



**EVER INCREASING
WORD
TRAINING CENTER**

**STUDENT HANDBOOK
2015-2016**

**EVER INCREASING WORD
TRAINING CENTER
STUDENT HANDBOOK
2015-2016 SCHOOL YEAR
(ONLINE STUDENTS)**

PLEASE READ THIS HANDBOOK CARE-
FULLY, AS EACH STUDENT WILL BE HELD
RESPONSIBLE FOR THE INFORMATION
THIS HANDBOOK CONTAINS.

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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 Full-Time 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 is a good gauge to gauge yourself with:

- (1) **I must be willing to let God use people, men and women of God, to do some of the molding and shaping in my life.**

- (2) **I must be willing to let God shape me and mold me for something more than I know about.**
- (3) **I must not let my feelings get hurt and bail out at the first fire.**
- (4) **I must be willing to let God have His way with me.**
- (5) **I must be willing to let God prepare me for service.**

These simple statements may determine whether 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.

Yours in Christ,

Dr. Leroy Thompson, Sr.
President, EIWTC

INSTRUCTORS & SUBJECT AREAS

Apostle Leroy Thompson, Sr.
Apostolic Strategies



Dr. Leroy Thompson, Jr.
Alliance of Honorable Men/Spirit
Life Training



Dr. D. Montrell Thompson
Living By the Book/
Church Unusual



Rev. Greg Calhoun
Spirit of Honor



Dr. Jeffrey Phillips
Finishing Generation



Rev. John Davis
Culture of Honor



Dr. W. Ron Walker
Moving in the Gifts of Revelation
& Prophecy/Catching the Waves of
Revival



Rev. JoAnn Thompson
Prayer

EVER INCREASING WORD TRAINING CENTER
REGISTRATION & ORIENTATION

MONDAY —AUGUST 31, 2015—7 PM

CALENDAR OF EVENTS

CLASS TIMES—MONDAYS 6:45PM—9:25PM
TUESDAYS 6:45PM—9:30 PM

November 23 & 24, 2015 Thanksgiving Break (No
class—Return on November 30)

December 21—January 3, 2016 Christmas Break
(No class)

January 4, 2016 2nd Semester Classes Begin

May 3, 2015 (7 PM) Commencement Rehearsal

May 5, 2015 (7 PM) Commencement Day

EXAM DATES **(EXAM DATES ARE SUBJECT TO CHANGE. ADMIN-
ISTRATION WILL PROVIDE SUFFICIENT NOTICE OF ANY CHANGES)**

**EXAMS OPEN AT 6PM ON MONDAY AND CLOSE THE FOLLOWING
MONDAY AT MIDNIGHT—ALL STUDENTS HAVE ONE WEEK TO TAKE
EXAMS.**

	<u>1st Semester</u>	<u>2nd Semester</u>
EXAM #1	Oct. 12-19, 2015	Feb. 8-15, 2016
EXAM #2	Nov. 16-23, 2015	Mar. 14-21, 2016
FINAL	Dec. 21-Jan.4, 2016	Apr. 18-22, 2016

CLASSES WILL NOT BE HELD DURING EXAM WEEK

FINANCIAL INFORMATION

COST

The tuition and registration fees apply to first year students. (Class of 2015 Students will remain on the same fee schedule as last year- see page 7)

The fee schedule for the 2015-16 school year is as follows:

Application Fee	\$ 25.00
Registration Fee	\$145.00
(Tuition + Books)	
Remaining Tuition	<u>\$630.00</u>
Total	\$800.00

Note: All fees, tuition, and book costs are subject to change without notice.

All financial transactions for online students must be done through automatic draft from a credit/debit card. Payments can be set up any day between the 1st and the 15th of each month. If no date is specified, then the 1st will be the default date.

If payment is not current by the 15th of the month, your account will be disabled and any schoolwork missed, will not be able to be made up.

You will be responsible for keeping EIWTC with your updated card information.

TUITION POLICY

(You may choose to pay your tuition in full at any time during the school year.)

If a student leaves **EIWTC** with an outstanding account, we will not recommend that student for any position, either secular or ministerial. He or she will not receive a certificate or diploma.

You may keep up with your tuition balance by creating a login and password at www.eiwm.org.

COMPUTER LITERACY

When 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.

LOGGING INTO YOUR CLASSES

The web address to access your classes is

www.eiwtc.net

We will assign you a login and set your password as: **changeme**. Upon your initial login, you will be prompted to change your password. Students are responsible for remembering their own logins and passwords.

STUDENT SUPPORT

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.

*2nd Year Tuition:

Total—\$795

Initial payment + App. Fee—\$195.00

6 Payments - \$100 (Due Oct '14-Mar '15)

ACADEMIC INFORMATION

GRADING SYSTEM

Grading at **EIWTC** is based on the examination scores earned by students

REPORT CARDS

You may keep up with your grades, as they are posted online on your Haiku © portal.

A STUDENT REPORT WILL BE POSTED AT THE END OF EACH SEMESTER.

Its value will be proportionate to the interest and attention you give it. This report is not intended to compare the work and progress of one student with that of another. We desire your cooperation and support so that you may have every opportunity and encouragement to press satisfactorily in this school.

GRADING POLICY

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

Below 60 = F

CERTIFICATE OF COMPLETION

A Certificate of Completion is given to all first year students at the end of the school year for successfully meeting the following requirements:

1. THE ASSIGNED COURSES MUST BE SATISFACTORILY COMPLETED.
2. A CUMULATIVE GRADE POINT AVERAGE OF 70% MUST BE MAINTAINED.
3. CLASS ATTENDANCE REQUIREMENTS AS OUTLINED IN THE HANDBOOK MUST BE FULFILLED.
4. 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.

GRADUATION

To be eligible to receive a diploma for the second-year program, a student must meet the following requirements.

1. THE ASSIGNED COURSES MUST BE SATISFACTORILY COMPLETED.
2. A CUMULATIVE GRADE POINT AVERAGE OF 75% MUST BE MAINTAINED.
3. CLASS ATTENDANCE REQUIREMENTS AS OUTLINED IN THE HANDBOOK MUST BE FULFILLED.

4. Every candidate for graduation must give evidence of true Christian life and character during the school year at EIWTC in order to be recommended by the faculty for graduation.

5. Attendance at graduation rehearsal & commencement is required of all second year graduates. Permission to graduate in absentia will only be granted by the Dean of EIWTC in case of an emergency.

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.

Any online interaction between students should be positive and respectful. Any student conducting themselves online that is disparaging to other students or to E.I.W.T.C. are subject to immediate removal from the school following an administrative review.

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.**

CLASS ATTENDANCE POLICY

Attendance is required in all classes. **WE DO NOT EXPECT YOU TO BE ABSENT.** Each online student should expect to spend a minimum of 6 hours of time each week to view their classes and do the quizzes following online. There may be other reading assignments given.

Absences

Online students have the flexibility to view classes "live" or by "archive." There is a 7 day period for the student to finish their work for each class.

Absentees for online students are tracked by the online quiz following each lesson.

Any student who fails to accomplish their online quiz for 3 or more days in any particular class, without an excused absence will be required to schedule a meeting with the Dean for a review of the absences along with possible disciplinary action.

Excused absences are absences that result from extreme circumstances (i.e., illness under doctor's care, death in the immediate family, etc.)

Due to the flexibility that the online school provides, EIWTC expects all online students to complete all their quizzes/work for all classes within the given 7 day period.

Exceptions include any extreme circumstances that prohibits you from watching, including: out-of-the country travel with limited internet use or sickness/illness that requires you to be out for 7 days. Proper documentation must be provided and acceptance is at the discretion of administration. Issues due to computer problems are not valid excuses—please make all efforts to complete coursework.

QUIZZES:

Each online student MUST complete the online quiz for each class viewed online to receive attendance credit for that particular class.

Online students have the option to watch classes “live” on the class nights **or** watch the video archives posted 24 hours after the “live” class. **The online quiz for each class will also be posted 24 hours after the “live” class.** Students will always be given 7 days to take the quiz, even if a quiz is posted more than 24 hours after the live class.

Quizzes have unlimited time limits and may be attempted twice. Students are encouraged to open the quiz to view the questions while watching the live class.

MP3 downloads of the class are also available.

EXAMS:

3 exams will be given each semester to determine your grade for the course.

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 .**

Exams will be posted on Monday night of exam week at 6 PM(CST) and will remain on the site until the following Monday evening at 11:59 (CST). **Late exams can be taken after the 5 day period but will be penalized up to 25%.**

All students will be responsible for attending and keeping up with all 6 of their classes. The schedule is listed on the following pages.

Once you receive your login and password, please verify that you are enrolled in all 6 classes that you are supposed to be taking.

A failing grade in any class will result in an unsatisfactory grade and student will not be recommended to move on to the next level.

**PLEASE NOTE: E.I.W.T.C. OPERATES
ON CENTRAL STANDARD TIME (CST)**

*Please Note That All Course Subjects Are
Subject to Change*

1ST YEAR STUDENT CLASS SCHEDULE 1ST SEMESTER

Monday Night

6:45 P.M. - 7:35 P.M. Rev. L. Thompson, Jr.
Alliance of Honorable Men *(Class Room 202)*

7:40 P.M. - 8:30 P.M. Rev. John Davis
Culture of Honor I *(Class Room 202)*

8:35 P.M. - 9:25 P.M. Rev. D. Montrell Thompson
Living By the Book *(Class Room 202)*

Tuesday Night:

6:45 P.M. - 8:00 P.M. Dr. L. Thompson, Sr.
Apostolic Strategies

8:05 P.M. - 8:45 P.M. Rev. W. Ron Walker
Moving in the Gifts of *(Class Room 202)*
Revelation & Prophecy

8:50 P.M. - 9:30 P.M. Rev. JoAnn Thompson
Prayer *(Class Room 202)*

2ND YEAR STUDENT CLASS SCHEDULE 1ST SEMESTER

Monday Night

6:45 P.M. - 7:35 P.M. Rev. D. Montrell Thompson
Church Unusual *(Class Room 201)*

7:40 P.M. - 8:30 P.M. Rev. G. Calhoun
Spirit of Honor *(Class Room 201)*

8:35 P.M. - 9:25 P.M. Rev. L. Thompson, Jr.
Spirit Life Training *(Class Room 201)*

Tuesday Night:

6:45 P.M. - 8:00 P.M. Dr. L. Thompson, Sr.
Apost. Strategies I *(WOLCC Main Auditorium)*

8:05 P.M. - 8:45 P.M. Rev. J. Phillips
Finishing Generation *(Class Room 201)*

8:50 P.M. - 9:30 P.M. Rev. JoAnn Thompson
Prayer *(Class Room 201)*

1ST YEAR STUDENT CLASS SCHEDULE 2ND SEMESTER

Monday Night

6:45 P.M. - 7:35 P.M. Rev. L. Thompson, Jr.
Alliance of Honorable Men *(Class Room 202)*

7:40 P.M.- 8:30 P.M. Rev. John Davis
Culture of Honor *(Class Room 202)*

8:35 P.M. - 9:25 P.M. Rev. D. Montrell Thompson
Living By the Book *(Class Room 202)*

Tuesday Night:

6:45 P.M. - 8:00 P.M. Dr. L. Thompson, Sr.
Apostolic Strategies

8:05 P.M.- 8:45 P.M. Rev. W. Ron Walker
Catching the Waves of Revival

8:50 P.M. - 9:30 P.M. Rev. JoAnn Thompson
Prayer *(Class Room 202)*

2ND YEAR STUDENT CLASS SCHEDULE 2ND SEMESTER

Monday Night

6:45 P.M. - 7:35 P.M. Rev. D. Montrell Thompson
Church Unusual *(Class Room 201)*

7:40 P.M.- 8:30 P.M. Rev. G. Calhoun
Spirit of Honor *(Class Room 201)*

8:35 P.M. - 9:25 P.M. Rev. L. Thompson, Jr.
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8:05 P.M.- 8:45 P.M. Rev. J. Phillips
Finishing Generation *(Class Room 201)*

8:50 P.M. - 9:30 P.M. Rev. Jo Ann Thompson
Prayer *(Class Room 201)*

SCHEDULE EXCEPTIONS

Please note, due to scheduling conflicts and traveling, EIWTC classes may be re-arranged as necessary on occasion to fit the instructors schedules.

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

Please note the following exceptions to the 2015-2016 Calendar Year. Online students who plan to attend these conferences in-person, will not be held responsible for the attendance quizzes during these schedule exceptions.

Date:

Nov. 9-13— 2015 Prosperity Revival—

ATTENDANCE IS MANDATORY FOR NIGHT SERVICES ONLY

Jan. 6-9, 2016—2015 Impartation Conference

ATTENDANCE IS MANDATORY FOR NIGHT SERVICES ONLY

Ever Increasing Word Training Center is under the supervision of the Word of Life Christian Center Administration.

Dr. Leroy Thompson, Sr.

President

Mrs. Carolyn A. Thompson

Vice-President

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

