

**NORTH RIDGE**  
SCHOOL OF MINISTRY



**Student Handbook**



# STUDENTS!

This handbook is provided to you as a tool and a resource to remain successful as a student of the North Ridge School of Ministry (NRSM). Your cooperation with the guidelines and instruction in this book is vitally important to your success as a student.

The mission of the North Ridge School of Ministry is to ready and equip leaders with scriptural truth for an ever-changing world so that they will be outwardly fruitful and inwardly filled by the Spirit of God for whatever work He calls them to.

If you have any questions that are not answered in the pages ahead, feel free to contact Pastor Chris by email at **chris@nr.church** or by phone (715) 387-6111.

## ACADEMIC CALENDAR

<b>August 18</b>	Forward Night
<b>September 1</b>	Labor Day (No Class)
<b>September 8</b>	Fall Semester: First Class
<b>December 15</b>	Fall Semester: Last Class
<b>December 22</b>	Winter Break (No Class)
<b>December 29</b>	Winter Break (No Class)
<b>January 5</b>	Spring Semester: First Class
<b>March 16</b>	Spring Break (No Class)
<b>April 27</b>	Network Summit (No Class)
<b>May 18</b>	Spring Semester: Last Class

Classes will meet each Monday night from 6:00pm to 9:00pm at North Ridge Church unless otherwise notified.

A syllabus detailing all courses and assignments will be given out at Forward Night on August 18.

It is your responsibility to adjust your personal calendar to accommodate classroom participation.

Questions regarding absences are answered on page 2.

## STUDENT SUCCESS

North Ridge School of Ministry has an academic partnership with Global University. Global University provides students with a theological education recognized by the Assemblies of God for confidence in work place, volunteer, or vocational ministry.

Global University provides a web-based learning platform for coursework to be completed. Academic success is determined by your careful study of Global University materials. Failure to do so will negatively impact your education and jeopardize your enrollment in NRSM.

***If a student fails two courses in the same semester, that student will not be allowed to enroll in courses for the remaining or following semester.*** A student who is disallowed enrollment mid-year may be allowed to re-enroll in the following academic year.

# ATTENDANCE & PARTICIPATION

Classroom participation is mandatory for all NRSM students. Class will meet every Monday night from 6:00pm to 9:00pm at North Ridge Church unless otherwise notified. Classes will begin at 6:00pm each night. It is your responsibility to arrive early and be ready to begin class promptly at 6:00pm.

***Each student is allowed three (3) absences per semester in case of family emergency, accident, or personal illness. You are required to notify your instructor of the reason for an absence at least one hour before class.*** Absences will be tracked by your instructor. Excessive absences will negatively impact your relationship with other students, your education, and jeopardize your enrollment in NRSM.

## COURSEWORK

All students will be enrolled in courses to earn either a Ministerial Studies Diploma (Berean) or an Associate of Arts Degree in Church Ministries. Both programs may require up to 6-8 hours of independent study each week in order to properly learn and understand the concepts. This work includes a variety of study from reading assignments, video lessons, to practice quizzes.

The classroom portion of each course is intended for students to ask questions and explore the learned concepts in a group setting. ***If you choose to rely on classroom discussions, lectures, and activities to equip you for final exams, you will not pass.*** Your participation with the online resources provided by Global University is critical for your success.

Additionally, students are responsible to understand the requirements of each course and yearly ministerial internship. More can be learned about student internships on page 3.

Below is a explanation of how Global University evaluates and awards course grades.

**Ministerial Studies Diploma (Berean):** 100% of your course grade is determined by the final exam. Your course is considered completed after the submission of a service learning requirement.

**Associate of Arts Church Ministries Degree:** 40% of a course grade is determined by the final exam. 20% of your course grade is determined by a service learning requirement. 40% of your course grade is determined by your participation in completing all online modules.

## FINAL EXAMS

All final exams will be administered through the Global University online portal. It is required that all final exams be monitored by a classroom proctor. This means that ***you are not allowed to self-administer a final exam.***

All course exams will be proctored on the last week of the courses as posted in the syllabus. Your attendance on exam weeks is mandatory.

If you are absent due to a family emergency, accident, or personal illness, you will be responsible to arrange a date with your instructor to take your exam.

Your final exam grade is crucial to passing each provided course. In the event you test poorly, Global University provides students one opportunity to study and retake the final exam\*. If this occurs, secondary exam attempts may be proctored or overseen by North Ridge Church staff and will need to be scheduled during regular office hours (Monday - Thursday: 8am - 5pm) or a time arranged with school staff.

\* 70% or greater is considered passing for the Ministerial Studies Diploma (Berean) course and the Associate of Arts in Church Ministries Degree. If a failure occurs on the final exam, students are allowed one additional attempt to test within 90 or 60 days respectively of the course registration. If the result of the secondary attempt is not satisfactory, the student must re-enroll.

\* For the Associate of Arts in Church Ministries Degree, if a student scores under 73% for their final grade **AND** scored less than 73% on the final exam, they are eligible to retake an exam. Retaking an exam may be beneficial for students intending to transfer their degree credits to continue a related bachelor's degree program.

## MINISTERIAL INTERNSHIPS

All students are required to enroll in a ministerial internship related to your program to grow competency through practical experience for future ministry in and outside the church. This internship will be registered for at the beginning of each academic year so that students have ample time to complete all assignments which can be found in the “**STUDENT RESOURCES**” button in the section labeled, “**STUDENT PORTAL**” at [nr.church/nrsm](http://nr.church/nrsm).

In order to adequately complete internship requirements ***all students must be involved in regular weekly church ministry.*** Inability to serve in a regular weekly capacity will significantly impact your ability to complete all assignments within the school calendar year. If you are not yet regularly serving at North Ridge Church, you find opportunities at [nr.church/serve](http://nr.church/serve).

Students will register for their internship through the Global University portal. The internship details in the course will differ from those on the student resources page. The tool provided through the resources page will help you complete all internship competencies.

## VALUES & HABITS

As NRSM readies and equips leaders to be outwardly fruitful, attention to the inward life of students is vital so that patterns of integrity support the work God is doing in you. In order to build these patterns, students must learn and practice the following values and habits to transform them inwardly for outward impact.

**We are serious about generosity.** This means we seek **HUMILITY**. We know that all good things come from the Father. Our time, talent, temperament, and treasure all belong to God to be shaped, shifted, and sacrificed so that we may be formed by him. We consistently grow.

**We are servants together and we bring others with us.** To do this we need **COLLABORATION**. Your work isn't yours alone. We are all called to give honor and glory to God in all we do so that others could taste and see that He is good. What you make is a difference in the lives of others. We look for the win, win, win: for others, ourselves, and the whole.

**We reach higher.** We ask that our family leans into **EXCELLENCE**. This requires us to measure our relationships and results so that our great God may have our best for His brilliance! We wholeheartedly give our best.

**We are moving forward.** This requires us to take **OWNERSHIP**. In this life we will have many problems which will need many solutions. In order to see God's will be done, we look for ways to see His kingdom come. We bring solutions to problems.

**We are real people.** To be so, we **HONOR** others. We think, speak, and look for the best in others. We acknowledge reality, but no matter the circumstance, we champion their future in Jesus. We honor in all directions.

**We are alive.** This comes with **CELEBRATION**. We cheer for our family. When they win, we let them know. When we win, we invite others to get excited with us. Just as God's word is full of joy, so are our lives! We stack wins.

## REGISTRATION

All student registration will be hosted through one of two online portals provided by Global University in your NRSM acceptance letter. For students seeking the Ministerial Studies Diploma, they will register through the Berean School of the Bible. For students working to earn the Ministerial Studies Diploma or the Associate of Arts in Church Ministries Degree, they will register for courses through the School for Ministry Development.

**Note:** For students registering through the School for Ministry Development, they will be asked to upload a copy of proof of completion of secondary education. This could be a high school transcript (preferred), a high school diploma or GED diploma/certificate, or a transcript from another accredited college showing you have completed at least 18 credits with a GPA of 2.00 or higher.

A student's completion of their study program does not guarantee their acceptance for any position by any church, ministry, or organization.

If a student is enrolled to earn the Ministerial Studies Diploma through the Berean School of the Bible (BSB), they offer non-degree courses, which are calculated in Continuing Education Units (CEUs), not college credits.

Each student is responsible to make sure the courses they enroll in meet the requirements of their chosen program of study.

***Please note, ministerial credentials ARE NOT issued by Global University. They are issued by The General Council of the Assemblies of God or other ministerial credentialing body.***

# COURSE ENROLLMENT

## Course Selection & Tuition Codes

At the beginning of each academic year, students will be given a course calendar for their program showing when each course will begin and finish. At the completion of a course you will be issued a tuition code to enroll in your next course. It is your responsibility to use that code to enroll in the next scheduled course through the student portal.

Tuition codes allow NRSM students to enroll in scheduled courses and gain immediate access to learning through the student learning portal. These unique codes are not to be shared with individuals who are not enrolled in NRSM. Student tuition codes will differ depending on the program enrolled demonstrated by the sample codes below...

**Diploma Code:** 2784bsbbib000

**Associate of Arts Degree Code:** 2784smdbibc000

## Course Enrollment

To enroll in a course, login to your student portal using your unique Student ID and password. Once in the portal, click on the “**marketplace**” link to take you to the course selection page. On the page, click on the search bar and type in your course title. Select the appropriate course and a new page will appear availing a button, “**add to cart.**” Click that button and a red dot will appear next to the shopping cart on the top middle right of your page. Click on the cart to reveal a “**checkout**” link, and click it. On the checkout screen you will see your course selected and a line labeled “**discounts.**” In the discount line, please type in your tuition code and click “**apply**” to reduce the price of your course to \$0.00. After this step, scroll to the bottom and check the terms and conditions box before clicking “**Confirm and Buy.**” You will then be directed to a Transaction Information page with an invoice status of “**PAID.**”

Following these steps, you will be able to navigate to your active courses table where you can begin studying material for your newly registered course(s).

## Course Refund & Cancellation Policy

1. No refund of an application fee will be made after five (5) business days.
2. Students may withdraw from a course if the course status is “In Progress.”
  - a. Students may cancel a course enrollment within five (5) business days after the date on which their order was placed. If a student cancels a course enrollment during this time, they will be given a complete refund of all tuition paid, less shipping and handling fees. Communication of cancellation may be made online (go to “Documents and Forms” on the Berean School of the Bible page of GU’s website).
  - b. You may request to withdraw from a course from five (5) business days and up to the NRSM test date **OR** (6) months from the date the order was placed and be refunded 50 percent of the tuition paid.
  - c. No refunds are given for course withdrawals requested after six (6) months from the date the order was processed.

# PAYMENTS

All tuition and payments for the North Ridge School of Ministry can be paid by going to **nr.church/give**. Your first and second semesters may be paid in full **OR** at a half portion to spread out payments. See below for payment deadlines and instructions.

## Ministerial Studies Diploma Payments

Diploma students are required to submit **\$750** (full payment) or **\$375** (half payment) by August 15 for their first semester. Students spreading out payments will need to make another payment of **\$375** on or before October 1.

For the second semester, students will need to make a **\$750** (full payment) or **\$375** (half payment) by December 15. Students spreading out payments will need to make another payment of **\$375** on or before March 1.

## Associate of Arts in Church Ministry Degree Payments

AA Degree students are required to submit **\$1,300** (full payment) or **\$650** (half payment) by August 15 for their first semester. Students spreading out payments will need to make another payment of **\$650** on or before October 1.

For the second semester, students will need to make a **\$1,300** (full payment) or **\$650** (half payment) by December 15. Students spreading out payments will need to make another payment of **\$650** on or before March 1.

In order to register for classes your tuition must be current. ***Failure to keep tuition current will prevent you from enrolling in required courses. Inability to enroll in required courses will jeopardize your participation in NRSM.***

## Payments Online

Go to **nr.church/give**. In the giving field, please enter your desired amount to be deposited toward your total tuition cost. You will also see a drop down menu titled “**Fund**” offering you a drop down option to select “**Other**” where you may click “**Next**” and will be brought to another secure page. Type in the necessary fields then click “**Continue to give**”. If you have not previously saved your card information, select “**New payment method**” to add your card information. After doing so you will see a box labeled “**Add a note**”. Click that box to open a text field. In that field, please type in the following memo to allow for easy tracking “**First Name, Last Name - NRSM Tuition**”

## Payments In-person

If it is preferred to submit your payment by check, you may do so by making your check payable to North Ridge Church. On the memo line please write the following note to allow for easy tracking: “**First Name, Last Name - NRSM Tuition**”. Checks may be deposited in a giving box at any exit to North Ridge Church for your convenience or given to the administrator in the church office.

## Payment Inquires

Questions about a current balance or past payment can be sent to [diana@northridgefamily.org](mailto:diana@northridgefamily.org)



# REQUIRED MATERIALS & RESOURCES

For your success in NRSM you will need to have access to the following resources. These tools are essential for your education and participation in the classroom, personal study, and proctored exams. Inability to access and utilize the required materials and resources will inhibit your success in NRSM and will jeopardize your enrollment.

## NIV Bible

There are a myriad of Bible translations that are available to us today and many of them are very helpful and academically sound works for personal reading or study. Broadly speaking these translations fall into three categories: thought for thought, phrase for phrase, and word for word.



For the purpose of classroom use and related study our required translation will be the NIV (New International Version) for its rigorous scholastic translation and construction while maintaining readability.

Students may exercise their liberty to choose an NIV Bible to meet their personal style, preference, or budget. If needed, our recommendation is the NIV Thinline Reference Bible.

**Note:** *Students having the opportunity to lead weekly prayer opportunities are required to use the NIV Bible for any prayerful, inspirational, or meditative reading.*

## Portable WiFi Capable Digital Device

To partner with Global University, all students are required to have portable digital device (tablet, laptop, or Chromebook) capable of web browsing and word processing. Links to the Global University portal and other student resources can be found at [nr.church/nrsm](http://nr.church/nrsm) in the section labeled, "student portal."

For interested Ministerial Studies Diploma (Berean) students, optional hardcopies of each course are available for purchase at your personal expense **AFTER** online registration by contacting...

Phone: 1(800) 443 -1083  
Email: [studygroups@globaluniversity.edu](mailto:studygroups@globaluniversity.edu)

For all technical issues related to the student portal, uploading files, or viewing grades a student support resource can be found on page 8 of the Student Handbook.

## 5Q APEST Personal Vocational Assessment

Each first year student is required to take this \$10.00 assessment as a vital way to discover how believers primarily and effectively function in the gifting of the Holy Spirit. This assessment and other helpful resources can be found at [nr.church/apest](http://nr.church/apest)

# STUDENT SUPPORT

The primary goal of NRSM is the readying and equipping of leaders and it is the reality that some of that work will require the individual attention of instructors or pastoral staff. Below are a few helpful guidelines to help you receive the support you may need while you're a student of NRSM.

## Email

For the ease of requesting information, communicating ideas, sharing responses, and making appointments, please make all NRSM inquiries by email to your course instructors and staff. Their contacts are listed below:

P. Chris Huettl:	<a href="mailto:chris@nr.church">chris@nr.church</a>
P. Joni White:	<a href="mailto:joni@nr.church">joni@nr.church</a>
P. Chuck White:	<a href="mailto:chuck@nr.church">chuck@nr.church</a>

## Global University Technical Support

As our Academic Partner, Global University has a full time staff available to support the success of their students. For general questions pertaining to courses, technical support, transferring of credits, or requesting transcripts, you may contact Global University: Student Services by...

Phone:	1 (800) 443 -1083
Email:	<a href="mailto:info@globaluniversity.edu">info@globaluniversity.edu</a>

For direct support in submitting Service Learning Requirements if the student portal is insufficient, students can contact work with the following contacts based on their program of study...

Email:	<a href="mailto:studentinfo@globaluniversity.edu">studentinfo@globaluniversity.edu</a>	Associate of Arts in Church Ministries Degree
Email:	<a href="mailto:berean@globaluniversity.edu">berean@globaluniversity.edu</a>	Ministerial Studies Diploma

For support in a specific course, students may contact your professor at Global University with the following contacts based on their program of study...

Email:	<a href="mailto:asktheprof@globaluniversity.edu">asktheprof@globaluniversity.edu</a>	Associate of Arts in Church Ministries Degree
Email:	<a href="mailto:berean@globaluniversity.edu">berean@globaluniversity.edu</a>	Ministerial Studies Diploma

Global University has also provided the following webpage with many frequently asked questions categorized for students by program. NRSM students will find the sections under Berean School of the Bible (Diploma) or Undergraduate School of Bible and Theology (AA Degree) to be most helpful: [globaluniversity.edu/admissions/become-a-student/faq/](http://globaluniversity.edu/admissions/become-a-student/faq/)

## Individual Meetings

Course instructors and staff are available to meet with students in person as requested. If you have a private question regarding NRSM, courses, or your internship experience, we are happy to support you.

Availability for those meetings will need to be arranged and determined by students and their course instructor or staff. Please make your request by email at the addresses listed above.

## IMPORTANT NOTES

[illegible]

