

NATIONAL BIBLE COLLEGE EXTENSION HANDBOOK



4701 NW 11 AVE
FORT LAUDERDALE, FL 33309
PHONE: (954) 776-0203 • FAX: (954)302-2212
[www. ncbible.org](http://www.nbcbible.org)
E-mail: nationalbible@gmail.com

WELCOME

Welcome to the Extension program of National Bible College. As you may know already, N.B.C. is a local church oriented Bible College, meaning that there is no single campus. Actually, there are many campuses now in operation and we are adding more all the time.

The Extension handbook is to be used in conjunction with the [National Bible College Catalog](#). This will eliminate the need to duplicate information that has already been given in that document, such as course description, fees, etc. Everything in the catalog pertains to the extension student except that the extension student listens to tapes or watches videos in place of class attendance.

PROCEDURES FOR THE BIBLE/THEOLOGY COURSES

1. Open your lesson booklet to page one.
2. Place ~~DRB~~ in ~~bag~~.
3. Sit at a table ready to take notes (as though you were in class).
4. Have your Bible open to the passage being discussed.
5. Take detailed notes as you listen and write them on the outline notes. The professor will refer to page number very often so that you can easily follow along.
6. DO NOT have the study questions open while you listen. Otherwise, you may pay closer attention only when a question is being answered.
7. After you have covered approximately the first 25 pages (the exact page can be determined by checking the study questions in advance), write the answers to the questions by using your notes and Bible. Answer both objective and discussion (essay) questions.

8. Learn the answers well so that whichever questions are asked on the exam, you will be able to answer them completely. There will usually be 35 objective and 3 essay questions on each exam.
9. Contact your proctor and arrange a time to take the exam.
10. Continue through the course until complete.
11. In most courses your grade will consist of 4 exams averaged. Please check the course syllabus.

Procedures for Beginning Greek

All of your Greek materials are interrelated. Everything revolves around the DVDs which in turn are geared to the Machen text. (Note: Please read the proctor information page 5 of this handbook).

The First step is to become acquainted with the materials. This can be accomplished by reading the preface and introduction of both the Machen text and the Workbook Supplement.

In the flashcard box you are supplied with a double - sided sheet which specifies which cards are related to each lesson in the Machen text (the cards are numbered from 1 to 995). For instance, in Lesson Three there are eight cards beginning with 156. As you begin each lesson you should pull out those cards for memorization.

The three cassette tapes or three CDs are intended to be used for rote learning of vocabulary and forms. These may be used in car tape decks, CD player, headsets etc. to take advantage of your spare time. After you have familiarized yourself with the materials, place the first DVD into the ~~box~~ and watch the Introduction.

Now you are ready to begin your study of New Testament Greek. The second video lesson teaches the alphabet. Do not use the Machen text to learn the alphabet or the diphthongs. Instead, use the workbook and cassette tapes/CDs along with the video. (We use the same pronunciation which is used by Greeks today).

At the third video lesson (Machen lesson 3), you will be able to use all the materials including the Machen text. Then you should:

1. Watch the video lesson three.
2. Separate the "lesson three" vocabulary cards.
3. Listen to the cassette tapes/CDs.
4. When you have learned the vocabulary (Par.16) and forms (Par.18) for lesson three, close your books and take the vocabulary quiz and the forms quiz for lesson 3.
5. Grade them yourself, immediately and correct the parts that you missed (these quizzes do not come to the office).
6. Translate the sentences in chapter 3 (Par.23) you may use your books, if you need to, for this part of the assignments. (**Please send these to the office for correction and grading.**)

Beginning with the fourth lesson of Machen you will also diagram the sentences (Par.45) as instructed on the video and illustrated in the workbook (pp. 4-7). Please follow those instructions, especially on pp. 6 and 7.

Follow this procedure through lesson six. After you have prepared for the sectional exam, contact your proctor and arrange a time to write the exam. Then you may continue with lesson seven.

Time Limit per Course

Beginning with the date the course is mailed from the main office the student has six months to complete each course. Prior to the termination of the six months the student may request in writing one extension for three months. The fee for processing the extension is \$10.00.

If the course is still incomplete after the last day of the extension, the course is listed on the student's transcript as a failure, F. In order to receive credit for that course the student must begin the whole process again, including the payment of fees. The failure will remain on the student's transcript, but a notation will be made indicating that the course has been successfully completed. Then the failing grade will not be used to compute the student's g.p.a. If the student prefers, he may withdraw prior to the end of the fifth month of the course. This will result in a grade of W being recorded on his transcript. The written request for withdrawal must be postmarked no later than the last day of the fifth month.

Refunds

The student may request a refund up to thirty days from the time the course materials are mailed from the main office. Tuition refund will be 100%. Sale of all books, videos, cassette tapes and CDs is final, unless faulty. If faulty they will be exchanged for new ones.

Course Listing and Description

See Catalog

Fees

Tuition: See enclosed price list

Cassette tapes and notes: See enclosed price list

Class notes: See enclosed price list

Textbooks: See enclosed price list

Course Proctor

Before you order your materials you need to ask someone (church secretary, librarian, etc.) to be your proctor. This person will receive your exams from the main office, supervise your writing of the exams and then return them to the main office.

You should have that person fill out the proctor form and then you mail it to the office. The office will then send the exams to the proctor.