May 4                               | Monday – Friday             | Final Exams – Residency/Evening Program                                                                                | WLBC Campus            |
| May 23                                         | Wednesday                   | Baccalaureate                                                                                                          | Refuge Sanctuary       |
| May 24                                         | Thursday                    | Graduation Rehearsal                                                                                                   | Refuge Sanctuary       |
| May 24                                         | Thursday                    | Commencement                                                                                                           | Refuge Sanctuary       |
| June 21-23                                     | Thursday– Saturday          | Annual Retreat for WLBC Family and Friends                                                                             | Cruise                 |
| July 4                                         | Wednesday                   | Observance of Independence Day                                                                                         | School Closed          |
| July 25–28                                     | Wednesday– Saturday         | Recruitment/Continuing Education Class                                                                                 | TBA                    |

## ACADEMIC CALENDAR – Fall 2012

| DATE                                                | DAY                      | EVENT                                                                                                     | LOCATION                  |
|-----------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------|
| <b>October 15, 2012</b><br><b>February 28, 2013</b> | <b>Monday – Saturday</b> | <b>Graduation Filing Period</b>                                                                           | <b>Registrar's Office</b> |
| April 11-August 19<br>April 11-September 14         | Monday – Friday          | Pre-Registration – Residency Evening Students<br>Pre-Registration – Institute/Saturday Institute Students | WLBC Campus               |
| August 12                                           | <b>Sunday</b>            | <b>Monthly Family Fellowship Buffet Dinner</b>                                                            | WLB Dining Hall           |
| <b>August 16-18</b>                                 | <b>Thursday–Saturday</b> | <b>First Annual Homecoming Celebration</b>                                                                | <b>WLBC Campus</b>        |
| August 20-24                                        | Monday – Friday          | Final Registration/Orientation (Residency/Evening Program)                                                | WLBC Campus               |
| <b>August 20</b>                                    | <b>Monday</b>            | <b>Classes Begin (Residency/Evening Program)</b>                                                          | WLBC Campus               |
| August 28                                           | Tuesday                  | Last day to register without paying late registration fees<br>(Residency/Evening Program)                 | Fiscal Services           |
| August 29                                           | Wednesday                | Residency/Evening Chapel                                                                                  | PLHR                      |
| August 29-31                                        | Wednesday – Friday       | Late Registration (Residency/Evening Program)                                                             | WLBC Campus               |
| August 31                                           | Friday                   | Last Day to Drop/Add Classes – Residency Evening                                                          | WLBC Campus               |
| September 3                                         | Monday                   | Observance of Labor Day                                                                                   | Campus Closed             |
| September 4-7                                       | Tuesday -Friday          | Withdrawal Period - Residency/Evening Program (W)                                                         | Registrar's Office        |
| September 10-<br>October 26                         | Monday – Friday          | Withdrawal Period - (Residency Evening Program) (WP/WF)                                                   | Registrar's Office        |
| September 6                                         | Thursday                 | Residency/Evening Chapel                                                                                  | PLHR                      |
| <b>September 17-21</b>                              | <b>Monday – Friday</b>   | <b>Modular I Institute Program</b>                                                                        | <b>WLBC Campus</b>        |
| September 17-21                                     | Monday – Friday          | Registration for Institute Program Students                                                               | WLBC Campus               |
| September 19                                        | Wednesday                | Chapel Services – Institute Program                                                                       | Refuge Sanctuary          |
| <b>September 22</b>                                 | <b>Saturday</b>          | <b>Session I Saturday Programs</b>                                                                        | WLBC Campus               |
| September 22                                        | Saturday                 | Last Day to register without paying late fees – Institute & Sat                                           | WLBC Campus               |
| September 23                                        | Sunday                   | <b>Monthly Family Fellowship Buffet Dinner</b>                                                            | WLB Dining Hall           |
| September 24-26                                     | Monday – Wednesday       | Late Registration (Institute and Saturday Institute Programs)                                             | Registrar's Office        |
| September 26                                        | Wednesday                | Last Day to Drop/Add Classes – Institute/Sat Ins Progs                                                    | WLBC Campus               |
| September 27-28                                     | Thursday – Friday        | Withdrawal Period for Institute/Saturday Ins Programs) (W)                                                | Registrar's Office        |
| October 1 –<br>November 2                           | Monday – Friday          | Withdrawal Period for Institute and Saturday Institute Programs<br>(WP/WF)                                | Registrar's Office        |
| <b>October 15-19</b>                                | <b>Monday – Friday</b>   | <b>Modular II for Institute Program</b>                                                                   | <b>WLBC Campus</b>        |
| October 15-19                                       | Monday – Friday          | Midterm Examinations Residency/Evening Program                                                            | WLBC Campus               |
| October 15                                          | Monday                   | Graduation Filing Period Begins                                                                           | Registrar's Office        |
| October 17                                          | Wednesday                | Chapel Services – Institute Program                                                                       | WLBC Campus               |
| <b>October 20</b>                                   | <b>Saturday</b>          | <b>Session II for Saturday Program</b>                                                                    | WLBC Campus               |
| October 20                                          | Saturday                 | Midterm examinations for Saturday Institute Program                                                       | WLBC Campus               |
| October 21                                          | Sunday                   | <b>Monthly Family Fellowship Buffet Dinner</b>                                                            | WLB Dining Hall           |
| October 22-26                                       | Monday – Friday          | Midterm examinations Residency/Evening Program                                                            | WLBC Campus               |
| October 25                                          | Thursday                 | Residency/Evening Chapel                                                                                  | PLHR                      |
| October 29                                          | Monday                   | Withdrawal Failing Period Begins – Institute/Sat Ins (WF)                                                 | Registrar's Office        |
| November 5                                          | Monday                   | Withdrawal Failing Period Begins – Institute/Sat Ins (WF)                                                 | Registrar's Office        |
| November 14                                         | Tuesday                  | Residency/Evening Chapel                                                                                  | PLHR                      |
| <b>November 12-16</b>                               | <b>Monday – Friday</b>   | <b>Modular III Institute Program</b>                                                                      | <b>WLBC Campus</b>        |
| November 12, 2012 –<br>January 4, 2013              | Monday – Friday          | Pre-Registration for Spring 2013 – All Programs                                                           | Advisors                  |
| <b>November 17</b>                                  | <b>Saturday</b>          | <b>Session III Saturday Institute Program</b>                                                             | WLBC Campus               |
| November 18                                         | Sunday                   | <b>Monthly Family Fellowship Buffet Dinner</b>                                                            | WLB Dining Hall           |
| November 21-25                                      | Wednesday – Sunday       | Observance of Thanksgiving Holidays                                                                       | Campus Closed             |
| December 14                                         | Friday                   | Christmas Cantata                                                                                         | WLBC Campus               |
| <b>December 10-14</b>                               | <b>Monday – Friday</b>   | <b>Modular IV for Institute Program</b>                                                                   | WLBC Campus               |
| December 10-14                                      | Monday-Friday            | Final Examinations Residency/Evening and Institute Progs                                                  | WLBC Campus               |
| December 15                                         | <b>Saturday</b>          | <b>Session III Saturday Institute Program</b>                                                             | WLBC Campus               |
| December 15                                         | Saturday                 | Final Examinations Saturday Institute Programs                                                            | WLBC Campus               |

### **ACADEMIC CALENDAR – Spring 2013**

| <b>DATE</b>                                    | <b>DAY</b>                  | <b>EVENT</b>                                                                                                           | <b>LOCATION</b>           |
|------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>October 22, 2012 – February 28, 2013</b>    | <b>Monday – Wednesday</b>   | <b>Graduation Filing Period</b>                                                                                        | <b>Registrar's Office</b> |
| November 12-January 4<br>November 12-January 5 | Monday – Friday<br>Saturday | Pre-Registration – Residency/Institute Continuing Student<br>Pre-Registration – Saturday Institute Continuing Students | WLBC Campus               |
| January 7                                      | Monday                      | Back-to-School Institute Program / Orientation                                                                         | WLB Fam Life Ctr          |
| January 7                                      | Monday                      | Classes Begin and Registration Residency/Evening and Institute Programs                                                | WLBC Campus               |
| <b>January 7-11</b>                            | <b>Monday – Friday</b>      | <b>Modular V – Institute Program</b>                                                                                   | <b>WLBC Campus</b>        |
| January 9                                      | Wednesday                   | Special Chapel Services for all Programs <b>(Required)</b>                                                             | WLBC Campus               |
| <b>January 12</b>                              | <b>Saturday</b>             | <b>Registration – Modular V – Saturday Institute Program</b>                                                           | <b>WLBC Campus</b>        |
| January 12                                     | Saturday                    | Last Day to Register without late fees – Institute/Saturday Institute                                                  | Registrar's Office        |
| January 14                                     | Monday                      | Observance of Dr. Martin Luther King, Jr. Birthday                                                                     | College Closed            |
| January 15-16                                  | Tuesday – Wednesday         | Late Registration Institute/Saturday Institute Programs                                                                | Registrar's Office        |
| January 16                                     | Wednesday                   | Last Day to Add Classes – Institute/Saturday Institute Programs                                                        | Registrar's Office        |
| January 17-18                                  | Thursday – Friday           | Withdrawal Period for Institute and Saturday Institute (W)                                                             | Registrar's Office        |
| January 21–March 16                            | Monday -Saturday            | Withdrawal Period for Institute/Sat. Inst. Prog (WP or WF)                                                             | Registrar's Office        |
| January 21–April 5                             | Monday -Friday              | Withdrawal Period for Residency/Evening Prog (WP or WF)                                                                | Registrar's Office        |
| <b>February 11–15</b>                          | <b>Monday – Friday</b>      | <b>Module VI (Institute Program)</b>                                                                                   | <b>WLBC</b>               |
| February 12                                    | Tuesday                     | Chapel Services – Institute (Required)                                                                                 | Lawson Library            |
| <b>February 16</b>                             | <b>Saturday</b>             | <b>Module VI (Saturday Institute Program)</b>                                                                          | <b>WLBC</b>               |
| February 21-23                                 | Thursday – Saturday         | ABHE Annual Meeting                                                                                                    | Orlando, FL               |
| <b>March 1–March 30</b>                        | <b>Friday – Saturday</b>    | <b>Late Graduation Filing Period – Late fee apply</b>                                                                  | <b>Registrar's Office</b> |
| March 1–5                                      | Monday-Friday               | Spring Break – Campus Closes                                                                                           | No Classes                |
| March 11-15                                    | Monday-Friday               | Midterm examinations (Residency/Evening Program)                                                                       | WLBC                      |
| March 18 – April 19.                           | Monday                      | Withdrawal Failing Period – Resident Program (WF)                                                                      | TBA                       |
| <b>March 18-22</b>                             | <b>Monday – Friday</b>      | <b>Modular VII (Institute Program) / Midterm Exams</b>                                                                 | <b>WLBC</b>               |
| March 18 – August 17                           | Monday – Saturday           | Pre-Registration                                                                                                       | WLBC – Pathway            |
| March 19                                       | Tuesday                     | Chapel Services – Institute (Required)                                                                                 | Lawson Library            |
| <b>March 23</b>                                | <b>Saturday</b>             | <b>Session VII (Saturday Institute Program)/Midterm Exams</b>                                                          | <b>WLBC</b>               |
| March 18-April 19                              | Monday - Friday             | Withdrawal Failing Period – Institute/Sat. Programs (WF)                                                               | TBA                       |
| <b>April 15-19</b>                             | <b>Monday – Friday</b>      | <b>Module VIII (Institute Program)</b>                                                                                 | <b>WLBC</b>               |
| April 15-19                                    | Monday – Friday             | Final Exams – Institute Program                                                                                        | WLBC                      |
| April 16                                       | Tuesday                     | Chapel Services – Institute (Required)                                                                                 | Lawson Library            |
| April 19-20                                    | Friday – Saturday           | Annual Christian Arts Celebration/Career/College Fair                                                                  | WLB Fam Life Ctr          |
| <b>April 20</b>                                | <b>Saturday</b>             | <b>Module VIII (Saturday Institute Program)</b>                                                                        | <b>WLBC</b>               |
| April 20                                       | Saturday                    | Final Exams – Saturday Institute Program                                                                               | WLBC                      |
| April 29 – May 3                               | Monday – Friday             | Final Exams – Residency/Evening Program                                                                                | WLBC                      |
| <b>May 22</b>                                  | <b>Wednesday</b>            | <b>Baccalaureate</b>                                                                                                   | <b>Refuge Sanctuary</b>   |
| May 23                                         | Thursday                    | Graduation Rehearsal                                                                                                   | Refuge Sanctuary          |
| <b>May 23</b>                                  | <b>Thursday</b>             | <b>Commencement</b>                                                                                                    | <b>Refuge Sanctuary</b>   |
| June 20-22                                     | Thursday– Saturday          | Annual Retreat for WLBC Family and Friends                                                                             | Cruise                    |
| July 4                                         | Thursday                    | Observance of Independence Day                                                                                         | School Closed             |
| July 24–27                                     | Wednesday– Saturday         | Recruitment/Continuing Education Class                                                                                 | TBA                       |

### ACADEMIC CALENDAR – Fall 2013

| DATE                                          | DAY                    | EVENT                                                                                  | LOCATION                  |
|-----------------------------------------------|------------------------|----------------------------------------------------------------------------------------|---------------------------|
| <b>October 21, 2013<br/>February 28, 2014</b> | <b>Monday – Friday</b> | <b>Graduation Filing Period</b>                                                        | <b>Registrar's Office</b> |
| March 17-August 16                            | Monday – Friday        | Pre-Registration – Continuing Students                                                 | WLBC Campus               |
| August 12-16                                  | Monday – Friday        | Registration (Residency/Evening Program)                                               | WLBC Campus               |
| August 21-22                                  | Thursday – Saturday    | Orientation/Registration (Residency/Evening Program)                                   | WLBC Campus               |
| <b>August 19</b>                              | <b>Monday</b>          | <b>Classes Begin (Residency/Evening Program)</b>                                       | WLBC Campus               |
| September 2                                   | Monday                 | Observance of Labor Day                                                                | Campus Closed             |
| August 27                                     | Tuesday                | Residency/Evening Chapel                                                               | PLHR                      |
| August 27                                     | Tuesday                | Last day to register without paying late registration fees (Residency/Evening Program) | Fiscal Services           |
| August 28 – 30                                | Wednesday – Friday     | Late Registration (Residency/Evening Program)                                          | WLBC Campus               |
| August 30                                     | Friday                 | Last Day to Drop/Add Classes – Residency Evening                                       | WLBC Campus               |
| September 2-6                                 | Monday – Friday        | Withdrawal Period for (Residency Evening Program) (W)                                  | Registrar's Office        |
| September 9-<br>October 25                    | Monday – Friday        | Withdrawal Period for (Residency Evening Program) (WP/WF)                              | Registrar's Office        |
| September 5                                   | Thursday               | Residency/Evening Chapel                                                               | PLHR                      |
| <b>September 16-20</b>                        | <b>Monday – Friday</b> | <b>Modular I Institute Program</b>                                                     | <b>WLBC Campus</b>        |
| September 16-20                               | Monday – Friday        | Registration for Institute Program Students                                            | WLBC Campus               |
| September 20                                  | Friday                 | Opening Convocation                                                                    | Refuge Sanctuary          |
| <b>September 21</b>                           | <b>Saturday</b>        | <b>Session I Saturday Programs and Registration – Saturday Institute Program</b>       | WLBC Campus               |
| September 21                                  | Saturday               | Last day register without paying late fees – Institute & Sat                           | WLBC Campus               |
| September 23-25                               | Monday – Wednesday     | Late Registration (Institute and Saturday Institute Programs)                          | Registrar's Office        |
| September 25                                  | Wednesday              | Last Day to Drop/Add Schedule – Institute/Sat Ins Programs                             | WLBC Campus               |
| September 26-27                               | Thursday – Friday      | Withdrawal Period for Institute& Saturday Institute Programs) (W)                      | Registrar's Office        |
| September - 30<br>November 1                  | Monday – Friday        | Withdrawal Period for Institute and Saturday Institute Programs (WP/WF)                | Registrar's Office        |
| <b>October 21-25</b>                          | <b>Monday – Friday</b> | <b>Modular II for Institute Program</b>                                                | WLBC Campus               |
| October 21                                    | Monday                 | Graduation Filing Period Begins                                                        | Registrar's Office        |
| October 21-25                                 | Monday – Friday        | Midterm examinations Residency/Evening Program                                         | WLBC Campus               |
| October 24                                    | Thursday               | Residency/Evening Chapel                                                               | PLHR                      |
| October 25-26                                 | Friday-Saturday        | Reaping the Harvest (Celebrating Widows)                                               | WLBC Campus               |
| <b>October 26</b>                             | <b>Saturday</b>        | <b>Session II for Saturday Program</b>                                                 | WLBC Campus               |
| October 26                                    | Saturday               | Midterm examinations for Saturday Institute Program                                    | WLBC Campus               |
| November 4                                    | Monday                 | Withdrawal Failing Period Begins – All Programs (WF)                                   | Registrar's Office        |
| November 5                                    | Tuesday                | Residency/Evening Chapel                                                               | PLHR                      |
| <b>November 11-15</b>                         | <b>Monday – Friday</b> | <b>Modular III Institute Program</b>                                                   | <b>WLBC Campus</b>        |
| November 11, 2013 –<br>January 3, 2014        | Monday – Friday        | Pre-Registration for Spring 2010 – All Programs                                        | Advisors                  |
| November 15                                   | Friday                 | Special Thanksgiving Celebration                                                       | Refuge Sanctuary          |
| <b>November 16</b>                            | <b>Saturday</b>        | <b>Session III Saturday Institute Program</b>                                          | WLBC Campus               |
| November 20-24                                | Wednesday – Sunday     | Observance of Thanksgiving Holidays                                                    | Campus Closed             |
| November 26                                   | Tuesday                | Residency/Evening Chapel                                                               | PLHR                      |
| December 5                                    | Thursday               | Residency/Evening Chapel                                                               | PLHR                      |
| <b>December 9-13</b>                          | <b>Monday – Friday</b> | <b>Modular IV Institute Program</b>                                                    | WLBC Campus               |
| December 9-13                                 | Monday-Friday          | Final Examinations Residency/Evening / Institute Programs                              | WLBC Campus               |
| December 20                                   | Friday                 | Christmas Cantata                                                                      | WLBC Campus               |
| <b>December 21</b>                            | <b>Saturday</b>        | <b>Session IV Saturday Institute Program</b>                                           | <b>WLBC Campus</b>        |
| December 21                                   | Saturday               | Final Examinations / Saturday Institute Program                                        | WLBC Campus               |
| December 22, 2013 -<br>January 5, 2014        | Sunday – Sunday        | Observance of Christmas/New Year's Holidays                                            | WLBC                      |

### **ACADEMIC CALENDAR – Spring 2014**

| <b>DATE</b>                                  | <b>DAY</b>                  | <b>EVENT</b>                                                                                                           | <b>LOCATION</b>           |
|----------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>October 21, 2013 – February 28, 2014</b>  | <b>Monday – Friday</b>      | <b>Graduation Filing Period</b>                                                                                        | <b>Registrar's Office</b> |
| November 11-January3<br>November 11-January4 | Monday – Friday<br>Saturday | Pre-Registration – Residency/Institute Continuing Student<br>Pre-Registration – Saturday Institute Continuing Students | WLBC Campus               |
| January 6                                    | Monday                      | Back-to-School Institute Program / Orientation                                                                         | WLB Fam Life Ctr          |
| <b>January 6-10</b>                          | <b>Monday – Friday</b>      | <b>Modular V – Institute Program</b>                                                                                   | <b>WLBC Campus</b>        |
| January 6                                    | Monday                      | Classes Begin / Registration Residency/Evening /Institute Progs                                                        | WLBC Campus               |
| January 8                                    | Wednesday                   | Special Chapel Services for all Programs <b>(Required)</b>                                                             | WLBC Campus               |
| <b>January 11</b>                            | <b>Saturday</b>             | <b>Registration – Modular V – Saturday Institute Program</b>                                                           | <b>WLBC Campus</b>        |
| January 11                                   | Saturday                    | Last day to register without late fees /Institute/Saturday Ins                                                         | Registrar's Office        |
| January 13                                   | Monday                      | Observance of Dr. Martin Luther King, Jr. Birthday                                                                     | College Closed            |
| January 14-15                                | Tuesday – Wednesday         | Late Registration Period All Programs                                                                                  | Registrar's Office        |
| January 15                                   | Wednesday                   | Last Day to drop/add classes – Institute/Saturday Institute                                                            | Registrar's Office        |
| January 16-17                                | Thursday – Friday           | Withdrawal Period Institute/Saturday Institute Programs (W)                                                            | Registrar's Office        |
| January 20–March 14                          | Monday -Friday              | Withdrawal Period for Residency/Evening Prog (WP or WF)                                                                | Registrar's Office        |
| January 20–March 15                          | Monday -Saturday            | Withdrawal Period for Institute/Sat. Inst. Prog (WP or WF)                                                             | Registrar's Office        |
| <b>February 10–15</b>                        | <b>Monday – Friday</b>      | <b>Module VI (Institute Program)</b>                                                                                   | <b>WLBC</b>               |
| February 11                                  | Tuesday                     | Chapel Services – Institute (Required)                                                                                 | Lawson Library            |
| February 20–22                               | Thursday – Saturday         | ABHE Annual Meeting                                                                                                    | Orlando, FL               |
| <b>February 15</b>                           | <b>Saturday</b>             | <b>Module VI (Saturday Institute Program)</b>                                                                          | <b>WLBC</b>               |
| <b>March10–March 31</b>                      | <b>Monday-Monday</b>        | <b>Late Graduation Filing Period – Late fee apply</b>                                                                  | <b>Registrar's Office</b> |
| March 3–7                                    | Monday-Friday               | Spring Break – Campus Closes                                                                                           | No Classes                |
| March 10-14                                  | Monday-Friday               | Midterm examinations (Residency/Evening Program)                                                                       | WLBC                      |
| <b>March 17-21</b>                           | <b>Monday – Friday</b>      | <b>Modular VII (Institute Program) / Midterm Exams</b>                                                                 | <b>WLBC</b>               |
| March 17 – August 23                         | Monday – Saturday           | Pre-Registration                                                                                                       | WLBC – Pathway            |
| March 17 – April 19                          | Monday                      | Withdrawal Failing Period – Resident Program (WF)                                                                      | TBA                       |
| March 18                                     | Tuesday                     | Chapel Services – Institute (Required)                                                                                 | Lawson Library            |
| <b>March 22</b>                              | <b>Saturday</b>             | <b>Session VII (Saturday Institute Program)/ Midterm Exams</b>                                                         | <b>WLBC</b>               |
| March 24 – April 25                          | Monday                      | Withdrawal Failing Period Begins – Institute/Sat. Prog (WF)                                                            | TBA                       |
| <b>April 14-18</b>                           | <b>Monday – Friday</b>      | <b>Module VIII (Institute Program)</b>                                                                                 | <b>WLBC</b>               |
| April 14-18                                  | Monday – Friday             | Final Exams – Institute Program                                                                                        | WLBC                      |
| April 15                                     | Tuesday                     | Chapel Services – Institute (Required)                                                                                 | Lawson Library            |
| April 18-19                                  | Friday – Saturday           | Annual Christian Arts Celebration/Career/College Fair                                                                  | WLB Fam Life Ctr          |
| <b>April 19</b>                              | <b>Saturday</b>             | <b>Session VIII (Saturday Institute Program)</b>                                                                       | <b>WLBC</b>               |
| April 19                                     | Saturday                    | Final Exams – Saturday Institute Program                                                                               | WLBC                      |
| <b>April 28-May2</b>                         | <b>Monday – Friday</b>      | <b>Final Exams – Residency/Evening Program</b>                                                                         | <b>WLBC</b>               |
| <b>May 21</b>                                | <b>Wednesday</b>            | <b>Baccalaureate</b>                                                                                                   | <b>Refuge Sanctuary</b>   |
| May 22                                       | Thursday                    | Graduation Rehearsal                                                                                                   | Refuge Sanctuary          |
| <b>May 22</b>                                | <b>Thursday</b>             | <b>Commencement</b>                                                                                                    | <b>Refuge Sanctuary</b>   |
| June 19-21                                   | Thursday– Saturday          | Annual Retreat for WLBC Family and Friends                                                                             | Cruise                    |
| July 4                                       | Friday                      | Observance of Independence Day                                                                                         | School Closed             |
| July 23–26                                   | Wednesday– Saturday         | Recruitment/Continuing Education Class                                                                                 | TBA                       |