

SPRING 2017

JANUARY 11 - MAY 12

**Schedule
of Classes**

LIVING UNIVERSITY™

CHARLOTTE, NORTH CAROLINA

WWW.LIVINGUNIV.COM

SPRING SEMESTER 2017

JANUARY 11-MAY 12

Spring Semester Advisement and Online Registration for new and continuing students.....	Nov. 14, 2016–Jan. 10, 2017, Mon.-Tues.
On-Campus Registration and Orientation	Jan. 9-10, Mon.-Tues.
Payment Deadline for online students who register through Jan. 10.....	Jan. 10, Tues.
INSTRUCTION BEGINS	Jan. 11, Wed.
Late Registration (Drop/Add).....	Jan. 11-13, Wed.-Fri.
Martin Luther King, Jr. Day (holiday)	Jan. 16, Mon.
Last day to drop with a 90% tuition refund	Jan. 23, Mon.
Census Date	Jan. 27, Fri.
Last day to drop with a 75% tuition refund	Feb. 7, Tues.
President’s Day (holiday).....	Feb. 20, Mon.
Founder’s Day	Feb. 27, Mon.
Spring Recess.....	Mar 4-12, Sat.-Sun.
Midterm.....	Mar. 6, Mon.
Last day to drop with a 50% tuition refund	Mar. 6, Mon.
Instruction resumes	Mar. 13, Mon., 7 a.m.
Summer Semester Advisement and Online Registration for new and continuing students.....	Mar. 15-May 23, Wed.-Tues.
Last day to apply for graduation in May.....	Mar. 15, Wed.
Last day to drop a course without grade penalty if work is not of a passing grade	Apr. 7, Fri.
Christian Passover (holiday* begins night before)	Apr. 10, Mon.
Church Holyday (holiday)	Apr. 11, Tues.
Church Holyday (holiday)	Apr. 17, Mon.
Senior Dinner	May 3, Wed., 7 p.m.
Last day of classes	May 9, Tues.
Final examinations.....	May 10-12, Wed.-Fri.
INSTRUCTION ENDS	May 12, Fri.
Commencement Exercises.....	May 15, Mon., 11:00 a.m.
Final Grades Due.	May 19, Fri.

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CONTENTS

A

Academic Irregularities 24
Academic Probation 26
Academic Records 27
Adding Courses 12
Advisement 8
Appeal Procedure 27
Application Fee 13
Application for Admission 5
Associate of Theology 10
Attendance 24
Attendance, On-Campus Courses 24
Attendance, Online Courses 25
Auditing Classes 12

B

Bachelor of Theology 10

C

Calendar 2
Cancelled and Delayed Classes 24
Certificate Programs 9
Change of Name 16
Class Attendance 24
Corequisites 18
Course Credit 18
Course Listing 18
Course Sections 18

D

Diploma in Biblical Studies 9
Diploma in Christian Family Studies 9
Dropping Courses 12
Dual Enrollment, Early College 6

F

Faculty 22
Financial Aid 13, 14

G

Grade Corrections 26
Grade Point Average 26
Grades 25
Grading System 25
Graduation Fee 13

I

Icebreaker 17
Inclement Weather 24
Incomplete Grades 26
International Student Admission 6

O

Open Learning Program Admission 9
Orientation 7

P

Payment of Fees 13, 14
Prerequisites and Corequisites 18
Probation or Suspension, Appeal of 27

R

Refunds 14
Registration 11

S

Scholastic Requirements 26
Steps to Enroll 4
Suspension 26

T

Tardiness 25
Textbooks 15
TOEFL 6
Tutorials 8

W

Withdrawal from the University 27

Easy Steps to Becoming an LU Student



STEP 1: APPLY FOR ADMISSION (page 5)

- Online - go to www.livinguniv.com and click on “Become an LU Student-Apply Now.”
- In person - at the Charlotte office.
- Email proof of identification and a profile picture for your student account.



STEP 2: COMPLETE ONLINE ORIENTATION (page 7)

- Online at www.livinguniv.com/online-orientation. All students should complete the online orientation to familiarize themselves with the admissions and registration processes.



STEP 3: COMPLETE STUDENT TUTORIALS IN THE LEARNING MANAGEMENT SYSTEM (POPULI) AND ADVISEMENT (page 8)

- Courses are administered through the Learning Management System which provides tutorials on how to use the system to participate in classes. It includes written as well as video demonstrations. Login to your student account and click on the orange HELP button in the upper right corner.



STEP 4: REGISTER FOR CLASSES (page 11)

- All students may register online (Nov. 14, 2016-Jan. 10, 2017).
- On-campus students register online or on-campus (Jan. 9-10).



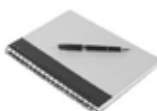
STEP 5: PAY TUITION AND FEES (page 13)

- All students can pay online using a credit or debit card. We accept VISA and MASTERCARD.
- On-campus students pay online or in person at the Business Office.
- Payment Deadline is Jan 10, except for late registrations.



STEP 6: BUY YOUR TEXTBOOKS (page 15)

- Online at www.livinguniv.com/textbook-list you will find the textbooks required for each course. Links are provided directly to Amazon.com, but you are welcome to use any vendor of your choosing.
- International students should acquire their textbooks well before classes begin to avoid shipping delays.



STEP 7: ATTEND FIRST CLASS MEETING (page 16)

- Students not completing the “Icebreaker” assignment within the first week of class are dropped as No-Shows. Re-registration is on a space available basis only.

LIVING UNIVERSITY ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN.

STEP 1



APPLY FOR ADMISSION

WHO IS ELIGIBLE TO ATTEND?



- All high school graduates.
- Anyone who has a Certificate of Proficiency or G.E.D.
- Anyone 18 years of age or older who can benefit from an online certificate program.
- Anyone 18 years of age or older seeking to enroll through the Open Learning Program – see section on the Open Learning Program in this schedule on Page 9.
- High school students who meet specific requirements for dual enrollment – for more information, see Page 6.
- International students who meet specific admission requirements – for more information, see Page 6.

WHO MUST APPLY?

- New students (those who have never attended Living University).
- Returning students enrolled in the Open Learning Program who have not attended for more than four regular semesters.
- Returning students enrolled in a credential program who have not attended for more than two regular semesters.

MUST I SUBMIT TRANSCRIPTS?

Official college transcripts from schools previously attended must be submitted for:

- Students who plan to complete a degree or diploma program at Living University, or become an on-campus student.
- Students who need to show completion of course prerequisites.
- Students who wish to receive transfer credit for previous academic studies.

Official high school transcripts must be submitted for:

- All high school students who wish to become on-campus students.
- Students who plan to complete a degree or diploma program at Living University.

HOW DO I APPLY FOR ON-CAMPUS STUDY?

- Select the on-campus option in the Enrollment Plans section of the application.

HOW TO APPLY

- Go to www.livinguniv.com
- Click on Become an LU Student - Apply Now button to initiate an application.
- After submitting all of your information, your application will be processed. You will receive an email requesting verification of identity and a profile picture. Your account will then be activated, a Username provided, and a link sent to set up your personal Password.
- Once you have your Username and Password, go to the university website and select the E-Learning Login link above the LU banner.
- Login using your Username and Password.
- During open registration, your account will have a Registration tab which can be used to register for Open Learning Program courses (see Open Learning Program on Page 9).

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities have a learning environment that provides for reasonable accommodation of their disabilities. Students having a disability requiring an accommodation are encouraged to contact the Registrar.

EARLY COLLEGE - HIGH SCHOOL DUAL ENROLLMENT

The University offers qualified high school students the opportunity to get a head start with their higher education by taking selected online university-level courses while still in high school through Early College enrollment. This program is available to students enrolled in public and nonpublic schools (including home schools) which enables them to complete the Certificate in Biblical Christianity over a period of three years. This program challenges Christian youth to think critically about their faith. The University requires the written permission of a parent or legal guardian for a student to participate. High school students enrolled in the Certificate of Biblical Christianity Program receive a tuition reduction for program courses. To enroll in this program a student must complete an online Application for Admission. Students may secure additional information about Early College on the University website at www.livinguniv.com/early-college.

INTERNATIONAL STUDENT ADMISSION

At this time the University does not admit international students for on-campus study in the United States. Nevertheless, qualified international students can take University online courses and complete certificate, diploma, and degree programs while residing internationally.

Proficiency in the English language (as evidenced by satisfactory TOEFL scores) and satisfactory academic records are important factors in the admission decision for all applicants outside the United States. International students must have graduated from a secondary

school that is equivalent to secondary schools in the United States (for diploma and degree programs only).

Specifics on each requirement are listed below:

1. Complete an online Application for Admission including the International Applicant Information (section f. Ethnicity/Residency) and submit it electronically to the Admissions Office. In addition, you must submit all required documentation. (Application fees apply for General Admission.)
2. Certified official high school (including a secondary school that is equivalent to high schools in the United States), college, and university transcript(s) from all previous academic experiences are required of all degree and diploma-seeking students. If the original copy of this record is written in a language other than English, then a certified copy of an English translation and evaluation is required. The official transcript must indicate the courses completed, the highest level completed, and the date coursework was completed. The University does not provide translation services for international transcripts; therefore, applicants may contact World Education Services (International Academic Credential Evaluation) at www.wes.org for translation information.
3. The Test of English as a Foreign Language (TOEFL) is required of all international applicants, except those from countries where English is the only official language, the applicant is a transfer from an accredited American institution with English transfer credit, the applicant is a graduate of an English-speaking school at the secondary level, or the applicant is applying as a non-matriculated student in the Open Learning Program. The minimum acceptable TOEFL score is 550 on the paper-based test or 213 on the computer-based test. International applicants from countries where English is not the first language should contact the nearest American Consular Office for information about taking the Test of English as a Foreign Language (TOEFL). You can also consult the TOEFL website at www.toefl.org for more information. TOEFL can be reached by telephone at 1-609-771-7100 in the U.S.A., Monday-Friday 8 a.m. - 9:00 p.m. (New York, U.S. Eastern time). The TOEFL is published and administered by the Educational Testing Service, P. O. Box 6151, Princeton, New Jersey 08541 U.S.A. These scores may be sent directly to Living University from the testing agency or included in your international admissions materials.

STEP 2



Orientation is a presentation on college programs and services. All new students seeking a credential are encouraged to complete orientation prior to registering for classes. If you have any additional questions, please contact us at the Admissions Office. Our email address is admissions@livinguniv.com or you can call us at 704-708-2294.

COMPLETE ONLINE ORIENTATION



All new students are highly encouraged to participate in the online orientation program. The program is designed to acquaint the student with the University environment, philosophy, purposes, policies, procedures, courses, staff roles and other student issues. Orientation is available at all times at www.livinguniv.com/online-orientation.

A short quiz concludes each section of the orientation. The quiz is NOT recorded or graded; it is simply a tool to help you assimilate the information. The answers are provided to further reinforce pertinent information. When you have completed online orientation you will be asked to complete a verification. This information helps us keep track of how many LU students are actually taking the time to finish the online orientation process. We also invite your suggestions as to how we can improve this process.

On-campus students will experience additional orientation activities and events held at the beginning of the Fall Semester.

STEP 3

COMPLETE STUDENT TUTORIALS IN THE LEARNING MANAGEMENT SYSTEM (POPULI) AND ADVISEMENT



POPULI TUTORIAL FOR NEW AND RETURNING STUDENTS

The University's Learning Management System (LMS), Populi, has some online student tutorials available for new and returning students. Simply click on the orange HELP button in the upper right hand corner of your screen once you are logged into your Populi student account. Select the Search the Knowledge Base option, and then click on Students, where you will find 13 tutorial videos and 8 instructional reference materials available. These student helps will show you all you need to know to function within the Learning Management System (LMS). You will learn how to do such things as: update your profile, register for classes, submit assignments, take part in discussion forums, and take online tests.

ADVISEMENT

The Dean of Faculty, faculty advisors and other faculty members are available to advise students on University requirements and programs of study. The Registrar and Admissions Offices provide general information about the University including procedures for registration, tuition and fees, identification cards, student transcripts, academic records and admissions counseling.

On the following pages are detailed schedules to assist students in academic planning. Each regular (matriculated) student is assigned an adviser who assists them in planning a schedule to meet their educational needs and advises them concerning any problem that may arise. All non-matriculated students may consult with the Registrar's Office for advisement. Students are encouraged to contact their advisers periodically.



- By completing the tutorials provided in the Learning Management System (Populi), students can prepare themselves for using the system BEFORE classes begin.
- Advisement is the process wherein faculty members help students plan and complete academic goals, assist them with course selection and ensure that they take courses in the proper sequence to meet the completion requirements for the program they have chosen.

OPEN LEARNING PROGRAM

The purpose of the Open Learning Program is to make coursework available in a distance learning format to persons not seeking completion of a credential (a certificate, diploma, or degree). Enrollments are accepted on a non-credit basis (or audit) for those who are not interested in academic credit but who are studying for personal satisfaction. All students must meet course prerequisites and corequisites.

Through the Open Learning Program individuals may enroll as non-matriculated students in online courses numbered 100-399 and in selected 400-level courses offered by the University. Open Learning students may accumulate twenty-four (24) semester hours before having to meet regular admission requirements. A non-matriculated student can apply a maximum of twenty-four (24) semester credit hours earned through the Open Learning Program to a baccalaureate degree, eighteen (18) to an associate degree, and fifteen (15) to a diploma or certificate. Grades earned through the Open Learning Program become part of a student's permanent academic record.

Courses approved for Open Learning Program enrollment are all courses numbered 100-399 and selected 400-level courses as follows:

- THL 412 Epistles of Paul I (3)
- THL 413 Epistles of Paul II (3)
- THL 416 General Epistles and Revelation (3)
- THL 421 History of Christianity I (3)
- THL 422 History of Christianity II (3)
- THL 467 Historical Geog. of the Bible Lands (3)
- THL 473 Archaeology and the Old Testament (3)
- THL 474 Archaeology and the New Testament (3)

Those seeking to enroll in these courses may register online in a simple procedure with special (non-matriculated) student status. Registrations may be either for the first (autumn or fall) or second (spring) semesters. The Registrar assists individuals who have questions about registration in Open Learning Program courses.

Individuals who desire to enroll in Open Learning Program distance learning courses as non-matriculated (special) students may find additional information about the program and access the online *Application*

for Admission on the www.livinguniv.com website. Enrollment as a special (non-matriculated) student does not constitute regular enrollment at the University, nor does it entitle students to privileges accorded regulated (matriculated) students.

Courses in the Open Learning Program are taught at a college and university reading and writing level. Moreover, there is an emphasis on improvement of writing skills and critical thinking skills. Students should expect to develop considerable fluency in navigating the Internet and accessing source materials and basic resources online.

Generally, applicants should be graduates of a public or private high school or have completed the GED.

SUGGESTED SCHEDULES

Certificates

The University offers seven undergraduate certificate programs. For requirements and suggested schedules, see Academics on the University website at www.livinguniv.com.

Diploma in Biblical Studies

The Diploma in Biblical Studies program is a 36 semester credit hour course of study designed to provide students with an in-depth study of the Bible and related topics. It has a two-fold purpose: to provide students the opportunity to grow in their understanding of the Scriptures and in their ability to effectively communicate the Scriptures to others. The Diploma in Biblical Studies normally requires two years to complete on a part-time basis. Those who plan to complete the program over three or more years can take one or two courses a semester. It requires satisfactory completion of COMM 260, ENG 111, 112, HPRO 114, THL135, 136, 200, 211, 212, 226, 332, and 380.

Diploma in Christian Family Studies

The Diploma in Christian Family Studies program is a 36 semester credit hour course of study. It has a two-fold purpose: to provide students with relevant, effective education and support encouraging an optimal environment for successful Christian marriage,

parenting and family life, and to enable them to help others attain successful Christian marriage, parenting and family life. The Diploma in Christian Family Studies normally requires two years to complete on a part-time basis. Those who plan to complete the program over three or more years can take one or two courses a semester. It requires satisfactory completion of COMM 260, EDUC 345, 346, ENGL 111, 112, HPRO 114, NUTR 207, PHED 327, THL200, 342, 344, and 350.

Associate of Theology

The Associate of Theology degree program of study is a 60 semester credit hour course of study designed for both online and traditional students to develop as servant-leaders equipped with a sound theological base for leadership, teaching, and ministry within a local church, particularly related to volunteer or bi-vocational service. For specific Associate of Theology degree requirements, refer to the University catalog or the University website.

Bachelor of Theology

The Bachelor of Theology degree program is a 128 semester credit hour course of study designed to equip students with a sound theological base for leadership, teaching, and ministry within a local church, particularly related to volunteer, bi-vocational, or career service. The suggested part-time schedule, provided to the right, lays out the courses required in the Bachelor of Theology degree program over a period of seven years.

Most working adults (including full-time homemakers) should find this schedule more useful as they complete the program in defined segments, e.g., certificate, diploma, associate degree, bachelor degree. This schedule should also serve the interests of individuals presently involved with volunteer, bi-vocational, or career service in a local church congregation. For specific requirements, refer to the University catalog or the University website.

Students who have transfer credit can reduce the time needed to complete their degree programs. Students should develop their schedules each semester in consultation with their academic adviser.

SUGGESTED SCHEDULE FOR WORKING ADULTS	
Certificate in New Testament Studies Diploma in Biblical Studies Associate of Theology Bachelor of Theology	
FIRST YEAR	
First Semester 9 semester hours	Second Semester 9 semester hours
ENGL 111 Written Expression3	ENGL 112 Argument Based Lit Research.3
THL 135 Life, Min. & Teach. of Jesus.....3	THL 136 Acts and the Writings of Paul3
THL 200 Principles of Christian Living.....3	THL 226 Christian Leadership3
SECOND YEAR	
First Semester 9 semester hours	Second Semester 9 semester hours
CIS 110 Introduction to Computers3	COMM 260 Public Speaking.....3
THL 211 Old Testament Survey I.....3	THL 212 Old Testament Survey II.....3
THL 332 The Biblical Text.....3	THL 380 Intro. To Biblical Doctrine.....3
<i>Certificate in New Testament Studies course requirements complete</i>	
THIRD YEAR	
First Semester 9 semester hours	Second Semester 9 semester hours
HPRO 114 Health and Wellness3	ENG 262 World Literature II.....3
ENG 261 World Literature I.....3	THL 416 General Epistles3
THL 320 Intro. to Church History.....3	THL 467 Historical Geography Bib Lands.3
<i>Diploma in Biblical Studies course requirements complete</i>	
FOURTH YEAR	
First Semester 9 semester hours	Second Semester 9 semester hours
HIST 111 History Western Civilization3	Mathematics.....3
THL 412 Epistles of Paul I.....3	THL 413 Epistles of Paul II.....3
THL 421 History of Christianity I.....3	THL 422 History of Christianity II3
<i>Associate of Theology course requirements complete.</i>	
FIFTH YEAR	
First Semester 9 semester hours	Second Semester 10 semester hours
ART 110 Art History and Appreciation	ANTH 230 Biological Anthropology.....3
or MUS 121 Music History/Appreciation...3	ANTH 230L Biological Anthropology Lab.. 1
Social and Behavioral Science.....3	THL 300 Intro. to Bib. Lang./Resources...3
Elective.....3	Social and Behavioral Science3
SIXTH YEAR	
First Semester 9 semester hours	Second Semester 9 semester hours
Electives9	Electives.....9
SEVENTH YEAR	
First Semester 9-11 semester hours	Second Semester 9-10 semester hours
THL 460 Contemporary World Religions...3	THL 450 Intro. to Biblical Theology.....3
Electives6-8	Electives.....6-7
<i>Bachelor of Theology course requirements complete.</i>	

STEP 4



All students are required to officially register during the dates designated in the Academic Calendar. No course credit may be granted or attendance to class permitted for any course in which the student is not properly registered.

The University requires that a student seeking registration in an online course be the same student that participates in, completes, and receives credit for the course.

Students may drop or add courses during published dates set forth in the Academic Calendar (see Late Registration Drop/Add). We suggest students confer with their academic adviser before making any changes.

Students are not permitted to register after the close of Late Registration, except in extenuating circumstances.

REGISTER FOR CLASSES



All Online Students (New and Returning)

1. Login by going to the LU website at www.livinguniv.com and selecting E-learning Login (above the Living University banner), using your login Username and Password.
2. During open registration, an Alert will show on your dashboard. Click on this Alert notification to go to the list of Available Courses.
3. Make your course selection by clicking on the green plus symbol (+) under the Enroll column to register for credit, or under the Audit column to register as an auditor. The selected course will move above the list of Available Courses to the section titled My Courses. Click the **Save** button to lock in your registration. (*NOTE: students enrolled in credential programs must register for credit.*) A brief notice will flash confirming your selection has been saved.
4. The Admissions staff will process your request and complete billing. An Alert on your dashboard will notify you when your registration/invoice has been processed.
5. Within 24 hours of registration, you will receive an email requesting that you accept the electronic Enrollment Agreement. Be sure to act promptly by accepting the agreement.
6. Pay your tuition and fees (see Page 13).
7. When your course begins, return to the LU website and login through the E-learning link. On your student dashboard screen, select the course you wish to enter.
8. If you decide not to attend a course in which you are officially enrolled, it is your responsibility to drop the class by the published deadlines. Refunds are made according to the published University refund policy (see Page 14).

In all cases, the University reserves the right to refuse registration to any student beyond the published registration dates. In addition, the University may withhold the privilege of registering or accessing a course for, but not limited to, the following reasons: unpaid fees, overdue loans, overdue library books, or incomplete admission records.

On-Campus Students

You should register either online or in person (on-campus) during the published registration dates.

AUDITING COURSES

Auditing is understood as attending a course regularly, without participating in course work or receiving credit, and is permitted on a space-available basis. A course taken as an audit cannot be changed to a course taken for credit. Courses that are audited cannot be used toward certificate, diploma, or degree requirements. The tuition and fees for audit courses are the same as those taken for credit. Students may change their registration in a course from a credit enrollment to an audit up until the “Last day to drop a course without grade penalty” date as set in the Academic Calendar. Students who register for a course as an audit but then withdraw will be assigned a grade of “W” for the course.

ADDING AND DROPPING COURSES

Students may drop or add courses during published dates set forth in the Academic Calendar as published in this Schedule. We suggest students confer with their faculty adviser before making any changes.

DURING THE LATE REGISTRATION PERIOD

Courses can be added during the Late Registration (Drop/Add) Period set forth in the Academic Calendar. Courses that are officially dropped through the refund period will not be shown on the academic transcript. Since some courses will have closed at capacity, late registrants may need to select their courses from a reduced schedule.

Students may drop courses on or before the Census Date. The student’s actual registration status is changed from registered or added to dropped. This change in status does not appear on the student’s transcript. After the Census Date, a student must officially withdraw from courses.

AFTER THE LATE REGISTRATION PERIOD

Adding a course after the Late Registration period requires the approval of the course instructor and the chair of the department offering the course. After the Census Date in any semester, students may not add courses except in extremely rare and extenuating circumstances as approved by the Dean of Faculty. It is the responsibility of the student to drop a course(s)

if he/she cannot meet the requirements of the course. Any student who simply stops attending classes without officially withdrawing from a course risks receiving a punitive grade for that course.

Students who find it necessary to drop a course(s) after the Late Registration (Drop/Add) Period must notify the Registrar’s Office. If a student drops a course on or before the “Last day to withdraw from a course without grade penalty,” even if their work is not of a passing grade, then a “W” is recorded (see Academic Calendar in this Schedule). If a course is dropped after that date, but before the last 21 calendar days of the semester, then the instructor determines the grade. The faculty member will at this time record a grade of “W” if passing (not computed in GPA), or “WF” if failing (computed in GPA).

Students who drop an individual course, yet remain in one or more classes during the last 18 calendar days of the semester, will receive a grade of “WF.” Students who completely withdraw from the University at any time during the semester may be given a grade of “W” on all courses.

If students do not initiate the withdrawal process, the instructor is required to initiate the administrative process and to record a grade of “W” or “WF” for the course depending on the date the faculty member drops the student from the course.

CENSUS DATE

The Census Date, the official day of record used for reporting and administrative purposes, is the 12th class day for the Fall and Spring Semesters, and the 4th class day of the Summer Session.

IDENTIFICATION CARDS

Only on-campus students receive identification cards at registration. These serve as a library card, may be required for certain activities and events, and may enable student discounts at some retail stores. Students should maintain them in their possession at all possible times. Identification cards are the property of the University and must be surrendered to University officials upon request.

STEP 5



- To access your student account, login to the E-learning System. If you have an open invoice balance, an Alert will display on your student dashboard. Click on the Alert link to access the payment information page.
- Pay online using your credit card. We accept VISA and MASTERCARD; or you may pay in person at the Business Office in Charlotte; or you may mail your check made payable to Living University to 2301 Crown Centre Drive, Charlotte, NC 28227.
- Payment is due by January 10 (except for late registrations, due upon registration).

The cost of a university education can be a financial burden for some. For this reason the University instituted Tuition Assistance and the Regents Scholarship program to provide financial assistance to eligible Living University students who, without such aid, would be unable to attend the University.

To be considered for Tuition Assistance or the Regents Scholarship program, an applicant must request consideration during the admissions and registration process by applying for the assistance or scholarship. The form used for both of these aids is *F006 Tuition Assistance Request*, and is located at www.livinguniv/forms.

- The University does not participate in U.S. federal financial aid programs.

PAY TUITION AND FEES



Semester Tuition Charges

Semester tuition is charged on a flat fee basis for a registration of 15-18 semester credit hours, and on a semester credit hour basis for a registration of less than 15 hours or for each additional hour above 18 hours. The same rates apply to credit and audit hours.

Flat fee basis (15-18 semester hours)..... \$1,875
Each hour up to a total registration of 15 hours..... \$125
Each hour above a total registration of 18 hours..... \$125

Application Fee (except for Open Learning)..... \$50

Graduation Fee..... \$75

Graduation fees are payable during the semester the student expects to graduate. Candidates for graduation can download an *Application for Graduation* from the University website.

Information Technology Fee \$35

A mandatory fee assessed each student each semester to support and enhance information technology resources for students and faculty.

Returned Check Collection Fee..... \$25

If a check is returned from the bank unpaid for any reason, the student will be assessed a collection fee of \$25 for each check returned.

Student Activity Fee..... \$75

A mandatory fee assessed each full-time, on-campus matriculated student each semester for student welfare and activity funds including the operating expenses of the Associated Student Body. No fee shall be assessed during the summer session.

Transcript Fee \$5

This is a charge assessed for each official transcript of a student's permanent academic record.

The rates printed in this publication are those in effect as of June 1, 2016, and are subject to change without prior notice. The University reserves the right to assess new fees or increase or decrease existing fees as it may determine. The University will publicize any such changes when and if they occur.

OBLIGATION FOR PAYMENT

Tuition and fees are payable in full on the date of registration. Tuition and fees may be paid by cash, check, money order, MasterCard or Visa. Checks and money orders should be made payable to Living University. A check given in payment of expenses which is returned by the bank results in indebtedness to the University and places the student's enrollment in jeopardy. Students who are receiving financial assistance such as scholarships, grants, etc., must have formal authorization filed in the Business Office prior to registration.

All amounts owed to the University, including any deferred charges, are an obligation of the student. Failure to meet any financial obligation when it becomes due, or to arrange for payment before the due date, is considered sufficient cause for cancellation of registration, postponement of graduation, or the holding of transcript requests.

Degrees, diplomas, or certificates will not be granted, nor will transcripts be furnished, until all financial obligations to the University have been paid. All previously incurred expenses at the University must be paid before a student may register at the beginning of any semester.

REFUNDS

Refunds are made as set forth below:

- A. A 100% refund of tuition and fees shall be made if the student officially withdraws (drops) the course(s) prior to the first day of classes of the semester, during the Late Registration (Add/Drop) Period as noted in the Academic Calendar, if the University cancels the course(s) in which the student is registered, or if the student is a no-show.
- B. A 90% refund of tuition shall be made if the student officially withdraws (drops) from the course(s) after the Add/Drop Period but on or before the official Census Date (the 10% point of the semester). See Academic Calendar for official dates.
- C. A 75% refund of tuition shall be made if the student officially withdraws (drops) from the course(s) after the Census Date (10% point of the semester) through the 25% point of the semester (the end of the fourth week of classes) as noted in the Academic Calendar.

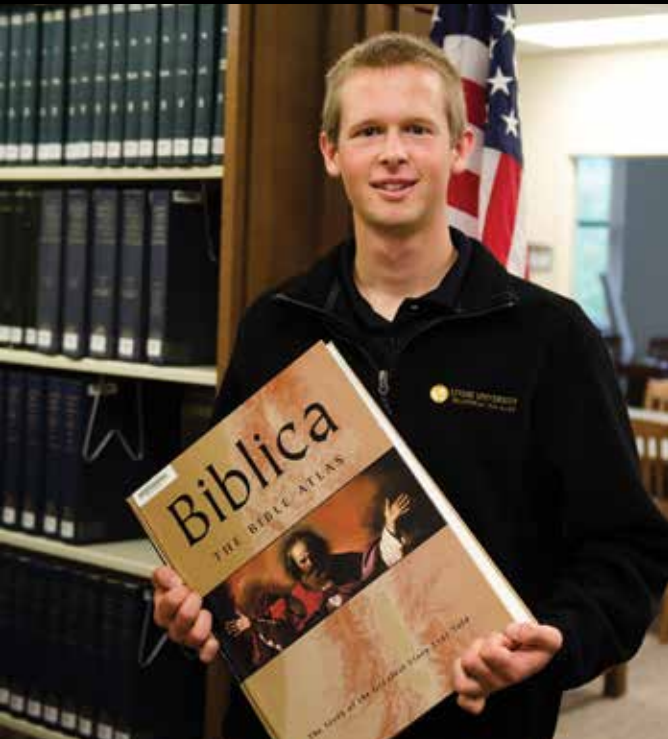
- D. A 50% refund of tuition shall be made if the student officially withdraws (drops) from the course(s) after the 25% point of the semester (end of the fourth week of classes) through the 50% point of the semester (Midterm).
- E. Tuition refunds are not made for withdrawals (drops) after the 50% point of the semester (Midterm). See Academic Calendar for official dates.
- F. For courses beginning at times other than the first week of the semester, tuition refunds shall be pro-rated.
- G. A 100% refund of the Information Technology Fee, and for on-campus students the Student Activity Fee, shall be made if a student officially withdraws (drops) prior to the first day of classes of the semester or during the Late (Add/Drop) Period. Such fee refunds shall not be made for withdrawals (drops) after the Late Registration Period.
- H. If a student, having paid the required tuition and fees for a semester, dies during that semester (prior to or on the last day of the semester the student was attending) all tuition and fees for that semester may be refunded to the estate of the deceased.

Withdrawal requests may be conveyed in any manner to the course professor, Registrar, or Dean of Faculty. This action is sufficient for ensuring any refund owed to you. Tuition refunds will be made within 30 days of requests and mailed to students or credited to their credit cards.

FINANCIAL AID

Living Church of God members contributing to the Living Church of God Assistance Fund (third tithe) as of the close of Late Registration for the term in which registering receive a 50% reduction in tuition charges for courses taken for credit or audit by the members, their spouses and their dependent children under the age of 22. This reduction applies to tuition but not fees. Eligibility requires verification. To comply with U.S. tax laws, Living Church of God members receiving a Regents Scholarship by virtue of a contribution to the Living Church of God Assistance Fund should reduce any income tax deduction for the charitable contribution by the amount of the Regents Scholarship. Cancelling course enrollment or withdrawing from a course requires full repayment of Regents Scholarship funds.

STEP 6



All students need to acquire the required books for the courses in which they are registered. Refer to the LU Bookstore (called Books'n Mor) on the Internet for the latest textbook listings. Visit the bookstore at: <http://www.livinguniv.com/booksn-mor>. Links are provided for Amazon, but students may purchase textbooks from any vendor of their choice.

At the LU Bookstore, simply follow the links for more information about books for the current semester at: www.livinguniv.com/textbook-list.

BUY YOUR TEXTBOOKS



Students may order books through the University Bookstore. The secular textbooks, commentaries and reference books utilized in our courses are commercial publications. They represent the views and ideas of their authors, editors, and publishers. Living University does not endorse these texts nor does it vouch for their accuracy; we simply employ them in helping students master the content of their courses. A direct link to the Spring 2017 semester textbook list is available at: www.livinguniv.com/textbook-list.

The online University Bookstore is called Books'n Mor. There students can view a listing of textbooks for the current semester (both required and optional) which contains direct links to Amazon. Many students find amazon.com a useful place to acquire their textbooks. Living University is a participant in the Amazon Services LLC Associates Program, an affiliate advertising program designed to provide a means for sites to earn advertising revenue by advertising and linking to amazon.com. However, students may use any vendor to purchase their textbooks, including ordering them from their local bookstore.

We advise international students to acquire their textbooks early due to potential international shipping delays. Bear in mind that some book dealers may not ship to specific countries. The University Bookstore staff will help students in these situations acquire their textbooks in a timely fashion.

STEP 7

ATTEND FIRST CLASS MEETING



WHAT BROWSER SHALL I USE?

We recommend using the latest version of Google Chrome, as this is recommended by the Learning Management System (Populi) for maximum performance.

UPDATING YOUR PERSONAL INFORMATION

Login to your Populi student account and select the My Profile tab. Click on the Info sub-tab and review the information to be sure that it is all correct. Click on the gear beneath the Search button to change your password. A valid email address is a requirement for all online courses. Updating your email address will assist communication with your instructor as well as provide a place for your instructor to contact you. To update your email address, name, mailing address or other contact information, roll your cursor at the end of the row of the information to be changed and select Edit, make your changes and then hit Save. To signify a primary number or email address, click on the star symbol beside the item (it will light up when enabled). To hide information from general viewing by other students, click on the lock symbol beside the item (it will light up when enabled).

CHANGE OF NAME

Unlike an email address, mailing address or telephone number, students cannot make changes to their name in the Populi system. Students must inform the University in writing if there is a name change while currently enrolled at the University. Written notification of a name change must be submitted to the Registrar's Office in a timely fashion.

HOW DO I CONTACT MY INSTRUCTOR?

The best way to communicate with your instructor is by using the email feature in the E-Learning system (Populi). On the course Info webpage, click on the instructor's name and then select "Send Email."

ACCESSING YOUR ONLINE COURSE

You will not be able to access your online classes until the first day of the semester, January 11, 2017, Charlotte time. To offi-



1. Go to the Living University homepage at www.livinguniv.com and click on the "E-learning Login" link in the upper right hand corner of the webpage.
2. Once on the login screen, enter your Username and your Password, and then click on Log In.
3. You will be taken to your Student Dashboard screen. Under the Courses menu to the right side of the screen, click on the course for which you have registered.
4. To officially begin a course you must complete the "Icebreaker" assignment before the 8th day of the the semester.

cially begin a course you must complete an Icebreaker assignment. For many courses the Icebreaker is the posting of a short autobiography on the Welcome and Overview lesson discussion forum.

ICEBREAKER ASSIGNMENT

Students registered in an online course must complete at least one assignment in the course before the end of the Census Date. For most online courses, the Icebreaker assignment must be submitted by the eighth day of the semester. You will find details about your Icebreaker assignment in the syllabus for your course.

To complete this assignment, students should go to www.livinguniv.com and select E-Learning Login, then enter their Username and Password. When the Student's Dashboard screen appears, select the course, then follow the instructions for the first lesson of the course.

Faculty members report to the Registrar students registered for a course but who do not complete this assignment before the end of the Census Date as "No-Show" students. Students who fail to complete this assignment before the 10% Census Date forfeit their registration in the online course.

TIPS FOR SUCCESS

Stay in regular attendance. The first step to success is to "show up." Students who fall behind in their coursework typically drop out - don't let this happen to you!

Ask questions. Questions arise in the learning process, so if you have a question, ask your instructors and anyone else who can help you (advisor, registrar, etc.). Get to know your instructors and adviser, and reach out to them when you need to. They are only an email away and will try to reply to you as promptly as they are able.

Observe all due dates. Pay attention to all deadlines like drop/add, withdrawal dates, early registration, and due dates for papers and exams. It would be detrimental to miss a quiz or receive a docked grade for a late assignment. The University website is a comprehensive source of all current information.

Watch your grades. The University seeks for you to be successful but occasionally your academic progress may slip. The student who is seeking a degree, diploma or certificate needs to maintain a 2.0 grade point average.

Don't ever give up. Distance learning emphasizes self-motivation. The instructor functions as a facilitator with the student as the driving force in mastering course content. Do not to put off completing your readings and assignments.

Develop a systematic learning style. The following should serve the needs of most students:

- * Look over assigned readings.
- * Read the assigned readings making notes before viewing an assigned lecture.
- * Define terms in the lesson since exams often test basic terminology.
- * As you view lectures, complete your notes.
- * Participate in any assigned discussion forums.
- * Complete all writing assignments and take instructor comments seriously to improve future work.
- * Review your study notes weekly.
- * Use your email to ask questions of your instructors as needed.
- * Use the library which provides online access to materials you can use in your courses.

CAN I BE DROPPED FROM MY COURSE FOR ANY REASON?

You can be dropped as a No-Show for failing to complete the Icebreaker assignment during the first week of the semester. Moreover, missing 20% of the course work could result in your being dropped from the class.

WHAT IF I NEED MORE TIME TO FINISH A COURSE?

It is important for you to finish a course by the semester's end. In exceptional circumstances you may request a temporary incomplete grade for a course. See Incomplete Grades on Page 26 for more information.

COURSE SECTIONS

The following list of courses is in alphabetical order by discipline or field of study, except as otherwise noted, and in numerical order under the discipline or field of study. Following the title of each course are numbers representing lecture, laboratory, clinical experience, and credit respectively, the requirements for admission to the course, if any, and a brief description of its content.

Following the course descriptions is the course section, the mode of instruction, and the instructor. STAFF means that the course is either team taught or an instructor had not been named at the time of publication.

NUMBERING OF COURSES

Courses numbered 100 through 299, referred to as lower-division courses, are usually introductory in nature and intended for undergraduates (primarily for but not limited to freshmen and sophomores). Courses numbered 300 through 399, often having prerequisites, are for advanced undergraduates (primarily for juniors and seniors). Courses numbered 400 through 499 are for advanced undergraduates and graduates (juniors, seniors, and postbaccalaureate students).

Lower division students may enroll in upper-division 300 and 400 level courses upon consent of the chair of the department offering the course or if the course is approved for enrollment under the Open Learning Program. The lower case letters, *ab*, *abc*, etc., indicate the semesters of a course which are more than one semester in length. In such courses the *b* semester is a continuation of the *a* semester, etc.

Students should familiarize themselves with academic and other regulations of the University. They are responsible for complying with these regulations and for fulfilling all requirements for their particular program.

PREREQUISITES AND COREQUISITES

Special requirements for admission to certain courses are introduced by the word “prerequisites” or “corequisites.” A prerequisite is a course taken prior to another course. A corequisite is a course taken at the same time as another course or prior to the course to be taken. Students who do not have credit in prerequisite courses but believe they have equivalent preparation should consult the chair of

the department. Permission to enroll requires the written approval of the chair.

COURSE CREDIT

Course credit is in semester hours. Each semester hour generally represents one hour per week in class and a minimum of two hours preparation outside of class (with a corresponding equivalency in the summer term). Courses involving laboratory, clinical experience, activity, or other application normally require additional hours of class attendance. In registering for a course with variable credit, students must indicate at registration the number of semester hours for which they intend to take the course.

COURSE LISTING

BUS 112 Introduction to Business (3-0-0-3)

Prerequisites: None. *Corequisites:* None.

This course deals with major aspects of business including management, marketing, accounting, information processing and finance. Emphasis is on real business personalities and situations. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

01 Online Woodard

BUS 308 Business Law (3-0-0-3)

Prerequisites: None. *Corequisites:* None.

This course deals with the American legal system, torts, contracts, agency, sales, property, negotiable instruments and business organizations. Special emphasis is on contemporary business ethics. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

01 Online Germano

COMM 260 Public Speaking (3-0-0-3)

Prerequisites: COMM 150 or consent of instructor.

Corequisites: None.

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is on research, preparation, delivery, and evaluation of informative,

persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.

01 Online Elliott

ENGL 112 Argument-Based Literary Research (3-0-0-3)

Prerequisites: ENGL 111. *Corequisites:* None.

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style.

01 Online Vorel

PHED 236 Christian Camp Leadership (3-0-0-3)

Prerequisites: Consent of Instructor. *Corequisites:* None.

This course is designed to prepare students for service as Christian camp counselors or activity leaders. Emphasis is on techniques of Christian camp counseling and leadership, camp safety, activities and program development. Upon completion, students should be able to demonstrate knowledge of the various philosophies, administration, and programming of Christian camps, and serve in the capacity of a Christian camp counselor or activity leader.

01 Online Monson

THL 110b Tomorrow's World Bible Study Course (2-0-0-2)

Prerequisites: THL110A. *Corequisites:* None.

This two-semester course serves as an introduction to the Bible, its message, and its implication for successful Christian living. Second semester topics focus on practical Christian living and the building of living faith. Upon completion, students should be able to demonstrate a basic understanding of biblical concepts regarding history, theology, prophecy and Christian life.

01 Online Ciesielka

THL 136 Acts and the Writings of Paul (3-0-0-3)

Prerequisites: THL135. *Corequisites:* None.

Focused in the book of The Acts of the Apostles, this course deals with Paul's life, times, and writings including the background, purpose, message, and themes of the Pauline epistles; his personal life and character; his companions; and the chronology of the apostle's life. Emphasis is on the theology of his writings and the issues that Paul dealt with in apostolic times. Upon completion, students should be able to show the message of Acts and each of the Pauline Epistles and their implication and application.

01 Online Frank

THL 212 Old Testament Survey II (3-0-0-3)

Prerequisites: THL 211. *Corequisites:* None.

This course will deal with the Minor Prophets and The Writings. Emphasis is upon the background, content structure, geography, teachings and basic meaning of each book and outstanding people and events as background and foundation for understanding the New Testament. Upon completion, students should be able to demonstrate knowledge of the author, background, theme, and content of each book.

01 Online Nathan

THL 226 Christian Leadership (3-0-0-3)

Prerequisites: None. *Corequisites:* None.

This course deals with the principles of Christian leadership and service. Topics include foundations of leadership, leadership skills, challenges facing leaders and case studies of great leaders of the Bible and secular history. Upon completion, students should be able to demonstrate the qualities of a servant leader in a variety of settings.

01 Online S. Winnail

THL 300 Introduction to Biblical Languages and Resources (3-0-0-3)

Prerequisites: None. *Corequisites:* None.

This course is a basic introduction to Greek, Hebrew, and Aramaic using Hebrew, Aramaic, and Greek resources in e-Sword and TheWord. Emphasis is on the original languages with more attention to Greek, the alphabets of both languages, the nuances of grammar

in relation to understanding the text, and the use of major tools for original language study. Upon completion, students should be able to employ the original language tools found in software programs profitably and responsibly in using the Hebrew Bible and the Greek New Testament to prepare articles, sermons and Bible studies, and demonstrate the proper use of an interlinear text in understanding the meaning of biblical text.

01 Online Maidanos

THL 350 Principles of Counseling and Conflict Resolution (3-0-0-3)

Prerequisites: None. *Corequisites:* None.

This course focuses on the philosophy and techniques of biblically-based counseling including interpersonal, premarital, marital, family counseling, addiction counseling, and biblical conflict resolution. Topics include the nature and principles of biblically-based counseling; techniques and theories of counseling; patterns of problem solving; the counselor and counselee relationship; the applicability of Scripture; and biblical conflict resolution. Upon completion a student should be able to understand and discuss multiple issues applicable to counseling and demonstrate the basic techniques of biblically-based counseling.

01 Online S. Winnail

THL 380 Introduction to Biblical Doctrine (3-0-0-3)

Prerequisites: None. *Corequisites:* None.

This course deals with basic biblical doctrine. Topics include the Church, the Holy Bible, God, the Holy Spirit, the gospel, salvation, holy days and festivals, the law of God, the Sabbath, sin, being born again, church government, marriage, the second coming of Christ, the last judgment, and human potential. Upon completion, students should be able to state and demonstrate fundamental understanding of basic biblical doctrine. *Tomorrow's World* television presenter Richard Ames presents a series of lectures on foundational biblical doctrines.

01 Online Ames

THL 413 Epistles of Paul II (3-0-0-3)

Prerequisites: THL 136 or consent of instructor.

Corequisites: None.

This is the second course focusing on the Apostle Paul's life and writings. Emphasis is on the final five of his letters to the seven churches (Ephesians, Philippians, Colossians and 1 & 2 Thessalonians), his letter to the church at-large (Hebrews) and his letters addressed to individuals (1 & 2 Timothy, Titus and Philemon). Stress is upon the use of critical, historical, archaeological, and cultural analysis. Upon completion, students should be able to use analysis tools to read, understand, and explain these biblical writings

01 Online Frank

THL 428 Working with Elderly in the Church (3-0-0-3)

Prerequisites: None. *Corequisites:* None.

This course deals with identifying the needs both physical and spiritual of the elderly. Emphasis is on learning and applying necessary care skills to meet these needs and developing an awareness of available community resources. Upon completion, students should be sensitive to and proactive in dealing with the challenges and needs of an aging population, e.g., spiritual/religious, social, biological, physiological, and psychological.

01 Online S. Winnail

THL 437 Biblical Prophecy I: Major Prophets (3-0-0-3)

Prerequisites: THL212 or consent of instructor.

Corequisites: None.

This course deals with the role and function of biblical or "major" prophets with a focus on the prophecies found in Isaiah, Jeremiah and Ezekiel. Emphasis is on the historical background of each prophet and the writing of each book as well as their prophetic meaning. Upon completion, students should be able to use analysis tools to read, understand, and explain these biblical writings.

01 Online Nathan

THL 450 Introduction to Biblical Theology (3-0-0-3)

Prerequisites: THL380 or consent of instructor.

Corequisites: None.

This course deals with the principal doctrines of Christi-

anity as seen through various theological systems and interpretations. Topics include the nature of God; biblical and theological development of concepts regarding the Father, the Son, and the Holy Spirit; the creation and the purpose for mankind; and covenants, salvation, grace, law, faith and the Church. Upon completion, students should be able to demonstrate systematic approach to fundamental doctrinal understanding. This is the capstone course for the baccalaureate degree theology major.

01 Online Nathan

THL 467 Historical Geography of the Bible Lands (3-0-0-3)

Prerequisites: None. *Corequisites:* None.

This course deals with the historical geography of the Bible Lands as represented in ancient texts (the Bible as well as Egyptian, Mesopotamian and Canaanite sources). Emphasis is on the interrelationship of history and geography during the Bronze and Iron Ages, including settlement, economic, military, and communication factors in ancient Israel. Upon completion a student should be able to correlate relevant archaeological, historical and biblical material with important sites, roads, and features within the eastern Mediterranean region.

01 Online Moore

THL 473 Archaeology and the Old Testament (3-0-0-3)

Prerequisites: None. *Corequisites:* None.

This course deals with the archaeology of the Bible Lands from the fourth millennium BCE through the intertestamental period. Topics addressed include patriarchal Palestine, Joseph and Moses in Egypt, the reigns of David and Solomon, the divided kingdom, the exile, and the intertestamental period. Upon completion, students should be able to explain how understanding of the social, political and religious background of the biblical world aids illumination of the Hebrew Scriptures.

01 Online Germano

THL 490a Practicum in Professional Ministry (0-6-0-2)

Prerequisites: Consent of department chair.

Corequisites: None.

This practicum consists of supervised fieldwork in ministry. Emphasis is on developing and exercising the competencies and skills necessary for professional ministry and for intensive reflection on the experience. Upon completion, students should be able to demonstrate the planning, organization, and execution of ministry responsibilities. This is a Pass/Fail course.

01 Online S. Winnail

THL 499abc Independent Study (1-3 0 0 1-3)

Prerequisites: Consent of Instructor.

Corequisites: None.

In this course a student selects a project in consultation with a faculty sponsor before registration and completes it over the course of a semester. Progress meetings are held regularly and the student must submit a formal final report. Upon completion, the student should be able to demonstrate mastery in the content of the project orally and in writing.

01 (THL 499a for 1 SCH) Online Staff

02 (THL 499b for 2 SCH) Online Staff

03 (THL 499c for 3 SCH) Online Staff

2017 SPRING FACULTY



Richard F. Ames, M.A. (THL 380)

Richard F. Ames is a member of the LU Board of Regents, and serves on the University's Executive Committee. From 1967-77 he taught theology, speech and broadcasting at the Ambassador University campus in Big Sandy, Texas. From 1980-90 he served as Director of Admissions at the Ambassador University campus in Pasadena, California, where he also taught courses in theology and communications and served as Registrar (1988-90). Ordained as a minister of Jesus Christ in 1965 and as an evangelist in 1984, he has pastored congregations in seven U.S. states, and since 1986 has presented hundreds of Bible-based religious telecasts to millions of viewers watching *The World Tomorrow*, *The World Ahead* and *Tomorrow's World*. He currently serves as Director of Media Operations and Treasurer for the Living Church of God.



W. Wyatt Ciesielka, M.A. (THL 110B)

Wyatt Ciesielka received his B.A. from Ambassador University in Big Sandy, TX, and his M.A. in Theological Studies from Liberty University in Lynchburg, VA. At Ambassador, his main areas of academic focus were Theology and English, and he served in numerous student government positions including as president of the Outreach program. At Liberty, his areas of concentration included systematic theology, comparative religion and the Old Testament text. In 2008 he was hired as a full-time pastor in the Living Church of God, and has served congregations in Texas, Arkansas, Tennessee and Florida. In addition to serving as a Living University lecturer, he is currently the manager of the Church's Internet Department and is a regular contributor to the Living Church of God publications.



Stephen P. Elliott, M.A. (COMM 260)

Stephen Elliott attended Ambassador College campuses in Big Sandy, Texas and Pasadena, California earning a B.A. in Theology. He has served in the full-time field ministry of the Church of God since 1981. During that time he taught and directed Spokesman's Clubs patterned after Toastmaster's International. In 1992 he received an M.A. in Organizational Communication from Western Kentucky University at Bowling Green. He has traveled and lectured in Europe, Africa, the Philippines, Israel, Mexico, the Bahamas, and Canada. In addition, he has written for various Church publications.



Kenneth L. Frank, Jr., M.A. (THL 136, THL 413)

Kenneth Frank attended Monmouth College for one year, majoring in history and government. Following that, he attended the three campuses of Ambassador College in Big Sandy, Texas, USA; Bricket Wood, England; and Pasadena, California, USA. In the summer of 1971 he participated in an archaeological project jointly sponsored by Ambassador College and Hebrew University in Jerusalem. Upon graduation from Ambassador College with a Bachelor of Arts in Theology, he trained for the ministry in Canada and was ordained an elder in 1975. He pastored Canadian congregations in Manitoba, Saskatchewan and Ontario for twenty-six years before returning to the United States where he served as a Living Church of God pastor in Maryland, Virginia, and North Carolina. In 2014, he earned a Master of Arts degree in Christian Studies with an emphasis in Pastoral Ministry at Grand Canyon University. Presently, he serves at the Living University campus as instructor, Registrar and Director of Admissions.



Michael P. Germano, Ed.D., J.D. (BUS 308, THL 473)

Dr. Germano brings over forty years of professional experience in educational leadership, teaching, corporate and business law, entrepreneurship, and institutional advancement initiatives to the LU presidency. He is a member of the California State Bar and was admitted to practice in the federal district courts of Southern California and East Texas. He taught business law at West Coast University (Los Angeles) and at Ambassador University (Big Sandy, Texas). Affiliated with Ambassador University (formerly Ambassador College) since 1959, he served as chief academic officer at two of its campuses. He left Ambassador as a professor emeritus in 1997 and completed a master's degree in archaeology/anthropology at Texas A&M in 2000. He then left retirement to serve several years as the chief academic officer at Haywood Community College at Clyde, North Carolina. He held responsibilities in AU's involvement in archaeological excavations at Jerusalem's south Temple Mount directed by Benjamin Mazar, the Jordan Umm el-Jimal Project directed by Bert de Vries, the Syria Mozan Expedition directed by Giorgio Buccellati and Marilyn Kelly-Buccellati, and the northern Israel Hazor Excavations in memory of Yigael Yadin directed by Amnon Ben-Tor. Ordained in 1983, Dr. Germano is an elder in the Living Church of God.



Emanuel J. Maidanos, M.A. (THL 300)

Emanuel Maidanos received his B.A. from Ambassador College in Pasadena, California, and his M.A. from Pepperdine University in Los Angeles, California. He has had a lifelong interest in history, geography, the Bible and languages. While attending Ambassador College, he spent the summer in Greece to become more familiar with the language and the culture. He also travelled to Turkey to visit the Seven Churches of Asia as well as visiting the dig in Jerusalem. At Pepperdine University his main areas of studies were Judaism of the First Century, Hellenistic Greek and the exegesis of various books of the New Testament. He has made several trips to Greece, Turkey, Israel, Jordan, Egypt and western Europe.



Roderick C. Meredith, Th.D. (Lecturer in THL 136)

Noted television evangelist, author, and pastor of pastors, Dr. Roderick C. Meredith, chair of the Living University Board of Regents, serves as the presiding evangelist and CEO of the Living Church of God. He holds a doctorate in theology from Ambassador University. His career has included over 64 years of service to the people of God in several academic, administrative, and ministerial assignments in the United States and Europe. Dr. Meredith was one of the first five evangelists ordained in 1952 by Herbert W. Armstrong, founder of the Radio Church of God (later renamed the Worldwide Church of God or WCG in 1968). For many years he was one of the Church's leading theologians, top executives, and college professors. For a period of 35 years, Dr. Meredith taught theology, speech, and leadership classes to hundreds of students at the three Ambassador campuses. He was the only person to have held the position of Deputy Chancellor over each of the campuses.



Sheldon Monson, M.A. (PHED 236)

Sheldon Monson attended Ambassador College in Pasadena, CA (1981-1985) and graduated with a liberal arts degree with a major in Theology. He completed his graduate work at California State University, Los Angeles, CA (1997), earning a Master of Arts Degree in Physical Education. His major areas of study were in athletic administration and exercise physiology. For over a decade he was a full-time faculty member of Imperial Schools, Pasadena, CA serving as teacher, coach, athletic director, and industrial arts department chair. He was also a part-time faculty member at Ambassador College in Pasadena. Sheldon has extensive experience involving the Summer Educational Programs (SEP), as a member of the Worldwide Church of God, in Orr, Minnesota, Australia, South Africa, and Pasadena, California; and winter camp (WEP) in Austria. He is currently a full-time pastor in the Living Church of God serving congregations in Maryland, Pennsylvania and Washington DC. He is also Director of the Church's Youth Programs and serves as a member of the Council of Elders.



Charles W. Moore, Ph.D. (THL 467)

Dr. Moore completed post-graduate study in geography and urban/regional planning at the University of Washington. His career has been devoted to both academic and government research in the areas of natural sciences, technological change and natural resource development. During the 1970s, he served as Assistant Professor of Geography at the University of Saskatchewan and spent a year at Glasgow University in Scotland as a Research Fellow. He has published and delivered academic papers in the fields of historical economic geography, geology, regional planning and program evaluation as well as traveled and conducted research in those same subjects in North America, Western Europe and Israel.



Peter G. Nathan, M.S. (THL 212, THL 437, THL 450)

Peter Nathan served as a faculty member in Theology for seven years at Ambassador College/University. In 1990 he led a group of students to participate in the Tel Mozan Expedition, Syria, which was directed by Giorgio Buccellati and Marilyn Kelly-Buccellati. His studies at Southern Methodist University focused largely on Hebrew and Old Testament Exegesis. Most recently he has completed a Master's program at University of Cambridge focusing on Jewish Christian relations, with an emphasis on early Church history and the "Parting of the Ways." Ordained to the ministry of the Church of God in 1973, he has pastored churches in diverse parts of the world and has been deeply involved in ministry to the developing world. He is a member of the Society of Biblical Literature, the American Schools of Oriental Research and the International Patristics Society. As well as serving on the Living University Administrative Council, Mr. Nathan serves as the Chair of the Theology Department and Vice Chair of the University's Learning Resources Committee.



Desirée E. Vorel, M.F.A. (ENGL 112)

Desirée Vorel received her college degree in 2004 from Clemson University in Clemson, South Carolina. Between 2004-2007, Mrs. Vorel completed her Master of Arts in English and her Master of Fine Arts in Creative Writing from Chapman University in Orange, California. During her tenure at Chapman University, Mrs. Vorel assisted in the Writing Center, taught introductory English and worked as an English tutor. Mrs. Vorel has taught 8th and 9th grade English and served as a copywriter. From 2007 through 2009 she was also employed as an Adjunct English Instructor and Writing Center tutor for Tri-County Technical College in Pendleton, SC.



Douglas S. Winnail, Ph.D. (Lecturer in THL 226, THL 212, THL 413)

Dr. Douglas Winnail brings more than 25 years of experience in university teaching and over 30 years as a minister to his faculty post with Living University. He is a member and Vice Chair of the LU Board of Regents, a member and Vice Chair of the University's Executive Committee, and a member on the Curriculum Review Committee and Learning Resources Committee. Dr. Winnail has pastored churches in the United States and abroad and served as a Regional Pastor and Regional Director for the Living Church of God. His career includes thirteen years as a faculty member at Ambassador University, three years as a professor (tenured) at Bridgewater State University and a lecturer at Northeastern University and San Bernardino Valley College. Dr. Winnail has traveled and lectured extensively in Europe, Africa, the Middle East, the Caribbean and Australasia. He has authored over 100 articles dealing with biblical topics, Bible prophecy and world events.



Scott D. Winnail, Ph.D. (THL 226, THL 350, THL 428, THL 490a)

Dr. Scott Winnail has taught in the university classroom since 1995. Prior to working for Living University, Dr. Winnail served as a faculty member at the University of Wyoming in the area of Health Education and Public Health (1998-2005, tenured). Dr. Winnail served as an unpaid elder for the Living Church of God in Wyoming and Colorado and then served as an employee for the Department of Church Administration for the Living Church of God headquarters in Charlotte, NC before pastoring congregations along the gulf coast of the southern US. He began serving as adjunct faculty for Living University in Fall 2008, returning to Charlotte in 2009 to commence full-time service to Living University. Dr. Winnail currently serves in both administrative and teaching roles for Living University and directs the on-campus program.



Howard C. Woodard, Ph.D. (BUS 112)

Dr. Howard C. Woodard was the Associate Chief Information Officer for Academic Technology and Professor of Information Systems at Georgia College and State University, as well as the Coordinator of the Master of Logistics and Supply Chain Management Program in the J. Whitney Bunting College of Business. He has a broad range of managerial, business development skills and technology consulting experience within both the public and private sectors. Previously, Dr. Woodard served on a special assignment as the Chief Information Officer for the Georgia Department of Education from 2003-2007. He is a former Department Chair of Computer Information Systems at Ambassador University, Big Sandy, TX. He has over thirty years of experience successfully applying Management Information Systems and Business Solutions in domestic and international banking, computer software, financial services, manufacturing, mining, and education. He also served as president and CEO of a number of companies. Dr. Woodard holds a Certified Computing Professional certification.

POLICIES & PROCEDURES

ACADEMIC IRREGULARITIES

Students have the responsibility for conducting themselves in such a manner as to avoid any suspicion that they are improperly giving or receiving aid on any assignment or examination. An academic irregularity not only includes cheating but also includes plagiarism (taking another's ideas and/or words and presenting them as if they were your own) and the submitting of the same paper in separate courses without prior consent from the faculty members concerned.

In cases of suspected academic irregularity, faculty members may refuse to grade such papers or examinations, completely or in part, and to record each of them as a failure.

If an academic irregularity is sufficiently serious, the University may take one or more of, but not limited to, the following actions:

1. Drop the student from the course with a grade of F;
2. Place the student on academic probation; and/or
3. Dismiss the student from the University.

ATTENDANCE

CANCELLED AND DELAYED CLASSES

Faculty members shall reschedule classes cancelled for any reason including inclement weather and convocations, or the instruction should be made up by some other alternative. Acceptable alternatives may include extra class sessions, extended class sessions, additional assignments, individual conferences or other options authorized by a faculty member's department chair. All make-up time should be clearly documented in the faculty member's grade book to show that a good faith effort has been made to make up any missed class time. Other make-up options should be submitted to the appropriate department chair for approval.

CLASS ATTENDANCE

One of the most vital aspects of the college and university experience is attendance and punctuality in the learning environment. Regularity of attendance is necessary, whether in an online course or in an on-campus course, for students to derive maximum benefit from a course and to maintain a satisfactory academic record.

Students should confer with their instructors before anticipated absences or immediately after unavoidable absences. Assigned work must be made up at the discretion of the instructor. Students absent from classes due to participation in University-sponsored groups may make up tests, quizzes, and other missed assignments in a reasonable time without grade penalty.

Ultimately, each student bears the responsibility to be aware of, and to comply with, attendance and punctuality requirements. However, the recording and reporting of student attendance in a course offered in a traditional format, such as a course meeting in a classroom on-campus, are not the same for an online course.

ATTENDANCE IN ON-CAMPUS COURSES

Students registered in an on-campus course are expected to be in regular attendance beginning with the first scheduled class session. Faculty members report to the Registrar students registered for a course but who do not attend any classes before the end of the Late Registration (Drop/Add) period, as "No-Show" students. A faculty member may reinstate a student, reported as a "No-Show" in his or her course, who attends class on or before the 10% Census Date.

Students who do not attend at least one class in a course on or before the 10% Census Date forfeit their registration in the course. They will have a grade of "W" recorded for the course. Their reinstatement will be made only under the most unusual circumstances. Students must request reinstatement in writing. The request shall include a detailed explanation for the student's nonattendance and provide evidence of illness or other valid reasons for the absences. Reinstatement requires the recommendation of their instructor and consent of the department chair.

Students who miss twenty-five percent (25%) or more of the total possible time for a course, before the "Last day to withdraw from a course without grade penalty if work is not of a passing grade" as set forth in the Academic Calendar, will receive a grade of "W" for it. After that date, the grade will be a "WF."

Faculty members are responsible for administering the attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up and for assessing grade penalties. An instructor may drop a student from a course when-

ever the instructor concludes that a student's class attendance or punctuality endangers the student's success or places other students at risk.

Each instructional department may have an attendance policy for that department that allows for tardiness and fewer absences if the department faculty so determine. It is the responsibility of department faculty to ensure that students are made aware of the minimum attendance regulations for courses offered in that department. In any event, faculty members should state the specific attendance requirements for their course in their plan or syllabus and provide that information in writing to students at the beginning of the semester.

ATTENDANCE IN ONLINE COURSES

Students registered in an online course must complete at least one assignment in the course before the end of the late registration period. To complete this assignment, students should go to www.livinguniv.com and select E-Learning Login, then enter their Login name and Password. When the Student Dashboard screen appears, select the course and click to view. Then follow the instructions for the first lesson of the course.

Faculty members report to the Registrar students registered for a course but who do not complete this assignment before the end of the Late Registration (Drop/Add) period, as "No-Show" students. A faculty member may reinstate a student, reported as a "No-Show" in his or her course, who attends class on or before the 10% Census Date.

All students, however, must complete and submit to their instructor one written assignment on or before the 10% Census Date for an online course. Students who fail to complete this assignment before the 10% Census Date forfeit their registration in the online course. As in the case of a traditional course, their reinstatement will be made only under the most unusual circumstances. Students must request reinstatement in writing. The request shall include a detailed explanation for the student's nonattendance and provide evidence of illness or other valid reasons for the absences. Reinstatement requires the recommendation of their instructor and consent of the department chair.

Students who miss twenty-five percent (25%) or more of the total possible time for a course before the "Last

day to withdraw from a course without grade penalty if work is not of a passing grade" as set forth in the Academic Calendar, will receive a grade of "W" for it. After that date, the grade will be a "WF."

ATTENDANCE IN OTHER COURSES

Students enrolled in a telecourse, blended course (a combination of an online and a traditional course), practicum, internship, or any other curriculum course, are to participate regularly. Refer to the instructor of the course and the course syllabus for specific details. In any event, the "No-Show" rules and the 10% Census Date rules apply for all courses offered by the University, although they have to be made to fit the circumstances of the specific course.

TARDINESS

Students are expected to attend all classes punctually. If late for class, a student is expected to give an explanation of the tardiness to the faculty member.

GRADES

REPORTING ON ACADEMIC WORK

At the end of each term, faculty members are responsible for reporting grades for each course to the Registrar's Office. The report to students is made shortly thereafter.

GRADING SYSTEM

Grades are given with the following significance:

Grade	Significance	Quality Points
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Poor (lowest passing grade)	1
F	Failure	0
P	Pass (not computed in GPA)	0
W	Withdrawal (not computed in GPA)	0
I	Incomplete (not computed in GPA, see section on Incomplete Grades)	0
WF	Withdrawal Failure	0
AUD	Audit (not computed in GPA)	0

INCOMPLETE GRADES

At the discretion of the faculty member, a student may be given an incomplete grade for work not completed if the incomplete work is unavoidable and not caused by the student's negligence. If a student receives an incomplete in a course, it is not necessary for the student to register for that course the following term in order to complete the requirements for the course. However, without an extension an incomplete that is not removed during the following semester will automatically be changed to an "F."

Extensions beyond one semester require the written permission of the course faculty member and consent of the department chair. A written request must be submitted to the Registrar before the end of the semester following receipt of the incomplete grade.

It is the responsibility of the student to contact the faculty member of the course to make arrangements for the removal or extension of the incomplete grade. An incomplete grade computes neither hours nor quality points toward the student's grade point average or course requirements for graduation.

COMPUTING A GRADE POINT AVERAGE

The University reports grades in letter and grade point average. In order to compute a grade point average (GPA):

1. List courses and grades for the semester.
2. List semester hours credit hours for each course and then total them.
3. List Quality Points for the semester.
4. Multiply the value of the letter grades by the number of credit hours for each course.
5. Total the quality points.
6. Divide total quality points by total number of credit hours to get the semester grade point average.

Grade point averages serve as criteria for continued enrollment at the University, work-study eligibility, academic honors and graduation.

GRADE CORRECTIONS

Grades for completed work may not be changed after they have been reported to the Registrar's Office unless it is discovered that an error has been made. A faculty member must report the error immediately.

SCHOLASTIC REQUIREMENTS

ACADEMIC PROBATION AND SUSPENSION

Students placed on probation or suspension will be so notified by letter from the Registrar at the end of the semester.

ACADEMIC PROBATION

Any student who has a cumulative grade point average of less than 2.00 shall be placed on academic probation. Students on probation status must be aware that a 2.00 GPA in their academic program is necessary for graduation. It is the responsibility of the student to be aware of their academic status and to raise their active grade point in their current program to the required 2.00 GPA necessary for graduation.

The following conditions must be adhered to by students placed on academic probation:

1. Students will be required to develop, in cooperation with their academic adviser, a *Plan of Corrective Action*. Both the student and the academic adviser must sign this plan.
2. Students must present a signed *Plan of Corrective Action* to the Registrar when they register.

Students will be removed from academic probation and considered to be in good academic standing when their cumulative GPA reaches or exceeds 2.00.

ACADEMIC SUSPENSION AND DISQUALIFICATION

Students enrolled in any semester on academic probation will be required to earn a minimum GPA of 2.00 for the probation semester to avoid academic suspension. Students who do not earn a 2.00 GPA or greater during their probation semester will be required to confer with the Dean of Faculty before registering for another semester. During this conference, the Dean and student, in consultation with the student's academic adviser and major department chair, will determine that one of the following actions is required:

1. Continue with normal academic load;
2. Reduce academic load;
3. Either "1" or "2" above and participate in academic assistance in the form of tutoring, repeating courses with deficient grades, or other appropriate resources;
4. Enroll in developmental or preparatory courses of study;
5. Transfer to another program of study; or

6. Academic suspension of one semester.

Subsequent suspensions could result in academic disqualification and the student may not continue enrollment. Disqualified students are not eligible for readmission until at least two terms have elapsed (two consecutive semesters or the summer session and either the following or preceding regular semester) since the end of the term in which they were disqualified. If readmitted, the student will be on academic probation and will be expected to satisfy the requirements for removal from probation by the end of the term.

RIGHT TO APPEAL PROBATION OR SUSPENSION

Students have the right to appeal a decision made regarding their academic status as a result of their being placed on academic probation, suspension or disqualification.

STUDENT ACADEMIC APPEAL PROCEDURE

Students who feel that they have been treated unjustly by a faculty member in any matter pertaining to their academic work shall appeal first to the faculty member. If necessary, an appeal in writing shall then be addressed to the chair of the department in which the faculty member teaches. See *Form 028 Student Complaint Reporting Form*.

If after appealing to the faculty member and department chair, a student remains dissatisfied or believes suitable action has not taken place, the student may appeal the decision in writing to the Dean of Faculty and then to the President of the University.

STUDENTS' RIGHTS IN REGARD TO OFFICIAL ACADEMIC RECORDS

Living University affirms the rights of students to access their official records, the rights to a hearing if a student challenges the contents of official records, and proper restrictions on release of personally identifiable data without student consent.

Directory information is defined as a student's name, age, date of birth, sex, ethnicity, nationality, local address, permanent address, email address, telephone number, digitized photo (as it appears on the student's Living University ID or as uploaded on Populi), parents'

names, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational institution attended by the student, dates of field experience, and other similar information. Students who do not wish any or all of the above directory information released to outside agencies must notify the Registrar in writing within 10 days after their initial registration. No records, other than directory information, shall be available to unauthorized persons within the University or to any unauthorized persons or groups outside the University without the written consent of the student involved, except under legal compulsion.

The following persons or groups may have access without student consent:

1. Parents of dependent students.
2. Living University faculty and other Living University officials with legitimate educational interests.
3. Authorized representatives of federal or state government.
4. Authorized organizations conducting studies relating to testing, financial aid, or instruction.
5. Accrediting organizations.
6. In emergencies, appropriate persons if necessary to protect health or safety of the student or others.

Students may request permission to review their record(s) in the Registrar's Office. Students questioning the content of their record(s) shall first review the record(s) with the Registrar. Upon written request by the student, a committee appointed by the President shall review all unresolved questions. The final review shall rest with the President of the University. The University reserves the right to require appointments for examination of records, should the need exist.

WITHDRAWAL FROM THE UNIVERSITY

Students who find it necessary to withdraw from the University (drop all courses) must do so in writing.

Students who officially withdraw from the University at any time during the semester may be given a grade of "W" on all courses. Quality points will not be computed nor credit given. If an emergency prevents a student from completing the withdrawal process before leaving the campus, the student should call, write, or arrange for a friend or relative to contact the Registrar's Office.

Electronic Service Requested

A Message from Living University Chancellor Roderick C. Meredith.....

Dr. Meredith is the founder and Chair of the Board of Regents of Living University. He serves as the Presiding Evangelist and CEO of the Living Church of God and was the main presenter on the *Tomorrow's World* television program for many years. The University was founded on February 27, 2007 in response to the Church's growing need for university-educated personnel and to further edify its worldwide membership and their families.

“At Living University, where ‘The Word of God is the Foundation of Knowledge,’ we encourage our students to learn and apply in their lives the true eternal values revealed by God in His written word. We seek to instill in our students a sense of purpose and to enable them to achieve a values-based education that meets their immediate and lifelong needs. This includes opportunity for personal and spiritual development, as well as formal preparation for career success. . . we believe there is primarily one place to look to find the answers for successful life—within the revealed word of God. At Living University, in all we do, we challenge each other to fulfill our motto, ‘Recapture True Values,’ by demonstrating our core values of leadership, service, commitment, integrity, excellence, culture and creativity. These values are embedded in God’s Way of Life as detailed in the Bible. . . . The University exists to educate men and women in the skills, concepts, and values that lead to success in life, while helping them prepare for successful careers, leadership and worthwhile service to God and humanity.”

(“Founder’s Statement,” *Living University General Catalog 2015-2016*, pp. 37-40)

Please join us as we conclude our tenth year of operation!