



HARTLAND COLLEGE

CATALOG & STUDENT HANDBOOK 2014-2016



ACADEMIC CALENDAR

Fall Term	2014	2015	2016
Freshman Orientation	Sept. 8-9	Sept. 7-8	Sept. 5-6
Registration	Sept. 10	Sept. 9	Sept. 7
Student Orientation	Sept. 11-12	Sept. 10-11	Sept. 8-9
Instruction Begins	Sept. 15	Sept. 14	Sept. 12
Last Day to Add or Drop Classes	Sept. 29	Sept. 28	Sept. 26
Fall Convocation	Oct. 24-26	Oct. 23-25	Oct. 21-23
Fall Graduation	Nov. 8	Nov. 7	Nov. 5
Last Day to Withdraw from Classes	Nov. 10	Nov. 9	Nov. 7
Last Day of Classes	Nov. 21	Nov. 20	Nov. 18
Winter Recess Begins	Nov. 22	Nov. 21	Nov. 19

Winter Term	2015	2016	2017
Registration	Jan. 4	Jan. 3	Jan. 2
Instruction Begins	Jan. 5	Jan. 4	Jan. 3
Last Day to Add or Drop Classes	Jan. 19	Jan. 18	Jan. 16
Winter Convocation	Jan. 30 - Feb. 1	Jan. 29-31	Jan. 27-29
Last Day to Withdraw from Classes	March 2	Feb. 29	Feb. 27
Last Day of Classes	Mar. 13	Mar. 11	Mar. 10
Spring Recess Begins	Mar. 14	Mar. 12	Mar. 11

Spring Term	2015	2016	2017
Registration	Mar. 25	Mar. 23	Mar. 22
Instruction Begins	Mar. 26	Mar. 24	Mar. 23
Last Day to Add or Drop Classes	Apr. 13	Apr. 11	Apr. 3
Spring Convocation	Apr. 24-26	Apr 29 - May 1	Apr. 28-30
Last Day to Withdraw from Classes	May 25	May 23	May 22
Last Day of Classes	June 4	June 2	June 1
Summer Vocational Training Begins	June 5	June 3	June 2
Spring Graduation	June 5-6	June 3-4	June 2-3
Piedmont Valley Youth Bible Camp	June 14-21	June 12-19	June 11-18

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Nondiscrimination Policy

Hartland College admits students of any race, sex, or color, and of any national or ethnic origin to all the rights and privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, or color, or of national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

Our Mission



Our Spiritual Heritage

Why Hartland College? The heritage of Hartland College is rooted in the true principles of education based upon the Bible and the Spirit of Prophecy. Historical examples of true education include the self-supporting school which Sutherland and Magan established under the guidance of Ellen White, who made incessant calls for both education to center in the Word of God and for our schools to discontinue attempts to follow the world in educational philosophy and practice. There were occasions when she discouraged parents from sending their children to denominational schools because of worldliness and corruption.

Today we face an educational crisis of monumental proportions. The pattern found in God's Word has been largely ignored for many years. God is calling once again for Christ-centered educational principles, with high Christian standards, to train true followers of Jesus in the last generation for soul-winning, self-sacrificing service. Hartland College, therefore, is called and committed to missionary training. We help young people develop resourcefulness and a character for maximum effectiveness in the last days of Earth's history. Our goal is to educate the youth of the final generation to accept the matchless claims of Christ upon their lives and service, as they prepare to take the everlasting gospel to the farthest reaches of the Earth.

Our Purpose

Hartland College provides Christian education that is "more than the pursuit of a certain course of study." It is "more than a preparation for the life that now is." This education is a preparation for "the whole period of existence possible to man. It is the harmonious development of the physical, mental, and spiritual powers. It prepares students for the joy of service in this world and for the higher joy of wider service in the world come." *Education*, p. 13. It is an experimental knowledge of Jesus Christ.

Hartland College also seeks to point students to the faithfulness and trustworthiness of God and His Son, Jesus Christ. The surrender of one's own will to God's will is the only way that hope, joy, and real peace can be realized in this life. It is the only way to develop real character. Hartland College focuses on the total man. God Himself has shown that the highest goals and maturity may be reached by the proper care of body, mind, and soul. We believe that a college education at Hartland is a calling by God to specialized and thorough training for His service. Today He calls young

men and women to be educated to develop and use their individuality as leaders in gospel enterprises. This requires submission to the leading of God as well as learning to govern oneself successfully. Hartland College seeks to train men and women who are “strong to think and to act, . . . who are masters and not slaves of circumstances, . . . who possess breadth of mind, clearness of thought, and the courage of their convictions.” *Education*, pp. 17, 18.

The fact that we are unaccredited by any human organization speaks highly of the faith and confidence of the faculty in the principles outlined in God’s Holy Word to prepare youth for whatever line of service He has called them to. He knows where and in what capacity He needs these workers and has given clear guidelines about the type of training they need to best accomplish His work. Young people who finish the course at Hartland College inevitably find that they have multiple opportunities to serve the Lord, not in worldly engagements or enterprises, but in direct soul-winning work.

Hartland College has four major areas of study: Pastoral Evangelism and Bible Instruction, Health Ministry and Ministry of Midwifery, Christian Elementary Education, and Christian Media Management. We have chosen these four courses because they give each student who is destined to play a vital role in finishing God’s work on Earth, the practical, intellectual, and spiritual talents they need to successfully win souls to Christ and the Seventh-day Adventist message. By choosing to study at Hartland College, a student is given a wonderful opportunity to train and participate closely with God in a challenging and rewarding ministry. This requires the total commitment of the physical, mental, and spiritual energies in these final moments of Earth’s history. Young people are being called to reveal the fullness of the character of Christ and model mature dedication to His high principles. To train this kind of generation is the high calling of Hartland College.

Those who learn to hear the voice of God recognize His calling and implicitly follow His leading. He works with each one differently and uniquely. But in every case, He opens the door of service and power. Our purpose is to help young people learn to hear His voice and trust Him fully to sustain them. He may lead some to one form of service and some to another. But He always seeks to develop faith and trust in Himself, though He may lead through unusual and challenging times. God’s purpose is always full of opportunities and endless possibilities in the life of each one consecrated to Him.



Section Admissions 01

Regular Standing—Academic

Regular academic standing is granted to applicants who meet both of the following criteria:

1. Have transferred from a post-secondary institution with a GPA of 2.5 or above; or have graduated from an approved high school or academy with a GPA of at least 2.5; or have a General Educational Development (GED) Certificate with an average standard score of 50, and with a standard score of not less than 40 on any one test.
2. Can be 17 years of age, but must be 18 years of age by April 1st in the academic year for which they are applying.

Regular Standing—Citizenship

Regular citizenship standing is granted to those applicants who meet all of the applicable qualifications below:

1. An active, growing dependence upon God.
2. No outstanding or recent involvement with the law.
3. No recent history of social problems.
4. No recent history (within the past two years) with drugs, alcohol, or cigarettes. Also, no recent history with the use of harmful substances such as butane, glue, rubber cement, etc.
5. Married students must have been married a minimum of twelve months prior to attending Hartland College.

Probationary Standing—Academic

Applicants who fail to meet any one of the regular academic criteria, providing character recommendations are acceptable, may apply and will be considered for possible acceptance with academic probationary standing. Students are placed on academic probation at the end of any term in which their cumulative grade point average (GPA) drops below 2.5. New or transfer students admitted with a GPA below 2.5 are automatically placed on academic probation. Students placed on academic probation will be counseled by their advisor or the dean of the college regarding their programs, and may be limited to 12 credit hours per term. Students who remain on academic probation for two consecutive terms may not be reaccepted. Ap-

plicable transfer credits from other schools are considered in GPA computations.

Probationary Standing—Citizenship

Applicants who have demonstrated acceptable academic skills, but who have used drugs, alcohol, or tobacco, and have been free of their use less than two years, may be accepted on a temporary citizenship probation to demonstrate that sustained victory has been achieved. Applicants with a past history of promiscuity may also be accepted on a temporary citizenship probation to demonstrate that victory has been sustained.

Students found using alcohol, drugs, tobacco, and/or other harmful substances or disregarding social relationship principles or other nonacademic regulations may be placed on citizenship probation, or they may be expelled.

Those students who, for whatever reason, leave Hartland College for a period of time due to any probationary standing, must reapply and pay the \$35 (\$100 for international students) application fee.

Application Procedures and Admissions Information

Please read the College Handbook carefully.

Prayerfully complete the application form. We will begin processing the application, but you will need to send the \$35 (\$100 for international applicants) nonrefundable application fee to:

Hartland College
Office of Admissions
PO Box 1
Rapidan, VA 22733 USA

Send the Reference Forms to four individuals (not family members, relatives, or friends of the same age group) who have known you for at least one year. For example: your pastor, teacher, employer, principal, or supervisor. The person should be asked to mail the reference to the director of admissions as soon as possible.

Send the Transcript Request Forms to each school that you have attended. Official transcripts should be translated into English if necessary, and must be sent directly from the schools that you have attended to Hartland College.

Physical examination and immunization records must accompany your application forms. It is expected that all dental and medical care and elective surgery be taken care of prior to registration.

All students are interviewed by phone or in person before decisions are made. A contact phone number must be placed on each application.

Expect an admissions decision only after all of the above materials, including a recent official photo, have been received and the Admissions Committee has made a prayerful decision.

NOTE: YOUR APPLICATION CANNOT BE FINALIZED UNTIL WE HAVE RECEIVED ALL STATED MATERIALS. The deadline dates for receipt of applications (and all relevant materials) are as follows: Fall Term: August 8; Winter Term: December 6; Spring Term: February 21.

While waiting for admission, an applicant can work on sewing, auto mechanics, cooking, and gardening requirements. Also, we suggest that the applicant begin reading the nine volumes of the *Testimonies for the Church* and working on other graduation requirements.

International (Foreign) Students

Hartland College welcomes international students and has received from the US Citizenship and Immigration Services (USCIS) the privilege to grant I-20 forms to international students (students living outside US territories). To comply with USCIS regulations and ensure that all international students will be able to meet the college financial requirements, Hartland College requires that all international students must show evidence of ability to pay full tuition (a full year or as many terms as the student plans to attend within a year) prior to enrollment. This amount can be comprised of multiple sources of funds. International students are advised to contact the admissions director for more information and counsel.

International students must submit a \$100 application fee in US dollars. In addition to the other application materials, international students must submit a completed Statement of Financial Responsibility. This form will be sent to the student after he/she has been accepted to the college. The required information must be stated in U.S. dollar amounts. This form is needed in order to determine financial data necessary for the issuance of the I-20AB Immigration Form. Due to the time lag in foreign correspondence, international applicants are advised to apply at least three months in advance.

Additionally, USCIS regulations require an advance deposit of US \$2,550. One thousand dollars (for return expenses) of the principal generally cannot be withdrawn from the student's account until the student completes or discontinues his/her studies at Hartland College.

Students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) or equivalent test in order to complete the application requirements, if applicable to the student's situation. An oral test will be included in the application packet, and will be conducted over the telephone by a college instructor. Remedial English classes are offered, but are not a part of the mandatory 12 credits which must be taken per term in order to satisfy USCIS requirements.



Section 02 Academic Programs

At Hartland College, we believe that there is only one educational plan that is endorsed by Heaven. The plan, often referred to as true higher education, is that educational plan which teaches an experimental knowledge of God. Arthur Spalding once made the statement: "No student can ever know anything until he has experienced it." How true this statement is to the Christian, for to truly know God is to experience Him in the life. "There is no education to be gained higher than that given to the early disciples, and which is revealed to us through the Word of God. To gain the higher education means to follow His Word implicitly; it means to walk in the footsteps of Christ, to practice His virtues. It means to give up selfishness and to devote the life to the service of God. Higher education calls for something greater, something more divine, than the knowledge to be obtained merely from books. It means a personal, experimental knowledge of Christ." *Counsels to Parents, Teachers, and Students*, pp. 11, 12.

"The true object of education is to restore the image of God in the soul." *Patriarchs and Prophets*, p. 595. This is the highest goal of education at Hartland College. "It is God's own method of development. 'Acquaint now thyself with Him' (Job 22:21), is His message to mankind." *Education*, p. 14.

Heaven is the goal to be achieved and desired above all that is earthly. Preparation for Heaven is the primary course of study at Hartland College. Through its teachers, its curriculum, its policies, and its location, Hartland teaches its students (1) to study God's Word, (2) to make God's wisdom first and most important in their lives, (3) to follow God's Word implicitly, (4) to gain daily victory over sin, and (5) to share God's Word with others. This experience in true education takes precedence in the service ministries, vocational training, academic curriculum, and the lives of faculty and staff of Hartland College. The spiritual values that undergird the educational program are those of Seventh-day Adventism as revealed through Inspiration.

In addition to the heavenly preparation, and yet a part of it, is the God-centered academic curriculum offered. Through its courses of study and practical application, students are able to obtain a bachelor's degree that will provide them with many skills needed in God's service. A carefully designed, fully God-centered schedule of courses will require vigilant self-control and good study habits on the part of each student. Gaining maximum benefit is dependent upon the student's active participation and energetic interest in all aspects of the curriculum.

In the schools of the prophets, manual training was a part of the curriculum. God has given counsel that each student should have a balanced education. That balance should encompass spiritual growth, intellectual knowledge, physical training, and social interaction. The vocational training program at Hartland College is integrated into the curriculum. Students will be evaluated each term in their vocational training areas.

Ministry to our fellowman is the reason for Hartland's existence. Through the Evangelistic Ministries program, Hartland students learn to minister to the needs of others in practical ways. As a part of their scheduled curriculum, students spend time every week in evangelistic or soul-winning activities. These include visiting neighbors, caring for shut-ins, conducting Bible studies, colporteur, conducting health and public evangelistic meetings, and helping in the local Seventh-day Adventist churches.

Core Curriculum

Freshman Year

First Term

AGRI 121	Gardening
EDUC 121	Philosophy of Christian Education
ENGL 100	English Mechanics (if placed)
EVMN	Evangelistic Ministries
HLMN 111	Principles of Medical Ministry
RELB 121	Conversion and Righteousness by Faith
RELB 131	Biblical Hermeneutics I
VOTR	Vocational Training

Second Term

AGRI 122	Gardening
ENGL 102	English Composition
HMLN 112	Human Body in Health and Disease (all majors except Health)
EVMN	Evangelistic Ministries
RELB 142	Fundamentals of the Christian Faith
RELB 152	Biblical Hermeneutics II
VOTR	Vocational Training

Third Term

AGRI 123	Gardening
EVMN	Evangelistic Ministries
EDUC 143	Introduction to Teaching (except for Media majors)
RELB 163	Speech and Homiletics
VOTR	Vocational Training Major Course

Fourth Term (Summer)

AGRI 124	Gardening Lab or Colporteur Ministry
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Sophomore Year (Odd Year)**First Term**

EVMN	Evangelistic Ministries
MUSC 101	Principles of Christian Music I
RELB 211	Daniel
EASC 201	Science and the Bible (or other science class)
VOTR	Vocational Training Major Course

Second Term

EVMN	Evangelistic Ministries
MUSC 102	Principles of Christian Music II
RELB 212	Revelation I
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training Major Course

Third Term

EVMN	Evangelistic Ministries
MUSC 103	Principles of Christian Music III
RELB 213	Revelation II
VOTR	Vocational Training Major Course Major Course

Fourth Term (Summer)

Colporteur ministry, curricular practical training, or free summer

Junior Year (Even Year)

First Term

EVMN	Evangelistic Ministries
RELB 241	SDA Church History
MATH 111	College Math
VOTR	Vocational Training Major Course

Second Term

EVMN	Evangelistic Ministries
PSYC 222	Principles of Christian Mental Health
RELB 242	Life and Teachings of Jesus I
VOTR	Vocational Training Major Course

Third Term

EVMN	Evangelistic Ministries
MSSN 203	Principles of Self-supporting Work
RELB 243	Life and Teachings of Jesus II
VOTR	Vocational Training Major Course

Fourth Term (Summer)

Colporteur ministry, internship, curricular practical training, or free summer

Senior Year

First Term

Major Course -or- Internship
Major Course -or- Internship

Second Term

Internship

Third Term

Internship

General Studies Requirements for Graduation

SECTION	CREDITS REQ.	CLASSES
Agriculture:	4	Gardening: AGRI 121, AGRI 122, AGRI 123, AGRI 124
Education:	6	EDUC 121, Philosophy of Christian Education EDUC 143, Introduction to Teaching (except Media majors)
English Communication:	7	ENGL 102, English Composition RELB 163, Speech/Homiletics
Evangelistic Ministries:	9	Equivalent to 9 terms of full-time attendance
Music:	3	MUSC 101, 102, 103, Principles of Christian Music I, II, III
Practical Arts:	6	PRAC 112, Cooking PRAC 113, Auto Mechanics
Religion:	26	RELB 131,152 Hermeneutics I, II RELB 242, 243, Life and Teachings of Jesus I, II RELB 211, Daniel RELB 212, 213, Revelation I, II RELB 142, Fundamentals of the Christian Faith RELB 121, Conversion and Righteousness by Faith RELB 241, SDA Church History
Science, Health, and Mathematics:	14	HLMN 111, Principles of Medical Ministry HLMN 112, The Human Body in Health and Disease (for all except Health majors)

		EASC 201, Science and the Bible
		MATH 111, College Math
Social and Behavioral Sciences:	10	PSYC 222, Principles of Christian Mental Health
		SOCI 212, Christian Marriage and Family*
		MSSN 203, Principles of Self-Supporting Work*
Vocational Training:	36	Equivalent to 9 terms of full-time attendance

General Studies Courses

Agriculture

AGRI 121, 122, 123, 124 GARDENING

(3 credits) A study of plants, soil, insect pests, and cultivation of vegetable crops for home or commercial production. Students will have a garden project which will put into practice the theory learned in the classroom and in the ten-week summer gardening lab.

Health

HLMN 111 PRINCIPLES OF MEDICAL MINISTRY

(4 credits) A study of God's natural laws and general physiology as they relate to health. Students will study God's counsel regarding these laws in the Bible, the Spirit of Prophecy, and scientific literature which is consistent with Inspiration. Lecture and practical experience will also be provided for an introduction to hydrotherapy, massage, CPR, first aid, and herbal and charcoal home remedies.

HLMN 112 THE HUMAN BODY IN HEALTH AND DISEASE

(4 credits) This class is a general overview of the body systems and human diseases for the non-health major. Students will understand the basic structure and function of the body, basic medical terminology, and common diseases that affect the body systems. Along with lectures, practical experience will provide an introduction to hydrotherapy.

English Communications

All incoming freshmen are required to take an English placement test to place in the core English classes. If a student scores less than 77% in the placement test, he or she will be required to take English Grammar and Mechanics before English Composition. Credits in College English will be accepted instead of ENGL 102 if research writing instruction has been received. After passing English Composition, students must submit two research papers from other classes to the English teacher as a graduation requirement.

ENGL 100 ENGLISH GRAMMAR AND MECHANICS

(1 credit) This class teaches basic sentence structure, grammar, and punctuation. It covers mistakes frequently made, and gives practice in constructing grammatical sentences. All students who place at this level must take this class in the first year, fall term sequence.

ENGL 102 ENGLISH COMPOSITION

(3 credits) This course provides theory and practice in college composition. It teaches paragraph and essay construction, and the skills required for writing and documenting persuasive research papers. It also builds skills in logic and critical thinking.

RELB 163 SPEECH AND HOMILETICS

(4 credits) This course is divided into two parts. The first five weeks cover the planning and delivery of various academic speeches and other public speaking requirements. The last five weeks cover homiletics and the process of planning and delivering sermons. Credit transfer of a college equivalent course is possible for the speech portion, but all students must take the homiletics portion.

Music

MUSC 101, 102, 103 PRINCIPLES OF CHRISTIAN MUSIC I, II, III

(1 credit) A foundational course in music standards in worship and personal lifestyle, voice culture, choral singing, and music history. Students are expected to join the Hartland College Choir for three terms (Fall, Winter, Spring) and participate in all rehearsals and concerts. Students may take more than one year to complete the sequence.

Social and Behavioral Sciences

SOCI 212 CHRISTIAN MARRIAGE AND FAMILY

(3 credits) A Christian perspective on successful courtship and marriage and

proper parenting as presented in the Bible and the writings of Ellen G. White. The lab deals with stewardship and other important family principles.

PSYC 222 PRINCIPLES OF CHRISTIAN MENTAL HEALTH

(3 credits) An introduction to the principles of the mind, within the framework of biblical concepts of mental health and human behavior.

MSSN 203 PRINCIPLES OF SELF-SUPPORTING WORK

(4 credits) A study of concepts from the Bible, Spirit of Prophecy writings, and the disciplines of social anthropology and missiology as they relate to successful self-supporting missionary work. Included is a study of the work of Christians through the ages in fulfillment of the great commission, and an investigation of the present needs of the peoples of the world and the nature of the task remaining before Jesus returns.

Math and Sciences

EASC 201 SCIENCE AND THE BIBLE

(3 credits) A study of the philosophy of science and its limitations is considered, followed by a look at historical attempts to harmonize science and Scripture. Many areas in the life sciences and earth sciences are evaluated with clear indications of design and the Flood being seen. The theological implications of evolution are also considered.

MATH 111 COLLEGE MATH

(4 credits) This course is designed to achieve several important goals: refresh the student's knowledge of high-school math, develop analytical thinking and abstract problem-solving skills, connect abstract mathematical concepts to practical, real-world problems, and prepare the student for the continued study of higher-level math if desired. A simplified approach to math is introduced, with an emphasis on intrinsic understanding rather than memorization of rules and procedures. Elementary concepts are presented from a new perspective, laying the foundation for the more advanced concepts found in college-level algebra and trigonometry. Special emphasis is given to the fundamental meaning and application of mathematical concepts. Students finishing this course should be prepared to continue learning at the pre-calculus level. (Prerequisites: Placing score on College Math Placement Exam. Challenge: Students scoring high on the College Math Placement Exam may choose to take the College Math Challenge Exam.)

Evangelistic Ministries

Each ministry is designed to impart skills through classroom preparation and week-by-week experience in the community. The fulfillment of the specific evangelistic activities will depend on the current needs and available teachers. Students are required to enroll in evangelistic ministries for one credit per term and must have a total of 9 credits for graduation.

EVMS 101, 102, 103 BIBLE WORK I, II, III

(1 credit) Students in the first class learn the rich history, principles, and philosophy of Bible work. In the second class, the emphasis is on learning how to prepare the church and the community for an evangelistic series. The third class covers the post-evangelistic work of baptismal preparation, follow-up work, as well as church planting. With all three classes, door-to-door work and giving studies are vital components of this ministry.

EVMS 111 HEALTH OUTREACH I

(1 credit) The major thrust in this ministry is community blood pressure screening—both door-to-door with colporteur, and in stationary community locations. Opportunity to plan and participate in a community health fair is another facet of health screening, in which members of the community receive general evaluations and health information based on the eight laws of health. Students will also learn to give chair massages.

EVMS 112 HEALTH OUTREACH II

(1 credit) This course provides students with real experiences of sharing what they have learned in health classes, such as “Health Outreach I,” “Principles of Medical Ministry,” and “Food and Nutrition.” Students will participate in planning, promoting, preparing, and presenting health programs in public settings. The programs will include: “Natural Remedies Demonstrations,” “Food Demonstrations with Nutrition Talks,” and “Natural Laws of Health.”

EVMS 113 HEALTH OUTREACH III

(1 credit) Building on the previous two Health Outreaches, this class focuses on how to practically, and in an appealing manner, share healthful cooking classes in the community.

EVMS 201, 202, 203 PRACTICAL HELP TEAMS

(1 credit) Students involved in this ministry will participate in a week-by-week home ministry to the sick, elderly, disabled, and lonely in the sur-

rounding community. This ministry requires maturity, discernment, and compassionate love. Working in cooperation with county service agencies, students do a variety of small jobs and counseling.

EVMS 211, 212, 213 LITERATURE EVANGELISM

(1 credit) Students involved in this ministry will be taught skills in Christian sales techniques and communication, and will learn how to get truth-filled literature into people's hands and homes.

EVMS 221, 222, 223 HOME VISITATIONS

(1 credit) This course is to initiate and orient students to the actual needs of the community. Working in teams of two, students visit homes in the surrounding community with a survey in order to evaluate interests in different evangelistic ministries and to build friendships.

EVMS 231, 232, 233 PRISON MINISTRY

(1 credit) Participants visit local prisons preaching, teaching, singing, mingling, and ministering to offenders. The vast majority of offenders attending our services are not of our faith and are seeking for truth. Many are interested in learning about the Three Angels' Messages. This provides students with the opportunity to answer objections and share what they have learned in their classes. Other students have the opportunity to grade correspondence Bible studies coming from inmates. All majors are invited to participate in this vital ministry.

EVMS 261, 262, 263 SINGING EVANGELISM

(1 credit) Students accepted into the Three Angels' Chorale receive unique opportunities to witness through song and personal testimony in churches, schools, retirement centers, nursing homes, and evangelistic meetings. A minimum commitment of one academic year is required. Freshmen are not encouraged to join and must have approval from the Curriculum Committee before applying. Choir members must maintain a minimum academic GPA of 3.0, good citizenship standing, and acceptable vocational training evaluations. Between school terms, the choir often tours internationally.

EVMS 301, 302, 303 PUBLIC EVANGELISM

(1 credit) Students involved in this ministry will participate in the various phases of an evangelistic series (and field school when available), including formal meetings, visitation during an evangelistic series, and follow-up Bible studies.

EVMS 311, 312, 313 CHILD EVANGELISM & YOUTH MINISTRY

(1 credit) Experience in various facets of ministering to children and youth is available. During an evangelistic series, Christ-centered gospel and health messages are planned and presented in programs coinciding with the adult meetings. Home ministry opportunities include befriending local children and tutoring for school or reading Bible stories. Branch Sabbath Schools also may be planned and conducted in local areas.

EVMS 351, 352, 353 YOUTH, DO YOU DARE

(1 credit) Youth are the best motivators of youth. This ministry is designed to engage youth of our churches in active mission service, giving them a chance to taste and see that the Lord has a work for them to do in hastening His soon return. Three words sum up the mission of this dynamic ministry: revival, encouragement, and evangelism.

EVMS 361, 362, 363 LIFESTYLE EDUCATION CENTER

(1 credit) Students working at Hartland's Lifestyle Education Center have an opportunity to minister to health guests individually and to lift up Christ to them. Those engaged in this type of medical missionary work are enrolled in the Lifestyle Education Center Evangelism.

EVMS 371, 372, 373 MIDWIFERY OUTREACH

(1 credit) Hartland College students will have the opportunity to participate in outreach ministry to one or more Pregnancy Crisis Centers in the area, under the supervision of the instructors. Each student is required to teach childbirth education classes to the expectant mothers at the centers. This is an open door to share Christ's love and the wonderful benefits of our health message.

Practical Arts

Practical arts classes are considered remedial, but credits or life experience waivers must be on file to meet graduation requirements. Life experience waivers can be granted by the Academic Affairs Committee for those who have adequate prior experience. See the registrar for more information.

PRAC 103 PRACTICAL ARTS: SEWING AND DRESSMAKING

(3 credits) This course teaches students the basic skills necessary to construct a garment and to operate a sewing machine. The student learns these skills through instruction and in-class training. This is an optional course.

PRAC 112 PRACTICAL ARTS: COOKING

(3 credits) This course covers basic cooking skills, therapeutic menus, meal planning for total vegetarians, budgeting, quantity cooking, food preservation, and in-class cooking experience. The aim of the class is to give each student the ability to share healthful cooking in their home and ministry. The course is required for all students.

PRAC 113 PRACTICAL ARTS: AUTO MECHANICS

(3 credits) This course teaches students the basic skills needed to troubleshoot problems on automobiles. Classes include theory and hands-on training. The course is required for all male students.

Vocational Training

Physical labor is a vital part of God's plan for His children. In the Genesis record of Creation, Adam and Eve were given physical labor to draw them closer to their Creator, to provide opportunities for taking greater responsibility, and to bring satisfaction, good health, and a balanced spiritual life. In the schools of the prophets, students were assigned physical labor as a regular part of their curriculum.

Our Savior demonstrated Heaven's interest in physical labor as an integral part of the educational curriculum by making it a part of His own education. He learned the carpenter's trade along with His study of God's Word.

For these reasons, Hartland College has integrated vocational training into its core curriculum. Vocational training is required of all students every term they attend Hartland College. We recognize that not all of the vocational training positions lead directly to a knowledge of a trade. Students are encouraged to make known their desires regarding vocational training positions.

Freshman students may rotate through different vocational training work areas. Sophomore, junior, and senior students may specialize in one area of training until competency is attained. They may also be asked to assist in the training of less experienced workers.

Generally, students are required to work 16 hours per week at their vocational training assignments, and all students are required to participate in outdoor activity for a minimum of four hours per week. Availability of specific job descriptions listed below will depend upon the institutional needs and teaching staff.

VOTR 114, 214, 314, 414 GARDENING

(4 credits) Soil building, cultivation, watering, picking, grading, packing, and winter storage. Students will work in the institute gardens.

VOTR 115, 215, 315, 415 INTRODUCTION TO WOODWORKING

(4 credits) This course teaches the basics of woodworking. The student will learn about the science of wood, joinery techniques, design, and finishing. Students must complete two projects during the course of this class.

VOTR 116, 216, 316, 416 GROUNDS KEEPING

(4 credits) Proper methods of lawn watering, renovation, and fertilization; care and pruning of shrubs and trees.

VOTR 119, 219, 319, 419 WOOD CREW

(4 credits) Felling, bucking, splitting, hauling, and stacking of wood.

VOTR 120, 220, 320, 420 SMALL ENGINE REPAIR

(4 credits) Training in the basic skills of small engine repair will enable students to perform routine maintenance service and to acquire a working knowledge of in-shop repairs.

VOTR 122, 222, 322, 422 MAINTENANCE

(4 credits) General training in electrical, plumbing, and carpentry.

VOTR 126, 226, 326, 426 HARTLAND WORLD MISSIONS

(4 credits) Training in organization of camp meetings and Bible conference meetings, and in secretarial skills. Tasks may include translation of Bible studies and periodicals.

VOTR 128, 228, 328, 428 AUDIO-VIDEO PRODUCTION

(4 credits) Students will have the opportunity to develop their skills in media production through a variety of projects and applications. Training includes video and audio production, graphic design, and media management. Though open to students in all majors, first preference will be given to Christian Media Ministry majors. Requirements include a one-year commitment and assistance in the production of convocations, camp meetings, and other seminars.

VOTR 135, 235, 335, 435 AUTO MECHANICS

(4 credits) Training in the basic skills of auto mechanics will enable students to perform routine maintenance service and to acquire a working knowledge of in-shop repairs.

VOTR 142, 242, 342, 442 STUDENT EVANGELISM COORDINATION

(4 credits) Assisting the evangelism coordinator by working with area churches in setting up cooking schools, stop-smoking plans, blood pressure checks, etc. Students will collect and prepare student evangelistic ministries reports and coordinate student assistance for area churches and in-home ministry. Organizational skills will be emphasized.

VOTR 144, 244, 344, 444 CUSTODIAL

(4 credits) Students will learn methods of sanitation, floor maintenance, and simple building maintenance, and will gain experience in commercial laundry and detergents.

VOTR 145, 245, 345, 445 MANAGEMENT

(4 credits) Students will learn basic science skills, including card cataloging, computer data input, checkout and return of books, shelving of books, and book repair.

VOTR 146, 246, 346, 446 BUSINESS OFFICE

(4 credits) Filing, interaction with students and staff, data entry, and general duties of a business office. Training in basic bookkeeping skills may be included.

VOTR 147, 247, 347, 447 SECRETARIAL

(4 credits) Basic office functions, including use of the calculator, word processor, and transcribing machine, and maintenance of files. Improvement of typing skills, accuracy, and dependability are stressed.

VOTR 148, 248, 348, 448 TEACHER'S ASSISTANT

(4 credits) Assisting the teacher in grading papers, supervising students, and other services as directed by the supervising teacher.

VOTR 149, 249, 349, 449 DIRECTED TEACHING

(4 credits) The student will teach a specific subject on the elementary or academy level under supervision of the Education Department.

VOTR 151, 251, 351, 451 SWITCHBOARD

(4 credits) Students will learn reception duties, answering the switchboard, telephone etiquette, filing, mail sorting, and distribution.

VOTR 153, 253, 353, 453 RESIDENT ASSISTANT

(4 credits) Assisting the dean in maintaining a Christian environment within the dormitory setting. Communication and counseling skills are developed. Organizational abilities are also emphasized. Some custodial work is expected.

VOTR 154, 254, 354, 454 FOOD SERVICE

(4 credits) Quantity food production, food preservation, bread making, special diets, food service sanitation, use of all equipment operated in quantity food production, enlargement and reduction of recipes, and menu planning.

VOTR 162, 262, 362, 462 LIFESTYLE EDUCATION CENTER

(4 credits) Vocational experience at Hartland Lifestyle Education Center may be obtained in the following areas: hydrotherapy and massage, cooking school, exercise and nutrition counseling, calisthenics, walking with guests, garden therapy, morning worships, housekeeping, maintenance, evening and weekend residency, Sabbath programming, clerical work, Bible studies, etc. In the health guest care areas, preference is given to Health Ministry majors in the assignment of work.

VOTR 163, 263, 363, 463 INFIRMARY

(4 credits) Students will give treatments, type health memos, file student health records, schedule appointments with the Hartland Lifestyle Education Center, order supplies, and conduct inventory control.

VOTR 166, 266, 366, 466 PUBLICATIONS

(4 credits) Instruction will be given in most aspects of publishing, including writing, editing, proofreading, photography, desktop publishing, circulation, permit mailing, and postal regulations.

Optional Courses

Optional courses may be offered, contingent upon an enrollment of six or more college students.

Minor Studies for All Departments

Students may wish to pursue a minor course of study in combination with their major course. In order to do so, the student will have to fulfill a prescribed number of hours in the field in which he/she chooses to minor. Fifteen to nineteen credit hours (5 classes) is the minimum requirement, in addition to a minor internship combined with the major internship.

Minor-specific classes are subject to student enrollment in the minor and teacher availability. Thus, not all minor specific classes are always available. The student should consult his/her advisor to see the availability of the minor class that he/she is desiring to take.

Minor-Specific Courses

Agriculture Minor – Required Courses:

- Soil Management and Fertility
- Plant Pathology and Pests
- Plant Propagation
- Vegetable and Ornamental Production
- Internship

Christian Music Minor – Required Courses:

- Music Theory I
- Creative Hymn Playing
- Music Theory II
- Principles of Music Instruction I
- Principles of Music Instruction II
- Private Musical Instruction

Education Minor – Required Courses:

- Philosophy of Christian Education (general education requirement)
- Introduction to Teaching
- Evaluation of the Developing Child and Adolescent
- Educational Leadership
- Teaching the Exceptional Child

Evangelism Minor – Required Courses:

- Fundamentals of the Christian Faith (general education requirement)
- Biblical Apologetics
- Evangelism

- Bible Work I, II, III
- Practical colporteur experience for a minimum of 10 consecutive weeks conducted by Hartland College or an acceptable alternative.

Health Minor – Required Courses:

- Principles of Medical Ministry (general education requirement)
- Anatomy and Physiology I, II
- 2 of the following: Hydrotherapy, Massage, Foods and Nutrition

Media Minor – Required Courses:

- Publications Production
- Digital Photo and Image Manipulation
- 2 of the following: Foundations of Video Production, Graphic Design, Introduction to Web Technology, and Audio Production

Publishing Minor – Required Courses:

- English Composition (general education requirement)
- Desktop Publishing for Production
- Graphic Design and Layout
- Operations Management I
- Operations Management II

Minor Studies Courses

Agriculture

AGRI 325 SOIL MANAGEMENT AND FERTILITY

(4 credits) This class is a study of soil structure and composition including physical, biological, and chemical properties, incorporating soil assay, analysis, and recommendations. Study includes nutrient balancing, physical amendments, fertilizer sources, and materials. Also includes moisture management, tillage, and cultivation practices.

AGRI 326 PLANT PATHOLOGY AND PESTS

(4 credits) General survey of plant and soil diseases, plant pests, with emphasis on diagnostic and prevention measures: physical, biological, organic, and chemical. Overview of pesticide chemistries and modes of action for organic and synthetic materials, introduction to the Integrated Pest Management approach to plant pathogens.

AGRI 327 PLANT PROPAGATION

(4 credits) Principles and practices of seed germination, production, harvest, and storage. Theoretical and practical exercises in asexual plant production through cuttings, budding, and grafting. Comprehensive look at the hybridization process for development of new varieties, including methods used in biotechnology.

AGRI 328 VEGETABLE AND ORNAMENTAL PRODUCTION

(4 credits) Overview of outdoor and greenhouse production systems used to maximize crop productivity. This class also explores cost and labor analysis, budgeting, marketing, and other considerations to help you plan, grow, and sell agricultural products. Total Credits: 16 credits

Christian Music

MUSC 210 INTRO TO MUSIC THEORY/BEGINNING PIANO

(3 credits) This class is intended for students with limited or no previous musical education, to prepare them for Music Theory I and II. Part lecture, part piano instruction, lectures cover beginning principles of music theory including ear-training, rhythmic dictation, and rules for writing musical symbols. There is no extra cost for piano lessons.

Additional Information

Intro to Music Theory is not required for the music minor. Any student not taking Intro to Music Theory but wanting to take Theory I and II must demonstrate a certain level of musical competency before being allowed to take Theory I and II. Maximum number of students for this class: 6 (priority given to students taking the music minor).

MUSC 215 MUSIC THEORY I

(3 credits) A course in music fundamentals intended for beginning/intermediate musicians. Students will learn basic music literacy (bass and treble clefs), rhythmic literacy, triads in their various inversions, all major and minor scales, and understand key signatures.

MUSC 216 CREATIVE HYMN PLAYING

(1 credit) Optional lab. Students will learn how to use the information in Music Theory I to creatively enhance their hymn playing. Topics will include proper hymn introductions, octave-chord style, choral style, chord substitution, how to play by ear, and hymn interpretation. Offered as an optional lab to Music Theory I or for other students with basic piano-playing skills who wish to learn how to embellish hymns.

MUSC 217 MUSIC THEORY II

(3 credits) A comprehensive course in harmonic material (chord structure, chord progressions, four-part harmony/hymn music, and intervals). This class will also cover basic melodic and rhythmic dictation, rules of proper musical dictation, and a musical analysis of hymn writing.

MUSC 270 PRINCIPLES OF MUSIC INSTRUCTION I

(4 credits) This is a course in the use of the Kodaly method of music instruction (developed in Hungary). This is a solid method in how to teach children rhythm, pitch, sight singing, melodic and rhythmic dictation through the use of songs, games, and other activities. (Intended for both elementary and secondary education majors.)

MUSC 271 PRINCIPLES OF MUSIC INSTRUCTION II

(4 credits) Students will learn basic principles of conducting (including conducting technique, score reading, and rehearsal leadership) with an emphasis in choral directing. This class will also cover principles of proper voice culture (solo and choral). Students will practice leading small ensembles and possibly assist with rehearsals.

MUSC 311, 312, 313 PRIVATE MUSIC INSTRUCTION

(3 credits) Formal instruction in a musical instrument or voice training. Students take private lessons for 30 min/week for three terms. Two consecutive years (6 terms) of ministry with the Three Angels' Chorale will be considered equivalent to 1 year (3 terms) of private musical instruction.

MUSC 481 INTERNSHIP FOR MUSIC INSTRUCTION

(3 credits) Students desiring to receive a minor in music instruction will be required to complete ten weeks of directed music instruction in a Christian school under the direct supervision of a master teacher. In addition to the classes listed above, the student must complete the course EDUC 143 Introduction to Teaching and must have some VOTR experience assisting Hartland College music department instructors.

Total Credits: 17 credits, 18 with optional lab

Internship

Upon completion of their major academic and reading requirements, (usually at the end of their junior year), students are required to fulfill an internship in their particular major field. The departmental advisor and the Curriculum Committee will develop an appropriate internship for each student.

The internship program is a concentrated, dedicated time for senior stu-

dents to mature and develop professional skills in a mentored ministry environment, through productive labor in the area of their training. Curriculum Committee approval is required when selecting an internship site.

Internship Description

1. Internship consists of two or three consecutive terms (depending on the major) in which to develop character qualities such as consistency and stability. Site duration is a minimum of one term.
2. Each term of internship has a duration of ten to twelve weeks, with a minimum of 360 hours, and an unspecified maximum. All expected requirements must be fulfilled during this time.
3. Interns are in a semiprofessional role similar to that of a new employee in a junior responsibility or probationary / trial role.
4. Hartland College will provide training for the development of intellectual and psychomotor skills before the internship time. Staff in other Hartland Institute departments may be involved in this training.
5. Course work during internship terms:
 - A. Students on internship may take classes during the internship, provided that the classes are approved by the major department involved.
 - B. The student's proposed site mentor will be informed that classes are being taken.
6. Terms of internship
 - A. Cost: Flat fee of \$300
 - B. 16 credit hours per term
 - C. Communication: Each college department will set up a protocol for communication between the department chairperson, mentor, and student. Generally the student should send a report in monthly and the mentor should fill out an evaluation for every term.



Description

The Department of Christian Education accepts as its mission the preparation of young people for useful service to God in educational lines on the elementary level. Within this ultimate purpose, the department seeks to train men and women as effective Christian teachers, not only to be competent in the theory and skills of education, but also in the integration of faith, learning, and practice.

The major in Christian Elementary Education endeavors to prepare competent teachers for Christian elementary schools. The course of studies is Christ-centered and Bible-based. Principles of child development, curricular content, instructional methodology, and educational leadership are explored and evaluated within the context of a Scripture-centered Christian philosophy. Opportunities are provided throughout the program for synthesis and direct application of educational strategies within varied classroom settings.

Individuals completing a program in Christian Elementary Education will have been trained to teach in single and multi-grade settings, to implement work-study and witnessing programs, to initiate and conduct home schools, to utilize multi-grade elementary school units, and to model Christian philosophy and conduct.

Individuals desiring to major in this area are required to make formal application to the Education Department after completing their freshman year. In order to be admitted to the Christian Education department, the student must have a minimum GPA of 2.5, proficiency in both written and spoken English, completed reading requirements, and adequate competency in mathematical skills. The student must also show evidence of emotional stability, physical health, responsible time management, spiritual maturity, and a commitment to God and to the teaching profession.

Requirements

1. Core Curriculum:

Section/No.	Class Title
AGRI 121, 122, 123, 124	Gardening*
EASC 201	Science and the Bible
ENGL 102	English Composition

EDUC 121	Philosophy of Christian Education
EDUC 143	Introduction to Teaching
EVMN	Evangelistic Ministries**
HLMN 111	Principles of Medical Ministry
HLMN 112	The Human Body in Health and Disease
MATH 111	College Math
MSSN 203	Principles of Self-supporting Work
MUSC 101, 102, 103	Principles of Christian Music I, II, III***
PRAC 112, 113	Practical Arts: Cooking and Auto Mechanics****
PSYC 222	Principles of Christian Mental Health
RELB 121	Conversion and Righteousness by Faith
RELB 131, 152	Biblical Hermeneutics I, II
RELB 142	Fundamentals of the Christian Faith
RELB 163	Speech and Homiletics
RELB 211	Daniel
RELB 212, 213	Revelation I, II
RELB 241	SDA Church History
RELB 242, 243	Life and Teachings of Jesus I, II
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training*****

*Soil Preparation in the fall term is for .5 credit, and Pruning in the winter term is for .5 credit. Classroom instruction must be taken in the spring term for 1.5 credits, and a ten-week summer lab for 1.5 credits.

**A minimum of nine EVMN credits are needed to fulfill graduation requirements. Participation is required for every term in attendance.

***All students are required to participate in the campus choir for three consecutive quarters, as well as attend the music lectures that accompany this class to fulfill graduation requirements.

****Classroom instruction (three credits/term) must be taken as remedial work if the student has not previously (i.e., high school/academy) taken comparable classes or cannot demonstrate acceptable skills or life experience. Application to omit any of these classes

must be made to the Curriculum Committee. Women: Cooking; Men: Auto Mechanics, Cooking.

*****A minimum of 36 VOTR credits are needed to fulfill graduation requirements. Participation is required for every term in attendance. In addition, all students must spend ten weeks during their first summer in residence, participating in a full-time vocational training program.

2. Major Curriculum:

Section/No.	Class Title
EDUC 311	Multi-grade Organization
EDUC 313	Evaluation of the Developing Child and Adolescent
EDUC 321	Educational Leadership
EDUC 323	Teaching the Exceptional Child
EDUC 332	Methods: Science, Health, Physical Education
EDUC 333	Methods: Math and Social Studies
EDUC 342	Methods: Religion, Outreach, Music, Art
EDUC 343	Methods: Reading and Language Arts
EDUC 491	Internship: Elementary Directed Teaching
EDUC 492, 493	Internship: Elementary Field Service I, II

Note: In addition to the above classes, practical teaching experiences in the Hartland Elementary School for one school year, or its equivalent, are required within vocational training as follows:

Two credits as a teacher's assistant (VOTR 148, 248)

Six credits of directed teaching (VOTR 149, 249, 349)

3. Other Requirements:

- A. Completed reading of the following books: *The Holy Scriptures* and the nine volumes of *Testimonies for the Church; Counsels on Education; Counsels to Parents, Teachers and Students; Education; and Fundamentals of Christian Education.*
- B. One credit of evangelistic ministries per term of attendance.
- C. Four credits of vocational training per term of attendance.
- D. Literature evangelism experience for a minimum of 160 hours, conducted by Hartland College or an acceptable alternative.
- E. All students must spend ten weeks during a summer participating in a full-time vocational training program.

- F. A minimum of 194 credits in the total program of studies. (See summary of hours.)
- G. All education majors are required to participate in the children’s divisions during convocations.
- H. Two research papers must be submitted to the English Department.

Typical Sequence

Freshman

Fall

AGRI 121
 EDUC 121
 EVMN
 HLMN 111
 RELB 121
 RELB 131
 VOTR

2014

Gardening
 Philosophy of Christian Education
 Evangelistic Ministries
 Principles of Medical Ministry
 Conversion and Righteousness by Faith
 Biblical Hermeneutics I
 Vocational Training

Winter

AGRI 122
 ENGL 102
 EVMN
 HMLN 112
 RELB 142
 RELB 152
 VOTR

2015

Gardening
 English Composition
 Evangelistic Ministries
 Human Body in Health and Disease
 Fundamentals of the Christian Faith
 Biblical Hermeneutics II
 Vocational Training

Spring

AGRI 123
 EDUC 143
 EDUC 323
 EVMN
 RELB 163
 VOTR

2015

Gardening
 Introduction to Teaching
 Teaching the Exceptional Child
 Evangelistic Ministries
 Speech and Homiletics
 Vocational Training

Summer

AGRI 124

2015

Gardening or Colporteur Ministry

Sophomore/Junior**Fall**

EDUC 311

EVMN

RELB 211

EASC 201

VOTR

2015

Multi-grade Organization

Evangelistic Ministries

Daniel

Science and the Bible

Vocational Training

Winter

EDUC 332

EVMN

PRAC

RELB 212

SOC1 212

VOTR

2016Methods: Science, Health, Physical Educa-
tion

Evangelistic Ministries

Practical Arts

Revelation I

Christian Marriage and Family

Vocational Training

Spring

EDUC 333

EVMN

PRAC

RELB 213

SOC1 313

VOTR

2016

Methods: Math and Social Studies

Evangelistic Ministries

Practical Arts

Revelation II

Evaluation of the Developing Child and
Adolescent

Vocational Training

Summer

Internship, curricular practical training, or free summer

2016

Junior/Sophomore

Fall

2016

EDUC 321	Educational Leadership
EVMN	Evangelistic Ministries
MATH 111	College Math
RELB 241	SDA Church History
VOTR	Vocational Training*

Winter

2017

RELB 242	Life and Teachings of Jesus I
EDUC 342	Methods: Religion, Outreach, Music, Art
EVMN	Evangelistic Ministries
PSYC 222	Principles of Christian Mental Health
VOTR	Vocational Training*

Spring

2017

EDUC 343	Methods: Reading and Language Arts
EVMN	Evangelistic Ministries
MSSN 203	Principles of Self-Supporting Work
RELB 243	Life and Teachings of Jesus II
VOTR	Vocational Training*

Summer

2017

Internship, curricular practical training, or free summer

*Note: One full year (180 school days) of directed teaching at the elementary school is required, and is included in vocational training for a total of 6 credits.

Summary of Hours: Major Hours 28, General Education Core 77, Evangelistic Ministries 9, Vocational Training 36, Internship 48.

Total Hours: 194*

* Total credits required may vary.

Courses Offered

EDUC 121 PHILOSOPHY OF CHRISTIAN EDUCATION

(3 credits) Explores the major issues relevant to Christian education, thus providing a basis for the development of a personal philosophy of edu-

cation within the Christian context. An endeavor is made to discover the dynamic relationship between education and redemption, while illustrating means by which Christian principles may pervade every educational facet. Particular emphasis is given to implications for the student's own life and for the educational and youth ministries of the Seventh-day Adventist Church.

EDUC 143 INTRODUCTION TO TEACHING

(3 credits) Provides the prospective teacher a basic understanding of the principles and procedures of Christian teaching. Instruction will be given in planning lessons, methods of teaching, making fair evaluations, handling discipline matters, and other areas vital to successful teaching.

EDUC 311 MULTI-GRADE ORGANIZATION

(3 credits) Examines the organization and management of the multi-grade Christian classroom, including curricular grouping for instruction, the individualization of instruction, and maintenance of records.

EDUC 313 EVALUATION OF THE DEVELOPING CHILD AND ADOLESCENT

(3 credits) This course focuses on the normal physical, intellectual, social, and emotional development of a child from prenatal months to late adolescence. Christ-centered approaches to common problems are sought, and application is made to the school setting. Evaluation of a student's academic progress will be emphasized as well. This course seeks to enable students to write instructional objectives and prepare classroom tests. Concepts and data from standardized tests will also be reviewed. In addition, practical knowledge in grading and reporting student achievement will be emphasized.

EDUC 321 EDUCATIONAL LEADERSHIP

(3 credits) A basic professional course in administration which examines leadership as a Christian calling. This course focuses on Bible-based educational systems, planning and decision making, legal structures, management of personnel, financial support systems, organizational patterns, and contemporary issues.

EDUC 323 TEACHING THE EXCEPTIONAL CHILD

(3 credits) Surveys the characteristics of exceptional children and the psychological/educational problems faced by such children in the home, school, and society. Procedures for incorporating the exceptional child and adapting to his needs in the Christian classroom is featured.

EDUC 332 METHODS: SCIENCE, HEALTH, PHYSICAL EDUCATION

(4 credits) This course is designed to prepare teachers to teach science and related subjects effectively at the elementary school level. An overview of proven instructional methods, cognitive and developmental models lays the foundation for successful learning and discovery in the elementary school classroom. Discovery learning through constructivist techniques is emphasized. Using a balanced blend of instructional techniques, lesson planning, and exploration of actual science content, the teacher is prepared to succeed in a variety of settings. Special attention is given to concerns such as gender and cultural biases, exceptional learners, and the interplay of science and religion. Students are presented with a wealth of ready-to-use content, strategies, and lesson plans based on the Full-Spectrum Science Instruction (FSSI) model.

EDUC 333 METHODS: MATH AND SOCIAL STUDIES

(4 credits) Instruction is given in methods, lesson planning, materials, and curriculum for grades K through 8 on these subjects: Math and Social Studies.

EDUC 342 METHODS: RELIGION, OUTREACH, MUSIC, ART

(4 credits) Emphasizes methods and materials suitable for the elementary classroom in each study area. Focus is directed toward the unique aspects of the Seventh-day Adventist faith and the ministry our students can have in evangelism. Practical application will be incorporated where appropriate.

EDUC 343 METHODS: READING AND LANGUAGE ARTS

(4 credits) Instruction is given in reading assessment, including reading readiness and word recognition skills such as phonetic and contextual analysis and sight vocabulary. Also emphasized are building comprehension and evaluating types of reading programs available. Curriculum and methods for teaching English, spelling, and handwriting will also be reviewed and evaluated.

EDUC 491 INTERNSHIP: ELEMENTARY DIRECTED TEACHING

(16 credits) A professional teaching internship for a minimum of ten weeks in a Christian elementary school under the supervision of teacher and Education Department personnel. This involves observation, application of teaching theory, and full participation in teaching mentorship of a qualified experience. Departmental and Curriculum Committee approval is required for the selection of the internship site.

EDUC 492, 493 INTERNSHIP: ELEMENTARY FIELD SERVICE I, II
(32 credits) Field service may be fulfilled as a full-time teacher's assistant or in some work related to teaching for a minimum of twenty weeks. Departmental and Curriculum Committee approval required.

EDUC 501, 502, 503 PRACTICAL TRAINING I, II, III

A 12-credit practical training course is offered as an elective. The course, which counts toward the total credit hours for graduation, offers students an opportunity to apply the theories they have learned in the Christian Education Department. The instructor is appointed by the department chair, and grading is on a pass / fail basis. The instructor and the department chair will choose an appropriate site and work closely with the fieldwork supervisor, who will submit an evaluation at the end of the assignment. This course is open to all students who have completed three terms at Hartland College.

Note: For information on required vocational training as a teacher's assistant and as directed teaching, see the Vocational Training section of this catalog.

CHRISTIAN MEDIA MINISTRY AND PUBLICATIONS*

MANAGEMENT DEPARTMENT



Description

The goal of this major is to prepare workers with the ability to develop media-compatible content in harmony with the proclamation of the everlasting gospel, deliver that content through various media options, and manage the operations of a media ministry.

While at Hartland, students will be exposed to a variety of media skills including the preparation and illustration of print media for pre-press systems; the adaptation of print media to web or PowerPoint presentations; the development of web sites; the planning, filming, and editing of videos, including script writing for video documentaries, ministry promotional, and mission field reports, as well as experience with live audio and video recording and subsequent editing. Lab instruction will expose students to industry standard technology and software applications. Lab assignments will emphasize real media projects where students will apply concepts learned in the classroom.

Additional opportunities for learning media skills exist in a variety of VOTR assignments.

During classroom instruction, students will be exposed to concepts that develop creativity, critical thinking, and problem-solving skills in the area of media product development, production, financial analysis and planning, marketing, team building, technology acquisition, and funding for capital projects. Opportunities for specialization within the media field exist during the 16-hour weekly vocational training program, as well as during summer and winter vocational training programs and the required internship.

Individuals desiring to major in this area are required to make formal application to the Christian Media Department after completing their freshman year. In order to be admitted to the Christian Media Ministry major, the student must have a minimum GPA of 2.5, proficiency in both written and spoken English, adequate competency in mathematical and computer skills, and completed reading requirements. The student must also show evidence of emotional stability, physical health, responsible time management, spiritual maturity, and a commitment to God and to the media ministry.

*Students interested in specializing in Publications Management should see the department advisor for a modified curriculum.

Requirements

1. Core Curriculum:

Section/No.	Class Title
AGRI 121, 126, 127, 128	Gardening*
EASC 201	Science and the Bible
EDUC 121	Philosophy of Christian Education
ENGL 102	English Composition
EVMN	Evangelistic Ministries**
HLMN 111	Principles of Medical Ministry
HLMN 112	The Human Body in Health and Disease
MATH 111	College Math
MSSN 203	Principles of Self-Supporting Work
MUSC 101, 102, 103	Principles of Christian Music I, II, III***
PRAC 112, 113	Practical Arts: Cooking and Auto Mechanics****
PSYC 222	Principles of Christian Mental Health
RELB 121	Conversion and Righteousness by Faith
RELB 131, 152	Biblical Hermeneutics I, II
RELB 142	Fundamentals of the Christian Faith
RELB 163	Speech and Homiletics
RELB 211	Daniel
RELB 212, 213	Revelation I, II
RELB 241	SDA Church History
RELB 242, 243	Life and Teachings of Jesus I, II
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training*****

*Soil Preparation in the fall term is for .5 credit, and Pruning in the winter term is for .5 credit. Classroom instruction must be taken in the spring term for 1.5 credits, and a ten-week summer lab for 1.5 credits.

**A minimum of nine EVMN credits are needed to fulfill graduation requirements. Participation is required for every term in attendance.

***All students are required to participate in the campus choir for three consecutive quarters, as well as attend the music lectures that accompany this class in order to fulfill graduation requirements.

****Classroom instruction (three credits/term) must be taken as remedial work if the student has not previously (i.e., high school/academy) taken comparable classes or cannot demonstrate acceptable skills or life experience. Application to omit any of these classes must be made to the Curriculum Committee. Women: Cooking; Men: Auto Mechanics, Cooking.

*****A minimum of 36 VOTR credits are needed to fulfill graduation requirements. Participation is required for every term in attendance. In addition, all students must spend ten weeks during their first summer in residence, participating in a full-time vocational training program.

2. Major Curriculum

Section/No.	Class Title
MDMN 120	Computer Systems for Media Production
MDMN 222	Design Principles for Christian Communication
MDMN 232	Publication Production
MDMN 233	Digital Photography and Image Manipulation
MDMN 263	Foundations of Video Production
MDMN 311	Foundations of Audio Production
MDMN 313	Writing for Publication
MDMN 321	Foundations of Web Technology
MDMN	Media Specialization
MDMN 491, 492, 493	Internship I, II and III

3. Other Requirements:

- A. Completed reading of the following books: The Holy Scriptures and the nine volumes of *Testimonies for the Church*.
- B. One credit of evangelistic ministries per term of attendance.
- C. Four credits of vocational training per term of attendance.
- D. Twelve consecutive months of VOTR must be spent working in a media-related area.
- E. A minimum of 160 colporteur hours in a program conducted by Hartland College or an acceptable alternative.
- F. All students must spend ten weeks during a summer, participating in a full-time vocational training program.
- G. A successful completion of media-related competencies acquired in vocational training, lab, and classroom settings.
- H. A minimum of 198 credits in the total program of studies.

Typical Sequence

Freshman

Fall

2014 and 2015

AGRI 121

Gardening

MATH 111

College Math

EVMN

Evangelistic Ministries

HLMN 111

Principles of Medical Ministry

RELB 121

Conversion and Righteousness by Faith

RELB 131

Biblical Hermeneutics I

VOTR

Vocational Training

Winter

2014 and 2015

AGRI 122

Gardening

EVMN

Evangelistic Ministries

ENGL 102

English Composition

MDMN 222

Design Principles for Christian Communication

RELB 142

Fundamentals of the Christian Faith

RELB 152

Biblical Hermeneutics II

VOTR

Vocational Training

Spring

2014 and 2015

AGRI 123

Gardening

EVMN

Evangelistic Ministries

RELB 163

Speech and Homiletics

MDMN 233

Digital Photography and Image Manipulation

MDMN 263

Foundations of Video Production

VOTR

Vocational Training

Summer

2014 and 2015

AGRI 124

Gardening or Colporteur Ministry

Sophomore/Junior

Fall

2015

EVMN

Evangelistic Ministries

MDMN 311	Audio Production
MUSC 101	Principles of Christian Music I
RELB 211	Daniel
EASC 201	Science and the Bible
VOTR	Vocational Training

Winter 2016

EVMN	Evangelistic Ministries
MDMN 232	Publications Production
MUSC 102	Principles of Christian Music II
RELB 212	Revelation I
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training

Spring 2016

EVMN	Evangelistic Ministries
MDMN 213	Writing for Publication
MUSC 103	Principles of Christian Music III
RELB 213	Revelation II
	Elective
VOTR	Vocational Training

Summer 2016

Internship or free summer

Junior/Sophomore**Fall 2016**

EVMN	Evangelistic Ministries
EDUC 121	Philosophy of Christian Education
MDMN 321	Foundations of Web Technology
RELB 241	SDA Church History
VOTR	Vocational Training

Winter 2017

EVMN	Evangelistic Ministries
HLMN 112	The Human Body in Health and Disease

RELB 243	Life and Teachings of Jesus I
PRAC	Practical Arts
PSYC 222	Principles of Christian Mental Health
VOTR	Vocational Training

Spring 2017

EVMN	Evangelistic Ministries
MDMN	Media Specialization
MSSN 203	Principles of Self-Supporting Work
PRAC	Practical Arts
RELB 243	Life and Teachings of Jesus II
VOTR	Vocational Training

Summer 2017

Internship or free summer

Summary of Hours: Major Hours 35, General Education Core 70, Internship 48, Evangelistic Ministries 9, Vocational Training 36. Total Hours: 198*

* Total credits required may vary between majors.

Courses Offered

MDMN 222 DESIGN PRINCIPLES FOR CHRISTIAN COMMUNICATION

(4 credits) An overview of developing design concepts that uphold Seventh-day Adventist values in visual communications. Through instruction, research, analysis, and project presentations, the student will develop their visual thought processes and creative decision-making skills. Topics include: design fundamentals, illustrating Seventh-day Adventist doctrines and Spirit of Prophecy counsel, visual persuasion and storytelling, Christian ethics, typography, composition, color, image selection, production issues, and working with editors, managers, or clients. Awareness will be made of non-Christian concepts that are hostile to the influence of the Christian witness. Lab included.

MDMN 232 DESKTOP PUBLISHING FOR PRODUCTION

(4 credits) An overview of the software and processes used in professional desktop publishing. Students will learn to combine design concepts and content using industry-standard desktop publishing tools and workflows,

working both individually and in teams. Students are introduced to layout planning, composition, page layout, color management, the preparation and review of proofs, preflighting, color management, and content licensing. Special emphasis is given to the use of styles to create highly structured, semantically rich documents that are easy to maintain and adapt to a variety of media and future uses. A review of color models, printing technologies, and various presentation media is included. (Prerequisites: Minimum score on a computer competency exam. Recommended: MDMN 222 Design Principles for Christian Communication and MDMN 233 Digital Photography and Image Manipulation.)

MDMN 233 DIGITAL PHOTOGRAPHY AND IMAGE MANIPULATION

(4 credits) This course brings traditional photographic theory and practice into the digital age. Students learn the foundational principles of photography and discover how to apply them using a variety of devices from consumer-level “point and shoot” cameras through professional DSLRs and video cameras. Students will understand the names and functions of many photographic parameters, and learn to apply them both to achieve better photos and for creative effect. Practical experience is based on the production of a full-color college yearbook, with the majority of photos taken by class members. Image manipulation software and techniques are introduced, with an eye towards professional results at low cost. Special emphasis is given to composition, lighting, exposure control, depth of field, color management and photo organization, as well as the application of skills learned to a variety of media.

MDMN 263 FOUNDATIONS OF VIDEO PRODUCTION

(4 credits) This class provides an introduction to the video production process, focusing on the technology and skills required for each aspect of video production. Topics include videography, lighting, audio, multi-camera switching, and editing with Final Cut Studio. Students gain hands-on experience with projects ranging from short videos produced individually to a larger production incorporating the entire class.

MDMN 311 FOUNDATIONS OF AUDIO PRODUCTION

(4 credits) The purpose of the course is to provide students with theory and skills in basic audio production to more effectively communicate the everlasting gospel, and be an effective member of a small studio or church audio team. Students will learn the basic functions of a variety of audio equipment commonly utilized in live sound and small studio settings. Sound theory is explored and applied to both. Miking techniques, along with techniques for controlling feedback, environmental and system noise,

and dynamic range are covered, along with basic equalization. Mastering and distribution technologies will also be introduced. During the course students will learn to correctly handle cables and other audio gear, and to source equipment, properly connect it, and budget for the design of small studio or live sound application. (Prerequisites: MATH 111 College Math and minimum score on a computer competency exam.)

MDMN 313 WRITING FOR PUBLICATION

(4 credit) A course in Christian writing techniques for a variety of audiences. Students will receive assignments and instruction in writing stories, feature articles, newsletters, media releases, and promotional pieces such as flyers and appeal letters. Topics include: fiction vs. nonfiction, the legal aspects of publishing, the editorial process, target reading audiences, and cross-media writing. (Prerequisites: ENGL 102 English Composition)

MDMN 321 FOUNDATIONAL WEB TECHNOLOGIES

(4 credits) An introduction to the fundamental technologies of the web, and the languages, tools, and skills utilized in web development. The purpose of the course is to prepare students to use web media in communicating the everlasting gospel. The course is composed of classroom instruction, individual projects, and class-wide collaborative projects. One or more structured, self-paced skill enhancement courses will be assigned, utilizing freely available online resources. Skills to be developed include the design of well structured, semantically rich web documents, reading, writing, and understanding basic HTML5 and CSS. The impact of social networking, blogs, streaming media, content rights, and online privacy will be discussed along with a history of the web. An overview of popular content-management systems will be included. The importance of web standards-compliance will be emphasized. (Prerequisites: MATH 111 College Math and minimum score on a computer competency exam. Recommended: MDMN 222 Design Principles for Christian Communication and MDMN 233 Digital Photography and Image Manipulation.)

MDMN 353 MEDIA SPECIALIZATION: MUSIC PRODUCTION AND STUDIO RECORDING

(4 credits) This course builds on Foundations of Audio Production to focus more closely on the essential aspects of studio recording and music production. One major goal of this course is to take students beyond simple recording and audio editing workflows, and incorporate music production and editing technologies and techniques that enable the producer to work from a truly “musical” perspective. This course also introduces more advanced audio editing and miking, and acquisition techniques. Students

will learn to produce multi-track recordings using non-destructive editing techniques that preserve the editability of both audio and music assets while building advanced mixes and layering. Managing takes and effective comping will also be covered. Production will be based on MOTU Digital Performer. Album production, mastering, and replication will also be covered in depth. Issues concerning copyright, licensing, and distribution models will also be discussed. (Prerequisites: MDMN 311 Foundations of Audio Production and MUSC 210 Intro to Music Theory/Beginning Piano or Creative Piano Playing or demonstrated ability to read printed music with multiple parts. Recommended: MUSC 215 Music Theory I)

MDMN 363 MEDIA SPECIALIZATION: ADVANCED VIDEO PRODUCTION

(4 credits) Utilizing the tools and technical skills of video production, students will learn how to take a video from concept to distribution and will produce a full-length video as a class project. Topics will include producing and production management, directing, scriptwriting, and advanced editing techniques. (Prerequisites: MDMN 263 Foundations of Video Production or equivalent experience.)

MDMN 373 MEDIA SPECIALIZATION: PUBLICATION PRODUCTION

(4 credits) Students desiring to specialize in Publication Production should spend one calendar year in an office of publication such as *Last Generation* magazine or *Hartland Ministry Report*, under the supervision of an approved mentor. During the quarter in which they are enrolled for specialization credit, additional responsibilities will be assigned and evaluated by the supervising mentor. At the mentor's discretion, students may be required to increase their skill and/or knowledge in order to complete their projects through the following means: online tutorials, reading assignments, attending seminars or webinars. Students may be required to finance these advanced skills. Finding projects with other ministries or for private entities may be possible; projects for non-Hartland purposes will be accepted at the discretion of the Christian Media department advisors.

MDMN 383 MEDIA SPECIALIZATION: ADVANCED WEB DEVELOPMENT

(4 credits) This course builds on Foundational Web Technologies to develop the skills necessary to create dynamic, interactive web sites and basic web applications. Primary development languages will be JavaScript and PHP, with PDO or MySQL being utilized for data storage. An overview of other server-side and client-side technologies will be included. Special

emphasis will be given to careful planning, well structured and practical object-oriented design, and writing readable, maintainable code. Git will be utilized as a version control system. Basic web server setup, database administration, maintenance, and monitoring tasks will be explored. (Prerequisites: MDMN 321 Foundational Web Technologies.)

MDMN 491, 492, 493 MEDIA INTERNSHIP I, II, III

(48 credits) Supervised full-time work experience in a Seventh-day Adventist ministry with media production opportunities. Selection of an internship site is determined by the media advisor and Academic Affairs Committee with input from the student, and with the approval of the Curriculum Committee.

MDMN 501, 502, 503 PRACTICAL TRAINING I, II, III

A 12-credit practical training course is offered as an elective. This course offers students an opportunity to apply the theories they have learned in their Media major. The instructor is appointed by the department chair, and grading is on a pass/fail basis. The instructor and the department chair will choose an appropriate site and work closely with the fieldwork supervisor, who will submit an evaluation at the end of the assignment. This course is open to all Media Ministry students who have completed three terms at Hartland College.

HEALTH MINISTRY DEPARTMENT



The Health Ministry Department has as its purpose the preparation of medical missionary evangelists. Students are instructed in the areas of health assessment, treatment of disease by natural methods, and counseling and community health education in nutrition and disease prevention. By studying Christ's work as the great Medical Missionary, young men and women are trained to develop compassion, sympathy, and competence to stay the progress of disease and relieve suffering in a world that is so much in need. Such work will be a means of directing minds to the truth and will be of great efficiency in the work of gospel ministry.

Individuals desiring to major in this area are required to make formal application to the Health Ministry Department after completing their freshman year. In order to be admitted to the Health Ministry Department major, the student must have a minimum GPA of 2.5, proficiency in both written and spoken English, adequate competency in mathematical skills, and completed reading requirements. The student must also show evidence of emotional stability, physical health, responsible time management, spiritual maturity, adequate interpersonal skills, and a commitment to God and to the health ministry.

Description

The Health Ministry major is designed to prepare medical missionaries who are competent to minister in various clinical settings. They will also teach the Seventh-day Adventist health message through seminars, cooking schools, and individual counseling, as well as training others to share the health message. The program incorporates training in the treatment modalities of hydrotherapy, massage, diet, exercise, herbal remedies, and lifestyle medicine. Vocational training experience is received in the Hartland Lifestyle Education Center in therapy, counseling, and evangelistic roles. Volunteer mission trips also provide multi-cultural health evangelism opportunities.

Requirements

1. Core Curriculum:

Section/No.	Class Title
AGRI 121, 122, 123, 124	Gardening*
EDUC 121	Philosophy of Christian Education
EDUC 143	Introduction to Teaching

ENGL 102	English Composition
EVMN	Evangelistic Ministries**
HLMN 111	Principles of Medical Ministry
HLMN 112	The Human Body in Health and Disease
MATH 111	College Math
MSSN 203	Principles of Self-Supporting Work
MUSC 101, 102, 103	Principles of Christian Music I, II, III***
PRAC 112, 113	Practical Arts: Cooking and Auto Mechanics****
PSYC 222	Principles of Christian Mental Health
RELB 121	Conversion and Righteousness by Faith
RELB 131, 152	Biblical Hermeneutics I, II
RELB 142	Fundamentals of the Christian Faith
RELB 163	Speech and Homiletics
RELB 211	Daniel
RELB 212, 213	Revelation I and II
RELB 241	SDA Church History
RELB 242, 243	Life and Teachings of Jesus I, II
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training*****

*Soil Preparation in the fall term is for .5 credit, and Pruning in the winter term is for .5 credit. Classroom instruction must be taken in the spring term for 1.5 credits, and a ten-week summer lab for 1.5 credits.

**A minimum of nine EVMN credits are needed to fulfill graduation requirements.

Participation is required for every term in attendance.

***All students are required to participate in the campus choir for three consecutive quarters, as well as attend the music lectures that accompany this class to fulfill graduation requirements.

****Classroom instruction (three credits/term) must be taken as remedial work if the student has not previously (i.e., high school/academy) taken comparable classes or cannot demonstrate acceptable skills or life experience. Application to omit any of these classes must be made to the Curriculum Committee. Women: Cooking; Men: Auto Mechanics, Cooking.

*****A minimum of 36 VOTR credits are needed to fulfill graduation requirements. Participation is required for every term in attendance. In addition, all students must spend ten weeks during their first summer in residence, participating in a full-time vocational training program.

2. Major Curriculum

Section/No.	Class Title
CHEM 311	Chemistry
CHEM 312	Biochemistry
BIOL 222	Anatomy and Physiology I
BIOL 223	Anatomy and Physiology II
HLMN 201	Medical Terminology
HLMN 242	Massage
HLMN 243	Physiology of Hydrotherapy
HLMN 254	Skilled Nursing Assistant
HLMN 321	Infectious Disease Management
HLMN 331	Health and Disease Assessment
HLMN 344	Therapeutic Massage
HLMN 361	Chronic Disease Management
HLMN 363	Introduction to Herbal Pharmacology
NUTM 311	Foods and Nutrition
NUTM 313	Preventive and Therapeutic Nutrition

3. Other Requirements

- A. Completed reading of the following books: The Holy Scriptures and the nine volumes of *Testimonies for the Church*.
- B. One credit of evangelistic ministries per term of attendance at Hartland College. Health Outreach I and II must be part of this requirement.
- C. Four credits of vocational training per term of attendance.
- D. Fifteen consecutive months must be spent working in the Hartland Lifestyle Education Center program.
- E. Practical colporteur experience for a minimum of 160 hours conducted by Hartland College or an acceptable alternative.
- F. All students must spend ten weeks during a summer participating in a full-time vocational training program.
- G. A minimum of 210 credits for the Health Ministry major program of studies.
- H. All female Health Ministry majors must take the Childbirth Educator class.
- I. Two research papers must be submitted to the English Department.

Typical Sequence

Freshman

Fall

AGRI 121

EVMN

HLMN 111

HLMN 201

MATH 111

RELB 121

RELB 131

VOTR

Winter

AGRI 122

BIOL 222

HLMN 242

EVMN

RELB 142

RELB 152

VOTR

Spring

AGRI 123

BIOL 223

EVMN

HLMN 243

RELB 163

VOTR

Summer

AGRI 121

HLMN 254

2014

Gardening

Evangelistic Ministries—Health Outreach I

Principles of Medical Ministry

Medical Terminology Lab

College Math

Conversion and Righteousness by Faith

Biblical Hermeneutics I

Vocational Training

2015

Gardening

Anatomy and Physiology I

Massage

Evangelistic Ministries

Fundamentals of the Christian Faith

Biblical Hermeneutics II

Vocational Training

2015

Gardening

Anatomy and Physiology II

Evangelistic Ministries

Physiology of Hydrotherapy

Speech and Homiletics

Vocational Training

2015

Gardening or Colporteur Ministry

Skilled Nursing Assistant

Sophomore/Junior**Fall****2015**

CHEM 311	Chemistry
EVMN 254	Evangelistic Ministries
MUSC 101	Principles of Christian Music I
NUTM 211	Foods and Nutrition
RELB 211	Daniel
VOTR	Vocational Training

Winter**2016**

CHEM 312	Biochemistry
EVMN	Evangelistic Ministries
MUSC 102	Principles of Christian Music II
PRAC	Practical Arts
RELB 212	Revelation I
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training

Spring**2016**

EVMN	Evangelistic Ministries
MIWI 203	Childbirth Education and Doula (ladies only)
MUSC 103	Principles of Christian Music III
NUTM 313	Preventive and Therapeutic Nutrition
PRAC	Practical Arts
RELB 213	Revelation II
VOTR	Vocational Training

Summer**2016**

Internship or free summer

Junior/Sophomore**Fall****2016**

EVMN	Evangelistic Ministries
HLMN 321	Infectious Disease Management

HLMN 341	Chronic Disease Management
RELB 241	SDA Church History
VOTR	Vocational Training

Winter 2017

ENGL 102	English Composition
EVMN	Evangelistic Ministries
PSYC 222	Principles of Christian Mental Health
RELB 242	Life and Teachings of Jesus I
VOTR	Vocational Training

Spring 2017

EDUC 143	Introduction to Teaching
EVMN	Evangelistic Ministries
HLMN 363	Introduction to Herbal Pharmacology
MSSN 203	Principles of Self-Supporting Work
RELB 243	Life and Teachings of Jesus II
VOTR	Vocational Training

Summer 2017

HLMN 344	Therapeutic Massage
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Junior/Senior

Fall 2017

EDUC 121	Philosophy of Christian Education
HLMN 331	Health and Disease Assessment

Winter and Spring 2018

Internship

Summary of Hours: Major Hours 62, General Education Core 66, Internship or Curricular Practical Training 32, Vocational Training 40, Evangelistic Ministries 10. Total Hours: 210.*

* Total credits required may vary.

Courses Offered

BIOL 222, 223 ANATOMY AND PHYSIOLOGY I, II

(4 credits) This course is a detailed study of the structure and function of tissues, organs, and systems of the human body. The aim is to give each student an appreciation for the creative power and wisdom of God and a basic working knowledge of the human body.

CHEM 311 GENERAL CHEMISTRY

(3 credits) A basic study of physical science which deals with the composition, structure, properties, and changes of matter. As the basic and minutest structures of nature—the particles of the atom and the elements—are discussed, there will be a correlation of the principles of the physically unseen with that of the spiritually unseen in order to increase our appreciation of the designing power of our omnipotent Creator.

CHEM 312 BIOCHEMISTRY

(4 credits) A specific study of biologic chemistry occurring within living organisms. This study endeavors to cover the structures, functions, and interactions of the biological macromolecules that provide the framework of cells, and which perform the functions associated with life. When understood, this study will help the student understand cause to effect in both health and disease and appreciate how our bodies have been “fearfully and wonderfully made.”

HLMN 111 PRINCIPLES OF MEDICAL MINISTRY

(4 credits) A study of God’s natural laws and general physiology as they relate to health. Students will study God’s counsel regarding these laws in the Bible, the Spirit of Prophecy, and scientific literature which is consistent with inspiration. Lecture and practical experience will also be provided for CPR, first aid, and herbal and charcoal home remedies.

HLMN 201 MEDICAL TERMINOLOGY

(1 credit) This class familiarizes the students with the language of medicine. They will learn to pronounce, spell, and define medical terms used in today’s health care settings. This is accomplished by categorizing related terms into easily learned units and by introducing the students to the structure of medical language. This in turn will equip them to understand the terms included in the class textbook, as well as the new and unfamiliar terms they may encounter in a clinical setting.

HLMN 242 MASSAGE

(4 credits) This practical course in Swedish massage includes oral instruction, classroom demonstrations, and hands-on laboratory practice. A prior knowledge of bone and muscular anatomy is required. Students completing this class will have obtained a competency in the application of massage for the improvement of health. (Prerequisite: BIOL 222 or permission of the instructor.)

HLMN 243 PHYSIOLOGY OF HYDROTHERAPY

(4 credits) A physiological and practical approach to the understanding and use of hydrotherapy as a God-ordained treatment modality and a study of how water of varying temperatures and in various states effects changes in nervous, circulatory, and muscular systems. (Prerequisite: HLMN 111 or permission of the instructor.)

HLMN 254 SKILLED NURSING ASSISTANT

(4 credits) This practical health course designed with holistic principles will cover the basic nursing knowledge and clinical skills required to take the State CNA (Certified Nursing Assistant) licensure exam. A biblical approach to personal wellbeing is an integral part of this course, as is the application of the health principles for both patients and students.

HLMN 321 INFECTIOUS DISEASE MANAGEMENT

(4 credits) A study of the common communicable diseases from such agents as viruses, bacteria, protozoa, and parasites. Focus will be on a person's predisposition and susceptibility to the disease-causing agent, as well as Heaven's approved approach to educating and caring for the sick. Diseases discussed will include various infections, cancer, and AIDS. Laboratory experience is incorporated. (Prerequisites: BIOL 222 and 125 or equivalent, or permission of the instructor.)

HLMN 331 HEALTH AND DISEASE ASSESSMENT

(4 credits) A head-to-toe detailed review of body systems and how God designed them to function normally, with an emphasis on developing assessment skills for conducting patient histories and physical examinations. Methods of evaluation will be discussed and rehearsed in class. (Prerequisites: BIOL 222 and 125 or equivalent, or permission of the instructor.)

HLMN 341 CHRONIC DISEASE MANAGEMENT

(3 credits) An etiological and pathological look at such chronic degenerative diseases as diabetes, hypertension, obesity, and cardiac disease. An

emphasis will be placed on how adherence to God's plan of health can prevent disease and restore health. (Prerequisites: BIOL 222 and 125, or permission of the instructor.)

HLMN 344 THERAPEUTIC MASSAGE

(4 credits) This advanced practical course in massage includes oral instruction, demonstrations, and hands-on laboratory practice. A prior knowledge of Swedish full-body massage is required. Students completing this class will be competent in specialized therapeutic techniques for specific ailments or dysfunctions. (Prerequisite: HLMN 110 or equivalent, or permission of the instructor.)

HLMN 363 INTRODUCTION TO HERBAL PHARMACOLOGY

(2 credits) This is a detailed study of simple medicinal herbs. Students will review God's counsels and scientific literature on herbal medicine with regard to the use of these natural resources as part of a NEWSTART program to prevent and remedy diseases. Students will also be introduced to the language of medicine, for better understanding and more accurate communication with medical personnel.

HLMN 491, 492, 493 INTERNSHIP I, II, III

(48 credits) Three consecutive terms in which to utilize and further develop skills learned at Hartland College. Sites are subject to the approval of the Curriculum Committee.

HLMN 501, 502, 503 PRACTICAL TRAINING I, II, III

A 12-credit practical training course is offered as an elective. The course, which counts toward the total credit hours for graduation, offers students an opportunity to apply the theories they have learned in the Health Ministry Department. The instructor is appointed by the department chair, and grading is on a pass/fail basis. The instructor, along with the department chair, will choose an appropriate site and work closely with the fieldwork supervisor, who will submit an evaluation at the end of the assignment. This course is open to all students who have completed three terms at Hartland College.

NUTM 211 FOODS AND NUTRITION

(3 credits) A comprehensive course in the basic principles of human nutrition and food selection according to God-centered principles. A study of scriptural counsel regarding diet will be carefully pursued. (Prerequisites: HLMN 111, BIOL 222 and 125 or equivalent, or permission of the instructor.)

NUTM 313 PREVENTIVE AND THERAPEUTIC NUTRITION

(3 credits) The focus of this course is to teach wise selections of food to minimize one's risk for developing disease. Nutrition is also presented as a therapeutic mode to promote health in the presence of various diseases, including the effects of nutrients on the causes and symptoms of illness. (Prerequisites: BIOL 222 and 125 and NUTM 211, or permission of the instructor.)

MIDWIFERY DEPARTMENT



The Midwifery curriculum is designed to educate and train young ladies to attend expectant mothers in all phases of pregnancy, from prenatal to newborn care. This field has proven to be an open door to share the gospel and the last-day message to expectant parents. It also is in harmony with the instructions given through the pen of inspiration. "The Bible speaks of women at childbirth being attended by women, and thus it ought always to be. Women should be educated and trained to act skillfully as midwives and physicians to their sex. This is the Lord's plan." *The General Conference Bulletin*, June 4, 1909.

Description

The curriculum begins with the Childbirth Education/Doula course, designed to certify the student to serve as a Childbirth Educator and/or Doula. This comprehensive program will cover the aspects of pregnancy, labor, and postpartum. Topics covered will range from labor techniques and support to newborn care, postpartum adjustment, pregnancy nutrition and fitness, and much more. The goal of this course is to prepare the student to not only teach, but to design her own childbirth education classes, along with developing essential skills necessary to become a trained birth doula professional. Successful completion of this course is a prerequisite to the Certified Professional Midwifery (CPM) program.

The Midwifery course builds upon the foundation laid down in the CE/Doula course. Areas of study will include Antepartum, Intrapartum and Postpartum Care. The didactic skills will be followed with a clinical practicum under the supervision of approved CPMs and/or Certified Nurse Midwives (CNMs). Upon completion of this course the student will be prepared to take the North American Registry of Midwives (NARM) exam to become a Certified Professional Midwife.

Requirements

1. Core Curriculum:

Section/No.	Class Title
AGRI 121, 122, 123, 124	Gardening*
EDUC 143	Introduction to Teaching
EDUC 121	Philosophy of Christian Education
ENGL 102	English Composition

EVMN	Evangelistic Ministries**
HLMN 111	Principles of Medical Ministry
MUSC 101, 102, 103	Principles of Christian Music I, II, III***
PRAC 112	Practical Arts: Cooking ****
PSYC 222	Principles of Christian Mental Health
RELB 121	Conversion and Righteousness by Faith
RELB 131, 152	Biblical Hermeneutics I, II
RELB 142	Fundamentals of the Christian Faith
RELB 163	Speech and Homiletics
RELB 211	Daniel
RELB 212, 213	Revelation I and II
RELB 241	SDA Church History
RELB 242, 243	Life and Teachings of Jesus I, II
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training*****

*Soil Preparation in the fall term is for .5 credit, and Pruning in the winter term is for .5 credit. Classroom instruction must be taken in the spring term for 1.5 credits, and a ten-week summer lab for 1.5 credits.

**A minimum of nine EVMN credits are needed to fulfill graduation requirements.

Participation is required for every term in attendance.

***All students are required to participate in the campus choir for three consecutive quarters, as well as attend the music lectures that accompany this class to fulfill graduation requirements.

****Classroom instruction (three credits/term) must be taken as remedial work if the student has not previously (i.e., high school/academy) taken comparable classes or cannot demonstrate acceptable skills or life experience. Application to omit this class must be made to the Curriculum Committee.

*****A minimum of 36 VOTR credits are needed to fulfill graduation requirements. Participation is required for every term in attendance. In addition, all students must spend ten weeks during their first summer in residence, participating in a full-time vocational training program.

2. Major Curriculum:

Section/No.	Class Title
BIOL 222	Anatomy and Physiology I
BIOL 223	Anatomy and Physiology II
HLMN 201	Medical Terminology

HLMN 242	Massage
HLMN 243	Physiology of Hydrotherapy
HLMN 331	Health and Disease Assessment
HLMN 341	Chronic Disease Management
MIWI 203	Childbirth Education and Doula
MIWI 321	Midwifery I
MIWI 322	Midwifery II
MIWI 323	Midwifery III
NUTM 211	Foods and Nutrition
NUTM 313	Preventive and Therapeutic Nutrition

3. Other Requirements

- A. Completed reading of the following books: The Holy Scriptures and the nine volumes of *Testimonies for the Church*.
- B. One credit of Evangelistic Ministries per term of attendance at Hartland College. Bible Outreach I, Health Outreach I, II, and III, and Midwifery Outreach must be part of this requirement.
- C. Four credits of vocational training per term of attendance.
- D. Practical colporteur experience for a minimum of 160 hours conducted by Hartland College or an acceptable alternative.
- E. A minimum of 204 credits for the Ministry of Midwifery major program of studies.
- F. All students must spend ten weeks during a summer participating in a full-time vocational training program.
- G. Two research papers must be submitted to the English Department.

Typical Sequence

Freshman

Fall

2014 and 2015

AGRI 121	Gardening
EDUC 121	Philosophy of Christian Education
EVMN	Evangelistic Ministries
HLMN 111	Principles of Medical Ministry
HLMN 201	Medical Terminology
RELB 121	Conversion and Righteousness by Faith

RELB 131	Biblical Hermeneutics I
VOTR	Vocational Training
Winter	2015 and 2016
AGRI 122	Gardening
BIOL 222	Anatomy and Physiology I
ENGL 102	English Composition
EVMN	Evangelistic Ministries
RELB 142	Fundamentals of the Christian Faith
RELB 152	Biblical Hermeneutics II
VOTR	Vocational Training
Spring	2015 and 2016
AGRI 123	Gardening
BIOL 223	Anatomy and Physiology II
MIWI 203	Childbirth Education
EVMN	Evangelistic Ministries
RELB 163	Speech and Homiletics
VOTR	Vocational Training

Sophomore/Junior (Odd Year)

Fall	2015
EVMN	Evangelistic Ministries
HLMN 331	Health and Disease Assessment
MUSC 101	Principles of Christian Music I
NUTM 211	Foods and Nutrition
RELB 211	Daniel
VOTR	Vocational Training
Winter	2016
EVMN	Evangelistic Ministries
HLMN 242	Massage
MUSC 102	Principles of Christian Music II
PRAC	Practical Arts
RELB 212	Revelation I

SOCI 212	Christian Marriage and Family
VOTR	Vocational Training
Spring	2016
EVMN	Evangelistic Ministries
HLMN 243	Physiology of Hydrotherapy
MUSC 103	Principles of Christian Music III
NUTM 313	Preventive and Therapeutic Nutrition
RELB 213	Revelation II
VOTR	Vocational Training
Summer	2016
Internship or free summer	

Junior/Sophomore (Even Year)

Fall	2016
EVMN	Evangelistic Ministries
HLMN 341	Chronic Disease Management
MIWI 321	Midwifery I
RELB 241	SDA Church History
VOTR	Vocational Training
Winter	2017
EVMN	Evangelistic Ministries
MIWI 322	Midwifery II
PSYC 222	Principles of Christian Mental Health
RELB 242	Life and Teachings of Jesus I
VOTR	Vocational Training
Spring	2017
EDUC 143	Introduction to Teaching
EVMN	Evangelistic Ministries
MIWI 323	Midwifery III
RELB 243	Life and Teachings of Jesus II
VOTR	Vocational Training
Summer	2017
Internship	

Summary of Hours: Major Hours 48, General Education Core 63, Internship/Curricular Practical Training 48, Vocational Training 36, Evangelistic Ministries 9. Total Hours: 204*

* Total credits required may vary.

Courses Offered

MIWI 203 Childbirth Education and Doula

(4 credits) This course, taught from a Christian perspective, is designed to certify the student to serve as a childbirth educator and/or doula. This comprehensive program will cover the aspects of pregnancy, labor, and postpartum. Topics covered will range from pregnancy nutrition and fitness to labor techniques and support, newborn care, postpartum adjustment, and much more. The goal of this course is to prepare the student to not only teach, but to design her own childbirth education classes, along with developing essential skills necessary to become a trained birth doula professional. Successful completion of these classes is a prerequisite to the certified professional midwifery program.

Textbooks: *The Ministry of Midwifery* by Patti Barnes, CPM. A workbook will also be required for each student.

MIWI 203 - MODULE I: INTRODUCTION TO CE, DOULA, AND MIDWIFERY

Within this first segment of classes, the student will be introduced to the roles of childbirth educators and doulas and define the legal, moral, and ethical role and realm of each. Also covered are the various routes to becoming a midwife. The history of midwifery and childbirth techniques up to modern times will be examined, as well as the inspired counsel from Scripture and the Spirit of Prophecy.

MIWI 203 - MODULE II: BASIC ANATOMY AND PHYSIOLOGY OF REPRODUCTION

This segment covers all aspects of the reproductive anatomy and the successive, normal physical changes throughout pregnancy, beginning with conception and following through the three trimesters with the progressive development of the fetus.

MIWI 203 - MODULE III: DIAGNOSTIC LABS & PROCEDURES

This module identifies the most common lab tests and procedures utilized in obstetrics. Strategies and mechanisms to enable an unmedicated birth in a hospital, birth center, or home setting are covered.

MIWI 203 - MODULE IV: 8 LAWS OF PRENATAL HEALTH AND COMMON PREGNANCY COMPLAINTS

The goal of this segment is to understand the aspects of a proper lifestyle throughout pregnancy. The eight laws of health are discussed with an emphasis on nutritional needs for the pregnant woman. Also covered are natural remedies to relieve common complaints throughout pregnancy.

MIWI 203 - MODULE V: STAGES OF LABOR, BIRTH, AND COMFORT MEASURES

The student will learn the progression of labor and the maternal and fetal changes in the stages of the childbirth process based on changes in the uterus and cervix as labor progresses. The basics of breathing methods and their relationship to relaxation will be covered, as well as techniques of pain relief and comfort measures without the use of medications.

MIWI 203 - MODULE VI: LABOR COMPLICATIONS AND CESAREAN SECTIONS

Skills to differentiate between minor discomforts and warning signs in pregnancy are covered in this module. The student will learn to recognize a difficult labor and birth and how to help clients cope with complications. The current trends in cesarean births in the United States and the role of the doula with a mother during cesarean birth will also be covered.

MIWI 203 - MODULE VII: POSTPARTUM AND NEWBORN CARE

The goal of this segment is to understand the characteristics of the normal newborn and train the parents in care and treatment of a newborn, as well as problems and what to do for them. The importance of postpartum follow-up care will be covered.

MIWI 203 - MODULE VIII: BREASTFEEDING AND PHYSIOLOGY OF LACTATION

Here the student will learn to define the advantages of breastfeeding and the importance of early breastfeeding for the mother and the baby. The ability to diagnose common breastfeeding problems and to know how to treat them will be examined.

MIWI 203 - MODULE IX: OPTIONS AND RIGHTS IN BIRTH

Multitudes are unaware of their legal rights pertaining to interventions in hospitals and birth centers. These rights and options will be discussed along with the pros and cons of these options.

MIWI 203 - MODULE X: MAKING THIS YOUR MINISTRY / BUSINESS

The student will formulate a complete topic outline for a childbirth education (CE) course and a complete list of materials for a doula practice. Determining the student's approach to whatever vocation she chooses will be considered. The determination of fees, donations, etc. in light of costs, will be discussed. Each student will actually teach a CE class and be evaluated.

The Summer Term

The summer term will comprise a practicum for those pursuing certification as a doula. This practicum must be under the preceptorship of a certified doula, doctor, or midwife. A minimum of two births must be attended where the student provides doula support to the mothers. Appropriate forms must be completed by the preceptor and the clients and submitted for approval to the College. The student must also submit a report (500 words minimum) to her instructor(s).

MIWI 321 Midwifery I

(4 credits) After completion of the CE/Doula modules listed above, the student who decides to continue on to become a midwife will be required to complete the following courses. The design of this curriculum is to prepare the student to take the North American Registry of Midwives (NARM) exam to become a Certified Professional Midwife (CPM) and fulfill the scholastic and clinical requirements of NARM.

Textbooks (for the entire Midwifery program): *Practical Skills Guide for Midwifery*; *Healing Passage: A Midwife's Guide to the Care and Repair of Tissues*; *Myles' Textbook for Midwives*; *Varney's Midwifery*; *Human Labor and Birth*; *Holistic Midwifery: A Comprehensive Textbook for Midwives and Homebirth Practice*; *Understanding Diagnostic Tests in the Childbirth Year*; *The Breastfeeding Answer Book*; *Assessment and Care of the Well Newborn*.

MIWI 321 - ANTEPARTUM MODULE I—OFFICE WORK

This module will cover the Midwifery Model of Care, various consent forms, the Health Insurance Portability and Accountability Act (HIPAA) Law, cultural competency, and charting. It will also address the initial interview with prospective clients and the information to be gathered.

MIWI 321 - ANTEPARTUM MODULE II—INITIAL VISIT A

In this module, the student will learn how to conduct the initial visit. She will learn and demonstrate skills in physical assessment and prenatal examination. Routine blood work, Pap smear, and sterile speculum exams will also be covered.

MIWI 321 - ANTEPARTUM MODULE III—INITIAL VISIT B

Here the student will learn to use and read a urine dipstick and understand urinalysis. Sexually transmitted diseases and infections will be covered, as well as other indicators of risk during prenatal assessment.

MIWI 321 - ANTEPARTUM MODULE IV—PELVIC EXAM

The student will learn how to conduct a pelvic exam which includes pelvimetry, pelvic landmarks, pelvic floor muscles, and true cephalopelvic disproportion (CPD).

MIWI 321 - ANTEPARTUM MODULE V—RISK SCREENING

In this segment the student will learn about hemoglobin and blood sugar testing, the Rh negative factor and ABO incompatibilities, and other risk factors. The use of ultrasound will also be discussed, as will genetic screening.

MIWI 321 - ANTEPARTUM MODULE VI—HANDS ON

Here the student will learn to use a doppler, fetoscope, and other instruments. She will also learn and be required to demonstrate skill in the Leopold's Maneuvers, reading fetal heart tone (FHT), and measuring fundal heights.

MIWI 321 - ANTEPARTUM MODULE VII—WOMEN'S DISEASES IN PREGNANCY

Both allopathic and non-allopathic usage in pregnancy will be examined with the pros and cons of each. Gestational diabetes and Group Beta Strep will be discussed, as will the assessment of the wellbeing of the fetus and possible risks.

MIWI 321 - ANTEPARTUM MODULE VIII—COMPLICATIONS A

In this segment the student will learn about various complications which may develop during the prenatal period, including hypertension, polyhydramnios, oligohydramnios, placental problems, and abnormal fetal positions.

MIWI 321 - ANTEPARTUM MODULE IX—COMPLICATIONS B

This module will cover more complications that arise during pregnancy, including common diseases, miscarriages, hydatidiform mole, ectopic pregnancies, hyperemesis gravidarum, and more.

MIWI 321 - ANTEPARTUM MODULE X—REVIEW AND FINALS

A review of all the major material covered in the antepartum modules will hopefully prepare the student for the final exam of this term.

MIWI 322 Midwifery II (4 credits)

MIWI 322 - INTRAPARTUM MODULE I—PREPARATION

This segment will cover the emergency birth plan, the relationship with collaborating physicians, the birth environment and implements, and the universal precautions such as hand washing and gloving.

MIWI 322 - INTRAPARTUM MODULE II—MONITORING LABOR A

In this module the student learns to determine labor; evaluate contractions; check station, effacement, and dilation; check vital signs; and chart during labor.

MIWI 322 - INTRAPARTUM MODULE III—MONITORING LABOR B

This segment will cover the evaluation of FHTs, the fetal position, fetal skull diameters, and how to determine when there is fetal distress. Positions for pushing and normal labor patterns will be examined.

MIWI 322 - INTRAPARTUM MODULE IV—MINOR INTERVENTIONS A

The student will learn about such interventions as episiotomies, amniotomies, perineal support, and preventing uterine inversion.

MIWI 322 - INTRAPARTUM MODULE V—MINOR INTERVENTIONS B

The use of medical oxygen, IV therapy, and urinary catheters will be discussed. The students will demonstrate skills in some of these interventions.

MIWI 322 - INTRAPARTUM MODULE VI—DELIVERY

Labor augmentation methods will be covered along with the pros and cons of each. The student will learn how a routine delivery should go, how to do cord clamping and cutting, and how to use a bulb syringe. Delivery of the placenta and examination of it will also be covered.

MIWI 322 - INTRAPARTUM MODULE VII—COMPLICATIONS A

The student will learn the various presentations of the baby and how to manage malpresentations.

**MIWI 322 - INTRAPARTUM MODULE VIII—
COMPLICATIONS B**

This segment will cover such things as pendulous belly, synclitism and asynclitism, AROM, PROM, post-date pregnancy, and maternal exhaustion.

MIWI 322 - INTRAPARTUM MODULE IX—COMPLICATIONS C

This class will cover uterine rupture, uterine inversion, and amniotic embolism. Knowing when to transport and implementing a backup plan will be discussed in this module.

**MIWI 322 - INTRAPARTUM MODULE X—REVIEW AND
FINAL EXAM**

MIWI 323 Midwifery III (4 credits)

MIWI 323 - POSTPARTUM MODULE I—IMMEDIATE

Newborn assessment and APGAR scoring will be discussed in this segment along with recognizing birth defects, meconium aspiration, stillborn and newborn instructions.

MIWI 323 - POSTPARTUM MODULE II—INTERVENTIONS

Here the student will learn how CPR, Delee, and bag and mask procedures are done. Eye prophylaxis will also be covered.

MIWI 323 - POSTPARTUM MODULE III—NRP

This segment is devoted to neonatal resuscitation program (NRP), in which the student will have to be certified in NRP, which is a requirement before taking the NARM exam.

MIWI 323 - POSTPARTUM MODULE IV—TEARS AND SUTURING

Recognizing tears and when and how to suture will be covered. Local anesthesia will be discussed.

MIWI 323 - POSTPARTUM MODULE V—BLOOD LOSS

Various emergency and precautionary procedures will be covered in this

module including assessment of blood loss, causes of blood loss, managing a hemorrhage, the use of bi-manual compression, managing shock, and monitoring vital signs.

MIWI 323 - POSTPARTUM MODULE VI—NEWBORN CARE

The student will learn how to care for a newborn and how to initiate breast-feeding. Postpartum charting and waivers will also be covered.

MIWI 323 - POSTPARTUM MODULE VII—POSTPARTUM COMPLICATIONS

How to recognize and manage postpartum complications will be discussed in this module. In addition, postpartum visits and instructions for the parents will be addressed.

MIWI 323 - POSTPARTUM MODULE VIII—POSTPARTUM RESPONSIBILITIES

In this segment the student will learn about jaundice and its treatments, follow-up assessments, the birth certificate, counseling, and care for the circumcised baby.

MIWI 323 - POSTPARTUM MODULE IX—MATERNAL CARE

Postpartum depression, psychosis, thrombophlebitis, separation of abdominal muscles, and other potential problems for the postpartum mother are discussed.

MIWI 323 - POSTPARTUM MODULE X—REVIEW AND FINALS

MIWI 491, 492, 493 INTERNSHIP I, II, III

(48 credits) Three consecutive terms in which to utilize and further develop skills learned at Hartland College. This includes observing, assisting, and delivering babies in birthing centers and in homes. Assisting in pre-natals, newborn exams, and postpartum visits is also included. A research project is also a required part of this internship, as is developing a plan for a midwifery practice. Sites are subject to the approval of the Curriculum Committee.

MIWI 501, 502, 503 PRACTICAL TRAINING I, II, III

A 12-credit curricular practical training course is offered as an elective. The course, which counts toward the total credit hours for graduation, offers

students an opportunity to apply the theories they have learned in the Health Ministry Department. The instructor is appointed by the department chair, and grading is on a pass/fail basis. The instructor, along with the department chair, will choose an appropriate site and work closely with the fieldwork supervisor, who will submit an evaluation at the end of the assignment. This course is open to all students who have completed three terms at Hartland College.

RELIGION DEPARTMENT



God has ordained that there be ministers of the gospel whose mission in life is to serve as evangelist, teacher, shepherd, model of spiritual piety, and messenger of hope and restoration. The goal of the Religion Department is to train young men and women who will be equipped, under the power of the Holy Spirit, to help complete the work of the Lord on this earth in this last generation.

Programs Offered

Two four-year programs are offered: Pastoral Evangelism and Bible Instruction. Both programs are essentially the same, except for the internship emphasis. In the Bible Instruction major more emphasis is placed on personal soul winning, organizing Bible studies, and training others to give Bible studies.

Individuals desiring to major in either of these areas are required to make formal application to the Religion Department after the completion of their freshman year. In order to be admitted to a Religion Department major, the student must have a minimum GPA of 2.5, have completed reading requirements, and demonstrate proficiency in both written and spoken English. The student must also evidence emotional stability, healthful lifestyle, responsible time management, spiritual maturity, and a commitment to God and the gospel ministry.

Bible Instruction Description

This major is designed to prepare Bible instructors who can present the Seventh-day Adventist message as found in the Scriptures. It seeks to provide the basis for a Christian philosophy of life, effective avenues of ministry, and a solid grasp of scriptural truth. Upon completion of the program, students will be trained for personal soul-winning work and assisting evangelistic teams and other witnessing ministries of God's church.

Ladies who enter this major may expect to serve in those areas of ministry that God has designated appropriate for their gender, such as teaching, counseling, writing, preaching, public evangelism, revival ministry, departmental ministry, institutional ministry (chaplaincy), and pastoral care for ladies. In compliance with biblical criteria, they should not aspire to serve in headship/leadership roles reserved by the Lord for men.

Pastoral Evangelism Description

The Pastoral Evangelism major is designed to provide a biblical founda-

tion and practical field experience to prepare the student called to the proclamation of God’s end-time message. This program is designed to prepare faithful Seventh-day Adventist ministers, qualified under God to evangelize, teach, raise up congregations, train and lead laymen in evangelism, and provide church leadership.

Requirements

1. Core Curriculum:

Section/No.	Class Title
AGRI 121, 122, 123, 12	Gardening*
EASC 201	Science and the Bible
EDUC 121	Philosophy of Christian Education
EDUC 143	Introduction to Teaching
ENGL 102	English Composition
EVMN	Evangelistic Ministries**
HLMN 111	Principles of Medical Ministry
HLMN 112	The Human Body in Health and Disease
MATH 111	College Math
MSSN 203	Principles of Self-Supporting Work
MUSC 101, 102, 103	Principles of Christian Music I, II, III***
PRAC 112, 113	Practical Arts: Cooking and Auto Mechanics****
PSYC 222	Principles of Christian Mental Health
RELB 121	Conversion and Righteousness by Faith
RELB 131, 152	Biblical Hermeneutics I, II
RELB 142	Fundamentals of the Christian Faith
RELB 163	Speech and Homiletics
RELB 211	Daniel
RELB 212, 213	Revelation I, II
RELB 241	SDA Church History
RELB 242, 243	Life and Teachings of Jesus I, II
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training*****

*Soil Preparation in the fall term is for .5 credit, and Pruning in the winter term is for .5 credit. Classroom instruction must be taken in the spring term for 1.5 credits, and a ten-week summer lab for 1.5 credits.

**A minimum of nine EVMN credits are needed to fulfill graduation requirements. Participation is required for every term in attendance.

***All students are required to participate in the campus choir for three consecutive quarters, as well as attend the music lectures that accompany this class, to fulfill graduation requirements.

****Classroom instruction (three credits/term) must be taken as remedial work if the student has not previously (i.e., high school/academy) taken comparable classes or cannot demonstrate acceptable skills or life experience. Application to omit any of these classes must be made to the Curriculum Committee. Women: Cooking; Men: Auto Mechanics, Cooking.

*****A minimum of 36 VOTR credits are needed to fulfill graduation requirements. Participation is required for every term in attendance. In addition, all students must spend ten weeks during their first summer in residence, participating in a full-time vocational training program.

2. Major Curriculum:

RELB 311	Early Old Testament History
RELB 312	Middle Old Testament History
RELB 313	Latter Old Testament History
RELB 321	Acts and General Epistles
RELB 322, 323	Pauline Epistles I, II
RELB 343	Prophetic Guidance and Ministry of EGW
RELB 351	The Sanctuary Message
RELB 353	Biblical Apologetics
RELB 361	History of the Christian Church
RELB 381	Evangelism
RELB 481, 482, 483	Bible Instruction Internship I, II, III or
RELB 491, 492, 493	Pastoral Evangelism Internship I, II, III

3. Other Requirements:

- A. Completed reading of the following: The Holy Scriptures and the nine volumes of *Testimonies for the Church*.
- B. One credit of Evangelistic Ministries per term of attendance.
- C. Four credits of Vocational Training per term of attendance.
- D. Practical colporteur experience for a minimum of ten consecutive weeks conducted by Hartland College or an acceptable alternative.

- E. A minimum of 204 credits in the total program of studies.
- F. All students must spend ten weeks during a summer, participating in a full-time vocational training program.
- G. Two research papers must be submitted to the English Department.

Typical Sequence

Freshman

Fall

2014

AGRI 121	Gardening
EDUC 121	Philosophy of Christian Education
EVMN	Evangelistic Ministries
RELB 121	Conversion and Righteousness by Faith
RELB 131	Biblical Hermeneutics I
RELB 241	SDA Church History
VOTR	Vocational Training

Winter

2015

AGRI 122	Gardening
ENGL 102	English Composition
EVMN	Evangelistic Ministries
HMLN 112	Human Body in Health and Disease
RELB 142	Fundamentals of the Christian Faith
RELB 152	Biblical Hermeneutics II
VOTR	Vocational Training

Spring

2015

AGRI 123	Gardening
EVMN	Evangelistic Ministries
EDUC 143	Introduction to Teaching
RELB 163	Speech and Homiletics
RELB 335	Prophetic Guidance and Ministry of EGW
VOTR	Vocational Training

Summer

2015

AGRI 121	Gardening or Colporteur Ministry
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Sophomore/Junior

Fall

2015

EVMN	Evangelistic Ministries
HLMN 111	Principles of Medical Ministry
MUSC 101	Principles of Christian Music I
RELB 211	Daniel
RELB 311	Early Old Testament History
VOTR	Vocational Training

Winter

2016

EVMN	Evangelistic Ministries
MUSC 102	Principles of Christian Music II
PRAC	Practical Arts
RELB 212	Revelation I
RELB 312	Middle Old Testament History
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training

Spring

2016

EVMN	Evangelistic Ministries
MUSC 103	Principles of Christian Music III
PRAC	Practical Arts
RELB 213	Revelation II
RELB 313	Latter Old Testament History
RELB 323	Biblical Apologetics
VOTR	Vocational Training

Summer

2016

Gardening or Colporteur Ministry

Junior/Sophomore

Fall

2016

EVMN	Evangelistic Ministries
RELB 321	Acts and General Epistles

RELB 361	History of the Christian Church
RELB 381	Evangelism
VOTR	Vocational Training
Winter	2017
EVMN	Evangelistic Ministries
PSYC 222	Principles of Mental Health
RELB 242	Life and Teachings of Jesus I
RELB 322	Pauline Epistles I
VOTR	Vocational Training
Spring	2017
EVMN	Evangelistic Ministries
MSSN 203	Principles of Self-Supporting Work
RELB 243	Life and Teachings of Jesus II
RELB 323	Pauline Epistles II
VOTR	Vocational Training
Summer	2017
Internship	
Fall	2017
EVMN	Evangelistic Ministries
EASC 101	Science and the Bible
MATH 111	College Math
RELB 175	Sanctuary Message
VOTR	Vocational Training
Winter and Spring	2018
Internship	

Summary of Hours: Major Hours 33, General Education Core 73, Internship 48, Vocational Training 40, Evangelistic Ministries 10.

Total Hours: 204.*

* Total credits required may vary.

Courses Offered

RELB 121 CONVERSION AND RIGHTEOUSNESS BY FAITH

(3 credits) A focus on the central theme of righteousness by faith as presented in the 1888 Minneapolis General Conference session. This course is designed to develop the true principles of Christ in the life of the students and prepare them to lead others to the kingdom through the ministry of the Holy Spirit.

RELB 131, 152 BIBLICAL HERMENEUTICS I, II

(1 credit) This course is designed to provide various rules and parameters for biblical interpretation. The major focus of the course is practical. The goal is to help students develop sound methods of exegesis and application of biblical texts.

RELB 142 FUNDAMENTALS OF THE CHRISTIAN FAITH

(4 credits) An examination of the entire Bible to discern its fundamental teachings, and preparation of study outlines to assist in presenting these teachings to others.

RELB 211 DANIEL

(3 credits) A study of the prophetic book of Daniel and its fulfillment in history, with special emphasis on the prophetic heritage which stands behind the commitment and growth of the Seventh-day Adventist Church.

RELB 212 REVELATION I

(3 credits) A study of the prophetic book of Revelation and its fulfillment in history, with special emphasis on the prophetic heritage which stands behind the commitment and growth of the Seventh-day Adventist Church. This term covers the revelation of Jesus Christ in history through the seven churches, the seals, and the trumpets in the first eleven chapters of Revelation.

RELB 213 REVELATION II

(3 credits) A continuation of Revelation I and an in-depth study of the final conflict of the great controversy between Christ and Satan as outlined in the last eleven chapters of Revelation. This class explores in some detail the events after the beginning of the time of the end in 1798.

RELB 241 SDA CHURCH HISTORY

(3 credits) This course covers the history of the Seventh-day Adventist Church from its nineteenth-century Millerite roots, its organization and reorganization, and the development of its missionary activities, to its present worldwide expansion. Students will become acquainted with major events, themes, and developmental stages in the history of the SDA church, as well as the relevance of SDA history to contemporary issues in the church.

RELB 242 LIFE AND TEACHINGS OF JESUS I

(3 credits) A comprehensive study of the life and teachings of Jesus as revealed in the four gospels, aimed at developing student appreciation of the impact of Christ upon one's own life, as well as enabling the student to present the fundamental message of Jesus to others. This term covers Christ's life from His incarnation through His transfiguration.

RELB 243 LIFE AND TEACHINGS OF JESUS II

(3 credits) A continuation of Life and Teachings of Jesus I. This term covers Christ's ministry following the Transfiguration to the Ascension.

RELB 311 EARLY OLD TESTAMENT HISTORY

(3 credits) An overview of Old Testament history from Creation to the time prior to the Israelite kingdom. A study is made of the books of Moses (Genesis through Deuteronomy) and Job, continuing with the historical books of Joshua, Judges, and Ruth.

RELB 312 MIDDLE OLD TESTAMENT HISTORY

(3 credits) A study of the time of the kings, including I and II Samuel, I and II Kings, and I and II Chronicles, to the reign of King Josiah. The class includes a review of the early Old Testament prophets Hosea, Jonah, Micah, Nahum, Isaiah, and Amos. There will also be a brief review of the Psalms and the wisdom literature of Solomon.

RELB 313 LATTER OLD TESTAMENT HISTORY

(3 credits) A survey of the history of Israel from the time of King Jehoiakim to the period of restoration after the Babylonian captivity. The historical books of Ezra, Nehemiah, and Esther are studied with a review of the latter Old Testament prophets Jeremiah, Ezekiel, Daniel, Joel, Habakkuk, Haggai, Zechariah, Zephaniah, and Malachi.

RELB 321 ACTS AND GENERAL EPISTLES

(3 credits) The history and spiritual growth of the early Christian church are explored through a study of the book of Acts and the letters of James, Peter, John, and Jude.

RELB 322 PAULINE EPISTLES I

(3 credits) A study of the epistles of I and II Thessalonians, I and II Corinthians, Galatians, and Romans in order to understand Paul's basic themes in their original context, as well as their application and relevance to Christians of all ages.

RELB 323 PAULINE EPISTLES II

(3 credits) A study of the messages and present application of Paul's prison epistles: Ephesians, Philippians, Colossians, Philemon, and Hebrews, and his pastoral epistles to Timothy and Titus.

RELB 343 PROPHETIC GUIDANCE AND THE MINISTRY OF ELLEN G. WHITE

(3 credits) An investigation of the role of the prophetic gift in the church from Bible times to the present day, with special emphasis on the role of Ellen G. White in the development of the Seventh-day Adventist Church. This course also explores the context from which she emerged as God's special messenger and examines issues surrounding her ministry and challenges to her credibility. Students will be provided with interpretive tools for understanding and applying Ellen White's writings.

RELB 351 THE SANCTUARY MESSAGE

(3 credits) The sanctuary message is the center of the faith of Seventh-day Adventists. This course explores the relationship of the sanctuary message to other major biblical truths and to the preparation of God's final trusted generation who will be empowered to take the Three Angels' Messages to the world.

RELB 353 BIBLICAL APOLOGETICS

(3 credits) A study of how to share the strong evidences for the Christian faith such as: the existence of God, the validity of the Bible, the historicity of Jesus Christ, and the Resurrection. This course also looks at how to share our faith with various non-Christian groups: atheists, agnostics, postmoderns, Hindus, Buddhists, Muslims, and other non-Christians.

RELB 361 HISTORY OF THE CHRISTIAN CHURCH

(3 credits) An overview of the Christian church from its inception to the present day, with special attention to the great missionary revival and reformatory movements as relevant to the Seventh-day Adventist movement. This course also looks into the history of the Sabbath from apostolic times to the Advent movement.

RELB 381 EVANGELISM

(3 credits) An overview of the principles of public and personal evangelism. The principles of leading people to decisions and conversion are directly addressed. The student is especially instructed in the preparation of heart and mind for successful evangelism.

RELB 481, 482, 483 BIBLE INSTRUCTION INTERNSHIP I, II, III

(48 credits) This nine-month internship is typically taken after finishing all class requirements after the student's third year. The focus of this curricular practical training is personal Bible instruction. Departmental and Curriculum Committee approval is required.

RELB 491, 492, 493 PASTORAL EVANGELISM INTERNSHIP I, II, III

(48 credits) A nine-month internship is taken after finishing class requirements. The focus of this internship is pastoral and evangelistic experience. Departmental and Curriculum Committee approval is required.

RELB 501, 502, 503 PRACTICAL TRAINING I, II, III

A 12-credit practical training course is offered as an elective. The course, which counts toward the total credit hours for graduation, offers students an opportunity to apply the knowledge they have obtained in their religion classes. The instructor is appointed by the department chair, and grading is on a pass/fail basis. The instructor and the department chair will choose an appropriate site and work closely with the fieldwork supervisor, who will submit an evaluation at the end of the assignment. This course is open to all students who have completed three terms at Hartland College.

ONE-YEAR CERTIFICATES



Hartland College recognizes that not every student is called to study here for four years in preparation for ministry. Some have already studied in secular fields and want to receive a basic training in missionary service. Others feel called to further their studies in fields that Hartland College does not offer but would like the foundation that Hartland provides. For this reason, Hartland offers one-year certificates in different majors in order to accommodate these various circumstances. We recommend that you visit with the major advisor to determine whether the one-year certificate or regular course of study is best in your situation. Hartland College offers four different one-year certificates. For detailed descriptions of the classes offered, please see corresponding departments in the main section of the handbook.

Individuals desiring to major in any of these one-year certificates are required to make formal application to the respective department after the completion of their first term. In order to be admitted to these certificates, the student must have a minimum GPA of 2.5, have completed reading requirements, and demonstrate proficiency in both written and spoken English. The student must also evidence emotional stability, healthful lifestyle, responsible time management, spiritual maturity, and a commitment to God and the respective area of ministry.

Bible Instructor Certificate

The one-year Bible Instructor course is an intense year of studying deeply into the truths of God's Word. Depending on the year that this course is begun, the student will either study Daniel and Revelation along with the Old Testament History in detail, or study the New Testament Epistles and the Life and Teachings of Jesus. This course is designed for those who want primarily to study deeply into God's Word.

Typical Sequence (Even Year)

Fall	2014 and 2016
AGRI 121	Gardening
EVMN	Evangelistic Ministries—Bible Outreach I
HLMN 111	Principles of Medical Ministry
RELB 121	Conversion and Righteousness by Faith

RELB 131	Biblical Hermeneutics I
RELB 321	Acts and General Epistles
VOTR	Vocational Training
Winter	2015 and 2017
AGRI 122	Gardening
EVMN	Evangelistic Ministries—Bible Outreach II
RELB 142	Fundamentals of the Christian Faith
RELB 152	Biblical Hermeneutics II
RELB 242	Life and Teachings of Jesus I
RELB 322	Pauline Epistles I
VOTR	Vocational Training
Spring	2015 and 2017
AGRI 123	Gardening
EVMN	Evangelistic Ministries—Bible Outreach III
RELB 163	Speech and Homiletics
RELB 323	Pauline Epistles II
RELB 243	Life and Teachings of Jesus II
VOTR	Vocational Training

Typical Sequence (Odd Year)

Fall	2015 and 2017
AGRI 121	Gardening
EVMN	Evangelistic Ministries—Bible Outreach I
RELB 211	Daniel
RELB 121	Conversion and Righteousness by Faith
RELB 131	Biblical Hermeneutics I
RELB 311	Early Old Testament History
VOTR	Vocational Training
Winter	2016 and 2018
AGRI 122	Gardening
EVMN	Evangelistic Ministries—Bible Outreach II
RELB 142	Fundamentals of the Christian Faith

RELB 121	Conversion and Righteousness by Faith
VOTR	Vocational Training
	Elective
Winter	2015 and 2016
AGRI 122	Gardening
EVMN	Evangelistic Ministries
MDMN 222	Design Principles for Christian Communication
RELB 142	Fundamentals of the Christian Faith
RELB 152	Biblical Hermeneutics II
VOTR	Vocational Training
	Elective
Spring	2015 and 2016
AGRI 123	Gardening
EVMN	Evangelistic Ministries
MDMN 233	Digital Photography and Image Manipulation
MDMN 263	Foundations of Video Production
VOTR	Vocational Training
	Bible Elective

Other Requirements:

- A. Completed reading of the following books: *The Holy Scriptures*, *Publishing Ministry*, and *Counsels to Writers and Editors*.
- B. One credit of Evangelistic Ministries per term of attendance.
- C. Four credits of Vocational Training per term of attendance.
- D. A minimum of 50 credits in the total program of studies.

Gospel Medical Missionary Certificate

The Gospel Medical Missionary course seeks to combine the study of God's Word with basic principles in medical missionary work. During this course you will have in-depth Bible classes plus hands-on health classes like massage and hydrotherapy. This course is designed for those who want to get an overview of both health and Bible and to be able to share this knowledge with others.

Typical Sequence (Even Year)

Fall	2014 and 2016
AGRI 121	Gardening
EVMN	Evangelistic Ministries—Bible Outreach I
HLMN 111	Principles of Medical Ministry
RELB 121	Conversion and Righteousness by Faith
RELB 131	Biblical Hermeneutics I
	Elective
VOTR	Vocational Training
Winter	2015 and 2017
AGRI 122	Gardening
EVMN	Evangelistic Ministries—Bible Outreach II
HLMN 242	Massage
RELB 142	Fundamentals of the Christian Faith
RELB 152	Biblical Hermeneutics II
RELB 242	Life and Teachings of Jesus I
VOTR	Vocational Training
Spring	2015 and 2017
AGRI 123	Gardening
EVMN	Evangelistic Ministries—Bible Outreach III
HLMN 243	Physiology of Hydrotherapy
RELB 163	Speech and Homiletics
RELB 243	Life and Teachings of Jesus II
VOTR	Vocational Training

Typical Sequence (Odd Year)

Fall	2015 and 2017
AGRI 121	Gardening
EVMN	Evangelistic Ministries—Bible Outreach I
HLMN 111	Principles of Medical Ministry

RELB 121	Conversion and Righteousness by Faith
RELB 131	Biblical Hermeneutics I
RELB 211	Daniel
VOTR	Vocational Training
Winter	2016 and 2018
AGRI 122	Gardening
EVMN	Evangelistic Ministries—Bible Outreach II
HLMN 242	Massage
RELB 142	Fundamentals of the Christian Faith
RELB 152	Biblical Hermeneutics II
RELB 212	Revelation I
VOTR	Vocational Training

Spring	2016 and 2018
AGRI 123	Gardening
EVMN	Evangelistic Ministries—Bible Outreach III
HLMN 243	Physiology of Hydrotherapy
RELB 163	Speech and Homiletics
RELB 213	Revelation II
VOTR	Vocational Training

Other Requirements:

- A. Completed reading of the following books: *The Holy Scriptures, Ministry of Healing, Medical Ministry, Christian Service, and Gospel Workers.*
- B. One credit of evangelistic ministries per term of attendance.
- C. Four credits of vocational training per term of attendance.
- D. A minimum of 50 credits in the total program of studies.

Medical Missionary Certificate

The one-year Medical Missionary course offers classes in the eight laws of health, medical terminology, anatomy and physiology, massage, and hydrotherapy. In addition to these health-related classes, Bible classes covering the fundamental doctrines of the Seventh-day Adventist Church and how to share these truths with others will be included along with the prac-

tical experience of righteousness by faith. The summer includes a skilled nursing assistant class, which prepares students to take the state examinations to become a Certified Nursing Assistant.

Typical Sequence

Fall	2014 and 2015
AGRI 121	Gardening
EVMN	Evangelistic Ministries—Health Outreach I
HLMN 111	Principles of Medical Ministry
HLMN 201	Medical Terminology Lab
RELB 121	Conversion and Righteousness by Faith
RELB 131	Biblical Hermeneutics I
VOTR	Vocational Training
	Elective
Winter	2015 and 2016
AGRI 122	Gardening
BIOL 222	Anatomy and Physiology I
HLMN 242	Massage
EVMN	Evangelistic Ministries—Health Outreach II
RELB 142	Fundamentals of the Christian Faith
RELB 152	Biblical Hermeneutics II
VOTR	Vocational Training
Spring	2015 and 2016
AGRI 123	Gardening
BIOL 223	Anatomy and Physiology II
EVMN	Evangelistic Ministries—Health Outreach III
HLMN 243	Physiology of Hydrotherapy
RELB 163	Speech and Homiletics
VOTR	Vocational Training
Summer	2015 and 2016
AGRI 124	Gardening
HLMN 254	Skilled Nursing Assistant

Other Requirements:

- A. Completed reading of the following books: *The Holy Scriptures*, *Ministry of Healing*, and *Medical Ministry*.
- B. One credit of Evangelistic Ministries per term of attendance.
- C. Four credits of Vocational Training per term of attendance.
- D. A minimum of 57 credits in the total program of studies.

TWO-YEAR ASSOCIATE DEGREES



Hartland College recognizes that not every student is called to study here for four years in preparation for ministry. Some desire to study more in-depth studies than offered by the one-year certificates but because they are participating in the work-study program or because they have a limited amount of time are unable to complete the full course and would like to pursue an associate degree in their area of study. We recommend that you consult with the major advisor to determine whether the associate degree or regular course of study is best in your situation. Hartland College offers four different associate degrees, which are basically a pared-down version of the regular bachelor's degree in the respective field of study. In some instances because of the class schedule, certain classes may need to be substituted for similar classes that are offered. Speak with your major advisor for recommendations if not every class is available when desired and/or needed. For detailed descriptions of the classes offered, please see corresponding departments in the main section of the handbook.

Individuals desiring to major in any of these associate degrees are required to make formal application to the respective department after the completion of their freshman year. In order to be admitted to these majors, the student must have a minimum GPA of 2.5, have completed reading requirements, and demonstrate proficiency in both written and spoken English. The student must also evidence emotional stability, healthful lifestyle, responsible time management, spiritual maturity, and a commitment to God and the respective area of ministry.

Bible Instruction Associate Degree

Freshman

Fall	2014 and 2016
AGRI 121	Gardening
EVMN	Evangelistic Ministries
RELB 121	Conversion and Righteousness by Faith
RELB 131	Biblical Hermeneutics I
RELB 241	SDA Church History
RELB 321	Acts and General Epistles
VOTR	Vocational Training

Winter

AGRI 122

EVMN

RELB 142

RELB 152

RELB 242

RELB 322

VOTR

2015 and 2017

Gardening

Evangelistic Ministries

Fundamentals of the Christian Faith

Biblical Hermeneutics II

Life and Teachings of Jesus I

Pauline Epistles I

Vocational Training

Spring

AGRI 123

EVMN

RELB 163

RELB 243

RELB 323

VOTR

2015 and 2017

Gardening

Evangelistic Ministries

Speech and Homiletics

Life and Teachings of Jesus II

Pauline Epistles II

Vocational Training

Summer

AGRI 124

2015 and 2017

Gardening

Sophomore**Fall**

EVMN

HLMN 111

MUSC 101

RELB 211

RELB 311

VOTR

2015 and 2017

Evangelistic Ministries

Principles of Medical Ministry

Principles of Christian Music I

Daniel

Early Old Testament History

Vocational Training

Winter

EVMN

MUSC 102

RELB 212

RELB 312

2016 and 2018

Evangelistic Ministries

Principles of Christian Music II

Revelation I

Middle Old Testament History

VOTR	Vocational Training
Spring	2016 and 2018
EVMN	Evangelistic Ministries
MUSC 103	Principles of Christian Music III
RELB 213	Revelation II
RELB 313	Latter Old Testament History
VOTR	Vocational Training
Summer	2016 and 2018
Internship	

Other Requirements:

- A. Completed reading of the following books: *The Holy Scriptures, Ministry of Healing, Christian Service, Gospel Workers, and Evangelism* (sections 1–10).
- B. One credit of Evangelistic Ministries per term of attendance.
- C. Four credits of Vocational Training per term of attendance.
- D. Ten weeks of internship is required before graduation.
- E. A minimum of 110 credits in the total program of studies.

Christian Media Ministry Associate Degree

Freshman

Fall	2014 and 2016
AGRI 121	Gardening
EVMN	Evangelistic Ministries
MATH 111	College Math
MDMN 321	Foundations of Web Technology
RELB 121	Conversion and Righteousness by Faith
RELB 131	Biblical Hermeneutics I
VOTR	Vocational Training
Winter	2015 and 2017
AGRI 122	Gardening
EVMN	Evangelistic Ministries
ENGL 102	English Composition

MDMN 222	Design Principles for Christian Communication
RELB 142	Fundamentals of the Christian Faith
VOTR	Vocational Training
Spring	2015 and 2017
AGRI 123	Gardening
EVMN	Evangelistic Ministries
RELB 163	Speech and Homiletics
RELB 152	Biblical Hermeneutics II
MDMN 233	Digital Photography and Image Manipulation
MDMN 263	Foundations of Video Production
VOTR	Vocational Training
Summer	2015 and 2017
AGRI 124	Gardening

Sophomore

Fall	2015 and 2017
EVMN	Evangelistic Ministries
HLMN 111	Principles of Medical Ministry
MDMN 311	Audio Production
MUSC 101	Principles of Christian Music I
RELB 211	Daniel
VOTR	Vocational Training
Winter	2016 and 2018
EVMN	Evangelistic Ministries
HLMN 112	The Human Body in Health and Disease
MDMN 232	Desktop Publishing for Production
MUSC 102	Principles of Christian Music II
RELB 212	Revelation I
VOTR	Vocational Training
Spring	2016 and 2018
EVMN	Evangelistic Ministries
MDMN 213	Writing for Publication

MUSC 103	Principles of Christian Music III
RELB 213	Revelation II
MDMN	Media Specialization
VOTR	Vocational Training

Other Requirements:

- A. Completed reading of the following books: *The Holy Scriptures*, *Publishing Ministry*, and *Counsels to Writers and Editors*.
- B. One credit of Evangelistic Ministries per term of attendance.
- C. Four credits of Vocational Training per term of attendance.
- D. A minimum of 101 credits in the total program of studies.

Health Ministry Associate Degree

Freshman

Fall	2014 and 2016
AGRI 121	Gardening
EVMN	Evangelistic Ministries—Outreach Health I
EDUC 121	Philosophy of Christian Education
HLMN 111	Principles of Medical Ministry
HLMN 201	Medical Terminology Lab
RELB 121	Conversion and Righteousness by Faith
RELB 131	Biblical Hermeneutics I
VOTR	Vocational Training
Winter	2015 and 2017
AGRI 122	Gardening
BIOL 222	Anatomy and Physiology I
HLMN 242	Massage
EVMN	Evangelistic Ministries
PSYC 222	Principles of Christian Mental Health
VOTR	Vocational Training
Spring	2015 and 2017
AGRI 123	Gardening
BIOL 223	Anatomy and Physiology II

EVMN	Evangelistic Ministries
HLMN 243	Physiology of Hydrotherapy
RELB 163	Speech and Homiletics
VOTR	Vocational Training
Summer	2015 and 2017
AGRI 124	Gardening or Colporteur Ministry
HLMN	Skilled Nursing Assistant

Sophomore

Fall	2015 and 2017
EVMN	Evangelistic Ministries
HLMN 331	Health and Disease Assessment
MUSC 101	Principles of Christian Music I
NUTM 211	Foods and Nutrition
RELB 211	Daniel
VOTR	Vocational Training
Winter	2016 and 2018
EVMN	Evangelistic Ministries
MUSC 102	Principles of Christian Music II
PRAC	Practical Arts
RELB 142	Fundamentals of the Christian Faith
RELB 152	Biblical Hermeneutics II
RELB 212	Revelation I
SOCI 212	Christian Marriage and Family
VOTR	Vocational Training
Spring	2016 and 2018
EVMN	Evangelistic Ministries
MIWI 203	Childbirth Education and Doula (ladies only)
MUSC 103	Principles of Christian Music III
NUTM 313	Preventive and Therapeutic Nutrition
RELB 213	Revelation II
VOTR	Vocational Training

Other Requirements:

- A. Completed reading of the following books: *The Holy Scriptures*, *Ministry of Healing*, and *Medical Ministry*.
- B. One credit of Evangelistic Ministries per term of attendance.
- C. Four credits of Vocational Training per term of attendance.
- D. Work for six consecutive months at the Hartland Lifestyle Education Center or acceptable alternative.
- E. A minimum of 107 credits in the total program of studies.

Ministry of Midwifery Associate Degree**Freshman****Fall****2015**

AGRI 121

Gardening

EVMN

Evangelistic Ministries—Health Outreach I

HLMN 111

Principles of Medical Ministry

HLMN 201

Medical Terminology

RELB 121

Conversion and Righteousness by Faith

RELB 131

Biblical Hermeneutics I

VOTR

Vocational Training

Winter**2016**

AGRI 122

Gardening

BIOL 222

Anatomy and Physiology I

ENGL 102

English Composition

EVMN

Evangelistic Ministries—Health Outreach II

RELB 142

Fundamentals of the Christian Faith

RELB 152

Biblical Hermeneutics II

VOTR

Vocational Training

Spring**2016**

AGRI 123

Gardening

BIOL 223

Anatomy and Physiology II

MIWI 203

Childbirth Education

EVMN

Evangelistic Ministries—Health Outreach III

RELB 163

Speech and Homiletics

VOTR Vocational Training

Summer 2016

Gardening and Doula Internship

Sophomore

Fall 2016

EVMN Evangelistic Ministries

MIWI 321 Midwifery I

RELB 241 SDA Church History

VOTR Vocational Training

Winter 2017

EVMN Evangelistic Ministries

HLMN 242 Massage

MIWI 322 Midwifery II

RELB 242 Life and Teachings of Jesus I

VOTR Vocational Training

Spring 2017

EVMN Evangelistic Ministries

HLMN 243 Physiology of Hydrotherapy

MIWI 323 Midwifery III

RELB 243 Life and Teachings of Jesus II

VOTR Vocational Training

Summer 2017

Internship

Other Requirements:

- A. Completed reading of the following books: *The Holy Scriptures*, *Adventist Home*, and *Child Guidance*.
- B. One credit of Evangelistic Ministries per term of attendance.
- C. Four credits of Vocational Training per term of attendance.
- D. A minimum of 98 credits in the total program of studies.



Section 03 Administrative Policies

ACADEMIC POLICIES

Absence Policy

Students must attend a minimum of 80 percent of their classes for any course in order to receive credit for the course. Absence due to illness must have medical verification before an excuse will be granted. Other legitimate absences are granted at the discretion of the teacher and/or the dean of the college. Makeup class work and exams for excused absences are left to the discretion of the teacher and/or the dean of the college.

Add/Drop Classes

The last day to enter or drop classes is two weeks after registration. (See academic calendar for deadline date.) To change a course after classes begin, the student must fill out a change of class request form, available at the office of the registrar, and must also obtain the required signatures, after which the form must be returned to the registrar in order for the change to become official. This process must be completed on or before the deadline date to enter classes.

A class or classes may be added or dropped on or before the deadline date each term without affecting tuition, as long as the change is within the 12-20 credit hour package. In other words, it should not raise the student's load above three or drop it below two academic classes. Obtain the appropriate form from the registrar.

Applying to Major

All students entering a major course of study to pursue a bachelor's degree should apply to the major of their choice at the end of their freshman year. Acceptance into the major is dependent in part upon satisfactory evaluations from (1) the student application, (2) both resident deans, (3) the student's immediate vocational training supervisor, and (4) the departmental advisor. Successful acceptance is based upon a student's (1) academic performance, (2) spiritual growth and maturity, (3) satisfactory

completion of freshman courses, (4) commitment to ministry, and (5) completion of reading requirements. Students who have not been accepted into their chosen major may not be allowed to continue upper division major studies until all requirements have been met. They will not be allowed to graduate or enter an internship until acceptance has been granted.

Announcements

Regulations announced throughout the school year are to be considered as valid and binding as the printed regulations of this catalog.

Attendance

Regular chapel, vespers, and class attendance is required.

Audit

To audit a course, a student must have the approval of his or her department advisor. The student must attend a minimum of 80 percent of the classes, but is not obligated to complete class work nor take tests or examinations. The general education classes (core curriculum) and freshman classes cannot be audited unless already earned or transferred. Audited classes cannot be challenged. Changing from audit to credit must be accomplished within the first two weeks of class.

If the audited course is in excess of 20 credit hours, the audited course will be charged at \$125 per credit hour. For an audited class, no college credit is given. A grade of AU will be recorded on the grade report and transcript. Changes from credit to audit status are permitted up until two weeks before final examinations and must be made through the registrar.

The spouse of a married, full-time student may audit one course per term. If the audit course is changed to credit (which must occur during the first two weeks of the term), regular fees (\$265 per credit hour) will be charged.

Challenge Examinations and College Level Examination Program (CLEP) Credit

1. Audited classes cannot be challenged. Challenge examinations may be offered at the discretion of the respective department advisor. They include lab exams where applicable.
2. There will be a charge of \$150 for each course challenged.
3. Students should apply for challenge examinations at least two weeks in advance of sitting for the test or taking the course. Challenge ex-

aminations must be taken no later than the end of the first week the course is offered. Please see the registrar for further information.

4. Students enrolled at Hartland College may obtain credit as the result of a satisfactory CLEP score. Such transfer credits will be accepted at the discretion of the department advisor or the Academic Affairs Committee.
5. The total hours earned by CLEP scores or challenge examinations should not exceed 48 credit hours.
6. Credits earned by CLEP scores or challenge examinations may only be applied to the lower division courses or general studies courses.
7. Evangelistic Ministries and/or Vocational Training credit for life experience may be granted to those who can provide adequate documentation of previous evangelistic or work experience in a given area. Credit will only be granted if credit hours are needed to complete a course of study. Application for life experience credits must be made to the Curriculum Committee.
8. Grades earned from challenge examinations will be recorded and computed in the GPA. Only grades of B or above are acceptable.
9. The student who has attempted or completed a course may not change that grade by a challenge examination.

Class Load

Any student desiring to take over 20 credit hours per term should have a 3.0 GPA and present a petition to the Curriculum Committee. Students on academic probation must have the approval of their academic advisor and/or the Curriculum Committee in order to take more than 13 credit hours per term. More than 20 credit hours or more than three academic classes is considered an overload and is charged at \$150/credit hour in addition to regular fees.

Class Standing

At the beginning of the fall term, students are classified as follows:

	Credit Hours
Freshman	0-47
Sophomore	48-95
Junior	96-143
Senior	144+

Correspondence Courses

While in attendance at Hartland College, any student who wishes to take correspondence courses must get approval from the Curriculum Committee in order for the credit hours to apply to Hartland College majors.

Credits and Accreditation

Hartland College recognizes that there is interest on the part of entering students as to whether their credits will be accepted by other colleges, graduate schools, or professional schools. Also of interest, is whether there will be the opportunity for ministry and employment upon completion of a set course of study. These questions are answered as follows:

- A. Hartland Institute has chosen to claim the religious exemption from accreditation provision for religious colleges, pursuant to Title 23, chapter 21.1, § 23-276.2, of the code of Virginia. This gives the greatest opportunity for the college to offer its degree program consistent with the guidelines of a God-centered education and provides maximum separation of church and state.
- B. Students desiring to transfer to another Seventh-day Adventist college should check with that college to determine if Hartland's credits or degree are transferrable.
- C. Many professional schools (i.e. medicine, dentistry, nursing, physical therapy, etc.) may require graduation from an accredited institution, though that is not always the case, depending on the institution.
- D. Employment is not as largely dependent upon the school from which one graduates as upon the qualifications of the graduate. We are training youth for self-sacrificing, soul-winning ministry, which means that a graduate's ministry upon the close of his/her course of study may or may not be in a traditional occupation. It may be in a more traditional line of service, or it may be a dynamic and fulfilling opportunity in nontraditional or missionary service while trusting God for sustaining grace. Many will have opportunity to develop their own ministry in a self-supporting way and independent of other organizations or ministries. Graduates may anticipate the possibility of a self-sacrificing income level to fulfill their mission.

Degree Requirements

The general requirements for a bachelor's degree are:

1. The minimum total credit hours as listed for each major, including the listed general studies requirements and the specific requirements for a departmental major.
2. A GPA of 2.5 overall, especially in the major, is required for graduation. A grade of less than C is unacceptable for a major course. A grade of less than D is unacceptable for non-major related classes and thus the class must be retaken.
3. Transfers of college level credit from other schools are accepted, provided that the grade on the transcript is C or above. Speak to your advisor to get the necessary forms to transfer credit from other schools.
4. Forty-eight credits must be earned after acceptance into the major.
5. An acceptance into the graduating class, which must be approved by the Academic Affairs Committee not less than three months prior to course completion, upon recommendation from the department of the candidate's major.
6. A demonstrated evidence of Christian growth, commitment, and social maturity.
7. Satisfactory evaluation in vocational training experience, which includes participation in vocational training each term in residence, with a minimum grade of C.
8. Satisfactory completion of all evangelistic ministry requirements (including participation in an evangelistic project each term in attendance) with a minimum grade of C.
9. Satisfactory completion of all internship requirements.
10. Completion of reading requirements, including *Testimonies for the Church* by Ellen White, and all other departmental specific reading.

Students are normally expected to meet the requirements as published in the Hartland College catalog for the academic year in which they originally entered the college. However, a subsequent catalog may be chosen during the student's enrollment, if the student so desires. Students are expected to follow all the requirements of a single catalog in its entirety when possible, in order to qualify for graduation.

The student may be required to follow a current or new bulletin under the following circumstances:

1. Students who have broken residence by not attending Hartland Col-

lege for one academic year, will be expected to follow the requirements of the current catalog upon their re-enrollment, unless they have served as a student missionary or as a taskforce worker.

2. Students who change their major field of study will be expected to follow the requirements of the catalog in effect when they make the change. If students withdraw from a major, they will be subject to the current catalog for continuation of studies.

A student will receive a diploma only when the above requirements are met and all financial obligations to the college have been fulfilled.

Early Leave

Students who desire to leave early are not allowed to take their final examination before the regularly scheduled date.

Grades

Grade reports will be sent to the student at the end of each term. Corrections and grade changes must be made within two weeks of the subsequent term. No grade will be assigned to a transcript until all financial, vocational training, and evangelistic requirements are met.

Grading System

The following system of grading and grade point value is used.

93 – 100% = A	90 – 92% = A-	
87 – 89% = B+	83 – 86% = B	80 – 82% = B-
77 – 79% = C+	73 – 76% = C	70 – 72% = C-
67 – 69% = D+	63 – 66% = D	60 – 62% = D-
0 – 59% = F		

A = 4.0	A- = 3.7	
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
F = 0.0		

I–Incomplete = 0.0

AU–Audit = not computed

P/F–Pass/Fail = not computed

W–Withdrew = not computed

S–Satisfactory = not computed

U–Unsatisfactory = not computed

K–Hours Accepted = not computed

NC–No Credit

NS–Grade Not Submitted

The 4-point system is used in computing the grade-point average. The student's grade-point average is computed by dividing the total number of grade points earned by the attempted hours. Grades are not used to compare student with student.

A grade of incomplete will be given only when extended sickness or misfortune has interrupted the progress of the student. Such decisions will be made by the department head upon the recommendation of the class teacher. (An incomplete becomes a failure if not finalized within three weeks of the ensuing term.)

Orientation

Attendance at fall orientation exercises is required of all (new and returning) students.

Pre-registration

Students may pre-register for a following school term, except for a fall term, by making arrangements with their advisor. All forms are available from the registrar's office. All students must attend orientation in person in the fall term. A late registration fee will be applied to students who miss fall term orientation.

Repeating a Course

All grades will be recorded. Classes with grades of D or F may be repeated, and the better grade will be computed in the GPA.

Student Records Policy

Hartland College will maintain appropriate confidentiality of student education records. With the exception of faculty and administrators who have legitimate educational interest in the students and need access to the records, no information other than directory information will be given to a third party without the written consent of the student, or the parent or legal guardian of the dependent student. The college considers the following information directory information: student name; address; telephone number; sex; marital status; class schedule; fields of study; month and day of birth; dates of attendance; previous educational institutions attended;

degrees, certificates, or financial aid received; and participation in officially recognized activities.

Directory information will be released except when students, after consultation and agreement with the registrar, give notification in writing to withhold the information.

Personally identifiable information, including grade reports, citizenship action, financial status, and medical information will be released to parents or legal guardians of dependent students without prior written consent of the student. Each student is considered dependent unless the student submits adequate evidence of independent status which has been accepted by the Academic Affairs Committee.

Students have the right to inspect and review information contained in their records kept by any office of the college. Students wishing to review their education records must make written request to the registrar. Records will be made available within seven days of the request, if possible.

Citizenship records are open to the Citizenship Committee, the Admissions Committee, and the student's parents (except when deemed inadvisable by the Citizenship Committee in consultation with the student).

Transcripts

The registrar issues transcripts of the student's college record upon written request by the student. Telephone requests cannot be honored. The first transcript is issued without cost. Thereafter, a charge of \$5.00 is assessed for each additional transcript. Requests for transcripts should reach the registrar's office at least ten days before the transcripts are needed.

Students who have attended other educational institutions must arrange for complete official transcripts to be sent to Hartland College prior to their registration. The college will examine the transcripts to determine whether specific courses will satisfy course requirements at Hartland College, and reserves the right to accept or reject credits earned at another institution.

An official diploma or transcript of credit may not be released until the student's account is paid in full. To expedite the release of transcripts, diplomas, and other legal documents, the student is requested to send a money order or certified check to cover the balance of his/her account when requesting such documents.

Withdrawals

Students may drop a class without financial or academic penalty up until two weeks after registration. (See academic calendar for deadline date.) If classes are dropped on or before the deadline date, there will be no additional charge, and no report will be recorded on the permanent record. If classes are dropped after this deadline date and by two weeks before final exams (see academic calendar for date), a prorated fee (\$200 per credit hour, unless the total credit hours are within the academic package price

of 12-20 credit hours) will be charged according to the number of weeks or partial weeks the student was enrolled in the class, and the letter grade W (withdrew) will be recorded on the permanent record. If a class is dropped after the withdrawal deadline date (less than two weeks before final exams), full tuition will be charged for the class and a grade of F (failure) will be recorded on the permanent record.

Class change forms must be completed, properly signed, and submitted to the registrar's office on or before the deadline dates in order for a dropped class to be official.

If a student withdraws from the college, a withdrawal form should be completed and submitted to the registrar's office. The withdrawal form can be obtained from the registrar's office.

FINANCIAL POLICIES

Hartland College is a division of Hartland Institute, which is a nonprofit corporation owned, operated, and staffed by Seventh-day Adventist lay persons. It is not funded or otherwise supported by any other organization or institution. The capital costs of the institute are derived from gifts, grants, and income generated by various phases of the institute's programs. Operating costs directly related to the college are borne by student tuition fees, and every attempt is made to keep them at the lowest amount consistent with a quality education.

Application Fee

A first-time applicant must submit a fee of \$35 (US \$100 for international students) with the completed application. This fee partially covers the cost of processing the application and is nonrefundable.

Financial Aid

Hartland College does not participate in any government scholarship or grant programs, nor does it intend to become involved in securing or receiving direct or indirect financial aid from federal, state, or other government sources. The college may occasionally have funding support from private sources available to assist students with their fees. Such assistance is awarded on the basis of academics, need, worthiness, and commitment to specific service requirements. The individual who is persuaded that God is calling him to become a student at Hartland College must participate with the college in discovering the resources which God will provide to enable him to respond to that call.

Applicants who believe they may need some financial assistance should contact the director of Admissions as soon as possible for information regarding the details of the financial options available. Some of our current programs are:

Sponsorship

The best option for studying at Hartland is if the student or a sponsor can cover the tuition, room, and board charges. This allows the student to devote his/her time to his/her studies and vocational training, thus maximizing the benefit received from the program. It also frees the student from worrying about a debt that needs to be repaid or putting in extra work hours, which could compromise the learning experience. This also allows the student to graduate in the regular amount of time (generally four years for the standard program) and frees up the breaks for mission trips or other activities. Payment plans can also be set up with the student finance officer.

50% Scholarship Program

For those who are under financial constraints and are unable to find a sponsor for the full amount, but would like to complete within the standard amount of time, the 50% Scholarship Program could be an option. Under this program, the student agrees to work in either canvassing or vocational training during all of the breaks. Then the student could pay 50% of the total cost of tuition, room, and board and with the work/canvassing credit during the breaks would still be able to graduate in the regular amount of time.

Vocational Training Scholarship Program

Those who do not have the funds for the 50% Scholarship Program can apply for the Vocational Training Scholarship Program. This is for those who have no financial resources at their disposal, but still desire to be trained as missionaries. Those in this program are required to work during all the breaks and through building up work credit they would be able to take discounted classes. Because of the work schedule, it would take two to four years longer to graduate with a regular course of studies. There are also some courses that are not offered to a vocational training scholarship student. Because of United States Citizenship and Immigration Services (USCIS) regulations, the Vocational Training Scholarship Program is not available to students who are studying in the United States on a student (F-1) visa during their first year.

Missionary Training Fund Loan

The Missionary Training Fund Loan is for those who are willing to commit themselves to working in a mission field or unentered territory and desire to be trained in their field of study. To qualify for the limited number of loans offered, one must apply and be accepted into this loan program and then work during all the breaks. The recipient is then required to work in the mission field a number of years equal to the years he/she studied in order for the loan to be canceled. If plans change and the student decides

to pursue further studies or stay in the United States, then the entire loan amount must be repaid.

Application forms for these scholarship or loan programs are available from the director of Admissions. Inquire for full terms and conditions.

Graduation Fee

A graduation fee of \$150 is charged to each graduate. This fee covers cost of diplomas, graduation expenses, etc. Ask the college office for guidelines regarding graduation programming.

Internship/Curricular Practical Training Fees

Three hundred dollars is charged for each internship/curricular practical training site, regardless of credits earned.

Late Registration Fee

A fee of \$150 will be assessed for any registration after the designated registration day and up to two weeks after school has started. This fee must be paid in cash before the student will be allowed to register for classes.

Married Students

Married students are responsible for finding and maintaining their own housing off campus. (No married students' quarters are available on campus.) Married students must have their spouses complete the Statement of Support. This statement should be submitted to the Admissions office along with the application. Married students must have been married a minimum of twelve months prior to enrolling in Hartland College.

Payment Plan

Payment for each term is due by registration time. When financial circumstances indicate an alternative plan, the college student finance officer will negotiate a payment plan with the student upon written application. Those who pay for the entire academic year at the beginning of the fall term are entitled to a 5% discount. A 3% discount will be given for full payment for a given term. Payments by credit card or Paypal will not receive a discount. (VISA and MasterCard only are accepted.) All payments will be applied to balances before discount.

Refund Procedure (Withdrawal from College)

Students who withdraw from the college during any term after having paid their fees, may obtain a refund of their fees, minus a 10% retention by the college of the full term's fees, plus 10% per week or part thereof up to the withdrawal or departure date, whichever is later, provided a properly-completed official withdrawal form is filed with the registrar.

Tuition, Room, and Board

The cost for tuition, room, and board is set periodically. For current fees, contact the Admissions office. The tuition fee reflects the premise that all single students will be taking a full class load (12 credit hours minimum). Other charges related to student vehicles, textbooks, supplies, medical screening, health services, laundry, and similar living and personal items are not included. Optional private music lessons will be an additional expense. The room fee does not cover charges for remaining on campus during winter, spring, or summer vacations. The deans may, at their discretion, waive room charges for up to two nights before the opening or after the close of school each term.

Board fees (meal charges) are based on the assumption that the normal single student takes an average of two meals per day in the college cafeteria (though three meals are available). Meals eaten elsewhere are at the student's own expense. Students occasionally invited to eat in a staff home incur no additional charge or discount. Board charges do not cover meals during vacation periods.



Section 04

Student Information and Policies

Degrees

For those students planning to complete a four-year bachelor's degree of academic work :

- Bible Instruction
- Pastoral Evangelism
- Christian Elementary Education
- Christian Media Ministry
- Health Ministry
- Ministry of Midwifery

Environment

Hartland College is nestled in the beautiful Piedmont region of Virginia. It is a mosaic of woodlands, farmlands, and lakes, with over one mile of frontage along the Robinson River. The beauty and quietness of the surroundings reflect much about the character of God.

FINANCIAL INFORMATION

Exams, Grades, and Outstanding Balances

Students who have outstanding financial obligations to Hartland College will be permitted to take final examinations if all their class work is completed and current; however, grades will not be issued until the student's account has been paid.

Tuition, Room, and Meal Fees

All single students are required to live on the Hartland College campus. Typical charges for single students taking a normal load (12–20 hours) as of September 1, 2015, are as follows:

	Per Term	Yearly
Tuition	\$3,150	\$9,450
Room	\$525	\$1,575
Meals	\$1,050	\$3,150
Total	\$4,755	\$14,265
Work Credit	-\$960	-\$2,880
Grand Total	\$3,765	\$11,295

If students do not fulfill all vocational training requirements, there will be an additional charge at the end of the term.

Charges for married students living off campus and taking a normal load (12–20 hours per term):

	Per Term	Yearly
Tuition	\$3,150	\$9,450

Textbooks (\$200) and personal items (\$100) not included in the above expenses per term.

Credits of under 12 hours per term are charged at the rate of \$265 per credit hour. Extra credit hours over the 20-hour full time load will be charged at the rate of \$175 per credit hour.

Students who live off campus and have been approved to take courses on a non-degree, non-major basis will be charged \$350 per credit hour. Full credit will be given for the course taken.

Charges for non-remedial life experience waiver credits (granted to mature students who qualify) are \$100 per class.

There is no charge for recording transfer credits from other institutions. All fees are subject to change without notice.

Meal Charges

The flat-rate meal charge for dormitory students is \$1,050 per term and \$105 per week during the breaks. This is based on students' eating an average of two meals per day in the cafeteria. The price structure may change without notice.

Meal prices for married students and their families are the same as the departmental rate which is set from time to time by the college administration. For the current rate, please inquire at the cafeteria. Children under the age of twelve are charged half price for their meals. These meals may be paid for at the cafeteria line.

Other Fees and Costs

Late Registration Fee	\$150 in cash in advance
Textbooks	\$200 per term (estimated)
Personal Toiletries	\$100 per term (estimated)

Personal Property Loss

The college cannot accept responsibility for any loss or damage to personal property of any student. Students are encouraged to consider obtaining their own insurance to cover personal belongings.

Residence Halls (Dormitories)

Single students not living with next of kin are required to reside in one of the college residence halls. These accommodations are rented for the term at the rate of \$525 and are charged on the first statement of the term.

The room charge is based on minimum double occupancy. A student may, upon application to the residence hall dean, be allowed to room alone when space is available. An extra charge of 50% of double occupancy rate is made for this arrangement.

No refund is made because of absence from the school dorm for a regular vacation or for other reasons, as long as the student's personal effects remain in the room. Additional lodging charges may be waived for students in residence for up to two nights before the opening of school each term or after the close of school each term at the dean's discretion.

Service Charges

It is Hartland's policy to apply finance charges to accounts receivable that are 60 days or longer past due as shown on the monthly statement. The finance charge is 1% per month (12% A.P.R.) or part thereof. All partial payments are applied to interest first. No interest will be paid on credit balances.

Statement of Accounts

Student financial statements will be issued quarterly. Tuition, room, and board fees will be charged at the beginning of each term. The college operates on a cash basis and is dependent upon prompt payments. Students whose accounts are not paid in full at the beginning of the term may not

be permitted to enroll in full-time classes. Vocational training scholarships may be available to some students with financial difficulties. Inquire with the student finance officer for more information.

Transportation Charges

Regular full-time dormitory students will be charged on a flat-rate basis for transportation to or from Hartland College as follows:

Dulles International (IAD) Airport	\$60
Charlottesville	\$30
Local towns (Orange/Culpeper)	\$15

YOU, THE STUDENT

As you apply to Hartland College, consider carefully the commitments that will be expected of you. Being a student at Hartland College will require special demands upon your time and will challenge your energies. We are serious about training last-generation missionaries. Your seriousness should be prayerfully weighed in making your decision to participate in such an education.

Your Commitment

1. You need to have accepted Jesus Christ as your personal Savior and Lord, and realize that only with His Spirit can the fulfillment of His goals for your life be reached. He must have your full allegiance.
2. Your life needs to find fulfillment at the Fountain of Life. This means that your growth is focused on Jesus. Others are to be allowed the freedom to grow as you have grown without being judged. You are encouraged to maintain an environment of unconditional love and affirmation while at the same time addressing growth in the Spirit of Christ. There may be times when you will experience pain in learning to face yourself in light of God's claims, but the resulting victory of self-surrender is most rewarding.
3. The curriculum is deeply spiritual, intellectually demanding, and practical. You will be challenged to the highest levels of excellence, not for your own honor, not for personal satisfaction, but that God may be glorified through a wider, deeper level of self-sacrificing service. With Jesus at the center of your life, the Hartland College curric-

ulum will hold significant meaning for you.

4. The gospel commission to go into all the world begins right where you are. You as a student of Hartland College will take personal initiative in the areas of service and witnessing. Jesus desires a teachable, willing, and adaptable spirit.
5. You must be willing to work faithfully and honestly in whatever position of responsibility you may find yourself, being willing to learn the basics thoroughly before reaching for advancement to greater responsibilities.
6. God never allows you to face more trials than He has made provision for you to bear. As a Hartland College student, you must seek to develop a maturity that endures difficulties, sees you through whatever challenges He allows you to meet, and prepares you for the end time.

STUDENT GUIDELINES

Before completing the Student Application for Admissions, all prospective applicants are requested to read the following guidelines with great care. If you will abide by the guidelines presented, please complete and sign the statement on the back of the application form. Additional materials are available upon request.

Hartland College is a community of people living in close proximity to each other—a family as it were—and as such must respect the rights of each other. God, in His infinite wisdom, saw that if we were to have true freedom there must be protection provided, so He gave to humankind spiritual, physical, and social laws. Society has also established laws to protect its citizens from the consequences of lawlessness.

The policies and rules are to allow the fullest possible mental, physical, and spiritual growth while in community together.

Principles of truth and righteousness are the basis of God’s kingdom and His plan for His institutions on Earth. Principles form the basis of policy, and thus all policies must arise from principle. These policy guidelines are designed to provide freedom and protection for the college family.

Electronics and Internet Usage

Our modern age has made it possible to access valuable information through advanced technology and to communicate at very high speeds. This technology can be used to greatly benefit the kingdom of God or hinder it. But like any other part of life, it must be managed according to God’s principles and requires a high level of self-governance.

In order to maintain the high Christian principles necessary to prepare the

student for God's service, the following guidelines and rules are in effect:

1. When using electronic devices, remember that games, inappropriate graphics, software, apps, etc. incompatible with high Christian standards are not acceptable.
2. Internet use during dorm study hall is permitted by dean approval.
3. Only material acceptable to the Christian is to be accessed from the internet. Inappropriate use of the computers, tablets, phones, etc. may result in loss of privilege.
4. Violation of internet usage or the electronic device policy could jeopardize the student's citizenship standing. Serious infractions may be considered a cause for dismissal from Hartland College.

Dorm Policies

1. Whenever a student leaves campus for any reason, he/she is required to notify the appropriate dean.
2. Whole or partial weekend leaves will require written approval from the vocational training supervisor, evangelistic ministries director, teachers of any affected classes, and appropriate dean. Weekend leaves are limited to two per term for each student. Completed weekend leave requests should be submitted by Tuesday evening at 6:00 PM to your dean.
3. Media players may be allowed if they do not interfere with the lives of other students and are not used in a way inconsistent with high Christian standards.
4. Eating in the dorm rooms is not permitted so as not to attract rodents, insects, and other pests. However, students may eat and cook in designated areas. Those using the kitchen are responsible for keeping it clean. Failing to do so will result in the loss of kitchen privileges.
5. The college kitchen is not for general use. This is against Virginia Department of Health regulations. Only authorized persons are to use or store food in the college kitchen.
6. The dormitory serves as a home for many students. Each person's privacy must be protected in the form of a quiet environment and space enough to maintain a comfortable home. The dormitory also functions as the primary study area.
7. 9:00 PM is considered check-in time for all students to be in their dormitories, unless prior approval has been obtained by their resident dean.
8. Lights out is at 9:30 PM. Hartland encourages each student to get proper rest. Five unexcused occurrences of having lights on (this includes

still preparing for bed) after 9:30 PM per term will result in citizenship probation.

9. Pets are not permitted.
10. Damage to rooms will be charged to the student. If rooms are not cleaned upon departure at the end of the term, there will be a service charge of \$30 for each student residing in the room.
11. The college is not responsible for any damage or loss of the student's personal property. When a student is not returning for the following school term, all his/her belongings must be removed from the campus. An exception to this is during the summer term when students may place their belongings in an approved storage area if they are in an appropriate container (suitcase, cardboard box, etc.) and marked with the student's name and date of departure. Any items not properly identified or left in storage for an extended period of time will be donated to a charity.
12. Cell phones, tablets, and computers should not be used for communication purposes (internet, social media, texting, etc.) during chapel services, class times, performing of job responsibilities, or after 9:30 PM. Abuse will result in the loss of privileges.

Dress Policy

Hartland College's mission is to train young people for leadership in the finishing of God's work. Your choice of dress, on or off campus, should testify to others of your deep commitment to Christ. It should also speak of your maturity and professionalism.

Because our clothes affect our thoughts and actions, and have the potential to decrease propriety between men and women, we uphold the following standards of dress:

1. Dress and appearance are an important index of Christian character. (1 Peter 3:3, 4)
2. Adorning our bodies with colorful cosmetics, jewelry, and luxurious clothes reveals inner pride and vanity, which are destructive to ourselves and to others. (Isaiah 3:13-26)
3. To experience inner spiritual renewal and reconciliation with God, it is necessary to remove all outward besetting objects of idolatry, including jewelry and ornaments. (Genesis 35:1-4)
4. Christians should dress in a modest and decent way, showing respect for God, themselves, and others. (1 Timothy 2:9)
5. Christians should respect gender distinctions in clothing by wearing clothes that affirm their male or female identities. (Deuteronomy 22:5)

To make application of these principles easy for everyone, we request

adherence to the following guidelines:

General Campus Attire

1. Clothing should be neat and pressed, not sloppy, worn, or disheveled.
2. Shirts and tops should be tucked in unless they are specifically cut and fitted to be professionally worn outside of slacks or skirt.
3. For men, casual trousers and shirts are acceptable. Shorts, tank tops, or ragged denims are not allowed.
4. For women, casual dresses or skirts with blouses are acceptable. Pants and other unisex fashions are not allowed.
5. Shoes are required at all times outside of the dorm.
6. Clothing that resembles undergarments should not be worn as outerwear or be visible through outer layers.
7. Inappropriate writing, pictures, or graphics on T-shirts, sweatshirts, blouses, or shirts are not permitted. Graphics and logos should not draw attention to the female figure. Appropriateness is determined per faculty discretion.

Cosmetics and Jewelry Policy

Our personal appearance gives decided messages to others. In order to show the beauty with which God has created us and to avoid an appearance of worldliness, thus drawing undue attention to one's external features, jewelry and colorful cosmetics are not permitted except for medical reasons. Likewise, male and female haircuts should be neat and appropriate for their gender, without faddish styles. For further reading upon this subject, please refer to the book *Creeping Compromise* by Joe Crews.

Expanded Guidelines for Women's Clothing

1. All skirts must be well below the knee when sitting, standing, and walking, and not cling to or accentuate the prominent features of a woman's body.
2. Wrap skirts and skirts with button closures must be securely fastened well below the knee.
3. Skirts with slits may not be worn unless the slit is well below the knee when sitting, standing, and walking.
4. Split skirts should be cut full enough to look like a regular skirt when standing still. They can be worn if a vocational training or recreational activity necessitates them. They are not professional classroom, chapel, or office attire. Split skirts that look like a pair of pants are not acceptable.

5. A loose, below-the-knee-length dress over loose-fitting pants is acceptable if a vocational training activity necessitates it.
6. Blouses, tops, or sweaters should be fitted enough to stay on the shoulders without being formfitting; should cover undergarments, including straps; should keep you modest when bending over; and should cover your midriff when you raise your arms. Blouses should not be of a see-through material, but should be of heavy enough material to be modest. Ladies' shirt sleeves should be long enough so that arms can be raised without exposing undergarments or armpits.

For further reading on the subject of dress, please see the following Spirit of Prophecy statements: *Testimonies for the Church*, vol. 1, pp. 131-137, 162, 188, 189, 274-279, 420-422, 424-426, 456, 466, and 521-525; *Testimonies for the Church*, vol. 2, pp. 66, 243, 298, 530-533; *Testimonies for the Church*, vol. 3, pp. 74, 171, 366, 367, 370, 374-380, 564, 565; *Testimonies for the Church*, vol. 4, pp. 142, 143, 628-648; *Testimonies for the Church*, vol. 5, pp. 130, 131; *Testimonies for the Church*, vol. 6, pp. 96, 170, 355; *Testimonies to Ministers*, pp. 130, 131, 179, 180; *Messages to Young People*, pp. 346-360.

Church Attire

Special clothes should be set aside for the Sabbath worship hours.

For men, a tie, dress shirt, trousers, and dress shoes are required. It is recommended that men wear a suit and tie to all services during Sabbath hours.

For women, nice dresses or skirts with blouses and dress shoes are required.

Classroom, Office Vocational Training, and Chapel Attire

For men, dress trousers, a neat shirt, and neat shoes are required; no jeans, no hats indoors, no trousers for painting, no dirty or untidy work clothes, no t-shirts or sloppy shoes. Exceptions can be made for students with particular vocational requirements. Those leading out in chapel exercises are required to wear at least a dress shirt, tie, and dress trousers.

For women, neat dresses or skirts with blouses and neat shoes. Obvious long winter underwear, dirty or untidy work clothes or shoes, faded denim skirts, and split skirts are not permitted. Exceptions can be made for students with particular vocational requirements.

Honor Code

Hartland College is intent upon integrating Christian faith with scholarship, practicality, and missionary life. Because of this commitment, Hartland College values the integrity of each individual. The action of each person affects the whole community. Jesus' call to a student ministry at Hartland College means that each student is considered a representative of the college, not only during school terms, but also vacation periods. The college reserves the right to suspend, dismiss, or refuse to reaccept any student who chooses not to appropriately represent the Lord's principles.

Students are to reflect Hartland College both on and off campus in the following areas:

1. **Honesty:** Christian students will not be found cheating, plagiarizing, or knowingly giving false information.
2. **Respect for personal rights:** Christian students will not verbally or physically abuse any person or animal or engage in conduct that threatens or endangers the health, safety, or life of others. Respect for personal rights means not obstructing or disrupting the study or performance of duties of students or staff.
3. **Respect for property rights:** Christian students will have a high concept of the value of personal property and will respect the property of others as they would their own. It is always important to get permission before using anyone else's personal property. Even small items, which may not seem valuable, can lead to misunderstandings and unnecessary conflicts. Respect for institutional property is essential. All institutional property should be treated as the Lord's and respected as much as one's own property. Never use the phones for personal calls without permission and payment. Never use the printers or photocopiers for personal projects, homework, and other non-institute business without permission and payment. None of the equipment such as computers, books, and food service equipment should be used without permission from the staff member responsible for it. Musical instruments such as pianos, keyboards, etc., should always be well cared for and put away when you are finished. All equipment, including vehicles, should be returned to their places and left in the condition in which they were before usage.
4. **Chastity:** Christian students will follow God's counsel and abstain from all sexual relations outside of marriage. This also means that students will not view pornographic literature, films, or electronic media.
5. **Respect for authority:** Christian students will respect the authority invested in campus regulations, deans, faculty, and supervisors. They will use mature Christian principles in dealing with personal conflicts

with authority. It is never appropriate to undermine the confidence of other students in this authority by circulating petitions, rehearsing personal conflicts, or expressing complaints openly or publicly. Genuine grievances should be addressed to the appropriate faculty member(s) such as deans, advisors, supervisors, or committees. If unsure how to go about processing a grievance, please ask a trusted faculty member.

6. Influence: Christian students will use their godly influence to encourage and strengthen the loyalties of fellow students.
7. Harmful substances: Students will refrain from the possession, use, and/or distribution of any narcotic or dangerous drug (as defined by applicable law), except as prescribed by a licensed medical practitioner. The use of tobacco, alcohol, mind-altering drugs, or other harmful substances such as butane, glue, rubber cement, etc., by students on or off campus (including vacation periods) will subject the student to disciplinary action, suspension, or dismissal.
8. Explosives or weapons: Firearms, fireworks, or weapons of any kind are not allowed on campus.

Music Principles and Policies

Music is one of God's great gifts to man and an important element in spiritual development. It is an avenue of communication with God, and "is one of the most effective means of impressing the heart with spiritual truth." *Education*, p. 168. Because music affects our moral nature, it is essential that its tremendous power be kept clearly in mind. It has power to uplift or degrade; it can be used in the service of good or evil. "It has the power to subdue rude and uncultivated natures; power to quicken thought and to awaken sympathy, to promote harmony of action, and to banish the gloom and foreboding that destroy courage and weaken effort." *Education*, p. 168.

Therefore, those who select music for the distinctive purposes of Hartland College must exercise a high degree of discrimination in its choice and in its use. In our endeavors to meet these ideals, more than human wisdom is needed. In terms of general principles, music should adhere to the following.

Music should:

1. Bring glory to God and complement worship. 1 Corinthians 10:31.
2. Ennoble, uplift, and purify the Christian's thoughts. Philippians 4:8, *Patriarchs and Prophets*, p. 594.

3. Effectively influence the Christian in the development of Christ's character in his life. *Manuscript* 57, 1906.
4. Impress spiritual truth upon the heart and proclaim the gospel message for this time. *Review and Herald*, June 6, 1912.
5. Reveal a harmony of message between the words and music, avoiding a mixture of sacred and profane.
6. Shun theatrics and prideful display. *Evangelism*, p. 137, *Fundamentals of Christian Education*, p. 253.
7. Give precedence to the message of the text, which should not be overpowered by the volume of accompanying musical instruments. *Gospel Workers*, p. 357, 358.
8. Maintain a judicious balance of the emotional, intellectual, and spiritual elements. *Review and Herald*, Nov. 14, 1899.
9. Never compromise high principles of dignity and excellence in efforts to reach the people. *Testimonies for the Church*, vol. 9, p. 143, *Evangelism*, p. 137.
10. Be appropriate for the occasion, the setting, and the audience for which it is intended. *Evangelism*, p. 508.

There is much that is spiritually uplifting and religiously valid in music of the various cultural and ethnic groups. However, the musical tastes and practices of all should conform to the values of Christlike character in the gospel and Heaven's principles. Care must be exercised to avoid mixing worldly values and styles into music and thus failing to express the high ideals of the Christian faith.

These principles serve as guidelines in the choice and use of music for the varied needs of Hartland College. Certain musical forms such as jazz, rock, and their related hybrid forms are incompatible with these principles. Hartland College trains young people to fulfill the commission of God to be the last generation on Earth and to give the final message to the world. For further study, see guidelines for music on file in the college office.

Application of Musical Principles at Hartland College

1. In preparing and presenting music for religious functions, Hartland College administration and teachers work with students in a way that will uphold the music standards of God's Word.
2. Witnessing and musical groups going out from the campus should receive guidance in the choice and performance of music selections from those appointed by the school administration.
3. Music teachers in relation to choirs, ensembles, etc., and in private

teaching activities make positive efforts to teach music composition that may be used in church, in soul-winning activities, and in personal development.

4. It is one of the primary objectives of Hartland College music teachers to teach discrimination in light of divine revelation and include information in making qualitative judgments in the area of religious music.
5. Music presentations at Hartland College should conform to the above standards. This includes presentations by residents and visitors.

Personal Health and Fitness

God desires that we take care of our bodies because they serve as the temple of His Spirit. We encourage each student to establish a personal fitness program that incorporates all of God's health-producing agencies. By these means, students can be in better health upon completing their studies than when they enrolled.

Hartland College does not have resources to assist students with deep emotional problems.

Health and Accident Insurance

Students are responsible for their own medical and dental insurance plans. Hartland College accepts no responsibility for student health care beyond assistance for minor outpatient care by the campus health services office.

Recreation

Hartland College teaches that the highest form of recreation comes from enjoying the things of nature that are useful and constructive, and that elevate the God of nature. Any activity carried to excess does not constitute true recreation. Competitive sports are artificial and self-fulfilling. They develop a spirit of rivalry and detract from the development of a Christlike character by encouraging pride and arrogance. They also engender strife. See Philippians 2:3. Participation in any recreation should meet the following criteria:

1. Is it the best use of time?
2. Is it inexpensive and the best use of finances?
3. Are the surrounding influences and environment encouraging to spiritual growth?
4. Would I welcome Jesus to participate with me?

Religious Life

All aspects of Hartland College life are designed to be spiritual and to

help the student appreciate God more fully. Whether it is the vocational training station, the classroom lecture, a personal fitness program, or dorm or corporate worship, all are considered spiritual opportunities for students to learn about the sovereignty, love, and redemptive power of God, and to develop a mature, balanced outlook on life.

Corporate Worship

Unity in spirit and oneness of direction are critical to the mission of the students of Hartland College. The regular worship services are designed to convey spiritual concepts and to provide students with the opportunity to uplift one another before God in prayer. Because of the benefits to personal and corporate growth, as well as to college life, these experiences are required. They include regular chapels, church services, dorm worship services, and vespers. (Attendance at prayer meetings, either at a local church or at Hartland, is recommended.)

Evangelistic Ministries

The witnessing and community service activities of Hartland College are a regular part of each student's curriculum. These develop the student's communication and soul-winning skills as he/she ministers to the spiritual and physical well-being of his/her neighbors through community health programs, Bible studies, colporteur work, and evangelism.

Personal Devotions

A personal, vibrant walk with God demands a close, constant, and active communication with Him. Each student is expected to establish a personal devotional time. Open communication in this aspect of a student's life is encouraged. The faculty and staff are happy to assist the student in developing deep communion with God.

Sabbath Services

Hartland Institute does not have a regular campus church, but rather seeks to join and support the Seventh-day Adventist churches in the surrounding communities. Students are asked to attend their assigned church, and encouraged to become active in the work of that church.

Residence

Hartland College single students are required to live in institute-provid-

ed housing. Off-campus housing is not permitted except during field experience or internship.

Student accommodations will be equipped with all necessary furniture. It is the student's responsibility to provide their own bedspreads, linens, pillows, lamps, and accessories.

It is the responsibility of the students to maintain their living quarters and keep them clean and orderly. The assessed value of any damaged or destroyed property will be charged to the student responsible. The deans have the right to inspect students' living quarters at any time. If it is ever deemed necessary, a search of the rooms can be granted by the dean of the college and any material or equipment that is cause for question or concern may be confiscated for examination.

Guests

Guests may be allowed to share a room with a student, provided that the appropriate dean has given prior approval. Financial arrangements should be made with the business office by the host student or the guest. Students are responsible for the cost of meals of their guest, payable in advance.

SOCIAL RELATIONS PRINCIPLES AND POLICIES

Hartland desires to follow God's special counsels in the area of social development. We believe that those called to Hartland College by God have been called to prepare for a distinctive ministry. Any distractions from that preparation may delay or permanently divert the student from the work God has in store for them.

We take God's calling of each student seriously, realizing that God wants to mold and shape each one into a worker for Christ. Teachers and administrators therefore desire to assist each of their students in achieving these high goals set by God Himself.

Social Guidelines

"While at school, students should not allow their minds to become confused by thoughts of courtship. They are there to gain a fitness to work for God, and this thought is ever to be uppermost. Let all students take as broad a view as possible of their obligations to God. Let them study earnestly how they can do practical work for the Master during their student life....

"In all our dealings with students, age and character must be taken into account. We cannot treat the young and the old just alike. There are cir-

cumstances under which men and women of sound experience and good standing may be granted some privileges not given to the younger students. The age, the conditions, and the turn of mind must be taken into consideration. We must be wisely considerate in all our work. But we must not lessen our firmness and vigilance in dealing with students of all ages, nor our strictness in forbidding the unprofitable and unwise association of young and immature students.

“In our schools in Battle Creek, Healdsburg, and Cooranbong, I have borne a straight testimony concerning these matters. There were those who thought the restraint too severe; but we told them plainly what could be and what could not be, showing them that our schools are established at great expense for a definite purpose, and that all which would hinder the accomplishment of this purpose must be put away.

“Again and again I stood before the students in the Avondale School with messages from the Lord regarding the deleterious influence of free and easy association between young men and young women. I told them that if they did not keep themselves to themselves, and endeavor to make the most of their time, the school would not benefit them, and those who were paying their expenses would be disappointed. I told them that if they were determined to have their own will and their own way, it would be better for them to return to their homes and to the guardianship of their parents. This they could do at any time if they decided not to stand under the yoke of obedience, for we did not design to have a few leading spirits in wrongdoing demoralizing the other students.” *Counsels to Parents, Teachers, and Students*, pp. 100–102.

Objectives of Hartland College Social Policies

1. To provide a social atmosphere conducive to the spiritual goals pursued by Hartland College.
2. To provide a training environment in which young men and women may learn and experience God’s standards of Christian deportment free from the pressure of dating or courtship.
3. To protect young or inexperienced students from the confusing and often overwhelming influence of free and easy association and to help them focus on their high calling.
4. To encourage students in the pursuit of their life calling before thoughts of courtship.
5. To recognize growth in character, responsibility, and maturity.
6. To see that the mature students recognize the importance of setting an example to younger students in this and all areas of social life.

The Social Rules of Hartland College

The principles guiding the association of young men and women while attending Hartland College are found in the above Spirit of Prophecy statements and discourage focused emotional or romantic relationships between men and women while preparing for the service of God. While specific actions may be within the bounds of propriety in God's time and way, nevertheless emotional bonding while in school is not wise. Students should maintain wise reserve and transparency in their relationships so as to avoid any unnecessary misunderstandings. The college seeks to be clear in implementing these principles, while giving Christian latitude for differences in personality and background, and maintaining a balance of action and a careful and reasonable respect for privacy.

1. Based on the above counsel, dating or courtship with another student or non-student while enrolled at Hartland College is not permitted. Such activities take up important time necessary for adequate preparation for God's service while in school and can cause distracting emotional turmoil.
2. Emotional attachments, discussions about future possibilities, or "understandings" between men and women are not beneficial until one has completed his/her educational preparation for God's service. This includes on- or off-campus internship assignments.
3. While sincere Christian fellowship is always appropriate, Christian men and women should not linger in each other's presence, engage in light and trifling conversations, be seen often in the presence of the opposite gender, or seek special friendships from the opposite gender, but will seek to develop broad, general, Christian relationships with many students of both genders.
4. Mixed groups leaving campus must have prior permission from the residence hall deans. Mixed groups may require a chaperon. The resident dean will make this decision.
5. Mixed student pairs are not to be alone together after dark, on or off campus, as we should seek to abstain from all appearance of evil.
6. Young men are not to be in the mansion immediately after evening worship or after 7:00 PM, or before breakfast in the morning, except for library use (during assigned hours) or public meetings. This is out of consideration to the ladies who use the mansion as their dorm.
7. Young men are never to be in the young ladies' dorm rooms nor are the ladies to be in the men's dorm rooms without the presence of a dean or faculty member.
8. Student fellowship is provided in group settings under the guidance of the college faculty. Communication between men and women of a

romantic nature is not permitted.

9. Group outings should be planned in consultation with the resident deans.
10. Faculty may find it necessary to counsel students regarding their association choices. Students should accept this counsel prayerfully and in a cooperative spirit.

Campus Association

If invited, students may join faculty-initiated home activities, campus-planned hikes, and town trips with permission from the respective dean.

Campus Leaves

Dorm students, before leaving campus, whether on their own or on a college-sponsored/supported activity, must receive permission and sign out on the appropriate forms provided. Not signing out is considered leaving without permission. Permission is automatically granted for assigned church and college outreach activities. Permission for all other leaves must be approved by a dean. One exception is that a resident assistant may approve a leave request if a dean cannot be reached and it does not involve a mixed group or an overnight stay.

The dean may request that staff supervision be required for campus leaves. Mixed groups requesting an overnight leave must submit their request to the dean by the Tuesday before the desired leave.

Ongoing church or Evangelistic Ministries assignments received from the college Evangelistic Ministries office will be filed with the dean. Deviations from these assignments must be cleared with the Evangelistic Ministries director and the resident dean. Students are not at liberty to assume clearance.

Chapel

Students will be assigned to chapel seats for morning worships, vespers, and Tuesday evening prayer meeting services. Seating changes will be made when the deans feel it necessary.

Disciplinary Action

It is the responsibility of Hartland College to provide and maintain a positive learning environment that is conducive to spiritual, intellectual, and physical development. When a student's behavior or attitude under-

mines in any manner the stability of our learning environment or adversely affects our collective commitment to excellence, we are bound by moral obligation to meet the problem and seek a satisfactory solution.

We view discipline as a means to redeem a student who unwittingly or due to a lapse in judgment strays from the prescribed code of conduct he solemnly pledged to uphold. If needed, disciplinary action will be used as outlined by Scripture:

- A. Doctrine (teaching what is right)
- B. Reproof (confronting what is wrong)
- C. Correction (making what is wrong right)
- D. Instruction in righteousness (reinforcing right doing)

In the unfortunate case that a student decides to resist discipline or demonstrates an unwillingness to honor his solemn pledge to abide by the policies, rules, and regulations of Hartland College, the proper and wisest course of action would be to have the student withdraw from the college or face expulsion.

Dormitories

The men's dormitory premises are off limits to female students at all times. The women's dormitory rooms are off limits to male students at all times unless escorted by a staff member for vocational training purposes. The mansion is off limits to men immediately after evening worship and/or by 7:00 PM, and before breakfast in the morning, except for library use (during assigned hours) or public meetings. Hours for weekend library access will be posted.

The second floor of the mansion is positively off limits to male students from 1:30 PM Friday to 8:00 AM Monday, unless for prearranged office activities approved by office staff during non-Sabbath hours.

Haircuts, Mending, Ironing, etc.

Students are to find assistance from a student of the same gender or a faculty member for haircuts, mending, ironing, cooking, auto maintenance, typing, etc.

Mature Students

Students who have demonstrated self-control and maturity at Hartland College may be granted privileges as the faculty feel they are ready for them.

School Vacations/Holiday Leave

During vacation periods, Hartland College students should seek to uphold Hartland's principles of social guidelines while absent from the college.

Social Communication

Students may contact one another if necessary, to make arrangements or take care of necessary business. Students are to refrain from lengthy socializing with students of the opposite sex. Those who use social media (calling, texting, chatting, etc.) inappropriately will be asked to discontinue this activity or be subject to school discipline.

Vocational Training Stations

Young men and women will not be assigned to simultaneous shifts without supervision unless age and character demonstrate adequate self-control.

Young and Inexperienced Students

Often, inexperienced students must assimilate a whole new concept of Christian deportment. Worldly influences of society, the home, and previous educational experiences have misshapen, to some degree, the standards of even some of our most dedicated students. The recommendations given for young and inexperienced students reflect this need to infuse a radically new concept of social propriety in a short amount of time. Students must demonstrate internalization of Christian deportment before they are granted the privileges accorded to more mature students.

Student Enterprises

Hartland College encourages students to organize and participate in enterprises appropriate to our high calling and mission. Students seeking to be involved in individual or collective student enterprises must first receive project approval from the Academic Affairs Committee if they plan to continue to study at Hartland College, plan to use Hartland College for financial links for fundraising, desire future academic credits, or will use the Hartland College name by understanding or inference. This applies during the school term and vacation periods. This includes mission trips, membership associations, business enterprises, etc. Students are expected to conduct themselves within the principles of the college during these

enterprises.

Student Vehicle Policy

Ongoing vehicle privileges for all students will be evaluated based on student's attitude and behavior. The college will not be responsible for any personal or public liability resulting from the student's use or possession of the car on or off campus. The following are the general vehicle policies for students:

1. All students who bring a vehicle onto campus must provide the registrar with the following:
 - A. Copy of current driver's license.
 - B. Copy of current insurance policy on the vehicle.
 - C. Copy of current registration of the vehicle.
2. All students' vehicles are required to be in good repair and to have a quiet muffler.
3. An expired driver's license, tags, inspection, county sticker (if applicable) or insurance policy will automatically ground the student's vehicle until it is renewed.
4. Students must indicate if they have had any traffic violations in the past five years. Also, the number of violations is to be indicated.
5. Students must indicate if they have had any moving auto accidents in the past five years. The number of accidents and who was at fault are to be indicated.
6. The general policy regarding the use of institutional vehicles and vehicle use on campus is:
 - A. No institute vehicle will be operated by a student who does not have a valid driver's license.
 - B. Students may operate Hartland vehicles if over 21 years of age (or there is a demonstrated necessity) and if Hartland College's auto insurance company and the college administration consider the student insurable.
 - C. No institute vehicle will be operated by a student who has been the cause of an automobile accident within the past twelve months.
7. Vehicles that are used in violation of the college's rules will be subject to grounding, and the keys will be held by the appropriate dean.

Motorcycles are governed under the same regulations as automobiles. Helmets are required for motorcycles.

Bicycles must be parked in designated areas. Helmets are required. Bicycles may not be used on trails or other areas prohibited for safety reasons.

Students must follow safety rules and maintain speed limits.

Vacation/Holiday/Weekend Leave

Campus life is one of responsibility and growth. Because Hartland College requires a balance between vocational training, studies, and spiritual development, students must use wisely the time God has allotted to them. While on leave or vacation, students are representatives of the high Christian standards upheld by Hartland College. Students are expected to uphold the standards of conduct as outlined in this catalog at all times.

Students are asked not to take more than two weekend leaves per term for the following reasons:

1. All students are assigned to a specific church. Students are encouraged to assist their church in the leadership of the various departments, and since the churches are dependent upon consistent attendance of those with various church roles, Hartland students should plan to be in attendance 8–9 weeks out of each term, unless they are in a faculty-approved Evangelistic Ministries project.
2. At times, certain Vocational Training assignments may require Sunday obligations.
3. Study time is most freely found on Sundays. Therefore, free time on Sundays should be used for the study of lessons and preparation of class assignments.
4. Students are the social fabric making each dorm as home-like as possible. Social growth occurs most freely when all contribute to the spiritual atmosphere of the dorm and consistently share in the daily life of their dorm and its chores and duties.

Students Remaining During School Breaks

Students who remain on campus during school breaks are required to attend the morning chapel. Room charges will be waived for the student if he/she participates in Vocational Training a minimum of 36 hours per week and attends the morning chapels. All other normal college policies and principles still apply during school breaks.

Vocational Training Policies

At Hartland College, vocational training is education and, as such, is an integral part of the academic program.

1. Vocational training assignments are made by the vocational training

director. Students may request specific vocational training assignments, but are not at liberty to change training assignments without authorization from the vocational training department. Unauthorized vocational training hours will not be counted toward scholarship. Vocational training scholarship cannot be redeemed for cash.

2. All students are expected to perform weekend duties in the cafeteria on occasion. A schedule will be presented each term.
3. The student, not the vocational training supervisor, is responsible for turning in his/her time sheet on time. Time sheets are to be turned in to the designated location no later than 5:30 PM on Monday. Students will be penalized 1 hour per day for late submissions.
4. The total vocational training hours required for each term is 160. Vocational training scholarship awarded is only used for tuition and is not refundable.
5. At the end of the term, if the student's total training hours are less than 90 percent of 160 hours, he/she may not be allowed to register for the next term or begin internship until missing vocational training hours are brought up to a minimum of 90 percent. Any remaining hours may be carried over to the new term. However, the vocational training grade will be reduced by at least 10 percentage points or more. If the total vocational training hours are fewer than 160, but more than 90 percent of 160 hours, the student will lose 5 points from the vocational training grade.
6. If the total training hours are fewer than 160 but more than 90 percent for the last term at Hartland College, the student may participate in graduation exercises. To receive a diploma, the graduate needs to fulfill the balance of the vocational training requirements after graduation. If the total vocational training hours are less than 90 percent, the student will not be permitted to participate in graduation exercises.
7. For each excusable absence from Vocational Training or Evangelistic Ministries, an excuse form must be completed, signed by the appropriate people, and submitted to the registrar's office. Sick time must be verified by the dean. If sick, students should notify their dean. Sick time credit will be given based on the average hours a student normally participates in vocational training on the day he or she was sick. Vocational Training Scholarship is not awarded for sick time.
8. Any student who needs to make up vocational training hours must get the approval of the vocational training director and the supervisor of the training station for which the student is desiring to train. Without approval in advance, make-up hours will not be credited to the student's account.

Worship Policies

1. In an effort to assist the building up of the local Seventh-day Adventist churches, Hartland Institute does not hold church services on its campus. Students are assigned to one of the local SDA churches (within a radius of 45 miles), assisting them in worship, educational, and evangelistic ministries. Students must find a staff sponsor for outlying churches that are more than 45 miles from Hartland College.
2. Church responsibilities require faithful attendance and faithful performance of duties. This means punctuality, adequate preparation, and prayerful presentation.
3. Morning chapel and Friday vespers attendance are required. These are times for corporate study, prayer, encouragement, and spiritual reinforcement. Such worship and study serve as a hedge of protection through which Satan's ambitions are thwarted. Record is kept of attendance at these services. Five absences will result in citizenship probation. A tardy is equal to $\frac{1}{2}$ of an absence.

HARTLAND COLLEGE GENERAL PRINCIPLES

Spiritual—We believe that:

1. God's will should affect every decision we make. If we do not know His will, we should prayerfully seek it from His Word.
2. The same Holy Spirit that directed the minds of the Bible authors, directed the mind of Ellen G. White. Her work does not go beyond the Word, but provides a clearer understanding and practical application of that Word and points us to God.
3. Counsels given to the Seventh-day Adventist Church by Ellen G. White expose our daily need of Christ in our life, reveal His love, and give heavenly guidelines as to how to live in harmony with the laws of God.
4. God will, by His Spirit, have a people who will be so dependent upon Him that they will perfectly reflect His character, though they will see themselves as the chiefest of sinners.
5. The inspired Word of God (biblical authors and God's modern prophet) is the only basis for unity of purpose, principle, and faith for God's people. As we study these sources, we should accept them as authority for education, and as counsel and reproof in all areas of life.

6. All God has said about Himself is for the purpose of helping us come to a decision to serve Him with our love and adoration.
7. God has established rules—moral, physical, and social—that keep His universe from chaos. These rules affect us individually and collectively. Therefore, if we wish to prevent chaos in our individual or collective lives, the incorporation of these rules into the management of our institution is mandatory.
8. Where God has given specific counsel to the church through Ellen G. White for the management of the (1) individual life, (2) educational programs, or (3) medical institutions of the church, that counsel should be incorporated into our management objectives and taught to those for whom it was intended.

Physical Labor—We believe that:

1. God gave man physical labor as a necessary element of good health. This labor provides the mind with rest from excessive mental labor.
2. Every student should develop a trade or skill other than the professional skills sought through education.
3. Those persons whose occupations are primarily sedentary should spend some time each working day in some form of physical labor.
4. Physical labor provides us with lessons of discipline, patience, and the importance of time.
5. Productive physical labor provides a sense of accomplishment.
6. God wants us to take care of the whole body.

Diet—We believe that:

1. Advanced dietary principles should be implemented individually.
2. Those students who desire to become a part of Hartland College are expected to have already moved away from those foods and substances that God has clearly counseled against, such as meat, coffee, and tea, and excessive use of fats and sugar.
3. The body is the temple of God. Willfully taking in anything that defiles the body is sin against God.
4. In His love for His children, God has given a dietary reform program to help us reach a higher plane of living than we have previously experienced.
5. The body is the only avenue through which God can communicate His love and His plan of salvation to us. Willful disregard for a

healthy body inhibits or prevents God's saving grace from reaching our hearts.

6. God desires us to present our bodies as a living sacrifice, holy, acceptable unto Himself.
7. Dietary patterns do have a strong influence on our moral development; thus, it is most important that our dietary patterns be centered in God's Word.
8. Our own dietary patterns, good or bad, do influence the lives of those with whom we associate.

Academic Education—We believe that:

1. God has set no limits to the amount of education one can receive, but He has established specific guidelines for acquiring and utilizing that education.
2. God has established specific guidelines for moral, social, spiritual, intellectual, and physical values that are to guide the college family.
3. God does call some to more advanced formal education than others.
4. College and graduate school education is a very special calling from God, perceived as such by individuals applying to Hartland. In contrast, elementary and secondary Christian education is primarily the responsibility of parents to their children.
5. Christian education should always focus on God's redemptive plan for fallen humanity. Whatever aspect of education one enters, it should provide a broader picture of our God.
6. Christian education should be balanced with an appropriate blend of book study, physical labor, and personal witness.

Dress—We believe that:

1. "A person's character is judged by his style of dress." *Education*, p. 248.
2. A Christian's dress reflects the depth and closeness of one's walk with Christ.
3. Christians will always strive to represent Christ by their dress in the most positive way.
4. Christians will always dress in a modest manner, desiring not to bring attention to themselves by over-dressing or under-dressing.
5. Christians will dress in clothing that is gender appropriate.
6. Christians will dress in the most healthful manner in all seasons.
7. Christians realize that the way we dress does have a profound influ-

ence upon others.

Competition—We believe that:

1. The spirit of rivalry and deception, as found in competition in any form, is inconsistent with the principles of Heaven and should not be encouraged in a Christian institution or in personal life.
2. Competition turns one's focus from that of serving mankind to that of self-serving, which is the spirit of Satan, the enemy of God.
3. There are many aspects of life that can have a competitive element in them (i.e., academics, business, etc.), but Christians should not encourage or incorporate that element, nor should they promote such practices when they observe them.
4. The desire for competition often stems from the need to establish a sense of self-worth or a sense of achievement. Such an approach to fulfilling these needs only leads away from the source of all fulfillment—Jesus Christ.
5. Daily dying to self, as admonished by the apostle Paul, can never be completely accomplished as long as we are trying to satisfy self-centered needs or practicing rivalry.
6. There are certain sports, as usually designed, that are competitive in nature and, as such, do not lend themselves to noncompetitive participation.

Corporate Worship—We believe that:

1. When a family prays together, it stays together.
2. Satan is more effectively kept outside the corporate circle when the corporate family is regularly praying and worshiping.
3. Corporate worship time is critical to working out differences.
4. We lose a blessing when we absent ourselves from corporate worship, and we endanger the larger body as well.

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