

# **UBTC Student Guide**

## **2008**

**Courses and strategy** – Our course material is provided by Berean School of the Bible (BSB). This is the Continuing Education level course work of Global University in Springfield, Missouri. All course material is written, prepared and graded by Global University. Continuing Education units rather than college credits are earned for completed courses. However, the Berean School of the Bible courses do meet the educational requirements of the Assemblies of God for ministerial credentials. Also, many of the courses can be transferred into Global University's undergraduate program. For more information about Berean School of the Bible and Global University you can visit their web site at: [www.globaluniversity.edu](http://www.globaluniversity.edu).

While our courses do meet the requirements for credentialing we understand that our primary goal is to prepare men and women for effective ministry in their churches and community. UBTC does not get involved in the credentialing process if that should be pursued by a student. Credentialing is handled by the Peninsular Florida District Council of the Assemblies and not by UBTC. Students interested in credentialing should contact the District Office early in their studies to get specifics regarding all credentialing requirements including additional courses. The District Office can be reached at 863- 683-5726 ext. 225 (Secretary's office/credentialing).

**Teachers** – Our teachers are experienced pastors, evangelist, missionaries who volunteer their time. Their key function is to assist you in learning the material that Berean has developed and will be testing you on. We value them as much for their experience and anointing that they bring into the classroom as we do for their academic qualifications.

**Success in class** – Berean courses are designed for independent study. UBTC enhances your Berean learning but does not replace your own diligent efforts. Do not allow the convenience of classroom studies to lull you into complacency. Study as though you did not have the advantage of class studies. Follow the class syllabus and come to class having already prepared for the chapters to be covered.

**Written Assignments** – UBTC students are exempt from completing all extra writing assignments (Collateral Writing Assignments – Student Learning Assignments) that are normally required of BSB students. For courses to qualify as UBTC completed courses students must meet both the mentoring and class attendance requirements of UBTC (minimum of 75% of classes must be attended).

**Mentoring** - Mentoring has always been a part of the UBTC experience. Just as important as what you know is who you know and how well they know you. Get a mature and experienced Christian minister or leader (preferably your pastor or staff pastor) to come alongside you and help you learn how to put what you learn into effective practice. Mentoring Report forms are to be turned in on exam night.

One aspect of the mentoring process is the required reading and discussion of three specific books/issues with your mentor. These three books and their order of reading are:

1. *Harvester's Handbook – Training Manual* and *Harvester's Handbook – Young Christian Manual*. These books are used during the first four quarters of UBTC studies.
2. *The Five Love Languages*. This book is used during the fifth and sixth quarters of UBTC studies.
3. *One New People: Models for Developing a Multiethnic Church*. This book is used for the seventh and eight quarters of studies.

**School year** – We operate two 9 week (1<sup>st</sup> & 2<sup>nd</sup>) and two 10 week (3<sup>rd</sup> & 4<sup>th</sup>) quarters per year. Refer to your Student Calendar for details.

**Registrations** - In order to make sure we have your books ready for you prior to the beginning of each quarter it is very important that you submit Course Registration forms to us by the deadline date shown on your Student Calendar. Returning students who are late registering may be charged a late fee.

Registration can be made by submitting the Course Registration form along with a minimum 20% deposit (which is non-refundable). The balance due can be paid upon book distribution. Books cannot be delivered until the total bill is paid in full.

**UBTC Web site** – All forms that you will need to register are available for downloading from our web site at: [www.ubtctampa.com](http://www.ubtctampa.com).

**Diploma** – Upon completion of all courses you will be awarded with a diploma from UBTC that will be presented to you at our annual graduation service. A minimum of three-fourths of your Berean courses must be completed through UBTC in order to receive a UBTC diploma.

**Absences** – You must have attended at least three-fourths of your classes in order for the course to be counted as a UBTC completed course.

**Communication** - Most of our written communication with students is delivered via e-mail. If your e-mail address changes please notify us of such. The best way is to send us an e-mail. If you do not have e-mail it is strongly recommended that you get it. One inexpensive way is to set up a yahoo account and use your local library to periodically check your mail.

**Questions/concerns** - Questions regarding registration, payment, etc. should be directed to the registrar, director or assistant director. Concerns over class issues should first be discussed with your teacher. If your concern cannot be adequately handled by the registrar, assistant director or teacher please contact the areas director. We are always available to help you in any way we can.

**Study online:** To access your courses online you would go to:

[http://www.globaluniversity.edu/student\\_info/level3/bsb/bsb.cfm](http://www.globaluniversity.edu/student_info/level3/bsb/bsb.cfm)

click on "student Login" and follow it from there. You will need your student number and pass word (first two letters of first name plus first two letters of last name plus last four digits of your student number).