



**DEVELOPING WORLD-CHANGING
PENTECOSTAL LEADERS FOR THE 21ST CENTURY**

**07/01/2018 - 06/30/2019
ACADEMIC CATALOG**

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HUM – Humanities	
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LAN – Language	
LIT – Literature	
MAT – Math	
MUS – Music	
NTB – New Testament	
OTB – Old Testament	
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2018-2019 Academic Calendar

August – December 2018

HVLS Fall Semester Begins	August 20 th
Residential Student Move in Day	August 16 th
Residential Student Welcome Weekend & Orientation	August 17 th & 18 th
Residential Fall Semester Begins	August 20 th
Online Track B Fall Semester Begins	September 1 st
Labor Day – Classes Dismissed	September 3 rd
Online Track C Fall Semester Begins	October 1 st
Columbus Day – Classes in Session	October 8 th
Veterans Day – Classes Dismissed	November 12 th
Thanksgiving Break – Classes Dismissed	November 19 th – 23 rd
HVLS Fall Semester Ends	December 14 th
Residential Fall Semester Ends	December 14 th
Online Track B Fall Semester Ends	December 27 th

January – July 2019

HVLS Spring Semester Begins	January 14 th
Residential Student Move in Day	January 10 th
Residential Student Welcome Weekend & Orientation	January 11 th & 12 th
Residential Spring Semester Begins	January 14 th
Martin Luther King Day – Classes Dismissed	January 21 st
Online Track C Fall Semester Ends	January 27 th
Online Track B Spring Semester Begins	February 1 st
President’s Day – Classes Dismissed	February 18 th
Online Track C Spring Semester Begins	March 1 st
Spring Break – Classes Dismissed	March 11 th – 15 th
HVLS Spring Semester Ends	May 10 th
Residential Spring Semester Ends	May 10 th
Spring Commencement	May 11 th
Online Track B Spring Semester Ends	May 27 th
Memorial Day	May 27 th
Online Track C Spring Semester Ends	June 27 th

Introduction

ACCREDITATION

Messenger College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS), an accrediting agency recognized by the United States Department of Education and approved by the Council for Higher Education Accreditation (CHEA).

From the TRACS website, www.tracs.org: "TRACS is recognized by both the United States Department of Education, and the Council for Higher Education Accreditation, as a national accrediting body for Christian institutions, colleges, universities, and seminaries. TRACS is also a member of the International Network for Quality Assurance Agencies in Higher Education. TRACS is a voluntary, non-profit, self-governing organization that provides accreditation to Christian postsecondary institutions offering associate, baccalaureate, and graduate degrees.

TRACS was established in 1979 to promote the welfare, interests, and development of postsecondary institutions, whose mission is characterized by a distinctly Christian purpose, as defined in our Foundational Standards. TRACS encourages each affiliated institution to develop its own distinctive, while providing quality postsecondary education within the context of spiritual development. TRACS institutions place emphasis on high academic standards as well as Christian values. "

Messenger College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) having been awarded Reaffirmation II status as a Category II institution by the TRACS Accreditation Commission on October 19, 2013; this status is effective for a period of ten years.

- **TRACS**
Post Office Box 328
Forest, Virginia 24551
804.525.9539

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

California teaching site students:

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 / P.O. Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888)370-7589 or by fax (916)263-1897, (916)431-6959, or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free at 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

PHILOSOPHY

Theodore Roosevelt, the twenty-sixth president of the United States, commented, “What I am to be, I am now becoming.” Even earlier, Abraham Lincoln said, “I will prepare, and some day my chance will come.”

Typically, students who enroll at Messenger College desire to develop their potential and to make a meaningful contribution to their world. The faculty and administration have an important role in assisting each student to become that kind of person. At Messenger College, we realize that each student is comprised of spirit as well as mind and body. Without compromising academic standards, Messenger College emphasizes the importance of developing personal disciplines, evangelical Christian values, and character along with a rich and authentic spiritual life. Our Christian philosophy of education is based on our commitment to the developmental needs of the whole student – with the intent to graduate an integrated person: spiritually alive, intellectually alert, and physically disciplined.

STATEMENT OF FAITH

As a Christian College operating under the auspices of the Pentecostal Church of God, Messenger College is firmly committed to the evangelical, Pentecostal position of this sponsoring denomination. Messenger College holds to the following truths.

We believe...

...that the scriptures of the Old and New Testaments are the inspired Word of God presenting to us the complete revelation of His will for the salvation of men, and constituting the divine and only rule of Christian faith and practice;

...in the special creation of the existing space-time universe and all its basic systems and kinds of organisms in the six literal days of the creation. Accordingly, we believe in the historicity of the first eleven chapters of Genesis;

...our God is a trinity in unity, manifested in three persons: the Father, the Son and the Holy Spirit;

...in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death on the cross, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory;

...that regeneration by the Holy Spirit for the salvation of lost and sinful man, through faith in the shed blood of Jesus Christ, is absolutely essential;

...in a life of holiness, without which no man can see the Lord, through sanctification as a definite, yet progressive, work of grace;

...in the baptism of the Holy Spirit, received subsequent to the new birth, with the speaking in other tongues, as the Spirit gives utterance, as the initial physical sign and evidence – and in the Holy Spirit as a person, functioning to draw individuals unto salvation and fill the seeking believer;

...in water baptism by immersion for believers only, which is a direct commandment of our Lord, in the name of the Father, and of the Son and of the Holy Spirit;

...in the Lord’s Supper and washing of the saints’ feet;

...that divine healing is provided for in the atonement and is available to all who truly believe;

...in the [re-millennial second coming of Jesus: first, to resurrect the righteous dead and to catch away the living saints to meet Him in the air; and second, to reign on the earth a thousand years;

...in the bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation; and

...in the existence of an evil spirit and adversary, called Satan, who functions as personal tempter and accuser.

THE LEGACY & PROGRESS OF THE COLLEGE

Messenger College was founded in 1987. In November of 1983, the Pentecostal Church of God elected to merge two collegiate institutions into one college in Joplin, Missouri, the host city of its international headquarters. Southern Bible College (Houston, Texas) and Evangelical Christian College (Fresno, California), were consequently closed. The resources of both institutions were relocated to Joplin, Missouri. Subsequently, Messenger College was able to open in newly constructed facilities on wooded acres across from the international offices of the church denomination. The College officially opened its doors in September 1987.

In May of 2011, a terrible EF-5 tornado devastated the city of Joplin. Messenger College opened its campus as a distribution and volunteer housing center during that summer. In the aftermath of this event, Mercy Health Systems approached Messenger College with an offer to purchase its campus as the new site for their hospital, which was destroyed in the tornado. This offer made possible the relocation of the college to its current campus in Euless, Texas, in the heart of the Dallas/Fort Worth metro area.

Messenger College is a private institution and legal entity operating under statutes of the State of Texas. The college has approved to operate a teaching site location, located in Valencia, California by the Bureau for Private Postsecondary Education in the State of California.

Messenger College is the national collegiate institution of the Pentecostal Church of God in the United States for the education of its ministers, missionaries, teachers and other professionals to serve its constituency and others in the United States and abroad. The Pentecostal Church of God consists of 1,050 churches in the United States. In addition, the denomination's outreach to Third World nations include 3,365 churches and outstations, 107 schools and training centers, and numerous assistance programs providing food, clothing and related human care outreaches.

CAMPUS DESCRIPTION

Messenger College is located in the heart of the exciting Dallas-Fort Worth Metroplex. The learning center and administrative offices are located in a modern and attractive 3-story facility conveniently located within minutes of the Dallas-Fort Worth International Airport. Main campus classrooms are equipped with audiovisual equipment, tables, chairs, and a teaching lectern. The teaching site location is located in Valencia, California in a modern and attractive one-story building. Classrooms are equipped with audiovisual equipment, tables, chairs and a teaching lectern.

Main campus students have access to an onsite library and resource room, while distance learning and teaching site campus students have access to the college's virtual library and electronic database resources.

Main Campus Address: 400 South Industrial Boulevard Suite 300 | Euless, TX 76040

Main Campus Phone: 817.554.5950

College Website: www.messengercollege.edu

Teaching Site Address: 28776 The Old Road | Valencia, CA 91355

Teaching Site Phone: 661.295.6642

Student housing at the college's main campus in Texas is available in college-owned apartments nearby (housing eligibility policies are located in the Main Campus Student Handbook). Apartment communities within a 5-10 mile radius of the main campus post their current rental rates between \$700 - \$1,500 per month.

The 24-unit apartment complex is newly renovated to provide a quality and attractive community learning experience. The apartment complex also provides laundry facilities, a lounge area, a swimming pool, outside gathering areas, and secure controlled access. The double-occupancy rate is \$1,675 per semester, while the single-occupancy rate is \$2,460 per semester.

Dormitory, college operated housing is not available for students enrolled and attending classes on the California teaching site campus, nor does the institution provide or assist in finding or securing housing.

MISSION STATEMENT

The Mission and Purpose of Messenger College is:

Developing World-Changing Pentecostal Leaders for the 21st Century.

Four Foundational Planks:

The rationale for the mission statement of Messenger College originates out of four foundational needs Messenger College senses it must address.

- We must strive to compassionately understand the substructures and underpinnings of our contemporary society.
- We must make an authentic expression (communication) of the Gospel/Truth. Truth, genuinely stated and authentically expressed, will save the present generation, ensuring the future.
- We must find an affective way to confront our contemporary society with the rational content and authentic personal expression of ultimate and objective truth (God's Word-the Gospel).
- We must develop ministers, spiritual leaders, preachers, and communicators of character and integrity, who are prepared, able, and willing to rise to this contemporary occasion and meet the above challenge.

Understanding the Four Foundational Planks:

The four foundational planks are understood and interpreted in terms of Mission, Method, Message and Messenger.

- The first plank speaks to Mission. Mission has to do with the process of education. It is the process of education, which enables one to understand life universally, and to discover one's purpose. Mission and education have to do with the body of foundational knowledge that is necessary to fulfill one's calling in life. This relates to the academic side of the process of education and training.
- The second plank speaks to Method. This plank has to do with the process of training. It is the process of training that enables one to understand and acquire a skill to accomplish the mission (call). This includes several varied, but inter-related skills and disciplines and relates to the practical side of the process of education and training.
- The third plank speaks to Message. This plank has to do with effectiveness. Effectiveness is doing the right thing in order to accomplish the mission. Therefore, this plank has to do with the nature and concept of truth (God's Word – the Gospel). Knowing and doing the right thing, as opposed to an expedient thing, is a quality of leadership.
- The fourth plank speaks to the Messenger (the person). This plank has to do with efficiency. Efficiency is doing the right thing in the right way. It has to do with whom and what the messenger is relative to issues of character, integrity, and authentic spiritual formation. Doing things in the right way, as opposed to an expedient way, is a quality of management.

Out of the above rationale emerges the mission statement of Messenger College:

Messenger College is committed to educating ministers and community leaders who will be:

- Academically equipped with the essential knowledge;
- Well-versed in the prerequisite skills;
- Experienced in the fundamental practicalities necessary to authoritatively and effectively respond to the need of the church and the world in which we live.

GOALS AND OBJECTIVES OF THE COLLEGE

The goals and objectives of Messenger College can be divided into two categories: concrete and philosophical.

Concrete Goals: Concrete goals are those, which can be measured through the collection of statistical data. Upon graduation from Messenger College, students should be able to:

- Explain the essential foundations of the biblical message.
- Identify the theological basis for divine inspiration of the scripture.
- Communicate, both oral and in written form, the standard content of the general education curriculum
- Provide evidence that all degree requirements have been satisfactorily completed
- Perform professional research, study independently, and display adequate study habits as measured through the completion of a senior project
- Accept invitations to fill positions in Christian ministries or other fields of service – and to function appropriately and effectively in these professions.

Philosophical Goals: Philosophical goals are often difficult to measure, yet they encourage students to apply Christian values to everyday life and in their chosen field of work. These goals are achieved by:

- Providing an environment conducive to learning where students can develop a mature relationship with God in light of the teachings of Jesus.
- Providing vigorous academic studies which challenge the student to view the subject matter taught from both an intellectually-informed and a Christian perspective, and to develop an understanding of the universe, mankind, and self in light of the Gospel of Christ
- Providing a classroom environment where students are encouraged to think critically and express their views candidly
- Employing faculty who are dedicated Christians and who hold appropriate academic credentials
- Providing opportunities for the development of Christian character and wholesome social attitudes
- Maintaining a Character and Lifestyle Covenant which members of the Messenger College community subscribe

COMMITMENTS OF MESSENGER COLLEGE

Messenger College is a Christian, evangelical, Pentecostal institution founded to serve the youth and adult learners of the Pentecostal Church of God and the community.

The College is not concerned with challenging the church allegiance of its students; rather, it seeks to bring each student into a more personal relationship with Christ and to acquaint the student with the Holy Spirit and the operation of the spiritual gifts for the enrichment of spiritual life and ministry.

Faculty members are dedicated Christian men and women endowed with the power and love of the Holy Spirit. Each is academically competent and is dedicated to the ideal of educating the whole person in the concept that man is a triune being – spirit, mind and body. Further, each member of the faculty has an authentic concern for the welfare and total development of each student.

Curriculum: Messenger College has a general education and professional curriculum. Particular emphasis is placed on biblical studies, music, missions/intercultural studies and discipleship.

Truth: Messenger College is committed to truth. Truth is the way things really are. Facts change but truth is eternal. It is constant, reliable and fixed.

Prayer: Messenger College emphasizes prayer as a way of life. On the Messenger College campus, prayer is a normal and a natural means of constantly relating all of life to the will of God.

Messenger College has explicit rules and regulations for the development of self-discipline and character. Messenger College believes that self-discipline and learning should go hand-in-hand to build character. A student can best develop in the dimension of the whole person when both sound scholarly habits and a commitment to a disciplined behavior and sound character are engaged.

Messenger College firmly stands for and works to create a climate in which appreciation and respect is encouraged between the sexes, between members of different ethnic groups, between students and faculty and in all other relationships. In addition, the College encourages spiritual worship and personal witness as well as church and chapel attendance.

Further, the College encourages cultivation of prayer and Bible-study habits, neatness of dress, good manners, personal integrity in speech, business and conduct, and a personal lifestyle that enhances individual integrity and personal development. Unseemly behavior is prohibited at the College. This includes sexual immorality, academic dishonesty, lying, stealing, cheating, gambling, profanity, vandalism, use of tobacco, immodest dress, violation of the rights of others, and other negative behaviors.

Upon enrollment at Messenger College, the student voluntarily accepts a unique way of life that seeks to provide development of spirit and physical fitness on the same high level as that of intellect.

The student is expected to maintain the highest standards of behavior and performance while attending Messenger College, both on and off campus.

FERPA - Release of Information:

The Family Educational Rights and Privacy Act of 1974 details the rights of parents and students in regard to release of information. Records are maintained in the following offices:

Admissions: Office of Enrollment Services

Academic Honesty: Office of Academics

Housing and Discipline: Office of Student Development

Charges, payments and Financial Affairs: Business and Financial Aid Offices

No information about a student, except for directory information (name, campus address, off-campus address, campus phone, off-campus phone, classification, degree program, date of birth, hometown, church affiliation, sex and marital status), is to be released to entities or individuals external to official College offices and its alumni association without the student's written consent.

Non-Academic Complaint Resolution:

The process for resolution of a student complaint regarding student life and residence issues (non-academic) is for the student to communicate with his/her residence director, as applicable. If the matter is not resolved satisfactorily within a reasonable period of time, then the student's complaint should be submitted in writing to the Vice President of Student Life. The student may be asked to meet with the Vice President for clarification of issues, and will receive a response in writing from the Vice President, with a copy going to the President. Appeals relative to student disciplinary issues are handled in accordance with the Community Accountability Program process detailed in the "Appeal of a Community Accountability Decision" section of the Student Handbook.

Academic Grievance:

The process for resolution of a student grievance regarding academic personnel and policy matters (non-student life) is for the student to communicate the grievance in writing to the Vice President for Academic Affairs. The student may be asked to meet with the Vice President for clarification of issues. Upon review of the grievance, the Vice President will then determine if it is necessary to bring the grievance to the Academic Affairs Committee. If a resolution is not determined, or if the student chooses to appeal the decision of the Academic Affairs Committee, the grievance will be submitted to the President's Cabinet for a final decision. The student will receive a response in writing from the Vice President, with a copy going to the President.

Texas Student Complaint Policy:

Students can file a complaint with the Texas Higher Education Coordinating Board by visiting the Board's Student Complaints page for forms and a description of the complaint procedure: www.theccb.state.tx.us/studentcomplaints. The web address for the rules governing student complaints is located in Title 19 of the Texas Administrative Code, Sections 1.110-1.120, [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTACTac_view=5&ti=19&pt=1&ch=1&sch=E&rl=YoLinks](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTACTac_view=5&ti=19&pt=1&ch=1&sch=E&rl=YoLinks).

Complainants shall submit student complaint forms through the online process provided on the agency's website, by electronic mail (email) to StudentComplaints@theccb.state.tx.us, or by hard copy sent to the Texas Higher Education Coordinating Board, College Readiness and Success Division, P.O. Box 12788, Austin, Texas 78711-2788. Facsimile (FAX) transmissions of the student complaint form are not accepted. All submitted complaints must include a student complaint form and a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, which is at the bottom of the student complaint form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form, which is at the bottom of the student complaint form.

Enrollment Services

ADMISSION POLICIES

The following admission requirements apply to all learning program applicants. Admission to Messenger College is granted to all applicants who meet the College admission requirements and are duly approved by the Messenger College Office of Enrollment Services. Consideration will be given each applicant without regard to race, color, creed, national origin, gender, handicap or age. However, attendance at Messenger College is a privilege and not a right. Any student who does not abide by the standards and regulations of the College may forfeit such a privilege.

Non-degree seeking applicants are required to submit an application and biographical sketch. Once a complete application has been received by the Office of Enrollment Services, the applicant will be will be officially notified by mail of the committee's decision.

For degree-seeking students, application for admission should be made through the Office of Enrollment Services. These forms should be on file well in advance of the beginning date of the semester in which the student plans to enroll. To complete the application process, the applicant must file the following with the College:

- Application Form
- Two references (non-relative individuals)
- One reference must come from the applicant's pastor (if the pastor is a relative, the reference must be submitted by a non-relative credentialed minister)
- Official high school transcript. The transcript must be issued directly from the high school to Messenger College. (An unofficial copy of the transcript may be submitted until the official copy arrives.)
- An official transcript from all post-high school institutions attended. The transcript must be mailed directly from the institution to Messenger College.
- An admissions essay (minimum 500 words)
- A non-refundable application fee of \$35
- ACT or SAT scores (for first-time college students under the age of 22)

Students applying for admission to the residential learning program who also wish to apply for student housing should reference the residence life housing policies located in the Student Handbook for application requirements.

International Students:

Candidates for international admissions must begin negotiations with their governments and Messenger College in ample time prior to the anticipated date of entrance into the United States. Applicants must complete the admissions application process no later than six months prior to their intended semester start date, and meet international admissions requirements in order to be considered for acceptance, unless the school stipulates in writing otherwise.

All on campus and online course instruction is in English. A candidate must be an accepted student before Messenger College will issue an I-20 Form. An I-20 Form is required for an international student to apply for an F-1 student visa through the United States embassy or consulate. The college does not provide visa services.

In addition to information required from U.S. residents or citizens, international students will be required to submit the following before an I-20 Form will be issued:

- Admissions Application (apply.messengercollege.edu)
- Admissions application fee \$35 USD
- Formal admissions essay (upload as a document in the admissions application)
- Two letters of recommendation

- One letter of recommendation must be from the current PCG World Missions Director, MC President, or MC Chairman of the Board.
- One letter of recommendation must be endorsed by the student's field representative, area supervisor, and/or National Bishop
- Official secondary education transcripts and any applicable post-secondary education transcripts issued to Messenger College (issued from the institution to MC)
 - Submit transcripts to a third party evaluator for verification
- A 2.0 cumulative grade point average in college preparatory work or standard high school level courses is considered the minimum requirement
- Take and submit college entrance exam (ACT or SAT)
 - These scores will be considered in connection with assessment testing for placement purposes in English Composition and Mathematics.
- Take and pass TOEFL (Test of English as a Foreign Language) proficiency exam (minimum required score of 535). An applicant must be able to show a thorough working knowledge of the English language
- Submit the new student housing application and \$250 USD security deposit
- Submit the new student health form (requires Tuberculosis test and verification of required immunizations)
- Submit proof of financial ability and support to attend MC.
 - Current Personal Bank Statement (6 months of activity)
 - Notarized Affidavit of Support (with 6 months of bank statements) from sponsor
- Submit payment for the first semester of study in addition to the cost of transportation to the county of origin to Messenger College

International students must complete all admission steps, and be issued an acceptance notice, before an I-20 Form will be issued. This form is sent to the student after the semester's finances are received by the college. The school does not provide visa services.

Admissions Deadlines – All required admissions application materials must be on file by February 1 for the Fall Semester and July 1 for the Spring Semester to allow ample time for the issuing of an I-20 Form and student application and processing of the F-1 student visa.

Ability to Benefit:

Applicants are required to be high school graduates with a satisfactory record of achievement. A "C" average in college preparatory work or standard high school level courses is conventionally considered the minimum. The Academic Office will handle, on an individual basis, those with non-standard and special education high school records.

Applicants who do not have a high school diploma may be admitted if they can provide a GED certificate. Applicants who were home-schooled must have adequate records or a GED certificate.

Applicants who present unfavorable records may (1) be denied admission, or (2) be admitted with restrictions and on academic warning. This warning may be lifted by meeting satisfactory academic progress at the end of the first semester of enrollment.

First time college applicants under the age of 22 will be asked to submit ACT or SAT scores to the College upon application. These scores will be considered in connection with assessment testing for placement purposes in English Composition and Mathematics.

Students enrolled in developmental courses must earn a minimum C letter grade in order to advance into ENG1013 English Composition 1 or MAT1113 College Algebra. Students taking ENG1013 English Composition 1 must pass this course with a minimum C grade before moving to ENG1023 English Composition 2.

Financial Affairs

Enrollment for any semester is complete when satisfactory arrangements are made with the Business Office. Failure to keep an account current jeopardizes the student's continuation in school. Messenger College is a non-profit educational institution and receives contributions and gifts from individuals, churches and foundations. Although tuition and fees paid by the students cover only part of the operating cost of the College, the College does depend upon student tuition and fees to maintain a balanced budget. Each student should plan a financial program, seeking help from family, church and employment to assume proportionate financial responsibility for education.

DFW Residential:

Tuition:	325.00 <i>per credit hour</i>
Audited Course:	½ regular tuition rate
Academic Fees:	330.00 <i>per semester</i>
Student Life Fees:	330.00 <i>per semester</i>
Double Occupancy Room:	1,675.00 <i>per semester</i>
Single Occupancy Room:	2,460.00 <i>per semester</i>
Married Student One Bedroom Apartment:	3,350.00 <i>per semester (see fee explanation below)</i>
Housing Deposit:	250.00
ACE Course Fee:	62.50 <i>per course if applicable</i>
Course Materials Fee:	50.00 <i>per course if applicable</i>
Key Replacement Fee:	25.00
Payment Plan Fee:	25.00
Returned Check Fee:	20.00
Stop Payment Fee:	40.00
Application Fee:	35.00

MC Online: (excluding California students)

Tuition:	325.00 <i>per credit hour</i>
Audited Course:	½ regular tuition rate
Online Fee:	330.00 <i>per semester</i>
ACE Course Fee:	62.50 <i>per course if applicable</i>
Course Materials Fee:	50.00 <i>per course if applicable</i>
Payment Plan Fee:	25.00
Returned Check Fee:	20.00
Stop Payment Fee:	40.00
Application Fee:	35.00

Teaching Site Campus – Higher Vision: (including California online learning students)

Tuition:	325.00 <i>per credit hour</i>
Audited Course:	½ regular tuition rate
Teaching Site Fee:	330.00 <i>per semester (Higher Vision teaching site students only)</i>
Enrollment Fee:	250.00 <i>per semester (nonrefundable)</i>
Technology Fee:	50.00 <i>per semester</i>
ACE Course Fee:	62.50 <i>per course if applicable</i>
Course Materials Fee:	50.00 <i>per course if applicable</i>
Payment Plan Fee:	25.00
Returned Check Fee:	20.00
Stop Payment Fee:	40.00
Application Fee:	35.00
STRF Fee:	\$0 <i>(nonrefundable)</i>

PAYMENT OF TUITION AND FEES

The full amount of tuition and fees is due at the beginning of each semester. In case a student is unable to pay in full, credit arrangements may be made subject to the following terms:

- 50% of all charges must be paid by the first day of the semester. The remaining amount should be paid in equal payments by the end of the semester. Financial Aid awards will be considered in fulfilling payment requirements.
- Payments should be made in the student's financial profile in Populi. Payments can also be made to the Business Office by personal checks, money orders in US funds, cash, credit cards, or cashier's checks. All personal checks, money orders and drafts are accepted subject to final payment.
- Parents assuming responsibility for payment of a student's account must submit a written letter to the Business Office stating their intentions. Policies and procedures for payment are the same for all responsible parties.
- Advance payment must be mailed at least one week prior to the first day of the semester. Payment in full or definite financial arrangements must be made before enrollment. A financial lock will be applied to a student's account until it is cleared with the Business Office.

Students expecting their fees to be paid through financial aid sources must have all necessary documentation filed with the Financial Aid Office by June 30th for the fall term, and by October 30th for the Spring term in order to receive consideration for payment deferment.

Accounts 120 days or more outstanding from the beginning of the semester shall be sent to collections, unless a payment plan is in place. If a payment plan is in place, an account will be considered in default and sent to collections if more than 2 payments are missed or 120 days from the beginning of the semester, whichever occurs later. The 30% collection fee shall be charged to student accounts before being submitted to the collection agency.

Explanation of Fees:

Academic Fee: An administrative fee for academic success resources such as; library, instructional technology, etc.

Application Fee: A nonrefundable administrative fee required upon submission of an application for admission.

Change of schedule fee: An administrative fee charged for each schedule change processed beginning two weeks prior to the start of a semester.

Graduation Fee: A charge for graduation processing. This fee is charged to all students regardless of participation in a commencement ceremony.

Housing Deposit: An administrative fee required upon admission to the College that ensures student housing placement. The deposit will be held on account for the duration of the student's time at Messenger College.

Key Replacement Fee: A fee assessed in the event that key or access card must be replaced due to theft, loss or destruction.

Late Registration Fee: An administrative fee assessed to students who enroll for classes after the first full week of the semester.

Payment Plan Fee: A nonrefundable fee assessed to setup a payment plan.

Returned Check Fee: A nonrefundable fee assessed when either a check or electronic check is returned by the bank.

Stop Payment Fee: A nonrefundable fee assessed when a student has requested to have an issued financial aid refund check stopped and reissued due to an incorrect address in the student's profile. Checks will not be reissued unless they have not arrived within 14 days of the issue date.

STRF Fee: A nonrefundable fee assessed to students residing in California.

Student Housing: Covers the cost of apartment operations, repairs and maintenance, utilities, etc. Double occupancy refers to two students sharing one bedroom in an apartment. Single occupancy refers to one student housed in one bedroom in a two-bedroom apartment. Married Student Housing refers to a married couple housed in a one-bedroom apartment, with a two-person maximum. A 10% discount is given to married students who are both enrolled full time at Messenger College. Messenger College does not offer family housing.

Student Life Fee: An incidental fee assessed each semester to support various aspects of campus life including student activities, student government, and other social and cultural events and services provided by the College.

Transcript Fee: A charge for processing a request for a certified transcript copy and mailing to prospective employers and graduate schools. This fee is assessed after the first request.

Tuition: The basic charge for general instructional, general institutional, and plant operations. Tuition covers but a portion of these costs, which are also supported by generous gifts and endowment income.

TEXAS AND ONLINE SCHEDULE REVISION REFUND POLICIES

At the beginning of the school year, Messenger College must assume certain financial obligations, based on student enrollment. Expenses continue for the College even though a student later withdraws. A fair refund policy is, therefore, essential, both for the student and for the College. The following regulations apply to all withdrawals from College courses.

A week is defined as ending on the first Friday of the semester. Subsequent weeks will end on each Friday thereafter.

Texas On Campus Learning Refund Policy

Upon dropping or withdrawing from class(es), the following refund for tuition and housing shall apply:

Before the end of the first week:	100%
Before the end of the second week:	75%
Before the end of the third week:	50%
Before the end of the fourth week:	50%
Before the end of the fifth week:	25%
After the end of the fifth week:	None

A \$15 fee is assessed for each schedule change processed beginning two weeks prior to the start of a semester.

Online Learning Refund Policy (Applies to all states except California – see page 56)

Upon dropping or withdrawing from class(es), the following refund policy for tuition shall apply:

Online Course Revision Options	Session 1 Course	Session 2 Course	Refund % and Fees
Drop - the course is deleted from the student's schedule	Within 2 weeks prior to course start but before 4pm on Friday of Week 1	Within 2 weeks prior to the semester start but before 4pm on Friday of Week 1	100% tuition refund + a \$50 change fee
Withdrawal - the course is marked as a WF or WP on the student's schedule	Before 4pm on Friday of Week 2	Before 4pm on Friday of Week 2	40% tuition refund + \$50 change fee
	Before 4pm on Friday of Week 3	Before 4pm on Friday of Week 3	0% tuition refund + \$50 change fee

VA Regulation 14254 (c)(13)

A refund of the unused portion of tuition, fees and other charges will be made, as required by Veterans Affairs Regulations, to veterans or eligible persons who fail to enter or fail to complete the course. The refund will be within 10% of an exact pro-rata refund. No more than \$10 of the established registration fee will be retained if a veteran or eligible person fails to enter the course.

MESSENGER COLLEGE SCHOLARSHIPS

Students must fill out an application to be eligible for a Messenger College scholarship. The Scholarship Committee will review applications, and students will be notified of any awards. All Messenger College scholarships are subject to availability of funds. Scholarships can be withdrawn if student does not maintain eligibility stipulations. More information and an application can be found in the Office of Enrollment Services.

FINANCIAL AID POLICY

The Messenger College Financial Aid program exists to provide available funding for college attendance to students whose financial status denies them access to a college education. The Messenger College Financial Aid Office will strive to bring together available funds for prospective and current students who have demonstrated financial needs. All qualifying students will be served without regard to race, color, creed, national origin, gender, handicap or age.

Realizing that the primary responsibility for financing post-secondary education lays with the student and his/her family, Messenger College financial assistance is intended only as a supplemental source to the student. Student financial records will remain confidential. All policies and procedures will protect the student's right of privacy. The student's written consent is required for the release of information.

Federal Student Aid Program:

Messenger College participates in the Federal Student Aid program. A student who files a Free Application for Federal Student Aid (FAFSA) may qualify for the awards listed below. To file your FAFSA go to www.fafsa.ed.gov You will need your previous year's tax returns and investment information available.

- Federal Grants
 - PELL Grant – based on financial need. Maximum award is \$6,095 for students enrolled in at least 12 credit hours for two semesters. Students enrolling in additional semesters may be eligible for up to 2 PELL awards.
 - SEOG (grant) – students who are eligible for the PELL Grant may also receive the SEOG. Minimum award is \$100 per year.
- Federal Loan Programs (must be repaid):
 - Subsidized Loan – The federal government pays the interest on the loan while the student is in school. Payments are deferred until 6 months after graduation or student is enrolled in less than 6 credit hours.
 - Unsubsidized Loan – Interest accrues while student is in school. Payments deferred until 6 months after student leaves school or student is enrolled in less than 6 credit hours.
 - Parent (PLUS) loan – Loan made to parents, interest accrued from the date of disbursement. Credit approval is required. Parent may choose to defer payments.

Cost of Attendance and Financial Need Calculation:

- *Cost of Attendance* – The Cost of Attendance is an estimate of the expenses associated with attending an Institution of Higher Education for a particular award period. The cost estimate, which is used in calculating financial aid eligibility, is based primarily on a student's enrollment status and whether s/he will be living on or off campus.
- *Need Based Eligibility* – The Financial Aid office calculates financial need to determine the amount of need-based financial aid for which a student is eligible. The financial information provided on the FAFSA is analyzed by the US Congress. It is used by the federal processor to calculate an expected family contribution (EFC) which is the amount the Department of Education estimates individual students and their families should have the potential to pay for higher education. If the cost of attendance at Messenger College is greater than the Department of Education has calculated for the student's EFC, the student is considered to have financial need. The student's EFC is used by the Financial Aid Office to determine the amount of eligibility for Federal Student Aid Programs which are outlined in the previous section.
- *Notification and Disbursement of Awards* – A student will be notified of any awards s/he is eligible for by an Award Letter. All awarded disbursements will be posted to a student's account within 3 business days from the date Messenger College receives payment. Awards are figured for each academic year and divided by the number of semesters a student attends. A returning student may receive part of his/her award(s) 7 days before the beginning of each semester. A new student will receive his/her award(s) in a reasonable time frame after registration is complete. No award can be disbursed until all requested student information is on file in the Financial Aid Office.

Loan Counseling

All first-time borrowers at Messenger College will be required to have entrance counseling before loan funds are disbursed. Each student graduating, withdrawing or dropping below six hours who has received proceeds from a student loan will be required to have an exit interview regarding repayment of loan funds. The counseling can be completed by logging on at www.studentloans.gov.

Federal Aggregate Loan Limits:

Dependent students - \$31,000, no more than \$23,000 of which may be subsidized

Independent students - \$57,500, no more than \$23,000 of which may be subsidized

Annual Stafford Loan Limits

Dependent Students (Except Students Whose Parents Cannot Borrow PLUS)

	Subsidized	Unsubsidized
Freshman	\$3,500	\$2,000
Sophomore	\$4,500	\$2,000
Junior or Senior	\$5,500	\$2,000

Independent Students and Dependent Students whose parents cannot borrow PLUS

	Subsidized	Unsubsidized
Freshman	\$3,500	\$6,000
Sophomore	\$4,500	\$6,000
Junior or Senior	\$5,500	\$7,000

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest. If the student receives the federal student financial aid funds, the student is entitled to a refund of the money not applied to eligible institutional charges.

Federal Work Study

The Federal Work Study (FWS) program provides an opportunity to earn money for educational expenses. The FWS awards are based on the student's need, the availability of resources, and the amount of aid the student receives from other programs. FWS applications are available in the Financial Aid Office.

Veteran's Education Benefits

Veterans may be eligible for education benefits. To verify eligibility a student should call 1-888-GIBILL-1. More information may be obtained in the Financial Aid Office.

Vocational Rehabilitation Benefits

Under the state's Vocational rehabilitation Program, any student who has a physical disability may qualify for benefits. Eligibility questions should be addressed to the Office of Vocational Rehabilitation in the student's home state.

Satisfactory Academic Progress for Financial Aid Recipients

The office of Financial Aid at Messenger College is required by federal regulation to determine whether a student is enrolled in a degree-seeking program and is meeting satisfactory academic progress requirements. The student's official academic record maintained by the Office of the Registrar and shared with the Office of Financial Aid is reviewed to determine student compliance with this policy. All students must maintain satisfactory progress in an eligible program of study leading toward a degree or certificate.

150% Completion (Quantitative Rule)

The quantitative requirement has two parts: a maximum time frame, and a required completion ratio. The maximum time frame requirements are different based the number of credit hours required for certificate, associate, and bachelor degree programs.

Maximum time frame (maximum attempted credit hours) – Eligibility ends when the student has *attempted* 150% of the program's published required credit hours. For example, Bachelor degree programs require 129 hours for completion and would reach maximum time frame once the student has attempted 193 credit hours. The maximum time frame calculation includes all credit hours attempted including withdrawals, incompletes, failed, or repeated courses contained on the Messenger academic record.

No longer eligible - Once students have attempted 150% of their current program's required credit hours, they are no longer eligible for financial aid but may submit an appeal.

Completion Ratio – Students must earn a minimum of 70% of all credit hours attempted (69.5% and above will be rounded up to 70% provided Student Financial Services determines the student is on track to complete the program within the parameters set by the Department of Education. (69.4% and below will be rounded down to 69% and not eligible under policy). This is a cumulative calculation of all attempted and earned credit hours during all terms at all schools, for credit hours included on the Messenger academic record.

Grade Point Average (Qualitative Rule)

A student's cumulative grade point average (GPA) is used to evaluate academic progress. If the grade point average falls below the minimum standard, the work is considered unsatisfactory.

Grade Point Average Requirements

Messenger students must maintain the following cumulative grade point average (GPA) listed below dependent on their classification to maintain financial aid eligibility. If the GPA average falls below the minimum standard, the work is considered unsatisfactory.

Hours Attempted

1-22 Semester Hours 1.6

22-33 Semester Hours 1.7

34-44 Semester Hours 1.8

45-55 Semester Hours 1.9

56 Semester Hours and above 2.0

Incomplete:

Incomplete grades revert to failing grades at the end of the next semester following the semester the incomplete grade was received. A student must request permission from the Vice President of Academic Affairs and his/her professor to complete a course beyond the scheduled time limit. To request an incomplete, a student must submit a signed Incomplete Grade Request Form to the Registrar. The Registrar's office must provide the updated grade(s) to the Financial Aid Office upon availability.

Repeated Grades:

All courses taken are listed with the grades assigned. No courses have been deleted. Only the highest grade earned in a repeated course is applied to the student's grade point average and earned credits towards graduation.

Financial Aid GPA Warning Status

The student's academic progress will be reviewed at the end of each semester. If a student fails to earn the minimum number of credit hours (70% of attempted credits) **and/or** minimum cumulative GPA, the student will be placed on financial aid warning.

The student may continue to receive eligible financial aid for one semester following the semester in which a warning was issued. The student will be notified in writing of their warning status at the end of the semester in which SAP was not met.

Due to the limited time frame between the end of one session / semester and start of another, students may not be notified of their SAP status by the Business Office prior to the start of the next semester and may be ineligible for federal financial aid.

Students are **strongly encouraged** to monitor their progress through the information provided in Populi and take action by contacting their academic advisor if they are in danger of not meeting SAP.

After the warning period, if the student fails to meet SAP requirements, the student will be placed on financial aid suspension. The student must pay for all courses taken without receiving financial aid until SAP is met.

Financial Aid Suspension Appeal Process

A student may appeal to the Finance Committee if there were extenuating circumstances that prevented the student from meeting the SAP standards.

Examples of extenuating circumstances include, but are not limited to: unexpected death or major hospitalization of an immediate family member, extended hospitalization or medical condition of student, house fire, or a victim of a violent crime. Unexpected employment or work issues beyond the student's control may be considered on a case-by-case basis.

The appeal committee determines acceptable documentation; if there is a death of an immediate family member, a copy of the death certificate will be required. In situations of illness or hospitalization, official medical documentation is required. If there is a homeless or domestic abuse situation, a letter from a social services agency or medical documentation in extreme cases may be required.

The student will be notified in writing by the Business Department about their suspension status and provided with an appeal form and instructions for writing an appeal and the date by which the appeal must be submitted.

The letter of appeal should address in detail any extenuating circumstances that have affected the student's academic performance. The student must work with his/her academic advisor to complete an academic plan as part of the appeal process.

Action taken on a financial aid appeal is transmitted to the student in writing, via Populi, or via email. Depending on the timeliness of the appeal, it is possible for a student to have an appeal denied and not be entitled to a refund of charges if the student must withdraw from classes.

Students who have an academic progress appeal approved will be placed on financial aid probation status for the subsequent semester(s).

If SAP is not met at the end of the probation period they will no longer be eligible for financial aid for the remainder of their degree program.

Approved appeals **DO NOT** override federal regulations such as annual or aggregate loan limits, loan default, overpayments, Pell Grant Lifetime eligibility limits, or any other reason the Department of Education has determined the student ineligible for federal student aid. If a student is determined ineligible for reason other than Satisfactory Academic Progress during the probationary period of an approved appeal, financial aid will be cancelled immediately.

Additional Notes

Changes in major, double majors or minors – may cause the student to reach the maximum attempted hours and lose eligibility before earning a degree.

Incomplete grades, missing grades, failing grades, course withdrawals – all lower the student's completion ratio, because they are counted as attempted, but not earned credit hours. They also count against the students maximum attempted hours. Incomplete grades, missing grades and withdrawals after the add/drop period are counted as attempted credit hours in the calculation.

Courses taken for pass/fail grades – will count against both the students maximum attempted credit hours and the student's completion ratio.

Repeated courses - count as attempted credit hours each time the student registers for them, but reduce the completion ratio because they count as earned credit hours only once.

Remedial courses – does not fulfill degree program requirements but counts as either attempted or earned credit hours.

Late posted grades or grade changes – will not change the student’s status. The student may request a recalculation of SAP after the student has confirmed with the Registrar that the grade change has been posted to the student’s academic record.

Procedures of Official Withdrawal

Students who are withdrawing from all classes must contact the administrative offices to let them know of the date they intend to withdraw. The Financial Aid Office is notified of the student’s intent to withdraw. The Business Office, Enrollment Office, and the Financial Aid Office fill out a withdrawal worksheet. The Financial Aid Office contacts the student to counsel him/her regarding the consequences of withdrawal. A student may refuse counseling. A student who previously intended to withdraw has the option of rescinding his/her withdrawal after counseling.

Institutional Withdrawal

Students finding it necessary to terminate their student status must obtain and file an official Withdrawal Form with the office of Enrollment Services. A student who completely withdraws from the College while enrolled in classes will be dropped or withdrawn from their courses according to the Schedule Revision Policy. *All students are strongly urged to counsel with the Financial Aid Office before withdrawing.*

Unofficial Withdrawal

When a student stops attending classes altogether it is considered to be an unofficial withdrawal. Withdrawing from class whether officially or unofficially will affect a student’s academic progress and may jeopardize his/her ability to receive Financial Aid in the future. Students who do not re-enroll for two consecutive semesters will be officially withdrawn from the college and be required to apply for readmission under the current catalog.

Automatic Termination of Federal Student Aid

The following situations will necessitate the automatic and immediate termination of financial aid eligibility:

- Withdrawal from all classes
- Failure to meet special requirements of Satisfactory Academic Progress
- Default on any federally-funded student loan
- Drug-related convictions (i.e. possession or sale) or other disqualifications as determined by the Department of Education

Returning Aid to Title IV Programs

The responsibility for returning unearned aid is allocated between Messenger College and the student according to the portion of disbursed aid that could have been used to cover Messenger College charges and the portion that could have been disbursed directly to the student once charges were covered. Messenger College will distribute the unearned aid back to the Title IV programs as specified by law. The student will be billed for the amount the student owes the Title IV programs and Messenger College. Examples of refund calculations are available in the Business Office.

Students who receive financial aid under the Title IV program and withdraw from school before the end of the term must repay all or part of the funds. This policy is effective only if the student completely terminates his/her enrollment by official withdrawal, is dismissed from classes, or stops attending classes without an official withdrawal, before completing more than sixty percent of the semester.

Definition of Title IV Funds:

The term “Title IV Funds” refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs at Messenger College: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct Loans (subsidized, unsubsidized, and parent PLUS loans).

The amount of the refund of institutional fees for students withdrawing will be calculated according to the policy in the catalog. This is a separate policy from the Return of Title IV Funds Policy.

Funds will be returned in the following order:

1. Unsubsidized Direct Federal Loan
2. Subsidized Direct Federal Loan
3. Parent Plus Direct Federal Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

Post Withdrawal Disbursements

If it is determined that a student had earned Title IV funds which had not yet been disbursed to them they are offered a post-withdrawal disbursement.

A post-withdrawal disbursement of Title IV grants does not require permission from the student. A student's permission is not required to credit a student's account with the post-withdrawal disbursement for current charges for tuition, fees, and room and board up to the amount of the outstanding charges, or for minor (e.g., under \$200) prior year charges that the school has authorization to retain. However, the student's authorization must be obtained before crediting the account for charges other than current charges.

A post-withdrawal disbursement must be made from available grant funds before available loans funds.

Title IV Credit Balances

Any pending Title IV credits are placed on hold once the institution determines that a student has withdrawn. Any Title IV credit remaining after the R2T4 calculation and resulting adjustments must be paid to the student within 14 days of the calculation.

Post withdrawal disbursement to student for earned Title IV funds in excess of outstanding current (educationally related) charges from the date of determination that student withdrew:

- Loans – As soon as possible but no later than 180 days
- Pell Grants – As soon as possible but no later than 45 days

Academic Affairs

Dual Credit

High school students (juniors and seniors) may be eligible to enroll in Messenger College courses as non-degree seeking students while completing high school. They may take classes as approved by their high school and for which they meet the prerequisites as defined in the Messenger College Catalog (see the “Courses” section).

Courses will not count toward the student’s high school diploma unless the student has made prior arrangements with the high school, homeschool agency and/or local board of education. Messenger College notes that the acceptance of Messenger College credits is subject to the discretion of the receiving institution.

Unless stated otherwise in the Catalog or elsewhere, these students will pay the current rate for tuition and fees. Any credit earned in this program will be held in a credit bank with release to other institutions only after the student presents a high school diploma or the G.E.D.

A high school student may earn up to 21 hours in this program. High school students are not eligible for federal financial aid or state grants. Upon graduation from high school, students may apply and be admitted to Messenger College to enroll in a degree-seeking program. To be eligible for Messenger College courses, High School Juniors and Seniors must:

1. Have a cumulative high school GPA of at least 3.0 or an ACT composite of 19 (or SAT composite of 890).
2. Submit a Dual Enrollment application complete with signatures of consent from the parent/guardian and high school principal/guidance counselor and the nonrefundable application fee.
3. Submit an official high school transcript and ACT/SAT scores.

To continue in dual enrollment, students must maintain a 2.0 Messenger College GPA.

Academic Advisement

While Messenger College will provide as much assistance as possible in planning academic programs, each student is responsible for the proper program completion and, therefore, should be familiar with the requirements listed in the College catalog.

No irrevocable contract arises from enrollment; the College maintains the right to require compliance with its rules and regulations at all times. The College reserves the right to withdraw any course for which registration is considered insufficient.

Audit

Classes may be audited for one-half the regular tuition. Students will not receive academic credit for audited courses.

Definition of Credit Hour

A federal rule that went into effect on July 1, 2011, is a new definition of “credit hour”. Under the new definition, a “credit hour” must “reasonably approximate” not less than “one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week” for the duration of the term, or “an equivalent amount of work.”

Coursework can include multiple formats of learning, including laboratory work, practical studio work, or asynchronous distance education.

Classification of Students:

Freshman:	1-29 semester hours
Sophomore:	30-59 semester hours
Junior:	60-89 semester hours
Senior:	90-129 semester hours

Transfer of Credits:

A student transferring from another college or university is not at liberty to disregard collegiate record and apply for admission based on his/her high school record. An official transcript of all academic work must be on file in the office of the Registrar. Students must present official transcripts to request transfer credit and must declare credits they wish to transfer upon admission. Students cannot change transferred credits once financial aid is awarded.

Credits are accepted from institutions accredited by accrediting agencies recognized by the US Department of Education insofar as the credits are applicable to the degree program of the studies at Messenger College. In as much as a "C" average is required of students for graduation from Messenger College, only such work completed in another institution with a grade of "C" or better will be accepted for transfer. In accepting credits from non-accredited colleges, the Academic Affairs Committee will decide each case on its merits. Validation of credits requires the satisfactory completion of 30 credit hours at Messenger College.

No more than 60 credit hours may be transferred in toward a Bachelor's Degree and no more than 30 credit hours toward an Associate's Degree. No more than 6 credit hours may be transferred in toward a Certificate.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Messenger College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate in Christian Ministry, Associate of Arts in Christian Ministry degree, Bachelor of Arts in Christian Ministry, Counseling, or Business Administration degree, you earn in Residential, Online, or Teaching Site program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Messenger College to determine if your credits or degree, diploma, or certificate will transfer.

Messenger College has not entered into an articulation or transfer agreement with any other college or university at this time.

Advanced Placement (AP) Program

Students with superior academic achievements may earn college credit through the College Board Advanced Placement Program. Scores should be submitted to the Registrar's Office during the admissions application process. Only scores of 3, 4, and 5 will be considered for credit. Credit will not be granted after financial aid awards have been finalized.

College Level Examination Program (CLEP)

CLEP tests are designed to evaluate nontraditional college-level education such as independent study, correspondence work, etc. Both enrolled undergraduate students and entering freshmen may receive CLEP credit for CLEP tests, which are classified as "Subject Examinations." Scores are not accepted for CLEP "General Examinations." Credit will be awarded based on the College's criteria and required scores.

Credit toward graduation may be granted when performance on the College Level Entrance Placement Examination is equivalent to a "C" grade or above. The Registrar will record the credit on the transcript. A maximum of 12 credit hours may be awarded through the CLEP exams.

In order to receive credit for the CLEP a student must have the following qualifications:

1. Be enrolled in college at the time of the examination;
2. Not have taken an examination over the course within the preceding six months;
3. Be pursuing a degree at Messenger College;
4. Obtain the approval of the Vice President of Academic Affairs;
5. Not use examination to replace a previously earned grade.

Prior Learning Credit Policy

Messenger College does not grant credit for life experience. Students may petition the college for credit for their applicable non-collegiate learning experiences by submitting a \$50.00 fee and prior learning portfolio for each petition for credit. If approved, a maximum of twelve verifiable hours may be granted and placed on the student's transcript after completing the first 12 credit hours through Messenger College with a cumulative GPA of 2.7. Learning experiences that will be considered include military educational training, seminars, workshops, short courses, institutes, conferences, etc.

Please note that credit is not guaranteed and the process to petition for credit is extensive. The Academic Affairs Committee must find that the petition documents a learning experience that fulfills the educational goals, objectives, and mission of a Messenger College course.

SCHEDULE REVISION POLICIES

A student may add, drop, or withdraw from a class after his/her initial registration. Students desiring to add, drop or withdraw from a course must submit a "Schedule Revision Request Form" to the Office of Enrollment Services.

Schedule revision refund policies are outlined in the Financial Affairs section of the Academic catalog.

On Campus Student Schedule Revision Policy

A student may continue to add or drop a course through the first week of their semester. A dropped course will not appear on the student's transcript.

Beginning the second week of a semester a student may withdraw from a course. The course will appear as withdrawn "W" on the student's transcript and will not affect their GPA.

A student withdrawing from a course with less than 20% of the scheduled course time remaining will receive a grade of "WP" (withdrawal pass) or "WF" (withdrawal fail) for the course, and will affect their GPA.

A student will remain enrolled in a course unless they officially drop or withdraw from a course. Students failing to meet attendance policy requirements may be administratively dropped or withdrawn.

Online Student Schedule Revision Policy

A student may drop a course before the end of the first week of the scheduled course time. A course drop means the course will not appear on the student's transcript, and will not affect the student's GPA.

A student may withdraw from a course during Weeks 2 and 3 of the scheduled course time. A course withdrawal means the course will appear on the student's transcript as a WP if the student is passing or WF if the student is failing.

A course withdrawal requires an official withdrawal form signed by the student, submitted to the Office of Enrollment Services and payment of any funds due. The date of the withdrawal will be the date of the signed withdrawal form. If any of the above conditions are not satisfied, the withdrawal is denied. No withdrawals will be granted after Week 3 of the scheduled course time.

If a student drops a course more than two (2) weeks before the course begins, all tuition payments will be refunded. If a student drops less than two (2) weeks before the course begins, all tuition payments will be refunded, however a \$50 processing fee will be assessed. All outstanding balances must be cleared before future registrations will be approved.

Official withdrawal from a course must be completed in order to avoid receiving a failing grade and being charged. Simply not attending, or just notifying the instructor or other students, does not constitute withdrawal from the course. Students who do not withdraw before the end of a course will receive an "F."

Students may continue to add courses through the first week of a course's scheduled start time within their semester, however full payment for the course must be received before the student is enrolled in the course.

ACADEMIC EXPECTATION

A student's cumulative grade point average (GPA) is used to evaluate academic progress. If the grade point average falls below the minimum standard, the work is considered unsatisfactory.

Progress toward a degree is computed on the following grade point averages:

Hours attempted	GPA
1-22 semester hours	1.6
23-33 semester hours	1.7
34-44 semester hours	1.8
45-55 semester hours	1.9
56 and above semester hours	2.0

Students desiring to enroll in more than 18 hours per semester must receive approval from the Vice President for Academic Affairs.

Academic Probation and Suspension

Failure to maintain the minimum standard GPA will result in probationary status for one semester. During the probationary period, the student may enroll in no more than 12 credit hours. Failure to meet the minimum standard GPA during the probationary period will result in suspension for academic deficiency. Academic suspension means that a student will be ineligible to enroll in classes for one semester. The Vice President for Academic Affairs must approve any exception to this policy on an individual basis.

After the semester of academic suspension, the student may apply for readmission. If the application is approved, he/she will re-enter on academic probation. Failure to meet minimal academic standards during this second period of probation may result in permanent dismissal from the College.

Student Academic Status Appeal

A student who desires to appeal their academic status must appeal within 15 days of the notification of status. The appeal must be in writing, and submitted to the Office of Academic Affairs. After thorough consideration, in conference with the student, if the student desires to continue the appeal, the VPAA shall present the appeal to the Academic Affairs Committee for a decision. The Vice President of Academic Affairs will present any further appeal to the President's Cabinet. The decision of the President's Cabinet shall be final.

Grading Scale:

93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
00-59	F	0.0

F = Failure to complete course work. A course in which a grade of “F” is earned will be included in the student’s cumulative GPA.

I = Incomplete coursework. A student who experiences illness or other emergencies may receive an “I” in a course with the proper approval of the instructor and the Vice President of Academic Affairs. The grade of “I” for a course is carried to the end of the following semester upon the recommendation of the instructor. When the work is completed, the instructor will send notice of the proper grade to the Registrar’s office. At the end of the following regular semester, if the work is not completed, the incomplete will automatically become an “F.” Arrangements for completion of necessary work to remove an incomplete grade are made with the course instructor. A grade of “I” is not figured in the GPA.

R = Repeated. All courses taken are listed with the grades assigned. No courses have been deleted. Only the highest grade earned in a repeated course is applied to the student’s grade point average and earned credits towards graduation.

W = Withdrawal. Courses, which are dropped during the first week of class, will not appear on the student’s transcript and will therefore not affect the GPA. Courses dropped after the first week of class through the fifth week of class will appear as a “W” on the student’s transcript and will not affect the GPA.

WP/WF = Withdrawn while Passing or Withdrawn while Failing. Beginning the sixth week of class, courses, which are dropped, will appear on the student’s transcript as wither a “WP” or “WF,” depending on the student’s academic standing in the class at the time of withdrawal. A “WP” or “WF” will not affect GPA.

Students desiring to withdraw from a course should obtain a Schedule Revision Request Form from the Office of Enrollment Services.

Class Attendance Policy

Messenger College believes that students must attend class in order to attain the course learning outcomes. The expectation for students in online courses is no different in this regard than for traditional courses. The college attendance policy requires students to attend at least 80% of the class sessions in order to receive academic credit for a course.

Students arriving after the scheduled starting time for a class or students who leave a class more than ten (10) minutes before a class is scheduled to end will be considered “tardy.” Three “tardies” will equal one absence.

Though with a different delivery mode and different participation, the same class attendance/course participation expectations hold for online courses. Student attendance in online and applicable blended courses is defined as active and consistent participation in the course will, at a minimum, have weekly requirements for student participation, which can be documented by any or all of the following methods:

- Completion of tests.
- Submission/completion of assignments as specified by the professor.
- Communication with the professor.

Students in online or blended courses must demonstrate their participation by the last day of the published add/drop period for the term or semester in order to verify their enrollment. Students who fail to verify their enrollment will be administratively dropped from the course. Students who fail to maintain active participation in an online or blended course for more than two consecutive weeks may be administratively withdrawn from the course.

Distance Education Credits for Residential Program Students

Once enrolled in the residential program, residential students may only take online courses as approved by the Vice President of Academic Affairs. Total credits earned in online courses may not exceed 49% of the student’s program. Total credit earned by independent study may not exceed 18 credit hours.

Academic Dishonesty

Every person’s education is the product of intellectual efforts. Messenger College cannot educate a person who will not educate himself/herself. To submit work that is not one’s own violates the purpose of the College. A Christian intellectual community cannot maintain its integrity or be faithful to its members if violations of its purpose, for any reason, are tolerated. The principle of intellectual responsibility applies to all work done by students.

Therefore, a student who cheats or commits plagiarism (plagiarism is academic theft; using someone else's work without providing academic citation) will receive a zero on the plagiarized assignment. The student's second violation will result in the student receiving a failing grade for the course in which the violation occurred. A student committing a third offense will be subject to automatic dismissal from the college.

Scholastic Honors

At the close of each semester, the Vice President of Academic Affairs will inform by letter all students who qualify for semester scholastic honors. To qualify, the student must have completed at least twelve (12) semester hours. Honors are awarded according to the following minimum grade point average: Dean's List, 3.5; and President's List, 4.0.

Honors will be awarded to graduates according to the following minimum grade point averages upon completion of a degree program: Cum Laude, 3.5; Magna Cum Laude, 3.75; and Summa Cum Laude 3.9. To qualify for honors, the graduate must have completed at least 60 hours at Messenger College.

Transcripts

Official academic records are maintained for each student who registers at Messenger College in the Office of Enrollment Services. These records are considered the joint property of the student and the College, and are handled with care and confidence. Copies are available only to students and graduates upon written request. The first transcript is complimentary. Additional copies require payment of a \$10 fee for each requested transcript. Transcripts cannot be released until all financial obligations to the College are met.

ASSOCIATED COLLEGIATE INSTITUTIONS

Messenger College serves as a steward of official transcripts for the following institutions:

Southern Bible College (SBC) Houston, Texas
Pentecostal Bible College (PBC) Fresno, California
Evangelical Christian College (ECC) Fresno, California

Graduation Requirements

Candidates for graduation are required to file a petition for graduation in the Office of Enrollment Services two semesters prior to their anticipated graduation date. A minimum cumulative GPA of 2.0 is required to be awarded any certificate or degree program at Messenger College. Students are required to obtain a minimum GPA of 2.0 in all major courses within their degree program.

Students may graduate under the degree program requirements of the catalog in force during the session in which first enrolled, or the student may choose to follow the requirements of the current catalog. The student is responsible for satisfying all degree requirements according to the catalog chosen. In the event a degree requirement is no longer offered, a substitute course can be chosen with permission of the Vice President of Academic Affairs.

Students lacking no more than one course for completion of academic requirements for graduation may participate in graduation exercises (the diploma being withheld) if the required course is enrolled in, paid for prior to commencement, and the student currently has at least a "C" in the course. Courses must be completed by September first of the same calendar year.

Replacement Diplomas

Graduates who are in need of a replacement diploma or additional copy of their Messenger College certificate or diploma must submit a replacement diploma/certificate form available at www.messengercollege.edu and \$50 (USD) by check or through the student's Populi account. The new diploma will have the notation "duplicate copy" in the lower right hand corner of the duplicate copy. This notation will not be visible when the diploma/certificate is framed. Please also note the diploma/certificate will be issued in the format currently used and will bear the signatures of the current college officers.

ACADEMIC DEGREE PROGRAMS

Messenger College offers the following degree programs:

- Certificate of Christian Ministry (33 credit hours)
- Associate of Arts in Christian Ministry (66 credit hours)
- Bachelor of Arts in Christian Ministry (129 credit hours)
Major Concentrations

- Administration and Leadership
- Biblical Studies
- Discipleship Ministry
- Inter-Cultural Ministry
- Pastoral Ministry
- Student Ministry
- Worship Ministry
- Bachelor of Arts in Business Administration (129 credit hours)
- Bachelor of Arts in Counseling (129 credit hours)

LEARNING PLATFORMS

Residential

In the event a course is scheduled to be offered but does not meet minimum enrollment, students may be given an opportunity to take the course in an alternative delivery method (i.e. independent study or online).

Online

Online instruction may not be available in all states. Student acceptance is dependent on their state's current laws and regulations.

Messenger College is committed to making all possible good faith efforts to comply with state and federal laws. It is the student's responsibility to accurately report the physical location of online instruction. If a student is taking classes from a state that does not recognize online classes from Messenger, that state could deny you the ability to use a class for purposes of licensure, satisfying continuing education requirements, transfer credit to a university within that state, or other conceivable honors, certifications, and licenses tied to academic credit or professional development. It is the responsibility of the student to be certain that the classes they are taking will be applicable for the uses for which they are intended.

Teaching Site

No student can earn 50% or more of any educational program at any degree level at a teaching site.

DEGREE PROGRAM REQUIREMENTS

Students must complete the minimum required credit hours in the program they are pursuing with a minimum cumulative GPA of 2.0. Students graduating with 18 specified elective hours in any one discipline would receive a minor in that discipline.

Certificate in Christian Ministry (33 credit hours)

The School of Ministry is an integral part of Messenger College and its curriculum and policies operate in full accord with the College's program and schedules. Because of this, the studies may be applied to any of the published degree programs where they apply, and all studies qualify for Federal grants and loans. Graduates have the privilege of participating in the annual Commencement together with the residency students. The primary difference is that the certificate programs allow one to concentrate in the areas of Theology and Ministry without required classes from the Liberal Arts area. This furnishes a focused approach to concentrated ministry preparation.

In addition to the concrete and philosophical goals of the institution, the following program objectives are related specifically to the Certificate in Christian Ministry.

1. Foundational Bible knowledge; which contributes to a practical formation of a biblical/evangelical worldview enabling the graduate to apply biblical truth to contemporary issues.
2. Leadership skills and professionalism appropriate to their role and sphere of influence.

Course Requirements**(33 Credit Hours)**

OTB1013 Old Testament History and Literature	(3 credit hours)
PTH1013 Christian Worldview	(3 credit hours)
PAS1013 Survey of Church Ministries	(3 credit hours)
HIS2113 History of the Pentecostal and Charismatic Movement	(3 credit hours)
STH3213 Theology 1	(3 credit hours)
ADM2023 Essentials of Leadership	(3 credit hours)
BIB1023 Biblical Interpretation	(3 credit hours)
SOC2023 Marriage and Family	(3 credit hours)
NTB1023 New Testament History and Literature	(3 credit hours)
NTB2013 Life of Christ	(3 credit hours)
STH3223 Theology 2	(3 credit hours)

Associate of Arts in Christian Ministry (66 credit hours)

In addition to the concrete and philosophical goals of the institution, the following program objectives are related specifically to the A.A. in Christian Ministry.

1. Foundational Bible knowledge, which contributes to the formation of a biblical/evangelical worldview, enabling the graduate to apply biblical truth to contemporary issues.
2. Competency in general education.
3. Skills for effective oral, written, and visual communication including the basic use of contemporary technology.
4. Leadership skills and professionalism appropriate to their role and sphere of influence.

General Education Course Requirements

(39 credit hours)

COM1013 Academic Success	(3 credit hours)
ENG1013 English Composition 1	(3 credit hours)
MATH Elective	(3 credit hours)
ENG1023 English Composition 2	(3 credit hours)
COM1023 Speech	(3 credit hours)
HIS Elective	(3 credit hours)
SCI Elective	(3 credit hours)
HUM Elective	(3 credit hours)
PSY2013 General Psychology	(3 credit hours)
GOV2023 American Government	(3 credit hours)
SOC2023 Marriage and Family	(3 credit hours)
General Electives	(6 credit hours)

MC Core Course Requirements

(27 credit hours)

OTB1013 Old Testament History and Literature	(3 credit hours)
PTH1013 Christian Worldview	(3 credit hours)
PAS1013 Survey of Church Ministries	(3 credit hours)
NTB1023 New Testament History & Literature	(3 credit hours)
BIB1023 Biblical Interpretation	(3 credit hours)
NTB2013 Life of Christ	(3 credit hours)
ADM2023 Essentials of Leadership	(3 credit hours)
HIS2113 History of the Pentecostal and Charismatic Movement	(3 credit hours)
PMT Practical Ministry Training	(3 credit hours)

Bachelor of Arts in Business Administration (129 credit hours)

In addition to the concrete and philosophical goals of the institution, the following program objectives are related specifically to the B.A. in Business Administration.

1. Understanding of Biblical principles concerning organizational management, stewarding business resources, representing Christian ethical values and preparing to model Christian leadership in the market place.
2. Students should achieve comprehension of business best practices in accounting, finance and management with an emphasis on leadership and non-profit organizations.

General Education Course Requirements

(45 credit hours)

COM1013 Academic Success	(3 credit hours)
ENG1013 English Composition 1	(3 credit hours)
MATH Elective	(3 credit hours)
ENG1023 English Composition 2	(3 credit hours)
COM1023 Speech	(3 credit hours)
HIS Elective	(3 credit hours)
SCI Elective	(3 credit hours)
HUM Elective	(3 credit hours)
PSY2013 General Psychology	(3 credit hours)
GOV2023 American Government	(3 credit hours)
SOC2023 Marriage and Family	(3 credit hours)
PHL3013 Intro to Philosophy	(3 credit hours)
Language 1	(3 credit hours)
Language 2	(3 credit hours)
COM4023 Senior Seminar	(3 credit hours)

MC Core Course Requirements

(24 credit hours)

OTB1013 Old Testament History and Literature	(3 credit hours)
BIB1023 Biblical Interpretation	(3 credit hours)
NTB1023 New Testament History & Literature	(3 credit hours)
PTH1013 Christian Worldview	(3 credit hours)
DIS1023 Spiritual Formation	(3 credit hours)
PAS1013 Survey of Church Ministries	(3 credit hours)
HIS2113 History of the Pentecostal and Charismatic Movement	(3 credit hours)
ADM4123 Church Law	(3 credit hours)

Business Administration Major Course Requirements

(60 credit hours)

BUS2013 Introduction to Business	(3 credit hours)
ADM2023 Essentials of Leadership	(3 credit hours)
BUS2023 Business Law	(3 credit hours)
ADM3013 Economics	(3 credit hours)
ADM3023 Principles of Accounting	(3 credit hours)
ADM3113 Business Ethics	(3 credit hours)
BUS3113 Business Communications	(3 credit hours)
BUS3123 Information Systems	(3 credit hours)
BUS3133 Managerial Accounting	(3 credit hours)
BUS3233 Project Management	(3 credit hours)
ADM3123 Business Administration Internship	(3 credit hours)
ADM4013 Organizational Leadership	(3 credit hours)
BUS4013 Business Finance	(3 credit hours)
ADM4113 Marketing	(3 credit hours)
BUS4113 Human Resource Management	(3 credit hours)
BUS4213 Strategic Planning	(3 credit hours)
BUS4223 Business in the Global Environment	(3 credit hours)
BUS Elective	(3 credit hours)
General Electives	(6 credit hours)

Bachelor of Arts in Christian Ministry (129 credit hours)

In addition to the concrete and philosophical goals of the institution, the following program objectives are related specifically to the B.A. in Christian Ministry.

1. Foundational Bible knowledge, which contributes to the formation of a Christian worldview, enabling the graduate to apply biblical truth to contemporary and cultural issues.
2. Competency in general education.
3. Skills for effective oral, written, and visual communication including the basic use of technology.
4. Leadership competencies and professionalism appropriate to their role and sphere of influence.
5. In addition, each concentration includes specific outcomes deemed essential to that concentration.

We believe every student comes to us with unique gifts, talents and strengths that are God given because of a specific life-call. We know you desire to gain the knowledge and skills necessary to be excellent in the area of ministry where you are most passionate. Because of this, we have developed concentrations in the Christian Ministry program.

The Christian Ministry Degree includes the following concentrations:

Administration and Leadership – offers an understanding of principles concerning organizational management, stewarding resources, representing Christian ethical values and preparing to model Christian leadership in the market place. Students should achieve comprehension of best practices in leadership of non-profit organizations.

Biblical Studies – offers a comprehensive understanding of scriptural principles, theology, biblical language, and predominant themes of the Bible. Competencies include the ability to recognize and utilize scholarly research tools for the purpose of accurate exegesis of scripture, and the ability to utilize critical and analytical skills in the areas of teaching, preaching, and writing. Students gain the ability to utilize critical and analytical skills in the areas of teaching, preaching, and writing.

Discipleship Ministry – offers understanding of biblical principles of discipleship and the dynamics of spiritual transformation. Competencies include the ability to design/develop, organize, and lead such related ministries through activities such as mentoring, team leadership, one on one discipleship and training. Students gain the ability to design/develop, organize, and lead such related ministries through activities such as mentoring, team leadership, one on one discipleship and training

Intercultural Ministry – offers an understanding and appreciation of principals of cultural diversity. Competencies in dealing with challenges and ability to function within a specific context area are studies. Students gain a thorough knowledge and practical application for advancing the Gospel effectively in a particular societal and cultural context.

Pastoral Ministry – offers a thorough understanding of the biblical principles of pastoral ministry, which includes the role of a pastor, pastoral theology, leadership styles, ministerial ethics, legal, business, and financial responsibilities. Competencies include a biblical foundation and practical application of pastoral theological practices, effective communication, interpersonal skills, and pastoral care, which includes; ministerial ethics, administrative practices, and an understanding of stewardship principles.

Student Ministry – offers an understanding of biblical principles relating to youth ministry and culture. Church leadership, staff relations, family issues, ethics, contemporary youth culture issues, legal and financial responsibilities and effective communication techniques are studied. Competencies include a biblical foundation and practical application of theological practices, effective communication, interpersonal skills, administrative practices and event management. Students will understand concepts of biblical discipleship and child and adolescent development in application to student ministry.

Worship Ministry – offers understanding and appreciation of biblical principles of music relevant to worship and ministry. Competencies include the ability to assess, communicate, and implement the general and specific dynamics of effective worship with an awareness of Spirit-led worship. Students gain the ability to assess, communicate, and implement the general and specific dynamics of effective worship with a special awareness of Spirit-led worship.

Bachelor of Arts in Christian Ministry (129 credit hours)

General Education Course Requirements

(45 credit hours)

COM1013 Academic Success	(3 credit hours)
ENG1013 English Composition 1	(3 credit hours)
MATH Elective	(3 credit hours)
ENG1023 English Composition 2	(3 credit hours)
COM1023 Speech	(3 credit hours)
HIS Elective	(3 credit hours)
SCI Elective	(3 credit hours)
HUM Elective	(3 credit hours)
PSY2013 General Psychology	(3 credit hours)
GOV2023 American Government	(3 credit hours)
SOC2023 Marriage and Family	(3 credit hours)
PHL3013 Intro to Philosophy	(3 credit hours)
Language 1	(3 credit hours)
Language 2	(3 credit hours)
COM4023 Senior Seminar	(3 credit hours)

MC Core Course Requirements

(27 credit hours)

OTB1013 Old Testament History and Literature	(3 credit hours)
PTH1013 Christian Worldview	(3 credit hours)
PAS1013 Survey of Church Ministries	(3 credit hours)
NTB1023 New Testament History & Literature	(3 credit hours)
BIB1023 Biblical Interpretation	(3 credit hours)
NTB2013 Life of Christ	(3 credit hours)
HIS2113 History of the Pentecostal and Charismatic Movement	(3 credit hours)
ADM2023 Essentials of Leadership	(3 credit hours)
NTB3113 Acts	(3 credit hours)
STH3023 Person/Work of the Holy Spirit	(3 credit hours)
NTB3123 Romans	(3 credit hours)
STH3213 Theology 1	(3 credit hours)
STH3223 Theology 2	(3 credit hours)
PTH4013 Theology of Ministry	(3 credit hours)
HIS4013 Church History 1	(3 credit hours)
HIS4023 Church History 2	(3 credit hours)
PMT Practical Ministry Training	(6 credit hours)

Concentration Course Requirements

(30 credit hours each)

Administration and Leadership

ADM3023 Principles of Accounting	(3 credit hours)
ADM2113 Principles of Management	(3 credit hours)
ADM4013 Organizational Leadership	(3 credit hours)
ADM4023 Church Administration	(3 credit hours)
ADM4113 Business Marketing and Communications	(3 credit hours)
ADM3123 Internship	(3 credit hours)
General Electives	(12 credit hours)

Biblical Studies

DIS3013 Principles & Methods of Teaching	(3 credit hours)
BIB3013 Contemporary Theology	(3 credit hours)
BIB3123 Internship	(3 credit hours)
BIB Electives	(12 credit hours)
General Electives	(9 credit hours)

Discipleship Ministry

DIS3013 Principles & Methods of Teaching	(3 credit hours)
DIS3113 Models of Discipleship	(3 credit hours)
DIS3023 Practical Evangelism	(3 credit hours)
DIS3123 Internship	(3 credit hours)
DIS4023 Apologetics	(3 credit hours)
STU4013 Child/Adolescent Development	(3 credit hours)
PAS4113 Pastoral Care & Counseling	(3 credit hours)
General Electives	(9 credit hours)

Intercultural Ministry

INT3013 Theology of Mission	(3 credit hours)
INT3113 World Religions & Cults	(3 credit hours)
PAS3023 Communicating the Message	(3 credit hours)
INT3123 Internship	(3 credit hours)
INT4013 Ministry in Culture & Context	(3 credit hours)
INT4113 Preparation for Intercultural Ministry	(3 credit hours)
INT4023 Area Studies	(3 credit hours)
General Electives	(9 credit hours)

Pastoral Ministry

PAS3013 Pastoral Ministry	(3 credit hours)
DIS3013 Principles & Methods of Teaching	(3 credit hours)
PAS3023 Communicating the Message	(3 credit hours)
PAS3123 Internship	(3 credit hours)
ADM4013 Organizational Leadership	(3 credit hours)
PAS4113 Pastoral Care & Counseling	(3 credit hours)
ADM4023 Church Administration	(3 credit hours)
General Electives	(9 credit hours)

Student Ministry

STU3103 Essentials of Student Ministry	(3 credit hours)
DIS3013 Principles & Methods of Teaching	(3 credit hours)
PAS3023 Communicating the Message	(3 credit hours)
STU3123 Internship	(3 credit hours)
STU4013 Child/Adolescent Development	(3 credit hours)
STU4113 Dynamics of Student Discipleship	(3 credit hours)
STU4023 Student Event Planning	(3 credit hours)
General Electives	(9 credit hours)

Worship Ministry

WOR3013 Music Theory 1	(3 credit hours)
WOR3113 Music in the Church	(3 credit hours)
WOR3023 Music Theory 2	(3 credit hours)
WOR3123 Internship	(3 credit hours)
WOR4013 Theology of Worship	(3 credit hours)
ADM4021 Organizational Leadership	(3 credit hours)
WOR4021 Multimedia/Technology in Worship	(1 credit hour)
WOR4022 Worship Leading	(2 credit hours)
General Electives	(9 credit hours)

Bachelor of Arts in Counseling (129 credit hours)

In addition to the concrete and philosophical goals of the institution, the following program objectives are related specifically to the B.A. in Counseling.

1. Demonstrate competence in the major concepts in psychology/counseling.
2. Acknowledge the Lordship of Christ over their personal lives and ministries and the fellowship of the church.
3. Accept the challenges and opportunities of ministry within their chosen major after leaving college.
4. Integrate the knowledge and principles of counseling into a biblical worldview.
5. Articulate a proper relationship between psychology and Christian faith.
6. Demonstrate academic competence in preparation for advanced study related to this field.
7. Successfully apply knowledge and techniques of counseling in supervised field experience.

NOTICE CONCERNING COUNSELING DEGREE AND LICENSURE

The Bachelor of Arts in Counseling is not intended to lead to licensure/certification. Additional educational requirements must be met prior to applying for licensure/certification. The Bachelor of Arts in Counseling is intended to provide a foundation for pastoral care within the local church and further study. Students are advised to contact their state licensure boards/agencies to obtain a list of requirements for licensure/certification prior to starting the degree if licensure/certification is desired.

General Education Course Requirements (45 credit hours)

COM1013 Academic Success	(3 credit hours)
ENG1013 English Composition 1	(3 credit hours)
MATH Elective	(3 credit hours)
ENG1023 English Composition 2	(3 credit hours)
COM1023 Speech	(3 credit hours)
HIS Elective	(3 credit hours)
SCI Elective	(3 credit hours)
HUM Elective	(3 credit hours)
PSY2013 General Psychology	(3 credit hours)
GOV2023 American Government	(3 credit hours)
SOC2023 Marriage and Family	(3 credit hours)
PHL3013 Intro to Philosophy	(3 credit hours)
Language 1	(3 credit hours)
Language 2	(3 credit hours)
COM4023 Senior Seminar	(3 credit hours)

MC Core Course Requirements (45 credit hours)

OTB1013 Old Testament History and Literature	(3 credit hours)
PTH1013 Christian Worldview	(3 credit hours)
PAS1013 Survey of Church Ministries	(3 credit hours)
NTB1023 New Testament History & Literature	(3 credit hours)
BIB1023 Biblical Interpretation	(3 credit hours)
NTB2013 Life of Christ	(3 credit hours)
HIS2113 History of the Pentecostal and Charismatic Movement	(3 credit hours)
ADM2023 Essentials of Leadership	(3 credit hours)
STH3023 Person/Work of the Holy Spirit	(3 credit hours)
NTB3123 Romans	(3 credit hours)
STH3213 Theology 1	(3 credit hours)
STH3223 Theology 2	(3 credit hours)
PTH4013 Theology of Ministry	(3 credit hours)
PMT1010 Practical Ministry Training	(6 credit hours)

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Concentration Major Requirements**(39 credit hours)**

COU2213 Counseling Children & Adolescents	(3 credit hours)
COU2223 Addictive Behavior & Recovery	(3 credit hours)
COU2283 Introduction to Counseling and Social Work- Practice I	(3 credit hours)
COU3033 Healthy Sexuality	(3 credit hours)
COU3213 Counseling Adult Population	(3 credit hours)
COU3273 Advanced Counseling Methods and Social Work – Practice II	(3 credit hours)
COU3313 Theories of Marriage & Family Counseling	(3 credit hours)
COU3443 Crisis Intervention & Management	(3 credit hours)
COU4313 Behavioral Science Research	(3 credit hours)
COU4323 Advanced General Counseling	(3 credit hours)
PAS4113 Pastoral Care & Counseling	(3 credit hours)
COU4583 Field Practicum	(3 credit hours)
General Elective	(3 credit hours)

COURSE CATALOG

ADM - ADMINISTRATION AND LEADERSHIP

ADM2023 Essentials of Leadership (3 credit hours)

Essentials of Leadership will focus on the basis and foundation from which effective leadership takes its initiative and is built. This course will also examine the essential elements in proper organizational administration and the fundamentals issues of leadership.

ADM2113 Principles of Management (3 credit hours)

This course deals with management language, concepts, models, and basic principles of management. Interrelated functions (planning, controlling, organizing, leading) of the management process and business ethics will be explored.

ADM3013 Economics (3 credit hours)

This course serves as an introduction into the basic economic concepts of microeconomics and macroeconomics and the application to real world situations. Such topics as consumerism, economic growth, market structures, employment, inflation, recession-depression, monetary and fiscal policy will be investigated and interpreted.

ADM3023 Principles of Accounting (3 credit hours)

This course serves as an introductory study of accounting principles and procedures. There will also be an emphasis on managerial responsibilities. (Prerequisite: MATH Elective)

ADM3113 Business Ethics (3 credit hours)

In pursuing the ethical basis for business policy and practice, this course exposes the philosophical issues at the core of modern business culture. Participants will find answers to questions such as, "What is success in business? What good does business do and how does that good get done?"

ADM3123 Administration and Leadership Internship (3 credit hours)

This course provides an opportunity for the student to apply principles and practices learned in this discipline in a conducive setting either in the church or other ministry field.

ADM4013 Organizational Leadership (3 credit hours)

This course is a study of the theory, purpose, and tasks of leadership, organization, administration, and management in relation to the church and other ministries. There will be attention given to the various styles of leadership, their roles, and responsibilities, which include leadership dynamics in relation to boards and committees. (Prerequisite: ADM2023)

ADM4023 Church Administration (3 credit hours)

This course is a study of the requirements and basic principles of effective administration in relation to the church and other non-profit fields. This study will explore the church's internal processes as well as its relationship with its community environment.

ADM4113 Business Marketing & Communications (3 credit hours)

This course is a study of the principles and methods of marketing and investigates the processes of product development, promotion, distribution, and pricing. Students will receive hands-on training in using the various modes of technology in the preparation, presentation and delivery. Attention will be given to the value of a positive public image.

ADM4123 Church Law (3 credit hours)

This course will be a survey of legal issues that church organizations face today. Issues to be studied will include, but not limited to, the corporate structure, 501C-3, IRS law, filing proper tax forms, audits, employee screening, liability, insurance limits, and litigation. Students will examine actual cases involving church litigation.

BIB - BIBLICAL STUDIES

BIB1023 Biblical Interpretation/ How to Study, Understand, & Apply the Bible (3 credit hours)

This course is the study of the principles of biblical interpretation and the basic methods of systematic study. Attention will be given to the understanding of the historical, literary, and grammatical context of the Bible. A brief history of interpretation and various translations will be discussed.

BIB2023 Biblical Foundations for Spiritual Freedom (3 credit hours)

This course is a study of the biblical foundations for spiritual freedom through the work of the Spirit. Students are encouraged to reflect on and analyze the human condition as it relates to spiritual health, and how their personal spiritual health affects their daily life.

BIB3123 Biblical Exposition Internship (3 credit hours)

This course will provide the student with a practical and thorough study of a particular book of the New Testament. The study will include the historical background/context, outline of the specified book, and an exegesis of a particular text within the book. From the study, the student will produce both a sermon/lesson and course syllabus.

BUS – BUSINESS

BUS2013 Introduction to Business (3 credit hours)

A survey of the various fields of business designed to acquaint the student with the basic principles and practices involved in the interrelated functions of business and to point out career possibilities.

BUS2023 Business Law (3 credit hours)

This course is designed to increase the understanding of the American legal system and those legal principles that apply to the business environment. Business organizations, torts, contracts, employment relationships & issues are among the topics discussed.

BUS3113 Business Communications (3 credit hours)

Essential to all business professionals is a sound understanding of the theories & practice of organizational communication. This dynamic course presents the fundamentals of written, verbal, nonverbal, & technological communications. (Prerequisite: BUS2013)

BUS3123 Information Systems (3 credit hours)

This course will cover the principles of information processing in the business environment. Topics include computer system resources applicable to business, planning, development, and management. Current issues in business are discussed. Exercises in internet research, PowerPoint presentation, and spreadsheet analysis/charting are utilized. (Prerequisite: BUS2013)

BUS3133 Managerial Accounting (3 credit hours)

A study of internal accounting methods of business organizations. The course's major emphasis is the use of accounting for planning & controlling operations. The course integrates accounting with ideas from microeconomics, data analysis, decision analysis, finance, and operations management. (Prerequisite: BUS2013)

BUS3233 Project Management (3 credit hours)

This course deals with project management from conception to completion. Topics include, among others, planning organization, promotion, and implementation. (Prerequisites: BUS2013, BUS3113)

BUS4013 Business Finance (3 credit hours)

This course examines the theory & practice of Business financial decision making. The major topics include capital budgeting, risk-taking relationship and capital market theory, market efficiency, dividend policy, and long-term financing. (Prerequisite: BUS2013)

BUS4113 Human Resources Management (3 credit hours)

This course will explore human problems of adjustment, communication, and performance in various organizational structures. Topics include interpersonal group behavior, leadership styles, staffing & the motivation of employees, the contributions of communication & the integrative role of management in organizations. (Prerequisite: BUS2013)

BUS4213 Strategic Planning (3 credit hours)

This course covers topics of mission, goals, strategy formation, strategy implementation, and strategy evaluation. (Prerequisite: BUS2013)

BUS4223 Business in the Global Environment (3 credit hours) This course focuses on the application of economic theory & methodology to managerial decision making problems within various organizational settings. Emphasis is on estimation production & cost analysis under different market conditions, and forecasting & decision making when faced with uncertainty. (Prerequisites: BUS2013, ADM3013, BUS3113, BUS3133)

COM – COMMUNICATIONS**COM1013 Academic Success (3 credit hours)**

This course introduces beginning college students to various study strategies including reading comprehension and rate, goal setting, organization for study, time management, textbook mastery, listening, note taking, memory techniques, and test taking. Special attention is given to the financial aid process, library usage, and research skills.

(If this course is required in the student's degree program, it must be completed within the first two semesters of study).

COM1023 Speech / Communication Concepts (3 credit hours)

This course is a study of the fundamental principles of oral communication with emphasis on the preparation and presentation of public discourse. The course deals with the topic selection, organization, and outlining of a speech and delivery.

COM4023 Senior Seminar (3 credit hours)

This senior level course provides an overview of the writing process with an emphasis on the completion of a senior thesis. A practical approach to professional writing, including preparation of a resume and/or portfolio, will be used. (Prerequisites: To be taken last semester before Graduation)

COUNSELING**COU2113 Counseling Families Through the Life Cycle (3 credit hours)**

An introduction to the stages of family development and the typical counseling issues which flow from those transitions. Emphasis is on family life cycle and transitions including independent adult, marital dyad, the infant/preschool/grade school/family, parenting teens, launching teens, retirement and death of a spouse. The issues of divorce and re-marriage counseling will also be examined. (Prerequisite: COU2283).

COU2213 Counseling Children & Adolescents (3 credit hours)

This course presents assessment, diagnosis, and remedial therapeutic techniques unique to the practice of counseling children and adolescents and presenting parents with tools to utilize in facilitating growth in their children. (Prerequisite: COU2283).

COU2223 Addictive Behavior & Recovery (3 credit hours)

This course will explore assessment and treatment of various addictions including substance abuse (drug and alcohol), sexual addictions (pornography), self-mutilation, and other compulsive addictive behavior, and will focus on strategies for recovery.

COU2283 Introduction to Counseling and Social Work- Practice I (3 credit hours)

Highlights counseling and generalist's social work practices emphasizing individuals, groups, and families. Basic counseling skills as well as interviewing and intervention strategies are covered. Students will explore assessment, evaluation, and planning techniques.

COU3033 Healthy Sexuality (3 credit hours)

This course provides a panorama of sexual challenges that men and women are currently experiencing, as well as the results of a national report on the sexuality of Christian men and women. This vibrant and fascinating study enables students to gain a better understanding of the complexities and fundamental differences of male and female sexuality and marital intimacy to cultural myths and distortions.

COU3213 Counseling Adult Population (3 credit hours)

This course is a study of counseling adults. Students explore adult developmental issues and adult adjustment to physical, social, and psychological change. Techniques for counseling adults are introduced. This course also includes a study of counseling issues relating to grief, death, and dying.

COU3273 Advanced Counseling Methods and Social Work – Practice II (3 credit hours)

Presents counseling methods and generalists social work practice working with individuals, groups, and organizations. It includes collecting, assessing data, as well as planning, implementing and evaluating interventions.

COU3313 Theories of Marriage & Family Counseling (3 credit hours)

An introduction to the theoretical foundations of family systems and the major theories and models in family systems. Emphasis is in psychodynamic, cognitive/behavior, systems, experiential, trans generational, structural, and strategic models of family therapy.

COU3443 Crisis Intervention & Management (3 credit hours)

This course is a study of crisis intervention and management with a Christian perspective. This course reviews theoretical models of crisis development in a variety of settings. Students will develop an understanding of intervention and management techniques demonstrating a competency in crisis intervention skills. Special emphasis is given to suicide, family crisis, and major catastrophes.

COU4313 Behavioral Science Research (3 credit hours)

A study of the various research methods in the behavioral sciences. Emphasis is on the techniques used as well as the process and ethics of research. Topics investigated include sampling. Hypothesis development and testing, and research design.

COU4323 Advanced General Counseling (3 credit hours)

This is a capstone course designed for upper level senior advanced undergraduate students in counseling to review, explore special issues in counseling, and prepare and assist in developing a more in-depth orientation to main domains of counseling, from which they have studied in their counseling curriculum. It also helps to expand their knowledge of counseling as preparation for graduate school. Through the integration of knowledge in psychological science with a Christian worldview, the student is required to complete a senior level research project under the supervision of a major professor in counseling. In this regard the counseling major is challenged to further develop their critical thinking, research knowledge and skill. (Prerequisites: COU3213, COU3273, COU3313, COU3443, COU4313)

COU4583 Field Practicum (3 credit hours)

This course requires the student to complete 120 hours in an off-campus setting allowing him/her the opportunity for experiential learning. Students will complete assignments designed to demonstrate knowledge, competency of the profession, and the ability to complete guided field research.

DIS - DISCIPLESHIP MINISTRY**DIS1023 Spiritual Formation (3 credit hours)**

This course is designed to explore the various aspects of the individual's spiritual formation. The course will consider the answer to the questions, "What does it mean to have a meaningful relationship with God?" "What does spiritual formation entail?" "What is the goal of spiritual formation and what does it look like, in practical terms?"

DIS3013 Principles and Methods of Teaching/ Foundations of Teaching in Ministry (3 credit hours)

This course is a study of generic teaching competencies and the application of the principles that are foundational to successful teaching. This includes a study of objectives, teaching strategies, and the organization and communication of subject matter.

DIS3023 Practical Evangelism (3 credit hours)

This course covers the fundamentals of lifestyle evangelism and the principles and practices of church outreach. "How can the church be more effective in reaching their community in meaningful and creative ways with the gospel of Jesus Christ?" This course will also evaluate the strategies and methods of leading mission-driven churches, in their witness, in a post-modern and pluralistic society.

DIS3113 Models of Discipleship (3 credit hours)

This course is a study of the intentional training and education of the believer in the Christian life experience as rooted in scripture. The course will analyze current and traditional models of church discipleship such as; Sunday School, mid-week service/Bible study, revivals, conferences, seminars, retreats, and types of small groups. Discipleship resources will be identified and evaluated as well as the use of technology in the discipleship process. (Prerequisite: DIS1023)

DIS3123 Discipleship Ministry Internship (3 credit hours)

This course places the student in a discipleship setting. This setting will provide the student with experience and opportunity in various scenarios involving the overall discipleship ministry, which includes evangelism and outreach, in the local church.

DIS4023 Apologetics (3 credit hours)

This course is a study of the basis for the Christian faith. This course investigates the divergence between reason and faith and seeks to aid the student in both developing and articulating a sound biblical defense for the faith. (Prerequisites: OTB1013, NTB1023, PTH1013, STH3213, STH3223)

ENG – ENGLISH**ENG0112 Developmental English (3 credit hours)**

A step-by-step study of the writing process from pre-writing through editing, including the essentials of English grammar. Development, coherence, and unity of paragraphs and essays will be stressed. Students taking ENG0112 must pass this course before moving to ENG1013

ENG1013 English Composition 1 (3 credit hours)

A study of the principles of effective writing based upon the concept of the writing process. Experience in writing will be gained through critical reading, journal entries, and formal papers.

ENG1023 English Composition 2 (3 credit hours)

This course is a study in the development of academic writing. The process of theme, organization, research and production of a quality scholarly project will be involved. (Prerequisite: ENG1013)

ENG2003 Creative Writing (3 credit hours)

The purpose of this course is to nurture and develop individual creative gifts. The course will teach the basics of writing poetry and fiction. The course will concentrate on the individual talent of each student.

GOV – GOVERNMENT**GOV2023 American Government (3 credit hours)**

This course is designed to provide an understanding of how the government of the United States works and how it impacts its culture and citizenry. There will also be emphasis given to current events and to their application to the Constitution of the United States.

GRK – GREEK**GRK3113 Greek 1A (3 credit hours)**

This course will focus on the Koine Greek alphabet, vocabulary, verbal system, noun declensions, and basic translation principles. *(Fulfills requirement for language credit)*

GRK3123 Greek 1B (3 credit hours)

This course is a continued coverage of the basic grammar and vocabulary of the New Testament. Special attention is given to the complete verb system of the New Testament. (Prerequisite: GRK3113)
(Fulfills requirement for language credit)

HIS - HISTORY

HIS2013 U.S. History I (3 credit hours)

This course will cover a survey of the history of the United States from the pre-colonial period to the Civil War. There will be an emphasis on analyzing and interpreting key historical documents, persons of influence, primary events and movements, and assessing current trends and their potential impact on the future.

HIS2023 U.S. History II (3 credit hours)

This course will cover a survey of the history of the United States from the Civil War to the Present. There will be an emphasis on analyzing and interpreting key historical documents, persons of influence, primary events and movements, and assessing current trends and their potential impact on the future.

HIS2103 Western Civilization I (3 credit hours)

A study of the foundations of the modern world from the first civilizations through the 18th century. Topics include Western and non-Western classical civilizations, the Middle Ages and the age of absolutism.

HIS2113 History of Pentecostal/Charismatic Movements (3 credit hours)

The 20th century saw the rise of the dynamic movement of Pentecostalism. It is known as the century of Pentecost. Many have called this movement one of the four great forces of Christianity. "How did it begin? How is it part of the larger Christian tradition? How has it developed?" These questions and more will be addressed.

HIS2213 United States Military History (3 credit hours)

HIS2213 is an intensive study of the American military experience from the Colonial period to the present. The course focuses on the military, political and diplomatic history of the great conflicts of the United States.

HIS4013 Church History 1 (3 credit hours)

This course will conduct a survey of the Christian Church from its beginning with the dynamic growth in the book of Acts to the late medieval church on the eve of the Great Reformation. Topics will include the apostolic fathers, post-apostolic fathers, growth of the Universal (Catholic) Church, rise of the papacy, forms of medieval religious life, and the involvement of lay and clerical piety.

HIS4023 Church History 2 (3 credit hours)

This course will conduct a survey of the Christian Church from the sixteenth century's Great Reformation to the present day. Topics will include the Reformation and counter Reformation, the emergence of the various traditions of Protestantism, the modern missions movement, the rise of secularism and the challenges of the Church in a post-modern world.

HUM - HUMANITIES

See COU3033, INT3113, LIT2003, MUS2013, SOC1013

INT - INTERCULTURAL MINISTRY

INT3013 Theology of Mission (3 credit hours)

This course will serve as a survey of the biblical foundations and theological implications for the mission of the church. The course will examine the mission of God on earth. The study will begin with the Old Testament and the nation of Israel, in preparation for the coming of Jesus Christ through the New Testament church to what this means for the Church today in carrying out God's mission.

INT3113 World Religions and Cults (3 credit hours)

This course is a comparative study of the world's major religions and cults, and how they compare to orthodox Christianity. An apologetic approach will be taken which will equip the student to offer a sound defense of the Christian faith as well as give them the ability to refute the false teachings of other belief systems.

INT3123 Intercultural Ministry Internship (3 credit hours)

This course includes participation of the student in a supervised ministry setting either domestic or foreign. The internship will be set up by the academic office and supervised by the host pastor, leader, or missionary.

INT4013 Ministry in Culture and Context (3 credit hours)

This course is designed to review the significant characteristics of diverse racial, cultural, ethnic, and societal groupings that affect the anticipated outcomes of cross-cultural ministry. General principles of cultural anthropology will also be examined in the light of distinct cultures.

INT4023 Area Studies (3 credit hours)

These courses are a study of the culture and missionary activity in specific geographic areas.

INT4113 Preparation for Intercultural Ministry (3 credit hours)

This course is designed to prepare the missionary for itinerary, departure, cultural adjustment, and professional/ministry functions among the target population. Individual needs regarding field appointments, relationship to district and national missionary boards, and finances are emphasized.

LAN - LANGUAGE

See GRK3113, GRK3123, SPN3113, SPN3123

LIT - LITERATURE**LIT2003 American Literature (3 credit hours)**

A survey of American literature from 1620 through the present, including representative works from each literary period. *(Fulfills requirement for Humanities credit)*

MAT - MATH**MAT0112 Fundamentals of Math (3 credit hours)**

This course is a review of basic mathematical concepts. Focus is placed on practical mathematics that will be used outside the classroom.

MAT1113 College Algebra (3 credit hours)

MAT1113 is a study in relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics may include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, matrices and determinants, mathematical reasoning skills, sequences and series, and applications.

MUS - MUSIC**MUS2013 Music Appreciation (3 credit hours)**

This course is a study of the vocabulary, terminology, and concepts necessary to experience, analyze, and discuss great works of music. This will be achieved through the study of technique, form, and history of the arts. Emphasis will be placed in the analysis and evaluation of music. *(Fulfills requirement for Humanities credit)*

MUS4013 Music History 1 (3 credit hours)

This course is a general survey of the history of music from the Greek period to 18th century.

MUS4023 Music History 2 (3 credit hours)

This course is a general survey of the history of music from 18th century to present.

NTB - NEW TESTAMENT**NTB1023 New Testament History and Literature (3 credit hours)**

This course is an introduction and survey of the New Testament writings. Each book is surveyed in terms of its date, authorship, theme, characteristics, basic content, and historicity. (Prerequisite: OTB1013)

NTB2013 Life of Christ (3 credit hours)

This course will examine the life, ministry, message, and methods of Jesus Christ. There will be time given to review Jesus' relationship with the Father and the value of His death, burial, and resurrection and what this means for us today.

(Prerequisites: OTB1013, NTB1023)

NTB2103 Prison Epistles (3 credit hours)

This course will provide an exegetical study of Paul's epistles to the Ephesians, Philippians, Colossians, and Philemon. Emphasis will be given to the theme of each epistle and special emphasis will be placed on the Christological development.

NTB3003 Pastoral Epistles (3 credit hours)

This course will be an analytical study of Paul's letters to Titus and Timothy. The theological truths and practical instructions contained within these letters will be considered. There will also be time given to the mentoring relationship of Paul to Timothy.

NTB3113 Acts (3 credit hours)

A study of the continued ministry/mission of Jesus Christ carried on through His disciples empowered by the Holy Spirit. The establishing and dynamic growth of the Church under the guidance of the Holy Spirit will also be considered. (Prerequisites: OTB1013, NTB1023, BIB1023)

NTB3123 Romans (3 credit hours)

This course will be a thorough study of Romans. Emphasis will be given to both a doctrinal study within the epistle and identification of and exposition of the major texts. The historical context of the epistle will also be reviewed. (Prerequisites: OTB1013, NTB1023, BIB1023)

NTB3133 General Epistles (3 credit hours)

This course is a study of the epistles of Hebrews, James, Peter, and Jude. There will be an emphasis placed on the historical context, occasion, theme, and contemporary relevance of each letter.

NTB3413 Johannine Literature (3 credit hours)

This course will provide a study of the Gospel and epistles of John. The historical, biblical, and literary context will be considered of each book. The Gospel of John will give attention to the life and ministry of Jesus Christ, whereas the epistles of John will consider the Christian message and its implications for today.

OTB - OLD TESTAMENT**OTB1013 Old Testament History and Literature (3 credit hours)**

This course is a broad overview, a survey of the Old Testament with emphasis on the divisions, authorship, themes, events, literary genres, and spiritual application.

OTB2003 Pentateuch (3 credit hours)

This course will provide an in-depth study of the first five books of the Bible, Genesis through Deuteronomy. There will be special attention given to the various covenants of God.

OTB2013 Old Testament Tabernacle (3 credit hours)

This course is a systematic treatment of redemption as seen through the Old Testament Tabernacle. Attention will be given to its design, materials, construction and purpose. Emphasis will be given to the Christological aspects of the Old Testament Tabernacle.

OTB3003 Major Prophets (3 credit hours)

This course will be an in-depth study of the Major Prophets, Daniel through Isaiah. The historical context, prophetic genres, and hermeneutical principles of prophetic literature will also be considered. There will be time given to the study of the prophets, their mission, message, and method.

OTB3103 Minor Prophets (3 credit hours)

This course will be an in-depth study of the Minor Prophets, Hosea through Malachi. The historical context, prophetic genres, and hermeneutical principles of prophetic literature will also be considered. There will be time given to the study of the prophets, their mission, message, and method.

OTB3203 Jesus in the Old Testament (3 credit hours)

This course is comprised of a study of the Old Testament specifically focused on the following narrative and theological themes: God's covenant promises to Abraham and his descendants and its witness to the promised Messiah, in light of Jesus of Nazareth being the fulfillment.

PAS - PASTORAL MINISTRY**PAS1013 Survey of Church Ministries (3 credit hours)**

A survey and discussion of three areas in church ministry: an introduction to intercultural ministry both domestic and foreign, the dynamics of discipleship, and an introduction to personal evangelism.

PAS3013 Pastoral Ministry (3 credit hours)

This course will explore the duties and responsibilities of the role of the pastor. The study will be practical in scope covering the areas of ministry in the church. The pastoral call, nature of the pastoral ministry, and the basic tasks of the pastor will also be examined and discussed. (Prerequisite: PAS1013)

PAS3023 Communicating the Message (3 credit hours)

This course is a study of the role and significance of preaching, the use of scripture, sermon structure and content, and types of sermons. There will be a special emphasis on sermon delivery. (Prerequisite: COM1023)

PAS3123 Pastoral Internship (3 credit hours)

This course focuses on an in-depth supervised ministry experience, which enables the student to receive applied training in a local church setting, supervised by the church leaders.

PAS4113 Pastoral Care and Counseling (3 credit hours)

This course will focus on the care and nurturing of the congregation, collectively and individually. This study will include the biblical basis for pastoral counseling, techniques, situations, and parameters. (Prerequisites: PSY2013)

PHL - PHILOSOPHY**PHL3013 Introduction to Philosophy (3 credit hours)**

This course will serve as an introduction and analysis of the history of human thought. Time will be given to consider Eastern thought and will be followed by examining philosophical thought beginning with Thales (600 B.C.) The student will also compare the various systems of thought with scripture. (Prerequisite: PTH1013)

PMT - PRACTICAL MINISTRY TRAINING**PMT1011-1081 Practical Ministry Training (1 credit hour)**

Demonstrate the integration of biblical principles and theological concepts into practical ministry.

PSY - PSYCHOLOGY**PSY2013 General Psychology (3 credit hours)**

This course will serve as an introduction to the basic principles of human behavior. Principles and concepts that affect the growth and development of the whole person will be analyzed and discussed.

PTH - PRACTICAL THEOLOGY**PTH1013 Christian Worldview (3 credit hours)**

A worldview is the "way we view the world." It addresses big questions: "Why am I here? Is there a God? What is He like? How do I live?" A Christian worldview is formed by godly wisdom, gives foundational direction for living a full life, and is built on the premise of God's divine revelation, His Word.

PTH3023 Contemporary Theology (3 credit hours)

This course is a survey of the history and evolution of the doctrines of the various theological groups beginning in the 19th century to the present. This study will include the theology of the major denominations in America. There will also be time given to the assessment of major contemporary theological trends and their influence on the Church today.

PTH4013 Theology of Ministry (3 credit hours)

This course will focus on the theological foundation for doing ministry. The course will examine and explore what Christian biblical ministry is, why do ministry in the first place, how it is possible to do ministry, to whom should we minister, etc. Each student will develop his/her own theology of doing ministry. (Prerequisites: OTB1013, NTB1023, BIB1023)

PTH4113 Church Planting (3 credit hours)

This course will examine the Bible basis for planting and establishing churches. It will also examine various methods of church planting, conduct studies in demographics, research, and assess case studies of actual church plants. Student will develop his/her plan for planting a church in a specific locale.

SCI – SCIENCE**SCI1013 Introduction to Earth Science (3 credit hours)**

Earth science including physical and historical geology, meteorology and descriptive astronomy; the economic, social and philosophic aspects of the subject matter.

SCI2013 Creation Science (3 credit hours)

This course will be a study of the origin of all things as described in scripture. There will be time given for the discussion and evaluation of contemporary issues in relation to the theory of evolution and the intelligent design debate.

SCI 2023 Intro to Physical Science (3 credit hours)

This course would cover physics, chemistry, earth science, astronomy, and biology at a level appropriate for non-science students. This conceptual approach relates science to everyday life. These conceptual ideas serve as the foundation supporting and integrating all the sciences.

SCI2113 Human Anatomy (3 credit hours)

SCI2113 is a course of Human Anatomy. Lecture deals almost exclusively with the anatomy (form and function) of the human body, with topics ranging from the cellular level to the organ systems level. The goal of this course is to provide a working knowledge of human anatomical concepts.

SCI3023 Physics, Philosophy, and Creation (3 credit hours)

This course discusses the philosophies of modern and classical physics, with an emphasis on quantum theory, creation science, and evolution. (Prerequisites: MAT1013, PHIL3013)

SOC - SOCIOLOGY**SOC2023 Marriage and Family (3 credit hours)**

This course provides an overview of the family as an institution. It emphasizes preparedness for marriage, mate selection, adjustments, family member status and role, socialization processes, social control, change in family structure, and biblical principles of marriage and family.

SPN - SPANISH**SPN3113 Spanish 1 (3 credit hours)**

This is a fundamental course in the study of written and spoken Spanish. The course consists of elements of grammar, drill and punctuation, diction and composition, conversation, and reading simple prose.

(Fulfills requirement for all Language credit except Biblical Studies concentration)

SPN3123 Spanish 2 (3 credit hours)

This is an intermediate course in Spanish for students who wish to develop a broader competence in the language. Intermediate grammar, composition, conversation, and selected readings are emphasized. (Prerequisite: SPN3113) *(Fulfills requirement for all Language credit except Biblical Studies concentration)*

STH - SYSTEMATIC THEOLOGY**STH3023 Person and Work of the Holy Spirit (3 credit hours)**

This course will be an intensive study of the doctrine of the Holy Spirit. Attention will be given to the person, nature, and work of the Holy Spirit in relation to the church as well as the individual believer. (Prerequisites: OTB1013, NTB1023, STH3213, STH3223)

STH3213 Theology 1 (3 credit hours)

This course will serve as an introduction to the study of theology, which includes an investigation into the great doctrines of the Bible. God – His nature, attributes, and works; angels; man and the fall; sin – its nature and consequences will be studied. (Prerequisites: OTB1013, NTB1023, PTH1013)

STH3223 Theology 2 (3 credit hours)

This course will investigate the doctrines of Christ, salvation, the Holy Spirit – His Person and works, the Church, and eschatology - the study of last things. (Prerequisites: OTB1013, NTB1023, PTH1013, STH3213)

STH3503 Eschatology (3 credit hours)

This course will be an exegetical study of prophetic revelation, both Old and New Testaments, with special attention given to Revelation. The underlying hermeneutics of Covenant and Dispensational Theology, the Kingdom program, death, the resurrections and eternal destinies are given extensive consideration. Finally, the major views regarding the rapture of the church, the Tribulation, the Second Coming, and the Millennium are evaluated.

STU - STUDENT MINISTRY**STU3013 Essentials of Student Ministry (3 credit hours)**

This course is an introductory study of the essentials of an effective student ministry. The course will discuss the call to student ministry, student culture, the needs and characteristics of young people in relation to home, school, church, and society. The course will provide instruction in the organization and administration of student programs and outreach. (Prerequisite: ADM2023)

STU3123 Student Ministry Internship (3 credit hours)

This course is an in-depth ministry experience, which enables the student to receive applied learning in a student ministry setting, supervised by an experienced student leader.

STU4013 Child/Adolescent Development (3 credit hours)

This course is a study of the behavior and growth patterns from childhood to young adulthood. The course will examine the maturation process and development of the student in physical, mental, social, and spiritual facets. (Prerequisite: PSY2023)

STU4023 Student Event Planning (3 credit hours)

This course will discuss how to plan, budget, promote, and accomplish mission trips, retreats, camps, special events, and other meaningful functions. There will also be time given to the dynamics of effective fund-raising and team building. (Prerequisites: ADM2023, STU3013)

STU4113 Dynamics of Student Discipleship (3 credit hours)

This course covers the various aspects of discipleship training in the local church student ministry and the dynamics of mentoring the individual young person. The course will also explore curriculum development, course planning and identify resources available for an effective student discipleship ministry. (Prerequisite: ADM2023)

WOR - WORSHIP MINISTRY

WOR3013 Music Theory 1 (3 credit hours)

This course deals with the basic fundamentals of music with initiation of harmonic analysis and part writing. This course will cover elements of pitch, rhythm, triads and seventh chords, diatonic chords, principles of voice leading, root position part writing, and harmonic progression.

WOR3023 Music Theory 2 (3 credit hours)

This course is a sequential course in written harmony, including inversion, seventh chords and non-harmonic tones. (Prerequisites: WOR3013)

WOR3113 Music in the Church (3 credit hours)

This course is a study of the philosophy of music as seen from the perspective of the church. Included is a study of the nature, purpose, and role of hymnody, church liturgics, and worship choruses.

WOR3123 Worship Ministry Internship (3 credit hours)

This course is the placement of the music student in a worship ministry setting to gain practical experience. The host pastor, worship leader, or designated church leader will supervise the internship.

WOR4013 Theology of Worship (3 credit hours)

This course will aid the student in gaining an understanding of the heritage, foundations, and theological implications of church music and worship from Old Testament times to the present. This course will also include the study of hymnology emerging from the Protestant Reformation until the present. (Prerequisites: WOR3013, WOR3023, WOR3113)

WOR4021 Multimedia and Technology in Worship (1 credit hours)

This course is designed to give the student a comprehension of the various technical facets in the presentation and enhancement of church worship. Such areas as sound, lighting, video, power point, and production will be explored.

WOR4022 Worship Leading (2 credit hours)

This course provides the student with insight in regard to a practical study of the various styles of music, structuring the worship service, leading and working with both instruments and vocals, and worship team building. There will be time given to consider the dynamics of Spirit-filled worship.

CALIFORNIA TEACHING SITE

All policies contained herein apply to the Messenger College teaching site in Valencia, California, with the addition of the following policies, descriptions, and requirements:

Teaching Site Location

Valencia, California Campus
Address: 28776 The Old Road | Valencia, CA 91355
Teaching Site Phone: 661.295.6642

Class sessions located in Valencia, California will be held at 28776 The Old Road | Valencia, CA 91355. The teaching site location is located in Valencia, California in a modern and attractive one-story building. Classrooms are equipped with audiovisual equipment, tables, chairs and a teaching lectern.

Dormitory, college operated housing is not available for students enrolled and attending classes on the California teaching site campus, nor does the institution provide or assist in finding or securing housing.

Course Catalog Access

Prospective and enrolled students, as well as the public can access the college catalog on the college website in the footer resource area under Student Support, and on the Visitor/Accreditation web page. Prospective and enrolled students may be directed to the website and in addition students will be provided the catalog via e-mail as an attachment.

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 / P.O. Box 980818 West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888)370-7589 or by fax (916)263-1897, (916)431-6959 or by fax (916)263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1.888.370.7589 or by completing a complaint form, which can be obtained on the bureau’s internet Web site www.bppe.ca.gov.

Operation Approval

This institution is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Bankruptcy

Messenger College does not have a petition in bankruptcy, and is not operating as a debtor.

Library Access

Teaching site campus students have access to the college’s virtual library and electronic database resources. Students may access the virtual library (periodical databases, eBooks, etc.) by visiting <http://harringtonlc.org/messenger>. The MC Librarian provides students with a library username and pin number to access these virtual resources.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Messenger College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate in Christian Ministry, Associate of Arts in Christian Ministry degree, Bachelor of Arts in Christian Ministry, Counseling, or Business Administration degree, you earn in Residential, Online, or Teaching Site program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Messenger College to determine if your credits or degree, diploma, or certificate will transfer.

Messenger College has not entered into an articulation or transfer agreement with any other college or university at this time.

Life Credit

Messenger College does not award experiential credit.

Language of Instruction

All instruction will be conducted in English.

Estimated Total Charges for California Teaching Site

Certificate in Christian Ministry

Tuition:	325.00 <i>per credit hour</i>
Audited Course:	½ regular tuition rate
Teaching Site Fee:	330.00 <i>per semester (Higher Vision teaching site students only)</i>
Enrollment Fee:	250.00 <i>per semester (nonrefundable)</i>
Technology Fee:	50.00 <i>per semester</i>
ACE Course Fee:	62.50 <i>per course if applicable</i>
Course Materials Fee:	50.00 <i>per course if applicable</i>
Payment Plan Fee:	25.00 <i>(nonrefundable)</i>
Returned Check Fee:	20.00 <i>(nonrefundable)</i>
Stop Payment Fee:	40.00 <i>(nonrefundable)</i>
Application Fee:	35.00 <i>(nonrefundable)</i>
STRF Fee:	\$0 <i>(nonrefundable)</i>

Estimated Semester Totals:

Fall: 15 credit hours, teaching site fee, technology fee: \$5,505

Spring: 18 credit hours, teaching site fee, technology fee: \$6,480

Estimated Program Total (completed in two semesters): \$11,985

Associate of Arts in Christian Ministry

Tuition:	325.00 <i>per credit hour</i>
Audited Course:	½ regular tuition rate
Teaching Site Fee:	330.00 <i>per semester (Higher Vision teaching site students only)</i>
Enrollment Fee:	250.00 <i>per semester (nonrefundable)</i>
Technology Fee:	50.00 <i>per semester</i>
ACE Course Fee:	62.50 <i>per course if applicable</i>
Course Materials Fee:	50.00 <i>per course if applicable</i>
Payment Plan Fee:	25.00 <i>(nonrefundable)</i>
Returned Check Fee:	20.00 <i>(nonrefundable)</i>
Stop Payment Fee:	40.00 <i>(nonrefundable)</i>
Application Fee:	35.00 <i>(nonrefundable)</i>
STRF Fee:	\$0 <i>(nonrefundable)</i>

Estimated Semester Totals:

Fall: 15 credit hours, teaching site fee, technology fee: \$5,505

Spring: 18 credit hours, teaching site fee, technology fee: \$6,480

Estimated Program Total (completed in four semesters): \$23,970

Bachelor of Arts in Christian Ministry and Bachelor of Arts in Business Administration

Tuition:	325.00 <i>per credit hour</i>
Audited Course:	½ regular tuition rate
Teaching Site Fee:	330.00 <i>per semester (Higher Vision teaching site students only)</i>
Enrollment Fee:	250.00 <i>per semester (nonrefundable)</i>
Technology Fee:	50.00 <i>per semester</i>
ACE Course Fee:	62.50 <i>per course if applicable</i>
Course Materials Fee:	50.00 <i>per course if applicable</i>
Payment Plan Fee:	25.00 <i>(nonrefundable)</i>
Returned Check Fee:	20.00 <i>(nonrefundable)</i>
Stop Payment Fee:	40.00 <i>(nonrefundable)</i>
Application Fee:	35.00 <i>(nonrefundable)</i>
STRF Fee:	\$0 <i>(non-refundable)</i>

Estimated Semester Totals:

Year 1: 30 credit hours, teaching site fee, technology fee: \$11,010

Fall: 15 credit hours, teaching site fee, technology fee: \$5,505

Spring: 15 credit hours, teaching site fee, technology fee: \$5,505

Year 2: 33 credit hours, teaching site fee, technology fee: \$11,985

Fall: 15 credit hours, teaching site fee, technology fee: \$5,505

Spring: 18 credit hours, teaching site fee, technology fee: \$6,480

Year 3: 33 credit hours, teaching site fee, technology fee: \$11,985

Fall: 15 credit hours, teaching site fee, technology fee: \$5,505

Spring: 18 credit hours, teaching site fee, technology fee: \$6,480

Year 4: 33 credit hours, teaching site fee, technology fee: \$11,985

Fall: 15 credit hours, teaching site fee, technology fee: \$5,505

Spring: 18 credit hours, teaching site fee, technology fee: \$6,480

Estimated Program Total (completed in four years): \$46,965

Student Tuition Recovery Fund

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

California Teaching Site and Online Cancellation, Withdraw, & Refund Policies

*This policy applies to California students taking courses at the Valencia teaching site and online students residing in California during instruction

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To cancel the Enrollment Agreement, the student should contact the Office of Enrollment Services and complete a schedule revision form in writing, hand delivered, by electronic communication, or by mail to the address below. The written notice of withdrawal, if sent by mail, is effective when received by the institution in the mail properly addressed with postage paid. Notice of withdrawal shall be in writing, and withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, not limited to, a student’s lack of attendance.

You may cancel this enrollment agreement and receive a refund by providing a written notice through the schedule revision form to:

Messenger College
Attn: Enrollment Services
PO Box 1207
Eules, TX 76039

Or

enrollment@messengercollege.edu

1. The student has the right to 100% refund of all charges less the \$250 enrollment fee if he/she is a no show or cancels the enrollment agreement by providing a schedule revision form through attendance at the first class session of the semester, or the seventh day after enrollment, whichever is later. For enrolled students, all refunds due will be calculated through the last day of attendance (LDA) and will be paid within forty five (45) days from the documented drop date.
2. For the purpose of calculating any refund, the last day of actual attendance in class is considered the withdrawal date. In all cases of students who withdraw or who are suspended or expelled for the violation of the rules of the school, the following refund formula shall apply: A student who withdraws from a program after attending the first day of instruction, will receive a pro-rata refund for the unused portion of tuition minus the \$250 enrollment fee, if the student has completed 60% or less of the total number of days of in the payment period.
3. If a student terminates the training after completing over 60% of the total number of days of instruction for each payment period, the student will be responsible for the full contract price of that payment period. If a student obtains a loan to pay for an educational program, the student will have responsibility to repay the full amount of the loan plus interest and any applicable fees, less the amount of any refund as related to the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If students are enrolled at a teaching site location, they may earn the Certificate of Christian Ministry while enrolled in an Associate or Bachelor of Arts program. However, once a student receives the Certificate, they may not change degree programs. Absent an institutional withdrawal, the student must complete the Associate or Bachelor of Arts degree program that was originally declared. The student must also monitor their completion and maintain satisfactory academic progress.

Leave-of-Absence Policy

A student who experiences illness or other emergencies may take a leave-of-absence and receive an “I” in a course with the proper approval of the instructor and the Vice President of Academic Affairs. The grade of “I” for a course is carried to the end of the following semester upon the recommendation of the instructor. When the work is completed, the instructor will send notice of the proper grade to the Registrar’s office. At the end of the following regular semester, if the work is not completed, the incomplete will automatically become an “F.” Arrangements for completion of necessary work to remove an incomplete grade are made with the course instructor. A grade of “I” is not figured in the GPA. The Registrar’s office must provide the updated grade(s) to the Financial Aid Office upon availability.

Student Services

Student services are not available at the Valencia, California teaching site.

Placement Services

Placement assistance is provided through instruction and advising in a Senior Seminar course and an optional meeting with Pentecostal Church of God leaders regarding possible credentials.

Housing

Dormitory, college-operated housing is not available for students enrolled and attending classes on the California teaching site campus, nor does the institution provide or assist in finding or securing housing. However, apartments, condominiums, and single family detached homes are available in the Valencia/Santa Clarita area. According to the Zillow Home Value Index, the median home value is \$476,400; the median home rental price is \$2,395 per month (<http://santaclaritaguide.com/HomeBuying.html>; <http://www.zillow.com/santa-clarita-ca/home-values/>). Rent for apartments and condominiums located within a 40 mile radius of the Valencia, California campus range between \$1,000 – \$3,000 per month (<http://www.apartmentguide.com/apartments/California/Santa-Clarita/cheap-apartments-for-rent-4la/>).

Distance Education Policy

All distance education is conducted via the college management system, Populi. The virtual classroom in Populi provides digital mechanisms for students and instructors to share and submit lessons, coursework, and materials. Distance education students are not required to submit coursework via mail. Instructors are required to communicate in their course syllabus assignment due dates. Student are able to upload their coursework as attachments in the assignments tab located within their online course.

Student Record Retention Policy

All student records will be maintained for periods of five years. Student transcripts will be retained indefinitely.

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Alvarez, Mireya, M. Div., *New York Theological Seminary*

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Ashburn, April, B.A. *Theological Worship Studies, The Kings University*

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Brigham, Bryan, M.A. *Religion & M.Div., Logsdon School of Theology*

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Ivey, Meredith, M.Ed. *Counseling, University of North Texas*

Jennings, Jon, M.T.S., *Regent University*

Jolly, Amber, M.A. *History, University of Texas Arlington*

Jolly, Justin, M.A. *History, University of Texas Arlington*

Jones, Elgrie, M.A. *Sociology, San Jose State University*

Kincaid, Virgil, B.A. *Missions, Southern Bible College*

Lawrence, Randall, M.A. *Management and Leadership, Liberty University*

Liko, Jael, *M. Div., Fuller Theological Seminary*

Lott, Trenton, *M.A. Worship Leadership, Dallas Baptist University*

Maciel, Victor, *M.Ed. Mathematics Education, Radford University*

Martinez, Joshua, *M.Ed. Curriculum & Instruction, Sam Houston State University*

Martinez, Rick, *B.A. Government, University of Texas Austin*

Miller, Patricia, *M.Ed. English, Education, Wichita State University*

Ming, Wayman, *D.Min., Assemblies of God Theological Seminary*

Minor, Gwendolyn, *Ed.D., Higher Education Administration, University of Arkansas*

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O'Brien, Karissa, *M.A. Business Administration, Friends University*

Parker, Fiona, *M.A.T., Special Education, Liberty University*

Patillo, Haley, *M.A. Music, Stephen F. Austin State University*

Pennington, Joshua, *D.Min., Assemblies of God Theological Seminary*

Rayburn, Candace, *J.D., Liberty University*

Rayburn, James, *D.Min., Louisville Presbyterian Theological Seminary*

Rodriguez, Ray, *M.Div., Liberty University*

Thomason, Mary, *M.L.S., Texas Women's University*

Wermuth, Michael, *M.T.S., Liberty University*

Williams, Marti, *Ph.D. Theology, Regent University, Th.M., Old Testament/Hebrew, M.Div., Southwestern Baptist Theological Seminary*