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With the 2005 release of new curriculum for the Berean School of the Bible ministerial studies program, we have an excellent opportunity to build closer relationships with our partners in ministerial training. This includes leaders at the local church level and at the district level.

As you read through these pages, you will find procedures to help your study center run smoothly and effectively. We have recently made some changes to strengthen our partnership with you, to bring consistency, and to give more support and credibility to the work you are doing. We are inviting you to join our Berean Study Center family. Just look at the advantages of being an authorized Berean Study Center!

- A discount of 20% on individual course materials and tuition even if you order fewer than five courses. No longer will you be required to have five students studying the same course to receive the discount.
- Quarterly newsletters to update you on changes in courses and policies. These newsletters will include stories on other study centers and tips that have been successful in other groups that may help you as well.
- E-mail updates between newsletters to keep you informed about any changes that will affect your students.
- A free copy of the student materials for the facilitator when you enroll at least 10 students in a single course.
- A discounted shipping/handling rate of approximately 7% of your total order ($10 minimum).
- Website presence for your study center in our online Study Center Directory.
- An online Study Center Portal that gives you access to your students’ academic records and allows you to place orders for your center.
- Free ads, bulletin inserts, and posters to help you promote your study center.

So, how do you get started? This manual will guide you through the process of establishing a Berean Study Center. The policies in this manual are in addition to the normal academic policies contained in our catalog. If you do not have a catalog, you may go on-line at www.globaluniversity.edu and download one. Or, you may call our office at (800) 443-1083 for a CD or printed copy of the catalog.

We are delighted to partner with you in the training of men and women for ministry both in the church and in the marketplace!
Dear Partner in Training,

Thank you for your commitment to training workers for the Kingdom as you partner with us through a Berean Study Center. You will find the study center to be the ideal setting for teaching the truths of God’s Word and encouraging students to practice the ministry skills they are learning.

Whether most of your students are studying for formal ministry or for personal enrichment, the study center will help them to meet their goals. Students learn from each other as well as from the facilitator as they search the Scriptures together. The study center also provides accountability and motivation to help students complete their courses when they might otherwise be tempted to put them aside due to the everyday pressures of life.

As a study center leader, you have a phenomenal opportunity to multiply your efforts. Your effectiveness does not end with the students in your class. It grows exponentially as your students minister to others in their churches or workplaces.

Life seems to be moving faster than ever before, and the need is great for trained workers in the church and marketplace. Please partner with us in providing Learning at the Speed of Life for students in your study center.

Your partner in ministry,

Rev. Randy J. Hedlun,
Dean, Berean School of the Bible
Global University
Dear Fellow Laborer in Christ,

We are excited about the opportunity to work with you in winning the lost and training the found in your area. We are dedicated to providing you with in-depth, Pentecostal study materials that will spiritually enrich your students and aid them in ministry. We are committed to providing you with excellent service in each aspect of your study center experience.

No believer ministers alone. We are called to work together and to help each other grow in the Lord. A Berean Study Center allows students to learn from the course author, a qualified facilitator, and each other. Students are challenged to grow spiritually and to be actively involved in ministry.

As a study center leader, you have the opportunity to disciple believers and to help them fulfill the call of God on their lives. You will guide students who, like the Bereans of Acts 17, receive the message with eagerness and examine the Scriptures every day.

We look forward to helping you train believers who will impact their world for the Lord. May God bless you as you begin this new phase of ministry in your community.

Sincerely,

Lynne Kroh, Registrar

Global University
The Study Center
Serving the Local Church through Training

The Assemblies of God Statement of Fundamental Truths defines the purpose of the church as

- An agency of God for evangelizing the world
- A corporate body in which man may worship God
- A channel of God’s purpose to build a body of saints being perfected in the image of His Son.

Berean School of the Bible seeks to strengthen the church by providing biblical, Spirit-filled courses so students will know God better and serve Him more effectively.

What is a Study Center?

A Berean Study Center brings the benefits of group study to the students in the local church setting. Combining the biblical content and practical training in the course materials with the experience and dedication of local leaders, the student receives the benefits of the classroom plus the systematic and practical instruction in the Berean courses. Students studying in the local church also have opportunity to immediately apply the concepts they are learning as they minister in their churches and communities.

A study center is not an extension site where students are taught by a professor provided by the home campus. It is a group of students who enroll in a course together and are guided through that course by a local facilitator. The specific role of the facilitator will be discussed in more detail later.

Ideally, the study group meets in a room equipped for classroom learning. Study groups have met in sanctuaries, educational facilities, Sunday School rooms, conference rooms, pastors’ offices, district auditoriums, and homes. It is important to provide good lighting and adequate seating. Depending on the availability of the appropriate equipment, you may want to prepare PowerPoint slides, overhead transparencies, or other teaching aids to help the students remember the material.

An authorized Berean Study Center meets the following qualifications:

1. Teaches a minimum of one Berean course each year. Many centers teach multiple courses on a semester basis or in 10- or 12-week sessions. The number of courses you offer depends on available facilitators, the number of students, and the primary goals of the study center.

2. Maintains the educational requirements of Global University by protecting the integrity of exams and following other policies that contribute to a credible educational experience.

3. Enrolls all students through Global University’s Enrollment Services Department by submitting appropriate student information at the time of enrollment.

Benefits of Group Study

When people study through Berean School of the Bible in a group setting, they benefit in many ways.

1. Students learn with a recognized educational program.

2. They are guided by courses of study prepared by competent, Spirit-filled writers who are recognized for their commitment, experience in ministry, and understanding of the Word of God.

3. They share in stimulating and guided class discussions led by an approved facilitator.

4. They receive helpful study resources and exams to assist them in mastering concepts between class sessions.

5. They pay lower enrollment fees and shipping charges.
Who are your students?

While there are some exceptions, most Berean students are older than the traditional college-age student. They are what would be classified as "adult learners." They may or may not already have a college degree in another area. They are usually already involved in a career and may feel the call of God leading them into ministry on a full-time or part-time basis—either paid or volunteer. Adult learners have special characteristics that set them apart from the traditional student. It is important to recognize the potential contribution of the experiences of adult learners. Peer learning through group interaction increases the effectiveness of the study center.

Adults are life-centered in their approach to learning. They learn most effectively when they can see how the concepts they are learning can be applied to the life they are living. They are motivated from an internal drive for the pleasure and self-esteem that come from personal growth and development.

Many of your students may not have been in a classroom setting for many years. They may be uncertain about their ability to succeed. Study center personnel will need to function as tender-hearted shepherds and warm-hearted coaches. Adult students should never be embarrassed by being compared to one another or by being asked to evaluate one another in any way. They need to feel that the study center environment is a safe place to learn and grow.

Advanced Planning

Success in any Berean Study Center results from systematic effort. To get your study center off to a good start and to maintain on-going success, planning is crucial. The following steps will help you establish and maintain a successful study center.

Pray about the project. Ask God to guide you in the discussions, plans, and operation. Ask Him to show you those individuals who will understand your idea and who can assist you in the operation. Perhaps you will find someone with a similar burden or desire to help you champion the concept of becoming an authorized Berean Study Center.

Share the idea. Take the idea of becoming an authorized Berean Study Center to people who will be interested in being involved. This includes local pastors, church leaders and sectional presbyters who may wish to assist. Some Senior Pastors may not have the time to be involved, but they should certainly be consulted for approval. Christian Education Directors in the local church or sectional representatives for Christian Education may be interested. If you wish to be part of a district network, the District Superintendent, District Secretary Treasurer, or Christian Education Director should be consulted.

Determine the need. Who are the prospects to attend a local study center? While many study centers are established to assist those pursuing ministerial credentials, others have many students who are training for lay ministry. Other students simply want to study for personal enrichment. Likely, your study center will have students with all of these goals. Whatever the goal, the study center offers an opportunity to foster growth and development for those who hunger for more of God.

Appoint a steering committee. While a committee is not essential, the division of labor and the broader wisdom of a group can help in the many factors to be considered. The Steering Committee is responsible for making decisions that will contribute to the success of the study center (see Appendix A).

- Consider the locations of the classes
- Suggest the courses to be offered
- Submit names and evaluate persons to serve as facilitators and other staff
- Suggest class schedules
- Communicate plans to sponsoring church, section, or district leaders

Personnel Selection

Appoint a coordinator or director. This person is selected on the basis of interest in education, leadership ability, and influence among the people. Leadership and administrative abilities are more important than educational qualifications (see Appendix B).
**Appoint a record keeper.** This person is responsible for keeping academic and financial records. The duties of the record keeper and the coordinator may be performed by the same person if the group is rather small. However, if the group grows to more than 30 students, it is wise to have someone to assist with these details. The record keeper must be someone who is detail-oriented and precise. The ordering of courses and processing of the finances is extremely important (see Appendix C).

**Enlist facilitators.** You will need one or more facilitators for each course you wish to offer. You may wish to recruit a list of facilitators and ask them to be involved in the course selection, or you may set up your course schedule then search for facilitators for each course. Facilitators need not possess advanced degrees in theology because the curriculum is designed to be self-taught. However, a facilitator with ministry and/or teaching experience will serve to enrich the learning experience of the students. Facilitators must be committed Christians who are dedicated to the ministry of helping prepare people for serving God—either as a minister or a layperson. Knowledge of the subject to be taught, skills in teaching, and attitude toward other people are important factors (see Appendix D).

The principal role of the facilitator is to encourage and guide interaction among the adult learners and to assist in clarifying any issues which arise. They direct the use of learning activities such as case studies, simulation games, role-playing, and debates to help the learners apply the material to life, particularly within the local context.

Because the study center is not an extension site and the material is designed to be used as a self-study program, the facilitator follows the prepared objectives, interactive questions, and other materials provided in the course. The Berean courses have a student packet which contains the answers to the interactive questions as well as the answers to the chapter review tests and unit progress evaluations. You may wish to retain those and use them as you proceed through the material rather than giving them to the students at the beginning of the course. The facilitator does not prepare, grade, or review the exam. All grading is done by personnel at Global University. Students who have studied diligently, following the objectives throughout the course, and taken the chapter and unit tests should be well-prepared for the final exam.

All of the individuals serving in any capacity in the study center should be committed to Christ and should strive to set a positive example as they train others for Kingdom work. See the Code of Ethics in Appendix E for a description of the commitment needed by study center leadership. It is recommended that this Code of Ethics be copied and distributed to everyone involved in a leadership role in the study center.

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**Course Selection and Scheduling**

Some study centers begin by teaching one course at a time, meeting once each week for 60-90 minutes. Others teach two courses at a time, meeting approximately one hour for each course with a short break between classes. Still others offer multiple courses during the week with different students taking different courses at various times.

Below are suggested agendas for 90-minute sessions and for 60-minute sessions.

**90-minute agenda (preferred)**

- 5 minutes Opening prayer and worship
- 10 minutes Review of the chapter(s) studied
- 5 minutes Clarification of any aspect of the study not understood
- 30 minutes Student sharing of insights gained from the material
- 40 minutes Small-group interaction to address issues of application to life and ministry (case study, discussion, simulation, role playing, etc.)

Closing prayer

**60-minute agenda**

- 5 minutes Opening prayer and worship
- 5 minutes Review of the chapter(s) studied
- 5 minutes Clarification of any aspect of the study not understood
- 20 minutes Student sharing of insights gained
- 25 minutes Small-group interaction to address issues of application to life and ministry (case study, discussion, simulation, role playing, etc.)

Closing prayer
The schedule and the specific courses you choose depend upon the goals of the students in your group. If your students are studying for ministerial credentials, you will want to set up a schedule that offers students an opportunity to meet their ultimate goals in a timely fashion. Very few students will want to take one course per year for nine years to complete the requirements for Certified Ministers. It is reasonable to expect a group of students to complete the courses for a single credential level in two years.

A sample course schedule is included in Appendix F of this manual. The schedule is ideal for new study centers with students who are eager to start and have not taken any previous Berean School of the Bible courses. You may choose to create your own course schedule. It is recommended that you enroll in Berean courses in the order in which they are numbered. The numbering system is designed to provide a logical progression of the material to be learned. Of course, a student may enter your study center after you have taught some courses. That is quite acceptable, but he will then need to pick up the courses he missed by taking them later in your study center or by taking them individually.

You may find it helpful to plan your class schedule after looking at the number of lessons in each course. Since the goal of the study center is to reinforce what the student is learning in his study of the material, it is not necessary to schedule only one lesson for each class meeting. You may be able to discuss several lessons in one meeting, but knowing the number of lessons in each course may help you plan more efficiently. A list of courses with the number of lessons they include can be found in Appendix G. If you are teaching the newer Berean courses you may wish to cover one chapter each week. When the chapters are short, you might be able to cover two chapters in a week. It is not your goal to teach all of the material in your study center, but rather to reinforce what the students are learning in their independent study and to provide enrichment and motivation as they study the courses.

The Berean ministerial studies curriculum includes a district seminar course at each credential level. This course is designed to be taught by district personnel. However, a study center may be approved to teach the course so students do not have to travel to the district seminar. In order to do so, you must receive approval from your district office. Global University cannot grant that approval. Your district may send a letter or submit a form indicating that your study center is approved to teach the district seminar.

The new curriculum also includes an internship course at each level. This course may be taught in the study center if the facilitator meets the criteria for mentoring the internship. See Appendix H for the guidelines for mentors.

Authorization

After you have made the initial personnel decisions for your study center, it is time to request approval from Global University. To do this, you will complete the Global University Agreement form and indicate that you wish to host a Berean Study Center (see Appendix I). If the church or sponsoring organization is affiliated with the Assemblies of God, you should receive approval within five days. If you are not with the Assemblies of God, approval may take up to four weeks. Authorization is complete when the agreement has been signed by the President of Global University and the Director of Enrollment Services. You will be notified by phone or e-mail when the process is complete. You will also receive a certificate showing that you are an authorized Berean Study Center. As soon as authorization has been granted, you will be ready to order your first course(s).

Promoting Your Study Center

As soon as you have selected your first course(s) and have established a time and location for the class to meet, you will want to promote the class to recruit as many students as possible. Posters, bulletin inserts, and other promotional items to promote your study center are available for download through our Study Center Portal. They can also be sent to you on a CD. Either way, you can customize and print them. Or, you may choose to develop your own promotional materials. While you have a great deal of flexibility in naming and promoting your study center, you may not claim accreditation for your local group, nor may you refer to
yourself as an extension of Global University or Berean School of the Bible. These are issues relating to our accrediting association and are strictly forbidden.

### Student Registration

Each student must fill out an Academic Records Release Form (See Appendix J.) You may keep a copy of the form, but the original must be mailed or faxed to Global University so we have accurate records on each student. While most correspondence, including grades and course materials, will be sent to the study center, we must have the students’ home addresses as well. Without the student’s signature we will be unable to release academic information to the study center leadership.

When students who have already submitted an Academic Records Release Form are enrolling for their second and subsequent courses, we will not need a new form unless the student’s information has changed. We will, however, need the student’s name and student number for each course ordered to eliminate confusion. Students should be a minimum of 15 years old in order to enroll in Berean School of the Bible courses. Special exceptions may be made for Bible Quiz teams or youth groups desiring to study these courses.

If you have students who have taken Bible courses from another college, it is possible that some courses may transfer into the Berean program for credit toward the diploma. Those students would not need to take every course. They would need to request the college they attended to send an official transcript to Berean School of the Bible for evaluation.

### Study Center Portal

As an authorized study center, you will have access to the Study Center Portal. You will be able to access the academic information for your students and place orders for them as long as they have turned in their student registration forms. This portal gives you the ability to:

- View all students who have taken a course with your center
- View student ID numbers
- View student enrollment history
- View student grades
- Print final grade reports (FGR’s)
- Print unofficial student subject lists
- Place orders for enrolling students
- Download promotional materials

Your customer number and password for the portal will be sent along with the notification that you have been approved as an authorized Berean School of the Bible Study Center.

### Website Directory

If you give us permission, we will publish your study center contact information in our online Study Center Directory. We will include a link to your church/study center website as well. This directory will help potential students to find a study center in their area.

### Quarterly Newsletters and E-Mail Updates

You will receive quarterly newsletters to update you on changes in courses and policies. Stories from study centers will be included as well as tips that have been successful in some centers. You will receive an e-mail update if any changes occur between newsletters that will affect your students. Be sure to report any changes in your contact information so you will continue to receive these items.

Please send us stories or tips from your center that you think will benefit other study centers. You may e-mail your items to studycenter@globaluniversity.edu or mail them to Berean School of the Bible.

### Whom to contact
Our Enrollment Service representatives are available to help you with most questions.

- Help in setting up a study center
- Placing orders for courses and enrolling students
- Choosing courses for your center
- Answering questions about policies and procedures
- Answering questions about grades

Some issues should be directed to Customer Services. These include:

- Questions about an invoice
- Questions about payment
- Items that are missing from your order
- Delays in receiving your order
- Returns or credits on your account

For questions of any type, you may e-mail studycenter@globaluniversity.edu. Your question will be routed to the appropriate person for a response.
Financial Information

There is no charge for applying to be an authorized Berean Study Center. In fact, there are financial advantages to operating a study center.

As an authorized Berean Study Center, you are entitled to a 20% discount on individual courses and tuition. There is no minimum order to receive this discount if you are an authorized Berean Study Center. Package plans are not eligible for the 20% discount because they are already being sold at a discounted price.

Many study centers charge the full price of materials and tuition to their students and retain the 20% study center savings to cover shipping and handling, supplies, and other expenses of operating the center. Others assess a small additional fee to provide an honorarium for the facilitator. If this is done, students should be informed regarding the various fees and what they cover.

Authorized study centers also receive a discount on shipping and handling charges. Authorized study centers will pay a shipping and handling fee of approximately 7% (minimum shipping charge: $10) of their total order. This is significantly less than the amount charged to individual students and groups who have not been approved as study centers. Remember, this is a shipping and handling fee, covering the gathering and packing of the order in addition to the actual shipping. You should receive most orders within 5 business days. You may request rush shipping for an expediting fee in addition to the regular shipping and handling fee.

Miscellaneous Student Fees

In addition to the normal tuition and course materials, the following student fees are applicable. These fees are not eligible for the 20% study center discount. See Appendix K for the current Tuition and Fees Schedule.

New Student Enrollment Fee. A one-time charge is assessed to students who have never before taken a Global University degree-level or Berean School of the Bible course. If your study center enrollment includes such students, these fees must be paid at the same time the courses are ordered. This fee is non-refundable.

Exam/Project Retake Fee. Students who fail a course are charged a retake fee to take an alternate exam or to rewrite their project. Students are allowed one exam/project retake per course.

Re-Enrollment Fee. If the student fails a course the second time, he/she must wait three months before re-enrolling in the course. At that time, the student must pay full tuition to re-enroll in the course. If the materials have been updated or changed, he/she will also need to purchase new materials for the course.

Reactivation Fee. If a student does not complete a course within the 18-month enrollment period, then he/she must pay a reactivation fee in order for his/her course assignments to be graded.

Program Completion Fee. Upon completing any credential level or diploma program, the student must pay a program completion fee. Transcripts will not be released until this fee has been paid.

Course Transfer Fee. A fee is charged when a course needs to be transferred from one student to another student in your study center.

Expediting Fee. The normal turnaround time for transcript requests after all courses have been completed and fees have been paid is 24 hours. Course projects are graded in the order received and turnaround time fluctuates with seasonal volume. If a student desires expedited service requiring us to complete grading within forty eight hours from the time Global University receives the project, an expediting fee will be charged. Payment must be received or charged to a credit card for this to be done. Please be aware that large study centers may experience more delay than usual because of the time required to grade multiple projects. Orders requiring rush shipping will be charged the expediting fee plus the normal shipping and handling charges. Study centers will be charged the expediting fee for each student who requires their course assignments, final grades, transcript requests, etc. to be expedited.
## Payment Information

Your first order must be paid in advance or with a credit card. Your account may be billed for subsequent orders. All invoices must be paid within 30 days of the invoice date. Please reference the account number and invoice number or return a copy of the invoice when sending payment.

If your account is not paid within 30 days, then you will no longer be eligible for the 20% discount. You will also need to pay for subsequent orders in advance or with a credit card. You may reapply for discount and billing privileges after 6 months by filling out a credit application. This application can be requested from Customer Service.

## Return of Materials and Withdrawal of Students

An order may be cancelled within five (5) days exclusive of Saturday, Sunday, and holidays by calling a Customer Service Representative. If an order is cancelled during this time, you will be given a complete refund of all money paid, excluding postage fees. The materials must be returned within twenty-one (21) days of canceling the order or all normal return policies apply.

All materials must be returned within 9 months of the original order for any credit to be given. Materials must be in good condition. They must not be written in and they must be in resalable condition. To receive tuition credit for Berean School of the Bible students, you must return an Independent Study Text or study guide for each course from which you want to withdraw a student. You must include the name of each student you are withdrawing from a course. If possible, please include the invoice with the returned materials and include a short letter containing your account number and indicating the reason for the return.

All returns are subject to a 10% registration fee. This applies to both materials and tuition.

## Ordering Courses

Please place your order at least two weeks before your class is to begin. Orders may only be placed by the individuals listed on your Global University Agreement Form (Appendix I). If you authorize additional people to place orders, then your coordinator will need to notify Berean School of the Bible in writing. While the normal fulfillment time is 2-3 days, there are seasons during the year that more time is required. When you receive your order, please check it for accuracy before distributing the materials to the students.

You may place your order using any of the following five methods.
- Internet—through our Study Center portal. See page 10.
- E-mail to studycenter@globaluniversity.edu
- Phone
- Fax—If you fax your order, ask for confirmation of the order on the cover page or call a few hours later to confirm that the fax was received.
- Standard Mail—send to the attention of Enrollment Services.

## Information required to order:

1. Account name
2. Account number
3. Bill to address
4. Ship to address
5. Materials being ordered
6. Students to enroll—including names and student identification numbers or Social Security numbers

Your students will be enrolled at the time the order is placed. You must provide the students’ names and student numbers (for returning students). For new students, you must submit an Academic Records Release Form with all information properly completed. Social Security numbers are requested to avoid confusing
students with similar names, but the Social Security numbers will not be printed on any correspondence or other material to protect the identity of the students. If a student refuses to give his/her Social Security number, we must have all of the other required contact information for the student so we have some means of distinguishing between students with similar names.

**Sharing materials.** You may have students who wish to share materials. They are welcome to share or borrow textbooks or collateral reading texts, but each student must purchase his/her own study guide or Independent Study Text and pay tuition in order to receive credit for the course.

**Auditing the course.** You are welcome to allow visitors in your classes. If you have individuals who wish to purchase a copy of the instructional materials but do not want to take the exam, they may be allowed to audit the course. Just as with many other educational programs, audit students must pay 50% of the tuition if they wish to purchase the instructional materials in addition to the one-time new student fee. Please note that course audits are only available to study center students. The Berean courses are in IST format, meaning that the primary instructional material is in the study guide or Independent Study Text. The study guide or Independent Study Text is essentially the “instructor in a book.” Just as you would not be allowed to participate in a college class without paying any tuition, students may not receive the benefits of the instructional materials without paying tuition. If auditing students decide they want to take the exam and receive credit for the course, they may pay the remaining tuition and take the exam any time within the 18-month enrollment period for the course. After this enrollment period has expired, they will not have this option. Instead, they will have to enroll for the course at full tuition. If the course is in a new edition at this time, they will also need to purchase the new materials. If you are teaching the older Berean courses, you may purchase additional textbooks and/or study guides for students who wish to audit. Those students would pay 50% of the tuition.

**Ordering for the facilitator.** Tuition is not charged for facilitators when materials are ordered. Because facilitators are not actually enrolled in the course, we do not require a Social Security number and other student information when you order for the facilitator. (Some facilitators choose to take the course for credit at the same time they are teaching. In that case, tuition and all student information are required.) Facilitators receive a free copy of the study guide or IST if 10 or more students enroll in the course at the same time. Audit students do not count toward this number. If the collateral reading text is also ordered for 10 enrolled students, the facilitator will receive a free copy of it. Orders placed at different times will not be added together to make up this number. Otherwise, the normal materials charge applies to the facilitator’s materials (less the 20% discount). If facilitator’s materials are ordered before the student order is placed, the full price will be charged, then credited to the account when the order for 10 or more students is placed.

**Transferring a course from one student to another.** There are times when a student signs up for a course, but is unable to take it. A course that is still in progress may be transferred to another student in your center within the 18-month enrollment period. The student originally enrolled in the course must submit a signed request to withdraw and transfer the course to another student. The student receiving the course will then have 18 months to complete it. Courses that have expired cannot be transferred to another student. A course transfer fee is charged for each course that is being transferred from one student to another.
Berean School of the Bible courses are not offered for degree-level credit. The units of measure for these courses are continuing education units and do not equate to college credit. The courses are designed for ministry preparation and for personal enrichment. Students who are interested in undergraduate or graduate level work should contact us for information on those programs. Berean School of the Bible courses can be transferred into Global University’s undergraduate program with certain limitations. Ask an enrollment representative for information on this policy.

Global University is accredited by the accrediting commission of the Distance Education and Training Council (DETC), which is a member of the Council on Higher Education Accreditation (CHEA). Because of this recognition, all students must be enrolled with Global University’s Berean School of the Bible, not just with the local study group. The local study group may not claim accreditation in any of its information.

It is imperative that the standards of Global University be protected in every situation. Berean School of the Bible seeks to provide quality and systematic study at a reasonable cost to the student. The courses will be effective only when appropriate educational standards are met and maintained. A casual study of the materials robs the student of what would otherwise be gained by fulfilling the requirements of study provided by the course.

The General Presbytery of the Assemblies of God endorses Berean School of the Bible as the official training program for ministerial candidates who are not able to attend a resident Bible college or do not wish to pursue a degree with Global University. Therefore, it is vital that the training received in study centers meet required standards.

Protecting curriculum. Proliferation of the course materials without the proper control devalues them. Study centers discovered to have copied Berean School of the Bible materials, whether study guides, Independent Study Texts or exams, will have their status as a study center reviewed and may lose discount privileges. All Berean School of the Bible materials are copyrighted, and it is illegal to copy them for any use.

Plagiarism. Most Berean School of the Bible courses require written assignments in addition to the final exam. Be sure your students understand that it is unethical and illegal to copy from someone else’s work without giving that person credit. Students should order a copy of our Form and Style Guide to be sure they are properly documenting in their written assignments. The guide may also be downloaded at no cost from www.globaluniversity.edu.

The written assignments for all courses are individual assignments, not group work, so each student should complete and turn in his own assignment independently. If written work from two or more students is too similar, the assignments will be returned and no credit will be granted. Continued episodes of this nature may result in the inability for the student(s) to complete the program of study.

Examinations

On-line Exams. Most Berean School of the Bible exams are available to be taken on-line utilizing a password system. It is recommended that students take advantage of this system. It provides immediate feedback, giving the student his exam score and a list of the objectives he has not mastered so he can review them for future information. If the student has sent in his Study Center Student Registration Form, then the study center will receive notification that the student’s final grade report is available online. Otherwise, the student will receive his final grade report via e-mail. Students may not access the on-line exam more than once. If a computer error interrupts the student during the taking of the exam, he may call an enrollment representative to have the course reset so he can begin the exam again. Otherwise, the exam will be scored as it is completed.

Print Exams. If you prefer to give the exam in the classroom rather than having the students take the exams on-line, be sure to request paper copies of the exam and Scantron forms from our Enrollment Services office. You may request these print exams at the time you place your order. If you have already placed your order when you determine that your students prefer the print exams, use the form in Appendix L to request the print exams.
Facilitators should not open the exams and use them for teaching purposes. See Appendix M for further explanation.

If your students are taking print exams, be sure they fill out their Scantron forms completely when they take the exams (see Appendix N). Instructions are included on the cover of the final exam. Students will need a number two pencil for taking the exams. Please insist that they read the directions for filling out the Scantron form. They should include their name, student number, course number, and exam form on the scantron in the appropriate location.

If an e-mail address is on file for the student, his final grade report (FGR) will be sent to that address. The study center will be notified when a student’s FGR is available online if the student has granted permission for release of academic information on his registration form. You will receive results much more quickly if we can notify you by e-mail when grades are available online.

Print exams for your entire study center should be returned to Berean School of the Bible in one envelope. Please do not place each exam in a separate envelope inside a larger envelope. Exams should be grouped according to course. The following items should be returned when the course is complete.

1. The exam itself
2. The Scantron form (Please do not staple anything to the Scantron form.)
3. The closed-book exam validation certificate
4. The written assignment (Collateral Reading Assignment) if one is required for the course (Please be sure the student’s name and student ID number are on all pages of the assignment).
5. The Pass It On Report. All new Berean courses require that the student submit a report on ONE Pass It On assignment for each course. These assignments are found at the end of each chapter. This report should be submitted along with the student’s exam and other written work.

You may wish to use the form in Appendix O to keep a record of each shipment of exams and projects sent to Berean School of the Bible for grading. It is recommended that you fill out the form and make a copy of it for yourself and enclose the original in the package you send.

Exam results will be held if the actual exams are not returned or if the required written assignments are not included.

**Record Keeping**

Records must be kept by the study center for students’ academics and for orders placed. Here are the types of records you will need.
1. Student sign-up sheet
2. Copies of the Academic Records Release Form
3. Payment records—student payments to you and your payments to Global University
4. Order records
5. Academic records

It is imperative that all of these records be kept with appropriate security. No one other than the designated study center personnel should have access to any student records.

**Student sign-up sheets** are the lists or forms that the students fill out to sign up for a course. You should keep a copy for your records and send a copy to Berean School of the Bible (see Appendix P).

- You will need student names, addresses, and phone numbers so you will be able to contact them.
- You will need their Social Security numbers and their student numbers after they are assigned. Students may not feel comfortable listing their Social Security number where many people will see it, but you will need to have it on the Student Registration Form that you send to us with the student’s first enrollment. If a student refuses to give his/her Social Security number, we must have all of the other required contact information for the student so we have some means of distinguishing between students with similar names.

**Academic Records Release Forms** must be sent for each student when he/she enrolls in his/her first class. Keep a copy for yourself and send the original to Berean School of the Bible. This is the form that gives us
initial information on the student and gives us permission to send academic information to the study center leadership. The student must sign this form in order for it to be valid (see Appendix J).

If your study center includes students who are not available to complete the form (i.e. Master’s Commissions, Teen Challenge, etc.), it is suggested that you make this form part of their initial pre-registration process with you; therefore you will already have it so you can order their courses before your first group meeting.

Payment records must be kept in a way that is most efficient for you. It is your responsibility to collect payment from your students and send payments to us. We cannot refund money to you because a student failed to pay you. You should also be sure to keep records of your payments to Global University.

Order records are designed to help you keep track of what courses you have ordered, what students you have ordered them for, when you order the materials, and what was received. Sample forms in Appendix Q may be used for these records. Be sure to check your order records both with your invoice and the actual materials when they arrive. If you find a discrepancy, call our office immediately so any errors can be corrected.

Academic records may or may not be kept at the local study center. All official academic records are kept at Global University. However, you may be able to assist your students with their educational goals if you keep a set of academic records in your files (see Appendix R). The record for each student should include:

- Student name
- Student address
- Student phone number
- Student Social Security number
- Student identification number
- Courses student has enrolled in
- Enrollment date for each course
- Completion date for each course
- Final grade for each course

Student records must be kept private. Federal law restricts the information that can be given to third parties. Do not allow anyone other than authorized personnel to gain access to these records.

Completing Courses and Programs

As your students complete their courses, they will receive a final grade report (FGR) for each course. When they have completed all of the courses for a certificate or diploma, they will be ready to graduate, even if they are continuing on to complete the next level of credentials or another diploma. At this point, they will be required to pay a program completion fee, and they will receive an attractive certificate or diploma that is suitable for framing.

If a student’s goal is to receive ministerial credentials with the Assemblies of God, he is eligible to apply to the local district upon completion of each level of study. Credentials are not granted by Berean School of the Bible; however, we do send a transcript to verify to the district that the student has met the necessary academic requirements. The program completion fee must be paid before the transcript will be released to the district or to any other third party. See Appendix S for the Program Completion Form. If the student has not completed a program, but needs a transcript sent to the district or some other institution, he should use the form in Appendix U.
Appendices

A Study Center Steering Committee Responsibilities
B Study Center Coordinator Responsibilities
C Study Center Record Keeper Responsibilities
D Study Center Facilitator Responsibilities
E Code of Ethics for Study Center Leaders
F Sample Course Schedule
G Lesson Chart for Courses
H Guidelines for Mentor Selection
I Global University Agreement Form
   District Approval Form
J Student Registration Form
K Tuition and Fees Schedule
L Request for Print Exam for Old Curriculum
   Request for Print Exam for New Curriculum
M Article on Teaching to the Test
N Scantron Instructions
O Record of Exam/Project Shipment
P Student Sign-Up Sheet
Q Sample Order Record Form
R Sample Academic Record Form
S Program Completion Form
T Transcript Evaluation Form
U Transcript Request Form
Study Center Steering Committee Responsibilities

Summary: The Steering Committee will oversee the operation of the study center and be involved in decision-making.

Qualifications:
- A personal commitment to Christ
- A commitment to Christian education
- Influence among the people
- Agreement with the Code of Ethics

Duties and Responsibilities:
- Consider locations for class(es)
- Suggest Course(s) to be offered
- Submit names of persons who qualify as facilitators
- Suggest class schedules
- Report back to sponsoring church or organization
Study Center Coordinator Responsibilities

**Summary:** The Coordinator is responsible for overseeing and directing the activities of the study center. The coordinator becomes an ex officio member of the steering committee.

**Qualifications:**
- A personal commitment to Christ
- Interest in distance education
- Leadership ability
- Influence among people
- Agreement with the Code of Ethics

**Duties and Responsibilities:**
- Make recommendations regarding courses to be offered
- Advise in the selection of facilitators
- Enlist the facilitators as authorized by the steering committee
- Orient the facilitators regarding the objectives and operations of the study center
- Plan (and possibly lead) a combined devotional before classes begin
- Direct the publicity of the study center
- Be certain the classrooms and teaching aids are in order
- Work closely with the record keeper in enrolling students and maintaining records
Study Center Record Keeper Responsibilities

Summary: The study center record keeper is responsible for keeping academic and financial records.

Qualifications:
- A personal commitment to Christ
- Good organizational skills
- Detail-oriented
- Agreement with the Code of Ethics

Duties and Responsibilities:
- Order publicity posters
- Assist coordinator in enrolling students
- Keep a complete list of students enrolled in each class
- Order instructional materials as soon as student information is gathered
- Give facilitators their copies of instructional materials
- Maintain general enrollment and performance records for the group
- Collect enrollment fees and keep financial records for the study center
- Send payment to Global University
- Collect and send all completed final examinations and other course materials together in one envelope for each class to Berean School of the Bible for grading
- Distribute or mail certificates to students
Study Center Facilitator Responsibilities

**Summary:** The facilitator is to assist the class by leading class through the course materials provided by Berean School of the Bible.

**Qualifications:**
- A personal commitment to Christ
- Agreement with the concept and objectives of the study center
- Knowledge of the subject to be taught
- Skill in teaching
- Good attitude toward other people
- Agreement with the Code of Ethics

**Duties and Responsibilities:**
- Assist in enrolling students, collecting fees, and distributing course materials
- Explain to the students the provisions and opportunities in the study center environment
- Help students feel at ease
- Use a variety of teaching methods
- Collect Collateral Reading Assignments and other written work from the students
- Administer the final examination the last period of the class. Give the examinations to the record keeper for mailing to Berean School of the Bible.
We believe in . . .

1. **Honesty:** We believe that by being truthful in our dealings with others—students, co-workers, etc.—we exhibit trustfulness, which is essential for healthy relationships and interactions. It is our intention to avoid misstatement of facts, omissions, or expressions that deliberately confuse others. We believe in taking responsibility for our errors and mistakes, as well as acknowledging them when we are wrong.

2. **Providing correct information:** We acknowledge that we are one of Berean School of the Bible’s primary resources for information concerning its students, and it is our obligation to be accurate and thorough in research and dissemination of needed information.

3. **The Golden Rule (“So in everything, do to others what you would have them do to you” Matthew 7:12):** We believe that Jesus’ statement is a proactive charge obligating us to be compassionate and understanding of all we serve. We believe we should take upon ourselves, for as long as necessary, the administrative concerns and problems of others and seek ways to provide relief and resolution on their behalf.

4. **Developing and displaying positive attitudes:** We believe that each of us is obligated to bring forth our best personal characteristics as we provide service to students and others. Even as we may experience difficult circumstances, we strive to maintain and model courteous, friendly behavior.

5. **Being fair:** We strive for equity but realize that judgments about what is fair are often subjective and based upon fallible perceptions. We seek to protect the interests of the majority and the important interests of Berean School of the Bible, at the same time giving individuals or groups the opportunity to due process and appeal, should exceptions and/or exemptions be sought.

6. **Competency:** We believe that knowing our jobs and doing them well is the first step to excellence. This requires us to educate ourselves and to become proficient in current practices and techniques of our profession. We are committed to lifelong learning, updating ourselves through training and other related developmental activities.

7. **Cooperation and Teamwork:** We believe that no one of us is better than all of us together. We place the working groups’ interests, objectives, and goals over those of the individual, and we look to see how our individual actions affect the whole.

8. **Continual reflection and self-assessment:** We believe that we should continually look for ways to improve ourselves and the performance of our team as a whole by soliciting the opinions and views of those we serve or those who have an interest in our work.

9. **Privacy and security:** We believe in the confidentiality of information and records in our charge. We believe that information given us is personal and should be protected from unauthorized access. Moreover, we are responsible for the physical safety of records, and we strive to protect them from foreseeable dangers of natural and human causes to the extent reasonable and affordable.

10. **Creativity and innovation:** We believe that each of us should seek new ways to improve our effectiveness and make suggestions to appropriate authorities for implementation.
The course schedule below allows you to complete each credential level in two years. If you prefer a less rigorous schedule, you may study only one course per term in those terms where two are recommended. Of course, you are not limited to any particular dates for your terms, so you may begin at any time. If you find that the 13-16 week schedule is too demanding for your students, you may move at a slower pace. One advantage of Berean School of the Bible is its flexibility allowing you to match your course offerings to the needs and desires of the students in your group. The terms below that show only one course are intentional. These courses may need more study time than those that are shown to be taught simultaneously with another course.

### Sample Course Schedule

<table>
<thead>
<tr>
<th>Fall Term 1 (13-16 weeks)</th>
<th>Spring Term 1 (13-16 weeks)</th>
<th>Summer Term 1 (13-16 weeks)</th>
<th>Fall Term 2 (13-16 weeks)</th>
<th>Spring Term 2 (13-16 weeks)</th>
<th>Summer Term 2 (13-16 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Minister</td>
<td>Certified Minister</td>
<td>Certified Minister</td>
<td>Certified Minister</td>
<td>Certified Minister</td>
<td>Certified Minister</td>
</tr>
<tr>
<td>Introduction to Pentecostal Doctrine</td>
<td>Prison Epistles: Ephesians, Colossians, Philippians, and Philemon</td>
<td>The Local Church in Evangelism</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Licensed Minister</td>
<td>Licensed Minister</td>
<td>Licensed Minister</td>
<td>Licensed Minister</td>
<td>Licensed Minister</td>
<td>Licensed Minister</td>
</tr>
<tr>
<td>Introduction to Theology</td>
<td>Old Testament Survey</td>
<td>Introduction to Homiletics</td>
<td>Leadership Skills</td>
<td>*Conflict Resolution</td>
<td>Expository Preaching</td>
</tr>
<tr>
<td>New Testament Survey</td>
<td>Romans</td>
<td>Eschatology</td>
<td>***Introduction to Missions</td>
<td>Intermediate Ministerial Internship</td>
<td></td>
</tr>
<tr>
<td>Ordained Minister</td>
<td>Ordained Minister</td>
<td>Ordained Minister</td>
<td>Ordained Minister</td>
<td>Ordained Minister</td>
<td>Ordained Minister</td>
</tr>
<tr>
<td>Apologetics: Understanding and Defending Your Faith</td>
<td>Pastoral Theology</td>
<td>Eschatology</td>
<td>1 and 2 Corinthians</td>
<td>Theology and Practice of Worship</td>
<td>Church and Law</td>
</tr>
<tr>
<td>Isaiah</td>
<td>Romans</td>
<td>Biblical Counseling</td>
<td>Cults, World Religions, &amp; New Age Movement</td>
<td>Cross-Cultural Communications</td>
<td></td>
</tr>
</tbody>
</table>

* This course is designated as a District Seminar Course. If you wish to teach it in your local study center, you must obtain permission from the district office to do so.

** This course is an internship and must be mentored by a qualified mentor. See Appendix O

*** to be available Fall, 2006..
Lesson Chart for Courses

Certified Minister Courses

These courses are divided into units, then chapters, then lessons. The lessons are designed for a student to complete in one sitting at home. You may want to cover a chapter each week in your study center rather than just one or two lessons.

Students who have already begun their Certified Minister studies may complete under the old program or may transfer to the new program. In either case, some substitutions may be required.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>CEU's</th>
<th>Units</th>
<th>Chapters</th>
<th>Lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 112</td>
<td>Synoptic Gospels: The Life and Teachings of Christ</td>
<td>6</td>
<td>4</td>
<td>13</td>
<td>39</td>
</tr>
<tr>
<td>THE 114</td>
<td>Introduction to Pentecostal Doctrine</td>
<td>6</td>
<td>5</td>
<td>13</td>
<td>35</td>
</tr>
<tr>
<td>BIB 115</td>
<td>Acts: The Holy Spirit at Work in Believers</td>
<td>6</td>
<td>4</td>
<td>13</td>
<td>38</td>
</tr>
<tr>
<td>BIB 117</td>
<td>Prison Epistles: Ephesians, Colossians, Philippians, and Philemon</td>
<td>6</td>
<td>3</td>
<td>13</td>
<td>40</td>
</tr>
<tr>
<td>BIB 121</td>
<td>Introduction to Hermeneutics: How to Interpret the Bible</td>
<td>6</td>
<td>4</td>
<td>15</td>
<td>41</td>
</tr>
<tr>
<td>MIN 123</td>
<td>The Local Church in Evangelism</td>
<td>6</td>
<td>4</td>
<td>15</td>
<td>42</td>
</tr>
<tr>
<td>THE 142</td>
<td>Assemblies of God History, Missions, and Governance</td>
<td>8</td>
<td>3</td>
<td>14</td>
<td>35</td>
</tr>
<tr>
<td>MIN 181</td>
<td>Relationships and Ethics in Ministry (District Seminar)</td>
<td>6</td>
<td>4</td>
<td>15</td>
<td>46</td>
</tr>
<tr>
<td>MIN 191</td>
<td>Beginning Ministerial Internship</td>
<td>6</td>
<td>4</td>
<td>N/A</td>
<td>12</td>
</tr>
</tbody>
</table>

Licensed Minister Courses

Students who have already begun their Licensed Minister studies under the old program may complete on the old program or may transfer to the new program. In either case, some substitutions may be required.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>CEU's</th>
<th>Units</th>
<th>Chapters</th>
<th>Lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE211</td>
<td>Introduction to Theology: A Pentecostal Perspective</td>
<td>6</td>
<td>3</td>
<td>13</td>
<td>36</td>
</tr>
<tr>
<td>BIB212</td>
<td>New Testament Survey</td>
<td>6</td>
<td>3</td>
<td>13</td>
<td>38</td>
</tr>
<tr>
<td>BIB214</td>
<td>Old Testament Survey</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIB215</td>
<td>Romans: Justification by Faith</td>
<td>6</td>
<td>3</td>
<td>8</td>
<td>26</td>
</tr>
<tr>
<td>MIN223</td>
<td>Introduction to Homiletics</td>
<td>6</td>
<td>4</td>
<td>14</td>
<td>43</td>
</tr>
<tr>
<td>THE245</td>
<td>Eschatology: A Study of Things to Come</td>
<td>6</td>
<td>4</td>
<td>13</td>
<td>37</td>
</tr>
<tr>
<td>MIN251</td>
<td>Effective Leadership</td>
<td>6</td>
<td>3</td>
<td>12</td>
<td>35</td>
</tr>
<tr>
<td>MIN261</td>
<td>Introduction to Assemblies of God Missions</td>
<td>6</td>
<td>4</td>
<td>11</td>
<td>29</td>
</tr>
<tr>
<td>MIN281</td>
<td>Conflict Management for Church Leaders (District Seminar)</td>
<td>6</td>
<td>3</td>
<td>7</td>
<td>25</td>
</tr>
<tr>
<td>MIN291</td>
<td>Intermediate Ministerial Internship</td>
<td>6</td>
<td>4</td>
<td>N/A</td>
<td>12</td>
</tr>
</tbody>
</table>
Ordained Minister Courses

The courses listed below are the current requirements. Students who have already begun their Ordained Minister studies may complete on the old program or transfer to the new program. In either case, some substitutions may be required.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>CEU’s</th>
<th>Units</th>
<th>Chapters</th>
<th>Lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 315</td>
<td>Corinthian Correspondence</td>
<td>6</td>
<td>4</td>
<td>11</td>
<td>29</td>
</tr>
<tr>
<td>BIB 318</td>
<td>Pentateuch</td>
<td>6</td>
<td>5</td>
<td>13</td>
<td>36</td>
</tr>
<tr>
<td>BIB 322</td>
<td>Poetic Books</td>
<td>6</td>
<td>3</td>
<td>8</td>
<td>27</td>
</tr>
<tr>
<td>MIN 325</td>
<td>Preaching in the Contemporary World</td>
<td>6</td>
<td>4</td>
<td>12</td>
<td>27</td>
</tr>
<tr>
<td>MIN 327</td>
<td>Church Administration, Finance, and Law</td>
<td>6</td>
<td>4</td>
<td>13</td>
<td>33</td>
</tr>
<tr>
<td>MIN 381</td>
<td>Pastoral Ministry (District Seminar)</td>
<td>6</td>
<td>4</td>
<td>15</td>
<td>46</td>
</tr>
<tr>
<td>MIN 391</td>
<td>Advanced Ministerial Internship</td>
<td>6</td>
<td>4</td>
<td>N/A</td>
<td>12</td>
</tr>
<tr>
<td>THE 311</td>
<td>Prayer and Worship</td>
<td>6</td>
<td>3</td>
<td>12</td>
<td>37</td>
</tr>
</tbody>
</table>

Note: District Seminar courses may be taught in the local study center only upon approval of the local district. (If your study center is not affiliated with the Assemblies of God, you may teach the course without the district approval.)
Guidelines for Mentor Selection

Each student will need to select a mentor for his internship courses according to the guidelines below. The same mentor may serve for all three internship courses, or the student may select a different mentor for each course if his circumstances make that more feasible.

1. The mentor will generally be the student’s senior pastor or a staff pastor or other person designated by the pastor to serve in the role of mentor.

2. If the student is the senior pastor, he should consult his sectional presbyter to assist in the selection of a mentor. In some cases, the presbyter may serve as the mentor, or he may appoint a neighboring pastor to serve in that role.

3. The mentor must not be closely related to the student. If the student is closely related to his senior pastor, then someone else should be appointed to mentor that student. This not only promotes objectivity, but broadens the student’s experience by giving him or her opportunity to learn from someone other than a parent or other close relative.

4. The mentor must be a Licensed or Ordained Minister. Licensed Ministers may serve as mentors to students seeking Certified credentials. Ordained Ministers may serve as mentors to students seeking any level of ministerial credentials. Certified Ministers are not eligible to serve as mentors of this program, unless a written exception is made by the district superintendent for a certified ministers to pastors to mentor a student in the certified level.

5. The mentor must commit to the time required in the Mentoring Manual for each course. This will involve weekly meetings with the student for 12 weeks and some additional time for monitoring the student’s progress. In the cases of study centers, where multiple students are studying the courses, some of these meetings may be group meetings while others will be on an individual basis.
Agreement Form

This application is for the following type(s) of study group:

☐ Discipleship Training Center (formerly ICI Learning Center)  ☐ Undergraduate Study Group

☐ Berean Study Center  ☐ Graduate Study Group

Sponsoring church or ministry

Name ________________________________________________________________
Address ____________________________________________________________

Email address ______________________________________________________
Phone ____________________________________________ ☐ Yes, you may publish this information online or in print.

Ship-to address (if different from above)

______________________________

Denominational Affiliation:

(Berean Study Centers in non-A/G ministries must fill out the information on the second page of this form.)

Coordinator

Name ________________________________________________________________
Phone ______________________________________________________________
E-mail ______________________________________________________________

Record Keeper

Name ________________________________________________________________
Phone ______________________________________________________________
E-mail ______________________________________________________________

Facilitator(s)

Name ________________________________________________________________
Phone ______________________________________________________________
E-mail ______________________________________________________________

Name ________________________________________________________________
Phone ______________________________________________________________
E-mail ______________________________________________________________

Name ________________________________________________________________
Phone ______________________________________________________________
E-mail ______________________________________________________________

Terms of the Agreement

Global University will:

1. Provide quality study materials.
2. Assist with instructional and administrative guidelines and materials.
3. Allow discounts for course fees and materials as designated in the guidelines for each level of study.
4. Grade each student’s work (Berean, undergraduate, and graduate) according to appropriate academic regulations and standards.
5. Maintain a permanent record of each enrolled student’s completions of study.
6. Issue appropriate certificates and diplomas as specified in the guidelines for each level.

The local study group will:

1. Provide names, student numbers, and other vital student information as required when orders are placed.
2. Protect the identity and integrity of the name of Global University and its various divisions.
3. Protect the copyrights of Global University textbooks, study materials, and examinations.
4. Provide for the selection of qualified facilitators and establishment of proper group and enrollment standards.
5. Provide appropriate facilities for students to meet for study and discussion.
6. Collect all enrollment fees, tuition (as applicable), and materials fees, and remit the total amount due to Global University—even if there is a change in local leadership or if students withdraw without paying.
7. Administer/proctor final examinations and send to Global University for grading (Berean, undergraduate).
8. Bear the costs of distributing promotions materials locally and practical expenses such as postage of course examinations and assignments to Global University.
9. Comply with all regulations stated in the Guidelines for the particular level of study being pursued.
10. Carefully monitor the advertising of the courses to conform to the standards set forth in the Guidelines.

Agreement: We will provide encouragement and facilities for group study by students who enroll in Global University courses. We will comply with all stated policies in the appropriate group guidelines. We understand that Global University reserves the right to change the stipulations regarding this agreement and that this agreement may be revoked by Global University for non-compliance.

(Signature of Pastor) (Signature of Contact Person)

For Office Use Only

(President) (Date) (Vice President of U.S. Student Relations)
For District Approval
(Berean School of the Bible Study Center)

If you are not affiliated with the Assemblies of God, please fill out this form.

We are required to obtain approval from the Assemblies of God district in which you are located. Please help us expedite that approval by giving us the following information:

Basic doctrinal viewpoint: __________________________________________________________

__________________________________________________________

Approximate church size: __________

Expected number of students in your study center: __________

Will your study center be limited to your local church? ______

Note: Your study center should not include people from any local A/G congregation, unless the local pastor has approved such participation.

Goals for your Study Center:
   Lay ministry training
   Personal enrichment
   Sunday school classes
   Evangelism
   New convert training/discipleship
   Mid-week service
   Other

What is your relationship with the Assemblies of God congregations in your area?

__________________________________________________________

For District Use Only

This study center is: approved not approved *

__________________________________________ ______________
Signature of District Official Date

*Reason for non-approval ________________________________
Academic Records Release Form/Application
Please print legibly

Name: ____________________________
Address: ____________________________
City: __________ State ______ Zip ______
Phone: ____________________________ (Home)
_______________________________ Ext ____ (Work)
Email ____________________________
Birthday ____/____/______ □ Male □ Female
Social Security Number ____________________
(Note: These records are kept confidential. You will receive a Student ID number different than your Social Security Number for your protection. However, your SS# is used as a verification when checking on grades.)

Program of Study (Please check one)
□ Ministerial Studies Diploma
□ Certified Minister Level
□ Licensed Minister Level
□ Ordained Minister Level
□ Specialized Ministries Diploma (emphasis)
□ Christian Education
□ Children
□ Youth
□ Senior Adult
□ Music
□ Bible and Doctrine Diploma
□ Urban Bible Training Ministerial Studies
□ Church Ministries Diploma
□ Christian Service Certificate

Refund/Cancellation Policy
An enrollment may be canceled by an applicant student within five (5) days exclusive of Saturday, Sunday, and holidays. From five (5) calendar days after midnight of the day on which the enrollment agreement is signed and until the time the school receives the final exam or the enrollment period expires, the school will retain a 10 percent registration fee. Returned course materials will not be accepted beyond nin (9) months from the enrollment date.

Academic Release Authorization
I authorize Study Center Leadership from:
________________________________________
(church or organization)
________________________________________
(City) (State)
to request academic information from my official student record which is kept with the Berean School of the Bible in Springfield, Missouri until I contact the school and withdraw this authorization in writing.
I understand that Berean School of The Bible offers non-degree courses and that they are calculated in Continuing Education Units, not college credits.

My signature below indicates that I have read and agree to the Berean School of the Bible refund/cancellation policy.
________________________________________
(Student Signature)
________________________________________
(Date)
Berean School of the Bible Study Center  
Tuition & Fees Schedule  
Effective January 1, 2006—December 31, 2006

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Enrollment Fee (one-time fee that must accompany first enrollment or new student program evaluation)</td>
<td>$20.00</td>
</tr>
<tr>
<td>BSB Tuition (per course)</td>
<td>$40.00*</td>
</tr>
<tr>
<td>BSB Audit Tuition (per course-this option is only available to study center students)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Exam Retake Fee (failed first attempt)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Course Re-Enrollment (option to re-enroll when an exam has been failed twice)</td>
<td>$40.00*</td>
</tr>
<tr>
<td>Course Transfer Fee (transfer an enrollment from one student to another student)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Reactivation Fee (Per course after 18 months of inactivity)</td>
<td>$10.00</td>
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<tr>
<td>Expediting Fee (rush processing or delivery)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Program Completion Fee (per program)</td>
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<tr>
<td>Individual Credential Level</td>
<td>$10.00</td>
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<tr>
<td>Complete Diploma</td>
<td>$25.00</td>
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</table>

Cancellation and Refund Policy for Berean School of the Bible Courses

1. An enrollment may be cancelled by an applicant student within five (5) days exclusive of Saturday, Sunday, and holidays. If an enrollment is cancelled during this time, the student will be given a complete refund of all money paid, excluding postage fees.

2. From five (5) calendar days after midnight of the day on which the order is placed and until the time the school receives the final exam or the enrollment period expires, the school will retain a 10 percent registration fee.

3. Returned course materials will not be accepted beyond nine (9) months from the enrollment date.

**Study Center Discounts:** A 20% discount is given to authorized Berean Study Centers on individual course materials and tuition. This discount does not apply to package plans, fees or shipping and handling charges. Authorized study centers will pay shipping and handling charges of approximately 7% per order.

**Course Audits:** This option is only available to students in authorized study centers. If a student audits a course, they must pay the audit tuition fee in order to receive the instructional materials. If the student decides to take the exam and receive credit for the course, they must pay the remaining tuition and take the exam any time within the 18-month enrollment.

**Expediting Fees:** You should receive most orders within five (5) days. Orders requiring rush shipping will be charged $25.00 plus the normal shipping and handling charges. Study centers will be charged $25.00 for each student who requires their course assignments, final grades, transcript requests, etc. to be expedited.

*less the 20% discount
Final exams are available online at www.globaluniversity.edu. Taking the exam online gives the student immediate feedback of their final exam grade and the objectives they missed.

However, if they are unable to take the exams online, you can receive them in printed form. If you would like to receive a printed exam, please submit this form to Global University / Attn: Enrollment Services. For faster service, you can fax or call in your order. Select the exam(s) that you are requesting by entering the quantity of each exam in the spaces provided below. Please allow 7-10 business days for delivery of your final examination(s). Please note: You may only request exams for the course(s) in which your students are currently enrolled.

<table>
<thead>
<tr>
<th>Study Center Number</th>
<th>Study Center Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Phone</th>
<th>E-Mail</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Certified Minister</th>
<th>Qty</th>
<th>Licensed Minister</th>
<th>Qty</th>
<th>Ordained Minister</th>
<th>Qty</th>
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<tbody>
<tr>
<td>BIB152 Life of Christ</td>
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<td>BIB232 Encountering the Book of Genesis</td>
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<td>BIB421 Isaiah</td>
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<tr>
<td>BIB113 N.T. Survey</td>
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<td>BIB241 Understanding the Psalms</td>
<td></td>
<td>BIB256 Romans</td>
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<tr>
<td>THE113 Introduction to Theology</td>
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<td>BIB316 Geography of the Holy Land</td>
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<td>THE243 Eschatology</td>
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<tr>
<td>MIN105 How to Study the Bible</td>
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<td>THE221 Systematic Theology I</td>
<td></td>
<td>BIB378 Apologetics</td>
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<tr>
<td>MIN213 Soul Winning</td>
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<td>THE222 Systematic Theology II</td>
<td></td>
<td>MIN341 Theology &amp; Practice of Worship</td>
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<tr>
<td>THE141 Biblical Theology of Prayer</td>
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<td>MIN417 Ministerial Ethics</td>
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<td>MIN411 Pastoral Theology</td>
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<td>MIN323 Sermon Preparation</td>
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<td>MIN441 Leadership in Christian Education</td>
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<td>MIN337 Cross-Cultural Communications</td>
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<tr>
<td>THE156 History of A/G Missions</td>
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<td>MIN344 Developing the Expository Sermon</td>
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<td>MIN333 Cults and World Religions</td>
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<tr>
<td>MIN357 A/G History &amp; Polity</td>
<td></td>
<td>MIN145 Church Leadership &amp; Administration</td>
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<td>MIN371 Church and Law</td>
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<tr>
<td>MIN232 Marriage and Family</td>
<td></td>
<td>THE351 History of the Church</td>
<td></td>
<td>MIN111 Biblical Counseling</td>
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</tr>
</tbody>
</table>

Signature ____________________________ Date _____________________
Final exams are available online at www.globaluniversity.edu. Taking the exam online gives the student immediate feedback of their final exam grade and the objectives they missed.

However, if they are unable to take the exams online, you can receive them in printed form. If you would like to receive a printed exam, please submit this form to Global University / Attn: Enrollment Services. For faster service, you can fax or call in your order. Select the exam(s) that you are requesting by entering the quantity of each exam in the spaces provided below. Please allow 7-10 business days for delivery of your final examination(s). Please note: You may only request exams for the course(s) in which your students are currently enrolled.

Study Center Number __________________________
Study Center Name ________________________________
Address __________________________________________
City __________________  State ____   Zip Code ________
Phone ___________________  E-Mail _________________

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<thead>
<tr>
<th>Certified Minister</th>
<th>Qty</th>
<th>Licensed Minister</th>
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<th>Ordained Minister</th>
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<tr>
<td>BIB112</td>
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* Courses to be taught in district seminars.

Signature _____________________________________ Date _____________________
How can I teach if I don’t look at the test?

As a study center coordinator or facilitator, you may feel frustrated because you do not have access to the exams and answer keys as you are interacting with your students. You may say, “In traditional classrooms, the teacher provides the instruction, writes the exam questions, and assigns the grades.” However, you are working in a rapidly growing segment of education that does not fit the mold of the traditional classroom. Although you are facilitating the learning of a group of students, you are part of a much larger distance education institution.

While Berean School of the Bible courses are designed to be used by individuals who are studying on their own, learning is certainly enhanced when students study in groups with a facilitator. The study center option provides motivation, accountability, and enrichment for busy adults who sometimes need encouragement and accountability. Facilitators can also provide locally relevant illustrations that will help students master the concepts being taught in the courses.

However it is important to remember that students are not tested over the material you present in class. Instead, they are tested over the material in their instructional materials for Berean School of the Bible. This provides a consistent training for students around the world who are taking the courses. The courses follow an objective-driven instructional design format. Exam questions are based upon the objectives in each lesson. If the student has mastered the material as required by the objectives, he should be prepared for the exam.

We do realize that appropriate feedback on examinations enhances the learning process. Students can receive that feedback whether they take the exam online or in print. The feedback is more immediate if they take the exam online because our online exam center gives the student an immediate report of his performance on the exam. It also provides him a list of the objectives he did not master as indicated by the questions he missed. If your students prefer to take the print exam, their grade reports will include a list of the objectives they have not mastered so they can review the material.

The issue of using the exam in teaching the course seems to be a source of misunderstanding among many study center leaders. This is not an accusation that study center leaders actually give students the questions and answers for an exam ahead of time, thereby “cheating” on the exam. Nor is it a reflection on the competency of the study center facilitators. The concern is that in “teaching to the test,” well-meaning facilitators will emphasize the material on the test while much valuable information is neglected. If facilitators are using the exam in preparing their lessons or in reviewing for the test, students are likely to neglect to read their instructional materials, but will depend on the facilitator to teach them the information they need. Therefore, they will not learn everything they need to know about the subject at hand. Since exams typically contain only 50 questions, they can cover only a small portion of the actual material in the course. Facilitators who concentrate on preparing their students for the test may be inadvertently short-changing them even though their scores on the exams are high.

As a study center leader, you serve a vital role of motivating your students, enriching their learning experience, and assisting them in meeting their educational goals. Your experiences provide a rich reservoir of illustrative material to give practical application to the lessons your students are learning.

Your mentorship role is probably more important than your actual instructional role. Students will long be influenced by your life. You are to be commended and congratulated for your dedication in training students for ministry, both in and out of the church. The restrictions being placed on the use of the exams and answer keys are designed, not to detract from your role as a facilitator, but to assist your student in their learning experience.
Scantron Information

Fill in student number starting at the left, and also darken the appropriate bubbles completely. If you have a 7-digit number, leave empty spaces on the right. DO NOT fill in a bubble for blank spaces.

Please note the directions on the scantron form for filling it out correctly.

Fill in course code and exam form that are on the final exam, and also darken the appropriate bubbles completely. The course code has three letters and three numbers.
### Enter your answers in this section.

<table>
<thead>
<tr>
<th>No.</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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</tbody>
</table>

### Write your course survey comments here.

### Fill in the bubble of the current year.

<table>
<thead>
<tr>
<th>No.</th>
<th>A</th>
<th>B</th>
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</table>

### Enter your course survey answers in this section.

### Fill in the bubble of the current year.
# Record of Exam/Project Shipment

Shipment Date: ___________________________ Tracking Number: ___________________________

Course Name: _____________________________________________________________________________

<table>
<thead>
<tr>
<th>Student</th>
<th>Final Exam</th>
<th>Scantron</th>
<th>Validation Certificate</th>
<th>Written Assignment</th>
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</table>
# Student Sign-Up Sheet

**COURSE:** _______________________________  **INSTRUCTOR:** ___________________________

**DATES:** _________________________________  **TIMES:** __________________________________

**PLACE:** ____________________________________________________  **COST $**________________

<table>
<thead>
<tr>
<th>STUDENT NAMES</th>
<th>STUDY GUIDE</th>
<th>TEXT</th>
<th>ON FILE</th>
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Sample Order Record Form

Course: _________________________________________________
Dates: ___________________________________________________

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Sample Academic Record Form

Name: ____________________________________________
Address: _______________________________________
Student Number: __________________________________
Phone: _________________________________________
E-Mail: _________________________________________

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# Program Completion Form

Name: ___________________________  Student ID #: __________________

(As you want it to appear on your diploma)

Mailing Address: ___________________________  

Phone: ___________________________  E-Mail: ___________________________

| *Certificate Processing Fee: $10.00 per certificate |
| *Diploma Processing Fee: $25.00 per diploma |

- [ ] Check enclosed
- [ ] Bill my credit card
- [ ] Visa  [ ] Master Card  [ ] Discover

Card #  Expiration date

*Accounts cannot be billed for these services. Please allow 2-4 weeks for processing.*

| Program of Study |
| (Mark completed program or level) |
| Ministerial Studies: |
| [ ] Level One certificate ($10.00) |
| [ ] Level Two certificate ($10.00) |
| [ ] Level Three certificate ($10.00) |
| [ ] Ministerial Studies diploma ($25.00) |

| Urban Bible Training/Native Leadership Development: |
| [ ] UBTC/CNLD Diploma ($25.00) |
| [ ] Bible and Doctrine Diploma ($25.00) |
| [ ] Church Ministries Diploma ($25.00) |
| [ ] Christian Service Certificate ($25.00) |

| Specialized Ministries Diploma with specialization in ($25.00): |
| [ ] Christian Education  [ ] Senior Adults |
| [ ] Youth  [ ] Music |
| [ ] Children |

---

**Student Survey**

How satisfied were you with (please rank from 1-dissatisfied to 10-very satisfied):


Have you pursued ministerial credentials if you studied the Ministerial Studies Program? Y / N

What was your purpose for studying with Berean School of the Bible?

---

GLOBAL UNIVERSITY

1211 S Glenstone Ave  
Springfield, MO 65804

Phone: (800) 443-1083  Fax: (417) 862-0863  E-mail: berean@globaluniversity.edu
Transcript Evaluation Form

Name ___________________________ SS # _____________

Mailing Address ________________________________________________________________

Phone # (____) ____________ Birth date ___________ E-Mail: ___________________________

Gender: □ Male □ Female

**$20.00 New Student Application Fee**  
(For first-time students only)

□ Check enclosed  
□ Bill my credit card  
□ Visa □ Master Card □ Discover

Card #  
Expiration Date  
Name on card

*Accounts cannot be billed for this service*

Please mark intended program of study

□ Ministerial Studies Diploma  
□ Bible and Doctrine Diploma  
□ Church Ministries Diploma  
□ Urban Bible Training Diploma  
□ Native Leadership Development Ministerial Studies Diploma

□ Specialized Ministries Diploma with specialization in:

□ Christian Education □ Senior Adults  
□ Youth □ Music  
□ Children

1. Please list the colleges from which you will be sending transcripts:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

2. How did you hear about Berean School of the Bible? ____________________________________________

_________________________________________________________________________

_________________________________________________________________________

Please fax the completed form to 417-862-0863 or return to:

GLOBAL UNIVERSITY
Attn: Berean School of the Bible
1211 S Glenstone Ave
Springfield, MO 65804

If you have any questions about this process, please contact us at (800) 443-1083.
Transcript Request Form

Please complete all applicable information on this form and mail or fax it to the Berean School of the Bible office.

Name_________________________________________ Student #____________________

Mailing Address____________________________________________________________________

_________________________________________________________________________________

Phone # (______)_________ Birth date_____________ E-Mail:____________________________

Date first enrolled ____/____/______ Date of last completion ____/____/______

Diploma/Certificate program(s) completed ____________________________________________

If you have completed any credential level or diploma program, you must pay a program completion fee before your transcripts will be released.

<table>
<thead>
<tr>
<th>Program Completion Fees:</th>
<th>Please send copies of my official transcript to the following:</th>
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<tbody>
<tr>
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<td>Name:_______________________________________</td>
</tr>
<tr>
<td>$25.00 per diploma</td>
<td>Address:____________________________________</td>
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</table>

☐ Check enclosed
☐ Bill my credit card
☐ Visa  ☐ Master Card  ☐ Discover

Card #
Expiration date

Name:____________________________________
Address:__________________________________

Name:____________________________________
Address:__________________________________

In order to be in compliance with Federal law, this note must be signed by the student in order to release this information.

Signature:_________________________________