

ExCeLL Now

POLICIES AND PROCEDURES
JOSHUA RENEAU, DIRECTOR

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Getting Started

We invite you to read this manual thoroughly to understand the required procedures of the ExCeLL Now program. As you promote the program in your local assembly questions will probably arise. Most of the answers will be contained in this manual. If there is an unusual situation or problem that prompts a question that is not answered herein, please contact us at the ExCeLL Now Office at your earliest convenience.

Ordering the Materials

When you have determined the date you intend to start your semester please contact the ExCeLL Now Office and inform us of your intentions. Please print as many copies as you need of the student registration form, included in this manual, and have all students who intend to enroll fill it out. Please remember that even the instructor will fill this form out and notate on the form that they will be the instructor for the course so there will be no charge to the instructor for materials.

After all registration forms have been filled out students will pay the tuition to the Church and the Pastor will then send one payment in-full to our office for all registered students. We accept debit card or a check for all students enrolled. Student registration and payment must be received before processing begins. Once payment and registration is received by the ExCeLL Office please allow a minimum of **15 days** advance notice of your first class for processing and handling. This will ensure our office has time to prepare student manuals and ship them to you. Manuals are normally shipped via USPS and require a physical address. They usually arrive within five or six business days. Our office will pay the shipping costs, but if notification is delayed and manuals must be shipped faster than USPS Ground, the host church or student will be responsible for the extra shipping costs.

On the date we receive your registration forms and payment that is your official registration date for our office. We must have 30 days from the date of your official registration with our office to guarantee that you will receive your materials by your first day of class. If you do not register with the ExCeLL office at least 30 days in advance of your first day of class we cannot guarantee you will receive the material on time.

Late Registration:

When you reach the first night of class and discover that more students desire to register/enroll than anticipated, please call us immediately and we will prepare additional student manuals and ship them to you expeditiously. However, the student must pay a late registration fee of \$10, their tuition, and for the cost of two-day shipping to the host Church. After the student registration form, tuition, late registration fee, and two-day shipping costs is received the materials will be prepared and shipped within three days. This will ensure the student will have their manual by the start of the next scheduled class date.

Student Drops and Cancellations:

Once payment is received and student manuals are shipped all sales are final. However, if a student encountered an unexpected hardship in life, such as the death of a close relative, a refund may be allowed if the host Pastor confirms this with us by the first scheduled class. **The student manual must not have been used in any way**, and materials must be shipped back to the ExCeLL Now Office **boxed and packaged carefully** so they are not damaged en route. Please be sure to put plenty of filler in the box so

the notebook(s) will not shift or jostle (*no newsprint please*). The host site or student pays for this shipping cost. If the notebook has been received by the student, if it's used in any way, or if the refund is requested after the first scheduled day of class no refund will be allowed for any reason.

Ordering Textbooks

Textbooks required for the courses are available online through Pentecostal Publishing House, Amazon, and a host of other online sites. Students have never had any trouble in the past finding the books we require. However, if you have any trouble please contact us.

A list of the current textbooks are found with the curriculum and course descriptions in the back of this manual. *Instructors will be sent instructor manuals at no cost, but all books must be purchased by the instructor.*

Extra Class Instructor Manuals

There is one Instructor's Manual provided for each course issued to the instructor at no cost. If the Instructor desires another for an assistant, or for any other purpose, or desires to have a copy of the Student Manual (Student material is included in total in the Instructor's Manual) for his personal use, he may order extra copies from the ExCeLL Now office. Extra manuals cost is \$20.00 for each hard copy and \$10.00 for each manual in digital format.

Appointing a Coordinator

Some Host Pastors appoint an ExCeLL Program Coordinator (EPC) to manage the program at the local assembly. The EPC responsibilities include whatever the pastor may assign, but usually it involves promotion of the program locally, making sure that the facilities are ready and supplied, that the Instructors are keeping up with their responsibilities, and that communication is maintained with the ExCeLL Now office. They make sure that the registration forms and tuition are sent in a timely fashion. The local EPC is the contact person for the ExCeLL Now staff when they need to get in touch with someone at the site. The EPC must have access to this manual so he/she will be aware of the policies and procedures. If a church secretary is involved, he/she should be fully briefed on the details of the program or be permitted access to this Policy and Procedures manual. If you would like extra copies of this manual they are available for \$10.00 each through the ExCeLL Now office. Digital copies are **FREE**.

Promoting the Classes

There are many effective ways of promoting the classes. Announcements and testimonials from the pulpit, as well as promotional information in the bulletin are always important. Some easily-produced flyers posted in prominent places around the church help spread the word. Social media has proven to be a very powerful and cost-effective means of reaching church members and the local community as well. In this digital age of fast pace technological advancement, the opportunities for advertisement are varied and numerous. It is very likely that someone close by will have ideas and knowledge to help promote the class effectively. Be creative!

Host Pastor's Check List

START & END DATES:

- **Fall:** September 1st Start Date. December 10th End Date. We have three semesters each year. We ask that your Fall start date be on or as close to September 1st as possible to ensure you have finished classes before the thanksgiving and Christmas Holidays. The holiday season is especially busy for churches and families. All Fall classes must be completed by December 10th.
- **Spring:** January 20th Start Date. May 1st End Date. We ask that your Spring start date is no earlier than January 20th due to the Holidays. This gives everyone a chance to come back from their travels and recover. In the Spring we are aware that Spring break is a week in March that some may grant to students off. It is for these reasons that we grant an extension in the Spring and ask that all classes must be completed by May 1st.
- **Summer:** May 20th Start Date. August 10th End Date. Graduation is typically the second Friday in the Month of May each year and because of this we ask that all Summer semesters start on May 20th. All Classes must be completed by August 10th to give the ExCeLL office time to process grades and prepare for the next semester.
- **PLEASE ABIDE BY THESE DATES WHEN PLANNING.**

SIX WEEKS prior to class start date:

- Post any flyers or announcements you have about the classes.
- Announce the classes from the pulpit and encourage participation. Urge potential students to set aside the funds necessary for their tuition. The education received will be an investment with eternal impact and reward for the student, for the local church, and God's Kingdom in the world!
- If some appear to possibly have a problem with coming up with the tuition amount, consider a brief fund-raiser for a local ExCeLL Now Scholarship Fund (bake sale, yard sale, car wash, special offering, "matching funds" from church treasury, etc.). Make it clear who would qualify for assistance from the fund or if everyone would.
- Contact any neighboring pastors if you are interested in inviting their members to enroll in the classes. There are several churches who join together through the ExCeLL Now program. If you have any questions about working with another local church let us know.
- Look over the Instructor's Manual carefully, noting any special preparation which might be necessary, such as power point or other teaching aids.
- Ensure that all instructors are confirmed, have their manuals ordered in preparation to teach.

30 DAYS prior to start date:

- Ask for a show of hands of those who plan to enroll.
- Contact any other pastors who may be encouraging their people to enroll. Add the number of their interested students to those in your own congregation who are committed, determining as near as possible an accurate number of students.

- Prepare registration forms and distribute them to all students and instructors. Instructors are not charged, but must fill out the registration form so we can send them an instructor manual. Also, the registration form helps us set up their transcript if they wish to receive college credit. Registration forms are provided in the Instructor's Manual. Copy as many as you may need.
- Inform all who register that registration forms and tuition are due the next week, 21 days prior to first day of classes, so that you can ensure the ExCeLL Now office receives all registration forms and payment 15 days prior to first day of classes. All student payments must be paid to the local church. If a check is used students must make them out to the local church.
- Arrange for someone to be on hand to assist with the enrollment date. (21 days +/- before class).

REGISTRATION/ENROLLMENT:

- Be present (even if you are not one of the instructors) to assist in the enrollment and answer any questions that may arise. Some orientation notes are in the Manuals. Go over them quickly with the students, ensuring that all understand the procedures of the program.
- See that the registration is done in a timely manner so all forms and payments are received.
- See that whoever is taking care of the registration forms and tuition knows what to do. If you are using USPS be sure that both the registration forms and the church check for all tuition (or a copy of emailed receipt if payed with debit card) is sent back to us **postdated 15 days prior to the first day of class**. However, if you are scanning student registration forms and emailing them to us please be sure to also attach a copy of your payment confirmation if you paid with debit card. **Email must be electronically dated 15 days prior to the first day of classes. If you haven't received confirmation within 24 hours please contact us.**
- Mail, or scan to an email, the registration forms to the ExCeLL Now office and ensure payment is made in full so preparation and shipment of the student manuals can be made expeditiously.
- The student's checks for tuition should be made out to the local church and deposited into the church account, and one payment by debit card or one check for the total amount (made out to Texas Bible College-ExCeLL) must be sent in to the ExCeLL Now office. It is not the best policy for students or the church to allow them to pay the tuition out over the period of the course. It should be paid up front. Too much can happen. Please do not delay sending in the registration forms and tuition while waiting for students to come up with their money. We cannot enter any student's name into the system who has not paid his/her tuition nor can we send them a student manual. Students are not even permitted to sit in on courses if they have not paid. This is not meant to be unmerciful it is just recognizing reality and acknowledging some pitfalls and problems in the past. If you are comfortable with your church paying their tuition up front and letting them pay it out, that is your choice.
- Abiding by this policy will ensure our staff has everything they need to begin processing upon receiving the mail or email, and that all students will have their student manuals by the first day of classes. Late registrants can still enroll up to the second week of classes, but will be charged a \$10 late registration fee along with expedited shipping costs for their manuals.
- **WE MUST RECEIVE PAYMENT AND REGISTRATION FORMS 15 DAYS PRIOR TO CLASS START DATE.**

ONE WEEK prior to first evening of classes:

- See that the room where the classes will be conducted is prepared and equipped (sound and/or audio-visual equipment, blackboard/whiteboard provided, sufficient lighting provided, desks or tables and chairs available, plans firmed up for provision of refreshments for class breaks, etc.).
- Announce the date and time of the classes again from the pulpit.

- Instruct students to order their books, if they haven't done so already, to ensure the textbooks are received by the first day of classes.
- Re-confirm that the instructors are preparing and ready.

DURING THE COURSE:

- Stay in contact with the instructors to ensure that things are operating smoothly. Visit the class periodically (if you are not one of the instructors) and encourage the students. Contact the ExCeLL Now office if you need assistance.

AFTER THE COURSE:

- Instructors are required to send in final grades to the ExCeLL Now office. Once received all final grades will be recorded into the online INOW gradebook. All grades must be finalized and sent to the ExCeLL office ***within two weeks of your final class.***
- The INOW website link along with your Username and Password will be sent to the EPC by email. It is a very user-friendly platform that will enable your students to login from a student portal and see their grades. Due to this new online INOW program we will no longer send grade reports and certificates by mail because students will be able to access and print grade reports and unofficial transcripts online.
- If a student is not computer literate and does not feel this is something that can be done please have your EPC contact our office and we will work with you on a solution.

ACCESSING INOW GRADEBOOKS FOR STUDENTS:

- INOW Gradebook: <https://278180.stiinformationnow.com/InformationNow/Login.aspx?>
- Username and Password will be sent to your EPC.
 - Upon logging in you will be prompted to select a new password of your choosing.
- After logging in the student will easily navigate to find his/her grades, reports, and transcripts.

IMPORTANT NOTE: The link, username, and password will be issued to the EPC after final grades are received from the instructor. The EPC may hand out this information at the end of the semester one week after the final grades have been sent in to the ExCeLL Now office. Please allow time for our office to receive the information, enter grades, and post the information into INOW. This will be posted in our online INOW Gradebook so all students can access grade reports and unofficial transcripts from any location the internet is available.

Student Registration

When should it be done?

Registration/Enrollment of students must be completed a minimum of 15 days prior to the first night of classes. Our office must have all registration forms and full payment before we can process and ship you the materials. The disadvantage of waiting until after that deadline to register is the students are charged a \$10 late registration fee and an expedited shipping fee. In addition to this, it is possible that the first class could be somewhat affected by late registration. The best way is to set aside a time after a regular service, or even a special evening, for **pre-registration** at least 21 days +/- before the first class and send into our office by the 15-day deadline. The students will also need to be informed to order the required textbooks associated with the courses, located at the back of this manual, and to be sure to order these books asap.

Orientation: It's best to have orientation the week before the first class. However, if this isn't possible, it might be wise to request the students to arrive at least fifteen minutes early for the first class to cover the student syllabus and classroom responsibilities. No one should be permitted to sit in the classes without being registered. The registration forms and the tuition should be sent in to the ExCeLL Now office no later than 15 days prior to the first day of classes. Timeliness is important for adequate record-keeping, prompt delivery, and quality student service.

Completing the Registration Form

The one-page registration form is brief and uncomplicated. A sample is provided for you in this manual. Use the original provided in the Instructor's Manual to make as many copies as you may need. It must be filled out completely and it must be signed and dated by the student. The writing must be legible; therefore, printing is requested. These forms must be returned with tuition to the ExCeLL Now office by the EPC. It is wise for the host church to keep a copy of each registration form in their files as well.

Orientation

Regardless of how early the registration/enrollment takes place, there should be a time allotted for student orientation. This involves acquainting students with the details of the program, how it operates, what is expected of them, the schedule, etc. On the page following this section is an outline for the Orientation. Although this sheet is included in the student's manual, for future reference, some of the points may need more explanation than what is on the sheet. Take as much time as needed but don't drag it out. Be concise. Be sure that you have read this entire manual before the orientation.

Tuition

The tuition must be paid before the student is issued manuals. The tuition covers both courses and manuals, but does not include the cost of the textbooks. The cost of the textbooks is minimal compared to those required in many colleges. Tuition is collected by the host Pastor/ExCeLL Program Coordinator (EPC)/church secretary and deposited into the church account, and the church pays in full by either debit card or church check. If paying with church check please make it out, for the total amount due, to Texas Bible College—ExCeLL and mailed to the ExCeLL Now office. When you send the check, enclose a copy of the student registration forms. If the amount of the check is different from the amount of \$240 per registered student we will contact the church. If you send us a church check be

sure the total matches the amount of tuition required for every student registration form that accompanies the check.

The following information and recommendations bear repeating: It is not the best policy either for the church to allow the student to pay the tuition out over the period of the course. It should be paid up-front. Please do not delay sending in the registration forms and tuition while waiting for some students to come up with their money. They should not be permitted to sit in the class if they have not paid, and we cannot send them a manual or enter any student's name into the system that has not paid his/her tuition. This is not meant to be unmerciful it is just recognizing reality, and acknowledging some pitfalls and problems in the past. If a student cannot come up with the money right away, and you are comfortable with your church paying their tuition up front and letting them pay it out to the church, that is your choice. ExCeLL is not in a position to finance their tuition.

Tuition Refund Policy

Once the student has enrolled, paid tuition, and has received the manuals no tuition refund will be allowed. That is fair since the production and shipping of the manuals are involved, and they cannot be re-issued once they have been used. The on-campus resident students pre-pay room and board and that can be pro-rated and refunded, but those factors are not involved in the ExCeLL Now program. The exception to this policy is when a student has encountered a hardship that is verified by the Pastor or EPC. A hardship is an extreme difficult situation that arises like a close family member passing away in which a student feels they cannot join the classes. However, if a student receives their manual and uses it in any way or attends the first class with their manual no refund will be granted. If a refund is granted, due to a hardship taking place before the first day of class, the student is responsible to mail their materials to the ExCeLL Now office. If the materials are used or damaged in any way a refund will not be granted. Please pack the manual well to ensure it is not damaged during shipping.

May Students Audit the Classes?

Auditing means that a student enrolls, receives the material, and sits in the classes, but does no homework, takes no tests, receives no credit, yet still pays full tuition. The answer is a qualified "yes," but the recommendation is a resounding "**no.**" The reason is that most of those who only get the material usually regret not going ahead and doing the work and receiving the credit. It sounds good at first ("No homework!") but the decision to audit should be made with the facts in hand and after an objective evaluation of the situation by the Host Pastor or EPC in counsel with the student.

A major negative about auditing is that the individual only hears the lecture and possesses some notes about the subject. Without doing the homework the student has not stretched themselves to learn, to dig, to "study to shew himself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" (II Timothy 2:15). One needs the experience of study, research, and expressing himself/herself through the homework and tests. On this basis, saving a few hours of homework study is actually cheating one's self out of the heart of the education he/she is seeking through ExCeLL Now. Auditing should be discouraged unless the individual, 1) has a learning disability, 2) has severe time restraints that would make it impossible to do the work, or 3) would not enter the program any other way. The Host Pastor or EPC should weigh these factors and decide whether to permit the auditing. **If auditing is chosen for the student, please write "auditing" on the registration form.**

Orientation

WELCOME TO EXCELL NOW! It is great to have you as a student in Texas Bible College's ExCeLL Now Program. We encourage you to open your heart as you open your Bible and Notebook throughout this study, and allow the presence of God to bring greater revelation and understanding. Nothing can be done that will have a greater eternal impact for your soul, and the souls of others, than pursuing the presence of God and a knowledge of God. You will find that as you pour yourself into this study that God will begin pouring Himself into you in ways you've never dreamed!

REGISTRATION - Your completed registration form will be placed in your permanent file at Texas Bible College. You are now formally enrolled in Texas Bible College just as if you were on the Lufkin campus. You will receive full college credit for each course you complete. A late registration fee of \$10 (and possible expedited shipping charges) will be charged if a student is registering less than 15 days prior to the start date.

TUITION - The cost of these classes has been kept low so all may attend. Two ExCeLL Now courses and the Christian Ministry Practicum Lab are priced at the cost of one Distant Learning course. Tuition covers all costs except textbooks.

ATTENDANCE - Eleven class periods must be held for each course. A student is only allowed to be absent from two classes to receive a passing grade. That means that no more than two classes may be missed before being dropped from the class, so plan to be in every session.

SCHEDULE - Classes will begin promptly at the scheduled time each week. One hour and twenty minutes is allotted for each course with a twenty-minute break in between. Dismissal should be no later than 10:00 p.m. If it is necessary to postpone a class due to a scheduling problem, an additional period will be added at the end of the course.

GRADING - Your attendance record and final grade will be entered into the online INOW Gradebook. INOW is our online gradebook record keeping system. Once instructors have sent us final grades they will be entered into INOW and placed in your file. **All grade reports will be available online through our INOW Gradebook. Students will have unlimited access to view/print as many grade reports and unofficial transcripts as they would like. Username and Passwords will be issued after registration and emailed to your ExCeLL Program Coordinator (EPC). After instructor's have sent us final grades at the end of the semester the EPC will issue your login information. The login information is only accessible to registered students. To have an Administrator reset your password a \$5 fee will be charged so please keep up with this information. Be sure to have your EPC contact us for login issues.**

OFFICIAL TRANSCRIPTS – An official transcript is on record for each student at the Academic office at Texas Bible College. If requested, an official copy may be sent to the student or another educational institution for a fee of \$10. However, you may print as many unofficial transcripts as you would like through the INOW online student portal.

THE COURSES - The courses in ExCeLL Now are all undergraduate college level courses (Associates and Bachelor degree level). You will find them interesting and enlightening. They are simple enough to be understood, yet exhaustive enough to be challenging. Time and effort will be required to finish them well.

THE CURRICULUM - The Board of Directors approved the curriculum that accommodates ministerial licensing plans as well as Associate and Bachelor Degree plans. Academic courses represent three credit hours each and the Practicum represents two credits. The Bible is covered in survey form in some courses, plus practical courses are added to address the Christian lifestyle and mission. It is a well-rounded course of study.

GRADUATION / MINISTERIAL LICENSE – There are four levels of study: Local License Plan, General License & Associates in Christian Ministry Plan, Ordination Plan, and finally the Bachelor of Arts in Christian Ministry Degree Plan. The first three levels of study qualify students for a level of ministerial licensing. For example: If a student finishes the ExCeLL Local License Plan they would qualify to seek UPCI Local License with Pastoral approval, and so forth. Although you may qualify for each level of license after completing these levels of the program your ability to seek ministerial license is still subject to Pastoral approval and obtaining the license will be the decision of your District Board. **All levels of study will soon be developed and available through the ExCeLL Now Program. We are excited about these developments. Let us know if you have any questions.**

Those who complete each level of study must fill out a **Degree/Certificate Request Form** if they wish to be issued a certificate of completion at **no cost** or students may also request a professionally printed degree for the cost of \$50 for completion of the Associates and/or Bachelor Plans.

If a student intends on joining commencement exercises at TBC Graduation on Campus a **GRADUATION APPLICATION** must be filled out and turned in by March 1st of that graduating year. Campus graduation dates vary, but are typically around the second Friday in the month of May each year.

Please ask your ExCeLL Program Coordinator to contact the ExCeLL Now office for Degree Request Forms or Graduation Application Forms.

QUESTIONS - If you have questions about the program, check with your EPC.

ExCeLL Registration Form

Texas Bible College ~ Lufkin, Texas

Please Print Legibly - All fields required

Tuition: \$240.00

Textbooks cost extra

Host Church & City _____

Host Pastor _____

Name _____ Date of Birth _____

Social Security # _____ Male Female

Address _____

City _____ State _____ Zip _____ Phone _____

Student Instructor

Are you married? Yes No

Are you a minister? Yes No If so are you licensed? Yes No

Email Address (Required for INOW) _____

Home Church _____

Pastor _____

Courses being taken (1) _____ (2) _____

Upon acceptance, I agree to cheerfully abide by all regulations, policies, and requirements which are in force during the course. I agree to conduct myself as a Christian, and work in harmony with the instructors and other students. I understand that any credit received will be based on satisfactory completion of the course(s). My grade may also be affected by my attendance.

Signed _____

Date _____

This form must be signed and dated personally by the student.

For Office Use Only:

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Full credit | <input type="checkbox"/> Completed |
| <input type="checkbox"/> Audit | <input type="checkbox"/> Withdrew |
| <input type="checkbox"/> Instructor | <input type="checkbox"/> Failed |

Notes:

Instructor Information

There should be only one instructor for each course. For credit purposes, an “instructor” is defined as one who teaches at least nine of the eleven classes involved in each course. Some sites use the same instructor for both courses, but that is a very heavy load and should not be done except in extreme cases. In case of emergencies (sickness, out of town on business, etc.), a substitute may teach the class. The substitute will not be the official instructor and will not qualify for credit as specified below.

Qualifications

The Instructors should be chosen on the basis of their aptitude to teach, their obvious knowledge of the Word, their spiritual walk with God, and their dedication to academic detail. They are not required to have a Bible College education, but it is preferred. Most often one of the Instructors is the Host Pastor. Sometimes he has qualified instructors on staff or in the church who can fill the position well. Quite often a neighboring pastor is conscripted to share in the teaching responsibilities.

Credit for Instructors

If an Instructor has not taken the course in Bible College and desires to receive the credit for the course he is teaching, he may fill out a registration form, check the “Instructor” box on it and include it with the students’ forms sent to our office. He/she is then officially enrolled. The Instructor pays no tuition. Obviously, instructors do not have to do the assignments or take the tests. If the course is taught (at least nine of the eleven lessons) and all grading of the papers is done it is felt that the instructor has earned the right to receive credit for the course. If others teach more than two of the lessons, or if the instructor does not grade the papers, they are disqualified from receiving the credit. The reasons for these stipulations are obvious.

If he/she is not teaching the second course but wishes to receive credit for it also, the instructor must complete an enrollment form, sit in the classes, do the homework, and take the tests. They will be charged no tuition. **Please inform the ExCeLL Now office when ordering materials so you will not be charged.**

Record Keeping

Education involves record-keeping. The ExCeLL Now program is no exception. Record-keeping requires only a small amount of time, but it is very important that the Instructor keeps accurate academic records. The Host Church must ensure all records are kept accurately and sent in to the ExCeLL Now office within two weeks after each semesters end date. It is wise for the Host Church to keep a hard copy file folder for each student. Into this folder should be placed a copy of each students’ enrollment form, any notes made when counseling that student concerning his participation in ExCeLL, and any other pertinent information concerning the student.

The ExCeLL Now office must have final grade and attendance records from the instructor within two weeks after each semesters end date. Once sent to our office please allow time for us to post all information into the online INOW Gradebook system. If a student misses more than two classes the

student must be dropped, and we must be notified by email immediately. If a student is dropped due to missing two classes they are not allowed to join any future classes. We have this policy to keep record-keeping efficient. Timeliness in sending in your Attendance/Grade sheet is essential since we now have many sites and students. If final assignments on any course are due on the date of the last class, they and the tests should be graded within the next two weeks. The **Final Grade should be recorded and sent in within two weeks after the final class period. Please note:** Manuals for the next semester will not be sent until the grades for the immediate past semester have been posted online or received by mail.

Grading Procedures

Read all of the information on the bottom of the Attendance/Grade sheet and in the Instructor's Information page(s) in the Manual. It is important that the Instructor realize that it is unfair to the student for the academics of the program to be compromised. Don't be soft-hearted in grading. Remember that you are in charge and not the students. They may try to get you to "cut them some slack" but that is ultimately not in their best interest. Let them know this up front. They should understand that they will have to make the grade to earn the credit. They will appreciate their education more if this understanding is expressed in the beginning and they know that you will stick by the rules.

A number grade should be recorded on the Attendance/Grade sheet, for each assignment, test, and final average. A final letter grade will appear on their official grade report available online in INOW. Return the assignments and tests to the students. You may want to keep copies of particularly good papers and themes.

Some assignment questions are essay type. When grading these, the Instructor will have to use one's own judgment as to whether the student accomplished the objective of the question. The instructor should be very stringent in his/her evaluation. Did the student do their best? Was he/she thorough with the response? Does it reflect thought? Does it sound "copied"? Points should be taken off when the student does not follow the instructions, doesn't adequately answer the question, or doesn't make a genuine effort.

Assignments

The Instructor should maintain a pace during the course that will enable him to finish all the material on time. This will also facilitate the determination of the due dates for the assignments. Ideally, instruction should conclude on the tenth week so the eleventh class can be for a brief review, administering the final exam, and collecting the last of the assignments. It is not recommended that a twelfth week is used for administering final exams unless it is absolutely necessary.

The assignment keys include answers for questions which require a specific answer. The Instructor's Manual should always be kept in the Instructor's possession and **not** made available to students, even those who may be a part of his/her own household. The Instructor should keep pace with the students on assignment grading and not get behind. Record grades and then distribute the graded assignments to the students at the next class period.

Tests

Tests for both Mid-term and Finals are in your Instructor's Manual. At those points, remove them and make as many copies as you have students. Note whether the tests allow open Bibles and/or open notebooks. The tests are designed so they can usually be fully completed within the normal time of a class period. Test keys (answers) are provided in your Manual. The tests should be graded, recorded, and handed back to the students at the next class. Please note and observe the point values of each question. Again, do not allow students to have access to your Instructor's Manual.

Some people do well in personal study and are diligent in class participation but do not do well on tests. The tests, however, are not extremely difficult. They are developed with undergraduate level standards and all should be able to pass them if they have learned the material.

There should be no re-takes on the exams. Students should not be absent when an exam is administered; however, should a legitimate emergency occur (dire sickness, job emergency, death in the family, etc.), the instructor must ensure that the student is not in contact with others who already took the test to learn of the questions. Then within the following week the instructor (or an approved proctor) must meet with the student to administer the test. Again, it is not recommended that a twelfth week is used for administering final exams unless it is absolutely necessary.

Final Grade Average

After the final class and the collection of the last assignments, do the grading of the final exam and assignments as soon as possible. When you finish entering all grades into the Grade sheet, average them together, and write in the final grade. ***After you have completed this process you are required to email the ExCeLL Now office and inform us that you have completed the class and calculated final grades.***

The Final grade is calculated by averaging all the assignment grades into one assignment grade, and then averaging it with the Reading Grade, the average of all the test grades (one test grade), and the Final Exam grade. You should have four grades to average for the final grade. *Academic courses are averaged as follows: Assignments 25%, Required Reading 25%, Tests 25%, and Final Exam 25%. Christian Ministry Labs are averaged as follows: Participation 100%. A Pastor must sign off on how many hours each week the student participated in assigned ministry tasks. If a student participated a minimum of 2 hours a week for all 11, for a total of 22 hours, the grade will be 100%. However, if the student only participated 11 hours the grade will be 50% and so forth.*

Please average the final grade and place that number in the box marked "final grade" on your attendance and grade sheet. Email this sheet to excell.secretary@tbcnow.com or mail this sheet, or a copy, to the ExCeLL Now office and keep a copy for your files.

Next Semester Planning

Here is a short check list to make sure you have covered all the bases after the completion of your classes:

- Grading done
- Grades recorded on attendance/grade sheet and sent in to the ExCeLL Now office
- Tentative commitment from current students to continue in the next semester
- Date established for beginning of next semester
- Communicated with ExCeLL Now office concerning the anticipated number of students and the beginning date of the next semester

The Instructors' manuals will be sent to you upon request before the start of your next class. We must have your records for the last semester completed before we can send new manuals to you.

After student tuition and registration forms are received the student manuals are sent in a timely fashion to arrive before the beginning of your classes.

CURRICULUM AND COURSE DESCRIPTIONS

Local License Plan – Semesters 1-5

1st Semester:

Doctrine I (3 credit hours) — This course covers the major theological doctrines of the Bible from an Apostolic perspective, with emphasis on the doctrine of God including His Oneness, attributes, character, and nature. In addition to the doctrine of God, the course will explore other major doctrines from an Apostolic perspective: the doctrine of sin, doctrine of Heaven and Hell, doctrine of salvation, doctrine of angels, doctrine of the church, and doctrine of the Lord's Supper. Finally, the course will explore how all these doctrines inform and impact the life of an Apostolic believer. **Textbooks:** *The Oneness of God* (Bernard); *Adorning the Doctrine* (Ensey)

Old Testament Survey (3 credit hours) — The emphasis of this course is focused on the historical and religious settings in which the Old Testament was developed. Students learn the relationship between the book under study and the rest of the books of the Bible, keeping them in proper perspective. This study will seek to develop the students' intellectual inquiry into the books of the Hebrew Bible, resulting in their becoming strong in spirit, in apostolic doctrine, and using their knowledge to develop a maturing relationship with their Creator and their brethren. **Textbooks:** *Handbook on the Pentateuch* (Paris); *Handbook on the Historical Books* (Paris)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student's Pastor, such as Sunday school, outreach, church cleaning, etc.

English Composition I (ONLINE ONLY – IF DEGREE SEEKING) 3 credit hours

2nd Semester:

Doctrine II (3 credit hours) — This course will cover the topic of biblical holiness principles and examine their application in the life of Apostolic Christians. The course will carefully examine how biblical holiness principles inform and give application to expressed individual Apostolic lifestyle standards.

Textbooks: *The New Birth* (Bernard); *Doctrines of the Bible* (Bernard and Hall)

Hermeneutics (3 credit hours) — The science and methods of biblical interpretation. How to study the Bible and understand what is being conveyed; how to put it in the proper context. **Textbooks:** *You Can Understand the Bible* (Segraves); *Understanding God's Word* (Bernard)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require

the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student's Pastor, such as Sunday school, outreach, church cleaning, etc.

English Composition II (ONLINE ONLY – IF DEGREE SEEKING) 3 credit hours

3rd Semester:

Doctrine III (3 credit hours) — This is a continuation of major Bible doctrines, including Angels, Demons, the Church, Church Government, and Communion. **Textbook:** *Practical Holiness* (Bernard)

Keys to Spiritual Success (3 credit hours) — This study is designed to develop a Bible-centered lifestyle empowered by the Spirit. It deals with a variety of topics including The Power of Truth, Spiritual Leadership, The Power of Prayer, Building a Powerful Family Unit, Biblical Principles of Managing Our Money, and others. **Textbook:** *Spiritual Disciplines* (Johnston and Myers)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student's Pastor, such as Sunday school, outreach, church cleaning, etc.

Interpersonal Communication (ONLINE ONLY – IF DEGREE SEEKING)

4th Semester:

Life and Times of Christ (3 credit hours) — This course opens up the Four Gospels to reveal the life and ministry of Jesus Christ. **Textbook:** *Handbook on the Gospels* (Brickle)

Story of Christianity (3 credit hours) — This course traces the history of the church from Pentecost to the present, showing how the church endured and survived throughout the ages, holding faith with a pure conscience. **Textbooks:** *A History of Christian Doctrine Vol. 1* (Bernard); *A History of Christian Doctrine Vol. 2* (Bernard); *United we Stand* (Clanton and Clanton); *Howard A. Goss: A Pentecostal life* (Johnston)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student's Pastor, such as Sunday school, outreach, church cleaning, etc.

Intro to Applied Math (ONLINE ONLY – IF DEGREE SEEKING)

5th Semester:

Acts of the Apostles (3 credit hours) – The first twelve chapters of the Book of Acts are covered

by employing a brief historical overview followed by thematic studies drawn from each chapter. (The latter chapters of Acts are primarily historical notes on the missionary journeys of Paul and are dealt with in other courses on the Epistles.) The course reveals how the birth of the church of Jesus Christ on the Day of Pentecost shook the Jewish nation and the Roman Empire, and that it was basically an extension of the ministry of Christ Himself (1:1). It also demonstrates how the Apostles, after receiving the baptism of the Spirit, obeyed the Lord to “go ye into all the world and preach the gospel to every creature” (Mark 16:15). **Textbooks:** *Acts* (Witherspoon); *Handbook on the Book of Acts* (Johnston)

Homiletics (3 credit hours) – This course is a thorough study of the preparation and delivery of sermons and lessons. Basic principles of persuasive speaking are integrated with an emphasis on practical application through classroom presentations. **Textbooks:** *Life Preaching* (McClintock); *We Preach* (Jones)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student’s Pastor, such as Sunday school, outreach, church cleaning, etc.

Creation Science (ONLINE ONLY – IF DEGREE SEEKING)

General License & Associates of Christian Ministry Plan – Semesters 1-8

6th Semester:

Epistles of Paul (3 credit hours) – An overview of the letters of our Lord Jesus to His church, given through word and pen of Paul, Peter, James, John, and Jude. This is a course of study emphasizing doctrinal and lifestyle instruction. It reveals how the church of Jesus Christ, although anointed and Spirit-led, needs apostolic teaching and direction to be victorious. There is a focus also on the principles of spiritual warfare, family and societal relationships, interpersonal relationships, and how we are to interface with the spirit world. **Textbook:** *Handbook on the Epistles of Paul* (Jeremy Painter)

Christian Ethics (3 credit hours) — How do Christians apply the principles of Scripture to the difficult subjects facing the contemporary church—war, abortion, euthanasia, moral relativism, and bio-ethics? These and other topics are explored. A special section on Ministerial Ethics is included for ministerial students. **Textbooks:** *Christian Ethics* (Eckman); *Integrity: Principles of Christian Ethics* (Richard Davis); *The Pentecostal Minister* (Hall and Bernard)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student’s Pastor, such as Sunday school, outreach, church cleaning, etc.

American Government (ONLINE ONLY – IF DEGREE SEEKING)

7th Semester:

General Epistles (3 credit hours) – This course provides an overview of the Epistles of James, Peter, John and Jude via a thematic and an expositional approach. It shows that the common salvation of all believers, regardless of race or background, is viable in all circumstances, providing consistent directives for our lifestyle and doctrinal beliefs. These epistles allow the exhortations of four leaders of the church in the Apostolic age to challenge believers in the endtime to remain faithful to God, to the doctrines of the Apostles and to one another through grace and love. **Textbooks:** *In the Presence of His Glory* (Holley); *General Epistles and Revelation* (Brickle and Painter)

Discipleship (3 credit hours) – This course is designed to establish the responsibilities the Apostolic student has to himself, others, and God. The students will be challenged to grow spiritually in their personal relationship with God through mental, emotional, and spiritual disciplines. Emphasis will be given to concepts of prayer, fasting, spiritual warfare, personal relationships, conflict management, and spiritual leadership as students explore how these disciplines inform their growth as Apostolic Christians.

Textbook: *Journey of a Disciple Maker* (Gleason)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student's Pastor, such as Sunday school, outreach, church cleaning, etc.

Family Therapy I (ONLINE ONLY – IF DEGREE SEEKING)

8th Semester:

Leadership Development (3 credit hours) – The course explores and illustrates the various leadership theories, strategies, responsibilities and individual qualities. This course will discuss a leader's motives, attitudes, character, qualities, and skills necessary to be successful in the ministry. **Textbooks:** *Realign* (Wilson); *Seventy* (Wilson)

Basic Doctrine (3 credit hours) – This course is an overview of the doctrines of the New Birth, the Oneness of the Godhead, and biblical holiness. Special emphasis will be given to scriptural foundations of each of these. **Textbooks:** *History of Christian Doctrine Abridged in One Volume* (Bernard)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student's Pastor, such as Sunday school, outreach, church cleaning, etc.

Lectures on Literature (ONLINE ONLY – IF DEGREE SEEKING)

Ordination Completion Plan & Bachelor of Arts in Christian Ministry Plan – Semesters 1-12

9th Semester:

Prophets (3 credit hours) – This course surveys the Major Prophets (Isaiah, Jeremiah, Lamentations, Ezekiel and Daniel) and Minor Prophets (Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah and Malachi) of the Old Testament. **Textbook:** *Handbook on the Prophets* (Runck and Johnson)

Romans (3 credit hours) – This course is an introduction to the Book of Romans, the author and the message. Definitions and understanding that differentiates between the believer and non-believer. An understanding of faith and righteousness is given. The Christian life is explained and both a parallel and a distinction is made between Christians and Jews. **Textbooks:** *Themes from a letter to Rome* (Segraves); *The Message of Romans* (Bernard)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student's Pastor, such as Sunday school, outreach, church cleaning, etc.

Church Planting (ONLINE ONLY – IF DEGREE SEEKING)

10th Semester:

Bibliology: (3 credit hours) – This course takes an analytical look at the Book we call the Word of God, providing an overview of the Bible as it relates to the history of mankind. It traces the development of the Scriptures that are held to be sacred by Jews and Christians from their origins through the various stages of translation. Versional comparisons are included as well as suggested ways to study the Bible. Faith in the Bible as the Word of God is encouraged to stimulate a desire to believe its pronouncements, live according to its dictates, and to instill some degree of skill in its communication. **Textbook:** *The Book We Call The Bible* (Ensey)

Gifts of the Spirit (3 credit hours) — An in-depth look at the 12th, 13th, and 14th chapters of I Corinthians, identifying and describing each of the nine spiritual gifts mentioned in these chapters. **Textbook:** *Spiritual Gifts* (Bernard)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student's Pastor, such as Sunday school, outreach, church cleaning, etc.

Business Management (ONLINE ONLY – IF DEGREE SEEKING)

Textbook: *Principles of Church Administration* (Coon)

11th Semester:

Prophecy (3 credit hours) – This course is designed to bring the student’s attention to scriptural prophecies pointing to our present-day and future events. This course studies Old Testament prophecies along with the book of Revelation. **Textbook:** *Life, Death, and End of the World* (Norris)

Wisdom Literature (3 credit hours) — Centering on the practical teachings and principles set forth in the Book of Proverbs, this course is built around the Seven Pillars of Wisdom. Christians sometimes fail because the simple principles of everyday life are not employed to ensure spiritual victory. **Textbook:** *Handbook on the Psalms and Wisdom Literature* (Painter)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student’s Pastor, such as Sunday school, outreach, church cleaning, etc.

12th Semester:

Christology (3 credit hours) – This course will be available the Fall of 2021. **Textbook:** *I Am* (Norris)

Introduction to Christian Counseling (3 credit hours) — **(Available Online and through ExCeLL)**
This course is designed to give students and overview of Christian Counseling. It will include fundamental vocabulary and skills used in Christian Counseling. This course will also give background knowledge to some of the theories in individual, couples and family counseling. (Textbook: To Be Announced)

Christian Ministry Practicum (2 credit hours) – This course is a practicum lab that will require the student to participate in some manner of Church ministry for 2 hours per week during the eleven-week semester period. Church ministry consists of various activities as assigned by the student’s Pastor, such as Sunday school, outreach, church cleaning, etc.

*** ExCeLL Program Coordinator (EPC) Note:** The ExCeLL Now office stocks and ships the student manuals, but the student is responsible to order required textbooks themselves. There are numerous ways to order. A student can order by phone and/or on the internet to obtain the textbook(s) required for each course. Most textbooks are available through Pentecostal Publishing House, however there are other companies like Amazon and eBay who also may have these books available as well. One may even find used copies online significantly lower in price than purchasing a new unused book. If for some reason you or your students have trouble finding a book please contact the ExCeLL Now office.

Frequently Asked Questions

Q. How do students obtain an official transcript of their credits?

A. They may call the Texas Bible College front office at 936.633.7799 and request an official transcript request form. Once this form is filled out and the student pays the official transcript fee of \$10 the transcript request will be sent to the Academic Dean's office. Once the Academic Office receives the request the official transcript will be mailed within 7 to 10 business days.

If you prefer to mail us a request and pay by check please obtain a copy of the request form from the TBC front office and mail it with your \$10 check to ExCeLL Now, 3702 College Drive, Lufkin, TX 75901, and we will provide an official copy of the transcript showing the courses taken and credits earned. We can also send an official transcript directly to another educational institution.

The official transcript fee of \$10.00 can be paid over the phone with debit or credit card, or by mailing in a check. Unofficial transcripts that are accessed by registered students online through INOW **are free**, however if a student requests our office to send an official or unofficial transcript by email or by mail the Transcript Request form must be filled out and the \$10 fee is required.

Q. When will Texas Bible College be fully accredited?

A. In 2017 Texas Bible College entered into an agreement with a SACSCOC consultant to work toward being fully accredited. Our University has made tremendous strides in this process and now await the Texas District Conference to vote on the approval of submitting our application to SACSCOC, the regional accreditor in the south. SACSCOC is the accreditor of Texas A&M, Texas Tech, Stephen F. Austin State University, and all accredited colleges in the southern region. Due to the Corona Virus pandemic the Texas District Conference had to be canceled which has delayed the college from submitting their application. However, the next District Conference has been scheduled in the Spring and we look forward to moving forward at that time. Please contact the Academic Office at Texas Bible College for more information.

Q. Are Texas Bible College - ExCeLL credits transferable to other Colleges?

A. Yes, any of our Bible colleges will accept TBC credits, but there is only a limited amount of universities beyond our colleges that accept our credits at the moment. If you intend on pursuing a degree in Christian Education, Christian Counseling, or similar degrees we can help you find an accredited Master Degree program that will help you obtain your goals. However, if you are interested in an unrelated secular degree please understand that even regionally accredited colleges don't transfer a math class for an English class. If you have a math degree it will not transfer into an English or Music program, and nor will a Theology degree transfer into a math, music, or business degree. The reason for this is obvious. Classes must be similar in content in

order for transfers to be appropriate. This is true for all colleges.

Q. What about VA educational benefits?

A. Texas Bible College students who enroll for on-campus classes may apply for such benefits, but they are not available for extension classes.

Q. Does Texas Bible College grant degrees?

A. Starting in 2008/2009, Texas Bible College was offered a religious exemption and granted authority by the Texas State Board of Education to offer Associate and Bachelor degrees in subjects that are religious in nature. We currently offer Associates and Bachelor Degrees. To view our Degree plans please go online to www.tbcnow.com.

Q. When a student has completed a level of study with ExCeLL Now curriculum at an ExCeLL Now site, what is the next step?

A. If the student wishes to obtain a professionally printed degree and official Bible College Degree cover for \$50 please have them fill out a Degree Request Form. Once filled out please have them send it in to the TBC front office along with payment, if applicable. They may reach the TBC front office by calling 936.633.7799.

If a student has completed the Bachelor Degree program and would like to participate in commencement exercises at the TBC Graduation Ceremony they must fill out a Graduation Application and send it in by March 1st of the graduating year they intend on joining the ceremony. The TBC Campus Graduation dates vary, but are typically around the second Friday in the month of May each year. Please contact the TBC front Office or the ExCeLL Now Secretary for more information on graduation.

Q. When is the best time for a student to start the ExCeLL Now program?

A. The best time to start ExCeLL is NOW. If there is sufficient interest among students who were not able to participate in the previous semester of courses, encourage them to join in the upcoming semester and allow them to go through the curriculum from that point. If a student begins in the middle they will need to take the missing semesters later, but at least they can get started immediately.

Q. Are other courses available?

A. Yes, additional exciting courses are now available and are listed in the back of this manual. Additional material is being developed as well and will be available in the near future. As the curriculum is expanded the degree programs will also be extended to ExCeLL Now students as well. We will keep you informed as these exciting opportunities come available for our students!