

# REGNUM INSTITUTE    GENERAL POLICIES

## **General Expectations:**

### **1. Attendance:**

All students are expected to respect the attendance protocol this means, among other things, that they will be on time, preferably 15 minutes before the class begins, (For prayer and/or administrative needs) and come well prepared for all their equipping sessions. Well-prepared means having completed all assigned reading materials, videos or audios, and homework, and that they will use appropriate program resources if they are having difficulty (these include buddy support system, other students, program coaches, and the faculty). Students are expected to leave the facilities only until the faculty member dismisses the class for the day.

Communication is also extremely important. If you must miss a class for extraordinary reasons, let a faculty member or campus coordinator know, in advance if possible, so that makeup materials can be made ready for you. Email or phone messages are both appropriate. (Fill out absentee form and follow class make up instructions, cost of makeup materials will be covered by the student, make up work must be submitted not later than a week after the absence took place)

Since the length of the equipping semesters is approximately 12 times per trimester, the maximum number of absence or tardiness events per trimester is 3. Exceptions to this policy will be made only for extreme circumstances and emergencies. If a student does not meet this requirement, the student will not receive a "Graduation Diploma" and may be asked to withdraw from the institute.

### **2. Personal Discipline:**

All students are expected to take personal responsibility for and be actively engaged in their own progressive spiritual and intellectual growth and development. Regnum Institute's hands-on approach and accelerated learning environment requires from the student a high level of self-management and prioritizing; as well as developing a strong spiritual lifestyle which includes a deep study of the Scriptures and a devotion to prayer, fasting and activation of spiritual and ministry gifts.

### **3. Social Interaction:**

Students should show proper respect to instructors, faculty, coaches and fellow students. They will consider the effects of their actions on others as well as themselves (for example, failure to participate actively in equipping sessions, meetings, workshops, and seminars seriously undermines the effectiveness and morale of other students). Students are expected to work co-operatively as a team, in program activities except when otherwise directed.

### **4. Dress Code:**

Students should dress comfortably and respectfully. Beach attire is not allowed. Students should be sensitive and respectful to others by not wearing clothing that would be considered provocative or revealing.

### **5. "Buddy Support System"**

General Policies Last Edited 03/03/09

Each student will be paired with at least one other student to form a 'buddy system'. The student should contact their 'buddy' in the event they miss class; need to review class work or team up for an assignment. The buddy system is intended to assist each student keep pace with the class and should not be abused in any form or develop into a burden for other students. "Buddy's" will be paired among students of the same gender.

## **6. Class Auditing:**

Given the progressive and dynamic nature of the curriculum content, students will not be able to "audit" an individual class before committing to the school at large. The examination of a single class is not sufficient to make a determination of commitment; we would like to see students make that at the outset for the program. Guests are not allowed.

## **7. Children Care:**

There is no provision for children care or nursery during class sessions. Students are required to arrange for children care outside of the premises of the Institute.

## **8. Recording Devices & Mobile Phones**

To minimize class time distractions, students are not to record or bring any video or audio recording devices to class, including mobile phones. An audio and possibly video recording of classes will be available to students for a nominal fee. Mobile phones are to be turned off during class time; no texting or internet browsing is permitted.

## **9. Food & Drink**

Although we encourage students to bring a packed lunch to class that can be stored in the Kitchen area, no food or drink will be permitted in the sanctuary at any time with the exception of water. A lunch break will be provided when students can eat their lunch under the pavilion.

## **10. Accountability**

Students should remain open to suggestions and feedback from the faculty, regarding their spiritual progress, learning development, and any area that the core faculty, coaches and mentors deems necessary to address. It is expected that each student take the initiative to seek out help, clarification, ministry or guidance during the course of the school. Accountability is one of the core values at the Regnum Institute.

## **11. Graduation Requirements:**

In order to be considered for graduation, Students must have completed 3 full semesters, have all financial balances paid in full, assignments and evaluation records for each semester must be completed, all field practical assignments must be completed