

EMMAUS CORRESPONDENCE SCHOOL

STUDENT HANDBOOK

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Emmaus Correspondence School Student Handbook

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Emmaus Correspondence School Student Handbook

Welcome

Emmaus Correspondence School (ECS), started in 1942, and now a division of ECS Ministries, is dedicated to helping you study and understand the Bible. We have developed over 90 Bible courses designed to help you see what God’s Word has to say to you. The courses are at an “Adult Education” level. The study units, certificates and diplomas that you earn as you study represent a recognition and reward for the significant effort that you invest as you study God’s Word. Our courses are for personal enrichment and are not accredited by any agency.

ECS Ministries desires that as many people as possible to study the Bible so we price our courses as low as we can and they are subsidized through donations to the ministry by the Lord’s people.

Thousands of people around the world are studying Emmaus Correspondence School Bible courses. ECS Regional Directors are in more than 100 countries; working in over 125 languages with over one million courses sent out each year. “This is the LORD’S doing; it is marvelous in our eye” (Psalm 118:23).

We invite you to become a part of the world-wide student body. A warm welcome awaits you as you join with us to study the Bible.

Getting Started

First look over the course descriptions in our Resource Guide or on our Web Site and review the “Curriculum and Certificates” brochure (ECS document Q101).

For your studies you can select from a number of different approaches:

- Self Directed
- Series Studies
- Curriculum Studies
- Diploma Studies

Self Directed

You select the specific course you wish to study. You purchase the selected course and commence to study. When the complete exam for the course is finished it is submitted to the School.

Upon receipt of the exam you are activated as a student and enrolled in the School and become part of our student database. (See the “How To Study” section later in this manual).

Series Studies

You select a particular set of studies from the series available, e.g. “Christian Life Studies.” You purchase the set of courses and commence your study. When the courses are shipped you will be activated and enrolled in the School and becomes part of our student database. Our Student Services department will help you keep up with the study program. As you complete the exam for each course, submit it to the school for grading.

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Curriculum Studies

You select one of the programs from the suggested Curriculum, e.g. Year 1 from Level 2. (The suggested curriculums can be found at the end of this handbook.) You purchase the courses for that series of study and commence to study. When the courses are shipped you will be activated and enrolled in the School and becomes part of our student database. Our Student Services department will help you keep up with the study program. As you complete the exam for each course, submit it to the school for grading.

Diploma Studies

These diplomas are awarded in accordance with the “Curriculum and Certificates” brochure. The study units awarded for all successfully completed courses count towards these diplomas. The diplomas are awarded at the request of the student, submission of the appropriate fee, and confirmation by Student Services of the student transcript.

What to do now?

- Decide which course of study will best meet your needs (if required, Student Services can help design a sequence of study for you).
- Purchase the appropriate courses(s) including shipping and handling. This can be done in by:
 - Purchasing through our Web Site (www.ecsministries.org): Payment is by Visa or MasterCard credit cards.
 - Calling our office (563-585-2070).
 - Mailing the completed order form and payment to ECS Ministries.
 - Faxing the completed order form (563-585-1660).
- Course material will be sent to you upon receipt of order and payment. Allow 2 to 3 weeks for delivery unless requesting delivery via UPS.
- The purchase price for courses and shipping includes the grading fees. The fee for the issuing of the special certificates and diplomas is not included.

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STUDENT INFORMATION

Learning is always an *individual* affair, but home study is more so. You are the primary person who will make it work for *you*. Therefore start your course with determination and with a commitment to finish it, even when studying is the last thing you feel like doing. Many have been able to serve God in a greater way as a result of home Bible study courses. Use this opportunity to the fullest advantage.

Assignments

Study the lesson material carefully before trying to do the exams. When you have completed all the exams for a course send them to the home office of Emmaus Correspondence School for grading.

Try to develop a regular study schedule by completing at least a chapter per week. With this schedule, you can finish most of the courses within a 3 to 4 month period.

Mailing Information

Address all mail to the ECS home office. Make sure that you use the correct postage.

Be sure to PRINT your name and address on every piece of mail you send. If you change your name or address, please let us know immediately. It is a good idea to provide an e-mail address and phone number just in case we need to contact you about your studies.

Your corrected exams should be returned to you in about three to four weeks from the day you mailed them to the office. Please allow two to three weeks for your letters to reach ECS and for book shipments to reach you.

Make checks or money orders payable to ECS Ministries. Payment may also be made by MasterCard or Visa credit cards. Do not send cash.

Should your order contain an incorrect payment, you will be notified in accordance with our established procedures.

Awards for Study

As you study you can earn units toward various certificates; for each course you successfully complete (a grade of 70% or higher) you earn units towards series certificates and diplomas. More information is contained in the "Curriculum and Certificates" brochure. (This document can be viewed or downloaded at our web site, www.ecsministries.org).

HOW TO STUDY

Each lesson or chapter of a course consists of a number of pages of instruction material, plus a set of examination questions. Your assignment is to study carefully the lesson material, reading all Bible references. Then answer the questions, relating to the material you have just studied, to the best of your ability.

Once you have completed the entire course of exams, you are to submit these for grading to your instructor at the school. Your corrected exams will be returned to you with suggestions and additional instruction that may help you. Go over the corrected exam carefully; noting the correct answers to the questions you have missed. Be sure you understand all the lesson material. If you still have a question, write to your instructor. It is important that you master every lesson in your course.

Study Methods

1. Set up a place for Study

It will help you to study if you have a place where you feel comfortable. Choose a place with good lighting. Have a desk or table where you can set out your Bible, course text, exam and note book. Choose somewhere quiet where noise or other distractions are at a minimum.

2. Make a Schedule

To succeed in your correspondence course, you should set aside a planned number of hours for study each week. We strongly recommend that you spend *at least* two hours of each week on your lessons.

The most important thing is regularity. Don't make the study periods too far apart from each other. And, above all—don't miss! Once you begin to put off or miss your regular study periods, you will find it more difficult each time to pick up again.

When you have studied for an hour, take a five minute break. Relax by getting up and stretching. Think over what you've read. Then go back for your next hour session.

3. Read for Comprehension

Here are some simple steps to follow. First scan the outline at the beginning of the course. Then flip through the course, noting the headings and subheads. This will give you an overall idea of content and the main points. Next, read the entire first lesson as quickly as you can while still understanding the meaning of it. Get a rough idea of what the subject is all about.

Now go back and study the lesson material in depth, looking up all Scripture references. The reading and study of the Word of God itself is most important; do not skim over this part of the lesson.

As you read your lesson, underline the key sentence of each paragraph, as well as key thoughts, words or phrases. These key points are also often summarized at the end of a section. Look for these guide posts. Also, make marginal notes to help you when you go back to review the text.

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Most difficult terms are defined right in the lesson, but there may be words that you don't recognize. Look these up in a good dictionary. When Biblical terms are in question, use a Bible dictionary. One of the most useful of these is *Unger's Bible Dictionary*. This may be obtained through any Christian bookstore.

4. Be Diligent

Always keep study material on hand and stick to your study schedule.

Don't let a few mistakes worry you! The important thing is for you to learn from your mistakes. The examinations will assure you that you have a clear understanding of the lesson material.

Learn to use any spare time that you may have for reviewing and memorizing, time that would otherwise be wasted. Half an hour on a bus, or time under the hair dryer or in your dentist's waiting room can be salvaged and put to good use.

5. Reward Yourself

It will probably be better for you to spend two hours in one evening than one hour in each of two evenings, but take a short break at a convenient point. You might promise yourself a reward when you have completed a particular portion of your lesson, especially if it is a difficult part. Take time out for some refreshment or a walk. But don't become involved in anything that will take your mind too far from your studies. At the end of your study period or when you have completed your lesson—or the entire course—you may want to reward yourself more substantially. Even adults respond to such incentives!

6. Determine to Reach your Goal

As a student of Emmaus Correspondence School you are joining millions of people who have profited from home study. Many have been able to serve God in a greater way as a result of their study. It is essential that you start your course with a determination and commitment to finish it.

Success never comes easily. There will be many times when study is the last thing on your mind. When you get discouraged, determine all the more to reach your goal. The future depends on what you do now. Do not waste this opportunity. Rather, use it to the fullest advantage.

Fill in your proposed weekly study schedule here:

Day	Hours	Time	Day	Hours	Time
Sunday			Thursday		
Monday			Friday		
Tuesday			Saturday		
Wednesday			Total		

FREQUENTLY ASKED QUESTIONS

ARE EMMAUS CORRESPONDENCE COURSE (ECS) STUDY UNITS TRANSFERABLE?

Our courses are considered “Adult Education” in nature and are not designed for college credit or degrees. Emmaus Correspondence School study units and certificates have “incentive” value only and are not transferable. Emmaus Bible College has agreed to award two credit hours of study each in their day school program to students who successfully complete the courses *Faith on Trial* and *The Women Who Pleases God (College Edition)*. (These credits would not normally be transferable to other Colleges).

WHEN DO I BECOME A STUDENT OF EMMAUS CORRESPONDENCE SCHOOL?

This depends on if the student is following a course of study or independent study. If the student is following a course of study they are enrolled in the school when they purchase the study materials. If the student is pursuing independent (self-directed) study they are enrolled in the school with submission of the first exam. We encourage you to begin immediate study of the course upon receipt and to submit the exam within 3 months.

WHAT IS “SELF DIRECTED STUDY”

When a student decides to pursue self directed study it means the student is selecting courses to study themselves and is not following one of the standard curriculums or series certificate programs that are available.

WHAT IS “A COURSE OF STUDY”

Emmaus Correspondence School has a number of suggested series of studies. There are curriculums, series, and Associate Diploma and Diploma studies. These are described in the brochure “Curriculum and Certificates” (Q101). Depending on the course of study (“series” or “curriculum”) the student will purchase all the courses needed for the course of study at the start of the program and receive support from the ECS Student Services department.

HOW LONG DO I HAVE TO COMPLETE A COURSE?

We would urge you to develop a regular study schedule and plan the completion of each of your courses in no more than three months from receipt. However, you are allowed a maximum of one year to complete an individual course from the time of enrollment. Those participating in a “series” or “curriculum” studies should complete at least one course each quarter until the course of study is complete. Any exceptions to these requirements must be requested in writing to the Student Services Department.

DO YOU RECOMMEND ENROLLING IN A SPECIFIC SERIES OF STUDY?

Yes, we do. A systematic study of the Word of God is always profitable. Why not enroll in one of the Study Series outlined in the “Curriculum and Certificates” brochure leading to a certificate, or use one of the suggested curriculums.

DO YOU SERVICE OVERSEAS STUDENTS?

It is not our policy to service students outside of the U.S.A. We refer all inquires to our overseas Regional Directors, operating in 100 countries, who are able to provide much faster service than is possible from this country.

DO YOU SELL THE BOOKS LISTED IN THE BIBLIOGRAPHIES?

No, we do not stock or sell the books listed in the bibliographies at the back of some of our courses. These have been used by the author in course development. You may order these through your local Christian bookstore or from various booksellers over the Internet.

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MAY TWO STUDENTS USE THE SAME BOOK?

Two students may study from the same textbook, but only one person is permitted to complete the exams. If two students wish to write the exams and receive a certificate for the course, both must purchase a course text. Our instructors will only grade exams submitted on the original examination sheets provided with the course.

CAN A STUDENT RETAKE A COURSE

A student who did not successfully pass a course with a grade of 70% or higher may retake the course to see if they can pass. The student will need to apply to the Student Services for permission. If approved the Student will receive an alternate exam and be required to pay the current exam fee.

A student may not retake an exam to improve a passing grade.

I HAVE TAKEN EMMAUS CORRESPONDENCE COURSES IN THE PAST. CAN I USE THE STUDY UNITS FROM THESE COURSES TOWARDS THE CERTIFICATES?

You may use the study units that you have already earned in past studies towards the certificates shown in the "Curriculum and Certificates" Brochure. Contact the School to see which courses you will need to take to complete the requirements.

THE STUDY UNITS AWARDED FOR A COURSE I HAVE ALREADY TAKEN HAVE BEEN INCREASED. DO I RECEIVE THE EXTRA STUDY UNITS?

The study units awarded for a course are recorded on the student's transcript. They reflect the value of the course at the time a student completed the course. The value in the transcript will not be changed (increased or decreased) if the study unit value assigned to a course is changed.

DOES EMMAUS CORRESPONDENCE SCHOOL PERMIT OTHERS TO GRADE THE EXAMS?

Emmaus Correspondence School is prepared to entrust its ministry of instructing the Word of God through Correspondence Courses to those who meet the school's criteria for Associate Instructors. Application forms may be obtained from the school by those wishing to become involved in this aspect of the school's ministry.

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SUGGESTED CURRICULUM

The following suggested curriculum covers four levels of study depending on Bible background. You may, however, substitute any course according to your particular desires. This suggested curriculum is for the guidance of those desirous of a systematic study of the Word of God.

Year	Quarter	LEVEL 1 Little or no Bible background	LEVEL 2 Some Bible background	LEVEL 3 More extensive Bible background	LEVEL 4 More advanced Bible background
1	1	The Bible-What's in it for You?	What the Bible Teaches	Basic Bible Doctrines	Basic Bible Doctrines
	2	God is There	Lessons For Christian Living	Plant My Feet on Higher Ground	Old Testament Law and History
	3	The Christian Life	Gospel of Mark	Rightly Dividing the Word of Truth	Gospel of John
	4	What the Bible Teaches	Christ Loved the Church	Old Testament Law and History	Securely Saved and Sure of It!
2	1	Savior of the World	Gospel of John	Gospel of Matthew	Old Testament Poetry and Prophecy
	2	Acts	First Corinthians	The Holy Spirit at Work	Messianic Psalms
	3	Romans	Bible Prophecy	Thessalonians	Philippians, Colossians, and Philemon
	4	Lords Supper and Baptism	Summary of the Bible	Old Testament Poetry and Prophecy	New Testament Survey
3	1	Gospel of Mark	Galatians	Daniel	Ready to Give an Answer
	2	James	Romans	Revelation	Winning Souls the Bible Way
	3	The Holy Spirit at Work	Perfect Person Perfect Work	Study to Show Yourself Approved	Ephesians
	4	Summary of the Bible	Timothy and Titus	New Testament Survey	Hebrews

In choosing your own curriculum, or in varying the above, decide whether you prefer topical, doctrinal, book, or "how to" studies and plan accordingly. Maintain a good balance in these four areas.