



ACADEMIC CATALOG

2022-2023





Christ Mission College
2022-2023 Academic Catalog

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Accreditation

Christ Mission College was granted initial accreditation with the Association of Biblical Higher Education [ABHE] in 2020. ABHE is a national accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education [5850 T.G. Lee Blvd, Suite #130 Orlando, FL 32822; www.abhe.org, 407-207-0808].

Approvals

- Christ Mission College (CMC) is approved by the Texas Higher Education Coordinating Board to offer its ministry education program in the state of Texas.
- Christ Mission College is approved by the Texas Education Agency to offer courses for the training of eligible Veterans or persons under the provision of Title 38, U.S. Code.
- The Student and Exchange Visitors Program (SEVP) which operates under the U.S. Immigration and Customs Enforcement (ICE) branch of the U.S. Department of Homeland Security (DHS) has certified Christ Mission College to issue F-1 Student Visas for the training of approved foreign students.
- Christ Mission College is approved to train veterans and other eligible persons under the provisions of Title 38, United States Code for the programs and courses required for the programs
- Christ Mission College has been granted exemption under Texas Education Code, Section 132.002(a)(2) from the Texas Workforce Commission.

Endorsement

Christ Mission College is endorsed by the Alliance for the Assemblies of God Higher Education in Springfield, Missouri.

Sponsorship

Christ Mission College is under the governance of the following eight districts:

- Central District/ Distrito Central, with its offices located in Denver, Colorado
- Midwest Latin American District, with its offices located in Chicago, Illinois
- South Central Hispanic District, with its offices located in Dallas, Texas
- South Texas District, with its offices located in Houston, Texas
- Texas Gulf Hispanic District, with its offices located in Peñitas, Texas
- Texas Louisiana Hispanic District, with its offices located in Houston, Texas
- West Texas District Council, with its offices located in Lubbock, Texas
- West Texas and Plains District, with its office is located in Abilene, Texas

Veterans Information

Christ Mission College is approved for the training of veterans and veteran dependents under current provisions of the Veteran's Administration. Those who qualify are eligible for VA assistance.

Change of Catalog Information

The information provided by this catalog does not constitute a contract between Christ Mission College (CMC) and a student or an applicant for admission and is subject to change without notice. The material included in the bulletin is based upon information available as of March 2020.

Notice of Nondiscriminatory Policy Related to Students

CMC believes that all discrimination, whether based on race, gender, age, ethnicity, socioeconomic status or physical disability, is unacceptable and sinful. Members of the college community should embrace the exhortation of Scripture to love God with all their being and their neighbors as themselves. Furthermore, the college's stance on nondiscrimination is consistent with federal requirements. The school reserves the right to withdraw a student with cause at anytime.

Statement on Diversity

As a community of believers in Christ, we have faith in the redeeming and sanctifying work of God in all areas of our lives. Christ Mission College (CMC) is affiliated with the General Council of the Assemblies of God, rooted in Evangelical, Holiness, and Pentecostal traditions, and we align with our parent organization regarding interpretation of Scripture and doctrinal beliefs. CMC encourages students, faculty, and staff to understand and appreciate ethnic and cultural differences. Recognizing the principles of Scripture and the rich contribution that each culture can make to campus life, the school supports the biblical concept of multiculturalism (Galatians 3:28, Revelation 7:9) in which all people participate equally in the Kingdom of God regardless of race, gender, ethnicity, age or socioeconomic status. In keeping with our scriptural mandate, our focus on the Hispanic community moves beyond our culture to include people of all nations. Therefore, CMC welcomes and encourages the integration of students, faculty, and staff of diverse backgrounds to our institution. By uniting as one body in Christ, we can more effectively advance the gospel and contribute to the Kingdom of God.

FALL 2022

AUGUST

Monday 08-Friday 12	Student Leadership Training
Friday 12	Faculty Orientation 10 AM
Saturday 13	Dorms Open
Monday 15	Student Orientation 3 PM
Tuesday 16	Registration Day @ 8:30 AM Opening Service/Apertura @6:30 PM
Wednesday 17	First Day of Classes
Saturday 20	CMC Internship Conference
Wednesday 24	Late Registration Deadline
Friday 26	Drop Deadline-90% refund

SEPTEMBER

Monday 05	Labor Day- No Class Drop Deadline-75% refund
Tuesday 06-Friday 09	Holy Spirit & Fire Week
Friday 16	Recognition of Constitution Day Drop Deadline - 50% refund
Friday 23	Moving Forward Banquet, San Antonio Drop Deadline – 25% refund

OCTOBER

Monday 10-Friday 14	Fall Missions Week No Class: Co-Curricular Week
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NOVEMBER

Thursday 10-Friday 11	Founder's Week Alumni Chapel/Luncheon 11 AM District Days Chapel 11 AM District Days Banquet 7 PM
Thursday 17	Faculty Evaluations Released
Thursday 24-Saturday 26	Thanksgiving Break/ District Youth Conventions

DECEMBER

Monday Dec. 05-Friday Dec. 09	Finals Week
Friday 16	Offices Close

SPRING 2023

JANUARY

Monday 09	Offices Open
Monday 09-Friday 13	Student Leadership Training
Friday 12	Faculty Orientation
Saturday 14	Dorms Open
Tuesday 17	Registration Day @ 8:30 AM Opening Service/Apertura @6:30 PM
Wednesday 18	First Day of Classes
Saturday 21	CMC Internship Conference
Wednesday 25	Late Registration Deadline
Friday 27	Drop Deadline= 90% refund
Monday Jan 30-Friday Feb 03	Holy Spirit & Fire Week

FEBRUARY

Monday 6	Drop Deadline – 75% refund
Monday 20	Drop Deadline – 50% refund
Thursday 23-Saturday 25	College Days
Monday 27	Drop Deadline – 25% refund

MARCH

Friday Mar 3	Moving Forward Banquet, Houston
Monday 13-Friday 17	Spring Missions Week No Class- Co-Curricular Week

APRIL

Friday 07-Sunday 09	Easter Break- No Class
Thursday 27	Faculty Evaluations Released

MAY

Monday 08-Friday 12	Finals Week
Friday 12	Spring Graduation 6:30 PM

Our Mission:

CMC passionately develops a student's God-given potential in a process of Biblical higher education and practical experience for sacrificial service in the church and community to expand God's kingdom in the world with the Holy Spirit's power.

Our Purpose:

CMC recognizes the imperative of preparing Christian workers to complete the Great Commission (Mark 16:15; Matthew 28:19, 20). Our primary purpose is to provide baccalaureate level Church Ministry training at a central campus to qualified Hispanics and diverse other believers who desire to fulfill the mission of God in service to the church and community throughout the world. Our Church Ministry training is approached through sacrificial service, involvement in practical face-to-face ministry and the application of biblical principles and patterns. CMC seeks to train ministers for the Assemblies of God as well as other evangelical churches while maintaining a quality program following guidelines of the Alliance for Assemblies of God Higher Education (AAGHE) and of the Association for Biblical Higher Education (ABHE).

Our Values:

CMC has identified and prioritized seven core values that define our institution:

- Submitting to Christ's example of sacrificial service to see His Kingdom expanded for the benefit of others.
- Preparing individuals for service in the church and community through practical face-to-face ministry.
- Guiding all life and ministry by the teachings and patterns of the New Testament including A/G doctrine.
- Equipping all believers/students to lead by doing their part in personal small group disciple-making ministry.
- Encouraging each believer/student to regularly use their spiritual gifts to build up Christ's body the church.
- Honoring and building up the family of God by providing for the needs of the church and community.
- Seeking to discern and follow the Holy Spirit's guidance by supporting all ministries in dedicated prayer.

Our Statement of Faith

CMC is an integral part of the General Council of the Assemblies of God, and as such, adheres to the Statement of Fundamental Truths of the Assemblies of God as indicated in Article V of the Constitution and Bylaws.

1. **The Scriptures Inspired.** The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct.
2. **The One True God.** The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son and Holy Spirit.
3. **The Deity of the Lord Jesus Christ.** The Lord Jesus Christ is the eternal Son of God.
4. **The Fall of Man.** Man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God.
5. **The Salvation of Man.** Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.
6. **The Ordinances of the Church.**
 - Baptism in Water
The ordinance of baptism by immersion is commanded by the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus, they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life.

- **Holy Communion**

The Lord's Supper, consisting of the elements --bread and the fruit of the vine-- is the symbol expressing our sharing the divine nature of our Lord Jesus Christ, a memorial of his suffering and death, and a prophecy of His second coming, and is enjoined on all believers "till He come!"

7. The Baptism in the Holy Spirit. All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry.

8. The Initial Physical Evidence of the Baptism in the Holy Spirit. The baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance.

9. Sanctification. Sanctification is an act of separation from that which is evil, and of dedication unto God. The Scriptures teach a life of "holiness without which no man shall see the Lord." By the power of the Holy Spirit, we are able to obey the command: "Be ye holy, for I am holy." Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by the faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit.

10. The Church and its Mission. The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven.

11. The Ministry. A divinely called and scripturally ordained ministry has been provided by our Lord for the fourfold purpose of leading the Church in: 1) Evangelization of the world, 2) Worship of God, 3) Building a body of saints being perfected in the image of His Son, and 4) Meeting human need with ministries of love and compassion.

12. Divine Healing. Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers.

13. The Blessed Hope. The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the church.

14. The Millennial Reign of Christ. The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on earth for one thousand years.

15. The Final Judgment. There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to the everlasting punishment in the lake which burneth with fire and brimstone, which is the second death.

16. The New Heavens and the New Earth. "We, according to His promise, look for new heavens and a new earth wherein dwelleth righteousness.

Our Vision

Our vision is to see CMC dare to dream big to fulfill the dreams of a new generation of ministers by forging ahead to achieve Initial Accreditation within three years, enlarging our enrollment to 150 students, extending our scholarship opportunities, expending our efforts to significantly upgrade the campus, expanding the community of participating churches to include more scope and diversity, and excelling across Texas and the U.S. as a quality school offering affordable practical ministry training that will deploy our graduates without debt into service in the church and community.

Our Pledge

The administration, faculty and staff of CMC have been chosen by God to be your spiritual leaders during your stay here. We are here to teach and guide you in your spiritual growth and development. We are, therefore authorized to call attention to any infringement of the rules and regulations of CMC as well as any Biblical principles or standards.

Our Declaration

We are Christ Mission College (CMC), and this is our Declaration. We purpose to seek God with an intense passion and to strive today to take steps of faith towards personal and corporate revival. Those who have come before us have passed the torch of God's plans for CMC. We take that torch to stand as examples of God's divine purpose and allow its flames to burn down the strongholds of anxiety, shame, bitterness, envy, strife, jealousy, selfishness, gossiping, and negativity. We will not be content to accept mediocrity in our spiritual advancement. We are determined to press forward. We will take up the armor of God to fight God's battles. We refuse to allow our circumstances to defeat us. We will discipline ourselves to study, to pray, and to serve. We pledge our total surrender to God's will. We will not

turn back. We dedicate ourselves to unity and we will leave no one behind. Today's passion of pursuing God's dwelling place will birth the supernatural and a vision for victory! Let it be said in years to come that one day, today, God's people, at CMC, assembled for war, drew up the battle lines and cried out in a loud voice, "WE WILL STAND AND FIGHT!"

Our Student Standards

CMC holds that every student, upon signing the application for admission, is under moral contract to the school regulations when that student enrolls in the school. Consequently, students are responsible for disciplining themselves to live within the regulations of the school. Since the student body is composed of persons who are devoted to Christ and who value Christian submission and humility as assets to the building of strong character, students should happily discipline themselves to comply with the campus policies. The Administration, Faculty and Staff are available to help with self-discipline problems.

Our History

Latin American Bible Institute, now Christ Mission College was the result of the fervent prayer and great faith of the Rev. H. C. Ball and his devoted wife, Sunshine. LABI opened its doors for the first semester of classes on November 8, 1926 in the annex of Templo Cristiano at El Paso and South Cibolo Streets in the city of San Antonio, Texas. The first commencement was held in May of 1928. Since then, LABI, now Christ Mission College, continues to graduate students who take their place across the city, state and world, accomplishing the Lord's work. As students continued to show a desire to serve the Lord, the school was moved to Saspamco, Texas, eighteen miles south of the city due to limited accommodations. In the fall of 1945, LABI opened its doors at the corner of Shultz and Padilla streets in El Paso, Texas, to accommodate, once again, a growing student body. Thirty-six years later the need arose again and the school was moved in the summer of 1981 to the place of its cradle and its present location in San Antonio, Texas. In December of 2016, the board revealed the college's new name, Christ Mission College. Our graduates continue to build the Kingdom in a very special way, laboring for the Master as pastors, evangelists, Bible School Teachers and as efficient lay members in the local churches. Others have gone to foreign fields. We praise God for CMC.

Campus and Buildings

The A.O. Martinez Administration Building is the main artery of the campus and consists of all administrative offices. During school hours, this building is the center of all activities. The campus Post Office is also located in the Administration Building and provides postal services for students. Keyed mailboxes are provided on a rental basis.

The Icela & Daniel Martinez Dining Hall and Student Center is located in the center of the campus with a cafeteria that provides seating for 140 people. Adjacent to the cafeteria is the Student Center, which provides seating for 75 people.

The Edna Villarreal Memorial Library is located immediately south of the Administration Building. The library provides our students with a wealth of materials, periodicals and reference books. It contains over 9,000 volumes on its shelves. A Library Management system assists our students with finding research materials. The library is equipped with a computer resource lab and wireless Internet services for student use.

The Sunshine Ball Music Chapel is located immediately to the north of the Administration Building. The chapel provides seating for 100 people and houses the Gary Jones Missions Prayer Room.

The Josué Cruz Men's Hall is located on the east side of the campus and is a furnished air-conditioned facility that accommodates over 30 men in a semi-private setting that includes restrooms, showers, laundry facility, lounge, study area and prayer room.

The Ruth Martinez Women's Hall is located on the north side of the campus and is a furnished air-conditioned facility that accommodates over 18 women in a semi-private setting that includes restrooms, showers, laundry facility, lounge, study area and prayer room.

The Gloria Garza Dorm is located on the northeast side of the campus and is a furnished air-conditioned facility that accommodates over 24 women in a semi-private setting that includes restrooms, showers, laundry facility, lounge, recreational lobby, study area and prayer room.

Faculty Housing and Married Couple Apartments are located throughout the campus. Married couples may also find many apartments located in the area within a minimal traveling distance from the school.

The Josué Sanchez Tabernacle is located on the southern part of the campus and provides seating for 424 persons. Its primary use is for large gatherings such as graduation and special activities.

The Recreational Area provides our students with the opportunity to participate in intramural athletic activities such as basketball, baseball, soccer, volleyball, swimming, pool, and football. Students are encouraged to avail themselves of these facilities for their physical development and wellbeing.

H. C. Ball Educational Building is located on the northwest side of the campus and includes five classrooms and one lecture hall, complete with multimedia presentation capabilities.

Fire Exit Routes Guidelines for emergency exit routes are posted in each of the facilities on campus.

The Call to Christ and His Mission

Welcome to CMC! Our passion and purpose is Jesus Christ. When anyone comes to Christ, they are a new creation. Old things are passed away; all things become new (2 Corinthians 5:17). In this kind of relationship with Christ, you begin an exciting new life with His passion and purpose in you!

All are Called to Christ

Christ Mission College believes that all are called to follow CHRIST and His MISSION in the world (Matthew 16:18, 24). The same call Jesus gave his first disciples applies to us today. It is greater than your career path or call to ministry. God created you for the purpose of first being His own son or daughter (John 1:1-4, 12, 13). Then you become a part of God's great plan to show more of Christ in our communities, our nation, and the nations of the world.

Jesus Christ as Lord and Savior is the only hope of the world. He is the Truth, the Word of God, and the Key to all Scripture (John 14:6; 1:1; 5:39) which is the Bible, the written word of God in both the Old and New Testaments. Jesus is also Love (1 John 4:8, 9), who forgives our sins and heals our broken hearts, minds, and bodies. He gives us hope when we are hopeless and breaks our addictions. We love Him because He first loved us (1 John 4:10).

Your Journey of Faith

Your journey of faith begins by hearing and receiving the message of Christ (Romans 10:17). This call leads you to a salvation experience (Romans 10:9; John 3:16) when you confess Jesus as Lord and enter a relationship with Him followed by obeying Him in water baptism (Acts 2:38-41) as a public testimony of your faith. Your call continues with a promised baptism in the Holy Spirit experience (Luke 24:46-49; Acts 2:1-4) who empowers you throughout life with the ability to faithfully serve Christ and fruitfully fulfill His mission in the world (Matthew 28:18-20).

Growing as a Daily Disciple

God has definitely destined us to be more than just Sunday Christians. CMC is committed to your journey of faith in a community of faith to see you grow as a Daily Disciple through a process of Biblical higher education and practical experience. Your participation in this process is intended to develop you into becoming:

- Educated Biblical Believers
- Spirit Filled Christians of Character
- Disciples Who Make Disciples
- Church & Community Servants
- Multicultural & Missional Ministers

We look forward to walking with you as your family, the CMC Community. Together we will grow in this exciting journey with Christ to see the great things God has purposed for our lives!

CMC Community

It is the intent of Christ Mission College (CMC) that all we do in classroom learning, co-curricular programming, and relationship building reflects the unique mission of this College. CMC is endorsed by, aligned with, and committed to the General Council of the Assemblies of God as our parent organization including its doctrinal statements of 16 Fundamental Truths and Assembly of God (A/G) Position Papers which are rooted in the Evangelical, Holiness, and Pentecostal traditions regarding the interpretation of Scripture.

As a community, Christ Mission College (CMC) supports particular policies, procedures, and actions that facilitate healthy Christian living among its members. These boundaries are guided by our commitment to uphold biblical principles of conduct, our Assembly of God denominational perspective, and practices that promote considerate Christian community interaction. As such, CMC students are responsible for knowing and abiding by the standards; however, if that is your only guide, you will have missed the point. We seek to nurture an environment where our lives reflect Christ. May our ultimate guide be to operate from the inside out, with love from a pure heart, good conscience, and sincere faith (1 Timothy 1:4-6), so that we may reflect kingdom living, as described in Matthew's gospel (5:48 MSG): "In a word, what I'm saying is, Grow up. You're kingdom subjects. Now live like it. Live out your God-created identity. Live generously and graciously toward others, the way God lives toward you."

CMC Code of Conduct

As a body of believers, the CMC community seeks to encourage the development of students to understand, develop, and use their unique God-given strengths and abilities. Building community is an integral component of this college and is evident through students, faculty and staff who help one another daily to cultivate, nurture, and practice what we profess.

Redemptive Community

We are a "redemptive community" that offers support and healing for people struggling with the community covenant. CMC will take into account whether the student is sincere in pursuing assistance. A redemptive process of counseling and guidance is available to those students who genuinely desire restoration.

Statement of Human Sexuality and Gender Identity

Members of the CMC community are expected to live in congruence with the Scriptural teachings and tenets of the Assemblies of God which include views on human sexuality and gender identity. We believe God created two distinct sexes, male and female (Genesis 1:27; Matthew 19:4-5), and our sexuality is a gift from God reflecting who we are as humans, designed for His purpose to do the good work He has called us to do. We regard sex at birth as the identification of a person's biological sex and do not support attempts to alter one's birth sex in favor of an opposite psychological gender. This statement is not meant to reflect those rare situations concerning congenital disorders of sex development.

We believe God designed sexual intimacy to be expressed solely within a marriage between a male and female (I Cor. 6:9, 16-20) and sexual intimacy outside of that marital relationship, as recorded in Scripture, violates the will of God. We do not support acts of sexual behavior (opposite-sex or same-sex) other than those that occur in legal marriage between a male and female.

CHURCH MINISTRIES PROGRAMS

STUDENT LEARNING OUTCOMES

[reviewed, revised and approved, October 2016]

Student Learning Outcomes



Students will become educated Bible-based believers.



Students will become family, church, and community servants.



Students will become Christians of growing character.



Students will become multi-cultural and mission focused ministers.



Students will become Spirit-filled disciples and disciple makers.



Students will integrate a broad knowledge in general education for a Christian worldview.



Location

CMC is located in the northwest section of San Antonio, Texas. The campus is situated on a scenic 40-acre property nestled in the foothills of the Texas Hill Country. It is located between the suburbs of Helotes and Leon Valley. The proximity of these areas provides a wide variety of jobs, shopping and service opportunities for our students.

Campus and Buildings

The A.O. Martinez Administration Building is the main artery of the campus and consists of all administrative offices. During school hours, this building is the center of all activities. The campus Post Office is also located in the Administration Building and provides postal services for students. Keyed mailboxes are provided on a rental basis.

The Icela & Daniel Martinez Dining Hall and Student Center is located in the center of the campus with a cafeteria that provides seating for 140 people. Adjacent to the cafeteria is the Student Center, which provides seating for 75 people.

The Edna Villarreal Memorial Library is located immediately south of the Administration Building. The library provides our students with a wealth of materials, periodicals and reference books. A Library Management system assists our students with finding research materials. The library is equipped with a computer resource lab and wireless Internet services for student use.

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Faculty Housing and Married Couple Apartments are located throughout the campus. Married couples may also find many apartments located in the area within a minimal traveling distance from the school.

The Josué Sanchez Tabernacle is located on the southern part of the campus. Its primary use is for large gatherings such as graduation and special activities.

The Recreational Area provides our students with the opportunity to participate in intramural athletic activities such as basketball, baseball, soccer, volleyball, swimming, pool, and football. Students are encouraged to avail themselves of these facilities for their physical development and wellbeing.

H. C. Ball Educational Building is located on the northwest side of the campus and includes five classrooms and one lecture hall, complete with multimedia presentation capabilities.

Student Housing

CMC is primarily a residential college. Single students age 22 and under (not living with family members) are expected to live on the school campus. Students of age 23 or older must receive approval from the Vice President of Student Services in order to live off campus.

The administration, faculty and staff of CMC have been chosen by God to be your spiritual leaders during your stay here. We are here to teach and guide you in your spiritual growth and development.

Spiritual Life

We firmly believe Bible school is where one lays a foundation for the future. As one grows in knowledge, we believe one should also grow in spiritual maturity. Students are given time for personal Bible study and prayer. Dormitory devotions and missions prayer groups also assist in fortifying our commitment to the spiritual development of each student. Spiritual growth at CMC is an exciting opportunity.

- **Personal Devotions-** All students are strongly encouraged to make time for meaningful devotions for the sake of cultivating their personal walk with God.
- **School Devotions-** School devotions are held every morning, Monday- Friday, from 7:30 a.m.–7:45 a.m., in the chapel. This time is set aside for the student body and visitors to spend time in prayer and meditation.
- **Missions Prayer Group-** Missions prayer time is Tuesday night at curfew (8:00 p.m.). This prayer ~~will be~~ is mandatory for all students and is intended for students to pray for missionaries and churches of the Assemblies of God Districts.

Chapel

The main part of any day at CMC is the morning chapel service. While these services are mandatory, they are not just ordinary. Each service is well prepared with a music program and special speaker. Guest speakers are invited to participate along with the faculty and the students in a time of word and worship.

Attendance Chapel Policy

Regular chapel attendance is required of all students taking course(s) at CMC. Full- time students (12 hours or more) are required to attend chapel five days per week. Part-time students living off campus, who are enrolled under 12 hours, are required to attend chapel only on the day that they attend class. Those who are living on campus will be required to attend regardless of hours enrolled. Anyone unable to attend chapel for any reason should notify the Chapel Director ahead of time for an approved excused absence. Failure to do so will result in an unexcused absence. A student will be considered tardy if they are not present at the time chapel is scheduled to begin. Three tardies will constitute one absence. If, and when, a student leaves chapel and is not present for 15 minutes or more at any time during the service he/she will be considered absent and subject to disciplinary action. Each student will receive a “chapel rating” based on the following scale:

100% - 80%	of required chapel attendance	Superior
79% - 86%	of required chapel attendance	Good
85% - 80%	of required chapel attendance	Fair
79% - 70%	of required chapel attendance	Unsatisfactory
69% or less	of required chapel attendance	Failure

Chapel Code of conduct

In order to insure that a reverent atmosphere exists in which God can do what He desires through the power of the Holy Spirit, the following code of conduct will be enforced:

- Students must come with an open mind and heart expecting to receive spiritual nurturing.
- Students must bring their Bibles and are encouraged to take notes in order to retain what they receive.
- Students must avoid unproductive and unethical behavior.
- All cellular phones must be turned off and turned in to the sound booth at the beginning of every service. The cellular phone will be returned to the student ~~after each service~~ once the service has ended.

Church Attendance

All CMC students are required to attend church services on Sunday morning (including Sunday school), and a mid-week service at an approved Assemblies of God church in the San Antonio area. Any exception to this rule will need to be approved by the Student Ministries Director.

Church Ministry Internship

Each student is required to report his or her church ministry internship. CMC recognizes the value of a student's total service involvement as part of the CMC experience.

Church Ministry Internship Guidelines

All CMC students are required to attend church services on Sunday morning (including Sunday school), and a mid-week service at an approved Assemblies of God church in the San Antonio area. Any exception to this rule will need to be approved by the Student Ministries Director.

- Students are required to attend services at the church in which the student has agreed to attend for the duration of the semester.
- Students are required to submit a monthly hour attendance report to the office of the Student Ministries Director. Each form will need the pastor's signature of the church they have committed to, confirming their participation at their church on Sundays and mid-week services by the end of each month via the proper forms available from the Student Ministries Director.
- Excessive absenteeism will be considered a major infraction.
- Students who do not attend service at the church they have committed to for the duration of the semester without proper authorization, will be subject to disciplinary action.
- Students must notify the Pastor of the church they have committed to by their mid-week service if they will not attend church due to out-of-town trips, etc.
- CMC reserves the right to change a student's church assignment at the discretion of the CMC Administration.
- Students will be assessed in the following areas: SLO 2.4.2. Adopt an approach to church ministries characterized by careful training subject to the guidance and evaluation of a qualified mentor(s) and SLO 4.2.1. Appreciate the opportunity to serve the church while gaining ministry experience.

Personal Life

CMC is always concerned about the personal life of its students. All students (married or single, off campus or on campus) are expected to conduct themselves at all times in accordance with the teaching of the word of God, the accepted standards of the Assemblies of God, and the standards of conduct held by CMC. Students must realize the importance of being examples of Christian living both on and off campus, and during school break and holidays.

Student Life

Our students come from various parts of the United States, Latin America and other countries of the world and although they represent different backgrounds, cultures and languages, they also form a close-knit family. Students are encouraged to open their hearts and minds to God's divine call, the fellowship of the Christian community and to "study to show themselves approved as workmen unto God."

Social Life

Social life plays an important part in the development of Christian character and self-assurance. CMC seeks to provide a well-balanced program of social events for the student body. Social events are sponsored events, such as school picnics, field trips, banquets, Senior Day and other activities that promote the value of Godly leisure and recreation.

Married Student Fellowship

The Married Student Fellowship is a program for married students and their spouses. The Fellowship exists to promote appropriate social and spiritual development of the married students.

Christian Standards

Since CMC adheres to standards of living and conduct that are the same as those sanctioned by pentecostal churches in America, certain standards of conduct are expected of the student body. The school prohibits practices, which are clearly forbidden by the Word of God (1 Corinthians 6:9-11; drunkenness, sexual immorality, dishonesty, etc.). These are illustrated by clean conduct and conversation, high standards of moral life, modest apparel in dress and a deep consecration and commitment to the spiritual life.

All students are expected to know these regulations and to comply with them. Any conduct, which becomes an offense to the school, will not be acceptable. Deliberate or continued disregard of expected conduct shall be considered cause for appropriate disciplinary action. Serious and willful offenses will result in dismissal from the school. The office of the Vice President of Student Services renders such disciplinary action.

Student Handbook

The Student Handbook is considered a valued part of every student’s toolkit. At the beginning of every semester, the faculty and administration edit the rules pertaining to different aspects of the student’s life. It is very important that everyone participate in regular orientation at the beginning of each semester.

The following regulations are outlined further in the Student Handbook:

Automobiles	Student Activities	Dress Code	Relationships
Campus Boundaries	Student Life	Church Assignments	Office of Student Services
Scholastic Information	Spiritual Life		

Missions

Missions is the heartbeat of CMC. Students are involved in weekly missions prayer sessions and in various missions outreaches both stateside and in other countries. Each year the students work at various projects in order to raise money for missionaries and their needs. All students belong to the CMC Missions Program and meet in the chapel or other designated place(s) each Tuesday night for prayer.

Student Organizations & Ministries

Students who represent the school in co-curricular and extracurricular activities must demonstrate the appropriate qualities of eligibility in the following areas:

- Consider adding the word since all the others begin with verbs: Maintain High spiritual standards
- Be exemplary in campus life
- Maintain a minimum 3.0 GPA
- Show responsibility in his/her job
- Show financial responsibility

Student Council

This organization serves as advisory and resource committees established to further promote and develop student life. The Student Council is under the administration of the Vice President of Students Services and is comprised of the Student Council executive officers, faculty sponsors and officer from each class. The Student Council endeavors to make CMC and the surrounding community a better place by promoting campus and community events that demonstrate Christian fellowship, leadership, and service throughout the school year. Each year, each class elects two officials to represent their class, to facilitate school and community activities, and to facilitate cooperation and communication with the administration of CMC. Each class also holds regular meetings with their sponsor in order to address student ideas and concerns. Student sponsors must be present at at every class meeting. The designation of any funds raised by any class must be approved by the Vice President of Student Services.

Student Ministries

CMC’s primary objective is the equipping of individuals to enter worldwide Christian service. Supervised training is given to students in conjunction with their field of study. Therefore, student ministries compliment academics with essential practical training opportunities in Christian service. Students at CMC are encouraged to put their learning

into practice through personal ministry. CMC is fortunate to have many churches cooperate by providing students a place for internship and practical experiences.

The following is a list of ministries available at CMC:

- **Community Outreach Ministry** is a ministry that consists of serving the inner city of San Antonio, Helotes, and local churches through volunteer work such as street and park cleanups, food bank volunteers, neighborhood cleanup or grocery delivery, construction, or painting in local churches.
- **Street Ministry** this ministry involves witnessing to people, one on one, of all ages, cultures, ethnicities, and social status' in different areas of San Antonio using different methods to reach people for Christ and then connecting them with local churches. Individuals interested should be willing to speak to people about the gospel.
- **Children's Ministry** is a ministry that consists of individuals who have a passion for children of different backgrounds and consists of ministering through skits, songs, games, and preaching in church services, children's homes, and outreaches.
- **Sound and Media Ministry** is a ministry that runs the sound system for chapel and school events in order to provide necessary support for services and events. This ministry also involves running the media booth in the chapel and developing video clips through video footage, pictures, recordings, and interviews in order to minister to the non-churched, congregations, chapel services, promotion, college days, and video yearbooks.

Work-Study Program Policy

All resident students who do not pay their account in full at registration will be required to apply for the work-study program unless they have been granted permission by the Vice President of Student Services for off campus employment. Students must be physically able and willing to accept the work-study guidelines specified in the work policy.

Requirements:

- The work-study program is for the duration of the semester.
- All job assignments will be made by the Work-Study Director and approved by the Vice President of Students Services.
- All students will be required to work a minimum of one hour per day (Monday - Friday) and during general clean up times.
- All students must notify the area supervisor in a timely manner when you will not be able to fulfill your obligation. NOTICE: If you are absent without proper notice you will be penalized one hour, per day missed from your work-study account.
- A substitute worker can be assigned only by a student but must be approved by the immediate by the Work-Study Director.
- An excused absence will be allowed only in cases of illness, emergencies, and unusual circumstances.
- All work-study hours will be recorded only by an authorized time card supervisor.
- A student will be dismissed from the work-study program for not completing their work assignments in a satisfactory manner or for excessive absences.
- If/when a student is dismissed from their respective work-study assignment he/she will be required to pay their remaining school balance according to the financial contract signed at the beginning of the semester and will not be allowed to apply in the work-study program in the following semester until reviewed and approved by the Vice President of Student Services.

- When a student's account is paid in full before the semester ends, students are required to complete their work-study agreement for the duration of the semester. These funds will be applied to the next semester's account. If the student is graduating that semester, the job responsibility will remain as in the work-study agreement and will be considered performance of ministry service.

Off-Campus Work Policy

Rule: A student who is on academic or disciplinary probation is not allowed to work off-campus without permission from the Administration. Students must adhere to the following requirements to work off campus:

Off-Campus Requirements

- Students who need to work after curfew hours will require approval from the Vice President of Student Services.
- Students who work off campus must arrange with the Dorm Pastors and/or Resident Assistant if they are not able to attend special services such as revivals, outreaches, and other school events.
- Students that live off campus and who work off campus must make arrangements with the Vice President of Student Services if they are not be able to attend special services such as revivals, outreaches, and other school events.
- Students who work off campus must make their own transportation arrangements with a CMC staff member and/or student leader.
- Students who work off campus must make payments on their school account in a timely manner with arrangements made with the.
- Students who work off campus will be required to file a work card indicating the place of employment and the work schedule. If at any time should the work schedule change it must be filed with the Office of Student Services.
- Permission to work off campus may be suspended at any time by the Administration for failure to comply with any part of this policy or in case of disciplinary action.

7. Under no circumstance may any work prohibit a student from attending class.

Dormitory Policy

Dormitories provide students with a learning / living environment, which is an integral part of the total education experience of the school. These dormitories are equipped to provide a comfortable and wholesome living experience that will enhance an individual's spiritual, social, academic, and cultural growth. With these goals in mind, the following policies have been established:

- All single students under the age of 24 are required to live on campus. Students may be exempt if they are commuting from the home of their parents or legal guardians. Any requests for exceptions must be made in writing to the Administration at least one month prior to registration.
- All single students over the age of 24 must obtain special approval to live on-campus from the Administration. The request must be made in writing at least one month prior to registration.
- All married students attending CMC without the accompaniment of their spouse must obtain special approval to live on campus by the Administration. The request must be made in writing at least one month prior to registration.
- All students who have been previously married and are separated or divorced must obtain special approval to live on campus by the Administration. The request must be made in writing at least one month prior to registration.
- Semi-private rooms are available only by way of an approval process. Special consideration will be given to seniors and student leaders.

- Dormitories will be closed between the fall and spring semesters, fall and spring break, school holidays and during summer vacation. All students will be expected to vacate their rooms before 9:00 p.m. the day school is let out.
- All personal belongings will need to be removed during the summer vacation.
- Students are responsible for securing their personal property against theft or damage during any break or vacation period.
- Personal property left by students during the summer vacation period will be disposed of after ten days.
- Students are responsible for shipping & receiving their personal property.
- Special housing arrangements: Any student who cannot leave the school within the time required of any break or vacation period must make special arrangements through the Office of Student Services at least one week in advance of the break. Extended stays will be extremely limited. Students will be charged a \$10.00 fee per day and meals will not be provided. All heating and air-conditioning systems in the dormitories will be turned off during breaks and holidays.
- Room Request Deposit: All new students and incoming transfer students will be charged a \$150 dorm deposit. This fee is partially refundable. Upon registration and dorm move-in, \$100 of the initial deposit will be credited to the student's account at the conclusion of late registration and proof of dormitory occupancy.
- If an applicant decides not to attend, the Administration office must receive written notification before July 31 (Fall semester deadline) or January 10 (Spring semester deadline) in order to receive a \$100 reimbursement. 14. If the Administration office is not contacted by these deadlines, no refund will be given. Each semester, current students wishing to request a room will pay, in advance, a non-refundable reservation fee of \$50.
- Married Students: CMC provides a limited number of apartments for married students. A variety of off-campus housing facilities also exist in the city of San Antonio.

Off-Campus Housing Policy

CMC dormitories provide students with a learning environment, which is an integral part of the total education experience of the school. Therefore, single students who are unmarried and under the age of 24 are required to live on campus if they are not commuting from the home of their parents or legal guardian. Request for exceptions must be made via an application from the Office of Student Services. Students who are permitted to live off campus must follow the guidelines of the Student Handbook wherever applicable and the off-campus housing policy.

General Information and Policies

Orientation

CMC has pledged to help the new student adjust to the various parts of campus life. This begins even before the student arrives on campus with various communications to help answer any questions they may have. There is a time appointed at the beginning of each semester for orientation purposes. All students are required to participate in these exercises to help acquaint themselves with the various programs of the school.

Campus Safety

Campus security provides ID cards and parking tags for vehicles of the student enrolled at CMC. Safety patrol occur every day to secure the campus. Incidents of theft, vandalism or other criminal or questionable activity should be reported to the Main Office in the A.O. Martinez Administration Building.

Visitor Policy

Purpose

The safety and wellbeing of the Christ Mission College community, including students, faculty, staff, and visitors are of paramount importance. Accordingly, this policy sets forth guidelines and expectations for behavior and conduct

while on College owned or controlled property. This policy applies to all individuals, including visitors and groups, present on College owned or controlled property.

Policy

Access to College owned or controlled property shall primarily be limited to students, employees and their visitors or guests for the purposes of study, work, teaching and conducting or attending other College business or activities. The College is a private institution and, as such, reserves the right to lawfully restrict or prohibit access to College owned or controlled property and to prohibit certain individuals from being present on College owned or controlled property at any time at its discretion.

All individuals – visitors and others – present on College owned or controlled property shall conduct themselves in accordance with the law, College policies, as well as in a manner that maintains a safe environment. Conduct including, but not limited to, intentional or negligent disruption of the operations of the College, excess noise, threats, harassment, physical abuse, intimidation, endangerment to the health or safety of any person or property, or unauthorized entry into, obstruction of, or occupation of any College owned or controlled property is prohibited and shall be deemed a violation of this policy.

If an individual engages in behavior or conduct that is inconsistent with this policy or any other College policy or that is otherwise inconsistent with the best interests of the College, the individual will be asked to refrain from such conduct and may be asked to vacate College owned or controlled property at once. Failure to adhere to this request may result in law enforcement being summoned to take appropriate action, including possible removal for trespassing.

Sign-in Procedures for Visitors

To ensure the safety of students and staff, all guests coming onto the CMC campus must first sign-in at the front office, describe the purpose of their visit, and present an ID if it is requested. There, the visitor will receive a campus pass. Guests include anyone who is not a member of the CMC staff, faculty, or student body. (Students' family members, alumni, and friends must all sign-in as well.)

If a visitor plans on coming to the CMC campus after hours, he/she must either 1. Notify the Main Office in advance, so that appropriate arrangements can be made or 2. Notify a Campus Safety Team member upon their arrival. A telephone number for after-hours visits is posted.

Exceptions to this rule include public events held on the CMC campus such as church/special services, graduations, banquets, etc. At such times, visitors will not be required to sign in at the main office, as the CMC Safety Team and/or participating church safety team(s) will be monitoring the premises.

CMC Safety Team members reserve the right to approach any unknown person(s) and request identification if they deem necessary.

Late Night Entry

For the common protection of our student population, Resident Hall entrances are locked promptly at the scheduled curfew times. On-campus students arriving six minutes after curfew are to report to the Resident Assistant on duty or to the Dorm Pastor. Each student will sign in and gain entry to their respective Resident Halls. Reports of late entry will be forwarded to the office of the Administrative Assistant of Student Life. Failure to comply with proper procedure will result in disciplinary action.

Reporting Emergencies

During on-campus emergencies of any kind, Campus Safety can be reached by dialing 970-596-5675. In cases of imminent danger or life-threatening emergencies, immediately contact San Antonio Police by dialing 911, and then notify the main office at CMC by dialing 210-688-3101. For non-emergency criminal behavior or activity, contact Campus Safety, the Dorm Pastor, the Administrative Assistant of Student Services and the Vice President of Student Services, or a CMC Administrator.

Campus-wide Emergency Notification

At CMC, we strive to provide proactive emergency notification that enhances campus safety for our students, faculty, staff and parents. Our goal is to inform individuals of potential danger so that we can protect them, minimize loss and facilitate the return to normal conditions as quickly as possible. CMC will notify all campus staff of an urgent situation or emergency. CMC's staff will then contact individuals by either or all of the following methods: email, text or phone.

Student and Employee Drug Policy Statement

CMC, in accordance with high Christian standards of living, is committed to maintaining a drug free environment. In support of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, CMC has adopted the following policy statement as conditions of enrollment and/or employment:

1. As a condition of enrollment/employment, the unlawful manufacture, distribution, dispensing, Possession or use of a controlled substance or alcohol is prohibited at any time.
2. CMC will comply with all applicable legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
3. CMC makes literature available describing the health risk associated with the use of illicit drugs and the abuse of alcohol.
4. All students/employees found in violation of this policy will be referred to the office of the Vice President of Student Services.
5. Students/employees are required to notify Campus Security, a Dorm Pastor, or the Vice President of Student of Services, or supervisor respectively of any known criminal drug statute conviction or violation occurring at CMC immediately upon knowledge of such conviction or violation. (See Major Infractions.)
6. The penalty for violation of any of the above statements may be termination from enrollment/Employment with referral given to the appropriate authorities for thorough prosecution.
7. CMC will conduct an annual review of its program to:
 - a) determine its effectiveness and implement changes if they are needed;
 - b) ensure that the sanctions developed are consistently enforced.

Fund Raisers

Only school related projects approved by the Administration will be permitted for fund raising purposes. The group sponsor must ensure that all projects are approved by the Administration and permission is granted well in advance. No solicitation of any kind is permitted at any time.

Credit

Students are strongly discouraged from buying on credit while enrolled at CMC. CMC assumes no liability for any debts incurred by any student nor will it give a credit reference.

Policy for Group and/or Class Meetings or Announcements

Only school-approved organizations are entitled to have group meetings and make or post invitations or announcements. Permission to hold a meeting must be secured and attended by the designated sponsor through the Vice President of Student Services. The Office of Student Services must approve all announcements and the posting of all flyers.

Student and Employee Sexual Assault/Harassment Policy

In support of the Crime Awareness and Campus Security, CMC has adopted the following policy statement with regard to sexual assault and racial violence: CMC, in accordance with high Christian standards of living, is committed to the pursuit of a morally pure environment. This moral purity touches the entire scope of human relationships. Preaching, teaching, properly orienting our students, and modeling this commitment on our campus prevent many of the problems with which our society struggles. CMC's standards are described in detail in the Student Handbook under the following subheadings: Personal Life, Biblical Standards and Community Standards. Information concerning sexual assault may be obtained in the office of Student Services. Procedures: In the unlikely event that an assault on campus should occur, students and employees are expected to contact their most immediate campus authority for reporting purposes. This

would include but not be limited to a Dorm Pastor, Campus Safety, the Administrative Assistant of Student Services and the Vice President of Student Services, or any other CMC Administrator. For incidents, which occur off campus, immediate recourse is to contact the local police.

Student Complaints

CMC regards general complaints with appropriate attention. The student body is regularly polled with respect to academics and student life. Faculty members and the Vice President of Academics are approachable concerning classroom and curricular matters. Student Council officers regularly share student concerns with the Vice President of Student Services. Students are welcome to visit with the Vice President of Student Services to make personal concerns known. Formal written complaints may be filed with the Vice President of Student Services.

Initiating and Processing Complaints: Any student that wishes to log a complaint must first discuss it with the Vice President of Student Services with the objective of resolving the matter informally. Should this informal discussion fail to satisfy the student, then a formal written complaint must be filed with the Vice President of Student Services. No complaint will be received in which the complainant refuses to submit it in writing. All persons against whom a complaint has been filed will be notified of the allegations. A complaint may be withdrawn at any step without prejudice and cannot be reopened.

Procedures:

Step 1: The complainant shall file a formal written complaint with the Vice President of Student Services using the Student Complaint Form that can be acquired from the Office of Student Services. This form should be filed no later than 10 days after the incident involved in the complaint.

Step 2: Upon the evaluation by the Vice President of Student Services, an investigation will be conducted. The investigation may include interviews of all parties involved in the complaint and the gathering of all available evidence. In the event that the matter involves academics, the complaint will be turned over to the Vice President of Academics for investigation.

Step 3: Once the matter has been investigated, the Vice President of Student Services will inform the complainant of the resolution. If the student is not satisfied with the resolution, the complaint shall be transmitted to the President. Whomever the President designates shall meet with the parties of interest. A response to the complaint shall be indicated in writing with a copy furnished to the complainant and the accused. This response will be considered as final.

In the event that students believe they have been unfairly treated, or have issues with CMC that cannot be resolved by the methods outlined above, they have the right to write a letter to the President of CMC, so he can schedule a meeting with the Chairman of the Board of Directors of CMC.

Credentialing Day

Eligible students will have the opportunity to apply for their credentials as ministers within the Assemblies of God in their district of choice. District officials will have applications ready and will be available to guide the students through the application process.

Food Services

Food services are provided in the cafeteria. The cafeteria is open Monday – Saturday. For more details, see the Student Handbook for the cafeteria regulations.

Student Mail

Mailboxes are provided to all on-campus and off-campus students located in the A.O. Martinez Administration Building. Student mail will be available for pick up during regular office hours, Monday- Friday, 3:30 p.m.-5:00 p.m. An assistant in the Main Office of the Administration Building will distribute all CMC mail.

Health Services

CMC assumes no responsibility to provide medical services to students or any of his or her dependents.

Fire Exit Routes

Guidelines for emergency exit routes are posted in each of the facilities on campus.

Americans with Disabilities Act

CMC complies with the Americans with Disabilities Act. For inquiries, contact the Development Coordinator.

Health Education and Welfare (HEW)

HEW regulation 84:21. No qualified handicapped person shall, because a recipient's facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity provided by LABI.

Summary of the Intellectual Property Rights Policy

Disclaimer

The following summary of the Intellectual Property Rights (IPR) Policy is designed to assist students in understanding the key points of the policy. Note: the summary is not the full IPR Policy. A copy of the full IPR Policy is available for your use at the following offices: Office of Student Services, Library, and the Academics Office.

Purpose and Key Points

This policy is based on CMC's recognition and encouragement of the development of a wide variety of creative works to which the originator and/or CMC has exclusive or shared rights and privileges as provided under copyright law. CMC further recognizes that this is an increasingly complex issue in higher education. Below is a summary of the key items included in the IPR policy:

Provides formal definitions, descriptions and examples of and/or for intellectual property, copyright, copyright notice, copyrightable materials, fair use, work made for hire.

Describes the establishment, membership and function of The Administrative Committee on Intellectual Property (ACIP) to assist CMC in understanding and recommending IPR policy and resolution of disputes involving Intellectual Property Rights.

Assigns applicability of the IPR Policy to employees and students of CMC and conditions of applicability. The basic points are as follows:

- CMC has non-exclusive royalty-free rights to use, mark or modify original works and/creations if the work in question was created as a part of employment at CMC or in fulfillment of academic requirements or was made possible through CMC resources as long as the use is in keeping with the purpose of CMC, employees and students retain intellectual property rights to original works and enjoy the privilege of making the work available outside of the confines of CMC. This and the point above describe joint ownership of intellectual property.
- Should CMC seek to distribute original works as a "pay for distribution" item the work must be properly copyrighted to the owner and a formal agreement must be established between the owner and CMC dictating the terms of usage and compensation for usage.
- Defines "nominal or customary use" in creation of an original work and explains that in such cases the originator retains all rights to the intellectual property (i.e., the rights are not jointly owned by CMC and the originator).
- Defines "substantial use" and "work-made-for-hire" in the creation of original works and identifies that most of the original works which are created are done so as a part of employment responsibilities and making use of CMC resources beyond those typically assigned to the responsibilities of employment and thus CMC has rights to the created work. The following would fall in to this category:
- The copyright of online courses including all electronic materials residing within the course.
- The right to control the distribution of all intellectual property in which CMC holds the copyright and named ownership.

The Finance Office serves the students of CMC in their financial matters.

- Statements are sent monthly to the individual who is responsible for paying the school account.
- Organization funds are retained in the office.
- Schedules of fees and financial counseling are available.

This office can assist the student in many ways and students are encouraged to make use of these services.

Main Office Hours

The main office of CMC is open to the public and students on an appointment-basis during office hours. These hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, during the regular semesters and summer.

Financial Information

CMC makes every effort to keep educational costs to students as low as possible. Student charges cover a major portion of the school's operating expenses each year. Although supporting churches and individuals subsidize the operating budget of the school, CMC depends largely on student payment.

Tuition

Tuition cost for all students is determined at the beginning of each semester. A normal tuition package allows a student to take up to five (5) courses (equivalent to fifteen hours) per semester. This does not include Conference Courses or tuition during CMC's summer sessions. For more information regarding this subject, contact the Finance Office.

Payment Policy

All charges are due and payable in full at registration.

- If students cannot pay their account in full on registration day, they may use the **Deferred Payment Plan** if approved. This plan allows students to pay their account charges by down payment due at registration and two subsequent installments thereafter (See installment schedule for more details). The student will sign a Tuition Payment Agreement Form; an additional deferred payment fee is applied each semester this plan is used. This fee varies according to the balance.
- Students with a pending balance from any previous semester will not be allowed to enroll for a new semester.
- Students owing a balance from any previous semester will be denied access to their academic transcripts.
- Graduating students with a pending balance will not be allowed to participate in the graduation ceremony or receive their diploma from CMC.
- If a student fails to provide payment by the established installment dates, CMC has the right to terminate his/her enrollment from CMC.
- Students are required to pay a third (1/3) of their total charges (tuition, room & board, and fees are included in this amount) on the day of registration. The total is approximately \$1,960. This amount does not include textbooks.
- In addition, all students using the Deferred Payment Plan are highly encouraged to either participate in the Work-study Program at CMC or find an outside job off-campus.

When the Installment Plan is exercised, students agree to the following terms:

- All accounts must be paid-in-full before the end of the current semester.
- Students are held responsible for making timely payments according to the installment schedule.
- Students are held responsible for any adjustments, fines or fees modified to the account.
- Students will be highly encouraged to either participate in the Work-study Program at CMC or find an outside job off-campus.

Work-study students adhere to the following conditions:

- Students must be approved to participate in the work-study program.
- Students must fulfill their respective jobs in a responsible and timely manner.
- Students must work a minimum of 80 hours per semester (i.e. one hour daily, Monday-Friday) along with the time required for general cleanup and weekend duties.

Example of Basic Charges per Semester

Item	On-Campus	Off-Campus
Tuition (15 hours)*	\$3,541.65	\$3,541.65
Room	\$1,774.04	N/A
Board	\$887.02	N/A
General Fee	\$286.65	\$286.65
Technology Fee	\$286.65	\$286.65
Refrigerator (optional)	\$40.00	N/A
Auto Registration	\$20.00	\$20.00
Total	\$6,836.01	\$4,134.95

**Please Note: These figures do not include the cost of books, mission trips, or the deferred payment fee, which vary according to the student's balance and or ministry assignments.*

The information contained in this bulletin does not constitute a contract and is subject to revision. The program fees are also subject to change.

Sample Installment Plan Schedule

On-Campus			Off-Campus		
#	Installment Date	Amount Due	#	Installment Date	Amount Due
1	Registration Day August 13, 2022	\$1,709.01	1	Registration Day August 16, 2022	\$1033.74
62	September 16, 2022	\$1,709.00	2	September 16, 2019	\$1033.74
3	October 16, 2022	\$1,709.00	3	October 16, 2019	\$1033.74
4	November 16, 2022	\$1,709.00	4	November 16, 2019	\$1033.73
Total		\$6,836.01	Total		\$4,134.95

Status of Accounts

CURRENT: All payments have been made according to the installment schedule.

PAST DUE: Any payment not made within the specified installment dates.

DELINQUENT: Accounts PAST DUE and student has not made satisfactory arrangements with the Business Office.

Overpayment

Refunds of accounts with overpayment will be made within 14 days after the payment has been applied to the student's account.

Withdrawal/Terminations

Upon withdrawal/termination, all amounts due to CMC are payable in full. No refund is given for fees.

Fall and Spring Sessions

Any student who withdraws/terminates or drops a class during the fall or spring semester will be refunded according to the following policy.

Delinquent Accounts

Students owing a balance for any semester will not be permitted to register for another semester until satisfactory arrangements are made with the Business Office at least thirty (30) days prior to registration. Transcripts, grades and diplomas are not issued until the account is paid in full. Seniors are prohibited from participating in the graduation ceremony.

Refund Policy

An adjustment to the student's account will be made when a student withdraws from the school with the proper approval. In order to secure proper approval, the student must complete an official withdrawal form at the time he/she is leaving the school. Withdrawal forms are available at the Registrar's Office. Refunds are not made until the Registrar's Office gives the Business Office a copy of the completed withdrawal form. Refunds are effective as of the date of the withdrawal form.

Upon withdrawal or termination from CMC, all amounts due are payable in full.

The following credit will be allowed on tuition, room and board charges:

***AFTER AND INCLUDING THE FIRST DAY OF CLASSES (INCLUDING WEEKENDS),
FEES ARE NOT REFUNDABLE.***

Tuition, Room, and Board are refundable based on the following schedule:

Week of Late Registration.....	90%
Third Week of Classes.....	75%
Fourth Week of Classes	50%
Fifth Week of Classes	25%

For specific dates, please see the academic calendar. Fees are non-refundable.

Fee Schedule

• TUITION FEES

Per credit hour	\$236.11
Conference Course/Directed Research (<i>per course</i>)	\$792.48
Audit Fee (<i>per course</i>)	\$63.00

• DORMITORY FEES

Room	\$1,774.04
Board	\$887.02
Single or Private Room (<i>if available</i>)	\$150.00
Refrigerator	\$40.00

• ACADEMIC FEES	
Graduation Fee (<i>one time</i>)	\$150.00
Application Fee (<i>one time</i>)	\$25.00
Irregular Final Exam (<i>per exam</i>)	\$20.00
Chalk & Wire Fee (<i>one-time fee</i>)	\$110.00
Add/Drop a Course (<i>per course</i>)	\$15.00
Transcript (<i>per copy</i>)	\$10.00
Irregular Exam (<i>early or make up exam</i>)	\$10.00
• GENERAL FEES	
Full-time (12-20 hours)	\$286.65
Part-time (6-11 hours)	\$137.81
Part-time (1-5 hours)	\$66.15
• TECHNOLOGY FEE	
Full-time (12+ hours)	\$286.65
Part-time (6-11 hours)	\$137.81
Part-time (1-5 hours)	\$ 66.15
• OTHER FEES (<i>per Semester</i>)	
Late Registration Fee	\$150.00
Deferred Payment Fee (<i>varies</i>)	\$25.00-\$100.00
Returned Check/Insufficient Funds	\$35.00
Lost Key Replacement	\$25.00
Auto Registration	\$20.00
• TEXTBOOKS	
Approximate Cost per Semester (<i>rental and purchase options available</i>)	\$60.00-\$150.00
• MISSIONS TRIPS (<i>varies semesterly</i>)	
	\$600.00-\$1200.00

Students are responsible for raising their missions funding each semester.

*Please note: The information contained in this bulletin does not constitute a contract and is subject to revision. The program's fees are also subject to change. **These fees are nonrefundable.***

Revised: 05/20/2022

Financial Aid Programs

General Eligibility

Students who receive tuition grants or scholarships must meet the following requirements. The total dollar amount given for any scholarship or tuition grant may not exceed the student's tuition and fees for any given semester. Since grants and scholarships may not be awarded retroactively, an application must be made prior to the semester of eligibility. Students must maintain a minimum grade point average of 3.0 and be enrolled full-time to be eligible for any scholarships or grants.

Tuition Discounts

Ex- Faculty/Staff Tuition Discount

Dependent children of former CMC full-time faculty or staff who have served the school for a minimum of five years will receive a 100% tuition grant. This assistance applies to dependent children only.

A/G Minister Dependent Discount

Dependent children of A/G ordained or licensed ministers will receive a \$300.00 tuition grant if they live on-campus and \$150.00 if they live off-campus. Students must be enrolled full-time to be eligible.

Married Student (Spouse) Discount

When the spouse of a married student is also attending full-time, a 50% tuition grant may be given per semester.

Immediate Family Discount

When one CMC student is attending full-time in a semester, one other person of that student's immediate family may receive a 25% tuition grant as a full-time or part-time student in the same semester, if they are not the spouse of the full-time student.

Experienced Minister's Discount

Students who have 15 + years of ministerial experience can qualify for a discount of up to 10% of their tuition cost when they are enrolled in the Adult Cohort.

Institutional Scholarships

Promotional Scholarship

This \$500.00 promotional scholarship is awarded at the discretion of CMC for one male and one female student who will be a freshman during the next upcoming fall semester.

Youth Convention Scholarship

A \$500.00 scholarship is awarded at the discretion of CMC for one student who will be a freshman during the next upcoming fall semester.

(The eight participating Districts include: Central District/Distrito Central, Midwest Latin American District, South Central Hispanic District, South Texas District, Texas Gulf Hispanic District, Texas Louisiana Hispanic District, and West Texas District, West Texas and Plains District.)

College Days Scholarship

A \$500.00 scholarship is awarded at the discretion of CMC for one male and one female student that attend any of our Campus Days events and enroll for the following semester.

Employee Tuition Scholarship

Full-time employees who are hired before late registration and have successfully completed their introductory period are eligible for the employees' tuition scholarship. CMC will pay tuition for up to six credit hours per semester (Fall & Spring). In order to take advantage of this benefit an employee's tuition scholarship form must be filed with the main office each semester.

Faculty Grant

CMC will pay tuition for up to six credit hours per semester (Fall & Spring) for faculty members who would like to take courses from the CMC Church Ministries Program.

Leadership Incentives

Assistant Dorm Pastors

Assistant Dorm Pastors are appointed by CMC Administration and are given up to 15 credit hours, free of charge, for their leadership and service in the Men/Women's dormitories. This credit is given per semester, is dispersed in monthly payments to the student's school account and applies throughout the duration of his/her term.

Dorm Pastors

Dorm Pastors are appointed by CMC Administration and receive credit for up to 15 credit hours in tuition, room and board, and all fees for their leadership and service in the Men's/Women's dormitories. This credit is given per semester, is dispersed in monthly payments to the student's school account and applies throughout the duration of his/her term.

Fine Arts & Bible Quiz Scholarship

Young people who compete in the A/G Fine Arts and Bible Quiz programs will receive a scholarship for the highest awards as follow:

Bible Quiz I Place at District (Top 5 Quizzers)	\$300.00
Fine Arts Superior at District	\$300.00
Fine Arts Superior at District (with invitation)	\$450.00
Fine Arts District Award of Merit	\$600.00
Fine Arts Superior at Nationals- Good	\$600.00
Fine Arts Superior at Nationals- Excellent	\$750.00
National Award of Merit *call for list of approved categories	\$1,000.00

A scholarship will be distributed over three or four years, for six or eight semesters (depending on their continual enrollment in either the three or the four-year program). Students are limited to three scholarships categories, must enroll within one year of high school graduation, and must be enrolled as a full-time student.

Southwestern Assemblies of God University/CMC Grant

Criteria: Tuition grant to students transferring from CMC to Southwestern Assemblies of God University (SAGU) as a full time student. A student can earn the grant for a maximum of five semesters or until graduation.

Amount: The amount depends on the number of years completed at CMC and whether that student lives on campus in SAGU housing or off campus.

CMC Program Completed (On Campus/ Off Campus)

One Year: \$2,000/\$1,000 per year

Two Years: \$3,000/\$1,500 per year

Three Years: \$4,000/\$2,000 per year

Application Deadline: Students should provide proof of CMC enrollment/graduation to the Financial Aid Office.

Work-study Program

Students who complete an on-campus job satisfactorily can receive a minimum of \$400.00 per semester towards their tuition when they successfully complete the required number of work study hours. Students must be enrolled full-time and live on-campus in order to be eligible.

Donor Scholarships

Two Donor Scholarships are awarded annually to continuing students. Applications are available in the Business Office. These scholarships are based on financial need and academic achievement. The amount of these scholarships is determined by the individual donors.

- A.O. Martinez Scholarship
- Severiano & Velia Menchaca Scholarship

District Days Scholarship

The participating Women's Ministries Departments among the six sponsoring Latin Districts of CMC offer annual scholarships to young men and women from their districts who are eligible.

The Endowed Scholarship for Minority Students

This scholarship is awarded by the Intercultural Ministries Department from the General Council of the Assemblies of God. Applications are available in the Business Office and must be sent before February 1.

Making the Difference Scholarship

This scholarship is from the AG Trust and distributed by the Alliance for AG Higher Education between all the Assemblies of God schools. This scholarship is awarded to a new or returning student selected by the scholarship committee. This scholarship is awarded every fall semester.

Federal Student Aid Policies

Federal Student Aid Qualifications

Regular Students

A person must be enrolled as a regular student in an eligible program to receive Federal Student Aid (FSA) funds. A regular student at CMC is someone who is enrolled or accepted for enrollment for the purpose of obtaining a degree. Students granted conditional acceptance are considered to be regular students if CMC accepts them into a degree program.

Remedial Coursework

When a student's acceptance into a degree program is contingent upon that student completing remedial work, the student cannot be considered to be enrolled in that program until the remedial work is completed. That being said, if the student is admitted into a degree program and takes remedial coursework within that program, the student can be considered a regular student even if the student is taking all remedial courses before taking any regular courses. (Up to 30 semester hours of remedial coursework can be considered for FSA. The remedial coursework must be within one year of the educational level needed to successfully complete the degree program.

A student may receive FSA funds for English as a second language (ESL) courses that are part of the student's enrolled program. ESL courses do not count against the one-year limitation on remedial coursework. If the ESL courses are not part of the student's enrolled program, Pell Grants used over a series of semesters may be exhausted before the student completes the program.

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Students with Intellectual Disabilities

Students with an intellectual disability can receive funds from the Pell Grant and Federal Work-Study programs. They must be enrolled or accepted for enrollment in a comprehensive transition and postsecondary program for students with intellectual disabilities and must maintain satisfactory academic progress as determined by CMC for the program in which they are enrolled. Such a student does not have to be enrolled for the purpose of obtaining a degree, and they are not required to have a high school diploma or its recognized equivalent. Elementary or Secondary Enrollment In order to receive FSA funds, a student must be qualified to study at the postsecondary level. (Students currently enrolled in an elementary or secondary level school is not eligible for aid from the FSA programs even if the student is simultaneously enrolled in a college program.)

Academic Qualifications for FSA

A student qualifies if he/she:

- has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma.
- has the recognized equivalent of a high school diploma, such as a general education development (GED) certificate or other state-sanctioned test or diploma-equivalency certificate.
- has completed homeschooling at the secondary level as defined by state law in the state which the student was homeschooled;
- has completed secondary school education in a home-schooled setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education; or
- has completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

Validity of a High School Diploma

A student must present a copy of his/her diploma or high school equivalency certificate to be enrolled in a program at CMC. If the validity of a high school diploma is in question, the college will evaluate such diploma and request a final transcript from the student's school that shows his/her completion of secondary education. When further investigation is required, CMC will use various modes of seeking out information about the school in question, and in some instances the Texas Education Agency may also be consulted. Foreign high school diplomas/transcripts may be required to be evaluated by a company whose services include the verification of validity of foreign secondary school credentials. The student would be required to secure such a service independently. Foreign diplomas/transcripts must be equivalent to a U.S. high school diploma.

Recognized equivalents of a high school diploma include:

- a GED certificate
- a certificate or other official completion documentation demonstrating that a student has passed a state-authorized examination
- an associate's degree
- successful completion of at least 60 semester credit hours that do not result in an associate's degree
- enrollment in a bachelor's degree program where at least 60 semester hours have been successfully completed
- a transcript indicating that a student excelled in his/her studies in high school despite not graduating.

Such a student would need to meet CMC's admissions requirements and be starting a program that leads to an associate's degree or bachelor's degree.

Homeschooling

Homeschooled students are eligible to receive FSA funds if their secondary school education was completed in a homeschool that the student's state law treats as a home or private school. CMC will make evaluations based on the laws of the state in which these situations took place. Such students must not be dually enrolled in high school and beyond the age of compulsory attendance.

Satisfactory Academic Progress

All students must meet certain standards of academic achievement to receive federal student aid (FSA).

The "qualitative" standard requires the student to achieve a minimum grade point average of 2.0 (on a 4.0 scale) and must maintain a cumulative grade point average of at least 2.0 for the remainder of the program. Students who do not meet this requirement when they are evaluated at the end of the semester will be placed on a Financial Aid Warning period at the beginning of the following semester.

The "quantitative" standard requires that all students successfully complete their program of study within 150% of the normal time frame for completing the program to receive FSA. For this reason, course load requirements for the next semester are determined when they are evaluated at the end of the current semester. If a student is not meeting the course load requirements at their current pace and would not graduate within 150% of the current time frame, he/she will be placed on Financial Aid Warning the following semester for not abiding by the CMC required time frame. Additionally, in order to ensure completion of the program within the maximum time frame, CMC requires program students to successfully complete 2/3 of all credit hours attempted each semester. Students who fail to successfully complete 2/3 of credit hours attempted will also be placed in financial aid warning period from the time they are evaluated until the end of that next semester.

While on a Financial Aid Warning period, a student will be required to have an initial meeting with the Office of Academics to determine an appropriate intervention strategy based on the individual student's situation. The student will be required to comply with the agreed upon measures. If the student fails to do so and still does not meet SAP standards, he/she will be placed on Financial Aid Suspension the following semester.

While on Financial Aid Suspension, a student is no longer eligible for Title IV funding, until the end of the following semester when they are reevaluated for FSA eligibility.

Summary

A student's academic records will be evaluated each semester in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. If both of these standards can be achieved, the student will be eligible for Title IV funds. If it is not possible for the student to meet both standards after a Financial Aid Warning and Financial Aid Suspension period, the student will be allowed continued enroll only if alternative financing can be arranged since the student will be not be eligible for Title IV funds until their next evaluation.

WITHDRAWALS AND REFUNDS

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges, with the exception of any non-refundable registration fees, paid through attendance at the first day of instruction. A written notice of cancellation can be effectuated by personally appearing at CMC Admissions/Enrollment Office or by mailing the notice to the address provided on the first page of this catalog, ATTN: Enrollment Manager. A written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. Cancellation by telephone, email or absence in class is insufficient for official notice of cancellation. The refund of charges will be mailed to the student within forty-five (45) days following the written cancellation notice. The notice of cancellation, if sent by mail, is effective when deposited in the mail (postmarked date), properly addressed, and with postage paid.

Refunds of Federal Financial Aid Credit Balances

If the amount of a student's federal financial aid payments exceeds the program costs during any payment period, a refund will be issued based on the student's decision indicated on the credit balance form. Since CMC only participates in Pell, overpayments are not likely.

Official Withdrawals

An official withdrawal is considered to have occurred on the date that the student provides to the school official notification of his or her intent to withdraw. Students who must withdraw from the school are requested to notify the Enrollment Manager in writing to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the Enrollment Manager will complete the necessary form(s).

Unofficial Withdrawals

An unofficial withdrawal is considered to have occurred when a student fails to meet program criteria and is administratively withdrawn. This will initiate the process of withdrawal and the Enrollment Manager will complete the necessary form(s). A student is also considered withdrawn if the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete. CMC will determine whether a student "earned" F's by performing poorly in his/her classes, or if F's were issued by an instructor due to the student's ceasing of attendance. If a determination is made that the student ceased attendance and did not "earn" the F's, the documented last date of an academically related activity is then used as the withdrawal date, and the date of determination is the end of the semester. If CMC cannot determine a documented last date of an academically related activity, the mid-point of the semester is then used as the date of withdrawal.

DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)

The date of withdrawal, for purposes of calculating a refund, is the student's last date of academic activity. The date of determination is the earlier of the dates that the student officially withdraws, provides notice of cancellation, or the date the school determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic standard, the date of the student's withdrawal shall be the student's last date of attendance. CMC will use a student's last date of attendance at an academically related activity as his/her last date of attendance. The date of determination shall be the date the school determines the student has violated the academic standard (if the student has not filed an appeal). If the student files an appeal and the appeal is denied, the date of

determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 10 school days from the student's last date of attendance. If a student officially withdraws while on a scheduled break of five consecutive days or more, the withdrawal date is the last date of scheduled class attendance prior to the start of the scheduled break.

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FEDERAL FINANCIAL AID RETURN POLICY

Student Financial Aid (SFA)

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). A federal financial aid (Title IV) recipient who withdraws from the school is subject to a Return of Title IV calculation (Return Calculation). For the purpose of the Return Calculation requirements, a recipient is a student who has actually received federal financial aid funds or has met the conditions that entitled the student to a late disbursement of federal financial aid funds. The school is required to review the amount of grant aid a student received for the payment period, to determine what percentage of federal financial aid the student earned prior to withdrawal.

The percentage of federal financial aid determined to be unearned for the payment period must be returned to the appropriate federal financial aid program(s). The school will perform a Return Calculation for students who cancel, withdraw, drop out, or are dismissed prior to completing 60% of a payment period. A Return Calculation is not performed if the federal financial aid recipient withdraws after successfully completing the entire payment period and all funds awarded for that period have been disbursed.

Return of Title IV Funds Calculation and Policy

When a federal financial aid recipient withdraws from the school prior to the end of a payment period, a Return Calculation must be performed to determine the amount of federal financial aid funds earned up to the date of withdrawal. If the total amount of federal financial aid funds earned is less than the amount of federal financial aid funds disbursed to the student the difference between these amounts is returned to the applicable federal financial aid programs. If federal financial aid funds earned is greater than federal financial aid funds disbursed, the difference between these amounts is treated as a post withdrawal disbursement. The Return Calculation is completed by determining the percentage of aid earned as of the last date of academic activity in the payment period; then applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. For purposes of determining earned federal financial aid, a student's aid is considered disbursed if it is disbursed as of the student's last documented date of attendance. As long as conditions for a late disbursement are met prior to the date the student became ineligible (the student's last date of attendance), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

Return of Unearned Title IV Funds

In the Refund Calculation, the total amount disbursed plus amount that could have been disbursed to the student or on the student's behalf, minus the amount of federal financial aid earned by the student determines the amount of federal financial aid funds that are "unearned" and therefore required to be returned to the funding source. When a return of federal financial aid is required, the school and the student may both need to return funds. The school returns the lesser of the following amount to the appropriate federal financial aid program(s):

1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

School (institutional) charges incurred by the student include tuition, fees, books, dorm fees, meal plan, and supplies initially assessed to the student for the entire payment period. Initial charges are only adjusted for changes the school makes prior to the student's withdrawal. The amounts of institutional charges included in the Return Calculation are those charged or anticipated to be charged to the student's account. Although institutional charges may not have actually been charged due to the student's withdrawal, the school uses the actual charges to date, to include full tuition, fees, books, and supplies for each course in the payment period, and estimates remaining

charges based on the student's program. If after the student withdraws, and the school changes the amount of institutional charges it assessed, or decides to eliminate all institutional charges, those changes do not impact the charges or aid earned in the calculation. The school returns federal financial aid funds to the Pell Grant program. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If the student's portion of the unearned aid includes federal grants, the student is required to return the grant amount: (1) if the grant overpayment is greater than \$50; and (2) only to the extent that the grant amount exceeds 50% of the original amount received for the payment period or period of enrollment. (Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation is not satisfied.)

If the student earned more aid than was disbursed to him/her, the student may be due a post-withdrawal disbursement. If the Return Calculation determines that the student is due a post-withdrawal disbursement, upon the permission of the student the School will disburse the corresponding funds. Any post-withdrawal disbursement must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds, and the student may be required to return a portion of the funds. Any outstanding balance that remains, is to be repaid by the student according to the terms of the student's financial agreement with the CMC Finance Office. After a Return Calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return Calculation and will be paid to the student.

Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, the school must determine how much of the tuition and fees it is eligible to retain. Students withdrawing from school after the start of instruction and before completing 60% of the payment period, will be refunded on a pro-rata basis and calculated by the number of program hours scheduled to completed and any supplies and materials issued to the student. Payments received for charges beyond the current "payment period" may be on a student's account. If a student withdraws prior to the next payment period, all payments made for subsequent payment period(s) will be refunded.

Verification Process for New Schools

When a student has been selected for verification or, actionable comment codes, the third party service notifies the student via email address indicated on the ISIR that they have been selected for further review. Such notification takes place within 24 hours of the institution's confirmation to the service, that the student having completed the FAFSA and the financial aid interview, is indeed a student accepted by the institution. The student receives a complete explanation with examples of what is needed. The student's financial aid file is placed on hold until the student submits the appropriate documentation to the third-party service. The institution's financial aid coordinator monitors the student's compliance with the request by using an online tracking report provided by the third-party service. Students are sent weekly reminder emails to the students until the appropriate documents are received or until 5 weeks has elapsed.

It is during the request period that the financial aid coordinator becomes involved to follow up with the student to provide the required documentation. If, upon receipt, the documentation is incomplete, in error, or missing a signature, the student is again notified via email and the reminder clock restarts.

Following receipt of appropriate documentation, the third-party service reviews all documentation and follows guidelines provided by the U.S. Department of Education's Verification Guide. When the student has successfully met verification requirements all documentation is digitally saved in the student's secure financial aid file in the cloud.

Admissions Policy

CMC practices a selective admissions procedure. It is considered a privilege, not a right, to attend CMC. CMC stresses high standards of achievement and conduct for all students who desire to matriculate. Eligibility for admissions includes character, academic records, and most of all, the prospective student's willingness to comply with the standards and values of CMC.

Admission Deadline

For admission in Fall, the priority deadline is **July 31st**. The regular admission deadline is open until **August 9th**. The Spring priority deadline is **December 18th**. The regular admissions deadline is open until **January 10th**.

Requirements

Admission is granted without regard to race, handicap, sex, color or national origin to all applicants who meet the following admission requirements:

- All applicants must give evidence of a definite born-again experience.
- Those who have not yet been baptized in the Holy Spirit are encouraged to seek it.
- The applicant must be in moderately good health. A physician's examination may be requested.
- The applicant should embody a life of holiness and have a teachable spirit.
- It is recommended that each student should have satisfactorily completed high school or its equivalent (a transcript is required). If the applicant is not a high school graduate, a G.E.D. certificate is acceptable. (The Admissions Office has the right to waive these requirements at their discretion.)
- Students who do not have a high school diploma or G.E.D. will be able to enroll for only one semester under provisional status and only as a part-time student. The student will be granted a semester to complete his or her G.E.D. before being allowed to re-enroll.
- American College Test (ACT) or Scholastic Aptitude Test (SAT) scores must have been taken within the last five years. The minimum score required for the ACT is a composite of 19 or a combined SAT score of 1350 (Critical reading+ math + writing) is required.
- CMC can offer Dual Credit under the following conditions:
 1. The student must be a Junior or Senior in High School with at least a 2.5 GPA.
 2. The student must apply for enrollment at CMC with all pertinent recommendations.
 3. The student can take a maximum of 12 hours total with a limit of 6 hours per semester.
 4. The student must only take courses offered for first year CMC students including, COL 1112 College Life and Development.
 5. The student must qualify academically to continue studies at CMC.

Admissions Process

Formal application for admission should be made on the forms available through the Admissions and Registrar's Office. These forms should be submitted four weeks prior to the beginning of each semester.

The following forms should be on file with CMC:

- The Application Form and the \$25.00 non- refundable application fee.
- Two references are required: one from the student's Senior Pastor and one from the student's employer.
- Submit a well-written essay as described in the application discussing your personal experience of salvation and describing your reason(s) for enrolling in CMC.
- Financial declaration.
- Transcripts (if applicable): High school students are required to submit a copy of their transcript to the Admission's Office as soon as possible. If transferring from another college or university, a transcript is required from each college or university that you have attended.

- Submit scores from the American College Test (ACT) or Scholastic Aptitude Test (SAT) taken within the last 5 years. The minimum score required for the ACT is a composite of 19 or a combined SAT score of 1350 (Critical Reading+ math+ writing)
- Please allow two to three weeks for the complete application to be processed and to receive notice by mail.

Admission for Home-schooled students

Home-schooled students are encouraged to apply for admission. The Admissions Office works with home-schooled students considering each situation on a case-by-case basis. Requirements are the same as other freshmen or transfer student applicants. A record of grades from grades 9-12 must be submitted in the form of a transcript, or GED certificate. An ACT or SAT score is also required.

New Student Orientation

There is a time appointed in the beginning of each semester for orientation purposes. New and returning students are required to participate in these exercises to help acquaint themselves with the various programs of the school. During orientation, parents will have a separate orientation with CMC staff. The parents will get the opportunity to ask any questions or express any concerns they may have.

Transfer Students

Transfer students must meet the same admission requirements as entering freshmen. However, students transferring into CMC with at least 21 hours of applicable transfer credit may have their high school transcript and ACT or SAT score requirements waived. CMC reserves the right to request transcripts or scores from the students regardless of total of number of credits transferred.

In addition, official transcript(s) from each college or university attended must be sent directly from that institute to CMC Admissions Office.

Transferring from an Unaccredited Institute

Students transferring in from an unaccredited Institute are required to submit ACT or SAT scores or take the assessment test, regardless of the total number of credits transferring.

Re-admission Policy

Former students seeking readmission after an absence of more than one semester must submit a readmission form and a letter of recommendation from his/her pastor. A \$25.00 readmission fee is also required. Readmission will be subject to the review and recommendation of the Admissions Committee.

Admission as a Special Student

Non-degree seeking students should contact the Admissions Office for information regarding admission to CMC on a special student basis.

International Students Admission Policy

Throughout the years, many international students have received their educational training at CMC. In addition to the regular application process, the international applicant must meet U.S. Immigration SEVIS requirements before enrolling. ** International students being any students entering the U.S. with the purpose of studying at CMC on an I-20 visa or any students who completed their secondary or post-secondary education outside the U.S.*

The following requirements must also be met:

- A record of any education prior to coming to CMC must be submitted.
- Submit a complete and signed application for Admission.
- Enclose a \$25 non-refundable application fee.
- Evidence of adequate financial resources must be demonstrated.
- Students must be willing to enroll as a full-time student with a minimum of 12 credit hours per semester.
- Students must apply for a student visa and be accepted by the Immigration SEVP office (Form I-20 is required).
- A letter of acceptance will be sent upon completion of the student file.

- If the student wishes to enroll in the four-year program, the student must submit the Test of English as a Foreign Language (TOEFL) with a minimum score of 525 paper-based, 197 computer-based or 71 internet-based. The student must have taken the test within the last five years.
- Submit scores from the ACT or SAT taken within the last 5 years or take the Accuplacer Test.
- International students who are not financially able to support their studies must arrange for their own financial sponsor.

**Students that do not meet the minimum academic admission requirements may be considered for admission on a case- by- case basis as determined by the Admission Committee. Contact the Admissions Office for more information.*

International Transfer Students

In addition to the requirements stated above, international students wishing to transfer from another U.S. institute must:

- Present documentation indicating validation of immigration status.
- Provide official transcript(s) from previous institute(s).
- Once all application materials have been received and reviewed, the international student advisor will submit a transfer clearance form to the student's previous Institutes.

International students desiring to transfer coursework from a non-U.S. institute must have their transcript evaluated by a third party evaluator approved by CMC.

I-20 Issuance

In addition to the Admission requirements above, F-1 applications are required to submit the following before an I-20 is issued:

- A letter of intent that the school will be probating.
- A letter of financial support
- The student needs to sign the financial aid form and submit it to the Finance Office
- The student needs to pay 1/3 down of the total tuition payment including room, board, and any extra fees before the I-20 can be released.
- The student needs to sign a financial contract stating plans for payment for the semester.
- If a student visa is denied, applicant has 30 days to claim a tuition down payment refund.

Full-Time Requirement for Students in F-1 Classification

In addition to being accepted, the Department of Homeland Security (DHS) SEVP requires all students on an F-1 Student Visa to maintain full-time enrollment while studying in the U.S. All requests for a reduced course load must be made in advance to the Academics office and must meet DHS regulated criteria.

Divorced/Separated Students

Divorcees who have not remarried, and whose former spouse is still alive, may be admitted only on the following conditions:

- The divorce must have been legally finalized for at least three months prior to admission.
- The applicant must agree to pre-registration counseling with the Vice President of Student Services.
- Dating is prohibited without the consent of the Vice President of Student Services and the parents.
- Persons who are separated from their spouse are not permitted to date.
- CMC reserves the right to grant admission based upon the facts found in each individual case.

Former Inmates of Penal Institutes

Anyone who has been in a penal institute shall re-establish himself/herself in society for at least one year prior to the date of application before coming to CMC. The following guidelines are followed:

- No court cases may be pending.
- Repeat felons may not be admitted.
- Following a judgment of probation, a student may apply to enroll at CMC after a period of one year.
- Following imprisonment, a one-year period of rehabilitation/re-establishment is required prior to the student applying for enrollment.

- Consideration may be given to waive the aforementioned stipulations if an individual has successfully completed a spiritual rehabilitation program with Teen/Life Challenge and can provide a positive reference from the director of Teen/Life Challenge.
- Extensive character references should be included with any application submitted by a convicted felon.

Correspondence Work

CMC will allow up to 12 hours of accredited correspondence work toward a degree. Only six of the last 30 hours at CMC may be transferred from correspondence courses.

Registration

Official registration dates are specified in the *Calendar* section of this catalog. Under no circumstances may a student enroll for credit after ten school days of any semester. A student will not receive credit for courses for which he/she is not formally registered. No registration is complete until tuition and fees have been paid or satisfactory arrangements have been made with the Business Office. A late registration fee of \$150.00 will be charged to students who do not register before the first day of classes.

Special Class Enrollment Options

Conference Course — allows a resident student who needs to take the course, but for good reason cannot enroll in the course when it is regularly scheduled.

Student Classification

A student's classification is determined during registration according as one of the following:

- **Regular Student:** Students who have met all the requirements for admission are classified as regular students.
- **Provisional Student:** A limited number of students who do not meet the admissions requirements or who after a semester fail to meet academic standards may be admitted as provisional students. These students are required to limit their course work to 12 semester credit hours. In order to attain regular classification and continue with their studies at CMC, the provisional student must attain a 2.0 GPA for two consecutive semesters.
- **Special Student:** These are students who have completed the application process and have been accepted, but are not working towards any program.
- **Auditors:** These are students who attend class with no obligations to participate actively in the work and no credits are earned for the courses they take.

Mandatory Vaccinations

Effective January 1, 2012, the Texas Legislature passed new regulations (with limited exceptions) that affect all students planning to take classes at any Texas campus. Please read the following very carefully:

Meningitis Vaccination (state requirement):

- All new or transfer CMC students wishing to take classes on CMC campus must have received the Meningitis vaccine within the last 5 years. **If the student is over the age of 21 then this vaccination will not be required.**
- CMC students who do not attend during a fall or spring semester but wish to return to classes must also receive the Meningitis vaccine.
- Students wishing to take on campus classes must receive the Meningitis vaccine.
- You are strongly encouraged to receive the vaccine as soon as possible at your local clinic or doctor's office. You must obtain the vaccine at least ten (10) days prior to beginning classes and/or moving into CMC housing.

Tuberculosis (TB) Skin Test (CMC requirement):

- All new or transfer CMC students wishing to take classes on CMC campus must receive a TB skin test within one year of beginning classes. **If the student is over the age of 21 then this vaccination will not be required.**
- CMC students who do not attend during a fall or spring semester but wish to return to classes must also receive a TB skin test within the last year.
- Any student, regardless of program wishing to take on campus classes must receive the TB skin test.

- You are strongly encouraged to take the test as soon as possible at your local clinic or doctor's office. You must obtain the test at least ten (10) days prior to beginning classes and/or moving into CMC housing.

Other vaccinations:

In addition to the Meningitis and TB skin test, all students are required to submit proof of the following:

- MMR (measles, mumps and rubella)
- Polio (if under age 19)
- The influenza vaccine is also strongly recommended for all students.

Students should submit official documents from a doctor's office or medical clinic indicating they have received the vaccine and have had the TB test administered and read. Documents should be submitted as soon as possible and before arrival on campus. Students are not allowed to move into CMC housing or begin classes until these requirements are met.

By state law, students are able to receive an exemption from vaccinations. Exemptions may be granted by submitting: Signed certificate from a physician indicating that in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student, or Affidavit signed by the student and notarized stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. <http://webds.dshs.state.tx.us/immco/affidavit.shtm>

Academic Records

Student records are housed in the Registrar's Office. Grade reports are available in the main office after the conclusion of each semester. Students may also view their grades at any time via the Student Information System portal using their unique login information. Transcripts may be requested in writing for a fee. Transcripts will be released only when students are clear of all financial obligations to CMC and are current on all student loans. If a student wishes to petition a grade it must be done in writing to the Registrar's Office.

Classification of Students

Class standing, which classifies students for both academic and social activities, is determined on the basis of the accumulated number of credits applicable toward graduation at CMC in keeping with the following chart:

Freshmen	0 – 29 hours
Sophomore	30 – 60 hours
Junior	61 – 90 hours
Senior.....	91 – 120 hours

Grading System

A grade point is a numerical value assigned to a letter grade. Each credit of a Grade "A" is assigned four grade points; a "B" receives three grade points, etc. The term Cumulative Grade Point Average (GPA) refers to the average since enrolled.

Grading Scale

CMC's grading system is as follows:

A+	(96-100)	4.0	D-	(60-62)	0.7	WF	Withdrawn Failing
A	(93-95)	3.8	D+	(67-69)	1.3	WAI	Withdrawn Administratively
A-	(90-92)	3.7	D	(63-66)	1.0	CR	Credit
B+	(87-89)	3.3	F	(59-below)	0.0	NCR	No Credit
B	(83-86)	3.0	R	Retaken			
B+	(80-82)	2.7	S	Satisfactory			
C+	(77-79)	2.3	INC	Incomplete			
C	(73-76)	2.0	W	Withdrawn			
C-	(70-72)	1.7	WP	Withdrawn Passing			

Student Academic Load

A normal load is 15 credits hours per semester. Students taking less than 15 credit hours, but living on-campus, are considered full-time students. Students who wish to register for more than 15 credit hours must first have approval from the Academic Office.

Academic Advising

The Academic Office will assist students in coordinating and planning the program of studies. Students should feel free to consult with the Academic Director throughout the year.

Hours of Study

For every hour of class attendance, a student should devote approximately two hours of study outside of class. Since most CMC students are taking 15 hours of classes, they should plan to spend approximately 30 hours of outside study. Preparing a time budget at the beginning of the semester is recommended.

Academic Integrity

Students are expected to be honest in fulfilling all academic requirements and assignments. This pertains to examinations, themes, book critiques, reading reports, and any other assignments given by the instructors. Dishonesty includes cheating on assignments or examinations, plagiarizing i.e., misrepresentation of other's work as one's own original creation, submission of the same (or essentially the same) papers in more than one course without prior consent of all professors concerned, and sabotaging another student's work. Dishonesty will result in an "F" grade in the course and further disciplinary action could result. (See also the section "major infractions in Student Handbook).

Make-Up Work

Make-up work may be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance.

Transfer of Credit

Students who transfer from approved institutes of higher learning will be given credit for work done in these institutes insofar as the work applies to the requirements of the curriculum pursued at CMC. Only work with a grade of C or better will be transferred.

Hours towards a diploma at CMC may be taken by transfer of credit or nontraditional credit, including correspondence courses. Any exception to this rule must be approved by the Administrative Committee.

Adult Cohort

Applicants with significant and verifiable ministry experience may qualify for experiential learning credit. (Please refer to the CMC Experiential Learning Manual.)

Transferring Credits Policy

- Grades lower than a C- will not be accepted for credit.
- Transfer students may transfer up to 75% of applicable course work; therefore 25% of their degree must be completed at CMC.
- A minimum of 30 hours must be upper level credit courses.
- The credit hours of the course to be transferred must be at least 2/3 of the credit hours of CMC course. For instance, a one credit hour course should not be transferred for a three credit hour course as they are most likely not equal in content. However, if two or more courses are similar in content and meet the requirements of CMC course, they may be transferred in to fulfill the requirement.
- An ACT/SAT is required before admission. Scores are only valid for five years.
- English Development: Upon initial enrollment, students with an ACT English score of 16 or below, or an SAT Verbal score of 420 or below, are required to enroll in one or both of CRW 0302 College Reading and Writing I and CRW 0303 College Reading and Writing II (depending on the level of the score) in their first semester and earn at least a C (70%). Upon completing the necessary remedial course(s), students will take the Accuplacer to determine whether or not they are eligible to enroll in ENG 1113 Composition and Rhetoric I. On the first day the class meets, students will take CMC English Placement Exam. That score, along with the ACT/SAT English score, will determine the student's final English course placement for the semester.
- Reading Development: Upon initial enrollment, students with an ACT Reading score of 16 or below or an SAT Verbal score of 420 or below are required to enroll in one or both of CRW 0302 College Reading and Writing I and CRW 0303 College Reading and Writing II (depending on the level of the score) in their first semester and earn at least a C (70%). Upon completing the necessary remedial course, students will take the Accuplacer to determine whether or not they are eligible to enroll in ENG 1113.
- Math Development: Upon initial enrollment, students with an ACT Math score of 20 or below or an SAT Math score of 490 or below are required to enroll in MTH 0304 Developmental Math in their first semester and earn at least a C (70%). Upon completion of the necessary remedial course, students will take the Accuplacer to determine whether or not they are eligible to enroll in MTH 2123 College Algebra.

Incomplete Grade

An incomplete grade (Inc.) will only be allowed in emergencies with prior approval from the Academic Office. The student will be allowed 30 days to complete the work. Any work not completed within the 30-day period will be given a failing grade (F). Unfinished work not granted the incomplete status will be given a failing grade (F).

Academic Honors

Degree candidates must have completed at least 60 credit hours at CMC, and they must have at least a 3.50 GPA. The specific honors levels are as follows:

3.50 - 3.69 GPA = Cum Laude

3.70 - 3.89 GPA = Magna Cum Laude

3.90 - 4.00 GPA = Summa Cum Laude

Other students that are honored on a semester basis must meet the following criteria:

- 3.50-3.74 GPA for Dean's List
- 3.75-4.00 GPA for President's List

These lists are published at the end of each semester to honor all full-time students who earn a GPA of 3.5 or better. The GPA is calculated on 12 credit hours or more.

Other honors are periodically awarded in special circumstances for other areas of academics or student life.

Make-up Exams

Approval for taking early or late exams must be obtained from the instructor and the Academic Office in advance of the exam date. An Irregular Final Exam Fee will be charged.

Classroom Behavior

Students are expected to demonstrate a genuine Christian attitude and conduct at all times. The instructor may dismiss a student from class any time he/she deems necessary.

Library Policies and Procedures

- Library Objectives
 1. To provide reference and research service by a **variety of means**, including printed materials and electronic resources.
 2. To provide **relevant and updated information** sources necessary to support the curricular, recreational, and professional needs of the students, staff, and faculty.
 3. To **aid and instruct students, faculty, and staff in the use of the library** and to encourage them to continue their academic, spiritual and service growth through the use of resources and service of the library.
 4. **To investigate and assess the changing needs of the institution** and provide access to appropriate information, programs, and service.
- Policies and Procedures

Standard Library practice is followed at CMC are to ensure the rights of every student to study and conduct research. Library policies have been established by a credentialed librarian and Office of Academics to ensure a positive study environment and proper stewardship of the library and its resources.

1. Circulation Policies
 1. Borrowing
- A maximum of four books may be checked out for a two-week period. One re-check is permitted if the book has not been placed on hold.
 - Used books should be placed on the return cart if you choose not to check the book out. EDVM Library asks that students do not re-shelve books.

- Unfortunately, reference books, books on reserve, periodicals, or commentaries may not be removed from the library.
 1. Fines and Replacement Charges
 1. **Late fees are \$0.25 per day, per book.** Late fees will be automatically added to the students school account.
 2. Lost or damaged books are the student's responsibility. The student that checked out the book will have a fine of the replacement cost of the book placed on their account.
 3. It is the responsibility of the student to return all checked out items. If at the end of the semester items are not turned, late fees may be incurred.
 2. Food and Drink Policies
 1. Covered drinks are allowed in the facility.
 2. Small dry snacks are acceptable.
 3. Please dispose of ALL waste properly.
 3. Noise Policy
 1. The library is a quiet study environment; no excessively loud talking is permitted.
 2. Cell phone use is only permitted outside the building. Texting is allowed in the library but must be set on mute or vibrate.
 3. Please use earphones if using a computer with sound, or if listening to music.
 4. If noise is a problem, please contact a library staff member.
 4. General Policies
- Public Display of Affection (PDA) is not permitted in the library.
- Sleeping is not a permitted in the library.
- Student must sign-in and sign-out to record library attendance.
- Students have access to one multi-function printer device and must input ID number to log print job information. The cost is \$0.10 black and white per page. Color copies are \$0.20 per page and the charge will be automatically added to the students account.
- Students and staff are encouraged to leave items and furnishings as they found them. Rearranging of furniture is not permitted.
- CMC library Wi-Fi should be used solely for academic purposes. For streaming or any other recreational internet activity, students are asked to use the CMC Student Center.
 1. Evening Hours
 1. Leaders on duty are expected to maintain a studious quiet environment at the library.
 2. No circulation of library items will occur during these hours.
 3. Serious issues regarding the library services that occur during the time on duty should be immediately communicated to the Library Manager.
 4. Any issues regarding security should be immediately communicated to CMC's Safety Staff.
- Resources Available at Edna Villarreal Library
- Computer Lab
 1. All CMC students, staff and administration are permitted to use the devices located in the Edna Villarreal Library.
 2. Students must log their device usage in the sign in sheet.
 3. Users are asked to limit their use of the computer lab for strictly academic purposes.
 4. Any students misusing the library computers, or viewing inappropriate materials on the library computers, will lose access to the computers and the matter will be referred to the Office of Student Services for disciplinary action.
 5. Users may not adjust any of the device settings.
 6. Any device users are discouraged from saving personal documents on devices, as computers are cleaned out weekly.
 7. No programs may be installed or downloaded unless given proper clearance from IT Department.
 8. Instructional video on how to print using the student ID numbers is offered on the desktop.

9. All activity on devices must follow CMC Device Usage and Wi-Fi Regulations.
 10. The Edna Villarreal reserves the right to monitor all internet/computer activity inside the lab.
- EBSCO Database
 1. EBSCO login is displayed on all library table arrangements and is saved for ease of access on all lab devices.
 2. Students are encouraged to use the database in and out of the library facility.
 - Tutoring
 1. Tutoring is available during select times at the Edna Villarreal Library. Please ask library aides for more details regarding schedule.
 - CMC Archives
 1. CMC is currently developing a proper archive of yearbooks, important school documents (such as photos/newspaper clipping, and anything of historical value that will be housed in the Edna Villarreal Library.

Library Hours

Monday:	8:00-10:55am	2:00-5:00pm	6:15-10:15pm
Tuesday:	8:00-10:55am	2:00-5:00pm	6:15-7:15pm
Wednesday:	8:00-10:55am	2:00-5:00pm	Closed
Thursday:	8:00-10:55am	2:00-5:00pm	6:15-10:15pm
Friday:	8:00-10:55am	2:00-5:00pm	6:15-10:15pm
Saturday:	Opened Upon Request	Opened Upon Request	Opened Upon Request
Sunday:	Closed	Closed	Closed

- The library will be opened upon request Saturday and Sundays, otherwise it will be closed.
- Holiday breaks including: Fall Break, Spring Break, Christmas Break, or Summer Vacation will also be days the library will be closed.
- Collection Organization
 1. All collection items are located inside the Edna Villarreal Library building. Books are categorized as circulating, reference, and reserve.
 2. Books on reserve by faculty may not be checked out but viewed only inside the library. Reference items also, may not be checked out.
 3. Current Periodicals are located in our back shelf and are organized in alphabetically by their title and year as are the back issues. They may be checked out to staff and faculty members for overnight use only.
 4. Audio/Visual Materials are divided into digital audio CD's and DVD's. They are accessible to our faculty members, administration and students for overnight circulation.
 5. The book collection is classified according to the Dewey Decimal Classification (DDC) system.
 6. Dewey Decimal Ten Main Classes
 - 000 Computer science, information & general works
 - 100 Philosophy & psychology
 - 200 Religion
 - 300 Social sciences
 - 400 Language
 - 500 Science
 - 600 Technology
 - 700 Arts & recreation
 - 800 Literature
 - 900 History & geography

Student Rights with Regard to Education Records

In compliance with Public Law 93-380, Family Educational Rights and Privacy Act of 1974, you are hereby informed of your rights with regard to education records made at CMC.

- CMC officials, who have legitimate educational interests, have access to the records. Officials of other schools in which the student seeks to enroll will have access to these records upon the written consent of the student.
- Also having access are authorized representatives of the Comptroller General of the United States, the Secretary, the Commissioner, and the Director of the National Institute of Education. In connection with a student's application for receipt of financial aid, access is granted to state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974 (nothing in the paragraph shall prevent a state from further limiting the number or type of state or local officials who will continue to have access there under).
- § Access is granted to organizations conducting studies for, or on behalf of, educational agencies or institutes for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- Accrediting organizations will have access rights in order to carry out accrediting functions.
- Records may be viewed in compliance with judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institute.
- Student records will be updated each semester enrolled and coursework with grades and total grade point average are figured for the semester's work.
- The student has the right to inspect his/her records maintained by CMC. To do this the student must request the permanent record from the Academic Director's office. Also, if the information contained in the file is determined to be incorrect, the right to a hearing to change, delete, or write explanations regarding the information in question will be granted. Should a file contain information on another student, only that information pertaining to the inquiring party will be provided.
- The student has the right to waive the option of reviewing recommendations for admission. The student opting to waive the right of inspection may sign the form "Student Waiver of Rights" provided in the Academic Director's office or sign the "Waiver of Rights" provided on the front of the recommendation forms used for admissions purposes. The student is not required to waive the right of inspection and would in no case be refused admission, or any of the services offered by CMC, because of failure to sign the waiver.
- The student has the right to challenge the content of his/her education records. To do this, the student should request the form "Request to Amend or Remove Educational Record" from the Academic Director's office. After completing the form, it should be presented to the Main Office Coordinator, and in the event the request is not approved, a date of hearing will be set. The student may be present during the hearing and will be notified on the day of the hearing of the action taken. A scheduled fee is charged for a copy of a transcript.
- Students have until the last day of late registration to request that "Directory Information" be withheld from the public. Pursuant to the Family Educational Rights and Privacy Act of 1974, "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institutes attended. If one does not want the "Directory Information" made public, he/she needs only to sign the form, "Notice to Withhold Directory Information" that is available in the Academic Director's office.

- This law does not grant the right to contest the grade given for the student's performance in a course, or the right to examine an instructor's grade book.

Questions regarding the rights provided by Public Law 93-380, Family Educational Rights and Privacy Act of 1974, should be directed to the Main Office.

Academic Probation

Definition: Academic Probation is a term used to designate a period of close academic supervision, generally including reduced allowable curricular activities to improve unsatisfactory academic performance.

Restrictions: Students under "Academic Probation" are not permitted to participate in any extra-curricular activities such as traveling groups, chapel leadership/music, summer tours, holding office in clubs, classes or student body. When students are placed on "Academic Probation" they are not permitted to register for more than 9 hours unless otherwise approved by the Academic Director. Additional disciplinary action may be applied at the discretion of the Academic Office.

Causes: A student's official transcript will reflect academic probation following any semester in which one of the following conditions exist:

- A student's current cumulative Grade Point Average drops below a C average (2.0).
- A student does not achieve passing grades in at least one-half of the credits attempted in a semester.
- When a student receives a grade of F for six (6) credits or more in any given semester.

Academic Suspension

Any student who incurs academic probation in two consecutive semesters is subject to academic suspension the following semester. Any student who is placed on academic suspension breaks continuous enrollment and therefore must reapply for enrollment after one semester of suspension.

Mandatory Library Study Time and Tutoring Requirements

Students deemed academically at risk by faculty or administration may be required to meet mandatory library study-time requirements or attend mandatory tutoring, coordinated through the Academic Director's office.

Repeat Courses

A student receiving a grade of D or F may repeat the course for a higher grade. This new grade will replace the old one in calculating the grade point average.

Class Attendance and Tardy Policy

Attendance is taken every day in class. Students are required to attend 93% of the time a class meets during a semester in order to pass the course. CMC recognizes the possibility that a student may need to be absent from class due to emergency situations, serious illness, or unavoidable circumstances, but students must not exceed the maximum amount of absences allowed (3 absences for classes meeting 3 times per week; 2 absences for classes meeting 2 times per week; 1 absence for classes meeting 1 time per week). If the number of times a student is absent from class exceeds the number of absences allowed, the final semester grade will be reduced by a letter grade per absence. The validity for any absence to be excused must first be approved by the instructor and the Academic Director.

A student is considered tardy if he/she is not present when roll is taken. If a class meets three times during the week, three tardies will constitute one unexcused absence. If a class meets twice, two tardies will constitute one unexcused absence. Students missing 15 minutes of class will be counted as absent. The validity for any excused absence must be approved by the classroom instructor. Students living in the dorms who are sick must notify their Resident Assistant (RA) by 7:15 a.m. that day. The RA will then inform the Dorm Pastor, who will then be responsible to fill out a signed excused absence slip and turn it in to the Office of Student Services who will notify the Office of Academics. The Office of Academics will then submit the form to the instructor by placing it in the faculty mailbox. Off-campus students and married students must contact the Office of Student Services who will notify the Office of Academics the day they are absent from class to report their absences. The Office of Academics will then submit the form to the instructor by placing it in the faculty mailbox.

Leave of Absence

Written requests for a leave of absence will be considered and such a leave may be granted to students at the discretion of the Office of Student Services with approval of the Office of Academics.

Dropping Courses

Each student is responsible for the program he selects when he/she registers. Changes may not be made thereafter without filing an Add/Drop Form in the Registrar's Office. A charge is placed on the student's account for all Add/Drops. Students that fail to follow the correct procedures in withdrawing from a course will receive an "F" for the course and are not eligible for any refund.

During the first week of each semester, a student may add/drop a course without penalty, but must pay a fee. No classes will be added after this point without approval from the instructor and the Academic Director. A class dropped during the first four weeks is not entered on the transcript. A class dropped, after the first four weeks, will appear on the transcript as a Withdraw Passing (WP) or Withdraw Failing (WF).

Withdrawal from the School

All students withdrawing from CMC must secure official forms from the Academic Office and Business Office. These forms must be signed by the student's advisor, the Registrar, the instructor of each class, and the Librarian. Forms must be returned to the Business Office for an official withdrawal to take place. Students failing to follow the correct procedure in withdrawing are not eligible for any refund and will receive an "F" in all courses.

Residency Requirements

The Board of Directors of CMC has established that a least one year of full-time study with a minimum of thirty (30) semester credit hours is necessary to graduate with a Diploma. **In addition, only six of the last 30 hours of credit may be earned through Conference Courses.**

Instruction Hours

Day class sessions are held Monday through Friday, 8:00 a.m. - 3:25 p.m. Class sessions may be one and a half (1.5) hours in length, two (2) days a week or three (3) hours in length, one (1) day per week. There are also evening sessions that are held from 6:15 p.m. - 9:15 p.m.

Graduation Policies

Graduation under a Particular Catalog: A student may graduate under the requirements of the catalog in force during the semester in which first enrolled, provided they graduate within three or four years.

Graduation Requirements

- An application for graduation must be filed along with the graduation fee by the end of late registration in the semester the student anticipates to graduate.
- A student must have a cumulative grade point average of 2.0 "C" to receive a diploma, AA degree, or BS degree from CMC.
- A student must complete the minimum number of courses and co-curricular requirements as specified in the program outline of this catalog.
- The last 30 hours must have been earned at CMC.
- Good character and a consistent Christian life must have been maintained.
- No student may participate in the commencement ceremony unless all course work is completed before the ceremony and there is no financial account pending.
- Before a transcript or diploma will be released, the student must obtain clearance from the Business Office.

GRADUATION RATES

Bachelor of Science in Church Ministries: *This program began in the Fall of 2015*

CMC GRADUATION RATES FOR FOUR YEAR B.S. DIPLOMA
[Graduating in 150% of customary matriculation: or 12 semesters]

*Numbers do not reflect non-degree seeking students

ENTERING COHORT OF:	STUDENTS IN COHORT	STUDENTS GRADUATING	%
2015	9	2019	64%
2016	15	2020	50%
2017	17	2021	21%
2018	8	2022	62%
2019	10	2023	
2020	7	2024	

Associate of Arts in Ministry: ~~This program began in 2015~~ *This program began in the Fall of 2015*

CMC GRADUATION RATES FOR TWO YEAR A.A. DIPLOMA

[Graduating in 150% of customary matriculation: or 6 semesters]

ENTERING COHORT OF:	STUDENTS IN COHORT	STUDENTS GRADUATING	%
2015	6	2016-2017	0%
2016	6	2018	6 students switched to the BS program
2017	8	2019	71%
2018	3	2020	100%
2019	6	2021	66%
2020	3	2022	3 students switched to the BS program
2021	6	2023	

Program Information

CMC is a four-year undergraduate institute of higher education that offers:

1) a four year, 120 semester hour Bachelor of Science degree in Church Ministries, 2) a two year, 60 semester hour Associate of Arts degree in Ministry.

TOTAL REQUIREMENTS FOR THE B.S. IN CHURCH MINISTRIES 120 HOURS

- Biblical & Theological Studies 42 hours
- General Education Studies 36 hours
- Church Ministry Studies 42 hours

TOTAL REQUIREMENTS FOR THE B.S. IN CHURCH MINISTRIES SPANISH/ENGLISH TRACK 126 HOURS

- Biblical & Theological Studies 42 hours
- General Education Studies 42 hours
- Church Ministry Studies 42 hours

TOTAL REQUIREMENTS FOR THE A.A IN MINISTRY 60 HOURS

- Biblical & Theological Studies 24 hours
- General Education Studies 30 hours
- Church Ministry Studies 6 hours

Co-Curricular Requirements for the Church Ministries Programs

The co-curricular requirements as they pertain to **Missions** are as follows:

- Students will participate in missions trips that will take place every semester.

(8 trips are required for students in the Bachelor of Science in Church Ministries program, and 4 trips are required for the students in the Associate of Arts in Ministry program.)

- Students will receive a CR (credit given) or NCR (no credit) grade based on their participation for the missions trips.
- Students will be responsible for funding their participation in the missions trips.

Permission for non-participation in a missions trip may be granted to students experiencing an adverse circumstance. Non-participation approvals must be granted by the Missions Director. In order to meet program requirements, students in the B.S. program are only allowed a maximum of two non-participation waivers while students in the A.A. program are only allowed a maximum of one non-participation waiver.

The co-curricular requirements as they pertain to **Student Ministries** involvement are as follows:

- Students will participate in at least one of the following ministries: Street Ministry, Children's Ministry, Community Ministry, Sound and Media Ministry.

(Ministry descriptions can be found on page 23 of this catalog.)

- A minimum of 15 hours per semester of student ministry involvement is required.
- Students will receive a CR (credit given) or NCR (no credit given) grade based on their participation in Student Ministries.

An alternative option of equal rigor for meeting the Christian service requirement may be approved by the Student Ministries Director for students who are unable to participate in one of CMC's Student Ministries due to outside employment.

The co-curricular requirements as they pertain to **Church Internship** involvement are as follows:

- Students will be required to complete 50-100 hours of church internship involvement per semester.

In order to preserve a healthy academic workload, CMC does not recommend that students exceed 100 hours of church internship involvement per semester.

- Refer to the Church Internship Guidelines on page 15 for a detailed description of involvement expectations.
- Students will receive a CR (credit given) or NCR (no credit given) grade based on their Church Internship participation.

All co-curricular requirements will appear on academic transcripts as a credit given or no credit given grade. The successful completion of co-curricular requirements will reflect significant experience to a future church or employer.

The co-curricular requirements as they pertain to **Chapel** attendance:

- Students will receive a CR (credit given) or NCR (no credit given) grade based on their Chapel attendance.

For Chapel attendance policy and code of conduct, refer to page 14 of this catalog.

The co-curricular requirements as they pertain to **Internships**:

Internships are an integral part of the Church Ministries Program at Christ Mission College, and they take place during the summer months both here on our college campus, and with participating churches and ministries throughout the U.S. and abroad. Internships are meant to provide students with an intense, focused ministry experience with a participating school, church, or marketplace ministry that directly utilizes the training that students are receiving during their undergraduate enrollment. Students enrolled in the Associate of Arts in Church Ministries program should participate in at least one quality internship experience during their time as a student, and students enrolled in the Bachelor of Science in Church Ministries program should participate in a minimum of two quality internship experiences (at least one of which should occur during the summer of their freshmen or sophomore year).

- Students must complete 120 hours of practical experience to satisfy the minimum time requirement for their internship. These hours may be divided as best fits the schedules of the evaluator and the student. This flexibility is allowed to enable students needing summer employment to work. Examples of how the hours can be divided include: 8 hours/week for 3 weeks, a week long missions trip, 120 hours over the course of the summer break, etc...
- It is important that a student's internship experience be an intense, focused, and quality experience. Therefore, students should not merely "attend" an event or service, but actively participate in the execution of such. Teaching, preaching, administrating, organizing, visiting, and praying are just some of the ways in which students can fulfill their internship expectations.
- Evaluators serve as mentors and should provide students with well-rounded first-hand experience in ministry and impart wisdom and guidance that will help the student to grow as a minister.
- Students must follow the rules, protocols, and chain of command of the ministry where they are interning.
- If any serious problems or situations arise, the CMC Vice President of Student Services should be notified so that appropriate measures can be taken.

Bachelor of Science in Church Ministries
Revised 06/13/17

Program Information:

CMC is a four-year undergraduate institute of higher education that offers:

1) a four year, 120 semester hour Bachelor of Science degree in Church Ministries, 2) a two year, 60 semester hour Associate of Arts degree in Ministries.

FRESHMEN COURSES

Fall Semester: 14 hours

BIB 1113 Old Testament Survey	3
BIB 1133 Bible Study Methods	3
COL 1112 College Life & Development	2
ENG 1113 Composition & Rhetoric I	3
THE 1143 AG History, Doctrine & Practices	3

Spring Semester: 15 hours

BIB 1123 New Testament Survey	3
BIB 1153 Biblical Perspective of Missions	3
HIS 1113 American History	3
COM 1143 Fundamentals of Speech	3
PSY 1113 Introduction to Psychology	3

SOPHOMORE COURSES

Fall Semester: 16 hours

BIB 2213 Acts & Corinthians	3
THE 2223 Theology I	3
BIO 2114 Biological Science & Lab	4
ENG 2173 Composition & Rhetoric II	3
MTH 2123 College Algebra	3

Spring Semester: 15 hours

BIB 2383 Biblical Ethics	3
PMN 2363 Homiletics	3
ENG 2273 Introduction to Literature	3
GOV 2213 National & State Government	3
CMN 2213 Foundations of Church Ministry	3

JUNIOR COURSE

Fall Semester: 15 hours

PMN 3373 Pastoral Counseling	3
CMN 3433 Teaching the Scriptures	3
CMN 3923 Christian Education Programs	3
BIB 3343 Biblical Hermeneutics	3
GES 3273 Computer Data Analysis	3
or SPN 3113 Spanish Language and Culture	3

Spring Semester: 15 hours

BIB 3163 Biblical Leadership	3
REL 3133 Authentic Christianity	3
CMN 3393 History of Christianity	3
BIB 3293 Pentateuch	3
THE 3353 Theology II	3

SENIOR COURSES

Fall Semester: 15 hours

BIB 4413 Life of Christ in the Gospels	3
CMN 4523 Evangelism & Discipleship	3
CMN 4943 Church Ministries Practicum I	3
PMN 4593 Church Financial & Legal Management	3
PMN 4643 Biblical Preaching Lab	3

Spring Semester: 15 hours

BIB 4423 Romans & Galatians	3
CMN 4713 Music in Worship	3
CMN 4963 Principles & Practices of Church Ministry	3
CMN 4913 Studies of Church Plant/Revitalization	3
PMN 4513 Church Administration	3

Total Program Hours:
120

Requirements for the Bachelor of Science in Church Ministries:

- Fifteen credit hours per semester (120 hours, including practicum)
- Two missions trips a year (8 trips total over 4 years)
- A minimum of 50 hours of Church Internship involvement per semester (400 hours over 4 years)
- A minimum of 15 hours of Student Ministries Involvement per semester (120 hours over 4 years)
- A minimum of 80% attendance of chapel services over 4 years
- A quality internship experience every two years (2 total over 4 years)

Program Information:

CMC is a four-year undergraduate institute of higher education that offers:

1) a four year, 120 semester hour Bachelor of Science degree in Church Ministries, 2) a two year, 60 semester hour Associate of Arts degree in Ministries.

FRESHMEN COURSES

Fall Semester: 14 hours

BIB 1113 Old Testament Survey	3
BIB 1133 Bible Study Methods	3
COL 1112 College Life & Development	2
ENG 1113 Composition & Rhetoric I	3
THE 1143 AG History, Doctrine & Practices	3

Spring Semester: 15 hours

BIB 1123 New Testament Survey	3
BIB 1153 Biblical Perspective of Missions	3
HIS 1113 American History	3
COM 1143 Fundamentals of Speech	3
PSY 1113 Introduction to Psychology	3

SOPHOMORE COURSES

Fall Semester: 16 hours

BIB 2213 Acts & Corinthians	3
THE 2223 Theology I	3
BIO 2114 Biological Science & Lab	4
ENG 2173 Composition & Rhetoric II	3
MTH 2123 College Algebra	3

Spring Semester: 15 hours

BIB 2383 Biblical Ethics	3
PMN 2363 Homiletics	3
ENG 2273 Introduction to Literature	3
GOV 2213 National & State Government	3
CMN 2213 Foundations of Church Ministry	3

Requirements for the Associate of Arts in Ministry:

- Fifteen credit hours per semester (60 hours)
- Two missions trips a year (4 trips total over 2 years)
- A minimum of 50 hours of Church Internship involvement per semester (200 hours over 2 years)
- A minimum of 15 hours of Student Ministries Involvement per semester (60 hours over 2 years)
- A minimum of 80% attendance of chapel services over 2 years
- A quality internship experience every two years (1 total over 2 years)

Total Hours:
60

Course Descriptions

Course Numbers

The letters and numbers designation before each course's name is called the Course Code. The letters before each course number indicate the area of study. The first number in the course number indicates the level of course in the student's program (1000, 2000, 3000, or 4000). The second number indicates which semester number of the six semesters (1-6) the course is offered with nine (9) representing the concentration courses offered in the last (6th) semester. The third number indicates the sequence of courses within a particular level (1-9) or concentration (1-5). The fourth number indicates the number of hours of credit that the course offers.

CMC reserves the right to offer courses on an alternate semester or year and substitute another class as deemed necessary.

Conference Courses

In the unusual event that a student who is in the last semester of his/her program finds him/herself lacking a course in order to successfully complete their program for graduation, the student may have the option of meeting their course requirement by taking a conference course. In order to do this, the student must receive approval from the Office of Academics. If the approval is granted, the student will take the course in a one-on-one setting with a professor on campus and meet all of the in-seat hour requirements of a regular course. Such a course would require an extra fee, which must be paid in advance. In all instances, the conference course option is an exception made under extraordinary circumstances rather than the rule.

Course Division Index (Areas of Study)

Bible & Theology Studies Division

BIB Biblical Studies
THE Theology

Co-Curricular Division

CHA Chapel
CHR Church Internship
MIS Missions Involvement
SMI Student Ministries Involvement

General Education Studies Division

BIO Biological Science
COL College Life & Development
COM Speech
ENG English Studies
ESL English as a Second Language
GOV National Government Studies
GES Computer App
HIS American History
MTH Math Studies
PSY Psychology Studies
REL Religious Studies
SPN Spanish Studies

Professional Studies Division

CMN Church Ministries
PMN Pastoral Ministries

Biblical/Theological Studies Division

BIB 1113 Old Testament Survey

3 hours

A survey of the Old Testament in the context of the history, geography, and culture of Old Testament times. The chief events, characters, and teachings of each book are studied in relation to their place in the ongoing revelation of God's plan.

BIB 1123 New Testament Survey

3 hours

A survey of the New Testament in the context of the history, geography and culture of its time, including the inter-testamental period, Judaism in the time of Christ and the ministry and life of Jesus. The chief events, characters, and teachings of each book are studied as well as how the scriptures were produced and handed down in their present form.

BIB 1133 Bible Study Methods

3 hours

An introduction to the basic approaches to the study of the Bible in order to learn basic Bible study skills. Emphasis is placed on the meaning of the scriptures in its historical and literary context. Students are introduced to the variety of biblical study tools available.

BIB 1153 Biblical Perspective of Missions

3 hours

This course aids the student in a study of ways to implement the Great Commission in today's world. It considers the questions as to the call and qualifications for missionary work, and considers briefly how culture affects the communication of the gospel, ministry adaptation, and intercultural relationships. It presents an overview of the foreign missions program of the Assemblies of God and includes a historical overview of the history of missions.

BIB 3163 Biblical Leadership

3 hours

Models of leadership will be studied with an examination of biblical leaders. This course will help the minister to discover and develop their spiritual gifting and skills in a culturally sensitive way in their churches and communities. Throughout, attention is given to motivation, leadership style, team building, power, decision-making, organizational culture, and conflict resolution.

BIB 2213 Acts & Corinthians

3 hours

A study of the historical background and content of each book. Special emphasis is given to the expansion of the early church, the work of the Holy Spirit and the many challenges faced by the rapidly growing New Testament church.

BIB 2383 Biblical Ethics

3 hours

In this course the ethical content of the Old and New Testaments are studied with the purpose of helping the student develop a Christian worldview. The course will give students an understanding and grasp of Christian truth for effective Christian witness. The ethical content of the Old and New Testaments is considered. Special emphasis will be given to the role of the Holy Spirit in morality and comparing and contrasting biblical ethics to issues in modern society.

BIB 3293 Pentateuch

3 hour

A study of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy in relation to Old Testament history and the divine redemptive plan. Factual content is stressed and detailed study is given to selected portions.

BIB 3343 Biblical Hermeneutics

3 hours

A study of the science of Biblical interpretation for its application to preaching and teaching, including a survey of the history, science, and principles of biblical interpretation. The classroom becomes a laboratory where the

student, by using selected genre, is trained to discover the true meaning of the biblical passages by using correct principles and the art and science of biblical interpretation proper tools, including Greek and Hebrew tools in preparation for the communication tasks of preaching and teaching.

BIB 4413 Life of Christ in the Gospels

3 hours

A study of the life, ministry, and teachings of Jesus as recorded by Matthew, Mark and Luke. The common and distinctive characteristics and theology of each gospel will be evaluated. An overview of each book will be presented giving attention to its structure and dominant themes. Principles for the effective interpretation of the gospels are considered.

BIB 4423 Romans and Galatians

3 hour

An analytical and expository study of the books of Romans and Galatians with special attention given to Paul's emphasis on justification by faith and sanctification.

THE 1143 AG History, Doctrine & Practices

3 hours

A study of the history, doctrine, mission's movement and organizational governance of the Assemblies of God. Special attention is given to its 16 Fundamental Truths and General Council Constitution and Bylaws in relation to credentialed ministers, local churches and district councils.

THE 2223 Theology I

3 hours

An introductory survey of significant theological perspectives, personalities and terms. The relationship between biblical theology, systematic theology and historical theology will be explored. The course will survey the basis, need, and categories of systematic theology.

THE 3353 Theology II

3 hours

An examination of doctrines from a Pentecostal perspective, including God's Inspired Word; the One True God; the Trinity; Created Spirit Beings; the Creation of the Universe and Mankind; the Origin, Nature and Consequences of Sin; the Lord Jesus Christ and His Saving Work; the Holy Spirit; Sanctification; the Baptism in the Holy Spirit; Spiritual Gifts; Divine Healing; the Church and its Mission; and the Last Things.

General Education Courses Division

Developmental Courses

MTH 0304 Developmental Math

This course will provide students with a review of foundational mathematic concepts and an introduction to algebra. The minimum required passing score is a C-. *Upon completion of this course, students must take the Intermediate Math course or pass an approved entrance exam with at least the minimal score required for college algebra.*

MTH 0305 Intermediate Math

This course will build upon build upon students' knowledge of math concepts and provide a study of intermediate algebra. *Upon successful completion of this course, students will be able to take college level algebra.* The minimum required passing score for this course is a C-.

CRW 0302 College Reading and Writing I

This course is designed for students who need to improve reading and study techniques that are appropriate for the academic demands of higher education. The theory and mechanics of efficient reading, vocabulary development, specific textbook comprehension, study skills in context, critical reading skills, and flexibility of reading rates are emphasized. Students will review and improve their basic skills in Standard English with emphasis on fundamental grammar principles, sentence structure and punctuation. Writing effective paragraphs is stressed. The minimum required passing score is a C-.

CRW 0303 College Reading and Writing II

This course is designed for students who need to improve reading effectiveness with college level textbooks. Skills emphasizing terminology, structure, and content of general academic and technical subject matter are taught. Note taking, outlining, and summarizing are components of this course. Critical reading and higher order thinking skills are refined. Students will improve their revision skills, and writing effective multi-paragraph essays is stressed. The minimum required passing score is a C-.

BIO 2114 Biological Science and lab**4 hours**

The fundamental concepts of biology. An emphasis is on human biology including the organ system. The place of people in their environment and the importance of their environment to them are both examined from a biblical perspective. The lab allows students to use the scientific method to examine and test many of the facts and concepts presented. The student will learn how to identify, examine, and dissect selected lab specimens, how to use laboratory aids; and how to report results of laboratory observation.

COL 1112 College Life and Personal Development**2 hours**

This course aids incoming students in the process of acclimation to the Bible college environment. The curriculum addresses student growth in knowledge, skill and abilities in academic, social, personal, and spiritual areas. This course also provides an avenue for students to learn operational aspects of Bible College.

COM 1143 Fundamentals of Speech**3 hours**

An introductory speech course designed to develop individual speaking skills. Study in preparing, organizing, and delivering the basic types of speeches is included.

ENG 1113 Composition Rhetoric I**3 hours**

This course focuses on developing thesis statements, student essay writing, to include the narrative and persuasive modes, and practice using a variety of logical and organization patterns. The course will emphasize reading and critical thinking skills through written, oral and visual rhetorical methods. This course incorporates substantial use of peer review workshops and diverse reading. Successful completion of a research paper is required to pass this course.

ENG 2173 Composition Rhetoric II**3 hours**

A continuation of ENGL 1113. The research paper is discussed and composed. The rhetorical modes of argument and critical analysis are studied and practiced. Parallel reading of professional and student writers are required.

ENG 2273 Introduction to Literature**3 hours**

A survey of the major genres of literature, including short story, poetry and drama designed to develop analytical reading skills and an appreciation for literature that reflects a range of diverse cultures.

HIS 1113 American History**3 hours**

A survey of the exploration of America, the founding and development of the English colonies, the War of Independence, the establishment of the U.S. Government, the War of 1812, westward expansion, states' rights, slavery, the Civil War, and Reconstruction. America's changing society and the interaction of individuals of differing cultural backgrounds in the early United States receive special attention.

GOV 2213 National and State Government**3 hours**

An analysis of national, state, and local government in the United States. Study is made of the Articles of Confederation, the Federal Constitution, the national party system, the departments of government, and other areas pertaining to national government. Histories of state governments and constitutions are examined, with special emphasis upon the Constitution of the State of Texas. The state legislature, the governor and state administration, the states court system, local government, local government problems, and other state and local government issues are analyzed.

GES 3273 Computer Data Analysis**3 hours**

Computer data analysis using electronic spreadsheet software. The study of formulas, functions, multiple worksheets, and integration of databases as they pertain to the church setting.

MTH 2123 College Algebra**3 hours**

A thorough study of the binomial theorem, progressions, exponents, quadratic equations, and ratio and proportion. The theory and use of logarithms are included (Prerequisites: successful completion of MTH 0033 or placement determined by evaluation of ACT and Math Placement Exam score).

PSY 1113 Introduction to Psychology**3 hours**

An introduction to the basic procedures in the study of behavior and the elementary principles of conditioning, motivation, emotion, personality, sensation, perception, abnormal psychology, and social dynamics.

REL 3133 Authentic Christianity**3 hours**

The experience and ethics of authentic Christianity within contemporary culture. Using the Word of God, students embrace its unique worldview as a foundation for exemplary living, decision making, exploring personal aspirations, facing dilemmas and problem solving. Christian devotion and service in the Church and the marketplace are emphasized as well as the essential spiritual disciplines for character formation: engaging Scripture, personal and intercessory prayer, the dynamic of the Holy Spirit, and purity in lifestyle. Students are challenged to discover (and become one with) God's view of themselves, the current times, and God's purposes in the world.

SPN 3113 Spanish Language and Culture**3 hours**

A development of speaking skills through Spanish cultural readings, group discussions and oral presentations on selected topics concerning the culture and practices of the Spanish-speaking world.

ESL 1113 English as a Second Language and Lab I**3 hours**

This class is an introduction of basic communication in students' new language, with listening and speaking development. Students will develop and broaden vocabulary and practice it in context.

ESL 1233 English as a Second Language and Lab II**3 hours**

This class is a continuation of basic communication in students' new language, with further listening and speaking development. The formal skills of writing, reading, vocabulary and grammar will progress, along the lines of everyday situations, interesting contexts, and a variety of material. Focus will be on learning grammatical structures and using this knowledge within the writing context.

ESL 1343 English as a Second Language and Lab III**3 hours**

Reading as a central means of processing forms and ideas will help establish academic skills of critical thinking in English. The skills of prediction, the comprehension of main ideas and details, and the importance of inferences are all required. Students will develop writing skills that are needed to produce coherent essays in American English.

The goal upon successfully completing the third year of this ESL program, is that the student will be capable of taking the TOEFL exam and proceeding with their academic studies for an undergraduate degree.

Professional Studies Division**CMN 2213 Foundations of Church Ministries****3 hours**

An overview of the various representative ministries, structure and functions of the local church. It also addresses the polity and policies of the Assemblies of God. Special attention is given to the personal, interpersonal, family and professional dimensions of ministry.

CMN 3393 History of Christianity**3 hours**

A survey of the significant periods, events, movements and personalities of church history from the time of Christ to the modern era. Special emphasis is given to the Reformation and modern revivals.

CMN 3433 Teaching the Scriptures**3 hours**

A study of the principles and procedures involved in effectively utilizing the scriptures in the process of teaching in church and classroom settings. Emphasis will be placed on philosophies of teaching, methods and the teaching-learning process, motivation, guidance, integration and evaluation.

CMN 3923 Christian Education Programs**3 hours**

This course is a comprehensive survey of the educational work of the church. A study is made of the organization, administration, teaching, personnel, curricular material and denominational programs of the church.

CMN 4523 Evangelism & Discipleship**3 hours**

This course is a study of the New Testament mandate and models for personal evangelism and discipleship training that will enable the student to personally practice and teach these effectively. Attention is also given to the study of Christian apologetics and how to share the gospel in a manner that is appropriate to various major cults and world religions.

CMN 4713 Music in Worship**3 hours**

A historical, philosophical and theological study of the role of music in worship. The course will explore styles of music, qualifications and mechanics for worship leadership and the spiritual dynamics of worship.

CMN 4913 Church Planting and Revitalization**3 hours**

Practical approaches such as clarifying core values, defining a mission statement, working with denominational leadership, analyzing community and congregational needs, mobilizing people for prayer and ministry, designing a ministry flow chart, strategic planning, implementing a vision, launching public services, and models of church planting are addressed. This course will explore a variety of models and methods for developing ministries that impact people, communities, and cities with the gospel to win converts, make disciples, and build up the church. It assists the student in the application of these principles in the contemporary church as to procedures, methods, and strategies. Credit may be earned by attendance at one of the boot camps along with the completion of assigned work.

CMN 4943 Church Ministries Practicum**3 hours**

The student is assigned to a qualified mentor, and actively participates in a supervised ministry program of a church for one semester. Emphasis in training is placed on the final stage of preparation for entry into actual ministry upon the student's graduation.

CMN 4963 Principles and Practices of Church Ministry**3 hours**

A study of the varied responsibilities and duties of pastoral ministry. Practical concerns such as administrative responsibilities, pastoral care, ceremonies, legal matters, ethical issues, interpersonal skills in ministry, the business meeting and denominational responsibilities and relationships are addressed. This course will review and assess mastery of CMC's student learning outcomes.

PMN 2363 Homiletics**3 hours**

A basic course in sermon preparation emphasizing the application of hermeneutical, structural, and spiritual components to sermon development. Students construct basic types of sermons from a variety of biblical genre, styles and outlines under the critical appraisal of the instructor.

PMN 3373 Pastoral Counseling**3 hours**

This course covers the responsibilities of the pastor in counseling and in the spiritual oversight of pastoral care. This course includes various models of counseling with special emphasis placed on problems faced by the counselor.

PMN 4513 Church Administration**3 hours**

This course examines the basic principles of the effective pastoral administration of the various ministries of the local church. Strategies on how to organize effective church ministries, socials, department meetings, mission conventions, and revivals will be addressed. This course provides the student with a foundational understanding of the structures and functions of the local church from a biblical and theological perspective.

PMN 4593 Church Financial and Legal Management**3 hours**

A basic course in the financial management for the pastor. It includes bookkeeping, financial reports, budgeting, fund raising and financing. In addition, this course covers the various legal responsibilities and issues related to the pastor and the church.

PMN 4643 Biblical Preaching**3 hours**

A basic course in sermon delivery. The actual practice in preparation and delivery of sermons in class and churches with class criticism, plus final evaluation from local pastors makes up the major portion of this course.

Personnel

Board of Directors
Updated May 20, 2022

Board Chairman

Rev. Dennis Rivera	Director of Hispanic Relations, Assemblies of God
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Vice-Chairman

Rev. Ezequiel Pecina	Superintendent, West Texas and Plains District
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Secretary

Rev. Bernadino Espinoza	Secretary of the Board
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Members:

Rev. Gilbert Olivarez	Superintendent, Central District/Distrito Central
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Rev. Clemente Maldonado	Superintendent, Midwest Latin American District
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Rev. Amos Garza	Superintendent, South Central Hispanic District
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Rev. Tim Barker	Superintendent, South Texas District
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Rev. Edward De La Rosa	Superintendent, Texas Gulf Hispanic District
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Rev. Manuel Vallejo	Texas Louisiana Hispanic District
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Rev. Glenn Beaver	West Texas District
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Rev. Rose Amaro	President, CMC/LABI Alumni Association
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Rev. Dr. Melissa Alfaro	Educator Representative
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Administration

Dr. Monte Madsen	President
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Rev. Alicia Carrasco	Vice President of Academics
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Rev. Reva Madsen	Vice President of Student Services
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Ms. Evelyn Arias	Executive Director of Finance
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Rev. Randy Garcia	Faculty Representative
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Administrative Staff

Academic Office

Ms. Yaritza Romero

Mrs. Teresa Martinez

Mr. Jacob Albisurez

Enrollment Manager

Librarian

IT Manager/Library Technician

Finance Services

Ms. D'Laena Madsen

Ms. Anna O'Reilly

Student Accounts Coordinator

Campus Work Program Director

Work-study Program

Ms. Evelyn Arias

Ms. Anna O'Reilly

Mrs. Francisca Sanchez-Torres

Ms. Anna O'Reilly

Ms. Evelyn Arias

Ms. Evelyn Valle

Mr. Giovanni Arreola

Rev. Arturo Carrasco

Work-study Director/Education Building Supervisor

Work-study Coordinator/Administration and Education Building
Work-study Supervisor

Work-study Cafeteria Supervisor

Work-study Library Supervisor

Work-study Front Office Supervisor

Chapel Supervisor

Work-study Student Life Office Supervisor

Work-study Maintenance/Grounds Supervisor

Office Secretary

Office of Student Services

Spiritual Life

Rev. Evelyn Valle

Rev. Henry & Cecilia Chavez

Chapel Director/Worship Leader

Missions Directors

Student Life

Ms. Lynette Arias

Mr. Eliezer Rojas

Gloria Garza & Ruth Martinez Dorm Pastor

Jose Cruz Dorm Pastor

Married Couples Pastors

Commuter Pastor

Student Council Director

TBD

Rev. Reva Madsen

Other Offices

Mrs. Fransisca Sanchez-Torres

Rev. Arturo Carrasco

Mr. Jose Ibarra

Food Services Director

Maintenance/Facilities/Safety/Grounds Director

Campus Watch

Faculty

REV. ALICIA CARRASCO

M.A. in Curriculum and Instruction, Colorado Christian University, CO 2015

B.A. Liberal Arts, Colorado Christian University, 2010

Licensed Minister with the Central District of the Assemblies of God since 2006

MR. GILIVALDO CASTANEDA

Adjunct Faculty, General Education Studies

M.A. Education, University of Texas 2011

B.S. Mathematics, St. Mary's University 2005

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Adjunct Faculty, Biblical and Theological Studies

M.A. in Christian Ministry Leadership, Liberty University, 2016

B.A. Business Administration, University of Texas at San Antonio, 1983

CHAPLAIN KENNETH HANCOCK

Adjunct Faculty, Professional Studies

Doctorate in Biblical Leadership (in progress)

M.Div. Southwestern Assemblies of God University

B.A. Theological Studies Southwestern Assemblies of God University

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M.A. Counseling Psychology, Southwestern Assemblies of God University, 2017

B.S. Education, Southwestern Assemblies of God University (1999)

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M.Div. Pentecostal Theological Seminary 2010

B.A. Pastoral Studies, Lee University 2007

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Adjunct Faculty, Biblical Studies

D.Min., Fuller Theological Seminary, CA, 2006

M. Div. Southwestern Baptist Theological Seminary, TX

B.A. Southwestern Assemblies of God University, TX Ordained Minister with the Texas Louisiana Hispanic District of the Assemblies of God

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B.S. Cross Cultural Communications, Southwestern Assemblies of God University, 1987

30+ years experience working with Student Life

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Librarian

Post-Graduate work at North Central University, Prescott, AZ

M.S. Library of Science University of North Texas, 2006

Graduate Academic Certificate: Advanced Management, University of North Texas, Denton, TX 2006

BA in English (Creative Writing) University of Texas, El Paso, TX 1986

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Part-time Faculty, General Education Studies

Master of Education, Baylor University, 2012 with

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M.A. in Early Childhood Elementary Education (Generalist EC-6), Southwestern Assemblies of God University, Texas, 2012

B.A. in Church Ministries, Southwestern Assemblies of God University, Texas, 2009

Diploma in Pastoral Ministries, Latin American Bible Institute, Texas, 2004

Certified Credentials with the Assemblies of God 2005- 2013

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MA in Historical Theology, Concordia Seminary

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M.A., Religious Education, Church Administration Concentration, Southwestern Baptist Theological Seminary, Fort Worth, Texas, 2005

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Doctor of Ministry, Assemblies of God Theological
Seminary, 2019

M.Div. Equivalency, Assemblies of God
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MA, Theological Studies, Southwestern Assemblies
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BS, Interdisciplinary Studies, North Central
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M.S. Business Administration,
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