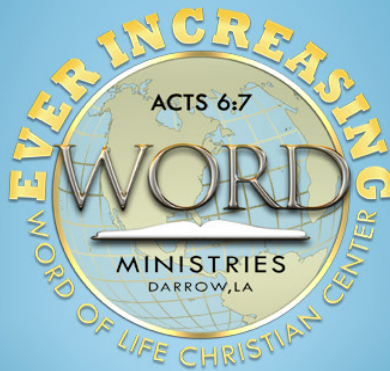


**EVER INCREASING
WORD**

TRAINING CENTER



CAMPUS

STUDENT HANDBOOK

2016-2017

Ever Increasing Word Training Center Student Handbook 2016-2017 School Year



***Please Read This Handbook Carefully
And In Its Entirety. Each Student Will Be
Held Responsible For The Information
Within This Handbook.***

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A Word From The President

Welcome to the Ever Increasing Word Training Center. I am excited about the Training Center! Several years ago, God placed a vision in my heart, and part of that vision was to open a Training Center for those men and women who are called into the Five-fold ministry and laymen who are ready to receive more of the knowledge of God. My desire is to send giants out into the land for the Lord, empowering them to live the glorious, victorious, powerful, Bible believing life that God intended for us to live.

This school is built upon the principles of the Word of God. I believe in a ministry of excellence. Since we expect excellence from God, we should also be willing to expect that same excellence from ourselves.

Your success in ministry will depend upon how well you Observe, Listen, and Learn. You must be willing to Change, Submit, and Commit yourself to the things of God. Here are some helpful tips to help you during your journey at EIWTC:

- Be willing to allow God to use men and women of God to do some of the molding and shaping in your life.
- Be willing to let God shape and mold you for something more than what you already know about.
- Be led by the Holy Spirit and not your personal feelings.
- Be willing to let God have His way with you.
- Be willing to let God prepare you for service.

If you are willing to do these things, you have the right attitude to begin this school semester.

I believe this is a basic training center for men and women of God who want to prove out as faithful servants of God. To get the most out of this school, you must commit yourself to discipline, correction, and instruction. Excellence in ministry... Whatever price it takes, pay it. The dividends are out of this world!

Have a great year! Together, let's determine to press into the things of God and get the most out of every learning experience that is presented.

Apostle Leroy Thompson, Sr.
President, EIWTC

CALENDAR OF EVENTS

School Year: August 29, 2016 - May 4, 2017

Orientation: Monday, August 29th - 7 PM

First Day Of Classes: Tuesday, September 6, 2016

Final Day Of Classes: Tuesday, April 11, 2017

Live Class Times: Mondays 6:45pm-9:25pm
Tuesdays 6:45pm - 9:30pm

2017 Commencement: May 4, 2017 - 7 PM
(Rehearsal May 2nd at 7pm - Required For Graduating Students Only)

Holiday Observances (No Class)

Thanksgiving: November 21-22, 2016

Christmas/New Years': Dec. 19 - Dec. 27

Students are also required to attend (night services only) of the 2016 Prosperity Revival - November 7th-11th, 2016

*Please note: All times are listed in CST time zone

EXAM SCHEDULE

Your school year consists of two semesters: Spring & Fall. Each semester has three exams - Two Regular Exams & One Final.

Students are given a seven day period to take all of their exams. **CLASSES ARE NOT HELD DURING EXAM WEEK.**

All exams are taken ONLINE and open on the Monday of exam week at 6pm and Close the following Monday at 11:59pm. Students return to class on the Monday that exams are due.

Spring Semester:

- **Exam #1** - October 10th-17th
- **Exam #2** - November 28th - December 5th
- **Spring Final** - December 19th - January 2nd

Fall Semester:

- **Exam #1** - January 30th - February 6th
- **Exam #2** - March 6th - 13th
- **Fall Final** - April 17th - 24th

CLASS SCHEDULE

First Year Students (Class of 2018)

Monday Night:

- **6:45 - 7:35 PM - Alliance of Honorable Men**
Dr. Leroy Thompson, Jr.
- **7:40 - 8:30 PM - Culture of Honor**
Rev. John S. Davis, Jr.
- **8:35 - 9:25 PM - Living By The Book**
Dr. DM Thompson

Tuesday Night:

- **6:45 - 8:00 PM - Apostolic**
Apostle Leroy Thompson, Sr.
- **8:05 - 8:45 PM - Moving In The Gifts (Spring)/
Catching the Waves Of Revival (Fall)**
Dr. W. Ron Walker
- **8:35 - 9:25 PM - Prayer**
Rev. Joann Thompson

CLASS SCHEDULE

Second Year Students (Class of 2017)

Monday Night:

- 6:45 - 7:35 PM - **Church Unusual**
Dr. DM Thompson
- 7:40 - 8:30 PM - **Spirit of Honor**
Rev. Gregory Calhoun
- 8:35 - 9:25 PM - **Spirit Life Training**
Dr. Leroy Thompson, Jr.

Tuesday Night:

- 6:45 - 8:00 PM - **Apostolic**
Apostle Leroy Thompson, Sr.
- 8:05 - 8:45 PM - **Finishing Generation**
Dr. Jeffrey Phillips
- 8:35 - 9:25 PM - **Prayer**
Rev. Joann Thompson

FINANCIAL INFORMATION

TOTAL TUITION: \$690

INITIAL REGISTRATION FEE: \$165.00 (Includes books and September Tuition)

7 MONTHLY INSTALLMENTS: \$75

- DUE EACH MONTH OCTOBER - APRIL
- DUE BY THE 15TH OF EACH MONTH

Acceptable Forms of Payment:

Check, Money Order, or Credit Card

(May also setup monthly draft using a credit/debit card at tuition website)

Tuition Policy: Unless your tuition is paid in full, monthly payments must be paid on or before the 15th of each month. Payments are considered past due after the 15th and student will lose access to classes. If online access is lost during exam week student will not be able to take exams. However, once tuition is paid, students may make up the exam for the loss of a letter grade.

Please call the office if you know your tuition will not be paid on time. Arrangements may be made at the discretion of the Dean.

Tuition Policy (Continued):

You may pay your tuition in full at any time. If you have set up an automatic payment please notify the office immediately so that your automatic payment may be discontinued.

Any student who leaves EIWTC with an outstanding balance on their account will not be recommended for any position, secular or ministerial. He or she will not receive a certificate or diploma.

PLEASE DO NOT:

- Turn in tuition money in WOLCC church offerings
- Turn in tuition money to any of your EIWTC school instructors

Payments may be made from 6:15-6:40pm (before class) or at Tuition Website:

www.EIWM.org/Tuition

Please Note: The Ever Increasing Word Ministries website (www.eiwm.org/tuition) where you make your tuition payments and your school portal (www.eiwtc.net), where you obtain class information, are two separate websites.

Once you have created a login and password at eiwm.org, you will be able to track your tuition balance online, as well as, any other giving to the ministry. Please save your login and password in a secure place.

ACADEMIC INFORMATION

GRADING SCALE

90-100 = A

80-89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

Grading is based on the examination scores earned by students.

A grade of 70 or above is required in ALL classes for student promotion.

Report Cards: Student grades are posted on their classroom portal. At the end of each year, a printed copy of your grades will also be mailed to you.

The grades you receive will be proportionate to the interest and attention you give to your classes and assignments. You will be able to press forward satisfactorily with no problem, as long as you commit to your coursework and follow the instructions given by administration and your instructors.

CERTIFICATES OF COMPLETION

Will be given to all First Year Students at the end of the school year for successfully meeting the following requirements:

1. A "C" Cumulative Grade Point Average maintained in ALL classes
2. Class Attendance Requirements As Outlined In This Handbook
3. Every student must give evidence of true Christian life & character during the school year at EIWTC in order to be recommended by the faculty for a certificate.

DIPLOMAS

Will be given to all Second Year Students at the end of the school year for successfully meeting the following requirements:

1. A "C" Cumulative Grade Point Average maintained in ALL classes
2. Class Attendance Requirements As Outlined In This Handbook
3. Every student must give evidence of true Christian life & character during the school year at EIWTC in order to be recommended by the faculty for a certificate.
4. Attendance at graduation rehearsal & commencement us required. Permission to graduate in absentia may be granted in case of emergencies.

STUDENT POLICIES

All Training Center rules apply to both first and second-year students. It is anticipated that second-year students will conduct themselves in a manner that will be an example to the first-year students.

CONDUCT

The establishment of worthy standards of life is necessary for every believer. Thus, Christian character is a vital concern of this Training Center. We believe it is the responsibility of the student engaged in training to live an exemplary life. It is expected that students will avoid practices and forms of entertainment which will be detrimental to personal growth in the Christian life.

CHEATING

Every person who enrolls in this school should understand that to submit work which is not his/her own violates the purpose of this School of Ministry and the individual's purpose in being here. If an instructor suspects that a student has borrowed or copied, the work will not be accepted. Any form of cheating will subject the student to an "F" in the course and possible dismissal from school.

DRESS CODE

EIWTC seeks to provide an atmosphere conducive to reverent study and to the development of strong Christian character. Because it is our desire that all of our students be dressed in modesty and in good taste, the following dress code applies at all times when attending classes.

Ladies: Proper dress attire includes: dresses, skirts, sweaters, blouses along with appropriate undergarments. Pantsuits that are actual suits are allowed. Improper dress attire includes: excessively low/revealing/fitted clothing, jeans, shorts, excessively slit skirts, and miniskirts. Thong/sandal shoes are also not permitted.

Men: Proper dress attire is dress pants, dress shirts, coat and tie. Beards and mustaches are acceptable, but they must be kept clean and groomed.

Name badges: are to be worn at all times during school hours. If a student comes to school without a badge, a temporary badge must be obtained at the administration office for \$5.00.

RECORDING

No recorders of any type will be allowed in school classes. You will have access to both Video & MP3 downloads on the school site.

ATTENDANCE POLICY

Attendance is required in all classes. WE DO NOT EXPECT YOU TO BE ABSENT. You are here for training only two days per week for 3 hours each day. Therefore, every moment of time you spend in class is precious and should never be taken lightly.

ABSENCES

If you miss any classes as a result of extreme circumstances (i.e., illness under doctor's care, jury duty, death in the immediate family, work related etc.), you should complete an Absentee Report ONLINE. This report will then be reviewed. The Absentee Report must be filled in completely. Do not check a box only or give approximate times or date. Give the specific date, time, and an explanation for the absence. Please remember to fill out an absentee report for every absence from school. If we do not have an absentee report on file for your absence, then we have no choice but consider the absence "UNEXCUSED" until a report is turned in.

Any student who **misses 3 or more days** without an excused absence (refer to the paragraph above) will be required to schedule a meeting with the Dean for a review of the absences along with possible disciplinary action.

All absences should be made up online by accessing the archive of the missed class and also by taking and passing the quiz for that class. In order to receive credit for the class a 100% score must be obtained within 2 attempts of the quiz.

TARDINESS

Classes will start promptly at the scheduled time. If you are not seated in the classroom at the time class is started, you are considered tardy. Please make every effort to be at class on time. Excessive tardiness will result in a meeting with the Dean and possible disciplinary action.

EXAMS & ASSIGNMENTS

The student is responsible for each class that he or she misses. A few sacrifices may be necessary to keep up with the classes. All missed classes are required to be made up by using the online school. In order to receive credit for an online class, the student **MUST** take the online quiz and make 100% within 2 attempts.

The penalty for missing any of your exams without an excused absence is the loss of a full letter grade. If you miss the makeup period, a score of "0" will be recorded for that exam.

IF YOUR INSTRUCTOR ASSIGNS A REPORT, IT MUST BE TYPED. NO SPIRAL SHEETS (SHEETS TORN FROM NOTEBOOKS) ARE ACCEPTED FOR ASSIGNMENTS.

Exam formats may differ from instructor to instructor. Most exams will have time limits to complete the work. Make sure that you clear your schedule for the 10—15 minutes that will be needed to take your exam. You must complete your exam and submit your answers within the given time limit to receive credit for your answers.

Once you open your exam, your time limit begins—**absolutely NO EXCEPTIONS! ADMINISTRATION CAN SEE WHEN EACH STUDENT HAS OPENED THE EXAM .**

SCHEDULE EXCEPTIONS

Due to scheduling conflicts and traveling, EIWTC classes may be re-arranged as necessary on occasion to fit the instructors schedules. Students will always be notified in advance.

In addition, various WOLCC conferences will be utilized in the school as learning opportunities for the students.

Please note the following known schedule exceptions:

Nov. 11-14, 2016 Prosperity Revival

ATTENDANCE IS MANDATORY FOR NIGHT SERVICES ONLY

LTMA Impartation Conference (January 2017 - DATES TBD)

ATTENDANCE IS MANDATORY FOR NIGHT SERVICES ONLY

*YOU WILL BE NOTIFIED IF THERE ARE ANY OTHER MANDATORY MEETINGS

CLASSROOM POLICY

Rules are different for MINISTRY. You have to answer to God as well as man. Please be advised that you are the STUDENT and not the INSTRUCTOR. No student will be permitted to dominate any of the classes with statements or opinions.

If any questions arise, write them down and inquire after the class has been dismissed. Your instructor will be glad to reply to any questions.

COMPUTER LITERACY

While enrolled in Ever Increasing Word Training Center, you will be expected to have a medium to high level of computer literacy. You will be responsible for watching all tutorial videos available to learn how to be familiar with the system. And you will be responsible for making sure that your computer software is up-to-date to access all archived classes, exams, and quizzes.

The EIWTC Administration reserves the right to, at any time, change any course or classwork.

TECHNICAL SUPPORT

TUTORIAL VIDEOS ARE AVAILABLE!

Virtually all aspects of how to operate within the school site are available to you. Please take the time to watch all of the tutorial videos that are provided. They can be accessed through the Haiku support tab.

If there are technical issues not covered in the tutorials, help is available by contacting the ministry.

EMAIL COMMUNICATION

Most of the instructors do not work at the church office during regular office hours, therefore, email communication is preferred.

You may email your instructors through the classroom portal by clicking on the instructor's class, selecting the "Connect" tab, and then "Inbox."

Administration will keep students updated by emailing through the Haiku Portal. You may check your emails through the portal or have them forwarded to an email address of your choice.

HAIKU LEARNING

The website where you will have access to your classroom videos, MP3s, Exams, and Quizzes can be accessed through either web address:

<https://trainingforministry.haikulearning.com>

or

www.EIWTC.net

This site is also referred to as your “Portal”

Students will be given a Username and initial password of: changeme. Upon your first login, you will be prompted to change your password.

Be sure to save your password as EIWTC cannot see private student passwords.

ADMINISTRATION

**Apostle Leroy Thompson, Sr.
Founder/President**

**Dr. Carolyn A. Thompson
Vice President**

**Dr. Leroy Thompson, Jr.
Dean**