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PRESIDENT’S WELCOME

Dear Students,

It is with great excitement that I welcome you to the Highlands College family! Over the next couple of years, you will experience some of the greatest moments of your life. You will be challenged to grow into your God-given potential and be equipped to step into your ministry calling. Before you begin your journey at Highlands College, I want to encourage you with our goals for you as a Highlands College student.

Our goal is that students would graduate as leaders who are committed to the Great Commission by being active in the local Church. To do that, we know our students must be known for great things. As a Highlands College student, you will develop a commitment to the authority of Scripture. Through knowledge, interpretation, and integration of Scripture into your life, we believe you will graduate Highlands College with unshakable faith, prepared to deliver the gospel in effective ways to your generation.

Throughout your journey at Highlands College, you will also develop a genuine pursuit of a Christ-centered life. To develop a pure heart, our students are involved in a healthy, life-giving community where you develop your personal devotional life with God, Godly character, an active lifestyle, and find opportunities to invest in meaningful relationships. We desire that you stay humble and hungry and pursue excellence by becoming a lifelong learner. Maintaining a teachable spirit throughout your time at Highlands College is vital to your success as a student.

Finally, as a Highlands College student, you will refine and understand your calling to ministry leadership and the advancement of the kingdom. We want you to live with a clear purpose and eternal perspective. If you devote yourself to your calling, to developing leadership and vocational skills, and to stewarding your time and resources at Highlands College, then we know you will grow more than you ever thought possible.

We have big dreams for your future at Highlands College. I challenge you to go all-in and finish strong so that you fulfill your God-given purpose.

For His Glory,
Mark Pettus
President
THE HIGHLANDS COLLEGE MANIFESTO

As iron sharpens iron, we shape and mold students, through biblical education with the highest standards of excellence.

In this place of intellect, discipleship, virtue, and truth, we prepare tomorrow’s leaders to possess a servant’s heart; instilling within them the enduring legacy of their calling, renewing their minds, and placing upon them the full armor of God.

Having given them everything they need to remain bold in their testimony and resolute in their faith; we send them out into the world—where the harvest is plentiful, but the workers are few—to be the branch that extends from the vine, to be well-versed in the fruit of the Spirit, and to reach higher heights.

It is by His grace that we have the facilities, curriculum, and dedicated staff to graduate students who have the courage to press ahead and the stamina to run the race in such a way as to get the prize, to change the world, and to live a life of eternal impact.
THE HISTORY OF HIGHLANDS COLLEGE

Highlands College (HC) began as an internship ministry of Church of the Highlands in 2001 after Pastor Chris Hodges identified and committed to the development of a group of individuals with a heart for full-time ministry who desired to gain knowledge and experience that would launch them into their callings. Named and modeled after the ministry program, ‘24/7’, based in Colorado Springs, Colorado, it soon developed into a rigorous internship ministry that offered college-age students practical ministry experience, with the goal of getting them placed into full-time jobs.

In the fall of 2011, in the wake of fresh vision, the internship ministry expanded to a collegiate program incorporating academics and giving students the opportunity to earn a degree through a partnership with Point University. Thus, Highlands College was founded. The school offers a 48 semester-hour program for students 18-24 leading to the Advanced Certificate of Ministry and Leadership. The college also offers an evening school program leading to a Certificate of Ministry and Leadership, a 12 semester-hour program, or a Certificate in Ministry, an 8-semester hour program, created to give adults an opportunity to transition into full-time ministry and for leaders of all ages to be trained in their calling.

While practicing informal assessment and making improvements each year, in 2015, the Board of Directors of Highlands College decided to pursue accreditation with the Association for Biblical Higher Education (ABHE). At the beginning of 2016, Highlands College transitioned to a formal, comprehensive process of assessment, continuous improvement and strategic planning. With the Board of Director's approval of vision, mission, and goals and application to the Association for Biblical Higher Education, both in December of 2015, and subsequent approval of the institution for applicant status in February 2016, Highlands College developed objectives and measurement means to determine the success of achieving its mission, which is to exist to be a biblical higher education institution to supply the church with leaders to fulfill the Great Commission.

While Highlands College is continuing the process of pursuing accreditation with the goal of offering its own degree, Highlands College now partners with Southeastern University. Highlands College students can earn an Associate of Arts in Christian Ministries degree from Southeastern University.
Since its beginnings, Highlands College has seen much change and improvement, yet it steadily holds to its enduring vision of being a premier college, developing biblically-educated ministry leaders to advance the mission of the Church. The school is exceptionally staffed and committed to providing students excellent educational resources while promoting a life-giving environment based on biblical values.

Marked by a culture of leadership, Highlands College is committed to cultivating holistically-healthy leaders and focus on developing them at every level. At the college, students have ample opportunity to grow as leaders and gain practical skills and expertise that will set them up for success as they enter their vocational roles. They will gain hands-on training in their course of study through the living laboratory that Church of the Highlands provides while learning the various aspects of the Sunday experience. During their time at Highlands College, students will also develop interpersonal and communication skills, putting them into practice as they work on real-life projects that will equip them to succeed beyond the classroom.

Upon graduating, students should emerge as capable ministry leaders marked by excellence and ready to be launched into their callings. Graduates of Highlands College are trained to live a life of eternal impact through their commitment to the authority of Scripture, the pursuit of a Christ-centered life, a passion for lifelong learning, a calling to ministry leadership, and to advance the Kingdom of God.

Church of the Highlands' large network of churches provides a pipeline of placement for Highlands College graduates. Currently, the College places 60% of students who enter the school's internship program into ministry jobs. The College is working on increasing that number.
ACCREDITATION

Highlands College holds applicant status with the ABHE Commission on Accreditation, located at 5850 T. G. Lee Blvd., Ste. 130, Orlando, Florida, 32822, (407) 207-0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.
THE VISION, MISSION, AND GOALS OF HIGHLANDS COLLEGE

VISION

Highlands College will be a premier college developing biblically-educated ministry leaders of character to advance the mission of the church.

MISSION

Highlands College exists to be a biblical higher education institution that exists to supply the church with leaders of character to fulfill the Great Commission.

INSTITUTIONAL GOALS

Highlands College will:

• Deliver premiere biblical higher education
• Provide excellent educational resources
• Promote a life-giving environment based on biblical values
• Champion a ministry leadership culture
• Prepare students academically and experientially to live out their calling
• Cultivate holistically healthy leaders
• Steward finances to empower graduates for the future
• Launch leaders of character who are committed to the mission of the Church
STUDENT LEARNING OBJECTIVES OF HIGHLANDS COLLEGE

The graduates of Highlands College will be known for their commitment to:

1. The Authority of Scripture as evidenced by:
   a. The knowledge, interpretation, and integration of Scripture
   b. The possession of a biblical worldview

2. The Pursuit of a Christ-Centered Life as evidenced by:
   a. A personal devotional life with God
   b. A godly character
   c. A healthy, active lifestyle
   d. An investment in life-giving relationships

3. The Passion of Lifelong Learning as evidenced by:
   a. The intentional pursuit of truth
   b. Creative problem solving

4. The Calling of Ministry Leadership as evidenced by:
   a. The discovery of, and devotion to, personal calling
   b. The development of leadership and vocational skills

5. The Advancement of the Kingdom as evidenced by:
   a. Service to the Church
   b. Stewardship of time and resources
   c. Commitment to finishing well
THE FOUR PILLARS OF HIGHLANDS COLLEGE

ACADEMIC INSTRUCTION

Highlands College students meet the highest standards of excellence as they develop their intellect and increase their knowledge of God. Students become lifelong learners across a wide array of disciplines, strengthening their understanding of their Christ-centered calling in engaging classroom settings.

MINISTRY TRAINING

Highlands College equips students to be the hands and feet of Jesus through elite hands-on ministry training and empowers students to take ownership in every area of church life. Students get the leadership training and opportunities to develop the skills needed to change the world.

CHARACTER FORMATION

Highlands College challenges students to live a life of excellence through living a healthy, active lifestyle and growing their leadership abilities. While at Highlands College, students develop Christ-like character through time spent in relationship with mentors and peers.

SPIRITUAL DEVELOPMENT

Highlands College students strengthen their devotion to God through the local church, chapels, small groups, and their relationships with others. World-class leaders disciple students, and students will serve on a mission trip, learning how to spread the gospel around the world.
STATEMENT OF FAITH

HOLY BIBLE

The Holy Bible alone is the authoritative Word of God. It alone is the final authority in determining all doctrinal truths. In its original writing, it is inspired, infallible and inerrant (II Timothy 3:16; II Peter 1:20-21; Proverbs 30:5; Romans 16:25-26).

TRINITY

There is one God, eternally existent in three persons: Father, Son, and Holy Spirit. These three are coequal and co-eternal (I John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11).

JESUS CHRIST

Jesus Christ is God the Son, the second person of the Trinity. On earth, Jesus was 100% God and 100% man. He is the only man ever to have lived a sinless life. He was born of a virgin, lived a sinless life, performed miracles, died on the cross for mankind and thus, atoned for our sins through the shedding of His blood. He rose from the dead on the third day according to the Scriptures, ascended to the right hand of the Father, and will return again in power and glory (John 1:1,14, 20:28; I Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; I Timothy 2:5).

VIRGIN BIRTH

Jesus Christ was conceived by God the Father, through the Holy Spirit (the third person of the Trinity) in the virgin Mary’s womb. Therefore, He is the Son of God (Matthew 1:18, 25; Luke 1:35; Isaiah 7:14; Luke 1:27-35).

REDEMPTION

Man was created good and upright, but by voluntary transgression, he fell; his only hope of redemption is in Jesus Christ, the Son of God (Gen. 1:26-31, 3:1-7; Romans 5:12-21).
REGENERATION

For anyone to know God, regeneration by the Holy Spirit is absolutely essential (John 6:44, 65; Matthew 19:28; Titus 3:5).

SALVATION

We are saved by grace through faith in Jesus Christ: His death, burial, and resurrection. Salvation is a gift from God, not a result of our good works or any human efforts (Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22).

REPENTANCE

Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ, which allows us to receive His redemption and to be regenerated by the Holy Spirit. Thus, through repentance, we receive forgiveness of sins and appropriate salvation (Acts 2:21, 3:19; I John 1:9).

SANCTIFICATION

Sanctification is the ongoing process of yielding to God's Word and His Spirit to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a Godly life (I Thessalonians 4:3, 5:23; II Corinthians 3:18, 6:14-18, II Thessalonians 2:1-3, Romans 8:29, 12:1-2, Hebrews 2:11).

JESUS’ BLOOD

The blood that Jesus Christ shed on the Cross of Calvary was sinless and is 100% sufficient to cleanse mankind of all sin. Jesus allowed Himself to be punished for both our sinfulness and our sins, enabling all those who believe to be free from the penalty of sin, which is death (I John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29).

JESUS CHRIST INDWELLS ALL BELIEVERS

Christians are people who have invited the Lord Jesus Christ to come and live inside them by His Holy Spirit. They relinquish the authority of their lives over to him thus making Jesus the Lord of their life as well as Savior. They put their trust in what Jesus accomplished for them when He died, was buried, and rose
again from the dead (John 1:12; John 14:17, 23; John 15:4; Romans 8:11; Revelation 3:20).

BAPTISM OF THE HOLY SPIRIT

Given at Pentecost, the Baptism of the Holy Spirit is the promise of the Father, sent by Jesus after His Ascension, to empower the Church to preach the Gospel throughout the whole earth (Joel 2:28-29; Matthew 3:11; Mark 16:17; Acts 1:5, 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6).

GIFTS OF THE HOLY SPIRIT

The Holy Spirit is manifested through a variety of spiritual gifts to build and sanctify the church, demonstrate the validity of the resurrection, and confirm the power of the Gospel. The Bible's lists of these gifts are not necessarily exhaustive, and the gifts may occur in various combinations. All believers are commanded to earnestly desire the manifestation of the gifts in their lives. These gifts always operate in harmony with the Scriptures and should never be used in violation of Biblical parameters (Hebrews 2:4; Romans 1:11, 12:4-8; Ephesians 4:16; I Timothy 4:14; II Timothy 1:6-7; I Corinthians 12:1-31, 14:1-40; I Peter 4:10).

THE CHURCH

The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Jesus' Great Commission. Every person who is born of the Spirit is an integral part of the Church as a member of the body of believers. There is a spiritual unity of all believers in our Lord Jesus Christ (Ephesians 1:22, 2:19-22; Hebrews 12:23; John 17:11, 20-23).

SACRAMENTS

- **Water Baptism** - Following faith in the Lord Jesus Christ, the new convert is commanded by the Word of God to be baptized in water in the name of the Father and of the Son and of the Holy Spirit (Matthew 28:19; Acts 2:38; Mark 16:16; Acts 8:12, 36-38; 10:47-48).
- **The Lord's Supper** - A unique time of communion in the presence of God when the elements of bread and grape juice (the Body and Blood of the Lord Jesus Christ) are taken in remembrance of Jesus' sacrifice on the Cross (Matthew 26:26-29; I Corinthians 10:16, 11:23-25).
• **Marriage** - We believe the Bible defines marriage as a covenant, a sacred bond between one man and one woman, instituted by and publicly entered into before God (Matthew 19:4-6).

HEALING OF THE SICK

Healing of the sick is illustrated in the life and ministry of Jesus and is included in the commission of Jesus to His disciples. It is given as a sign, which is to follow believers. It is also a part of Jesus' work on the Cross and one of the gifts of the Spirit (Psalm 103:2-3; Isaiah 53:5; Matthew 8:16-17; Mark 16:17-18; Acts 8:6-7; James 5:14-16; I Corinthians 12:9, 28; Romans 11:29).

GOD'S WILL FOR PROVISION

It is the Father's will for believers to become whole, healthy and successful in all areas of life. But because of the fall, many may not receive the full benefits of God's will while on Earth. That fact, though, should never prevent all believers from seeking the full benefits of Christ's provision to serve others better.

• **Spiritual** (John 3:3-11; II Corinthians 5:17-21; Romans 10:9-10)
• **Mental and Emotional** (II Timothy 1:7, 2:11; Philippians 4:7-8; Romans 12:2; Isaiah 26:3)
• **Physical** (Isaiah 53:4,5; Matthew 8:17; I Peter 2:24)
• **Financial** (Joshua 1:8; Malachi 3:10-11; Luke 6:38; II Corinthians 9:6-10; Deuteronomy 28:1-14; Psalm 34:10, 84:11; Philippians 4:19)

RESURRECTION

Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the cross. In addition, both the saved and the lost will be resurrected; they that are saved to the resurrection of life and they that are lost to the resurrection of eternal damnation (Luke 24:16, 36, 39; John 2:19-21, 20:26-28, 21:4; Acts 24:15; I Corinthians 15:42, 44; Philippians 1:21-23, 3:21).

HEAVEN

Heaven is the eternal dwelling place for all believers in the Gospel of Jesus Christ (Matthew 5:3, 12, 20, 6:20, 19:21, 25:34; John 17:24; II Corinthians 5:1; Hebrews 11:16; I Peter 1:4).
HELL

After living one life on earth, the unbelievers will be judged by God and sent to Hell where they will be eternally tormented with the Devil and the Fallen Angels (Matthew 25:41; Mark 9:43-48; Hebrews 9:27; Revelation 14:9-11, 20:12-15, 21:8).

SECOND COMING

Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. His return will occur at a date undisclosed by the Scriptures (Matthew 24:30, 26:63-64; Acts 1:9-11; I Thessalonians 4:15-17; II Thessalonians 1:7-8; Revelation 1:7).

Highlands College shares common religious doctrines, principles, disciplines, and practices with Church of the Highlands in Birmingham, Alabama.
GENERAL INFORMATION

ACCREDITATION

Highlands College is not a degree-granting institution and is not accredited. HC holds applicant status with the Association for Biblical Higher Education Commission on Accreditation, 5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, (407) 207-0808. Applicant status is a pre-membership status granted to those institutions that meet the ABHE Conditions of Eligibility and that possess such qualities as may provide a basis for achieving candidate status within five years.

To pursue an accredited degree at the HC campus, students must enroll in Southeastern University. Southern Association of Colleges and Schools SACS Commission on Colleges accredits SEU to award degrees. Please refer to the SEU Catalog for additional information.

STUDENT SERVICES

Please refer to the Student Services section of the Highlands College Student Handbook for information regarding the available range of student services.

PUBLIC SAFETY

Highlands College seeks to provide an environment that is as safe as practicable during day-to-day operations and natural and other disasters. All students should familiarize themselves with the Public Safety section of the Highlands College Student Handbook for the safety plans and procedures designed for student protection.

STUDENT CONDUCT

Please refer to the Standards of Conduct section of the Highlands College Student Handbook for detailed information on student conduct.

STUDENT ORIENTATION

All new and returning students must attend Student Orientation which is scheduled immediately before the start of each semester.
OVERVIEW OF PROGRAMS

Highlands College (HC) offers three different academic and ministry training programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Schedule</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Traditional</td>
<td>Full time</td>
<td>Recommended for Students aged 18-24</td>
</tr>
<tr>
<td>Core Plus</td>
<td>Evening</td>
<td>Students aged 19 and older who desires to make a career change into vocational ministry.</td>
</tr>
<tr>
<td>Core</td>
<td>Evening</td>
<td>Students 19 and older</td>
</tr>
</tbody>
</table>

HC offers practical training in various areas of ministry and also serves as a satellite location for Southeastern University (SEU) through which parallel-enrolled Traditional students can earn an Associate of Arts in Christian Ministries degree from Southeastern University.

Each program is four semesters in length and typically takes two academic years to complete. A student who completes any program learns the practical leadership skills and knowledge needed for a successful future in a ministry or a marketplace position. Detailed information on each program follows.

Illustration 1 is a visual overview of the Traditional Program.
Illustration 2 is a sample completion plan for the Traditional Program.
Illustration 3 is a visual overview of the Core-Plus Program.
Illustration 4 is a sample completion plan for the Core-Plus Program.
Illustration 5 is a visual overview of the Core Program.
Illustration 6 is a sample completion of the Core Program.

The Course Descriptions section of the Catalog lists full information on each course and component.

Appendix 1 is the current school calendar.
Appendix 2 is the weekly schedule.
Appendix 3 is FAQs on the HC partnership with Southeastern University.
ADMISSIONS

TECHNICAL STANDARDS FOR ADMISSION TO ALL PROGRAMS

HC is a rigorous and intense college experience that places specific requirements and demands on the students enrolled. The objective of HC is to prepare Traditional and Core-Plus graduates to enter full-time ministry. The technical standards set forth by HC are to establish and identify the essential qualities considered necessary for students admitted to the college, to achieve the knowledge, skills, and competencies of an individual moving into a full-time ministry position. These qualities form the basis of the Technical Standards for admission to HC.

All students admitted to HC must meet the following abilities and expectations. In the event a student is unable to fulfill these Technical Standards with or without reasonable accommodation, the College will not admit the student. Compliance with the College’s Technical Standards does not guarantee a student’s eligibility for admission into HC.

Candidates for selection to HC will be required to verify they understand and meet these Technical Standards or that they believe with certain accommodations, they can meet the Standards. The Admissions Committee will evaluate a student who states he/she can meet the college’s technical standards with accommodation and confirm that the stated condition qualifies under applicable laws as a disability under applicable laws eligible for reasonable accommodations.

If a student states he/she can meet the Technical Standards with reasonable accommodation, the College will determine whether it agrees that the student can meet the Technical Standards with reasonable accommodation. The determination includes a review whether the accommodations requested are reasonable, considering whether accommodations would jeopardize the educational process of the student or the institution, including all coursework, ministry training, student life requirements and internships is deemed essential for graduation. These abilities and skills, as determined by HC, are as follows:

1. OBSERVATION SKILLS: A student must possess, hear, and recognize the tone.
2. COMMUNICATION SKILLS: Students must be able to speak intelligibly and hear sufficiently affect an adequate exchange of information with team members, congregation, and others. A student must be able to read and write English effectively fulfill academic requirements, and maintain accurate records as needed in ministry.

3. PSYCHOMOTOR SKILLS: Students must possess the physical skills, talents, and abilities to perform the essential physical task functions of academics and areas in ministry training; example, those interested in pursuing the Worship Practicum and Directed Study can sing and play an instrument.

4. SOCIAL SKILLS: Students must possess the physical and emotional health required for the application of his/her intellectual abilities and the employment of sound judgment, appropriately and promptly. Students must display compassion, sensitivity, and concern for others, and maintain professional integrity always.

5. COGNITIVE SKILLS: These abilities include an aptitude for rapid problem solving, the capability to independently access, and interpret, and respond to academic and ministry information independently, and pastoral scenarios.
APPLICATION PROCEDURE

The application for admission is on the HC website, www.highlandscollege.com. Navigate to the “Apply Now” section of the website and follow the instructions provided or to the “Admissions” section for additional information.

The application process consists of the following steps.

1. Completed online application form with the submission of all program-specific supporting documentation and components required
2. Signed consent background investigation form

The Admissions Department will notify applicants of the outcome of their application. Applications are valid for one year from the initial date of application. Applicants accepted for admission who do not enroll within one year of their application must submit a new application.

Admissions Process

Once the application package, including all required supporting documentation, is complete, the Admissions Committee will review the application and make an admission decision. The Admissions Committee meets on a monthly basis to review completed applications.

Probationary Admission

HC offers Probationary Admission in the following limited circumstances:

1. An applicant who is a strong candidate for admission but needs additional time to obtain the required documentation or;
2. An applicant who does not meet the academic requirements.

Probationary Admission students must submit all required documentation and earn a minimum cumulative grade point average of at least 2.0 by the end of their first semester. If such a student meets these requirements, then the student will then be placed in “good standing” status. If a student does not meet these requirements, the Registrar will withdraw the student from the College, and the student may reapply five months from the conclusion of their probationary semester.
Application Denial and Reapplication

The Admissions Department will notify applicants who not accepted for admission. An applicant denied admission has the option to appeal the decision of the Admissions Committee if he/she feels additional information might influence the evaluation of his/her application.

If an applicant wants to appeal an admission decision, he/she should submit the following items to admissions@highlandscollege.com. The items for an appeal should be submitted in one email via attachments with the applicant’s name and “Admission Decision Appeal” in the subject line of the email.

1. Submit one to three letters of recommendation from pastors/staff from the church at which you currently serve and include their contact information in the event the Admissions Committee wants to contact your reference for additional follow-up.
2. Submit a typed one-to three-page essay outlining the following:
   a. Why do you feel called to attend HC?
   b. Why do you feel you will be successful at HC?
   c. What have you done and are continuing to do to prepare yourself spiritually, mentally, emotionally, and physically for the rigorous demands of HC and eventual placement into full-time ministry?
   d. Are there additional factors not included in your initial application that you would like the Admission Committee to consider?

When HC receives all the appeal requirements, HC will notify the applicant via email, and the Admissions Department will notify him/her regarding a decision on the appeal within three weeks of receipt of all appeal documents. Appealing an admission decision does not guarantee acceptance into HC; however, the Admissions Committee will take into consideration the items mentioned above to determine if the additional information warrants acceptance.

The deadline to submit all items for an admission appeal for Fall term is July 1, and the deadline for Spring term is December 1.

Applicants denied admission could reapply five months from the date the prior admission application was submitted.
TRANSCRIPT SUBMISSION

All official transcripts should be mailed directly to HC at the following address:

Highlands College
ATTN: Registrar
1701 Lee Branch Lane
Birmingham, AL 35242

For institutions that offer electronic submission of official documents, submit transcripts to Registrar@highlandsCollege.com. HC only accepts official transcripts. Copies and documentation released directly to the student are unofficial and do not satisfy the submission requirements.
TRADITIONAL PROGRAM OVERVIEW

The Traditional Program, recommended for students aged 18-24, is a full-time program with classes offered during the day at the Greystone and Grandview Campuses of Church of the Highlands.

A Traditional Program student typically takes one Academic course and one Ministry Leadership course per term. Traditional Program students also take one Practicum and one Practicum Lab and engage in multiple HC experiences courses per semester. A student who completes the Traditional Program earns an Advanced Certificate of Ministry Leadership (ACML). Graduates of the Traditional Program may participate in the College’s Internship Program.
TRADITIONAL PROGRAM ADMISSION REQUIREMENTS

HC is designed to give students an experience that challenges them to grow in the same ways Jesus grew as a young man: in wisdom, stature, and favor with God and with man (Luke 2:52). Being accepted for admission to HC is an honor reserved for students who are ready for the challenge to commit at least two years of their life to prepare for their future in ministry. To gain entry into the Traditional Program at HC, an applicant must submit and meet the following admissions requirements:

1. Meet the age recommendation between 18-24 years by the start of class.
2. Be a committed follower of Christ.
3. Complete the online application which includes:
   a. Admissions Interview Video
   b. Pastoral Reference Form
   c. Personal Reference Form
   d. Background Authorization Consent Form
   e. $50 application fee
4. Demonstrate a strong sense of the call of God on their life.
5. Be current regular and active member of a local church for at least three months.
6. Ensure access to sufficient financial resources to cover, tuition, fees, accommodations, and living expenses.
   a. Visit https://highlandscollege.com/admissions/tuition for information regarding tuition and fees.
7. Submit ACT or SAT scores from the testing agency.
8. Meet the following academic recommendations:
   a. A 2.00 or higher cumulative grade point average at high school graduation with a standard diploma certifying readiness for a 2 or 4-year college experience.
   b. A 2.00 or higher cumulative grade point average from 12 or more semester hours of postsecondary college courses.

The Admissions Committee will review the admission information and notify the student of the decision after completed requirements. In some cases, an applicant may be asked to provide additional evidence that he/she meets these requirements, or the Admissions Committee may apply additional conditions concerning the above entry requirements. These requests are in the best interest of the applicant, based on our experience of the demands of ministry training to ensure they are set up to succeed.
Please see the section titled Traditional Program Admissions Requirements Details below for additional information about each of these requirements.

TRADITIONAL PROGRAM ADMISSIONS REQUIREMENTS DETAILS

Age

The recommended age range for students beginning the Traditional Program is 18 to 24. The Executive Vice President of Enrollment and Career Services can grant permission in certain circumstances for students to enter the program who are as young as 17 and as old as 27. Applicants who are younger than 17 or older than 28 are not eligible to enroll in the Traditional program.

Secondary Education

All candidates for admission must meet one of the following qualifications

1. A graduate of an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2 or 4-year college experience
2. Provide a completed General Educational Development (GED) certificate
3. Other state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a 2 or 4-year college experience

Documentation of Secondary Education

Applicants must submit an official transcript or other formal certification verifying completion of the secondary education requirement directly to HC. Photocopies and documents marked Issued to Student are unofficial and will not be accepted. Applicants who are pursuing parallel enrollment in SEU must send official transcripts to both HC and Southeastern University. See Transcript Submission, below, for additional information.

Grade Point Average Requirements

1. Applicant must have earned a minimum cumulative grade point average (GPA) of 2.0 on a four-point scale as evidenced by their transcript
2. Applicants who do not meet this requirement may provide alternative satisfaction by demonstrating a minimum 2.0 GPA on a four-point scale in 12 or more semester hours of completed coursework at the postsecondary level
3. Prior College Enrollment
4. Applicants who have previously attended college should request that all institutions attended send official transcripts to HC. See “Transcript Submission” instructions below for additional information.

Standardized Test Scores

1. HC requires submission of test scores from either the American College Test (ACT) or Scholastic Aptitude Test (SAT). All test scores must be sent directly from the testing agency to HC. Test scores submitted on academic transcripts or student copies of score reports will not be accepted. HC Code Numbers: SAT: 7193; ACT: 7829

2. For admission evaluation, HC accepts the highest ACT Composite score or SAT Total score achieved on a single test date; without preference for either test. HC will not combine subject scores from separate test dates to generate a new combined score.

3. Note: Scores reported on your high school transcript are not considered official for admission evaluation. However, if you received an application fee waiver, you may request an exception.

REFERENCE FORMS

Applicants must submit two electronic reference forms as part of their application: one pastoral reference and one personal reference – references may not be from a relative.

1. Pastoral Reference Form - Someone in a position of spiritual leadership or care, such as a staff member of a church should complete this form.

2. Personal Reference Form - Someone who can testify to your relationship with Jesus, leadership skills, and Christian character should be complete this form.

An individual who has known the prospective student well for at least six months and who can provide the Admissions Committee with a candid assessment of the student’s Christian maturity should complete these assessments. HC may call this individual for more information about the student and follow up concerning academic or behavioral issues disclosed in the application process.
ADMISSIONS INTERVIEW VIDEO

Applicants must submit a self-made interview video where they answer a series of questions provided on the video portion of the application. Applicants upload the video to the admission application for review.

BACKGROUND AUTHORIZATION CONSENT FORM

1. Applicants 18 and older should complete the Background Authorization Consent Form, located in section 10 of the admission application.
2. Applicants 17 and under should complete the Background Authorization MINOR Consent Form, located in section 10 of the admission application.

These forms are available in section 10 of the admission application. The Church of the Highlands Human Resource Department will inform the Office of Admissions if there are questions regarding the applicant’s background check. The Admissions Committee will decide whether the applicant qualifies to enroll.

REVIEWING TRADITIONAL APPLICATIONS

Once an admission application is complete with all required documents received and processed, the Admissions Committee will review the application and determine an admission decision. In some cases, an applicant may be asked to provide additional evidence that he/she meets these requirements. From time to time, the Admissions Committee may apply additional conditions concerning the above entry requirements. These requests are in the best interest of the applicant based on our experience of the demands of ministry training to ensure they are set up to succeed.
TRADITIONAL PROGRAM - WEEKLY SCHEDULE

Monday And Wednesday

1. **Academic Classes** - Students enrolled only in HC typically take only one academic class per 8-week term. Students also enrolled in SEU are typically take two or more academic classes per term. Academic courses for both institutions occur on Mondays and Wednesdays from 8:00 a.m. to 12:30 p.m.; each class is an hour and twenty minutes in length.
2. **Athletics** – All HC students participate in weekly intramurals on Monday afternoons from 1:00 - 5:00.
3. **HC Small Groups** – All HC students participate in an assigned HC Small Group, which meets on Monday evenings for twelve weeks at various locations.

Tuesday And Thursday

1. **Ministry Leadership Class** – Tuesday mornings from 8:00 to 9:30
2. **Chapel** – Tuesday and Thursday mornings from 10:30 to 11:45
3. **Practicums** - Tuesday and Thursday afternoons. The Practicum Preceptor determines the scheduling and location of the Practicum class. The Practicum course also includes practical ministry experience which will occur at other times during the week. Preceptors will communicate each semester’s schedule at the beginning of each semester.

Sunday And Sunday Experience

1. Students engage in the life of the local church by serving on the Dream Team of Church of the Highlands and by attending a Church of the Highlands service.
2. Practicum Preceptors assign students to a Church of the Highlands campus, a Dream Team, and time to serve.

Additional Requirements Before Graduation

1. Workout Electives, Expedition, Half Marathon
2. Participation in conferences and special events
3. Mission Trip

**Illustration 1** is a visual overview of the Traditional Program. **Illustration 2** is a sample completion plan for the Traditional Program.
TRADITIONAL PROGRAM PRACTICUMS

Practicums are the live experience portion of Ministry Training in the Traditional Program.

GENERAL REQUIREMENTS

Students must complete four semesters in a Practicum to fulfill the requirements for graduation.

PRACTICUM SELECTION: FIRST SEMESTER STUDENTS

During the first four weeks of the semester, new students learn about each Practicum through “Snapshots” and “Shadow Days.” Students will then choose the Practicum discipline in which they want to enroll. Students enroll in the chosen Practicum on “Signing Day.”

After a new student chooses a Practicum, the Preceptor for the Practicum will communicate meeting times and location. Practicum classes will commence at that time. Preceptors will generally schedule students for an average of 12 hours per week of Practicum class and direct Practicum experience.

PRACTICUM ENROLLMENT: CONTINUING STUDENTS

At the beginning of each semester, the Director of Ministry Training will provide all continuing students information identifying their assigned preceptor, the start date, and the regarding meeting time(s) and location(s) for their Practicum.

CHANGE OF PRACTICUM: FIRST SEMESTER STUDENTS

First semester students may request to change Practicums after the first eight weeks of their first semester without penalty. To request a Practicum change, students should submit a Change of Practicum form to the Ministry Training Coordinator. The Change of Practicum form is in the Shared Files section of Populi.

CHANGE OF PRACTICUM: CONTINUING STUDENTS

If a student wants to change Practicums, the student should first discuss his or her intent with the Ministry Training Coordinator. Students should consider
Practicum changes prayerfully and carefully as an approved change after the student’s first term of enrollment will delay the student’s graduation from HC.

Students in their second semester of enrollment or after are may only request a change of Practicum either after the conclusion of the current semester or before the start of a new semester. To request a Practicum change, students should submit a Change of Practicum form to the Ministry Training Coordinator. The Change of Practicum form is in the Shared Files section of Populi.
TRADITIONAL PROGRAM: SUNDAY EXPERIENCE

It is important for every student to be connected to the local church and be a part of what God is doing through weekend services.

All students will complete the Church of the Highlands Growth Track during the first eight weeks of their first semester. The Growth Track will teach students the history and beliefs of the church, train them in essentials to Christian living, help them discover their unique gifting and train them to be ready to serve the church.

It is crucial that students make it a priority to worship one, serve one each Sunday; it will be a significant portion of their discipleship throughout their time at Highlands College. If a student is sick or has a family emergency and will miss their scheduled time to serve, they must contact the leader of that team immediately, so the leader can have time to find a replacement.
TRADITIONAL STUDENTS - DEGREE OPTION

PARALLEL ENROLLMENT IN SOUTHEASTERN UNIVERSITY

The campus of HC serves as a satellite instructional location for SEU. The presence of SEU on the HC Campus gives students a unique educational opportunity to attend both institutions in parallel-enrollment. SEU offers Highlands College students the Bachelor of Christian Ministries degree and the Associate in Christian Ministries degree in multiple formats.

Prospective students desiring parallel enrollment must independently apply for admission at both HC and SEU. There is no single application process for simultaneous matriculation to both institutions. Most SEU students who are parallel-enrolled in HC are eligible to attend HC without paying an additional tuition charge but are still responsible for any HC fees. Under certain circumstances, parallel-enrolled students may have to pay tuition charges from each institution. Please refer to the Financial Information section of this Catalog for detailed instances under which an SEU student may have to pay a separate tuition charge for HC.

Students enrolled in SEU are eligible for federal financial aid under Title IV. Parallel enrollment in both HC and SEU does not adversely affect the student’s FAFSA or eligibility for federal financial aid under Title IV because HC is not a degree-granting institution and is not an accredited institution.

SEU and HC are separate and distinct institutions. Acceptance in either institution does not imply or assure acceptance for enrollment in the other. Students who are seeking an academic degree must enroll at SEU. All students must apply to and be admitted at, and enroll in HC.

In addition to the information provided in this section, Appendix 3 contains answers to frequently-asked questions about parallel enrollment in HC and SEU. This catalog is not a regulatory or authoritative source for policies and regulations of SEU. The authoritative source for SEU is the Southeastern University Catalog, available online at http://seu.catalog.acalog.com.
ILLUSTRATION 1 – TRADITIONAL PROGRAM OVERVIEW

ADVANCED CERTIFICATE OF MINISTRY AND LEADERSHIP (ACML)

Academics: 24 Credit Hours

Degree-seeking students take these courses through SEU.

<table>
<thead>
<tr>
<th>Essential Skills 3 credit hours</th>
<th>Biblical Studies 12 credit hours</th>
<th>Ministry Practices 9 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Old Testament Survey</td>
<td>Theological Christian Worldview</td>
</tr>
<tr>
<td></td>
<td>New Testament Survey</td>
<td>Evangelism &amp; Discipleship</td>
</tr>
<tr>
<td></td>
<td>Biblical Interpretation</td>
<td>Introduction to Preaching</td>
</tr>
<tr>
<td></td>
<td>Survey of Christian Theology</td>
<td></td>
</tr>
</tbody>
</table>

Ministry Training: 8 credit hours

MINL 120 - Ministry Leadership   MINL 121 - Personal Leadership
MINL 220 - Professional Leadership MINL 221 - Team Leadership
MINL 320 - Ministry Philosophy   MINL 321 - Ministry Practices I
MINL 420 - Ministry Practices II MINL 421 - Leadership Comprehensive

Practicums & Practicum Labs: 10 credit hours

Outreach                      Kids                      Students
Events                        Pastoral Leadership Worship Leadership
Creative                      Technical Arts

Student Life Courses: 6 Credit hours

HC Small Group                 Self-funded Mission Trip Chapel
Sunday Experience              Athletics                  Expedition & Half Marathon
ILLUSTRATION 2 – TRADITIONAL PROGRAM SAMPLE

RECOMMENDED COMPLETION PLAN

Semester 1
- English Composition*
- Biblical Interpretation*
- Ministry Purpose & Personal Leadership
- HC Group
- Chapel
- Athletics
- Practicum and Practicum Lab

Semester 2
- Old Testament Survey*
- New Testament Survey*
- Professional Leadership & Team Leadership
- HC Group
- Chapel
- Athletics
- Practicum and Practicum Lab

Semester 3
- Christian Theology*
- Evangelism/Discipleship*
- Ministry Philosophy & Ministry Practices I
- HC Group
- Chapel
- Athletics
- Practicum and Practicum Lab

Semester 4
- Theological Christian Worldview*
- Introduction to Preaching*
- Ministry Practices II & Leadership Comprehensive
- HC Group
- Chapel
- Athletics
- Practicum and Practicum Lab

Before graduation, all students must take a self-funded mission trip. Mission trips are unexcused absences from academic classes, so should not be scheduled during the academic year.

*Denotes an academic course. Degree-seeking students complete all of their academic coursework through SEU and typically take four academic classes per semester. Upon successful course completion at SEU, the student earns transfer credit for the corresponding Highlands College academic course.
CORE-PLUS: EVENING PROGRAM OVERVIEW

The Core-Plus Program provides ministry and leadership training to the adult learner aged 19 and older who desires to make a career change into vocational ministry. This career change could require relocation and an adjustment to income which will require support and understanding from the family of the applicant. Graduates of the Core-Plus Program may participate in the College’s Internship Program.

HC offers the Core-Plus Program at the Auburn, Gadsden, Huntsville, Montgomery, and Tuscaloosa campuses of Church of the Highlands.
CORE-PLUS: EVENING PROGRAM ADMISSIONS

REQUIREMENTS

HC is designed to give students an experience that challenges them to grow in the same ways Jesus grew as a young man; in wisdom, stature, favor with God and favor with man (Luke 2:52). Being accepted for admission to HC is an honor reserved for students who are ready for the challenge to commit at least two years of their life to prepare for their future in ministry.

The Core-Plus Certificate Program is an evening program for the adult learner aged 19 and older to gain ministry and leadership training. The program is designed to prepare its students for a career change into ministry. This career change could require relocation and an adjustment to income. Because of this possibility, a pursuit of the Core-Plus program necessitates support and understanding from the applicant’s family, who should participate in discussion before entering the Program.

The ministry training components and requirements of the Core-Plus Certificate Program take place at Church of the Highlands. Accepted applicants are expected to become active members of the Church of the Highlands Dream Team to receive additional hands-on training.

To gain entry into the Core-Plus Program at HC, an applicant must submit and meet the following admissions requirements:

1. Meet the age recommendation of 19 years old by the start of class.
2. Be a committed follower of Christ.
3. Complete the online application which includes:
   a. Admissions Interview Video
   b. Pastoral Reference Form
   c. Personal Reference Form
   d. Background Authorization Consent Form
   e. $50 application fee
4. Demonstrate a strong sense of the call of God on their life.
5. Be a current regular and active member of a local church, serving for a minimum of 3 months by the first day of class for the semester selected. If the applicant is a member of Church of the Highlands, this requirement encompasses serving on the Dream Team at Church of the Highlands for this 3-month requirement.
6. Be willing to agree and commit their Sunday experience to serving at Church of the Highlands while enrolled at HC.
7. Ensure access to sufficient financial resources to cover, tuition, fees, accommodations, and living expenses. Students may view tuition and fees at https://highlandscollege.com/admissions/tuition.
8. Be a graduate of an accredited four-year high school or equivalent homeschool, having earned a standard diploma certifying readiness for a two- or four-year college experience.

The Admissions Committee will review the applicant, following receipt of the above requirements, and notify the applicant of an admission decision. In some cases, the Admissions Committee may request that an applicant provide additional evidence that they meet these requirements. From time to time, the Admissions Committee may apply additional conditions concerning the above entry requirements; if so, it will be for the best interest of the applicant, based on our experience of the demands of ministry training, to ensure they are set up to succeed.

Please see the section titled Core-Plus Program Admissions Requirements Details below for additional information about each of these requirements.

CORE-PLUS PROGRAM ADMISSIONS REQUIREMENTS DETAILS

Age
The recommended age range for students beginning the Core-Plus Program is 19 years old. The Vice President of Ministry Life can grant permission in certain circumstances for students to enter the program who are as young as 18. Applicants who are younger than 18 are not eligible to enroll in the Core-Plus program.

Secondary Education
All candidates for admission must meet one of the following qualifications.

1. A graduated from an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2 or 4-year college experience
2. Completed the General Educational Development (GED) certificate
3. Other state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a 2 or 4-year college experience.
Documentation of Secondary Education

HC does not require Core-Plus Program applicants to submit an official transcript or other formal certification verifying completion of the secondary education requirement provided the student attests that the requirement is satisfied.

Prior College Enrollment

HC does not require Core-Plus Program applicants to submit official transcripts for prior college enrollment.

Standardized Test Scores

HC does not require submission of standardized test score such as the ACT or SAT for Core-Plus Program applicants.

Reference Forms

**Applicants must submit two electronic reference forms as part of their application:** one pastoral reference and one personal reference – references may not be from a relative.

An individual who has known the prospective student well for at least six months and who can provide the Admissions Committee with a candid assessment of the student’s Christian maturity should complete these assessments. HC may call this individual for more information about the student and follow up concerning academic or behavioral issues disclosed in the application process.

1. Pastoral Reference Form - Someone in a position of spiritual leadership or care, such as a staff member of a church should complete the Pastoral Reference Form.
2. Personal Reference Form - Someone who can testify to your relationship with Jesus, leadership skills, and Christian character should complete this reference.

Admissions Interview Video

Applicants must submit a self-made interview video where they answer a series of questions provided on the video portion of the application. Applicants upload the video to the admission application for review.
Background Authorization Consent Form

Applicants should complete the Background Authorization Consent Form. These forms are available in section 10 of the admission application. The Church of the Highlands Human Resource Department will inform the Office of Admissions if there are questions regarding the applicant’s background check. The Admissions Committee will decide whether the applicant qualifies to enroll.

REVIEWING CORE-PLUS APPLICATIONS

Once an admission application is complete with all required documents received and processed, the Admissions Committee will review the application and determine an admission decision. In some cases, an applicant may be asked to provide additional evidence that they meet these requirements. From time to time, the Admissions Committee may apply additional conditions to the above entry requirements, in the best interest of the applicant, based on our experience of the demands of ministry training, to ensure they are set up to succeed.
CORE-PLUS: EVENING PROGRAM WEEKLY SCHEDULE

The Core-Plus Program consists of the following components.

1. **Academics** - The foundation of the Core Program is eight core courses designed to address the essential organizational, ministry theology, and leadership skills necessary in today’s ministry environment.
2. **Ministry Training** – MT is comprised of MT Labs and Directed Studies. In MT Labs, students learn from Church of Highlands Staff about their area of expertise. In Directed Studies, students choose from one of these areas of study: Events, Kids, Outreach, Students, Pastoral Leadership, and Worship Leadership. Each area of study has pre-defined benchmarks which guide a student’s development in that ministry area.

Students are expected to become active members of the Church of the Highlands Dream Team to receive additional hands-on training. A student who completes the Core Plus program earns the Certificate of Ministry Leadership (CML).

**Tuesday**

1. **Ministry Leadership Class** - Tuesday from 6:00 – 7:15 p.m.
2. **Ministry Training Lab** – Tuesday from 7:40 – 8:40 p.m.

**Sunday And Sunday Experience**

1. Students engage in the life of the local church by serving on the Dream Team of Church of the Highlands and by attending a Church of the Highlands service.
2. Students choose which Church of the Highlands campus and Dream Team through which to fulfill this requirement.

**Additional Required Activities Before Graduation**

1. Directed Study
2. A self-scheduled weekly personal fitness time
3. Completion of a 10K race
4. Small Groups
5. Sunday Experience
6. Mission Trip

**Illustration 3** is a visual overview of the Core-Plus Program. **Illustration 4** is a sample completion plan for the Core-Plus Program.
CORE-PLUS DIRECTED STUDIES

Directed Studies are the live experience portion of Ministry Training in the Core-Plus Program.

APPLYING FOR A DIRECTED STUDY

At or near the beginning of a new semester, the Director of Ministry training will provide all new students information about Directed Studies and about how to apply for a Directed Study. The Director of Ministry Training will notify the student of approval for entry in the Directed Study.

If the Director of Ministry Training does not approve the student for entry in the Directed Study the student may:

1. Apply for a different Directed Study or
2. Change enrollment from the Core-Plus Program to the Core Program, which has no Directed Study requirement.

GENERAL REQUIREMENTS

Students must complete four semesters in their selected Directed Study to meet the requirements for graduation. Working under the direction of a Directed Study Advisor, students record their experience in the Directed Study by completing assigned benchmarks.

CHANGE OF DIRECTED STUDY

Students who want to switch to a different Directed Study should first discuss their intent with the Director of Ministry Training and complete a Directed Study Transfer form. To request a change, submit a Change of Directed Study form to the Director of Ministry Training. The Change of Directed Studies form is available in the HC office or the Shared Files section of Populi.
CORE-PLUS SUNDAY EXPERIENCE

It is important for every student to be connected to the local church and be a part of what God is doing through weekend services.

All students will complete the Church of the Highlands Growth Track during the first eight weeks of their first semester. The Growth Track will teach students the history and beliefs of the church, train them in essentials to Christian living, help them discover their unique gifting and train them to be ready to serve the church.

It is crucial that students make it a priority to worship one, serve one each Sunday; it will be a significant portion of their discipleship throughout their time at Highlands College. If a student is sick or has a family emergency and will miss their scheduled time to serve, they must contact the leader of that team immediately, so the leader can have time to find a replacement.
ILLUSTRATION 3 – CORE-PLUS OVERVIEW

CERTIFICATE OF MINISTRY AND LEADERSHIP (CML)

Ministry Leadership

MINL 120 - Ministry Purpose        MINL 121 - Personal Leadership
MINL 220 - Professional Leadership MINL 221 - Team Leadership
MINL 320 - Ministry Philosophy      MINL 321 - Ministry Practices I
MINL 420 - Ministry Practices II    MINL 421 - Leadership Comprehensive

Ministry Training Labs & Directed Studies

Outreach                      Kids                     Students
Events                        Pastoral Leadership       Worship Leadership
Creative                      Technical Arts

Student Life Courses

HC Small Group                Self-funded Mission Trip     Workout Logs
Sunday Experience             10K run
ILLUSTRATION 4 – CORE-PLUS SAMPLE COMPLETION PLAN

Semester 1
Ministry Training Lab
Ministry Purpose
Personal Leadership
Directed Study
Student Life Courses

Semester 2
Ministry Training Lab
Professional Leadership
Team Leadership
Directed Study
Student Life Courses

Semester 3
Ministry Training Lab
Ministry Philosophy
Ministry Practices I
Directed Study
Student Life Courses

Semester 4
Ministry Training Lab
Ministry Practices II
Leadership Comprehensive
Directed Study
Student Life Courses

Before graduation, all students must take a self-funded mission trip. Mission trips are unexcused absences from academic classes, so should not be scheduled during the academic year.
CORE: EVENING PROGRAM OVERVIEW

The Core Program provides ministry training for the adult learner aged 19 and older who does not plan on pursuing vocational ministry. Graduates of the Core Program may not participate in the College’s Internship Program.

Students may enroll in the Core Program at Church of the Highlands campuses: Auburn, Gadsden, Grandview, Huntsville, Montgomery, and Tuscaloosa, and at partner church sites.

The foundation of the Core Program is eight core courses designed to address the essential organizational, ministry theology, and leadership skills necessary in today’s ministry environment. A student who completes the Core program earns the Certificate of Ministry (CM).
CORE: EVENING PROGRAM ADMISSIONS REQUIREMENTS

HC is designed to give students an experience that challenges them to grow in the same ways Jesus grew as a young man; in wisdom, stature, favor with God and favor with man (Luke 2:52). Being accepted for admission to HC is an honor reserved for students who are ready for the challenge to commit at least two years of their life to prepare for their future in ministry.

The Core Certificate Program is an evening program for the adult learner aged 19 and older to gain ministry leadership. Core students will attend a Ministry Leadership class each Tuesday evening. These classes are strategically designed to train students in ministry and leadership principles.

To gain entry into the Core Program at HC, an applicant must submit and meet the following admissions requirements:

1. Meet the age recommendation of 19-year-old by the start of class.
2. Be a committed follower of Christ.
3. Complete the online application which includes:
   a. Personal Reference Form
   b. Background Authorization Consent Form
   c. $50 application fee
4. Demonstrate a strong sense of the call of God on their life.
5. Ensure access to sufficient financial resources to cover, tuition, fees, accommodations, and living expenses. Students may view tuition and fees at [https://highlandscollege.com/admissions/tuition](https://highlandscollege.com/admissions/tuition).
6. Meet one of the following requirements:
   a. Graduated from an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2 or 4-year college experience,
   b. Completed the General Educational Development (GED) certificate, or
   c. Have earned another state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a 2 or 4-year college experience.

Following the completed admission requirements, a student will be reviewed by the Admissions Committee and notified of an admission decision. In some cases, an applicant may be asked to provide additional evidence that shows they meet these requirements. From time to time, the Admissions Committee may apply additional conditions about the above entry requirements; this will
be done in the best interest of the applicant, based on our experience of the demands of ministry training, to ensure they are set up to succeed.

Please see the section titled Core Program Admissions Requirements Details below for additional information about each of these requirements.

CORE: EVENING PROGRAM - ADMISSION REQUIREMENTS DETAILS

Age

The recommended age range for students beginning the Core Program is 19 years old. The Vice President of Ministry Life can grant permission in certain circumstances for students to enter the program who are as 18. Applicants who are younger than 18 are not eligible to enroll in the Core program.

Secondary Education

All candidates for admission must meet one of the following qualifications.

1. Graduated from an accredited four-year high school or equivalent homeschool having earned a standard diploma certifying readiness for a 2 or 4-year college experience
2. Completed the General Educational Development (GED) certificate
3. Other state-recognized equivalency of a high school diploma with a standard diploma certifying readiness for a 2 or 4-year college experience.

Documentation Of Secondary Education

HC does not require Core Program applicants to submit an official transcript or other formal certification verifying completion of the secondary education requirement provided the student attests that the requirement is satisfied.

Prior College Enrollment

HC does not require Core Program applicants to submit official transcripts for prior college enrollment.

Standardized Test Scores

HC does not require submission of standardized test score such as the ACT or SAT for Core Program applicants.
Reference Forms

Applicants must submit two electronic reference forms as part of their application: one pastoral reference and one personal reference – references may not be from a relative.

An individual who has known the prospective student well for at least six months and who can provide the Admissions Committee with a candid assessment of the student’s Christian maturity should complete these assessments. HC may call this individual for more information about the student and follow up concerning academic or behavioral issues disclosed in the application process.

1. Pastoral Reference Form - Someone in a position of spiritual leadership or care, such as a staff member of a church, should complete this form.
2. Personal Reference Form - Someone who can testify to your relationship with Jesus, leadership skills, and Christian character should complete this reference.

Admissions Interview Video

Applicants must submit a self-made interview video where they answer a series of questions provided on the video portion of the application. Applicants upload the video to the admission application for review.

Background Authorization Consent Form

Applicants should complete the Background Authorization Consent Form. These forms are available in section 10 of the admission application. The Church of the Highlands Human Resource Department will inform the Office of Admissions if there are questions regarding the applicant’s background check. The Admissions Committee will decide whether the applicant qualifies to enroll.

Reviewing Core Program Applications

Once an admission application is complete with all required documents received and process, the Admissions Committee will review the application and determine an admission decision. In some cases, an applicant may be asked to provide additional evidence that they meet these requirements. From time to time, the Admissions Committee may apply additional conditions about the above entry requirements; in the best interest of the applicant, based on our experience of the demands of ministry training, to ensure they are set up to succeed.
CORE: EVENING PROGRAM WEEKLY SCHEDULE

Tuesday: Ministry Leadership Class – 6:00 – 7:15 pm

Illustration 5 is a visual overview of the Core Program. Illustration 6 is a sample completion of the Core Program.
ILLUSTRATION 5 – CORE OVERVIEW

MINISTRY LEADERSHIP

MINL 120 - Ministry Purpose
MINL 120 - Personal Leadership
MINL 220 - Professional Leadership
MINL 221 - Team Leadership
MINL 320 - Ministry Philosophy
MINL 321 - Ministry Practices I
MINL 420 - Ministry Practices II
MINL 421 - Leadership Comprehensive
ILLUSTRATION 6 – CORE SAMPLE COMPLETION PLAN

Semester 1
Ministry Purpose
Personal Leadership

Semester 2
Professional Leadership
Team Leadership

Semester 3
Ministry Philosophy
Ministry Practices I

Semester 4
Ministry Practices II
Leadership Comprehensive
GRADUATION REQUIREMENTS FOR ALL STUDENTS

A student must complete all requirements established for the program in which enrolled to graduate. Academic Advisors are available to help students identify unsatisfied requirements, but the ultimate responsibility for fulfillment lies with the student. The following paragraphs describe the primary requirements for graduation.

CUMULATIVE GRADE POINT AVERAGE FOR GRADUATION

A student must earn a cumulative grade point average (CGPA) of 2.0 to graduate. Grades from courses completed at SEU and transferred into the HC curriculum do affect the CGPA. Students interested in applying for the internship are strongly encouraged to maintain a minimum CGPA of 3.0.

Students whose CGPA drops below 2.0 at the end of the semester in which graduation would have otherwise occurred will be placed on Academic Probation status and will have the opportunity to continue their enrollment for an additional semester to meet the CGPA requirement. Refer to the Academic Probation section of the Catalog for complete details.

FINANCIAL REQUIREMENT FOR GRADUATION

All students must either have a zero balance or maintain a current payment status in a payment plan approved by the Vice President of Finance to participate in the graduation ceremony. Students who owe a balance to the College will not receive their graduation certificate and cannot receive or send transcripts until the student pays the balance.

MINISTRY TRAINING REQUIREMENT FOR GRADUATION

Students must earn a grade of C or better in each Ministry Leadership and Practicum course.

CORE FACULTY COMMITTEE AND BOARD OF DIRECTOR APPROVAL

The Core Faculty Committee reviews applicants for graduation and provides a list of qualified applicants to the Dean of the College for presentation to the Board of Directors for their approval.
ADDITIONAL TRADITIONAL PROGRAM GRADUATION REQUIREMENTS

Academic Requirement for Graduation

Students must earn a passing grade or have approved transfer credit for all courses in the academic curriculum.

Student Life Requirement for Graduation

Students must be in good standing each semester in each of the following Student Life Courses: Athletics, HC Groups, and Chapels. To be in good standing in a Student Life course, the student must have attended at least 75% of each course and have earned a course grade of 60% or above. If a student does not earn a course grade of 60% in any one of the three Student Life courses, Athletics, HC Groups, and Chapels, the student must retake all three of the Student Life courses the following semester.

Practicum Instruction and Labs

Students must earn a C or better in four complete semesters of their selected Practicum. Students who change Practicum after the first term of their first semester of enrollment must complete four semesters in their new Practicum before graduation to meet this requirement, even if the student has met all other requirements for graduation.

Mission Trip Requirement

1. All students must take at least one HC or Church of the Highlands mission trip before completing their 4th Semester at HC. Mission trips are at the student’s expense.
2. If a student chooses to participate in a mission trip hosted by a different church or organization, the student must secure advance approval of the trip from the Student Life Department by filing a Mission Trip Petition form to ensure the completed trip will satisfy the mission trip requirement. Mission trips are considered unexcused absences. Students should not schedule mission trips while school is in session.
3. Prospective graduates who have fulfilled all academic requirements, but who have not completed the Mission Trip Requirement will not be allowed to participate in the commencement ceremony and will not receive their diploma or have graduate status indicated on their transcript until all requirements for graduation have been satisfied.
ADDITIONAL CORE-PLUS GRADUATION REQUIREMENTS

Directed Study

Students must earn a passing grade in four complete semesters of their selected Directed Study. Students who change Directed Study after the first term of their first semester of enrollment must complete four semesters in their new Directed Study to meet this requirement, even if the student has met all other requirements for graduation.

Mission Trip Requirement

1. All students must take at least one HC or Church of the Highlands mission trip before completing their 4th Semester at HC. Mission trips are at the student’s expense.
2. If a student chooses to participate in a mission trip hosted by a different church or organization, the student must secure advance approval of the trip from the Student Life Department by filing a Mission Trip Petition form to ensure the completed trip will satisfy the mission trip requirement. Mission trips are considered unexcused absences. Students should not schedule mission trips while school is in session.
3. Prospective graduates who have fulfilled all academic requirements, but who have not completed the Mission Trip Requirement will not be allowed to participate in the commencement ceremony and will not receive their diploma or have graduate status indicated on their transcript until all requirements for graduation have been satisfied.
POLICIES

ACADEMIC FREEDOM

The Bible is the authoritative, infallible Word of God and is the foundational guide for study and reason. An individual's right to study and reason without restraint is a fundamental, protected freedom. However, there are limitations on such freedom. Limitations arise when values and mores of society are in opposition to the beliefs and values of the institution.

Academic freedom does not restrain an individual's right to question but encourages intellectual debate without fear of censorship and retaliation.

GRADING

At the end of the term/semester, instructors assign a grade for every course, Directed Study, Practicum, and scheduled leadership activity that carries academic credit. HC calculates grade point average (GPA) on the conventional 4-point scale and does not round course averages.

Grades, Grade Scale, And Grade Point Average (GPA)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
<th>GPA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 and above</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80 to 89</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>2.0</td>
<td>Acceptable</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>1.0</td>
<td>Marginal</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
<td>0.0</td>
<td>Failing</td>
</tr>
<tr>
<td>FN</td>
<td>-</td>
<td>0.0</td>
<td>Fail due to non-attendance</td>
</tr>
<tr>
<td>I</td>
<td>-</td>
<td>-</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>-</td>
<td>-</td>
<td>In Process</td>
</tr>
<tr>
<td>P</td>
<td>60 and above</td>
<td>4.0</td>
<td>Pass (Pass/Fail Classes Only)</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td>-</td>
<td>Withdrawn by the drop/add date</td>
</tr>
<tr>
<td>WP</td>
<td>60 and above</td>
<td>-</td>
<td>Withdrawn after the drop/add date, passing</td>
</tr>
<tr>
<td>WF</td>
<td>&lt; 60</td>
<td>0.0</td>
<td>Withdrawn after the drop/add date, failing</td>
</tr>
</tbody>
</table>

“FN” – Failure Due to Non-Attendance

Students earn a grade of “FN” when absences in a course exceed the required minimum attendance for the course. Details of the attendance policy for each course is in the course syllabus. All absences, including excused absences,
count as absences. Each student is responsible for monitoring his/her won attendance and compliance with the required attendance for each course.

Students must monitor attendance because a grade of “FN” does not appear when the student violates the required minimum attendance for the course. Populi shows the student’s earned numeric course average until the end of the term/semester. If the student exceeds the number of allowable absences, Populi changes the course grade to “FN” only at the END of the semester.

A course in which the student earns a grade of “FN” counts toward the hours attempted by the student, adversely affects the student’s GPA, and carries the same weight as if the student had earned a grade of “F.”

“I” – Incomplete:

Students earn a grade of “I” when the student does not submit or complete all required coursework by the end of the term. Instructors do not have to grant additional time for students to complete the work. When an instructor grants additional time to the student, to complete the work, the late work is subject to the Late Policy in the course’s syllabus. Students cannot complete or submit work on-time should immediately notify and receive guidance from their instructor.

A grade of “I” is temporary and appears until the instructor posts the permanent grade. A grade of “I” will not appear on a student’s record for more than 60 days after the end of the term.

“IP” – In Process

A grade of “IP” indicates that the course is still in progress or the Registrar has not finalized the course. Students who have questions regarding a grade of “IP” should contact the Registrar.

“P” – Pass

Some courses are graded on a ‘pass/fail’ basis. A student earns a grade of “P” based on evidence of completed assignments, regular attendance, and participation in activities as evaluated by the instructor. A grade of “P” affects the student’s grade point average and carries the same weight as if the student had earned a grade of “A.” Failure to earn a grade of “P” in a pass/fail course results in a grade of “F.”
“W” – Withdrawn

A grade of “W” indicates a student who was enrolled in a course but formally dropped the course during the drop/add period or under medical, or other emergency circumstances. A grade of “W” does not affect the student’s GPA.

“WP” – Withdrawn After the Drop/Add Deadline, Passing

A grade of “WP” indicates that a student unenrolled from the class, with a passing average, after the drop/add deadline. There is no refund of tuition for a course in which a student earns a “WP.” Since the student was maintaining a passing average before unenrolling from the class, there are no adverse effects on the student’s GPA.

“WF” – Withdrawn After the Drop/Add Deadline, Failing

A grade of “WF” indicates that a student unenrolled from the class, with a failing average, after the drop/add deadline. There is no refund of tuition for a course in which a student earns a “WF.” A course in which a student earns a grade of “WF” counts toward the hours attempted by the student and same weight as if the student had earned a grade of “F.”

GRADE REPORTS

Students can view grade reports under the Student Tab in Populi after the instructor posts all grades, and the Registrar finalizes the course. Completed courses that the Registrar has not finalized show grades of “IP,” In Process. The grade report will list the student’s semester GPA and the student’s cumulative GPA (CGPA).

SEU grades appear on the HC grade report after SEU officially notifies HC of course completion. Transfer Credits appear in the “Transfer Credits” section under the “Student” tab.

GRADE DISAGREEMENTS

Current Term/Semester - While Enrolled in The Course

If a student disagrees with a grade before the end of the course, the student should follow this procedure.

1. Meet with the course instructor to discuss the disagreement before the end of the course
2. If the student does not receive a satisfactory explanation or resolution of
the grade in question, the student may then submit a written request for
review to the appropriate authority.
   a. For academic courses, the student submits the request to the
      Director of Academics.
   b. For Ministry Training courses, the student submits the request to
      the Director of Ministry Training.
   c. For Student Life courses, the student submits the request to the
      Director of Student Life
   d. If the appropriate Director is also the course instructor, then the
      student submits the request to the Executive Vice President of
      Academic and Student Affairs.

The Director or EVP may then choose to meet with the instructor, meet with
the student, or meet with both before making a decision. The decision of the
Director or EVP is final and is not subject to appeal.

After the Term/Semester Has Ended

If a student identifies an error in a grade or wishes to dispute the grade
received for a course component after the end of the course, the following
procedures and time limits apply.

1. For documented evidence of a data entry error, the student should
   present supporting evidence to the instructor or appropriate authority
   no later than four weeks after the end of the course.
      a. Authority
         i. For academic courses, the student submits the request to
            the Director of Academics.
         ii. For Ministry Training courses, the student submits the
             request to the Director of Ministry Training.
         iii. For Student Life courses, the student submits the request to
              the Director of Student Life.
         iv. If the appropriate Director is also the course instructor,
             then the student submits the request to the Executive Vice
             President of Academic and Student Affairs
   b. Verification - Once the instructor or appropriate authority has
      verified the data entry error in Populi, he/she notifies the
      Registrar who will correct the Populi entry.

2. If there is no documented evidence that a data entry error has occurred,
   the student may make a written request for a grade review to the course
   instructor no later than one week after the conclusion of the course.
a. The student’s request should identify the rationale for the requested change, and an explanation of why he/she did not raise the issue during the course.

b. If the instructor elects to change the grade, he/she will provide written notification to the Registrar and the Executive Vice President of Academics, explaining the rationale behind the change. The Registrar will then update the grade in Populi.

c. If the instructor elects not to change the grade or if the College no longer employs the instructor, the student may make a written request for review to the appropriate authority.

   i. For academic courses, the student submits the request to the Director of Academics.
   
   ii. For Ministry Training courses, the student submits the request to the Director of Ministry Training.

   iii. For Student Life courses, the student submits the request to the Director of Student Life.

   iv. If the appropriate Director is also the course instructor, then the student submits the request to the Executive Vice President of Academic and Student Affairs

3. Review - Following review and consideration, the relevant Director of will decide whether to change the grade.

   a. The Director’s decision is final and not subject to appeal.
   
   b. If the Director decides to change the grade, the Director will notify the Registrar of the decision in writing. The Registrar will then update the grade in Populi.

COURSE RETAKE POLICY

Students in good standing earning a final grade of F or WF in any course may retake that course without advance authorization. Both instances of the course will appear on the student’s transcript, and the student's grade point average calculation will include the original grade earned in that course. Students must pay applicable tuition and fees for all courses repeated. Course repeats will likely result in a longer enrollment timeframe to complete the Certificate Program.

ACADEMIC PROBATION

If a student's cumulative grade point average (CGPA) is below 2.0 after any semester, the Dean of the College will place the student on Academic Probation. Academic Probation status automatically disqualifies the student from graduation until the student returns to good academic standing,
Academic Probation status may additionally disqualify the student from participating in certain College activities. Activity organizers will specify if an event requires the student to be in good standing status for participation.

Students on Academic Probation have one semester in which to raise their CGPA to the minimum of 2.0. Students may attempt to improve their CGPA by retaking any course awarded a grade of "F" or "WF," by completing new coursework, or a combination of the two. Such students should seek the counsel of the Registrar or their academic advisor to plan their schedule to maximize the opportunity to return to good standing status.

DISMISSAL POLICY

Academic

Students on Academic Probation have one semester in which to bring their cumulative grade point average (CGPA) to a minimum of 2.0. Students who are unsuccessful in earning a minimum CGPA of 2.0 after their probationary semester are subject to Academic Dismissal.

The Registrar will notify students subject to academic dismissal and will convene an Academic Review Committee to determine the student’s status. Students are strongly encouraged to appear before the Academic Review Committee to present their case personally, but they are not required to do so. The Academic Review Committee will convene and decide the student’s status, even if the student voluntarily withdraws from the College. The decision of the Committee is final and is not subject to appeal. The Committee will decide one of two possible outcomes.

1. Continuation of Academic Probation -
   a. The Committee may give a student the opportunity to continue on academic probation. These students have a second semester to earn a CGPA of at least 2.0. If a student does not earn a CGPA of at least 2.0 by the end of the second semester of academic probation, the Dean of the College will automatically dismiss the student from the College without further review.
   b. Students who voluntarily withdraw from the College before being permitted to continue on academic probation will be shown in “withdrawn” status and are eligible to apply for readmission to the College at any time.
2. Academic Dismissal
   a. The Committee may dismiss a student. Dismissed students may apply for readmission to the College after a minimum of one year from the date of dismissal.
   b. Students who voluntarily withdraw before being dismissed will be shown in "dismissed" status and are not eligible to apply for readmission until one year after the dismissal. If a student earns re-admittance to the College, the Registrar will remove the status of "dismissed."

Dismissal for Reasons Other Than Academic

Students may also be subject to dismissal for reasons other than academic. The Standards of Conduct section of the Student Handbook details policies for non-academic dismissals.

LEAVE OF ABSENCE

Students who need to interrupt their studies temporarily for medical, personal, or employment reasons may apply for a Leave of Absence. A Leave of Absence permits the student to cease attendance for a specified time and not to have to apply for readmission. However, when the Leave of Absence ends and the student resumes classes, the student must still meet all admission requirements.

Leave of Absences may be granted for one to two semesters. The semesters do not need to be concurrent. A student who requires an absence of more than two semesters or does not receive approval for a Leave of Absence request must withdraw from the College and apply for readmission when the student seeks to resume their studies.

Students may apply for a Leave of Absence at any time. If a student receives a Leave of Absence mid-semester, it is considered a Leave of Absence for an entire semester. Students approved for a Leave of Absence after the start of a semester will receive a grade of “W” (Withdrawn) or “WP” (Withdrawn, passing) for any course(s) not completed as of the date of application. The published tuition refund policy will determine eligibility for tuition refunds if a leave of absence is approved.

The Executive Vice President of Academics has the authority to grant or deny a Leave of Absence request. Decisions are final and are not subject to appeal. Leave of Absence Request forms are available in Shared Files section in Populi,
from the registrar’s office, or by email request sent to registrar@highlandscollege.com.

RETURN TO HIGHLANDS COLLEGE AFTER A BREAK IN ENROLLMENT

Students may apply to return to HC after a break in enrollment. If a student is re-admitted to HC, the Registrar will review of the student’s prior coursework and determine program completion based on the following guidelines:

1. HC courses will not be recognized for program completion if taken before Fall of 2016.
2. HC courses taken during or after Fall of 2016 will be recognized for program completion if they meet both of the following criteria:
   a. The syllabi for each course are identical and
   b. The student earned a grade of C or better in the course.

STUDENT PRIVACY

Populi allows students to control the visibility of personal information, i.e., email address, phone number, etc. to other enrolled students. Students can find out how to control the visibility of personal information in Populi Help or can contact the Registrar for additional assistance.

STUDENT COMMUNICATION

Students must ensure that there are both a working email address and a phone number listed on Populi through which HC can communicate to the student. Students are responsible for all communication sent through Populi and, thus, should not turn off notifications in Populi.
ATTENDANCE POLICY

CLASS ATTENDANCE POLICY

As an institution of higher learning, Highlands College places a premium on student attendance. A student's attendance is vital to ensure that the student can learn from instruction presented by the instructor, feedback and questions offered by classmates, and the opportunities presented for direct experience. Students are expected to maximize their attendance in each course and scheduled event and to honor both God and those in authority by being on time.

A summary of allowable absences for many course types appears below, but the final authority for each course's attendance policy is the syllabus of that course. The student must monitor his or her record of attendance in each class.

Classification of Absences

At Highlands College, each absence is classified as "unexcused" or "excused." Three instances of tardiness in any course equals one absence.

1. **Unexcused Absence:** An unexcused absence is one in which the student does not attend a class and has not promptly communicated to the instructor a valid reason to excuse the absence.
   a. Students earn an “F” for work missed due to an unexcused absence. Examples of unexcused absences include alarm clock failure, traffic, inoperative vehicle, forgetfulness, and oversleeping.
   b. All mission trips are unexcused absences. Students should not schedule mission trips during the academic year.
   c. Any absence, even those for a reason that would otherwise be excused, is considered unexcused if the student does not communicate with the instructor within a week of the absence.

2. **Excused Absence:** An excused absence is one in which the student is unable to attend a class due to a personal illness or injury or family emergency and notifies the instructor as soon as possible the reason for the absence.
   a. Students with excused absences are usually permitted to submit work missed because of the absence.
   b. Students need to document planned absences on a completed and signed Absence and Leave Request Form, available on Populi in the Shared Files section.
c. Students who see a medical practitioner should obtain a “return to work/school” form from the practitioner.

Number of Absences Allowed

1. **Academic Courses and Practicum Instruction:** Students may accrue up to three absences, whether excused or unexcused and remain enrolled in the course.

2. **Ministry Leadership Courses:** Students may accrue up to two absences in any ministry leadership course, whether excused or unexcused and remain enrolled in the course.

3. **Practicum Lab:** Students may accrue up to five absences in any practicum course, whether excused or unexcused and remain enrolled in the course.

4. **Student Life Courses:** Students may accrue up to the number of absences which equals 25% of any Student Life course, whether excused or unexcused and remain enrolled in the course.

Students who exceed the maximum number of absences allowed for a class earn a grade of “FN.” Details of the attendance policy for each course is in the course syllabus. **All** absences, including excused absences, count as absences. Each student is responsible for monitoring his/her own attendance and compliance with the required attendance for each course.

**Students must monitor attendance because a grade of “FN” does not appear when the student violates the required minimum attendance for the course. Populi shows the student’s earned numeric course average until the end of the term/semester. If the student exceeds the number of allowable absences, Populi changes the course grade to “FN” only at the END of the semester.**
ACADEMIC INTEGRITY

Academic integrity is essential to the vision and mission of Highlands College to develop world-class leaders who possess intellect and virtue and who love the truth according to a biblical worldview. In cases of alleged academic dishonesty, appropriate designated authorities within the College will inquire into, and if necessary, review such cases according to the principles, policies, and procedures outlined in the Student Handbook and Catalog.

ACADEMIC DISHONESTY

Academic dishonesty occurs when a student or students engage in any of the following behaviors.

1. **Plagiarism**: Any attempt to represent the words or ideas of another whether published or unpublished as one’s own.
2. **Cheating**: Using or attempting to use unauthorized materials or study aids for personal assistance in academic work or examinations. Cheating includes, but is not limited to, the following actions:
   a. Looking at an examination paper or answer sheet of another student
      i. Obtaining, before the administration of a test, unauthorized information regarding the test
   b. Possessing or distributing a test before its administration
   c. Using any unauthorized materials or equipment during an examination
   d. Cooperating or aiding in any of the above
3. **Fabrication**: Altering, contriving or inventing information that would be deceptive in any academic exercise, written or otherwise.
4. **Misrepresentation of Academic Records**: Altering of any portion of Student Records.
5. **Facilitating Academic Dishonesty**: Aiding another violates the Academic Integrity Policy of this Institution.
6. **Unfair Advantage**: Attempting to gain a more favorable advantage on an academic assignment or exercise.
7. **Multiple submissions**: Using the same work to fulfill requirements for more than one course without prior approval from all instructors involved.
8. **Sabotage**: Deliberately acting to obstruct, destroy, damage, or inhibit the use of materials or equipment.
9. **Substitution**: Using a proxy or acting as a proxy in an academic assignment or exercise.

10. **Tolerating Academic Dishonesty**: Failing to address, promptly, academic dishonesty with the other student and mentor.

**PROCEDURES FOR VIOLATIONS OF ACADEMIC INTEGRITY**

If an instructor or staff member believes that a student has breached academic integrity, the staff member or instructor should follow this procedure.

1. Prepare a letter of documentation describing reasons for suspicion of an infraction.
2. Meet with the student(s) and discuss the suspicion and determine whether a violation has occurred. The staff member or instructor and student may choose to have a witness present during the discussion, and before the meeting, both parties should know of the presence of a witness. The staff member or instructor should thoroughly discuss the evidence of the offense and report findings to the Executive Vice President of Academic and Student Affairs.
3. If the suspicion is unwarranted, include the information within the student’s file and a note describing the resolution or conclusion of the issue.
4. If the staff member or instructor verifies the suspicion, the Executive Vice President of Academic and Student Affairs, in consultation with the instructor, determines an appropriate penalty.
5. The student has the right to appeal the penalty.
6. The staff member or instructor and, if necessary, the Executive Vice President of Academic and Student Affairs, will meet with the student to discuss the penalty and any appeal. The student has the right to invite a student colleague, an advisor or faculty member, or a staff member to the meeting.
7. The Executive Vice President of Academic and Student Affairs will place all letters, emails, and reports generated by the various meetings in the student's file.
8. The Dean of the College may impose one or more of the following penalties for a confirmed instance of academic integrity, or dishonesty, including previous infractions.
   a. A failing grade on the examination, paper, or project
   b. A failing grade in the course
   c. Suspension from the College for a determined period
   d. Dismissal from the College

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RIGHT TO APPEAL

The student has the right to appeal the Academic Integrity penalty. The appeal must come within two weeks of the receipt of the decision. To appeal the penalty, the student should follow this procedure.

1. The student submits a letter with supporting documentation to the Dean of the College and the Executive Vice President of Academic and Student Affairs.
2. The Dean of the College and the Executive Vice President of Academic and Student Affairs convene a committee consisting of two faculty members appointed by the Dean of the College and the Executive Vice President of Academic and Student Affairs from among the faculty not currently teaching the student. The committee shall also include two representatives of the student’s choice.
3. The Committee may:  
   a. Reverse the finding and dismiss the penalty or  
   b. Confirm the finding and impose the penalty.
STUDENT LIFE

The Highlands College community recognizes the need for behavior that aligns with Scripture and is committed to maintaining a culture that honors Christ. Highlands College places a great deal of significance on the actions and relationships of its students and identifies specific expectations for the voluntary members of this community to uphold. It is the desire of this College that students develop a lifestyle that is marked by excellence in character, leadership, and faith, and extends beyond their College career into the rest of their life.

ATTENDANCE AND GRADE POLICY

Students must be in good standing each semester in each of the following Student Life Courses: Athletics, HC Groups, and Chapels. To be in good standing in a Student Life course, the student must have attended at least 75% of each course and have earned a course grade of 60% or above.

If a student does not earn a course grade of 60% in any one of the three Student Life courses, Chapel, HC Groups, and Athletics, the student must retake all three of the Student Life courses the following semester.

CHAPEL

As a Christ-centered College, our most distinctive characteristic is the integration of faith and higher learning. Therefore, all students are encouraged and expected to include an active devotional life, regular church attendance, and chapel services as part of their collegiate career at Highlands College. We value the chapel experience as an essential part of a student’s College life. Services are the spiritual center of the Highlands College community and serve as a time of corporate worship. As a staff and faculty, we are committed to creating healthy environments that promote spiritual growth in the areas of worship, prayer and the Word of God. The Chapel service serves the following purposes.

Purposes of Chapel

1. **Spiritual Growth** - Creating spaces for our students to be challenged to practice spiritual disciplines in their personal lives and as a community of believers who are continually becoming like Jesus.
2. **Community** - Coming together building a common unity through the chapel and small groups.
3. **Outreach** - Showing the love of Christ through serving the city of Birmingham and serving faculty, staff, and students on our campus.

4. **Information** - Keeping students informed on campus life, opportunities and events.

5. **Celebration** - Taking moments and opportunities to celebrate our God-given talents, accomplishments, and abilities as we use them to advance the Gospel in our Highlands campus, community, and throughout the globe.

**Time and Location**

The Chapel service is held each Tuesday and Thursday in the Main Auditorium at the Greystone Campus from 10:30 – 11:45 a.m.

**Etiquette**

All Highlands students are required to maintain a healthy balance of spiritual conduct while participating in Chapel. Students are asked to refrain from any disruptive behavior that would deflect the attention away from Jesus Christ. Please respect others around you as you abstain from the following: use of a laptop, leaving early, sleeping, lying on the floor, and doing homework. Students are encouraged to be attentive and respectful participants during the chapel experience.

**Speakers**

It is the policy of the College to schedule qualified students and staff members to speak at the chapel, to contribute positively to the spiritual growth of the students at Highlands College. Our team strategically plans and prepares each Chapel service in a manner of excellence and creates opportunities for students to hear the Word of God preached throughout the week. If there is a question about the appropriateness of a speaker or a Chapel service, the staff has final responsibility in this matter.

**Excusable Absences**

Excusable absences for severe conditions or situations, which temporarily affect chapel attendance are possible. Examples of such absences include hospitalization, family funeral, extended illness, or mandatory court appearances. Excusal for other circumstances of a similar nature is at the discretion of the Student Life Office.
Class trips or faculty-sponsored activities are excusable absences with prior approval. Highlands College students are required to fill out and submit an Absence/Leave Request Form to the Registrar after the instructor signs off on the document. It is the student’s responsibility to follow-up with staff/faculty regarding the status of the petition. Valid reasons for petitioning for an absence from chapel are as follows.

1. **Ministry Practicum**: situations that require students to participate in ministry opportunities directly connected with Highlands College degree requirements. No petition is automatically approved.

2. **Emergency absences**: In extreme cases (i.e., hospitalization), petitions offered within a reasonable time frame from the emergency are accepted; however, the petition is not automatically approved.

**HC GROUPS**

HC believes that life change happens in the context of relationships. To further these relationships, HC students participate in or lead, a small group each semester of their HC journey. Students come together, build lifelong relationships, experience freedom, and learn how to build and strengthen godly character.

**ATHLETICS**

We believe it is important for students to not only grow spiritually while attending Highlands College but also to develop physically as well. The Bible says in Luke 2:52 “And Jesus grew in wisdom and stature, and in favor with God and man.” Therefore, each student will be challenged and pushed beyond what they thought was possible to become the best that they can be. Each student will participate in weekly intramural sports and workout electives, as well as several special events throughout the year.

**Intramurals**

Highlands requires all Traditional students to participate in intramural sports. At the beginning of each eight-week term, each student will have the opportunity to sign up to participate on a team in the sport of their choice. There is also an opportunity for the student to distinguish himself/herself as the captain of a team. These teams will compete against each other in various sports tournaments throughout each eight-week term. Intramural sports include but are not limited to Flag Football, Soccer, Ultimate Frisbee, Beach Volleyball, and Kickball. If a student has physical limitations, they must contact the Ministry Life Office to document their condition.
Workout Electives

Highlands College requires all Traditional students to participate in workout electives. These are workouts that are led by various staff members, students, and adult leaders once a week. Each student will sign up for an elective workout class at the beginning of each eight-week term. If a student has physical limitations, he or she must contact the Ministry Life Office to document their condition.

Half Marathon/10K

The Half-Marathon is a requirement for every Traditional student, and the 10K is a requirement for every Core Plus student. If they are physically unable to run a student must have a doctor’s excuse turned into the Student Life Office before the run.

Expedition

The Expedition event is an exciting adventure race in which each Traditional student will participate. Every student is required to take part in this challenging race unless a doctor has provided an excuse for the student to give to the Student Life before the race. This race will require mental, spiritual and physical strength and camaraderie as a team.

EVENTS

The events that Highlands College full-time students will experience will challenge them spiritually, physically, and emotionally, to make them the best that they can be.

Conferences

- **ARC** - ARC stands for Association of Related Churches. Their conference is held once a year to gather all church planters together for training and help to grow their churches. If a student has the opportunity to attend the conference, each student should go with an open heart preparing to learn from each session. If students serve, they should serve with an open heart.
- **ReCreate** - ReCreate is the annual women’s conference of Church of the Highlands. All Highlands College women will attend this conference while the men serve at the conference.
- **21 Days of Prayer and Fasting** - Every January, Highlands College participates with Church of the Highlands 21 days of prayer and fasting
to take the focus off the things of the world and increase their focus on Jesus, investing in their relationship with Him. Each Traditional student is expected to attend all 6:00 am prayer meetings and participate in the church-wide fast as he or she is able.

STUDENT OPPORTUNITIES

Every student can further their experience by making themselves available for opportunities according to their desire. There are many outreaches within the Birmingham Dream Center located in the downtown Woodlawn area. Students can build relationships with children and mentor them as they continue to go. Students may attend prayer walks and serve the community with other students and leaders. There are many opportunities to help single mothers who have children or other families who need help at the time.

MISSIONS

Mission trips help students to gain a new perspective on life and grow spiritually as they encounter different cultures and see how God is changing lives all over the world.

Traditional and Core-Plus students must attend one self-funded trip within two years to graduate. A student is responsible for submitting the proper form to the Registrar to receive credit for trip participation. This form is in the Shared Files section of Populi. Students are not allowed to take part in a trip while class is in session. A trip outside of Church of the Highlands or Highlands College will not count toward a student’s requirement without prior approval from the Vice President of Student Development.
ADVISING SERVICES

ACADEMIC ADVISING

The Student tab in Populi lists the assigned advisor for each student. Academic advisors serve to provide advice and assist students in monitoring their progress in achieving their overall educational objective. Advisors are available to meet with students by appointment.

Students should meet with their academic advisor on a regular basis to ensure the program pursued is a good fit based on the student’s interests, skills, and educational goals and that they can complete their program of enrollment in the desired time frame. Students bear ultimate responsibility for their educational pursuits and for ensuring they meet graduation requirements.

PERSONAL COACHING

Personal coaching is available to students with spiritual, emotional, and physical needs. HC does not provide counseling services and will direct students in need of counseling to a licensed counselor.
DEPARTMENT OF CAREER SERVICES

VISION

The Career Services Department prepares students and alumni for placement in vocational ministry by providing resources and opportunities for training, on the job experience, networking, and employment.

INTERNSHIP PROGRAM

Mission

Internships provide graduates with applied ministry opportunities to enhance their future in vocational ministry.

All prospective graduates of the HC Traditional and Core-Plus Programs may apply to the Internship Program.

There are a limited number of available internships, so the application process is competitive. A student’s (CGPA) carries significant weight with the selection committee, so the committee strongly encourages students to maintain a minimum CGPA of 3.0. Students with a CGPA below 3.0 may still apply.

To be considered for an internship, a student must be willing to be placed outside of Church of the Highlands. Students can apply for the Internship Program for the semester of anticipated graduation, or the semester after graduation.

Students not selected for the Internship Program may reapply the semester immediately after their initial application. Students may only reapply once.

Intern Responsibilities

1. Intern at an approved church under an approved church staff member for a minimum of 20 hours a week
2. Work a job outside of the internship for a minimum of 20 hours a week or be enrolled in school full time
3. Complete evaluation forms from HC throughout the internship experience
PLACEMENT PROGRAM

Mission

Placement provides ministry opportunities for alumni through our strategic partnerships with hiring organizations, utilizing our networking service, myIMPACT.

HC offers Placement Services to qualifying graduates. The College’s Placement Office works closely with thousands of churches through multiple networks, including the ARC network and the Grow network.
FINANCIAL INFORMATION

FEES

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$50</td>
<td>Non-refundable fee - paid with the application</td>
</tr>
<tr>
<td>Enrollment Deposit</td>
<td>$250</td>
<td>Paid 30 days before the semester begins. A non-degree seeking student’s deposit is applied toward tuition.</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$25</td>
<td>Nonrefundable</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$35</td>
<td></td>
</tr>
<tr>
<td>Replacement ID Card</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>Replacement Diploma</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Replacement Diploma Cover</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Mission Trip</td>
<td>Varies</td>
<td>Self-funded</td>
</tr>
<tr>
<td>Traditional Students only: HC Fit</td>
<td>$900</td>
<td>The first day of class</td>
</tr>
</tbody>
</table>

HC FIT

Highlands College is committed to the holistic development of our students. To support the institutional goal of HC students leading a healthy, active lifestyle, all Traditional students will participate in HC Fit. HC Fit includes a meal plan of healthy, high-quality food and access to premier fitness facilities.

The fee for HC Fit includes the following benefits.

- Access to the Life Time Fitness facility which includes a private session with a personal trainer, metabolic testing, and a resort-style pool, spa, and sauna
• Uniforms for intramural sports
• Participation in all fitness programs such as the HC Half-Marathon and Expedition
• A healthy, nutritious meal plan of a total of 64 Healthy, balanced, nutritious lunches provided by Mealfit (Monday–Thursday) and served on-campus. Mealfit can accommodate any dietary restrictions.

All Traditional Program students participate in the HC Fit program.

CERTIFICATE PROGRAM TUITION

<table>
<thead>
<tr>
<th>Program</th>
<th>Semester</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional</td>
<td>$3,300</td>
<td>The first day of class</td>
</tr>
<tr>
<td>Core-Plus</td>
<td>$1,500</td>
<td>The first day of class</td>
</tr>
<tr>
<td>Core</td>
<td>$750</td>
<td>The first day of class</td>
</tr>
</tbody>
</table>

Tuition covers the following for each program.

1. TRADITIONAL - A full-time course load of 12 credit hours per semester for a total of 24 credit hours each academic year which includes Academic courses, Ministry Training courses, and Student Life.
2. CORE-PLUS – Ministry Leadership courses, Ministry Training Labs, and Directed Studies.
3. CORE – Ministry Leadership courses

HC may grant a student permission to take a different class load than is prescribed above. In these instances, HC will inform the student of the costs associated with such an arrangement.

If a Traditional student fails a Ministry Leadership course, the student may retake the class with the Traditional Program or request permission from the Executive Vice President of Academic and Student Affairs to retake the class with the Evening program. The student will pay any additional tuition costs associated with retaking the course.

If an Evening student fails a Ministry Leadership course, the Evening student may retake the course in a subsequent term and pay the tuition for that class.
TUITION REFUNDS

The Academic Calendar lists a Drop/Add date for each term. A student may be eligible for a refund only if the student formally withdraws on or before the listed Drop/Add date. A student is formally withdrawn only after submitting a completed withdrawal form to the Registrar.

DEGREE TUITION

Most students who are simultaneously pursuing an academic degree through Parallel Enrollment with SEU do not pay a separate tuition charge for HC.

Parallel enrolled students may be subject to a separate tuition charge for HC in any one of the following cases.

- Not enrolled in a corresponding Ministry Practicum course with SEU (PMIN 2302 - Student Ministry Practicum)
- Taking less than a 6-credit hour course load with SEU
- Enrolled in Southeastern University's online degree program exclusively

BILLING AND PAYMENT

New students will be invoiced tuition for the upcoming semester following confirmation of their enrollment in the College. Continuing students will be invoiced tuition for the upcoming semester approximately 45-90 days before the start of the semester.

All invoices are due in full on the first day of class.

STUDENT HOUSING FEES

<table>
<thead>
<tr>
<th>Type</th>
<th>Cost</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Administrative Fee</td>
<td>$100</td>
<td>1st semester</td>
</tr>
<tr>
<td>Student Apartment Rental</td>
<td>$395</td>
<td>Monthly: 3 Bedroom</td>
</tr>
<tr>
<td>Student Apartment Rental</td>
<td>$455</td>
<td>Monthly: 2 Bedroom</td>
</tr>
<tr>
<td>Housing Late Payment Fee</td>
<td>$100</td>
<td>Balance unpaid after the 5th month</td>
</tr>
<tr>
<td>Housing Key Replacement</td>
<td>$110</td>
<td></td>
</tr>
</tbody>
</table>
FINANCIAL AID

HC is not accredited. Therefore, HC and its students are not eligible to participate in any Federal Title IV, Veterans Administration, or individual state-recognized tuition benefit or reimbursement program including but not limited to all plans under Section 529 of the Internal Revenue Code.

SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE

Highlands College offers four competitive scholarships each academic year. Complete information on each of the following scholarships is on the school’s website.

- The Robert D. Hodges Memorial Scholarship
- The William S. Hornsby Memorial Scholarship
- The Emmanuel, God with Us, Scholarship
- The HC Presidential Scholarship.

Students may be eligible for private, independent grants and scholarships from corporations, churches, etc. Students applying for or who have received any such awards are strongly encouraged to ensure that the awarding authority does not require accreditation as a condition of such award.
REGISTRAR

The Office of the Registrar serves students with orientation assistance, transfer credit evaluation and acceptance, transcript requests, verification of enrollment, graduation application and commencement, official academic records, and student schedule. Contact the Registrar at registrar@highlandscollege.com or (205) 731-3797.

PRIOR COURSEWORK AT HIGHLANDS COLLEGE

Students may seek to return to HC after a break in enrollment and readmitted; however, HC will review the student’s prior coursework at HC to determine if the coursework is acceptable for program completion.

HC will review the student’s prior coursework according to the following guidelines.

1. HC courses, not accepted for program completion, are those taken before Fall of 2016.
2. HC courses taken during or after Fall of 2016 will be recognized for program completion if they meet both of the following criteria:
   a. The syllabi for each course are identical and
   b. The student earned a grade of C or better in the course.

TRANSFER OF CREDITS

Applicants

Applicants who have previously attended college should request their prior college send official transcripts to the Registrar, at registrar@highlandscollege.com, or mailed to:

Registrar, Highlands College
1701 Lee Branch Lane
Birmingham, AL 35242

Highlands College will evaluate transcripts for possible transferable credit. For results of the evaluation, contact the Registrar or review the Transfer Credits section of the Admissions tab in the student’s Populi account.
CREDIT TRANSFER IN FROM SOUTHEASTERN UNIVERSITY

Highlands College will transfer credit into the student’s curriculum if an academic review indicates a reasonable parallel in scope and content between the course taken at the original institution and the course currently offered at HC.

Those pursuing an associate degree or bachelor’s degree at SEU will complete courses that very closely match the curriculum of the HC Certificate Program. The Transfer Credits section of the student’s Populi Student tab shows the specific courses required for transfer credit. The student’s academic advisor can address any questions regarding the required transfer courses.

Once a student attempts completion of a required transfer course the final grade awarded by SEU will appear on the student’s HC transcript. All grades, including non-passing grades, will appear in the Transfer Credit section of the student’s HC transcript, and the final grade received will correspondingly affect the student’s HC cumulative grade point average (CGPA).

CREDIT TRANSFER IN FROM OTHER INSTITUTIONS

Highlands College will transfer credit into the student’s curriculum if an academic review indicates a reasonable parallel in scope and content between the course taken at the original institution and the course currently offered at HC.

After a thorough review, HC may accept as transfer credit a course or courses from other institutions. Courses deemed eligible for transfer from institutions other than SEU must very closely match the curriculum of the HC Certificate Program and must have a grade of “C” or higher. These transfer credits will not factor into the student’s grade point average.

CREDIT TRANSFER OUT

HC will provide official transcripts at the student’s written request to any institution of higher learning (see Transcript Requests). Students should be aware, as a general rule, courses completed at HC are not eligible for credit transfer to any other educational institution because HC is currently not accredited by an agency recognized by the U.S. Department of Education.
COURSE REGISTRATION

Students register for classes before the start of each semester, through Populi, the student database. Registration opens in July for fall semester classes, and late October/early November for spring semester classes. The registrar’s office provides instructions detailing the registration process as well as the timeframe allotted both new and returning students. Students should notify the registrar’s office or their academic advisor with any questions or concerns regarding the registration process and schedule of classes.

It is the student’s responsibility to verify the accuracy of their schedule before the start of each term. If a schedule change is necessary after the start of the term, any absences occurring before the change will count as absences in that class. Refer to the sections “Attendance Policy” and “Drop/Add Policy” for additional information.

DROPPING OR ADDING COURSES

Students have the option to make schedule changes before the Drop/Add deadline for each term/semester while the Populi registration portal is open. To make schedule changes after the registration portal has closed, students must complete a Course Drop/Add form and submit it to the Registrar for processing.

The Academic Calendar (Appendix 1) lists drop/add dates for each semester. A student may not add courses after the drop/add date. Refer to the Withdrawal section for information on dropping a course after the drop/add date.

Students who wish to alter their schedule by adding additional classes, dropping scheduled classes, or swapping classes are encouraged to do so under the guidance of their academic advisor or the Registrar. Adding additional classes may increase the student’s tuition cost for the term. Dropping scheduled classes may prolong the student’s anticipated date of graduation. Students who elect to deviate from the recommended course sequence should be mindful that the future scheduling of courses may not align with their independent sequence. The Registrar can provide students with future schedule forecasts to help ensure timely program completion.
WITHDRAWAL FROM A COURSE

Withdrawal Before Drop/Add Deadline

Students may withdraw from any course before the drop/add deadline without academic or financial penalty. If attendance has been recorded in the course the student's transcript will reflect a grade of “W.” If the student has not attended the class, the student is removed from the class roster and earns no grade.

Withdrawal After the Drop/Add Deadline

If a student drops a course after the drop/add date, the student is ineligible for a refund of tuition. If a student withdraws from a course after the drop/add deadline, the student will earn a grade of “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) based upon the student’s average in the course at the time of withdrawal. A “WP” grade does not affect the student’s grade point average (GPA), but a grade of “WF” carries the same weight as an “F” and adversely affects the student’s GPA. Students may only initiate course withdrawals until the published “Last Day to Withdraw with WP/WF” date.

Withdrawal for Excessive Absences.

Students in violation of the minimum attendance policy will automatically receive a grade of “FN” (failure for excessive absences). A grade of “FN” carries the same weight as an “F” and adversely affects the student’s GPA. The grade “FN” is recorded regardless of the student’s average grade in the course at the time the student violates the relevant minimum absence standard. The grade appears in the student’s record at the conclusion of the term/semester. Refer to the section “Grades, Grade Scale, and Grade Point Average (GPA)” for additional information regarding this grade.

WITHDRAWING FROM HIGHLANDS COLLEGE

Student enrollment automatically renews each semester until the student does one of the following:

1. Graduates,
2. Withdraws,
3. Receives academic or disciplinary dismissal, or
4. Fails to pay tuition
A student who decides to withdraw must complete a withdrawal form. Withdrawal forms are available in the Shared Files section in Populi, from the Registrar's office or by email request sent to registrar@highlandscollege.com.

CHANGE OF PROGRAM

A change of Program occurs when a student desires to do ANY of the following.

1. Change enrollment from current program to any other program, i.e., Traditional Program to Core Program, Core-Plus Program to Core Program, etc.
2. Changes their present enrollment relationship with Southeastern University, i.e., withdraw from SEU or become newly-enrolled at Southeastern University.

Students desiring to initiate a Change of Program should complete the Change of Program form available on Populi in the Shared Files section and process it with the Registrar. Due to the differences in program requirements, the student should process the requested change in a meeting with the Registrar so that the Registrar can advise the student on the requirements for program completion and the implications for tuition.

CONTINUED ENROLLMENT

Good Academic Standing

Students must maintain a cumulative grade point average (CGPA) of at least 2.0 to remain in good academic standing.

Academic Probation

If a student's cumulative grade point average (CGPA) is below 2.0 after any semester, the Dean of the College will place the student on Academic Probation. Academic Probation status automatically disqualifies the student from graduation until the student returns to good academic standing, Academic Probation status may additionally disqualify the student from participating in certain College activities. Activity organizers will specify if an event requires the student to be in good standing status for participation.

Students on Academic Probation have one semester in which to raise their CGPA to the minimum of 2.0. Students may attempt to improve their CGPA by retaking any course awarded a grade of "F" or "WF," by completing new coursework, or a combination of the two. Such students should seek the
counsel of the Registrar or their academic advisor to plan their schedule to maximize the opportunity to return to good standing status.

Academic Dismissal

Students on Academic Probation have one semester in which to bring their cumulative grade point average (CGPA) to a minimum of 2.0. Students who are unsuccessful in earning a minimum CGPA of 2.0 at the conclusion of their probationary semester are subject to Academic Dismissal.

The Registrar will notify students subject to academic dismissal and will convene an Academic Review Committee to determine the student’s status. Students are strongly encouraged to appear before the Academic Review Committee to present their case personally, but they are not required to do so. The Academic Review Committee will convene and make a determination even if the student voluntarily withdraws from the College. The decision of the Committee is final and is not subject to appeal. The Committee will decide one of two possible outcomes.

1. Continuation of Academic Probation -
   a. The Committee may give a student the opportunity to continue on academic probation. These students have a second semester to earn a CGPA of at least 2.0. If a student does not earn a CGPA of at least 2.0 by the end of the second semester of academic probation, the Dean of the College will automatically dismiss the student from the College without further review.
   b. Students who voluntarily withdraw from the College before being permitted to continue on academic probation will be shown in “withdrawn” status and are eligible to apply for readmission to the College at any time.

2. Academic Dismissal
   a. The Committee may dismiss a student. Dismissed students may apply for readmission to the College after a minimum of one year from the date of dismissal.
   b. Students who voluntarily withdraw before being dismissed will be shown in "dismissed” status and are not eligible to apply for readmission until one year after the dismissal. If a student earns re-admittance to the College, the Registrar will remove the status of "dismissed."
LEAVE OF ABSENCE

Students who need to interrupt their studies temporarily for medical, personal, or employment reasons may apply for a Leave of Absence. A Leave of Absence permits the student to cease attendance for a specified time and not to have to apply for readmission. However, when the Leave of Absence ends and the student resumes classes, the student must still meet all admission requirements.

Leave of Absences may be granted for one to two semesters. The semesters do not need to be concurrent. A student who requires an absence of more than two semesters or does not receive approval for a Leave of Absence request must withdraw from the College and apply for readmission when the student seeks to resume their studies.

Students may apply for a Leave of Absence at any time. If a student receives a Leave of Absence mid-semester, it is considered a Leave of Absence for an entire semester. Students approved for a Leave of Absence after the start of a semester will receive a grade of “W” (Withdrawn) or “WP” (Withdrawn, passing) for any course(s) not completed as of the date of application. The published tuition refund policy will determine eligibility for tuition refunds if a leave of absence is approved.

The Executive Vice President of Academics has the authority to grant or deny a Leave of Absence request. Decisions are final and are not subject to appeal. Leave of Absence Request forms are available in Shared Files section in Populi, from the registrar’s office, or by email request sent to registrar@highlandscollege.com.

TRANSCRIPT REQUESTS

Students may request a transcript of their HC academic record from the Registrar at any time. Transcript requests are processed electronically from the Student tab on Populi. Both official and unofficial transcript requests are on Populi. A “how to” guide is available in the Shared Files folder on Populi.
LEARNING RESOURCES

HIGHLANDS COLLEGE LIBRARY

The HC Library is open Monday through Thursday from 9:00 am - 4:00 pm. There are three main areas in the collection: General, Reference, and Commentaries. Our resources are in the subject areas of, but not limited to, Biblical Study, Theology, Ministry, Missions, Evangelism and Discipleship, Pastoral Care, Preaching, English Language, U.S. History, and Humanities. We invite students, faculty, and staff to use the library. Refer to Library Link on Populi for further information.

The HC Library is a member of The American Theological Library Association (ATLA). ATLA is a professional association providing support for theological and religious studies for libraries. ATLA provides a line of electronic resources to support the scholarly study of religion and theology. This database combines the premier indexing with an online full-text collection of major religion and theology journals.

VISION

While Highlands College currently has a significant collection of valuable resources, the vision is to substantially increase the collection to become an exceptional resource center to support the expansion of Highlands College.

The HC Library will be an excellent and well-balanced library grown through planned acquisition at an affordable pace rather than accidental accumulation and will include books, periodicals, media, and software.

MISSION

The Library will be a partner with the faculty, staff, and students in their educational endeavor to provide a core collection of scholarly resource materials to undergird the Vision, Mission, and Student Learning Objectives of Highlands College.

GOALS

The goals of the HC library are to enable students and faculty to achieve a higher level of learning and study and to expose them to valuable information;
to facilitate student competency, critical thinking, and life-long learning skills; and to aid users in locating, evaluating, and effectively using library resources.

CIRCULATION POLICY

Students may check out all non-reference books and must return library materials on time and in good condition; however, if a source is damaged while in a student’s possession the student must pay the cost of the replacement.

Check-Out

• Library hours: 9:00 am - 4:00 pm Monday - Thursday
• Borrowing limit: Three resources
• Loan Period: One week
• Renewals: All materials checked out may be renewed up to one week longer.
• Assistance is required to check out a book.
• Resources are not available to a student who has overdue items.

Check-In

• Library resources are to be returned Monday-Thursday during regular hours.
• The student should not re-shelve library books but should place returned books on the Book Truck located next to the shelving.

References

• Students may not check out reference material. Students can sign them out for use in the HC offices but must return them by 4:00 p.m.
• Faculty may check out a limited number of reference material for a three-day period.

Bibliographies

• Every course instructor has provided the library with a bibliography of supporting resources. These resources are available in the library.

Holding Materials

An instructor or student may place a “hold” on a resource that is checked out. Library staff will notify the instructor or student when the resource becomes available.
Fees

- Late fees: $.20 per day for overdue resources.
- For outstanding charges of $10.00 or more, students will lose their borrowing privileges.

Overdue Notices

- Populi generates overdue notices to students two days before the due date, the day of, and the next three days after the due date; one (1) week and two (2) weeks after the due date.
- A student’s academic record is placed on hold if the student does not return material before four (4) overdue notices.

Lost or Damaged Materials

- Students who lose or destroy library property must pay the replacement price of the item with a minimum $10.00 charge.

Donation Policy

- Highlands College welcomes donations for the library collection that meet the standard for academic research such as condition, quality, and relevance to the curriculum. Resources with markings or highlighting are not accepted.
- Please email requests to sherrill@highlandscollege.com to donate items to the library.

COMMUNITY RESOURCES

Samford University Library

The Samford University Library, located at 800 Lakeshore Drive, Birmingham, AL 35229, Bldg. #49, is available to Highlands College students and has a vast collection of resources. Highlands College students may access the print collection including the reference section but may not check out resources. Library hours change throughout the year.

The first floor is designated for group study, while the second and third floors are for quiet individual study. Highlands College students cannot reserve study rooms. There is ample room on the first level to accommodate the needs for students to gather for group study.
ONLINE RESOURCES

Alabama Virtual Library (AVL) – Free Online Library

The Alabama Virtual Library provides all students and teachers in Alabama with online access to library and information resources. It consists of a group of online databases that have the magazine, journal, and newspaper articles for research. A core group of resources is available to students in Alabama.

To use AVL, go to http://www.avl.lib.al.us/about/index.php

1. Select Student Resources; College & University; Academic Search Premier; Search Options: narrow search to a specific Doctrine.
2. Students can copy and paste information from the source.
3. There are approximately sixty databases in which to search. This list is a selection of available databases.
   a. Academic Search Premier (EBSCO) - Full text and images from over 4,600 journals (more than 3,900 peer-reviewed titles) covering biology, chemistry, engineering, physics, psychology, and religion & theology. Audience: college, public
   b. Alabama Libraries
   c. Alt Health Watch (EBSCO)
   d. Artemis Literary Sources (Gale)
   e. Book Collection: Nonfiction (EBSCO)
   f. Britannica Learning Zone (Britannica)
   g. Britannica Academic (Britannica)
   h. Britannica Library (Britannica)
   i. Current Events (SIRS Discoverer)

American Theological Library Association

The HC Library is a member of The American Theological Library Association (ATLA). ATLA is a professional association providing support for theological and religious studies for libraries. ATLA provides a line of electronic resources to support the scholarly study of religion and theology. This database combines the premier indexing with an online full-text collection of major religion and theology journals. All students can access ATLA databases through Populi/Library/Links.
FACILITIES

The offices of Highlands College are at the Greystone campus of Church of the Highlands.

TRADITIONAL LOCATIONS

Greystone Campus
1701 Lee Branch Lane
Birmingham, AL 35242

Grandview Campus
3660 Grandview Parkway
Birmingham, Alabama 35243

EVENING LOCATIONS

Auburn Campus
2001 East Samford Avenue
Auburn, AL 36830

Gadsden Office Complex
948 Gilbert Ferry Road
Gadsden, AL 35954

Grandview Campus
3660 Grandview Pkwy
Birmingham, AL 35243

Huntsville Office Complex
7262 Governors West NW, Suite 104
Huntsville, AL 35806

Montgomery Campus
4255 Taylor Road
Montgomery, AL 36116

Tuscaloosa Campus
721 Rice Mine Rd., NE
Tuscaloosa, AL 35406
COLLEGE GOVERNANCE

BOARD OF DIRECTORS

The Board of Directors governs and sets policy to support the vision and mission of HC and provide a critical link to the wider community.

MINISTRY ADVISORY BOARD

The Ministry Advisory Board supports, endorses, and represents the vision and mission of HC to the Church and ministry community.

PRESIDENT

The President is the Chief Executive Officer of the College and is directly responsible to the Board of Directors. The President represents and provides leadership for the College.

ACADEMIC GOVERNANCE

The Board of Directors has the responsibility and ultimate authority in all matters. The Executive Vice President of Academic and Student Affairs is responsible for the academic governance of HC and for leading the Faculty.

CORE FACULTY COMMITTEE

The Core Faculty Committee gives input to the Executive Vice President of Academic and Student Affairs about developing courses, course content, and academic policy. The Core Faculty meets monthly. The Core Faculty Committee reviews applicants for graduation and provides a list of qualified applicants to the Dean of the College for presentation to the Board of Directors.
THE HIGHLANDS COLLEGE TEAM

BOARD OF DIRECTORS

Ken Polk – Chairman
Mark Pettus – Highlands College President
Ronnie Bennett
Darryl Rosser
Glenn Siddle

EXECUTIVE TEAM

Chris Hodges
Chancellor
M.Min. Southwestern Christian University

Mark Pettus
President
B.S. University of Alabama, Birmingham

Gina Cox
Executive Vice-President of Academic and Student Affairs
B.S. University of Maryland
J.D. University of Virginia
M.Div. Southeastern University

Kay Hargrave
Executive Vice-President of External Relations
B.A. Auburn University
M. Ed. Auburn University

Hayes Kearbey
Pastor of Highlands College

Tim Spurlock
Dean of the College
B.S. Math Ed.
M.Ed. Lamar University

Jordan Williamson
Executive Vice President Enrollment and Career Services
FACULTY AND DIRECTORS

John Ball
B.B.A. Belmont University
M.A.T.S. Liberty University Theological Seminary

Matthew Benson
B.A. Religion, Samford University
M.Div., Beeson Divinity School
M.B.A., Samford University
D.Min., Southeastern Baptist Theological Seminary

Matthew Brumfield
B.S. University of Alabama

Perry Cash
M.S.B.A. Boston University

J. Lee Ellison
B.S. Oral Roberts University

Toni Ford
B.S. Education University of Alabama
M.A. Health Physical Education University of Alabama
M.E. University of Montevallo

Keith Hamrick
B.S. California Coast University
CML Highlands College

Courtney Hancock
B.A. Samford University

Chris Hanna
B.A. University of Alabama
M.Div. Samford University

Scott Johnson
MATS Liberty University

Donna Knottek
BSIE Texas Tech University
Sherrill Larson
M.Div. The King's University

Michael Mardis
M.B.A. Auburn University
B.S. Auburn University

Aron Ritchie
B.A. Auburn University
CML Highlands College

ADJUNCT PROFESSORS

Kevin Bussey
M.A. University of Alabama, Birmingham,
M.Div. Southwestern Baptist Theological Seminary

Trailon ‘Trey’ Johnson
B.A. Religion Birmingham Southern College
M.Div. Beeson Divinity School Samford University

Gabriel Hughes
B.A. Southeastern Bible College
M.Div Beeson Divinity School Samford University

Holly Cash Swafford
B.A. University of Alabama, Birmingham
M.A. Texas State University
ALL PROGRAMS: MINISTRY LEADERSHIP COURSES

MINL 120 – Ministry Purpose  1 Credit Hour
MINL 120E – Ministry Purpose  1 Credit Hour

This course examines major elements of discovering and keeping one’s ministry purpose and personal calling. Students will gain understanding to discern God’s will, discover one’s unique gifts and personality, and appreciate their role in advancing the kingdom of God.

MINL 121 – Personal Leadership  1 Credit Hour
MINL 121E – Personal Leadership  1 Credit Hour

This course examines major elements of personal or self-leadership in the pursuit of a Christ-centered life. We will place special attention on understanding God’s order and design for our personal lives. The student will explore topics in three main categories: spiritual, emotional, and physical.

MINL 220 – Professional Leadership  1 Credit Hour
MINL 220E – Professional Leadership  1 Credit Hour

This course examines the components of a biblical worldview as a necessary component of Christian professionalism. Students will also gain skills in emotional intelligence, time management, and professional communication.

MINL 221 – Team Leadership  1 Credit Hour
MINL 221E – Team Leadership  1 Credit Hour

This course examines major elements of how to lead others and teamwork. Students will gain an understanding of ministry leadership practices, developing leaders and successfully leading teams in a ministry setting.

MINL 320 – Ministry Philosophy  1 Credit Hour
MINL 320E – Ministry Philosophy  1 Credit Hour

This course examines major elements of ministry philosophy by giving special attention to understanding effective ministry principles and life-giving culture. Students will gain an understanding of the biblical foundation
of the local church and practical systems that result in a healthy ministry setting.

MINL 321 – Ministry Practices I 1 Credit Hour
MINL 321E – Ministry Practices I 1 Credit Hour

This course examines the creative process and creating ministry moments in a weekend service. Students will gain understanding and skills to create ministry moments for Sunday services and effectively engage the creative process.

MINL 420 – Ministry Practices II 1 Credit Hour
MINL 420E – Ministry Practices II 1 Credit Hour

This course examines major elements of pastoral practices in the local church. Students will gain an understanding of ministry principles concerning pastoral care for attendees and members.

MINL 421 – Leadership Comprehensive 1 Credit Hour
MINL 421E – Leadership Comprehensive 1 Credit Hour

This course is designed for students to demonstrate their grasp and reflect on overall program goals: the authority of Scripture, pursuit of a Christ-centered life, passion of lifelong learning, calling of ministry leadership, and advancement of the kingdom.
TRADITIONAL PROGRAM: ACADEMIC COURSES

BIBLICAL STUDIES (BIBL)

BIBL 100 – Biblical Interpretation 3 Credit Hours

The course is a skills class where the student will learn to study and apply Scripture with two tasks in mind: exegesis, what the text originally meant, and hermeneutics, hearing that same meaning in our day.

BIBL 101 - Old Testament Survey 3 Credit Hours

This course is an overview of the Pentateuch, the Historical books, Poetical books, and Major and Minor Prophets. Students will gain an understanding of the theological, literary, and historical themes of the Old Testament.

BIBL 102 - New Testament Survey 3 Credit Hours

This course is an introduction of Jesus in the Gospels, the Early Church in Acts, and an overview of the Epistles. Students will gain an understanding of the theological, literary, and historical themes of the New Testament.

ENGLISH (ENGL)

ENGL 101 – English Composition 3 Credit Hours

This course is an introduction to reading and writing with an emphasis placed on the Christian’s responsibility to use language logically, effectively, and ethically.

MINISTRY STUDIES (MINS)

MINS 203 – Introduction to Evangelism and Discipleship 3 Credit Hours

This course helps the student gain skills in sharing the gospel and nurturing new believers in the Christian faith.

THEOLOGY (THEO)

THEO 201 Survey of Christian Theology 3 Credit Hours
This course helps students gain an understanding of the following doctrines: God, Jesus, Holy Spirit, Faith, Creation, Salvation, Atonement, and Heaven. Students will learn key terms, relevant biblical passages, and contributions from Church History.

THEO 204 Theological Christian Worldview 3 Credit Hours

The Theological Christian Worldview course is designed to introduce the student to the biblical worldview and engage alternative worldviews. Students will gain the tools necessary to advance the biblical worldview in contemporary culture and societies around the world.

PREACHING (PREA)

PREA 201– Introduction to Preaching 3 Credit Hours

This course is designed to provide a basic introduction to the purpose and forms of preaching, as well as introductory tools and resources for the task of preaching. Students will gain an appreciation for preaching and receive direction and practice for building practical homiletic skills.
TRADITIONAL PROGRAM: PRACTICUM COURSES

Creative Practicum (PCRE) 1 Credit Hour

PCRE 120 – Creative Instruction
PCRE 220 – Creative Instruction
PCRE 320 – Creative Instruction
PCRE 420 – Creative Instruction

This course incorporates two elements of visual ministry: graphics which emphasizes effective and attractive promotional and informative illustrations and video which emphasizes the capture of a relatable and relevant video of how God is working in lives. In the Creative Practicum, students will receive training in the following areas.

- Concept & Design Church Series Art, Print, and Graphic Pieces
- Basics of Graphic Design
- Video Concepts and Production
- Basics of Editing
- Shooting & Editing Videos

PCRE-L – Creative Lab 1.5 Credit Hours

This course is the laboratory to accompany all PCRE courses. It is designed as an opportunity for weekly hands-on training and serving in the student’s area of ministry through Sunday Experience.

Events Practicum (PEVE) 1 Credit Hour

PEVE 120 – Events Instruction
PEVE 220 – Events Instruction
PEVE 320 – Events Instruction
PEVE 420 – Events Instruction

The Events Practicum will provide students with the opportunity to participate in the planning and hosting of national conferences, COTH conferences, and church-wide events. Students will receive training in the following areas.

- Event Planning
- Budget Planning
- Time Management
• Communication
• Leadership and Team Building

PEVE-L – Events Lab 1.5 Credit Hours

This course is the laboratory to accompany all PEVE courses. It is designed as an opportunity for weekly hands-on training and serving in the student’s area of ministry through Sunday Experience.

Kids Practicum (PKID) 1 Credit Hour

PKID 120 – Kids Instruction
PKID 220 – Kids Instruction
PKID 320 – Kids Instruction
PKID 420 – Kids Instruction

This course will teach students how to invest in the lives of children through worship, videos, skits, small groups, greeting, games and more. Students will receive training in the following areas.

• Creating Safe and Fun Environments
• Communication
• Team Leadership
• Creative Development
• Small Groups

PKID-L – Kids Lab 1.5 Credit Hours

This course is the laboratory to accompany all PKID courses. It is designed as an opportunity for weekly hands-on training and serving in the student’s area of ministry through Sunday Experience.

Outreach Practicum (POTR) 1 Credit Hour

POTR 120 – Outreach Instruction
POTR 220 – Outreach Instruction
POTR 320 – Outreach Instruction
POTR 420 – Outreach Instruction

This course gives students the opportunity to plan and lead in local outreach events, study strategy and theory of local, national and international missions, as well as be on the ground floor of meeting needs and sharing the gospel. Students will receive training in the following areas.
• Local, National, and International Missions
• Evangelism
• Events Planning
• Team Building

POTR-L – Outreach Lab 1.5 Credit Hours

This course is the laboratory to accompany all POTR courses. It is an opportunity for weekly hands-on training and serving in the student’s area of ministry through Sunday Experience.

Pastoral Leadership Practicum (PPAS) 1 Credit Hour

PPAS 120 – Pastoral Leadership Instruction
PPAS 220 – Pastoral Leadership Instruction
PPAS 320 – Pastoral Leadership Instruction
PPAS 420 – Pastoral Leadership Instruction

This course will help to develop and equip students to lead in the local church. Students will be educated holistically to successfully train, grow, support, and pastor the local church. Students will receive training in leading in an evangelistic gathering, creating environments for people to build authentic relationships to inspire life change; creating opportunities for people to discover their God-given gifts and abilities; and identifying, recruiting, and coaching people on how to use their God-given gifts.

PPAS-L – Pastoral Leadership Lab 1.5 Credit Hours

This course is the laboratory to accompany all PPAS courses. It is an opportunity for weekly hands-on training and serving in the student’s area of ministry through Sunday Experience.

Students Practicum (PSTU) 1 Credit Hour

PSTU 120 – Students Instruction
PSTU 220 – Students Instruction
PSTU 320 – Students Instruction
PSTU 420 – Students Instruction

This course trains and equips students to be successful in leading youth to grow in their relationship with Christ, become fully devoted followers of Jesus Christ and serve daily in their Godly purpose to make an eternal difference.
Students will receive training in building teams, communicating, event/conference planning, small groups, team, and organizational leadership.

**PSTU-L – Students Lab**

**Hours**

1.5 Credit

This course is the laboratory to accompany all PSTU courses. It is an opportunity for weekly hands-on training and serving in the student’s area of ministry through Sunday Experience.

**Technical Arts Practicum (PTEC)**

1 Credit Hour

**PTEC 120 – Technical Arts Instruction**

**PTEC 220 – Technical Arts Instruction**

**PTEC 320 – Technical Arts Instruction**

**PTEC 420 – Technical Arts Instruction**

The Technical Arts Practicum equips students with practical knowledge, ministry exposure, and hands-on experience in audio engineering, production, and lighting to coordinate and manage a live worship service. In the Technical Arts Practicum, a student will receive training including but not limited to the learning and operating state-of-the-art equipment and technology; face to face training with audio, production, and lighting professionals; live service equipment operation; service flow and communication; and live productions and strategies.

**PTEC-L – Technical Arts Lab**

1.5 Credit

This course is the laboratory to accompany all PTEC courses. It is an opportunity for weekly hands-on training and serving in the student’s area of ministry through Sunday Experience.

**Worship Leadership Practicum (PWOR)**

1 Credit Hour

**PWOR 120 – Worship Leadership Instruction**

**PWOR 220 – Worship Leadership Instruction**

**PWOR 320 – Worship Leadership Instruction**

**PWOR 420 – Worship Leadership Instruction**

The Worship Leadership Directed Study exists to prepare students for spiritual and musical development as a worship leader who is ready to lead congregations and develop teams. In the Worship Leadership Directed Study,
students will receive training in leading worship team, creating worship sets, music theory, songwriting, teams, and organizations.

PWOR-L – Worship Leadership Lab 1.5 Credit Hours

This course is the laboratory to accompany all PWOR courses. It is an opportunity for weekly hands-on training and serving in the student’s area of ministry through Sunday Experience.
TRADITIONAL PROGRAM: STUDENT LIFE COURSES

ATHT – Athletics/Intramurals/Personal Workouts 0.4 Credit Hours

This course assists students in developing their physical health by requiring a weekly workout plan, intramural sports, physical assessments, and the completion of Expedition during the spring semester and a half-marathon during the fall semester.

HCC – Chapel 0.4 Credit Hours

Students participate weekly in Chapel where the HC family comes together for worship, prayer, and the Word.

HCGP – HC Groups 0.6 Credit Hours

HCGP-S1 – HC Groups - First Semester
HCGP-S2 – HC Groups - Second Semester
HCGP-S3 – HC Groups - Third Semester
HCGP-S4 – HC Groups - Fourth Semester

Students participate weekly in a small group consisting of fellow HC students. All students in their first semester attend a Freedom curriculum group, and all students in their second semester attend a Relationships group.
EVENING: CORE-PLUS COURSES

MTL - Ministry Training Lab 0.5 Credit Hours

MTL 101 – Ministry Training Lab First Semester
MTL 201 – Ministry Training Lab Second Semester
MTL 301 – Ministry Training Lab Third Semester
MTL 401 – Ministry Training Lab Fourth Semester

The course helps students gain an understanding of all major components of local church ministry.

EVATH – Athletics/Intramurals/Personal Workouts 0.0 Credit Hours

This course assists students in developing their physical health by requiring a weekly workout plan and completion of a 10K during the fall semester.

EVHCGP HC Groups 0.0 Credit Hours

In this course, students participate in or lead, a small group each semester of their HC journey. Students come together, build lifelong relationships, experience freedom, and learn how to build and strengthen godly character.

• 1st Semester - Freedom Group (required)
• 2nd Semester - Financial Group (required)
• 3rd Semester - Lead a Small Group
• 4th Semester - Lead a Small Group

EVSE– SUNDAY EXPERIENCE 0.0 Credit Hours

This course fulfills the requirement that each student becomes a member of the Church of the Highlands Dream Team serving one Sunday service each week with their respective team.

DIRECTED STUDIES 0.5 Credit Hours

DDRC 112 – Outreach
DDRC 212 – Outreach
DDRC 312 – Outreach
DDRC 412 – Outreach
This course, offered only at Greystone and Montgomery locations, allows students to experience the heart and hub of Church of the Highlands local outreach. Students plan and lead in local outreach events, study strategy and theory of local missions, and be on the ground floor of meeting needs and sharing the gospel. Students will receive training in local missions, evangelism, events, team building, and gospel strategy.

DEVE 112 – Events Directed Study
DEVE 212 – Events Directed Study
DEVE 312 – Events Directed Study
DEVE 412 – Events Directed Study

This course provides students with the opportunity to participate in the planning and hosting of national conferences, Church of the Highlands conferences, and church-wide events. Students will receive training in event planning, budgeting, time management, communication, leadership, and teambuilding.

DKID 112 – Kids Directed Study
DKID 212 – Kids Directed Study
DKID 312 – Kids Directed Study
DKID 412 – Kids Directed Study

This course teaches students how to invest in the lives of children through worship, videos, skits, small groups, greeting, games and more. In the Kids Practicum, students will receive training in creating safe and fun environments, communication, team leadership, creative development, and small groups.

DPAS 112 – Pastoral Leadership Directed Study
DPAS 212 – Pastoral Leadership Directed Study
DPAS 312 – Pastoral Leadership Directed Study
DPAS 412 – Pastoral Leadership Directed Study

This course trains students on how to build and lead teams, communicate effectively, and lead an organization or department within the church. In the Pastoral Leadership Directed Study, students will receive training in the project management, pastoral care, and small group and dream team development.

DSTU 112 – Students Directed Study
DSTU 212 – Students Directed Study
DSTU 312 – Students Directed Study
DSTU 412 – Students Directed Study

This course trains and equips leaders to be successful in leading youth. Students will receive training in building teams, communicating, event/conference planning, small groups, and team and organizational leadership.

DWOR 112 – Worship Leadership Directed Study
DWOR 212 – Worship Leadership Directed Study
DWOR 312 – Worship Leadership Directed Study
DWOR 412 – Worship Leadership Directed Study

This course prepares students for spiritual and musical development as a worship leader ready to lead congregations and develop teams. Students receive training in leading worship teams creating worship sets, understanding music theory, songwriting, and team and organizational leadership.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Highlands College does not receive funds from the U.S. Department of Education and is not subject to FERPA. SEU does receive funds under an applicable program of the U.S. Department of Education and is subject to FERPA.

FERPA gives parents certain rights concerning their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that school corrects records, which is believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with a legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties about financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies and
• State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) left to the discretion of each school.

For additional information, call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service or contact the office at the following address.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

## APPENDIX 1: 2018-2019 ACADEMIC CALENDAR

### Fall 2018 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 5</td>
<td>Sunday</td>
<td>21 Days of Prayer</td>
</tr>
<tr>
<td>Aug 9</td>
<td>Thursday</td>
<td>Housing Orientation &amp; Move-in</td>
</tr>
<tr>
<td>Aug 10</td>
<td>Friday</td>
<td>SEU Orientation</td>
</tr>
<tr>
<td>Aug 13-14</td>
<td>Monday – Tuesday</td>
<td>Traditional Orientation</td>
</tr>
<tr>
<td>Aug 14</td>
<td>Tuesday</td>
<td>One Big Chapel</td>
</tr>
<tr>
<td><strong>Aug 15</strong></td>
<td><strong>Wednesday</strong></td>
<td><strong>Term A Begins</strong></td>
</tr>
<tr>
<td>Aug 16</td>
<td>Thursday</td>
<td>Practicum Snapshots</td>
</tr>
<tr>
<td>Aug 20</td>
<td>Monday</td>
<td>Traditional Physical Fitness Test</td>
</tr>
<tr>
<td>Aug 21</td>
<td>Tuesday</td>
<td>Practicum Snapshots</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evening Orientation</td>
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<td></td>
<td></td>
<td>Evening Classes Begin</td>
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<tr>
<td></td>
<td></td>
<td>Traditional Drop/Add Deadline (refund eligibility)</td>
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<tr>
<td>Aug 22</td>
<td>Wednesday</td>
<td>Team Night</td>
</tr>
<tr>
<td>Aug 23</td>
<td>Thursday</td>
<td>Practicum Shadow</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Saturday</td>
<td>21 Days of Prayer Ends</td>
</tr>
<tr>
<td>Aug 27</td>
<td>Monday</td>
<td>Evening Drop/Add Deadline (refund eligibility)</td>
</tr>
<tr>
<td>Aug 28</td>
<td>Tuesday</td>
<td>Practicum Shadow Day</td>
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<tr>
<td>Aug 30</td>
<td>Thursday</td>
<td>Practicum Shadow Day</td>
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<tr>
<td></td>
<td></td>
<td>Practicum Signing Day</td>
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<tr>
<td>Sep 2</td>
<td>Sunday</td>
<td>Small Groups Begin</td>
</tr>
<tr>
<td><strong>Sep 3</strong></td>
<td><strong>Monday</strong></td>
<td><strong>Labor Day – No classes</strong></td>
</tr>
<tr>
<td>Sep 6-8</td>
<td>Thursday - Saturday</td>
<td>recreate Women’s Conference</td>
</tr>
<tr>
<td>Sep 18</td>
<td>Tuesday</td>
<td>Term A courses: Last Day to Receive WP/WF</td>
</tr>
<tr>
<td>Sep 20</td>
<td>Thursday</td>
<td>Preview Day</td>
</tr>
<tr>
<td>Sep 28</td>
<td>Friday</td>
<td>Weather Day</td>
</tr>
<tr>
<td><strong>Oct 12</strong></td>
<td><strong>Friday</strong></td>
<td><strong>Term A Ends</strong></td>
</tr>
<tr>
<td><strong>Oct 14</strong></td>
<td><strong>Sunday</strong></td>
<td><strong>Term B Begins</strong></td>
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<tr>
<td>Oct 18</td>
<td>Thursday</td>
<td>Term B courses: Drop/Add Deadline</td>
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<tr>
<td></td>
<td></td>
<td>Preview Day</td>
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<tr>
<td>Oct 22</td>
<td>Monday</td>
<td>Full semester courses: Last Day to Receive WP/WF</td>
</tr>
<tr>
<td>Nov 9</td>
<td>Friday</td>
<td>Half Marathon</td>
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<tr>
<td>Nov 10</td>
<td>Saturday</td>
<td>10K Tentative</td>
</tr>
<tr>
<td>Nov 26</td>
<td>Monday</td>
<td>Term B courses: Last Day to Receive WP/WF</td>
</tr>
<tr>
<td><strong>Nov 17-24</strong></td>
<td><strong>Saturday-Saturday</strong></td>
<td><strong>Thanksgiving Break</strong></td>
</tr>
<tr>
<td>Nov 30</td>
<td>Friday</td>
<td>Weather Day</td>
</tr>
<tr>
<td>Dec 1</td>
<td>Saturday</td>
<td>Small Groups End</td>
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<tr>
<td>Dec 5</td>
<td>Wednesday</td>
<td>John Maxwell Live</td>
</tr>
<tr>
<td>Dec 7-8</td>
<td>Friday - Saturday</td>
<td>Freedom Conference</td>
</tr>
<tr>
<td><strong>Dec 14</strong></td>
<td><strong>Friday</strong></td>
<td><strong>Fall Semester Ends</strong></td>
</tr>
<tr>
<td><strong>Dec 15</strong></td>
<td><strong>Saturday</strong></td>
<td><strong>Winter Break Begins</strong></td>
</tr>
</tbody>
</table>

110
## Spring 2019 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 3</td>
<td>Thursday</td>
<td>Housing Orientation</td>
</tr>
<tr>
<td>Jan 6</td>
<td>Sunday</td>
<td>21 Days of Prayer and Fasting Begins</td>
</tr>
<tr>
<td>Jan 7-8</td>
<td>Monday - Tuesday</td>
<td>Traditional Orientation</td>
</tr>
<tr>
<td>Jan 8</td>
<td>Tuesday</td>
<td>SEU Orientation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>One Big Chapel</td>
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<tr>
<td><strong>Jan 9</strong></td>
<td><strong>Wednesday</strong></td>
<td><strong>Term A Classes Begin</strong></td>
</tr>
<tr>
<td>Jan 10</td>
<td>Thursday</td>
<td>Practicum Snapshots</td>
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<tr>
<td>Jan 15</td>
<td>Tuesday</td>
<td>Traditional Drop/Add Deadline (refund eligibility)</td>
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<tr>
<td></td>
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<td>Evening Orientation</td>
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<td></td>
<td></td>
<td>Evening Classes Begin</td>
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<tr>
<td></td>
<td></td>
<td>Practicum Snapshots</td>
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<tr>
<td>Jan 17</td>
<td>Thursday</td>
<td>Practicum Shadow Day</td>
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<tr>
<td>Jan 17-19</td>
<td>Thursday - Saturday</td>
<td>Saturate Conference</td>
</tr>
<tr>
<td><strong>Jan 21</strong></td>
<td><strong>Monday</strong></td>
<td><strong>MLK Day – No Classes</strong></td>
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<tr>
<td>Jan 22</td>
<td>Tuesday</td>
<td>Practicum Shadow Day</td>
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<td>Evening Drop/Add Deadline (refund eligibility)</td>
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<td>Jan 24</td>
<td>Thursday</td>
<td>Practicum Shadow Day</td>
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<tr>
<td></td>
<td></td>
<td>Practicum Signing Day</td>
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<tr>
<td>Jan 26</td>
<td>Saturday</td>
<td>21 Days of Prayer and Fasting Ends</td>
</tr>
<tr>
<td>Jan 27</td>
<td>Sunday</td>
<td>Small Groups Begin</td>
</tr>
<tr>
<td>Jan 28</td>
<td>Monday</td>
<td>Traditional Physical Fitness Test</td>
</tr>
<tr>
<td>Feb 1-2</td>
<td>Friday - Saturday</td>
<td>Dream Team Parties</td>
</tr>
<tr>
<td>Feb 12</td>
<td>Tuesday</td>
<td>Term A Courses: Last Day to Receive WP/WF</td>
</tr>
<tr>
<td>Feb 15-16</td>
<td>Friday - Saturday</td>
<td>Marriage Conference</td>
</tr>
<tr>
<td>Feb 21</td>
<td>Thursday</td>
<td>Preview Day</td>
</tr>
<tr>
<td>Feb 22</td>
<td>Friday</td>
<td>Weather Day</td>
</tr>
<tr>
<td>Feb 28-Mar 2</td>
<td>Thursday - Saturday</td>
<td>Expedition</td>
</tr>
<tr>
<td><strong>Mar 8</strong></td>
<td><strong>Friday</strong></td>
<td><strong>Term A Ends</strong></td>
</tr>
<tr>
<td><strong>Mar 9-16</strong></td>
<td><strong>Saturday-Saturday</strong></td>
<td><strong>Spring Break</strong></td>
</tr>
<tr>
<td>Mar 17</td>
<td>Sunday</td>
<td>Term B Begins</td>
</tr>
<tr>
<td>Mar 21</td>
<td>Thursday</td>
<td>Preview Day</td>
</tr>
<tr>
<td>Mar 23</td>
<td>Saturday</td>
<td>Term B Courses: Drop/Add Deadline</td>
</tr>
<tr>
<td>Apr 1</td>
<td>Monday</td>
<td>Full semester courses: Last Day to Receive WP/WF</td>
</tr>
<tr>
<td>Apr 9-10</td>
<td>Tuesday-Wednesday</td>
<td>ARC Conference</td>
</tr>
<tr>
<td>Apr 18</td>
<td>Thursday</td>
<td>Term B Courses: Last Day to Receive WP/WF</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preview Day</td>
</tr>
<tr>
<td>Apr 21</td>
<td>Sunday</td>
<td>Easter</td>
</tr>
<tr>
<td>Apr 26</td>
<td>Friday</td>
<td>Weather Day</td>
</tr>
<tr>
<td>Apr 26-27</td>
<td>Friday-Saturday</td>
<td>Freedom Conference Tentative</td>
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<tr>
<td>Apr 27</td>
<td>Saturday</td>
<td>Small Groups End</td>
</tr>
<tr>
<td><strong>May 10</strong></td>
<td><strong>Friday</strong></td>
<td><strong>Spring Semester Ends</strong></td>
</tr>
<tr>
<td>May 11</td>
<td>Saturday</td>
<td>Graduation</td>
</tr>
</tbody>
</table>
APPENDIX 2: WEEKLY SCHEDULE
APPENDIX 3: HIGHLANDS COLLEGE & SEU

How does Highlands College differ from Southeastern University?
Highlands College specializes in ministry training, so it only offers certificate programs. To earn a degree, students must also enroll in a degree-granting institution. SEU offers an Associate of Arts degree in Christian Ministries. Southeastern University, is a private Christian liberal arts university based in Lakeland, Florida, is an accredited university established in 1935 in New Brockton, Alabama.

Does enrollment at one school automatically enroll me in the other?
No. Each school has their own admissions application and procedure that prospective students must complete. Admission into SEU does not automatically enroll a student in Highlands College or vice-versa.

Am I required to enroll in both schools?
Students who pursue a degree with SEU at the Birmingham site must also enroll in Highlands College.

How can I afford to attend both schools? Do I pay tuition to each school?
In most cases, parallel-enrolled students pay tuition to SEU and are eligible to attend Highlands College for no additional cost! For complete information, please refer to the Financial Information section of the Highlands College Catalog.

What is the advantage of enrolling in both schools?
Southeastern University’s highly-qualified academic instruction in the Christian ministry discipline starts as the educational foundation leading to an accredited associate, or bachelors, degree. Highlands College offers specialized hands-on ministry and leadership training. Also, Highlands College immerses students in student life experiences such as small groups, athletics, and chapel services, each designed to enrich their lives spiritually, physically, and to form lasting bonds with their classmates. Graduates of Highlands College have the unique opportunity to apply for an internship under an established church staff member. Upon satisfying the individual requirements of each program, parallel-enrolled students will receive a ministry and leadership certificate from Highlands College and either an associate or bachelor’s degree from Southeastern University.

Is SEU accredited?
Southern Association of Colleges and Schools (SACS) Commission on Colleges accredits SEU to award associates, baccalaureate, masters, and doctorate degrees. SACS is the regional accrediting body which also accredits UAB, Auburn Univ., Univ. of Alabama, etc.

What degree is available?
At the Birmingham program location, students of SEU pursue the Associate of Arts degree in Christian Ministries as a full-time day program.

I have completed some college credit previously. Can it be considered for transfer credit?
Yes. The Registrar’s office of each institution regulates the policy for the evaluation of credit for transfer. Parallel-enrollment applicants should be sure to request a copy of their transcript be sent to each school—Highlands College and SEU as they are not permitted to share students’ information between institutions.

Are credits earned at Southeastern University eligible for transfer to another school? What about Highlands College?
SEU is a regionally-accredited institution of higher learning and as such is generally eligible for transfer credit review by other colleges and schools. It should be noted, however, that the acceptance of credit for transfer from any institution is wholly at the discretion and policy of the reviewing institution; no guarantee of acceptance of credit is assured or implied. Please refer to the SEU Catalog for additional information.

Highlands College is not accredited. Courses completed at Highlands College are generally not eligible for transfer credit consideration by other institutions of higher learning.

Am I eligible to apply for federal financial aid?
Only Southeastern University students qualify to apply for federal financial aid under Title IV. There is a financial aid staff at SEU who can assist you with the application process and can describe the types of aid available at the institution. Since Highlands College does not currently qualify for federal financial aid programs, students enrolled only in Highlands College do not qualify to apply for federal financial aid.