



# STUDENT MANUAL

NORTH CENTRAL DISTRICT OF CALIFORNIA

2022-2023

## Greetings in the Name of the Lord Jesus!

Welcome to another year at International Apostolic Bible College - North Central California District. (NCCD). As in the past, we continue with an excellent program prepared for the edification of the entire student body- those returning as well as the new students. The Word of the Lord teaches us that God has a special purpose planned for each and every one of us. When the Prophet Jeremiah was a child, God told him: "Before I formed you in the womb I knew you; before you were born I sanctified you; I ordained you a prophet to the nations." (Jeremiah 1:5) KJV.

God is no respecter of persons. He had already planned your life before you were born. Do you know your vocation? Is your calling to be a leader, pastor, evangelist or missionary, ladies' leader, Superintendent of Christian Education, administrator, etc.? Perhaps in the secular area you have had professional training. In the Kingdom of Heaven, the Lord also requires preparation. At IABC we invest time to assist each student fulfill their ministry as God indicates.

During your stay at IABC, as God reveals His purpose in your life, you will have the support and resources necessary to enhance your purpose. Our administrative and teaching staff is available to help you discover God's perfect will in your life.

Encourage yourselves and determine that this year you will give it your best effort. Your reward will consist of a broad and healthy knowledge of God and the satisfaction of living according to His will.

Our prayers are that you have a prosperous and blessed year.

Yours in Christ,

**Moises Ruiz**

Director, NCCD Bible College

## The Mission

The NCCD Bible College exists to equip the Lord's laborer with a complete course study. The one night a week course provides an opportunity of college level theological study for those seeking a Christian Education. The college also provides an opportunity for those who might not have the time to attend a four-year institution full-time.

A student can enhance his ministry by completing an associate degree (AA) in Christian Education or a bachelor's degree (BA) in Theology. With this knowledge, one can make an immediate impact while assisting in the local church.

New students are welcomed to enroll at any time at the start of any session.

## General Rules of the IABC NCCD Bible College

1. All students must fill out a complete application of admission, signed by their respective pastor. **By signing this application, students are committing to obeying all rules and regulations of the IABC NCCD, including the submission to the 18 doctrinal points found in the constitution of the Apostolic Assembly.**
2. To attend, students must be 18 years of age. We recommend they be baptized for at least one year.
3. All students must dress according to Apostolic doctrine and principles.
  - Casual Elegant
  - No jean pants or skirts
  - No T-shirts
  - No Tennis shoes
  - No make-up
  - No jewelry
  - Ladies must wear veils
  - Men must not have facial hair (well-groomed mustache is permitted)
4. The Instructor is the maximum authority in each classroom during class time.
5. Students must pay all outstanding fees before graduating and receiving their diploma.

# ACADEMIC POLICIES AND PROCEDURES

## Registration Fee

\$50.00 for all new students and anyone returning after one year of being absent.

Every student attending college for the first time must pay fee before attending any class. A student can start attending at any time in the school year but must still pay the full cost of tuition.

## Course Fees

\$800.00 / year, average \$100.00/month (includes the book)

The monthly tuition covers four teaching nights and must be paid in full two weeks prior to the start of a new class to avoid late book delivery fees of \$15.00 per book. Each student must have their own book including couples. (No exceptions)

Students with any outstanding fees will not receive grades.

## Cost for Official Transcript

\$25.00 / copy

## Cost for Graduation and Diploma

\$120.00 for diploma

\$80.00 for cap, gown, stole and tassel (subject to change)

All payments can be made online at our site [iabcnc.org](http://iabcnc.org).

## Schedule (Mondays)

7:00 pm	1st session begins
8:15 pm	Break (subject to change)
8:30 pm	2nd session begins
9:30 pm	Classes dismissed (At Instructors discretion)

## **Grading Policy**

Grades must be given in each course. The instructor is responsible to turn in student's grade to the administrator no later than one week after final exam. In order for a student to receive course credit, a course grade of a "C" or better must be earned. Grades for any work including final grade is to be determined by the instructor's written syllabus for the respective course.

## **Official Conventional Percentages for Grades**

A	90%-100%
B	80%-89%
C	70%-79%
D	60%- 69%
F	0% - 59%

## **Instructors may also assign the following endorsements**

CR	Passing Grade for the course, "C" and above
NCR	Course failure, grade "D" and below
INC	Incomplete

## **Final Exam Make-ups**

Students can only retake the final exam one time. The instructor will determine the make-up day and time.

## **Course Make-ups**

Course make-ups are at the discretion of the instructor. Students wanting to make-up a course must pay the regular required fees per class to the College. At the Instructor's discretion, an additional fee of up to \$100.00 can be charged to the student/s for the instructor's time per class.

## **Attendance**

Attendance is mandatory for each class session of every course offered. In person attendance is required for all students during the Final Exam. Anyone taking a hybrid class online must be visible during class. Students can miss only two sessions (each night is two sessions) of any given course. Absences must be of an emergency nature to be approved by Instructor. Any student missing more than two sessions per course must consult with the Director to regain the course.