



# Pacific Islands Bible College

*Overseen by Forest Park Church of Christ*

P.O. Box 623  
Forest Park, GA 30298-0623  
U.S.A.

Phone: 770-507-5290  
Fax: 770-507-5291

Director: Robert H. Martin  
Email: robertfiji@aol.com

Assistant Director: Stacy Ferguson  
Email: stacysf1.1@juno.com

## STUDENT GUIDELINES FOR TAKING PACIFIC ISLANDS BIBLE COLLEGE COURSES BY DVD (READ FRONT AND BACK PAGE)

1. **WHAT YOU ARE RECEIVING TO TAKE THIS COURSE BY DVD:**
  - (1) Textbook to be read and studied with this course.
  - (2) The DVDs for this course.
  - (3) If a group is taking this course there will be a "Class Attendance Record" (Form 110) for keeping the class attendance record.
  - (4) Exam or exams to be taken with this course.
2. **WHAT YOU WILL NEED TO TAKE THIS COURSE BY DVD:**
  - (1) Your time.
  - (2) Your Bible.
  - (3) A pen to underline and take notes.
3. **VERY IMPORTANT - HOW TO CARE FOR THE DVDS.**
  - (1) Do not drop the DVD.
  - (2) Do not touch the bottom side of the DVD.
  - (3) Do not scratch the bottom side of the DVD.
  - (4) Keep the bottom side of the DVD good and clean. Wipe with a SOFT damp cloth and then dry it with a SOFT cloth, if it is dirty.
  - (5) Do not put the DVD in direct sunlight.
  - (6) Always store the DVDs in the case provided.
4. **MAKE A DECISION ON HOW YOU WILL TAKE THIS COURSE. HERE ARE SOME SUGGESTIONS FOR A TIME FOR TAKING THE COURSE:**
  - (1) As an individual taking the course, you can take the course on your own time schedule.
  - (2) As a group, you can take the course Monday through Friday night for 15 nights.
  - (3) As a group, you can take the course 1 night per week, the night that you prefer, for 15 weeks.
  - (4) You will choose the hour of the day or days you will take the course.
5. **REQUIREMENTS FOR TAKING THIS COURSE BY DVD.**
  - (1) Read and study each page carefully in the textbook.
  - (2) IF TAKING THE COURSE AS A GROUP:
    - A. If taking the test in English, the administrator is to send in all tests for grading.



- B. If taking the test in the local language, the administrator must grade the tests, enter them on the "Class Attendance Record" (Form 110), and send in the "Class Attendance Record" sheet.
- (3) IF TAKING THE COURSE AS AN INDIVIDUAL:
  - A. We request that you take your exam without looking at your textbook, and that you set this exam before another Christian who will print their name, sign, and date the exam.
  - B. If taking the test in English, send in your test for grading.
  - C. If taking the test in the local language, ask one of the local Christian men to grade your test and you send in the results.
- 6. **AT THE BEGINNING OF THE FIRST CLASS, THE PIBC ADMINISTRATOR MUST:**
  - (1) Hand out a sheet of paper for every student to print their name on for a roll. When the administrator goes home, he must put all names of students on the "Class Attendance Record" (Form 110).
  - (2) Hand out the textbooks and encourage the students to study the lesson assigned for the next class.
  - (3) If you are studying a course like "Acts" or some other books of the Bible, encourage the students to read that book in the Bible while you are taking the course.
- 7. **AT THE FIRST CLASS OR VIEWING OF THE FIRST DVD, THE PIBC STUDENT OR ADMINISTRATOR MUST ENCOURAGE EVERYONE:**
  - (1) To use their Bible in taking the course.
  - (2) To give close attention to what the video instructor teaches.
  - (3) To study the next lesson from the textbook, reading all Scriptures.
  - (4) To be on time for each class.
- 8. **AT THE END OF EACH LESSON, THE STUDENT OR ADMINISTRATOR MUST:**
  - (1) Review the lesson in the student's local language.
  - (2) Must remind the students:
    - A. To read and study the next lessons for the next DVD.
    - B. To do everything that the instructor requires on the DVD for the course in order to get the most from the course.
    - C. To study for taking the test at the end of the course.
    - D. To be faithful in doing this course on DVD just the same as they would be in any other class of learning.
- 9. **AFTER COMPLETING YOUR PACIFIC ISLANDS BIBLE COLLEGE (PIBC) COURSE BY DVD:**
  - (1) You may keep your textbook for your own use.
  - (2) You may keep the DVDs to use in the future.
  - (3) Mail your exam to us in the envelope provided.
  - (4) Write to us any comments or words that you would like for us to know.