



---

# STUDENT HANDBOOK

---

AMES INT'L SCHOOL OF MINISTRY (**AISOM**)

..to [Table of Contents](#)

# Ames International School of Ministry

6900 Daniels Parkway, Suite 29 - 225  
Fort Myers, Florida 33912  
(239) 790-0897

**“Vital, Balanced, Interactive, Focused”**

**Dear Student,**

Welcome to the **AMES International School of Ministry (AISOM)** Student Handbook. Since the birth of AISOM in 2003 and the acquisition of **AMES Christian University (ACU)** in 2005, we have grown to over 43,000+ students worldwide in 157 nations. This incredible growth is the reason why we have created this booklet as a guide to make your learning experience as “user friendly” as possible and to answer many of your questions. We pray that this handbook communicates the heart of our intention—that we desire to make distance learning an attainable, rewarding and meaningful experience with a minimum of difficulty and financial resources.

## **Background**

Initially, AISOM was founded and created to provide Bible college for prospective students who could not afford the cost of tuition at ACU. The 87 credits that the completed AISOM program supplies, provide a perfect foundational affiliate program for spiritual growth. Once AISOM students accumulate credits and biblical knowledge prior to entering ACU, they can integrate and build upon that solid foundation as they actively pursue a Bachelor of Biblical Studies degree.

## **AMES Educational Goal**

Our ultimate goal and purpose at AISOM and ACU is to train ministers in the least expensive way possible so that our graduates can competently reach multitudes for Christ and use more of their finances to do so. We daily pray that our students do great exploits for the kingdom of God, such as George Mueller (who fed and gave shelter to 2,000 orphans all by faith). Mueller has been a powerful example and influence in our own lives and the lives of the staff of our schools. By faith we also trust the Lord for our personal needs as well as the needs of the schools and we regularly see God’s miraculous provision in many ways.

## **Biblical Answers**

With catastrophic events escalating around the world, many are challenged within themselves and are seeking answers to find out why such things are taking place. This is why applying our lives to sound biblical instruction is so vital for the days ahead and why we believe God has opened the door to providing this anointed curriculum to our students.

..to [Table of Contents](#)

### **At AMES, Our Curriculum:**

- Provides answers, spiritual help and counsel.
- Brings truth and real and lasting peace and comfort.
- Will lead you into the knowledge of Jesus Christ and teach you how to live victoriously and how to share His love with others.

### **He Is More Than Able**

It's a big task serving more than 43,000 students and enrolling 400 to 500+ new students each month. It's also a big responsibility God has given us as so many need their minds renewed to the word of God to have any victory in their lives.

Many are the prayers of the staff and alumni of AMES for you. God loves and cares for you and we value each person the Lord brings our way. We want you to know that YOU are important and vital to this organization. You were not brought to our schools by chance.

### **Peace from a Daily Walk**

We pray too as you progress through the courses that you develop a passion for God and that your relationship with Him grows deeper each day. He IS the Real Answer to all of life's struggles and He desires an intimate time with you every day. That daily walk with Him will bring about spiritual growth which will cause you to rise above all the trials and tribulations. He will give you the peace, strength, joy and victorious power to undo all the enemy has done to destroy and discourage you. When you can joyfully live each day FOR God, you will then be truly equipped to fight the enemy at every turn and you will discover that there is nothing more fulfilling in life than leading others to a saving knowledge of Jesus Christ.

*Wishing you all the best in your spiritual and academic journey and may you experience God's best every day. (II Timothy 2:15)*

Blessings in Christ,

***Dr. Vince and Rev. Laura Rizzo***

Dr. Vince and Rev. Laura Rizzo  
President Founder and Co-Founder, Dean of Admissions  
and the Ames Support Staff Team

..to [Table of Contents](#)



## STUDY THESE HANDBOOK INSTRUCTIONS

**QUICK REFERENCE:** USE TABLE OF CONTENTS TO FIND TOPICS (next page)

**GLOSSARY TECHNICAL JARGON** - <http://www.urlsinternetcafe.com/classroom/glossary.html>

**AISOM FREQUENTLY ASKED QUESTIONS** - <http://www.amesbible.org/faq.html>

### STUDENT HANDBOOK NAVIGATION COMMANDS:

We have placed certain hyperlinks throughout the document. When you use your mouse to hover over an area and a control command appears, perform the command it suggests and it will take you immediately to the link itself on our website or within this handbook.

GO TO THE NEXT PAGE, ONE AT A TIME

CLICK ARROWS or Pg Dn/Up

GO TO A SPECIFIC PAGE

TYPE IN DESIRED PAGE NUMBER

USING THE TABLE OF CONTENTS

CLICK ON PAGE NUMBER

NAVIGATION WITHIN THE DOCUMENT

CLICK ON HYPERLINKS

RETURN TO THE TABLE OF CONTENTS

CLICK "TABLE OF CONTENTS"  
(BOTTOM LEFT OF EACH PAGE)

**This information has been compiled and categorized to make obtaining a degree with a solid biblical foundation more easily accessible. It contains many of the features that we previously had on our Home Page but we have added a step-by-step process which will simplify some of the procedures. 4**

..to [Table of Contents](#)

# TABLE OF CONTENTS

<b>Overview of AMES Education Programs</b> .....	<b>6</b>
<i>AISOM Free Program Option</i> .....	6
<i>AISOM Degree Prep Option</i> .....	6
<i>ACU Bible Degrees</i> .....	6
<b>ENROLLMENT PROCEDURES</b> .....	<b>7</b>
<i>AISOM MANDATORY Application &amp; Enrollment</i> .....	7
<i>Note to International Students:</i> .....	7
<i>AISOM Free Program Option ..or.. AISOM Degree Prep Option?</i> .....	8
<i>Transfer your Bible College credits to AISOM</i> .....	9
<i>Degree Prep is the Best Value!</i> .....	9
<i>AISOM Payments</i> .....	10
<i>BONUS: If you prepay in full we will send you a free 4 GB USB</i> .....	10
<b>REFUND POLICY</b> .....	<b>11</b>
<i>Status Change From FREE to DEGREE PREP</i> .....	11
<b>CATALOG : COURSE LISTINGS</b> .....	<b>12</b>
<i>Course Descriptions</i> .....	12
<b>HOW TO TAKE AISOM COURSES</b> .....	<b>13</b>
<i>Accessing the AISOM courses</i> .....	13
<i>DOWNLOAD CENTER : Downloading your AISOM courses</i> .....	13
<i>Chapter Self Tests</i> .....	14
<i>Taking Your AISOM Final Exam</i> .....	15
<i>How to Use the AISOM Student Exam Center</i> .....	16
<b>GRADUATION PROCESS</b> .....	<b>18</b>
<i>AISOM Degree Prep Students</i> .....	18
<i>AISOM Free Students</i> .....	18
<i>Correspondence Print Courses</i> .....	19
<b>SPECIAL PROGRAMS</b> .....	<b>19</b>
<i>Concurrent Enrollment</i> .....	19
<i>ACU Electives Courses</i> .....	20
<i>Life Breakthrough Coach Training</i> .....	20
<b>AMES MINISTRIES</b> .....	<b>21</b>
<b>DONATING TO AMES CHRISTIAN UNIVERSITY</b> .....	<b>22</b>

---

## Overview of AMES Education Programs

---

### AISOM Free Program Option

AISOM is in general a scholarship program. Students enrolled in our Free Program enjoy the benefits of our in-depth biblical foundational teaching. This education enables them to skillfully evangelize their world for Christ.



Many are already pastors who live in remote areas where there is not a local bible college and they desperately desire to be trained for the ministry they are called to. We also have many students who are in the military fighting for their lives who are using the courses to spiritually mature as well as courageously defend the rights of others.

Obviously, there is a great demand for this. We are privileged to provide this vital training by faith as a missionary endeavor.

### AISOM Degree Prep Option

AISOM Degree Prep students pay for their tuition and courses at a scholarship price of *only 10%* of the regular cost of tuition! Graduates will receive a Certificate in Biblical Studies and be invited to enroll in

..to [Table of Contents](#)

AMES Christian University to complete a Bachelor degree.

Student fees enable AMES to hire instructors and meet other ministry expenses. The fees also enable us to offer other “avenues” for student betterment and enjoyment—such as our online student social network at Faith Space (which is a Christian alternative to MySpace), and our online Christian radio station at Ignite Christian Radio...*See our links at the end of this handbook.*

### ACU Bible Degrees

AMES Christian University offers degrees in the Bachelor, Masters, and Doctoral levels. Acceptance requirements include a previous Biblical degree OR completion of the AISOM Degree Prep (87 credits). AMES offers tuition fees and books significantly below other school prices.



See [www.ameschristian.com](http://www.ameschristian.com).

AISOM is non-profit and incorporated with the State of Florida. We are affiliate members of ACEA in Colorado Springs, Colorado through C. Peter Wagner since 2003.

AISOM is an affiliate of ACU since 2003  
[www.freebiblecollege.com](http://www.freebiblecollege.com) / [www.amesbible.org](http://www.amesbible.org) /  
[info@amesbible.org](mailto:info@amesbible.org) / [www.ameschristian.com](http://www.ameschristian.com)

---

# ENROLLMENT PROCEDURES

---

## AISOM MANDATORY Application & Enrollment

**ALL STUDENTS ARE REQUIRED TO APPLY AND ENROLL ONLINE BEFORE YOU DOWNLOAD YOUR FIRST COURSE.**

**Enroll by clicking on the “Enroll Now” button or “Click Here to Enroll” button on the Home Page** provided to fill out the form with your contact information.



Regardless of whether you plan to study with us as an AISOM Free or Degree Prep Student, we ask that you enroll so that we can build a file for you.

IF you are already taking the courses and have not yet enrolled, please STOP AND DO SO NOW!

IF YOU DO NOT ENROLL, we can not verify your enrollment date which will invalidate your studies, credits and grades and we will not be able to graduate you in the time period you expect.

THIS IS VITALLY IMPORTANT FOR ALL STUDENTS!!!

### **Note to International Students:**

*Daily we get hundreds of inquiries from students desiring to obtain visas to leave their countries*

..to [Table of Contents](#)

*and come to the United States to study free at our schools. Ames does not currently have a physical campus. As AISOM and ACU BOTH ARE ONLY DISTANCE LEARNING ONLINE PROGRAMS, we at Ames have no dorms or facilities to accommodate you.*

## **INFORMATION PROVIDED ON YOUR AISOM APPLICATION**

All student information that you submit is of utmost confidentiality and becomes permanent information in your file and in our databases. All accounts, grades, payment histories, student contact information, etc. are archived and remain in our databases as many students graduate from Ames International School of Ministry and then return years later to go through our Ames Christian University Bachelor, Master and Doctorate programs. This information makes reinstating a much simpler process and enables us to more speedily serve you when you return

Our pledge to you is that we will never sell or give your name or email address to anyone and will never solicit contributions by phone or publish or report any contributions received in any publication. We also utilize this to differentiate between any students that have the same names. (WE DO NOT PASS THIS INFORMATION TO ANY OTHER ORGANIZATIONS.)

**Please note: Do Not Wait and Enroll At The End of Your Studies!**

In the past, students have completed the AISOM program and then proceed to enroll AT THE END of their studies submitting their grades all at once. Enrolling and graduating in the same month when you are embarking

on a one to two year program causes us to question your credibility meaning that we may decide NOT to honor your grades and you may not graduate. IT IS VITALLY IMPORTANT that your start date be when you initially begin the program. Please do not rush through the courses - take your time as all the AISOM courses are self-paced and there are no deadlines.

### **AISOM Free Program Option ..or.. AISOM Degree Prep Option?**

Once enrolled, you will be given the choice to study in the AISOM Free Program or the AISOM Degree Prep Program. As you select your program, you will then receive an email Welcome Letter with the password explanation and a link to the Student Page where you can download your first course.



### **THE AISOM FREE PROGRAM OPTION**

Join our Free Bible College Program and get all 22 AISOM courses as our free gift to you with no obligation. They are available for you to download at the [Course Download Center](#) immediately.

Once you complete the Free Program, we will e-mail you a pdf Certificate of Completion with your name and the date you graduated which you will then print. You will have the satisfaction of graduating from our worldwide bible college, however, you will

..to [Table of Contents](#)

receive NO transcript and NO college credits. Simply enroll in the Free Program and opt-out of receiving credit for your courses.

### **THE AISOM DEGREE PREP OPTION**

Enroll in the Degree Prep program and receive 87 college credits upon completion of all courses. **The courses are the same as the Free program.** No partial credits or transcripts are given. The entire AISOM paid program must be completed and tuition paid for 87 credits to be awarded.

Upon completion of all 22 courses, you will receive:

- A beautifully printed hard copy Certificate of Biblical Studies Diploma with an AISOM official gold embossed seal complete with ribbons which is suitable for framing sent in a crest emblem or gold detailed certificate folder.
- An official hard copy course transcript with watermark and stamped embossed seal equal to 87 transferable biblical credits and the right to request us to forward your transcript to other colleges.
- The ability to transfer your 87 credits to ACU and take 11 additional courses worth 33 credits and receive a Bachelor of Biblical Studies (BBS) Degree certificate and transcript. You will then have obtained 120 credits.
- The satisfaction of knowing that you have completed a Biblical Program and increased your knowledge to effectively communicate God's Word with confidence and the power to reap souls into the Kingdom of God and partake in the end time harvest.

## Transfer your Bible College credits to AISOM

AISOM will now begin accepting ministry transfer credits from other bible colleges. Interested students need to have your transcripts sent to us for evaluation from the college you attended and upon acceptance, pay a \$15.00 US dollars fee for each individual transfer credit. These pertain to biblical credits ONLY. You then would take whatever AISOM courses you wish to make up the required 87 credits to graduate to ACU.

## Degree Prep is the Best Value!

### AISOM Degree Prep STUDY PROGRAM:

Our tuition for this program is only \$20.00 US dollars per course for all 22 AISOM courses and we suggest that you pay as you go or pay in full. We have several automated payment plans available on the next page.

DO THE MATH!!



### COMPARE FOR YOURSELF

Most colleges charge **PER CREDIT HOUR**. We charge **PER COURSE**.

Some are charging \$200.00 US dollars to \$300.00 US dollars Per Credit Hour and up to

\$600.00 US dollars to \$1,500.00 US dollars per course plus books.

In the AISOM Degree Prep Program, you are basically only paying a \$20.00 US dollars per course Administrative Fee. **This covers the cost of hosting and tracking your courses, grades and payments and for the materials, processing, handling and postage of your graduation documents.**

For each Degree Prep course you will receive approximately three (3) transferable biblical credits per course, saving you \$178.00 US dollars per course.

This means that once you complete all 22 courses at AISOM that you will have received a scholarship worth two-thirds or 75% of your Ames Christian University (ACU) Bachelor of Biblical Studies tuition equal to a savings of \$3,916.00 US dollars!

If you choose to continue your studies at ACU, you will only have a remainder of 11 major concentration courses to take at the normal price of \$198.00 US dollars per course to receive your Bachelor of Biblical Studies degree.

Our goal during your time with us at AISOM is to make your dream of obtaining a biblical education affordable and cost effective.

*(Once you have graduated from AISOM, you **are not required** to proceed to ACU for the additional credits or for a BBS degree. You may simply earn the 87 credits and receive the certificate and transcript and go on to do whatever God's will is for your life and future with our congratulations and blessings!!)*

..to [Table of Contents](#)

## AISOM Payments

**If you desire to receive credit for your studies, we have the following payment methods:**

To make payments using your credit card or e-check payments, go to the Payment Page on our website and use the secure PayPal payments system.

Regular payments can also be made by automatic deduction through PayPal from your checking account. Auto-deduct is configured using the “PayPal subscription” feature on the Payment Center page.

Payments made by check, money order, Western Union or Money Gram International will be credited to your account once they are received, processed and/or cleared.

Payments through these options will enable you to become immediately and automatically placed in the Degree Prep Program. No need to ask for confirmation.

Please make payments payable to Ames Christian University and mail them to:

Ames Christian University  
6900 Daniels Parkway  
Suite 29 - 225  
Fort Myers, FL 33912

**BONUS:** If you prepay in full we will send you a free [4 GB USB](#)

Our AISOM USB Contains...

- The complete menu driven Dickson Biblical Research Library
- All 22 courses in English and Spanish
- The Audio Version of the Old and New Testaments read by Alexander Scourby
- The King’s Table Devotional
- Plus a Library of 15,000 zipped Christian .PDF E-Books
- Extra space to store other programs

This is your chance to receive this valuable resource tool. To take advantage of this offer, go to the Payment Page and pay for all your courses.

**For a payment of \$100 US dollars** You will RECEIVE 5 COURSES AND GET ONE COURSE FREE, however this option can only be used three (3) times per student.

**For a payment of \$200 US dollars** You will RECEIVE 12 COURSES AND GET 2 COURSES FREE. This option can only be used once.

### Discount For Couples

We also have created a payment option for a limited time for couples with a savings of \$200.00 US dollars, which can be applied with friends or relatives. When you make this payment, just let us know by email if this is the option you desire.



---

## REFUND POLICY

---

There is a non-negotiable refund policy on the administration fees due to the fact that you were under no obligation to pay in the first place.

You can also choose to be a partial payment graduate at which point we will issue you a .PDF certificate of completion by email. Please notify us in writing by email if this is your desire. You also need to notify us by email if you desire to have your credits transferred to another school of your choosing.

**Status Change From FREE  
to DEGREE PREP**

### **SWITCHING TO THE AISOM Degree Prep PROGRAM from FREE COURSES**

This option is for students who are currently in the AISOM Free Program which means you are currently NOT receiving credit for your studies.

To enroll in the AISOM Degree Prep Study Program to receive course credits, simply click the link on the Student Page that says “Switch to Degree Prep Program” and make arrangements to begin paying for your courses.

**The courses are the same as the Free program.**

If you pay by Paypal, this means you are now AUTOMATICALLY enrolled in the Degree Prep Program once we receive the payment.

..to [Table of Contents](#)

Payments will be credited to your account once they are received, processed and/or cleared. You will then automatically be placed into the Degree Prep Program.

### **AISOM Degree Prep Documentation Benefits:**

All students who switch to the AISOM Degree Prep Program, will receive all the benefits of an AISOM Degree Prep Student and will be awarded a printed hard copy [Certificate of Biblical Studies Diploma](#) by mail along with an official transcript. Free students ONLY receive a .PDF [Certificate of Completion](#) and no transcript and no credits.

Once you pay for and earn your credits, they are then transferable to ACU towards a Bachelor of Biblical Studies degree or you can request us to forward your transcript to another school of your choosing. You can also simply end your studies as a bible college graduate or go on to earn a Bachelor or your Masters or Doctorate degree at ACU.



---

# CATALOG : COURSE LISTINGS

---

Ames International School of Ministry uses the curriculum produced by the Harvestime Institute. It is an extensive program with detailed study and practical life applications. All four modules are designed around a theme with each module generally increasing in the level of challenge it presents.

## Course Descriptions

To see Course Descriptions or to download a free sample course, go to the [www.AmesBible.org](http://www.AmesBible.org) Home Page.

*If you are in the Free Bible College of AISOM, you will not receive college credit for completion.*

*If you are in the Degree Prep paid program and have paid for all 22 courses and have turned in all 22 course grades, you will be awarded 87 credits.*

**Although we suggest and recommend that you study the AISOM courses in order** (see modules at the right for order of availability) you are free to study them in whatever order you wish.

Please note: these are digital courses. We do not mail out textbooks or e-mail lessons. If you want printed courses rather than digital, see Correspondence Print Courses below.

**HINT:** Print this page and retain as your Student Progress Plan. Checkmark each course as you download it and put your grade next to each course title as you complete it.

Following are the modules and their contents:

### Module 1: Introduction to Biblical Studies

#### 18 ACU Credits

Old Testament Survey  
New Testament Survey  
Foundations of Faith  
Creative Study Methods

### Module 2: Applying Biblical Studies Personally

#### 21 ACU Credits

A Biblical Worldview  
Kingdom Living  
Knowing God's Voice  
The Holy Spirit's Ministry  
Spiritual Warfare  
Power Principles

### Module 3: Applying Biblical Studies In Community

#### 24 ACU Credits

Management Principles  
Environmental Analysis  
Management By Objectives  
Mobilizing Methodologies  
Evangelizing  
Strategies for Spiritual Harvest

### Module 4: Applying Biblical Studies: Special Apps

#### 24 ACU Credits

Teaching Tactics  
Multiplication Methods  
Jail and Prison Manual  
Women, A Biblical Profile  
Intercessory Prayer  
Healing, A Battle for the Body

..to [Table of Contents](#)

---

# HOW TO TAKE AISOM COURSES

---

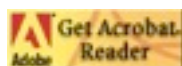
## Accessing the AISOM courses

As all the AISOM Harvestime courses can be taken for free, all students can immediately download the courses in one of two formats:

### 1. ADOBE READER FOR READING OR PRINTING THE COURSES:

The preferred method that courses can be downloaded is through the Adobe Acrobat file format as .PDF files for reading or printing. To make your own booklets, simply access the courses and print them on your own printer. (To do this, click on the .PDF icon link on the Download Page on the AISOM website.)

LOOK FOR THE ADOBE ACROBAT READER LINK ON THE STUDENT PAGE TO RECEIVE YOUR COURSES. LOOK FOR THIS ICON:



### 2. HTML WEBPAGE FOR INTERNATIONAL STUDENTS:

Courses can also be downloaded in the .html webpage format which is primarily for our foreign students outside the United States, who can not normally download our courses. *(Click on the .html icon link on the Download page on the AISOM website.)* This means that you can study the courses online using this link.

..to [Table of Contents](#)

## DOWNLOAD CENTER : Downloading your AISOM courses

VERY FIRST TIME: *(You may wish to print these next few pages to repeat the process for each time you download a course)*

1. Go to the Student Page
2. Click on the link to the Download Center
3. Download your first course

### HOW TO SAVE A .PDF AISOM COURSE FILE TO YOUR COMPUTER:



1. Right click on the hyperlinked name of the course. This is usually a blue or purple underlined word indicating that it is a downloadable file link. A menu will then appear and depending on your browser and browser version, the options will vary.
2. Choose one of these options to save or download the course from the link:
  - a. Save Target as:
  - b. Save Link as:
  - c. Save Link Target as:
  - d. Download Linked File as:
3. Select a save location and click OK. A pop-up message will tell you when the download is complete. You now will find your downloaded book at the location you selected.

## HOW TO TAKE YOUR COURSE

1. Read the first chapter and complete the chapter Self-Test
2. Go to the end of the course book to grade your Self-Test
3. Go to the next chapter in the course and complete the chapter Self-Test
4. Go to the end of the course book to grade each Self-Test repeating the above process until you are finished with each chapter and each Self-Test

Memorization of all scripture verses in the courses is not mandatory but they are recommended and helpful to everyday life and to the value of the point of the course and your spiritual growth. As God's word is quick and powerful and sharper than any two-edged sword discerning men's hearts and intentions (Hebrews 4:11), the scriptures contain the supernatural power through which God can change our hearts, our desires, our lives, and our circumstances so they are a very valuable part of the studies. We encourage you to read and meditate on the verses as they are life changing and communicate God's love and His desires for us.

*If you have difficulty with memorization, do not let that hold you back from completing your courses, but do read and meditate on them for comprehension for the profound truths they contain.*

The "For Further Study" at the end of each chapter is optional and additional information to back up the point of the course. It is available for students who want an even greater level of in-depth training on the subject. The reading is not mandatory.

..to [Table of Contents](#)

## TO DOWNLOAD ALL REMAINING 21 AISOM COURSES:

1. Return to the Course Download Center every time for each course.
2. Repeat steps 1 through 4 on this page for each course

LOOK FOR THE DOWNLOAD CENTER BUTTON LOCATED ON THE STUDENT PAGE of the AISOM website to access each course.

It is recommended that you save each course .PDF to your desktop to easily access the course before you are finished with it. Then when you are finished with the course, you can just delete it from your desktop.

### Chapter Self Tests

Study all the lessons and complete all the Chapter Self Tests which will help you prepare for the final exams.

DO NOT SEND US the grades for the self tests. BUT ONLY email the final exam grade using your score from the Grade Submission Form on the Student Exam Center Page.

### GRADING YOUR AISOM EXAMS

#### THE AISOM HONESTY POLICY

As our schools are biblically based upon the exact foundations of the Word of God, we are trusting that you as a Christian and an honorable Ames student, will absolutely adhere to the honesty policy, and to have someone other



than yourself grade your exams. We trust our students to also honestly report your test scores and grades.

If you can not find another person of notable integrity and honesty to proctor your exams then grade and submit them yourself. But remember that you are studying the Word of God and you are doing this as unto the Lord for the ultimate purpose of developing your relationship with Him, receiving spiritual wisdom and to be able to better communicate His love to others.

The answers to the exams are included with your course. **To cheat on your grading is to cheat yourself and to be dishonest before the Lord** and sadly, you can not truly reap the benefits of God's Word and our program with a deceptive heart.

## STUDENT INTEGRITY EXPECTED

We believe as a Christ-centered institution, that all parties involved in AISOM MUST and WILL conduct themselves with absolute integrity. Our credibility rests on it. More importantly, the credibility and reputation of the gospel and our schools is at stake.

Equally, we believe that our learners MUST practice absolute academic honor. Every AISOM and ACU learner agrees to practice academic honor in the areas of plagiarism, cheating, and misrepresentation of identity.

In addition, we have developed methods using technology and processes to ensure that learners submit these exams by the academic honor code.



All the AISOM exams are “closed book” so to speak and you are to adhere to the AMES honesty policy.

## DISCOVERED STUDENT DISHONESTY

Unfortunately, we have caught several students who dishonestly reported their grades and were disqualified and rejected from the program. Any and all students that we discover who are inappropriately conducting themselves or fabricating the reporting of their grades are automatically expelled from the program and will receive no credits or graduation documents.

5.

## Taking Your AISOM Final Exam

Go to the Student Exam Center, have someone proctor your final exam and submit your grades using the Grade Submission Form link. (see exact instructions below).

**Please remember we do not need the Chapter Self-Test scores, only the final exam scores and please use the Grade Submission Form.**

**DO NOT mail your exams to us or to Harvestime. We do not accept printed exams, so please do not send them and we only accept grades by email.**

1. Go to the Exam Center Page from the Home Page
2. Print out the Answer Sheet
3. Pull up the Final Exam on your computer screen by going to the Exam Center Page.
4. Take the exam using your blank printed answer sheet to write in your answers to

the multiple choice questions and true/false questions on the exam.

5. Print out the Answer Key and have someone compare your answers on your Answer sheet to the correct answers on the Answer Key Sheet. You are permitted to grade your own exam only if you cannot locate anyone else to proctor it. Use the Grading Scale. (see also Honesty policy, Student Integrity and Student Dishonesty policies)
6. Submit your correct answers using the Grade Submission Form at the Student Exam Center.

### How to Use the AISOM Student Exam Center

- 1) Click on the Test Answer Form link at the bottom of the Student Exam Center page and print out your Blank Exam Answer form.
- 2) Select the final exam for your desired course and print it out or read it on your computer screen.
- 3) Click on the link to view the test questions.
- 4) Read the questions on your computer and use the printed Test Answer Form to record your answers on your Blank Exam Answer form.

AS A REMINDER - all the AISOM exams are “closed book” so to speak and you are to adhere to the AMES honesty policy.

BEFORE YOU DO THE EXAMS, read ALL of the materials and do ALL the chapter self-test quizzes. The courses or self-tests ARE NOT to be accessed during the final exam.

5) **WHEN COMPLETED**, click on the link for the answer key for your exam and have someone else grade your exam. That means your test should be proctored by a person of honorable integrity and authority such as a parent, pastor, teacher or an adult who is honest and trustworthy. This means you should have someone else *other than yourself* grade your exam.

If this is not possible, grade your exam yourself but please understand that honesty is a must. WE DO have ways and methods of determining if a student is cheating or not, that have been built into the courses.

Complying with the ground rules at AISOM will help prepare you for graduating to ACU. This is because at ACU all the course formats, assignments and processes are all structured very differently from AISOM.

Do your best now to prepare yourself for ACU because the ACU courses are facilitated at the University level, are more challenging, and are offered in a six-week schedule in a 90-day independent program. The academic learning environment is created through an interactive virtual campus where student and instructor communicate on a weekly basis where lectures and assignments are posted. At ACU there is no multiple choice and all assignments and final exams are 8 to 10 page papers that the student must write per subject matter for each assignment.)

With that in mind, we encourage you to make the most of your time with us by doing your absolute best before the Lord. Then, when you graduate AISOM, you will be ready to take on the arduous scholastic challenge at ACU.

6) When you are finished with your exam and it has been graded, click on the "Submit Your Grades" link and send us the letter grade and the number of incorrect answers you had out of 100 or as many test questions as there are.

### **AISOM GRADING SCALE:**

REGARDLESS OF HOW MANY TEST QUESTIONS ARE ON EACH EXAM FOR EACH COURSE, THIS IS THE AISOM GRADING SCALE. PLEASE USE THE GRADING SCALE BELOW FOR **ALL** AISOM COURSES AS THESE ARE THE ONLY GRADES WE WILL ACCEPT:

Zero Wrong is an A+  
1 to 10 Wrong is an A  
11 to 19 Wrong is a B  
20 to 26 Wrong is a C  
27 to 30 Wrong is a D  
31 or more Wrong is an F

Example: 5 wrong out of 100 questions is 95 which is an A. 5 wrong out of 50 questions is still an A. The same grading scale applies to ALL test grades regardless of how many test questions per exam. THERE ARE NO GRADES IN OUR SCALE SUCH AS A-, B+ or B- or C+ or C- or D+ or D- or F+ or F-. (If you do not read ALL of the course text or take all the self-tests, you automatically have 2 wrong on each exam and therefore can not receive an A+.)

SUBMIT EACH GRADE AFTER EACH COURSE. DO NOT SEND GROUPS OF GRADES AS WE WILL QUESTION YOUR CREDIBILITY REGARDING YOUR COMPLETION TIMES.

Once again, we compare your enrollment date and your graduation date to see if you are

..to [Table of Contents](#)

submitting your grades in an unreasonable amount of time.

When you are embarking on a one to two year program this causes us to question your credibility meaning that we may decide NOT to honor your grades and you may not graduate. It is important that your start date be when you initially begin the program. Please do not rush through the courses - take your time as all the AISOM courses are all self-paced and there is no deadline.

### **SUBMISSION OF AISOM GRADES:**

Send us the final grade for each course using the Grade Submission Form link at the bottom of the Student Exam Center page.

LOOK FOR THE GRADE SUBMISSION FORM BUTTON LOCATED ON THE STUDENT PAGE.

### **SUBMITTING PROGRESS REPORTS:**

If you are in the AISOM Degree Prep Program, please submit a weekly progress report. All Degree Prep students are requested to submit these weekly reports to get into the habit as weekly contact is also required at ACU. Forwarding these reports on a weekly basis will help you to develop the commitment needed to eventually graduate from ACU with a Bachelor in Biblical Studies degree. It will also help you to reflect and recognize your own spiritual growth as you progress through the courses.

LOOK FOR THE STUDENT PROGRESS REPORT BUTTON LOCATED ON THE STUDENT PAGE.

---

# GRADUATION PROCESS

---

## YOUR AISOM GRADUATION – CONGRATULATIONS!!

Simply notify us in writing (by email) when you have completed all your courses, have submitted all your grades and have completed all your payments in full. *This is the only way we know you are ready to graduate.*



After you notify us we'll process your diploma and transcript. You will then be ready to continue on towards your degree completion with ACU!

### AISOM Degree Prep Students

- A. **ALL GRADUATING STUDENTS WILL NOT RECEIVE THEIR DOCUMENTS UNLESS THEY HAVE ENROLLED IN OUR APPLICATION DATABASE.** If you did not enroll at the beginning of your studies, please do so NOW and notify us of your late enrollment date. It will make things easier for you when graduate as we will not honor your grades or payment history if we can not validate that you spent a reasonable amount of time studying to completion.
- B. YOU must inform us in writing by email of your current mailing address so that we mail your AISOM graduation documents to the correct address.

C. YOU must inform us in writing by email of how you want your name on your certificate and **NO TITLES ARE PERMITTED ON THE GRADUATION DOCUMENTS.**

D. YOU must inform us in writing by email if you plan to go to ACU. YOU must request to have a copy of your transcript sent to ACU if you wish to enroll at ACU. You will then be sent an email from ACU inviting you to enroll. **(PLEASE LET US KNOW IF YOU DO NOT RECEIVE THIS EMAIL.)**

When you graduate from AISOM, you are under no obligation to complete the degree program at ACU. Going on to ACU is completely optional. If you wish to continue at ACU, you will need to complete 11 concentration courses at \$198.00 US dollars per course which equals the additional 33 credits necessary to obtain your Bachelor of Biblical Studies Degree.



### AISOM Free Students

- A. **All graduating AISOM free students MUST enroll in our application database at the beginning of their studies and when you are finished you MUST submit all 22 grades.** If you did not do this at the beginning of your studies, you need to contact us in writing by email to let us know as we will not honor your grades if we can not validate that you spent a reasonable amount of time studying to

completion. Please enroll NOW as you MUST enroll to receive your email .PDF certificate.

B. YOU must inform us in writing by email how you want your name on your .PDF certificate that we will email to you. LOOK FOR THE “READY TO GRADUATE” BUTTON ON THE STUDENT PAGE.

### Correspondence Print Courses

You may order single printed courses from our curriculum publisher (Harvestime) for a charge of \$20.00 US dollars each. Printed books are only in English and only mailed in the United States.

A CD of all 22 courses is available from our curriculum publisher (Harvestime) for \$50.00 US dollars. *\*\* You will not receive credits for these courses unless you enroll in AISOM. Please make sure to enroll!*

### AISOM Correspondence Procedures

When you finish your studies, pay for your courses and submit your grades to AMES by email, we will then send you a Certificate of Completion and a transcript of your credits and you can then go on to ACU.

**To purchase books through Harvestime, click on this link:** <http://www.harvestime.org/shoppingcart/bookstore.htm>

Harvestime International Network  
3176A Via Buena Vista  
Laguna Woods, CA 92637  
(949) 707-1487

..to [Table of Contents](#)

---

## SPECIAL PROGRAMS

---

### Concurrent Enrollment

NEW - TAKE ACU COURSES WHILE YOU ARE STUDYING AT AISOM:

Many students have wanted to take ACU courses prior to finishing their courses at AISOM. Now this is possible. If you desire to start taking your BBS concentration courses early at ACU prior to your graduation at AISOM you must consider the following.

#### Requirements:

- Students will have paid in full all tuition for all 22 AISOM courses
- Be enrolled in the AISOM Degree Prep Program
- Have completed the First AISOM Module with all four course grades submitted

Completion of all 22 AISOM courses is still mandatory for the 87 AISOM credits or equivalency of approved and paid for transfer credits.

#### ACU Course Options:

- Courses can be taken one by one in your chosen concentration
- You can also officially apply early and have a degree plan created in place before you graduate at AISOM
- Students can also take individual BBS elective courses on a course by course basis without a specific concentration. We will then apply them to a degree program once

your AISOM program is complete. Only three elective courses are permitted per AISOM student.

Courses taken and credits earned at ACU will be applied to your BBS degree once your AISOM program is complete. All ACU BBS courses are \$198.00 US dollars per course.

### **ACU Electives Courses**

Only three elective courses are permitted per AISOM student when building a degree at ACU. Please go to the ACU site to view the new electives: [www.AmesChristian.com](http://www.AmesChristian.com)

### **Life Breakthrough Coach Training**



### **CHRISTIAN LIFE COACH TRAINING COURSE AND CERTIFICATION**

Our Christian life coach training helps people experience breakthroughs and transformation in their thinking, values and life purpose. Our Christian life coach training is for those interested in pursuing life coaching from an authentic Biblical perspective. Are you a mentor, pastor, lay leader, counselor, life coach, or simply someone interested in

adding Christian life coaching skills to your existing business or ministry or just starting something brand new?

### **WHY IS THIS CHRISTIAN LIFE COACH TRAINING UNIQUE?**

- A Program that is Highly Affordable, Highly Practical, and Highly Biblical
- Solid Principles of Coaching around Values, Purpose and Renewed Thinking
- Training as a Professional Life Coach from a “Breakthrough” Perspective
- Christian Life Coach Training that is both “Formational” and “Transformational”
- You will be Treated Like Family in a Stress-Free and Cordial Environment
- Communication, Training, and Support After You Complete the Program

*\* This program can be used as an elective for any degree program and you will Earn 3 ACU credits*

..to [Table of Contents](#)

---

# AMES MINISTRIES

---

**Ames Book Store:**

Christian Books

<http://www.amesbooks.com>

**Printed Correspondence Program:**

Purchase Printed Curriculum Books:

<http://www.harvestime.org/shoppingcart/bookstore.htm>

**Life Breakthrough Coach Training**

10 week training course

[www.ChristianLifeCoachTraining.Info](http://www.ChristianLifeCoachTraining.Info)

**Ames Christian Music Store:**

Christian Music

<http://www.amesmusicstore.com>

**Ames Novelty Store:**

Mugs, hats, t-shirts, etc., with Ames School Logo

<http://www.cafepress.com/faithworkx/>

**Ames Partnership:**

Licensing & Ordination for Graduates at GAM

<http://www.gospelallianceministries.org/>

**Ames Radio:**

Christian Contemporary Music with Current Artists

<http://www.ignitechristianradio.org>

**Ames Social Network:**

Online Christian Social Network – Get your own page free!

<http://www.faith-space.com>

**Now Over 9,500 Members!**

Sign up for your free page at [www.faith-space.com](http://www.faith-space.com). This is the Christian alternative to Myspace!! Our AMES Student Interaction Social Network Area has only been in existence for a little over two years and has over 9,500 members!! This is where you can specifically communicate with other Ames students and with Christians from around the world. You can post music, videos and photos and create blogs and... it's not just reserved for our students but you can invite all of your Christian friends.

LOOK FOR THE AISOM GROUP at the top of the Groups page. Click on the Groups tab and LOOK FOR THIS LINK:

<http://www.faith-space.com/group/amesinternationalschoolofministry>

---

## DONATING TO AMES CHRISTIAN UNIVERSITY

---

If the Lord impresses upon your heart to support us, would you consider partnering with us? If He has led you to become a partner with us financially, we created a link on the Student Payment page.

Your gifts are tax-deductible through ACU which is a non-profit 501(c)3 corporation. You will receive a receipt for your giving.

You can also designate a donation for ACU by mailing a check to:

AMES Christian University  
6900 Daniels Parkway,  
Suite 29 – 225  
Fort Myers, FL 33912

**Please see the “Donate Button” on the Student Payment Page.**

### NON PROFIT STATUS and CONFIDENTIALITY:

AMES Christian University Inc. has been recognized by the United States IRS as a not for profit, 501(c)3, public charity since February 2005. Contributions are tax deductible and confidential. Checks can be made to AMES Christian University and/or non-cash gifts can be mailed to the address above. We will never sell or give your name or email address to anyone else, will never solicit contributions by phone, and will never report a contributor's gift or bequest through a Will or Trust in any publication. Thank you.

Thank you for caring to make a difference. We at Ames wish to extend our love and prayers to you for spending your time and resources with us. We pray that while you are with us or after you graduate from us, that the Lord truly bring you to the highest degree of knowing and loving Him.

May you look back on the past with joy, celebrate the present with laughter and anticipate the future with your heart full of His love and great expectations.

Blessings always,

*Dr. Vince and Rev. Laura Rizzo*

