

OUACHITA HILLS COLLEGE

Student Handbook

2015–2017

Ouachita Hills College

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GENERAL INFORMATION

OUACHITA HILLS COLLEGE

There are many things to consider when choosing further education. Career advancement, job satisfaction, influence, and salary are often contemplated. Indeed, these are important considerations. Should they, however, be the primary reasons for receiving a college education?

The decision to go to college should not be made without taking eternity into consideration. "True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man....It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." Education, 13. The benefits are twofold, for "no man can lay up treasure in heaven without finding his life on earth thereby enriched and ennobled." Education, 145.

Martin Luther once said, "Every institution in which men are not unceasingly occupied with the Word of God must become corrupt." At Ouachita Hills College our goal is for students, while preparing for their life work, to be immersed in the Word of God and to enjoy a more vibrant walk with their Savior.

"The heaven-appointed purpose of giving the gospel to the world in this generation is the noblest that can appeal to any human being." Education, 262. At Ouachita Hills College, each student, regardless of his major, receives a thorough training, not only in the Word of God, but also in the science of soul-winning. Whatever our profession, soul winning is our calling.

What is the benefit of having a core curriculum in which each student deeply studies the Word of God and also develops soul-winning skills? Sharing the end-time truth with others helps to solidify the truth in our own minds, establishes the beauty and veracity of the Word of God, and especially confirms in our own hearts the Adventist message. Learning how to meet objections and to give biblical answers is wonderful preparation for a life of rewarding witnessing. Ouachita Hills College (OHC) graduates, by God's grace, will be rightly trained to use their God-given gifts to win souls for the Master, regardless of their chosen career or vocation.

MISSION STATEMENT

Ouachita Hills College exists to provide a Christ-centered, character-oriented education, which equips students to be successful in their chosen professions and to be active soul-winners.

VISION STATEMENT

The vision of Ouachita Hills College is to demonstrate the power of implementing God's counsel to the Seventh-day Adventist Church in the field of educational endeavor by providing an environment that fosters the rounded development described in those counsels. In addition to being aptly prepared for their chosen profession, our students are enabled to cultivate habits of deep Bible study, practical work, and compassionate witnessing.

OBJECTIVES

Ouachita Hills College leadership and staff work together to reach the following objectives:

To develop high Christian character in our students...

- By encouraging students to cultivate a dynamic, personal, saving relationship with Jesus through personal devotional time, corporate worship, classroom instruction, and mentoring by staff.
- By fostering a balanced development of the mental, physical, spiritual, and social powers.
- By blending organizational structure with personal freedom to promote self-government, in order to honor God.

To equip students to be active soul winners...

- By engaging every student in soul-winning experiences such as canvassing, mission trips, and church assignments that include preaching, teaching, and providing leadership in worship services.
- By teaching principles of reliable hermeneutics as relate to the Bible and Spirit of Prophecy.
- Promote a spirit of dedication and self-sacrifice.

To help our students excel in their chosen profession...

- By providing excellence in academics without sacrificing principles.
- By infusing dependable biblical instruction and principles across all disciplines.
- By equipping students to be capable and faithful workers in their chosen professions.

The family of OHC, while striving for moral excellence, is conscious of its limitations. The faculty aims to prepare a class of students that will one day surpass their teachers in their qualifications for ministry.

Our college has been given a focus. "Success in any line demands a definite aim. He who would achieve true success in life must keep steadily in view the aim worthy of his endeavor. Such an aim is set before the youth of today. The heaven-appointed purpose of taking the

gospel to the world in this generation is the noblest that can appeal to any human being” Education, 262. This is our goal.

OPERATING PRINCIPLES

Ouachita Hills College is operated by members of the Seventh-day Adventist Church. We accept the entire Bible as divinely inspired. We also believe in one God and accept Jesus Christ as the Savior of humankind. We honor the seventh-day Sabbath and await Christ’s second return.

DEGREES OFFERED*

The following degrees may be earned through Ouachita Hills College:

- Associate of Arts in Personal Evangelism
- Bachelor of Arts in Biblical Studies
- Bachelor of Arts in Theology
- Bachelor of Arts in Christian Business Management
- Bachelor of Arts in Elementary Christian Education**
- Bachelor of Arts in Secondary Christian Education**

* Ouachita Hills College has received a Letter of Exemption from Certification issued by the Arkansas Department of Higher Education to offer non-academic or church-related courses and grant non-academic awards or church-related degrees.

** Completion of this program does not meet eligibility requirements for teacher certification in the State of Arkansas Public School System.



DESCRIPTION OF OUR CAMPUS

Ouachita Hills College, operated by Ouachita Ministries, Inc. (a supporting ministry of the Seventh-day Adventist Church), is located on 421 acres on the outskirts of Amity, Arkansas. Ouachita Hills Academy also shares the campus. An orchard, a vineyard, and a large garden beautify the grounds in the spring. The grounds are graced with several ponds, the Antoine River, greenhouses, cabinet shop, auto shop, and other structures related to the practical arts. A complete picture of the beauty of our home can only be gained by making a personal visit. All are welcome.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

1. The applicant must have a desire to be a committed disciple of Jesus Christ.
2. The student must have completed one of the following:
 - Graduated from a secondary school.
 - Possess an equivalent diploma.
3. Successfully completed the U.S. General Education Development (GED) exam with a minimum total of 2050 and no score below 410 on any of the five tests.
4. The applicant must have a secondary school grade point average of a minimum of 2.5 on a 4.0 scale.
5. The student must have a minimum composite score of 18 on the Enhanced American College Test (ACT) or a minimum of 400 on each individual score on the Scholastic Aptitude Test (SAT).
5. Students from foreign countries must meet one of the following:

Completion of grades 7-12 in English in an English-speaking country.

Have a TOEFL score of 520 (190 on a computer based score or 68 on an internet based score).

Have a Michigan Test score of 80.

Have an ACT English score of 18.

Have an SAT critical reading score of 430.

Foundations in English will be required for all students who have not met these same ACT/SAT requirements, or who have demonstrated the need for the class.

All students are expected to uphold the policies and standards of Ouachita Hills College as a Seventh-day Adventist institution. OHC reserves the right to deny admission based on its inability to meet the student's educational needs and objectives.

NON-DISCRIMINATORY POLICY

Ouachita Hills College admits students of any race or color, national or ethnic origin, and seeks to provide them with all of the rights, privileges, programs, and activities generally accorded to students at the school. No discrimination in the administration of educational policies, scholarships, vocational training, extracurricular activities, or other school-administered programs is allowed.

ADMISSION OF HOMESCHOoled STUDENTS

Homeschooled students need to meet all General Admissions Requirements.

ADMISSION OF TRANSFER STUDENTS

Students transferring from other recognized colleges or universities must have a minimum cumulative grade point average of 2.5 in major subjects. Students transferring to OHC with fewer than 24 semester credits (or 36 quarter credits) will be considered for admission on the basis of a combination of scores from their secondary school records and previous college work.

ADMISSION STATUS CLARIFICATION

Provisional Status is a temporary admission that may be assigned by the Admissions Committee to a student who has submitted evidence of fulfilling all academic requirements but is in the process of completing his or her admissions file. Provisional Status is a conditional acceptance which is limited to two semesters.

- A student's provisional status remains in effect until all official papers are received by OHC or until the conditional time period is concluded.
- Acceptance will be withdrawn at the end of the conditional time period if admission requirements remain unmet.
- An unconditional acceptance will be granted when all admission requirements are met (official papers are received).
- Ouachita Hills College will not issue transcripts or grade reports to a student who has outstanding debt, is on conditional acceptance status, or is missing official transcripts from former schools.

Academic Probation Status is an admission status that may be assigned by the Admissions Committee to a student who has a below minimum GPA or ACT/SAT score. A student on Academic Probation Status may only take up to 12 hours until he has a current GPA of at least 2.0. Academic Probation Status will automatically be removed when a student has maintained a GPA of at least 2.5 for one semester.

PROCEDURE TO APPLY FOR ADMISSION

The Admissions Committee considers an applicant as soon as his application file is complete. A complete application will include the following:

1. A completed application form (may be completed and submitted on-line: www.ohc.org)
2. Three references submitted directly by teacher, pastor, and employer. References must be sent directly from your references in order to keep their respons-

es confidential. Online reference forms are available at ohc.org.

3. Official secondary school transcript or GED (Note: this is waived if the student has earned an associate or higher degree from a recognized college or university).
4. Official transcripts from each college or university attended. Official transcripts are those issued and sealed by the school, college, or university and received by OHC in a sealed envelope. If the seal of the envelope is broken before reaching the admissions office, it is not considered to be an official transcript. Notarized or certified true-copy-of-original certificates or educational documents issued by a non-U.S. institution may be accepted. If the document is in a language other than English, a certified translation into English must be provided.
5. SAT or ACT scores.
6. English Test scores (TOEFL or Michigan Test of English, ACT or SAT) and a summary of the student's educational background if the student is from a non-English speaking country.
7. Submit all application materials online at ohc.org. Applications submitted by mail must include a \$25 mail application fee. All materials submitted become the property of OHC and cannot be returned or forwarded to another institution.

RETURNING STUDENTS

Former OHC students wishing to return to OHC must reapply for admission. Former students are those who have not been in attendance for one or more semesters.



VOCATIONAL TRAINING

Students are required, as part of the curriculum, to participate in practical training each semester. During registration at the beginning of each semester, each student will be given a vocational assignment. These vocational assignments include, but are not limited to, agriculture, construction, kitchen/bakery, office, and media work. Students should bring clothing appropriate for such jobs. Closed-toe shoes are required for certain jobs.

ACADEMICS

INTRODUCTION

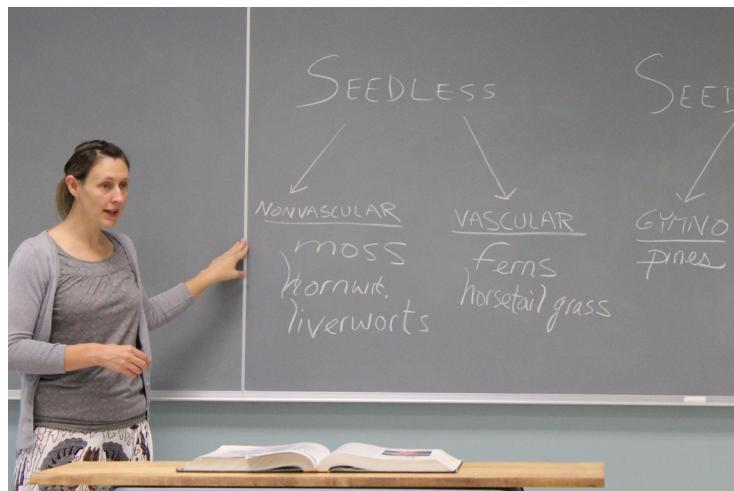
"True education means more than taking a certain course of study. It is broad. It includes the harmonious development of all the physical powers and the mental faculties. It teaches the love and fear of God, and is a preparation for the faithful discharge of all of life's duties" (*Education*, 13).

SUGGESTED COURSE LOAD

Students pursuing a degree at OHC should complete 30-33 semester hours per year to finish their Associate program in two years or their Bachelor's program in four.

It is recommended that ESL students take a lighter course load in their first semester at OHC in order to help them adjust to the language differences.

The Admissions Committee may require students to take Foundations of English and/or Algebra Basics.



TRANSFER CREDIT

Credits toward a degree may be granted for satisfactory work completed at accredited, degree-granting institutions. The Registrar of OHC must approve all credits. An official transcript must be submitted for transfer of credits. Only courses in which a student has received a grade of C or better are accepted. A maximum of 70 semester hours can be accepted from the community college level for students pursuing a Bachelor's degree.

CHALLENGE EXAMS

With the approval of the OHC Academic Affairs Committee, students may be allowed to take challenge exams for certain general education requirements. Up to 6 hours of credit may be granted for exams. This is in addition to hours granted for challenging classes in

the practical arts. Challenge exams may be taken under any of the following conditions:

- The student has already taken the course or similar courses at another institution.
- The student maintains at least a 3.75 GPA.

To take challenge exams, a letter requesting the exam and stating the reason must be made to the Academic Affairs Committee. A minimum score of 70% is required to receive credit. The fee for taking a challenge exam is \$50, and the recording fee for any credit granted is \$35 per semester hour.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Ouachita Hills College makes provision for knowledge gained in other than traditional college course work. In such cases OHC accepts credit based on the results of various CLEP exams. A score at the 50th percentile or above is required for acceptance at OHC. The transcript will show the credit granted, and the grade will be recorded as "P" (pass).

CREDIT FOR LIFE EXPERIENCE

Students who have satisfactorily completed at least 24 semester hours with Ouachita Hills College may apply for credit for life experience by submitting a portfolio, along with a nonrefundable portfolio evaluation fee. Students must prepare a portfolio in accordance with the criteria established in the Student Portfolio Manual, available in the Registrar's Office. The portfolio must show evidence of student learning which is relevant to academic goals and which is gained through experience over a reasonable period of time. Credits awarded for life experience are limited to a maximum of 24 semester hours for baccalaureate degrees and 12 semester hours for associate degrees. Credits granted based on a combination of portfolio and challenge examinations may not exceed 30 hours for baccalaureate degrees and 18 hours for associate degrees. Life experience credits will be recorded as "pass" credits. For more information, please contact the OHC Registrar. There is a Portfolio Assessment Fee of \$50 and a recording fee (per hour awarded) of \$35.

REGISTRATION

Students are expected to register during the scheduled registration periods designated in the school calendar. Registration is complete only after they have finished all registration procedures and made financial arrangements in the Business Office. Students may not register in absentia or for another student. All students are required to participate in the orientation activities.

Late registration: Permission to register late must be obtained from the Academic Affairs Committee. Stu-

dents failing to register during the scheduled registration periods will be charged a late registration fee of \$50. The course load of a late registrant may be reduced according to the amount of class work missed. No student may register after two weeks of the semester have elapsed. Exceptions may be made for the intensive classes which have not begun prior to the late registration deadline.

GRADE REPORTS

Grade reports are given to students at the end of each semester. Students should check their grade reports carefully. If a student believes any part of the report is incorrect, he or she has three months to appeal. Appeals should be made first to the instructor, and then, as necessary, to the Academic Affairs Committee. Only the end-of-semester grades are recorded on the permanent grade transcript. Semester grade reports will only be released to students who have regular admission status.

GRADING SYSTEM

OHC uses the semester system. Grade points are awarded for each class that has been passed. Grade points for a given class are the product of the grade, on a four-point scale as noted below, and the semester hours earned in the class. The key below will help interpret grade reports and evaluate grade-point average (GPA).

A	4.00	C	2.00	I	Incomplete
A-	3.67	C-	1.67	W	Withdrawal
B+	3.33	D+	1.33	NC	Non-credit
B	3.00	D	1.00	P	Pass
B-	2.67	D-	0.67	AU	Audit
C+	2.33	F	0.00		

INCOMPLETE GRADES

An incomplete grade, recorded as an "I", indicates the student was unable to complete class work because of illness or other unavoidable circumstances. Grades of "I" are not given because the class work was unsatisfactory or because the student simply neglected to complete scheduled assignments. When an "I" is received, the work necessary to complete the class must be finished by the date specified on the academic calendar. If the makeup work is of such a nature that additional time is required, the student must seek approval of the instructor and request permission from the Academic Affairs Committee (forms for this request may be obtained in the Registrar's Office). An incomplete grade will become an "F" if the class work is not finished in the prescribed time.

GRADE REQUIREMENTS

Overall GPA: A GPA of at least 2.0 (C) is required.

Emphasis GPA: A GPA of at least 2.25 is required in all transfer credits, and in all credits earned at OHC that are counted towards an emphasis.

Minor GPA: A GPA of at least 2.0 is required in all transfer credits, and in all credits earned at OHC that are counted for a minor.

No course with a grade below C- may count toward an emphasis or a minor.

ACADEMIC PROBATION

A student whose cumulative grade point average falls below 2.0 will be placed on academic probation. A student on academic probation will not be allowed to register late for the semester, but must be present at the registration time stated on the schedule (available online at www.ohc.org). While on probation the student will be allowed to enroll for no more than an additional 12 hours. When the student has completed the 12 hours and the cumulative grade point average is at 2.5 or above, academic probation will be removed. However, if the problem is not corrected within that period, dismissal procedures may be implemented. The Academic Affairs Committee may review individual cases to determine the action most appropriate to the student's situation.

PLAGIARISM

Students are expected to complete their own work and acknowledge the work of others when necessary with appropriate footnotes and/or direct textual references using quotation marks. Late work is highly preferred to plagiarism or cheating, which are serious academic offenses. Work that has been plagiarized will result in a zero for the assignment, a meeting with the instructor and/or other staff members, and a notation on the student's file.

REPEATING A COURSE

All grade point averages for admission, academic standing, and graduation are calculated based on hours attempted, except that a student may repeat a course in which he or she has received a grade of D or F. In such cases, when calculating the grade point average, the hours and quality points earned on the second effort will be used.

A course in which a student has earned a C may be repeated only with permission of that department chair and the Academic Affairs Committee. A student who has earned a grade of C- in a core, cognate, or area of emphasis class must repeat the class. Or they may take another course in the same area with the consent

of the major advisor. If a student takes a course and then repeats it, only the last grade earned will be used in calculating the GPA. Except as specified in certain course descriptions, students may not receive credit for a course more than once.

GRADE CHANGE

A grade may be changed by the teacher during a 6-month period from the date the grade was issued. Grades are changed only to correct an error made in determining or recording the grade. If a student is not satisfied with the grade he received for a class, the student has 90 days to contest the grade. After that time the grade will be final.



ACADEMIC APPEALS PROCEDURE

Students who feel they have been treated unfairly in regard to their academic programs are entitled to an appeal for an impartial review and reconsideration of their cases. Procedures to be followed are:

- Students should first go to their teacher to determine the basis of the grade.
- Submit to your instructor a precise, detailed letter of appeal. In your letter you should make reference to the course grading criteria. (Note: Grades higher than a "C" may not be disputed; unless it is demonstrated to have a significant effect on the final class grade.)
- Students who wish to make further appeal concerning a grade are responsible for demonstrating that the given grade does not reflect academic merit, or is a result of computational or clerical error.
- If a satisfactory decision has not been reached, the case may be presented to the OHC Academic Affairs Committee. Students will be invited to present their cases in writing. The decision of the committee is final.

HONESTY

Using the work of another student or allowing one's work to be used by another student jeopardizes not only the teacher-student relationship but also the academic standing of the students involved. Lessons may be discussed with other students; tutors may help to guide a student's work; and textbooks, encyclopedias, and other resource materials may be used for additional assistance; but the actual response must be the student's own work.

Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices, or outward help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty. Any violation of this policy will be taken before the OHC Disciplinary Committee for appropriate punitive action.

CLASS SCHEDULE

Although every effort is made to be accurate in listing course offerings, OHC reserves the right to make essential course changes, to discontinue any course for which an insufficient number of students register, or to change the semester in which a course is offered.

COURSE LOAD TIERS

Part-time	1-5 credit hours
Half-time	6-11 credit hours
Full-time	12-17 credit hours
Overload*	18 or more credit hours

*Students wishing to take an overload of 18 hours or more must have a minimum GPA of 3.0 for the previous semester and obtain permission by petitioning the Academic Affairs Committee. This is normally granted only to students in their senior year.

ACADEMIC ADVISING

Academic advisors assist students by helping them understand and meet academic requirements for a degree, but the students themselves are responsible for understanding and fulfilling the requirements. If requirements are not satisfied, the degree will be withheld pending adequate fulfillment. Thus, it is essential that students become familiar with all requirements and remain currently informed throughout their college career.

Students are required to meet with their academic advisors during registration. Returning students must meet with their academic advisors prior to preregistering.

ADDING OR DROPPING A COURSE

To add or drop a course, students must complete the Change of Registration form available in the library and submit it to the Registrar's Office. The signed form will become effective on the date it is returned to the registrar.

In order for a withdrawal to be official this process must be completed by the last published date allowing withdrawal from a class. (Refer to the academic calendar for this date.) Grades for unofficial course withdrawals will be recorded as an "F" on the academic transcript.

There are two withdrawal deadlines on the academic calendar:

- Deadline for withdrawing from a class with a full refund and no "W" on transcript: Two weeks after classes begin.
- Deadline for withdrawing from a class without the withdrawal being recorded as an "F" on the student's transcript: Two weeks before finals.

When a student drops a class before the first deadline stated on the academic calendar, the class is removed from the student's record. A grade of "W" is issued when a student drops the class after the first deadline specified on the academic calendar. The grade for any withdrawal after the final deadline is an "F."

Due to scheduling challenges OHC is unable to offer every course, every year. Therefore students should be aware that dropping a course could add significant length to their degree program.

CONCURRENT ENROLLMENT

Any course taken at another institution while a student is enrolled at OHC (by correspondence or through summer school, as examples) must have prior approval of the registrar if the student would be certain that the credits will aid him in fulfilling OHC degree requirements.

AUDITING

In some instances, a student may want to audit a course. If space is available, the student may attend the class and listen to the lectures and discussions. No exams, quizzes, papers, or projects will be required of an auditing student except at the discretion of the teacher. No credit is given. No change from credit to audit may be made after the last day to withdraw from a course.

Where a course has enrollment limits, students taking the course for credit will be given priority. Auditing students must understand the instructor is under no obligation to evaluate their work and/or performance. Audits

may be recorded on transcripts. Proficiency exams may not be taken after a course is audited.

Some courses, including all vocational classes, may only be audited at the full tuition rate.

STUDY LOAD

One semester hour equals fifteen 50-minute class periods per semester (Three clock hours of laboratory work is equivalent to one 50-minute class period). For each semester hour of academic work earned, a student may be expected to spend up to two hours per class period in outside preparation.

CLASSIFICATION OF STUDENTS

Class standing is determined at the beginning of each semester as follows:

Freshmen	0–23 hours completed
Sophomores	24–55 hours completed
Juniors	56–89 hours completed
Seniors	90+ hours completed

DOUBLE MAJOR

Although students are encouraged to seek a broad educational experience at OHC, approval to earn a double major is not automatic. In some cases, receiving a double major may require actually earning two degrees (See Concurrent Bachelor's Degree below). Because the requirements of some majors are complex, students wishing to pursue more than one major should investigate major degree requirements early in their career at OHC. To pursue a double major, written application must be filed with the Registrar's Office.

CONCURRENT BACHELOR'S DEGREES

An OHC student who wishes to pursue two bachelor's degrees concurrently must (1) file a written application and all degree plans prior to completing the last 15 hours of the first degree; (2) fulfill all specific major, minor, and college degree requirements in force at the time of his initial enrollment, and (3) successfully complete 30 hours in each of the majors here at OHC. A minimum of 158 cumulative semester hours is required to earn two bachelor's degrees.

FINAL EXAMINATIONS

In order to complete the semester, each student must take final examinations as scheduled.

It is the student's responsibility to arrange travel in a manner that will not interfere with the examination schedule. Requests for modification of a student's final examination schedule, because of unforeseen emergencies, must be arranged through the Academic Affairs

Committee. A form may be obtained from the Registrar's Office.

GRADUATION CONTRACT

All graduates are expected to participate in the commencement exercises unless given permission by the Academic Affairs Committee to graduate in absentia.

DEFERRED GRADUATION

Students ordinarily graduate under the requirements of the catalog of the year in which they enter OHC. Students who are studying for a baccalaureate degree and fail to graduate within six calendar years (four years for an associate degree), must conform to the current catalog. Students who have not attended for more than one calendar year must conform to the current catalog at the time of re-entry.

Seniors must file an application for graduation at the fall registration of their senior year. Previous to their senior year students should check periodically with the Registrar's Office to determine whether they are meeting all curriculum requirements satisfactorily.

PRIVACY OF STUDENT RECORDS

Personally identifiable information, including grade reports, will not be released to parents/guardians of single students unless a student specifically requests in writing that this be done. Federal guidelines also allow the college to share academic information with college personnel and other institutions that may have legitimate educational interest in this information. Students have the right to inspect and review their academic records as kept by the college.

ABSENCES

Attendance at class and laboratory appointments is expected. Teachers prepare an absence policy for each class, which includes an explanation of penalties, if any, for absences, and the procedure for making up work, if such is allowed. It is the responsibility of teachers to publish their policies for each class at the beginning of each semester, but it is the students' responsibility to familiarize themselves with the practices of each teacher from whom they are taking classes.

LATE WORK

Prompt and punctual completion of all homework and classwork is expected. Teachers prepare a policy for late work for each class, which includes an explanation of penalties, if any, for late work, and the procedure for making up work, if such is allowed. It is the responsibility of teachers to publish their policies for each class at the beginning of each semester, but it is the students'

responsibility to familiarize themselves with the practices of each teacher from whom they are taking classes.

PHOTO RELEASE

By registering at Ouachita Hills College, students authorize the use and reproduction by OHC or anyone authorized by OHC, of any pictorial images (including conventional, video, and digital photography) taken of them while enrolled at Ouachita Hills College, without compensation. All negatives, positives, and prints shall constitute Ouachita Hills College property, solely and completely.

STANDARDS OF CONDUCT

In harmony with the objectives of the college, high standards of behavior are maintained to encourage the development of genuine Christian character. Mature Christian students of sound spiritual and social integrity appreciate standards that elevate and enoble. Admission to Ouachita Hills College is a privilege that requires the acceptance of and compliance with published and announced regulations. Only those whose principles and interests are in harmony with the ideals of the college and who willingly subscribe to the social program as ordered are welcomed.

It follows that since students at Ouachita Hills College engage actively in the ministry of the Seventh-day Adventist Church, those who engage in activities determined to be detrimental on or off campus will not be knowingly accepted or retained and may be put on conduct probation.

A student who is out of harmony with the policies of the college, who is uncooperative, and whose attitude gives evidence of an unresponsive nature may be asked to withdraw without specific charge.

Each student is expected to acquaint himself with the standards of conduct published in the Ouachita Hills College Handbook. Interim announcements of policies adopted by the administration are of equal force with those listed in the official publications.

ACCREDITATION

OHC is not an accredited institution. However the school is in the process of establishing an Articulation Agreement with Andrews University. Please contact the registrar for the latest developments.

FINANCES

INTRODUCTION

Ouachita Hills College is a nonprofit institution sponsored and operated by Ouachita Ministries, Inc. OHC supports its operations strictly through tuition income, industries, and contributions. OHC does not participate in any state or federal educational assistance programs or veteran's-assistance programs. No government loans are accepted.

ROOM, BOARD, AND TUITION CHARGES

Students are billed for room and board on a per semester basis. Absences from the dorm or from meals for portions of the semester do not affect the charge for rooming and boarding privileges. Rooming charges entitle the student to a shared, furnished room. There is an initial non-refundable room deposit of \$75 for first-time students. For returning students, there is a non-refundable room deposit of \$50, payable each summer for the following school year.

Per Semester Charge:

Room Charge	\$738
Boarding Charge	\$1,400
Tuition (12-17 hrs)	\$3,366
< 12 hrs or > 17 hrs	\$280.50 / credit hr
Correspondence Course	\$155 / credit hr

Contact the Student Finance Office for other fees and rates.

ADDITIONAL COSTS

- Textbooks
- Optional personal food (other than what is served in the dining hall)
- Toiletries
- Detergent and other laundering supplies
- Additional furniture
- Gasoline for personal vehicle

CANVASSING SCHOLARSHIP PROGRAM

In order to be eligible for the Canvassing Scholarship Program, the following requirements must be met:

- The student must work in an OHC-approved canvassing program during the summer (10 weeks) and winter (3 weeks) breaks.
- Payment of all earnings from the OHC-approved canvassing program must be paid directly to OHC.

If the student is found to be eligible for the Canvassing Scholarship Program, their canvassing earnings will be matched dollar for dollar up to \$1,000 per semester. The student will receive money for food, tithe, and offerings from the scholarship funds paid to OHC.

Students participating in the Canvassing Scholarship Program are required to participate in the OHC canvassing programs during the first and second semesters as part of their vocational training.

BIBLE WORK SCHOLARSHIP PROGRAM

In order to be eligible for the Bible-Work Scholarship Program, the following requirements must be met:

- The student must work in an OHC-approved Bible-work position during the summer (10 weeks) and winter (3 weeks) breaks.
- Payment of all earnings from the OHC-approved Bible-work position must be paid directly to OHC.
- The student must have been enrolled at OHC for at least one year prior to applying for this scholarship.

If the student is found to be eligible for the Bible-Work Scholarship Program, their earnings will be matched dollar for dollar up to \$1,000 per semester. The student will receive money for food, tithe, and offerings from the scholarship funds paid to OHC.

RECRUITMENT SCHOLARSHIP PROGRAM

OHC will credit a student's account \$500 for every additional student recruited who completes two semesters.

OTHER MATCHING SCHOLARSHIPS

For other evangelism ministries (such as Messiah's Mansion) OHC will match 25% of approved program earnings up to a maximum of \$500 per semester. This will be applied to the student's account if the following requirements are met:

- All earnings from the ministry are paid directly to OHC.
- The student takes part in the OHC canvassing programs during the school year.

STUDENT FINANCIAL RESPONSIBILITY

OHC will assist students in their financial planning. However, responsibility for payment of college expenses rests with the student, regardless of any assistance which may be expected or received from parents, OHC, or other sources.

Before registering, each student must submit a Payment Contract to the Student Finance Office signed by the student indicating acknowledgment of this responsibility. Student financial responsibility includes awareness of

information on student costs and means of paying those costs.

ARRANGEMENTS FOR PAYMENT

Students are expected to pay for each semester in advance at the time of registration. All first-time students must pay a minimum amount of \$1,500 before the completion of registration, with arrangements for the rest of the bill to be paid. Any students not able to pay the full amount in advance will need to make acceptable financial arrangements with the Student Finance Office and will be expected to participate full-time in the OHC Canvassing program. If the student does not want to canvass, full payment for that semester must be paid at registration. The maximum amount allowed to accrue on a student's account is \$6,500.

Fees may be paid by using cash, check, or credit card. Credit card transactions will include an additional 1.7% processing fee.

TUITION REFUND

Tuition refunds are subject to the following schedule:

CLASS DAYS	TUITION
1-15	Full refund
16-27	70% refund
28-38	40% refund
39+	No refund

TRANSCRIPT REQUESTS

Students requesting a transcript should send a written request (via email to registrar@ohc.org, or mail to Registrar, PO Box 170, Amity, AR 71921). First transcript is free; all subsequent transcripts will cost \$5.00 each. Transcripts are not available to students with unpaid accounts.



MINISTRIES

SOUL-WINNING AT OHC

OHC offers many ways to be personally involved in evangelism during the school year. Through the canvassing program, students find many people interested in understanding the Bible better. At times, students may follow up these interests by giving personal Bible studies while receiving helpful instruction from the experienced pastors and Bible workers on staff at OHC.

Many students have the opportunity to work with neighboring churches by preaching, giving Bible studies, and working with the local youth. Students are active in local churches with both English- and Spanish-speaking congregations. Our church involvement includes pre-work for evangelism and church planting.

The students take an active role in evangelism pre-work throughout the country while canvassing, and nearby in door-to-door work and giving of Bible studies.

WHY CANVASSING?

The program at OHC prepares students to serve the Lord at home or abroad. Every gospel worker will benefit from the experience of selling Christian literature door-to-door. "Those who give evidence that they are truly converted, and who take up the canvassing work, will see that it is the best preparation for other lines of missionary labor" (*Testimonies*, vol. 6, 330).

Evangelistic canvassing is especially valuable to those who are preparing to enter the Lord's work as pastors and evangelists.

"Those who are fitting for the ministry can engage in no other work which will give them so large an experience as will the canvassing work. All who want an opportunity for true ministry, and who will give themselves unreservedly to the Lord, will find in the canvassing work opportunities to speak upon many things that pertain to the future immortal life" (*Review and Herald*, November 7, 1899).

For these reasons, canvassing is not just an extracurricular activity. All students are required to spend at least ten weeks total in a canvassing program, either during one summer or one academic school year, prior to graduation. Those choosing a deeper level of involvement may find that they can graduate nearly debt-free.

MEDICAL MISSIONARY TRAINING

OHC believes Christ has called His disciples to completely restore the image of God in man—soul, body and spirit (1 Thessalonians 5:23). For this reason, "every gospel worker should feel that to teach the prin-

ciples of healthful living is a part of his appointed work" (*Evangelism*, 526).

Because medical missionary work is the "right, helping hand of the gospel, to open doors for the proclamation of the message" (*Evangelism*, 526), OHC seeks to enable students to incorporate health evangelism into their ministry.

While OHC does not offer a degree in health education, health courses are available. Further training is provided through active community outreach in the form of cooking schools, stress management workshops, natural healing seminars, and other health evangelism programs.

MISSION TRIPS

During each winter break OHC students have the opportunity to participate in a mission trip. Because of this opportunity's importance, students participating in the Canvassing or Bible Work Scholarship Programs are exempt from the Winter L.E./Bible Work Program once during their college education without having to meet the required \$5,000 to register for the spring semester. This exemption becomes available after the student has been in attendance for at least one full year.

COMMUNITY SERVICE DAY

Each semester, the faculty and students of OHC have the opportunity to serve the surrounding communities in a special way. Once a semester, a Community Service Day is arranged. This is a time when the students are sent into the community to help various families and other organizations. Some students help the elderly with yard work or housework, while other students work to beautify the community in other ways. Each Community Service Day is eagerly anticipated by staff and students alike.

CHURCHES

Students are assigned to local churches based on talents, church needs, skills, and other factors. The students have opportunities to minister to the churches and their home communities through active involvement in the services and outreach plans of each church.

PRISON MINISTRIES

The Ouachita River Correctional Institution is located about an hour's drive from the campus and a few minutes from the Malvern SDA Church. Several church members at Malvern visit the prisoners there every Sabbath and invite OHC students to be a part of this special ministry.

To participate in the prison ministry team, a student must:

- be at least 18 years of age
- have a valid form of identification (driver's license, passport, etc.)
- pass the state background check

STUDENT LIFE

INTRODUCTION

Ouachita Hills College, as a Seventh-day Adventist institution of higher learning, desires to maintain high Christian standards of integrity, courtesy, dedication, and accomplishment. In order to achieve this ideal, the spiritual devotion as well as the lifestyle and academic achievements of each student should be consistent with Scriptural principles. All should be done "heartily as to the Lord, and not unto men, knowing that of the Lord, ye shall receive the reward of the inheritance, for ye serve the Lord Christ" (Colossians 3:23–24).

OHC has established guidelines and principles to promote harmony and order. OHC believes these principles reflect the love and holiness of the God we serve.



DRESS

"No education can be complete that does not teach right principles in regard to dress. Without such teaching, the work of education is too often retarded or perverted" (*Education*, 246).

OHC's dress standards are based on the principle that what a person wears influences as well as reflects his heart. OHC desires that each student and staff member dress in such a way as to reflect the righteousness of Christ. Clothing should therefore be neat, clean, modest, and appropriate on or off campus. For "a person's character is judged by his style of dress. In dress, as in all things, it is our privilege to honor our Creator" (*Education*, 248).

General Guidelines

Designs & Logos: Choose the best when wearing T-shirts with designs or logos. Wear only those bearing slogans that are consistent with our high and holy calling as Seventh-day Adventist Christians.

Undershirts: Undershirts are not appropriate to wear in public. If worn under a shirt, please keep the outer shirt buttoned.

Etcetera: Necklaces, rings, arm/leg bracelets, leather or string bands, earrings and similar kinds of jewelry and decorations are not to be worn. Colorful cosmetics and nail polish are not to be used. Hair should be its natural color.

Guidelines for Men

Church Attire: Men should wear dress or khaki type slacks, lapel-collared shirts and ties, or turtle necks. Suits are strongly recommended.

Classroom & Ministry Attire: Men should wear dress or khaki type slacks, lapel-collared shirts, non-collared dress shirts, or sweaters. All pants need to fit the waist with no more than a one-inch excess. They should not be baggy or have long crotches. Shirts with front buttons should be worn buttoned to within one button of the collar.

Recreational Attire: Whether a student is in the residence hall or relaxing outdoors, he should follow heavenly principles that will please God and help other students avoid temptation through what they see others wearing. For further insight, see *Messages to Young People*, 345–360.

Guidelines for Women

Church Attire: Please wear nice Sabbath clothes and dress shoes. These should not be the same clothes that students wear to class. Wear your best for the King of kings and Lord of lords.

Classroom & Ministry Attire: Dresses and skirts must be long enough to cover the knee when standing or sitting. Slits should begin below the bottom of the knee (regardless of whether the slit is on the side, back, or front), and should be sewn to that point, not pinned. Skirts should be loose enough to be able to turn around the body easily.

Recreational Attire: Whether a student is in the residence hall or relaxing outdoors, she should follow heavenly principles that will please God and help other students avoid temptation through what they see others wearing. For further insight, see *Messages to Young People*, 345–360. In most instances, skirts, dresses, and culottes are most desirable. These must be long

enough to cover the knee when standing or sitting. For activities where a skirt would be immodest or provide inadequate leg protection, feminine style (non-jean style) slacks and long blouses are appropriate.

"True education does not ignore the value of scientific knowledge or literary acquirements, but above information, it values power; above power, goodness; above intellectual acquirements, character" (*Education*, 225).

SOCIAL RELATIONSHIPS

Ouachita Hills College fosters an atmosphere where social relationships are modest and honorable. We also maintain that God has a "time for everything," including relationships with the opposite sex. Ellen White addressed this timing in *Fundamentals of Christian Education*, 62: "When a conference selects young men and women, and aids them in obtaining an education for the canvassing field or any other branch of the work, there should be an understanding as to what they propose to do, whether they design to engage in courtship and marriage, or to labor for the advancement of the cause of truth. It is no use to spend time and money in the education of workers who will fall in love before they complete their education."

She was also given counsel regarding courtship in school in order to guide our colleges at Battle Creek and Avondale. When her son asked her about the validity of making general applications of these statements, she responded with the counsel found in *Counsels to Parents, Teachers, and Students*, 101: "In all our dealings with students, age and character must be taken into account. We cannot treat the young and old just alike. There are circumstances under which men and women of sound experience and good standing may be granted some privileges not given to the younger students. The age, the conditions and the turn of the mind must be taken into consideration. We must be wisely considerate in our work. But we must not lessen our firmness and vigilance in dealing with students of all ages, nor our strictness in forbidding the unprofitable and unwise association of young and immature students."

However, while some privileges may be given to older men and women, it is still not wise to attempt to complete a college education and to court at the same time, since both deserve sober and earnest attention. We strongly recommend that older students also "make haste slowly" while studying at OHC in order to prepare themselves as gospel workers in the world church.

OHC encourages the building of strong friendships between all of its students, but, because we want to help you best prepare for your future in God's service as well as your future married life, we do not permit dating/

courting. Older students with life experience in ministry may be granted permission to continue their studies while engaged in courtship.

In addition to this policy, a few practical rules have been adopted:

In general, a young man and woman should not spend time alone either on or off campus, including traveling to or from school. We understand that some exceptions may arise in which a young man and woman may be together unchaperoned, but as the Bible says, "avoid the appearance of evil" (1 Thessalonians 5:22).

Except as noted above, students who are already dating or courting before arriving on campus are expected to put their relationship on hold while studying here.



MUSIC GUIDELINES

"Music was made to serve a holy purpose, to lift the thoughts to that which is pure, noble and elevating, and to awaken in the soul devotion and gratitude to God" *Patriarchs and Prophets*, 594. In the area of music, as in every other facet of Christian living, our desire is to reach God's ideal rather than settle for what the world offers or what makes us feel good. As you walk through the dormitory halls, we want you to be uplifted to "heavenly places" by the music that you hear.

We realize that we are all still growing in Christ and we may not all share the same views upon what it means to make a "melody in your heart to the Lord" Ephesians 5:19. Therefore, we ask that you show respect to those around you by refraining from playing any music that could possibly offend the consciences of other students or staff members. If there are differences in musical tastes between you and your roommate, please use earphones when listening to music.

Our minimum requirements regarding music include the following:

Please do not bring rock, rap, jazz, rhythm and blues, or contemporary Christian music on campus. These musical forms feature the kinds of rhythms that were specifically designed for the drum set and result in negatively altering our concept of the holiness of God, as well as in increased sensuality. For these reasons, music accompanied by the drum set, which includes but is not limited to the styles already mentioned, should be avoided.

In the case of question or controversy concerning what is acceptable, the final decision will be made by the OHC Administrative Committee.

To guide you as you continue your study of Christian music, we recommend these resources:

- The Christian and Rock Music by Samuele Bacchicocchi
- Notes on Music by Louis and Carol Torres
- The official guidelines of the Seventh-day Adventist church as drafted during the Autumn Council of the General Conference in October 2004. This can be found at the following site: <http://www.adventist.org/beliefs/guidelines/music-guidelines.html>

Also prepare for the joy of learning Scripture songs while at Ouachita Hills College. They can be a power in your life as you seek to hide God's Word in your heart (see Psalm 119:11).

HEALTH PRINCIPLES

"What, know ye not that your body is the temple of the Holy Ghost, which is in you, which ye have of God, and ye are not your own?" 1 Corinthians 6:19.

"Youth who are kept in school and confined to close study, can not have sound health. The lesson must be often repeated, and pressed home to the conscience, that education will be of little value if there is no physical strength to use it after it is gained. Students should not be permitted to take so many studies that they will have no time for physical training. The health can not be preserved unless some portion of each day is given to muscular exertion in the open air. Stated hours should be devoted to manual labor of some kind,— anything which will call into action all parts of the body. When students leave college, they should have better health and a better understanding of the laws of life than when they entered it. The health should be as sacredly guarded as the character" The Advocate, March 3, 1900.

Ouachita Hills College believes that we should practice and teach health principles to glorify God. For this reason, we try to incorporate physical exercise through manual labor as part of the daily schedule; however, we encourage students to pursue their own personal exercise programs as well. Opportunities in landscaping,

gardening, food service, construction, and other forms of vocational training provide a healthful break from study and teach necessary skills that will be of great benefit in mission service.

The use of alcoholic beverages, illegal drugs, tobacco products, and the abuse of prescription drugs are forbidden on or off campus. Violation of this policy will be dealt with immediately by the administration.

The practice of health principles also includes our diet. It is part of the education at OHC to learn to enjoy a total vegetarian cuisine. Although a student kitchen is available in each residence hall, students are encouraged to eat the majority of their meals during regular mealtimes in the cafeteria.

Three meals are served daily in the dining hall. At registration students will be given a schedule detailing the hours that the cafeteria will serve these meals.

Students who wish to follow a two-meal-a-day plan are free to skip the last meal of the day. Students are strongly encouraged to eat a good breakfast daily.

MEDICAL CARE

Illness or accidents that result in injury should be reported immediately to the men's or women's dean. The dean will determine the seriousness of the injury/illness and whether professional medical help should be obtained. The dean may also issue the sick student an excuse from classes, work, and/or worships until the student is well again, if applicable.

SABBATH OBSERVANCE

"The value of the Sabbath as a means of education is beyond estimate. Since the Sabbath is a memorial of creative power, it is the day above all others when we should acquaint ourselves with God through His works" Education, 250-251.

Students and faculty worship the Creator every Sabbath in fellowship with believers at one of the many Seventh-day Adventist churches in the area. In this way, students may be a blessing to a local congregation and put into practice the principles and skills they are learning in evangelism. Many students use Sabbath afternoon for outreach activities such as visiting missing members, giving Bible studies, working with youth groups, and conducting programs at various churches. There are ample opportunities for service during these sacred hours.

We ask that all students plan their week so as to be ready in plenty of time for the opening of the Sabbath. Rooms should be clean, clothing prepared, showers taken, and hearts softened and subdued before the sun approaches the horizon.

We meet together, as a college body, to welcome the Sabbath. The timing and location of these meetings varies with the timing of the sunset. Students are responsible to note the announced scheduled time and location for our Welcome Sabbath meetings.

RESIDENCE HALL POLICIES

Men are not to be in the ladies' living quarters or women in the men's living quarters at any time except as part of a staff-sponsored, dean-approved activity.

Student rooms are to be kept in a neat and orderly fashion. Residence-hall deans and assistants will periodically check the order of rooms, especially in preparation for the Sabbath.

All eating is to be done in the kitchen and dining room areas.



It is the responsibility of every student and staff member to keep the college and its premises neat and clean. Students should not leave books, clothing and other personal items in any public room of the residence halls.

Every Friday, the dormitories and all other rooms of the college will have a special Sabbath cleaning. All students will work together to prepare the building and grounds for God's holy Sabbath.

Television and video viewing is not permitted in the residence halls although students may watch any of the educational videos found in the OHC library. Nothing of a theatrical nature is permitted.

Internet access is available for student use in the administration building. The computers in the offices are reserved for school business only.

The public rooms of the residence halls will be closed at 9:30 each evening. We encourage all students and staff to get adequate sleep by following this counsel: "In regulating the hours for sleep, there should be no haphazard work. Students should not form the habit of

burning the midnight oil and taking the hours of the day for sleep. If they have been accustomed to doing this at home, they should correct the habit, going to bed at a seasonable hour. They will then rise in the morning, refreshed for the duties of the day. In our schools, the lights should be put out at half past nine" Counsels to Parents, Teachers and Students, 297. Students should be in their respective dormitory rooms at 9:30 pm Sunday-Friday and at 10:00 pm on Saturday. At this time, all main rooms in the residence hall, such as the living room and kitchen, will be closed and the doors to the dormitories locked.

HOUSING POLICY

Each student is responsible for the cost of any damages occurring within his or her housing space. Each student is responsible for the furnishings assigned to him/her and the cost to replace/repair any damaged furnishings. No student may make any changes in the residence hall or housing, including but not limited to the moving of furniture, without proper authorization.

No televisions, microwave ovens, or mini refrigerators are needed. Each residence hall is equipped with a full kitchen, including stove, oven, microwave, freezer, and refrigerator.

Other items to leave at home are:

- waterbeds and water-filled furniture
- candles and incense burners
- hot plates
- air conditioning units
- TV or radio antennas
- satellite dishes

OHC is not liable in any way for theft, damage, or loss of money, valuables, or any other personal property belonging to a student for any reason whatsoever. When preparing to leave on canvassing programs or any other event, it is advised that students pack up and remove all valuables from their rooms.

At the end of each semester, each student must clean his/her room thoroughly and pack up all belongings to be stored in the attic of the residence hall. The student is not free to leave until the dean or residence hall assistant has checked the student's room and given approval.

Mail service is provided through the college addresses.

When sending or receiving letters, please use the post office address:

c/o Ouachita Hills College PO Box 170 Amity, AR 71921

When sending or receiving packages, use the street address:

c/o Ouachita Hills College 46 Madison Way Amity, AR 71921

PETS AND ANIMALS

The staff at OHC understand the love and care of God's creatures. However, the only pets students may bring to school are fish. Please notify administration prior to your arrival if you are bringing your fish.

Occasionally stray animals appear on campus. If you notice a stray animal, notify the office and resist the desire to feed the animal.

For your safety, please familiarize yourself with all tornado and fire escape plans for each building, as they may differ from building to building.

CARE OF RESIDENCE HALLS

God has placed humanity as stewards of His gifts. There are many ways to practice energy conservation in the dorms and other buildings. Turning off lights when they are not needed, using water carefully, and keeping windows closed when the heat or air conditioning units are in use will greatly help in conserving both energy and finances.

WHAT TO BRING WITH YOU

Each room at OHC is supplied with:

- a twin bed
- mattress
- dresser
- desk
- chair

Please bring:

- towels
- washcloths
- sheets
- blankets
- pillow
- bedding and linens

Students may want to bring extra shelving with them for books and other personal items.

OHC is located in the southern United States, but still experiences a cool autumn and a cold winter even though snow is minimal. As you pack, include warm clothing (i.e. winter coat and gloves) and bedding.

WORSHIP ATTENDANCE

Students are expected to be personally responsible for attendance at all scheduled meetings, including morning and evening worships and college meetings. Attendance is taken at each meeting. Students are permitted to miss up to three (3) meetings per semester without a penalty.

Times for general meetings/worships:

Morning worship	6:45 a.m. weekdays; 7:30 a.m. weekends
Evening worship	7:00 p.m. Sunday–Tuesday, Thursday
Prayer Meeting	6:45 p.m. Wednesday
Assembly	7:45 a.m. Wednesday
Vespers	7:00 p.m. Friday
College Meeting	10:50 a.m. Sunday

Any other meetings will be announced with their times.



INTERNAL DISCIPLINE POLICY

Students may be absent from or tardy to three religious meetings per semester without repercussions of any type.

When students are out of state or at a significant distance from campus, whether for funerals, marriages, ministry, or an otherwise approved activity, absences will not be counted towards the three allotted to responsible students.

When students are sick enough that they would willingly miss classes and meals their deans should be alerted prior to worship. Absences by students noted by deans as being this ill may be excused.

Students on administrative assignments or otherwise required to be away from religious meetings by Ouachita Hills staff will not be counted as being absent or tardy.

EXTERNAL DISCIPLINE POLICY

Students who exceed their three granted absences/tardies will be scheduled to meet with a group of OHC staff to discuss the lack of attendance and together design a corrective plan of action.

DEFINITIONS

An absence will be defined as either failing to attend a religious meeting or arriving seven or more minutes after the scheduled time for the meeting to begin.

A tardy will be defined as attending a religious meeting but arriving between 1 and 7 minutes after the scheduled time for the meeting to begin.

A religious meeting in this policy means:

- morning worship
- evening worship
- prayer meeting
- assembly
- vespers
- college meeting

STUDENT COUNCIL

The purpose of the Student Council is to provide a venue for students to give recommendations for improvements or opportunities for service.

The Student Council comprises a total of nine students—one representative from each of the five degree programs offered as well as one representative from each class. The Council meets at least once a month to discuss any improvements that might be made to the campus or programs and new opportunities for service. The Council is accountable to two staff members in case of any questions. Staff members will evaluate all recommendations and choose council members.

Council members are expected to show godly leadership skills and a mission-oriented mindset, to be in good standing with classroom responsibilities (including homework completion), and to be punctual for all events.

DISCIPLINARY PROCEDURES

The Administrative Committee of OHC is responsible to see that all of the student life policies are maintained. When students disregard these policies, the Committee will advise and discipline as it deems necessary. The

administration also reserves the right, without parental consent, to perform any of the following measures:

- Question a student regarding his or her behavior on or off campus.
- Inspect a student's room.
- Inspect a student's car (with the student present).
- Arrange for the conducting of alcohol and drug testing.
- Require counseling, education or treatment programs as necessary.
- Ask a student to withdraw from school if at any time the student's conduct, influence, or attitude is not in harmony with the philosophy and guidelines of the college and that student is not willing to change his or her behavior.

ENTERTAINMENT

We believe in upholding the principle found in 1 Corinthians 10:31, "... whatsoever ye do, do all to the glory of God." While nothing of the world's style of entertainment has a place in the life of a follower of Christ, there are many beneficial forms of recreation which students are encouraged to participate in.

"There are modes of recreation which are highly beneficial to both mind and body. An enlightened, discriminating mind will find abundant means for entertainment and diversion, from sources not only innocent, but instructive. Recreation in the open air, the contemplation of the works of God in nature, will be of the highest benefit" Christian Education, pg. 35.

HUNTING SEASON

Life in the country includes an annual hunting season. During hunting season, anyone walking or biking off campus must wear a bright orange jacket for safety. An orange hat is helpful as well. The bright orange makes it obvious to hunters that you are not the creature they are hunting!

GRIEVANCE POLICY

"Where no counsel is, the people fall, but in a multitude of counselors, there is safety." We support and uplift one another, therefore we value the views and concerns of every member of our family. Matters of serious concern will be thoroughly evaluated, to the ends that a biblically-supported plan of execution may be discovered.

The purpose of the grievance procedure is to provide a process for a review. An action that qualifies for the grievance procedure is one that:

- Is in violation of written campus policies or procedures OR
- Constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

Any student who believes he/she has grounds for a grievance shall make an attempt in good faith to resolve the problem through written communication, or discussion with the student or staff member directly involved. If a resolution of the problem is not achieved through the informal procedure, the student may request further evaluation of a concern by submitting a completed grievance form to the Ouachita Hills College president. Any grievance reports must be received in writing by the president no later than 21 calendar days after the student first becomes aware of the facts which gave rise to the grievance. All written grievances will be evaluated within 14 working days of the report's reception by the president.



Any submitted Student Grievance Form (located in the Registrar's Office) will be reviewed by the appropriate committee (the Academic or the Administrative Committee). This committee will make a final determination. If the grievance is not found to exert an injurious effect, the matter will be closed and those involved will be notified of the reason(s) for closure.

ELECTRONIC DEVICES

During registration, all students must register all electronic devices that connect to the internet. Each student will be given an account on the school network in order to access the internet from their device or from the school computers. The use of this network is a privilege. Please keep in mind a few general things:

"When Jesus possesses the heart, there will be no prevarication, no secret iniquity practiced, no hidden sins covered; all will be as transparent as the sunlight" Sabbath School Worker, Oct. 1, 1885 par. 10. Be care-

ful when using, copying, or downloading anything from the internet or sharing copyrighted material. For a closer look at copyright laws, visit <http://smallbusiness.findlaw.com/intellectual-property/copyrights/>.

Academy students have stricter internet regulations than college students do. Do not share your passwords or information with anyone else. Do not share any electronic device with an academy student, including, but not limited to, computers, phones, or iPods.

You are responsible for all information or use of resources entrusted to you and will therefore be held accountable for the use made of each.

Certain websites are blocked either because of content or (as in the case of YouTube) because of bandwidth.

Respect the privacy and personal rights of fellow students and staff members. Again, do not try to guess another's password or try to access someone else's account without authorization. Be professional and respectful when communicating and avoid slander, etc.

Violations will be dealt with by the Administrative Committee and may result in the loss of internet privileges. Individuals are also subject to all federal, state, and local laws that may apply.

SPECIAL EVENTS

College Retreat

At the beginning of each semester college students and staff come together for a spiritual retreat. It is a time to fellowship, network and get to know one another as we begin a new semester.

Faculty Home Vespers

Once a semester, faculty members hold vespers services in their homes. Students will be assigned to a staff home prior to that vespers.

Weeks Of Prayer

Every semester, the staff and students at Ouachita Hills are privileged to enjoy a Week of Prayer. The Week of Prayer during the fall semester is presented by students. During the spring semester, the messages are presented by a guest speaker. The normal schedule will be shifted slightly to accommodate the extra meetings. Be prepared for a spiritual feast each time!

Courtesy Week

"The essence of true politeness is consideration for others... The Bible enjoins courtesy, and it presents many illustrations of the unselfish spirit, the gentle grace,

the winsome temper, that characterize true politeness. These are but reflections of the character of Christ. All the real tenderness and courtesy in the world, even among those who do not acknowledge His name, is from Him. And He desires these characteristics to be perfectly reflected in His children. It is His purpose that in us men shall behold His beauty" Education, pg. 241-242.

At Ouachita Hills College, students and staff are learning to reflect the courtesy of Christ. Each year, one week is set aside during the spring semester as a special courtesy emphasis week. The focus during that week is on learning and practicing the finer details of Christian courtesy. The rest of the school year we continue practicing!

College Days

Every fall, potential students and their families join us for a taste of life here at OHC. The visiting young people will be housed in the residence halls and will shadow the current students for a weekend.

During events such as week of prayer, we often have a closed weekend. This simply means that in order for all the students and faculty to enjoy the maximum spiritual benefit of the messages, no visitors are allowed and no student is allowed to leave campus for that weekend.

BOOKSTORE INFORMATION

Because we want to encourage you to build a library of Spirit of Prophecy books, the bookstore will not accept any of Ellen White's books back after you have purchased them. For a list of required books by class, please contact the Registrar's Office.

LIBRARY POLICIES

All books checked out from the Ouachita Hills library must be returned within three (3) weeks. Fees will be charged for late and/or damaged books.

OFFICE POLICIES

Office areas are to be used exclusively for work and related activities.



Majors

RELIGION DEPARTMENT



The religion department of Ouachita Hills College exists to assist every student in developing a well-rounded, functional, and personal relationship with the Creator God as revealed in Scripture and the Spirit of Prophecy, and to equip them to take up their individually specific roles in the mission of His church to the world. In pursuit of these overall objectives the department seeks to achieve each of the following four core goals.

SPIRITUAL GROWTH

Lead each student to a more personal, dynamic, and saving relationship with the Creator God of Heaven, and to a personal commitment to participate in His mission.

ACADEMIC KNOWLEDGE

Equip each student with a solid functional understanding of both Scripture and the Spirit of Prophecy counsels provided by God through Ellen G. White, while at the same time equipping them with the understanding of other current, relevant, supporting, and contrasting information which serves to provide a further and deeper understanding of these counsels.

CONTEXTUAL KNOWLEDGE

Provide each student with a clear and complete working understanding of Christ's church, its mission in history, as well as its current condition and mission today. Also to provide each student with an understanding of how he/she, as an individual, can fit into the role and mission of His church.

FUNCTIONAL PREPAREDNESS

Prepare students for their unique contribution to the world-wide mission of the church by assisting them in assessing and developing their personal aptitudes, skills, and abilities through the use of traditional style didactic learning methods, as well as the provision of numerous opportunities to practice and develop these skills.

BACHELOR IN BIBLICAL STUDIES

GENERAL EDUCATION REQUIREMENTS

RELIGION 22 HRS

RELB 160	Jesus and the Gospels	3
RELB 296	Colporteur Ministry Field Service I	2
RELB 299	Colporteur Ministry Instruction	1
RELT 180	The Gospel and the Individual	2
RELT 235	Principles of Bible Instruction.....	3
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
RELT 380	Issues in Contemporary Theology	2
RLGN 360	Prophetic Guidance	3

SOCIAL SCIENCES 12 HRS

HIST 325	History of Christianity I	3
HIST 326	History of Christianity II	3
PSYC 105	Intro to Psych from a Christian Perspective.....	3
SOCI 212	Sociology, the Family and the Adventist Home.	3

ENGLISH / COMMUNICATION 13 HRS

CMME 105	Intro to Human Communication for Christian Students.....	3
ENGL 101	Composition for Christian Students	3
ENGL 102	Research and Literature for Christian Students	3
ENGL 330	Advanced Expository Writing for Christian Students.....	3
SLSS 011	Strategies for Christian Student Success	1

SCIENCES & MATHEMATICS..... 11 HRS

BIOL 140	The Human Body in Health and Disease for Christian Students.....	4
BIOL 311	A Scientific Study of Creation for Christian Students.....	2
MATH 113	Personal Finance for Christian Students	1
MATH 120	College Algebra for Christian Students	4

HUMANITIES..... 11 HRS

EDUC 210	Philosophy of Adventist Education.....	3
ENGL 252	Comparative Literature for Christian Students..	3
MUHL 211	Music in the Church	3
RELT 385	Christian Ethics	2

PRACTICAL / APPLIED ARTS 7 HRS

*AGRI 110,1	Agricultural Arts for Christian Students (I,II)...	1,1
APTX 110	Clothing Construction for Christian Students	1
BKPG 101	Beekeeping for Christian Students	1

FDNR 115	Food/Nutrition Arts for Christian students	1
GDES 120	Basic Graphic Design for Christian Students....	1
HERB 200	Herbology for Christian Students.....	1
HLSC 120	First Aid and CPR for Christian students	1
JOUR 125	Photography for Christian Students.....	1
MASG 225	Massage for Christian Students.....	1
*PELF 210	Fitness for Life for Christian Students.....	1
RELB 298	Colporteur Ministry Field Service II.....	3
TECH 130	Electrical Principles for Christian Students	1
TECH 160	Carpentry for Christian Students.....	1
TECH 250	Auto Mechanics for Christian Students.....	1
TECH 260	Woodworking for Christian Students.....	1
TECH 270	Heating and A/C for Christian Students	1

TOTAL 76 HOURS

CORE REQUIREMENTS

RELIGION 30 HRS

RELB 307	Intro to Old Testament or	3
RELB 310	Hebrew Prophets	3
RELB 315	Pastoral Field Experience	6
RELB 344	Bible Study & Hermeneutics	3
RELB 345	Intro to New Testament	3
RELB 420	Daniel	3
RELB 425	Revelation	3
RELT 255	Church Leadership and Management.....	3
RELT 290	Introduction to Pastoral Counseling	3
RELT 335	Pauline Theology or	3
RELB 403	Acts & General Epistles	3

CHOOSE ONE AREA OF EMPHASIS OR TWO MINORS:

Area of Emphasis 23-29 hours

Minor 1 18-24 hours

Minor 2 18-24 hours

EMPHASIS / MINOR AREAS:

Biology, Business, Chemistry, Education, English, General Science, Mathematics, Music, Social Studies

TOTAL 129-154 HOURS

* Required Course

BACHELOR IN THEOLOGY

GENERAL EDUCATION REQUIREMENTS

RELIGION 22 HRS

RELB 160	Jesus and the Gospels	3
RELB 296	Colporteur Ministry Field Service I	2
RELB 299	Colporteur Ministry Instruction	1
RELT 180	The Gospel and the Individual	2
RELT 235	Principles of Bible Instruction.....	3
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
RELT 380	Issues in Contemporary Theology	2
RLGN 360	Prophetic Guidance	3

SOCIAL SCIENCES 12 HRS

HIST 325	History of Christianity I	3
HIST 326	History of Christianity II	3
PSYC 105	Intro to Psych from a Christian Perspective.....	3
SOCI 212	Sociology, the Family and the Adventist Home.	3

ENGLISH / COMMUNICATION 13 HRS

CMME 105	Intro to Human Communication for Christian Students.....	3
ENGL 101	Composition for Christian Students	3
ENGL 102	Research and Literature for Christian Students	3
ENGL 330	Advanced Expository Writing for Christian Students.....	3
SLSS 011	Strategies for Christian Student Success	1

SCIENCES & MATHEMATICS 11 HRS

BIOL 140	The Human Body in Health and Disease for Christian Students.....	4
BIOL 311	A Scientific Study of Creation for Christian Students.....	2
MATH 113	Personal Finance for Christian Students	1
MATH 120	College Algebra for Christian Students	4

HUMANITIES 11 HRS

EDUC 210	Philosophy of Adventist Education.....	3
ENGL 252	Comparative Literature for Christian Students..	3
MUHL 211	Music in the Church	3
RELT 385	Christian Ethics	2

PRACTICAL / APPLIED ARTS 7 HRS

*AGRI 110,1	Agricultural Arts for Christian Students (I,II)...	1,1
APTX 110	Clothing Construction for Christian Students	1
BKPG 101	Beekeeping for Christian Students	1

FDNR 115	Food/Nutrition Arts for Christian students	1
GDES 120	Basic Graphic Design for Christian Students....	1
HERB 200	Herbology for Christian Students.....	1
HLSC 120	First Aid and CPR for Christian students	1
JOUR 125	Photography for Christian Students.....	1
MASG 225	Massage for Christian Students.....	1
*PELF 210	Fitness for Life for Christian Students.....	1
RELB 298	Colporteur Ministry Field Service II.....	3
TECH 130	Electrical Principles for Christian Students	1
TECH 160	Carpentry for Christian Students.....	1
TECH 250	Auto Mechanics for Christian Students.....	1
TECH 260	Woodworking for Christian Students.....	1
TECH 270	Heating and A/C for Christian Students	1

TOTAL 76 HOURS

CORE REQUIREMENTS

RELIGION 53 HRS

GREK 201	New Testament Greek I	4
GREK 202	New Testament Greek II	4
BIBL 211	Biblical Hebrew I	3
BIBL 212	Biblical Hebrew II	3
RELB 307	Intro to the Old Testament or	3
RELB 310	Hebrew Prophets	3
RELB 315	Pastoral Field Experience	6
RELB 330	Public Evangelism.....	3
RELB 344	Bible Study & Hermeneutics	3
RELB 345	Intro to New Testament	3
RELB 403	Acts and General Epistles or	3
RELT 335	Pauline Theology	3
RELB 420	Daniel.....	3
RELB 425	Revelation	3
RELT 255	Church Leadership and Management.....	3
RELT 285	Biblical Theology and the Sanctuary.....	3
RELT 290	Introduction to Pastoral Counseling	3
RELT 308	Biblical Preaching	3

TOTAL 129 HOURS

* Required Course

ASSOCIATE IN PERSONAL EVANGELISM

CORE REQUIREMENTS

RELIGION	38 HRS	SCIENCE.....	6 HRS
RELB 160 Jesus and the Gospels	3	BIOL 140 The Human Body in Health and Disease for Christian Students.....	4
RELB 295 Christian Sales.....	3	BIOL 311 A Scientific Study of Creation for Christian Students.....	2
RELB 296 Colporteur Ministry Field Service I.....	2		
RELB 298 Colporteur Ministry Field Service II	3		
RELB 297 Philosophy of Student Canvassing Ministries	3		
RELB 299 Colporteur Ministry Instruction	1		
RELB 308 Biblical Preaching	3		
RELB 321 Personal Evangelism with Field Service I.....	3		
RELB 322 Personal Evangelism with Field Service II.....	2		
RELB 344 Bible Study & Hermeneutics	3		
RELB 420 Daniel or.....	3		
RELB 425 Revelation.....	3		
RELT 235 Principles of Bible Instruction.....	3		
RELT 250 Principles of the Christian Faith	3		
RELT 255 Church Leadership and Mission	3		
SOCIAL SCIENCES / HISTORY	12 HRS	PRACTICAL / APPLIED ARTS.....	4 HRS
HIST 325 History of Christianity I or.....	3	*AGRI 110,1 Agricultural Arts for Christian Students (I,II)...	1,1
HIST 326 History of Christianity II	3	APTX 110 Clothing Construction for Christian Students....	1
HIST 404 Adventist Heritage and Mission	3	BKPG 101 Beekeeping for Christian Students	1
PSYC 105 Intro to Psych from a Christian Perspective.....	3	FDNR 115 Food/Nutrition Arts for Christian students	1
SOCI 212 Sociology, the Family and the Adventist Home.	3	GDES 120 Basic Graphic Design for Christian Students....	1
		HERB 200 Herbology for Christian Students	1
		HLSC 120 First Aid and CPR for Christian students	1
		JOUR 125 Photography for Christian Students	1
		MASG 225 Massage for Christian Students.....	1
		*PELF 210 Fitness for Life for Christian Students.....	1
		TECH 130 Electrical Principles for Christian Students	1
		TECH 160 Carpentry for Christian Students.....	1
		TECH 250 Auto Mechanics for Christian Students.....	1
		TECH 260 Woodworking for Christian Students.....	1
		TECH 270 Heating and A/C for Christian Students	1
ENGLISH / COMMUNICATION	7 HRS	TOTAL	70 HOURS
ENGL 101 Composition for Christian Students	3		
ENGL 102 Research and Literature for Christian Students	3		
SLSS 011 Strategies for Christian Student Success	1		

TOTAL

70 HOURS

*****Required Course

BUSINESS DEPARTMENT



The Christian Business Management Program offers the opportunity for students to gain a broad set of skills in business administration and leadership. Students learn the principles that will equip them to work in both for-profit and non-profit organizations. This program has a strong emphasis on Christian business principles that prepares the students to be witnesses for Christ in the work place.

The instructors are experienced business professionals who understand the fundamentals of business administration and stay current with new ideas and principles. The instructors' passion is to educate students to do everything both to serve the Lord and to strive for excellence. This program is designed for students who would like to be fully equipped to serve the Lord and pursue a career in the church, in a supporting ministry, or in the business world.

The courses and programs offered are designed to prepare students for business-related careers and/or for further graduate education.

DEPARTMENT OBJECTIVES:

- Provide ways for students to effectively learn practical business principles, which are used in both for-profit and non-profit organizations.
- Ingrain in our students the view that business is a service and a sacrificial calling and not a lucrative profession.
- Challenge students to have high ethical standards that will allow them to be active witnesses in a professional environment.
- Provide venues where students have the opportunity to develop problem-solving, critical thinking and communication skills.
- Encourage students to apply principles from the Bible and the Spirit of Prophecy to resolve business issues.
- Provide opportunities where students can work on real business cases as they apply concepts learned.
- Promote a culture where faculty works closely with students to address individual development needs.

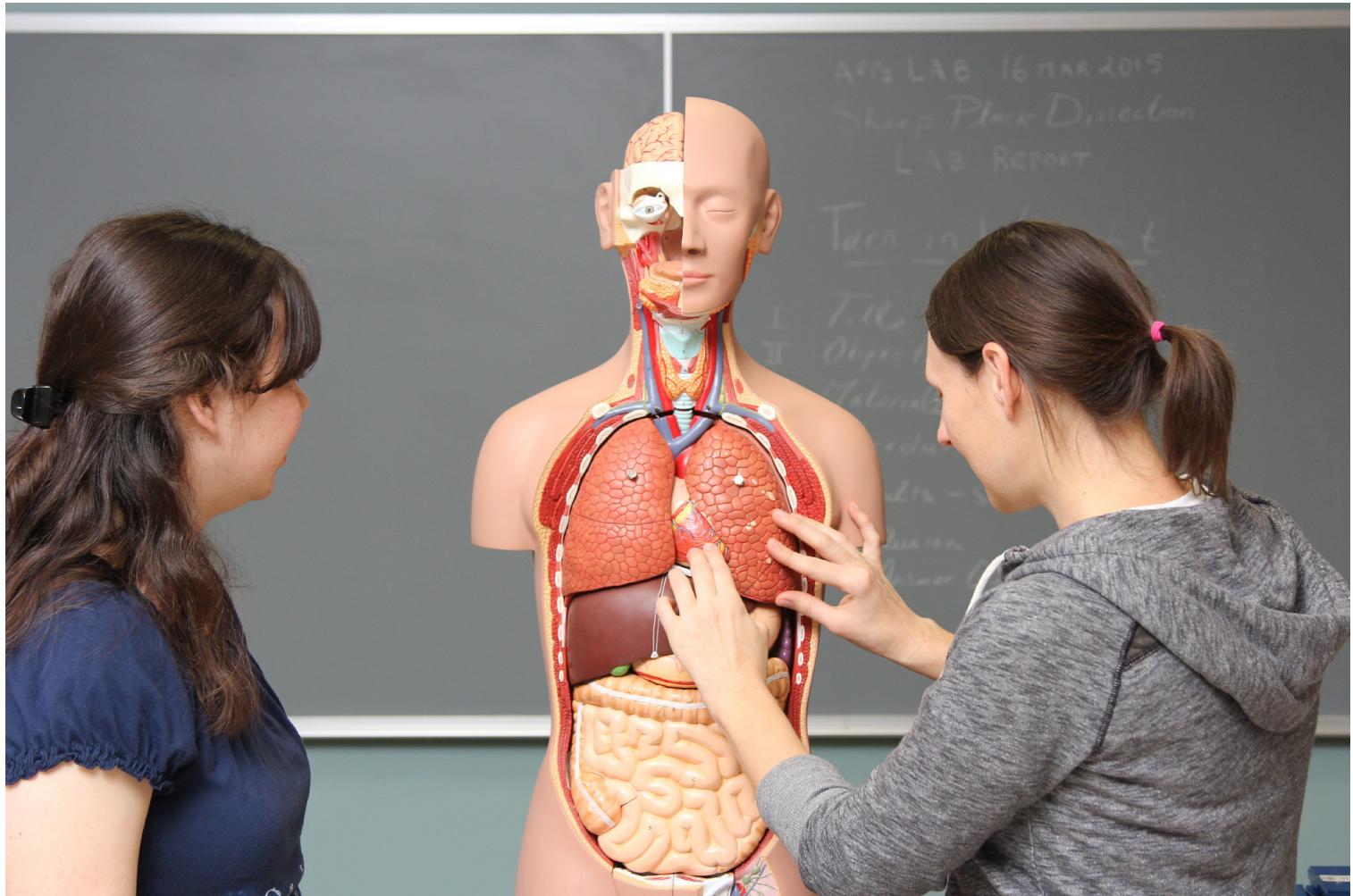
BACHELOR IN CHRISTIAN BUSINESS MANAGEMENT

GENERAL EDUCATION REQUIREMENTS

RELIGION	25 HRS	FDNR 115 Food/Nutrition Arts for Christian students 1 GDES 120 Basic Graphic Design for Christian Students.... 1 HERB 200 Herbology for Christian Students..... 1 HLSC 120 First Aid and CPR for Christian students 1 JOUR 125 Photography for Christian Students..... 1 MASG 225 Massage for Christian Students..... 1 *PELF 210 Fitness for Life for Christian Students..... 1 RELB 298 Colporteur Field Service II 3 TECH 130 Electrical Principles for Christian Students 1 TECH 160 Carpentry for Christian Students..... 1 TECH 250 Auto Mechanics for Christian Students..... 1 TECH 260 Woodworking for Christian Students..... 1 TECH 270 Heating and A/C for Christian Students 1
SOCIAL SCIENCES.....	12 HRS	TOTAL 79 HOURS
HIST 325 History of Christianity I.....	3	CORE REQUIREMENTS
HIST 326 History of Christianity II	3	
PSYC 105 Intro to Psych from a Christian Perspective.....	3	
SOCI 212 Sociology, the Family and the Adventist Home.	3	
ENGLISH / COMMUNICATION	13 HRS	
CMME 105 Intro to Human Communication for Christian Students.....	3	BUSINESS 33 HRS
ENGL 101 Composition for Christian Students	3	ACCT 211 Principles of Accounting I for Christian Business Professionals
ENGL 102 Research and Literature for Christian Students	3	ACCT 212 Principles of Accounting II for Christian Business Professionals.....
ENGL 330 Advanced Expository Writing for Christian Students.....	3	BUAD 300 Small Business Management for Christian Business Professionals.....
SLSS 011 Strategies for Christian Student Success	1	BUAD 375 Business Law and Christian Ethics.....
SCIENCES & MATHEMATICS.....	11 HRS	CPTR 210 Comp Applications for Christian Businesses ...
BIOL 140 The Human Body in Health and Disease for Christian Students.....	4	ECON 265 Principles of Economics I Macro for Christian Business Professionals.....
BIOL 311 A Scientific Study of Creation for Christian Students.....	2	ECON 266 Principles of Economics II Micro for Christian Business Professionals.....
MATH 113 Personal Finance for Christian Students	1	FNCE 290 Christian Business Finance
MATH 120 College Algebra for Christian Students	4	MGMT 333 Christian Personnel Management.....
HUMANITIES.....	11 HRS	MGMT 485 Bus Strategy & Policy for Christian Mgmt
EDUC 210 Philosophy of Adventist Education.....	3	MKTG 210 Christian Principles of Marketing
MUHL 211 Music in the Church	3	
ENGL 252 Comparative Literature for Christian Students..	3	
RELT 385 Christian Ethics	2	
PRACTICAL / APPLIED ARTS	7 HRS	
*AGRI 110,1 Agricultural Arts for Christian Students (I,II)... 1,1		COGNATES..... 7 HRS
APTX 110 Clothing Construction for Christian Students.... 1		MATH 310 Prob and Statistics for Christian Students 4
BKPG 101 Beekeeping for Christian Students	1	RELT 255 Church Leadership and Management..... 3

*Required Course

EDUCATION DEPARTMENT



The Education Department of Ouachita Hills College is dedicated to providing the most thorough and well-rounded blend of theory and practice to turn students into educators. The Education Department strives to take the counsels found in the Bible and Spirit of Prophecy and to put those counsels into practice, both in the training of the students and the lives of the instructors. The courses offered in this program are designed to prepare each student to achieve professional excellence in Christ's strength and to give each student the necessary tools to reach the hearts and needs of children and youth around the world.

DEPARTMENT OBJECTIVES:

- Equip students to be ministers of education in various denominational venues, such as conference, self-supporting, or missions.
- Inform students as to beneficial methodology and tools for teaching in Christian schools in the 21st century.
- Provide appropriate instruction, practice, and feedback in lesson planning and practice teaching.
- Introduce students to the unique dynamics of the Seventh-day Adventist classroom, especially in the multi-grade environment.
- Promote dedication and self-sacrifice as prerequisites to effective Christian teaching.

BACHELOR IN SECONDARY CHRISTIAN EDUCATION**

GENERAL EDUCATION REQUIREMENTS

RELIGION 22 HRS

RELB 160	Jesus and the Gospels	3
RELB 296	Colporteur Ministry Field Service I.....	2
RELB 299	Colporteur Ministry Instruction	1
RELT 180	The Gospel and the Individual	2
RELT 235	Principles of Bible Instruction.....	3
RELT 250	Principles of the Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
RELT 380	Issues in Contemporary Theology	2
RLGN 360	Prophetic Guidance	3

SOCIAL SCIENCES 12 HRS

HIST 325	History of Christianity I	3
HIST 326	History of Christianity II	3
PSYC 105	Intro to Psych from a Christian Perspective.....	3
SOCI 212	Sociology, the Family and the Adventist Home.	3

ENGLISH / COMMUNICATION 13 HRS

CMME 105	Introduction to Oral Communication for Christian Students.....	3
ENGL 101	Composition for Christian Students	3
ENGL 102	Research and Literature for Christian Students	3
ENGL 330	Advanced Expository Writing for Christian Students.....	3
SLSS 011	Strategies for Christian Student Success	1

SCIENCES & MATHEMATICS 17 HRS

BIOL 140	The Human Body in Health and Disease for Christian Students.....	4
BIOL 311	A Scientific Study of Creation for Christian Students.....	2
†CPTR 107	Intro to Computers for Christian Professionals .	3
MATH 113	Personal Finance for Christian Students	1
MATH 114	Survey of Math for Christian Students	3
MATH 120	College Algebra for Christian Students	4

HUMANITIES 11 HRS

EDUC 210	Philosophy of Adventist Education.....	3
MUHL 211	Music in the Church	3
ENGL 252	Comparative Literature for Christian Students..	3
RELT 385	Christian Ethics	2

PRACTICAL / APPLIED ARTS 7 HRS

*AGRI 110,1	Agricultural Arts for Christian Students (I,II)...	1,1
APTX 110	Clothing Construction for Christian Students	1
BKPG 101	Beekeeping for Christian Students	1
FDNR 115	Food/Nutrition Arts for Christian students	1
GDES 120	Basic Graphic Design for Christian Students....	1
HERB 200	Herbology for Christian Students	1
HLSC 120	First Aid and CPR for Christian students	1

JOUR 125	Photography for Christian Students	1
MASG 225	Massage for Christian Students.....	1
*PELF 210	Fitness for Life for Christian Students.....	1
RELB 298	Colporteur Field Service II	3
TECH 130	Electrical Principles for Christian Students	1
TECH 160	Carpentry for Christian Students.....	1
TECH 250	Auto Mechanics for Christian Students.....	1
TECH 260	Woodworking for Christian Students.....	1
TECH 270	Heating and A/C for Christian Students	1

TOTAL 82 HOURS

CORE REQUIREMENTS

EDUCATION 30 HRS		
EDUC 244	Intro to Teaching in the Christian School	3
EDUC 313	Methods in Teaching Secondary Bible for Christian Schools.....	2
EDUC 323	Teaching in the Christian Sec Classroom	3
EDUC 353	Methods in Teaching Secondary Reading for Christian Schools.....	2
EDUC 320	Integrating Technology in the Curriculum for Christian Schools.....	2
EDUC 324	Development & Educational Christian Psychology.....	3
EDUC 360	Evaluation in Teaching in the Christian School.	3
EDUC 410	Christian Education and the Exceptional Child.	2
EDUC 334	Directed Teaching in the Christian Secondary Classroom.....	10

CHOOSE ONE AREA OF EMPHASIS OR TWO MINORS:

Area of Emphasis	23-29 Hours
Minor 1.....	18-24 Hours
Minor 2.....	18-24 Hours

EMPHASIS / MINOR AREAS:

Biology, Business, Chemistry, English, General Science, Mathematics, Music, Religion, History

TOTAL 135-160 HOURS

**This curriculum is designed to prepare teachers for denominational certification for Adventist elementary and secondary schools. Completion of this program does not meet eligibility requirements for teacher certification in the State of Arkansas Public School System.

†Passing challenge exam fulfills this requirement

*Required Course

BACHELOR IN ELEMENTARY CHRISTIAN EDUCATION**

GENERAL EDUCATION REQUIREMENTS

RELIGION 22 HRS

RELB 160	Jesus and the Gospels	3
RELB 296	Colporteur Ministry Field Service I.....	2
RELB 299	Colporteur Ministry Instruction	1
RELT 180	The Gospel and the Individual	2
RELT 235	Principles of Bible Instruction.....	3
RELT 250	Principles of the Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
RELT 380	Issues in Contemporary Theology	2
RLGN 360	Prophetic Guidance	3

SOCIAL SCIENCES 12 HRS

HIST 325	History of Christianity I	3
HIST 326	History of Christianity II	3
PSYC 105	Intro to Psych from a Christian Perspective.....	3
SOCI 212	Sociology, the Family and the Adventist Home.	3

ENGLISH / COMMUNICATION 13 HRS

CMME 105	Introduction to Oral Communication for Christian Students.....	3
ENGL 101	Composition for Christian Students	3
ENGL 102	Research and Lit for Christian Students	3
ENGL 330	Advanced Expository Writing for Christian Students.....	3
SLSS 011	Strategies for Christian Student Success	1

SCIENCES & MATHEMATICS 17 HRS

BIOL 140	The Human Body in Health and Disease for Christian Students.....	4
BIOL 311	A Scientific Study of Creation for Christian Students.....	2
†CPTR 107	Intro to Computers for Christian Professionals .	3
MATH 113	Personal Finance for Christian Students	1
MATH 114	Survey of Math for Christian Students	3
MATH 120	College Algebra for Christian Students	4

HUMANITIES 11 HRS

EDUC 210	Philosophy of Adventist Education.....	3
MUHL 211	Music in the Church	3
ENGL 252	Comparative Literature for Christian Students..	3
RELT 385	Christian Ethics	2

PRACTICAL / APPLIED ARTS 7 HRS

*AGRI 110,1	Agricultural Arts for Christian Students (I,II)...	1,1
APTX 110	Clothing Construction for Christian Students	1
BKPG 101	Beekeeping for Christian Students	1
FDNR 115	Food/Nutrition Arts for Christian students	1
GDES 120	Basic Graphic Design for Christian Students....	1
HERB 200	Herbology for Christian Students	1
HLSC 120	First Aid and CPR for Christian students	1
JOUR 125	Photography for Christian Students.....	1
MASG 225	Massage for Christian Students.....	1

*PELF 210	Fitness for Life for Christian Students.....	1
RELB 298	Colporteur Field Service II	3
TECH 130	Electrical Principles for Christian Students	1
TECH 160	Carpentry for Christian Students.....	1
TECH 250	Auto Mechanics for Christian Students.....	1
TECH 260	Woodworking for Christian Students.....	1
TECH 270	Heating and A/C for Christian Students	1

TOTAL 82 HOURS

CORE REQUIREMENTS

EDUCATION 35 HRS

EDUC 244	Intro to Teaching in the Christian School	3
EDUC 312	Methods in Teaching Elementary Bible/Social Studies for Christian Schools.....	2
EDUC 307	Methods in Teaching Reading/Language Arts for Christian Schools.....	4
EDUC 318	Methods in Teaching Elementary Science/ Math for Christian Schools.....	2
EDUC 320	Integrating Technology in the Curriculum for Christian Schools.....	2
EDUC 322	Multi-Grade Classroom Techniques for Christian Schools.....	2
EDUC 324	Developmental and Educational Christian Psychology.....	3
EDUC 360	Evaluation in Teaching for Christian Schools....	3
EDUC 410	Christian Education and the Exceptional Child.	2
EDUC 332	Directed Teaching in the Christian Elementary Classroom.....	10
EDUC 342	Methods in Teaching Elementary Health & PE for Christian Schools.....	2

CHOOSE ONE AREA OF EMPHASIS OR TWO MINORS:

Area of Emphasis	23-29 Hours
Minor 1.....	18-24 Hours
Minor 2.....	18-24 Hours

EMPHASIS / MINOR AREAS:

Biology, Business, Chemistry, English, General Science, Mathematics, Music, Religion, History

TOTAL 140-165 HOURS

**This curriculum is designed to prepare teachers for denominational certification for Adventist elementary and secondary schools. Completion of this program does not meet eligibility requirements for teacher certification in the State of Arkansas Public School System.

†Passing challenge exam fulfills this requirement

*Required Course



Minors / Emphases

MINORS / EMPHASES

LIST OF SUGGESTED MINORS

BIOLOGY MINOR / EMPHASIS 20/25* HRS

BIOL 151	General Biology I for Christian Students (or Zoology)	4
BIOL 152	General Biology II for Christian Students (or Botany).....	4
BIOL 101	Anatomy and Physiology I for Christian Students.....	4
BIOL 102	Anatomy and Physiology II for Christian Students.....	4
BIOL 320	Principles of Genetics for Christian Students....	4
BIOL 340	Microbiology for Christian Students	4
**BIOL 311	Scientific Study of Creation for Christian Students.....	2
**EDUC 318	Methods in Teaching Elementary Science/ Math in the Christian School or.....	3
BIOL 348	Developmental Biology	3

BUSINESS MINOR / EMPHASIS 18/21* HRS

ACCT 211	Principles of Accounting I for Christian Business Professionals	3
ACCT 212	Principles of Accounting II for Christian Business Professionals.....	3
BUAD 300	Small Business Administration for Christian Business Professionals.....	3
**CPTR 210	Computer Applications for Christian Businesses	3
ECON 266	Principles of Economics I Micro for Christian Business Professionals (or ECON 265).....	3
MGMT 333	Christian Personnel Management.....	3
MKTG 210	Christian Principles of Marketing or	3
	**Business Elective (Upper Div).....	3

CHEMISTRY MINOR / EMPHASIS 20/25* HRS

CHEM 101	General Chemistry I for Christian Students	4
CHEM 102	General Chemistry II for Christian Students	4
CHEM 311	Organic Chemistry I for Christian Students.....	4
CHEM 312	Organic Chemistry II for Christian Students.....	4
CHEM 350	Biochemistry for Christian Students.....	4
**BIOL 311	Scientific Study of Creation for Christian Students.....	2
**EDUC 318	Methods in Teaching Elementary Science/ Math in the Christian School or.....	3
	**Chemistry Elective	3

CHRISTIAN EDUCATION EMPHASIS*** 24* HRS

EDUC 210	Philosophy of Adventist Education.....	3
EDUC 244	Intro to Teaching in the Christian School	3
EDUC 313	Methods in Teaching Secondary Bible for Christian Schools.....	2
EDUC 320	Integrating Technology in the Curriculum for Christian Schools.....	2
EDUC 323	Teaching in the Christian Sec Classroom	3
EDUC 324	Developmental & Educational Christian Psychology.....	3
EDUC 330	Senior Project	1

EDUC 353	Methods in Teaching Secondary Reading for Christian Schools.....	2
EDUC 360	Evaluation in Teaching in the Christian School.	3
EDUC 410	Christian Education and the Exceptional Child.	2

ENGLISH MINOR / EMPHASIS 18/24* HRS	
CMME 105	Introduction to Human Communication for Christian Students.....
ENGL 102	Research and Lit for Christian Students
ENGL 148	Advanced Grammar for Christian Students
ENGL 252	Comparative Literature for Christian Students..
ENGL 330	Advanced Expository Writing for Christian Students.....
JOUR 250	Journalism for Christian Students
EDUC 307	Methods Language Arts/Reading.....
**ENGL 320	John Milton and His Christian Epic
	**Upper Division Literature.....

GENERAL SCIENCE MINOR / EMPHASIS... 24/29* HRS

BIOL 151	General Biology I for Christian Students (or Zoology)	4
BIOL 152	General Biology II for Christian Students (or Botany).....	4
CHEM 101	General Chemistry I for Christian Students	4
CHEM 102	General Chemistry II for Christian Students	4
PHYS 101	General Physics I for Christian Students	4
PHYS 102	General Physics II for Christian Students	4
**BIOL 311	Scientific Study of Creation for Christian Students.....	2
	**Science Elective (Upper Div)	3

MATHEMATICS MINOR / EMPHASIS..... 23/26* HRS

MATH 310	Prob and Statistics for Christian Students	4
MATH 120	College Algebra for Christian Students	4
MATH 170	Calculus I for Christian Students.....	4
MATH 171	Calculus II for Christian Students.....	4
MATH 318	Linear Algebra for Christian Students	3
**MATH 315	Differential Equations for Christian Students	3
MATH 415	Geometry for Christian Students.....	3

CHRISTIAN MUSIC MINOR 18 HRS

MUHL 211	Music in the Church	3
MUSC 101	Harmony and Christian Musicianship Skills I	3
MUSC 102	Harmony and Christian Musicianship Skills II	3
MUSC 225	Christian Classroom Music Methods	3
MUSC 230	Private Instrumental or Vocal Lessons for Christian Musicians.....	1-2
MUSC 231	Choir or Orchestra for Christian Musicians	1-2
MUSC 325	Basic Conducting for Christian Musicians	1
MUSC 326	Instr Conducting for Christian Musicians	1
MUSC 327	Choral Conducting for Christian Musicians.....	1

RELIGION MINOR / EMPHASIS 21/24* HRS

RELB 160	Jesus and the Gospels	3
RELB 307	Intro to the Old Testament.....	3
**RELB 344	Bible Study & Hermeneutics	3
RELB 345	Intro to the New Testament	3

RELB 420	Daniel.....	3
RELB 425	Revelation.....	3
RELT 250	Principles of the Christian Faith	3
RELT 270	Adventist Heritage and Mission	3

SOCIAL STUDIES MINOR / EMPHASIS..... 21/24* HRS

GEOG 280	Cultural Geography from a Christian Perspective	3
HIST 275	US History I from a Christian Perspective.....	3
HIST 276	US History II from a Christian Perspective.....	3
HIST 325	History of Christianity I	3
HIST 326	History of Christianity II	3
HIST 404	Adventist Heritage and Mission	3
PLST 250	American Government from a Christian Perspective	3
**HIST 450	Direct Study Elective.....	1
**EDUC 312	Methods in Teaching Elementary Bible/ Social Studies for Christian Schools or.....	2
	**Social Studies Elective.....	2

* Number of Credits for Emphasis

** Classes Required for Emphasis

*** Available to Biblical Studies majors only, will not provide certification



Course Descriptions

COURSE DESCRIPTIONS

BUSINESS CLASSES

[ACCT 211] Principles of Accounting I for Christian Business Professionals (3)

This course examines and applies fundamental principles of accounting for sole proprietorships and corporations.

[ACCT 212] Principles of Accounting II for Christian Business Professionals (3)

In this class, the student will examine and apply the fundamental principles for partnerships, corporations, and industrial enterprises. Prerequisite : ACCT 211.

[BUAD 300] Small Business Management for Christian Business Professionals (3)

Introduces the entrepreneurial concepts. This class provides tools and principles needed to operate a business and ministry. We target students who plan to have their own business or ministry and those who desire to upgrade their skills in business management. Topics covered include business planning, raising capital, using business information, managing employees, and marketing products and services.

[BUAD 375] Business Law and Christian Ethics (3)

Business Law is a survey course designed to introduce legal topics and concepts that can and will affect individuals throughout both their personal and business lives. Students will explore the legal environment, torts, business crimes, contracts, property, and estate planning.

[CPTP 210] Computer Applications for Christian Businesses (3)

The development of intermediate-level skills in business operating systems, word processing and spreadsheet software, and the use of the internet are goals of this course. Also included are computer and data security issues, and computer ethics.

[ECON 265] Principles of Economics I Macro for Christian Business Professionals (3)

An introductory course that explores topics such as economic growth, inflation, unemployment, fiscal and mon-

etary policies, money supply, banking and the banking system within the context of major economic theories.

[ECON 266] Principles of Economics II

Micro for Christian Business Professionals (3)

Microeconomics examines the factors that influence individual economic choices and how the choices of various decision makers are coordinated by markets. Topics include supply, demand, equilibrium, elasticity, costs, and competition models and their impact on markets; antitrust and mergers, and income distribution.

[FNCE 290] Christian Business Finance (3)

The source and uses of funds required by a business is a theoretical framework that the financial manager can use to reach decisions within the realities of the financial world. Topics include biblical ethics and principles of financial analysis, estimation funds requirements, short and long-term loan arrangements, capital structure planning, and securities issues. Emphasis will also be placed on the management of finances in supporting ministry organizations of the Seventh-day Adventist Church.

Prerequisite: [ACCT212]

[MGMT 333] Christian Personnel Management (3)

This course incorporates the Christian principles, methods, and practices of administering a personnel program for the business organization with emphasis on the leadership methods Christ used.

[MGMT 485] Business Strategy and Policy for Christian Management (3)

The case method is used to analyze policies, problems, and strategy formulation of the functional areas of the organization from a Christian perspective.

[MKTG 210] Christian Principles of Marketing (3)

This course reviews principles and practices of the marketing system, analysis of markets, consumer motivation, product decision, pricing policies, distribution, promotion, and selling to customers. Emphasis will be given to developing biblically based marketing methods.

COMPUTERS

[CPTR 107] Introduction to Computers for Christian Professionals (3)

Covers the practical use of software for day-to-day tasks. Emphasis is on the use of an office productivity suite which includes programs such as a word processor, data base management, spreadsheet and presentation software and how students can use these and other computer applications in ministry. Internet research will be key in learning these applications and maintaining that knowledge.

EDUCATION CLASSES*

[EDUC 210] Philosophy of Adventist Education (3)

A study of educational philosophy as presented in the Bible and the writings of Ellen G. White. Emphasis is placed on its relevance to the Seventh-day Adventist school and church.

[EDUC 244] Introduction to Teaching in the Christian School (3)

An introduction to the teaching profession which includes best practices, skills and tools requisite to teaching, characteristics of the Christian teacher, and teaching as a soul-winning ministry. Students will also spend time in observation and participation in actual school-rooms.

[EDUC 307] Methods for Teaching Reading / Language Arts for Christian Schools (4)

This course is a study of methods and materials used in teaching all the language arts subjects (phonics, reading, language, writing, spelling, and handwriting) in the elementary grades. Emphasis is on the scope and sequence of teaching various reading and language arts skills as well as the biblical principles to use when choosing materials for the classroom. Varied approaches and resources for teaching reading and language arts with application opportunities in classroom settings are studied. Materials will be collected and evaluated from both an education and a biblical perspective. Unit plans as well as a study of individual needs will be conducted.

[EDUC 312] Methods in Teaching Elementary Bible / Social Studies for Christian Schools (2)

This is a course designed to provide theory and methodology in the Bible and social studies areas. It emphasizes the use of the unit plan and development of creative strategies in teaching both subject areas. In addition, in the Bible area emphasis is placed on how to help students fall in love with Jesus while learning to recognize the relevancy of His Word, its accuracy in predicting historical events, and the necessity of applying its principles in daily living. Field experience included.

[EDUC 313] Methods in Teaching Secondary Bible for Christian Schools (2)

This is a course designed to provide theory and methodology in teaching and integrating the Bible in the secondary classroom. It emphasizes the use of the unit plan and development of creative strategies in teaching. In addition, emphasis is placed on how to help students fall in love with Jesus while learning to recognize the relevancy of His Word, its accuracy in predicting historical events, and the necessity of applying its principles in daily living. Field experience included.

[EDUC 315] Methods for Teaching Elementary Reading for Christian Schools (2)

Varied approaches and resources for teaching reading with application opportunities in classroom settings are studied. Emphasis is on the scope and sequence of teaching various reading skills as well as the biblical principles to use when choosing reading material for the classroom. Field experience included.

[EDUC 318] Methods in Teaching Elementary Science / Math for Christian Schools (2)

This class emphasizes the understanding of science and math from a personal and social perspective. Use of the unit plan, problem solving, learning center approaches, and creation-science models are stressed for the teaching. Includes teaching basic math skills and the relationship between math and science.

[EDUC 320] Integrating Technology in the Curriculum for Christian Schools (2)

This course is designed to empower teachers to integrate modern technology in teaching areas. It includes the development and presentation of lesson plans utilizing multimedia materials, exploration of internet resources, and web and home page development.

Prerequisite: [CPTR 107]

[EDUC 322] Multi-Grade Classroom Techniques for Christian Schools (2)

This class focuses on techniques and management strategies to use in the multi-graded classroom. Field experience included.

[EDUC 323] Teaching in the Christian Secondary Classroom (3)

This class focuses on the teacher's role in classroom management and design. It includes teaching techniques and evaluation of learning experiences in the Christian secondary school and methods of integrating spiritual lessons into the classroom. Fields experience included.

[EDUC 324] Development & Educational Christian Psychology (3)

A study of psychology as it relates to the learning processes and to the teaching methods to be used with average as well as exceptional learners. It includes a study of the normal pattern of physical and emotional development. Varied psychological theories are reviewed and examined.

[EDUC 330] Senior Project (1)

Project assigned by chair of Education Department.

[EDUC 332] Directed Teaching in the Christian Elementary Classroom (10)

This course requires student teaching in an approved Christian elementary school in a multi-graded classroom for a full semester.

Prerequisite: All core education courses must be completed.

Prerequisite: [Satisfactory evaluation of readiness].

[EDUC 334] Directed Teaching in the Christian Secondary Classroom (10)

This class requires students teaching for a full semester in an approved Christian secondary school setting under the supervision of approved teachers.

Prerequisite: All core education courses must be completed.

Prerequisite: [Satisfactory evaluation of readiness].

[EDUC 342] Methods in Teaching Elementary Health and P.E. for Christian Schools (2)

This course focuses on theory, techniques and management strategies for the teaching of Health and Physical Education in the multi-grade setting, with an emphasis on counsel given in the Spirit of Prophecy and a goal of lifelong healthful living practices. Students will design lesson plans and gain experience in practice teaching of Health and P.E.

[EDUC 353] Methods in Teaching Secondary Reading for Christian Schools (2)

Examines methods and material of teaching reading in secondary content areas. Emphasis will be given to the use of biblical principles for selecting reading materials.

[EDUC 360] Evaluation in Teaching in the Christian School (3)

Examines the relationship between teaching, learning, and evaluation; the uses of instructional objectives and standardized tests; and how to award fair grades and construct classroom tests and assessment tools to measure specific learning outcomes.

[EDUC 410] Christian Education and the Exceptional Child (2)

A course designed to help the teacher understand the needs of children who deviate from the normal pattern of physical and emotional development. Included in the course is a survey of special education materials and methodology as well as the processes by which a teacher can assess, admit, review and dismiss the exceptional child in his classroom.

* Our Christian Education curriculum has been designed to fulfill the requirements for the SDA denominational teacher certification. Coursework for the Christian Education degree will not be accepted for teacher certification/ license by the State of Arkansas.

ENGLISH AND COMMUNICATIONS

[CMME 105] Introduction to Oral Communication for Christian Students (3)
Study is of the basic levels and forms of communication. Instruction will be given in the processes of oral expression with practice in various aspects of public speaking within a ministry setting.

[ENGL 001] Foundations in English for Christian Students (3)

This course introduces students to basic structures and vocabulary of the English language through the skills of reading, writing, speaking, and listening. Students learn strategies in order to advance their reading, listening, and pronunciation skills. They expand oral comprehensibility and write complete sentences, a standard paragraph, and short content-based essays. They utilize level-appropriate conventions of grammar and punctuation with a minimum of errors.

[ENGL 101] Composition for Christian Students (3)

A basic course in writing skills. It is designed to improve observation, thoughtfulness and organization through the study of essays.

[ENGL 102] Research and Literature for Christian Students (3)

A writing course designed to teach the student how to plan, organize and write a research paper using MLA format.

Prerequisite: [ENGL 101]

[ENGL 148] Advanced Grammar for Christian Students (3)

An analysis of the English language according to traditional, structural, and transformational methods. Content includes sentence diagraming methods, sentence patterns, morphology, basic transformations, form and structure classes. Required for certification in English.

[ENGL 252] Comparative Biblical, American and British Literature (3)

A survey of literature designed to provide the student with opportunity to read, analyze, evaluate, compare and discuss the works of American, English, and biblical authors.

Prerequisite: [ENGL 102]

Course Descriptions

[ENGL 320] John Milton and His Christian Epic (3)

This course will briefly survey Milton's life, times, and literary works. Then the course will be given over to a careful reading and study of his epic poem, Paradise Lost. The student's grade will be based on completing the written assignments and a 10-page term paper.

[ENGL 330] Advanced Expository Writing for Christian Students (3)

An advanced writing course designed to improve critical reading, thinking and writing skills. Description, reporting, explanation, process analysis and persuasion will be explored.

Prerequisite: [ENGL 101]

[JOUR 250] Journalism for Christian Students (3)

Basics of journalistic writing for various media (i.e. newspapers, radio, and television), public relations, press releases, basic features and editorials, the importance of the audience for any written communications as well as the values of timeliness, objectivity, and fairness critical to any communication career.

Prerequisite: [ENGL 101]

[SLSS 011] Strategies for Christian Student Success (1)

This course introduces strategies for effective study in the college academic environment. Core concepts include goal setting, time management, note-taking strategies, learning styles, and principles of learning and memory. Required for all new college students and transfer students with <2.50 GPA.

HISTORY

[GEOG 280] Cultural Geography from a Christian Perspective (3)

A survey of major geographic perspectives: political, religious, and regional, with an emphasis on Christian missions.

[HIST 275] US History I from a Christian Perspective (3)

A study of the rise and development of the United States from the American Indians and the arrival of the first immigrants through the Civil War and Reconstruction.

tion periods. Emphasis placed on the role of the United States in end time events.

[HIST 276] US History II from a Christian Perspective (3)

This is the study of the development of the United States from the Reconstruction to the present. Emphasis placed on the role of the United States in end time events.

[HIST 325] History of Christianity I: Early and Medieval Periods (3)

The significant trends and events in the development of Christianity from the time of Christ to the Reformation, including a study of the church in relation to the Roman Empire, the influence of the church fathers, Christological controversies, and the rise of the papacy.

[HIST 326] History of Christianity II: The Reformation and Modern Periods (3)

This course studies the church from pre-Reformation to the present time; its development in Europe and in America, including the main branches of Protestantism; their relation to the state; the Catholic counter reformation; and the evangelical movement.

[HIST 404] Adventist Heritage and Mission (3)

This course investigates the Seventh-day Adventist church history with a preliminary review of the backgrounds and foundations of the Advent message from apostolic times. It concentrates on the church's beginnings in America, the 1844 experience, development of the Seventh-day Adventist denomination worldwide, with special attention being given to the writings of Ellen G. White. Cross-listed as RELT 270.

[HIST 450] Direct Study Elective (1)

A course emphasizing individual direct study. The instructor to whom the student is assigned will determine the topic of study. Writing emphasis course.

[PLST 250] American Government from a Christian Perspective (3)

An introduction to the forms, functions, and processes of the American local, state, and national government. This course also explores the development of political ideologies and influence groups.

MATHEMATICS

[MATH 053] Algebra Basics for Christian Students (3)

This course covers all of the foundational ideas in algebra and related topics in pre-algebra and geometry. This course does not apply toward general education or graduation requirements.

[MATH 310] Probability and Statistics for Christian Students (4)

This course includes the following concepts: descriptive statistics, elementary probability, Venn diagrams, discrete random variables, binomial and normal distributions, inferential statistics, sampling test of hypotheses, regression, correlations, analysis of variance, chi square analysis.

[MATH 113] Personal Finance for Christian Students (1)

This course deals with consumer finance that is concerned with the individual. Emphasis is placed on the biblical principles of debt, loans, and stewardship.

[MATH 114] Survey of Mathematics for Christian Students (3)

This course focuses on practical mathematics that you can use in your everyday life and that will prepare students for further courses in mathematics. Emphasis on critical thinking skills, problem solving, and probability & statistics.

[MATH 120] College Algebra for Christian Students (4)

A course designed to prepare students to pursue degrees in mathematics, business or the sciences. Topics include: quadratic equations and equalities; polynomial, rational, exponential, and logarithmic functions; graphing functions; inverse functions; zeros of polynomial and rational functions with approximation techniques; solving systems of linear equations, linear inequalities, and non-linear equation; binomial theorem.

Prerequisite: [MATH 053, MATH 114, 21 on ACT math score or Placement Exam]

[MATH 125] Pre-Calculus for Christian Students (3)

Relations, functions, transformations, inverse functions, systems of linear and quadratic equations, exponential,

logarithmic, and circular functions. Credit for this course does not apply towards a major or minor in mathematics.

Prerequisite. [MATH 120]

[MATH 170] Calculus I for Christian Students (4)

A study of functions of one variable, continuity, inequalities, differentiation, integration, exponential, logarithmic, and trigonometric functions.

Prerequisite. [MATH 120]

[MATH 171] Calculus II for Christian Students (4)

Precise definitions of limits, calculus of the trigonometric functions, further topics in differential and integral calculus, polar coordinates, analytic geometry, parametric equations, sequences, infinite series, Taylor series.

Prerequisite: [MATH 170]

[MATH 315] Differential Equations for Christian Students (3)

Introduction to partial differentiation, dynamical systems, solutions of various types of ordinary differential equations, systems of linear differential equations, the Laplace transform, applications to problems in the physical sciences.

Prerequisite: [MATH 171]

[MATH 318] Linear Algebra for Christian Students (3)

Finite dimensional vector spaces and the attendant concepts of systems of linear equations, linear transformations, matrices, determinants, eigenvalues and eigenvectors, inner product spaces.

Prerequisite: [MATH 170]

[MATH 415] Geometry for Christian Students (3)

This course teaches the basic theory in the foundations of geometry. Metric and non-metric properties of Euclidean, non-Euclidean, and projective geometries. Applications of geometry.

Prerequisite: [MATH 170]

MUSIC

[MUHL 211] Music in the Church (3)

This course introduces the students to musical notation, enough to make sense of what is contained in the Seventh-day Adventist Hymnal. It approaches the notation of poetry, especially the branch of lyric poetry which consists of hymns and related simple spiritual songs. It presents a broad overview of art music as it has developed in the Western culture, and simultaneously traces the evolution of hymn-singing as a part of Christian devotions. It also challenges the student to think carefully about the influences of music both inside and outside the church, offering various perspectives on quality and appropriateness which should give the student a basis for thoughtful, Christ-centered choices in selecting music for personal enjoyment and for corporate sharing.

[MUSC 101] Harmony and Christian Musicianship Skills I (3)

Note reading in treble and bass clefs; rhythm reading in simple and compound meters with subdivisions up to sixteenth notes; sight singing of intervals within the major scale; diatonic harmony including intervals, major and minor triads, dominant seventh chords; playing (on the piano) major and minor pentascales and triads on all twelve pitches; harmonization (at the piano) of simple melodies with I, IV, and V (V7) chords.

[MUSC 102] Harmony and Christian Musicianship Skills II (3)

Writing and playing (on piano) major and minor scales (full 8 notes), all major and minor triads with their inversions, all dominant seventh and diminished seventh chords and their inversions; harmonic progression; principles of composing melodies; principles of part-writing for two-, three-, and fourpart harmony; an introduction to chromatic harmony, including secondary dominants and borrowed chords; transposition and modulation; music writing on Sibelius software.

[MUSC 225] Christian Classroom Music Methods (3)

A survey of various classroom music methods, such as Orff and Kodaly, and commonly-used classroom instruments, such as recorders, ukuleles, and tone chimes.

[MUSC 230] Private Instrumental or Vocal Lessons for Christian Musicians (1)

Private Instrumental or Vocal Lessons for Christian Musicians. One credit for one semester of twelve 30-min-

ute lessons and 36 hours of practice. This can be repeated for additional credit.

[MUSC 231] Choir or Orchestra for Christian Musicians (1)
Choir or Orchestra for Christian Musicians. One credit for one hour rehearsal once a week for two semesters. This can be repeated for additional credit.

[MUSC 325] Basic Conducting for Christian Musicians (1)
An introduction to basic conducting techniques.

[MUSC 326] Choral Conducting for Christian Musicians (1)
An introduction to choral conducting techniques and choral score reading.

[MUSC 327] Instrumental Conducting for Christian Musicians (1)
An introduction to instrumental conducting and instrumental score reading.

PRACTICAL AND APPLIED ARTS

[AGRI 110, 111] Agricultural Arts for Christian Students (1,1)
This course will present basic needs of plants directed more toward vegetable and fruit gardens than on field crops. Other areas of agriculture will be presented so as to have the student aware of the general problems in the field of agriculture. The student will be encouraged to learn to think so as to solve life's problems. This is a two-semester course.

[APTX 110] Clothing Construction for Christian Students (1)
This course is designed to train students in basic clothing construction and textile information. Students will complete practical projects in fabricating garments using commercial pattern where they will learn principles and techniques of garment construction. They will be instructed in cutting, matching and sewing a garment.

[BKPG 101] Beekeeping for Christian Students (1)

In this class, students will learn the basics of honey bees and how to care for them. They will learn how to diagnose honey bee diseases and pests and how to

treat for them. Also, students will learn the basic anatomy of the honey bee and the impact of honey bees in our world.

[FDNR 115] Food / Nutrition Arts for Christian Students (1)
The study and application of food production principles with emphasis on storage, safety, health, preparation, and service.

[GDES 120] Basic Graphic Design for Christian Students (1)

This course will be the introduction, study and practice of basic design vocabulary, elements, and principles as related to the Christian artist. Individual elements of design such as line, shape, value, texture, space, size and color will be explored as they relate to electronically generated digital formats and print designs. Emphasis will be given to the principles of design i.e., balance, emphasis, rhythm and unity to analyze the effectiveness of printed communications and other related electronic media. Students will create basic designs in appropriate software including Adobe Illustrator, Photoshop, InDesign, and Keynote/PowerPoint. Students must purchase some supplies.

[HERB 200] Herbology for Christian Students (1)

Insight into the use of natural herbs as preventatives and cures for various ailments, from the common cold to serious disorders. Study about the preservation and preparation of herbs.

[HLSC 120] First Aid and CPR for Christian Students (1)

Gives individuals the knowledge and skills necessary to recognize and provide basic care for breathing, cardiac emergencies, injuries and sudden illnesses, including how to use an automated external defibrillator (AED) for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over.

[JOUR 125] Photography for Christian Students (1)

This course is an overview of the history and basic concepts of photography and an introduction to photographic equipment and basic shooting techniques. Students will also gain an introduction to Adobe Photoshop. Students must have their own 35mm digital camera with

manual capability. Students must purchase some supplies.

[MASG 225] Basic Massage for Christian Students (1)

The students will study the basic concepts of Swedish massage and its healthful effects on the body.

[PELF 210] Fitness for Life for Christian Students (1)

This course challenges the individual to pursue personal health and fitness goals by defining and engaging in healthy behaviors and applying principles of nutrition.

[RELB 298] Colporteur Field Service II (3)

An investigation into the skills of persuasion and making friends that contrasts these with manipulative and unethical methods often used. Studies in meeting people in various social contexts, and the very personal preparatory work necessary to doing effective evangelism of any sort.

[TECH 130] Electrical Principles and Practices for Christian Students (1)

The primary focus of the course is to acquaint the student with all of the aspects of electricity in general, including the fundamental nature of electricity, how it behaves, and how to work with it safely. The course is also designed to equip the student to assess, diagnose, and repair residential electrical problems, as well as to plan and carry out the kinds of electrical installations that one would most likely be faced with in a residential situation. Some aspects of electrical systems in the commercial setting are also addressed. The course time is divided into approximately 1/3 for classroom didactic learning, and 2/3 hands-on practice utilizing actual existing electrical systems and new installation opportunities.

[TECH 160] Carpentry for Christian Students (1)

The objective of this class is to acquaint the student with the methods, materials and tools involved in modern Residential (home) Construction. The lab will provide practical experience in various facets of Residential Framing, also known as "rough framing," including floor systems, walls, roofs and stairs. Safety with power tools and on the job site will be a special focus throughout the course.

[TECH 250] Auto Basic Maintenance and Repair for Christian Students (1)

Introductory study and practice in basic car care, maintenance, and repair. Students get lab experience in maintenance and service areas of engine lubrication, underhood, undercar, tire and wheel, cooling system, belts and hoses, fuel system, battery and electronical system, engine maintenance, and brakes and wheel bearings.

[TECH 260] Woodworking for Christian Students (1)

In this class, students will learn how to safely operate woodworking tools, design, and create several projects.

[TECH 270] Heating and A/C for Christian Students (1)

Introduction to Heating and A/C is a semester course that will take the participant through an in-depth introduction to both the most common and the not-so-common heating and air conditioning processes. This course will look at the electrical components and the operation of the various systems. Various heating and air conditioning techniques that can be used in the mission field will also be looked into.

PSYCHOLOGY AND SOCIOLOGY

[PSYC 105] Intro to Psychology from a Christian Perspective (3)

This course covers the basic principles and concepts in psychology, including the principles of motivation, learning and perception. Students will also be introduced to principles of Christian Counseling.

[SOCI 212] Sociology, the Family and the Adventist Home (3)

Students will be familiar with the current state of the family in society and the biblical ideal for families. Students will be introduced to key issues that present themselves at each stage of the family life cycle. They will also be introduced to key resources available.

RELIGION

[BIBL 211,212] Biblical Hebrew I, II (3,3)

Introduces the student to the elements of biblical Hebrew and equips him with knowledge of grammar and a working vocabulary. Biblical Hebrew 11 also includes interpretive translation of selected Old Testament passages.

[GREK 201,202] New Testament Greek I, II (4,4)

First semester focuses on grammar and vocabulary. Second semester continues with syntax and includes interpretive translation.

[RELB 160] Jesus and the Gospels (3)

A comprehensive study of the life and teachings of Jesus unfolded in the four gospels with analytic attention to the gospel writers and their writing in an attempt to reveal the impact of Christ's revelation on our world.

[RELB 295] Christian Sales (3)

This class is designed to give hands-on field experience as well as theoretical instruction in the science of selling Christian literature. Emphasis is upon witnessing, sharing, and faith-building opportunities rather than on sales figures.

[RELB 296] Colporteur Ministry Field Service I (2)

An investigation into the skills of persuasion and making friends that contrasts these with manipulative and unethical methods often used. Studies in meeting people in various social contexts, and the very personal preparatory work necessary to doing effective evangelism of any sort.

[RELB 297] Philosophy of Student Canvassing Ministries (3)

General information on a wide variety of topics related to the contemporary rise and revival of student literature evangelism in North America. Lectures cover the nuts and bolts of running magabook teams, organizing programs, and implementing the information available in the book Publishing Ministry.

[RELB 299] Colporteur Ministry Instruction (1)

A careful study of the book Colporteur Ministry.

[RELB 307] Introduction to the Old Testament (3)

The narratives, sacred history and revealed religion of Israel are explored. A review of the Old Testament's uniqueness in providing an answer to man's inquiry into the past and its application to the contemporary world.

[RELB 315] Pastoral Field Experience (6)

Supervised field work under an experienced minister as coordinated by the department. The field work is designed to give practical experience in a wide variety of pastoral situations.

Prerequisite: [Satisfactory evaluation of readiness].

[RELB 330] Public Evangelism (3)

This class includes not only instruction by a successful Seventhday Adventist evangelist, but also includes hands-on experience in planning, preparing for, and conducting an evangelistic effort.

[RELB 344] Bible Study and Hermeneutics (3)

Hermeneutics is the science of discovering and applying important principles for the purpose of faithfully interpreting the Scriptures.

[RELB 345] Introduction to the New Testament (3)

A study of nature, history, and background of the New Testament with special emphasis on its teachings and theology in its application to issues and questions of contemporary man.

[RELB 403] Acts and General Epistles (3)

This class is an overview of the development of the Christian Church through the book of Acts, Acts of the Apostles by E. G. White and the letters of James, Peter, John, and Jude.

[RELB 420] Daniel (3)

This course is a critical and exegetical study of the book of Daniel. Special emphasis is placed on end-time eschatology and the role of the Seventh-day Adventist Church.

[RELB 425] Revelation (3)

An in-depth study of the prophetic book of Revelation. Special emphasis is placed on end-time eschatology and the role of the Seventh-day Adventist Church.

[RELT 180] The Gospel and the Individual (2)

A thoughtful class on the meaning of salvation, the practical application of the gospel in the life, and the daily experience of divine power, in the context of the

freedom of choice and individuality made possible by the cross of Christ.

[RELT 235] Principles of Bible Instruction (3)

A study of the skills and principles needful in opening the Scriptures to individuals or groups in a Bible study setting.

[RELT 250] Principles of the Christian Faith (3)

An intensive topical study of Bible truths that form the foundation and structure of Christian belief as understood by Seventh-day Adventist. Also involves committing Scripture texts to memory as an aid in evangelism.

[RELT 255] Church Leadership and Management (3)

Practical everyday tools and skills taught for the church leader. Included are pointers on fiscal management, ethics, organization of duties and delegations, use of volunteers, leadership in committees and church-related boards, public relations and advertising, and developing and using lay leaders for long-term continuity of mission stability.

[RELT 270] Adventist Heritage and Mission (3)

This course investigates the Seventh-day Adventist church history with a preliminary review of the backgrounds and foundations of the Advent message from apostolic times. It concentrates on the church's beginnings in America, the 1844 experience, development of the Seventh-day Adventist denomination worldwide, with special attention being given to the writings of Ellen G. White. Cross-listed as HIST 404.

[RELT 285] Biblical Theology and the Sanctuary (3)

The earthly sanctuary was a daily enactment of the plan of salvation. It is prophecy, eschatology, Christology, and a practical revelation of the gospel combined. Students learn the theology taught in the sanctuary service and will become familiar with the history of the sanctuary message in the development of the Seventh-day Adventist Church.

[RELT 290] Introduction to Pastoral Counseling (3)

A study of the ethics, principles, and methods involved in the counseling process from a biblical perspective.

[RELT 308] Biblical Preaching (3)

Homiletics is the science of preparing sermons and the art of presenting them. This class is designed to prepare students to be effective communicators for Christ and lead audiences in public worship.

[RELT 321,322] Personal Evangelism with Field Service I, II (3,2)

A practical introduction in soul-winning skills: winning friends for Christ, recognizing and meeting felt needs, seizing witnessing opportunities, and giving personal Bible studies and community seminars.

[RELT 335] Pauline Theology (3)

This class is an overview of the writings of Paul discussing the great themes of the gospel, the experience of righteousness by faith, and self-sustaining, replicable evangelism. Paul's influence on the development of Christian theology is also addressed.

[RELT 380] Issues in Contemporary Theology (2)

Students explore today's theological landscape while particularly noting issues dividing academia in the Adventist community. Trends in doctrinal understandings related to the church policy, inspiration and corporate worship are critiqued. As taught from year-to-year, the class will vary in response to newly rising issues.

[RELT 385] Christian Ethics (2)

This is the study of biblical principles and how they relate to ethical questions in the 21st century.

[RLGN 360] Prophetic Guidance (3)

Students will undertake a careful study of the nature and roles of inspiration and revelation particularly through the gift of prophecy and the function of biblical and modern prophets. Special emphasis is given to understanding the role of Ellen G. White in the formation of Seventh-day Adventist beliefs, and the appropriate use of her writings today.

SCIENCES - BIOLOGY

[BIOL 101,102] Anatomy and Physiology I, II for Christian Students (4,4)

A study of the fundamentals of human anatomy and physiology. The first semester covers basic cytology, histology, the musculoskeletal, integumentary, nervous, and endocrine systems. The remainder of the body systems are studied the second semester. Includes weekly lab.

[BIOL 105] General Botany for Christian Students (4)

The study of plants using general principles of biology. Opportunity is given to draw personal and spiritual object lessons. Includes weekly lab.

[BIOL 140] The Human Body in Health and Disease for Christian Students (4)

A study of the structure, function, health and diseases of the human body. Emphasis is placed on the understanding of the physiologic mechanisms that maintain each body system. A general foundation in the vocabulary of anatomy and physiology is a primary part of the course. Normal body structure and function are used as the basis to present information on human health and disease principles. This course will also cover basic hydrotherapy and natural remedies for treating diseases. Includes weekly lab.

[BIOL 151,152] General Biology I, II for Christian Students (4,4)

Study covers general concepts in genetics, taxonomy, behavior, ecology, morphology, and physiology of organisms. It includes units contrasting creationistic and evolutionistic theories. Includes weekly lab.

[BIOL 311] A Scientific Study of Creation for Christian Students (2)

Class studies the evidences supporting a creation origin of the earth. The approach is scientific rather than biblical.

[BIOL 320] Principles of Genetics for Christian Students (4)

This course examines the fundamental principles of genetics and discusses their application in a number of fields of study, including medicine, population genetics, development and biotechnology. Core concepts include genetic inheritance, the structure of genes and regula-

tory elements, and control of gene expression. Includes weekly lab.

Prerequisite: [BIOL 151,152]

[BIOL 340] Microbiology for Christian Students (4)

This is a study of microorganisms with emphasis on those of medical, industrial and environmental importance. Includes labs.

Prerequisite: [BIOL 151,152]

[BIOL 348] Developmental Biology for Christian Students (3)

The formation of a complete, multicellular living organism from a single cell is a delicate process that was shrouded in mystery until nearly the 20th century. Major advances in the fields of embryology and genetics have brought us close to understanding the intricate steps involved in shaping a new life.

Prerequisite: [BIOL 151,152]

SCIENCES - CHEMISTRY

[CHEM 101,102] General Chemistry I, II for Christian Students (4,4)

Topics include stoichiometry, atomic and molecular structure, bonding, states of matter, solutions, chemical kinetics, chemical equilibrium, thermodynamics, acid and base chemistry, descriptive and nuclear chemistry. Includes weekly lab.

Prerequisite: [MATH 120].

[CHEM 311, 312] Organic Chemistry I, II for Christian Students (4,4)

Class explains the chemistry of carbon-containing compounds with emphasis on nomenclature, molecular structure, spectra-structure relationships, and a mechanistic approach to organic reactions. Includes weekly lab.

Prerequisite: [CHEM 102]

[CHEM 350] Biochemistry for Christian Students (4)

Study of the fundamental principles of enzyme kinetics and mechanism based on the structure and chemistry of bimolecular including amino acids, carbohydrates, lipids, proteins, nucleotides, nucleic acids, and biological membranes. Includes weekly lab.

Prerequisite: [CHEM 102, BIOL 152]

SCIENCES - PHYSICS

[PHYS 101,102] General Physics I, II for Christian Students (4,4)

The algebraic and trigonometric treatment of mechanics, heat, sound, light, electricity, and magnetism, and “modern physics”. Includes weekly lab.

Prerequisite: [MATH 120].

The Director of the Arkansas Department of Higher Education has determined that Ouachita Hills College does not offer courses and/or degree programs customarily offered at colleges and universities and has issued an Exemption from Certification for programs to be offered in Arkansas.