



# **Catalog 2011-2012**

**Online at [mccs.edu](http://mccs.edu)**

Manhattan Christian College  
1415 Anderson Avenue  
Manhattan, Kansas 66502  
[www.mccs.edu](http://www.mccs.edu)



1415 Anderson Avenue o Manhattan, Kansas 66502-4081  
(785) 539-3571 o FAX (785) 539-0832 o [www.mccks.edu](http://www.mccks.edu)

#### ALMA MATER

**We offer thee, Manhattan,  
Our pledge of loyalty,  
For Christ's eternal kingdom  
The finest we can be.  
Our college and our Master  
To serve courageously,  
Manhattan, Alma Mater,  
Hail, all hail to thee.**

#### COLLEGE COLORS

**Navy Blue and White**

#### COLLEGE MASCOT

**Crusaders**

#### STATEMENT

Manhattan Christian College is an Affirmative Action, Equal Opportunity Employer. Manhattan Christian College does not discriminate against persons seeking admission or employment on the basis of race, color, national or ethnic origin, age, gender, or physical disability (consistent with Section 702 of Title VII of the 1964 Civil Rights Act which deals with exemptions for religious convictions). Equal opportunity is afforded to all individuals in regard to college policies, consideration for financial assistance, and campus involvement.

Manhattan Christian College reserves the right to make changes in policy, regulations, and fees, as circumstances dictate, subsequent to publication. The provisions of this catalog are not to be considered an irrevocable contract between the student and the college. The catalog attempts to present information regarding admission policies and procedures, programs, curriculum, graduation requirements, and other academic policies in an accurate and timely fashion. Changes in programs, requirements, regulations, policies or procedures which are adopted through regular administrative procedures during the academic year may supersede provisions of this catalog and will be published through normal institutional channels including an updating the online version of the catalog. Students are expected to read and be aware of requirements as printed in the college catalog.

# *MCC Academic Catalog*

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# MCC Calendar 2011 – 2012

## Fall Semester

Registration and Orientation.....	August 19-21, Friday-Sunday
Classes begin.....	August 22, Monday
Last day to add or drop a class without professor's signature.....	August 29, Monday
Labor Day recess.....	September 5, Monday
Last day to drop a class without transcript entry.....	September 12, Monday
Midterm Exams.....	October 10-14, Monday-Friday
Kerusso Dayz Community.....	October 17-21, Monday-Friday
Pre-enrollment for spring semester.....	October 31, Monday
Last day to drop or change status.....	November 11, Friday
Thanksgiving recess.....	November 21-25, Monday-Friday
Semester Exams.....	December 12-15, Monday-Thursday
Degree Conferral Date.....	December 15, 2011

## Winter Term

Classes Conducted.....	January 9-13, Monday-Friday
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## Spring Semester

Registration and Orientation.....	January 12-13, Thursday-Friday
Martin Luther King, Jr. Holiday.....	January 16, Monday
Classes begin.....	January 17, Tuesday
Last day to add or drop a class without professor's signature.....	January 24, Tuesday
Last day to drop a class without transcript entry.....	February 7, Tuesday
Midterm Exams.....	March 5-9, Monday-Friday
Kerusso Dayz.....	March 16-25, Friday-Sunday
Spring Break.....	March 19-23, Monday-Friday
Pre-enrollment for fall semester.....	April 2, Monday
Last day to drop or change status.....	April 6, Friday
Good Friday Break.....	April 6, Friday
Commencement .....	May 5, Saturday
Semester Exams.....	May 7-10, Monday-Thursday
Degree Conferral Date.....	May 10, 2012

## Summer Term

Classes Conducted.....	Variable Dates from May 10 through August 31
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## Correspondence Directory

Direct questions or requests for information to the following:

General College Policy.....	Kevin Ingram President
Academic Affairs.....	Randall Ingmire Vice President for Academic Affairs
Admissions.....	Eric Ingmire Director of Recruitment and Admissions
Alumni.....	Genae Denver Director of Alumni
Athletics.....	Shawn Condra Director of Athletics
Board of Trustees.....	Robin Scott Chair
Business and Personnel Affairs.....	Lori Jo Stanfield Vice President for Business Affairs
Distance Education.....	Jeff Davis Coordinator for Distance Learning
Institutional Advancement.....	Vernon Henricks Vice President for Institutional Advancement
LEAD Degree Completion.....	Sharon Berner Director of Adult Education
Financial Aid and Scholarships.....	Margaret Carlisle Director of Financial Aid
Student Activities, Campus Life, Housing.....	Eric Sanford Director of Student Development
Student Life.....	Rick Wright Vice President for Student Life
Transcripts and Academic Records.....	Lauren Heskett Assistant Registrar

The administrative offices of the college are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Visitors are welcome to visit the campus throughout the year.

**College Telephone: (785) 539-3571**

**Admissions TOLL FREE: 1-877-246-4622**

**Distance Education TOLL FREE: 1-877-246-4622**

**College FAX number: (785) 539-0832**

**Adult Education TOLL FREE: 1-877-246-4622**

**URL: <http://www.mccks.edu>**

# General Information

## Who We Are

Manhattan Christian College was founded in 1927 as a four-year undergraduate institution of higher education. Originally named Kansas Bible College, it received its original charter from the State of Kansas in 1929 under the name Christian Workers University. The campus was purposefully located in the center of Manhattan, Kansas directly across the street from Kansas State Agricultural College, now Kansas State University. This proximity to a major university has provided students with unique educational opportunities as well as a combination of cultural, recreational, and evangelistic opportunities. In 1930 the name of the college changed to Manhattan Bible College. Under this name, the college was granted a charter by the Secretary of State of the State of Kansas on June 9, 1930. A certificate of Amendment to the Articles of Incorporation changing the name to Manhattan Christian College was legally certified by the Secretary of State on July 1, 1971.

Manhattan Christian College operates in the state of Kansas under the provisions of Kansas Statutes Annotated (KSA) 74-3250 (b) which references the previously granted approval to confer academic or honorary degrees given by the state board of education under the provisions of former KSA 17-6105. The college has operated as a not-for-profit corporation under the Internal Revenue Code, Section 501 (c) (3) since November 19, 1957. Seven presidents have led the college. The founder, Dr. Eugene Sanderson (1927), served for three years. He was succeeded by Dr. Thomas H. Johnson who served from 1930 until his death in 1952. O. Ray Burgess (1952) and Dr. Burton Thurston (1953-1955) followed in succession. Dr. Wilford F. Lown became president in 1955 and served for twenty-six years. In 1980 Dr. Lown initiated a planned transition of leadership at which time the board of trustees called Mr. Kenneth D. Cable as executive vice president – president elect. In 1981, Kenneth Cable became the sixth president of the college and served until his retirement in June 2005. In November 2005, the board of trustees called Kevin Ingram to become the seventh president of the college. He took office on July 1, 2006.

Distinctive programs of study include both single and dual-degrees as well as an adult degree completion program. The college offers single degree programs which lead to bachelor of arts or science degrees in **pastoral** ministry, **cross-cultural** ministry, **educational** ministry, **family** ministry, **worship** ministry, **youth** ministry, and **Bible**. Minors are also offered in each of these programs.

The Leadership Education for Adult Development (**LEAD**) **degree completion program** assists learners interested in leadership and ministry or management and ethics in business to complete a college degree through the classroom setting for personal and career development. The Distance Education **degree completion program** assists learners interested in Biblical leadership or management and ethics to complete a college degree through an online delivery method for personal and career development. The **bachelor of theology** degree is a fifth-year program of study and is designed for students who wish to complete additional study in Bible and theology. MCC programs of study can be taken in conjunction with numerous programs at Kansas State University and Manhattan Area Technical College (MATC) resulting in **dual-degree programs** including accounting, agribusiness, computer science, elementary and secondary education, marketing, finance, family life and community service, radio/television, theater, social work, nursing, construction, and others. Students may opt to complete an associate degree in cross-cultural, educational, general studies or pastoral ministry. A **certificate of biblical literature** may be earned in one year of study.

The college is firmly committed to the mission of educating, equipping, and enriching men and women for leadership and service in the name of Christ through the various degrees and certificates offered. Accepting that the biblical principle of the “priesthood of all believers” is more than a paid clergy, the college fosters a very broad view of what a ministry entails. Any student in a degree program has the opportunity to render ministry in a variety of contexts and diverse fields as a result of the academic programming and experiences received while at the college.

MCC is historically affiliated with nondenominational, independent Christian Churches and Churches of Christ of the Restoration Movement.

## Historical Timeline

- 1927 Dr. Eugene C. Sanderson purchases the property and begins Christian Workers University
- 1928 Dr. T. H. Johnson becomes second president Christian Workers University becomes The Kansas Bible College
- 1929 Jolliffe Hall construction completed
- 1930 The Kansas Bible College becomes Manhattan Bible College
- 1949 Received accreditation from the Accrediting Association of Bible Colleges (AABC)
- 1952 Mr. O. Ray Burgess becomes third president
- 1953 Dr. Burton B. Thurston becomes fourth president
- 1955 Dr. W. F. Lown becomes fifth president
- 1962 Charter member of the Midwest Christian College Conference (athletics)
- 1964 Johnson Hall is constructed as the first residence hall
- 1968 Dual-degree program with Kansas State University begins
- 1971 Manhattan Bible College becomes Manhattan Christian College
- 1973 Koinonia Campus Center is constructed
- 1974 Triumphant Sound and Inspiration Ringers are formed and MABICO Singers becomes Celebration Singers
- 1976 Sanderson Hall is purchased as a residence hall
- 1978 First Woman's World convention hosted by MCC Women
- 1981 Mr. Kenneth Cable becomes sixth president
- 1982 Campus Center is renovated, enlarged, and renamed Coffin Memorial Campus Center
- 1986 J. Donald Coffin Memorial Hall completed as administration/classroom building
- 1991 NBCAA (National Bible College Athletic Association) National Champions - Men's Soccer
- 1992 NBCAA Division I National Champions - Women's Volleyball
- 1993 Kenoyer Hall constructed as a women's residence hall  
NBCAA Division I National Champions - Women's Volleyball
- 1994 Adult degree completion program (LEAD) begins  
Joined the National Christian College Athletic Association
- 1995 Sanderson Hall closed as a residence hall
- 1996 NCCAA Division IIA National Champions - Men's Basketball
- 1998 Candidacy status with North Central Association of Colleges and Schools (NCA)
- 2000 Received accreditation with North Central Association of Colleges and Schools (NCA)  
Facilities Management Building completed
- 2001 Dedication of Heritage Court
- 2002 75<sup>th</sup> Anniversary Year
- 2005 Reaffirmation of accreditation from the Higher Learning Commission (NCA)  
NCCAA Division II National Champions - Men's Soccer
- 2006 Mr. Kevin Ingram becomes seventh president
- 2007 Reaffirmation of accreditation from Association for Biblical Higher Education (ABHE)  
NCCAA Division II National Champions - Men's Soccer
- 2008 NCCAA Division II National Champions - Men's Soccer
- 2009 Jolliffe Hall Dedication following major renovation project to house chapel, library, and classrooms  
Online distance education degree completion program approved by HLC and ABHE  
NCCAA Division II National Champions - Women's Soccer
- 2010 2,000<sup>th</sup> Degree Granted  
NCCAA Division II National Champions - Women's Soccer

## Location

Manhattan, Kansas, is a community that provides its approximately 50,000 residents cultural and educational opportunities unavailable in most communities its size, yet it has a wholesome life-style not found in larger cities. Kansas State University, a well respected collegiate institution, is across the street from MCC. Airline and bus connections to all parts of the world, modern medical facilities, and numerous shopping areas are available within walking and short-driving distances. Several large reservoirs are located within a few miles of the city and provide many opportunities for outdoor recreation.

## What We Believe

Manhattan Christian College pleads for the unity of all believers on the common ground of commitment and obedience to the lordship of Christ. Believing that creeds of men, however correct, perpetuate

sectarianism and create division within the church when made tests of fellowship, we have no creed except faith in Jesus as the Christ, God's Son and humankind's Savior. It is our desire to call all people of all nations to faith and obedience to Him as revealed in scripture. When asked, "What do you believe?", it is tempting to hand one the Bible and suggest, "This is what we believe." However, for those not familiar with Manhattan Christian College, it may be helpful to identify foundational doctrines taught in our classes based on our understanding of the Scriptures.

1. We believe that there is one God, creator of the universe, eternally existing in three persons, Father, Son, and Holy Spirit, and that we are called to live to the praise of His glory.
2. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious death and atonement through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal and visible return in power and glory.
4. We believe the only terms of salvation that we may proclaim are those expressed in the New Testament: faith, repentance, confession of faith in Jesus Christ, and baptism by immersion in water for the remission of past sins and for the promised presence of the Holy Spirit.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by whom the church is empowered to carry out Christ's Great Commission.
6. We believe in the bodily resurrection of both the saved and the lost; those who are saved unto the resurrection of life and those who are lost unto the resurrection of damnation.

## **Philosophy of Education**

Educational philosophies are established in terms of three major ideas: (a) What is the nature of man? (b) What is the nature and function of society? and (c) What is the nature of the universe? These questions may be phrased in different ways, but their essential substance is always present when people seek to set down a philosophy of education. The philosophy of education subscribed to by Manhattan Christian College is as follows: The Institution is committed to the faith that God has revealed himself fully and finally in the Hebrew-Christian scriptures, with the culmination of that revelation expressed through Jesus Christ in the New Testament. In Christ and His message the truth about the nature of humanity, society, and the universe is made manifest.

**What and who is humanity?** Created in the image of God, but rebellious against the will of God, humankind is in need of that kind of redemption which will restore fellowship with the Creator and answer the question of the nature and identity of all people. With the Bible at the center of its curricular program, MCC answers the cry of every person for an adequate sense of self-identity, with the invitation to become children of God through Jesus Christ. Secular education in the United States cannot give this answer.

**What is society?** Society is a functioning group of human beings working together in the pursuit of their major corporate interest, self-maintenance, self-perpetuation or continuity, and order in associational relationships. The college subscribes to the belief that the identity and value of the individual as revealed in Jesus Christ constitutes the fundamental basis upon which the social organization and order are established. The political system known as the democratic process is the most adequate system for the operation of free nation; but this system is undergirded by the concept of humanity and society as seen in the Christian scriptures. A philosophy of education most suited to peoples' needs and society is not complete, therefore, without the content of scriptural truth incorporated into the educational program.

**What is the nature of the universe?** Modern educators are concerned with the necessity of providing an adequate world view for those who are being educated. Manhattan Christian College holds the view that the total universe is the result of the creative power of God. God is the giver and sustainer of its order and His revelation of himself in Christ and in scripture is in harmony with all the truth which may be discovered about the universe. Furthermore, it is held that an adequate world view cannot be achieved apart from an inclusion of both creation and revelation.



## **Our Calling**

To live to the praise of His glory.

## **Our Mission**

To educate, equip, and enrich Christian leaders.

## **Our Vision**

Every student and graduate will be prepared and motivated to penetrate the world with the gospel of Christ regardless of chosen profession.

## **Our Core Values**

Manhattan Christian College is a private institution of higher education, committed to the Christian mission of winning the world to Christ. With the conviction that every member of the body of Christ is a minister, the college seeks to foster in all students a world-wide vision of the mission of the church: preparing them to be servant leaders as Christ modeled and challenged us all to become, providing opportunities for spiritual growth toward Christian maturity, and promoting the Restoration Movement ideal of becoming Christ's church as revealed in the New Testament. Thus, our institutional core values are:

### **Lordship of Christ**

All believers should live a life devoted to Jesus Christ, God's Son and our Lord and Savior that reflects Christ-like character and conduct.

### **Excellence**

As servants of Jesus Christ we must strive for excellence in ministry and life.

### **Applying God's Word**

The inspired Word of God should be normative for faith and practice with effective exegesis used to rightly apply God's Word to our daily lives.

### **Discipleship**

In fulfillment of the Great Commission, all believers, regardless of chosen profession, are included in God's plan to make disciples of all nations.

### **Evangelism**

Christians are commanded to penetrate the world with the Gospel of Jesus Christ and call all to a saving relationship with Him.

### **Relationships**

A Christian must have a high value placed on personal relationships built on God's love, truth, and grace.

### **Stewardship**

All believers are purely stewards of the time, talent, and treasure given to them by God.

### **Heart for learning**

A heart for learning and personal growth is important to sustain a lifetime of service and commitment for Christ.

## **Integrity**

Christian leaders should live lives of integrity in public and private.

## **Prayer**

Practicing a life of prayer and worship is vital to live a life of service to Christ.

## **Our Institutional Objectives**

Every Manhattan Christian College graduate will:

1. Understand and apply Scripture responsibly.
2. Think critically with the ability to evaluate, problem-solve, and plan.
3. Communicate effectively.
4. Develop a cultural awareness that promotes influence from a biblical worldview in different cultures.
5. Recognize personal leadership skills and abilities.
6. Demonstrate Christ-like character and conduct in all aspects of life.
7. Develop skills and attitudes necessary for lifelong learning.

## **Programs**

Established in 1927 as a part of the Bible college movement, Manhattan Christian College offers undergraduate degree programs with a curriculum centered on the Bible as the Word of God. General education develops an understanding of self and others, communication skills, critical and creative thinking, and cultural awareness thereby establishing an integrated Christian world view. The majority of the college's specialized majors prepare people for professional, church-related leadership, and service. In cooperation with Kansas State University and Manhattan Area Technical College, our degree programs enable people to utilize other careers to meet the needs of people around the world. Programs are also organized to provide continuing education for church leaders and appropriate services and resources for churches and Christian groups.

## **Accreditation and Academic Standing**

**North Central Association of Colleges and Schools (HLC-NCA)**—Manhattan Christian College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. Initial accreditation was received in 2000 and was reaffirmed in 2005.

*North Central Association of Colleges and Schools  
The Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
Telephone: (800) 621-7440  
www.ncahlc.org*

**Association for Biblical Higher Education (ABHE)**—Manhattan Christian College was initially accredited in 1948 and was reaffirmed for accreditation in 2007 for 10 years. ABHE is a national undergraduate institutional accrediting agency recognized by the Council for Higher Education Accreditation (CHEA). ABHE is listed by the United States Department of Education as the recognized accrediting agency for undergraduate Bible college education. Further ABHE is recognized by the Department of Justice, Veterans Administration, and other relevant federal agencies.

*Association for Biblical Higher Education  
5850 TG Lee Blvd., Suite 130  
Orlando, FL 32822  
Telephone: (407) 207-0808  
www.abhe.org*

Students who have a complaint against the college may contact in writing or call HLC-NCA or ABHE.

**Transfer Credit Practices of Designated Educational Institutions**, published by the American Association of Collegiate Registrars and Admissions Officers, indicates a general acceptance of MCC credits, for the transfer of courses that are substantially equivalent. Manhattan Christian College is empowered by the State of Kansas to “confer such scholastic degrees or certificates of graduation as are usually conferred by Institutions of Higher Learning.”

The Kansas Veterans Commission has approved the college for the training of veterans under Public Law 550, 82nd Congress. The college is authorized under federal law to enroll non-immigrant alien students.

Students at Manhattan Christian College are eligible for Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loan Program, Stafford Loan Program, and the College Work Study Program under the U.S. Department of Education.

# Admissions Information

The mission of Manhattan Christian College is to educate, equip, and enrich Christians to be leaders, therefore admission to Manhattan Christian College is qualified by academics, leadership references, and religious orientation. No qualified student will be denied admission to the college based on race, sex, national origin, personal disability or age.

## Admission Requirements

Early application for admission is advantageous both to the student and to the college. Students who intend to enroll in Manhattan Christian College should take the following steps to ensure prompt action on their applications.

1. Submit a completed application form. Applications are available by contacting the Admissions office or on the internet ([www.mccks.edu/admissions/appintro.html](http://www.mccks.edu/admissions/appintro.html)).

2. Request official transcript(s) be sent to MCC as specified:

**New Freshmen**, high school graduates with no earned college credits since the summer after high school graduation, must have your high school send the college an official transcript showing at least six semesters' work, and a final transcript for proof of graduation.

**General Education Development (GED) Recipients** must have the state GED office send the college an official transcript showing scores for completion of the GED exam.

**Transfer Students**, including those students applying to the traditional, LEAD, or Online programs, must have official transcript(s) sent to MCC of all college work done elsewhere. The official transcript should indicate the status of the student with the college most recently attended. Transcripts "issued to student" are not official.

3. Distribute the two personal reference forms and ask for them to be returned to the Admissions office (copies of the forms are available on the internet).

4. Include the non-refundable application fee.

After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken. Other application requirements include:

**New Freshmen** should take the ACT or SAT test and have the results sent to the college. Manhattan Christian College's ACT code is 1436 and SAT code is 6392. Students who do not have a high school cumulative GPA of 2.5 or a minimum of 18 ACT (840 SAT) score may be admitted to MCC on a probationary basis. See "Special Student Status" below. If the student has not taken the ACT or SAT prior to enrolling at MCC, the following may apply: (1) The student will take the exam during the first semester of attendance; (2) The student may be accepted on a provisional basis until the exam has been taken and the results received by the college. Students admitted on a provisional basis cannot receive federal financial aid; (3) If the student fails to take the ACT or SAT, the student may not be allowed to enroll the following semester.

**General Education Development (GED) Recipients** who are under 25 years of age should take the ACT or SAT test and have the results sent to the college. Manhattan Christian College's ACT code is 1436 and SAT code is 6392. Students who do not have a minimum of 18 ACT (840 SAT) score may be admitted to MCC on a probationary basis. See "Special Student Status" below.

**Transfer Students** who have been academically dismissed or are on probation from another institution or have less than a 2.0 cumulative GPA may be admitted on academic probation at

MCC for the first semester of enrollment. See “Special Student Status” below. Degree completion students (LEAD and distance learning) must have completed 40 or more transferable semester credits from accredited colleges, post secondary institutions, or military service. Degree completion students may be granted provisional admittance. Those applicants not meeting admission requirements will be informed of any deficiency in course work or other requirements, and a program to fulfill these requirements will be developed and mutually agreed upon. Failure to complete the admissions requirements by the end of the first semester of study may cause the student to be administratively dropped from the program with no financial reimbursement. All official documents must be received by the adult education department office before a student can be fully admitted. Federal financial aid is awarded only to “fully admitted” students.

## **Admission of Part-Time Non-Degree Students**

An abbreviated admissions process is available to a person who enrolls in 6 or fewer credits hours per semester as a non-degree seeking student. The part-time non-degree student should take the following steps for admission:

1. Submit a completed application form. Applications are available by contacting the Admissions office or on the internet ([www.mccks.edu/admissions/parttime.html](http://www.mccks.edu/admissions/parttime.html)).
2. Distribute the two personal reference forms and ask for them to be returned to the Admissions office (copies of the forms are also available on the internet).
3. Include the non-refundable application fee.

If the part-time non-degree student desires to seek a degree, or enroll in more than 6 credit hours, the student must complete the regular admission requirements as stated above. After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken.

## **Admission of International Students**

It is important that all of the following be received in this office **before** any action can be taken on your admission. No I-20 form will be issued until all items are in our office and you have been officially admitted to the college by the Admissions Committee.

1. Complete an International Student application. Be sure to complete both sides of the form. Make sure the application is signed and indicate an intended field of study. This is required to receive an I-20.
2. Make sure to write (**do not type**) a brief letter to accompany the application. This letter should state the reason for desiring to attend MCC, vocational aim, and personal relationship with Jesus Christ.
3. Enclose three (3) reference forms (included with application) from individuals other than relatives. We prefer these to include one from a church leader and one from a school teacher if possible. The third reference may be from a friend or co-worker.
4. Include the non-refundable application fee of \$25 (U.S. dollars).
5. Provide official translated copies of your entire secondary and post secondary school records.

If you have attended any college or university in the United States, *final* transcripts from these colleges must also be ordered by you and be sent from the registrar’s office directly to: Admissions, Manhattan Christian College, 1415 Anderson Ave., Manhattan, KS 66502. Transfer credit may be awarded for university level studies completed abroad, based on official records and transcripts submitted with your application. This credit is evaluated on an individual basis. Course syllabi, course descriptions, and test results may be required to facilitate the evaluation. You should bring these documents with you. Evaluation may be delayed until after you enroll. Final determination of the amount of academic credit will not be made until after you are admitted to the university.

6. The Test of English as a Foreign Language (TOEFL) should be taken. A minimum score of 550 on the written test or a 213 on the computer TOEFL is required for admission. Proficiency may also be determined by passing a full academic year of college level freshman English with a grade of “C” or better at an accredited institution of higher learning in the United States. Arrangements to take the TOEFL may be made by contacting the following:

***TOEFL, Educational Testing Service  
PO Box 6155  
Princeton, NJ 08541-6155  
Phone: 609-771-7100  
Website: www.toefl.org***

Students who demonstrate difficulty with either written or spoken English may be required to participate in an English Language program to strengthen necessary skills. The purpose of this is to ensure adequate proficiency to learn in an English-speaking classroom.

7. Complete an Affidavit of Financial Sponsorship. This special form must be dated within one year of applicants anticipated entry into the college. *Students may not sponsor themselves or other students.* Students will need sponsorship for the 2011-2012 school year in the amount of \$26,945.00 (U.S. dollars)\*. **Unfortunately, MCC does not have financial assistance funds available for international students. MCC does not accept certificates of balance as a substitute for the signed bank portion of the affidavit.** If your bank is unable or unwilling to sign the form, the bank must submit a letter to the Admissions Office stating its policy. (\*Subject to change without notice)

Documents should be submitted in time to allow for required analysis and review and to ensure that the college can provide the student with necessary information and immigration documentation (I-20) to meet the semester starting dates and provide adequate time for students to complete the necessary travel arrangements. Application deadlines change each semester, please see MCC’s website ([www.mccks.edu/admissions](http://www.mccks.edu/admissions)) or contact the college for more information.

**Health Insurance.** Manhattan Christian College requires all students to have health insurance. Health care in the United States is extremely expensive. MCC also recommends that any dependents also be covered by health insurance. If insurance is not supplied by a sponsor or agency, you can purchase it upon arrival.

## **Readmission Process**

Any student who has had a lapse in attendance of at least one semester will be classified as a readmitted student. After the lapse in attendance students will need to reapply and be readmitted before taking further courses at the college. There is no readmission application fee. Students desiring to be readmitted should complete the following:

1. Submit a completed “Returning Student Application” form.
2. Distribute the two “Returning Student” personal reference forms and have them returned to the Admissions office.
3. Submit all college transcripts from college(s) attended after leaving MCC.
4. Student must have no financial indebtedness with MCC and/or other colleges attended.
5. Students who have been dismissed for academic or disciplinary reasons must contact the Admissions office for current readmittance procedures.

The Admissions office has the responsibility or right to deny admission to a student for just cause. After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken.

### **Special Student Status**

Any student who does not have at least a 2.5 cumulative GPA or does not have a composite score of 18 or above on the ACT (840 on the SAT) (combined math + verbal scores) *may be* admitted on a probationary basis as a “special student.” This status has the following implications:

1. The student may be limited to 12 hours during the first semester.
2. After the fifth week of the first semester, the student will meet with his or her advisor to evaluate the student’s class work. If satisfactory work is not evident, the advisor may recommend a reduction in course load.
3. The student will not be permitted to participate in any extra curricular activities, the gospel team program, music ensembles, join a varsity athletic team, or hold a student government position.
4. The student must enroll in ORN 010 Study Seminar until a 2.0 grade-point average is attained.
5. The student must maintain at least a 2.0 grade-point average for the first semester to achieve regular student status. If the student does not achieve a 2.0 GPA, they will be dismissed.

### **Fraudulent Applications**

Individuals who withhold or provide fraudulent information on the application for admission or readmission are subject to immediate dismissal from the college. The decision for immediate dismissal from the college will be made by the Administrative Council. This decision will be made after a complete and thorough review of the situation and in an individual conference with the student involved. The individual dismissed has the right to appeal the decision to the Admissions Committee, whose decision will be final.

# Financial Information

## Billing and Payments

Payment of fees, check cashing, and questions concerning student financial records should be directed to the Accounts Receivable Office in Coffin Memorial Hall.

## Tuition and Fees\*

**Traditional Programs.** Tuition for traditional programs is based on the following payment schedule. For students enrolled in 1 to 11 hours there is a per hour charge assessed. A flat rate is charged for enrollments of 12 to 18 hours. Hours over 18 are assessed at the same rate as the 1 to 11 hour enrollment. A tuition and fee schedule may be obtained from the business office or at the MCC website. The 2011-2012 tuition rate is \$509 per credit hour for 1-11 hours with a flat fee of \$6,200 per semester for 12-18 credit hours.

**Degree Completion Programs.** Total semester tuition hours are calculated according to the number of credit hours in which a student enrolls. First semester tuition is due at registration. Subsequent semester payments are due the final class session of the preceding semester. A tuition and fee schedule may be obtained from the business office or at the MCC website. The 2011-2012 tuition rate for LEAD is \$4685 for the normal semester load of 12.5 hours. The 2011-2012 tuition rate for MCC Online is \$347 per credit hour. Note: For refund calculations, all modules (classes) in any given semester are considered as starting on the first day of that semester.

**\*The college reserves the right to adjust pricing at any time without prior notice.**

## Yearbook Fee

All students seeking a degree in a traditional program must pay a yearbook fee.

## Housing and Dining Fees

All full-time freshmen and sophomore students living in MCC residence halls are required to be on a meal plan. At the beginning of each semester, students choose between a 15-meal or a 10-meal option. Once a meal plan option has been chosen, it may not be changed during the semester. Meal options may not be traded or shared with other students or guests visiting campus. Those not living in a resident hall may purchase meals individually. Housing and Dining fees for 2011-2012 total \$3,178 (10 meals) and \$3,528 (15 meals) per semester.

## Technology Fee

All students are charged a per credit hour technology fee. Internet and e-mail access is available in most campus buildings. On-line data bases and e-books may be reached through the college's web page.

## Parking Fee

Students wishing to park in the MCC parking areas designated for student parking must buy a parking permit. Permits are issued at enrollment and may be obtained later from the business office.

## Health Service Fees

Full-time students must choose one of the following options:

1. Enroll in the student medical insurance plan approved by the college.
2. Pay for KSU Lafene Health Center for clinic services.
3. Submit proof of health insurance coverage.

The college is not responsible for doctor, hospital, drug charges, or any medical expense incurred by a student.

## Kansas State University Fees

MCC will provide courtesy payment to KSU for tuition and fees (this does not include special fees for a specific program such as art or business) for students enrolled at both MCC and KSU if students receive



their federal aid at MCC. MCC must be reimbursed in full for KSU charges at registration. No MCC grants or scholarships may be used to pay for KSU charges. No MCC grants or scholarships may be used to pay for KSU charges. The student must notify the Assistant to the Vice President for Business Affairs at MCC after pre-enrolling at KSU of the desire for MCC to provide courtesy payment to KSU. Students who have not pre-enrolled at KSU must take a letter from the Assistant to the Vice President for Business Affairs with them when enrolling at KSU to take advantage of the program.

## Late Enrollment Fee

A late enrollment fee shall be assessed by the business office for any student not completing enrollment by the end of the student's scheduled enrollment period for the semester (see also *Enrollment Information* in our *Academic Information* section).

## Additional Charges

**Returned Checks.** A charge of \$40 is assessed for each returned check. Students with multiple returned checks may lose the privilege of paying by check.

**Collection Costs.** Balances outstanding at the end of the semester after which the student is no longer enrolled will begin accruing interest at an annual rate of 18%. Accounts with outstanding balances 60 days after the student is no longer enrolled may be submitted to a collection agency. All charges associated with the collection of the overdue account are the student's responsibility.

## Terms of Payment

Continued enrollment to the end of a semester, enrollment for future semesters, availability of official transcripts, and graduation are contingent upon full and timely payment of all monies due the college.

1. **College Payment Plan.** At the discretion of the vice president for business affairs, semester expenses in excess of student financial aid awards may be paid in four monthly installments with the first payment due at registration. Under this plan, 25% of the total semester cost plus a \*\$50.00 administrative fee is due at registration. The remaining 75% is paid in three installments which are due on the 20th of the following 3 months. All current semester costs must be paid before enrolling for the next semester. **\*Note: The administrative fee of \$50.00 is added to the first payment of each semester.**

2. **Employer Reimbursement Plan.** If an employer selects to reimburse tuition costs upon successful completion of each course, or each semester, the student is responsible for the payment at registration. It may be possible for the student to use the employer's reimbursement to pay for subsequent semesters.

## Refund Policy\*

Various ongoing expenses such as employee salaries and the purchase of materials and equipment are incurred each year in response to a student's decision to attend Manhattan Christian College. Refunds of tuition and housing/dining charges are made based upon the following schedule in the case of withdrawal from a specific course or from the institution:

On or before the first day of class	100%
1-10% of semester completed	90%
11-25% of semester completed	75%
26-50% of semester completed	50%
51-60% of semester completed	25%

Books and those fees not specifically referred to above are non-refundable. Refund checks will not be written for less than \$1.00 if the credit was made by Title IV funds. Refund checks will not be written for credit balances that are \$5.00 or less on any student account that was paid with other funds. Refund policies for short term programs, including but not limited to intersessions and summer sessions may have different refund policies. Such policies are stated in the enrollment materials for these programs. In the case of a total withdrawal during the first 60% of a semester, a portion of student aid provided through MCC scholarship funds will be considered unearned and must be returned by the student.

**MCC Online (Distance Education) Course Refund Policy.** This policy applies to all online courses that MCC currently offers, or will offer in the future. The typical MCC Online course duration is 8 weeks, and each week is defined as Monday through Sunday. The course refund policy is:

On or before the first day of class	100%
First week of the course (days 2-7)	75%
Second week of the course (days 8-14)	40%
15th day and beyond	0%

Students must request and complete the necessary paperwork to drop (or change status) for a course prior to 5:00 p.m., central time of the deadline. There are no refunds after the second week of any 8-week course. Students must be aware that total withdrawal during the semester may have an impact on the financial aid received by the student. Contact the Financial Aid office for details.

**Return of Federal Financial Aid Funds.** Students receiving federal financial aid (excluding federal work-study money) who withdraw from the institution during the first 60% of a semester are subject to federal “Return of Title IV Funds” calculations. Federal aid is earned on a percentage basis corresponding with the length of time students are enrolled in a semester. Students are considered to have earned 100% of their aid after completing 60% of the semester. Students’ accounts are credited with 100% of a semester’s aid at enrollment. Upon withdrawal, aid must be recalculated and any unearned aid repaid to federal programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. Other federal, state, private, or MCC assistance programs

Pell grants may also be adjusted when courses are dropped within a semester, resulting in a balance due MCC from the student. For more information regarding the required return of funds and for specific examples on the return of funds process, see the Director of Financial Aid. The refund of tuition as calculated by the MCC refund policy is a process separate from the federal “return of funds” calculation. It is possible that a student could owe money to MCC and/or the federal government after both processes are applied. Because of the personal financial obligation incurred by withdrawing from the institution, a student is strongly advised to visit with a financial aid counselor prior to withdrawal. The date used to calculate a refund and any required return of funds will be the student’s withdrawal date as described under *Withdrawal Procedures* in the *Academic Information* section of the MCC catalog. In the case of unofficial withdrawal, the date used will be the later of the midpoint of the semester or the student’s last documented date of attendance.

**\*Please note that all refund and return of funds schedules and policies are subject to revision.**

## **Financial Aid**

Student financial aid is available in a variety of forms. Not only does the college award scholarships, but most students are eligible for some type of federal financial aid. Therefore, it is required that students also complete the Free Application for Federal Student Aid (FAFSA) to ensure that they receive all the federal financial aid for which they qualify. For a FAFSA or more information concerning financial aid opportunities at MCC, contact a financial aid counselor at Manhattan Christian College. Manhattan Christian College participates in the Federal Pell Grant and Supplemental Educational Opportunities Grant (SEOG) Programs, the Federal Work Study Program, the Federal Perkins Loan Program, the Federal Family Education Loans, Stafford Subsidized and Stafford Unsubsidized Loans, and the Parent Loans for Undergraduate Students (PLUS).

As a condition of receiving federal financial aid students must maintain satisfactory academic progress. Freshmen must achieve a 2.0 cumulative GPA while completing 24 hours, sophomores a 2.0 cumulative GPA and completion of 48 hours, juniors a 2.0 cumulative GPA and completion of 72 hours, and seniors a 2.0 cumulative GPA and completion of 96 hours. Students falling below the minimum requirements for their level will be placed on one semester of financial aid warning status. Failure to achieve above the minimum requirements at the end of that semester will result in financial aid termination. Since federal aid policies often change from year to year, students will need to refer to the financial aid handbook for details of the aid programs, procedures, any changes, and specific dates for the year in which they are interested. Further questions can be asked of a financial aid counselor.

**Scholarships.** MCC has a variety of scholarships available to qualified students in its traditional program. MCC Scholarships are offered to students who have applied, been admitted, and are seeking a degree at Manhattan Christian College. Full-time enrollment (12 hours or more) is required. The student's application for admission and acceptance to the college will initiate the scholarship awarding process. Scholarship information, requirements, and qualifications that apply to that academic year are offered in the student's recruitment packet. Students are governed by the scholarship requirements of their initial entry year.

We would like to acknowledge and give our appreciation to everyone who makes MCC Scholarship funds available. Our endowed scholarship donors are listed as follows:

## Endowed Scholarship Donors

Frank Anderson Memorial Scholarship	Anderson Village Endowed Scholarship
Ellis O. and Idella Richards Arnold Scholarship	Aten Memorial Scholarship
Tennie Mae Baird Memorial Ministry Scholarship	Lucy Blaker Bartlett Scholarship
Anna Bender Scholarship	Ruth Bertrand Memorial Scholarship
LeEtta Bradshaw Memorial Scholarship	Ray Britton Memorial Scholarship
Kenneth and Phyllis Cable Endowed Scholarship	Camp Team Memorial Scholarship
Carter Memorial Scholarship	Coatney Endowed Scholarship
Goldie Cole Memorial Scholarship	Ernest and Leona Congrove Memorial Scholarship
E. Olin and Elsie J. Cooke Scholarship	Corey Endowed Scholarship
Cross-Cultural Endowed Scholarship	Dittmore Memorial Scholarship Fund
J. W. Duke Memorial Scholarship	Eggleton Memorial Scholarship Fund
Thaddeus and Ella French Endowed Scholarship	Clara Webb Gooden Memorial Scholarship
Graham Scholarship Fund	Greenlee Memorial Preaching Scholarship
Lloyd and Elva Hannah Memorial Scholarship	Hanzlick Memorial Scholarship
Toliff Henrickson Endowed Scholarship	Hinkle Scholarship
Jellison Memorial Scholarship	J. Harold Johnson Scholarship Fund
Pearl E. Johnson Scholarship	T. H. Johnson Endowed Scholarship
Jolly Trust	Bessie Means Jordan Memorial Scholarship
Kelly Memorial Scholarship	Knedlick Scholarship Fund
Kurtz Scholarship	Kvasnica Endowed Scholarship
Lamp Endowed Scholarship	Leach Memorial Scholarship
LEAD Scholarship	Library Endowment
Losh Scholarship Fund	W. F. Lown Memorial Scholarship
MCC Endowed Scholarship	Mathis/Falen Scholarship Fund
Harry and Char Means Endowed Scholarship	M/M Chester Mendenhall Memorial Scholarship
Elizabeth Mendenhall Memorial Scholarship	Wilma K. Myers Scholarship
Mills Memorial Scholarship	Julia Mooney Memorial Scholarship
Ernest and Ruby Palmer Student Aid Fund	Dorothy Phelps Memorial Scholarship
Joan Priefert Memorial Scholarship	Prochaska Memorial Scholarship
Archie Ritter Memorial Scholarship	Mabel A. Robinson Scholarship
John Russ Memorial Scholarship	Frank Sager Memorial Scholarship Fund
James, Wilmer, and Joan Severns Scholarship	Ross and Irma Severns Memorial Scholarship
Sexton Scholarship Fund	Bill Shattuck Endowed Scholarship
Sprecker Scholarship	Stanfield Memorial Scholarship Fund
Stratton/Hamilton Endowed Scholarship	Stuckey Memorial Scholarship
VanBuren Scholarship Fund	Voss Memorial Scholarship Fund
M/M Ellis T. Wears Endowed Scholarship	T. H. Wells Endowed Scholarship
M/M C. S. Wilson Endowed Scholarship	Russell S. Wilson Scholarship Fund
Woman's World Distinguished Scholarship	

## Other Aid Programs

**Kansas Comprehensive Grant:** Awards from this source are up to \$1750 per semester. To be considered for this need-based grant, students must have indicated Kansas as their state of residency on the federal application (FASFA). Students must also file the FASFA in time for the federal processor to receive it by April 1 of each year. Other criteria for this award include full time tuition charges at MCC and a minimum cumulative 2.0 grade point average. This award may be changed by the state legislature and is limited to four years.

**Kansas State Scholar:** Kansas State Scholars need to be sure to indicate on the FAFSA to release the report to the state. The Kansas Board of Regents requires that a state aid application be completed and submitted with the required fee to the Kansas Board of Regents each year by the deadline for new and renewal scholars. High school counselors who work with Kansas State Scholars will be able to furnish instructions for this process to potential State Scholars. Renewal scholars may contact the MCC financial aid office for applications and instructions each year. Students need to watch for early deadlines that may change from year to year. This award is limited to four years.

**Veterans Administration:** Various forms of financial aid for education are available under the new GI Bill and other VA programs. Veterans and, in certain circumstances, their dependents, should call 1-800-827-1000.

**Military Active Duty:** Active duty military personnel may be eligible for financial aid for education. The application process for TA benefits begins with the Learning Center that supports the student's unit.

**Vocational Rehabilitation:** State Departments of Vocational Rehabilitation provide financial assistance for students seeking college degrees under certain circumstances. Contact the Vocational Rehabilitation Director for details.

## Student Consumer Information

Since Manhattan Christian College participates in federally funded financial aid programs, the institution is required by regulation to provide all students with the following information.

The current graduation or completion rate at Manhattan Christian College is 48 percent.

The Department of Education's "Drug-Free Schools and Campuses Act" requires that Manhattan Christian College prohibit the unlawful possession, use, and/or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities. As a Christian college, that policy has always been in effect. MCC is required by law to provide you with this information.

# Student Life Information

## Principles of Conduct

Each student enrolled at Manhattan Christian College will be expected to live according to Christian principles at all times. Our standard of conduct at Manhattan Christian College is positive Christian living. All members of the college community seek to live according to the principles of life revealed by and in Jesus Christ, as taught in the scriptures. We wish for our quality of living to evidence the fruit of the Spirit in our lives. Representative scriptural guidelines are found in such passages as: Philippians 4:8; I Corinthians 6:12; 10:23,31; Galatians 5:16-25; Colossians 3:17; I Thessalonians 4:1-8; and Philippians 2:1-11. By voluntary membership in this Christian community, a student assumes responsibility to abide by all regulations of the college, and must remember that they represent Christ and MCC wherever they are. They are expected to maintain lives of integrity and reflect the character of Jesus Christ at all times.

## Dress

Wearing apparel at Manhattan Christian College should carry the dignity of Christian college students and bear witness to serious commitment. Each student is expected to dress appropriately when leaving the residence halls to go to any other part of the campus or to leave the campus. The basic concern is that clothing of all types be characterized by neatness, appropriateness, and, above all, modesty. Faculty and staff will help encourage appropriate and modest dress.

## Tobacco, Alcohol, and Drugs

Manhattan Christian College is a smoke-free environment. No student who is enrolled at Manhattan Christian College may use tobacco in any form, alcoholic beverages, narcotics, or drugs (unless prescribed by a physician). Any student found engaged in the use of these after enrollment will be subject for dismissal from the college.

## Discipline

Ideally, the Christian should live by principles, not by laws. The key to a well-adjusted, mature Christian character is self-discipline under the authority of Christ. Realistically, however, we recognize that for successful group living on a college campus some regulations are necessary. Individual liberties are limited by the rights of others and the welfare of the group. The Vice President for Student Life, Director of Student Development, residence hall supervisors, and resident assistants (RAs) hold the major responsibility in matters relating to student behavior. The formal judicial process attempts to confront misconduct that the student might learn from the experience, respond to the correction, and be reconciled to the community whenever possible. Possible courses of disciplinary action are listed in the MCC Student Handbook under Formal Disciplinary Action. The MCC Student Handbook is on-line at the MCC website: [www.mccs.edu](http://www.mccs.edu).

## Housing

**Residence Halls.** Residence hall living provides unique opportunities for personal growth as well as many small group experiences that complement and support the mission of the college. Research demonstrates that living in residency has a significant positive impact on a student's college experience. Because of the role residential living plays in the success of the undergraduate experience, all students who are enrolled in six or more credit hours are required to live in the residence halls. The exceptions to this rule are students who are married, 21 years old, those who have been in college for two years, or have parents who reside in the city (In this case, the student must live with the parents.) Members of the opposite sex are not permitted to live together. Marriage and living with an immediate family member are the only exceptions. Freshman and sophomore full-time students have first priority in residence hall housing. Juniors, seniors, and part-time student will be permitted to living in the residence halls only when space allows. The student must take at least six hours per semester at MCC to live in the residence halls and adhere to all MCC policies.

Residence hall supervisors work to encourage residents in their Christian growth as well as maintain the best possible conditions for living and study. They plan weekly devotions and social activities within the residence hall, as well as provide many other services and programs. The residence hall supervisors are available to assist the students in problems associated with college transitions as well as personal issues. These supervisors report directly to the Director of Student Development.

The Resident Assistants (R.A.s) are upperclassmen who have applied and have been selected to serve in this leadership role. They work with the residence hall supervisors in the management and implementation of the residence hall life program and are available to the residents for assistance in college transition and personal issues.

## **Hours**

All freshmen students are to be in their residence hall according to the following schedule:

Sunday through Thursday — Midnight  
Friday and Saturday — 1:00 a.m.

This curfew is in effect throughout the fall semester and in the spring semester until spring break. School activities that preclude keeping this schedule will be considered valid and will be left up to the discretion of the residence hall supervisor. Generally, students are expected to be in the residence hall one-half hour after the conclusion of such activities.

A complete list of Residence Hall Regulations is listed in the MCC Student Handbook under Residence Hall Rules. The MCC Student Handbook is on-line at the MCC website: [www.mccs.edu](http://www.mccs.edu).

## **Health Care Program**

All full-time students must choose at least one of the following options: (Note: Part-time students with 11 hours or less may choose any or none of these options.)

*Option 1:* Health care at Lafene Student Health Center on the campus of Kansas State University. This service entitles the student to 24-hour-a-day, 7-day-a-week, medical care plus medication and X-rays at a discounted price.

*Option 2:* Medical insurance provided by Student Assurance Services through Manhattan Christian College. This policy allows benefits for expenses actually incurred within one year from the date of accident or the date of first medical treatment for a covered sickness.

*Option 3:* Proof of health insurance coverage. The college is not responsible for doctor, hospital, drug charges, or any medical expense incurred by the student.

## **Mailing Address**

The mailing address for an MCC student is 1415 Anderson Avenue, Manhattan, Kansas 66502-4081. All mail is distributed to individual mail boxes which are located in the student lounge of J. Donald Coffin Memorial Hall. Incoming mail will be distributed Monday through Friday by 2:00 p.m. unless otherwise posted. There will be no mail distribution on weekends or holidays.

## **Parking**

Administration of vehicle parking is handled by the business office. Any student who wishes to park in the MCC parking areas designated for student parking must buy a parking permit. Permits are issued at enrollment but they may be obtained from the business office throughout the year. The student parking lot is south of the Coffin Memorial Campus Center. The purchase of a permit does not guarantee a parking space, only the opportunity to park if a space is available. Any student car parked in a student parking area without a current parking permit visually displayed or any student car parked in the faculty and staff areas is subject to fines, wheel locks, and/or towing. Fines are forwarded to the college cashier. Motorcycles may be parked only in the allotted area. Bicycles should be locked in the bicycle racks. They are not permitted in the residence halls or in other MCC facilities.

## **Dining Services**

All freshmen and sophomore students living in MCC residence halls are required to purchase a meal plan. At the beginning of each semester, students choose between a 15-meal or a 10-meal option. Once a meal plan option has been chosen, it may not be changed during the semester. Meal options may not be traded or shared with other students. Non-resident students who desire to eat in the dining room may do so and pay on a per meal basis. Meal refunds are not allowed unless an exception is made by the business office. Meals are served Monday through Sunday when classes are in session, including finals week. The last meal served each semester is lunch on the last day of MCC finals. MCC dining services will make every effort to provide all foods needed for special diets. A student requiring a special diet must submit a list of allowable foods signed by a physician. If, for any reason, dining services is unable to provide the diet foods required, the student may visit with the Director of Student Development regarding options.

## **Chapel Services**

Chapel services are held each Thursday morning. Chapel provides an opportunity for the college as a community to come together and worship. Speakers from the area, missionaries, and college personnel present messages to challenge students in their faith. Chapel attendance is required of all students. Faculty, staff, and administration plan to attend chapel as a regular part of their workday. Occasionally, alternative gatherings are planned during these scheduled times.

## **Organizations/Activities**

### **Athletics**

Manhattan Christian College participates in the Midwest Christian College Conference and the National Christian College Athletic Association. Teams and individuals representing the college regularly compete in eight sports at the varsity level (men's basketball, men's soccer, men's baseball, men's cross-country, women's basketball, women's soccer, women's volleyball, and women's cross-country). Participation in MCC athletics is regulated by the conference and the NCCAA. All athletes must fulfill conference and NCCAA, as well as institutional, academic requirements to be eligible for participation.

### **Campus Activities/Master Calendar**

Banquets, receptions, and all school events are scheduled throughout the year on the master calendar by the registrar's office. The master calendar is the only official schedule of events. Students and organizations who wish to schedule an event must complete a "calendar request form" and submit it to the registrar's office prior to the 15th of the month. Event requests are then taken to the calendar committee who evaluates priorities and makes judgments on scheduling conflicts. Approved events are added to the appropriate day and published on the next printing of the master calendar.

### **Cru Staff**

The event staff ministers to junior high and high school students in various capacities. This team is selected by the admissions department each year and travels to churches as well as assists with on-campus events.

### **Gospel Teams**

Gospel teams are groups formed to present Christ through music, drama, dance, sign, preaching, or some other medium. Almost any kind of gospel team can be formed; some teams combine types of presentations. Each gospel team is sponsored by a faculty or staff member, but is student led.

### **Kansas State Facilities**

MCC students may use the recreational facilities at Kansas State University. These facilities include the Ahearn Natatorium, Peters Recreation Complex (which offers racquetball, basketball, indoor jogging, tennis, exercise/fitness rooms, and volleyball), and many outdoor walking and jogging paths. In order to use these facilities, MCC students must pay a fee. The recreational facilities use card may be obtained at the Recreational Services office in Peters Recreation Complex.

## **Music Ensembles**

Music ensembles provide an opportunity for students with the gift of music to use their talents in ministry. Manhattan Christian College's worship ministry program features a variety of praise bands. Other types of gospel teams include A Different View (drama team) and Flint Hills Masterworks Chorale (a community choir).

## **Student Council**

Student council serves as student government at MCC. Student Council officers as well as representatives from each class are elected each year and committee heads are appointed to serve. STUCO meets regularly to conduct business pertaining to student life and to represent the best interests of the student body. STUCO members serve as student advocates to college officials as well as serve on several student-led committees. The committees include Student Spiritual Life, Campus Center Governing Board, and Campus Program Council. Student council works closely with the student development office to develop effective student programming. Members of the council are appointed to serve on several of the standing committees of the college.

## **Small Groups**

Small Groups are small discipleship groups for Freshman and Sophomores led by upperclassmen. Upperclassmen Small Groups are discipleship groups led by faculty and/or staff members.

## **The Cru**

A team of students, organized by the Admissions staff, who have a strong loyalty to the college and are passionate about encouraging other high school students to attend a Christian College in general and MCC specifically.

## **Kansas State Campus Ministries**

There are many Christian organizations at KSU that you can get involved in: Christian Challenge, Fellowship of Christian Athletes, H.I.S. (Helping International Students), Icthus Christian Fellowship, and Navigators just to name a few.

## **Ministry Opportunities**

Many MCC students are active in off-campus ministries. These ministry opportunities are more than just a hobby...they are a passion. Such ministries include: weekend preaching, part-time youth ministry, worship leading, and other church involvement.

## **Kerusso Dayz Ministry**

KerussoDayz and other mission trips are offered throughout the year. The Kerusso Dayz trips are organized by the Student Development office and led by students.

## **Ambassadors**

A team of students, organized by the Institutional Advancement Office, represent MCC at churches and functions around the Midwest. This team travels throughout the year to share their love for the college and her mission with alumni and friends of the college.

## **Nursing Home Ministry**

Nursing Home Ministry gives students an opportunity to minister to the elderly through weekly visits, giving an encouraging note, making holiday cards & many other activities.

## **TheTroupe**

The drama ministry, the Troupe, performs in area churches and on campus presenting the Gospel through drama.



## **Summer Camp Teams**

A summer ministry where teams travel throughout the Midwest and help at Christian camps and conferences. Camp Team is a great opportunity to meet people, share the Lord, and experience many aspects of ministry.

# Academic Information

## Mission

The Academic Department exists to educate, equip, and enrich Christians to be leaders through quality academic programs.

## Academic Integrity Policy

A student is expected to demonstrate the highest Christian character in academic integrity. The student is expected to do personal work and to acknowledge the source of another person's words, ideas, statistics, or other materials.

**Definition of Academic Dishonesty.** Academic dishonesty includes cheating, plagiarism, falsification of credentials, and any other means of taking credit for academic productivity that is not one's own. Plagiarism is offering the work of another, published or unpublished, as if it were your own.

**Consequences of Academic Dishonesty.** When a student practices academic dishonesty, the professor has the option of: (a) requiring the test or assignment be redone for full or partial credit; (b) giving a failing grade for the test or assignment; or, (c) giving a failing grade for the course. Severe or repeated academic dishonesty by a student may become a matter of disciplinary action leading to dismissal. A written report made by the professor becomes part of the student's permanent record. A student may appeal the professor's judgment of academic dishonesty and the assessed penalty to the vice president for academic affairs. The decision of the vice president for academic affairs may be appealed to the entire faculty, whose decision is final. The vice president for academic affairs may conduct a hearing to determine the academic integrity of the student, using an ad hoc faculty committee of three uninvolved professors. Guidelines for the appeal process have been defined to ensure due process.

**Appeal Process Guidelines.** The following guidelines will be adhered to during all disciplinary decision-making processes:

- Due process will be granted to a student before MCC will impose any sanction upon one who has violated its rules or regulations.
- If the decision-making process involves a hearing, the student will be notified in writing as to the alleged violation and the time and place of the hearing. The student has the right to have another person present for any hearing.
- In the case of pending dismissal, the student will receive a written notice of the witnesses to appear, and will have an opportunity to inspect the evidence.
- No person, student or otherwise, will be forced to be a witness.
- The student will be given a written statement of the findings of facts, the basis for the decision, and the nature of the disciplinary measures before any disciplinary action can be enacted.

## Academic Programs Information

Manhattan Christian College offers four- and five-year bachelor's degrees, two-year Associate of Ministry degrees, a fifth-year Bachelor of Theology degree, an adult student degree completion program, both via the classroom and online, and a one-year certificate. At the bachelor's level, the student may pursue a Bachelor of Arts degree, which includes a language study, or a Bachelor of Science degree. All MCC bachelor degrees include a Bible/Theology major, general education, leadership, professional studies major, and unrestricted electives.

Dual-degree programs are developed in cooperation between MCC and Kansas State University and Manhattan Area Technical College. A student pursuing a dual-degree is responsible for making application for admission to either KSU or MATC. Admission to MCC does not assure or imply admission to KSU or MATC. The student should review the other institutions' curriculum materials and meet with one of their advisors to obtain the most up-to-date and specific requirements for their degree. An MCC degree program

may be changed through appropriate academic channels at any time. In cases where changes have been made while a student is pursuing a degree program at MCC, the following options are available:

- Completing degree requirements for the program undertaken when entering MCC.
  - Completing degree requirements for the program adhered to at the time of graduation.
  - Fulfilling degree requirements for any complete degree program in between entering MCC and graduation.
- A student may not mix requirements from two or more catalogs.

## **Continuation and Graduation Policies**

### **Academic Probation/Dismissal Policy**

Regardless of degree intent all students are subject to the probation/dismissal policy.

**Probation.** At the end of a semester a student who does not attain a cumulative minimum 2.0 GPA will be placed on academic probation for the next semester of enrollment, except for a student failing to attain a cumulative minimum 1.0 GPA in the first semester at MCC which results in academic dismissal of that student from the college. A student who is placed on academic probation may not engage in extracurricular activities (e.g., varsity or intramural athletics, student government, gospel teams, music ensembles, etc.). In addition, a reduced course load may be advised or required. Students on academic probation must enroll in ORN 010 Study Seminar during each semester of probation status. Students on academic probation will be automatically removed from probation at the time they earn a cumulative 2.0 GPA .

**Dismissal.** If after being placed on academic probation, a student continues on academic probation at the end of the next semester of attendance, that student will be disqualified and dismissed from MCC unless the GPA for the most recent semester of enrollment was above the previous cumulative GPA. In that case the student may be placed on continuing probation.

A student who does not attain a cumulative minimum 1.0 GPA in the first semester at MCC will be academically dismissed.

A student admitted on academic probation who does not attain the GPA of 2.0 by the end of the first semester will be dismissed from MCC.

A student who is academically dismissed will not be allowed to attend MCC for a minimum of one semester. If the student desires to return to MCC at that time, the readmission process must be followed. The vice president of academic affairs may stipulate other conditions for the student's return to MCC.

**Reinstatement.** After being dismissed, a student may submit a letter petitioning the vice president for academic affairs to receive immediate reinstatement. A student who has been reinstated is placed on academic probation for the subsequent semester. Petitions to appeal a denial of reinstatement to MCC should be directed to the Student Academic Appeals Board, which consists of the director for admissions and recruitment (chair), each academic department head, one student from a traditional degree program, and one student from a nontraditional degree program.

### **Character Requirements**

Since students at Manhattan Christian College are expected to conduct themselves in a Christ-like manner at all times, continued enrollment is contingent on conformity to the New Testament delineation of Christian character.

As noted in the *Student Handbook*, the standard of conduct at Manhattan Christian College is positive Christian living. All members of the college community will seek to live according to the principles of life revealed by and in Jesus Christ, as taught in scriptures. The goal is for such a quality of living as will provide the fruit of the Spirit in students' lives. Representative scriptural guidelines are found in Philippians 4:8; I Corinthians 6:12, 10:23,31; Galatians 5:16-25; Colossians 3:17; I Thessalonians 4:1-8; and Philippians 2:1-11. See the *Student Handbook* for a complete discussion of Christian character expectations. The MCC *Student Handbook* is on-line at the MCC website: [www.mccs.edu](http://www.mccs.edu).

A student integrity support system has been formed through the partnership of academic affairs and student development to provide accountability and to promote growth in the area of Christian integrity development. Should a student's integrity become such that the privilege of graduating from the college will not be granted, the student may appeal the decision to the president of the college.

## **Commencement and Awarding of Diplomas**

The college encourages all graduates to participate in commencement. Diplomas will be delivered to students when all graduation requirements are met and all financial obligations to the college have been cleared with the office of business affairs.

### **Commencement Participation Policy**

**Spring Petitioner.** An MCC student petitioning to graduate in a spring semester may participate in the commencement ceremony only if the student will have met all graduation requirements by the end of that semester. A student with a directed field experience pending will not be allowed to participate in the commencement ceremony. The student may participate in a subsequent ceremony upon completion of the directed field experience.

**Summer and Fall Petitioner.** An MCC student petitioning to graduate in summer or a fall semester may participate in the subsequent spring ceremony after all graduation requirements have been completed.

### **Graduation Requirements**

In order to graduate the student must petition the faculty for graduation by completing and submitting the required form obtainable from the registrar's office. Deadlines for petitioning and other graduation related dates will be provided to the student by the registrar's office prior to the beginning of each semester. To graduate the student must fulfill all financial obligations to MCC and all courses required for the degree or certificate and have on record with the registrar's office official transcripts of all postsecondary institutions attended. The student must attain a cumulative GPA of 2.0 and have sufficient Christian Service credits.

### **Latin Graduation Honors**

At graduation a student may qualify for various honors awarded during the commencement ceremony. These awards are based on achievement in all course work taken at MCC. Further, only course work taken at MCC is used in determining graduation honors. Each year Latin graduation honors recognize approximately 20% of graduating students. A student must have a minimum cumulative GPA of 3.60 to qualify for Latin graduation honors. The awards are:

Top 3% - Summa cum laude  
Next 7% - Magna cum laude  
Next 10% - Cum laude

### **Residency Requirements**

To receive a degree from MCC the student must earn a minimum of 32 credit hours of course work at MCC. These are normally the last hours earned. Usually, these hours include at least 3 hours of theology, 12 hours of Bible, and 12 hours of professional studies.

### **Withdrawal Procedures**

Whenever a student terminates enrollment at MCC, the student should make sure to do so properly. Upon making a decision to withdraw after consultation with the Vice President of Student Life, a student should notify the registrar's office of their intent. The student may need to inform other campus offices (i.e. business office, financial aid, housing). If so, the registrar's office will direct the student through the remainder of this withdrawal process. If all course work is being terminated before the end of the semester ("dropped"), the student is responsible for officially withdrawing from all courses. At the time a student's enrollment at MCC ends, the student's academic record is closed, with all incomplete grades converting to "F" and statements of personal and/or academic standing being made on the transcript, as appropriate.

## **Enrollment Information**

### **Advising and Registration**

The degree programs are listed in this catalog for the benefit of students and their advisors. The student is advised to study carefully the programs and the graduation requirements. While there are certain core courses common to all the degrees, there are also some significant differences that the student should have clearly in mind. Faculty advisors seek to aid the student in clearly understanding program requirements.

Registration packets and a faculty advisor are provided for the student at the time of registration. Course numbers are for the most part arranged so that the student may progress from one year to the next in an orderly sequence. Non-sequential arrangement of courses can create scheduling conflicts, which may make additional time necessary in order to meet graduation requirements. Every student should check with the faculty advisor on these matters.

Students may proceed through the enrollment process, which includes enrollment in classes, payment of tuition, fees, and other costs after receiving advisor approval for courses of study. No student is officially enrolled in classes until the student's admission is completed, all enrollment forms are approved, and all fees and charges are paid.

### **Late Enrollment Policy**

A late fee shall be assessed by the business office for any student not completing enrollment during the scheduled enrollment period for a semester. The amount of such late fee shall be determined annually. In recognition that there may be circumstances which may make it impossible for a student to complete enrollment during the scheduled enrollment period, some exceptions to the assessment of an enrollment late fee may be made.

- The registrar's office may waive the enrollment fee for any student that contacts the registrar's office prior to the scheduled enrollment period regarding circumstances beyond the student's control. Such circumstances include, for example, death in the family, illness, and some job contracts or internships. For these exceptions, the decision of the vice president for academic affairs shall be considered final.
- The business office may waive the enrollment late fee for any student that contacts the business office during the enrollment process regarding financial circumstances beyond the student's control. For these exceptions, the decision of the vice president for business affairs shall be considered final.
- Part-time non-degree student walk-ins enrolling for 6 hours or less are exempt from late fees.

### **Auditing a Course**

To audit a class a student must attend at least 80% of the class meetings. The student is not required to take tests or turn in homework. If the student changes from credit to audit after six weeks, 80% of the remaining classes must be attended. No withdrawal or change from credit to audit is permitted during the last four weeks of the semester.

### **Class Attendance Policy**

Because the classroom experience is a valuable part of the educational process and to promote the development of good habits in the life a Christian leader, a student is expected to attend class, participate in class discussion, and complete course requirements. Because of the variety of class sizes and objectives, instructors have authority for attendance and any effect that absences might have upon final grades. Instructors will have their attendance policy stated in their course syllabus.

To receive an excused absence, the student must communicate with the instructor prior to the absence, if possible. Excused absences include debilitating illness, college-sponsored activity in which the student is a participant, a family emergency, or bereavement. The instructor may assign make-up work for the absence. An excused absence does not excuse the student from fulfilling the stated objective for the course. At the

end of the first week of class an instructor may drop a student from the course if the student has not attended or contacted the instructor to express intent to take the course.

## **Earning Credit through Non-Traditional Delivery Methods**

### **Credit by Distance Learning**

Manhattan Christian College accepts a maximum of 36 semester hours of distance learning toward an on-campus degree. Distance learning courses include written correspondence, video correspondence, internet, and CD-Rom courses.

**Traditional Students.** Distance learning courses are available for traditional students unable to enroll in classroom work due to location, time conflicts, schedule overloads, or other special circumstances. Permission to enroll in a distance learning course must be obtained from the student's advisor and the registrar.

**Adult Education Students.** Distance learning courses are available for adult education students who need additional hours to fulfill degree requirements. Permission to enroll in a distance learning course must be obtained through the LEAD office.

**Non-degree Students.** Distance learning courses are available for any non-degree student who desires to further their learning. Permission to enroll in a distance learning course must be obtained through the registrar's office.

Students may enroll in only one distance learning course at a time unless given special permission by their advisor and the registrar.

Distance learning courses from other post-secondary institutions for transfer of credit will undergo the same evaluation as any course requested for transfer.

### **Credit by Examination and Prior Learning**

Manhattan Christian College accepts College Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), DANTES Subject Standardized Test (DSST), and other recognized credit-by-examination credits for equivalent general education courses. Credits-by-examination may be transferred to MCC if applicable to the student's specific degree program.

Credit for Prior Learning (CPL) is a method of documenting and validating previous college-level learning. Credit may be awarded based on the evaluation of the learning attained in technical or professional training, non-credit classes or work experience. Credit may also be earned for non-collegiate training in the military. Credit will be awarded after receiving appropriate forms (AARTS transcript, DD214, DD295) and will be based upon the recommendations set forth by the American Council on Education as indicated in the Guide to the Evaluation of Educational Experiences in the Armed Forces.

MCC will not award credit for national proficiency examinations or credit for prior learning based solely upon the evaluation or transcription of credit by any other university, college, or organization.

A maximum of 30% of a student's chosen degree program can be completed through non-classroom contact (such as credit-by-examination, credit for prior learning, military experience, et cetera). A tentative evaluation of credits for transfer is usually made as a part of the admissions process. An official transcript of credits is completed after the student has been admitted to a degree program and has begun the first full semester of study at MCC.

The opportunities to demonstrate academic competence are being increased and modified continually, so students should inquire about the current possibilities with the MCC registrar's office or their high school counselor.

## **Credit by Transfer**

Manhattan Christian College accepts credit for equivalent courses bearing a “C” (2.0) or higher grades from institutions accredited by regional accrediting commissions or the Association for Biblical Higher Education. Courses that are determined to be comparable in nature, content, level of credit, and relevant to MCC degree programs will be considered for transfer.

Credits from institutions not accredited by associations listed above may be accepted following validation. Validation consists of the following: (a) Only courses bearing a “B” (3.0) or higher grades will be eligible for transfer; (b) A review of syllabi, faculty credentials, grading standards, and other relevant learning resources at the sending institution will be conducted; and, (c) The student must earn a cumulative GPA of 3.0 or higher in the first semester of full-time enrollment at MCC. In some cases, only partial credit may be recognized for work done at colleges operating below conventional college standards. MCC accepts credit-by-examination credits for equivalent general education courses that are applicable to the student’s degree program. Examples of recognized national tests are: College Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST). A student may petition to demonstrate, for credit, adequate knowledge of an existing college course based on a Challenge Examination administered by MCC faculty.

The amount of credit transferable from other institutions may vary according to the student’s selected degree program.

## **Credit Hours and Semesters**

The traditional academic calendar is based on two semesters, each composed of approximately sixteen weeks of classes and final examinations. Courses are offered on a credit-hour (or semester-hour) basis. One semester hour (or one credit) signifies that a course meets for one fifty-minute period per week for sixteen weeks, with additional outside assignments including a final examination period. Exceptions to this are the on-campus and online degree completion programs. Semesters are used but classes are conducted in intensive formats with students taking fewer courses at a time.

Eighteen semester hours are considered the maximum load. Special permission to enroll in additional courses beyond this maximum must be secured through the student’s advisor and the vice president for academic affairs. Additional fees must be paid for course work in excess of eighteen hours.

Those who find it necessary to work to help meet college expenses should plan to reduce their semester hour loads. It is recommended that students who work more than 12 hours per week reduce their study load one semester hour for each three hours given to self-support.

## **Drop/Add Policy and Procedures**

Each student is responsible for enrollment maintenance. A student who does not follow the stated procedures to add a course will not be enrolled in it. A student who does not follow the stated procedures to drop a course, but instead just “walks away” from a course, will receive a grade of “F” for the course. The policy for dropping courses varies depending upon the length of the course.

### **Traditional 16-Week Courses**

#### **Policy for Drop/Add of Traditional Courses**

1. Drop during the first three weeks of class: The course will not be recorded on the student’s permanent record.
2. Drop between the fourth and twelfth week of class: A grade of “W” will be recorded on the student’s permanent record. The grade of “W” is not calculated into the grade point average.
3. Drop after the twelfth week: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student’s permanent record.

#### **Procedure for Drop/Add of Traditional Courses**

1. Consult the office of the registrar and fill out a drop/add form.
2. Get a signature of approval from the advisor.
3. Get a signature of approval from the professor.

4. Return the signed drop/add form to the office of the registrar.

## **LEAD Courses**

### **Policy for Drop/Add of LEAD Courses**

1. Drop before the second class meeting: The course will not be recorded on the student's permanent record.
2. Drop after second class meeting and before the next-to-last class meeting: A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not used in calculating the grade point average.
3. Drop after the next-to-last meeting: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

### **Procedure for Drop/Add of LEAD Courses**

1. Consult the office of the registrar or the adult education office and fill out a drop/add form.
2. Get a signature of approval from the advisor or adult education office personnel.
3. Return the signed drop/add form to the office of the registrar or the adult education office.

## **Distance Learning Courses**

### **Policy for Drop/Add of Distance Learning Courses**

1. Drop before second week of the course: The course will not be recorded on the student's permanent record.
2. Drop after the beginning of the second week of the course and before the end of the sixth week of the course: A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not used in calculating the grade point average.
3. Drop after the beginning of the seventh week: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

### **Procedure for Drop/Add of Distance Learning Courses**

1. Consult with your course instructor.
2. Contact the coordinator of distance learning to have a drop/add form filled out for you.

## **Student Classification**

A student is classified according to total credit hours taken at MCC and the credit hours transferred from other colleges.

Classification	Total Credit Hours
Freshman	0-29 hours
Sophomore	30-59 hours
Junior	60-89 hours
Senior	90+ hours

## **Supplying Transcripts from Other Institutions**

At the end of each semester students at Manhattan Christian College who have taken course work at another institution of higher education should request the institution's registrar's office to send to the MCC registrar a record of credits earned at the institution.

## **Grading**

### **Change of Grade Policy**

A change of grade for any grade other than a grade of incomplete "I", may be made after a final grade has been submitted **only** when the case involves a grade calculation error by the instructor.

### **Dean's List and Honor Roll**

A full-time student who has a semester GPA of 3.60 or above will be listed on the Dean's List for outstanding achievement. A student with a semester GPA of 3.25-3.59 will be listed on the Honor Roll. The student must complete at least 10 hours of work at MCC in a given semester to qualify for either the Dean's List or the Honor Roll. An incomplete or an unofficial withdrawal from a course enrolled in for credit at the



beginning of the semester may disqualify the student from either honor. A student in their final semester may qualify for the Honor Roll or the Dean's List with fewer than 10 hours.

## Grade Reports

Grade reports are provided at the end of eight weeks and at the end of the semester. They serve as a basis for objective counseling and guidance. Semester grades become a part of the student's permanent record.

## Grading System

Grades will be determined by individual professors as outlined in course syllabi. The college uses the following grade points to compute a semester GPA and a cumulative GPA. The cumulative GPA is computed on the basis of all credits attempted at MCC. The only exception is courses that are retaken and are not used in the calculation process.

<u>Letter Grade</u>	<u>Suggested Numerical Value</u>	<u>Quality Points</u>
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	59 or below	0.0

- A** signifies work of distinctly superior quality. Recitations and examinations indicate mastery of the course content and competent correlation of facts and principles. This grade should be given only when the student demonstrates scholar hip, initiative, a positive attitude, and cooperation in the class.
- B** is assigned for work of above average quality. The student is interested, thorough in preparation and fulfillment of assignments, and observes directions regarding form, organization, and quality of content in written work. Recitations and tests give evidence of mastery of course content and of the ability to express oneself clearly. This grade should not be given when the essential work of the course is missing or done in a careless fashion.
- C** indicates work of satisfactory character. The student is able to understand the basic elements of the course. Assignments are prepared promptly and are written in correct English. A grade of C should indicate the capability of the student to continue to the next advanced course in the field.
- D** indicates that while the work for the course is not adequate for mastery of the content of the course, it is passing. A grade of D may be given when assignments are not completed and individual comprehension or improvement in the field is not evident.
- +/-** Plus (+) indicates achievement in the upper third of a rank/grade. These (+/-) apply only to the grades A through D. Minus (-) indicates achievement in the lower third of a rank/grade. These (+/-) apply only to the grades A through D.
- F** indicates failure to comply with course requirements or a definite inability to comprehend the basic elements of the course.
- W** indicates withdrawal without assignment of a grade.
- CR** indicates credit for a course for which only credit rather than a letter grade is given on the transcript.
- NC** indicates no credit for a course for which only credit rather than a letter grade is given on the transcript.
- AU** indicates credit for an audit course when there is at least 80% attendance.
- I** indicates an incomplete which is given only when extenuating circumstances prevent completion of work during the semester.

## Incomplete Grade Policy

An incomplete grade must be requested of the instructor by the student and will be granted only if the extenuating circumstances are sufficient to have made it impossible for the work to have been done before the end of the course. A request for an incomplete must be made prior to the last class period. Any conditions for receiving an incomplete grade and completing the course are set by the instructor and agreed upon in writing by the student at the time the incomplete is granted. A deadline for completing the course will be determined by the instructor: (a) For traditional courses the deadline may not exceed 45 days following the end of the semester, (b) For LEAD courses the deadline may not exceed 45 days after the last class date, and (c) For online courses the deadline may not exceed 14 days after the course end date.

To give a student an incomplete grade in a course, an instructor completes an incomplete grade form and submits it with a grade of "I" on the final grade sheet. When the student has completed the work the professor then submits a final grade. After the deadline for completing has passed, any incomplete not

replaced by a final grade submitted by the instructor will be administratively converted to the grade of “F” by the registrar’s office. Courses that are considered credit/no credit will receive a grade of “NC” if the deadline has passed for completion of the incomplete agreement and a final grade of “CR” has not been submitted. Courses with a grade of “I” will not be used in calculating a student’s GPA.

### **Retake Policy**

A student may repeat enrollment in a course because of a low or failing grade. Retakes can be accomplished only by re-enrolling in and completing a MCC course. If a course is retaken, the original course and grade line is marked as “retaken” on the transcript and removed from the grade point average as long as the most recent course grade is equal to or higher than the previous grade. The higher grade will be used in the grade point average computation.

Although there is no limit to the number of times a course may be retaken, a student may retake a course with subsequent removal of the prior grade from calculation of the grade point average only once for each course. A total of five courses may be considered as retaken for grade point average purposes during the student’s academic career at MCC. Any grades obtained from retaking courses beyond these limitations will be used in calculating the grade point average. A retaken course will count only once toward meeting degree requirements. Additionally, any course retaken after completion of a bachelor’s degree will not affect the credits or the grade point average applied to that degree.

### **Library Resources**

The B.D. Phillips Memorial Library, located in J. Donald Coffin Memorial Hall, contains over 53,000 volumes, including over 5,000 electronic books, and 2,600 bound and unbound journals. As a specialized collection, the library is tailored to support a Bible, Theology, and Christian Ministries oriented curriculum.

Key services to students include electronic interlibrary loan services, a special commentary collection, reference assistance, audio visuals, and photocopy services. OCLC online services are available through the library staff. This includes cataloging, interlibrary loan searches, and *First Search* reference.

MCC’s Internet home page has library resource connections to several databases, including full text capabilities. Most databases are accessible by internet from off campus as well as in the library. Library automation provides electronic public access to hard-copy volumes and e-books.

Through a formal cooperative agreement with Kansas State University, MCC students, faculty, and staff enjoy full access to the KSU Hale Library system.

### **Other Policies**

#### **Christian Service**

The MCC philosophy of Christian service is based on the idea that both academic preparation and practical service activities are valuable in the college experience. Christian colleges have recognized and practiced this philosophy since Bible college accreditation began. A total of seven semesters of Christian Service is required for graduation in the traditional bachelor degree programs or a total of three semesters of Christian Service is required for graduation in the traditional associate degree programs. A total of three semesters of Christian Service is required for graduation in the LEAD and distance learning degree completion programs.

Christian Service is service for the glory of God, but it is also an integral part of the education program. Conversely, academic preparation is first of all directed toward future goals, but it is also presently strengthening the student’s daily experiences and present forms of ministry. The idea might well be stated in this way: “Preparation is service and service is preparation.”

The Christian Service program is guided by the Christian Service Committee which is represented by faculty, staff, and students. Student participation in Christian Service activities is placed in one of three categories: (a) student ministries among the churches/para-churches as a minister, youth minister, minister

of education, musician, secretary, or teacher; (b) community and benevolent services or those services that benefit the neighborhood and our community; and, (c) MCC, KSU, or other higher education campus ministries that represent Christ and the college. Each full-time traditional student is required to complete at least one semester in each of these three areas.

Semester commitment and evaluation forms are kept on permanent file and are subject to faculty review before degrees are granted. Each student receives a Christian Service Handbook at the beginning of their school year.

### **Final Examination Schedule**

All students are expected to take final examinations at the time scheduled. Only in cases of extreme emergency will published examination schedules be broken. Personal plans for after-school activities, including weddings, do not constitute emergencies. Faculty members are expected to meet with the students according to the published final period schedule. They should not make exceptions either for themselves or individual students. In case of emergency, the student should clear absences with the professors involved. At the option of the professor, a student's final examination may be waived on the basis of exemplary grades, attendance, and participation. The availability of this alternative and its conditions are to be specified in the course syllabus. This option is a matter of professorial discretion and is not a prerogative of the student.

### **Student Records Policy**

To protect the privacy of student records and to comply with federal law, MCC has implemented a policy regarding student records. This policy seeks to ensure adequate protection of student records while providing the necessary data for the institution and the community to conduct appropriate pursuits. The college will protect the confidentiality of student records and ensure they remain out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff will respect confidential information they encounter in the work place.

#### **Definitions**

**Student** is defined as one who has attended or is attending Manhattan Christian College.

**Educational records** do not include files retained by individuals that are not accessible to any other person except a substitute faculty/staff member.

**Directory information** is defined as a student's name, local address and phone number, permanent mailing address, e-mail address, classification, degree program, dates of attendance, admission or enrollment status, degrees and awards received, date of birth, and hometown.

**Confidential information** is the remainder of the student record that is not defined as "directory information."

**Record** means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, file, microfilm, microfiche, and computer.

#### **Release of Directory Information**

The registrar's office releases directory information to anyone upon inquiry. A student may request that directory information be withheld by submitting a request for non-disclosure to the registrar's office. A request for non-disclosure of directory information form is available in the registrar's office and must be received one week after registering for classes. The registrar's office will notify other appropriate college offices regarding the student's request. The student must submit the request to withhold directory information each semester of enrollment.

#### **Release of Confidential Information**

Each type of student record is the responsibility of a designated college official, and only that person or the vice president to whom that person reports has authority to release the record.

- Academic records: registrar
- Admissions records: director of admissions
- Financial Aid: director of financial aid

- Business records: assistant to vice president for business
- Alumni/Donor records: assistant to the vice president for institutional advancement

1. Confidential records will not be released without the written consent of the student involved, except in following instances: (a) to other college personnel, (b) concerning the student's application for financial aid, (c) in response to a judicial order or subpoena, (d) in a bona fide health or safety emergency, (e) to other schools at which the student seeks or intends to enroll, or (f) to the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, or state educational authorities.
2. Each student is entitled to a copy of their academic transcript upon written request.
3. Documents submitted in support of a student's application for admission or for transfer credit will not be returned to the student nor sent elsewhere. The student should request another document from the original institution.
4. Faculty and administrative officers of MCC may review the academic records of any student by showing a need to know before an academic record is released.
5. The contents of the official folder of a student will not be sent outside the office of the registrar or other record offices except in circumstances specifically authorized by the registrar or the custodian of the other records.
6. Parents of a dependent student may receive transcripts, grade reports, or student financial records upon request and proper identification. The definition of dependent students is found in Section 152 of the Internal Revenue Code of 1954. If a student is not a dependent their grades and transcripts will be sent to their parents only with written permission of the student.
7. A request for a transcript or other academic information from another institution of learning, which states the reason for the request, may be honored as a matter of institutional courtesy.
8. Requests from research organizations making statistical studies may be honored without prior approval of the student provided no information revealing the student's identity is to be published. The registrar will decide validity of the study as it applies to education and the privacy rights of students.

#### **When Records May Be Withheld**

Transcripts and future enrollment at MCC will be withheld due to delinquent accounts or official disciplinary action. Removal of the hold only occurs when the registrar's office receives written authorization from the official who originally requested the action.

#### **Review and Challenge of Records**

Students have the right to inspect their academic records and are entitled to an explanation of any information recorded on it. A student must submit a written request to the registrar's office to gain approval for the inspection. The student must conduct the examination of the academic record in the registrar's office.

A student has the opportunity to challenge or amend the contents of an academic record. Challenges must be made in writing to the vice president for academic affairs. Written challenges must identify the record in question and provide a brief explanation of the reason for faulting the record. The vice president for academic affairs will decide within 30 days of receiving the written challenge the validity of the challenge and notify the student of the decision. Changes to or comments about the academic record will only be made upon the approval of the vice president for academic affairs.

A hearing may be requested if the student is still dissatisfied. The hearing, conducted by a hearing officer appointed by the president, will be held within two weeks. The student will have the opportunity at the hearing to present any relevant evidence. A decision will be rendered within two weeks after that hearing. The student may place a statement in the file if the result does not satisfy the complainant.

#### **Complaints**

A student who believes that the college has not complied with federal law or regulations may send a written complaint to: The Family Educational Rights and Privacy Act Office, Dept. of Education, 400 Maryland, SW, Washington, D.C. 20202.

## **Frequently asked questions**

### **What is MCC's policy on the copying of transcripts from other institutions?**

Transcripts from other institutions along with other documents in a student's file are the property of Manhattan Christian College, and, as such are under the control of the Registrar's Office. Under Federal policy, the student has the right to view the documents in their file; the college is not required to provide or allow the making of copies of these documents. Transcripts submitted to MCC for admission or transfer of credit become the property of MCC, and can not be returned to the student or forwarded to other institutions.

### **Why do MCC and most other colleges and universities have a policy that does not provide for the making of copies of transcripts from other institutions?**

1. Transcripts are a reflection of a student's record at an institution at a particular point in time (like a snapshot). The transcript may have been added to or changed by the issuing institution after MCC received its copy and consequently may not reflect the student's most current record.
2. Transcripts reflecting a current, complete, accurate and official record of a student's academic work are made available by the transcribing institution. MCC is concerned that those receiving and using the transcript work are from official and current documents, not copies.
3. MCC has no way of knowing whether a student wishes to use a copy of a transcript from another institution (with an incomplete record) to avoid having others see grades or other information which may be considered by the student to be negative (e.g. low grades, records of disciplinary actions). In other cases, students may have an account balance at the issuing institution, and may therefore be prevented from obtaining an official transcript until such obligations are met. As a professional courtesy, MCC honors the desire of the issuing institution to have official records obtained directly from that institution.

### **How can students get a copy of their records from other institutions?**

Transcript order forms that may be used to order transcripts from other institutions are available in the Registrar's Office. Fees vary; you may want to call the institution to find out the current rate or other institutional requirements or processes prior to ordering a transcript.

## **Special Notice**

The current curriculum is under review. New academic requirements and program structure will be forthcoming during this academic year. These will be announced upon approval of our accrediting associations.

# Academic Programs

## Adult Education Department

*Department Head:* Sharon Berner  
*Administrative Assistant:* Bev Olson

The department of adult education is committed to the development of adult Christian leaders through our Leadership Education for Adult Development (LEAD) degree completion program. Our programming is philosophically grounded in the principles of life-long learning. To this end, we provide non-traditional students with a comprehensive, yet practical education through an intensive curriculum drawing on resources, theory, and knowledge of relevant disciplines. Students are enabled to study, analyze, and evaluate ethical and management problems in the workplace from a broad Christian perspective. Effective decision-making, goal formation, and short and long range planning skills are important training students receive so they may be prepared to apply principles as Christian leaders in a professional environment.

### **Mission**

We seek to educate, equip, and enrich students in such a way that they have an understanding of how to integrate theoretical management concepts into practical applications based on an understanding of God's Truth.

### **Vision**

We see graduates of Manhattan Christian College as being sent forth with biblical principles of ethics to apply in everyday management situations in the workplace.

### **Objectives**

By completing a degree with a major in management and ethics at MCC, a student will be able to...

- integrate their studies in management principles with a Christian world view.
- recognize movements, theories, people, and works that have shaped their understanding of effective Christian leadership in modern culture.
- articulate Christian ethics as they demonstrate effective writing and speaking skills related to the complex issues they face in the workplace.
- conduct effective study and research in their fields as life-long learners.
- understand biblical principles as they apply in everyday situations in the workplace.
- apply Christian principles of ethics in a professional environment.

### **Attendance Policy**

One absence, the student may pursue one of the following options:

1. do immediate make-up work, working out the details with the instructor,
2. request to retake the module with another group, doing the make-up module concurrently with student's regular schedule. A drop/add form must be completed and submitted in the proper time frame.
3. arrange with the instructor to complete the module with a 45 day extension by submitting an Incomplete form.

Two absences, the student is required to repeat the entire module. A timely drop/add form must be submitted. Additional tuition charges may be assessed.

**Attendance.** Due to the concentrated scheduling and the emphasis upon participatory learning, attendance is imperative both for class content and class participation. Class discussion and participation are an important part of each course grade. All absences are unexcused in the sense that every absence has penalties, at least in the participation grade.

## **Community Service**

Students are required to be involved in their communities outside the classroom each semester. Practical service activities enhance college experience because students apply what they learn in the classroom in service to others. A variety of volunteer activities can satisfy this requirement.

## **Credit by Non-classroom Contact**

A student may earn up to 30% of the credit hours required for completion of the degree through non-classroom contact (e.g., credit-by-examination, credit-for prior learning (CPL), military credit, etc.). Workshops, seminars, self study, non-credit classes, training programs and work experiences are all sources of prior learning. It is the learning from these programs which is evaluated and on which credit may be awarded. A maximum of 30 semester credit hours can be earned through CPL. A per credit hour fee is charged and payment of the fee does not guarantee that credit will be granted. CPL credit is awarded only after a faculty member from the field of expertise evaluates the prior learning.

Manhattan Christian College offers additional methods to earn credit outside of the classroom. These include:

1. College Level Examination Program (CLEP) - national, standardized exams emphasizing an understanding of the liberal arts.
2. DANTES Subject Standardized Tests (DSST) - national, standardized exams to fulfill introductory college level courses a variety of disciplines.
3. Challenge Examination - credit based on a faculty evaluation of content knowledge and competency in an existing college course.

## **Instructional Modules**

The program consists of 16 modules or courses. Each module averages six class sessions which meet from 6 to 10 p.m. one night a week. The program is continuous for about 23 months with a few interspersed short breaks. Each group of students progresses through the program together, taking one module at a time. The modules are organized into four semesters, which include a management research project, for a total of 48 semester credit hours. Course materials are distributed in a series of notebooks. Detailed assignments for each week allow students to adjust their study schedules accordingly.

## **Late Policy**

All assignments, including the Take Home Final, are due at the beginning of each class session. Weekly class assignments turned in late will receive a penalty not to exceed a 10% grade reduction per each week late. No assignments including the Take Home Final will be accepted beyond seven (7) days following the last class period of the module.

## **Management Research Project**

Students must complete a management research project which includes an oral presentation. This project provides an opportunity for students to apply decision-making skills to research. Students select a research topic that interests them. A research project advisor is assigned who provides encouragement and guidance for the duration of the project. The research project is a culmination of the material covered in the modules and the student's individual effort toward degree completion.

A student who has exceeded the two-year time limit for the completion of MAN 450 Management Research Project II must (a) be readmitted as an MCC student, (b) retake MAN 334 Management Research Methods with the next available cohort, (c) pay the course fee (tutorial help prior to the beginning of the next available class may be arranged by contracting with an instructor and paying a separate independent study fee), and (d) the management research project must be validated by the instructor.

# ADULT EDUCATION DEPARTMENT

## Bachelor of Science in Management and Ethics

### Required Courses – Total Hours 120

#### General Education – Total Hours 42

##### **Foundation Studies 8**

- Written and Rhetorical Arts
- One written communication course
- One oral communication course
- One written or oral communication course

##### **Humanities 9**

- Select 9 hours from the following disciplines:  
Communication, Fine Arts, Languages, Literature,  
Music, Philosophy

##### **Math / Natural Sciences 6**

- Science course (3)
- Science or Math course (3)

##### **Social / Behavioral Sciences 6**

- Select 6 hours from the following disciplines:  
Cultural Anthropology, Economics, Family Studies,  
Geography (excluding Physical Geography), History,  
Political Science, Psychology, Sociology

##### **History or Political Science 3**

- History or Political Science course (3)

##### **General Education Electives 8**

#### Management & Ethics Major – Total Hours 50

##### **Bible Ethics Courses 20**

- BIB 101 Colloquium in Bible (.5)
- BIB 102 Colloquium in Bible (.5)
- BIB 103 Colloquium in Bible (.5)
- BIB 104 Colloquium in Bible (.5)
- BIB 317 Foundations of Ethics: Life/Teachings of Jesus (3)
- BIB 422 Foundations of Ethics: Life/Teachings of Paul (3)
- BIB 433 Foundations of Ethics: Hebrew Wisdom Lit. (3)
- BIB 435 Foundations of Ethics: Judeo-Christian Theology (3)
- BIB 423 Foundations of Ethics: Other New Test. Writings (3)
- BIB 443 Foundations of Ethics: A Christian World View (3)

##### **Management Courses 30**

- MAN 330 Goals, Priorities, and Attitudes (3)
- MAN 332 Introduction to Management and Ethics (3)
- MAN 334 Research Methods (3)
- MAN 350 Management Research Project I (3)
- MAN 430 Accounting for Managers (3)
- MAN 432 Marketing Concepts and Applications (3)
- MAN 440 Economics for Managers (3)
- MAN 442 Managing People: Groups & Leadership (3)
- MAN 444 Case Studies in Management Ethics (3)
- MAN 450 Management Research Project II (3)

#### Unrestricted Electives – Total Hours 30

#### Community Service – Total Credits 3

- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC



# ADULT EDUCATION DEPARTMENT

## Bachelor of Science in Management and Ethics

### LEAD COURSE SCHEDULE

#### First Semester

___	MAN 330	Goals, Priorities, and Attitudes	3
___	MAN 332	Introduction to Management and Ethics	3
___	BIB 101	Colloquium in Bible	0.5
___	BIB 317	Foundations of Ethics: Life & Teachings of Jesus	3
___	BIB 435	Foundations of Ethics: Judeo-Christian Theology	<u>3</u>
			12.5

#### Second Semester

___	MAN 334	Research Methods	3
___	BIB 102	Colloquium in Bible	0.5
___	MAN 350	Management Research Project I	3
___	MAN 430	Accounting for Managers	3
___	BIB 433	Foundations of Ethics: Hebrew Wisdom Literature	<u>3</u>
			12.5

#### Third Semester

___	MAN 432	Marketing Concepts and Applications	3
___	BIB 422	Foundations of Ethics: Life & Teachings of Paul	3
___	BIB 103	Colloquium in Bible	0.5
___	MAN 440	Economics for Managers	3
___	BIB 423	Foundations of Ethics: Other New Testament Writings	<u>3</u>
			12.5

#### Fourth Semester

___	MAN 442	Managing People: Groups and Leadership	3
___	BIB 443	Foundations of Ethics: A Christian World View	3
___	BIB 104	Colloquium in Bible	0.5
___	MAN 444	Case Studies in Management Ethics	3
___	MAN 450	Management Research Project II	<u>3</u>
			12.5

#### Community Service Credits

___	CHR 111	Chr. Svc. Community Service CR/NC	
___	CHR 111	Chr. Svc. Community Service CR/NC	
___	CHR 111	Chr. Svc. Community Service CR/NC	

# Academic Programs

## Bible/Theology Department

*Faculty:* Dr. Mark Alterman, department head; Dr. Steve Davis, Dr. Wesley Paddock, Dr. Donn Leach, Alicia Paddock, Dr. Scott Caulley, Dave Henry.

### **Mission**

The Bible-Theology Department exists to educate, equip, and enrich Christians to be leaders through biblical and theological studies that are foundational.

### **Objectives**

Students completing the requirements in Bible-Theology will:

1. Demonstrate an understanding of Christ-like character.
2. Articulate an understanding of God's global mission.
3. Demonstrate a systematic knowledge of the Bible in its historical, literary, and theological contexts.
4. Demonstrate competence in interpreting the Bible according to generally accepted standards of hermeneutics and exegetical practices.
5. Demonstrate an understanding of the history of theological issues especially the Protestant Reformation and the Stone-Campbell Movement.
6. Articulate a basic understanding of Christian apologetics.

# BIBLE/THEOLOGY DEPARTMENT

## Bachelor of Arts in Bible

### Required Courses – Total Hours 129

#### General Education – Total Hours 41

##### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

##### **Humanities 17**

- LAN 221 Introduction to Greek I (4)
- LAN 222 Introduction to Greek II (4)
- LAN 331 Intermediate Readings & Syntax I (3)
- LAN 332 Intermediate Readings & Syntax II (3)
- Select an additional 3 hours from one of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

##### **Math / Natural Sciences 6**

- Science (3)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics

\*Level of Math course must be College Algebra or greater.

##### **Social / Behavioral Sciences 6**

- Select 6 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

#### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 433 Issues in Lay Leadership (3)

#### Bible Major -- Total Hours 36

##### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

##### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

##### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

#### Professional Studies Emphasis – Total Hours 36

Major coursework from KSU or other approved institution

#### Unrestricted Electives -- Total Hours 6

#### Christian Service\* -- Total Credits 7

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# BIBLE/THEOLOGY DEPARTMENT

## Bachelor of Arts in Bible

### SUGGESTED COURSE SCHEDULE

#### First Year

Fall		Spring			
___	BIB 111 Survey New Test Lit.	3	___	BIB 114 Survey Old Test Lit. II	3
___	BIB 113 Survey Old Test Lit. I	3	___	BIB 117 Life / Teachings Jesus	3
___	COM 111 Written Composition I	3	___	COM 112 Written Comp. II	3
___	LSP 121 Intro. Christian Service	3	___	_____ Humanities course	3
___	ORN 090 College Orientation Seminar	1*	___	_____ Social Science course	3
___	_____ Soc. Science course	3			
		<b>15</b>			<b>15</b>

\*course required but does not count in total degree hours

#### Second Year

Fall		Spring			
___	BIB 221 History Christian Beginnings	3	___	BIB 226 Interpretation	3
___	COM 211 Public Speaking	3	___	BIB 300+ Old Testament course	3
___	LAN 221 Introduction to Greek I	4	___	LAN 222 Introduction to Greek II	4
___	_____ Sci./Math/Stat./CIS course	3	___	_____ Professional Studies Emphasis	6
___	_____ Professional Studies Emphasis	3			
		<b>16</b>			<b>16</b>

#### Third Year

Fall		Spring			
___	BIB 33_ Epistles course	3	___	LAN 332 Intern. Readings & Syntax II	3
___	HIS 442 History Amer. Rest. Movement	3	___	LSP 416 Senior Integration Seminar	2
___	LAN 331 Intern. Readings & Syntax I	3	___	THE 342 Christian Doctrine II	3
___	THE 341 Christian Doctrine I	3	___	_____ Professional Studies Emphasis	6
___	_____ Professional Studies Emphasis	6	___	_____ Unrestricted Elective	3
		<b>18</b>			<b>17</b>

#### Fourth Year

Fall		Spring			
___	LSP 431 Leadership	2	___	BIB 400+ Bible course	3
___	LSP 433 Issues in Lay Leadership	3	___	THE 400+ Theology course	3
___	_____ Science	3	___	_____ Professional Studies Emphasis	6
___	_____ Professional Studies Emphasis	9	___	_____ Unrestricted Elective	3
		<b>17</b>			<b>15</b>

#### Christian Service Credits

___	CHR 101 Chr. Svc. Church / Local Church	CR/NC
___	CHR 111 Chr. Svc. Community Service	CR/NC
___	CHR 121 Chr. Svc. MCC/KSU Organizations	CR/NC
___	CHR 1_1 Chr. Svc. _____	CR/NC
___	CHR 1_1 Chr. Svc. _____	CR/NC
___	CHR 1_1 Chr. Svc. _____	CR/NC
___	CHR 1_1 Chr. Svc. _____	CR/NC

# BIBLE/THEOLOGY DEPARTMENT

## Bachelor of Science in Bible

### Required Courses – Total Hours 128

#### General Education – Total Hours 40

##### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

##### **Humanities 9**

Select an additional 9 hours from one of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

##### **Math / Natural Sciences 10**

- Math\* course (3)
  - Science with a lab (4)
  - Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics
- \*Level of Math course must be College Algebra or greater.

##### **Social / Behavioral Sciences 9**

Select 9 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

#### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 433 Issues in Lay Leadership (3)

#### Bible Major -- Total Hours 36

##### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

##### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

##### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

#### Professional Studies Emphasis – Total Hours 36

Major coursework from KSU or other approved institution

#### Unrestricted Electives -- Total Hours 6

#### Christian Service\* -- Total Credits 7

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# BIBLE/THEOLOGY DEPARTMENT

## Bachelor of Science in Bible

### SUGGESTED COURSE SCHEDULE

#### First Year

Fall			Spring		
___	BIB 111 Survey New Test Lit.	3	___	BIB 114 Survey Old Test Lit. II	3
___	BIB 113 Survey Old Test Lit. I	3	___	BIB 117 Life / Teachings Jesus	3
___	COM 111 Written Composition I	3	___	COM 112 Written Comp. II	3
___	LSP 121 Intro. Christian Service	3	___	_____ Humanities course	3
___	ORN 090 College Orientation Seminar	1*	___	_____ Social Science course	3
___	_____ Soc. Science course	3			
		<b>15</b>			<b>15</b>

\*course required but does not count in total degree hours

#### Second Year

Fall			Spring		
___	BIB 221 History Christian Beginnings	3	___	BIB 226 Interpretation	3
___	COM 211 Public Speaking	3	___	BIB 300+ Old Testament course	3
___	_____ Humanities course	3	___	_____ Humanities course	3
___	_____ Math course	3	___	_____ Social Science course	3
___	_____ Professional Studies Emphasis	3	___	_____ Professional Studies Emphasis	6
		<b>15</b>			<b>18</b>

#### Third Year

Fall			Spring		
___	BIB 33_ Epistles course	3	___	BIB 321 Biblical Research	3
___	HIS 442 History Amer. Rest. Movement	3	___	THE 342 Christian Doctrine II	3
___	THE 341 Christian Doctrine I	3	___	_____ Professional Studies Emphasis	9
___	_____ Sci./Math/Stat./CIS course	3	___	_____ Unrestricted Elective	3
___	_____ Professional Studies Emphasis	3			
		<b>15</b>			<b>18</b>

#### Fourth Year

Fall			Spring		
___	LSP 431 Leadership	2	___	LSP 416 Senior Integration Seminar	2
___	LSP 433 Issues in Lay Leadership	3	___	THE 400+ Theology course	3
___	_____ Science with lab	4	___	_____ Professional Studies Emphasis	6
___	_____ Professional Studies Emphasis	9	___	_____ Unrestricted Elective	3
		<b>18</b>			<b>15</b>

#### Christian Service Credits

___	CHR 101 Chr. Svc. Church / Local Church	CR/NC
___	CHR 111 Chr. Svc. Community Service	CR/NC
___	CHR 121 Chr. Svc. MCC/KSU Organizations	CR/NC
___	CHR 1_1 Chr. Svc. _____	CR/NC
___	CHR 1_1 Chr. Svc. _____	CR/NC
___	CHR 1_1 Chr. Svc. _____	CR/NC
___	CHR 1_1 Chr. Svc. _____	CR/NC

# BIBLE/THEOLOGY DEPARTMENT

## Bachelor of Theology

### Objective

The objective of this program is that the student will have additional breadth and focus in preparation for ministry on the undergraduate level than was provided by the student's initial bachelor's degree.

### Prerequisites

1. Enrollment in this program presupposes a completed bachelor's degree (with special permission a student may begin during the senior year.)
2. Enrollment in this program presupposes the previous completion of thirty semester hours in Bible and Theology.
3. Courses used in earning the initial bachelor's degree may not count toward the B.Th.
4. If a Bible or Theology course specified below was taken as part of the bachelor's degree, the student may substitute another course in Bible, Theology, or the program of study.

### Required Courses – Bachelor's Degree + 32 Hours

#### Course Requirements Total Hours 15

##### Bible & Theology 15

- BIB 226 Interpretation (3)
- BIB 44\_ Critical Intro. to Old Test. or New Test. (3)
- BIB \_\_\_ Bible elective (3)
- THE 436 Apologetics  
or  
THE \_\_\_ Theology elective (3)
- THE \_\_\_ Theology elective (3)

#### Program of Study Total Hours 17

Each student works with an advisor to develop a program of study that facilitates progress in the student's preparation for ministry. Normally, the selected courses would not include general education or introductory courses.

### Suggested Course Schedule

#### Fall

___	BIB 44_ Critical Intro. to OT or NT	3
___	THE ___ Theology course	3
___	_____ Program of Study course	3
___	_____ Program of Study course	3
___	_____ Program of Study course	3
		<u>15</u>

#### Spring

___	BIB 226 Interpretation	3
___	BIB ___ Bible elective	3
___	THE 436 Apologetics or THE ___ Theology elective	3
___	_____ Program of Study course	3
___	_____ Program of Study course	3
___	_____ Program of Study course	3
		<u>17</u>

# BIBLE/THEOLOGY DEPARTMENT

## Certificate of Biblical Literature

### Objective

The objective of this program is that the student will have a foundation in the study of the Bible.

### Required Courses – Total Hours 27

#### Bible & Theology – 21

- BIB 111 Survey of New Testament Lit. (3)
- BIB 113 Survey of Old Testament Lit. I (3)
- BIB 114 Survey of Old Testament Lit. II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)

#### Leadership -- Total Hours 3

- LSP 121 Introduction to Christian Service (3)

#### Prof. Studies Emphasis – Total Hours 3

- Professional Studies elective (3)

### Suggested Course Schedule

#### Fall

_____	BIB 111 Survey of New Test. Lit.	3
_____	BIB 113 Survey of Old Test. Lit. I	3
_____	BIB 221 History Christian Beginnings	3
_____	LSP 121 Intro. to Christian Service	3
_____	THE 341 Christian Doctrine I	<u>3</u>
		<b>15</b>

#### Spring

_____	BIB 114 Survey Old Testament Lit. II	3
_____	BIB 117 Life and Teachings of Jesus	3
_____	THE 342 Christian Doctrine II	3
_____	_____ Professional Studies elective	<u>3</u>
		<b>12</b>



# Academic Programs

## General Studies Department

*Faculty:* Dr. William (Bill) Jenkins, department head; Julie Delort, Nancy Swihart, Dr. Doug Wallace, Ron Ratliff, Larry Sullivan, Dr. Rusty Andrews, Nancy Blockcolsky, Dr. Gary Griffith, Karen Smothers, Ariel Hamilton, Kathryn Thompson.

### **Mission**

The General Studies Department exists to educate, equip, and enrich Christians to be leaders through foundational studies that prepare students to read, study, and think critically.

### **Objectives**

Students completing the requirements in General Studies will:

1. Articulate in writing and speaking their own ideas about issues and arguments in written and oral discourse that demonstrate efficient use of grammar, mechanics, and style in a manner appropriate to the audience.
2. Recognize movements, theories, people, and works that have historically shaped Western culture in general and the Christian church in particular.
3. Demonstrate an understanding of the major concepts of the behavioral and social sciences.
4. Solve problems through logical reasoning and scientific method.
5. Demonstrate an integration of their studies into a Christian worldview.
6. Recognize the value of lifelong learning.
7. Demonstrate the ability to select and use the most appropriate technological tools and understand technology's impact on self and society.



# GENERAL STUDIES DEPARTMENT

## Associate of Ministry in Bible/General Studies

### SUGGESTED COURSE SCHEDULE

#### First Year

Fall			Spring		
___	BIB 111 Survey New Test. Lit.	3	___	BIB 117 Life and Teachings of Jesus	3
___	BIB 113 Survey Old Test. Lit. I	3	___	COM 112 Written Composition II	3
___	COM 111 Written Composition I	3	___	HIS 131 Western Civilization I	
___	LSP 121 Intro. Christian Service	3	___	or	3
___	MIN 235 Intro. Church Growth & Evan.	2	___	HIS 132 Western Civilization II	
___	ORN 090 College Orientation Seminar	1*	___	_____ Unrestricted Elective	<u>3</u>
___	PSY 111 General Psychology	<u>3</u>			
		<b>17</b>			<b>12</b>

\*course required but does not count in total degree hours

#### Second Year

Fall			Spring		
___	BIB 221 History Christian Beginnings	3	___	BIB 226 Interpretation	3
___	CED 211 Intro. Christian Education	2	___	MSS 224 Introduction to Missions	2
___	COM 211 Public Speaking	3	___	_____ Math course	3
___	HIS 442 History Amer. Rest. Movement	3	___	_____ Natural Science course	3
___	SAN 227 Cultural Anthropology	3	___	_____ Unrestricted Elective	3
___	THE 341 Christian Doctrine I	<u>3</u>	___	_____ Unrestricted Elective	<u>3</u>
		<b>17</b>			<b>17</b>

#### Christian Service Credits

- \_\_\_ CHR 101 Chr. Svc. Church / Local Church CR/NC
- \_\_\_ CHR 111 Chr. Svc. Community Service CR/NC
- \_\_\_ CHR 121 Chr. Svc. MCC / KSU Organizations CR/NC

# Academic Programs

## Christian Ministries Department

*Faculty:* Dr. Russ York, department head; Dr. Greg Delort, Genilyn McCaffrey, Brian Medaris, Jeff Sagstetter, Rusty Thornley.

### **Mission**

The Christian Ministries Department exists to educate, equip, and enrich Christians to be leaders in church and community ministries.

### **Objectives**

Students completing the requirements in Christian Ministries will:

1. Demonstrate a general knowledge of ministry in his or her major area of study.
2. Demonstrate understanding in the biblical, philosophical, and historical foundations of ministry.
3. Demonstrate knowledge of individuals and groups in the context of cultures in which he or she plans to work.
4. Be a follower of Jesus who is submissive to the guidance of the Word and the Spirit in developing a Christ-like ministry.
5. Remain responsive to God's call to ministry.
6. Be relationship-focused in ministry.
7. Live out a Christ-like moral and ethical standard in every area of ministry.
8. Apply ministry skills specific to his or her area of study in the context of a practical experience in ministry.
9. Apply general ministry skills in the following areas of
  - Evangelism
  - Communicating God's Word
  - Discipleship
  - Spiritual formation
  - Facilitating worship
  - People skills
  - Group dynamics
  - Facilitating fellowship
  - Stewardship
  - Servant leadership
  - Administration
  - Pastoral care
  - Training others
10. Continue to pursue opportunities for growth in ministry.

# **CHRISTIAN MINISTRIES DEPARTMENT**

## **Cross-Cultural Ministry**

### **Objectives**

The student who graduates with a degree in Cross-Cultural Ministry will be able to...

- have a firm biblical perspective of God's vision to reconcile all peoples to Himself.
- incarnationally take the gospel of Christ to an unreached people group.
- demonstrate servanthood of Christ in ministry.
- design and implement a church planting strategy among an unreached people group.
- have the tools necessary for learning a second language with or without outside help.
- understand the necessity of and principles of developing indigenous Christian leaders.
- have the tools necessary for building and sustaining a mission program in a local church.
- understand the basic elements of the world's major religions and how they relate to Christianity.
- utilize the basic spiritual giftedness in Christ for Spiritual Warfare.

# Bachelor of Arts in Bible/Cross-Cultural Ministry

## Required Courses – Total Hours 130/131

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 17**

- LAN 221 Introduction to Greek I (4)
- LAN 222 Introduction to Greek II (4)
- LAN 331 Intermediate Readings & Syntax I (3)
- LAN 332 Intermediate Readings & Syntax II (3)
- Select an additional 3 hours from one of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 6**

- Science (3)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics
- \*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 6\***

- Select 6 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology
- \*student must take Cultural Anthropology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 445 Leadership Training in Missions (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

### Professional Studies Emphasis – Total Hours 37/38

- BIB 300+ Bible course (3)
- CED 211 Intro to Christian Education (2)
- COM 402 Intercultural Communication (3)
- COM 411 General Phonetics (3)
- MIN 446 Directed Field Experience (DFE) (CR/NC)\*
- MSS 224 Intro to Missions (2)
- MSS 330 Orientation to Cross-Cultural DFE (CR/NC)
- MSS 333 Principles of Church Growth (3)
- MSS 342 Strategies and Methods of Missions (3)
- MSS 426 Spiritual Warfare (2)

- MSS \_\_\_ Cross-Cultural Min. elective (2/3)
- WOR 422 Worship (2)
- PHL 332 Comparative Religions (3)
- Social Science/History course (3)\*\*
- MIN 321 Intro to Preaching (3)  
or CED 222 Prin. & Tech. of Teaching (3)
- PSY 442 Pastoral Counseling (3)

\*Directed Field Experience (DFE) must be in the professional field of study. Prerequisites: 75 hrs. (min. of 30 at MCC), MSS 330 Orientation to Cross-Cultural DFE, freshman and sophomore core courses for Cross-Cultural program, and THE 341 Christian Doctrine I

\*\* HIS 441 History of Christianity is suggested

### Unrestricted Electives -- Total Hours 6

#### Christian Service\* -- Total Credits 7

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# Bachelor of Science in Bible/Cross-Cultural Ministry

## Required Courses – Total Hours 129/130

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 9**

Select 9 hours from three of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 10**

- Math course (3)\*
- Science (with a lab) (4)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics

\*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 9\***

Select 9 hours from three of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

\*Student must enroll in Cultural Anthropology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 445 Leadership Training in Missions (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

### Professional Studies Emphasis – Total Hours 37/38

- BIB 300+ Bible course (3)
- CED 211 Intro to Christian Education (2)
- COM 402 Intercultural Communication (3)
- COM 411 General Phonetics (3)
- MIN 446 Directed Field Experience (DFE) (CR/NC)\*
- MSS 224 Intro to Missions (2)
- MSS 330 Orientation to Cross-Cultural DFE (CR/NC)
- MSS 333 Principles of Church Growth (3)
- MSS 342 Strategies and Methods of Missions (3)
- MSS 426 Spiritual Warfare (2)

- MSS \_\_\_ Cross-Cultural Min. elective (2/3)
- WOR 422 Worship (2)
- PHL 332 Comparative Religions (3)
- Social Science/History course (3)\*\*
- MIN 321 Intro to Preaching (3)  
or CED 222 Prin. & Tech. of Teaching (3)
- PSY 442 Pastoral Counseling (3)

\*Directed Field Experience (DFE) must be in the professional field of study. Prerequisites: 75 hrs. (min. of 30 at MCC), MSS 330 Orientation to Cross-Cultural DFE, freshman and sophomore core courses for Cross-Cultural program, and THE 341 Christian Doctrine I

\*\* HIS 441 History of Christianity is suggested

### Unrestricted Electives -- Total Hours 6

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# **CHRISTIAN MINISTRIES DEPARTMENT**

## **Educational Ministry**

### **Objectives**

The student who graduates with a degree in Educational Ministry will be able to...

- explain the biblical foundation and theology for educational ministry.
- integrate learning theory with biblical theology, knowledge of culture, methodology, human development, and worldview issues in determining how to approach educational ministry for the various age groups.
- select a Bible passage, exegete it properly, and write a lesson that is appropriate to the Bible passage, stated objectives, and age needs of the students.
- identify basic principles of organization and administration for educational ministry and develop men and women to carry out that ministry.
- evaluate curriculum/program resources and select those which will best enable educational ministry to be carried out.



# Bachelor of Arts in Bible/Educational Ministry

## Required Courses – Total Hours 129

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 17**

- LAN 221 Introduction to Greek I (4)
- LAN 222 Introduction to Greek II (4)
- LAN 331 Intermediate Readings & Syntax I (3)
- LAN 332 Intermediate Readings & Syntax II (3)
- Select an additional 3 hours from one of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 6**

- Science (3)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics
- \*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 6**

- Select 6 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 433 Issues in Lay Leadership (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

### Professional Studies Emphasis – Total Hours 36

- CED 222 Principles and Techniques of Teaching (3)
- CED 321 Christian Education of Child (3)
- CED 331 Christian Education of Adults (3)
- CED \_\_\_ Education Ministry Elective (3)
- FST 344 Family Life Ministry (3)
- HIS 441 History of Christianity (3)
- MIN 235 Church Growth and Evangelism (2)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (DFE) (Credit)

- MSS 224 Intro to Missions (2)
- PSY 223 Human Growth & Development (3)
- PSY 224 Educational Psychology (3)
- PSY 442 Pastoral Counseling (3)
- WOR 422 Worship (2)
- YMN 311 Small Groups & Discipling Youth (3)

\*Directed Field Experience (D.F.E.) must be in the professional field of study. Prerequisites: 75 hrs. (minimum of 30 at MCC), MIN 445 Orientation to D.F.E., freshman & sophomore core courses for educational ministry programs, THE 341 Christian Doctrine I, CED courses for appropriate age level interest, CED 222 Principles and Techniques of Teaching

### Unrestricted Electives -- Total Hours 6

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# Bachelor of Science in Bible/Educational Ministry

## Required Courses – Total Hours 128

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 9**

Select 9 hours from three of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 10**

- Math course (3)\*
- Science (with a lab) (4)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics

\*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 9\***

Select 9 hours from three of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

\*Student must enroll in Cultural Anthropology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 445 Leadership Training in Missions (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

### Professional Studies Emphasis – Total Hours 38

- CED 222 Principles and Techniques of Teaching (3)
- CED 321 Christian Education of Child (3)
- CED 331 Christian Education of Adults (3)
- CED \_\_\_ Education Ministry Elective (3)
- FST 344 Family Life Ministry (3)
- HIS 441 History of Christianity (3)
- MIN 235 Church Growth and Evangelism (2)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (DFE) (Credit)

- MSS 224 Intro to Missions (2)
- PSY 223 Human Growth & Development (3)
- PSY 224 Educational Psychology (3)
- PSY 442 Pastoral Counseling (3)
- WOR 422 Worship (2)
- YMN 311 Small Groups & Discipling Youth (3)

\*Directed Field Experience (D.F.E.) must be in the professional field of study. Prerequisites: 75 hrs. (minimum of 30 at MCC), MIN 445 Orientation to D.F.E., freshman & sophomore core courses for educational ministry programs, THE 341 Christian Doctrine I, CED courses for appropriate age level interest, CED 222 Principles and Techniques of Teaching

### Unrestricted Electives -- Total Hours 6

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# Family Ministry

## Objectives

The student who graduates with a degree in Family Ministry will be able to...

- know key theories, conceptual issues, methodology, and theology related to family ministry.
- identify needs of families of various types and contexts.
- understand the influence of human development on individuals and families.
- apply contemporary family theories, research-based methods, and biblically-based concepts to practice in family ministry, counseling, and related fields.
- analyze contemporary cultural issues and their influence on families and ministry to families.
- function as a professional within an ethical structure consistent with his/her Christian beliefs.
- enter graduate school in family studies, counseling, or related field.

The student who graduates with a degree in Family Ministry and an emphasis in Pre-Counseling will be able to...

- know seminal and contemporary counseling theories.
- implement specific counseling skills within interviewing/counseling contexts.
- critique counseling sessions and reports on counseling sessions.

The student who graduates with a degree in Family Ministry and an emphasis in Pre-Social Work will be able to...

- understand key issues related to counseling.
- know the basic context of contemporary social work.
- understand terminology associated with the social work profession.

The student who graduates with a degree in Family Ministry and an emphasis in Church Ministry will be able to...

- understand key issues related to counseling.
- know relevant biblical and theological concepts related to a specific area of ministry in the local church.
- work effectively in a specific area of ministry in the local church.

# Bachelor of Arts in Bible/Family Ministry

## Required Courses – Total Hours 131

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 17**

- LAN 221 Introduction to Greek I (4)
- LAN 222 Introduction to Greek II (4)
- LAN 331 Intermediate Readings & Syntax I (3)
- LAN 332 Intermediate Readings & Syntax II (3)
- Select an additional 3 hours from one of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 6**

- Science (3)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics
- \*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 6**

- Select 6 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 433 Issues in Lay Leadership (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Professional Studies Emphasis – Total Hours 38**

- CED 211 Intro to Christian Education (2)
- FST 325 Trends in U.S. Families (3)
- FST 344 Family Life Ministry (3)
- MIN 235 Church Growth and Evangelism (2)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (DFE)\* (Credit)
- MSS 224 Intro to Missions (2)
- PSY 223 Human Growth & Development (3)
- PSY 226 Interpersonal Relationships (3)
- WOR 422 Worship (2)
- Family Ministry Emphasis (18)\*\*

\*Directed Field Experience (D.F.E.) must be in the professional field of study. Prerequisites: 75 hrs. (minimum of 30 at MCC), MIN 445 Orientation D.F.E., freshman and sophomore core courses for Family Ministry programs, and THE 341 Christian Doctrine I.

\*\*Select a Family Ministry emphasis by the end of your sophomore year through consultation with your advisor.

#### **Unrestricted Electives -- Total Hours 6**

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

#### **Church Ministry Emphasis\*\***

- BIB 33\_ Epistles course (3)
- PSY 442 Pastoral Counseling (3)
- THE 435 Christian Ethics (3)
- Ministry Electives (9)

#### **Pre-Counseling Ministry Emphasis\*\***

- PSY 441 Prin. & Tech. of Counseling (3)
- PSY 443 Lab Experiences in Counsel (3)
- PSY 444 Advanced Counseling Tech. (3)
- Pre-Counseling Electives (9)

#### **Pre-Social Work Emphasis\*\***

- PSY 442 Pastoral Counseling (3)
- SOCWK260 Intro to Social Work (KSU) (3)
- STA 310 Elementary Statistics (3)
- Pre-Social Work Electives (9)

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# Bachelor of Science in Bible/Family Ministry

## Required Courses – Total Hours 130

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 9**

Select 9 hours from three of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 10**

- Math course (3)\*
- Science (with a lab) (4)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics

\*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 9\***

Select 9 hours from three of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

\*Student must enroll in Cultural Anthropology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 445 Leadership Training in Missions (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Professional Studies Emphasis – Total Hours 38**

- CED 211 Intro to Christian Education (2)
- FST 325 Trends in U.S. Families (3)
- FST 344 Family Life Ministry (3)
- MIN 235 Church Growth and Evangelism (2)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (DFE)\* (Credit)
- MSS 224 Intro to Missions (2)
- PSY 223 Human Growth & Development (3)
- PSY 226 Interpersonal Relationships (3)
- WOR 422 Worship (2)
- Family Ministry Emphasis (18)\*\*

\*Directed Field Experience (D.F.E.) must be in the professional field of study. Prerequisites: 75 hrs. (minimum of 30 at MCC), MIN 445 Orientation D.F.E., freshman and sophomore core courses for Family Ministry programs, and THE 341 Christian Doctrine I.

\*\*Select a Family Ministry emphasis by the end of your sophomore year through consultation with your advisor.

### Unrestricted Electives -- Total Hours 6

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

#### **Church Ministry Emphasis\*\***

- BIB 33\_ Epistles course (3)
- PSY 442 Pastoral Counseling (3)
- THE 435 Christian Ethics (3)
- Ministry Electives (9)

#### **Pre-Counseling Ministry Emphasis\*\***

- PSY 441 Prin. & Tech. of Counseling (3)
- PSY 443 Lab Experiences in Counsel (3)
- PSY 444 Advanced Counseling Tech. (3)
- Pre-Counseling Electives (9)

#### **Pre-Social Work Emphasis\*\***

- PSY 442 Pastoral Counseling (3)
- SOCWK260 Intro to Social Work (KSU) (3)
- STA 310 Elementary Statistics (3)
- Pre-Social Work Electives (9)

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# **CHRISTIAN MINISTRIES DEPARTMENT**

## **Pastoral Ministry**

### **Objectives**

The student who graduates with a degree in Pastoral Ministry will be able to...

- analyze a passage of scripture from an exegetical viewpoint and organize the truth in order to present that truth a sermon with clarity of thought.
- articulate the Christian worldview and challenge non-Christian worldviews through a variety of delivery methods.
- demonstrate interpersonal and administration skills for congregational leadership.
- understand the basic principles of a vibrant, healthy, and growing church.
- understand the basic models for performing weddings, funerals, baptisms, and other ministerial duties.
- demonstrate the academic ability to pursue graduate studies.

# Bachelor of Arts in Bible/Pastoral Ministry

## Required Courses – Total Hours 130

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 17**

- LAN 221 Introduction to Greek I (4)
- LAN 222 Introduction to Greek II (4)
- LAN 331 Intermediate Readings & Syntax I (3)
- LAN 332 Intermediate Readings & Syntax II (3)
- Select an additional 3 hours from one of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 6**

- Science (3)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics
- \*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 6\***

- Select 6 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology
- \*Student must enroll in PSY 111 General Psychology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 432 Church Administration (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

### Professional Studies Emphasis – Total Hours 37

- BIB 300+ Bible course (3)
- CED 211 Introduction to Christian Education (2)
- HIS 441 History of Christianity (3)
- LIT 22\_ Literature course (3)
- MIN 235 Church Growth and Evangelism (2)
- MIN 315 Practical Ministry Procedures (2)
- MIN 321 Introduction to Preaching (3)
- MIN 322 Expository Preaching (3)
- MIN 323 Advanced Sermon Development (3)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (DFE) (Credit)\*

- MIN \_\_\_ Ministry elective (3)
- MSS 224 Intro to Missions (2)
- PSY 442 Pastoral Counseling (3)
- THE 400+ Theology course (3)
- WOR 422 Worship (2)

\*Directed Field Experience (D.F.E.) must be in the professional field of study. Prerequisites: 75 hrs. (minimum of 30 at MCC), MIN 445 Orientation to D.F.E., freshman & sophomore core courses for pastoral ministry programs, THE 341 Christian Doctrine I.

### Unrestricted Electives -- Total Hours 6

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# Bachelor of Science in Bible/Pastoral Ministry

## Required Courses – Total Hours 129

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 9**

Select 9 hours from three of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 10**

- Math course (3)\*
- Science (with a lab) (4)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics

\*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 9\***

Select 9 hours from three of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

\*Student must enroll in PSY 111 General Psychology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 432 Church Administration (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

### Professional Studies Emphasis – Total Hours 37

- BIB 300+ Bible course (3)
- CED 211 Introduction to Christian Education (2)
- HIS 441 History of Christianity (3)
- LIT 22\_ Literature course (3)
- MIN 235 Church Growth and Evangelism (2)
- MIN 315 Practical Ministry Procedures (2)
- MIN 321 Introduction to Preaching (3)
- MIN 322 Expository Preaching (3)
- MIN 323 Advanced Sermon Development (3)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (DFE) (Credit)\*

- MIN \_\_\_ Ministry elective (3)
- MSS 224 Intro to Missions (2)
- PSY 442 Pastoral Counseling (3)
- THE 400+ Theology course (3)
- WOR 422 Worship (2)

\*Directed Field Experience (D.F.E.) must be in the professional field of study. Prerequisites: 75 hrs. (minimum of 30 at MCC), MIN 445 Orientation to D.F.E., freshman & sophomore core courses for pastoral ministry programs, THE 341 Christian Doctrine I.

### Unrestricted Electives -- Total Hours 6

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.



# CHRISTIAN MINISTRIES DEPARTMENT

## Worship Ministry

### Objectives

The student who graduates with a degree in Worship Ministry will be able to...

- explain the biblical foundations and theology of worship.
- understand and correctly apply God's Word in personal and corporate ministry settings.
- demonstrate knowledge of worship history, traditions, and current developments.
- plan and lead Christ-centered, God-honoring, Spirit-led corporate worship services with the gospel of Jesus as the foundational content, utilizing a variety of appropriate structures and styles.
- nurture, lead, and communicate effectively with church musicians and other church members in a variety.
- demonstrate basic skills in piano, vocal, conducting, and music technology, participating with excellence in corporate as a church musician.
- manage the administrative aspects of worship ministry effectively.
- embrace a lifestyle rich with personal and corporate worship and growth, in an ever-deepening relationship with God

# Bachelor of Arts in Bible/Worship Ministry

## Required Courses – Total Hours 132

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 17\***

- LAN 221 Introduction to Greek I (4)
- LAN 222 Introduction to Greek II (4)
- LAN 331 Intermediate Readings & Syntax I (3)
- LAN 332 Intermediate Readings & Syntax II (3)
- MUS 105 Music Appreciation (3)

#### **Math / Natural Sciences 6**

- Science (3)
  - Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics
- \*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 6**

- Select 6 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 433 Issues in Lay Leadership (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Professional Studies Emphasis – Total Hours 38**

- CED 211 Intro. To Christian Education (2)
- MAP 010 Theory Placement Exam (Credit) \*
- MAP 020 Piano Placement Exam (Credit)
- MAP 210 Voice Class (1)
- MAP 220 Beginning Piano Class (1)\*\*
- MAP 221 Piano Class (1)
- MIN 235 Intro to Church Growth and Evangelism (2)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (Credit)\*\*\*
- MSS 224 Introduction to Missions (2)
- MUS 113 Music Theory I (3)
- MUS 114 Music Theory II (3)
- MUS 115 Aural Skills I (1)
- MUS 116 Aural Skills II (1)
- MUS 218 Intro to Music Technology (3)

### Unrestricted Electives -- Total Hours 6

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

- MUS or MAP elective (2)
- PSY 442 Pastoral Counseling (3)
- WOR 111 Worship Team Ensem. (1/0)\*\*\*\*
- WOR 112 Worship Choir (1)\*\*\*\*
- WOR 312 Worship in Hist. Perspective (3)
- WOR 316 Conducting for Wor. Choir (1)
- WOR 332 Planning & Leading Worship (1)
- WOR 422 Worship (2)
- WOR 425 Worship Ministry Planning (2)
- WOR 441 Per Worship & Spiritual Form (2)

\*Test is required of all prospective worship ministry majors. Failure to pass will result in enrollment of MAP 220 as a prerequisite for other MUS or MAP courses.

\*\*Does not count in total degree hours.

\*\*\*MIN 446 Directed Field Experience must be in professional field of study. Prerequisite: 75 hours (min. of 30 at MCC), MIN 445 Orientation to D.F.E., freshman & sophomore core courses for worship ministry program, and THE 341 Christian Doctrine I.

\*\*\*\*All worship majors are required to participate on a chapel worship team ensemble each semester. Worship choir must be taken four semesters, three for credit.

# Bachelor of Science in Bible/Worship Ministry

## Required Courses – Total Hours 131

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 9\***

Select 9 hours from three of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

\*Student must enroll in MUS 105 Music Appreciation

#### **Math / Natural Sciences 10**

- Math course (3)\*
- Science (with a lab) (4)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics

\*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 9\***

Select 9 hours from three of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 445 Leadership Training in Missions (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

### Professional Studies Emphasis – Total Hours 38

- CED 211 Intro. To Christian Education (2)
- MAP 010 Theory Placement Exam (Credit) \*
- MAP 020 Piano Placement Exam (Credit)
- MAP 210 Voice Class (1)
- MAP 220 Beginning Piano Class (1)\*\*
- MAP 221 Piano Class (1)
- MIN 235 Intro to Church Growth and Evangelism (2)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (Credit)\*\*\*
- MSS 224 Introduction to Missions (2)
- MUS 113 Music Theory I (3)
- MUS 114 Music Theory II (3)
- MUS 115 Aural Skills I (1)
- MUS 116 Aural Skills II (1)
- MUS 218 Intro to Music Technology (3)

- MUS or MAP elective (2)
- PSY 442 Pastoral Counseling (3)
- WOR 111 Worship Team Ensem. (1/0)\*\*\*\*
- WOR 112 Worship Choir (1)\*\*\*\*
- WOR 312 Worship in Hist. Perspective (3)
- WOR 316 Conducting for Wor. Choir (1)
- WOR 332 Planning & Leading Worship (1)
- WOR 422 Worship (2)
- WOR 425 Worship Ministry Planning (2)
- WOR 441 Per Worship & Spiritual Form (2)

\*Test is required of all prospective worship ministry majors. Failure to pass will result in enrollment of MAP 220 as a prerequisite for other MUS or MAP courses.

\*\*Does not count in total degree hours.

\*\*\*MIN 446 Directed Field Experience must be in professional field of study. Prerequisite: 75 hours (min. of 30 at MCC), MIN 445 Orientation to D.F.E., freshman & sophomore core courses for worship ministry program, and THE 341 Christian Doctrine I.

\*\*\*\*All worship majors are required to participate on a chapel worship team ensemble each semester. Worship choir must be taken four semesters, three for credit.

### Unrestricted Electives -- Total Hours 6

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# **CHRISTIAN MINISTRIES DEPARTMENT**

## **Youth Ministry**

### **Objectives**

The student who graduates with a degree in Youth Ministry will be able to...

- develop an appreciation for continued study in the subjects of youth ministry and youth culture.
- articulate both a personal and ministerial philosophy surrounding youth ministry.
- articulate both a personal and ministerial theology surrounding youth ministry.
- develop and execute administrative paradigms related to youth ministry.
- identify and articulate fundamental characteristics related to developmental stages.
- understand and correctly apply God's Word in personal and corporate ministry settings.
- gain both an appreciation for and understanding of the specific track ministry chosen by the student and its relationship to the youth ministry major.

# Bachelor of Arts in Bible/Youth Ministry

## Required Courses – Total Hours 131/132

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 17**

- LAN 221 Introduction to Greek I (4)
- LAN 222 Introduction to Greek II (4)
- LAN 331 Intermediate Readings & Syntax I (3)
- LAN 332 Intermediate Readings & Syntax II (3)
- Select an additional 3 hours from one of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 6**

- Science (3)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics
- \*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 6**

- Select 6 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 432 Church Administration (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Professional Studies Emphasis – Total Hours 38/39**

- CED 211 Intro to Christian Education (2)
- CED 222 Prin. & Tech. of Teaching (3)
- MIN 235 Church Growth and Evangelism (2)
- MIN 315 Practical Ministry Procedures (2)
- MIN 321 Introduction to Preaching (3)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (DFE)\* (Credit)
- MSS 224 Intro to Missions (2)
- PSY 226 Adolescent Development & Youth Culture (3)
- WOR 422 Worship (2)
- YMN 310 Building a Youth Min. Theo. & Philosophy (3)
- YMN 311 Small Groups & Discipling Youth (3)
- YMN 410 Youth Ministry Seminar (2)
- YMN 425 Youth Ministry Programming & Management (3)
- Youth Ministry Tracks (8 or 9)\*\*

\*Directed Field Experience (D.F.E.) must be in the professional field of study. Prerequisites: 75 hrs. (minimum of 30 at MCC), MIN 445 Orientation to D.F.E., freshman and sophomore core courses for youth ministry program, and THE 341 Christian Doctrine I.

\*\*Select a Youth Ministry Track by the end of your sophomore year through consultation with advisor.

### Unrestricted Electives -- Total Hours 6

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

#### **Educational Ministry Track\*\***

- CED 321 Christian Education of Child (3)
- CED 331 Christian Education of Adults (3)
- PSY 442 Pastoral Counseling (3)

#### **Family Ministry Track\*\***

- FST 325 Trends in U.S. Families (3)
- FST 344 Family Life Ministry (3)
- PSY 442 Pastoral Counseling (3)

#### **Pastoral Ministry Track\*\***

- MIN 322 Expository Preaching (3)
- MIN 323 Advanced Sermon Develop. (3)
- PSY 442 Pastoral Counseling (3)

#### **Urban Ministry Track \*\***

- SAN 441 Urban Ministry (3)
- PHL 332 Comparative Religions (3)
- MSS 426 Spiritual Warfare (2)

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required.

# Bachelor of Science in Bible/Youth Ministry

## Required Courses – Total Hours 130/131

### General Education – Total Hours 41

#### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

#### **Humanities 9**

Select 9 hours from three of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

#### **Math / Natural Sciences 10**

- Math course (3)\*
  - Science (with a lab) (4)
  - Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics
- \*Level of Math course must be College Algebra or greater.

#### **Social / Behavioral Sciences 9\***

Select 9 hours from three of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

\*Student must enroll in PSY 111 General Psychology and HIS 441 History of Christianity

### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 432 Church Administration (3)

### Bible Major -- Total Hours 36

#### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

#### **Professional Studies Emphasis – Total Hours 38/39**

- CED 211 Intro to Christian Education (2)
- CED 222 Prin. & Tech. of Teaching (3)
- MIN 235 Church Growth and Evangelism (2)
- MIN 315 Practical Ministry Procedures (2)
- MIN 321 Introduction to Preaching (3)
- MIN 445 Orientation to Directed Field Experience (Credit)
- MIN 446 Directed Field Experience (DFE)\* (Credit)
- MSS 224 Intro to Missions (2)
- PSY 226 Adolescent Development & Youth Culture (3)
- WOR 422 Worship (2)
- YMN 310 Building a Youth Min. Theo. & Philosophy (3)
- YMN 311 Small Groups & Discipling Youth (3)
- YMN 410 Youth Ministry Seminar (2)
- YMN 425 Youth Ministry Programming & Management (3)
- Youth Ministry Tracks (8 or 9)\*\*

\*Directed Field Experience (D.F.E.) must be in the professional field of study. Prerequisites: 75 hrs. (minimum of 30 at MCC), MIN 445 Orientation to D.F.E., freshman and sophomore core courses for youth ministry program, and THE 341 Christian Doctrine I\_

\*\*Select a Youth Ministry Track by the end of your sophomore year through consultation with advisor.

### Unrestricted Electives -- Total Hours 6

#### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

#### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

#### **Educational Ministry Track\*\***

- CED 321 Christian Education of Child (3)
- CED 331 Christian Education of Adults (3)
- PSY 442 Pastoral Counseling (3)

#### **Family Ministry Track\*\***

- FST 325 Trends in U.S. Families (3)
- FST 344 Family Life Ministry (3)
- PSY 442 Pastoral Counseling (3)

#### **Pastoral Ministry Track\*\***

- MIN 322 Expository Preaching (3)
- MIN 323 Advanced Sermon Develop. (3)
- PSY 442 Pastoral Counseling (3)

#### **Urban Ministry Track \*\***

- SAN 441 Urban Ministry (3)
- PHL 332 Comparative Religions (3)
- MSS 426 Spiritual Warfare (2)

#### **Christian Service\* -- Total Credits 7**

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required.

# CHRISTIAN MINISTRIES DEPARTMENT

## Minors (OPTIONAL)

### Guidelines

1. A minimum of 19 additional hours must be completed to earn a minor.
2. If desired, a minor is declared as soon as possible, preferably (but not necessarily) at the same time the major is declared.
3. A minor may be awarded only at the time the bachelor's degree is received.
4. The proper sequencing of courses in a degree program to include a minor is the responsibility of the student. Appropriate sequencing for the courses required for each minor are shown. In most degree programs, the addition of a minor will add one or more semesters to the length of the program.

### Minor in Cross-Cultural Ministry – Total Hours 19/20

___	MSS 224 Introduction to Missions	2*
___	SAN 227 Cultural Anthropology	3*
___	MSS 342 Strat & Methods in Missions	3*
___	LSP 445 Leadership Train. in Missions	3
___	_____ Cross-Cultural Min. electives	8/9**

\*If your major calls for this course, select a course that is not required by your major from the choices for the Cross-Cultural Ministry electives. \*\*Select from PHL 332 Comparative Religions, MSS 333 Principles of Church Growth, COM 402 Intercultural Communication, MSS 426 Spiritual Warfare, MSS 434 Seminar in Field Preparation, SAN 441 Urban Ministry, MSS 455 Perspectives in World Mission Movement, MSS 460 Topics in Missions.

### Minor in Educational Ministry – Total Hours 20/21

___	PSY 223 Human Growth and Dev.	3*
___	PSY 224 Educational Psychology	3*
___	CED 211 Introd. to Christian Ed.	2*
___	CED 222 Prin. & Tech. of Teaching	3*
___	CED 331 Christian Ed. of Adults	3
___	LSP 432 Church Administration	3*
___	_____ Educational Ministry elective	3**

\*If your major calls for this course, select a course that is not required by your major from the choices for the Educational Ministry elective. \*\*Choices for the elective include: CED 321 CE of the Child, CED 460 Topics in Educational Ministry, FST 344 Family Life Ministry, YMN 310 Building a Youth Min. Theo/Phil.

### Minor in Family Ministry – Total Hours 20/21

___	FST 224 The Family	3
___	FST 325 Trends in U.S. Families	3
___	PSY 441 Prin. & Tech. in Counseling	3
___	PSY 443 Lab Experiences Counseling	3
___	PSY 444 Advanced Counseling Tech.	3
___	_____ Family Ministry electives	5/6*

\*Select courses from the choices for the Family Ministry electives that are not required by your major. Choices for the elective include: CED 222 Principles & Techniques of Teaching, PSY 111 General Psychology, PSY 223 Human Growth & Development, PSY 236 Interpersonal Relationships, FST 344 Family Life Ministry, PSY 442 Pastoral Counseling, PSY 448 Practicum in Counseling, 300+ FSHS course from K-State (or other).

### Minor in Pastoral Ministry – Total Hours 21/22

___	MIN 321 Introduction to Preaching	3
___	MIN 322 Expository Preaching	3
___	MIN 323 Advanced Sermon Dev.	3
___	MIN 315 Practical Ministry Procedures <sup>2</sup> *	
___	MIN 235 Intro Church Growth/Evang	2*
___	WOR 422 Worship	2*
___	LSP 432 Church Administration	3*
___	PSY 442 Pastoral Counseling	3*

\*If your major calls for this course, select a course from the following: CED 331 CE of Adults, CED 222 Principles & Techniques of Teaching, FST 325 Trends in U.S. Families, LIT 446 Modern Masters of Christian Literature, PSY 236 Interpersonal Relationships, SAN 223 General Sociology.

**Minor in Youth Ministry – Total Hours 20**

___ CED 222 Prin. & Tech. of Teaching	3*
___ MIN 321 Introduction to Preaching	3*
___ PSY 226 Adolescent Dev. & Culture	3
___ YMN 310 Bldg. Youth Min. Theo/Phil	3
___ YMN 311 Small Groups & Discipling	3
___ YMN 410 Youth Ministry Seminar	2
___ YMN 425 Youth Min Prog. & Man.	3

\*If your major calls for this course, select a course from the following: CED 321CE of the Child, CED 460 Topics in Educational Ministry, FST 325 Trends in U.S. Families, SAN 227 Cultural Anthropology, SAN 441 Urban Ministry.

**Minor in Worship Ministry – Total Hours 22/24**

___ MAP 210 Voice Class	1
___ MAP 220 Beginning Piano	1*
___ MAP 222 Advanced Piano Class	1
___ MUS 113 Music Theory I	3
___ MUS 114 Music Theory II	3
___ MUS 115 Aural Skills I	1
___ MUS 116 Aural Skills II	1
___ MUS 218 Intro. to Music Technology	3
___ WOR 112 Worship Choir	2**
___ WOR 312 History of Worship Music	3
___ WOR 314 Hymnology	3
___ WOR 422 Worship	2***

\*Course is preparatory and does not count toward minor requirements.

\*\*Worship Choir is two semesters with one credit hour per semester.

\*\*\*Course required only if student's major program does not include



# Academic Programs

## Dual Degree Studies

The dual degree program is minimally a five year course of study in which a student earns a bachelor degree from Manhattan Christian College and a bachelor degree from Kansas State University or an associate degree or certificate from Manhattan Area Technical College upon confirmation of the completion of all requirements at both institutions. Students in this program are equipped through MCC with a biblical foundation that will enable them to penetrate the world with the gospel of Jesus Christ. Students in this program are also equipped through KSU or MATC with a vocation that will enable them to go anywhere in the world and, as they do, to be Christian leaders both in the church and in their chosen profession.

### **Mission**

The Dual Degree Studies Program exists to educate, equip, and enrich Christians to be leaders regardless of chosen profession, both in the workplace and the church.

### **Objectives**

Students completing the requirements in Dual Degree will:

1. Develop skills in a chosen profession in which a Christian influence can be demonstrated.
2. Appreciate the opportunity to use Christian leadership skills both in the church and in any chosen profession.

# DUAL DEGREE STUDIES

## Bachelor of Arts in Bible with a Dual Degree

### Required Courses – Total Hours 129

#### General Education – Total Hours 41

##### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

##### **Humanities 17**

- LAN 221 Introduction to Greek I (4)
- LAN 222 Introduction to Greek II (4)
- LAN 331 Intermediate Readings & Syntax I (3)
- LAN 332 Intermediate Readings & Syntax II (3)
- Select an additional 3 hours from one of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

##### **Math / Natural Sciences 6**

- Science (3)
- Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics

\*Level of Math course must be College Algebra or greater.

##### **Social / Behavioral Sciences 6**

- Select 6 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

#### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 433 Issues in Lay Leadership (3)

#### Bible Major -- Total Hours 36

##### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

##### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

##### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

#### Professional Studies Emphasis – Total Hours 36

Major coursework from KSU or Manhattan Area Technical College

#### Unrestricted Electives -- Total Hours 6

#### Christian Service\* -- Total Credits 7

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# DUAL DEGREE STUDIES

## Bachelor of Arts in Bible with a Dual Degree

### SUGGESTED COURSE SCHEDULE

#### First Year

Fall		Spring			
_____	BIB 111 Survey New Test Lit.	3	_____	BIB 114 Survey Old Test Lit. II	3
_____	BIB 113 Survey Old Test Lit. I	3	_____	BIB 117 Life / Teachings Jesus	3
_____	COM 111 Written Composition I	3	_____	COM 112 Written Comp. II	3
_____	LSP 121 Intro. Christian Service	3	_____	_____ Humanities course	3
_____	ORN 090 College Orientation Seminar	1*	_____	_____ Social Science course	<u>3</u>
_____	_____ Soc. Science course	<u>3</u>			
		<b>15</b>			<b>15</b>

\*course required but does not count in total degree hours

#### Second Year

Fall		Spring			
_____	BIB 221 History Christian Beginnings	3	_____	BIB 226 Interpretation	3
_____	COM 211 Public Speaking	3	_____	BIB 300+ Old Testament course	3
_____	LAN 221 Introduction to Greek I	4	_____	LAN 222 Introduction to Greek II	4
_____	_____ Sci./Math/Stat./CIS course	3	_____	_____ Dual Degree studies	<u>6</u>
_____	_____ Dual Degree studies	<u>3</u>			
		<b>16</b>			<b>16</b>

#### Third Year

Fall		Spring			
_____	BIB 33_ Epistles course	3	_____	LAN 332 Intern. Readings & Syntax II	3
_____	HIS 442 History Amer. Rest. Movement	3	_____	LSP 416 Senior Integration Seminar	2
_____	LAN 331 Intern. Readings & Syntax I	3	_____	THE 342 Christian Doctrine II	3
_____	THE 341 Christian Doctrine I	3	_____	_____ Dual Degree studies	6
_____	_____ Dual Degree studies	<u>6</u>	_____	_____ Unrestricted Elective	<u>3</u>
		<b>18</b>			<b>17</b>

#### Fourth Year

Fall		Spring			
_____	LSP 431 Leadership	2	_____	BIB 400+ Bible course	3
_____	LSP 433 Issues in Lay Leadership	3	_____	THE 400+ Theology course	3
_____	_____ Science	3	_____	_____ Dual Degree studies	6
_____	_____ Dual Degree studies	<u>9</u>	_____	_____ Unrestricted Elective	<u>3</u>
		<b>17</b>			<b>15</b>

#### Fifth Year

Typically spent in the dual degree studies at Kansas State University or Manhattan Area Technical College.

#### Christian Service Credits

_____	CHR 101 Chr. Svc. Church / Local Church	CR/NC
_____	CHR 111 Chr. Svc. Community Service	CR/NC
_____	CHR 121 Chr. Svc. MCC/KSU Organizations	CR/NC
_____	CHR 1_1 Chr. Svc. _____	CR/NC
_____	CHR 1_1 Chr. Svc. _____	CR/NC
_____	CHR 1_1 Chr. Svc. _____	CR/NC
_____	CHR 1_1 Chr. Svc. _____	CR/NC

# DUAL DEGREE STUDIES

## Bachelor of Science in Bible with a Dual Degree

### Required Courses – Total Hours 128

#### General Education – Total Hours 40

##### **Foundation Studies 12**

- COM 111 Written Composition I (3)
- COM 112 Written Composition II (3)
- COM 211 Public Speaking (3)
- HIS 442 History American Restoration Movement 3
- ORN 090 College Orientation Seminar 1 (course required but does not count in total degree hours)

##### **Humanities 9**

Select an additional 9 hours from one of the following disciplines: Communication, Fine Arts, Literature, Music, Philosophy

##### **Math / Natural Sciences 10**

- Math\* course (3)
  - Science with a lab (4)
  - Select an additional 3 hours from one of the following disciplines: Computer Info. Systems, Math\*, Science, Statistics
- \*Level of Math course must be College Algebra or greater.

##### **Social / Behavioral Sciences 9**

Select 9 hours from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), History, Political Science, Psychology, Sociology

#### Leadership -- Total Hours 10

- LSP 121 Introduction to Christian Service (3)
- LSP 416 Senior Integration Seminar (2)
- LSP 431 Leadership (2)
- LSP 433 Issues in Lay Leadership (3)

#### Bible Major -- Total Hours 36

##### **Lower Division Bible 18**

- BIB 111 Survey of New Testament Literature (3)
- BIB 113 Survey of Old Testament Literature I (3)
- BIB 114 Survey of Old Testament Literature II (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 221 History of Christian Beginnings (3)
- BIB 226 Interpretation (3)

##### **Upper Division Bible 9**

- BIB 33\_ Epistles course (3)
- BIB 300+ Old Testament Bible course (3)
- BIB 400+ Bible course (3)

##### **Theology 9**

- THE 341 Christian Doctrine I (3)
- THE 342 Christian Doctrine II (3)
- THE 400+ Theology course (3)

#### Professional Studies Emphasis – Total Hours 36

Major coursework from KSU or Manhattan Area Technical College

#### Unrestricted Electives -- Total Hours 6

#### Christian Service\* -- Total Credits 7

- CHR 101 Chr. Svc. Church / Local Church CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 121 Chr. Svc. MCC / KSU Org. CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC
- CHR 1\_1 Chr. Svc. \_\_\_\_\_ CR/NC

\*A total of seven semesters of Christian Service is required for graduation in the bachelor degree programs.

# DUAL DEGREE STUDIES

## Bachelor of Science in Bible with a Dual Degree

### SUGGESTED COURSE SCHEDULE

#### First Year

Fall		Spring			
_____	BIB 111 Survey New Test Lit.	3	_____	BIB 114 Survey Old Test Lit. II	3
_____	BIB 113 Survey Old Test Lit. I	3	_____	BIB 117 Life / Teachings Jesus	3
_____	COM 111 Written Composition I	3	_____	COM 112 Written Comp. II	3
_____	LSP 121 Intro. Christian Service	3	_____	_____ Humanities course	3
_____	ORN 090 College Orientation Seminar	1*	_____	_____ Social Science course	<u>3</u>
_____	_____ Soc. Science course	<u>3</u>			
		<b>15</b>			<b>15</b>

\*course required but does not count in total degree hours

#### Second Year

Fall		Spring			
_____	BIB 221 History Christian Beginnings	3	_____	BIB 226 Interpretation	3
_____	COM 211 Public Speaking	3	_____	BIB 300+ Old Testament course	3
_____	_____ Humanities course	3	_____	_____ Humanities course	3
_____	_____ Math course	3	_____	_____ Social Science course	3
_____	_____ Dual Degree studies	<u>3</u>	_____	_____ Dual Degree studies	<u>6</u>
		<b>15</b>			<b>18</b>

#### Third Year

Fall		Spring			
_____	BIB 33_ Epistles course	3	_____	BIB 321 Biblical Research	3
_____	HIS 442 History Amer. Rest. Movement	3	_____	THE 342 Christian Doctrine II	3
_____	THE 341 Christian Doctrine I	3	_____	_____ Dual Degree studies	9
_____	_____ Sci./Math/Stat./CIS course	3	_____	_____ Unrestricted Elective	<u>3</u>
_____	_____ Dual Degree studies	<u>3</u>			
		<b>15</b>			<b>18</b>

#### Fourth Year

Fall		Spring			
_____	LSP 431 Leadership	2	_____	LSP 416 Senior Integration Seminar	2
_____	LSP 433 Issues in Lay Leadership	3	_____	THE 400+ Theology course	3
_____	_____ Science with lab	4	_____	_____ Dual Degree studies	6
_____	_____ Dual Degree studies	9	_____	_____ Unrestricted Elective	<u>3</u>
		<b>18</b>			<b>15</b>

#### Fifth Year

Typically spent in the dual degree studies at Kansas State University or Manhattan Area Technical College.

#### Christian Service Credits

_____	CHR 101 Chr. Svc. Church / Local Church	CR/NC
_____	CHR 111 Chr. Svc. Community Service	CR/NC
_____	CHR 121 Chr. Svc. MCC/KSU Organizations	CR/NC
_____	CHR 1_1 Chr. Svc. _____	CR/NC
_____	CHR 1_1 Chr. Svc. _____	CR/NC
_____	CHR 1_1 Chr. Svc. _____	CR/NC
_____	CHR 1_1 Chr. Svc. _____	CR/NC

# Academic Programs

## Distance Education Department

*Department Coordinator:* Jeff Davis

Manhattan Christian College has made a commitment to global ministry leadership training. MCC's distance education courses are designed to provide busy adults the opportunity and flexibility to pursue the same regionally accredited biblical education that our on-campus students experience. The program is designed to enhance your current ministries and careers and put you on the road toward completion of a bachelor degree in Biblical Leadership or our popular Management and Ethics degree. Each course meets for eight weeks and earns three semester hours of credit.

Online students may take any two of the distance education courses during each 8-week term, and there are two 8-week terms per semester. Generally, students spend an average of 12-15 hours per week on each class. This may vary depending upon how quickly you read and complete your assignments.

### **Mission**

The Distance Learning Department exists to educate, equip, and enrich Christian leaders in any location, at any time to become more effective leaders in their churches and communities.

### **Objectives**

Upon completing the course of study in biblical leadership, a student will be able to . . .

- Demonstrate a general knowledge and understanding of the Christian canon and theological concepts
- Demonstrate an integration of their studies into leadership ministry
- Understand the basic principles of leadership in a healthy, growing church
- Perform the basic exegesis necessary for preaching, teaching, and Bible study
- Demonstrate a basic level of expertise of the skills necessary to perform practical ministry in the local church
- Have a basic understanding of the history of the church and the Stone-Campbell movement

### **Requirements to Enter Degree Completion Program**

Degree completion students must have completed 40 or more credits from accredited colleges, post secondary institutions, or military service (credit for prior learning cannot be included as part of the 40). Students may be granted provisional admittance depending on individual circumstances. These credits will be applied to the required 72 hours of course credits in two categories: general education (42 hours) and unrestricted electives (30 hours).

A 21-hour Certificate of Biblical Leadership is available for those who do not wish to enter the degree-completion program.

### **Technology, Time Management, and Netiquette**

Students enrolled in online courses are responsible to ensure that they have the necessary technology (hardware and software) and adequate Internet access to complete the course(s). MCC uses the learning management system *MCC Online*. *MCC Online* is a course-management system designed to deliver an interactive web-based classroom to students. *MCC Online* extends and enhances course instruction, enabling students with time and geographic restrictions to take advantage of the flexibility of learning over the Internet.

The MCC *Online* has a 'Readiness Test' to help online students test their computer hardware and software for course use. The MCC *Online* web site also offers several helps for students in the areas of time management, student services, and netiquette in e-mail and course message boards.

MCC's Distance Learning department prefers Microsoft Office as the primary software used for online coursework. The minimum recommendation for students is that they have Office 2007 – Home and Student Edition (Word, Excel, and PowerPoint). E-mail software (e.g. Outlook) is not required if the student uses web-based e-mail (MCC e-mail, Hotmail, Yahoo, etc.).

## Netiquette for E-mail, Chat, and the Discussion Boards

It is hard for someone reading your communication to know your tone of voice and impossible for someone to read your body language or your facial expressions. These are all very important when we speak to someone. Netiquette is the way you express yourself when you are writing e-mails, in a chat with classmates, or posting on a discussion board. Here you will find tips on how to express yourself.

- Try to avoid ALL CAPS. IT GIVES THE IMPRESSION THAT YOU ARE SHOUTING!
- Acknowledge what someone else has said before posing a different viewpoint. If you disagree with someone, it is a good idea to start a message by briefly re-stating in your own words, what the other person said. This lets the other person know that you are trying to understand them.
- When presenting a controversial point of view, identify whose view it is. For example, "in my experience..." Or "according to the author..."
- If you feel the need to send an angry message, take a break. If you write out the message, don't send it immediately. Save it and look at it later. You may want to tone it down after you have re-read it.
- It is a good idea to check your spelling if you are posting to a discussion board before posting. It will be the first impression you make on someone.
- Remember that whatever you post to a newsgroup or bulletin board is public and may be copied and sent to others.
- Remember to always title your messages. This is especially true for newsgroups and bulletin boards so that others can delete it without reading it if they wish.
- When you post or e-mail someone with a question, make it as easy as possible for them to help you. Make your questions as clear and specific as possible, and provide as much information as possible.
- Sometimes emoticons are used to convey emotion:

Smile	:) or :-)	Indifferent	:I
Wink	;-)	Disappointed	:-e
Frown	:(	Mad	:-<
Surprised	:-o	Laughing	:-D
Screaming	:-@		
- *A few abbreviations that are commonly used are:*
  - BTW (by the way)
  - IMHO (in my humble opinion) This is a good non-offensive way of expressing one's own opinion.
  - lol (laugh out loud)
  - rofl (roll on the floor laughing)
  - brb (be right back)
  - cya (see you later)
- Keep your communications to the point. Some people pay for Internet access by the hour. The longer it takes to read your messages, the more it may cost them.

Be careful not to post unrelated comments or advertisements to your groups. This practice is known as **spamming** and will quickly lead to another unpleasant Internet practice, **flaming**. Sometimes you might offend someone unintentionally. Be prepared to receive some angry e-mail or be treated rudely by others in the group. This is called being **flamed**. If you attack back, you will spark a **flame war**. The best response usually is no response at all. You must be careful not to read into a message something that is not there and not to make judgments about where someone is coming from.

## **Tips for Participating on a Discussion Board**

Log on to your course discussion board every day or a minimum of 5 days a week.

- Think ideas through before responding. You do not want to respond to be considered flaming. It often helps to outline responses before responding. Be polite and respectful.
- It is often a good idea to write your response in Word (or other word processor) so that you can easily edit your response, then copy-n-paste your response to the message board.
- Use good communication skills. Keep your comments concise, but do meet the requirements posted for discussion by the instructor. Avoid brief affirmations such as “Amen”, “Ditto”, and “I agree.” Do not quote or copy long passages from a previous post. Quote only the relevant portions to make your response clear.
- Pay careful attention to instructions. Be sensitive with your use of language.
- Use subject lines in your post to keep the flow going for a certain discussion item. Be sure to change the subject line if you are changing the direction of the discussion.
- Try to stay on track and respond directly to comments being made.

## **E-Mail**

All students enrolled in MCC’s distance education programs must have a MCC e-mail account. The college’s policy is that e-mail is the primary means of communication with students. Communication from faculty and all departments will be primarily through the use of e-mail. MCC e-mail accounts are assigned when students enroll in the college. Questions can be directed to the MCC e-mail administrator at: [mccadmin@mccs.edu](mailto:mccadmin@mccs.edu).

## **Christian Service**

Students are required to be involved in their communities and churches each semester. Practical service activities enhance the college experience because students apply what they learn in the classroom in service to others. A variety of service activities can satisfy this requirement. See ‘Christian Service’ in the Academic Information section of the current catalog for more information.

## **Credit by Non-Classroom Contact**

Students may earn up to 30% (or 36) of the credit hours required for completion of the degree through non-classroom contact (e.g. credit-by-examination, credit for prior learning (CPL), military or job training, etc.). A maximum of 30 of the possible 36 semester credit hours may be by CPL. A per-credit-hour fee is charged for evaluation, and payment of the fee does not guarantee that credit will be granted. CPL credit is only awarded after a faculty member from that field of expertise evaluates the prior learning. See ‘Credit for Prior Learning’ in the Academic Information section of the current catalog for more information.

## **Attendance**

Students taking online courses are required to be active in the course each week of the course through various activities and assessments as assigned by the course instructor (e.g. message board postings, quizzes, or other activities). A student not active in (or attending) the course by Wednesday of the first week is subject to being administratively dropped from the course unless prior arrangements have been made with the instructor. All course work must be completed by the end of the eighth week.

Students enrolled in DVD course work must make contact with their instructor during the first week of the course by e-mail to ensure the instructor has accurate contact information for the student (instructor e-mail provided to student by the Distance Education office at enrollment). The instructor will inform the student of preferred contact method, confirm student has all required course materials (DVDs, syllabus, books), as well as confirm with the student of the method and format he/she prefers for assignments to be submitted (e.g. Word documents submitted by e-mail). All course work must be completed by the end of the eighth week.



## **MCC *Online* (Distance Education) Course Add/Drop Policy/Procedures**

Students are responsible for their own enrollment maintenance.

### *Policy for Drop/Add of Distance Courses*

1. Add a course by Wednesday (by day 3) by completing the add form. Courses may not be added after Wednesday (day 3) without instructor permission. Courses cannot be added after the first week of the course (day 7).
2. Drop by the end of the second week of the course (day 14): The course will not be recorded on the student's permanent record
3. Drop between the third and sixth week (by day 42): A grade of "W" will be recorded on the student's permanent record. The grade of "W" is not calculated into the grade point average.
4. Drop after the sixth week: The course may not be dropped and a grade will be assigned by the instructor and recorded on the student's permanent record.

### *Procedure for Drop/Add of Distance Courses*

1. Contact the Distance Education office by phone or e-mail to complete a drop/add form.
2. Distance Education office will complete the form and contact the instructor for approval.
3. Completed form will be submitted to the Registrar's office by the Distance Education office.

### **MCC *Online* (Distance Education) Course Refund Policy**

This policy applies to all online or DVD courses that MCC currently offers, or will offer in the future. The typical MCC *Online* course duration is 8 weeks, and each week is defined as Monday through Sunday. The course refund policy is:

On or before the first day of class	100%
First week of the course (days 2-7)	75%
Second week of the course (days 8-15)	40%
16 <sup>th</sup> day and beyond	0%

Students must request and complete the necessary paperwork to drop (or change status) for a course prior 5:00 pm, central time of the deadline. There are no refunds after the second week of any 8-week course. Students must be aware that total withdrawal during the semester may have an impact on the financial aid received by the student. Contact the Financial Aid office for details.

More information regarding MCC's Distance program and courses is located on the MCC website: [www.mceks.edu/mconline/](http://www.mceks.edu/mconline/)

# DISTANCE EDUCATION DEPARTMENT

## Bachelor of Science in Biblical Leadership

### Required Courses – Total Hours 120

#### General Education – Total Hours 42

##### **Foundation Studies 9**

Written and Rhetorical Arts  
One written communication course  
One oral communication course;  
One written or oral communication course

##### **Humanities 9**

Select one course from three of the following disciplines:  
Communication, Fine Arts, Languages, Literature, Music, or Philosophy

##### **Science / Math 6**

One science course; One science or math course

##### **Social Sciences 6**

Select one course from two of the following disciplines: Cultural Anthropology,  
Economics, Family Studies, Geography (excluding Physical Geography), Psychology, or Sociology

##### **History / Political Science 3**

History or political science course

##### **General Education Electives 9**

#### Bible / Theology – Total Hours 24

##### **Bible**

BIB 111 Survey of New Testament Literature (3)  
BIB 112 Survey of Old Testament Literature (3)  
BIB 117 Life and Teachings of Jesus (3)  
BIB 221 History of Christian Beginnings (3)  
BIB 226 Interpretation (3)  
BIB \_\_\_ Old /New Testament Elective (3)

##### **Theology**

THE 235 – Basic Christian Doctrine (3)  
THE 436 – Apologetics (3)

#### Leadership / Ministry – Total Hours 24

HIS 442 History of the American Restoration Movement *or* HIS 441 History of Christianity (3)  
LSP 439 Biblical Concepts of Leadership  
LSP 432 Church Administration  
LSP 433 Issues in Lay Leadership  
LSP 417 Senior Integration Seminar  
MIN 236 Church Growth & Evangelism  
MIN 311 Small Groups and Involvement  
MIN 321 Introduction to Preaching *or* CED 222 Principles and Techniques of Teaching

#### Unrestricted Electives -- Total Hours 30

#### Community Service – Total Credits 3

CHR 111 Chr. Svc. Community Service CR/NC  
CHR 111 Chr. Svc. Community Service CR/NC  
CHR 111 Chr. Svc. Community Service CR/NC

# DISTANCE EDUCATION DEPARTMENT

## Bachelor of Science in Biblical Leadership

### Suggested Course Schedule

<b>First Semester</b>			
8-wk			Credit Hrs
Term			
1	BIB111	Survey of New Testament Literature	3
1	BIB112	Survey of Old Testament Literature	3
2	BIB117	Life and Teachings of Jesus	3
2	BIB226	Interpretation	3
<b>Second Semester</b>			
8-wk			Credit Hrs
Term			
1	MIN236	Church Growth and Evangelism	3
1	THE235	Basic Christian Doctrine	3
2	BIB221	History of Christian Beginnings	3
2	LSP439	Biblical Concepts of Leadership	3
<b>Third Semester</b>			
8-wk			Credit Hrs
Term			
1	MIN311	Small Groups and Involvement	3
1	LSP433	Issues in Lay Leadership	3
2	MIN320	Introduction to Preaching <i>–or–</i>	3
	CED222	Principles and Techniques of Teaching	
2	HIS442	History of the American Restoration Movement	3
<b>Fourth Semester</b>			
8-wk			Credit Hrs
Term			
1	LSP432	Church Administration	3
1	THE436	Apologetics	3
2	BIB____	Bible Elective	3
2	LSP417*	Senior Integration Seminar	3
<b>Christian Service</b>			
	CHR1_1	Christian Service	CR/NC
	CHR1_1	Christian Service	CR/NC
	CHR1_1	Christian Service	CR/NC

\*LSP417 is considered a capstone course and will require more time from students than they may have experienced in other courses. MCC Faculty recommends that most students consider taking this course by itself to allow time for the additional course work required.

# DISTANCE EDUCATION DEPARTMENT

## Bachelor of Science in Management and Ethics (online)

### Required Courses – Total Hours 120

#### General Education – Total Hours 42

##### **Foundation Studies 9**

- Written and Rhetorical Arts
- One written communication course
- One oral communication course
- One written or oral communication course

##### **Humanities 9**

- Select one course from three of the following disciplines: Communication, Fine Arts, Languages, Literature, Music, or Philosophy

##### **Science / Math 6**

- One science course
- One science or math course

##### **Social Sciences 6**

- Select one course from two of the following disciplines: Cultural Anthropology, Economics, Family Studies, Geography (excluding Physical Geography), Psychology, or Sociology

##### **History / Political Science 3**

- History or political science course

##### **General Education Electives 9**

#### Bible/Ethics Courses -- Total Hours 18

##### **Bible**

- BIB 117 Life and Teachings of Jesus (3)
- BIB 422 Foundation of Ethics: Life and Teachings of Paul (3)
- BIB 429 Foundation of Ethics: Other New Testament Writings (3)
- BIB 443 Foundation of Ethics: A Christian World View (3)
- BIB 444 Hebrew Wisdom Literature (3)

##### **Theology**

- THE 235 Basic Christian Doctrine (3)

#### Management Courses – Total Hours 30

- MAN 330 Goals, Priorities, and Attitudes (3)
- MAN 332 Introduction to Management & Ethics (3)
- MAN 334 Research Methods (3)
- MAN 350 Management Research Project I (3)
- MAN 430 Accounting for Managers (3)
- MAN 432 Marketing Concepts and Applications (3)
- MAN 440 Economics for Managers (3)
- MAN 442 Managing People: Groups and Leadership (3)
- MAN 444 Case Studies in Management Ethics (3)
- MAN 450 Management Research Project II (3)

#### Unrestricted Electives – Total Hours 30

#### Community Service – Total Credits 3

- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC
- CHR 111 Chr. Svc. Community Service CR/NC

# DISTANCE EDUCATION DEPARTMENT

## Bachelor of Science in Management and Ethics (online)

### Suggested Course Schedule

<b>First Semester</b>			
8-wk			Credit Hrs
Term			
1	MAN330	Goals, Priorities, and Attitudes	3
1	THE235	Basic Christian Doctrine	3
2	MAN332	Introduction to Management & Ethics	3
2	BIB117	Life and Teachings of Jesus	3
<b>Second Semester</b>			
8-wk			Credit Hrs
Term			
1	MAN334*	Research Methods	3
1	MAN350*	Management Research Project I	3
2	BIB422	Foundation of Ethics: Life & Teachings of Paul	3
2	MAN430	Accounting for Managers	3
<b>Third Semester</b>			
8-wk			Credit Hrs
Term			
1	BIB429	Foundation of Ethics: Other New Testament	3
1	MAN432	Writings	3
2	BIB444	Marketing Concepts and Applications	3
2	MAN440	Hebrew Wisdom Literature	3
		Economics for Managers	
<b>Fourth Semester</b>			
8-wk			Credit Hrs
Term			
1	MAN442	Managing People: Groups and Leadership	3
1	MAN444	Case Studies in Management	3
2	BIB443	Foundation of Ethics: A Christian World View	3
2	MAN450**	Management Research Project II	3
<b>Christian Service</b>			
	CHR1_1	Christian Service	CR/NC
	CHR1_1	Christian Service	CR/NC
	CHR1_1	Christian Service	CR/NC

\* MAN334/MAN350 - MCC Faculty recommends that most students consider taking these courses at the same time as students study research methods to begin research and writing their final research project.

\*\*MAN450 – This course is the capstone course for the degree program. Students must have access to recording equipment (VHS, digital) to record the presentation of their research project.

Students must purchase the Logos Bible Software Scholar's Edition for use in Bible courses.

# **DISTANCE EDUCATION DEPARTMENT**

## **Certificate of Biblical Leadership (online)**

### **Required Courses – Total Hours 21**

#### **Bible / Theology -- Total Hours 15**

##### **Bible**

- BIB 111 Survey of New Testament Literature (3)
- BIB 112 Survey of Old Testament Literature (3)
- BIB 117 Life and Teachings of Jesus (3)
- BIB 226 Interpretation (3)

##### **Theology**

- THE 235 Basic Christian Doctrine (3)

#### **Leadership / Ministry—Total Hours 6**

- LSP 439 Biblical Concepts of Leadership (3)
- MIN 321 Introduction to Preaching or CED 222 Principles and Techniques of Teaching (3)

Students must purchase the Logos Bible Software Scholar's Edition for use in Bible courses.  
[www.mccks.edu/mcconline/index.html](http://www.mccks.edu/mcconline/index.html).

# Library/Learning Resources

*Director of Library Resources:* Mary Ann Buhler

*Reference Librarian:* Ron Ratliff

The library is located on the 3<sup>rd</sup> and 2<sup>nd</sup> floor of Jolliffe Hall. In its current location the library is ADA (Americans with Disabilities Act) compliant. The staff uses the Library of Congress classification system. The library contains over 53,000 volumes and over 3,000 bound and unbound journals. The EOSWeb Express automation system provides public access, computerized card catalog, and circulation control. In addition, patrons have access to several on-line databases, interlibrary loan, the OCLC database, reference assistance, computer access, CD-Roms, and a photocopy machine. Through a formal cooperative agreement with Kansas State University, MCC students, faculty, and staff enjoy full access to the KSU Hale Library system. The Learning Resources Committee assists the director of library services. The committee consists of faculty and student representation and is chaired by the library director. Through monthly meetings the committee provides oversight of various aspects of library operations. The committee functions as an advisory and steering committee to the library director. It provides evaluative decision-making to assist in setting policy for major improvements within the library, assigns portions of the library acquisitions monies to appropriate faculty for purchases in their curricular area, and entertains requests for special purchases for the library and its patrons.

## Mission

In harmony with the mission of Manhattan Christian College, the mission of the library is “educating, equipping, and enriching” the students, staff, faculty, administration, and community of MCC. This mission is primarily centered in the instructional tasks of the college, focusing on curricular support of students and teaching faculty of the college. This means the library’s mission includes both “educating” and “equipping,” terms defined here to encompass both liberal arts and professional instruction. The library’s mission, therefore, includes providing facilities, staff assistance, patron orientation, and material — print and non-print media — appropriate for most of the support for the curriculum, and at least some of the support of faculty research. The library’s mission also includes “enrichment” – which is here defined as support for personal growth, providing a place and media for non-technical and recreational reading and other activities, as appropriate and feasible.

## Vision

The library seeks to provide instructional support and learning resources by combining elements of a traditional “liberal arts” education with professional and pre-professional training for various aspects of ministry for students, staff, faculty, administration, and the community.

## Objectives

To achieve its vision and mission, the library will...

- seek budget increases to a percentage which reflects the ideal of the ABHE’s recommended level of 6% of “G & E” expenditures of the college.
- seek augmented budgetary funding for the library through various sources of revenue including (a) a library use fee, (b) memorial gifts, (c) application for funding from grant proposals.
- seek to provide onsite and remote access to materials needed to support the curriculum and faculty research.
- provide library orientation and instructional assistance to all patrons.
- seek to enhance resource sharing services by providing access to additional materials supporting the curriculum and faculty research.
- seek to enlarge and enhance library facilities by completing the renovation of an existing campus building into a state-of-the-art library.
- seek to acquire and maintain the necessary equipment and technology to support developing programs.

- seek to acquire and regularly update computer hardware and software necessary to access and display electronic information resources.
- enhance the current systems by acquiring an automated, integrated library system for cataloging, public access, and circulation services.
- participate in library consortia to enhance library.



# Course Descriptions

In order to provide clarity for both faculty, students and inquirers regarding the academic course offerings at Manhattan Christian College, a set of general guidelines have been established to use in determining the area of discipline, course structure, organization, and degree of difficulty or sophistication. The letters in the prefix relates to the area of discipline that course represents. The academic discipline areas at MCC are:

BIB	Bible	MAT	Math
CED	Christian Education	MIN	Ministries
CHR	Christian Service	MSS	Missions
CIS	Computing and Information Systems	MUS	Music
COM	Communication	ORN	Orientation
ECN	Economics	PAS	Pastoral
FST	Family Studies	PHL	Philosophy
HIS	History	PSY	Psychology and Counseling
HOM	Homiletics	SAN	Sociology and Anthropology
HPW	Health and Physical Wellness	SCI	Science
ICS	Intercultural Studies	SFM	Spiritual Formation
LAN	Languages	STA	Statistics
LIT	Literature	THE	Theology
LSP	Leadership	WOR	Worship
MAN	Management	YMN	Youth Ministry

The first number in the sequence designates the course level. The courses at MCC are developed based on the following guidelines:

**Lower Division Courses** are offered at the 100- and 200- levels while having the following characteristics:

- Lower division courses generally do not have college-level prerequisites unless there are courses taken in sequence such as Written Composition I and Written Composition II.
- Lower division courses usually are not limited to students majoring in the discipline in which the course is listed.
- Lower division courses primarily are introductory, survey, or basic concept oriented courses.

**Upper Division Courses** are offered at the 300- and 400- levels while having the following characteristics:

- Upper division courses generally require substantial college-level preparation and/or prerequisites on the part of the student.
- Upper division courses usually are more specialized courses taken within the student's major field of study or emphasis.
- Upper division courses often provide a capstone experience.

**Course Level Descriptions** reflect levels of learning. In order to provide those descriptions, the principles of Bloom's Taxonomy are used as a basis. The following chart provides working guideline descriptions for each course level.

Level	Description	Bloom's Taxonomy
100	Initial immersion in the academic discipline without expectation of previous exposure at the college level	Knowledge and Comprehension
200	Secondary immersion in the academic discipline to provide more familiarity within that study	Knowledge, Comprehension, and Application

300	Deepened immersion with special attention to the application and analysis within the specific discipline	Knowledge, Comprehension, Application, and Analysis
400	Evaluative experience providing synthesis with the discipline through inquiry and methodology	Knowledge, Comprehension, Application, Analysis, Synthesis, and Evaluation

**Assessment Language** based on Bloom’s Taxonomy and these levels of learning should use the following terminology:

Knowledge	Comprehension	Application	Analysis	Synthesis	Evaluation
List	Summarize	Solve	Analyze	Design	Evaluate
Name	Explain	Illustrate	Organize	Hypothesize	Choose
Identify	Interpret	Calculate	Deduce	Support	Estimate
Show	Describe	Use	Contrast	Schematize	Judge
Define	Compare	Interpret	Compare	Write	Defend
Recognize	Paraphrase	Relate	Distinguish	Report	Criticize
Recall	Differentiate	Manipulate	Discuss	Justify	
State	Demonstrate	Apply	Plan		
Visualize	Classify	Modify	Devise		

The second number in the sequence is a descriptor of the category within the discipline as designated in the prefix. For example, the “1” designates sociology and “2” designates anthropology in the SAN discipline.

The third number in the sequence describes whether the course is a foundational stand alone course which is designated with a “0” or a group of courses that are in sequence which is designated in numerical order.

The MCC academic calendar is based on semesters. Prerequisites may be waived by the instructor when a student has shown readiness. Courses and their descriptions, including frequency of the course offering, may change, be added or be deleted. A line schedule showing all courses, including a required textbook list, offered for a specific semester is published prior to preregistration for that semester. Courses with insufficient preregistration or registration may be canceled.

## Bible (BIB)

**BIB 111 Survey of New Testament Literature** **3 hours**  
 General survey of the New Testament with introduction to historical and conceptual backgrounds.  
 Offered: each semester

**BIB 112 Survey of Old Testament Literature** **3 hours**  
 General survey of the literature of the Old Testament from Genesis through Malachi.  
 Offered: each semester

**BIB 113 Survey of Old Testament Literature I** **3 hours**  
 General survey of the literature of the Old Testament from the account of creation in Genesis to Samuel.  
 Offered: fall only

**BIB 114 Survey of Old Testament Literature II** **3 hours**  
 General survey of the literature of the Old Testament from the time of David to the Maccabean period including introductions to all the poetic and prophetic literature in the Old Testament.  
 Offered: spring only

**BIB 117 Life and Teachings of Jesus** **3 hours**  
Study of the life and teachings of Jesus according to the synoptic gospels using both a harmony approach and an analysis of each individual gospel.  
Offered: each semester

**BIB 221 History of Christian Beginnings** **3 hours**  
Historical and exegetical study of the book of Acts of the Apostles focusing on the expansion of the Christian church in the Mediterranean world. Course examines the theology, organizational structures, and historical, cultural, and social backgrounds to this expansion.  
Offered: each semester

**BIB 226 Interpretation** **3 hours**  
Introduction to the interpretation of scripture. Course introduces students to principles of interpretation and exegetical methods and tools with special focus given to understanding principles of interpreting different forms of scriptural literature.  
Offered: spring semester

**BIB 317 Foundations of Ethics: Life and Teachings of Jesus** **3 hours**  
Study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection, with a view toward applying His life-changing principles to one's everyday life.  
Offered: each semester

**BIB 321 Biblical Research** **3 hours**  
The application of historical and linguistic research to a specific book from the Old Testament and to a specific book from the New Testament. The course serves as an introduction to the Greek and Hebrew languages, including the respective alphabets, basic historical and grammatical features and terminology, and the application of linguistics insights to biblical research. The course will also introduce significant research tools, resources, and methodologies. Students will do primary research in biblical texts and other ancient texts relevant to the historical, cultural, and social world of the Bible. Students will also learn methods of utilizing and evaluating significant scholarly literature.  
Offered: fall only  
Recommended: BIB 226

**BIB 331 Epistles: I Corinthians** **3 hours**  
Exegetical study and exposition of I Corinthians.  
Offered: fall/spring  
Prerequisites: BIB 111, BIB 226  
Recommended: BIB 221

**BIB 332 Epistles: II Corinthians** **3 hours**  
Exegetical study and exposition of II Corinthians.  
Offered: fall/spring  
Prerequisites: BIB 111, BIB 226  
Recommended: BIB 221

**BIB 333 Epistles: Galatians & James** **3 hours**  
Exegetical study and exposition of Galatians and James.  
Offered: fall/spring  
Prerequisites: BIB 111, BIB 226  
Recommended: BIB 221

**BIB 334 Epistles: The Prison Epistles** **3 hours**  
Exegetical study and exposition of Ephesians, Philippians, Colossians, and Philemon.  
Offered: fall/spring  
Prerequisites: BIB 111, BIB 226  
Recommended: BIB 221

- BIB 335 Epistles: I & II Thessalonians** **3 hours**  
 Exegetical study and exposition of I and II Thessalonians.  
 Offered: fall/spring  
 Prerequisites: BIB 111, BIB 226  
 Recommended: BIB 221
- BIB 336 Epistles: Hebrews** **3 hours**  
 Exegetical study and exposition of Hebrews.  
 Offered: fall/spring  
 Prerequisites: BIB 111, BIB 226  
 Recommended: BIB 221
- BIB 421 Bible Seminar: New Testament** **3 hours**  
 Seminar approach to the exegetical and critical study of a selected book or books of the New Testament. Sections of or entire books to be studied may include Gospel and Letters of John, Romans, the Pastoral Epistles, I and II Peter and Jude, and Revelation.  
 Offered: fall/spring  
 Prerequisites: BIB 111, BIB 226  
 Recommended: BIB 117 and one epistles course
- BIB 422 Foundations of Ethics: Life and Teachings of Paul** **3 hours**  
 Study of the letters written by the Apostle Paul noting the ethical implications with special emphasis given to the student's use of correct principles and procedures of interpretation.  
 Offered: each semester
- BIB 429 Foundations of Ethics: Other New Testament Writings** **3 hours**  
 Study of Hebrews; James; I and II Peter; I, II, and III John; and Jude with special emphasis on the ethical elements found in these books.  
 Offered: each semester
- BIB 424 Epistles: Greek Exegesis** **3 hours**  
 Readings in classical Greek with special attention to critical, historical, linguistic, and theological matters. Attention is given to the relevance of the selected epistle's message for life and faith in the contemporary world.  
 Offered: as requested  
 Prerequisite: LAN 332
- BIB 425 Bible Seminar: Old Testament** **3 hours**  
 Seminar approach to the exegetical and critical study of a selected book of the Old Testament.  
 Offered: fall, even years  
 Prerequisites: BIB 113, BIB 114, BIB 226
- BIB 433 Foundations of Ethics: Hebrew Wisdom Literature** **3 hours**  
 Study of Job, selected Psalms, Proverbs, Ecclesiastes, Song of Songs, and Lamentations emphasizing the doctrinal depth, spiritual value, and ethical implications of these books.  
 Offered: each semester
- BIB 435 Foundations of Ethics: Judeo-Christian Theology** **3 hours**  
 Systematic study of such Bible doctrines as God, Christ, the Holy Spirit, man, sin, salvation, and related topics. These themes will be examined through the focus of New Testament literature with emphasis on their ethical implications.  
 Offered: each semester

**BIB 441 Critical Introduction to the New Testament** **3 hours**

New Testament writings are studied with attention to such questions as date, authorship, destination, background, genre, unity, and purpose. Canon and textual issues are included. Emphasis on well-known critical problems of each book.

Offered: fall, even years

Prerequisites: BIB 111, BIB 226

Recommended: junior status

**BIB 442 Critical Introduction to the Old Testament** **3 hours**

Analytical study of the various canonical books of the Old Testament focusing primarily on such matters as date, authorship, historical background, unity, and purpose. Emphasis on well-known critical problems of each book.

Offered: fall, odd years

Prerequisites: BIB 113, BIB 114, BIB 226

Recommended: junior status

**BIB 443 Foundations of Ethics: A Christian World View** **3 hours**

Study of theoretical and practical problems of moral conduct and proposed solutions with emphasis upon the nature of ethics, values, rights, obligations, and opportunities.

Offered: each semester

**BIB 444 Hebrew Wisdom Literature** **3 hours**

Expository study of Hebrew wisdom literature including canonical and non-canonical books, including Job, Proverbs, Ecclesiastes, Song of Solomon, Lamentations, Ecclesiastes, Wisdom of Solomon, and selected Psalms.

Offered: spring

Prerequisites: BIB 114, BIB 226

Recommended: BIB 113

**BIB 446 Sixth and Fifth Century Prophets** **3 hours**

Expository study of Ezekiel, Daniel, Haggai, Zechariah, and Malachi with attention to developing a sound methodology for interpreting prophetic texts.

Offered: fall, odd years

Prerequisites: BIB 114, BIB 226

Recommended: BIB 113

**BIB 447 Eighth-Century Prophets** **3 hours**

Expository study of Jonah, Hosea, Amos, Isaiah, and Micah with attention to developing a sound methodology for interpreting prophetic texts.

Offered: fall, odd years

Prerequisites: BIB 114, BIB 226

Recommended: BIB 113

**BIB 448 Seventh-Century Prophets** **3 hours**

Expository study of Nahum, Zephaniah, Habakkuk, and selected portions of Jeremiah with attention to developing a sound methodology for interpreting prophetic texts.

Offered: spring, odd years

Prerequisites: BIB 114, BIB 226

Recommended: BIB 113

**BIB 460 Topics in Bible** **2-3 hours**

Examination of a current topic in the field of Bible. May be repeated when different topics are offered.

Offered: on demand

Recommended: junior status.

## **Christian Education (CED)**

### **CED 211 Introduction to Christian Education** **2 hours**

Overview of education in the church for those who are not majoring in educational ministry. Emphasis on practical application to biblical and historical foundations, basic principles of teaching of all ages, and programming in a congregation.

Offered: fall

### **CED 222 Principles & Techniques of Teaching** **3 hours**

Study of the fundamental principles involved in the teaching-learning process, involving preparation of a lesson from proper exegesis of a Bible passage through writing of objectives to selection of appropriate teaching techniques. Learning styles research is examined. Techniques are explored through hands-on experiences.

Offered: spring

### **CED 321 Christian Education of the Child** **3 hours**

Study of the basic objectives, resources, and methods of Christian education for the child from birth through elementary years. Ministry opportunities to the child are also explored. Observation and practical application are required.

Offered: fall

Recommended: PSY 223 or PSY 224

### **CED 331 Christian Education of Adults** **3 hours**

Study of the local church's total ministry to adults. Attention is given to the nature and needs of these persons, the programs and methods best suited to meeting their needs, and the materials available for adult work. Designed for upperclassmen majoring in educational ministry and/or planning to engage in some form of an educational ministry.

Offered: fall

Recommended: PSY 223

### **CED 441 Media in Educational Ministry** **3 hours**

Study of the value and use of media in Christian teaching. Traditional audio-visual aids are covered as well as advances in technology.

Offered: fall

### **CED 460 Topics in Educational Ministry** **3 hours**

Examination of a current topic in the field of Christian education. May be repeated when different topics are offered.

Offered: on demand

Recommended: junior status

## **Christian Service Program (CHR)**

Four-year degree students must complete seven Christian Service projects with at least one project from each category. Two-year degrees students must complete three Christian Service projects with one project from each category. LEAD and Distance Education students are required to do three projects.

### **CHR 101 Christian Service Project: Local Church** **CR/NC**

Service within a local church.

### **CHR 111 Christian Service Project: Community Service** **CR/NC**

Organizations in the community of Manhattan (or surrounding areas) designed for volunteer service.

### **CHR 121 Christian Service Project: MCC Organizations and KSU Organizations** **CR/NC**

Service within MCC or KSU organizations that are primarily designed for outreach.

## **Computing and Information Systems (CIS)**

**CIS 110 Introduction to Personal Computing** **3 hours**  
Introduction to the microcomputer including the use of a word processor, spreadsheet, and database.  
Offered: on demand

## **Communication (COM)**

**COM 111 Written Composition I** **3 hours**  
Practice in writing a wide range of discourse for a wide variety of purposes and audiences including a focus on research skills. Instruction will be given in all aspects of the composing process: invention, drafting, revision, and proofreading.  
Offered: fall/spring

**COM 112 Written Composition II** **3 hours**  
Practice in writing a wide range of discourse focusing on developing the ability to write persuasively and informatively.  
Offered: fall/spring  
Prerequisite: COM 111

**COM 114 Business Communication** **3 hours**  
Designed to develop written skills, visual layout, organization, grammar, and spelling skills.  
Offered: on demand

**COM 201 Yearbook** **1 hour**  
Production of the yearbook for the college in a “hands-on” course. The yearbook provides a history, reference, and a memory book for all staff members and students at MCC. Yearbook production is a team function with each person learning the fundamentals and contributing within his/her expertise.  
Prerequisites: instructor permission  
Offered: on demand

**COM 211 Public Speaking** **3 hours**  
Consideration of both the theory and practice of public speaking to acquaint students with the dynamic components of oral communication. Provides experiences in reasoning and in constructing and presenting speeches.  
Offered: fall/spring

**COM 214 Interpersonal Communication** **3 hours**  
Introduction to the basic principles of communication through examination of variables involved in several types of interpersonal communication situations.  
Offered: on demand

**COM 224 Intro. to Interpersonal Communication & Small Groups** **3 hours**  
Introduction to basic communication principles within small groups in the workplace, ministry, civic, and social settings. The course is designed to equip students with practical skills for effective participation and leadership in small groups.  
Offered: on demand

**COM 239 Communication Concepts** **3 hours**  
An introduction to the concepts of effective oral and written communication to include functioning in teams and other organizational settings as well as interpersonal exchanges.

**COM 402 Intercultural Communication****3 hours**

Study of the dynamic interaction of communication and culture and the process of inducing change in the intercultural setting. Special consideration given to learning a new language, tools and methodologies, and development of specific intercultural communication skills with practical experience in language learning.

Offered: spring, even years

Prerequisites: SAN 227 and COM 211 or COM 214

**COM 411 General Phonetics****3 hours**

A basic course emphasizing the description and classification of speech sounds according to point and manner of articulation. Includes transcription in the International Phonetic Association alphabet and study in the sounds of languages which could be encountered in cross-cultural situations.

**COM 460 Topics in Communications****2-3 hours**

Examination of a current topic in the field of communication. May be repeated when different topics are offered.

Offered: on demand

**Economics (ECN)****ECN 110 Principles of Macroeconomics****3 hours**

An introductory course designed to provide a systematic approach to the two main issues of macroeconomics: what causes an economy to grow over time and what causes economies to grow unevenly over time. In studying these issues, the following topics are explored: growth, output, prices, employment, aggregate supply and demand, inflation, international trade, and money and banking. The emphasis in this course will be on assisting the student to better understand economic policy and make better choices as a manager of resources.

Offered: spring

**ECN 120 Principles of Microeconomics****3 hours**

An introductory course designed to provide a systematic approach to the study of human behavior in a market system. This course will explore the role of prices and markets in an economy with an emphasis on economic tools needed to better understand economic policy and make better choices as a manager of resources.

Offered: fall

**Family Studies (FST)****FST 224 The Family****3 hours**

A study of the various aspects of family life. Roles of family members, marriage, singleness, parenting, life stages, and contemporary family issues will be presented and discussed. The definition, expectations, and significance of family according to Scripture will be demonstrated through lecture, discussion and small group interaction.

Offered: spring

**FST 325 Trends in U.S. Families****3 hours**

This course will present an overview of the major contemporary trends affecting the family in the United States. The status, definition and impact of the family will also be considered as well as the interaction of the family with other societal institutions such as the church, school, and government. Some consideration of cross-cultural variances and varying family forms are also made. A biblical perspective will provide a framework for interaction with each issue. In addition, family systems theory will be introduced and considered as a resource for ministry to contemporary U.S. families.

Offered: fall

Recommended: SAN 223 or SAN 227 or FST 224



**FST 344 Family Life Ministry****3 hours**

An introduction to the philosophy and practice of family life education and related family ministries of the church. The preparation of family members to live effectively within the family structure will be stressed. This class will focus on prevention in addition to restoration in terms of family life issues. Students work together in small groups to prepare a needs assessment survey and an effective biblical family ministry.

Offered: spring

Recommended: FST 224

**FST 460 Topics in Family Studies****2-3 hours**

Examination of a current topic in the field of family studies. May be repeated when different topics are offered.

Offered: on demand

Recommended: junior status

**Geography (GEO)****GEO 449 Bible Lands and Lifeways****3 hours**

This course presents a multimedia exploration of the geography and cultures of the Bible, and incorporates on-site videos, interactive maps, and a variety of learning tools to help students learn their way around the Holy Land.

**History (HIS)****HIS 131 Western Civilization I****3 hours**

Study of western civilization from earliest times until 1715 with special emphasis placed on major social, political, economic, and cultural movements shaping western civilization.

Offered: fall/spring

**HIS 132 Western Civilization II****3 hours**

Study of western civilization from the eighteenth through the twentieth centuries with special emphasis given to the economic, social, cultural, and political factors which have shaped our modern world.

Offered: fall/spring

**HIS 441 History of Christianity****3 hours**

A historical survey of Christianity from its beginning to the present time. Special attention is given to the people and movements which have shaped the development of the church and the Christian world.

Offered: spring

Prerequisite: HIS 132

**HIS 442 History of the American Restoration Movement****3 hours**

Study of the factors and principles related to the development of the movement in nineteenth and twentieth centuries in the United States with attention on the continuing influence of this movement within contemporary Christianity.

Offered: fall/spring

**HIS 460 Topics in History****2-3 hours**

Examination of a current topic in the field of history. May be repeated when different topics are offered.

Offered: on demand

Recommended: junior status

**Health & Physical Wellness (HPW)**

**HPW 121 Varsity Athletics/Volleyball** **1 hour**

Designed for experienced female volleyball players with an emphasis on team participation and sportsmanship in intercollegiate competition. Meets five days per week for eight weeks. May be repeated for credit.

Offered: fall

Prerequisite: instructor permission

**HPW 131 Varsity Athletics/Men's Basketball** **1 hour**

Designed for experienced male basketball players with an emphasis on team participation and sportsmanship in intercollegiate competition. Meets five days per week for eight weeks. May be repeated for credit.

Offered: fall/spring

Prerequisite: instructor permission

**HPW 141 Varsity Athletics/Women's Basketball** **1 hour**

Designed for experienced female basketball players with an emphasis on team participation and sportsmanship in intercollegiate competition. Meets five days per week for eight weeks. May be repeated for credit.

Offered: fall/spring

Prerequisite: instructor permission

**HPW 151 Varsity Athletics/Men's Soccer** **1 hour**

Designed for experienced male soccer players with an emphasis on team participation and sportsmanship in intercollegiate competition. Meets five days per week for eight weeks. May be repeated for credit.

Offered: fall

Prerequisite: instructor permission

**HPW 171 Varsity Athletics/Women's Soccer** **1 hour**

Designed for experienced female soccer players with an emphasis on team participation and sportsmanship in intercollegiate competition. Meets five days per week for eight weeks. May be repeated for credit.

Offered: fall

Prerequisite: instructor permission

**HPW 181 Varsity Athletics/Men's Baseball** **1 hour**

Designed for experienced male baseball players with an emphasis on team participation and sportsmanship in intercollegiate competition. Meets five days per week for eight weeks. May be repeated for credit.

Offered: spring

Prerequisite: instructor permission

**HPW 191 Varsity Athletics/Cross Country** **1 hour**

Designed for experienced male and female cross country runners with an emphasis on team participation and sportsmanship in intercollegiate competition. Meets five days per week for eight weeks. May be repeated for credit.

Offered: fall

Prerequisite: instructor permission

**HPW 460 Topics in Health & Wellness** **2-3 hours**

Examination of a current topic in the field of health and wellness. May be repeated when different topics are offered.

Offered: on demand

**Languages (LAN)**

**LAN 221 Introduction to Greek I** **4 hours**

Introduction to New Testament Greek emphasizing inflection and syntax.

Offered: fall

Recommended: COM 111, COM 112

**LAN 222 Introduction to Greek II** **4 hours**

Continuation of LAN 221. Includes work in translating.

Offered: spring

Prerequisite: LAN 221

**LAN 331 Intermediate Readings & Syntax I** **3 hours**

Vocabulary development and the study of Greek syntax for reading and exegesis in the New Testament.

Increased vocabulary development. Emphasis on increasing ability to read different types of New Testament Greek literature, analysis of syntax, and principle of exegesis.

Offered: fall

Prerequisite: LAN 222

**LAN 332 Intermediate Readings & Syntax II** **3 hours**

Continuation of LAN 331 with an introduction to paleography (biblical manuscripts), textual criticism, rhetorical analysis, and readings in classical Greek.

Offered: spring

Prerequisite: LAN 331

**LAN 441 Advanced Greek I** **2 hours**

In-depth study of exegetical methods, procedures, and other issues in the Greek New Testament encountered in reading selected Greek texts with emphasis on the role of Greek exegesis in addressing problems of interpretation. (May be used as a BIB 400+ requirement.)

Offered: on demand

Prerequisite: LAN 332

**LAN 442 Advanced Greek II** **2 hours**

In-depth study of exegetical methods, procedures, and other issues in the Greek New Testament with emphasis on the epistles or later New Testament writings.

(May be used as a BIB 400+ requirement.)

Offered: on demand

**LAN 443 Elementary Hebrew I** **3 hours**

A beginning course in Hebrew grammar stressing vocabulary, sentence structure, forms, and accents. No previous study of the language is required.

Offered: fall, odd years

**LAN 444 Elementary Hebrew II** **3 hours**

A course building on the previous study of Hebrew grammar emphasizing readings from the Hebrew Bible.

Offered: spring, even years

**LAN 460 Topics in Languages** **2-3 hours**

Examination of a current topic in the field of language. May be repeated when different topics are offered.

Offered: on demand

Recommended: junior status

## **Literature (LIT)**

**LIT 221 English Literature I** **3 hours**

Survey of British authors and their writings from *Beowulf* to the seventeenth century. Special attention will be given to gaining an understanding of the impact of world view on the literature of each era.

Offered: fall, on demand

Prerequisite: COM 111

Recommended: COM 112

**LIT 222 English Literature II****3 hours**

Survey of English authors and their writings from the Romantic Age to the present, focusing on theological and ethical ideas and their relevance for today.

Offered: on demand

Prerequisite: COM 111

Recommended: COM 112

**LIT 223 English Literature III****3 hours**

Survey of English authors and their writings from the Romantic Age to the present, focusing on theological and ethical ideas and their relevance for today.

Offered: spring, on demand

Prerequisite: COM 111

Recommended: COM 112

**LIT 224 American Literature I****3 hours**

Survey of American authors and their writings from the Puritan writers to the transcendental writers. Focus of instruction will be on the theological and ethical ideas and the relevance of those ideas today journeying from the sacred to the secular in this time period.

Offered: fall, on demand

Prerequisite: COM 111

Recommended: COM 112

**LIT 226 American Literature II****3 hours**

Survey of American authors and their writings beginning with the late 19<sup>th</sup> century and through the late 20th century focusing on the impact of their particular place in history, the impact that historical context had on their world view, and the impact their world view had on society.

Offered: spring, on demand

Prerequisite: COM 111

Recommended: COM 112

**LIT 331 Epic Literature****3 hours**

This course is a study of the epic works dating from the ancient Gilgamesh epic to the later British epic, Beowulf.

**LIT 435 Literature of C. S. Lewis****3 hours**

This course will explore the life of and literature produced by C.S. Lewis in order to gain perception into his theology, the various genre in which he wrote, and the principles that make his writings meaningful nearly 40 years after his death.

**LIT 446 Modern Masters of Christian Literature****3 hours**

Discussion of the relevance of contemporary literature from a Christian viewpoint which will include George McDonald, Fyodor Dostoyevsky, C.S. Lewis, Dietrich Bonhoeffer, and the devotional masters.

Offered: on demand

Recommended: junior status

**LIT 460 Topics in Literature****2-3 hours**

Examination of a current topic in the field of literature. May be repeated when different topics are offered.

Offered: on demand

Recommended: junior status

**Leadership (LSP)**

**LSP 101 Biblical Foundations of Leadership** **3 hours**

This course is an introduction to developing the self as a leader based on understanding biblical principles, implementing spiritual practices, and appreciating each person's uniqueness and giftedness.

Offered: fall

**LSP 121 Introduction to Christian Service** **3 hours**

Study of the nature and purpose of the church and an introduction to each area of the church's ministry represented by a major at Manhattan Christian College with a design that gives students information that will help them find the area of service for which they are best suited.

Offered: fall

**LSP 416 Senior Integration Seminar** **2 hours**

Study of the major world views of the present and recent past with a focus on the development and expression of one's own world view.

Offered: spring

Prerequisites: senior status

**LSP 431 Leadership** **2 hours**

Study of the concepts and applications of organization and administration with emphasis on the development of leadership skills.

Offered: fall

Prerequisites: LSP 121, junior status

**LSP 432 Church Administration** **3 hours**

Study of the art and science of administration in the local church. Practical "hands-on" experience is provided through a simulation experience. The course is designed for upperclass students who are seriously considering or preparing for church ministry.

Offered: spring

Prerequisites: MIN 235, LSP 431

**LSP 433 Issues in Lay Leadership** **3 hours**

In-depth examination of selected topics that impact lay ministry. Topics may include the fields of: developing a serving church, worship ministry, world evangelism, church growth/personal evangelism, Christian education, and crisis counseling.

Offered: fall

Prerequisites: senior status or permission of instructor

**LSP 439 Biblical Concepts of Leadership** **3 hours**

This modular course includes a study of various characteristics and connotations that Scripture teaches are part of the biblical concept of leadership.

**LSP 445 Leadership Training in Missions** **3 hours**

Introduction to equipping mission churches to be self-governing and self-supporting as well as consider the nature of biblical leadership, leadership as a cultural phenomenon, leadership emergence, and several practical models which can be employed in leadership training. Analytical consideration is given to Bible colleges and seminaries as found in mission settings, and the Theological Education by Extension (TEE) movement.

Offered: fall, odd years

Prerequisite: junior status

**Management (MAN)**

**MAN 330 Goals, Priorities, & Attitudes** **3 hours**

Introduction to developing personal and career goals, setting of priorities within these goals, and building a positive self-concept. This process will allow the goals and priorities to be realized.

Offered: each semester

**MAN 332 Introduction to Management & Ethics** **3 hours**

Study of planning, organizing, staffing, leading, and controlling/evaluating with the presentation of principles for application to both for-profit and not-for-profit organizations. This is in coordination with an introduction to ethics and the concepts of effective oral and written communication with emphasis on functioning in small groups and organizational settings as well as interpersonal communication.

Offered: each semester

**MAN 334 Research Methods** **3 hours**

Ensures the ability to access, organize and analyze data, and have necessary tools to draw conclusions and make decisions. Each student will select a topic and review the expectations and including dates for the Management Research Project.

Offered: each semester

**MAN 350 Management Research Project I** **3 hours**

A course designed to enhance knowledge in an area related to one's work or community, improve writing and presentation skills, and provide research skills to assist in effective decision-making. Students define a topic, locate the sources, begin research and writing, and make an initial oral presentation.

Offered: each semester

**MAN 430 Accounting for Managers** **3 hours**

Study of acquisition, analysis, and reporting of financial information in organizations with special attention given to planning and controlling responsibilities of practicing managers. Individuals gain confidence in their ability to interpret and use financial information for effective decision-making.

Offered: each semester

**MAN 432 Marketing Concepts & Applications** **3 hours**

Study of the role of marketing in an organization with emphasis given to the factors affecting consumer behavior, development, and evaluation of an organization's marketing strategies, and fundamental marketing variables.

Offered: each semester

**MAN 440 Economics for Managers** **3 hours**

Study of the role of prices and markets in the modern free enterprise economy with an emphasis on economic tools needed to better understand economic policy debates and make better choices as a manager or supervisor.

Offered: each semester

**MAN 442 Managing People: Groups & Leadership** **3 hours**

Study of group processes directly affecting creativity, solving problems, making decisions, and productivity with insight into group information and processes, their power and influence in organizations, and varying styles of leadership.

Offered: each semester

**MAN 444 Case Studies in Management Ethics** **3 hours**

Reading, discussion and development of papers pertaining to relevant case studies involving personal and organizational ethical issues and problems applied to actual situations.

Offered: each semester

**MAN 450 Management Research Project II** **3 hours**

A course that continues the process begun in MAN 350. The research project culminates the research and writing on a topic of employer, church, or community interest through project documentation and a final oral presentation of the findings. Students have two years beyond the completion of the course to complete the research project.

Offered: each semester

**MAN 460 Topics in Management** **2-3 hours**  
Examination of a current topic in the field of management. May be repeated when different topics are offered.  
Offered: on demand

## **Music Applied (MAP)**

**MAP 020 Piano Proficiency Exam** **CR/NC**  
Required for graduation of all worship majors.

**MAP 130 Beginning Guitar** **1 hour**  
Designed for students without experience on guitar including basic chords, finger picking, strums, and basic patterns for the leading of music in a church setting.  
Offered: fall/spring

**MAP 161 Flint Hills Masterworks Chorale** **1 hour**  
Non-touring mixed choral ensemble focusing on the basic vocal technique for local concert performance with weekly lab meeting minimum of two hours.  
Offered: fall/spring  
Prerequisite: instructor permission

**MAP 210 Voice Class** **1 hour**  
Provides group instruction which allows the student to gain experience in correct vocal production and development with an emphasis on worship.  
Offered: fall

**MAP 220 Beginning Piano Class** **1 hour**  
Gives students basic piano (keyboard) skills, with particular emphasis on note reading and chord formation. This course does not count toward the degree program.  
Offered: fall

**MAP 221 Piano Class** **1 hour**  
Presents basic keyboard (piano) concepts which will be necessary for anyone seeking a position in worship ministry. The course is designed to prepare students for the piano proficiency exam, which students must pass to receive a worship degree major or minor.  
Offered: spring  
Prerequisite: MAP 220 or instructor permission

**MAP 222 Advanced Piano Class** **1 hour**  
Provides group instruction in piano for students who have demonstrated a degree of skill at the instrument. The course covers topics of interest to worship pianists and presents concepts relevant to both traditional and contemporary worship settings.  
Offered: fall  
Prerequisite: instructor permission

**MAP 230 Advanced Guitar** **1 hour**  
Designed for students successfully completing MAP 130 with focus on detailed study of the guitar.  
Offered: fall/spring  
Prerequisite: MAP 130

## **Math (MAT)**

**MAT 100 College Algebra** **3 hours**  
A study of the fundamental laws, exponents, linear and quadratic equations, inequalities, systems of equations, graphing, polynomials and polynomial equations, logarithms, complex numbers, binomial series, and other topics.  
Offered: fall/spring

**MAT 139 Math for General Education** **3 hours**  
The development of mathematical concepts for application to the student's work and daily life. A review of mathematical concepts including the basics of algebra and geometry.

**MAT 190 Fundamentals of Math** **3 hours**  
Introduction to basic mathematical concepts and skills needed to solve everyday mathematics problems covering introduction to algebra and geometry.  
Offered: on demand

### **Ministries (MIN)**

**MIN 235 Introduction to Church Growth & Evangelism** **2 hours**  
Study of the Biblical basis for church growth and evangelism, church growth principles, present-day methodologies, and an evaluation of personal evangelism strategies.  
Offered: fall

**MIN 315 Practical Ministry Procedures** **2 hours**  
Study in the practical matters of concern in ministry such as baptisms, funerals, weddings, community involvement, personal finances, church finances, hospital ministry, and church architecture.  
Offered: spring

**MIN 321 Introduction to Preaching** **3 hours**  
Introduction to the theory and practice of preaching including experience in preparation and presentation of messages.  
Offered: spring  
Prerequisite: COM 211

**MIN 322 Expository Preaching** **3 hours**  
Study of the relevance of biblical preaching with a strong emphasis on the science of constructing and presenting expository sermons based on the practice of biblical exegesis.  
Offered: fall  
Recommended: MIN 321, BIB 226

**MIN 323 Advanced Sermon Development** **3 hours**  
Study of the science of inductive preaching with a focus on the influence of literary style on the sermon.  
Offered: spring  
Recommended: MIN 322, BIB 226

**MIN 445 Orientation to Directed Field Experience** **CR/NC**  
Part of the internship designed to provide the intern with practical knowledge to assist with living in someone else's home and working with a church staff for the first time. Students must enroll in the class in the fall semester of their junior years.  
Offered: fall

**MIN 446 Directed Field Experience (D.F.E.)** **CR/NC**  
Field experience offered in partnership with churches or organizations to provide opportunities to learn through observation and participation. Specific training situations are designed by the student and field supervisor in cooperation with the supervising professor. May be completed in 10 weeks of full time work in summer or one semester of part-time work of at least fifteen hours a week.  
Offered: fall/spring  
Prerequisites: MIN 445, 75 credit hours, freshman and sophomore major courses, THE 341



**MIN 448 Practicum in Evangelism** **1 hour**  
Designed to give actual experience in personal evangelism.  
Offered: on demand  
Prerequisite: MIN 235

**MIN 460 Topics in Ministries** **2-3 hours**  
Examination of a current topic in the field of practical ministries. May be repeated when different topics are offered.  
Offered: on demand  
Recommended: junior status

## **Missions (MSS)**

**MSS 224 Introductions to Missions** **2 hours**  
Introduction to missions including a biblical definition and foundation for missions and an overview of mission history, context (cultural, religious, and geographic), and strategy.  
Offered: spring

**MSS 330 Cross-Cultural Orientation to Directed Field Experience** **CR/NC**  
Classroom orientation on developing goals, itineraries, budgets, and support raising with the student's faculty mentor's approval of a location and field supervisor.  
Offered: fall  
Prerequisite: SAN 227  
Recommended: junior status

**MSS 333 Principles of Church Growth** **3 hours**  
In-depth study of the basic principles of church growth theory including their application in mission work and to the growth of the church in the United States.  
Offered: fall  
Prerequisite: SAN 223 or SAN 227

**MSS 342 Strategies & Methods in Missions** **3 hours**  
Designed to establish cross-cultural mission endeavors and experience by applying models relevant to issues and problems in mission work which may arise in various field situations along with problem-solving methodologies.  
Offered: spring  
Prerequisite: MSS 333

**MSS 426 Spiritual Warfare** **2 hours**  
Study of basic principles of spiritual warfare including historical sketch of Animism, dynamics of demonization, and spiritual authority. Also includes an introduction to New Age Movement with an examination of witchcraft, magic, spiritworship, reincarnation, and demonization.  
Offered: spring  
Recommended: junior status

**MSS 434 Seminar in Field Preparation** **3 hours**  
Study of issues of selecting a field and sending church or agency, interpersonal relationships, the missionary's personal life and family, and support and relationships with home churches. An in-depth study of the student's proposed ministry area is undertaken.  
Offered: fall, odd years  
Prerequisite: junior status

**MSS 460 Topics in Missions** **2-3 hours**  
Examination of a current topic in the field of missions. May be repeated when different topics are offered.

Offered: on demand  
Recommended: junior status

## **Music (MUS)**

**MUS 105 Music Appreciation** **3 hours**  
Study of music in culture, focusing on the western musical tradition with discussion of the place of music in our culture, the style and types of music from other cultures, the history of music in the western tradition, and the role of music as art in culture.  
Offered: on demand

**MUS 113 Music Theory I** **3 hours**  
Reviews the foundations of music and covers 4-part harmony style, using all diatonic triads and seventh chords along with modulation and form in music.  
Offered: fall

**MUS 114 Music Theory II** **3 hours**  
Introduces the principles of voice leading, part writing, harmonic progression, cadences, phrases, and periods. A review of music fundamentals (scales, keys, intervals, and triads) is followed by seventh chords, chord symbols, figured bass, and harmonic function.  
Offered: spring  
Prerequisite: MUS 113

**MUS 115 Aural Skills I** **1 hour**  
Focuses on the development of skills in writing simple harmonic dictation, sight singing, and aural recognition of intervals and major and minor scale forms.  
Offered: fall

**MUS 116 Aural Skills II** **1 hour**  
Focuses on the development of skills in writing simple rhythmic and two-part harmonic dictation, sight singing, and aural recognition of intervals, major scale forms, and minor scale forms.  
Offered: spring  
Prerequisite: MUS 115

**MUS 218 Introduction to Music Technology** **3 hours**  
Introduces a basic understanding of computer functions and sound systems essential for worship ministers by focusing on three main areas (a) music printing/publishing software; (b) sound systems; and (c) presentation software.  
Offered: spring

**MUS 460 Topics in Church Music** **2-3 hours**  
Examination of a current topic in the field of church music. May be repeated when different topics are offered.  
Offered: on demand  
Recommended: junior status

## **Orientation (ORN)**

**ORN 010 Study Seminar** **1 hour**  
Study tips will be offered and assignments given in order to equip the student for academic success.

**ORN 090 College Orientation Seminar** **1 hour**  
Orientation course designed to bring success in such areas as taking tests, reading, learning skills, money and time management, and personal growth.  
Offered: fall/spring

**ORN 301 Personal Finance****1 hour**

Lectures, discussions, and student writing based upon the central theme of "Success in Personal Finance." Weekly readings and viewings of the "Financial Peace" curriculum serve as the basis for discussions. The instructor may invite outside experts to participate when advisable.

Offered: fall/spring

**Philosophy (PHL)****PHL 331 Effective Thinking****3 hours**

A basic introduction to logical thinking and the principles of inductive and deductive reasoning.

Offered: fall, even years

**PHL 332 Comparative Religions****3 hours**

Introduction to nature and meaning of religion including a comparative study of the major religions of the world: Islam, Hinduism, Buddhism, and Animism with special attention given to "folk" and "popular" versions of these religions, as well as the uniqueness of biblical Christianity.

Offered: fall, even years

Recommended: sophomore status

**PHL 333 Introduction to Ethical Theory****3 hours**

Introduction to history of ethical thought with an examination of various ethical systems and the determination of a basic Christian ethic to guide personal conduct and choice.

Offered: spring

**PHL 334 Introduction to Philosophical Problems****3 hours**

Introduction to major problems of philosophy of knowledge, religion, ethics, political authority, and metaphysics through reading selected works in Western philosophical traditions.

Offered: fall, odd years

**PHL 449 Foundations of World Religions****3 hours**

This course includes an introduction to the theories, origin and function of religion. In addition to a survey of primitive and basic religions, it will study the major religions of the world, classified by their geographical area of origin; those tracing their beginnings to India, China, Japan, and the Middle East.

**Psychology & Counseling (PSY)****PSY 111 General Psychology****3 hours**

Study of fundamentals of human growth and development including an examination of the research current in physical and mental growth with special attention given to the processes of thought and personality development.

Offered: fall

**PSY 223 Human Growth & Development****3 hours**

This course presents a study of human growth and development from the prenatal period through late adulthood. Areas of development addressed will include physical, intellectual, social, faith, and personality. Though the scope of human growth and development will be presented, each student will select an age range on which to focus during the semester. Observations, interviews, Scripture study, and discussion with peers will guide the student in becoming knowledgeable about the selected age group.

Offered: fall

Recommended: PSY 111

**PSY 224 Educational Psychology****3 hours**

Study of learning theory with special application to the processes of the formal teaching-learning environment. It is one of the foundational disciplines in education. Consideration will be given to the

principles, processes, and practices that research and experience indicate are most pertinent to the development and training of effective teachers. The scope will include personality theory, cognitive growth, learning theory, motivation, and instructional objectives. These factors will be examined with an application to a Christian context of education.

Offered: spring

Prerequisite: PSY 223

**PSY 226 Adolescent Development and Youth Culture** **3 hours**

Studies both developmental and biblical perspectives on adolescent growth. This course examines past and present adolescent cultures and their relationship to Christian maturity.

Offered: fall

**PSY 236 Interpersonal Relationships** **3 hours**

Study of role of self-esteem, esteem for others, communication, and other issues as they relate to the development of effective interpersonal relationships.

Offered: spring

Prerequisite: PSY 111

**PSY 441 Principles & Techniques of Counseling** **3 hours**

Designed to set forth the current theories and techniques of counseling and psychotherapy with special attention given to the integration of these with a biblical perspective.

Offered: spring

Prerequisite: PSY 111

**PSY 442 Pastoral Counseling** **3 hours**

A study of the issues presented to the person serving as a pastoral counselor. The theological basis for this unique and vital ministry will provide the foundation for discussing counseling approaches, ethics, and a wide variety of situations (including spiritual direction, marriage counseling, and crisis counseling) the pastoral counselor will face. Students will experience the roles of both the counselor and counselee in class exercises.

Offered: spring

Prerequisite: junior status

Recommended: PSY 441

**PSY 443 Lab Experiences in Counseling** **3 hours**

This course provides a supervised, controlled environment in which the student can develop and practice specific counseling skills. It is designed to be taken in conjunction with Advanced Counseling Techniques. The majority of time in class is spent practicing techniques, role plays, and relevant discussion.

Offered: fall

Recommended: PSY 441, concurrent enrollment in PSY 444, senior status

**PSY 444 Advanced Counseling Techniques** **3 hours**

Study of advanced concepts, theories, skills and procedures of effective counseling including types of counseling situations, and the assessment of appropriate counseling styles and techniques through examination of case studies. Issues and concerns unique to the students' counseling experience will be discussed. The development of a sound biblical theology of counseling will be addressed.

Offered: fall

Recommended: PSY 441, concurrent enrollment in PSY 443, senior status

**PSY 448 Practicum in Counseling** **3 hours**

Field experience in counseling or a counseling related position directed by the professor and a field supervisor. A minimum of two hours per week of contact hours is required along with written reports, self-evaluations, and periodic consultation.

Offered: fall/spring

Prerequisite: instructor permission

Recommended: senior status

## **Sociology & Anthropology (SAN)**

### **SAN 223 General Sociology** **3 hours**

An introduction to the basic tools and techniques of sociology; the theories, concepts, and methods used to analyze the social world with special reference to their significance in studying world views, including Biblical Christianity.

Offered: fall/spring

### **SAN 227 Cultural Anthropology** **3 hours**

Exploration of the concept of culture to use as a tool to understanding the life ways of a people. Models are presented to identify the elements of a given culture. Emphasis on understanding world view and utilizing these insights to discover “bridges” for the gospel.

Offered: fall

### **SAN 239 Introduction to Sociology** **3 hours**

This course will introduce the student to the fundamental concepts of interrelationships and group activities. The student will be able to integrate experience from his or her own life and work environments while studying the principles involved in dyadic groups, primary groups, secondary groups, institutions and society.

### **SAN 441 Urban Ministry** **3 hours**

Introductory analysis of urbanization, urban anthropology, social and economic problems encountered in metropolitan areas, and methods of evangelism and church planting in both North American and cross-cultural cities.

Offered: fall, even years

Prerequisite: SAN 223 or SAN 227

## **Science (SCI)**

### **SCI 139 Introduction to Earth Science** **3 hours**

Earth science including physical and historical geology, meteorology, and descriptive astronomy; the economic, social and philosophic aspects of the subject matter.

### **SCI 140 Earth Science Lab** **1 hour**

This laboratory is comprised of learning activities and application exercises related to earth sciences.

### **SCI 200 Physical Geography** **3 hours**

Introduction to physical geography by emphasizing interrelationships between the atmosphere, water, landforms, vegetation, soils, and man. Creates an awareness of man’s responsibility towards the environment by examining and evaluating man’s impact upon the environment.

Offered: on demand

## **Statistics (STA)**

### **STA 310 Elementary Statistics** **3 hours**

A basic first course in probability and statistics with textbook examples and problems aimed toward the social sciences and humanities. Frequency distributions, averages, measures of variation, probability, confidence intervals; tests of significance appropriate to binomial, multinomial, and normal sampling; simple regression and correlation.

Offered: Fall/Spring

Prerequisite: MAT 100

## **Theology (THE)**

**THE 235 Basic Christian Doctrine** **3 hours**  
Biblical, historical, and theological study of key doctrines of the Christian faith.

**THE 341 Christian Doctrine I** **3 hours**  
Biblical, historical, and theological study of key doctrines of the Christian faith. Topics include: theological method, God's revelation, the nature of God, the work of God, humanity, and sin.  
Offered: fall

**THE 342 Christian Doctrine II** **3 hours**  
Continuation of Christian Doctrine I: Topics include: the person of Christ, the work of Christ, the Holy Spirit, salvation, baptism, Lord's Supper, the church, and the last things.  
Offered: spring  
Prerequisite: THE 341

**THE 435 Christian Ethics: Theology & the Modern World** **3 hours**  
Senior-level seminar designed to explore the discipline of Christian ethics with a view to practical application of theology in the modern world including various foundations for the study of ethics, abortion, euthanasia, marriage, medical science, racism, sexuality, and the environment.  
Offered: fall/spring  
Prerequisites: THE 341, THE 342 or permission of instructor

**THE 436 Apologetics** **3 hours**  
Senior-level seminar focused on enabling students to give a credible witness to their faith in the context of the modern pluralistic world concerning issues relating to philosophical, religious, and scientific challenges to the Christian faith. Special attention is given to understanding and sharing faith in the context of the contemporary university.  
Offered: fall/spring  
Prerequisites: THE 341, THE 342 or permission of instructor

**THE 439 Christian Ethics** **3 hours**  
As study of the theoretical and practical problems moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations, and opportunities.

**THE 440 Biblical Theology of Worship** **3 hours**  
A systematic study of Biblical worship principles, themes, vocabulary, and events.  
Prerequisites: THE 341, THE 342

**THE 442 Gifts of the Spirit** **3 hours**  
Senior-level seminar that examines the doctrine of the Holy Spirit, especially as it relates to the issues of church, ministry, and gifts of the Spirit from biblical, theological, and historical viewpoints. Special focus is given to the relationship of gifts of the Spirit and the ministries of the church.  
Offered: fall/spring  
Prerequisites: THE 341, THE 342 or permission of instructor

**THE 445 Contemporary Theological Trends** **3 hours**  
Senior-level seminar designed to explore theological trends and movements within the late nineteenth and twentieth centuries in the church including Liberal Theology, Neo-Orthodoxy, Fundamentalism, Evangelicalism, The Quest for the Historical Jesus, and the fate of the unevangelized.  
Offered: fall/spring  
Prerequisites: THE 341, THE 342, or permission of instructor

**THE 450 Theology of American Cults** **3 hours**  
Senior-level seminar designed to study the historical development and theology of twentieth-century cults in the United States. Cults to be studied may include: Mormons, Seventh-Day Adventists, Jehovah's

Witnesses, Christian Science, and other metaphysical cults, Worldwide Church of God, Scientology, The Way International, and the Unification Church.

Offered: fall/spring

Prerequisites: THE 341, THE 342, or permission of instructor

### **THE 460 Topics in Theology**

**2-3 hours**

Senior-level seminar examining a current topic in the field of theology. May be repeated when different topics are offered.

Offered: on demand

Prerequisites: THE 341, THE 342, or permission of instructor

## **Worship (WOR)**

### **WOR 111 Worship Team Ensemble**

**0-1 hour**

All students who participate on a regularly scheduled chapel team will enroll in this class. During the class session, team members will learn to prepare and execute a worship service. One hour of credit will be given one semester toward the degree program.

### **WOR 112 Worship Choir**

**1 hour**

Involves the student in a performance group with emphasis on church music. Students learn to work within a group and experience working under a director in the choral process.

Offered: both semesters

### **WOR 312 Worship in Historical Perspective**

**3 hours**

A survey of the development of Christian worship from the beginning of the church to the present day, including a careful examination of the origin, content, and structure of hymns. Attention will be given to recovering traditions that may be useful for enhancing corporate worship in today's culture.

### **WOR 316 Worship Choir Conducting**

**1 hour**

The theory and practice of leading and directing church choral groups. The student will learn basic conducting and rehearsal techniques through lecture, demonstration, and modeling. The class will meet three times per week to include conducting sessions, using the Worship Choir class as its lab.

Prerequisites: A minimum of two semesters of Worship Choir (WOR 112)

### **WOR 332 Planning and Leading Corporate Worship**

**1 hour**

Practical guidelines for planning and leading Christ-centered, dynamic worship experiences. To be taken in conjunction with WOR 425.

Prerequisites: MUS 113-116, WOR 422

### **WOR 422 Worship**

**2 hours**

Studies the theology and practice of worship, both corporate and personal. Traditional, as well as modern ideas are presented so that the student can establish an informed foundation for their worship practices.

Students will participate in worship services at five churches in Manhattan.

Offered: both semesters

### **WOR 425 Worship Ministry Planning and Management**

**2 hours**

Provides an overview of worship ministry organizational and administrative issues, including a study of qualifications, responsibilities, and opportunities of the worship minister. Will cover areas such as: the role of music in church life, general administration of the church music program, working with multiple staff, and effective ministry with a congregation, music committee, and church board. To be taken in conjunction with WOR 332.

Prerequisites: MUS 113-116, WOR 422

**WOR 441 Personal Worship and Spiritual Formation** **2 hours**

An overview of worship as it relates to spiritual growth, discipleship, and pastoral care. Attention is given to the study and practice of spiritual disciplines, private worship, the impact of baptism on the life of the believer, the importance of ritual to the community, and the practice of the Lord's Supper.

Prerequisites: WOR 422, or permission of the instructor

**Youth Ministry (YMN)**

**YMN 310 Building a Youth Ministry Theology and Philosophy** **3 hours**

Focuses on an assessment of theological and philosophical approaches to youth ministry. Practical development in both theological and philosophical ministry positions are discussed and designed within the classroom.

Offered: fall

**YMN 311 Small Groups and Discipling Youth** **3 hours**

Studies biblical and current methods associated with discipling adolescents. The course also examines small group ministry dynamics, form, and function.

Offered: spring

**YMN 410 Youth Ministry Seminar** **2 hours**

Offers innovative and culturally relevant approaches to creative programming in youth ministry. The "hands-on" course will include an on-site visit to a youth ministry location which exemplifies innovative and culturally relevant approaches in current youth ministry. This visit is a three-day event and is mandatory.

Offered: fall

**YMN 425 Youth Ministry Programming and Management** **3 hours**

Provides an overview of youth ministry programming and administrative issues related to the profession. Included in this course are lab-style settings in which the student will design and communicate the following: budgeting, discipling, calendar planning, reporting, curriculum reviews, administration, staff relationship, recruiting and training volunteers, performance, evaluation, communication, and advertising.

Offered: spring

Prerequisites: YMN 310 and senior status

**YMN 449 Youth Ministry Dynamics** **3 hours**

This course focuses on the organization and administration of an effective youth program for the local church. Characteristics and needs of today's youth will be examined in order to meet those needs through the Gospel. Included is a history of youth ministry.

**YMN 460 Topics in Youth Ministry (Conference)** **1 hour**

Attendance at the National Youth Leaders Conference, National Youth Workers Convention, or another youth ministry leadership conference can receive credit when approval is given by the instructor. A reflection paper is required.



# Administration and Faculty

## Administration

J. Kevin Ingram, *President (2006)*

B.A., Manhattan Christian College, 1986; M.A., Johnson Bible College, 2002.

Vernon J. Henricks, *Vice President for Institutional Advancement (2006)*

B.S., Kansas State University, 1978; M.S., Kansas State University, 1979.

Randall L. Ingmire, *Vice President for Academic Affairs (2000)*

B.A., Manhattan Christian College, 1977; M.A., Central Missouri State University, 1992;

M.A., Lincoln Christian Seminary, 2004.

Lori Jo Stanfield, *Vice President for Business Affairs (1993)*

B.S., Manhattan Christian College, 1978; B.S., Kansas State University, 1978; M.S.,

University of Phoenix, 1998.

Rick L. Wright, Ph.D., *Vice President for Student Development (1989)*

A.B., Manhattan Christian College, 1976; M.Div., Fuller Theological Seminary, 1992;

M.S., Kansas State University, 1993; Ph.D., Kansas State University, 2001.

## Faculty/Non-Teaching Faculty

Mark Alterman, Ph.D., *Associate Professor of Bible (2001), Bible/Theology Department*

*Head (2002)*

B.S.L., Ozark Christian College, 1980; M.A.R.S., Central Baptist Theological Seminary, 1982;

M.A., Kansas University, 1993; Ph.D., Mid-America Baptist Theological Seminary, 1998.

Mary Ann Buhler, *Director of the Library Resources (2006)*

B.Mus. Kansas State University, 1970, M.L.S., Emporia State University, 2005.

Shawn M. Condra, *Athletic Director (1994)*

B.S., Manhattan Christian College, 1994.

Steven B. Davis, Ed.D., *Assistant Professor of Theology (2001)*

B.S.L. & B.Th., Ozark Christian College, 1993; M.A., Bethel Theological Seminary, 1998; Ed.D.,

Southern Baptist Theological Seminary, 2002.

Gregory A. Delort, Ph.D., *Professor of Family Ministry (1997), Associate Academic Dean*

B.A., Lincoln Christian College, 1994; M.A., Lincoln Christian Seminary, 1997; M.S.,

Kansas State University, 2002; Ph.D., Kansas State University, 2006.

William (Bill) Jenkins, Ph.D., *Associate Professor of English (2010), General Studies Department*  
*Head (2010)*

B.A., University of Tulsa, 1984; M.A., University of Tulsa, 1986; Ph.D., University of Arkansas,  
1992.

Genilyn McCaffrey, *Associate Professor of Worship Ministry (2006)*

B.B.L., Ozark Christian College, 1997; M.Div., Lincoln Christian Seminary, 2006.

Brian Medaris, *Associate Professor of Educational Ministry (2008)*

B.S., Indiana University, 1986; M.A., Lincoln Christian College, 1998; M.Div., Lincoln  
Christian Seminary, 2003.

Wesley Paddock, D.Min., *Professor of Old Testament (1995)*  
A.B. Intermountain Bible College, 1961; M.Div., Lincoln Christian Seminary, 1971;  
D.Min., Denver Conservative Baptist Seminary, 1995.

Jeffrey Sagstetter, *Associate Professor of Youth Ministry (2003)*  
B.S., Kentucky Christian College, 1986; M.A., Kentucky Christian College, 2002.

Larry B. Sullivan, *Associate Professor of History (1972)*  
A.B., Manhattan Christian College, 1957; M.A., Fort Hays State University, 1967.

Rusty D. Thornley, *Associate Professor of Cross -Cultural Ministry (1994)*  
B.S.C.E., The Citadel, 1971; M.Div., Emmanuel School of Religion, 1982.

Russell York, D.Min., *Associate Professor of Pastoral Ministry (2008)*  
B.S., Memphis State University, 1975; B.S., Creighton University, 1983; M.Th., Harding  
Graduate School of Religion, 1981; D.Min., George Fox Seminary, 2011.

### **Emeritus Faculty**

C. Franklin Karns, Ph.D., *Professor Emeritus of Communication and Philosophy (1990)*  
A.B., Cincinnati Bible Seminary, 1943; B.A., Ashland College, 1944; M.A. and Ph.D.,  
University of Pittsburgh, 1962, 1964.

Donn A. Leach, D.Theology, *Professor Emeritus of Bible (1999)*  
A.B., Lincoln Christian College, 1950; B.D., Butler University School of Religion, 1953;  
M.A., Butler University School of Religion, 1954; D. Theology, Northern Baptist  
Theological Seminary, 1960.

### **Adjunct Faculty**

Rusty Andrews, *Psychology and Counseling (2003)*  
Ph.D., Kansas State University, 1997.

Sharon Berner, *Management (2003)*  
M.A., Fort Hays State University, 2002.

Nancy Blockcolsky, *Piano (2002)*  
M.Mus., Kansas State University, 1992.

Don Brax, *Math (2003)*  
M.S., Kansas State University, 1984.

Scott Caulley, *New Testament (2010)*  
M.A., Fuller Theological Seminary, 1976.  
D.Th., University of Tubingen (Germany), 1983.

Jeff Davis, *Management/Computer Technology (2006)*  
M.S., Regis University, 2005.

Julie Delort, *Written and Oral Communication (1998)*  
M.A., Lincoln Christian Seminary, 1997.

Charles Griffin, Ph.D., *Communication (1997)*  
Ph.D., University of Missouri, 1983.

Gary Griffith, Ph.D., *Science (2011)*  
Ph.D., Oklahoma State University, 1973.

Cal Habig, D.Min., *Bible and Ministry (2008)*.  
D.Min., Fuller Theological Seminary, 2003.

Ariel Hamilton, *Communication (2011)*  
M.A., Wichita State University, 2008.

Mike Hines, *History (2007)*  
M.Div., Cincinnati Bible Seminary, 1983.

Joe Hunsaker, *Psychology (2011)*  
M.A., Webster University, 1989, M.E., Arizona State University, 2010.

Dale Levering, *Management and Statistics (1999)*  
M.B.A., Kansas State University, 1991, Ph. D., Kansas State University, 2009.

Cody Moore, *Bible (2008)*  
M.A., Emmanuel School of Religion, 2000, M.A., University of Colorado, 2004.

Nikki Medaris, *Psychology (2009)*  
M.Div., Lincoln Christian Seminary, 2011.

Chad Pape, *Music (2002)*  
M. Mus., Kansas State University, 2000.

Bob Randall, *Economics and Statistics (2010)*  
M.S., Kansas State University.

Ron Ratliff, *Humanities (2006)*  
Th.M., Dallas Theological Seminary, 1983.

Aletha Rogers, *Management (1996)*  
M.S. Ed., Washburn University, 1994.

Karen Smothers, *Psychology and Counseling (2011)*  
M.S.W., Washburn University, 2005.

Nancy Swihart, *English and Literature (1996)*  
M.A., Kansas State University, 1989

Kathryn Thompson, *Psychology (2011)*  
M.S., Friends University, 2011.

Doug Wallace, *Sociology (1997)*  
M.A., Kansas State University, 1997, Ph.D., Kansas State University, 2009.

Michael Welsh, *Psychology (2005)*  
Psy. D., Azusa Pacific University, 2003.

#### **Board of Trustees**

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Oakley, Kansas

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### **Emeritus Members**

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(Member Emeritus)  
Topeka, Kansas

Garner Stroud, *Investor, Chevron Oil, Retired*  
(Member Emeritus)  
Olathe, Kansas

# Glossary

**Academic Dismissal:** A student who neglects academic responsibilities may be dismissed on recommendation of the academic dean.

**Academic Probation:** An indication that a student is in academic difficulty which could lead to dismissal from the college.

**Advisor:** A person, usually a college faculty member, who helps students achieve their educational goals by providing guidance on courses, degree programs, policies and procedures, and internships.

**Apply for Admission:** The process of submitting written or electronic application and supporting credentials so that an official determination of eligibility to attend the college can be made.

**Associate of Ministry Degree: (A.M.)** A two year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry.

**Audit:** After paying an audit fee to attend a course regularly without participating in course work and without receiving academic credit.

**Bachelor of Arts Degree: (B.A.)** Generally a four year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry. A study of the Greek language, or other modern language, is required.

**Bachelor of Science Degree: (B.S.)** Generally a four year program of study in courses selected from a variety of disciplines with an emphasis in a particular field of ministry. A study of science and mathematics is required.

**Classification:** Level of progress towards a degree with classifications of freshman, sophomore, junior, and senior depending upon the number of semester hours completed.

**Course:** A unit of study a student enrolls in during a semester.

**Credit Hour:** A unit of measurement used in determining the quantity of work taken. Each credit hour is roughly equivalent to one hour of class time per week. For example, a class meeting three hours a week would be a three credit hour class.

**Degree Program:** Courses required for completion of a particular degree.

**Drop/Add:** Changing the student's course schedule by adding and/or dropping a course.

**Dual degree:** Minimally a five year program of study in which a student earns a bachelor degree from MCC and a bachelor degree from Kansas State University upon confirmation of completion of requirements at both institutions. Note: Recommended MCC degree is B.A. or B.S. in Bible.

**Electives:** Courses chosen by a student that are not required for a major or minor. The number of elective hours varies in degree programs.

**Enrollment:** The process of selecting courses and arranging a schedule of classes for the semester.

**Grade Point Average: (GPA)** A measure of scholastic performance. A GPA is obtained by dividing the number of grade points by the hours of work attempted. Only work taken at MCC is used to calculate the GPA.

**International Students:** Individuals who are not citizens or permanent residents of the United States.

**Major:** The subject area in which a principal emphasis is placed in an academic program.

**Minor:** An emphasis in a subject area outside of a student's major in the degree program.

**New Freshmen:** High school graduates with no earned college credits since the summer after high school graduation. Students taking college-level work while in high school are considered new freshmen.

**Non-Degree Students:** Students not pursuing a degree from MCC. Non-degree students are limited in the number of hours per semester they may enroll in. Other restrictions may apply. Non-degree students do not qualify for financial assistance.

**Official Test Scores:** ACT, SAT, GED, and TOEFL results that are received directly from the testing service. Personal reports, results marked "student copy" and so on are not official test scores.

**Official Transcript:** An official copy of a student's permanent academic record. A transcript that is sent directly by mail from the registrar of a credit-granting institution to MCC is considered official. Transfer credit decisions are only made from official transcripts. Unofficial transcripts, hand-carried documents, and personal grade reports *maybe* used for admission decisions.

**Prerequisite:** A requirement, usually credit in another course, which must be met before a particular course can be taken.

**Provisional Acceptance:** Students who have been admitted to the college under special circumstances. Provisional acceptance is granted for one semester only.

**Readmitted Students:** Any student who has previously been admitted and attended MCC on any campus at any time since high school graduation.

**Registration:** The process of enrollment and paying fees.

**Special Student:** Students who have been admitted on probation.

**Transfer students:** Students who have earned college-level credit after the summer following high school graduation.