

AMES INTERNATIONAL



SCHOOL OF MINISTRY STUDENT HANDBOOK

AMES INT'L SCHOOL OF MINISTRY (**AISOM**)
AMES CHRISTIAN UNIVERSITY (**ACU**)



Ames International School of Ministry

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“Vital, Balanced & Interactive, Focused”

December 1, 2010

Dear Student,

Welcome to the **A**mes **I**nternational **S**chool **o**f **M**inistry (**AISOM**) Student Handbook. Since the birth of AISOM in 2003 and the acquisition of **A**mes **C**hristian **U**niversity (**ACU**) in 2005, we have grown to over 36,000 students worldwide in 157 nations. This incredible growth is the reason why we have created this booklet as a guide to make your learning experience as “user friendly” as possible and to answer many of your questions. We pray that this handbook communicates the heart of our intention as we desire to make distance learning an attainable, rewarding and meaningful experience with a minimum of difficulty and financial resources.

Initially, AISOM was founded and created to provide a median range platform for our students who could not afford the cost of tuition at ACU. The 87 credits that the completed AISOM program supplies, provide a perfect foundational affiliate program for students to grow spiritually while accumulating credits and biblical knowledge prior to entering ACU in their pursuit of a Bachelor of Biblical Studies degree.

As AISOM is in general a scholarship program, 90% of our students are enrolled in our Free Program and are enjoying the benefits of our in-depth biblical foundational teaching that is enabling them to skillfully evangelize their world for Christ in a minimal amount of time. Many are already pastors who live in remote areas where there is not a local bible college and they desperately desire to be trained for the ministry they are called to. We also have many students who are in the military fighting for their lives who are using the courses to spiritually mature as well as courageously defend the rights of others. Obviously, there is a great demand for this and we are privileged to provide this vital training by faith as a missionary endeavor trusting in the Lord to provide this through the body of Christ.

The remaining 10% are Accredited Students who do pay the tuition for their courses which enables us to also pursue other “avenues” for student betterment and enjoyment such as our online student social network at Faith Space, which is a Christian alternative to MySpace, and our online Christian radio station at Ignite Christian Radio...see our links at the end of this handbook.

Our ultimate goal and purpose at AISOM and ACU is to train ministers in the least expensive way possible so that our graduates can competently reach multitudes for Christ. We daily pray that our students become do great exploits for the kingdom of God such as George Mueller (who fed and gave shelter to 2,000 orphans all by faith) who has been a powerful example and influence in our own lives and the lives of the staff of our schools. By faith we also trust the Lord for our personal needs as well as the needs of the schools and see God’s miraculous provision in many ways.

With catastrophic events escalating around the world, many are challenged within themselves and are seeking answers to find out why such things are taking place. This is why applying our lives to sound biblical instruction is so vital for the days ahead and why we believe God has opened the door to providing this anointed curriculum to our students.

At AISOM and ACU, Our Curriculum:

- Provides answers, spiritual help and counsel.
- Brings truth and real and lasting peace and comfort.
- Will lead you into the knowledge of Jesus Christ and teach you how to live victoriously and how to share His love with others.

It's a big task dealing with more than 36,000 students with 400 to 500+ new students enrolling each month. It's also a big responsibility God has given us as so many need their minds renewed to the word of God to have any victory in their lives.

Many are the prayers of the staff and alumni of AISOM and ACU for you because you need to know how much God loves and cares for you and how we value each person the Lord brings our way. And, we want you to know that YOU are important and vital to this organization and you were not brought to our schools by chance.

We pray too that as you progress through the courses that you develop a passion for God and that your relationship with Him will grow deeper each day as you study the curriculum. He IS the Real Answer to all of life's struggles and desires an intimate time with you every day. That daily walk with Him will bring about spiritual growth which will cause you to rise above all the trials and tribulations and will give you the peace, strength, joy and victorious power to undo all the enemy has done to destroy and discourage you. When you can joyfully live each day FOR God, you will then be truly equipped to fight the enemy at every turn and you will discover that there is nothing more fulfilling in life than leading others to a saving knowledge of Jesus Christ.

Wishing you all the best in your spiritual and academic journey and may you experience God's best every day. (II Timothy 2:15)

Blessings in Christ,

Dr. Vince and Rev. Laura Rizzo

Dr. Vince and Rev. Laura Rizzo
President Founder and Dean of Admissions
and the Ames Support Staff Team

AISOM is non-profit and incorporated with the State of Florida. We are affiliate members of ACEA in Colorado Springs, Colorado through Dr. C. Peter Wagner since 2003.

AISOM is an affiliate of ACU since 2003
www.freebiblecollege.com / www.amesbible.org / info@amesbible.org / www.ameschristian.org

[Please be sure to visit our various links at the end of this handbook!!](#)

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STUDENT HANDBOOK NAVIGATION COMMANDS:

(For the two commands below, hold the Control (CTRL) key down and hold down the next key at the same time to go to the desired command location)

GO TO THE BEGINNING OF THE HANDBOOK FROM ANYWHERE IN THE HANDBOOK	CTRL HOME KEY
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GO TO THE END OF THE HANDBOOK FROM ANYWHERE IN THE HANDBOOK	CTRL END KEY
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STUDENT INFO:

We have placed certain links throughout the document. When you use your mouse to hover over an area and a control command appears, perform the command it suggests and it will take you immediately to the link itself on our website.

COLOR CODE KEY:

RED COLOR WORDS – Absolute necessary to understand and/or mandatory student information

BLUE COLOR WORDS -- Information that needs to be brought to student attention or newest information

DARK RED COLOR WORDS - Important vital information but easier to read that brighter colors

How to Take Our AISOM Courses:

STUDY INSTRUCTIONS

>>PLEASE READ<<

Now you are ready to begin!

Please do NOT apply the Harvestime Course Instructions to taking the AISOM Courses. THIS IS THE AISOM STUDENT INSTRUCTIONAL HANDBOOK and ...

This information has been compiled and categorized to make obtaining a degree with a solid biblical foundation more easily accessible. It contains many of the features that we previously had on our Home Page but we have added a step-by-step process which will simplify some of the procedures.

Our AISOM and ACU FAQ page (**F**requently **A**sked **Q**uestions) has been added **at the end** of this booklet which addresses common academic questions as well as questions regarding website computer processes and functions. AISOM FAQ – page 22, ACU FAQ – page 28.

AISOM MANDATORY APPLICATION & ENROLLMENT:

1. ALL STUDENTS ARE REQUIRED TO APPLY AND ENROLL ONLINE BEFORE YOU DOWNLOAD YOUR FIRST COURSE. Click on the “Enroll Today” link or the “Sign-up Today” link on the Home Page provided to fill out the form with your contact information.

Regardless of whether you plan to study with us as an AISOM Free or Accredited Student, we ask that you enroll so that we can build a file for you.

IF you are already taking the courses and have not yet enrolled, please STOP AND DO SO NOW!

IF YOU DO NOT ENROLL, we can not verify your enrollment date which will invalidate your studies, credits and grades and we will not be able to graduate you in the time period you expect. THIS IS VITALLY IMPORTANT FOR ALL STUDENTS!!!

2) The second step is to fill out your **Biographical Information**. This helps us to know more about you so we can pray for you and serve you better. We also utilize this to differentiate between any students that have the same names. (WE DO NOT PASS THIS INFORMATION TO **ANY** OTHER ORGANIZATIONS.)

All student biographical information that you submit is of utmost confidentiality and becomes permanent information in your file and in our databases. All accounts, grades, payment histories, personal student profiles, etc. are archived and remain in our databases as many students graduate from Ames International School of Ministry and then return years later to go through our Ames Christian University Bachelor, Masters

and Doctorate programs. This information makes reinstating a much simpler process and enables us to more speedily serve you when you return.

Please note: In the past, students have completed the AISOM program and then proceed to enroll AT THE END of their studies submitting their grades all at once. Enrolling and graduating in the same month when you are embarking on a one to two year program causes us to question your credibility meaning that we may decide NOT to honor your grades and you may not graduate. IT IS VITALLY IMPORTANT that your start date be when you initially begin the program. Please do not rush through the courses - take your time as all the AISOM courses are self-paced and there are no deadlines.

Once enrolled, you will be given the choice to study in the AISOM Free Program or the AISOM Accredited Program. Once you select your program, you will then receive an email Welcome Letter with the password and a link to the Student Page where you can download your first course.

Note to International Students: Daily we get hundreds of inquiries from students desiring to obtain visas to leave their countries and come to the United States to study free at our schools. Ames does not currently have a physical campus. As AISOM and ACU BOTH ARE ONLY DISTANCE LEARNING ONLINE PROGRAMS, we at Ames have no dorms or facilities to accommodate you.

ACCESSING THE AISOM COURSES:

As all the AISOM Harvestime courses can be taken for free, all students can immediately download the courses in one of two formats:

1. ADOBE ACROBAT READER FOR READING OR PRINTING:

The preferred method that courses can be downloaded is through the Adobe Acrobat file format as .PDF files for reading or printing. To make your own booklets, simply access the courses and print them on your own printer. (To do this, click on the .PDF icon link on the Download Page on the AISOM website.) LOOK FOR THE ADOBE ACROBAT READER LINK ON THE STUDENT PAGE TO RECEIVE YOUR COURSES. LOOK FOR THIS ICON:



2. HTML WEBPAGE FOR FOREIGN STUDENTS:

Courses can also be downloaded in the .html webpage format which is primarily for our foreign students outside the United States, who can not normally download our courses. (Click on the .html icon link on the Download page on the AISOM website.) This means that you can study the courses online using this link.

SAVING A .PDF AISOM COURSE FILE TO YOUR COMPUTER:

1. Right click on the hyperlinked name of the course. This is usually a blue or purple underlined word indicating that it is a downloadable file link. A menu will then appear and depending on your browser and browser version, the options will vary.

2. Choose one of these options to save or download the course from the link:
 - a. Save Target as:
 - b. Save Link as:
 - c. Save Link Target as:
 - d. Download Linked File as:

3. Select a save location and click OK. A pop-up message will tell you when the download is complete. You now will find your downloaded book at the location you selected.

INFO FOR ALL STUDENTS: It is recommended that you study the AISOM courses **in order** (see modules below for order of availability) which will enable you to more easily keep track of your progress and grades, however, you can study in any order you wish. (Please note that we do not mail out textbooks or e-mail lessons.)

Here is a listing of the 22 courses by Module in the order of their presentation that you will be studying at AISOM:

Module 1: Introduction to Biblical Studies	Module 2: Applying Biblical Studies Personally	Module 3: Applying Biblical Studies In Community	Module 4: Applying Biblical Studies: Special Apps
<u>18 ACU Credits</u> OT Survey	<u>21 ACU Credits</u> A Biblical Worldview	<u>24 ACU Credits</u> Management Principles	<u>24 ACU Credits</u> Teaching Tactics
NT Survey	Kingdom Living	Environmental Analysis	Multiplication Methods
Foundations of Faith	Knowing God's Voice	Management By Objectives	Jail and Prison Manual
Creative Study Methods	The Holy Spirit's Ministry	Mobilizing Methodologies	Women, A Biblical Profile
	Spiritual Warfare	Evangelizing	Intercessory Prayer
	Power Principles	Strategies for Spiritual Harvest	Healing, A Battle for the Body

To see Course Descriptions or our AISOM Brochure or to download a free sample course, go to our Home Page.

3. AISOM COURSE OPTIONS:

THE AISOM ACCREDITED STUDY PROGRAM: Our tuition for this program is only \$20.00 per course for all 22 AISOM courses and we suggest that you pay as you go or pay in full. We have several automated payment plans available on the next page.

DO THE MATH!!

COMPARE FOR YOURSELF:

Most colleges charge PER CREDIT HOUR. We charge PER COURSE.

Some are charging \$200.00 to \$300.00 Per Credit Hour and up to \$600.00 to \$1,500.00 per course plus books.

In the AISOM Accredited Program, you are basically only paying a \$20.00 per course Administrative Fee. This covers the cost of hosting and tracking your courses, grades and payments and for the materials, processing, handling and postage of your graduation documents. For each accredited course you will receive approximately three (3) transferable biblical credits per course, saving you \$178.00 per course.

This means that once you complete all 22 courses at AISOM that you will have received a scholarship worth two-thirds or 75% of your Ames Christian University (ACU) Bachelor of Biblical Studies tuition equal to a savings of \$3,916.00!

If you choose to continue your studies at ACU, you will only have a remainder of 11 major concentration courses to take at the normal price of \$198.00 per course to receive your Bachelor of Biblical Studies degree.

Our goal during your time with us at AISOM is to make your dream of obtaining a biblical education affordable and cost effective.

BENEFITS OF COMPLETING THE AISOM ACCREDITED PROGRAM:

Upon completion of all 22 courses, you will receive:

- A beautifully printed Certificate of Biblical Studies Diploma with an AISOM official gold embossed seal complete with ribbons which is suitable for framing sent in a crest emblem or gold detailed certificate folder.
- An official course transcript with watermark and stamped embossed seal equal to 87 transferable biblical credits and the right to request us to forward your transcript to other colleges.
- The ability to transfer your 87 credits to ACU and take 11 additional courses worth 33 credits and receive a Bachelor of Biblical Studies (BBS) Degree certificate and transcript. You will then have obtained 120 credits.
- The satisfaction of knowing that you have completed a Biblical Program and increased your knowledge to effectively communicate God's Word with confidence and the power to reap souls into the Kingdom of God and partake in the end time harvest.

(Once you have graduated from AISOM, you are not required to proceed to ACU for the additional credits or for a BBS degree. You may simply earn the 87 credits and receive

the certificate and transcript and go on to do whatever God's will is for your life and future with our congratulations and blessings!!)

AISOM PAYMENT OPTIONS: (It is requested that you pay for your individual course(s) or pay in full for all your courses AFTER downloading your first course.) If you desire to receive credit for your studies, we have the following payment methods:

A. For automated payments made by Paypal including credit card and e-check payments using our secure PayPal server, go to the Payment Page. You can also pay through Google Checkout. Payment through these options will enable you to become immediately and automatically placed in the Accredited Program.

B. Payments made by check, money order, Western Union or Money Gram International will be credited to your account once they are received, processed and/or cleared. You will then automatically be placed into the Accredited Program. Please make these payments out to Ames Christian University and mail them to:

Ames Christian University
6900 Daniels Parkway
Suite 29 - 225
Fort Myers, FL 33912

C. Payments can also be made by automatic deduction through Paypal from your checking account which can be set up as a subscription in the Student Payment Plans area.

AISOM PAYMENT SPECIALS: If you pay the full \$440.00 in a lump sum, we will send you a free 4 GB USB containing:

- The complete menu driven Dickson Biblical Research Library
- All 22 courses in English and Spanish
- The Audio Version of the Old and New Testaments read by Alexander Scourby
- The King's Table Devotional
- Plus a Library of 7,000 zipped Christian .PDF E-Books
- Extra space to store other programs

If you have not paid anything currently, this is your chance to receive this valuable resource tool. To take advantage of this offer, go to the Payment Page and pay for all your courses.

- For a \$100.00 payment, you will RECEIVE 6 COURSES AND GET ONE COURSE FREE, however this option can only be used three (3) times per student.
- Discount For Couples: We also have created a payment option for a limited time for couples with a savings of \$200.00, which can be applied with friends or relatives. When you make this payment, just let us know by email if this is the option you desire.

Please pay for your course AFTER you download it or for all of your courses in advance. Do so by clicking on the Payment Center button on the Navigation Bar at the top of the page.

THE AISOM FREE PROGRAM: Join our Free Bible College Program and get all 22 AISOM courses as our free gift to you with no obligation. They are available for you to download at the [Course Download Center](#) immediately.

Once you complete the Free Program, we will e-mail you a Certificate of Completion with your name and the date you graduated which you will then print. You will have the satisfaction of graduating from our worldwide bible college, however, you will receive NO transcript and NO college credits. Simply enroll in the Free Program and opt-out of receiving credit for your courses.

6. SWITCHING TO THE AISOM ACCREDITED PROGRAM: This option is for students who are currently in the AISOM Free Program which means you are currently NOT receiving credit for your studies. To enroll in the AISOM Accredited Study Program to receive course credits, simply click the link on the Student Page that says “Switch to Accredited Program” and make arrangements to begin paying for your courses. (See Payment Option section above) or use any of our automated payment plans on the Paypal site or in Google Checkout.

IF you pay by Paypal, which has the automated payment plans mentioned above, this means you are now AUTOMATICALLY enrolled in the Accredited Program once we receive the payment. Google Checkout is not automated meaning we have to process these payments, but all payments we receive through Google Checkout also receive AUTOMATIC status in the Accredited Program.

Payments made by check, money order, Western Union or Money Gram International will be credited to your account once they are received, processed and/or cleared. You will then automatically be placed into the Accredited Program. Please make your payments out to Ames Christian University and mail them to:

Ames Christian University
6900 Daniels Parkway, Suite 29 – 225
Fort Myers, FL 33912

It is requested that you pay for your course(s) AFTER downloading your course.

AISOM Accredited Documentation Benefits: All students who switch to the AISOM Accredited Program, will receive all the benefits of an AISOM Accredited Student and will be awarded a [Certificate of Biblical Studies Diploma](#) by mail along with an official transcript. Free students ONLY receive a .PDF [Certificate of Completion](#) and no transcript and no credits.

Once you pay for and earn your credits, they are then transferable to ACU towards a Bachelor of Biblical Studies degree or you can request us to forward your transcript to

another school of your choosing. You can also simply end your studies as a bible college graduate or go on to earn a Bachelor or your Masters or Doctorate degree at ACU. TO SWITCH TO THE ACCREDITED PROGRAM, LOOK FOR THE “SWITCH TO ACCREDITED PROGRAM” BUTTON ON THE STUDENT PAGE.

1. DOWNLOADING YOUR AISOM COURSES/ DOWNLOAD CENTER:

VERY FIRST TIME:

1. Go to the Student Page
2. Click on the link to the Download Center
3. Download your first course
4. Read the first chapter and complete the chapter Self-Test
5. Go to the end of the course book to grade your Self-Test
6. Go to the next chapter in the course and complete the chapter Self-Test
7. Go to the end of the course book to grade each Self-Test repeating the above process until you are finished with each chapter and each Self-Test
8. Go to the Exam Center Page from the Home Page
9. Print out the Answer Sheet
10. Print out and take the Exam using your Answer Sheet for your multiple choice answers
11. Print out the Answer Key and have someone grade it. You are permitted to grade your own exam only if you can not locate anyone else to proctor it. Use the Grading Scale below on page 14
12. Submit your correct answers using the Grade Submission Form at the Student Exam Center Page

TO DOWNLOAD ALL REMAINING 21 AISOM COURSES:

1. Return to the Course Download Center every time for each course.
2. Repeat all the above steps for each course

LOOK FOR THE DOWNLOAD CENTER BUTTON LOCATED ON THE STUDENT PAGE of the AISOM website to access each course. It is recommended that you save each course .PDF to your desktop to easily access the course before you are finished with it. Then when you are finished with the course, you can just delete it from your desktop.

AISOM CHAPTER SELF-TESTS: Study all the lessons and complete all the Chapter Self Tests which will help you prepare for the final exams. DO NOT SEND US the grades for the self tests, BUT ONLY the final exam grade using your score from the Grade Submission Form on the Student Exam Center Page.

AISOM SCRIPTURE MEMORY VERSES: The memory verses are NOT on the final exam. Memorization of all scripture verses in the courses is not mandatory but they are recommended and helpful to everyday life and to the value of the point of the course and your spiritual growth. As God’s word is quick and powerful and sharper than any two-edged sword discerning men’s hearts and intentions (Hebrews 4:11), the scriptures

contain the supernatural power through which God can change our hearts, our desires, our lives, and our circumstances so they are a very valuable part of the studies. We encourage you to read and meditate on the verses as they are life changing and communicate God's love and His desires for us. If you have difficulty with memorization, do not let that hold you back from completing your courses, but do read and meditate on them for comprehension for the profound truths they contain.

2. TAKING YOUR AISOM FINAL EXAM: (see exact instructions below). Go to the Student Exam Center, have someone proctor your final exam and submit your grades using the Grade Submission Form link. Please remember we do not need the Chapter Self-Test scores, only the final exam scores and please use the Grade Submission Form. DO NOT mail your exams to us or to Harvestime. We do not accept printed exams, so please do not send them and we only accept grades by email.

How to Use the AISOM Student Exam Center:

1) Click on the Test Answer Form link at the bottom of the Student Exam Center page and print out your Blank Exam Answer form.

2) Select the final exam for your desired course and print it out or read it on your computer screen.

3) Click on the link to view the test questions.

4) Read the questions on your computer and use the printed Test Answer Form to record your answers on your Blank Exam Answer form.

AS A REMINDER - all the AISOM exams are "closed book" so to speak and you are to adhere to the honesty policy located on page 13 and 14, and 23. BEFORE YOU DO THE EXAMS, you need to read ALL of the materials and do ALL the chapter self-test quizzes. The courses or self-tests ARE NOT to be accessed during the final exam.

5) When completed, click on the link for the answer key for your exam and have someone else grade your exam. That means your test should be proctored by a person of honorable integrity and authority such as a parent, pastor, teacher or an adult who is honest and trustworthy. This means you should have someone else other than yourself grade your exam.

If this is not possible, grade your exam yourself but please understand that honesty is a must. WE DO have ways and methods of determining if a student is cheating or not, that have been built into the courses.

Complying with the ground rules at AISOM will help prepare you for graduating to ACU. This is because at ACU all the course formats, assignments and processes are all structured very differently from AISOM.

(The ACU courses are facilitated at the University level, are more challenging, and are offered in a six-week schedule in a 90-day independent program. The academic learning environment is created through an interactive virtual campus where student and instructor communicate on a weekly basis where lectures and assignments are posted.

At ACU there is no multiple choice and **all assignments and final exams are 8 to10 page papers that the student must write per subject matter for each assignment.**

With that in mind, we encourage you to make the most of your time with us by doing your absolute best before the Lord. Then, when you graduate AISOM, you will be ready to take on the arduous scholastic challenge at ACU.

AISOM GRADING SCALE:

6) When you are finished with your exam and it has been graded, click on the "Submit Your Grades" link and send us the letter grade and the number of incorrect answers you had out of 100 or as many test questions as there are.

REGARDLESS OF HOW MANY TEST QUESTIONS ARE ON EACH EXAM FOR EACH COURSE, THIS IS THE AISOM GRADING SCALE. PLEASE USE THE GRADING SCALE BELOW FOR **ALL** AISOM COURSES AS THESE ARE THE **ONLY** GRADES WE WILL ACCEPT:

Zero Wrong is an A+
1 to 10 Wrong is an A
11 to 19 Wrong is a B
20 to 26 Wrong is a C
27 to 30 Wrong is a D
31 or more Wrong is an F

Example: 5 wrong out of 100 questions is 95 which is an A. 5 wrong out of 50 questions is still an A. The same grading scale applies to ALL test grades regardless of how many test questions per exam. THERE ARE **NO** GRADES IN OUR SCALE SUCH AS A-, B+ or B- or C+ or C- or D+ or D- or F+ or F-. (If you do not read ALL of the course text or take all the self-tests, you automatically have 2 wrong on each exam and therefore can not receive an A+.)

SUBMIT EACH GRADE AFTER EACH COURSE. DO NOT SEND GROUPS OF GRADES AS WE WILL QUESTION YOUR CREDIBILITY REGARDING YOUR COMPLETION TIMES.

Once again, we compare your enrollment date and your graduation date to see if you are submitting your grades in an unreasonable amount of time.

When you are embarking on a one to two year program this causes us to question your credibility meaning that we may decide NOT to honor your grades and you may not graduate. It is important that your start date be when you initially begin the program. Please do not rush through the courses - take your time as all the AISOM courses are all self-paced and there is no deadline.

THE AISOM HONESTY POLICY - GRADING YOUR AISOM EXAMS: As our schools are biblically based upon the exact foundations of the Word of God, we are trusting that you as a Christian and an honorable Ames student, will absolutely adhere to the honesty policy, and to have someone other than yourself grade your exams. We trust our students to also honestly report your test scores. If you can not find another person of notable integrity and honesty to proctor your exams then grade and submit them yourself but remember that you are studying the Word of God and you are doing this as

unto the Lord for the ultimate purpose of developing your relationship with Him, receiving spiritual wisdom and to be able to better communicate His love to others.

The answers to the exams are included with your course. To cheat on your grading is to cheat yourself and to be dishonest before the Lord and sadly, you can not truly reap the benefits of God's Word and our program with a deceptive heart.

Integrity: We believe as a Christ-centered institution, that all parties involved in AISOM MUST and WILL conduct themselves with absolute integrity. Our credibility rests on it. More importantly, the credibility and reputation of the gospel and our schools is at stake.

Equally, we believe that our learners MUST practice absolute academic honor. Every AISOM and ACU learner agrees to practice academic honor in the areas of plagiarism, cheating, and misrepresentation of identity. In addition, we have developed methods using technology and processes to ensure that learners submit these exams by the academic honor code.

DISCOVERED STUDENT DISHONESTY: Unfortunately, we have caught several students who dishonestly reported their grades and were disqualified and rejected from the program. Any and all students that we discover who are inappropriately conducting themselves or fabricating the reporting of their grades are automatically expelled from the program and will receive no credits or graduation documents.

3. SUBMISSION OF AISOM GRADES: Send us the final grade for each course using the Grade Submission Form link at the bottom of the Student Exam Center page. **LOOK FOR THE GRADE SUBMISSION FORM BUTTON LOCATED ON THE STUDENT PAGE.**

4. SUBMITTING YOUR AISOM PROGRESS REPORTS: If you are in the AISOM Accredited Program, please submit a weekly progress report. All accredited students are requested to submit these weekly reports to get into the habit as weekly contact is also required at ACU. Forwarding these reports on a weekly basis will help you to develop the commitment needed to eventually graduate from ACU with a Bachelor in Biblical Studies degree. It will also help you to reflect and recognize your own spiritual growth as you progress through the courses. **LOOK FOR THE STUDENT PROGRESS REPORT BUTTON LOCATED ON THE STUDENT PAGE.**

5. YOUR AISOM GRADUATION – CONGRATULATIONS!!: **YOU are responsible to notify us in writing (by email) when you have completed all your courses, have submitted all your grades and have completed all your payments in full.)** We are not responsible for any student negligence in this area. If you do not report this information to us at the time you finish all the courses, do not expect us to automatically issue your graduation documents to you.

AISOM ACCREDITED STUDENT GRADUATION FIVE STEP PROCESS:

A. **ALL GRADUATING STUDENTS WILL NOT RECEIVE THEIR DOCUMENTS UNLESS THEY HAVE ENROLLED IN OUR APPLICATION DATABASE. If you did not enroll at the beginning of your studies, please do so NOW and notify us of your late enrollment date. It will make things easier for you when graduate as we will not honor your grades or payment history if we can not validate that you spent a reasonable amount of time studying to completion.**

B. **YOU must inform us in writing by email** of your current mailing address so that we mail your AISOM graduation documents to the correct address.

C. **YOU must inform us in writing by email** of how you want your name on your certificate and **NO TITLES ARE PERMITTED ON THE GRADUATION DOCUMENTS.**

D. **YOU must inform us in writing by email** if you plan to go to ACU. YOU must request to have a copy of your transcript sent to ACU if you wish to enroll at ACU. You will then be sent an email from ACU inviting you to enroll. **(PLEASE LET US KNOW IF YOU DO NOT RECEIVE THIS EMAIL.)**

When you graduate from AISOM, you are under no obligation to complete the degree program at ACU. Going on to ACU is completely optional. If you wish to continue at ACU, you will need to complete 11 concentration courses at \$198.00 per course which equals the additional 33 credits necessary to obtain your Bachelor of Biblical Studies Degree.

AISOM FREE STUDENTS GRADUATION PROCESS:

A. **All graduating AISOM free students MUST enroll in our application database at the beginning of their studies and when you are finished you MUST submit all 22 grades. If you did not do this at the beginning of your studies, you need to contact us in writing by email to let us know as we will not honor your grades if we can not validate that you spent a reasonable amount of time studying to completion. Please enroll NOW as you MUST enroll to receive your email .PDF certificate.**

B. **YOU must inform us in writing by email** how you want your name on your .PDF certificate that we will email to you. **LOOK FOR THE “READY TO GRADUATE” BUTTON ON THE STUDENT PAGE.**

NEW PROGRAMS:

NEW - TAKE ACU COURSES WHILE YOU ARE STUDYING AT AISOM: Many students have wanted to take ACU courses prior to finishing their courses at AISOM. Now this is possible. If you desire to start taking your BBS concentration courses early at ACU prior to your graduation at AISOM, you can now do so by registering for them at ACU.

Requirements:

- Students will have paid in full all tuition for all 22 AISOM courses
- Be enrolled in the AISOM Accredited Program
- Have completed the First AISOM Module with all four course grades submitted

Completion of all 22 AISOM courses is still mandatory for the 87 AISOM credits or equivalency of approved and paid for transfer credits.

ACU Course Options:

- Courses can be taken one by one in your chosen concentration
- You can also officially apply early and have a degree plan created in place before you graduate at AISOM
- Students can also take individual BBS elective courses on a course by course basis without a specific concentration. We will then apply them to a degree program once your AISOM program is complete. Only three elective courses are permitted per AISOM student.

Courses taken and credits earned at ACU will be applied to your BBS degree once your AISOM program is complete. All ACU BBS courses are \$198.00 per course.

NEW - 22 ACU ELECTIVES COURSES ADDED: Only three elective courses are permitted per AISOM student when building a degree at ACU. Please go to the ACU site to view the new electives: www.ameschristian.org

NEW AISOM USB INFO - MENU DRIVEN FREE DICKSON BIBLICAL RESEARCH LIBRARY ON COURSE PLUS MANY EXTRAS: For New AISOM students who have not paid anything currently and who desire to pay for all their courses in full in a lump sum, you will now receive a free 4GB USB with the following items:

- The complete menu driven Dickson Biblical Research Library
- All 22 courses in English and Spanish
- The Audio Version of the Old and New Testaments read by Alexander Scourby
- The King's Table Devotional
- Plus a Library of 7,000 zipped Christian .PDF E-Books
- Extra space to store other programs

To take advantage of this offer, go to the Payment Page.

NEW – TRANSFER YOUR COLLEGE BIBLICAL CREDITS TO AISOM: AISOM will now begin accepting ministry transfer credits from other bible colleges. Interested students need to have your transcripts sent to us for evaluation from the college you attended and upon acceptance, pay a \$15.00 fee for each individual transfer credit. These pertain to biblical credits ONLY. You then would take whatever AISOM courses you wish to make up the required 87 credits to graduate.

NEW ACU MASTERS PROGRAM:

Once you complete your BBS degree you will be eligible to enroll in ACU's Masters of Ministry Degree Program (M.Min.) with majors in Biblical Teaching and Leadership which has a total of 12 courses.

NEW ACU DOCTORATE PROGRAM:

Once you complete your MA degree, you will be eligible to enroll in ACU's Doctorate of Ministry Degree Program (D.Min.) with majors in Biblical Teaching and Leadership which has a total of 14 courses.

LOOK FOR THIS LINK: [Doctor of Ministry \(D.Min\) in Biblical Teaching and Leadership
http://www.ameschristian.org/html2/leadership.html](http://www.ameschristian.org/html2/leadership.html)

With the two new ACU additional programs, you will be able to complete your entire online education with Ames.

FAITH-SPACE CHRISTIAN SOCIAL NETWORK – NOW WITH 8,000 MEMBERS:

Sign up for your free page at www.faith-space.com. This is the Christian alternative to Myspace!! Our Ames Student Interaction Social Network Area has only been in existence for a little over two years and has over 8,000 members!! This is where you can specifically communicate with other Ames students and with Christians from around the world. You can post music, videos and photos and create blogs and... it's not just reserved for our students but you can invite all of your Christian friends. LOOK FOR THE AISOM GROUP at the top of the Groups page. Click on the Groups tab and LOOK FOR THIS LINK:

<http://www.faith-space.com/group/amesinternationalschoolofministry>

AISOM CORRESPONDENCE PROGRAM THROUGH HARVESTIME INT'L NETWORK:

If you desire to purchase printed textbooks rather than downloading and printing the .PDF files, you may purchase textbooks directly from Harvestime International Network for \$20.00 each. You can then study from these books and go online at Ames International School of Ministry to take your exams and submit your grades.

Please Note: Printed books are available only in the English language and only mailed in the United States. Harvestime also has the courses in the following languages, but you must contact them for these: Portuguese, Russian, Spanish, Tagalog and Thai languages.

When you finish your studies, pay for your courses and submit your grades to Ames, we will then send you a Certificate of Completion and a transcript of your credits and you can then go on to ACU. To purchase books at Harvestime: click on this link:

<http://www.harvestime.org/shoppingcart/bookstore.htm> or you can contact them at:

Harvestime International Network www.harvestime.org

3176A Via Buena Vista

Laguna Woods, CA 92637

To Contact Harvestime: (949) 707-1487

A computer CD of all 22 courses from Harvestime International Network is available for \$50.00.

Please remember not to mail your exam grades to us. Go to the Student Exam Center to take your final exams and to submit your grades online. The courses are totally free to download and take without credit. You only need to pay if you desire college credits.



GO TO THE NEXT PAGE FOR:

AMES INT'L SCHOOL OF MINISTRY

FREQUENTLY ASKED QUESTIONS &

STUDENT PAGE INFORMATION BELOW

AMES INT'L SCHOOL OF MINISTRY QUESTIONS:

FAQ (Frequently Asked Questions) CONTENTS:

- 1. General Questions**
- 2. Study and Exam Questions**
- 3. Student Technical Support Questions**
- 4. Payment Questions**
- 5. Course Utilization and Availability Questions**

1. AISOM GENERAL QUESTIONS:

What is Ames International School of Ministry (AISOM)? AISOM is the free bible college affiliate of ACU. It exists to make free bible study courses available via the Internet only. A small processing administrative fee is charged for each course only if credit is desired.

What is the history of ACU and AISOM and why does the AISOM e-mail and correspondence come from Ames Learning Systems or Ames Support Staff Team? Ames Christian University began in March, 2002. In September 2003 a partnership was created and Ames Bible College (ABC), which became Ames International School of Ministry (AISOM), was founded and became affiliated through ACU. Both schools were created separately with separate founders.

In January, 2005 the president of ACU stepped down for health reasons and the President and founder of AISOM, Dr. Vince Rizzo, was elected into the office of President of Ames Christian University (ACU). As a result, both entities have become conglomerates of one another but ACU is the parent group. Both operate separately but are managed collectively. We created the Ames Learning Systems/Ames Support Staff Team name to cover both schools. AISOM is primarily a scholarship school providing free or low-cost biblical education under the auspices of Ames Christian University, the governing entity.

What is the AISOM curriculum? AISOM uses the curriculum published by the Harvestime Institute. The curriculum is divided into four modules designed around a theme with each module generally increasing in the level of challenge it presents. Based on a foundation of biblical studies, the Harvestime curriculum brings learners closer to God through knowledge of the Word and experience of God's love. Beginning with a comprehensive overview of the scriptures, the AISOM curriculum integrates personal, community, and special applications of God's Word. By completing the program, learners encounter God's presence in their lives, work, church, and community.

Why are the courses free? This is just too good to be true!! Thousands of students from around the world are deprived of a bible college education due to lack of funds and availability. AISOM, formerly Ames Bible College (ABC), was specifically designed to be a blessing to the Body of Christ. By placing sponsor ads on our site which generates a small percentage of funding and by keeping our expenses low, we have been able to provide free and low cost education to benefit those who can not afford the exorbitant educational costs of other Christian schools.

Since we can not provide a free Accredited Program, we put together payment plans as low as \$20.00 that almost anyone can afford, to work towards a (BBS / BA) Bachelor of Biblical Studies degree through Ames.

What is the difference between the Free and the low-cost Accredited Program? In the Free Program, students receive no credits, no transcript and no transferable credits. Free students that complete our program will receive a .PDF **Certificate of Completion** that we assemble and email to students and the students print their own certificates.

In the Accredited Program, there is a \$20.00 per course administrative fee and all accredited students are required to post a brief weekly report of their study progress. Upon graduation, the student must submit all 22 grades and payment in full must be received. Then student must notify us by email that they are ready to graduate, and we will forward your graduation documents which include a printed official **Certificate of Biblical Studies** and transcript. The transcript will also be forwarded to ACU if you wish to further your studies. In the completed Accredited Program students accrue 87 credits transferable towards the 120 credits needed for an ACU Bachelors degree in Biblical Studies.

How do I switch to the Accredited Program if I began in the Free Program? All that is needed is for you to make a payment. If you pay through our online payment systems (Paypal or Google Checkout), you are automatically entered into the Accredited Program. (See pages 10 and 11 above) If you pay by check, money order or Money Gram through Western Union, mail the payment to the address below. Once we receive the payment and it is received, processed, and/or cleared, then you are automatically in the Accredited Program. Make your payments out to Ames Christian University and mail your payments to the following:

Ames Christian University
6900 Daniels Parkway, Suite 29 – 225
Fort Myers, FL 33912

How long does it take to complete the AISOM program? The courses are entirely self-paced, so each person's time to completion will vary. The curriculum has been assessed for college credit, so a college-equivalent experience is expected. Depending on your availability to study you may be able to complete 1-2 courses per month as each course differs in length. Learners should expect to spend approximately as much time on each course as they would on an equivalent college course. Normally it should take between one to two years to complete all 22 courses.

What if I can't complete an AISOM course because of personal reasons or otherwise? As all 22 AISOM courses are self-paced, there is no time structure. That is the beauty of distance learning. We have no sessions or semesters, however the completion time of one to two years is the expected duration for all 22 courses. All your payments and grades are kept on your individual account file indefinitely.

Does AISOM accept transfer credits from other colleges? AISOM does accept transfer credits from other bible colleges. All transcripts sent to us for evaluation must come from the academic institution where you received your credits or degree and upon our acceptance, there is a \$15.00 fee per transfer credit. If you have the full 87 transferable biblical credits from another institution, upon approval and payment of \$15.00 per credit

of the 87 credits (for a total of \$1,305.00) this would then be the substitute for the 22 AISOM courses and upon approval you would then enroll at ACU.

If you do not have 87 transferable biblical credits from another institution, depending upon the amount of credits we do accept, you then would need to complete the necessary AISOM courses required to make up the required 87 credits to graduate and transfer to ACU. These extra AISOM course choices are at the discretion of the student.

Are there other schools that accept AISOM credits besides ACU? Each educational institution evaluates transferable credits on a case by case basis. You will need to contact the other colleges you are considering to see if they will accept credits from ACU.

Does AISOM grant degrees? While AISOM is not in itself a degree-granting institution, by virtue of its affiliation with ACU, AISOM learners may convert their completed certificates into ACU for credit. Fully completing the AISOM program and paying the \$20.00 administrative fee per course will result in 87 transferable college credits which is approximately 75% of the number of required credits toward the Bachelor of Biblical Studies degree at ACU. Upon graduation from AISOM, all Accredited students are issued a printed Certificate of Completion and a printed official transcript. If the student desires to further his studies at ACU he must request that the graduations documents are forwarded to ACU. Students in the Free Program receive a .PDF Certificate of Completion rather than a printed Certificate of Biblical Studies Diploma.

How are the AISOM courses administered? Courses are delivered online in the popular Adobe Acrobat .PDF file format or in .html format. Each course is a self-contained module of lessons, study assignments, and tests. Exams are proctored by a person of notable integrity and honesty and completed in the Student Exam Center and grades are submitted to AISOM online on the Student Page. Courses can also be accessed from a 4 GB USB which are free to students who pay for all their courses in full at the time of enrollment.

Do I have to memorize ALL the scripture verses in the curriculum? Memorization of all scripture verses in the courses is NOT mandatory but they are recommended and helpful to everyday life, to the value of the point of the course and to your spiritual growth. As God's word is quick and powerful and sharper than any two-edged sword discerning men's hearts and intentions (Hebrews 4:11), the scriptures contain the supernatural power through which God can change our hearts, our desires, our lives, and our circumstances so they are a very valuable part of the studies. If you have the time and interest, please read and meditate on the verses as they are life changing and communicate God's love and His desires for us.

2. AISOM STUDY AND EXAM QUESTIONS / HONESTY POLICY:

Are we expected to study all the "For Further Study" information at the end of each chapter of each course? No. The "For Further Study" at the end of each chapter is optional and additional information to back up the point of the course. It is available for students who want an even greater level of in-depth training on the subject.

Why are the answers made available to us and why are we expected to have another person proctor our tests? We currently have over 36,000+ students worldwide taking the 22 AISOM courses, many of which are in our Free Program, and at that rate it is impossible for us to manage grading that many exams. We therefore operate on an honor system. All exams are "closed book", so to speak and no self-tests are to be accessed during any exams. We prefer for you to have your courses proctored and graded by a person other than yourself of notable authority if possible. It can be a pastor, a teacher, a parent or guardian or adult relative but preferably an honorable person of integrity and spiritual maturity. **IF THIS IS NOT POSSIBLE, students are permitted to grade their own exams with the utmost integrity and honesty before the Lord.**

All AISOM exams are specifically designed and created to inform us if you do not complete them honestly. Processes have been developed within the curriculum to ensure that learners study and take our exams by the Academic Honor Code. Academic excellence is required to advance to and graduate from ACU. The Bible says: Be sure your sins will find you out and the Bible proves men's hearts so do not be foolish in your pursuits because IT WILL AFFECT YOUR FUTURE.

3. AISOM STUDENT TECHNICAL SUPPORT QUESTIONS:

How do I take my AISOM courses? The instructions are on the Student Page where you will be directed upon enrolling and the Student Page can be accessed by clicking on the words "Student Page" at the top of the Home Page.

How do I download my AISOM courses? On the Student Page LOOK FOR THE LINK: or go to <http://www.amesintl.org/DOWNLOAD--CENTER.html>

I can't open my AISOM course, what's wrong? You must have Adobe Acrobat installed in order to open .PDF files and it must be a current version. LOOK FOR AND CLICK ON THIS ICON:



You can also download it free. If a link does not work, try downloading directly from the server at www.amesbible.org/courses/.

FOR FOREIGN STUDENTS: Due to the fact that students from other countries have problems downloading the .PDF files, we have added .html files. The format is not as appealing as the .PDF files, however they are functional.

I forgot my AISOM password, now what? Click on the Student Page link at the top of the Home Page.

How do I submit my AISOM grades? LOOK FOR THIS LINK and fill out the form that is found on your Student Page: <http://www.amesintl.org/Grade-Submmision.html>. We only need the final exam grades, not the grades for the chapter self-tests.

The chapter self-tests are designed to prepare you for the final exam at the end of each course. All we need is the letter grade and the number of incorrect answers you had on the Final Exam after completion of the entire course which we then record in your student file in our database.

When you have submitted all your grades, YOU MUST CONTACT US by email to let us know that you are finished. We will then verify the grades and process your graduation.

DO NOT SEND YOUR EXAMS BY MAIL TO US OR TO HARVESTIME. USE THE FORM PROVIDED IN THE STUDENT EXAM CENTER TO POST YOUR GRADES.

4. AISOM PAYMENT QUESTIONS:

I am an accredited student. How do I pay for my AISOM courses? LOOK FOR THE LINK to find the online payment options: <http://www.amesintl.org/PAYMENT-CENTER.html>

There are several, easy methods to pay:

- You can pay after you download each course
- You can pay after you submit your final exam grade for each course
- You can pay in advance for all the courses
- You can make monthly payments for 22 months at \$20.00 per month
- We have several installment payment options available

See our AISOM Payment Options and Payment Specials on Page 10 above.

Where do I mail my AISOM course payments? Make your check, money order or Western Union Money Gram payable to Ames Christian University and mail to:

Ames Christian University
6900 Daniels Parkway
Suite 29-225
Fort Myers, FL 33912

I have paid for my AISOM courses but can not finish them because of certain obligations or personal circumstances. How do I discontinue my time at Ames? Discontinuing is not necessary. The courses are offered totally free and you are under no obligation to pay. There is a non-negotiable refund policy on the administration fees due to the fact that you were under no obligation to pay in the first place. If you stop paying and have a credit, it will remain on your account indefinitely in case you desire to resume at a later date or you can choose to be a partial payment graduate at which point we will issue you a .PDF certificate of completion by email. Please notify us in writing by email if this is your desire. You also need to notify us by email if you desire to have your credits transferred to another school of your choosing.

If I enroll in the AISOM Free Program and decide to pay at a later date, will I have to start all over or do I get credit for the courses I have taken thus far? Once you pay the administrative fees, the courses you have taken become accredited and you do not have to take them again. **We suggest that if you are not going to pay upfront for all the**

courses, that you try a few courses and then switch to the Accredited Program and begin making the \$20.00 payments as you go. Otherwise, when you graduate, we can not issue graduation documents until you are paid in full. This will also prolong the time that you can go on to ACU. If you pay as you go, your payments will be completed at the same time you graduate. Once you make any payment and it is received and cleared, your account is credited and you are automatically switched to the Accredited Program.

5. AISOM COURSE UTILIZATION AND AVAILABILITY QUESTIONS:

Do you have the AISOM courses on a USB? When you pay for all your courses in full at one time, we will send you a free 4 GB USB containing:

- The complete menu driven Dickson Biblical Research Library
- All 22 courses in English and Spanish
- The Audio Version of the Old and New Testaments read by Alexander Scourby
- The King's Table Devotional
- Plus a Library of 7,000 zipped Christian .PDF E-Books
- Extra space to store other programs

We believe this option is really worth the \$440.00!!!

Do you have printed AISOM courses or do you have the courses on CD? You can order printed courses from Harvestime for a charge of \$20.00 each **and printed books are only in English and only mailed in the United States.**

A CD of all 22 courses from Harvestime Int'l Network is available for \$50.00. Harvestime also has the courses in Portuguese, Russian, Spanish, Tagalog and Thai Languages.

To Contact Harvestime: (949) 707-1487

Harvestime International Network www.harvestime.org
3176A Via Buena Vista
Laguna Woods, CA 92637



Can I study the AISOM courses Online? The courses and exams can all be accessed and read on your screen and answer written on paper but this is not the preferred method. The courses and everything you need are on your Student Page.
GO TO THIS LINK: <http://www.amesintl.org/STUDENT-PAGE.html>

After I graduate from AISOM, is it mandatory that I enroll In ACU upon completion of AISOM? No, AISOM is a total stand-alone program. You do not have to go any further **unless you desire a degree.** ACU is simply available to you as ACU guarantees AISOM

course transfer acceptance. You are under no obligation to study beyond the AISOM courses. When you graduate from AISOM and you have paid all your fees, you can transfer your credits to ACU or another school of your choice.

[How can I teach the AISOM courses at my church?](#) AISOM previously had an extension campus program with 55 centers but it was discontinued in July 2009. We now suggest that interested organizations order the curriculum from Harvestime or download and print the course books through the internet from our website for their students.

Once students have gone through all 22 courses and graduated, the following process is required to enroll a new student at ACU to go on to the Bachelor of Biblical Studies Program:

1. Graduates need to contact us with their desire to attend ACU
2. Have their school or organization they attended send us their transcript
3. Student needs to pay AISOM \$440.00 for the 22 courses
4. We will graduate them with our documents
5. They will then transfer to ACU and receive an ACU invitation by email
6. Student will then enroll and fill out paperwork (ACU Student Agreement Form)
7. Student will then pay the Application Fee which is (20.00) and the Degree Completion Plan Fee which is (\$30.00)
8. Student will then register and pay for their first course (all ACU BBS courses are \$198.00 per course) and student will need to complete all 11 courses per student's designated concentration

[GO TO THE NEXT PAGE FOR](#)

[AMES CHRISTIAN UNIVERSITY](#)

[FREQUENTLY ASKED QUESTIONS](#)

[STUDENT PAGE INFORMATION BELOW](#)

AMES CHRISTIAN UNIVERSITY (ACU) FREQUENTLY ASKED QUESTIONS:

1. ACU GENERAL INFORMATION:

To see our FAQ (Frequently Asks Questions) Page about ACU online, LOOK FOR THIS LINK on the ACU site: <http://www.ameschristian.org/html2/faq.html>

Are all the ACU Courses online as well and what format are they presented in?

Yes, all ACU courses are online only. Courses are facilitated at the University level and are therefore more difficult and are offered in a six-week 90-day independent study program schedule.

In the six-week study schedule, the academic learning environment is created through an interactive virtual campus where student and instructor communicate on a weekly basis where lectures and assignments are posted. Students are expected to submit a weekly progress report through the entire course.

In the 90 day independent study courses, all the material is available for the entire program except for books and you have 90 days to complete the course. These courses are available to you 24/7.

What if I can't complete an ACU course because of personal reasons or otherwise? If a student can not complete courses in the 90 day format, extensions are given when requested. Simply call or email us with your request to discuss your future options.

How is ACU Accredited? LOOK FOR THIS LINK on the ACU site:
<http://www.ameschristian.org/html2/accreditation.html>

What are the fees at ACU?

Ministerial Learning Experience Portfolio	\$ 450.00 one time fee for Bachelor Only
Enrollment/Application Fees	\$ 20.00 per concentration/degree
Degree Completion Plan	\$ 30.00 per concentration/degree
Bachelor Courses	\$ 198.00 per course
Master's Courses	\$ 297.00 per course
Doctorate Courses	\$ 408.00 per course

Degree Program Fees: (These fees include both, the Application Fee and Degree Completion Plan Fee, which is a total of \$50.00 per student, per degree)

BBS Full Degree Program Fee Total	\$2,228.00 for 11 concentration courses
MA Full Degree Program Fee Total	\$3,614.00 for 12 concentration courses
DR Full Degree Fee Total	\$5,762.00 for 14 concentration courses

ACU Course Degree Discounts:

Course discounts are granted on a case by case basis when payment in full from student is considered. Comparatively speaking, ACU is quite cost effective regarding tuition charges as fees are within the median range to what other online universities charge.

2. ACU ENROLLMENT QUESTIONS:

What is the cost of the ACU Application Fee and what does it cover? The ACU application fee is \$20.00 and is required for enrollment into each concentration at each degree level. It is an administrative fee required of every student to integrate the student into our databases, accounts and accompanies the enrollment documentation. If students do not remain active during their time with us, after 90 days a student may be required to again pay the enrollment fee as many times as there are breaks in continuous academic activity if a student desires to continue with his/her studies. This fee is used to set up student enrollment paperwork and files and is pursuant to begin the ACU in-depth study program.

What is the purpose of the ACU Student Agreement? The Student Agreement is part of the enrollment process and each student enters into this agreement for the purpose of undertaking education in the pursuit of the degree for which the student has made an application for admission to the University. The University enters into this agreement for the purpose of providing the materials, instruction and guidance to deliver the educational value of the degree for which the student has applied.

What is the cost and purpose of the ACU Degree Completion Plan? The cost for each plan is \$30.00 per degree. Depending upon the concentration you choose when you submit your Student Agreement, this is the outline or “road map” of the courses you will take to get your degree at ACU. If the student has transferable credits from another school, this plan is used to compile and arrive at the number of credits that are acceptable at ACU and that remain to be earned at ACU. Upon student approval, acceptance and signature, you will receive a copy of the Degree Completion Plan and these are the only courses you will take within your chosen concentration to receive your degree.

Can I enroll in ACU now? New students **MUST** have an equivalency of 87 transferable biblical credits to enter ACU.

If you have some biblical credits, see next question below.

If you have **NO** transferable biblical credits, but have secular credits or a secular degree, the AISOM program is the perfect, low cost way to get the college credits and biblical foundation needed to transfer to a Christian university.

All 22 courses will give students a basic foundation to obtaining a biblical degree at the University level. And, because the AISOM courses are transferable credits to ACU, there are no transfer fees (for a savings of \$1,305.00!!) and only 11 courses remain to be taken at ACU for completion of a Bachelors, Masters or Doctorate degree.

If a student has a secular degree and takes all 22 courses, depending upon student's current degree, the 22 AISOM courses will serve as ample credits to enroll in the next highest level of study. Example: If you have a BA and want to obtain a biblical Master's degree, you will take all 22 AISOM courses, will graduate to ACU, will not need to pay any transfer of credit fees and will immediately enroll into the ACU Master's program and proceed to take the 11 concentration courses to receive a biblical Master's degree.

For currently enrolled AISOM students that wish to begin their studies at ACU, go to Page 18 and look for the section entitled “TAKE ACU COURSES WHILE YOU ARE STUDYING AT AISOM”.

What if I want to enroll at ACU and have transferable biblical credits from another school or a biblical degree from another school? If you have transferable biblical credits, you can enroll at ACU now and a degree plan can be created which is just right for you. There is a credit transfer fee of \$15.00 per biblical transfer credit to ACU from another Christian school.

For students desiring to pursue their degree in a lesser amount of time, ACU will accept biblical transfer credits for the above transfer fee and then the remaining credits can be attained at AISOM. Economically speaking, there is no fee for transferring the AISOM credits to ACU which means you only pay a total of \$440.00 or less for 22 courses depending upon the amount of credits you need to make up 87. This is why we say "Do The Math" – the 87 transfer credits from other schools to ACU will cost \$1,305.00 in transfer credit fees so you will save \$865.00 by taking the AISOM courses first.

If I do have biblical transfer credits or a biblical degree from another school but have less than 87 transferable credits, how many AISOM courses will I be required to take if I chose not to do the \$15.00 per transfer credit process before I actually get to enroll at ACU? Once you have paid the \$20.00 Application Fee, we will evaluate your transfer credits to determine your credit status. As the entry level credit requirement at ACU must equal 87 credits, it is determined by how many transfer credits the student has to apply to ACU and how many the student will need to equal 87. As all AISOM courses are approximately three (3) credits each, these courses will be required to make up the difference.

3. ACU PROGRAM CONCENTRATION AND DEGREE QUESTIONS AND INFORMATION:

How many concentrations are available for the Bachelor of Biblical Studies Degree at ACU? There are currently six concentrations:

Christian Counseling
Pastoral Ministry

Youth Ministry
Marketplace Ministry

Evangelism
Music Ministry

(For other course listings in various concentrations within various degrees, go to www.ameschristian.org.)

NEW ACU MASTERS PROGRAM: Once you complete your BBS degree you will be eligible to enroll in ACU's Masters of Ministry Degree Program (M.Min.) with majors in Biblical Teaching and Leadership which has a total of 12 concentration courses.

NEW ACU DOCTORATE PROGRAM: Once you complete your MA degree, you will be eligible to enroll in ACU's Doctorate of Ministry Degree Program (D.Min.) with majors in Biblical Teaching and Leadership which has a total of 14 concentration courses.

With this addition you will be able to complete your entire online education with Ames.

What are some of the courses offered in some of the ACU concentrations?:

**Ames Christian University (ACU)
Bachelor of Biblical Studies Program
(In conjunction with AISOM)**

Bachelor of Biblical Studies (BBS) Degree Requirements:

The Bachelor of Biblical Studies combines a broad study of the Bible with a focused major concentration in an area of Christian vocation. In every Bachelor of Biblical Studies course, learners will encounter the Holy Spirit, Biblical knowledge and personal applications.

Requirements: (87 transfer credits to be accepted into ACU)			Credits
Module I: Intro to Biblical Studies (delivered by Ames International School of Ministry) AISOM			18
Module II: Biblical Studies-Personal (delivered by Ames International School of Ministry)			21
Module III: Biblical Studies-Community (delivered by Ames International School of Ministry)			24
Module IV: Biblical Studies-Special Studies (delivered by Ames International School of Ministry)			24
Ames Christian University (ACU) Bachelor of Biblical Studies Degree (BBS) Courses Majoring in Ministry Leadership with Concentrations in:			87
<u>Christian Counseling</u>	<u>Youth Pastor</u>	<u>Pastoral Ministry</u>	33
<ul style="list-style-type: none"> Introduction to Christian Counseling Christian Ethics in Counseling Counseling Methods Crisis Counseling Substance Abuse Counseling Group Counseling The Holy Spirit and Counseling Abnormal Human Behavior Counseling for Special Populations Marriage Counseling Christian Counseling Practicum 	<ul style="list-style-type: none"> Experiencing God Survey of the Book of Acts Communicating Christian Faith Preaching the Word The Touch of Christ: Ministering to the Broken The Sociology of Youth Current Issues in Youth Ministry A Study of Timothy Organizing Youth Ministry Strategies for Youth Evangelism Urban Youth Ministry 	<ul style="list-style-type: none"> Experiencing God Survey of the Book of Acts Communicating Christian Faith Preaching the Word Org Dynamics of the Church Small Church Administration Financial Admin in Ministry Urban Ministry Ministering to the Broken Legal Issues in Ministry Managing Church Growth 	
Total Credit Hours for the (BBS) Bachelor of Biblical Studies Degree:			120

4. ACU MINISTERIAL LIFE EXPERIENCE PORTFOLIO GENERAL QUESTIONS:

Ames Christian University (ACU) adheres to the philosophy that education is a process of life-long learning. Taking various factors and experiences into consideration, we are now pleased to offer a Ministerial Life Experience Program for those interested students who are qualified only to be applied towards a Bachelor of Biblical Studies degree.

What are the Ministerial Life Experience Portfolio qualifications?

a. This new program is only for students that have been **ordained and/or licensed Pastors or Ministers for a minimum of ten (10) years of Pastoral and/or other related Ministerial Experience.**

b. It can include foreign and domestic missionaries, chaplains, evangelists, or clergy. It does not necessarily pertain to all ministry positions (such as Sunday school teachers, deacons, elders, etc.) and not inclusive of ministers who are not of the Christian faith.

What is the Ministerial Life Experience Portfolio?

This is a ministerial chronological compilation comprised of a students' complete history containing in-depth and extensive Pastoral and/or related Ministerial information of all documented, acquired and demonstrated learning and experience. It is an organized collection of material containing essays and documentation demonstrating learning skills through work and life experiences.

It must articulate that which is taught in a college course and is considered as a student "resume". It is an organized collection of copies of material which documents prior learning achievements and relates them to learning outcomes of college courses. Usually the portfolio is developed to capture several fields of study for which there are no specific examinations.

Upon approval, this new option will be substituted for the 22 AISOM courses equal to 87 biblical credits which will then provide entry into Ames Christian University.

What is the fee for the Ministerial Life Experience Portfolio?

Tuition for this new program is a one time Ministry Life Experience Credit Fee of \$450.00.

If I submit a Ministerial Life Experience Portfolio to enter ACU and it is accepted, will I be receiving a certificate and transcript from AISOM as well as a degree from ACU? Only AFTER the portfolio is approved and accepted and we receive the \$450.00 one time credit fee, will the Ministerial Life Experience Portfolio be substituted for the 22 AISOM courses, however, you will not be receiving AISOM graduation documents or grades or GPA from AISOM. (The Ministerial Life Experience Portfolio can only be applied and utilized at the Bachelor level.)

PLEASE NOTE: No letter grade will be entered on the student's transcript for ministerial life experience learning credit. Life experience credit will be treated in the same way as a transfer credit. A "P" will be assigned and it will not count toward the student's grade point average.

PLEASE NOTE: Secular credits are not applicable to the portfolio and biblical credits or coursework from other colleges or universities will not be applied to credits earned

through the Ministerial Life Experience credits but will be utilized to endorse students' portfolio creditability.

Only upon approval of the portfolio and an invitation to enroll from ACU, will student then proceed to enroll into the Bachelor's program after receiving the 87 life experience biblical credits for the Ministerial Life Experience Portfolio. You will then be required to complete all 11 ACU courses in your specified concentration. After you complete the 11 courses, you will then receive the BBS degree graduation documents from ACU and you will have accrued 120 credits. You will then be able to go on to our Master's degree program if so desired.

If I am already enrolled in the AISOM Accredited Program and have made any AISOM payments, yet I believe I have enough ministerial experience biblical credits to enroll at ACU, will I still receive credit for what I have done so far at AISOM if my ministerial portfolio is approved? Yes. The courses, credits and payments that you have applied and accrued while at AISOM will be applied to your ACU account. Any overages of monies that you have previously paid will be applicable to fees at ACU, depending upon AISOM student's payment history. Accrued AISOM credits that you have accrued will also be taken into consideration.

Are there any discounts for the Life Experience fee?

No, there are no discounts on this fee as ACU is waiving the \$15.00 per transfer credit fee.

ACU MINISTERIAL LIFE EXPERIENCE PORTFOLIO PROCESS AND REQUIREMENTS:

1) All interested students will contact us by e-mail to discuss with our staff the possibility of a portfolio being prepared and that they desire to be a candidate for this program.

2) Upon approval from an ACU staff member, the student will then create and submit an ACU Ministerial Life Experience Portfolio.

The portfolio is to be a chronological resume containing as much documentation to support the minister/pastoral experience as possible. Copies of the following should accompany the portfolio:

a. Ministerial and/or Pastoral Training Experience – internships, missionary training, chaplaincy training, earned certifications, biblical transcripts from other colleges or universities.

b. Ministerial and/or Pastoral Experience – job descriptions, leadership and managerial implementation, ministry accomplishments and counseling skills, media publications, personal publications, church operational and church service documentation.

c. Ministerial and/or Pastoral Endorsements – letters of reference, awards received, ordinations, licensing, affiliations, memberships.

Please notify us as soon as possible if you are considering this program. If your paperwork has been approved, mail your portfolio paperwork to:

Ames Christian University
6900 Daniels Parkway,
Suite 29 - 225
Fort Myers, FL 33912

Our Fax number is: (239) 645-4936

3) If for some reason, the portfolio is not acceptable, we will endeavor to work with the student to re-write your resume (your portfolio presentation) so that we can approve it or will substitute AISOM courses to equal the credit requirements.

4) Once the portfolio is approved, students will be notified by email to go to the Payment page to pay the Ministerial Life Experience Portfolio tuition fee of \$450.00. Once the fee is paid, students will then be notified by e-mail instructions and will receive an invitation to enroll at ACU.

5) After approval, students can then complete the ACU enrollment process which includes the \$20.00 Application Fee, the \$30.00 Degree Completion Plan Fee, and signing the Student Agreement. You will then be invited to register for your first ACU course.

See Below For:

Our Links Page

Our Donation Page

Our Glossary of Course and Computer Terms

Page 34

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Note: The following links in this handbook may be changed as we update the new website.

OUR LINKS:

**Ames Book Store: Christian Books
<http://www.amesbooks.com>**

**Ames Christian Music Store: Christian Music
<http://www.amesmusicstore.com>**

**Ames Novelty Store: Mugs, hats, t-shirts, etc., with Ames School Logo
<http://www.cafepress.com/faithworkx/>**

**Ames Partnership: Licensing & Ordination for Graduates at GAM
<http://www.gospelallianceministries.org/>**

**Ames Radio: Christian Contemporary Music with Current Artists
<http://www.ignitechristianradio.org>**

**Ames Social Network: Online Christian Social Network – Get your own page free!
<http://www.faith-space.com>**

**Correspondence Program: Purchase Printed Harvestime Curriculum Books:
<http://www.harvestime.org>
<http://www.harvestime.org/shoppingcart/bookstore.htm>**

Donating to Ames Christian University:

If the Lord impresses upon your heart to support us, would you consider partnering with us? If He has led you to become a partner with us financially, we created a link on the Student Payment page.

Your gifts are tax-deductible through ACU which is a non-profit 501(c)3 corporation. You will receive a receipt for your giving.

You can also designate a donation for ACU by mailing a check to:

Ames Christian University
6900 Daniels Parkway, Suite 29 – 225
Fort Myers, FL 33912

Please see the “Donate Button” on the Student Payment Page.

Thank you for caring to make a difference. We at Ames wish to extend our love and prayers to you for spending your time and resources with us. We pray that while you are with us or after you graduate from us, that the Lord truly bring you to the highest degree of knowing and loving Him.

May you look back on the past with joy, celebrate the present with laughter and anticipate the future with your heart full of His love and great expectations.

Blessings always,

Dr. Vince and Rev. Laura Rizzo



GLOSSARY OF STUDENT HANDBOOK TERMS AND COMPUTER TERMS

ACU: Ames Christian University was established in March, 2002 in Naples, Florida. In September 2003 a partnership was created and Ames Bible College (**ABC**) was founded and became affiliated through ACU. Both schools were created separately with separate founders.

In January, 2005 the president of ACU stepped down for health reasons and the President of ABC, Dr. Vince Rizzo, was elected into the office as President of Ames Christian University (ACU). In 2007 ABC went international and was renamed at that time as Ames International School of Ministry (**AISOM**).

As a result, both entities have become conglomerates of one another but ACU is the parent group. Both operate separately but are managed collectively. We created the Ames Learning Systems/Ames Support Staff Team name to cover both schools. AISOM is primarily a scholarship school providing free or low-cost biblical education under the auspices of Ames Christian University, the governing entity, for the express purpose of spreading the Gospel of Christ to impoverished countries, now with over 36,000 students worldwide with a consist increase of 100 to 200 new students per week.

ADOBE ACROBAT: Adobe Acrobat File Format is an application of software developed by Adobe Systems to view, create, print, present and manage files in the **P**ortable **D**ocument **F**ormat (.PDF). Adobe Reader is available as free software and allows users to view and print .PDF files in a fixed layout.

AISOM: Formerly Ames Bible College, in 2007 our bible college went international therefore we changed the name to Ames International School of Ministry.

CD: CD-ROM which means **C**ompact **D**isc with read-only memory, is a pre-pressed disc that contains data accessible to but not writable by a computer for data storage and music playback which later was formatted to hold any form of binary data. Harvestime CD's are for computer reading only.

DOWNLOAD: In computer networks, to *download* means to receive data to a local system from a remote system, or to initiate such a data transfer. **To receive data from a dependable source means that it is free from spyware, viruses or spam and the transmitted data received can be retained and printed.**

EMAIL: Electronic mail, commonly called email or e-mail, is a method of exchanging digital messages across the Internet or other computer networks. Emails are transmitted directly from one user to another computer and messages can be accepted, delivered, stored and forwarded. The email address is the

location of where messages are sent much like receiving mail at your home address.

HARVESTIME INT'L NETWORK: Harvestime International Network wrote the curriculum which AISOM facilitates on its website. Harvestime offers a CD of all 22 Harvestime courses from the Harvestime Int'l Network for \$50.00. They also offer printed books for \$20.00 each which are available only in English and only mailed in the United States. Harvestime also has the courses in Portuguese, Russian, Spanish, Tagalog and Thai Languages.

Harvestime exists as a non-denominational Christian organization committed to recruiting, training, motivating, and mobilizing a network of international harvesters capable of intercession for spiritual harvest, articulation and demonstration of the principles of spiritual harvest, and mobilization of laborers to reap the worldwide, end-time harvest. They are located in Laguna Woods, California and work closely within the prison system providing their curriculum to inmates.

HOME PAGE: The home page is more commonly the front page or the main web page that automatically loads when a search is performed on the web browser.

.HTML: .HTML stands for Hyper Text Markup Language and is the predominant language for web pages. It is the building blocks of all basic websites. It allows images and objects to be embedded and can be used to create interactive forms.

ISP: Stands for Internet Service Provider which is the service that is necessary to access the World Wide Web through the Internet. Anyone wanting to access the Internet must have this service which is provided for a monthly fee much like phone service. Some companies that provide this are: AOL, Comcast, Juno, Embarq, Netzero, etc.

PC: PC stands for Personal Computer.

.PDF: .PDF stands for Portable Document Format which is an open standard for document exchange. The file format created by Adobe Systems in 1993 is used for representing two-dimensional documents in a manner independent of the application software, hardware, and operating system. Each .PDF file encapsulates documents that include the text, fonts, images, and 2D graphics which compose the documents.

USB: A USB flash drive consists of a flash memory data storage device integrated with a USB (Universal Serial Bus) interface. USB flash drives are typically removable and rewritable and physically much smaller than a floppy disk. Storage capacities in 2010 can be as large as 256 GB (gigabytes). They are preferred for data storage as they are smaller and faster and have thousands of

times more capacity and are more durable and reliable because of their lack of moving parts and they can be read by many other systems.

WEB BROWSER: A web browser or Internet browser is a software application for retrieving, presenting and navigating information resources on the World Wide Web. When searching the web for information, all websites are accessed through a web browser. Different browsers are structured differently as there are many browsers available. A few common browsers are: Netscape, Apple, Windows Explorer, Firefox, etc.

WEBPAGE: A web page is a text, photo or video document on a web site usually posted in the form of a link beyond the home page. Much like pages in a book, it contains accessible information not found on the Home Page.

WEBSITE: A website is a collection of related web page images or videos that are addressed relative to a common Uniform Resource Locator (URL) often consisting of a domain name in an Internet network. A website is the location that is hosted on at least one web server and is accessible via a network such as the Internet or a private local area network. All publicly accessible websites are accessed on the World Wide Web and to go to a website, the web address is similar to this fictitious web address seen here - (www. webaddress.com).

WWW: This is the World Wide Web. This is the prefix of all website locations.

(ALL GLOSSARY DESCRIPTIONS WERE TAKEN FROM THE WIKIPEDIA WEBSITE.)

YOUR AMES STUDENT HANDBOOK WAS:

WRITTEN BY: Dr. Vince T. Rizzo, President, Founder, Director

CO-AUTHOR / EDITOR: Rev. Laura Rizzo, Co-Founder, Dean of Admissions

FINAL COPY EDITOR: Dr. Kim Renga, Director of Program Development and ACU Instructor