

Mission-centered – Biblical Higher Education

2019 Catalog



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Rochester, NY 14608

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About Us:

What We Believe:

ARTICLE I

We believe, the Bible to be the infallible and inerrant Word of God, that it is His holy and inspired Word, and that it is of supreme and final authority. (2 Timothy 3:16)

ARTICLE II

We believe, in one God, eternally existing in three persons—Father, Son, and Holy Spirit. (Deuteronomy 6:4; Matthew 28:19)

ARTICLE III

We believe, in the deity of Jesus Christ. He was conceived by the Holy Spirit, born of the Virgin Mary; He led a sinless life, took on Himself all our sins, died and rose again, is seated at the right hand of the Father as our mediator and advocate, and is coming back in glory. (Titus 2:13; Luke 1:34-35; Hebrews 4:15; 1 Corinthians 15:3-4; 1 Timothy 2:5; Matthew 24:30)

ARTICLE IV

We believe, that all people everywhere are lost and face the judgment of God and need to come to a saving knowledge of Jesus Christ through His shed blood on the cross. Salvation is based on God's grace through faith alone in Jesus Christ. (Romans 3:23-24; 6:23)

ARTICLE V

We believe, in holy Christian living, and that we must have concern for the hurts and social needs of our fellow human beings. (1 Peter 1:15; James 2:15-17)

ARTICLE VI

We believe, that we must dedicate ourselves anew to the service of our Lord and to His authority over our lives. (Romans 12:1-2)

Mission & Vision:

MISSION:

The mission of Rochester Bible Institute (RocBible) is to equip servant leaders for God, through rigorous academic instruction of God's word, to prepare them for a life of service. "To equip God's people for works of service, so that the body of Christ may be built up" (Ephesians 4:12).

VISION:

The vision of Rochester Bible Institute (RocBible) is to prepare servant leaders for service in the home, church, community, and the world. It is our prayer, that through the academic instruction at RocBible, students will diligently study God’s Word, and develop a Christ-like servant leadership. While meaningfully applying God’s Word, students will participate in teaching others about the gospel message.

History:

In 2007, Victorious Living Christian Life Center, church was founded by Pastor Barbara JP Thomas. After seeking God through prayer, conversing other pastors and consulting with the board of directors at the church, a vision was developed by the church leaders to begin a school to equip servant leaders for ministry. This was done through the church Christian Education department. The Bible Institute was established as a ministry under the church.

The first student to complete the Bible Institute certificate program at Victorious Living Christian Life Center, graduated with the Rochester Institute of Christian Education (RICE) students in 2015. The Bible Institute has faithfully provided sound biblical training and education. It has grown from its initial class of five people, to a program that has benefitted many students.

In the spring of 2018, Pastor Thomas met with Larry Hovey and Pastor Marvin Robinson. From their meetings they felt the Lord was leading The Bible Institute to become more than just a church ministry. They began talking with other learning institutions and realized that the opportunity could be much greater and would accord students with an opportunity to take courses for credit.

Pastor Barbara was also, the executive director of Rochester Institute of Christian Education (RICE) under the ministry of Rochester Family Mission. All three were housed at the same location. RICE was struggling with enrollment and financially. Victorious Living was struggling to find qualified instructors who would teach for free. Therefore, RICE instructors began teaching in both The Bible Institute and RICE.

After praying for guidance on continuing the ministry of RICE, it was disbanded, and Rochester Bible Institute (RocBible) began in 2018. It is now faithfully providing sound biblical training and education. Pastor Barbara JP Thomas, RocBible’s president and founder, formed a relationship from an extension of RICE with Roberts Wesleyan College to accept up to 30 credits as transferable to the college.

Rochester Bible Institute (RocBible) was formed to equip servant leaders for ministry. Students

who complete the required course work will receive a Certificate of Ministry (30 credit program) or a Certificate of Ministry with a Pastoral Concentration Certificate (60 credits program).

Academics:

Academic Programs Offered:

Rochester Bible Institute offers two tracks of study, which include courses on the Bible and other subjects to ensure that graduates are proficient in providing accurate Scriptural analysis of the texts. The 30 credits certificate program helps students become more effective servant leaders for ministry. The 60 credits certificate program is designed for those who will pursue full-time ministry or local Lay Leadership positions.

Course Listing:

All classes meet once a week for 1½ hours over twelve weeks.

Course ID	Course Name	Instructor	Semesters Offered
Foundational and required classes for 30 Credits Certificate in Christian Ministry			
Fall Semester (Sept. 11, 2018 thru Dec. 6, 2018)			
ENG 101	English I and Writing	Larry Hovey	Fall – Thursday: 6:00 – 7:30
BIB 120	Hermeneutics	Larry Hovey	Fall – Tuesday: 7:30 – 9:00
BIB 103	New Testament Survey I	Larry Hovey	Fall – Tuesday: 6:00 – 7:30
BIB 101	Old Testament Survey I	Bettie Flood	Fall – Tuesday: 6:00 – 7:30
MIN 110	Spiritual Formation	Ken Odell	Fall – Thursday: 6:00 – 7:30
SPL 121	Spiritual Leadership	Warren Meeks Jr	Fall – Tuesday: 6:30 – 8:00
THE 390	Theology I	Bettie Flood	Fall – Tuesday: 7:30 – 9:00
Spring Semester (Jan. 8, 2019 thru April 11, 2019)			
HIS 465	Church History	Ron Mathis	Spring – Thursday: 6:00 – 7:30
ENG 101	English I and Writing	Larry Hovey	Spring – Thursday: 6:00 – 7:30
GRK 101	Greek I	Ralph Wilson	Spring – Thursday: 7:30 – 9:00
HEB 101	Hebrew I	Ralph Wilson	Spring – Thursday: 6:00 – 7:30
BIB 120	Hermeneutics	Ron Mathis	Spring – Thursday: 7:30 – 9:00
MIN 210	Ministry of Discipleship	Ken Odell	Spring – Thursday: 7:30 – 9:00

BIB 104	New Testament Survey II	Larry Hovey	Spring – Tuesday: 6:00 – 7:30
BIB 102	Old Testament Survey II	Bettie Flood	Spring – Tuesday: 6:00 – 7:30
THE 490	Theology II	Bettie Flood	Spring – Tuesday: 7:30 – 9:00
Additional classes for 60 Credits Certificate in Christian Ministry with Pastoral Ministry Concentration			
THE 460	Apologetics	Ron Mathis	To Be Announced
ADM 400	Church Administration	Rosa Day	To Be Announced
MIN 330	Counseling	Helen Young	Spring - Tuesday
MIN 209	Evangelism	C. Lawanza Lane	To Be Announced
HOM 482	Homiletics	Barbara JP Thomas	To Be Announced
MIN 450	Teaching and Preaching Practicum	Barbara JP Thomas	Summer – Thur. (3 hr. class)
EDU 210	Teaching Techniques	Ken Odell	To Be Announced
MIN 401	World Missions Today	To Be Announced	To Be Announced
Elective Biblical (BIB) and Spiritual Living (SPL) Classes			
BIB 222	1 & II Samuel	Bettie Flood	To Be Announced
BIB 211	Book of Acts	Ron Mathis	To Be Announced
SPL 351	Cults and World Religion	Ron Mathis	To Be Announced
ENG 102	English II	Mark McClements	To Be Announced
BIB 220	Genesis	C. Lawanza Lane	To Be Announced
BIB 210	Gospel of John	C. Lawanza Lane	Summer – Tues. (6 wks./3 hrs.)
SPL 352	Marriage Enrichment	Rosa Day	To Be Announced
SPL 353	Music & Worship	To Be Announced	To Be Announced
BIB 221	Psalms	Bettie Flood	Summer – Tues. (6 wks./3 hrs.)
BIB 212	Romans	Larry Hovey	Summer – Tues. (6 wks./3 hrs.)
SPL 121	Spiritual Leadership	Warren Meeks Jr	Fall - Tues 7:00 – 8:30
SPL 121	Spiritual Leadership	Barbara JP Thomas	Spring – Tues. 6:00-7:30
SPL 354	Spiritual Warfare	Barbara JP Thomas	To Be Announced
SPL 355	Women in Ministry	Rosa Day	To Be Announced

Course Descriptions:

Foundational and required classes for 30 Credits Certificate in Christian Ministry
BIB 101 Old Testament Survey I (Genesis – Esther)

BIB 101 Old Testament Survey I (Genesis – Esther) offers student's a general overview of themes, perspectives, and significance of the first twenty-two books of the Old Testament. The Old Testament reveals a self-portrait of God, what He has done and is doing through history with His grand design to restore relationship with His creation.

Book required: Garnet Reid, *Old Testament Survey, Broadening Your Biblical Horizons, Part I - 2009 ed.*

[View BIB 101 Old Testament Survey I Syllabus](#)

BIB 102 Old Testament Survey II (Job – Malachi)

BIB102 Old Testament Survey II (Job – Malachi) provides an excellent overall survey of the Old Testament from the reign of King David until the closing with the Prophet Malachi. This knowledge is essential in properly understanding the Word of God in a more meaningful way. It shows God's love, mercy, and justice as God continuously woos His people back to Himself.

BIB 103 New Testament Survey I

BIB 103 New Testament Survey I, provides an overview of the New Testament books from the Gospels through Acts, with a concise summary of each book, enabling the student to correctly relate the parts of the New Testament to each other, and to the Old Testament. The course allows students to enrich their knowledge of the Bible and their ability to read each part intelligently, with an understanding of the context in which each book occurs and of how the central theme—the theme of Jesus Christ was developed.

Required text books: (1) Walter M. Dunnnett, *New Testament Survey, Broadening Your Biblical Horizons, 2003 ed*, Evangelical Training Association, (2) Leon Morris, *Testaments of Love: A Study of Love in the Bible*, (3) Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students & Researchers*, 8th or 11th ed.

[View BIB 103 New Testament Survey I Syllabus](#)

BIB 104 New Testament Survey II

BIB 104 New Testament Survey II provides a survey of the New Testament with special emphasis on the life, teachings, and redemptive work of Christ; the founding and growth of the church; and the teachings in the epistles and Revelation. Students will learn to display a greater understanding and depth of the Epistles and Revelation, their background, argument, and flow through a greater understanding and depth of some of the major doctrines of the Christian Church.

BIB 120 Hermeneutics

BIB 120 Hermeneutics covers introductory themes and processes of Biblical interpretation and will compare and critique varying approaches and their significance toward understanding the Bible, understanding theology, and knowing God personally. This course will provide the student with in-depth Bible study techniques, using tools designed to help the believer hear God through His Word.

Book required: Roy B. Zuck, *Basic Bible Interpretation: A Practical Guide to Discovering Biblical Truth*.

[View BIB 120 Hermeneutics Syllabus](#)

GRK 101 Greek

This course will introduce you to the fundamentals of the Greek language, simple translation of Greek text, and a familiarity with the study resources required for accurate translation. Through the aid of Greek language tools and techniques, you will learn how to analyze a biblical passage with greater depth and accuracy.

HEB 101 Hebrew

This course will enable you to analyze a biblical passage with greater depth and accuracy. When you complete this course, you will be able to comprehend the basic element of Hebrew grammar and understand simple biblical prose. Through the aid of Hebrew language tools and techniques, you will learn how to analyze a biblical passage with greater depth and accuracy.

MIN 110 Spiritual Formation

MIN 110 Spiritual Formation will survey our new life in Christ, not under law but under grace, as well as the development of that new life. Students will learn the importance of trusting God in every aspect of our lives. We will see how God brings forth fruit, good works, and obedience through His grace.

Books required: (1) Dr. Richard Powers, *Pathways to Spiritual Understanding*, Evangelical Training Association; (2) Gary C. Newton, *Growing Toward Spiritual Maturity*; (3) Richard J. Foster, *Celebration of Discipline*.

[View MIN 110 Spiritual Formation Syllabus](#)

SPL 121 Spiritual Leadership

SPL 121 – The principles of Spiritual leadership are for those disciples of Jesus Christ who have been chosen and prepared by God to be His servants. Jesus was sent to the earth to serve and not to be served. The Spiritual Leadership principles taught in this course will assist the

student in developing a dependence on God and glorifying God's delight in the believer who desires to be a servant for Jesus Christ.

THE 390 Theology I

THE 390 Theology I, is a foundational course that surveys basic doctrines of the church and their implications for life. Specifically, the course will briefly survey bibliology, theology proper, anthropology, angelology, Christology, soteriology, pneumatology, ecclesiology, and eschatology. The course will also introduce the various branches of theology.

Book required: W. Jackson Watts, *Biblical Beliefs – 2013*, Evangelical Training Association.

[View THE 390 Theology I Syllabus](#)

THE 490 Theology II

THE 490 – Theology II survey is a presentation addressing the contemporary need for confidence in God; the personality and work of God the Father, God the Son, and God the Holy Spirit as Trinity. Theology will provide a basis to understand the love, mercy, and faithfulness of God through the person and mission of Jesus Christ. God's instrument is the Word of God, and His agents are the church and individual believers called out for specific mission services.

HIS 465 Church History

HIS 465 – Church History covers four major periods: The Ancient Church, The Medieval Church, The Reformation Church, and The Modern Church. The focus of this study is to gain perspective, both comforting and challenging, to many current issues faced today. A study of the history of the church, enables the student to gain an understanding of the primary leaders, movements, and schools of thought throughout the centuries.

ENG 101 English I

ENG 101 - This course will help the student improve their English and writing skills. Fundamentals of parts of speech, relationships of words, phrases, clauses, sentence structure and various writing styles will be discussed. Writing fundamentals will be used, to organize sentences into paragraphs, and paragraphs into essays for special purposes. This course is designed to promote English language proficiency at the undergraduate level for students studying academic disciplines.

Book required: Andrew Pudewa, *Institute for Excellence in Writing, Student Writing Intensive: Level C [notebook and packet]*.

[View ENG 101 English I Syllabus](#)

Additional classes for 60 Credits Certificate in Christian Ministry with Pastoral Ministry Concentration

EDU 210 Teaching Techniques

EDU 210 - This Teaching Techniques course is an opportunity to explore the “how” and “why” of teaching as you examine the basic resources, methods, and skills necessary for an effective teaching ministry. A Christian philosophy of education based on the teaching ministry of Christ is presented in this course. Other subjects include the primary needs and characters of students at different ages, modern educational methods, and the steps in preparing a lesson plan.

MIN 209 Evangelism

MIN 209 – Evangelism course will train students to be thoughtful and passionate evangelists and to understand and use biblical principles and methods of church outreach. Emphasis is placed on having a deep desire to reach the lost for Christ. Personal, relational and corporate evangelism and motivating the laity for ministry will be considered. Practical theological foundation for the practice of evangelism and for evangelistic leadership in the church.

MIN 210 Ministry of Discipleship

MIN 210 – Ministry of Discipleship focuses on fulfilling the Great Commission at a personal level by teaching the student how to establish discipling relationships, nurture young Christians, walk in the Spirit, develop your prayer life, discover your spiritual gifts, live a holy life, attain financial freedom, realize a godly self-image, and maintain physical health. We will address the need for developing a philosophy of ministry that focuses on building followers of Christ among college students.

MIN 330 Counseling

MIN 330 – Counseling is a foundational course that deals with the need for and the fundamentals of Biblical Counselling. The student will gain an understanding of what is meant by *nouthetic* counselling and how it differs from the prominent secular and religious counselling models. The student will be introduced to the key elements of the counselling process including data gathering, questioning, homework, giving hope, methods of change, and the role of the Holy Spirit in counselling. The primary focus of this course, Counselling God’s Way.

MIN 401 World Missions Today

MIN401 – World Missions Today is a critical course for present-day Christians because Jesus Christ commanded believers to go into all nations, making disciples, and teach them to obey His commandments. Students are being prepared to courageously spread the gospel message to the whole world.

ADM 400 Church Administration

ADM400 – Church Administration introductory study will provide the student with many of the principles, procedures, and techniques used in today’s business world as they apply to the local church and its leadership. This course answers theoretical and practical questions by examining the administrative process, including goal setting, organization, delegation, supervision, and leadership training. The course is designed to help students become more effective church leaders in both theory and practice.

HOM 482 Homiletics

HOM 482 – Homiletics introductory course features theoretical content as well as homiletic application. Students will learn the basics of preparing and preaching the liturgical homily, including exegesis and use of liturgical readings, exegesis of the congregation, structure of the homily, and effective delivery by going through the process of homily preparation. The study of how sermons are tools in effecting changed lives.

MIN 450 Teaching and Preaching Practicum

MIN 450 – Teaching and Preaching Practicum is designed to help the teacher or preacher of the Word of God understand the meaning of Christian exposition and to develop exegetical and organizational skills. The various components of a lesson or sermon will be defined, discussed, and illustrated. Techniques of exegesis, exposition, and application of a Biblical text will also be examined, with emphases on imagination, creativity, and passion for teaching or preaching.

THE 460 Apologetics

THE460 – Apologetics course is designed to be a basic introduction to the biblical, theological, historical, and philosophical foundations of Christian apologetics. Students will learn how to effectively defend their faith as they contrast the biblical view of life with various worldly positions. Attention is given to the differences between Christian thought and selected examples of non-Christian thought.

Elective Biblical (BIB) and Spiritual Living (SPL) Classes**BIB 210 Gospel of John**

BIB 210 – The Gospel of John presents the life of Jesus so that unbelievers will grow in their faith in him as the Messiah and the Son of God descended from heaven. This course emphasizes John’s theology, Christology, and particularly the relationship between the Lord’s deity and humanity. In the Gospel of John, contrasting concepts and themes include: light and darkness (1:4-9), love and hatred (15:17-18), from above and below (8:23), life and death (6:57-58), and truth and falsehood (8:32-47). John especially emphasizes our total dependence on God for salvation.

BIB 211 Book of Acts

BIB 211 – In the Book of Acts, we will look at the growth of the early church and church practice, including the function of spiritual gifts in the Church. We will also study the aspects of early church missions, church planting, and discipleship. Luke primarily traced the ministries of Peter (chaps. 1-12) and of Paul (chaps. 13-28). While Luke was an eyewitness of many of the events he recorded in Acts, he summarizes the theme that the Lord was going to expand his work “in Jerusalem, and in all Judea and Samaria, and to the ends of the earth” (Acts 1:8).

BIB 212 Romans

BIB 212 – Romans is regarded as the most systematic presentation of doctrine in the Bible. Students will look carefully at how the saving life of Christ, through the work of the Holy Spirit, can transform lives. Unifying the Jews and Gentiles into one new society in-Christ, Paul teaches that the saving righteousness of the gospel comes by grace through faith. Salvation’s plan is established.

BIB 220 Genesis

BIB 220 – The book of Genesis is to study the magnificent account of the creation of mankind and the unfolding plan of redemption of mankind, each student will be led into a deeper faith in God the Father, Son, and Holy Spirit. Genesis is divided into ten parts. The first three pertain to history before the flood; the last seven to times after the flood. What was begun in Genesis is fulfilled in Jesus Christ. The focus of Genesis is ultimately Jesus Christ.

BIB 221 Psalms

BIB 221 – As we study the Psalms, we will discover the beauty of the praise and poetry in the five books of Psalms in the Psalter. Throughout this course, each Book of the Psalter (Book I, Psalms 1-41; Book II, Psalms 42-72; Book III, Psalms 73-89; Book IV, Psalms 90-106; and Book V, Psalms 107-150) will be looked at and evaluated in-depth as we learn how to communicate with our Creator and the comfort and healing that His communication brings.

BIB 222 I & II Samuel

BIB 222 – I & II Samuel is a survey of David’s life. We will study how Samuel anointed both Saul and David. While we study David’s accession to the kingship at Hebron and later at Jerusalem through the books of I and II Samuel, we will see how the great Davidic covenant is set forth and forms a basis of all subsequent kingdom truth. Other themes are the historical account of the Israelite monarchy and successes and failures of David’s rule.

ENG 102 English II

ENG102 – English II will build upon the language and writing skills learned in English I. This course is designed to improve communication skills through listening, speaking, reading and

writing. Writing techniques for retelling narrative stories, summarizing a reference, writing from pictures, inventive writing, and formal essay writing will be presented.

SPL 351 Cults and World Religions

SPL 351 – This comparative study of cults and world religions, will help the student understand what these groups are teaching, so that you can know how to relate to people in various groups. A solid Scriptural foundation is needed to discern the truth and dispel the common misconceptions and stereotypes. This class will allow the student to think biblically, so that you can evangelize with clarity, compassion, and confidence.

SPL 352 Marriage Enrichment

SPL 352 – Learn how to build lifelong relationships as a single person, or in preparation for marriage, as well as God’s plan for the family. The model of love in a successful marriage is based on the sacrificial love that Jesus Christ gave when he gave up the peace of heaven to become a man on earth. Jesus showed sinful man how to sacrifice his self-love and to love one another in a sacrificial marriage relationship.

SPL 353 Music & Worship

SPL 353 – This course explores the function of music in the Church, its role in community outreach, and principles for organizing and leading instrumental and choral group. Learn how to bring people into the presence of God as you study the technical skills, the nature of biblical worship, and the heart of the worship leader.

SPL 354 Spiritual Warfare

SPL 354 – A dynamic biblical and practical exploration of your authority over the enemy is in the name of Jesus Christ. Learn how to live in the power of your risen Lord, Jesus Christ. In this course the student will learn how Jesus Christ has already won the battle against evil and darkness. The student will gain the same power when Jesus Christ enters their heart and gives them power over evil and darkness.

SPL 355 Women in Ministry

SPL 355 – The objective of this study is multifaceted, but also simple: to hear the voice of the Lord in His Word through these women chosen to be revealed for us in His Word and to see Him change our own lives to better reflect His grace, love, and purpose. Eve, Sarah, Hagar, Hannah, Rahab, Ruth, Mary, Dorcas, and Priscilla may be familiar names, but do we truly know who they were—as women?

Graduation Completion Requirements:

Prior to graduation students must complete the following requirements:

1. Write and submit to your faculty advisor a Capstone Academic Biblical paper which focuses on a biblical topic of the student's choice with academic references cited, scriptural intext citations, and a works cited list.
2. Write and submit to your faculty advisor, a one-page graduation essay stating your benefits for attending the Rochester Bible Institute, your career goals after you graduate from the Institute, and your desire to participate in and support the Rochester Bible Institute Alumni Association.
3. Complete all academic course requirements for enrolled classes.
4. Complete a graduation interview with the Institute President.

[Institute Calendar 2018 – 2019:](#)

Fall 2018

Registration for all students	Monday, July 30 st
Classes Begin	Tuesday, September 11 th and Thursday, September 13 th
Thanksgiving Break	Sunday, November 18 th through Saturday, November 24 th
Classes Resume	Tuesday, November 27 th and Thursday, November 29 th
Registration for Spring Semester	Thursday, November 29, 2018
Final Exams	December 4 th and December 6 th
Christmas Break	Sunday, December 9 th through Saturday, December 30 st

Spring 2019

Registration for all students	Friday, November 30 st 2018
Classes Begin	Tuesday January 8 th and Thursday, January 10 th
Winter Break	Sunday, February 17 through Saturday, February 23
Final Exams	Sunday, April 7 th through Saturday, April 13 th
Happy Resurrection Sunday	Sunday, April 14 th

<p>Graduation Commencement at Roberts Wesleyan College:</p> <p>Guest(s) Accommodations 585.594.6420</p> <p>Cap and Gown 585.594.6623</p> <p>DVD Recording 585.594.6420</p>	<p>Saturday, May 11, 2018</p> <p>Commencement Ceremony 1:30 p.m. Hale Auditorium, Cultural Life Center (RWC) 2301 Westside Drive, Rochester, NY 14624</p> <p>Commencement Reception 3:00 p.m. – 4:00 p.m. Shewan Recital Hall, Cultural Life Center (RWC) 2301 Westside Drive, Rochester, NY 14624</p> <p>NOTE: Photos, DVDs and videos of the ceremony available for graduates and guests to order.</p>
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Registration Information:

Admissions Information:

The applicant must desire to study God’s Word and have a willingness to obey the rules of the Rochester Bible Institute (RocBible). See the application checklist below for other requirements. The applicant may call, write, or email the admissions office for the application and other forms. Complete all information in the Rochester Bible Institute student application form and email completed form to admin@roc bible.org.

Students are required to complete the admissions process before registering for classes.

Online Registration	Late Registration	Non-Discrimination
Students are required to register two weeks before the beginning of each semester.	Students are not allowed to register for a course after the class begins.	RocBible maintains no discrimination based on disability, race, gender, color, religion, nationality, or ethnic origin.
<p>Application for admission checklist:</p> <ol style="list-style-type: none"> 1. At least sixteen years of age 2. High school graduate - (non-graduates admitted by special permission) 3. Submit Application 4. Transcript of credits from schools attended 5. \$25.00 application fee: Not refundable 		

Assessment of Applicants before Admission:

Prior to admissions as a registered full-time or part-time student of Rochester Bible Institute, applicants must complete admissions assessments:

1. Write a one-page entrance essay stating the reasons for attending the Rochester Bible Institute and your ministry and teaching goals after you graduate from the Institute.
2. Complete a personal assessment interview to assess your readiness to successfully complete a certificate class.
3. All certificate classes meet once a week for 1½ hours over 12-weeks.
4. Admission Application Fee \$25

Financial Information:

Limited financial aid is available through our scholarship funds. Students may request the application and financial aid forms from the Rochester Bible Institute's office, 585-436-7523, ext. 11.

Veterans:

Please contact the Veteran's Administration: <http://www.gibill.ny.gov>

Scholarships:

Scholarship	Requirement
Victorious Living Christian Life Center, Inc.	Students who are members (in good standing) at Victorious Living Christian Life Center may take courses half the cost (tuition only). Student will not receive assistance if they fail or do not complete courses from prior semester. Cost of books is not included.
Victorious Women in Christ	Women Only. Upon completion and acceptance of application.
Thomas Family Foundation	Upon completion and acceptance of application.

Note: Scholarships are for tuition only; books are not included.

Admission Application Fee \$25

Incentives:

Tuition Promo Codes will be assigned to individual students at the time of admissions review and may be redeemed at registration of class:

Promo Code	Tuition Benefit	Effective Dates
Refer New Student	25% off one class	Aug 30, 2019 – Jan 8, 2019
Church Scholarship	100% one class per semester	Aug 30, 2019 – Jan 8, 2019
Full Scholarship	100% one class per semester	Aug 30, 2019 – Jan 8, 2019
Partial Scholarship	50% one class per semester	Aug 30, 2019 – Jan 8, 2019

NOTE: One incentive per semester.

General Academic Information:

Required and Permitted Loads

Students may take a maximum of three 12-week certificate classes per semester.

Class Attendance

Regular class attendance is an essential part of the purposes and objectives of the academic program. Only three absences are allowed per class.

Absences and Leaves

A schedule of class times is published each semester. If students miss more than three classes, they will be automatically withdrawn. In addition, fifteen minutes after the beginning of the class, students are marked present or absent. Class attendance is recorded, and grade points are lowered with successive absences. Students may be granted leave only by permission and only in case of emergency.

Changing Schedule

The student may make changes in the audit status only during the drop/add period.

Auditing Courses

The term “Audit” implies the following:

1. The student pays the audit fee.
2. The student receives no academic evaluation.
3. The student may make changes in the audit status only during the drop/add period.

Standards of Progress

Grades generally depend upon homework, tests, class discussion, and final examinations. All course work must be given to the instructor no later than two weeks after the end of the semester. Final grade is mailed when the course is paid in full. Students may obtain progress reports at any time during the semester, from the instructor.

Transcripts are issued once per semester, for course transfers.

Withdrawal/Incomplete: Any Student who wishes to apply for an Incomplete or Withdrawal, must first contact the Rochester Bible Institute’s office and complete the form, and the President’s approval and signature. The student must contact the course instructor for approval.

Tuition & Fees - Certificate Classes

Application Fee (non-refundable)	\$25.00
Admission Application Fee	\$25.00
Tuition Fee (per full time certificate class)	\$150.00
Audit Fee	\$50.00
Non-program Course Transfer fee (\$20 per credit hour)	\$60
Graduation Fee (includes caps, gowns, and diploma)	\$60.00
Textbooks (approximately per course)	\$50.00

Total Estimated Cost Per Semester (3-Certificate Classes)	
Tuition (3 full time 12-week certificate classes)	\$450
Textbooks (approximately)	\$150

Application Fee	\$25
Total estimated cost First Semester	\$625

Refund Policy

In case the student withdraws from the Institute or drops individual classes, a refund will be made as follows:

1. 80% of the cost of tuition for first week
2. 50% of the cost of tuition for second week
3. 0% of the cost of tuition for the third week and after.

Online Course Registration and Tuition Payment:

After a student has been accepted for admissions into the Rochester Bible Institute Certificate program, they may proceed with online registration and tuition payment which has been made simple, straight forward, and secure.

1. To get started, enter the secure Rochester Bible Institute (RocBible) registration site <https://roc-bible.coursestorm.com> in the browser of your computer,
2. then select a class, **click on register**,
3. enter your email address, and personal contact and payment information.

NOTE: After registration and payment has been successfully completed, the student's name will be entered in the registration roster and class lists of registered classes. The student will receive an email with their class schedule and location and an email with the class syllabus and required text books.

Student Handbook Information and Policies:

The Rochester Bible Institute Student Handbook may be requested by emailing or calling the Rochester Bible Institute Admin office. Information contained in the Rochester Bible Institute Handbook contains additional policies and regulations of the Institute that are not included in the catalogue. RocBible reserves the right to make changes in its policies and regulations at any time.

Contact Us

Location of Rochester Bible Institute:

<p>Location: Rochester Bible Institute 388 Tremont Street Rochester, NY 14608</p>	<p>Contact Information: Rochester Bible Institute 585-436-8560 Office admin@rocbible.org</p>

Admissions Form

Students must complete the admissions process before registration.

[View RocBible Admissions Form](#)

Mail-in Registration Form

[View RocBible Mail-in Registration Form](#)