



Republic of the Philippines
Baptist Theological College
Mandaue City, Cebu, Philippines

Student Affairs and Services Manual of Operation

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Foreword

It is my distinct privilege and pleasure to serve as President of this wonderful institution that was established by God for the purpose of equipping men and women for a lifetime of ministry wherever He may lead them. For over 60 years BTC has been used by God in equipping Christian leaders for churches here in the Philippines as well as for ministry around the world. We have graduates who are serving in pastoral ministries as well as in missions, non-government organizations, public schools, orphanages, etc. The Lord has been so gracious to all faculty and staff as well as to all our students. And He continues to sustain us in the midst of the various challenges we are facing these days.

At BTC we seek to build strong, intimate relationships and lead others in starting contagious, infectious friendships. Every subject we offer teaches students to look at any and all truth through Jesus' eyes, allowing Jesus to invade and influence every facet of life and learning. Our experienced, caring faculty and staff don't just expect students to memorize their lectures. They teach them to ask and answer tough questions, discipling them to love the Lord with all their mind. BTC also activates students in using their hands, arms, and mouth to serve their communities. Students are pushed to reach higher than they ever thought possible, encouraging them to dream of new, effective ways to make disciples. As the faculty and staff seek to model 2 Timothy 2:2¹ in their life and ministry, they also seek ways to motivate their students to obey Jesus and imitate them as they live out His teaching.

In our pursuit for effectiveness and efficiency in all that we do, it is my prayer that this Manual of Operation will guide us in our ministry and decision-making processes. And that the Lord is glorified in everything that we do.

I'm also grateful to our team of committed faculty and staff for their continued dedication and love for the Lord and for His work. May the Lord continue to bless us and keep us.

Soli Deo Gloria!

Dr. Ricardo G. Recodo, Jr.
President
Baptist Theological College
Cebu Graduate School of Theology

¹ "and what you have heard from me in the presence of many witnesses entrust to faithful men, who will be able to teach others also." (ESV)

History

The Baptist Theological College was founded in 1957 by the Philippine Mission of the Baptist General Conference. At its inception, the stated purpose of the school was to train men for the pastorate. The first class of four men began their studies in June of 1958. For the first nine years of its existence the school was known as the Baptist Bible School of Cebu. The present name was adopted at the beginning of the 1967-68 school year. BTC's current mission can be expressed as: to glorify God by partnering with local churches in training men and women to serve God wherever He calls them to serve. Since the beginning, 2 Timothy 2:2 has conveyed the school's goal: "The things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others" (NIV).

The curriculum of the school has developed with the passing of years. The original course of study, which was limited to men, required two years of on-campus study. In 1961 the co-educational program was begun. At that time the Pastor's Course was expanded to three years and a two-year Christian Education Course was added for women. By 1967 five different curricula were offered: a one-year Christian Life Certificate, a two-year Diploma in Christian Education, a three-year Diploma in Theology, and two degree courses, the Bachelor of Science in Christian Education and the Bachelor of Theology. After considerable study and discussion, the one-year and two-year courses were dropped from the curriculum of BTC, however a Certificate of Christian Ministry could still be obtained from BTC in cooperation with the Extension Department.

For the first twenty-two years of its history, the BTC campus was located in Argawanon, San Remigio, Cebu, where the 14-hectare campus became a well-known landmark. However, in 1980 the first Filipino President, Eliseo Sarcos laid the foundation for moving the school to Metro Cebu recognizing the changing face of the churches that students would serve upon graduation. This also allowed the school to take advantage of available adjunct and part-time faculty residing in or near Metro Cebu. Initially, third- and fourth-year classes were held at First Baptist Church in Cebu City while first- and second- year classes continued to be held on the San Remigio campus. Following the tragic loss of Rev. Sarcos to cancer in June of 1981, the transition to Metro Cebu continued. All classes were moved to Cebu City in 1982-83 at the gracious invitation of First Baptist Church to again use their facilities.

In 1985 a permanent campus in Banilad, Mandaue City, Cebu, was purchased and the school transferred there. God led the school through rapid development following that move. A former shell-craft business was converted into a modern college campus. A warehouse/work station was transformed into a spacious library and campus chapel. Faculty housing was built, a multi-story academic building was constructed, and at the turn of the century BTC had the tallest structure in the neighborhood—a Student Center which included a great space for students and visitors to converge, a large classroom, housing for students or faculty, and a rooftop prayer center. Further campus development is now being planned to include another multi-story building to

house female students and provide offices for BTC faculty and staff. BTC's campus is owned by the Baptist Conference of the Philippines. The school is operated by the boardmembers of Baptist Theological College, Inc. in cooperation with the leaders of the BCP.

Once on the Banilad, Mandaue City campus, the training options further developed. BTC began offering a Master of Ministry degree program. In 1999 BTC became the first ministry training school to receive a permit to offer a government-recognized Bachelor of Arts in Theology degree. By 2001, BTC received government permanent recognition for Master of Arts in Theology, Master of Religious Education and Master of Divinity degrees. In 2013 BTC received permanent recognition from the Office of the President—Commission on Higher Education for the PhD in Theology. An Upgrade program was also begun that guided BTC graduates from before recognition and graduates from other non-recognized Bible colleges to upgrade their training to a government-recognized Bachelor of Arts in Theology degree.

BTC has developed not only in terms of facilities and curriculum, but has been a leader in faculty development as well. BTC became the first ministry training school in the region (and perhaps the nation) where all of the Bachelor's-level faculty members had earned Master's degrees. A growing number of Filipino faculty have earned Doctor's degrees and now teach in BTC's Cebu Graduate School of Theology as well as the Bachelor's degree programs. BTC maintains a highly qualified multi-national faculty—a leader among ministry training colleges and seminaries in the Philippines and SE Asia.

BTC is also a leader in equipping cross-cultural fieldworkers. In 1998 BTC students began serving one-year internships in Thailand. Summer teams ministered cross-culturally among Muslim peoples in the south and tribal peoples in Palawan. Bethlehem Star of Peace (BSOP) was born in the hearts BTC alumni in 2001 and soon captured the interest of other dynamic believers. The Philippine Securities and Exchange Commission registered BSOP, Inc. as a non-stock, non-profit corporation in 2002. The BSOP international headquarters is on the campus of BTC. BSOP has grown from three original missionary appointees in 2003 to twenty-one current fieldworkers and missionary interns today serving unreached people groups in Thailand, Cambodia, Laos, and among Muslim tribal peoples in the southern Philippines! BTC alumni also serve God in more than a dozen other foreign countries.

Dr. Dennis L. Nordine, March 2016
Retired Professor, CFO, and Dean of BTC/CGST
Former OIC/President of BTC

Mission/Vision, Institutional Goals, and Outcomes

Mission/Vision

BTC exists to glorify God by helping Christian churches train leaders to serve in ministry wherever God calls them to minister.

Institutional Goals

1. Provide quality theological education that will produce biblically literate and effective servant leaders;
2. Strengthen and sustain a working and educational environment conducive for godliness and excellence;
3. Strengthen and expand ministry partnerships;
4. Strengthen and enhance institutional capability towards financial stability.

Institutional Outcomes/Ideal Graduate Attributes

BTC is producing graduates who are pastors, missionaries, theologians, Christian educators, and leaders in Christian ministries, who are God glorifying, biblically literate, effective servant leaders, who value godliness, integrity, and humility, and who catalyze communities for moral and spiritual development.

Core Values, Philosophy of Education & Doctrinal Statement

Core Values

Biblical Authority

We believe that the Bible is God's Word and is the final authority for all areas of our faith and life.

Training Holistic Leaders

We exist to develop holistically healthy and effective servant leaders.

Church Partnership

We value our partnerships with local churches, alumni and mission organizations throughout the Philippines and the rest of the world.

Christ-centered Relationships

We believe that Jesus Christ must be the center of our lives. All human relationships flow from our relationship with Him.

God's Glocal Glory

We believe that our God is a “Glocal” God and that He has given us a mandate to make disciples who make disciples of all nations starting with the Philippines and extending to the whole world.

Spirit-led Mentoring

We believe that it is not enough to educate our students but that we must assist them through the power of the Holy Spirit in applying their knowledge into their lives and ministries.

Teamwork

We value our diversity among our faculty, staff and students. We believe that we will accomplish more together than we ever will as individuals.

Philosophy of Education

Baptist Theological College (BTC) is committed to provide theological education for Christian leaders and workers. We train Christian potential leaders who are called by God to work in His Church, normally in a full-time church-related vocation. BTC provides further necessary training for those called to special ministries.

The College and Cebu Graduate School of Theology (CGST) strive to equip students with theological and practical skills needed in the various areas of their ministries. While the students learn these necessary skills, we, as faculty and staff are the examples by which the students' spiritual lives will be influenced and enhanced.

BTC/CGST is founded on the Word of God and His commandments. A member of the BTC family of faculty and staff is committed to exhibit a life acceptable and pleasing to the Lord, and exhibiting active participation in the BTC community. Students, faculty, administration and staff are expected to live a lifestyle different from that of the secular world. BTC faculty and staff are to live lives that are a model to the students, constituent churches, and community at large.

Doctrinal Statement

A. The Bible

We believe that the Bible is the Word of God; holy men of God wrote the Scriptures as they were inspired by the Holy Spirit. The entire Bible in each original manuscript was without error, and God has Divinely preserved His Word for us. The Bible is God's standard and authority to all men and to the church in all matters pertaining to faith and conduct. 2 Pet. 1:21; 2 Tim. 3:16; John 17:17.

B. The Trinity

We believe in one living and true God. God is Spirit. He is without beginning and without ending. He eternally exists in three Persons—God the Father, God the Son, and God the Holy Spirit. These Divine Persons of the Godhead execute distinct but harmonious offices in the works of creation, providence, and redemption. John 4:24; 14:26; 2 Cor. 13:15; Matt. 3:16; Gen. 1:27

C. God the Father

We believe in God the Father, an infinite and personal spirit. He is perfect in all holiness, wisdom, power and love. He is concerned with the affairs of men. He hears and answers prayer. He saves from sin and death, and He gives new life to all who come to Him through Jesus Christ. Matt. 7:11; 6:9f; Rom. 3:23-26; Gen. 1:1

D. Jesus Christ

We believe in Jesus Christ, the eternal and only begotten Son of God. He was supernaturally born of a virgin. He lived a sinless life, perfectly fulfilling the Divine law. He is truly God and truly man. In His teaching and miracles He manifested His Divine nature. While He walked here on earth, He suffered and was tempted like all men, but He did not sin.

We believe in His substitutionary atoning death on the cross, a Divine act that made possible the reconciliation of the sinner to God. He arose bodily from the dead on the third day, and subsequently ascended bodily into heaven where He is making intercession for the saints. He will return again to earth in His Divine glory and power, as He promised. Matt. 1:18-21; John 1:14; 3:16; Heb. 2:18; 1 Pet. 3:18; 1 Cor. 15:3f; Acts 1:11; Heb. 7:25.

E. The Holy Spirit

We believe in the Spirit who came from the Father and the Son to convict the world of sin, righteousness, and judgment. He is a Divine Person. He imparts Divine life to all who have faith in Christ. He guides, empowers, indwells, and enlightens every true believer in Jesus Christ. He is the aiding helper, comforter and teacher of every Christian. Acts 1:8; John 16:7-11; 14:16f; 3:5.

F. Man

We believe that man was created in the image of God—holy and without sin. However, he willfully transgressed the commandment of God and became a sinner. Because of this, the Scriptures teach that all men are sinners in Adam, and are thus under the righteous condemnation of God. Man is not only a sinner by nature, but also by choice. Because of his sinful and corrupt nature, man has no power or ability to save himself from the wrath of God. Gen. 1:27; Rom. 5:12-19; 3:19f; Isa. 64:6; Ps. 51:5.

G. Regeneration

We believe that a sinner can be saved only because of and through the mercy, grace, and love of God who provided a Savior for the world—His Divine Son, Jesus Christ. In order to

be saved, a sinner must repent of his sin, and believe, and trust in Christ as his personal Savior and Lord. A sinner who has exercised this faith is counted by God as righteous in Christ, and regeneration is accomplished by the Holy Spirit. 2 Tim. 1:9f; 1:15; Rom. 10:9f; Eph. 2:8f; John 1:12; 3:16; Titus 3:4-7; 2 Cor. 5:21.

H. The Church

We believe in the Church, a living spiritual body of which Christ is the Head and of which all regenerated persons in every place and all ages are members. We believe that the local churches are the visible representation and agencies of the Body of Christ. The local church is a company of believers in Christ in a given place who have been baptized by immersion upon credible profession of their faith, and who have united together in the fulfillment of the commands of Christ for worship, fellowship, and the preaching of the Gospel. To the local church has been given the responsibility of reaching the lost for Christ, the nurturing of believers in their Christian life and faith, and the administration of the ordinances. The Scriptures provide for two offices in the local Church: the pastors (also called bishops, elders, or presbyters) and the deacons. Every Church is an independent body and responsible only to its head, Jesus Christ. Local Churches conduct their administrative affairs in a democratic manner, the voice of the majority ruling. Eph. 1:22f; Acts 11:22; 13:1-3; 2:41-47; Eph. 4:11-13; Phil. 1:1; Matt. 28:10f.

I. Christian Conduct

We believe that every Christian should live for the glory of God. The Christian life begins at the moment an individual receives Christ as Savior. As the Christian grows from studying God's Word, as he prays, and as he allows the Holy Spirit to guide and empower him, his Christian life is strengthened in holiness and knowledge of God's will. 1 Cor. 6:19f; 10:32; 2 Pet. 3:18; 2 Tim. 2:15; Phil. 1:6; 2 Cor. 6:14-18; 2 Thes. 5:22; 1 Cor. 16:2; Matt. 3:10.

J. The Ordinances

We believe that the Lord Jesus Christ has committed two ordinances to the local churches; namely, baptism and the Lord's Supper. We believe that baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit. Baptism is an act of obedience to Christ, symbolizing the death of a believer to sin, his burial with Christ, and his resurrection with Christ into a new life. We believe that the local churches are commanded to commemorate the Lord's Supper by God's people. These two ordinances are symbolic in their meaning, and have no power in themselves to confer grace or eternal life. Matt. 20:19; 1 Cor. 11:23-26; Rom. 6:3f.

K. Last Things

We believe in the bodily and visible return of Christ to the earth. The time of His return has not been released. It is the responsibility of every believer to live in a state of readiness for His coming. We believe that all judgement is committed to the Son of God who shall judge the living and the dead after His return. We believe in the resurrection of the body. All who have

not accepted the salvation of God in Christ shall be condemned to eternal separation from God in hell together with Satan and his angels. Believers shall be judged and rewarded according to their works. All true believers shall enjoy eternal and personal fellowship with God Himself throughout all eternity. I Thes. 4:14-18; 2 Thes. 1:7-9; 2Cor. 5:1-10; Matt. 25:46; I Thes. 1:10

L. Satan

We believe in the existence of Satan. He is a created angel. Before the creation of man, Satan sinned by opposing God. Scripture calls him the Evil One, the Tempter and the Adversary. He tempted our first parents to sin, and he continues until now by God's permission as the "god of this world." He is the leader of all earthly and heavenly opposition to God. God has already condemned him and his angels to hell. The victory of Christ over sin and death is sure evidence of the coming final defeat of Satan. Isa. 14:12-15; Eph. 2:2; IPet. 5: 8; Rev. 20:10

M. Christian Citizenship

We believe that all constituted authority is from God, given for the purpose of promoting orderliness and the common good of mankind. These authorities are to be respected and obeyed, except in matters which are plainly contrary to those places of authority. We believe that the Christian citizen must be an example among men, showing forth at all times the true Christian life. Rom. 13:1-7; Acts 5:29; IPet. 2:3f.

N. Religious Liberty

We believe that, ultimately, every human being is personally responsible only to God in all matters of faith. Because of this, the local churches, as independent and autonomous bodies, must be free from all outside rules or interference of man, organizations or authorities of any kind. The churches and the state must remain separate, each having their own function, and each fulfilling their own responsibilities without interference from each other.

O. Church Cooperation

We believe that local churches of like faith and practice can promote the spread of the Gospel by mutual cooperation in an association of churches. Such associations exist and function by the will of the churches, and membership and cooperation in such associations by any church is voluntary and may be terminated at any time.

Student Life Vision, Mission, and Goals

Vision: The Student Life department aspires to be a community that makes meaningful contributions to families, churches, and the world through the formation of character and competence.

Mission: The Student Life department provides the BTC community with programs and services, in support of the academic purpose of BTC. The Student Life that assist and empower students to pursue spiritual growth and achieve their highest educational potential. DSL works closely with faculty, staff, students, and churches to create a stimulating and inclusive educational environment that is conducive to the holistic growth and development of students. The department strives to be responsive, caring and personal.

Goal 1: Promote and support student development

- Protect and enrich the well-being of students, including spiritual, intellectual, emotional, and physical health
- Develop, promote, and sustain an inclusive campus environment that contributes to academic and spiritual growth.
- Offer experiential opportunities for an active student life that complement the academic environment
- Create opportunities for spiritual, personal, professional and social growth.

Goal 2: Provide quality service

- Provide convenient, personal service
- Develop services and programs as needs are identified
- Evaluate and refine existing resources, facilities, and space to meet evolving needs of constituents
- Strategically incorporate technology for efficiency and accessibility

Goal 3: Facilitate enrollment management

- Provide programs and services that are designed for individuals and groups that promote student persistence and retention.

Goal 4: Cultivate diversity

- Integrate diversity in our culture by collaborating across campus.
- Appreciate, celebrate and respect diversity in all aspects of life.
- Facilitate growth and understanding for individual and sociocultural similarities and differences.

Organizational Structure for the Delivery of SAS



Dr. Ricardo G. Recodo, Jr.
President
Director of Campus Dev't.



Dr. Boyet Lisbe, Jr.
Vice-President/
Dean of CGST



Mrs. Angel Bergado
Dean of Student Life



Dr. Susan L. Cuambot
Dean of Theology



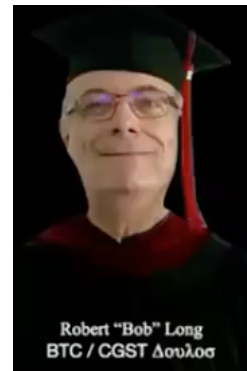
Ms Vima Capablanca
Registrar



Dr. Jasmin Joy Trono
Resident Counselor



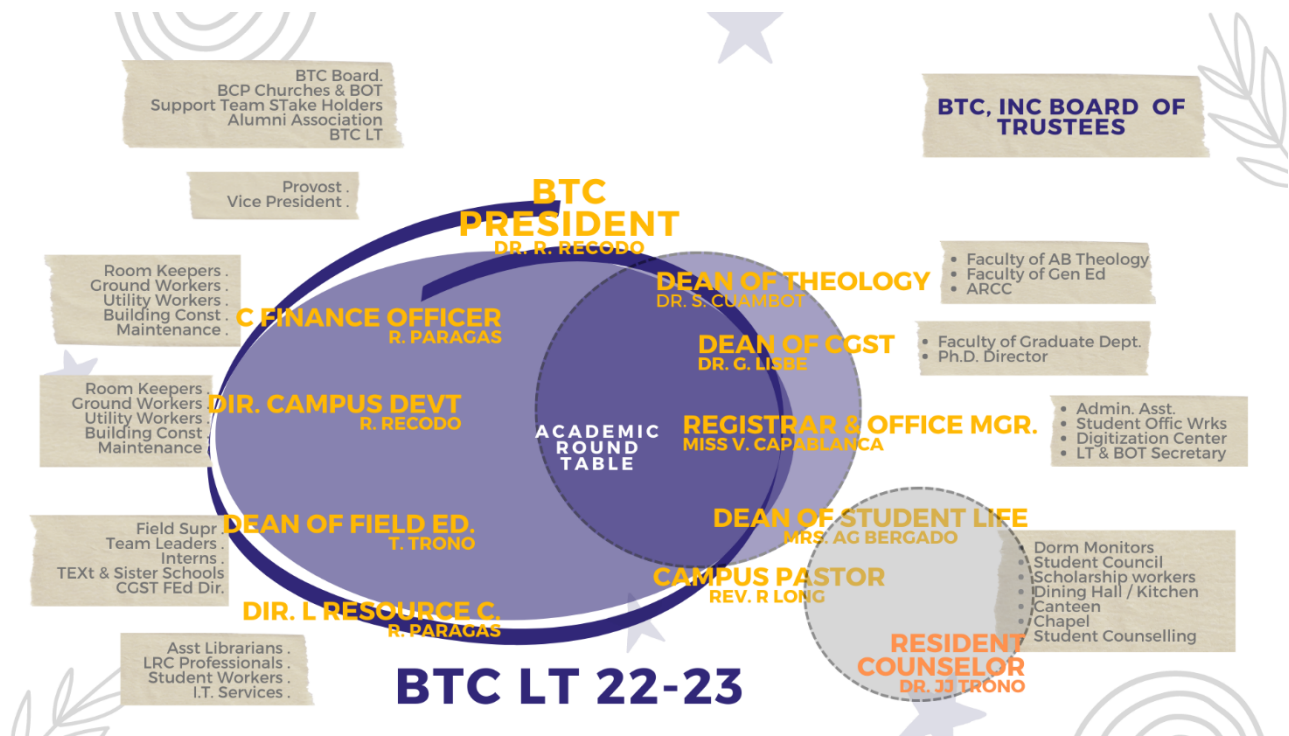
Prof. Tom Leonard Trono.
Dean of Field Education
and Extension



Prof. Bob Long.
Campus Pastor.



Ms Ruth Paragas
Director of LRC
and CFO



MANUAL OF OPERATION

ADMISSION REQUIREMENTS

Any students desiring to apply for admission at BTC must submit the following forms and documents at the time of interview and enrollment:

Form 1a Application for Admission

Form 2a **Three** Confidential Character Reference Questionnaires

Form 3a Pastor's Letter of Recommendation

Form 4a Church's Letter of Recommendation

Form 5a Medical Certificate (X-ray and Complete Blood Count results)

Form 6a Certificate of Church Involvement (active involvement for at least one year)

Form 138 – high school card (Form 137-A will be requested by BTC from your high school)

One copy of original birth certificate from the National Statistics Office (NSO)

One copy of recent 2x2 ID picture

One copy of recent 1x1 ID picture

Transfer Credential & Transcript of Records (if you have attended another college)

English Proficiency Exam

Bible Proficiency Exam

Interview with the in-house school counselor

ACADEMIC INFORMATION

Class Attendance and Requirements

Students are required to be on time for all their classes and appointments. "On time" for classes and chapel programs means being seated in the room when the bell rings. Students should remain in the classroom for the entire class meeting. If there is an emergency, the student should ask the teacher for permission to leave the room.

Tardiness to any classes must be satisfactorily explained to the instructor. The teacher then has the right to accept or reject such explanation. If the explanation is not accepted or if no explanation is made, the tardiness will be recorded. Two unexcused tardies shall be equal to one absence.

Absence from class for any reason must be satisfactorily explained and submitted to the appropriate Dean immediately after the absence. The priority of BTC students is learning in their classes. Normally, an excused absence is given only for sickness of the student. The Dean will put his/her comment (stamp "excused" or "unexcused") on the admission slip and give it to the student to be signed by the instructor(s) of the class(es) he missed. The signed admission slip is then returned to the Dean for filing.

Absences for any one subject may not exceed the number of meetings per week for that subject during the semester. Absences in excess of this number will normally result in failure for that subject.

No make-up work or make-up tests will be permitted for an unexcused absence. For an excused absence, it is the student's responsibility to approach the faculty member and find out what make-up work must be done.

Policy on Cheating

1. Definition of cheating

- a. Opening of notes, handouts, or books during exams or quizzes.
- b. Looking or permitting others to look at one's test papers during quizzes or exams.
- c. Looking at prepared answers (*Kudigo*).
- d. Asking and giving answers to and from classmates during quizzes or exams.
- e. Copying assignments/research papers of other people or resources without citation.
- f. Copying and pasting of "e-files" (computer files) of others to their own papers without citation.
- g. Though borrowing of notes for review is not categorized as cheating, it is discouraged. Take your own notes.

Consequences if caught cheating

If a student is caught cheating during a periodic exam (Preliminary, Midterm, Semifinal, Final) he will be given the lowest failing grade for the periodic exam and the respective Dean will be notified.

If a student is caught cheating during a quiz, he will be given a zero for that quiz and the respective Dean will be notified.

If a student repeatedly cheats during quizzes and/or exams he will be subject to suspension.

If a student is caught copying assignments or submitting assignments that are not done originally by himself, he will be given a warning and will be asked to do the assignment himself and the respective Dean will be notified. The second time he is caught, he will be subject to suspension.

Graduation Requirements

1. Complete all academic requirements.
2. Complete all Field Education requirements.
3. Interviewed and recommended by the ARCC and recommendation from the faculty.
4. Submit each doctrinal statement following the prescribed guidelines.
5. Comprehensive Exam

Graduating students will take the comprehensive exams during their last semester of classes (usually given in January). There are two different tests given--one for Religious Education majors and one for Pastoral Studies majors. Some sections of the exams are the same for both majors; for example, the sections covering New Testament, Old Testament, theology, evangelism. The examination lasts for two entire days. Students write for four hours in the morning and four hours in the afternoon. Questions are essay type and students may not use any notes except their study Bible and reference tools provided. They must have submitted their final

approved copies of their doctrinal statements. The scores of the comprehensive exam are not cumulative. The student must get a passing grade of at least 75% for each section of the exam. The student who fails a section of the comprehensive exam will forfeit his/her graduation that year. He must take and pass the removal exam scheduled after the graduation ceremony. If he/she passes the removal exam, he may be considered a summer graduate. If he fails in the removal exam his/her summer graduation is forfeited again. In this case, the student has to take a refresher course in BTC in areas where he/ she got failing scores.

Residency Requirements

Students taking the Bachelor of Arts major in Theology and Bachelor of Arts major in Religious Education will spend at least 4 years to finish their program, with an extension of 3 years if he/she is not able to finish the program within the specified time frame. The ARCC will make the final determination on a case-by-case basis.

Grading

An average grade of 75 out of 100 is required to pass any subject. Below is listed the official BTC grading system with descriptive explanations for the various levels of achievement. Each semester the Registrar records student grades. Students are responsible to monitor their own academic progress and are encouraged to check with the office about their previous semester's grades.

If there is a question about a particular subject grade, the student should consult with the Dean of Theology who will explain how the student's grade for any subject was computed. Students are not to directly contact a subject teacher unless instructed to do so by the Dean.

Grade Point	Percentage	Grade Point	Percentage
1.0	100 %	2.6	83 %
1.1	99	2.7	82 Below average
1.2	98 Excellent,	2.8	81 "C -
1.3	97 Superior	2.9	80
1.4	96 "A"		
1.5	95	3.0	79 %
		2.	78 Low quality, but
1.6	94%	3.4	77 still passing

1.7	93		3.6	76	“D”
1.8	92	Good	3.8	75	
9.	91	“B”			
2.0	90		Below 75% is failure – 4.0		
2.1	89%				
2.2	88				
2.3	87	Average			
2.4	86	“C”			
2.5	85				
2.5	84				

WP – Withdraw with Permission

The grade “WP” will be recorded when a student withdraws from a class with permission from his/her Dean. The student stopped attending the subject and receives no credit for his/her work in the class.

Failures

If a student fails three (3) or more subjects in a school year, he or she will be advised by the Deans not to return to BTC.

Honor Students

Students are evaluated in areas of academics as well as Field Education (FED) performance. A student must get a cumulative FED grade of at least 90% or 2.0 to qualify for honors (in addition to having a high academic grade point average). The following is the BTC standard determining honor students:

GPA	Honor
1.00 – 1.25	= Summa Cum Laude
1.26 – 1.39	= Magna Cum Laude
1.40 – 1.50	= Cum Laude

The overall Grade Point Average (GPA) is a cumulative computation of a student’s GPA from first year to the last year of classes in BTC. FED, ROTC, subjects transferred from a previous college and cross-enrolled grades are not included in the GPA calculation for honors.

The required GPA for graduation is 2.9 – 80% for Bachelor of Arts in Theology and 2.9 – 80% for Bachelor of Arts in Religious Education and 2.5 – 85% for Bachelor of Elementary Education.

Admission, Retention, Continuation Committee (ARCC)

The ARCC reviews the progress of each student each academic year. In coordination with all BTC Deans, they recommend whether a student should continue studying at BTC. This may involve personal interviews as well as reviewing the student's records in academics, Field Education and Student Life. The ARCC evaluates every area of the student's achievement and development.

The ARCC recommends to the faculty whether applicants should be admitted and/ or re-admitted or not. The ARCC is composed of the President, Dean of Student Life, Dean of Field Education and Academic Deans of the college.

Career Services

The Dean of Student Life department in coordination with the Academic Deans will organize a Ministry Fair inside the campus inviting various churches, Christian schools and Christian NGOs to present their ministry needs and opportunities to the graduating students. The President of Converge Philippines (BCP) and the President of the BTC Alumni Association will also be invited so they can answer inquiries from the students or recommend ministry options after graduation.

LEARNING RESOURCES CENTER (LRC or Library)

BTC students, faculty and staff are expected to be familiar with these rules and to give guidance to any visitors who may come to the LRC. All BTC students are required to attend orientation and library instruction. (NO ORIENTATION, NO LRC USE)

General Rules

Baptist Theological College faculty and staff feel that time management and study skills are important to be developed while at BTC. The LRC is considered to be the best place for study and reading. Students are encouraged to practice good study habits, use time wisely and discipline themselves to do the best while studying at BTC. All A.B. students are issued a BTCLRC card after orientation. This is to be used to borrow books from the LRC—reserved and general circulation books, equipment, or other materials. (NO BTC LRC Card, NO privileges inside the LRC).

The LRC should be quiet. Group discussion, talking, and other activities should be done outside the library.

Keep the LRC neat and clean. Wastebaskets for recyclable paper and plastic are provided.

Do not rearrange tables and chairs. Keep the aisles open. Push your chair against the table before leaving. Be polite and courteous to all LRC users.

Proper attire for students in the LRC during daytime hours is the prescribed school uniform. In the evening, long pants with a t-shirt/blouse (no sleeveless shirts/blouses) and casual shoes/

slippers may be worn.

No food or drinks may be brought into the LRC.

Cell phones must be turned “off or silent mode” in the LRC. If a cell phone rings or makes any sound in the library, the user will be fined Php 100.00 for the first offense. For the second offense, the cell phone will be confiscated by the librarian to be returned at the end of the semester.

Personal CD players, MP3s, MP4s, earphones (even for your cell phones or laptops), radios, or any portable media players are not encouraged to be use in LRC. At the discretion of the director or assistants, soft music may be played occasionally for all to hear. Students may ask permission from the LRC staff to use earphones in previewing of sound recordings for class reports or lessons .

Handle all books, materials, and equipment carefully. Do not write in the books. Do not fold down the corners of pages. Do not cut pages or pictures out of the books, newspapers or magazines (Ask the librarians for magazines available for cutting.) Do not put pens, pencils or notebooks inside the books as markers.

Some audiovisual materials are available for borrowing.

The LRC uses the Dewey Decimal Classification system (DDC) for arranging resources. A card catalog and computerized catalog help users locate books/materials. Use both to find the most resources because not all the titles are in the computer yet and newly accessioned resources may not be in the cards. The LRC staff will be happy to assist you.

BTC has open shelves. This means that students may take books directly from the shelves and take them to the tables for study and reading. Do not leave the books on the tables and do not return the books to the shelves. Take them to the circulation desk and librarians will return the books to the proper shelves.

Books to be taken out of the LRC (borrowed) must be signed out. Students present the desired book to the librarian at the circulation desk. The librarian will stamp the date and/or time the book is to be returned on the book card and on the date due slip in the back of the book. The student prints his/her name on the book card and leaves it with the librarian. See “Rules of Circulation” for further details.

From time to time students may be subject to inspection as they leave the LRC to be sure that books have been checked out properly.

Any personal belongings left on the tables after 4:45 pm from Monday to Friday will be put in the “**LOST and FOUND**” section to be redeemed within the week. Personal belongings not redeemed after a week will be put in the “**DONATION BOX**” for emergency relief, churches in need, etc.

LRC hours of service are posted on the door to the Learning Resources Center. The LRC is normally closed during chapel hour on class days from 9:00 am to 10:00 am and there is a noon break from noon to 1:00 pm.

Rules of Circulation

1. Books in general circulation may be borrowed for three (3) days. They may be renewed for another three (3) days if no one else has requested the book.
2. Students may borrow up to five (5) books at a time.
3. Reference books (marked with “R” on the spine) may be used only in the LRC. Faculty may request permission to use them during a class period. Photocopy services for a few pages are available in the LRC for a reasonable cost (cash only).
4. Reserved books may be borrowed for one hour at a time. Extension for an additional hour may be requested from the librarian if other students are not waiting to use the book. The librarians will keep a waiting list for requested books. Students must not give their borrowed book directly to other students.
5. Reserved books may be borrowed/signed out overnooon, overnight, and over a weekend as follows:

a. overnooon	<u>Borrowed at:</u> 11:30 a.m.	<u>Returned by:</u> 1:00 p.m.
b. overnight.	8:00 p.m. (Mon-Thurs)	6:45 a.m. the next day
c. weekend	4:45 p.m. (Fri)	6:45 a.m. Monday

Overnight (ON) books and materials may be quietly borrowed beginning at 8:00 p.m. The circulation desk librarians will make reservation lists of students who request an overnightbook that has limited copies.

1. Books in general circulation may be borrowed at any time.
2. Periodicals (newspapers and magazines) are available for use only within the LRC.

Information Technology Center (ITC) Services & Personal Laptop Usage

Some computers are available for the use of all undergraduate and graduate students.

Students are required to attend an orientation session and to read, review and sign a use contract before they may begin to use any of the computers.

The computers are available on a first-come, first-served basis for up to one hour at a time.

Students may not make reservations. Librarians will list students waiting to use the computers when there are many users and will call students to come to the ITC when it is their turn.

Students may not “insert” during another user’s time or ask others to do the typingfor them during their time. This encourages each student to continue developing and improving his/her own computer skills.

A “log on” and “log off” form is beside each computer in the ITC. Any student using the computer must write the time when he/she started and stopped using the computer. A clockis in the ITC.

No books, newspapers or periodicals may be brought inside the ITC, except a student's personal Bible.

Any problems with the equipment must be immediately reported to a librarian.

White bond paper may be purchased at the circulation desk for a reasonable price. Computer printing is charged at a reasonable cost per page. Any graphics printed will be charged a higher price for the amount of ink used. These charges must be paid immediately to the librarian at the circulation desk. No credit is allowed for paper or printing charges.

Some electronic resources are available and may be used in the ITC.

Internet privileges in the LRC are only for Academic purposes. When using the Internet, a student should fill in the “Internet research form” at the circulation desk first, then leave his/her LRC card at the desk. Failure to do so will incur losses of privileges in the LRC and ITC. A “Wifi connection” is available inside the LRC for those who have personal laptops (ask for the password from the LRC staff).

Personal laptop computers may be used at the tables with electric plugs provided. A printer is available for laptop users near the circulation desk. The library staff is not authorized to print from USB flash drives brought into the LRC.

Laptop computers on batteries may be used at the other tables in the LRC.

NO electronic or online gaming or online social networking is allowed in the LRC.

Misuse of a computer in the ITC and laptops in the LRC may result in restriction or suspension of computer privileges.

Penalties and Fines

It is our desire to encourage BTC students to follow and obey God's commands in their lives, as well as to obey BTC LRC rules and regulations. Penalties and fines are given so that students will be careful and mindful as they interact with each other inside the LRC.

1. Once inside the LRC, students should stay quiet and seated, they should ask permission if they need to leave for any purpose.
2. If at any time the librarian, assistant librarian or assigned circulation desk librarian observes a student not studying quietly in the LRC or frequently going “in & out” of the LRC, the student's LRC card will be taken from the student and the student will quietly leave the Learning Resources Center.
 - a. The date and time the student left the LRC will be noted on the back of the card. The student may not borrow any reserved books or other books or materials from the LRC. The student may not use the ITC. He/she has lost all LRC privileges at that time and may not use the LRC the rest of that day plus the whole next day—all the following day and evening including overnight books and materials.
 - b. After the one-day loss of privileges, the student must see the LRC Director to get his/her card back and resume LRC privileges. For example, if a student is noisy and is asked to relinquish his/her card on Tuesday, he/she may get the card back on Thursday and resume using the LRC.

1. All materials signed out from the LRC will be stamped with a “date due” at the back of the book. A book is considered “overdue” if it is returned after the date/time written on the “date due” slip.
2. A fine of Php 10.00 per day is charged for overdue general circulation books /materials. A fine of Php 5.00 per hour, or portion thereof, is charged for overdue reserved books/materials.
3. Borrowers who have lost LRC books or materials must pay the replacement cost.
4. Fines are to be paid to the librarian on duty. A notice will be put in the student mailboxes. If the fine is not paid at the time the book is returned, the notice will be filed for later payment. All fines must be paid by the end of the semester, before the librarian can sign the final clearance.
5. Habitual delinquency in returning books, as well as willful disregard for LRC rules, shall make a student liable for suspension of some or all LRC privileges (including ITC privileges).
6. If a BTC LRC card is misplaced/lost, the student will pay the librarian Php 50.00 for a replacement card. He may come and study inside LRC but he/she loses his/her privileges to borrow books and other LRC services until a replacement LRC card will be given.

F. Writing style guide/format

1. Baptist Theological College's style guide for research papers is the sixth edition of Kate Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations. Several copies of this manual are on the shelf (call number 808 T84m) and may be borrowed.
2. We use the “author date” system with parenthetical references in the text of the paper and a reference list at the end of the document for bibliographic information. Follow the samples in chapter 11 of Turabian for the “PR” (parenthetical reference) and the “RL” (reference list). A copy of basic rules and samples are on reserve at the circulation desk for student and faculty use as well.
3. When a title page is used for a research paper/project, it must follow the prescribed guidelines. A sample is included in this handbook.
4. A research paper must have a REFERENCE LIST showing which sources were “referred” to in the paper. These are listed in alphabetical order by the first word; “A”, “An”, and “The” are not considered. A sample REFERENCE LIST is included in this handbook.
5. Regular assignments (whether hand written or computerized) need a proper heading. A sample is on the next page and also posted in the ITC.

Baptist Theological College
RE 11 Facilitating Learning
Mrs. Melody Nordine, Assoc Prof
Study questions

June 18, 2012
Juan dela Cruz
Box # 4
Grade _____

+++

The following are the accepted abbreviations for books of the Bible when used in papers at BTC. According to Turabian, **always use the abbreviation** when giving a reference—do not write out the whole name of the book. This is true whether it is in the text of your paper or it is in a parenthetical reference.

Old Testament

Book	Abbreviation	Book	Abbreviation	Book	Abbreviation
Genesis	Gen.	Ezra	Ezra	Hosea	Hos.
Exodus	Exod.	Nehemiah	Neh.	Joel	Joel
Leviticus	Lev.	Esther	Esther	Amos	Amos
Numbers	Num.	Job	Job	Obadiah	Obad.
Deuteronomy	Deut.	Psalms	Ps.	Jonah	Jon.
Joshua	Josh.	Proverbs	Prov.	Micah	Mic.
Judges	Judg.	Ecclesiastes	Eccles.	Nahum	Nah.
Ruth	Ruth	Song of Solomon	Song of Sol.	Habakkuk	Hab.
1 Samuel	1 Sam.	Isaiah	Isa.	Zephaniah	Zeph.
2 Samuel	2 Sam.	Jeremiah	Jer.	Haggai	Hag.
1 Kings	1 Kings	Lamentations	Lam.	Zechariah	Zech.
2 Kings	2 Kings	Ezekiel	Ezek.	Malachi	Mal.
1 Chronicles	1 Chron.	Daniel	Dan.		
2 Chronicles	2 Chron.	.			

New Testament

Book	Abbreviation	Book	Abbreviation
Matthew	Matt.	1 Timothy	1 Tim.
Mark	Mark	2 Timothy	2 Tim.
Luke	Luke	Titus	Titus
John	John	Philemon	Philem.
Acts of the Apostles	Acts	Hebrews	Heb.
Romans	Rom.	James	James
1 Corinthians	1 Cor.	1 Peter	1 Pet.
2 Corinthians	2 Cor.	2 Peter	2 Pet.
Galatians	Gal.	1 John	1 John
Ephesians	Eph.	2 John	2 John
Philippians	Phil.	3 John	3 John
Colossians	Col.	Jude	Jude
1 Thessalonians	1 Thess.	Revelation	Rev.
2 Thessalonians	2 Thess.		

PEOPLE GROUPS AND THE 10/40 WINDOW

by

Vima M. Capablanca

Submitted in partial

fulfillment of the

requirements for

RE 11 Facilitating Learning

Baptist Theological College

May 2021

CHED Recognized

PEOPLE GROUPS AND THE 10/40 WINDOW

“He . . . was preached among the nations,” (1 Tim. 3:16 NIV) is just one verse where the word “nations” is used in the Bible. It normally refers to people groups rather than to actual nations or countries. The task of evangelical missions is spreading the Gospel of Jesus Christ to the nations. Missions today looks at people of the world in different groups of either reached or unreached peoples; most of the unreached people groups are located in the 10/40 Window and can be classified into five groups.

In the 21st century world there are 16,300 distinct people groups (Caldwell 2009, 8). A people group consists of “individuals distinguished from others because they share a common language and culture, and typically a common social and economic status” (Caldwell 2009, 7). It is “any grouping that has specific characteristics such as geographic location, language, religion, or culture” (Markert 1995, 16). Out of these 16,300 people groups, 9,600 of them have been reached with the Gospel of Christ or are considered reachable. These reached people groups are those groups who have had the opportunity to hear the Gospel, they “have Bibles in their languages, churches in their communities and people to tell them about Christ” (Hattaway 2000, 10). All people in these reached people groups may not have heard the Gospel but it is available to them if they look or have a seeking heart.

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* * * * *

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The Encyclopedia Americana. 1995 ed. S.v. "Rizal, Jose." Macquarrie,

John. "theology." In *The Encyclopedia Americana*. 1995

Bargayo, Nelson, pastor of Ozamis Baptist Church. 2012. Interview by author, 7 July, Mandaue City. Baptist Theological College, Mandaue City.

Recodo, Ricardo, president of Baptist Theological College. 2012. Class lecture, 21 June, Mandaue City. Baptist Theological College, Mandaue.

Toral, Janette. 2009. The Internet: Friend or foe. <http://pinoyyouth.org/blog/internet-friend-or-foe/> (accessed 20 November 2009).

Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000-2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed 1 June 2005).

FINANCIAL PROCEDURES

General Procedures

Please choose a payment procedure most convenient for you.

1. GCash to BTC's PNB Account

Login to your GCash account.

Click "Send Money"

Then click "Send to Bank"

Choose "PNB"

Enter amount:

Key in account name: Baptist Theological College

Key in 12-digit account #: 300270001096

Send receipt to: btccgst.register@gmail.com

2. Payment through Philippine National Bank

Fill out a deposit slip or transfer fund online and use the following account details:

Account Name: Baptist Theological College

Account Number: 300270001096

3. Payment via Palawan Express

Fill out the Palawan Express Pera Padala form and use the following information for Receiver:

Name: Madelyn Seno

Mobile No.: 09474802403

Purpose of Transaction: Tuition & Fees

Relationship: Administrative Assistant

Schedule of Payments

At registration, students must pay all previous debts and at least one-fourth of their total bill. Students are not allowed to enroll if they have a balance from a previous semester.

Late Enrollment

A fine of Php 500.00 shall be charged for late enrollees for each semester.

Financial Aid

A Scholarship Committee is appointed by the President each semester to oversee student financial aid.

1. Honor Scholarships

Full-time resident students who have an overall grade point average (GPA) of 1.5 or less may qualify for an honors scholarship, which is applied to their tuition and fees. They must enroll for a full-load of at least 20 units and be recommended by the ARCC. The monetary value to these scholarships is subject to the availability of funds. Freshmen are not eligible for honors scholarships.

Every semester during the week of enrolment, an honors list is published of students who have a GPA of 1.5 or less and are recommended by the ARCC. Students on the list enjoy a scholarship grant based on the following:

GPA of 1.00 – 1.25	= 100% of tuition and fees paid for the semester
1.26 – 1.39	= 75% of tuition and fees paid for the semester
1.40 – 1.50	= 66% of tuition and fees paid for the semester

2. Work Scholarships

Students who desire financial assistance may apply for a limited number of student work scholarships at the beginning of each year. Applications are available in the BTC office. Preference in these scholarships shall be given to students from Baptist Conference of the Philippines (BCP) churches and upperclassmen. The amount paid to these workers is related to the number of hours worked and the money available in the BTC scholarship fund. Students who receive work scholarship funds will receive 90% applied to their tuition and fees and the other 10% is to be applied towards their kitchen obligation.

3. Special Scholarships

A special scholarship is financial help provided by a sponsor to a student of his choice, or as designated by the Scholarship Committee.

All recipients of special scholarships must render work or service in thanks for the scholarship as determined by the Scholarship Committee.

Adding/Dropping of Subjects

A student may add/drop and change any subject during the first week of classes. Students must officially adjust their schedules in the Administration Office and LRC.

To add/drop a subject, a student must:

1. Obtain an “add/drop slip” from the Registrar.
2. Secure written approval for the changes from the Dean of Theology/Dean of Education.

3. Pay the Php 200.00 add/drop fee to the Business Office.
4. Report the approved changes to the LRC.
5. Return the signed form to the Registrar

Refund Policy

Students withdrawing from classes will be refunded as follows:

- | | |
|----------------------------------|-------------|
| 95. First week of classes | - 100% |
| Second to eighth week of classes | - 50% After |
| the ninth week | - no refund |
95. Lodging is charged by month. If the student withdraws during the school year, his or her refund will be based on the number of months remaining in the semester.

Withdrawal from School

A student who desires to withdraw from school must secure an official withdrawal form from the Registrar and schedule an interview with the Dean of Theology/Dean of Education. The student must return the completed withdrawal form to the Registrar signed by the Dean of Theology/ Dean of Education, each teacher whose class is dropped and by the Business Office. Before any refunds can be made, the withdrawing student must have a properly signed withdrawal form.

Clearances

1. Every student is required to secure an Examination Clearance slip from the Registrar's office during Midterm and Final examinations. The clearance slip must be signed completely by the concerned signatories. Students with financial problems must consult the President for special permission to take examinations. No student is allowed to take a midterm or final examination without a signed clearance slip.
2. Every resident student is required to secure a **Dorm Clearance** at the end of each semester. This slip must be signed by the Dean of Student Life before any student is granted the permission to leave the campus. All dorm residents are expected to clean their respective rooms before leaving. All dorm residents are not allowed to leave any personal belongings. This dorm clearance slip will be submitted to the Dean of Student Life or her representative for filing. A gate pass must be secured before the student can leave the campus.
3. Before a student may graduate, he/she must obtain a **Graduation Clearance** and have it signed by the appropriate officials. This must be submitted to the registrar before graduation.
4. Failure to return completed clearances to the Administration Office will result in a fine of Php 500.00

FIELD EDUCATION

Background

Baptist Theological College is committed to developing men and women who effectively use the ministry skills acquired and become trainers of others. It is BTC's desire to teach students to perform well both in theories in the classroom and in practice in the field. Field Ed provides students actual ministry opportunities so they will be able to lay up treasure for themselves, develop good foundations of real life learning (I Tim 6:18-21), help carry out the great commission (Matt. 28:19-20), and serve God diligently and fervently.

Objectives

It is the purpose of the Field Education (FED) program to provide students with practical, meaningful experiences in ministry throughout their BTC career. Those experiences involve a variety of settings and locations and normally include witnessing, preaching, teaching, visitation, literature distribution, discipleship, counseling, leadership and administration.

By the completion of his/her degree program and Field Education requirements at BTC, the student will be able to:

- Plan a program of evangelism for a local church and clearly present the gospel to an unbeliever.
- Plan a teaching program for a local church and effectively teach Bible lessons to unbelievers and believers.
- Plan and organize a visitation program for a local church and effectively carry out a personal visitation ministry.
- Plan a preaching program for a local church and preach sermons in English as well as a Philippine dialect.
- Provide biblical, Christian counsel to persons with common problems in their life and refer difficult counseling problems to qualified professional counselors.
- Have a discipleship program for new believers, personally disciple new believers, and train others in discipleship and mentoring of new believers.
- Plan, organize and administer regular local church functions and activities as well as coordinate a local church calendar and yearly plan.
- Confirm God's call to work in His ministry and explain that call to others.
- Plan an effective literature distribution program for a local church.

Time Required in Field Education Program

The Field Education program of BTC will normally be spread over eight (8) semesters. Every semester of his/her enrollment, from first year through fourth year, a BTC student is expected to be enrolled in Field Education. The overall coordinator is the Dean of Field Education often called the

FED director.

Each semester a student is required to accomplish 17 weeks of Field Education ministry, spending a minimum of three hours per week and an additional three (3) to six (6) hours for preparation time, transportation, or participation in Sunday morning church activities. Many students serve many more hours weekly than the minimum requirement.

No more than ONE excused absence is allowed during each SEMESTER. This requires prior approval by the FED Director and the approval of an approved substitute (see Weekend Guidelines for details). All excused absences require a make-up assignment as assigned by the Field Education Director.

Fields of Concentration

Evangelism

Students will be exposed to personal evangelism, Christian literature distribution, evangelistic visitation and other evangelistic activities.

Discipleship and Teaching -

Students are exposed to evangelism and following up of new converts, visitation, small group ministry, teaching home Bible studies, church educational programs, etc.

Church Planting and Missions

Students will be exposed to evangelism, discipleship and teaching, church planting and local mission outreach work. Exposure may include conducting a religious survey, performing a feasibility study, church planting and mission programming and planning, organizing and training a missionary team, and mass evangelistic meetings.

Leadership and Administration

This is designed for students to be involved in various pastoral functions, leadership, and administration. Involvement may include visitation, counseling, church management, setting goals and objectives, planning, organizing personnel, scheduling calendar of church activities, budgeting, and leading meetings with various age groups. Students are exposed to church-based Christian education and its administration as well as Christian School ministry.

Field Education Credits

1. Credit Criteria

The following criteria are used in determining the student's grade for FED.

1. Overall General Behavior 25%
(Including punctuality, relationships with others, reaction to supervision and correction, keeping a FED notebook, and attitude)

2. Field Ministry Performance 75%
(Including faithful, effective performance in the ministries of evangelism, teaching, preaching, counseling, visitation, literature distribution, and leadership)

B. Number of Units

Weekly Christian Service, performed satisfactorily, shall be credited three (3) units persemester.

Weekly Service Guidelines

The Field Education Department allows students only ONE excused absence per semester (in cases such as weddings in the immediate family or life-threatening illness or death in the immediate family). Even though the absence is excused, make-up service is required for the weekly ministry missed.

If a student needs to be absent for the following weekend, the student must notify the FED director no later than Wednesday. (For weekday schedules, two days' advance notice is expected). An explanatory letter must be presented to the FED director and upon his approval, the student shall receive an excuse slip, which must be signed by the FED director, his/her Dean and the Dean of Student Life. If a student fails to obtain the signatures of the FED director, his/her Dean and Dean of Student Life, he/ she is marked absent (AWOL) from the weekly assignment and normally receives NO CREDIT for his/her FED ministry that semester. The student does, however, continue to report to the weekly assignment for the remainder of the semester.

Substitutes for those unable to report to their place of assignment must be approved by the FED director.

Literature, tracts and other materials to be used during weekly assignments shall be requested from the FED secretary from Monday through Friday. Forms for this purpose are available at the FED office in the Administration offices.

All students are expected to attend a regular worship service and Sunday School class and/or small group of a local church. They shall keep a FED notebook of the sermon and lesson notes signed by the speaker from this participation. The notebook shall be evaluated periodically by the FED director.

Reports of the students' weekly FED service must be accomplished and submitted to the FED office no later than Monday at 9:00 p.m.

Students are evaluated throughout the semester by their supervisor, the FED director and other students of the same assignment.

In carrying out their FED assignment, students represent Christ as well as BTC (and perhaps also a local church). They should be the kind of person that will reflect the beauty of Christ and a positive image of the school.

Church Attendance

Students who do not have Field Education assignments on Sunday morning are expected to participate in **Sunday School** and **church services** on Sunday morning. BTC highly recommends and encourages participation in Baptist Conference of the Philippines (BCP) churches in Metro Cebu. A notebook of sermon and lesson notes is kept and evaluated periodically. These are to be signed by the pastor and/or teacher at the church.

Field Education Summer Ministry

The Field Education Summer Ministry measures whether or not students have applied in the field what they learned from the classroom. Students who are planning to continue their education at BTC should enroll for a three-unit summer ministry for the three summers before their graduation which will earn them credit.

The student has to apply for summer ministry at the beginning of the Second Semester of the School Year. He/She will coordinate with the Field Education supervisors for the finalization of his/her assignment. The student will work under the supervision of the church pastor and/or his representative during summer.

First year students are encouraged to return to their home church for their first summer ministry.

After completion of all regular Field Education requirements, the student may be qualified to enroll for his fourth year of study at BTC.

CAMPUS LIFE

Colossians 3; Romans 12

General Campus Rules

The assignment of rooms and beds is done by the Dean of Student Life in cooperation with the Dorm Monitor. Change of rooms or roommates is not permitted without the permission of the Dean of Student Life.

Dormitory residents are responsible to keep their assigned beds and room clean and neat at all times. Each one must lie down or sit on only his/her own bed.

Dormitory residents must strictly respect the belongings and personal rights of their roommates and fellow residents.

Dormitory residents are expected to always lock the closets/lockers. Each one will provide his/her own locks.

The men's dorm is off limits to the female students and the women's dorm is off limits to the male students. Men should not go beyond the boundary line of the basketball court.

The best time for guests and friends to visit is on **Friday from 6:30 p.m. to 9:00 p.m.**

Dormitory residents are not permitted to invite guests to share their room or to spend the night in the dormitory. If there are campus guests, consult the Dean of Student Life for available housing.

All dormitory residents desiring to leave the campus must sign the logbook indicating his/her destination and purpose. He/She must sign in again after his/her return.

Dormitory residents who desire to go home on a weekend or stay overnight outside should secure a special permission slip from the office to be signed by the Academic Dean, FED Director and the Dean of Student Life. Deadline for submission is every Wednesday.

Residents who leave the campus in fulfillment of a Field Education assignment or to attend approved classes at a college do not need prior permission for each time they leave the campus, but they must sign a special permission slip for the whole semester. This permission slip must be approved and signed by the Academic Dean, FED Director and the Dean of Student Life at the beginning of the semester. Deadline for submission is Wednesday.

Food or snacks must be kept in tightly covered containers.

Use of candles or kerosene lamps for any purpose is not permitted. It is recommended that residents provide their own personal battery flashlights for use at night.

Residents who own and/or use personal media players, cell phones, laptops and the like should observe the following guidelines:

Always be considerate of your roommates and dormitory mates by regulating the volume so that others will not be disturbed.

Do not use them before the rising bell, after lights out, during quiet time, siesta, devotions, or study hours.

No movie viewing is allowed using your laptop or media player in the dorm.

Cell phones are not to be used (including calling, texting, and gaming) in the chapel or classrooms at any time. They must be on "silent" mode or "off."

Cellphones are to be turned off or on silent mode at 9:30pm or during lights off every night.

For cell phones that ring during these times, the user will be given a written warning for the first offense. For the second offense, the cell phone will be confiscated to be returned at the end of the semester.

There is a charge of Php 200.00 per semester per appliance for electricity for those students who have personal media players or cell phones.

No other appliances are allowed.

All appliances must be registered in the Student Life office at the beginning of the semester.

The Dean of Student Life has the right to confiscate personal media players, laptops and cell phones of those who abuse the privileges. The item will be returned after the clearance of the Dean of Student Life at the end of the semester.

CONSERVE ENERGY! Turn off the lights and electric fans when leaving the room. **Use water carefully.**

The use of drugs, alcohol, and tobacco is prohibited, both on and off campus during the regular semester as well as during vacations and internship.

Few movies available today are God-honoring; therefore, students should choose/select carefully what movies to watch.

The majority of online games or computer games glorify killing, violence and ungodly activities.

Therefore students should refrain from participating in online games that would not glorify God.

Students are responsible to pay the replacement cost of any equipment and facilities damaged because of their actions.

Please observe the following:

No basketball, ping-pong, loud talking, piano playing, etc. during siesta time (between 12:45-1:15 p.m.)

Dorm lights out at 9:30 p.m..

No one should be out of the dorms after 9:30 p.m. except for emergencies or CR. If FED or school activities may keep students out later, special permission must be requested in advance from the Dean of Student Life for an extension of lights out.

Playing sports games are allowed only during specified times.

Violation of any of these general campus rules will incur a fine or other penalty the Dean of Student Life deems appropriate.

Relationship between Men and Women (Romans 12:1-2)

The basic principle upon which the relationship between men and women students at BTC must be conducted is that a clear and positive testimony for Christ be maintained at all times, whether it be within the campus community itself or in relation to the world outside.

Personal conduct must always be in accordance with the highest standards of propriety and morality, avoiding words or actions that might be misunderstood or wrongly judged by others.

As a general rule, BTC students are free to mingle in their classes, during mealtimes, in the student center (except during siesta hour, library hour, and after curfew hour), during chapel, social affairs and athletic contests, and in similar situations where the students are together naturally as part of a group in the normal course of school activities. Private meetings between a **first- or second-year student and an upper-year student** are not permitted.

Secret meetings between men and women students are not permitted at any time anywhere, even at the married couple's apartments, on or off campus. It is also considered improper behavior for a male and a female student to indulge in **constant and exclusive companionship (coupling)**, or to make open displays of affection by physical proximity or otherwise. The students concerned will be given two warnings and will be subject to strict discipline after that.

It is considered improper behavior for two students of the **same sex** to indulge in constant and exclusive companionship or to make open displays of affection by physical proximity or otherwise.

Uncooperative attitudes in the above areas of behavior will subject the students concerned to strict discipline.

Courtship and Marriage

BTC believes that Christian marriage is a proper and Scriptural goal for Christian young people. The Administration recognizes that BTC students are at the time of life when the question of God's will concerning one's life partner is very important. It is also recognized, however, that in a school like BTC (taking into account its purposes, its testimony and its responsibilities to the parents and guardians of the students), clear guidelines are needed in the matter of courtship and marriage as this pertains to BTC students. In this area of life especially, the name of Christ must be honored in all things. Therefore, the following rules and principles must be observed:

- a. Each student must keep in mind that he/she is at BTC to prepare for Christian ministry. All personal considerations and relationships are to be subordinated to this.
- b. Courting, or the establishment of an exclusive relationship (*trato*), is normally prohibited during the **first year and the second year** that a student is enrolled at BTC. **First-year** students who came to BTC with a relationship are advised to **cool off** this relationship for two years. Experience has shown that it is better for students to maintain as wide a circle of friends as possible during their student years.
- c. In cases where men and women students desire a personal, private conversation for any reason, the following procedures must be observed:
 - d. request for such a meeting must be made to the Dean of Student Life, stating the reason for the request.
 - e. if the Dean of Student Life considers the reason to be valid, he/she will make arrangements for an interview to take place under proper chaperonage.
- f. The school Administration will not recognize a couple as engaged to be married, unless the written consent of both sets of parents/guardians has been received. This does not apply for those who are 25 years of age or older.

- g. Marriage while students are still pursuing their studies is not desirable. Students planning to be married should arrange a meeting with the faculty for counseling before completing wedding plans.
- h. In general, marriages that take place without consulting the faculty for counseling will result in automatic suspension.
- i. Any upperclassman who initiates courtship with any first-year or second-year student shall be suspended.

Discipline (Hebrews 12:5-11; Proverbs 5:7-14)

The chief administrator of the rules and regulations is the Dean of Student Life. Good order in the dormitories is the responsibility of the Dorm Monitors. The proper use of the Learning Resources Center is under the direction of the LRC Director and the library staff.

A. Misconduct and Offenses Subject to Discipline

Discipline from the Dean of Student Life

The Dean of Student Life shall administer disciplinary actions to students who violate any rules and regulations of BTC. For example, students who come home to campus after the curfew may be “en campused” for 7 days. If and when the nature of the offense violates the rights and jeopardizes the safety of any resident of the campus, the school administration will send a letter of information to the guardian about the disciplinary measures taken.

Suspension

Even if there are strong evidences against the student, “due process” will be strictly followed by the BTC Leadership Team. **The following are the offenses subject to suspension whether the offense happened on or off campus:**

Assault of persons in authority by force or by words.

Assault of fellow students by force or by all acts of bullying as described in the Anti-Bullying Act of 2012.

Possession of a deadly weapon.

Possession and/or use of prohibited drugs on or off the campus.

Drinking of alcoholic beverages and/or smoking on or off the campus.

Immoral acts, such as, adultery, fornication, homosexuality, abortion, and/or

inappropriate display of affection; e.g., necking, petting, inappropriate kissing.

Mental and/or psychological imbalance that will disturb the tranquility and/or safety of campus residents.

All forms of dishonesty such as cheating, forgery, lying, deception and slander.

Stealing.

Incurring debts without the ability or intent to pay.

Occult practices.

Lack of seriousness evidenced by non-fulfillment of academic, moral and spiritual

responsibilities.

Destructively critical and unsympathetic attitude to the ideals and distinctives of the Baptist Conference of the Philippines (BCP) in general and the Baptist Theological College in particular.

Vandalism – willful damaging, defacing and/or destroying other's property.

Concealment of personal identity or marital status.

Possessing and/or viewing of pornographic materials. Ungodly dancing, gambling, and inappropriate movie viewing.

Inappropriate electronic/computer gaming or social networking.

Refusal to comply with the imposed disciplinary measure for offense committed.

B. Procedure for Suspension or Expulsion

1. For the student who has committed a serious offense, the Dean of Student Life shall elevate his/her case to the Administration.
2. Students who **willfully violate** established rules and regulations, or whose attitudes are clearly unsympathetic towards the standards and ideals of BTC or who exert negative influence on other students, or whose actions on or off campus are inconsistent with the position and testimony of the school may be suspended or otherwise disciplined at any time by the President.
3. Permanent expulsion of any student is the prerogative of the School Board, which takes action upon the recommendation of the President.
4. The execution of the disciplinary action shall be carried out with or without previously informing the parent/guardian of the student subject to discipline depending on the seriousness of the offense.
5. If and when the offense is so serious that it jeopardizes the safety of any resident in the campus and calls for indefinite suspension or expulsion, the execution of discipline shall be done without previously informing the parents/guardian of the offending student.
6. Students who are under discipline are not to return to the BTC campus for any reason except for the official business in the office or by specific invitation from a BTC faculty member for the duration of their discipline.

School Uniforms (I Corinthians 10:31)

All students (**full-time and part-time**) should wear their prescribed uniforms (including black shoes for men and black closed shoes with at least ½ inch heels for ladies) in class, daytime library hours and in chapel. Students are not allowed to enter the class and library without wearing their proper uniform.

At times when students are not required to wear a uniform, they are expected to dress modestly in a God-honoring manner.

Men may not wear jewelry except a watch and rings. Women may wear modest jewelry. There

should be no body piercing nor tattoos for either men or women.

Medical Services

BTC does not provide any medical coverage. Limited funds will be made available for the students' emergency medical needs to be reimbursed within the semester.

First Aid supplies are available from the Dean of Student Life.

Chapel, Vespers, Kitchen Devotions, Flag Ceremony

All students are required to participate in the chapel services Tuesday thru Friday. Vesper services are scheduled periodically and the students are required to attend.

Students who need to practice the piano for chapel programs or vesper programs must plan this so as not to disturb library users. They must be sure to close the keyboard when finished. The piano is not a toy and is to be used carefully.

Students are expected to have personal devotions (Bible /Scripture meditation and prayer) daily.

All are required to attend the flag ceremony every Tuesday morning at 9:00 a.m.

One unexcused absence or two (2) tardy arrivals to Chapel, Vespers, Kitchen Devotions, Flag Ceremony shall result in two (2) hours of work without pay.

Outings and Parties

BTC sponsors social outings and parties for students. Some of these are by class and some are for the entire school. Attendance at outings and parties other than those officially scheduled by the school require the prior approval of the Dean of Student Life, FED Director and Academic Dean.

CAMPUS INFORMATION

555 Prayer Habit

Since 2005 the BTC Family has made it a habit to stop all activities at 5 pm and pray for 5 minutes. All academic, social and other activities will stop while BTC family members pray. A bell rings five times at 5 pm and another single bell rings at 5:05 pm

Faculty and Staff Apartments

Faculty and staff houses and apartments as well as the BCP apartment are off limits to students unless they need to take care of important matters or they are invited by the residents. Students must respect the privacy of faculty families.

Kitchen and Dining Hall

BTC does not provide cafeteria service but encourages students to cooperate together in self-cooking. Students are accountable to the Kitchen Supervisors for all activities. The “Kitchen Commandments” are posted and are to be followed. Cooking is to be done in the designated areas. Students pay a weekly amount for rice, which shall be cooked for them; and for LPG gas, water and electricity.

- Do not allow garbage to be washed into the drains. All food garbage should be wrapped in plastic bags, securely tied and disposed of in the designated areas.
- The Dining Hall should be vacated by 7:00 a.m., 1:00 p.m., and 6:30 p.m. unless special permission has been granted by the Kitchen Supervisors.
- BTC provides a freezer for meat and vegetable chiller for students’ use at a reasonable fee per student per semester.

Canteen

BTC operates a canteen in the Student Center for the BTC community. It provides cold soft drinks/water, snacks and some personal items. A schedule of service hours is posted. No credit is allowed.

Student Boxes, Mail and Telephone Use

A. Student Box

A student box in the Student Center is assigned to every student (boxes may be shared by more than one student). Notices, papers, mail and other communications are placed in these boxes. It is not a depository for books and/or notebooks.

Student Boxes are private. Inspecting the contents of boxes other than your own is not permitted.

b. Telephone and Mail

The telephone is for business use. Students may place urgent outgoing calls upon permission from the office personnel during business hours only (7:00-12:00 noon; 1:30 – 5:00 p.m.).

A fee of Php 5.00 per call will be charged. Please limit calls to 3 minutes or less.

Emergency long distance calls may not be made from BTC lines unless prior arrangements from the Dean of Student Life or her/his representative are made.

Mail is picked up from and delivered to the BTC campus. Outgoing mail should be placed in the outgoing mailbox on the secretary’s desk in the BTC office.

Recycling

BTC tries to recycle materials that can be sold and reused for making other products. These items are to be placed in the bin under the water tank between the dorms. Empty plastic water bottles and other plastic containers; empty, clean tin and aluminum cans, metal items, newspapers, cardboard of all kinds (except those which have leftover food on them), white paper,

colored paper, glass bottles, and E-waste (electronic or old appliances). Please do not put garbage of any kind in this recycling bin.

Fruit, Produce and Plants

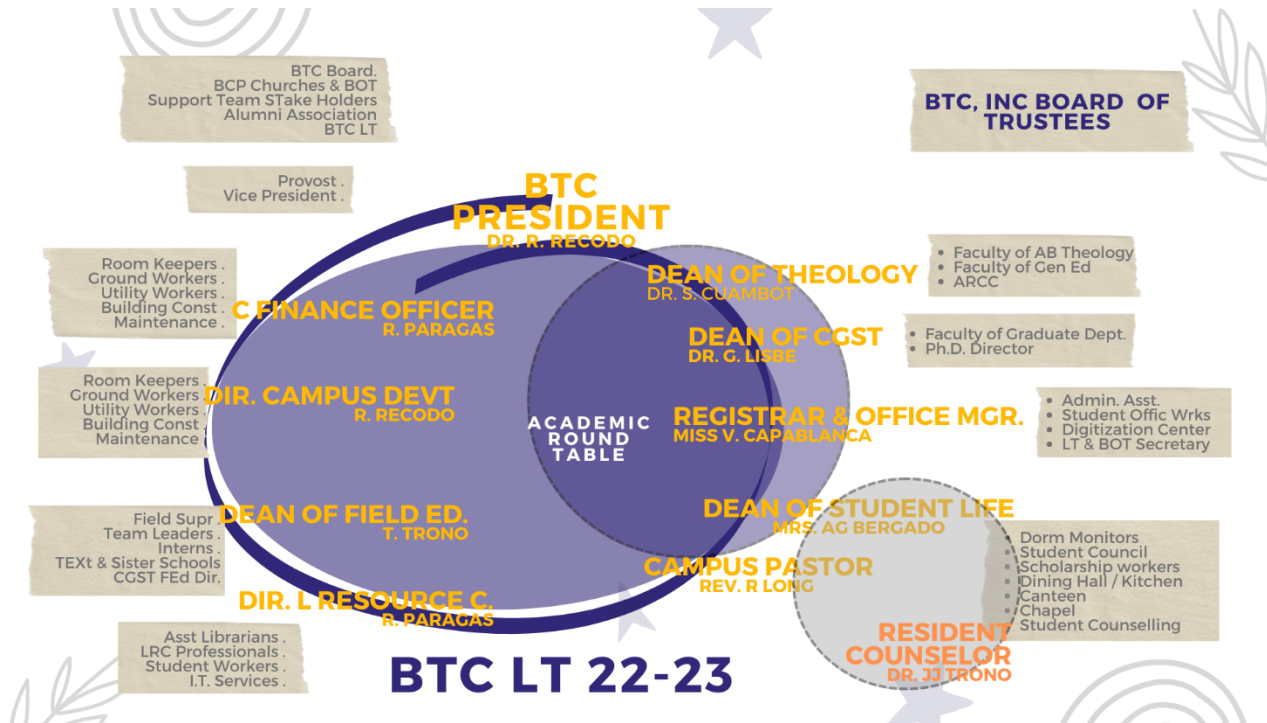
All trees and plants on the campus are the property of the school. Students are not permitted to help themselves to fruit or vegetables.

Faculty and staff may have small garden plots. Students may not help themselves to produce from these garden plots.

Pets

No pets of any kind may be kept by dormitory residents.

Appendix A



Appendix B

BAPTIST THEOLOGICAL COLLEGE *FLEXIBLE INDEPENDENT LEARNING ARRANGEMENT*

STUDENT HANDBOOK

Introduction

Welcome to Baptist Theological College. Due to the ongoing crisis over the COVID-19 pandemic, we are adapting a new normal. So, this year our learning mode will change into something different—distance learning. So this document will provide you with a brief introduction to the skills necessary for becoming a successful flexible distance learner.

You may also hear online learning referred to as:

- Distance learning
- Hybrid education
- Online education
- E-learning
- Independent Learning
- Flexible Learning

Distance learning offers unique challenges and opportunities. The pointers presented here are not going to make you into a model online student overnight, but hopefully they will help you develop sustainable techniques for success. We hope that you will explore the resources and suggestions offered here and will find your experience this academic year rewarding.

One great thing about taking online courses is to attend classes at your own convenience any time and any place. In a distance learning education course the instructor and students are connected to each other using different media platforms available. Using the Internet, you can receive instruction, compose and submit assignments, ask questions of the instructor and other students, discuss issues and actively participate in the class all from your home. In these changing times, the Baptist Theological College is committed to providing quality faculty, programs and services.

Time

Education requires time. No matter how convenient or flexible distance learning education may be, taking a course online requires time. You may not need to travel or do dorm and kitchen chores like you would if you were on campus, but you might also spend more time with technology concerns. Whether the time you spend on course-related work is more or less than you might experience in a traditional, classroom-based course, it is still time you need to reserve and manage carefully. When evaluating your online course options, consider how much time you have to dedicate to coursework every week during the semester, and estimate the time commitment the course will require.

Managing Time

Distance Education learners often benefit from carefully structuring what time they have available. Identify what time of day or night you do your best work, and when you are able to access the Internet and your course materials. Set aside a certain time each day, or a few days during each week, to work on your course, and stick to this schedule. Be aware at the start of the course whether you are required to participate in activities like Chapel, D-Groups and LifeGroup meetings, at any specific times, and plan accordingly.

Balancing Responsibilities and Setting Priorities

Crucial to a successful distance learning experience is the ability to balance your responsibilities. Knowing how to set priorities is the key to getting the greatest benefit from your distance education experience. Determine early in the semester exactly what work is required and do your best to plan ahead. Do not hesitate to ask for advice or help from your instructor.

A. *Managing Stress*

Strategies for managing course-related stress include:

- *Know your deadlines.* These include course deadlines as well as deadlines and important events occurring elsewhere in your life while you are enrolled in the course.
- *Plan ahead.* If you know that your time will be consumed by a non-course related activity during a particular week, do your course-related activities ahead of time.
- *Know your available resources,* especially technological resources, and have them at hand when you are working in your course.
- *Keep in touch with your instructor.* If you do fall behind, let your instructor know immediately, and ask him/her for assistance in planning how you will catch up.

B. *Student Accountability*

The further you progress in higher and continuing education, the more responsibility you will need to take for your own learning.

C. *Self-Directed Learning*

As you explore the many avenues of learning available and begin to define your individual path, you will still need to work with your instructors to make sure you are meeting the requirements of the individual courses.

D. *Understand Expectations*

In order to meet course requirements and instructor expectations, you will need a clear understanding of these requirements and expectations. Instructors will provide a syllabus which acts as a contract between you and the instructor. Read through the syllabus carefully and print it out, if necessary.

E. *Seek Clarification*

If you have questions regarding content, contact the instructor immediately. In the distance learning environment instructors have fewer cues to alert them to your confusion. They cannot see your puzzled expression or hear you ask, “What?” Ask questions, early and as often as necessary.

F. *Become an “Active Learner”*

To be successful in this learning environment, actively seek ways you can best understand the course material.

- Read, listen to, and participate in the course.
- Become involved in discussing and defining course topics.
- Critically evaluate the information you receive.

G. *Develop Self-Discipline*

Self-discipline may be the most important characteristic of a successful online learner. With it, you have a tool that leads you to become an efficient time manager, and without it you may encounter difficulties. Here are some tips to help:

- Know when assignments are due; print your syllabus and course schedule/calendar.
- Set up a schedule of when you will log in to the class and stick to it.
- Minimize distractions while online.
- Ensure consistent access to a computer.
- Have an alternative plan in case you have computer problems

Online Communication Skills**H. *Writing Clearly***

Being a productive member of a distance learning community requires you to communicate clearly and concisely when you write. A few simple guidelines can help you produce clear, effective written contributions to your course. As always, review guidelines for assignments:

- Keep your sentences short.
- Keep your paragraphs short.
- Watch for careless errors; check your spelling and grammar.
- Read your posting before you submit it.
- Correct any awkward or unclear areas before you post the final version in quotation marks and identify the author, so that you do not accidentally plagiarize someone.

I. *Discussions*

You may be required to join in class discussion forums and respond to classmates' comments. These discussions may become complex, intense, and even provocative.

Here are some tips to help you with discussions:

- Know what the instructor expects of your discussion responses.
- Think before you write.
- Reread your response prior to sending.

Before you send off a hastily written, emotionally based reaction to another's contribution, develop your ideas into a less emotional and more reasonable response. Then wait a few minutes and reread what you have written before you submit your response. Learning how to turn a reaction into a response will make your course contributions more meaningful – and may earn you a higher mark for participation, if participation counts toward your grade. Pausing and re-reading gives you the opportunity to review your writing for organization, clarity, and correctness.

Building a remote or online “Classroom” Environment does not mean that you are learning alone. You will have a class consisting of instructor(s), fellow students, and perhaps others with whom you will interact. Your instructor will build a class environment through discussion questions, group projects, and other activities. You help build this classroom environment through your participation. Seeing and speaking to others is not a necessary component in getting to know someone. Through your messages and discussions, both delayed (asynchronous) and real-time (synchronous), you have the opportunity to develop personal and professional relationships. The classmates you get to know online may come from very diverse situations and can offer a wealth of knowledge and experience. Your fellow classmates and instructors provide resources, information and support. You will be placed in Facebook groups where you may post reviews for materials you have read on pertinent topics, links to online resources, and observations for specific topics. Within your ‘classroom’, you and your fellow classmates can build a collective knowledge base which may become invaluable even after your coursework is completed.

Library Services

Ask-the-Librarian: The Chief Librarian of BTC will be available to assist you with your LRC needs through chat, email, telephone:

Email: btccgst.library@gmail.com

Tel. No.: +63 32 238 4412

Librarian Online: 2:00pm - 5:00pm TTh

Visit LRC: 2:00pm - 5:00pm WF

Technology Considerations

It is not required that you own a computer equipment but it is highly recommended that you have access to one that will be available for you.

In the absence of technology, you may opt to request for the modules to be sent to you through couriers available in your area. Courier fees will be charged to the students.

GMAIL

All students are to set up an email account following the following format

(completefirstname.lastname.btc@gmail.com which serves as their official email while students are enrolled at BTC.

Distance Learning Privacy Statement for BTC Distance Learning Students

Baptist Theological College is committed to protecting your privacy. BTC has established this privacy policy for students taking classes remotely and is providing it to you so that you can understand the manner in which Baptist Theological College collects and uses your information and the efforts we use to protect it.

BTC does not collect any personally identifiable information about you unless you affirmatively choose to make such information available to us. By personal information, we mean information that can be used to identify or contact an individual. BTC does not actively share personal information about website visitors or students. Personal information provided by visitors, such as email addresses

or information submitted via online forms, is only used to assist individual visitors as necessary. This assistance may involve redirecting an inquiry or comment to another individual or office better suited to provide resolution.

Read BTC's Privacy Policy here http://btccgst.org/?page_id=2272.

Study Habits and Skills

As with all courses, managing your time and employing good study skills are keys to being successful. Online courses require additional skills as well:

- **C o m p l e t i n g** assignments on time – Assignments have specific due dates in online learning. Failure to turn in assignments on time will result in poor or failing grades.
- **B a l a n c i n g** personal obligations – Many online learners have family and work responsibilities. Making sure one schedules enough time for coursework is crucial.
- **P a r t i c i p a t i o n** – Be sure to post, and comment on classmate's posting, as this is an essential part of online learning.
- **P r o o f r e a d** – Since nearly all assignments will be typed, be sure to proofread carefully to ensure you are sending your best work to the instructor.
- **P r i n t** and follow the syllabus – Following the syllabus will help you manage your time, assignment due dates, and personal commitments.

A. *Know Your Learning Style*

Not all online classes are presented in the same way. Instructors use different techniques and methods for explaining concepts. Some may choose to present the course material in a visual format, others use a lecture format, and others enhance lecture formats with hands-on applications. Knowing your learning style can be beneficial whether you are taking a course in a physical or virtual classroom. There are many different styles of learning. Some of us are visual learners; we learn and remember by seeing things (seeing it). Some learn best by listening to a lecture (hearing it). Others are hands on learners; they need to manipulate objects to demonstrate learning (doing it).

These are some sites that offer free surveys to determine your individual learning style:

<http://www.ldpride.net/learning-style-test.html>

<https://www.howtolearn.com/take-learning-styles-quiz>

<http://ww1.metamath.com/?sub1=5d0a767a-b13c-11ea-919a-bf56d52959b6>

<http://www.longleaf.net/learningstyle.html>

<http://www.literacynet.org/mi/assessment/findyourstrengths.html>

There are many different theories and styles of learning, that have been categorized into three general styles - The Visual Learner (the seer), The Tactile Learner (the doer), and The Aural Learner (the hearer).

B. *Three Types of Learning*

- ***The Visual Learner.*** If you have identified that you are a visual learner, meaning that you learn best by "seeing" the course information presented in various ways, here are strategies to consider:

- Course information will usually be presented in a text format, so you will see and read the course information on the computer and textbook. Read the text, examine diagrams or pictures, and then relate what you see to what you read.
 - Textbook materials enhance written lectures by providing diagrams, maps, illustrations, etc.
 - Research other Internet sites which could provide additional information about the topic.
 - Contact the instructor for further information
- ***The Tactile Learner.*** If you process information using a tactile, hands-on approach here are some suggestions that may help in your online course:
 - Engage in discussions with other students in your online class.
 - Find others who are taking the course and form study groups.
 - Contact the instructor for information prior to taking the course
 - ***The Aural Learner.*** If you learn best by listening to lectures and discussing in class, then online courses may present a challenge for you. You may appreciate the pre-recorded video/audio materials that your instructor may have prepared for your course. You may also need to adapt your learning style to the visual text-based format used in most online courses. Knowing what the course involves ahead of time, before the class begins, might be your best avenue for determining if taking an online class is for you. Here are some strategies that may help:
 - Contact the instructor for information about teaching style and course content.
 - Talk with other students who have taken independent classes in the past.

BUSINESS AND FINANCE

Estimated Costs

For CGST students, please click this link: http://btccgst.org/?page_id=618

For BTC students, please click this link: http://btccgst.org/?page_id=120

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General Procedures for Payment of Fees

Please choose a payment procedure most convenient for you.

1. Payment using GCash.
 - Use “Express Send”
 - Send to: 09474802403
 - Enter the amount to send.
 - Take a screenshot of the Reference Number and email it to btccgst.register@gmail.com or via Messenger (BTCCGST Registrar).
2. Payment through Philippine National Bank (if residing in the Philippines)
 - Fill out a deposit slip or transfer fund online and use the following account details:
Account Name: Baptist Theological College
Account Number: 300260013232
 - Take a picture/screenshot of the deposit slip and email it to btccgst.register@gmail.com or via Messenger (BTCCGST Registrar).

3. Payment via Palawan Express

- Fill out the Palawan Express Pera Padala form and use the following information for Receiver:
Name: Vima Capablanca
Mobile No.: 09474802403
Purpose of Transaction: Tuition&Fees
Relationship: Registrar
- Take a picture of the filled out form and email it to btccgst.register@gmail.com or send it via Messenger (BTCCGST Registrar).

4. Payment using Debit/Credit Card

- Click this link and follow the instructions: <https://bit.ly/2CuefKi>
The link above leads to the Donate page on BTC/CGST website. Don't worry about it. Your "donation" will actually be recorded as your payment for tuition and fees.
- Type the exact amount you want to pay.
- Click "special request" and write "tuition and fees"
- Fill out the details of your debit or credit card.
- Check the box "Share your mailing address with BTC so they can acknowledge your donation"
- Key in your mobile phone number and email address.
- Click "Donate Now" and follow the rest of the instructions by your Credit Card Company or bank.
- If successful, please send an email to btccgst.register@gmail.com or text to 09474802403 to inform the Registrar about your online payment.

FIELD EDUCATION

Please read the Field Education Primer.

CHURCH PARTNERSHIP

BTC, through the Field Education Department, partners with local churches from where students came from for mentoring and follow up. The nature of this partnership shall be described in the Field Education Primer.

GUIDELINES FOR STUDENT BEHAVIOR

Every student enrolled at the Baptist Theological College is expected to behave in such a way that honors the Lord Jesus Christ and upholds the values held and promoted by BTC, whether the student is living inside or outside the campus. Students are expected to behave according to the spirit of the stipulated guidelines described in the BTC Student Handbook.

Click here to read the Student Handbook: http://btccgst.org/?page_id=508

STUDENT ORIENTATION

A recorded orientation video will be available on the first week of classes. Each enrolled student must watch them (or read the transcript) and signify that they have completed the orientation.

CHAPEL SERVICES

A pre-recorded video of chapel messages will be premiered every other Wednesday morning. These messages will be stored in BTC's youtube channel so students could still watch them even after the live premier has ended.

LIFEGROUPS

Each student will belong to a LifeGroup. A faculty will serve as mentor to 5 or more students. These life groups will be formed on the first week of classes. LifeGroups normally meet every other Wednesdays, alternating with Chapel Services.

DGROUPS

This is a peer discipleship group. These groups are led by a trained former/current BTCian. DGroups meet on Tuesdays.

CLUBS

A student may sign up in one of the following clubs this year.

Youth Ministers Club

Young Teachers Club

Scribblers Conduit (young writers' club)

DEAN'S CHAT & COUNSELING

The Dean of Student Life will schedule each enrolled student for a coffee conversation sometime in the academic year.

The school counselor will conduct individual or group counseling sessions.

Students who feel a need for help may contact the Dean of Student Life to arrange for counseling sessions.

Appendix C

Baptist Theological College**A Primer on BTC's Flexible Independent Learning Arrangement**

INTRODUCTION

COVID-19 brought interruptions in all sectors of society causing a chain reaction of impacts affecting most especially the economic situation of every household or family and even the psycho-social and mental well-being of everyone. For the higher education sector, continuity of learning is the main goal, but keeping students safe is a primary concern.

In line with risk-based public health standards of the Department of Health (DOH), Baptist Theological College is one with all HEIs in the implementation of flexible learning to ensure continuity of learning amidst the pandemic and community quarantine guidelines.

BTC's Flexible Independent Learning Arrangement caters to all students with different needs. Those who may have more reliable connectivity may prefer the online/electronic mode of learning while those who have little or no connectivity may prefer a more low tech mode of printed materials couriered to their place. In addition, this mode of learning provides an opportunity for BTC to further its mission to glorify God by helping churches train leaders to serve in whatever areas of ministry God may call them.

Definition of Terms:

Asynchronous Learning - learning activities that are done independently at one's own pace

Blended Learning - purposeful combination of synchronous and asynchronous learning methods using available technology to balance student's independent learning with the advantages of physical face-to-face learning; other terms: mixed mode learning, self-paced learning

Distance Learning - or Remote Learning, teaching and learning challenged by the transactional distance— physical, psychological, communication, and temporal (Moore, 1972)

Synchronous Learning - learning activities that are done in real time with the faculty either face-to-face or online using tools like Zoom, Messenger Room, etc., that require internet access

FEATURES of FILA

1. *Structured*

- Students will still receive a class schedule to follow for the day.
- Faculty will be available for online consultation during those scheduled hours.
- Student work load will be carefully planned so to make sure that students will have enough tasks in order to explore on a specific topic or subject.
- A course guide is provided so to provide structure and pace for students.

2. *Flexible*

- Students are given time to work on the tasks independently and at their own pace.
- Students will also be provided a teacher's lecture video that may be downloaded.
- All materials are available for download using the teacher's preferred LMS.
- All required tasks are available on the LMS.

3. *Relevant*

- Tasks will focus on creating and understanding content that are relevant to the life of the students.
- This is done through tasks that could tackle current issues and develop literacy and life skills.

4. *Holistic*

- The FILA ensures that we will provide avenues for students to meet with mentors and other students to provide the needed emotional and psychological support for them in thisso-called "new normal."
- Home-based extra-curricular activities will be organized to provide opportunities for students to further an interest.

FILA MODES

Elements	Online/Digital Learning	Offline Learning
Structure	Structured with class schedules, course guides, and consultation.	
Lesson Delivery	Pre-recorded lecture videos, pdf materials are available for download via the Google Classroom, Youtube, or FB Group.	Lecture videos with transcript are available on a flash drive. Printed materials are sent to students through a courier.

Elements	Online/Digital Learning	Offline Learning
Assessment	Tasks and other forms of assessments are posted on the class FB group and/or on the Google Classroom.	Tasks and other forms of assessments will be described on paper and students are going to accomplish them on a given time period.

APPS AND TOOLS

FUNCTIONS	TOOLS
Learning Management System	Google Classroom
Written Communication	Email and Messenger
Audio/Video Communication	Zoom, Loom, Youtube, Facebook Page, Messenger Room
Group/Class Communication	FB Group, Messenger

HARDWARE AND INTERNET REQUIREMENTS

- Reliable device capable of tasks required for synchronous and asynchronous learning. The minimum requirements are usually met by a tablet, but a reliable android phone should also do:
 - Streaming/downloading videos
 - Taking photos and videos
 - Recording audio
 - Basic video editing
 - Basic photo editing
 - Word processing
 - Slide presentations
 - Accessing the web
 - Accessing email
 - Accessing LMS

ROLES AND RESPONSIBILITIES

- **TEACHERS**
 1. Plan learning activities that are balanced.
 2. Provide a lecture video available for download for later viewing. These videos must be available according to the time indicated in the course guides.
 3. Provide supplemental materials other than the lecture video to address the different learning styles of the students.
 4. Assess students' learning using alternative forms that ensure grade integrity.
 5. Be available for their students during the designated consultation hours.

6. Provide emotional and social support for the students.
7. Respond timely to parent/guardian queries.

• *STUDENTS*

1. Be responsible to accomplish the tasks within the required time.
2. Develop self-regulatory habits to enable one to accomplish required tasks.
3. Manage time well. Learn to use planners and schedule boards.
4. Ask questions and clarifications during the scheduled consultation period.
5. Join enrichment and wellness activities scheduled for their class.
6. Actively participate in group collaboration tasks.

WHERE TO GET HELP

Visit btccgst.org for more information about Baptist Theological College. Check out our Facebook page: <https://bit.ly/3dwH71r>

Contact the BTC office.

Registrar's Office

btccgst.register@gmail.com

Business Office

btccgst@gmail.com

Mobile No: +639474802403

Tel. No.: +63 32 3450148

Academic Dean's Office

scuambot@btccgst.org

Dean of the CGST

bblisbe@btccgst.org

Dean of Student Life

agbergado@btccgst.org

Student Life FB Group

<https://bit.ly/2Dpw3H8>

Library Services

btccgst.library@gmail.com

Tel. No.: +63 32 238 4412

BTC President

rickyrecodo41@gmail.com

Baptist Theological College

Appendix D

**Housing and Dormitory Services
Health and Safety Protocols**

In response to COVID-19, certain protocols must be in place in order to be prepared to reopen the BTC housing and dormitories. These protocols are based on the current science and recommendations from the IATF, DOH, and CHED. The guidelines will apply for the First Semester of AY 2022 - 2023 and will be re-examined for the second semester.

Personal Hygiene Kits

Each student is required to have his or her own hygiene kit that contains at least the following:

- Ethyl alcohol and/or hand sanitiser
- Cleansing wipes, tissue paper/paper towel
- Hand soap

Physical distancing

- Only the fully vaccinated graduating seniors may avail for the housing services.
- Female residents will be placed in Room 200. It has the biggest space that would ensure physical distancing. While the men will be housed in the Men's Dormitory.
- On-campus students are only allowed one entrance and one exit per week. During off campus activities where travel is necessary, masks are required at all times.
- Groups may be together for outside activities/games maintaining physical distancing
- While utilizing the kitchen, students will maintain physical distancing and wear face masks at all times.
- Dorm residents will disinfect sinks/shower areas after use.
- Dorm monitors will do temperature checks each morning before residents leave the dorms.

Protocol for Ill Students

When assessing students in the dormitories, the following procedures should be followed:

- Temperature checks will be done prior to leaving the dormitory in the morning
 - If the student has a temperature of 37 degrees or above, he or she must not leave the dorm until further direction has been obtained from the Dean of Student Life.
 - If the student has other complaints of illness, contact the Dean of Student Life for instructions.

Positive Case and Isolation

Residents who test positive for COVID-19 will be temporarily relocated to a separate designated room for the 5-day isolation period.

The general guidelines stipulated in the institutional policies will be applicable also in the dormitories.