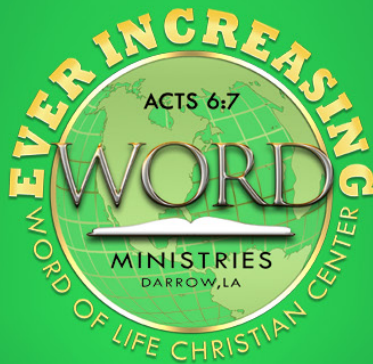


**EVER INCREASING  
WORD**

**TRAINING CENTER**



**CAMPUS**

**STUDENT HANDBOOK  
2018-2019**

EIWTC

# Ever Increasing Word Training Center Student Handbook 2018-2019 School Year



***Please Read This Handbook Carefully  
And In Its Entirety. Each Student Will  
Be Held Responsible For The Informa-  
tion 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 27, 2018 - May 2, 2019

**Orientation:** Monday, August 27th - 7 PM

**First Day Of Classes:** Monday, September 10, 2018

**Final Day Of Classes:** Wednesday, April 10, 2019

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

**2019 Commencement:** May 2, 2019 - 7 PM  
(Rehearsal April 29th at 7pm - Attendance is required for campus students and online students may watch rehearsal live online)

## **Holiday Observances (No Class)**

**Thanksgiving:** November 19-21, 2018

**Christmas/New Years':** Dec. 24 - Jan. 7th (return for spring semester)

Students are also required to attend/watch live online (night services only) the 2018 Prosperity Revival - November 5th-9th, 2018.

\*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.

## **Fall Semester (2018):**

- **Exam #1** - October 8th-15th
- **Exam #2** - November 19th-26th
- **Spring Final** - December 17th - January 7th

## **Spring Semester (2019):**

- **Exam #1** - February 4th-11th
- **Exam #2** - March 11th - 18th
- **Fall Final** - April 15th - 22nd

# CLASS SCHEDULE

## First Year Students (Class of 2020)

### Monday 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*
- **8:50 - 9:30 PM - Culture of Honor**  
*Dr. David Cowan*

### Wednesday Night:

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



# CLASS SCHEDULE

## Second Year Students (Class of 2019)

### Monday Night:

- **6:45 - 8:00 PM - Apostolic**  
*Apostle Leroy Thompson, Sr.*
- **8:05 - 8:45 PM - Spirit of Honor**  
*Rev. Gregory Calhoun*
- **8:50 - 9:30 PM - Spiritual Authority**  
*Rev. Ronald Gauthreaux*

### Wednesday Night:

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

# *FINANCIAL INFORMATION*

**TOTAL TUITION(Per School Year): \$715**

**INITIAL REGISTRATION FEE: \$170** (Includes books and September Tuition)

## **7 MONTHLY INSTALLMENTS:**

- \$80 DUE EACH MONTH OCTOBER - MARCH, & FINAL PAYMENT OF \$65 DUE IN APRIL
- DUE BY THE 15TH OF EACH MONTH

## **STUDENT TUITION PAYMENTS ARE HANDLED THROUGH SMART TUITION**



With Smart Tuition you will be able to:

- o Select a payment type that works best for you.
  - Smart Tuition can send you an invoice monthly allowing you the option to mail in a payment, make a payment over the phone, make a payment over the web, or through a mobile app.
  - Smart Tuition can automatically debit your credit card, checking account, or savings account on a monthly basis.
- o Manage your Smart Tuition account online.
  - You can edit your own profile, including your contact information, payment options and much more.

- You can review and print your monthly billing details and payment history.
- You can make payments through Smart Tuition's secure website.
- o Receive payment and follow up reminders.
  - If you setup to pay automatically, Smart Tuition will e-mail you a reminder of your upcoming payment 7-10 days before your due date.
  - If you happen to miss a payment or have an outstanding balance, they will kindly remind you by e-mail and phone.
- o Speak to a customer service representative.
  - Smart Tuition has a helpful and experienced customer service staff available to assist you 24 hours a day, 7 days a week, 365 days a year.
  - Their customer service team can help answer questions about your account and also take a payment over the phone.

**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 students 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.

Information on how to enroll with smart tuition will be emailed to you upon enrollment.

# 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.

**QUIZZES, EXAMS & ASSIGNMENTS**

Quizzes are posted after each class to measure online students attendance. Although it is not necessary for you as a campus student to take these quizzes, it is advised. They are a great resource to use in preparation for exams. When you do not take your quizzes, you lose access to the correct quiz answers. Therefore, it is wise to take them each week.

3 exams will be given each semester to determine your grade for the course. The penalty for missing any of your exams without an excused absence is the loss of a full letter grade. If you miss the make-up period, a score of "0" will be recorded for that exam.

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 time 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 .

# **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**

In order for your absence to be excused, you must:

- 1) Have a valid reason (as outlined below) with necessary proof.
- 2) Make up your work online by: completing the attendance quiz before it closes and submitting your answers online by using the quiz link.

(If this is not at all possible – meaning you have a situation/circumstance that prevents you from submitting your answers, via the quiz link, before it closes - please use the quiz PDF printout to find your answers and manually submit them via email to [deirdret@eiwm.org](mailto:deirdret@eiwm.org).)

Valid Reasons include: illness/hospital visits (with doctor's note), unexpected changes in your work schedule (for Darrow campus students), out-of-the country travel with no internet access...Please submit proper documentation.



# 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.

## **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.

## **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.

# *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.

# 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.

# 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 "Messages" 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.

# SCHEDULE EXCEPTIONS

Due to scheduling conflicts and traveling, EI-WTC 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. 5-9, 2018 Prosperity Revival**

ATTENDANCE IS MANDATORY FOR NIGHT SERVICES ONLY

## **LTMA Impartation Conference (January 2019 - DATES TBD)**

ATTENDANCE IS MANDATORY FOR NIGHT SERVICES ONLY

\*YOU WILL BE NOTIFIED IF THERE ARE ANY OTHER MANDATORY MEETINGS. ATTENDANCE FOR ONLINE STUDENTS DOES NOT MEAN PHYSICAL ATTENDANCE, YOU WILL RECEIVE LINKS TO WATCH AND MAY BE QUIZZED ON THESE SERVICES

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

# *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](http://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.

# WHO TO CONTACT

**General Questions/Absences** - deirdret@eiwm.org

**Tuition** - Smart Tuition (Please refer to information emailed to you upon enrollment)

**Class Related Information** - Each instructor can be contacted through the portal

# ADMINISTRATION

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

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

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

