

Heartland Baptist Bible College

2021-2022 Academic Catalog

Heartland Baptist Bible College

Founded November 1966

In Oklahoma Since 1998

“Thus saith the Lord, Stand ye in the ways, and see, and ask for the old paths, where is the good way, and walk therein, and ye shall find rest for your souls....”
Jeremiah 6:16

On occasion, it may be necessary to make changes in policy, regulations, procedures, or courses. We will do our best to communicate changes in a timely manner.

Heartland Baptist Bible College admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or physical disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

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Introduction

Located in the Heartland of America in the center of Oklahoma, you will find Heartland Baptist Bible College - a college that has a new beginning for an “old school.” By God’s direction the former Pacific Coast Baptist Bible College in San Dimas, California, with its rich heritage and its “walk in the old paths,” moved to Oklahoma City and is now called Heartland Baptist Bible College. God has preserved and revitalized this unique institution to educate and train preachers, missionaries, and Christian workers. The key distinctives of Heartland Baptist Bible College include:

- strong belief in and teaching of the KJV Bible
- firm Baptist distinctives and history taught
- local Baptist church involvement and soulwinning emphasized
- enthusiastic spirit among student body
- dedicated faculty and staff

Location

Oklahoma City is an ideal location for Heartland. The city, although considered a small market with a population of almost 650,000, is experiencing a period of growth and revitalization. The job market is good with the unemployment rate well under the national average; and housing for off campus students, both apartments and homes, is readily available and reasonable.

Heartland is located in the Heartland of America, in the center of the state of Oklahoma in the northwest section of Oklahoma City on Northwest 10th Street, close to the I-40 interstate highway, which is 1.6 miles to the south, and I-44 interstate highway, which is 1.7 miles to the east, and close to the Will Rogers World Airport which is located south of the college on Meridian Avenue. The campus is located on 34 acres of property on gently sloping terrain.

The campus consists of a Biblical Preaching Center, three office/ classroom/cafeteria buildings, six residence halls, resident hall annex, gymnasium, security center, shuttle center, three staff residences, maintenance area, three support buildings, outdoor basketball court, baseball field, and plenty of space.

The main entrance to the college is on the east side of the campus off Evan Hale Road.

History

In November 1966, the Western Baptist Bible Fellowship, composed of pastors from that region, met at Gateway Baptist in Las Vegas and voted the Pacific Coast Baptist Bible College into existence. This was in response to the vision, dedication, and determination of key Southern California pastors along with other preachers who worked to make Pacific Coast become a reality.

Classes began in fall 1967 in rented facilities in Orange, California. Under the direction of Pastor Ted Hicks, one of the founders and the first president, the college grew and became an established preacher training facility.

The campus moved three times in the years that followed - in June 1969 the campus moved from Orange to Walnut and in 1971 it moved again to Pasadena - before settling in 1972 on the 149-acre former Cal Poly Voorhis campus in San Dimas, California. The college leased the property from the state in August 1972 which continued until it purchased the property from the state in December 1977.

In February 1980, the college's second president, Pastor J.C. Joiner, took command. The stable leadership of Joiner with Jack Baskin as the executive vice president continued the vision of the Western States Baptist Bible Fellowship. In May 1983, Pastor Frank Johnson accepted the call as the third president.

On June 8, 1992, Pacific Coast was revived to "a new walk in the old paths." Pastor Duane Thorp was elected president along with a new Board of Directors, and PC began a new era with a renewed vision and a new direction.

In May 1995, Pastor Terry Randolph was elected as the fifth president of PCBBC after serving as the interim president during the spring of 1995. He led the college during a time of financial crisis and declining enrollment which eventually forced the historic relocation of the college from Southern California to Oklahoma City in June 1998. During a miracle seven weeks in the summer of 1998, the new campus, a former college campus built in the 1970's, was renovated in time for fall classes.

In September 1998, during Opening Days, the college was renamed Heartland Baptist Bible College. During the months that followed, the college reorganized, changed its emphasis from a regional to a national focus, and established an accountability link with a group of pastors, missionaries, and evangelists known as the "Friends of Heartland."

In 1999, Terry Randolph resigned and Sam Davison, then pastor of Southwest Baptist Church in Oklahoma City, was named the new president. As Terry Randolph gave stability during a difficult time of transition, Bro. Davison provides a renewed vision, determination, and dependence upon God that will be needed as we continue in the 21st century.

During 20 years in Oklahoma, the college has seen growth in the student body, facilities, supporting churches, and renewed commitment to walking in the "old paths."

In May 2018, Bro. Davison stepped aside and was named chancellor, and Jason Gaddis, pastor of Southwest Baptist Church, became the new president of Heartland. The college looks for continued growth under Bro. Gaddis' leadership.

[Note: A more detailed history of the later years at Pacific Coast Baptist Bible College and the move to Oklahoma can be found in *The History of a Miracle: From the Pacific Coast to the Heartland*, 2nd edition.]

Mission Statement

Heartland Baptist Bible College is committed to excellence in educating and training preachers, missionaries, and Christian workers.

Purpose

The general purpose of Heartland Baptist Bible College is to be a distinctive, fundamental, separated, independent Baptist college while only training men and women from independent Baptist churches.

The specific purposes of this institution are: (1) to provide for a systematic and comprehensive study of the Holy Bible and any other courses that will make the student a better Christian, citizen, and servant of Jesus Christ; (2) to provide for the practical, efficient, and thorough training of pastors, missionaries, evangelists, Christian school teachers, Christian musicians, and other church workers and lay people to do the ultimate goal of the ministry of the Word of God which is the salvation of souls, the edification of the saints, and the worldwide proclamation of the Gospel of Jesus Christ; (3) to train men to establish New Testament Baptist churches both at home and abroad; (4) to teach Christian ethics in all facets of the Lord's work; and (5) to insure the proclamation and preservation of Bible doctrine.

Educational Philosophy

It is our conviction that Christian Education worthy of the name should be local church oriented and based. It should be based upon the conviction that the main Christian purpose in the world is winning people to Christ and establishing and building New Testament Baptist Churches.

Our educational philosophy is based on a God-centered view of truth and man as presented in the Bible. Christian Education includes not only practical training and learning but also training that encourages the development of godly character, Christ like- ness, and spiritual maturity.

Students are to be trained in principles of godly living in order to live and work with others in the home, the church, and in a changing secular society with the purpose of accomplishing God's purpose for their lives. The courses are designed to give students knowledge of the Bible and teach them methods of applying knowledge and skills in their particular study area.

Further, it is our philosophy that the training of students in this direction should be undergirded by an unshakable faith in the divine inspiration and infallibility and inerrancy of the Word of God. We believe that God has supernaturally and providentially preserved His Word in the King James Bible for the English-speaking people. Believing this, Heartland uses and requires the King James Bible for all preaching and teaching; Bible study; memorization; and class work, homework, and assignments for students and faculty.

Heartland Baptist Bible College believes that the preaching of the Word of God is necessary to bring lasting change in people's lives. Biblical preaching is the primary emphasis in all that is taught and practiced. It is our desire to train men who will stand on the Word of God without apology and preach its truths the way they were meant to be preached, without man's opinions

and philosophies, but with the power of God to communicate what God intended to communicate.

Distinctives

- King James Bible
- Conservative Theological Stand
- Conservative Philosophical Stand
- Local Church Emphasis
- Baptist History and Distinctions
- Bible Preaching Emphasized and Taught
- World Missions Focus and Missions Trips
- Christ-honoring Music

Strengths

- Home Church and Home Pastor Involvement
- Experienced Faculty
- Low Faculty to Student Ratio
- Extremely Affordable
- Practical Ministry Training
- Local Church Opportunities
- Exciting Bible-Preaching Chapel Services
- Biblical Separation Standards
- Ecclesiastical Standards of Separation
- Family Atmosphere
- Committed and Godly Leadership
- Personal Spiritual Development Program
- Practical Graduate School Program
- Ladies' Ministry Classes
- Weekly Missions Prayer Meetings
- Residence Hall Devotions
- Student Preachers' Round-Up
- Exciting Campus Activities
- Married Student Organization
- Large Metropolitan Area
- Beautiful 34 Acre Campus

Objectives

SPIRITUALLY: To develop in the lives of its students a spiritual life which is in harmony with the Bible doctrines taught. To see students, grow in grace and in the knowledge of our Lord Jesus Christ.

THEOLOGICALLY: To encourage students to express and demonstrate a personal belief in and adherence to Bible doctrines as outlined in the college doctrinal statement.

ACADEMICALLY: To train ministerial students and church workers in rightly dividing the Word of Truth with a goal for full time ministry. To teach subjects that thoroughly equip the

student regardless of major. To emphasize the fundamentals of the Christian faith and worldwide missions, believing only those trained in this truth are adequately equipped to carry out this ministry.

PRACTICALLY: To encourage consistent personal evangelism and service in the local church. To develop in the student the belief that salvation of the lost and training of the saved are the objectives of Christian education.

Approvals

Heartland Baptist Bible College seeks no national or regional accreditation but seeks only God's approval. The college chooses to be accredited by the pastors and churches that support the college and others who are part of the "Friends of Heartland," which is a loose affiliation of pastors, missionaries, evangelists, and other individuals, who by choice, share a common interest in accomplishing the purposes of Heartland Baptist Bible College.

Heartland is an independent educational institution, not governed by any convention or religious movement or fellowship; and the college chooses to remain independent of any governmental or quasi-governmental controls and approvals.

Accreditation

Heartland Baptist Bible College is legally authorized to operate in Oklahoma and is in compliance with the State Regents' Policy. Heartland is not accredited under rules promulgated and adopted by the Oklahoma State Board of Regents for Higher Education nor by any national or regional accrediting agency which is recognized by the State of Oklahoma or the U.S. Department of Education.

Heartland does not grant degrees but does award diplomas for completion of a four-year course of study as well as two- and three-year diplomas. Transfer of courses from Heartland to other colleges or universities is at the discretion of the receiving institution.

It is the position of this college that quality training that is both godly and practical can be provided to students who desire to attend Heartland without the need for academic oversight from any accrediting agencies. Unfortunately, spiritual mandates often collide with society's expectations in the area of academics and training; therefore, Heartland chooses to maintain its credibility and its commitment to excellence by continuing to stand true to the dictates of the Word of God rather than following "man's approval."

DOCTRINAL STATEMENT

What We Believe

INTRODUCTION

In view of the present apostasy in which many are departing from the faith, giving heed to seducing spirits, teaching the commandments of men, and disseminating the seeds of fatal error involving the honor of our Lord and the destiny of souls, Heartland Baptist Bible College sets forth a declaration of those things which are most surely believed among us in order to place on record the Confession of Faith to which we subscribe and to which HBBC requires the subscription of the leadership and members of the faculty and student body.

I. THE SCRIPTURES

We believe that the Holy Bible was written by men supernaturally inspired; that it has truth for its matter without any admixture of error; that it is and shall remain to the end of the age the only complete and final revelation of the will of God to man; and that it is the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried.

A. We believe the Authorized (King James) Version, Old and New Testaments, is the Word of God kept intact for English-speaking peoples by way of God's divine providence and work of preservation; and that the Authorized Version translators were not "inspired," but were merely God's instruments used to preserve His words for English-speaking peoples.

B. By Holy Bible we mean that collection of sixty-six books, from Genesis to Revelation, which, as originally written and providentially preserved, does not only contain and convey the Word of God, but is the very Word of God.

C. By inspiration we mean that the books of the Bible were written by holy men of God as they were moved by the Holy Ghost in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

D. By providentially preserved we mean that God through the ages has, in His divine providence, preserved the very words that He inspired; that the Hebrew Old Testament text, as found in the Traditional Masoretic Text, and the Greek New Testament Text, as found in the Textus Receptus, are indeed the products of God's providential preservation and are altogether the complete, preserved, inerrant Word of God.

E. We therefore believe and require that the Authorized Version (King James Version) be the only English version used and or endorsed by the staff, faculty, and student body of this college.

Dt 4:2; Ps 12:6-7; Ps 19:7-11; Ps 119:89,105,130,160; Isa 8:20; Is 40:8; Jer 23:29; Ezk 12:25; Mt 5:17-18; Mt 22:29; Lk 24:44-45; Jn 12:48; Jn 17:17; Jn 20:30-31; Rom 3:4; Rom 15:4; Eph 6:17; II Tim 3:16-17; Heb 4:12; I Pt 1:23-25, II Pt 1:19-21; Rev 22:18-19

II. THE TRUE GOD

We believe there is one and only one living and true God, an infinite intelligent Spirit, the Maker and Supreme Ruler of heaven and earth; that He is inexpressible, glorious in holiness, and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are

three persons: the Father, the Son, and the Holy Ghost, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption.

III. THE HOLY SPIRIT

We believe the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in creation; that in His relation to the unbelieving world He restrains the evil one until God's purpose is fulfilled, and He convicts of sin, of judgment, and of righteousness; that he bears witness to the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; and that He seals, endues, guides, teaches, witnesses to, sanctifies, and helps the believer.

IV. THE DEVIL OR SATAN

We believe that Satan was once holy and enjoyed heavenly honors, but through pride and ambition to be as the Almighty, fell and drew after him a host of angels; and that he is now the malignant prince of the power of the air and the unholy god of this world. We hold him to be man's greatest tempter, the enemy of God and His Christ, the accuser of the saints, the author of all false religions, the chief power back of the present apostasy, the lord of the Antichrist, and the author of all the powers of darkness. He is destined, however, to final defeat at the hand of God's Son and to a judgment of everlasting fire, prepared for him and his angels.

V. THE CREATION

We believe in the Genesis account of creation and that it is to be accepted literally and not allegorically or figuratively; that man was created directly by God in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species or developments through interminable periods of time from lower to higher forms; and that all animal and vegetable life were made directly, and God's established law was that they should bring forth only after his kind.

VI. THE FALL OF MAN

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state; consequently, all mankind are now sinners, not by constraint but by choice, and therefore are under just condemnation without defense or excuse.

VII. THE VIRGIN BIRTH

We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner: born of Mary, a virgin, as no other man was ever born or can ever be born of woman; and He was born the Son of God and God the Son.

VIII. THE ATONEMENT FOR SIN

We believe that the salvation of sinners is wholly of grace through the mediatorial office of the Son of God, who by appointment of the Father freely took upon Himself our nature yet without sin, who honored the divine law by His personal obedience, and who by His death made a full and vicarious atonement for our sins, thus we have redemption through His blood; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of Himself in the sinner's place, the Just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; that, having risen from the dead, He is now enthroned in heaven and uniting in His wonderful person the most tender sympathies with divine perfection; and that He is in every way qualified to be a suitable, compassionate, and all-sufficient Savior.

IX. GRACE IN THE NEW CREATION

We believe that, in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God; that the new creation is brought about in a manner above our comprehension and is not by culture, nor by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth so as to secure our voluntary obedience to the Gospel; and that proper evidence of the new birth appears in the holy fruits of repentance and faith and newness of life.

X. THE FREENESS OF SALVATION

We believe in God's electing grace: that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by a cordial, penitent, and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth but his own inherent depravity and voluntary rejection of the Gospel, which rejection involves him in an aggravated condemnation.

XI. JUSTIFICATION

We believe that the great Gospel which Christ secures to such as believe in Him is justification; that justification includes the pardon of sin and the gift of eternal life on principles of righteousness; and that it is bestowed not in consideration of any works of righteousness which we have done, but His righteousness is imputed unto us solely through faith in the Redeemer's blood.

XII. REPENTANCE AND FAITH

We believe that repentance and faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God; thereby, being deeply convicted of our guilt, danger, and helplessness, and of our need of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy and at the same time heartily receive the Lord Jesus Christ and openly confess Him as our only and all-sufficient Savior.

XIII. THE CHURCH

We believe that a Baptist church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel, observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights, and privileges invested in them by His Word; and that its officers are pastors or elders and deacons whose qualifications, claims, and duties are clearly defined in the Scriptures. We believe the true mission of the church is found in the Great Commission: first, to make individual disciples; second, to baptize and build up the church; third, to teach and instruct as He commanded. We do not believe in the reversal of this order, and we hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations. We believe that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that every church is the sole and only judge of the measure and method of its cooperation; and that on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local church is final.

XIV. BAPTISM AND THE LORD'S SUPPER

We believe that Christian baptism is the immersion in water of a believer in the name of the Father, of the Son, and of the Holy Ghost, by the authority of the local church, to show forth a solemn and beautiful emblem of our faith in the crucified, buried, and risen Savior with its effect in our death to sin and resurrection to a new life; and that it is prerequisite to the privileges of a church membership and to the Lord's Supper, which the members of the church by the use of bread and the fruit of the vine are to commemorate together the death and coming of the Lord, preceded always by solemn self-examination

XV. SECURITY OF THE BELIEVER

We believe that all the redeemed are kept by the power of God and are secure in Christ. It is a work of God which guarantees that the gift of salvation, once received, cannot be lost, and believers are eternally secure.

XVI. THE RIGHTEOUS AND THE WICKED

We believe that there is a radical and essential difference between the righteous and the wicked; that all such as through faith are justified in the name of the Lord Jesus and sanctified by the Spirit of our God are truly righteous in His esteem. while all such as continue in impenitence and unbelief are in His sight wicked and under the curse; and that this distinction holds among men both in and after death in the everlasting happiness of the saved and the everlasting conscious suffering of the lost.

XVII. CIVIL GOVERNMENT

We believe that civil government is ordained of God; that its purpose is to punish evil doers and to praise good works that we may lead quiet and peaceable lives in all godliness and honesty;

that we are commanded to pray for those in authority; that we are to render to all their dues: tribute to whom tribute is due, custom to whom custom, fear to whom fear, honor to whom honor. We are to render to government the things which belong to the government and to God the things that belong to God.

XVIII. THE RESURRECTION AND RETURN OF CHRIST

We believe in and accept the sacred Scripture upon these subjects at their face and full value. Of the resurrection, we believe that Christ arose bodily the third day according to the Scriptures; and that He alone is our merciful and faithful high priest in things pertaining to God. Of the return of Christ, we believe that this same Jesus which is taken up from you into heaven shall so come in like manner as ye have seen Him go into heaven. Jesus will come in the air for His saints before the tribulation period. After the tribulation, He will return to the earth and reign a thousand years.

XIX. MISSIONS

We believe that the command to give the Gospel to the world is clear and unmistakable; and that this commission was given to the churches to go, make disciples, baptize them, and teach them.

XX. THE GRACE OF GIVING

We believe that God's method of financing His earthly work, which is the spreading of the Gospel to all nations, the care of the churches, and the support of the ministry, is by the tithes and offerings of His people; that it is to be given to the Lord through His church or storehouse to be distributed as directed by the leadership of the Spirit as the need arises; that upon the first day of the week everyone will lay by him in store as God hath prospered him; that everyone is accountable to the Lord for one-tenth of his income; and that tithing was instituted long before the law was given, and it was practiced by the early church.

XXI. HUMAN SEXUALITY

We believe that God has commanded that no sexual activity should be engaged in outside of a one-man one-woman marriage. We believe that any form of adultery, fornication, homosexuality, lesbianism, pedophilia, bisexuality, bestiality, incest, and pornography are sinful perversions of God's gift of sex and design for mankind. Gen 2:24; Gen 9:5,13; Gen 26:8-9; Lev 18:1-30; Rom 1:26-29.

STUDENT LIFE

General Regulations

To help maintain a separated Christian atmosphere conducive to HBBC's purpose, the college has specific guidelines which govern the conduct of its students. Policies are explained in detail in the "Code of Conduct." This handbook is given to each student and a statement of reading and voluntary compliance is required.

Heartland students are required to maintain a strong separation from worldliness, both on and off the campus. All students will be expected to maintain Christian conduct of the highest standard on all occasions. Specific guidelines and standards for separation, general conduct, and manners are presented in the "Code of Conduct." Attendance may be forfeited by any student who cannot or will not abide by and adjust to college policies and procedures. Students are expected to live according to the criteria of the college Life Beautiful Award from I Timothy 4:12, "Be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity."

Dress Code

Christian students are ambassadors for Christ and should, therefore, be as modest and decent and conservative in their dress as they are expected to be in habits of life. Students should be conscious that they are many times judged by their appearance. Thus, the college expects students to follow the admonition of the Scriptures to be dressed in modest apparel and appropriately for all occasions. Manners of dress should not follow the fads of this world.

Guidelines for personal appearance and general dress code standards, both for official dress and proper leisure dress, are presented in detail in the "Code of Conduct."

Counseling

Students have the opportunity to secure counsel concerning their personal, spiritual, and educational problems. The Dean of Students, Dean of Men, Dean of Women, and others at Heartland are specially trained to assist students with any type of problem. In addition, the entire staff and faculty and the staff of Southwest Baptist Church are available to give friendly advice, guidance, and Biblical counsel.

Church Membership

Students entering Heartland (both first year students and transfer students attending for the first time) from out of the immediate area are required to join and be faithful members at Southwest Baptist Church of Oklahoma City for the first two semesters. Second year students and above who believe they are led to assist in another local independent Baptist church ministry must seek approval prior to such a move. The following criteria are required for approval. (1) meet with the college executive vice president, (2) written permission from the home pastor, (3) written permission from the pastor of Southwest Baptist Church, (4) the gaining church agrees with Heartland's doctrinal and philosophical stand, (5) written invitation from the inviting pastor detailing the ministry opportunity, and (6) approval is granted by the Administration in advance. Area students may remain in their home church provided it is an approved Baptist church. An area student is any person who can faithfully attend and serve in their home church on a weekly basis. Students are expected to be faithful in their local church in their attendance, giving, and service. Attendance at all church services is mandatory for all Heartland students. Exceptions may be granted by the college Administration to miss midweek services because of work.

Christian Service

Heartland believes regular Christian service in a local, independent Baptist church to be a vital part of every student's training. Therefore, all students are required to be actively serving in and regularly attending his local church. Areas of service include various types of practical Christian service available in the ministries of the local church such as visitation; door knocking; soulwinning; bus ministry; Sunday School teaching or helper; ministries to jails, hospitals, convalescent homes, and rescue missions; children's ministries or children's clubs; choir; security; greeting; and pulpit supply. Students are required to complete a minimum of six hours per week of appropriate Christian service which includes attendance at regular church services, minimum of one church ministry, and a minimum of two hours per week of door-knocking/visitation. Students are required to complete a weekly Christian Service Report online. The report will list church attendance and Christian service completed the previous week - Monday through Sunday.

Campus Service

A tradition exists among the students of a spirit of volunteerism and that spirit far exceeds the completion of campus service hours. As part of the Campus Service program, students assist with campus-related work and service. This allows everyone to have a part in the maintenance and operation of the campus, thereby developing pride and spirit among the student body. All single students, on or off campus, are required to do five Campus Service Hours to be worked by the end of the semester. Married students, because of added responsibilities, are required to do three Campus Service Hours. Part-time students will participate according to number of hours enrolled in up to the maximum required.

Chapel

Every Tuesday and Thursday during the school year, the entire student body, staff, and faculty assemble in the Sam Davison Biblical Preaching Center for chapel. Special music, congregational singing, and preaching from the Word of God provide an inspiring and challenging time for those present. Those who preach include preachers from around the country, the faculty, and administration. Students are encouraged to keep a tender heart so that the message can do its spiritual works in their lives.

Devotional Life

A regular devotional life is essential for Christian growth and protection against the daily rigors of college life. This primarily involves a personal time with the Lord, reading the Bible and fellowshiping with Him in prayer. As a supplement to personal time, evening residence hall devotions are held during the regular semesters. Also, periodic student body prayer times are scheduled throughout the semester. Married students are encouraged to have both personal and family devotions.

Adoptive Families

Heartland has a unique relationship with Southwest Baptist Church in many areas - one of which is the Adoptive Family Program involving first year students. Every year, families in the church "adopt" the new first year students. The goal of these families is to be an encouragement, to pray for them, to provide an occasional home cooked meal, to help the student feel at home while attending Heartland, and to be a help and a blessing to the students during the school year. The

program works both ways, in that, the students are a blessing in return. This program has been a help by reducing homesickness and increasing the retention rate for first year students.

Athletics

During the school year students enjoy a variety of intramural sports and activities. Facilities for basketball (both in the gym and outside courts) volleyball, table tennis, and pool (pocket billiards) are available for student use. In addition, there is a ball field on campus. The intramural program for both ladies and men is conducted all year round.

Activities

During the year, various activities are planned to strengthen the school spirit and to offer an opportunity to socialize. Events include student banquets, the annual Labor Day Picnic, “Midnight Breakfast,” “Left Behind Activity,” resident hall get-togethers, Missions Prayer Band, and Preachers’ Round-Up as well as a variety of other activities, events, and happenings.

Health Insurance/Services

Students, both on-campus and off-campus, are not required to purchase health insurance; however, maintaining some coverage, either on the parents’ policy or individually, is highly recommended. The college makes available, and strongly recommends, a health insurance program for college students provided by an independent insurance carrier to whom the student pays the premium directly.

An on-site nurse is available on a limited basis to conduct sick call verification on a daily basis. For treatment of illnesses and more serious conditions, several medical clinics work with the college to meet the health needs of the students. Information concerning health coverage, such as policy/ group name, number, and expiration, will be required at student registration.

As a precautionary measure, the State of Oklahoma has passed legislation that requires first-time enrollees living in campus housing to be vaccinated against meningococcal disease or sign a waiver. The waiver states that information regarding the disease and the risks and benefits of the vaccination, as well as the availability and costs of the vaccine, has been received and reviewed and that the student has chosen not to be vaccinated.

Automobiles

All student vehicles, both cars and motorcycles, must be registered with the Heartland Security Department. Registering a vehicle includes providing verification of insurance coverage and recording of ownership information, vehicle tag number and state, and student driver’s license number. After proper registration is completed, a parking hanger is issued which must be displayed on the rear-view mirror facing the front. It is mandated by state law that liability insurance be carried on all vehicles. Proof of renewal of insurance is required for all policies which expire during the semester. Vehicles not properly registered will not be allowed on campus.

Cafeteria/Food Services

On campus students are required to purchase room and board, which includes a full board meal plan of three meals per day except Sunday. For those with the room and board plan, box lunches are available Monday through Friday. Off-campus students may also purchase a meal plan through the finance office. A wholesome and balanced diet is provided for each meal and offers

entrées, salad and fruit bar, dessert items, and beverages. During the regular semester, meals are provided 3 times a day (except Sunday when only lunch is served) every day except Thanksgiving, Christmas, New Year's, and Easter. The cafeteria may be closed between semesters depending on the number of students remaining on campus at the time. Guests are welcome and will be served for a nominal fee.

The Perk, a snack bar, is open during the day and evening and the Go Ye Café in the bookstore also provides drinks and snacks.

Student Housing

Single Students: The college presently operates seven residence halls. Residence hall life makes a vital contribution to the development of students. The interaction, cooperation, and discipline involved in residence hall living are important elements in the overall educational program. Friendships made are an important aspect of residence hall living.

The residence halls are under the supervision of the Dean of Students and his staff, which includes Residential Advisors and Assistants. All residence hall rooms are equipped with twin size beds, dressers, desks, and closet space. Students are required to furnish their own linens, including sheets, pillow, pillowcases, blankets, bedspread, towels and washcloths, and plastic mattress cover. No sleeping bags are allowed. Laundry facilities are available in the residence halls for a nominal charge, and laundries are also available in the community. The "Code of Conduct" lists more specifically those items that are allowed and not allowed in the rooms as well as other residence hall rules.

All single students are required to live in the residence halls unless they live at home with their parents, are granted special permission by the administration to live off-campus or are over 25 years of age or older with Administration permission. Students living on campus are required to sign in and out and abide by a campus curfew. Also, a lights-out policy is enforced.

Married Students: HBBC does not have housing facilities available for married students. However, the college is located in an area surrounded by communities and housing areas in which ample apartments and private homes are available for rent at a reasonable cost. They vary in cost depending on the area and size. Married students should contact the college for a listing of apartment complexes in the vicinity of the college and current costs. The local market also has a good number of houses for purchase. Prices vary from the very reasonable to the very expensive. Married students interested in finding a suitable place for their family should plan to arrive early to find a place, establish their home, and secure a job prior to the start of classes.

Musical Opportunities

College students with musical ability have the opportunity to participate in chapel and other key events of the college. Auditions are conducted in the fall to form the official college singing groups. These singing groups represent the college in local churches during the school year and travel throughout the United States and Canada during the summer.

The college choir, which is open to any student, joins with the Southwest Baptist Church choir on several occasions to present special music presentations. In addition, those who play instruments also join with church musicians for special programs. Private lessons, including voice, piano, and a variety of instruments, are available to students who are not music majors

Heartland Married Students

Concern for the married students falls under the Dean of Students' Office and specifically the Dean of Married Students. Married students support one another through periodic get-togethers for fellowship and activities such as hayrides, scavenger hunts, picnics at area parks, potluck dinners, and other recreational get-togethers. The married wives, Heartland Helpmeets, meet once a month for fellowship and encouragement. The meetings include a devotion time, a fun time, a time to work on projects, and a time of refreshments.

Married students are also very involved at Southwest Baptist Church. Opportunities to enjoy Bible teaching come from the weekly Sunday school classes. The ministry opportunities for married couples at Southwest Baptist Church are nearly limitless; they may participate in the bus ministry, children's ministries, nursery, hospitality ministries, as well as several areas of involvement in church evangelistic efforts.

A day care service is available for wives who desire to take classes. Also, Heartland Baptist Academy, a K-4 to 12 grades is located on campus for married couples with children.

Heartland Helpmeets

The Heartland Helpmeets is a group of wives who attend or whose husbands attend Heartland Baptist Bible College. Through the course of four years at Heartland, a Helpmeet has the opportunity to learn from various speakers who deal with topics from a four-year plan, such as The Wife and Home, The Wife and Church, The Wife's Personal Life, and A Potpourri of Practical Helps.

The Heartland Helpmeets come together once a month in an effort to grow closer as a group of wives who have a desire to learn from, fellowship with, minister to, and encourage each other. The Helpmeets go beyond "each other" as they serve and minister to others as well. Some of the various ministries include providing meals for new moms whose husbands are enrolled at Heartland, a card ministry to past graduates to encourage them in their new place, and a cookie ministry to single students who may need an extra boost. This is just a sampling of what the Helpmeets "do" as a group. To experience who the Helpmeets "are" one needs to come and be a part of the joy and comradeship that typifies the meetings.

Employment

Many students work a part-time job while at Heartland and benefit greatly from the experience as it becomes an integral part of their training for the ministry God has for them. Student employment may be necessary in order to have the funds to pay the school bill and have money for incidentals and social activities. It is recommended that a student work only enough hours to meet their financial needs realizing that the completion of the college program must receive the higher priority. A student should curtail the number of hours worked if the grade point average falls below 2.00.

Classes meet from 7:30 a.m. to 12:20 p.m. with some selected elective classes meeting until 1:20. These established class hours allow the student to work afternoons and evenings. The student will need to know their specific class schedule prior to scheduling employment.

Oklahoma City has been blessed with a very strong job market. August 20, 2010, Forbes rated Oklahoma City No. 7 in the nation for "Best Cities to Find a Job." In an effort to help students find local employment, a job fair is held on campus during registration each August. Employers

come to our campus during this event looking for students to hire while they are enrolled at Heartland. This has proven to be a great help, especially for those students arriving in town for the first time. In addition to the job fair, job openings sent in from employers are posted on the official job board throughout the year. Assistance from the administration is also given to students who need help getting started with a job search.

A limited number of part-time employment positions are available on campus. The college considers on campus positions part of the work assistance program in which 70% of the pay goes directly to the unpaid school bill. These jobs are available on a first come first serve basis to qualified applicants. The different categories of campus positions include office, janitorial, cafeteria, facilities maintenance, grounds keeping, and security. Those interested in working on campus must complete an online Application for Employment, and those offered positions will be required to complete an Application for Work Assistance.

Any student working on or off campus, except for foreign students, must present documentation to prove identity and employment eligibility. The student should have in his/her possession two forms of ID: a state ID card or driver's license and certified copy of a birth certificate or social security card. Foreign students may not work off campus without employment authorization from the immigration service. Violation of this policy will affect the student's immigration status.

Students may not obtain employment in any establishment where they would need to sell and serve alcoholic beverages, pornography, tobacco, nor where their work would in any way conflict with the standards of Christianity or the college.

Shuttle Service

A shuttle service provided by the college is available to and from work for students who do not have a vehicle at college. A nominal monthly fee is charged, and there is a defined service area. The college also offers a shuttle service from Will Rogers World Airport to the college in August and January during the beginning of each semester. Students needing a pickup must call the Dean of Students' Office 48 hours in advance and provide airline, flight number, and date/time of arrival.

Bookstore

The college bookstore operates as a service to the students and friends of Heartland to provide, at reasonable prices, a source for general books, Bibles, Bible reference materials, miscellaneous items, Heartland memorabilia and clothing, classroom supplies, and gift items. The bookstore is also the source of all textbooks used in the classes. Special procedures for purchase of textbooks are followed during registration in August and January.

Included in the bookstore area is the Go Ye Café, an area where students can gather to fellowship, study, research online, or just simply unwind. A great variety of food items and drinks are available for purchase making the book store the campus one stop shop for students.

Library

The newly remodeled library provides reference and study facilities for the student body as well as computer access. Student tutors are available throughout the week to help other students with their class work. Reference books pertinent to the courses offered are continually being added to the library that now includes well over 25,000 volumes with a high orientation of Bible and

theology books. In addition to books, the library has magazines, selected audio aids, pamphlet files, curriculum materials, and a video library. Students also have access, for study purposes, to several public and college libraries in the immediate area.

Missions Prayer Band

Missions Prayer Band meets to disseminate information about missionary activities, to develop interest and enthusiasm in missions, and to pray for missionary needs and results. Veteran missionaries are often available to speak to the group. In addition, special projects are promoted from time to time. Both missions majors and non-missions majors join together on Saturday evenings to pray for and promote world missions.

Preacher's Round-Up

Once a month, students gather in the Biblical Preaching Center to sing congregational songs, hear special music, and enjoy several student preachers. On occasion, a special guest is asked to preach. This is a time of training for the preachers and an opportunity to exercise God-given talents in preparation for ministry.

In addition, students use their gifts and abilities to provide special music.

Campus Life Events

- Fall Opening Days and Student Life and Character Orientation sessions preaching, teaching, special presentations, and special music
- Spring Opening Days and National Church Planting and Home Missions Conference - opportunity to hear good preaching and testimonies of church planters as well as an opportunity to give to the needs of church planters and church planting projects
- Alumni/Homecoming Week - a time when alumni present classes on various topics as well as special chapels and other events
- Graduation Preaching Conference - time of special preaching and music; special activities for preachers, friends, wives, and alumni; graduation/ end of school banquet; and commencement
- Missions Emphasis Days - students interact with missionaries, visit displays, and enjoy good preaching; part of annual missions conference at Southwest Baptist Church
- Midnight Breakfast - a time of fellowship during the fall semester final exam week where the staff and faculty prepare a breakfast for the students
- Labor Day Picnic - a time of food, fun, and fellowship when students and church folks gather for group and individual games and special entertainment
- Banquets - annual banquets are held at Christmas time before finals week and at the end of the spring semester before Graduation Fellowship Week

Summer Ministry Opportunities

Heartland students have the opportunity in the summer to participate in various summer ministries. These include internships offered by local churches, both in Oklahoma and across America; summer camp ministries; and both individual and group short-term missions trips to various places around the world. Opportunities also exist for students to help in their home church.

Notification of Parents/Home Pastor

As a matter of Biblical principle and in the interest of maintaining a proper link of communication, the college believes the parents or legal guardian of the student should be involved in the student's educational program. In addition, the home pastor has an interest in the student's wellbeing. At the same time, the college seeks to protect the privacy of the student. Therefore, the college reserves the right to discuss with the parents and/or the home pastor matters of behavioral, academic, financial, or personal nature. This will include, but not be limited to, grades, class attendance, academic progress, financial status, and disciplinary action. Disclosure under the Family Educational Rights and Privacy Act (FERPA) will be satisfied by the completion of the Student Statement of Agreement.

ADMISSIONS

Eligibility

Application for admission is open only to those who are currently members of independent, fundamental Baptist churches and who testify that they have received Jesus Christ as Savior and Lord, i.e. saved by grace through faith. In addition, they must be a high school graduate (or one having an equivalent academic background); have the recommendation of their pastor; have an earnest desire to serve the Lord; and must present acceptable evidence of the genuineness of their calling and purpose. Incoming students should realize that Heartland is an institution of higher education and, therefore, must be prepared to do college level work. In addition, prospective students should be congenial, cooperative, and willing to submit to the standards and regulations of the college as found in this catalog and the “Code of Conduct.”

Statement of Eligible Admission

Heartland Baptist Bible College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, age, sex, or physical disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Admissions Classification

Prospect

Anyone who requests and is sent information about the college is considered a prospect.

Applicant

An applicant is one who has sent in the application form and/or any item of application.

Enrollee

One becomes an enrollee when he/she is accepted for enrollment and completes the registration process.

Continuing Student

A student who is enrolled and takes classes from one semester, fall or spring, to the next semester without a break, other than summer, is considered a continuing student. A continuing student is not required to make application for readmission from one semester to the next provided there is no break taken during a regular semester.

Returning Student

A student who wishes to return to Heartland after a period of absence of one or more semesters must notify the Registrar’s Office of their intent to re-enroll. A re-application for admission must be completed and a \$10.00 re-enrollment fee submitted. The student file will be reactivated, and the individual notified of additional material that will be required to complete it. As a minimum, anyone who has been out at least one semester will be required to submit a current Pastor’s reference and possibly an additional personal reference.

Part-Time Student

Twelve semester hours constitute the minimum full-time load. All on-campus students must carry a full-time load. A part-time student carries fewer than twelve semester hours. A part-time

student must follow the regular application procedures and will be subject to the same standards, policies, and rules as full-time students.

Special Student

A new student who does not have a high school diploma, or its equivalent, may be admitted as a special student into the one-year program. A special student will not be admitted into the four-year program or any diploma program until evidence is provided of high school or GED completion; however, work taken, and credits earned at Heartland may be applied toward a four-year program if the student later receives a high school GED. A special student must follow the regular application procedures and will be subject to the same standards, policies, and rules as other students.

Early Admit Student

This is an individual who has not yet completed high school and is under 18 years of age. The student will remain at home under the parents' supervision and simultaneously complete high school requirements while taking college level classes.

Auditing Student

Wives of enrolled spouses and other approved individuals may wish to audit classes, i.e. attend classes and participate for no credit. A fee will be charged for each semester course audited. Permission of the Administration is required. Auditing students must comply with all standards, policies, and rules. The audit option is not available to currently enrolled students.

Classes available for audit include special offerings such as ladies' classes and youth classes. A special audit form must be completed. The maximum number of audit classes is two per semester. Anyone attending day classes for audit or for credit for any period of time must comply with appropriate application procedures.

Transfer Student

This describes the individual who has attended another college or Bible Institute for postsecondary study and enrolls for the first time at Heartland. Special policies apply for the transfer of credit. A transfer student must follow the regular application procedures and will be subject to the same standards, policies, and rules as other students.

Application

Application Forms

The forms for Application for Admission to the college are provided separately. If not provided, request the material from the Registrar's Office. Packets of general information are provided by mail, but much of the application process can be completed electronically.

In summary, the following forms make up the application packet:

- Application Form (or Re-Application Form)
- Pastor's Reference
- Two Personal References
- Request for High School Transcript
- Request for College Transcripts (if applicable)

- Medical/Health Questionnaire (TB test if from a foreign country)

Initial Application Procedures

The following are procedures for completing the forms:

1. Fill in the application form completely, sign, date, and send with a recent, good quality photograph and Application Fee.
2. Print or type your name and address at the top of each of the reference forms. Deliver the forms to the persons whom you have selected as references - your pastor and two employers, teachers, or friends (no relatives) who have known you for one year or more. It is customary to provide a stamped envelope addressed to the college for the convenience of those doing the references. The reference forms should be returned directly to Heartland Baptist Bible College, ATTN: Admissions or by email to jason.spivey@heartlandbaptist.edu
3. Request your high school send an official transcript of your high school record directly to Admissions. The transcript should indicate the date of graduation and the signature of the principal or other appropriate person. If you have a high school equivalency diploma or G.E.D., please request a copy be sent directly to the college.
4. Request each school you attended beyond high school, if any, to send an official academic transcript to Admissions.
5. Complete the medical form/questionnaire in enough time to have the form arrive at the college prior to enrollment. A TB test is required of all students coming from foreign countries and, if positive, a chest X-ray. The college reserves the right to require a physical examination and/or certain blood tests.

When all items of application have been received and the applicant is accepted for enrollment, a letter of acceptance and information regarding registration will be sent to the individual.

Registration

Continuing students will be given the opportunity at the end of each semester to express their intent concerning re-enrollment for the next semester.

Before the end of the semester or during the break, continuing students will be provided/sent registration materials which will allow them to register online for the upcoming semester classes.

New applicants, students returning after an absence, and strong prospects will be sent pre-registration information, which will help provide an orderly, informed transition to a new semester and school year.

New students who have completed the application process satisfactorily will be provided with a letter of acceptance and information concerning registration. Applicants with incomplete files may be allowed to register under conditional admission. Every effort must be made to complete the application process prior to registration to avoid any delays or inconveniences.

At the opening of each semester, days are designated for orientation of new, returning, and continuing students and final registration of all students. Students will be provided the necessary registration information: instructions, forms, calendar, various schedules, and other curriculum information to complete online registration.

At the beginning of the semester, students will gather on campus to complete the registration process - take yearbook and ID card pictures, verify forms, make changes to schedules and books, and pay the school bill.

Before registration is considered complete, all actions must be taken, appropriate forms turned in and the school bill paid and/or accounted for. Those who have completed registration will be considered to be enrolled.

No credit can be given for any course unless the student is officially enrolled in that class.

Late registration is conducted in the Registrar's Office during the first full week after the regular registration day. Unless special administrative permission is given, no one will be admitted for the regular semester of classes if more than ten days late.

Transfer

Heartland Baptist Bible College recognizes the work completed at other institutions of higher learning on the following basis:

- The courses must be in line with those offered at Heartland.
- The number of courses and units transferred will equate to the requirements of HBBC.
- Transfer credits will be considered and granted only from an official transcript from the institution.
- All transfers will be evaluated after the first semester of attendance or as soon thereafter as possible.
- Class grade must be at least a C or its equivalent
- Students receiving a diploma from Heartland, regardless of the number of transfer credits, must complete a minimum of one year in residence or a minimum of thirty semester hours.
- Acceptance of credits is at the discretion of the Academic Dean.

A transfer student may not disregard his record at any institution of higher learning previously attended even though there may not be any transfer credit. Transcripts should be requested in sufficient time, so they arrive prior to registration.

A transfer student who is not in good standing with the previous college(s) attended may jeopardize the privilege of enrolling at Heartland.

Home Schoolers

Heartland does recognize and accepts home school graduates. We believe home schooling is a viable and Biblical option. A formal transcript, either typed or computer generated, is required. The transcript should include the home school name, listing of courses completed with grades assigned, date of completion, and signature of teacher/administrator. Students without high school records should complete the GED.

Bible Institute

The college accepts correspondence and Bible Institute credits that are earned within local, independent, fundamental, Baptist churches on a case by case basis. An applicant should submit a copy of the transcript with credits assigned and grades plus a catalog, appropriate paperwork,

or other documentation that outlines the program of study, course descriptions, course requirements, and calculation of credit. Transfer of credits will be based on the college transfer policy.

Veterans and Veteran Dependents

Approval

Heartland Baptist Bible College is approved by the Oklahoma Department of Veterans Affairs for VA educational benefits under Chapters 30, 33 (Post 9/11), 35 of Section 3676 of Title 38, United States Code, and Chapter 1606 of Title 10 of the United States Code. In addition, qualified veterans are eligible for vocational rehabilitation assistance under Chapter 31.

Requirements

All regulations, policies, and procedures regarding eligibility, application, admission, registration, enrollment, and college standards and rules will apply to the veteran in the same manner as other students. In addition, the veteran is required to satisfy the requirements prescribed by the VA.

The following policies and procedures pertain to all individuals receiving benefits of any kind from the Veterans Administration.

The veteran or qualifying dependent will complete an application online through the VA website (www.gibill.va.gov). For first time applications, VA Form 22-1990 will be used for all chapters, except Chapter 35 and transfer of benefits. Chapter 35, dependents' assistance, will use VA Form 22-5490. The application for those who transferred benefits will be VA Form 22-1990e. Actual transfer of benefits must be done through DOD website. For change of school or program, use VA Form 22-1995 or VA Form 22-5495. The VA Regional Office servicing Heartland is in Muskogee, Oklahoma. A copy of DD Form 214 (discharge form) will also be required (if a veteran). Please contact the Academic Affairs Office for special instructions concerning completing the application and for help in applying for appropriate benefits. Specific wording must be used when completing the application.

A copy of all forms sent to the VA and approval documents from the VA should be provided to the Academic Affairs Office so a proper file may be established and maintained.

The college has designated VA Certifying Officials who provide assistance to veterans and veteran dependents and who are responsible for certifying attendance and monitoring the academic progress of students receiving VA educational benefits; therefore, communication with a certifying official is essential for proper administration of the veteran's file.

The Academic Dean and Registrar are ready to assist the VA student with their enrollment in the VA program and the drawing of benefits and is available to advise or answer questions/concerns dealing with their course of study.

The "Code of Conduct" contains the rules, policies, and regulations governing conduct at Heartland and pertains to all students both married and unmarried.

Attendance

As with all students, VA students are expected to be faithful in attendance and accomplish all assigned work for each class enrolled in. The recipient of VA educational benefits must be aware of and abide by the attendance policy of the college. If the VA student misses the number of

class hours that would require the course to be terminated, the VA will be notified that the class will be dropped for pay purposes only. The Registrar will provide the counseling necessary to insure educational benefits are not interrupted because of poor attendance. Counseling will be required when the VA student reaches the allowable number of absences. The VA student must maintain a minimum of 18 clock hours to keep full-time VA educational benefits.

Before a veteran is dropped from a class for excessive absences, the Academic Dean will evaluate the situation to see if any mitigating circumstances exist such as documented illness, hospitalization, death in the family, court appointments, military duty, etc.

All students receiving VA education benefits will have a supplemental file established in the Academic Affairs Office to maintain the records necessary to properly keep the VA informed of academic progress and status of enrollment and attendance.

Refunds

Refunds will be based on the last date of attendance. Room and board are refunded on a prorate basis, computed as a daily charge from the day residence halls open for the semester to the last day of the semester. The day of withdrawal will not be included in the refund. Tuition charges will also be refunded on a prorate basis according to the student's 'Last Day of Attendance.'

Transfer of Credits

Transfer of credit for work previously done applies to the VA student in the same manner as other students at Heartland. Transcripts of work at previous colleges and military training must be provided to Admissions as soon after the application process is started as possible. This will allow time to evaluate the transcript, determine the transferable credits, and respond to the student within 30 days after enrollment as required by VA.

Payments

Once the VA student is enrolled an enrollment certification will be completed online.

VA payments to be paid to the student will be deposited directly into the student's bank account. Under Chapter 33, tuition and fees will be sent directly to the school.

VA student will be paid on a clock hour basis. Clock hours will be determined by identifying the number of hours a student will spend in classroom instruction during each academic week. A total of 18 clock hours is required to be paid the full-time rate.

Payments will be retroactive to the beginning of the semester. Depending on the benefit award, a verification by the student may be required the end of each month before payment is authorized by VA.

International Students

Heartland accepts international students and does everything within its power to facilitate the admission of eligible applicants; however, Heartland is not able to provide scholarships, financial aid, or sponsorship assistance to international students nor is it able to guarantee an on-campus job. The source for funding the cost of education at Heartland will need to be personal funds and/or funds from the sponsor. It is imperative that a sponsor be selected quickly.

An international student makes application for admission to Heartland in the same manner as any other student with the additional need to meet certain requirements of the individual country plus the U.S. requirements for approval to study in this country.

In order for a student to receive the necessary permissions to leave his/her country and enter the United States, the following must be accomplished. All items must be received prior to acceptance.

- Submit application with \$25.00 in United States funds
- Submit a Pastor's recommendation for study at Heartland
- Submit two personal references
- Submit the medical/health questionnaire with proof of negative TB test
- Submit high school transcript or equivalent with English translation of grades/levels attended, number of units completed, date of graduation, and signature of school official
- Submit all college and postsecondary schools attended with English translation of degree and dates. To receive transfer credits the entire transcript must be translated, and course scopes provided
- Furnish satisfactory evidence as to character and an Affidavit of Support certifying the ability to meet all financial obligations in this country. A sponsor must be prepared to assume any and all financial shortages or to assume the expense of returning the foreign student to his country. An on-campus job may be available to help defray the expense of college; however, a job cannot be guaranteed, and a job will not pay for the entire bill.
- Provide evidence that the initial down payment can be made.
- Provide proof of proficiency in the English language. A test of English as a Foreign Language (TOEFL) is required if English is not the national language. (Information on this exam may be obtained at <https://www.toeflgoanywhere.org>)

The international applicant, if accepted, will be provided with a letter of acceptance and an Immigration Form I-20 from the college. The SEVIS I-20 form must be presented to the immigration authorities to receive permission to enter the United States under an F-1 student status. In addition, the SEVIS I-901 Form and \$350 fee are required.

General Information

Standardized Test Scores

Standardized test scores, such as SAT or ACT, are not required as a condition of admission. The primary admission criteria are a salvation statement, a Pastor's recommendation, and a desire to attend HBBC.

Challenging Academic Courses

The college does not have any provision that will allow the student to challenge any classes for credit, with the exception of the English Placement Exam. In addition, the college does accept an appropriate score from Advanced Placement (AP) for English credit.

English Placement Test

A placement test is not required for admission to HBBC; however, all students, including transfer students, are required to take the English Placement Test. Those failing the placement test will be required to take a non-credit remedial English class prior to taking freshman level English. Anyone who does well enough on the placement test to exceed the test-out score will

receive credit for English Grammar. For transfer students: The score on the placement test will not affect any transfer of English credits from another postsecondary institution provided the class or classes were passed with a grade of C or better. The exam covers grammar, punctuation, mechanics, and sentence structure including fragments and run-on sentences.

FINANCIAL

Financial Information

Many believe that a high cost of education equals a high-quality education. Actually, high cost may reflect high operating costs (debts, salaries, low support base); however, Heartland Baptist Bible College is one of the most affordable independent fundamental Baptist colleges in the country with a faculty and staff that is committed to the highest standard of excellence in educating and training preachers, missionaries and Christian workers. What makes us so affordable is how God has blessed this college with over 350 churches that give monthly support and participate in the annual May College Offering. These two avenues of support underwrite approximately 32% of the school's operating costs; or to put it another way, this support gives every student a 32% scholarship that directly reduces the amount they will be required to pay. Bookstore sales and Music Group CD sales underwrite an additional 12% leaving the students to pay only 56% of the total educational cost. This level of support allows for a low cost of education. Through the financial assistance of faithful Christian friends and churches, the college continues to offer a Christ-centered education within financial reach of those who desire training and are qualified for admission.

Explanation of Finances

The College reserves the right to add fees or change the current fees and charges concerning tuition, room, and board or other expenses. An explanation of general finance charges is provided below.

Application Fee

This is a non-refundable and non-transferable fee which is part of the admission process for a new student. Should an applying student not enroll in the intended semester, the Application Fee is good for one year from the original expected semester of enrollment.

Reenrollment Fee

This is for students applying for readmission after an absence of one semester or more. The Re-application and fee should be sent in as soon as possible so the student file can be reactivated.

Late Registration Fee

This fee will be charged to any student who completes online registration after the specified date. This fee also applies to those who complete on-campus registration after the specified date.

Composite Student Fee

This fee covers the following expenses: yearbook, ID card, library services, student activities, IT services, matriculation, mailbox key, and general Administration registration costs. This fee is paid each semester by all students and is non-refundable.

The cost of the college yearbook is included in the composite fee. A student who does not pay a full composite fee for both semesters will be required to make an additional payment in order to receive a yearbook. This also will apply to a student who does not reenroll for the spring semester.

Tuition

A student enrolled in at least twelve semester hours is considered a full-time student who pays the full-time tuition flat-rate charge. Full-time tuition may be paid in full at any time or may be

paid under the installment plan. Payments made under the installment plan will be assessed an installment fee. Part-time tuition is charged on the per hour basis.

Room and Board

This charge will be assessed to all students who have a room in a campus residence hall or what would be referred to as campus housing and includes the cost of meals.

Room Activation Fee

All students living in the residence halls will be assessed a one-time, non-refundable charge. This is not a security/cleaning deposit. Additional fines and charges will be assessed for not cleaning a room at the end of the semester/year or for requiring repairs beyond normal wear and tear.

Auditing Fee

A fee will be charged for each course audited. Auditing requires the permission of the Academic Dean and instructor. No credit will be granted.

Semester Break Room and Board

The semester break, either during Christmas or the summer, is not calculated in the regular semester's room and board or meal charges. Students remaining on campus during these times will be charged a board and/or room fee, payable in advance. The Administration reserves the right not to provide meals during semester break if there are not enough students to warrant opening the cafe. (If no meals are provided during semester break, a place to eat with refrigerator and microwave will be available to students.)

In addition, the Administration reserves the right to close the residence halls during the summer if it is not cost effective to have them open. The college will assist students to find other accommodations.

Schedule Change Fee

Each student is held responsible for the schedule of classes signed up for at registration. After the first week of classes, a fee will be charged for any change, drop/add, in the program.

Vehicle Registration Fee

A fee is charged each semester for each vehicle. Registration of a second vehicle will be half the fee. All motor vehicles and motorbikes used to transport students to and from campus or driven on campus must be registered, which includes providing owner information, vehicle information, and insurance information. Students will not be allowed to park or drive uninsured vehicles on campus. This fee is non-refundable and non-transferable. Tickets may be issued to violators of the vehicle registration policy.

Book Fees

Book charges will vary depending on classes taken. Each student is required to purchase the necessary books prior to class either through the registration process or through other venues. Books ordered through the Bookstore will be paid for as part of the school bill and picked up in the Bookstore. On occasion, there might be additional charges for books not listed on the booklist at the beginning of the semester. The current book return policy governs the return of all books.

Late Examination Fee

The late examination fee is charged for making up a missed exam because of sickness or other legitimate emergencies. The opportunity to take late exams is generally reserved for major exams only. All make-up work is at the discretion of the instructor. The fee will be paid in the Finance Office. The late exam will be on file in the Academic Affairs Office. Late exams must be taken within three school days upon returning to school and not later than 5 days after the exam is given.

Key Charges

Key charges allow the student the use of residence hall and mailbox keys for the entire school year (fall and spring semesters). At the end of each year, keys are returned to the college. A charge will be assessed for a lost key or keys not turned in.

Returned Check

A service charge will be assessed for each check not honored by the bank. If the college receives two returned checks, the student will be placed on a cash only basis.

Transcript Fee

Students who request a transcript whether a student copy or official copy, will be charged the transcript fee. No transcript or grade report will be issued until all financial obligations to the college are met. The college will return the transcript fee if it is not able to provide the transcript because of an outstanding bill. Requests for transcripts are available on the Heartland website or a link to the transcript request form can be made available by contacting the Academic Affairs Office.

School Bill Installment Fee

Students choosing to pay their semester school bill under the four-installment plan, which includes registration plus three additional installments spread throughout the semester, will be charged a fee on the installment total for the three additional installment payments. Late payment fees will also apply.

Lab Fees

Certain classes, such as Art, Music, other practical type classes, or courses that require the use of machines or equipment, may require a fee for special supplies or use of the equipment.

Private Music Lessons

A charge will be assessed for private lessons for both the music and non-music major. Each lesson will be one half-hour per week except for the applied lesson which will be 1 to 2 hours per week. A discount is allowed if a second lesson is taken.

Payment of Accounts

Room, tuition and board, and fees are computed on a semester basis, and all charges are due and payable at the beginning of each semester.

The registration of a student signifies an agreement by that student to fulfill all the related financial obligations for the entire semester in which he/she is registered. The college expects every student to be accountable for his or her own account even though financial help may come from parents or the student's home church; and the college takes the position that it is part of the

education of the student and development of character to learn responsibility for individual financial commitments.

Should a student allow his account to become past due, he will jeopardize his privilege of attending Heartland and may be asked to withdraw from the college.

It is the policy of the college that any previous semester bill must be cleared before a student is allowed to register for a new semester.

All students are required to make the minimum payment due at registration. This includes the required down payment which is 60% for fall semesters and 20% for spring semesters. The percentage down is 60% or 20% of tuition, room and board, and composite fee as applicable. The cost of books and other fees are not part of the down payment, but 100% of these costs must also be paid at registration.

No student will be allowed to be delinquent more than one installment payment unless their financial agreement states otherwise (e.g., VA Student Agreements). Students who have not paid an installment in its entirety by the end of the grace period stated on their financial agreement may be dismissed within 48 hours after the grace period.

Methods of Payment

All charges are due and payable at registration each semester. They may be paid by cash, check, Visa, MasterCard, or Discover. A student also may arrange to make payments by installments through a Contract for Extension of Credit which becomes a promissory note.

This contract allows the student to pay selected fees and room and board and tuition, as applicable, in four installment payments. The first installment is due at registration with three succeeding installments due on the 15th of each month starting with the month following registration. An installment fee will be assessed for this service. Book fees, the vehicle registration fee, key charges, and certain special fees are required to be paid at registration. Deviations from these policies must be approved by the Administration. All payments and any financial arrangements will be made in the Finance Office.

Refund Policy

The following refund policies currently in effect apply to all students who withdraw prior to the end of the semester (or who drop a class during the semester).

General

When students who are beneficiaries of financial assistance withdraw from the college, any credit will first be offered to the contributor of the financial assistance before being offered to the student. Refunds will be based on the last date of attendance.

Fees Not Related to Tuition

All miscellaneous charges and fees not related to tuition, e.g. composite fee, books, vehicle registration, etc. are considered expended at the beginning of the semester and thus are non-refundable after registration.

Tuition

Tuition, both full-time and part-time, will be refunded according to the following schedule:

prior to the first day of classes	100%
during the first week of classes	90%
during the second week of classes	80%
during the third week of classes	60%
during the fourth week of classes	40%
during the fifth week of classes	20%
after the fifth week of classes	0%

Room and Board

Room and board are refunded on a prorate basis, computed as a daily charge from the day residence halls open for the semester to the last day of the semester. The day of withdrawal will not be included in the refund.

Financial Aid Refunds

Refunds for students who are beneficiaries of any form of financial aid will first be offered to the financial aid source before being offered to the student.

Students receiving educational benefits from the Department of Veteran Affairs (VA) will be refunded based on their 'Last Day of Attendance' in accordance with the guidelines set forth by the VA. Room, board and tuition for VA students are refunded on a prorate basis.

Financial Aid

Heartland is approved for veterans and veteran dependents educational benefits by the Oklahoma State Accrediting Agency. Heartland Baptist Bible College has chosen to be independent of government control; therefore, we do not participate in any Title IV or Federal financial aid programs such as the Pell Grant or student loans. All students regardless of race, color, sex, national or ethnic origin are eligible for any scholarships offered.

Heartland offers a number of financial aid opportunities classified as VA educational benefits, work assistance, tuition discounts, and scholarships. Institutional scholarships are awarded based on need, merit, and/or service. The Administration also has discretionary funds to aid students with a definite financial need.

Students should pursue every opportunity for additional financial assistance from other sources which might include: family resources, help from the home church, church scholarship funds, alumni scholarship funds, grants available from school districts and community organizations, scholarships from employers, and other private sources. All institutional scholarship benefits apply to the regular semesters only and are not available for summer school.

Scholarships are available to full-time students unless special circumstances exist, and approval is granted by the Administration. Students must maintain a 2.50 grade point average to remain eligible for scholarships. Scholarships are awarded based on one scholarship per individual per semester. Please contact the Academic Affairs Office if additional information is desired.

Academic Scholarships

A limited number of academic scholarships are available to new students at Heartland and in special cases, continuing students. These scholarships are available based on ability, potential,

and need. The scholarship is available for one school year and will include an award of either a \$250 or \$500 tuition credit.

A letter of request for the scholarship must be submitted by the student to the Academic Dean. The letter must include such items as a statement of purpose, immediate and future goals, high school GPA, why the student desires to attend HBBC, and why the scholarship is needed. Scholarship awards will be determined by the Administration.

Student Spouse Tuition Discount

The spouse of a full-time student is eligible to receive a \$250 tuition credit, provided the full-time student pays full tuition and the spouse is a full-time student.

Sibling Tuition Discount

When two or more dependent children in a family are enrolled full time, the second sibling and each subsequent sibling receives a \$100 discount off the tuition charge. The sibling discount requires each student to be full-time, applies to tuition only, and requires the first child to pay full tuition.

Certain Services-Rendered Scholarships Are Also Available

These scholarships require some type of service on behalf of the college. Examples of these types of scholarships include Resident Advisors, RA assistants, music group scholarships, VBS travel team, yearbook advisor, etc. The student must maintain a 2.50 grade point average to remain eligible for the scholarship. Failure to perform services as required by the scholarship could cause ineligibility and forfeiture of the scholarship.

Limited Awards and Scholarships Available

Certain scholarships have been established over the years by memorial funds, churches, and various groups that provide scholarship opportunities for deserving students. Some have specified conditions that apply. The college will award these scholarships based on the desires, conditions, and timing as established by the trust. Awards are made primarily by Administrative selection; however, some scholarships require a student application. The student must be in good standing with the college, maintain a 2.50 grade point average, and fulfill the requirements of the scholarship. Situations may arise that might cause the college to discontinue any scholarship or financial opportunity currently being offered.

General Financial Information

Students may cash personal checks at the Finance office for cash back up to \$25.00. Checks larger than \$25.00 will require approval. A service charge will be assessed on checks not honored by the bank. If the Finance Office receives two checks not honored by the bank, the student will be put on a cash only basis. Post-dated checks will not be accepted without permission from the Administration.

Students working on campus will be required to participate in the work assistance program if a school bill balance exists. Forms will be completed in the Finance Office.

Consumer Debt: While attending Heartland, students should be especially wary of using credit cards as a substitute for careful budgeting. We believe the standard Heartland student budget does allow for a moderate standard of living and does not provide an allowance for credit card

payments. It is recommended that students clear all major consumer debt prior to entering Heartland.

Unpaid Accounts

Until a student's account is paid in full, he will not be eligible to:

- receive a copy of transcript or have records released
- participate in commencement or receive a diploma
- re-enroll in the next semester without Administration permission

Summary of Financial Charges

Fees Assessed for all Students (*base fees - can be paid in installments)

Tuition - Full Time (flat rate - 12 or more hours)	\$1,970
Tuition - Part Time (per credit hour - less than 12 hours)	166
Composite Fee – Full Time (12 or more hours)	\$340
Composite Fee – Part Time (less than 12 hours)	200

Fee Assessed for all On-Campus Students (*base fee - can be paid in installments)

Room and Board	\$1,910
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Program-Specific Fees (**non-base fees - due upon charge)

Private Lesson (required for 1st- and 2nd-year music majors)	\$255
Applied Lesson (required for 3rd- and 4th-year music majors)	470
Second Private Lesson (optional)	215
Textbooks, Course Notes, Lab Fees, and Material Fees (see Book List and Classes Offered by Major/Year to determine costs)	

Optional Fees (**non-base fees - due upon charge)

Vehicle Registration Fee	\$30
Name on Yearbook	5
Installment Origination Fee	25
Late Registration Fee	100
Add/Drop Class Fee	5
Application Fee	25
Audit Fee	25
Late Exam Fee	5
Re-Application Fee	10
Schedule Change Fee	5

Transcript Fee	3
Cash Back Fee	1
Daycare Services (per hour)	4
Late Payment Fee	10
Refrigerator Rent	80
Replace Dorm Key	5
Replace Mail Key	5
Replace Meal Card	8
Return Check Fee	25

Payments are due as follows:

Option 1 is to pay in full for all semester charges. Payment is due at registration.

Option 2 is to make a down payment and three installments:

- * 60% of Base Fees is due at fall registration.
 - * 20% of Base Fees is due at spring registration.
 - ** 100% of Non-Base Fees are due at registration.
 - * The remaining semester balance is divided into three payments due the 15th of each month starting with the month following registration.
- Installment Origination Fee applies

Exceptions apply to those who are receiving VA benefits or other verifiable financial aid.

ACADEMIC

Definition of Terms

Semester Grading System

The college operates on the semester system and 4.0 scale. The unit for counting credit is the semester hour. A semester hour of credit is defined as one fifty-minute period of class work per week for fifteen weeks with an assumption of up to two hours of outside preparation.

Grading and Grade Point Average

All work is graded by letters which are assigned quality points as follows:

Grade		
Grade	Quality Points	Meaning
A+	4.0	
A	4.0	Superior (93-100)
A-	3.7	
B+	3.3	
B	3.0	Good (85-92)
B-	2.7	
C+	2.3	
C	2.0	Satisfactory (77-84)
C-	1.7	
D+	1.3	
D	1.0	Passing (70-76)
D-	0.7	
F	0.0	Failing (below 70)

WP	0.0	Withdraw Passing
WF	0.0	Withdraw Failing
W	0.0	Official Withdrawal
UW	0.0	Unofficial W/D
P	0.0	Passing
CR	0.0	Credit/Proficiency
R	varies	Repeated Class
AU	0.0	Audit
NG	0.0	No Grade

Students will receive a grade for Chapel (A if attendance is satisfactory and a lowered grade if student has excessive absences) as well as Christian Service and Campus Service. A letter grade

will be assigned to Christian Service, and Campus Service will be evaluated with an S for satisfactory service and a U for unsatisfactory service. Grades will be assigned as indicated but no credit given.

A grade of F, WF, and UW is included in the calculation of a grade point average. A grade of WP, W, P, CR, S, and U is not included in the calculation of a grade point average.

The grade point average (GPA) is calculated each semester by multiplying the quality points assigned to a particular letter grade received in a class by the number of semester or credit hours or units for that class. A summation (quality points x semester hours) of all classes is then divided by the total number of semester hours attempted.

(For example, class 1 is 3 semester hours and grade of A and class 2 is 2 semester hours and grade of B. For class 1 quality points are 4.0 times 3 or 12. For class 2 quality points are 3.0 times 2 or 6. GPA is summation ($12 + 6 = 18$) divided by 5 semester hours attempted - GPA is 3.60)

Student Classification

All grades earned at HBBC, but not those transferred for credit according to HBBC policy, are used in determining the GPA. The classification or class standing of a student depends on the number of semester hours of credit he/she has received in fulfilling the requirements of the appropriate program of study.

Freshman (1st year) has completed 24 or less semester hours

Sophomore (2nd year) has completed 25 - 60 semester hours

Junior (3rd year) has completed 61 - 98 semester hours

Senior (4th year) has completed at least 98 semester hours

General Academic Regulations

Student Disclaimer

All students are required to complete the coursework in a satisfactory manner and to cooperate with academic policies of the college. Any student who does not meet these policies may be asked to withdraw.

English Placement Exam

This exam is given to all new enrollees at the beginning of each semester as a prerequisite to enrollment in an English class. Passing or failing this exam has no bearing on admission to HBBC nor does it affect transfer of credit, provided a grade of C or better was received in the class. The

exam covers grammar, punctuation, mechanics, and sentence structure including fragments and run-on sentences.

Course Selection and Changes

Guidance for the student in selecting the appropriate program of study is available through the Academic Dean, the staff, and faculty of Heartland. Each student is held responsible for the curriculum schedule decided on at registration. Any changes in a student's schedule must have the approval of the Academic Dean. Any student choosing to drop or not take a required class will assume sole responsibility for the fulfillment of his requirements.

Semester Load

To be considered full-time, a student must carry a minimum of twelve semester hours. The normal semester load for a full-time student is 16-18 hours per semester. Taking additional classes should be done after careful consideration of the class work load, job hours, etc. See the Academic Dean for counsel concerning the semester load. Those who are unable to maintain satisfactory progress may be required to reduce their academic load.

Class Attendance Policy

Students are expected to attend every class meeting for the courses in which they are enrolled. Faculty will be responsible for collecting and reporting attendance records for the courses they teach. Every tardy or absence will be recorded. Students may view their attendance records on CampusSIS for courses in which they are currently enrolled.

1. Definition of Attendance Infractions

Absences will be recorded in measurements of class hours, and any absence will be counted as an absence for all class hours on that class day. An absence occurs any time a student does not attend class, arrives in class more than 15 minutes after the starting time, is absent from class for more than 15 minutes without faculty permission, or is dismissed from class for behavioral infractions. If a student is absent from only one hour of a course that meets for multiple hours in the same day, it is the student's responsibility to inform the faculty of his/her partial presence and the reason for the absence. Otherwise, any absence from a multi-hour class will be counted as absences for all class hours for that class for that day. A tardy occurs any time a student arrives in class after the starting time but before 15 minutes of class time have passed. Three tardy occurrences for the same class will also be counted as an absence equal to one class hour.

2. Attendance Penalties

Students may be absent from class without academic penalty for the number of class hours equal to two academic weeks. Absence occurrences within the range of hours of a third academic week will result in a one-letter grade reduction for the course. Absence occurrences within the

range of class hours of a fourth academic week will result in an additional two-letter grade reduction for the course. Any absence occurrence within the range of hours of a fifth academic week will result in the student being terminated from the course, with a failing grade assigned for the course. Absence penalty examples are provided below:

	3-hour course	2-hour course	1-hour course
A – No penalty	1-6 class hours	1-4 class hours	1-2 class hours
B – One letter grade reduction	7-9 class hours	5-6 class hours	3 class hours
D – Additional two letter grade reduction	10-12 class hours	7-8 class hours	4 class hours
F – Course termination	13 class hours	9 class hours	5 class hours

If absence-related course terminations cause an on-campus, full-time student to fall below 12 semester hours (whether in isolation or in combination with other dropped courses), the student will be dismissed from the college. Off-campus and part-time students will only be terminated from the affected courses; however, if an off-campus or part-time student is terminated from all of their courses due to absences, that student will be dismissed from the college.

3. Attendance Communication

Although the Academic Affairs Office will contact students to communicate attendance penalty concerns, students are responsible to verify the accuracy of their attendance records regularly on CampusSIS.

4. Attendance Penalty Appeals

Students may appeal absence-related academic penalties. First, the student should verify the accuracy of the attendance records in CampusSIS. The faculty member is entrusted with the final decision on all academic records, and faculty may not alter a true academic record for any reason. Therefore, students must familiarize themselves with each teacher's approach to tracking and recording attendance and must communicate any attendance discrepancies or concerns with the teacher according to the teacher's specifications. Second, a student may submit a written appeal to the Attendance Penalties Committee through the Academic Affairs Office. The committee may accept or deny student appeals and are granted full authority to maintain, to reduce, or to remove a student's attendance-related penalties. If a student would like to appeal the committee's decision, the student may request to make an in-person, verbal appeal to the committee. This in-person appeals meeting will be scheduled or denied at the discretion of the college administration, and decision regarding this meeting or following this meeting will be considered final.

5. Additional Attendance Considerations

Students will not be admitted to class if proper dress and behavioral standards are not maintained, and students not admitted to class will receive an absence for that class period. Students who bring visitors to class must receive permission from the Dean of Students' Office and the instructor prior to the start of class.

Course Changes: Add/Drop

After a student has registered, course schedule changes are discouraged. When changes are necessary, they must be approved and completed in the Academic Affairs Office. Class adds/drops may also require instructor approval.

Drop/Add changes require completion of Program Change Form, payment of a Change of Schedule fee, and adjustments for books.

Drops during the first week will receive a grade of NG (No Grade). After the last day to register for credit, drops will be recorded as Withdraw Passing (WP) or Withdraw Failing (WF) depending on the student's status at the time of withdrawal from the class, as determined by the instructor. Any class dropped after the eighth week or equivalent will be recorded as WF on the transcript, except in unusual circumstances as approved by the Academic Dean.

It is the student's responsibility to execute an official drop. Failure to drop a class properly will result in a grade of F in the class. No credit will be given for a class unless a student is officially enrolled and registered for that class.

Withdrawal from College

A student who officially withdraws from college during the semester will receive a grade of W (Withdrawal) in all subjects, except those already completed, provided withdrawal is no later than the end of the eighth week of classes; otherwise, a grade of WF (Withdraw Failing) will be given, unless special circumstances exist.

A student who withdraws from college will be granted an honorable withdrawal provided clearance has been given by an administrator; all financial obligations to the school are met; all forms for proper withdrawal are completed in the Registrar's Office; all keys, ID card/meal card are turned in; and the student is in good standing at the time of withdrawal.

A student who withdraws without completing the proper forms will not receive a refund and will receive a grade of UW (Unofficial Withdrawal) in each subject not already completed. The grade of UW affects the grade point average the same as a grade of F. The proper forms for satisfactory withdrawal are as follows: on-campus students must complete the Residence Hall Checkout Form with the Dean of Students' Office; all students must complete the HBBC Departure Form with the Registrar's Office.

Students who are dismissed from Heartland Baptist Bible College will be considered for re-admission after any assigned suspension period. Students desiring re-admission must complete the Request for Approval for Reapplication Form, a standard application, and a pastor's reference. Credits earned during the suspension period will be considered for transfer of credit, and students seeking re-admission must provide all transcripts for credits earned during the suspension period.

Students who are dismissed will be readmitted only after the completion of the Request for Approval for Reapplication and the appropriate forms for re-enrollment. Any credits earned during the suspension will not be transferable.

Size of Class

Classes may vary in size depending on type and class year. Classes may be canceled if fewer than five register for that class.

Late Exams

Examinations must be taken on schedule. Late exams may be made up within three days of the original scheduled exam, or immediately upon return to school if longer. A fee will be charged. Make up of exams is at the discretion of the instructor.

Repeating Subjects

A student may repeat a course in which he received a grade of C or lower in order to bring up the grade. Credit will be allowed only once for the course, and the student shall be granted the new grade and quality points. Repeating subjects to raise the grade is only allowed during the regular semester. Summer school allows one to receive credit for a failed class, but it will not raise the grade. Students repeating a subject should indicate this on the Basic Information Form or personally inform the Registrar.

VA beneficiaries are not able to repeat the same course twice in order to bring up their grade and still be compensated financially for it from the VA. If a VA beneficiary fails a course, only then can they have the option of repeating the course in order for benefits to be applied.

Academic Requirements and Honors

Students are expected to maintain acceptable scholastic standards while attending HBBC. An acceptable grade point average is 2.0 or above for both the semester and cumulative. Students with institutional scholarships are required to maintain a 2.5 GPA. The ability to dedicate oneself to a purpose and succeed is an important element for effective Christian service. Students carrying twelve or more hours in a regular semester and earning a grade point average of 3.30 and above will be recognized by having their name placed on one of the following semester lists. Students must not have any D's, F's, or WF's for that semester.

President's List	3.80 - 4.00
Dean's List	3.60 - 3.79
Honor List	3.30 - 3.59

Satisfactory Academic Progress

A student whose semester grade point average falls below 2.0 will be placed on academic probation. The probation will be entered on the student's permanent transcript record, and the student will be required to drop extra-curricular activities. See Conditions of Academic Probation in the "Code of Conduct."

Any student placed on academic probation will remain in this status until enough grade points are earned to raise both the current semester grade point average, and the cumulative grade point average, to 2.0 or higher. Students who have not attained a cumulative grade point average of 2.0 by the end of the second semester following the assignment of an academic probation will be placed on academic suspension for one regular (fall or spring) semester. This suspension is intended to give the student adequate time to evaluate and to correct academic problems.

A student readmitted following an academic suspension will be allowed one semester to attain a semester grade point average above 2.0 and one additional semester to attain a cumulative grade point average above 2.0. Any readmitted student who does not attain either of these grade point average requirements will be dismissed from the college following that semester and will not be allowed to return.

Summer Session

The college may conduct modular summer sessions consisting of four two-week terms and offering the highest type of instruction and a variety of classes. Classes are scheduled from 8:00 a.m. to 12:00. The summer session provides the following advantages to students:

(1) Opportunity to accumulate additional hours in areas of study other than those required in the specific major programs. (2) Opportunity for students to make up lost credits. (3) Opportunity to accumulate from 2 - 12 semester hours. (4) Summer school credit may also be available for specially designed mission trips or other practical courses.

Single students staying in the residence halls over the summer may be required to enroll in summer classes.

Recording of Grades and Petition Period for Grade Check

All grades will be recorded by the instructor on CampusSIS, the Student Information System. These grades can be viewed online by the student.

Students who would like to petition a grade must contact their instructors within the grade petition period, which is 6 weeks following finals. After this period, grades will be considered

correct and permanent. This petition period also applies to situations where students have received a course grade of “incomplete” (designated as INC in CampusSIS). After the 6-week grade petition period, all incomplete grades will be changed to the existing grade as computed with any incomplete assignment/test recorded as a 0. In some courses, faculty policy dictates that unresolved incomplete courses will be converted to a failing grade for the course. Any such policy must be communicated in the course syllabus.

Family and Educational Rights and Privacy Act

Heartland Baptist Bible College complies with provisions of the Family Educational Rights and Privacy Act of 1974. The act basically assures students access to their educational records and protects the students’ rights to privacy by limiting the disclosure of the records without their written consent. This written consent to waive privacy rights under FERPA will be satisfied by the completion of the Student Statement of Agreement.

The college does not permit access to, or the release of, personally identifiable information or educational records to any individual without the written consent of the student, with the following exceptions: (1) administrators, faculty, or staff of the college having legitimate educational concerns; (2) medical personnel having a need of information which, if withheld, would endanger the health of the student or others concerned; (3) home pastor and parents; and (4) government officials designated by law or in compliance with a judicial order. Additionally, the college may release directory information unless the student specifically restricts such information. Directory information is defined as name, address, telephone number, date and place of birth, major field of study, dates of attendance, and diplomas or honors earned.

Transcript of Records

An HBBC student is entitled to one transcript of his course record issued without charge. Additional transcripts will be provided upon the payment of a nominal transcript fee.

Official transcripts, those bearing the school seal and signature of the Registrar, are sent only at the written request of the student concerned (original signature) and mailed directly to an institution or organization. No transcript will be issued to or for anyone who has failed to meet all his financial obligations to the college. Transcripts requested for personal use by the students are designated as “Student Copy” and do not carry the school seal, and thus may not be used as official copies. Requests for transcripts are available on the Heartland website or a link to the transcript request form can be made available by contacting the Academic Affairs Office.

Textbook/Class Material Disclaimer

All students and faculty at Heartland Baptist Bible College use only the King James Bible for class work, assignments, homework, preaching, teaching, and memorization.

Because the college believes that God has preserved His Word in the King James for the English-speaking people, it seeks to use textbooks, coursework, and materials written by fundamental Baptists who use the King James Bible as their text and include references from the King James in their writings. However, this is not always possible because of the shortage of good quality, academic materials of this nature.

In the interest of research, reference, and scholarship, Heartland, as an institution of higher learning, may occasionally use materials written by individuals who may not hold to the standards and interpretation of Scripture nor the philosophical approach to which Heartland holds. Even though the college chooses to use these scholarly works, it does not necessarily endorse nor agree with all the content of these books and materials nor does it agree with all the views of the author.

The college, to the best of its ability, will try to avoid those works that are too radical, too controversial, unreliable, or not Biblically sound. Heartland will constantly strive to seek out and provide the best materials possible that will contribute to the education of the students and their training and preparation to serve the Lord.

Graduation Requirements

General Requirements

SPIRITUAL — The candidates must exemplify Christian character and moral worthiness.

THEOLOGICAL — The candidates must express and demonstrate a personal belief in and adherence to the doctrines as outlined in the college's doctrinal statement located in the catalog on pages 9-14.

ACADEMIC — (1) The candidates must have completed all of their curriculum requirements earning the proper credits for the certificate or diploma equivalent for which they are a candidate. Christian Education and Church Music candidates must complete a minimum of 30 semester hours of Bible and Bible-related classes. Biblical Studies candidates must complete a minimum of 55 semester hours in Bible and Theology. Semester hours allowed in the total for the purpose of satisfying graduation requirements include academic classes only. They do not include performance type classes like choir, orchestra, private lessons, or music groups unless taken by a music major. (2) The candidates must have a cumulative grade point average of 2.0 or higher in all courses fulfilling graduation requirements. Performance music classes mentioned above are included in the calculation of the grade point average. (3) The candidates must submit the proper petition in a timely manner and participate in an interview at the beginning of the last fall semester before the student expects to graduate. (4) The candidates must have the approval of the Registrar.

PRACTICAL — The candidates must manifest a satisfactory development of their personality as a whole (spiritually, mentally, physically, emotionally, and socially) and an understanding of their purpose as it relates to God and the world in which they live. They must have proven their abilities by satisfactorily completing Christian service and campus service during their enrollment.

FINANCIAL — The candidates must have all accounts paid in full to participate in graduation or receive their diploma.

Minimum Attendance

Time, as well as hours of credit, is required for graduation. A minimum of four semesters of work for a 2-year diploma, six semesters for a 3-year diploma, and eight semesters for a 4-year graduate diploma are planned for each program offered. A transfer is required to complete a minimum of thirty hours in residence prior to graduation. All work of the semester preceding graduation must be done in residence on the Heartland campus.

Graduation Ceremony

Certificates and Diplomas are granted only at the regular meeting of the Board of Directors in May of each year and are conferred only at the regular commencement that month. If a program is completed in December at the end of the fall semester, they may participate in the graduation ceremony the following May.

Graduation Honors

Graduation Honors are awarded to students at graduation who have completed a minimum of two years in residence and have attained the following cumulative grade point averages:

Summa Cum Laude	3.80 - 4.00
Magna Cum Laude	3.60 - 3.79
Cum Laude	3.30 - 3.59

Placement of Graduates

The college attempts in all ways to assist students in securing a position upon successful completion of their program. This is done primarily by close association and communication with churches, pastors, and schools. Interview times with pastors will be scheduled during the various special meetings on campus.

Program Disclaimer

Heartland is not equipped to deal with students who have severe learning problems nor does the college have at this time any programs available that will assist the student overcome difficulties associated with learning disabilities. Heartland does allow students with reported learning

disabilities to enroll and does work with them concerning their course of study and classes. Tutoring assistance, if necessary, can be arranged.

Academic Ethics

Quality of Work

Students who enroll in classes for credit should be ready and willing to do college level work to the best of their ability. Failing to do assignments, missing exams, or failing to assume academic responsibility could jeopardize their attendance at Heartland.

Originality of Work

It is academically dishonest to submit work on a paper, project, exercise, quiz, or exam that is not totally the student's work or to take action that gives the student an unfair advantage over other students. All projects and papers are expected to be the work of the individual unless the instructor clearly identifies the work as a group project. Plagiarism is the failure to give proper credit for the work of another. Any students who clearly and intentionally plagiarizes will receive a zero or other appropriate penalty for the work.

Dishonesty of any kind, including cheating, is a clear contradiction of Scriptural principles and will not be tolerated. Any student who cheats may place his continued college enrollment in jeopardy. Cheating includes but is not limited to copying another's paper, quiz, or test; submitting another's work as one's own; using unauthorized notes and aids during graded tests and quizzes; or collaborating with others on a non-group project.

Accreditation Status

Heartland Baptist Bible College is not accredited under rules promulgated and adopted by the Oklahoma State Board of Regents for Higher Education nor by any national or regional accrediting agency which is recognized by the State of Oklahoma or the Secretary of the U.S. Department of Education. Heartland cannot award college credit or grant degrees but does award diplomas for completion of a four-year course of study as well as two- and three-year diplomas. Transfer of courses from Heartland to other colleges or universities is at the discretion of the receiving institution.

Although Heartland is not allowed to issue degrees according to the regulations of Oklahoma State Board of Regents, its courses of study do follow the four-year pattern of traditional bachelor's degrees and are comparable to the degree programs of other Bible colleges.

Extension Department

For information on the Extension Program (distance education), please refer to the catalog and information for the Heartland Extension Department.

Seminary

For information on the on-campus Seminary Program, please refer to the Seminary brochure or the Heartland Baptist Seminary Bulletin.

Summary of Academic Programs/Majors

Biblical Studies Program

- Pastoral Major
- Missions Major
- Youth Major
- Church Ministries Major
- Bible Certificate

Church Music Program

- Music Minister Major
- Music Education Major
- Church Musician Major
- Music Ministries Major

Christian Education Program

- Church Ministries Major
- Missions Major
- Youth Major
- Elementary Education Major
- Secondary Education Major
- Ministry Secretarial Major

Diplomas and Certificates

Heartland offers three academic programs. These include the Biblical Studies program, the Christian Education program, and the Church Music program.

The Biblical Studies program prepares individuals to serve in the local church. The Pastoral Major, the Missions Major, the Youth Major and the Church Ministries Major are four-year courses of study that require the completion of 120 hours. The Bible Certificate is a one-year course of study designed to provide the student with a biblical foundation.

The Christian Education program prepares individuals to serve in the local church with a focus on ministering in teaching or secretarial role. The Church Ministries Major, the Missions and, Major, the Youth Major, the Elementary Education Major, and the Secondary Education Major are four-year courses of study that require the completion of 120 hours. In the Ministry Secretarial Program, students take 38 hours of major specific classes, as well as Bible and General Studies classes.

The Church Music program requires a completion of 120 semester hours and includes majors in Music Minister, Music Education, Church Musician, and Music Ministries. In addition, students will choose one of the following proficiencies: piano, instrument, or voice.

ACADEMIC PROGRAMS

Description of Academic Programs

BIBLICAL STUDIES PROGRAM

Male students pursuing a Graduate Diploma in Biblical Studies may choose one of the following majors: Pastors, Missions, Youth. Fulfillment of the first two or three years of requirements will earn the Two-Year or Three-Year Diploma respectively. Completion of the entire four-year program is required for the Graduate Diploma.

Pastors Major

This course is designed to equip the student to carry on the work of the pastor of a local, independent, Baptist church. He is taught how to rightly divide and preach the Word of God. This helps him to understand how to spiritually mature a church, how to organize the ministries of the church, how to solve problems that might confront the pastor, how to perform the duties of the pastor. Pastors major may take electives in Bible, Missions, or Youth.

FIRST YEAR					
Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEMA 102	2	Fundamentals of Math
BSCO 101	1	Biblical Studies Seminar	GEEN 133	3	English Composition
GEEN 113	3	English Grammar	BICO 113	3	New Testament Survey
BICO 103	3	Old Testament Survey	BICO 122	2	Genesis
BICO 132	2	Gospels/Life of Christ	BICO 142	2	Acts/Life of Paul
CLCO 102	2	Personal Spiritual Development	THSY 102	2	Theology Proper
CLCO 112	2	Personal Evangelism	CLCO 122	2	Methods of Bible Study
CMMI 102	2	Biblical Basis of Missions			
		16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel
SECOND YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 202	2	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing <u>or</u> Creative Writing	GEPH 202	2	Introduction to Philosophy
THSY 202	2	Bibliology	THSY 222	2	Pneumatology/Angelology
THSY 212	2	Anthropology/Hamartiology	THBA 212	2	Baptist Distinctives
THBH 202	2	Biblical Hermeneutics	CMMC 212	2	Principles of Biblical Counseling
THBA 202	2	Baptist History		4	Bible Elective
	2	Bible Elective		2	Theology Elective
		15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel
THIRD YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 302	2	United States History	THSY 312	2	Eschatology
THSY 302	2	Christology/Soteriology	BLBG 312	2	Biblical Greek II
BLBG 302	2	Biblical Greek I	CMBP 313	3	Practice Preaching
CMBP 303	3	Homiletics	CMFL 302	2	Marriage & Family in Ministry
CMMU 302	2	Congregational Songleading	PSCO 312	2	Pastoral Responsibilities
CMMU 322	2	Philosophy of Music	PSCO 322	2	Church Planting
PSCO 302	2	Pastoral Preparation		2	Bible Elective
	2	Bible Elective			
		17 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel
FOURTH YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting
GEHI 402	2	United States Government	THSY 412	2	Contemporary Theology
THAP 402	2	Apologetics	CMBP 413	3	Applied Homiletics II
THSY 402	2	Dispensationalism/Ecclesiology	CMCA 412	2	Sunday School Administration
CMBP 403	3	Applied Homiletics I	CMCA 422	2	Outreach Ministries
CMCA 402	2	Church Administration	PSCO 405	5	Pastoral Internship
CMMC 402	2	Pastoral Counseling			
	2	Bible Elective			
		17 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel
Effective 8/2021			Minimum 128 Total Semester Hours + 16 Hours Chapel		

Missions Major

HBBC takes seriously the Great Commission and the need for the consecration of each student to worldwide evangelism. More particularly, the need exists for many more dedicated young people to surrender to full-time missionary service here and abroad. Students graduating from HBBC with the missions emphasis are encouraged to seek out and join a local church that will commission them and send them out into the mission field. The missions major is required to successfully complete twenty semester hours of missions classes plus the required Bible and general studies classes.

FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEMA 102	2	Fundamentals of Math
BSCO 101	1	Biblical Studies Seminar	GEEN 133	3	English Composition
GEEN 113	3	English Grammar	BICO 113	3	New Testament Survey
BICO 103	3	Old Testament Survey	BICO 122	2	Genesis
BICO 132	2	Gospels/Life of Christ	BICO 142	2	Acts/Life of Paul
CLCO 102	2	Personal Spiritual Development	THSY 102	2	Theology Proper
CLCO 112	2	Personal Evangelism	CLCO 122	2	Methods of Bible Study
CMMI 102	2	Biblical Basis of Missions	MICO 102	2	History of Missions
16 Semester Hours + 2 Chapel			18 Semester Hours + 2 Chapel		

SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 202	2	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing <u>or</u> Creative Writing	GEPH 202	2	Introduction to Philosophy
THSY 202	2	Bibliology	THSY 222	2	Pneumatology/Angelology
THSY 212	2	Anthropology/Hamartiology	THBA 212	2	Baptist Distinctives
THBH 202	2	Biblical Hermeneutics	CMMC 212	2	Principles of Biblical Counseling
THBA 202	2	Baptist History	MICO 212	2	Introduction to Linguistics
MICO 202	2	Global Cultures & Customs		4	Bible Elective
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
THAP 302	2	Cults	GEHI 312	2	World History
THSY 302	2	Christology/Soteriology	THSY 312	2	Eschatology
BLBG 302	2	Biblical Greek I	BLBG 312	2	Biblical Greek II
CMBP 303	3	Homiletics	CMBP 313	3	Practice Preaching
CMMU 302	2	Congregational Songleading	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	PSCO 312	2	Pastoral Responsibilities
PSCO 302	2	Pastoral Preparation	MICO 312	2	Missionary Methods
MICO 302	2	Cross-Cultural Communication			
17 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting
THAP 402	2	Apologetics	CMBP 413	3	Applied Homiletics II
THAP 412	2	World Religions	MICO 412	2	Pre-Field Missionary Service
THSY 402	2	Dispensationalism/Ecclesiology	MICO 405	5	Missions Internship
CMBP 403	3	Applied Homiletics I		4	Bible Elective
MICO 402	2	Missionary Life & Work			
	2	Bible Elective			
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

Effective 8/2021

Minimum 128 Total Semester Hours + 16 Hours Chapel

Youth Major

A strong foundation is laid in the key doctrines of the Bible as well as practical and Biblical methods of administering an effective youth program. The Youth major is required to successfully complete sixteen semester hours of youth classes plus the required Bible and general studies classes.

FIRST YEAR					
Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEMA 102	2	Fundamentals of Math <i>(if required)</i>
BSCO 101	1	Biblical Studies Seminar	GEEN 133	3	English Composition
GEEN 113	3	English Grammar	BICO 113	3	New Testament Survey
BICO 103	3	Old Testament Survey	BICO 122	2	Genesis
BICO 132	2	Gospels/Life of Christ	BICO 142	2	Acts/Life of Paul
CLCO 102	2	Personal Spiritual Development	CLCO 122	2	Methods of Bible Study
CLCO 112	2	Personal Evangelism	YTCO 202	2	Children's Ministries
CMMI 102	2	Biblical Basis of Missions		2	Bible Elective <i>(if not taking Fundamentals of Math)</i>
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		
SECOND YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 202	2	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing <u>or</u> Creative Writing	GEPH 202	2	Introduction to Philosophy
THEO 203	3	Bible Doctrines I	THEO 213	3	Bible Doctrines II
THSY 202	2	Bibliology	THBA 212	2	Baptist Distinctives
THBH 202	2	Biblical Hermeneutics	CMMC 212	2	Principles of Biblical Counseling
THBA 202	2	Baptist History	YTCO 212	2	Philosophy of Youth Ministry
YTMC 202	2	The Second Man		2	Bible Elective
16 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		
THIRD YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEHI 302	2	United States History	CMBP 313	3	Practice Preaching
CMBP 303	3	Homiletics	CMFL 302	2	Marriage & Family in Ministry
CMMU 302	2	Congregational Songleading	PSCO 312	2	Pastoral Responsibilities
CMMU 322	2	Philosophy of Music	YTCO 322	2	Youth Practicum
PSCO 302	2	Pastoral Preparation		2	Bible Elective
YTCO 302	2	History of Youth Culture		2	Theology Elective
YTCO 312	2	Youth Programs		2	Church Ministries Elective
	2	Theology Elective			
17 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		
FOURTH YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting <i>(if required)</i>
GEHI 402	2	United States Government	CMBP 413	3	Applied Homiletics II
THAP 402	2	Apologetics	CMCA 412	2	Sunday School Administration
CMBP 403	3	Applied Homiletics I	YTCO 412	2	Youth Ministry Administration
CMCA 402	2	Church Administration	YTCO 405	5	Youth Ministries Internship
CMMU 402	2	Church Sound Technician		2	Bible Elective
YTCO 402	2	Youth Problems/Counseling		2	Bible Elective <i>(if not taking Ministerial Accounting)</i>
	2	Bible Elective			
17 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

Effective 8/2021

Minimum 128 Total Semester Hours + 16 Hours Chapel

GRADUATE DIPLOMA IN CHRISTIAN EDUCATION PROGRAM

The Christian Education Program is designed to accommodate students who wish to prepare for service in Christian schools, Sunday schools, and other educational ministries of the church.

The student may choose from the following areas of studies and emphasis:

- Elementary Education which may include an emphasis in missions or youth
- Secondary Education with major teaching fields in Biblical Studies, Language Arts, or Social Studies.
- Church Education which may include an emphasis in education, missions, or youth.

Elementary and Secondary Education Course

The objective of these courses is to prepare the students for teaching ministries in the Christian School. These courses of study are not intended to prepare students to teach in the public-school system. The courses are taught in such a way that there is an integration of God's Word and the subject matter. It is our belief that all truth comes from God and all subjects are interpreted through His Word. Prospective student teachers are required to do student teaching in a Christian school in the area during the spring semester of their last year. Secondary Education majors, in addition to choosing a major teaching field, must also take four semester hours of youth classes.

Elementary Education

FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEEN 133	3	English Composition
EDCO 101	1	Christian Education Seminar	BICO 113	3	New Testament Survey
GEEN 113	3	English Grammar	BICO 132	2	Gospels/Life of Christ
GEMA 102	2	Fundamentals of Math	CLCO 102	2	Personal Spiritual Development
BICO 103	3	Old Testament Survey	CLCO 112	2	Personal Evangelism
BICO 122	2	Genesis	CMMI 102	2	Biblical Basis of Missions
BICO 142	2	Acts/Life of Paul	EDCO 102	2	Foundations of Christian Education
CLCO 122	2	Methods of Bible Study			
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 202	2	Fundamentals of Speech	GEEN 223	3	American & World Literature
GEEN 203	3	Research Writing	GEFI 202	2	Personal Finance
THEO 203	3	Bible Doctrines I	THEO 213	3	Bible Doctrines II
THBH 202	2	Biblical Hermeneutics	THBA 212	2	Baptist Distinctives
THBA 202	2	Baptist History	CMLC 212	2	Principles of Biblical Counseling
EDCO 202	2	Child/Youth Development	EDTM 203	3	Elementary Teaching Methods
EDCO 203	3	Introduction to Teaching Methods		2	Bible Elective
17 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 213	3	Creative Writing	GEHI 312	2	World History
GEHI 302	2	United States History	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	YTCO 202	2	Children's Ministries
EDCO 303	3	Philosophy of Christian Education	EDCO 313	3	Classroom Leadership
	4	Bible Elective	EDTM 302	2	Educational Assessments
	2	Teaching Elective		2	Bible Elective
				2	Teaching Elective
16 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 402	2	Ministerial Communications	EDCO 422	2	Student Teaching Seminar
GEHI 402	2	United States Government	EDCO 432	2	Individualized Curriculum Training
EDCO 401	1	Educational Media & Technology	EDCO 452	12	Elementary Education Internship
EDCO 402	2	Christian School Administration			
EDCO 412	2	Teaching Bible			
	2	Bible Elective			
	2	Teaching Elective			
	2	Church Ministries Elective			
15 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

Effective 8/2021

Minimum 128 Total Semester Hours + 16 Hours Chapel

Secondary Education

FIRST YEAR

Fall Semester		
ACSR 100	2	Chapel
GEEO 101	1	College Orientation
EDCO 101	1	Christian Education Seminar
GEEN 113	3	English Grammar
GEMA 102	2	Fundamentals of Math
BICO 103	3	Old Testament Survey
BICO 122	2	Genesis
BICO 142	2	Acts/Life of Paul
CLCO 122	2	Methods of Bible Study

16 Semester Hours + 2 Chapel

Spring Semester		
ACSR 100	2	Chapel
GEEN 133	3	English Composition
BICO 113	3	New Testament Survey
BICO 132	2	Gospels/Life of Christ
CLCO 102	2	Personal Spiritual Development
CLCO 112	2	Personal Evangelism
CMMI 102	2	Biblical Basis of Missions
EDCO 102	2	Foundations of Christian Education

16 Semester Hours + 2 Chapel

SECOND YEAR

ACSR 100	2	Chapel
GEEM 202	2	Fundamentals of Speech
GEEN 203	3	Research Writing
THEO 203	3	Bible Doctrines I
THBH 202	2	Biblical Hermeneutics
THBA 202	2	Baptist History
EDCO 202	2	Child/Youth Development
EDCO 203	3	Introduction to Teaching Methods

17 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEEN 223	3	American & World Literature
GEFI 202	2	Personal Finance
THEO 213	3	Bible Doctrines II
THBA 212	2	Baptist Distinctives
CMLC 212	2	Principles of Biblical Counseling
EDTM 213	3	Secondary Teaching Methods
	2	Bible Elective

17 Semester Hours + 2 Chapel

THIRD YEAR

ACSR 100	2	Chapel
GEEN 213	3	Creative Writing
GEHI 302	2	United States History
CMMU 322	2	Philosophy of Music
YTCO 302	2	History of Youth Culture or Youth Prob/Couns
EDCO 303	3	Philosophy of Christian Education
	2	Bible Elective
	2	Teaching Elective

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEHI 312	2	World History
CMFL 302	2	Marriage & Family in Ministry
YTCO 212	2	Philosophy of Youth Ministry
EDCO 313	3	Classroom Leadership
EDTM 302	2	Educational Assessments
	2	Bible Elective
	2	Teaching Elective

15 Semester Hours + 2 Chapel

FOURTH YEAR

ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications
GEHI 402	2	United States Government
EDCO 401	1	Educational Media & Technology
EDCO 402	2	Christian School Administration
EDCO 412	2	Teaching Bible
	4	Bible Elective
	2	Teaching Elective

15 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
EDCO 422	2	Student Teaching Seminar
EDCO 432	2	Individualized Curriculum Training
EDCO 462	12	Secondary Education Internship

16 Semester Hours + 2 Chapel

Effective 8/2021

Minimum 128 Total Semester Hours + 16 Hours Chapel

Church Education Course

This course of study provides the student with a general preparation for local church ministry (missions/youth) as well as training for those interested in teaching or administering the Christian education program both in the United States and on a foreign field. Fulfillment of the first two or three years will earn Two- or Three-Year Diploma recognition. Four years of study are required for the Graduate Diploma.

Missions

			FIRST YEAR		
Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEEN 133	3	English Composition
EDCO 101	1	Christian Education Seminar	GEMA 102	2	Fundamentals of Math
GEEN 113	3	English Grammar	BICO 113	3	New Testament Survey
BICO 103	3	Old Testament Survey	BICO 122	2	Genesis
BICO 132	2	Gospels/Life of Christ	BICO 142	2	Acts/Life of Paul
CLCO 102	2	Personal Spiritual Development	CLCO 122	2	Methods of Bible Study
CLCO 112	2	Personal Evangelism	EDCO 102	2	Foundations of Christian Education
CMMI 102	2	Biblical Basis of Missions	MICO 102	2	History of Missions
16 Semester Hours + 2 Chapel			18 Semester Hours + 2 Chapel		
			SECOND YEAR		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 202	2	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing	THEO 213	3	Bible Doctrines II
THEO 203	3	Bible Doctrines I	THBA 212	2	Baptist Distinctives
THBH 202	2	Biblical Hermeneutics	CMLC 212	2	Principles of Biblical Counseling
THBA 202	2	Baptist History	MICO 212	2	Introduction to Linguistics
EDCO 203	3	Introduction to Teaching Methods		2	Bible Elective
MICO 202	2	Global Cultures & Customs		2	Theology Elective
17 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		
			THIRD YEAR		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 213	3	Creative Writing	GEHI 312	2	World History
THAP 302	2	Cults	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	EDCO 313	3	Classroom Leadership
EDCO 303	3	Philosophy of Christian Education	YTCO 202	2	Children's Ministries
MICO 302	2	Cross-Cultural Communication	MICO 312	2	Missionary Methods
	2	Bible Elective		2	Bible Elective
	2	Church Ministries Elective		3	Education/Teaching Elective
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		
			FOURTH YEAR		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting
THAP 412	2	World Religions	MICO 412	2	Pre-Field Missionary Service
EDCO 401	1	Educational Media & Technology	MIML 402	2	Missions Women Practicum
EDCO 402	2	Christian School Administration	MICO 415	5	Missions Internship
EDCO 412	2	Teaching Bible		2	Bible Elective
MICO 402	2	Missionary Life & Work		2	Church Ministries Electives
	2	Bible Elective			
	2	Church Ministries Elective			
15 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		
Effective 8/2021			Minimum 128 Total Semester Hours + 16 Hours Chapel		

Youth

			FIRST YEAR		
Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEO 101	1	College Orientation	GEEN 133	3	English Composition
EDCO 101	1	Christian Education Seminar	GEMA 102	2	Fundamentals of Math
GEEN 113	3	English Grammar	BICO 113	3	New Testament Survey
BICO 103	3	Old Testament Survey	BICO 122	2	Genesis
BICO 132	2	Gospels/Life of Christ	BICO 142	2	Acts/Life of Paul
CLCO 102	2	Personal Spiritual Development	CLCO 122	2	Methods of Bible Study
CLCO 112	2	Personal Evangelism	EDCO 102	2	Foundations of Christian Education
CMMI 102	2	Biblical Basis of Missions			
16 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		
			SECOND YEAR		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 202	2	Fundamentals of Speech	GEFI 202	2	Personal Finance
GEEN 203	3	Research Writing	THEO 213	3	Bible Doctrines II
THEO 203	3	Bible Doctrines I	THBA 212	2	Baptist Distinctives
THBH 202	2	Biblical Hermeneutics	CMLC 212	2	Principles of Biblical Counseling
THBA 202	2	Baptist History	EDTM 213	3	Secondary Teaching Methods
EDCO 202	2	Child/Youth Development	YTCO 212	2	Philosophy of Youth Ministry
EDCO 203	3	Introduction to Teaching Methods		2	Bible Elective
17 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		
			THIRD YEAR		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 213	3	Creative Writing	CMFL 302	2	Marriage & Family in Ministry
GEHI 302	2	United States History	CMMU 312	2	Music Theory Fundamentals
CMMU 322	2	Philosophy of Music	EDCO 313	3	Classroom Leadership
EDCO 303	3	Philosophy of Christian Education	YTCO 202	2	Children's Ministries
YTCO 302	2	History of Youth Culture	YTCO 322	2	Youth Practicum
YTCO 312	2	Youth Programs		2	Bible Elective
	2	Theology Elective		2	Church Ministries Elective
16 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		
			FOURTH YEAR		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications	GEMA 402	2	Ministerial Accounting
GEHI 402	2	US Government	CMCA 412	2	Sunday School Administration
CMLC 402	2	Ladies Family Counseling	YTCO 412	2	Youth Ministry Administration
EDCO 401	1	Educational Media & Technology	YTCO 415	5	Youth Ministries Internship
EDCO 412	2	Teaching Bible		4	Bible Elective
YTCO 402	2	Youth Problems/Counseling		2	Church Ministries Elective
	2	Bible Elective			
	2	Church Ministries Elective			
15 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

Effective 8/2021

Minimum 128 Total Semester Hours + 16 Hours Chapel

CHURCH MUSIC PROGRAM

The Church Music Program seeks:

- To provide collegiate study and training for the serious-minded student and some music classes and opportunities on an elective basis for any student
- To supply churches with dedicated, qualified men and women trained and equipped to serve God in church music positions
- To increase proficiency in private music skills
- To provide the necessary groundwork for further study in music

Music students are required to choose a major within the Church Music Program. The available majors are Music Minister, Music Education, Church Musician, and Music Ministries. Within each major, music students are also required to choose an area of proficiency. Areas of proficiency offered include piano, vocal, and instrumental. Students will participate in semester recitals. A senior recital in their chosen area of proficiency is required during the last semester preceding graduation. Interested students should contact the Heartland Music Department for more specific information, guidelines, and music opportunities.

Music Minister

FIRST YEAR

Fall Semester		
ACSR 100	2	Chapel
GECO 101	1	College Orientation
MUCO 101	1	Music Seminar
GEEN 113	3	English Grammar
BICO 103	3	Old Testament Survey
CLCO 102	2	Personal Spiritual Development
CLCO 112	2	Personal Evangelism
CMMI 102	2	Biblical Basis of Missions
MUSC 102	2	Piano Fundamentals

16 Semester Hours + 2 Chapel

Spring Semester		
ACSR 100	2	Chapel
GEMA 102	2	Fundamentals of Math <i>(if required)</i>
GEEN 133	3	English Composition
BICO 113	3	New Testament Survey
CLCO 122	2	Methods of Bible Study
MUCO 103	3	Music Appreciation
MUCO 111	1	Vocal Techniques
MUCO 123	3	Music Theory & Aural Skills I
	2	Bible Elective <i>(if not taking Fundamentals of Math)</i>

17 Semester Hours + 2 Chapel

SECOND YEAR

ACSR 100	2	Chapel
GECM 202	2	Fundamentals of Speech
GEEN 203	3	Research Writing <u>or</u> Creative Writing
THEO 203	3	Bible Doctrines I
THBH 202	2	Biblical Hermeneutics
THBA 202	2	Baptist History
MUCO 203	3	Music Theory II
MUCO 211	1	Aural Skills II

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEFI 202	2	Personal Finance
GEPH 302	2	Introduction to Philosophy
THEO 213	3	Bible Doctrines II
THBA 212	2	Baptist Distinctives
CMMC 212	2	Principles of Biblical Counseling
MUCO 223	3	Music Theory III
MUCO 231	1	Aural Skills III
	2	Bible Elective

17 Semester Hours + 2 Chapel

THIRD YEAR

ACSR 100	2	Chapel
GEHI 302	2	United States History <i>(if not taking World History)</i>
CMMU 322	2	Philosophy of Music
CMBP 303	3	Homiletics
PSCO 302	2	Pastoral Preparation
MUCO 303	3	Music Theory IV
MUCO 311	1	Aural Skills IV
MUCO 333	3	Conducting I
	1	Individualized Lesson
	2	Bible Elective <i>(if not taking United States History)</i>

17 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEHI 312	2	World History <i>(if not taking United States History)</i>
CMFL 302	2	Marriage & Family in Ministry
CMBP 313	3	Practice Preaching
PSCO 312	2	Pastoral Responsibilities
MUCO 321	1	Instrumental Survey
MUMN 302	2	Conducting II
MUSC 303	3	Ear Training Practicum
	2	Bible Elective <i>(if not taking World History)</i>

15 Semester Hours + 2 Chapel

FOURTH YEAR

ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications
GEHI 402	2	United States Government
CMCA 402	2	Church Administration
CMMU 402	2	Church Sound Technician
YTMC 202	2	The Second Man
MUCO 402	2	Hymn Appreciation
MUMN 402	2	Church Music Administration
	2	Bible Elective

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEMA 402	2	Ministerial Accounting <i>(if required)</i>
MUCO 405	5	Music Internship
	4	Bible Elective
	2	Music Elective
	1	Individualized Lesson
	2	Bible Elective <i>(if not taking Ministerial Accounting)</i>

14 Semester Hours + 2 Chapel

Effective 8/2021

Minimum 128 Total Semester Hours + 16 Hours Chapel

Music Education

FIRST YEAR

Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GECO 101	1	College Orientation	GEMA 102	2	Fundamentals of Math
MUCO 101	1	Music Seminar	GEEN 133	3	English Composition
GEEN 113	3	English Grammar	BICO 113	3	New Testament Survey
BICO 103	3	Old Testament Survey	CLCO 122	2	Methods of Bible Study
CLCO 102	2	Personal Spiritual Development	MUCO 103	3	Music Appreciation
CLCO 112	2	Personal Evangelism	MUCO 111	1	Vocal Techniques
CMMI 102	2	Biblical Basis of Missions	MUCO 123	3	Music Theory & Aural Skills I
MUSC 102	2	Piano Fundamentals			
16 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		

SECOND YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 202	2	Fundamentals of Speech	GEEN 223	3	American & World Literature
GEEN 203	3	Research Writing	GEFI 202	2	Personal Finance
THEO 203	3	Bible Doctrines I	THEO 213	3	Bible Doctrines II
THBH 202	2	Biblical Hermeneutics	THBA 212	2	Baptist Distinctives
THBA 202	2	Baptist History	CMMC 212	2	Principles of Biblical Counseling
MUCO 203	3	Music Theory II	MUCO 223	3	Music Theory III
MUCO 211	1	Aural Skills II	MUCO 231	1	Aural Skills III
	1	Individualized Lesson			
17 Semester Hours + 2 Chapel			16 Semester Hours + 2 Chapel		

THIRD YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEN 213	3	Creative Writing	GEHI 312	2	World History <i>(if not taking United States History)</i>
GEHI 302	2	United States History <i>(if not taking World History)</i>	CMFL 302	2	Marriage & Family in Ministry
CMMU 322	2	Philosophy of Music	EDCO 313	3	Classroom Leadership
EDCO 303	3	Philosophy of Christian Education	EDTM 302	2	Educational Assessments
MUCO 303	3	Music Theory IV	MUCO 321	1	Instrumental Survey
MUCO 311	1	Aural Skills IV	MUED 302	2	Teaching Elementary Music
MUCO 333	3	Conducting I		2	Bible Elective
	2	Bible Elective <i>(if not taking United States History)</i>		1	Individualized Lesson
				2	Bible Elective <i>(if not taking World History)</i>
17 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

FOURTH YEAR

ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications	MUSC 413	3	Music Pedagogy
GEHI 402	2	United States Government	MUCO 405	5	Music Internship
EDCO 401	1	Educational Media & Technology		4	Bible Elective
EDCO 412	2	Teaching Bible		2	Education Elective
MUCO 402	2	Hymn Appreciation		1	Individualized Lesson
MUED 412	2	Teaching Secondary Music			
	4	Bible Elective			
15 Semester Hours + 2 Chapel			15 Semester Hours + 2 Chapel		

Effective 8/2021

Minimum 128 Total Semester Hours + 16 Hours Chapel

Church Musician

FIRST YEAR

Fall Semester		
ACSR 100	2	Chapel
GECO 101	1	College Orientation
MUCO 101	1	Music Seminar
GEEN 113	3	English Grammar
BICO 103	3	Old Testament Survey
CLCO 102	2	Personal Spiritual Development
CLCO 112	2	Personal Evangelism
CMMI 102	2	Biblical Basis of Missions
MUSC 102	2	Piano Fundamentals <i>(if required)</i>
	2	Bible Elective <i>(if not taking Piano Fundamentals)</i>

16 Semester Hours + 2 Chapel

Spring Semester		
ACSR 100	2	Chapel
GEMA 102	2	Fundamentals of Math <i>(if required)</i>
GEEN 133	3	English Composition
BICO 113	3	New Testament Survey
CLCO 122	2	Methods of Bible Study
MUCO 103	3	Music Appreciation
MUCO 111	1	Vocal Techniques
MUCO 123	3	Music Theory & Aural Skills I
	2	Bible Elective <i>(if not taking Fundamentals of Math)</i>

17 Semester Hours + 2 Chapel

SECOND YEAR

ACSR 100	2	Chapel
GEEM 202	2	Fundamentals of Speech
GEEN 203	3	Research Writing <u>or</u> Creative Writing
THEO 203	3	Bible Doctrines I
THBH 202	2	Biblical Hermeneutics
THBA 202	2	Baptist History
MUCO 203	3	Music Theory II
MUCO 211	1	Aural Skills II

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEEN 223	3	American & World Literature
GEFI 202	2	Personal Finance
THEO 213	3	Bible Doctrines II
THBA 212	2	Baptist Distinctives
CMMC 212	2	Principles of Biblical Counseling
MUCO 223	3	Music Theory III
MUCO 231	1	Aural Skills III
	1	Individualized Lesson

17 Semester Hours + 2 Chapel

THIRD YEAR

ACSR 100	2	Chapel
GEHI 302	2	United States History <i>(if not taking World History)</i>
CMMU 322	2	Philosophy of Music
MUCM 302	2	Vocal Arranging
MUCO 303	3	Music Theory IV
MUCO 311	1	Aural Skills IV
MUCO 333	3	Conducting I
	2	Bible Elective
	1	Individualized Lesson
	2	Bible Elective <i>(if not taking United States History)</i>

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEHI 312	2	World History <i>(if not taking United States History)</i>
CMFL 302	2	Marriage & Family in Ministry
MUCO 321	1	Instrumental Survey
MUCM 313	3	Advanced Music Theory
	2	Bible Elective
	3	Music Elective
	1	Individualized Lesson
	2	Bible Elective <i>(if not taking World History)</i>

14 Semester Hours + 2 Chapel

FOURTH YEAR

ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications
GEHI 402	2	United States Government
MUCO 402	2	Hymn Appreciation
MUCM 402	2	Instrumental Arranging
MUSC 402	2	Church Piano Techniques <i>(if required)</i>
	2	Church Ministries Elective
	2	Music Elective
	2	Applied Lesson
	2	Bible Elective <i>(if not taking Church Piano Techniques)</i>

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEMA 402	2	Ministerial Accounting <i>(if required)</i>
MUCM 412	2	Advanced Arranging
MUSC 413	3	Music Pedagogy
MUCO 405	5	Music Internship
	2	Bible Elective
	2	Applied Lesson
	2	Bible Elective <i>(if not taking Ministerial Accounting)</i>

16 Semester Hours + 2 Chapel

Effective 8/2021

Minimum 128 Total Semester Hours + 16 Hours Chapel

Music Ministries

FIRST YEAR

Fall Semester		
ACSR 100	2	Chapel
GECO 101	1	College Orientation
MUCO 101	1	Music Seminar
GEEN 113	3	English Grammar
BICO 103	3	Old Testament Survey
CLCO 102	2	Personal Spiritual Development
CLCO 112	2	Personal Evangelism
CMMI 102	2	Biblical Basis of Missions
MUSC 102	2	Piano Fundamentals

16 Semester Hours + 2 Chapel

Spring Semester		
ACSR 100	2	Chapel
GEMA 102	2	Fundamentals of Math
GEEN 133	3	English Composition
BICO 113	3	New Testament Survey
CLCO 122	2	Methods of Bible Study
MUCO 103	3	Music Appreciation
MUCO 111	1	Vocal Techniques
MUCO 123	3	Music Theory & Aural Skills I

17 Semester Hours + 2 Chapel

SECOND YEAR

ACSR 100	2	Chapel
GECM 202	2	Fundamentals of Speech
GEEN 203	3	Research Writing <u>or</u> Creative Writing
THEO 203	3	Bible Doctrines I
THBH 202	2	Biblical Hermeneutics
THBA 202	2	Baptist History
MUCO 203	3	Music Theory II
MUCO 211	1	Aural Skills II

16 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEEN 223	3	American & World Literature
GEFI 202	2	Personal Finance
THEO 213	3	Bible Doctrines II
THBA 212	2	Baptist Distinctives
CMMC 212	2	Principles of Biblical Counseling
MUCO 223	3	Music Theory III
MUCO 231	1	Aural Skills III

16 Semester Hours + 2 Chapel

THIRD YEAR

ACSR 100	2	Chapel
GEHI 302	2	United States History <i>(if not taking World History)</i>
CMMU 322	2	Philosophy of Music
MUCO 303	3	Music Theory IV
MUCO 311	1	Aural Skills IV
MUCO 333	3	Conducting I
	2	Bible Elective
	2	Church Ministries Elective
	2	Music Electives
	2	Bible Elective <i>(if not taking United States History)</i>

17 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEHI 312	2	World History <i>(if not taking United States History)</i>
CMFL 302	2	Marriage & Family in Ministry
MUCO 321	1	Instrumental Survey
MUSC 303	3	Ear Training Practicum
	2	Bible Elective
	2	Church Ministries Elective
	2	Music Elective
	1	Individualized Lesson
	2	Bible Elective <i>(if not taking World History)</i>

15 Semester Hours + 2 Chapel

FOURTH YEAR

ACSR 100	2	Chapel
GECM 402	2	Ministerial Communications
GEHI 402	2	United States Government
CMMU 402	2	Church Sound Technician
MUCO 402	2	Hymn Appreciation
	2	Bible Elective
	2	Open Elective
	2	Music Electives
	1	Individualized Lesson

15 Semester Hours + 2 Chapel

ACSR 100	2	Chapel
GEMA 402	2	Ministerial Accounting
MUCO 405	5	Music Internship
	4	Bible Elective
	2	Open Elective
	2	Music Electives
	1	Individualized Lesson

16 Semester Hours + 2 Chapel

Effective 8/2021

Minimum 128 Total Semester Hours + 16 Hours Chapel

MINISTRY SECRETARIAL PROGRAM

The goal of the Ministry Secretarial Program is to provide the necessary training for women to work in a Christian office environment. Students receive training to prepare them to serve in a church, camp, Christian school, or other Christian ministry. Students are provided a solid, fundamental, biblically-based education for assisting in the administration of the ministries of a local church. The student receives 38 semester hours of major specific classes, 18 semester hours of Bible, and 12 semester hours of general studies.

FIRST YEAR					
Fall Semester			Spring Semester		
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEO 101	1	College Orientation	GEEN 133	3	English Composition
GEEN 113	3	English Grammar	BICO 113	3	New Testament Survey
GEMA 102	2	Fundamentals of Math	THBA 212	2	Baptist Distinctives
BICO 103	3	Old Testament Survey	CLCO 102	2	Personal Spiritual Development
CLCO 122	2	Methods of Bible Study	CLCO 112	2	Personal Evangelism
MSCO 103	3	Keyboarding/Word Processing I	MSCO 123	3	Keyboarding/Word Processing II
MSCO 112	2	Computer Applications I	MSCO 132	2	Computer Applications II
16 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		
SECOND YEAR					
ACSR 100	2	Chapel	ACSR 100	2	Chapel
GEEM 402	2	Ministerial Communications	GEFI 202	2	Personal Finance
THEO 203	3	Bible Doctrines I	GEMA 402	2	Ministerial Accounting
MSCO 202	2	Principles of Accounting	THEO 213	3	Bible Doctrines II
MSCO 222	2	Technical Writing Fundamentals	CMFL 302	2	Marriage & Family in Ministry
MSCO 233	3	Office Procedures I	MSCO 212	2	Office Technology
MSCO 242	2	Office Practicum	MSCO 253	3	Office Procedures II
			MSCO 263	3	Secretarial Internship
14 Semester Hours + 2 Chapel			17 Semester Hours + 2 Chapel		
Effective 8/2021			Minimum 64 Total Semester Hours + 8 Hours Chapel		

COURSE DESCRIPTIONS

The courses listed herein include the entire spectrum of classes that are being taught or will be taught in the programs of study offered at Heartland. Some classes are offered on a rotating basis.

Due to unforeseen events occurring, the college at times may be required to reschedule classes.

BIBLE

BSCO101 – Biblical Studies Seminar

Biblical Studies Seminar is a one semester-hour, first-year course that introduces students to HBBC academic structure, key curriculum policies and documents, and program requirements for graduation from their chosen majors; students are also introduced to the character and responsibilities expected of those who serve in vocational ministry in the local church.

BICO103 – Old Testament Survey

This course provides a comprehensive survey of the books of the Old Testament with special emphasis given to the historical background, main characters, key doctrinal passages, pivotal events, and outline of each book. Spiritual application is interspersed throughout survey content, and students increase their appreciation for God's revelation of Himself through the Old Testament.

BICO113 – New Testament Survey

This course provides a comprehensive survey of the books of the New Testament with special emphasis given to main characters and events, an examination of authorship and background of each book, key verses, and how each book relates to Christ and the local church. Spiritual application is interspersed throughout survey content, and students increase their appreciation for God's revelation of Himself through the New Testament.

CLCO112 – Personal Evangelism

Students in this course are inspired and trained in the essential Christian responsibility of personal evangelism and discipleship. Detailed, practical instruction of biblical soul-winning and discipleship methods is coupled with in-class and real-life opportunities for application.

CLCO122 – Methods of Bible Study

This course instructs Bible college students in the foundational skills required for effective Bible study. Students learn the importance of daily devotional reading, become acquainted with various Bible study methods, and practice using study tools that can help them in their Christian lives and ministries.

CLCO102 – Personal Spiritual Development

This course provides a foundational study of the Christian life for first-year Bible college students. Course material challenges students to consider their individual responsibility for the development of their relationship with God and to apply this understanding to personal habits of Bible reading and prayer. Development of Christian character is also emphasized.

BICO122 – Genesis

Through this course, students engage in a detailed analysis of the Old Testament book of Genesis with particular emphasis on creation, the fall of man, the flood, the beginning of the nation of Israel, and the Jewish patriarchs. Students learn to interpret and to apply the book of Genesis for personal and ministry purposes.

BICO132 – Gospels/Life of Christ

Gospels/Life of Christ explores the historical background, specific events, and enduring significance of the earthly life of Jesus Christ as recorded in the Gospel accounts. Course content emphasizes the veracity of the biblical record of Jesus' birth, ministry, death, burial, and resurrection. Students are challenged to accept Jesus' personal call to Christian discipleship.

BICO142 – Acts/Life of Paul

This course engages students in an introductory study of the book of Acts with particular, historical focus on the spread of New Testament Christianity. Course material culminates in an examination of the Apostle Paul's missionary journeys and church planting methods. Application to students' lives and ministries is included.

THEO203 – Bible Doctrines I

This course provides an overview of five of the ten major Bible doctrines—the doctrines of God, Christ, Man, the Holy Spirit, and the Bible. The divisions of Christian theology that are addressed include: Theology Proper, Christology, Anthropology, Pneumatology, and Bibliology. Course content and requirements emphasize students' development of a biblical, doctrinal foundation for Christian life and ministry.

THEO213 – Bible Doctrines II

This course provides an overview of five of the ten major Bible doctrines—the doctrines of Sin, Salvation, the Church, Angels, and End-time Prophecy. The divisions of Christian theology that

are addressed include Hamartiology, Soteriology, Ecclesiology, Angelology, and Eschatology. Course content and requirements emphasize students' development of a biblical, doctrinal foundation for Christian life and ministry.

BINT422 – Revelation

This course engages students in an in-depth study of the New Testament book of Revelation. Historical background, careful interpretation, and prophetic explanation are interspersed with present-day application. Course material emphasizes God's power to bring His plan to fulfillment and completion.

BIOT422 – Ezekiel/Daniel

This course guides students on an exegetical journey through the Old Testament prophecies of Ezekiel and Daniel. The books are considered from historical, prophetic, theological, and spiritual viewpoints. Course material highlights God's involvement in past, present, and future events.

BIOT242 – Ezra/Nehemiah/Esther

This course provides a thorough study of the Old Testament historical books of Ezra, Nehemiah, and Esther. Students learn about God's providential protection of His people through the time of their captivity and the remnant's return to Jerusalem. Historical, theological, and spiritual lessons are joined in the study, and students practice exegetical skills for future teaching and preaching from these books.

BINT202 – Romans

Paul's epistle to the Romans is exegeted verse-by-verse; special attention is given to doctrinal application. Students are also challenged to internalize and to apply the book of Romans' foundational principles for Christian living.

BINT212 – Corinthians

This course offers an expositional study of Paul's epistles to the Corinthians, which present biblical methodology, structure, discipline, and organization for local church ministry. Course content emphasizes the context of Paul's relationship to the city of Corinth and to the Corinthian church. Students are challenged to apply the epistles' principles to their own Christian lives and ministries.

BINT322 – Hebrews

This course examines the historical context, exegetical details, and doctrinal implications of the New Testament book of Hebrews, with special emphasis given to Christ's fulfillment of Old Testament law and the faithful Christian's response to Christ's superiority over all things.

BINT412 – John's Writings

Students in this course acquire an increased understanding of, and appreciation for, the New Testament writings of the Apostle John. This occurs through development of a biographical sketch of John's life, a detailed study of the Gospel of John, and a thorough exploration of John's three epistles.

BINT402 – Peter's & Jude's Epistles

This course provides a practical study of the New Testament epistles written by Peter and Jude; course content particularly conveys the historical background and major themes of each book. Biographical reflections on the life and ministry of the apostle Peter are also included.

BINT222 – Galatians/James

Through this course, students engage in a detailed study of the New Testament epistles of Galatians and James, with special emphasis given to the comparative presentations of justification, works, and faith in the books. Students examine the author, date, and purpose for each book, and course content challenges students in spiritual development and practical Christian living.

BINT312 – Thessalonians/Timothy/Titus

Students in this course engage in a verse-by-verse study of Paul's epistles to the church in Thessalonica, to Timothy, and to Titus. Course content includes consideration of the books' historical and cultural background and features personal application to the Christian life. Paul's example in, and God's directives for, local church ministry are emphasized.

BIOT432 – Minor Prophets

In this course, students are introduced to the Old Testament Minor Prophets through a chronological, historical, and prophetic study. Particular attention is given to God's overarching message to Israel through the variety of messengers and contexts, and both theology and personal application are included in the study.

BIOT302 – Job

This course offers a chapter-by-chapter study of the Old Testament poetical book of Job. Emphasis is placed on the authenticity, historicity, and relevance of the book. Course content

integrates doctrinal study, principle examination, and practical application for inclusion in preaching and teaching.

BIOT312 – Psalms

This course surveys the Old Testament poetical book of Psalms and increases students' ability to apply its truths to the lives of people in local church ministry. Students learn the beauty and value of the Psalms through an overview of the book's major themes and an exegesis of key passages. Course material integrates doctrinal study, principle examination, and practical application.

BIOT322 – Solomon's Writings

This course examines the Old Testament wisdom literature written by Solomon, which includes the books of Proverbs, Ecclesiastes, and Song of Solomon. Students learn to apply wisdom to their lives through a topical/thematic study across the wisdom literature and an exegetical study of key passages in Proverbs. Course content integrates doctrinal study, principle examination, and practical application for inclusion in preaching and teaching.

BINT302 – Paul's Prison Epistles

This course is designed to help the student grasp a better understanding of the epistles of Paul known as the "Prison Epistles." This will be accomplished through lectures based on a verse by verse study of these books.

CHRISTIAN DEVELOPMENT

ACSR100 – Chapel (No Credit)

A grade will be assigned Chapel meets twice a week on Tuesday and Thursday at 11:30. This is a special time of blessing and encouragement as preachers from across the country challenge the student body, staff, and faculty to live lives pleasing to the Lord. All students are expected to attend.

ACSR110 – Christian Service (No Credit)

All Semesters, No Credit, A grade will be assigned All students are required to do Christian service in their local church, a minimum of which must be two hours of door knocking/visitation plus attendance at regular services and involvement in at least one ministry. A weekly report is required, and a letter grade is assigned.

ACSR120 – Campus Service (No Credit)

A grade will be assigned All students participate in service to the school through the campus service program. Grade assigned includes Satisfactory or Unsatisfactory.

CHRISTIAN EDUCATION

EDTE402 – Teaching Health/Physical Education

This instructional methods course emphasizes principles and guidelines for health and physical education curriculum in both elementary and secondary programs. Students plan a one-year, age-appropriate sample curriculum and teach an age-appropriate class for peer review and instructor feedback. Students develop a biblical view of health and the human body according to age and levels of development.

EDCO203 – Introduction to Teaching Methods

Students in this course are introduced to the fundamental principles of impactful teaching, which include the use of lecture, storytelling, audio and visual aids, and other teaching methods. The teaching methods of Christ are examined and illustrated throughout the course. Students are also challenged to develop the characteristics of a godly teacher

EDTE352 – Teaching Art

This instructional methods course emphasizes the sharing of God's truth, as revealed in creation, through the visual arts. Students learn the role of the Christian art teacher in the classroom with particular emphasis on the development of a biblical worldview in the art curriculum. Students develop intuition, aesthetic discrimination, and a biblical appreciation of beauty.

EDTE302 – Teaching Math

Students in this instructional methods course consider the characteristics of the mathematics learner and study practical and effective approaches for improving academic results in the elementary classroom. A biblical worldview is incorporated with approaches for presenting mathematical content in a manner that minimizes math negativity.

EDCO303 – Philosophy of Christian Education

In this course, students are equipped and challenged to develop a biblical philosophy of education. Course content exposes students to biblical wisdom, opposing worldviews, and various aspects of Christian educational philosophy (including curriculum, methodology, evaluation, and the roles of home life and church life). Students apply skills in biblical integration to the articulating of a personal philosophy of Christian education.

EDTE312 – Teaching Language Arts

This instructional methods course addresses the importance of a biblical worldview as imparted through the teaching and use of integrated language arts. Course content emphasizes principles for developing children's reading, writing, listening, and speaking skills. Topics include spelling, vocabulary, grammar, composition, and literature. Students in the course develop personal language proficiencies and acquire instructional skills for both the elementary and secondary classroom.

EDTE332 – Teaching History/Social Studies

Students in this instructional methods course learn how to deliver history and social studies content from a biblical perspective in both elementary and secondary classrooms. Course material covers principles and processes for the instruction of biblical history, world history, the history of Christianity, United States history, and United States government. Students develop an appreciation for the benefit of Christians learning history and the importance of Christians assuming their proper roles in society.

EDTE342 – Teaching Science

This course examines the rationale, methods, and procedures for teaching science in the Christian school. Special attention is given to the biblical basis of science, an overview of the content of a science curriculum, and varied teaching materials that might be used in a classroom.

EDTM302 – Educational Assessments

In this course, students survey the terms and principles associated with educational assessment, which include the processes of measurement and evaluation of student achievement. Students study, construct, and evaluate various types of tests used in the classroom, including both standardized and teacher-made tests. Additional study is presented in the area of grading and grade statistics.

EDTE322 – Teaching Reading

This instructional methods course equips students to teach the basic principles of reading through the use of phonics. Course content provides training for instructing preschool and elementary pre-readers, as well as identifying and correcting reading problems in older students. Students learn methods for inspiring a love of reading in those they teach and become familiar with biblical character traits that accompany effective reading instruction.

CMCA412 – Sunday School Administration

This course offers a comprehensive study of Sunday school, emphasizing the history and organization of Sunday school in the local church. Also included is a study of the duties and qualifications of various officers, as well as ways to increase attendance and to prepare a purposeful, biblical teaching program.

EDCO313 – Classroom Leadership

This course imparts classroom leadership principles and skills by connecting a biblical teaching philosophy with practical application to the classroom setting. Numerous functions of classroom leadership are addressed, including: lesson preparation, student discipline, organization, record-keeping, and implementation of methods and strategies of classroom control.

EDTM213 – Secondary Teaching Methods

Through this course, students develop skills for evaluating content and methods of instruction for use in the secondary classroom. Course materials and practical work related to secondary teaching include: lesson planning, curriculum development, teaching strategies, and learning assessment. Students also discuss various teaching approaches and how to implement them in the secondary classroom.

EDCO412 – Teaching Bible

In this course, students learn biblical principles and methods for teaching the Bible in the school classroom or church. Students learn the importance of proper interpretation of Scripture and are exposed to various classroom aids. By the conclusion of the course, students teach a peer-reviewed Bible lesson and receive instructor feedback.

EDCO402 – Christian School Administration

This course provides a practical study of principles and procedures for the organization, operation, and management of Christian schools. Course topics include financial management, personnel administration, discipline policies, and staff development. Students practice principles of educational administration through creative school management projects.

. EDCO422 – Student Teaching Seminar

Student Teaching Seminar is conducted during the final spring semester of instruction for Elementary and Secondary Education majors. In this semester, students are exposed to hands-on teaching responsibilities at local Christian schools under supervision of experienced teachers, and seminar meetings provide a platform for additional training, accountability, and feedback during the student teaching process.

ENGLISH

GEEN103 – Basic English Grammar

This course provides a fundamental overview of collegiate English grammar with an emphasis on the eight parts of speech and their usage in clearly written and spoken communication. Course content challenges students to develop their English language proficiency for the skillful communication of biblical truth.

GEEN113 – English Grammar

This course provides a standard survey of the principles of collegiate English grammar. Students review the eight parts of speech, common punctuation rules, principles of sentence structure, and paragraphing skills. Course content challenges students to develop their usage of the English language for the skillful communication of biblical truth.

GEEN133 – English Composition

Through this course, students apply the fundamentals of English grammar to the work of collegiate composition. Language mechanics, thought construction, sentence structure, and paragraphing are addressed, and students are introduced to proper writing techniques as expected in collegiate requirements, such as, in essays, articles, and basic research reports. Course content challenges students to develop their writing skills for the communication of biblical truth.

GEEN123 – Advanced English Grammar

This course offers detailed application of the principles of collegiate English grammar through advanced coverage of the parts of speech, word functions, sentence structure, sentence diagramming, and sentence formulation. Course content challenges students to develop their English language proficiency for the skillful communication of biblical truth.

GEEN203 – Research Writing

This course guides students in a detailed process of academic research writing from topic selection to the completion of a significant research project. Students learn style expectations, basic research methods, citation requirements, outline formulation, and composition strategies. Principles of persuasive writing are also introduced. Course content challenges students to utilize their writing skills in the communication of biblical truth.

GEEN213 – Creative Writing

Creative Writing introduces students to the elements of well-written fiction, poetry, and non-fiction. The concepts of character, setting, plot, image, and voice are emphasized. Students develop journaling skills, produce rough drafts, and learn to critique peer writing in a workshop setting. Students complete a polished writing portfolio that demonstrates their understanding of course material. Course content challenges students to develop their writing skills for the communication of biblical truth.

GEEN223 – American & World Literature

This course presents a broad overview of collegiate-level literature through primary exposure to American works and limited exposure to works from other cultures. Course readings acquaint students with numerous noted authors and various genres. Students also learn literary concepts and vocabulary as instruments of interpreting literature through a biblical worldview.

GEYB202 – Yearbook

Students in this course help to produce The Eagle, the Heartland Baptist Bible College yearbook. Through this course, students gain skills in page design, publishing techniques, copy writing, editing, photography, record keeping, time management, and team work. Students are tasked with producing a timeless, creative, and innovative publication that records college memories and events.

GENERAL STUDIES

GECO101 – College Orientation

College Orientation introduces students to the skills needed to succeed in academics, finances, and interpersonal relationships as a student at Heartland Baptist Bible College. Students also explore the institutional history of Heartland Baptist Bible College.

GEMA102 – Fundamentals of Math

This course increases Bible college students' functional math skills through rehearsal of collegiate math operations. It includes a study of whole numbers, signed numbers, fractions, decimals, ratios and proportion, percent, measurement, geometry, statistics, and algebra. Course content highlights the application of math skills to Christian life and local church ministry.

GECM202 – Fundamentals of Speech

This course presents the fundamental skills for speaking in public. Course content includes the basics of voice quality, gestures, poise, speech organization, and delivery. Students prepare

various types of speeches to be delivered to speech groups through which they offer and receive peer review. Application to local church ministry is emphasized through in-class replication of church service speaking opportunities.

CMFL201 – Marriage & Family in Ministry

Through this course, students are introduced to essential biblical principles for enjoying a godly marriage relationship and family life within the context of vocational ministry. Students are also equipped with biblical resources to assist in ministering to couples and families. Course content is delivered through experienced session speakers and reinforced through topical reading and practical coursework.

GEHI302 – United States History

United States History draws students into an in-depth consideration of significant historical periods from the nation's founding to the present. Course content reinforces the benefits of Christians studying history, and students are challenged to uphold a biblical worldview in their consideration of United States history. Particular emphasis is placed upon recognizing God's providence in key events that interweave national and religious developments.

GEHI312 – World History

This course is a study of the major people groups and events that shaped world history and how they are interwoven in both biblical history and the modern world. Course content reinforces the benefits of Christians studying history, and students are challenged to uphold a biblical worldview in their consideration of world history. The timeline studied is from the Tower of Babel until the end of the Middle Ages.

GEHI402 – United States Government

This course examines the structure of government in the United States through a detailed study of the United States Constitution and other essential documents. Students discuss the founding fathers' impact on the formulation of current government, as well as the Christian's response to federal, state, and local government in both personal life and local church ministry.

GEFI202 – Personal Finance

This course enables Bible college students to develop a biblical approach to the management of their personal finances. Course topics include: financial planning, budgets, investments, consumer debt, insurance, major asset purchases, and retirement planning. Students are challenged to be successful stewards of the resources God has given them, which enables wise spending and generous giving.

CMCA402 – Church Administration

This course equips future pastors, missionaries, youth directors, evangelists, and church workers with a general, biblical approach to church administration with a focus upon ethical relationships toward church staff, church members, and a ministry's community. Students practice the implementation of course concepts through practical, scenario-based projects.

BIBLICAL LANGUAGE

BLBG302 – Biblical Greek I

Biblical Greek I introduces students to basic Greek phonology (letter sounds), pronunciation (word articulation), vocabulary (word meanings), grammar (word relationships), syntax (word arrangement), and morphology (word forms). Students learn the Greek alphabet, as well as Greek nouns, pronouns, articles, prepositions, and adjectives.

BLBG312 – Biblical Greek II

Biblical Greek II guides students in the continued attainment and application of the biblical Greek language. Students learn an expanded Greek vocabulary, improved understanding of Greek verb forms, increased proficiency in biblical text translation, and increased ability at Greek language-enriched exposition. Students utilize their increased skills through completion of a sequential exegetical project.

CHURCH MINISTRIES

CMLM202 – Biblical Womanhood

Through instructor and guest lectures, this course presents the foundational characteristics of womanhood as they are taught and illustrated in Scripture. Topics include integrity, purity, sense of worth, etiquette, and communication. Practical application of biblical principles is emphasized, and students build a personal resource file for current and future use.

CMLM212 – Ladies Practical Life

In this course, students explore issues of interest to women with a focus on practical skills used in service to God, family, and the local church. Topics include food preparation, clothing, and financial matters. Course content is presented through instructor and guest lectures, and students build a personal resource file for current and future use.

CMLM312 – Ladies Ministry Life

Students in this course draw from a variety of instructor and guest lectures to prepare practically for life as ladies in ministry. Ministry philosophy and ministry skills are interwoven in course content, and topics include church services, altar work, hospitality, funerals, and weddings. Students develop a resource file for use in current and future ministry.

CMLM302 – Ladies Family Life

Students in this course receive biblical principles and practical recommendations for application to life within the family unit. Topics include singleness, marriage, and pregnancy, as well as parenting through all stages of life. As course content is presented through instructor and guest lectures, students build a personal resource file for current and future use.

CMLC202 – Philosophy of Biblical Counseling

This course examines God’s design of human beings and the impact of sin as they relate to biblical counseling. Students apply this philosophical understanding to addressing man’s core problems through a series of foundational counseling exercises.

CMLC212 – Principles of Biblical Counseling

Students in this course are introduced to the fundamental differences between biblical counseling and humanistic psychology and are guided toward a biblical viewpoint from which they may recognize and refute humanistic psychology. Through the course, students acquire principles for providing biblical counsel, and course content emphasizes the sufficiency of biblical revelation and the importance of the Spirit-controlled life.

CMLC302 – Ladies Biblical Counseling I

Through this course, students learn practical methods for providing biblical counsel to ladies who are dealing with a variety of difficult situations, emotional problems, and struggles with sin. Topics include the role of the counselor and the skills of active listening, data gathering, and diagnostics.

CMLC312 – Ladies Biblical Counseling II

Students receive continued instruction for providing biblical counsel to ladies who have encountered difficult situations, emotional problems, and struggles with sin. Topics include the counselor’s response to anger, selfishness, worry, fear, depression, and grief.

CMLC402 – Ladies Family Counseling

Students in this course learn practical, biblical methods for counseling ladies with regard to marriage and children. Topics include communication, conflict resolution, leadership roles, abuse, and tragedies. The Bible's sufficiency for addressing family issues is emphasized.

CMLC412 – Addictions Counseling

This course introduces students to a biblical perspective of life-dominating sins with a focus on equipping students to provide biblical counsel, help, and hope to those who are in need. Scripture memorization and application are emphasized.

MISSIONS

CMMI102 – Biblical Basis of Missions

This course surveys applicable scriptures in the Old and New Testaments to provide students with a biblical understanding of God's plan, purpose, and heart for reaching the world with the gospel of Jesus Christ. Course content also explains the missionary's call and qualifications and familiarizes students with statistical data pertaining to the need of world evangelization.

MICO102 – History of Missions

In this course, students explore the historical background of global missions from the time when Christ started His church to the 21st century. Course content focuses on the local church as God's enduring instrument for missions, with additional attention given to key figures in missions history.

MICO202 – Global Cultures & Customs

This course is an introductory study of the concepts by which culture is defined, understood, and respected. Course content encourages students to understand and to appreciate other cultures, to examine culture in light of God's Word, and to be equipped in reaching people with the gospel in cultures different than their own.

MICO212 – Introduction to Linguistics

In this course, students become familiar with basic, universal principles for learning a foreign language. Application to missions is emphasized through the explanation of linguistic connections to cultural acclimation and communicating the gospel.

MICO302 – Cross-Cultural Communication

In this course, students learn how to communicate the gospel effectively in cultures other than their own. Particular attention is given to non-western cultures, and course content is drawn from biblical and modern examples.

MICO312 – Missionary Methods

This course examines biblical, practical methods for church planting in diverse cultures. Students learn the indigenous principles of church planting in a variety of contexts, including rural settings, urban communities, and limited-access countries.

THAP302 – Cults

This course explores the history and theology of prominent Christian cults with apologetic responses to each cult's basic tenets. Students learn to identify how cultic thinking contrasts with biblical thinking and are given principles to guide in evangelizing and discipling those influenced by cults.

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THAP312 – World Religions

This course introduces the history and doctrines of major world religions while acquainting students with the fundamental differences between them and biblical Christianity. Course material equips students with apologetic tools to be used in evangelism and discipleship.

MIML402 – Missions Women Practicum

This practical course imparts essential skills for women preparing for the mission field. Course material equips students for travel, deputation, daily responsibilities, and raising children on the mission field. Students are also introduced to basic, cross-cultural health care practices with attention to personal health, identifying and treating common illnesses, basic first aid, and medical considerations when physicians are not available. The importance of spiritual development and personal character is emphasized.

MICO402 – Missionary Life & Work

Students in this course become familiar with the practical matters that face missionaries on a daily basis. Topics include setting up a home and living on the field, interpersonal relationships, raising a family in another way of life, and facing new obstacles. Course content also emphasizes the importance of an internship and a sending church.

MICO412 – Pre-Field Missionary Service

This practical course aids prospective missionaries in details accompanying preparation for the field, including procedures for deputation, developing a strong relationship with the sending church, and logistics for departure to the field. Matters of personal character and public presentation are interspersed in course content.

MINISTRY SECRETARIAL

MSCO103 – Keyboarding/Word Processing I

This introductory course presents precise keyboarding technique for the development of speed and accuracy with proper posture. Students are familiarized with basic word processing and formatting skills and are trained in computer operations relating to the function and use of Microsoft Word.

MSCO123 – Keyboarding/Word Processing II

This advanced course develops students' existing keyboarding and word processing skills using Microsoft Word. Students learn formatting techniques in various applications, including letters, memos, reports, references, tables, and newsletters. Keying speed and proper posture and positioning continue to be emphasized.

MSCO112 – Computer Applications I

This course introduces essential computer concepts and techniques used to design publications, promotional materials, and specific ministry applications. Students are trained in Microsoft Office 365 and Microsoft Publisher. Basic computer skills and general internet skills are taught and reinforced.

MSCO132 – Computer Applications II

This advanced applications course addresses the essential elements for preparing and executing effective presentations for ministry applications using Microsoft PowerPoint. Multiple skills are developed, including object modification, presentation formatting, advanced publication tools, masters, charts, multi-media, and other advanced features.

MSCO202 – Principles of Accounting

This introductory course consists of an intensive presentation of the basic elements of the accounting cycle and bookkeeping procedures. The course develops a basic understanding of the double entry system of bookkeeping with work on related exercises, problems, and

applications commonly found in churches and builds a foundation for further studies in other realms of accounting.

MSCO212 – Office Technology

Students in this course are exposed to common technological practices in office environments. Hands-on experience is achieved through the performance of office duties, exposure to business machines, and individual research. Through the course, students gain technological familiarity and dexterity. Students are also trained in the use of Microsoft Excel.

MSCO233 – Office Procedures I

This course prepares students for the initial demands of full-time employment in an office setting. Students learn professionalism in areas of customer satisfaction, communication skills, and administrative ethics. Students also learn how to acquire additional on-the-job skills and to adapt to new procedures and technologies.

MSCO253 – Office Procedures II

This course provides continued preparation for the demands of full-time employment in an office setting. Students learn to apply time management principles to the completion of a variety of office tasks, which include participating in meetings, maintaining office records, and fostering professional development. Particular focus is given to instilling godly interaction in office settings related to ministry environments. Students are also trained in the use of Microsoft Outlook.

MSCO222 – Technical Writing Fundamentals

This course guides students in the process of thinking, listening, researching, planning, composing, revising, and editing documents for use in business, science, and technological fields. Students learn the importance of regular writing practice as they produce proposal content, manual instructions, informative briefs, lab reports, news releases, and other documents outside the realm of general communications courses. Course material encourages students to sharpen personal writing skills to facilitate a professional writing style.

MSCO242 – Office Practicum

This course provides practical, in-person contact with secular and ministry-focused offices through on-site visits. Students are exposed to a range of office environments where the connections between coursework and practical application to the office are emphasized. Coursework also enhances students' document reviewing and collaboration skills, which include team editing and team proofreading competencies.

MSCO263 – Secretarial Internship

This culminating secretarial science course provides students with hands-on office experience through the implementation of supervised tasks in a ministry office. Application of principles and techniques learned throughout the secretarial program are emphasized as students experience daily operations in the office. Students reflect upon godly models of ministry service as a means of encouraging personal, God-enabled development.

MUSIC

MUSC101 – Choir

Participation in the college choir gives students the opportunity to be trained in, and to practice, group vocal abilities. Students learn musical arrangements, rehearse them in practice sessions, and sing them in college chapel and local church settings. Learning and applying a biblically proven model for corporate praise to God is a vital feature of participation in choir.

CMMU312 – Music Theory Fundamentals

This entry-level music course teaches the concise basics of music theory with a focus on practicality. Students learn about scales and their structure as the building block for music. Application to ministry in the local church is included.

MUCO101 – Music Seminar

Music Seminar is a one semester-hour, first-year course that introduces students to HBBC academic structure, curriculum guide, and program requirements for graduation from a major in music. Courses sessions also introduce students to the character expected of those who serve in music ministry in the local church.

MUSC131; MUSC141; MUSC151 – Individualized Lessons (Piano, Voice, and Instrumental).

MUSC102 – Piano Fundamentals

Piano Fundamentals enables students with limited or no piano knowledge to develop basic piano playing skills for use in local church ministry. Students learn by rote and through patterns how to create and to play accompaniments for special music and congregational hymns. Course content emphasizes development of sight-reading skills.

MUCO111 – Vocal Techniques

In this course, students encounter basic vocal pedagogy to improve pitch and tone. Pitch identification, rhythm identification, interval identification, articulation and dynamics are

evaluated through course content, peer review, and instructor feedback. Students are encouraged to use their voices to serve the Lord in local church ministry.

CMMU201 – Philosophy of Music

This course is designed to instill in students a biblical philosophy of music as it pertains to local church ministry with additional application to personal standards in music selection.

MUCO103 – Music Appreciation

This preliminary course introduces students to the five basic elements of music as a foundation for developing critical listening skills. Students learn to recognize styles from the six main musical eras of Western cultural history, are exposed to music from diverse parts of the world, and participate in academic discussion about music styles.

MUCO123 – Music Theory & Aural Skills I

This course surveys the basic elements of music: symbols, chords, note names, rhythm, scales, intervals, and major and minor keys. Course content and assignments improve student dexterity with written music. Students are introduced to basic composition and gain experience in putting text to music. Application is aimed at equipping the church musician.

MUCO333 – Conducting I

Students in this course receive theoretical and practical instruction for basic conducting. Emphasis is given to clarity of pattern, conducting gestures, and hand independence. Course content, peer review, and instructor feedback work together to help students gain familiarity with the exercise of conducting.

MUMN302 – Conducting II

Conducting II builds upon student understanding of fundamental conducting patterns and techniques with particular focus on developing responsive hearing and rehearsal skills. Emphasis is given to score study and preparation, as well as rehearsal approach. Lab rehearsals provide practical application of course learning.