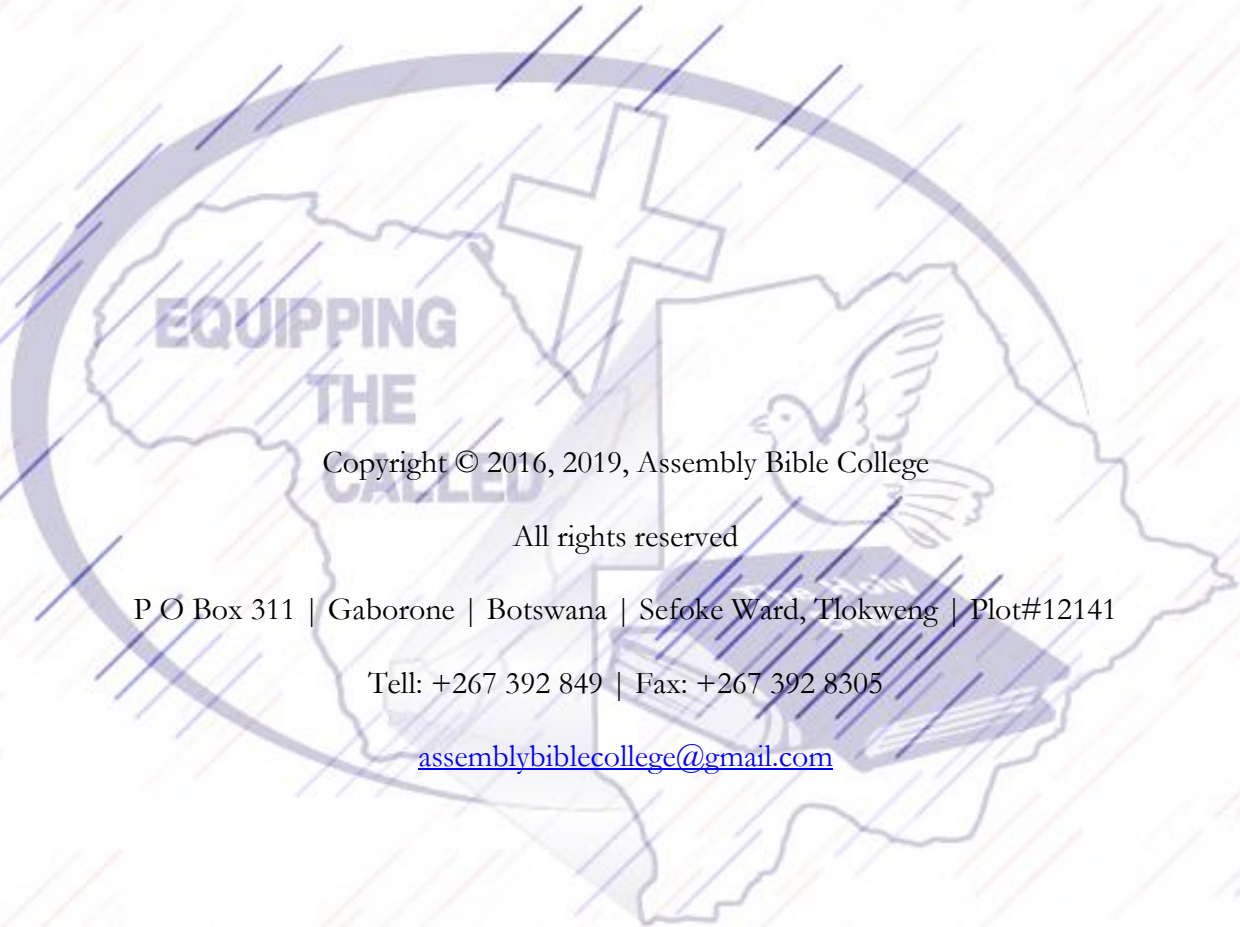




My ODL Route @ ABC

Assembly Bible College, Since 1970



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P O Box 311 | Gaborone | Botswana | Sefoke Ward, Tlokweng | Plot#12141

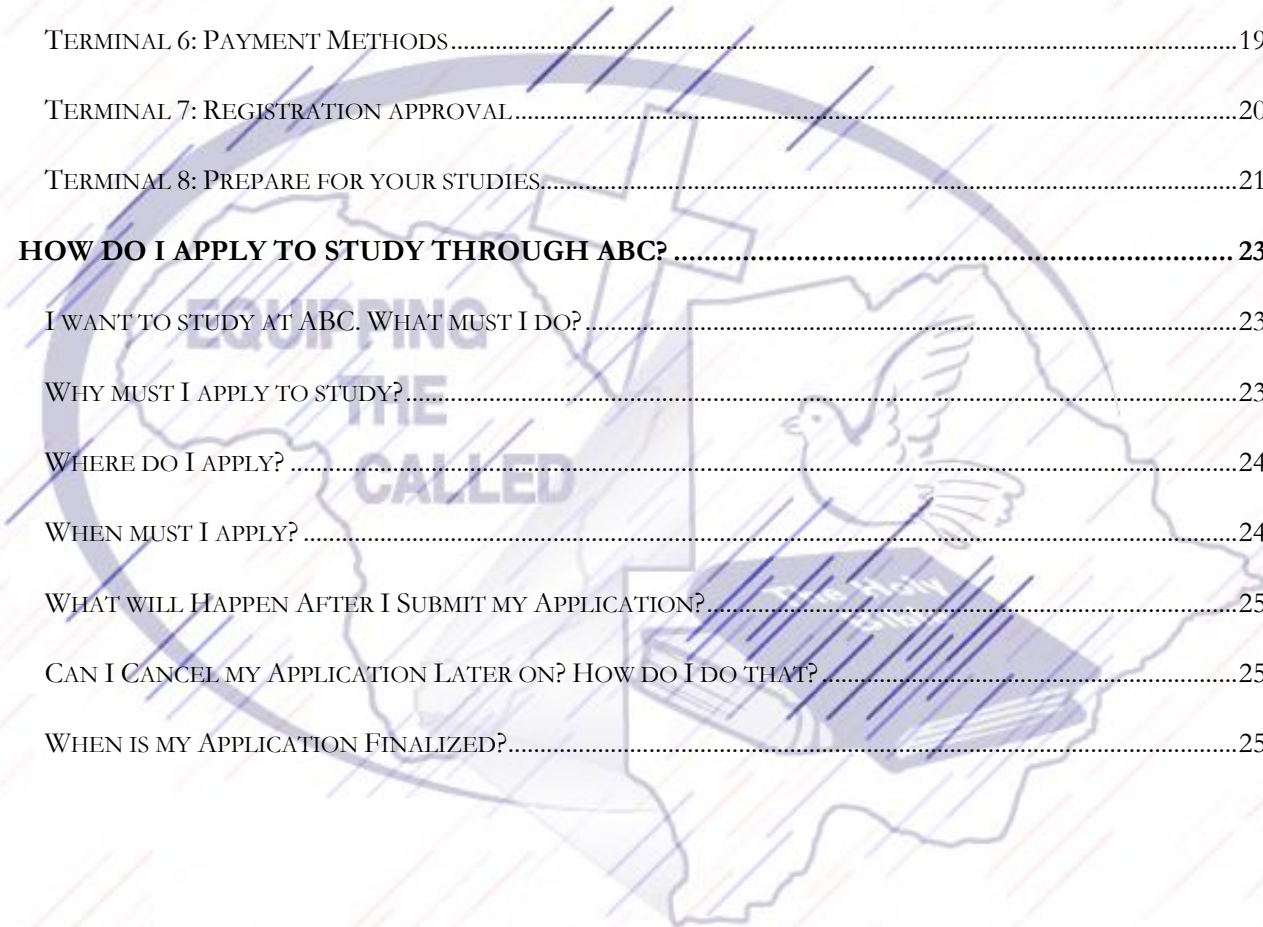
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Contents

INTRODUCTION.....	4
WHAT IS ODL?.....	4
WHAT SUPPORT CAN I EXPECT FROM ABC?	6
ARE ABC'S QUALIFICATIONS RECOGNISED NATIONALLY AND INTERNATIONALLY?	7
CAN I GET CREDIT FOR COURSES I HAVE DONE AT OTHER INSTITUTIONS? AND WHAT ABOUT MY LIFE EXPERIENCES AND COURSES I DID THROUGH MY WORK?	11
HOW IS ABC DIFFERENT FROM OTHER TRAINING INSTITUTIONS?.....	11
I AM A FOREIGN STUDENT. MAY I STUDY THROUGH ABC?	12
ADMISSION APPLICATIONS	14
REGISTRATION PROCESS.....	16
TERMINAL 1: CHOOSE/CONFIRM YOUR QUALIFICATION	16
TERMINAL 2: CHOOSE YOUR MODULES.....	17
TERMINAL 3: CALCULATE YOUR FEES.....	17

TERMINAL 4: CONFIRM YOUR MODULES	18
TERMINAL 5: COMPLETE AND SUBMIT YOUR REGISTRATION FORM.....	19
TERMINAL 6: PAYMENT METHODS.....	19
TERMINAL 7: REGISTRATION APPROVAL.....	20
TERMINAL 8: PREPARE FOR YOUR STUDIES.....	21
HOW DO I APPLY TO STUDY THROUGH ABC?	23
I WANT TO STUDY AT ABC. WHAT MUST I DO?	23
WHY MUST I APPLY TO STUDY?.....	23
WHERE DO I APPLY?	24
WHEN MUST I APPLY?	24
WHAT WILL HAPPEN AFTER I SUBMIT MY APPLICATION?.....	25
CAN I CANCEL MY APPLICATION LATER ON? HOW DO I DO THAT?	25
WHEN IS MY APPLICATION FINALIZED?.....	25



INTRODUCTION

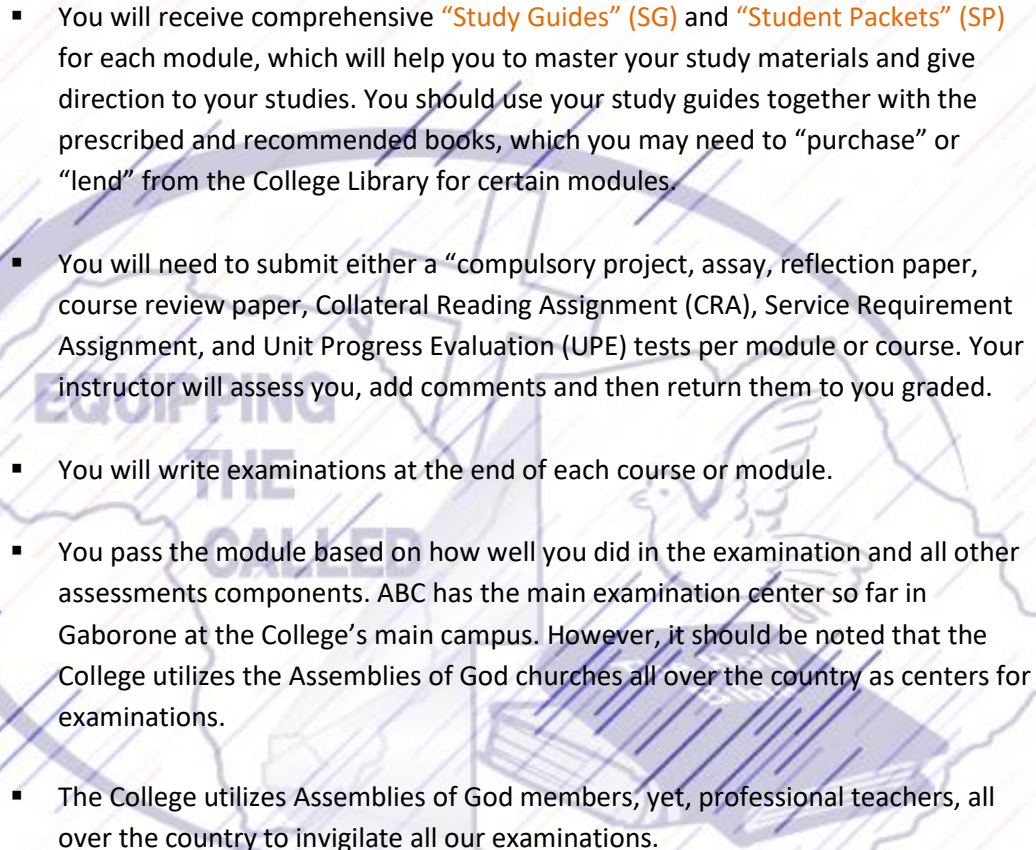
Assembly Bible College (ABC) is a comprehensive college which offers career-oriented programs through Christian education modules which prepare students for the world of work and formative academic programs. It offers a wide range of study choices, from undergraduates to graduates programs.

The College recognizes Open and Distance Learning (ODL) as a type or mode of programs' delivery which represents a significant gap in tertiary education provision. Our focus is to provide access to a wide range of 'non-traditional students.'

ABC is continuing to receive an unceasing reasonable number of calls from people who are interested in studying by ODL. Informally, people are asking if the college offers her programs through ODL. Hence, the college opened an opportunity for these people to enable them to reach their education dream.

What is ODL?

- But what does ODL mean for you as a student?
 - You will not attend classes. This means that you will need to manage your time and your studies so that you can spend an hour or two on each module per day. Although you will use your study materials at home, you may seek contact with other students, lecturers, and counselors, as necessary.

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- You will receive comprehensive “Study Guides” (SG) and “Student Packets” (SP) for each module, which will help you to master your study materials and give direction to your studies. You should use your study guides together with the prescribed and recommended books, which you may need to “purchase” or “lend” from the College Library for certain modules.
 - You will need to submit either a “compulsory project, essay, reflection paper, course review paper, Collateral Reading Assignment (CRA), Service Requirement Assignment, and Unit Progress Evaluation (UPE) tests per module or course. Your instructor will assess you, add comments and then return them to you graded.
 - You will write examinations at the end of each course or module.
 - You pass the module based on how well you did in the examination and all other assessments components. ABC has the main examination center so far in Gaborone at the College’s main campus. However, it should be noted that the College utilizes the Assemblies of God churches all over the country as centers for examinations.
 - The College utilizes Assemblies of God members, yet, professional teachers, all over the country to invigilate all our examinations.

What Support can I Expect from ABC?

- ABC provides different forms of support and you are welcome to choose the type of support that best suits your needs.
 - When you register for a module, you will receive a “Tutorial Packet” as part of your study package. This Tutorial Packet will provide you with your Instructors’ contact details, as well as information on how and when to contact them.
 - Should you wish to form a study group, you may obtain a list of fellow students from the College once you have registered.
 - ABC also has excellent “library facilities.” The main library is situated on the ABC campus @ Tlokweng. Students also are guided on how they could apply for University of Botswana’s Library membership. This will expose them to a world of vast literature, exposing you to an excellent path to quality education.
 - “Courier services” are available to ensure that you have access to library material wherever you are. The SRC and the Office of the Dean of Students Affairs are also available to assist students.

- At ABC, we firmly believe that no matter where a student is located geographically, there should be no difference in the level and quality of support services available.

Are ABC's Qualifications Recognised Nationally and Internationally?

- ABC operates in accordance with the Human Resource Development Council (HRDC) of Botswana. It is recognized by the Botswana, Ministry of Education is fully accredited by Botswana Qualification Authority (BQA), and all its qualifications are registered with BQA.
- ABC has a Cooperative Articulation Agreement with Global University (GU).
 - Global University, located at 1211 South Glenstone Avenue, Springfield, Missouri, USA, is a regionally and nationally accredited institution of higher learning. Global University cooperates with Assembly Bible College through an articulation agreement. The agreement stipulates the acceptance of Assembly Bible College credits for transfer into Global University Bachelor of Arts programs. It furthermore stipulates the advanced standing of those Assembly Bible College graduates who choose to matriculate into a Global University Bachelor of Arts program.
 - In addition to the cooperative agreement facilitating transfer of credits, Global University makes undergraduate-level curriculum and related assessment instruments available to Assembly Bible College. Global University supports a

national office on the campus of Assembly Bible College for the express purpose of facilitating the cooperative relationship with ABC. The Global University national office is supervised by an authorized Global University national director.

(a) Global University is a registered corporation in the state of Missouri in the USA. A letter confirming this legal status is attached. Furthermore, Global University is registered in the State of Missouri, USA, as an institution of higher learning authorized to grant degrees.

○ A recognised national or international education quality assurance agency has conferred accreditation on Global University.

(a) Global University is accredited by the Distance Education Accreditation Commission (DEAC), which changed its name from the Distance Education and Training Council in 2015, and the Higher Learning Commission (HLC). Documents confirming these accreditation recognitions are attached.

(b) A full description of Global University's accredited status with the Higher Learning Commission is presented on the HLC website at:
<https://www.hlcommission.org/component/directory/?Action=ShowBasic&Itemid=&instid=2864&lang=en>

(c) A full description of Global University's accredited status with the Distance Education Accreditation Commission can be found by searching for "Global University" under accredited institutions at: <http://www.deac.org/>

- As described above, it should be noted that Global University is not a franchising partner of Assembly Bible College per se (*the term "franchise" is not used in American Education, but it is a business language*). Therefore, Global University relates to Assembly Bible College through a Corporative Articulation Agreement, which recognizes the eligibility of ABC credits for transfer in Global University programs.
- Global University's commitment to accept Assembly Bible College graduates for continued study and to transfer credits contributes to ABC's viability in several ways. This cooperative relationship allows ABC to recruit students with the assurance of credit transfer and continued study in an accredited university.
- In terms of knowledge and support, ABC's application for registration is certainly supported by Global University. Such registration strengthens the existing cooperative relationship.
- Global University addresses how its role as a cooperative partner might contribute to ABC's successful attainment of goals and objects. Global University's commitment to accepting credit in transfer from ABC ascribes validity and value to ABC's higher

education programs. Global University's commitment to making curriculum and assessment instruments available to Assembly Bible College ensures that ABC can equip its faculty with proven, quality-reviewed and recognized course content.

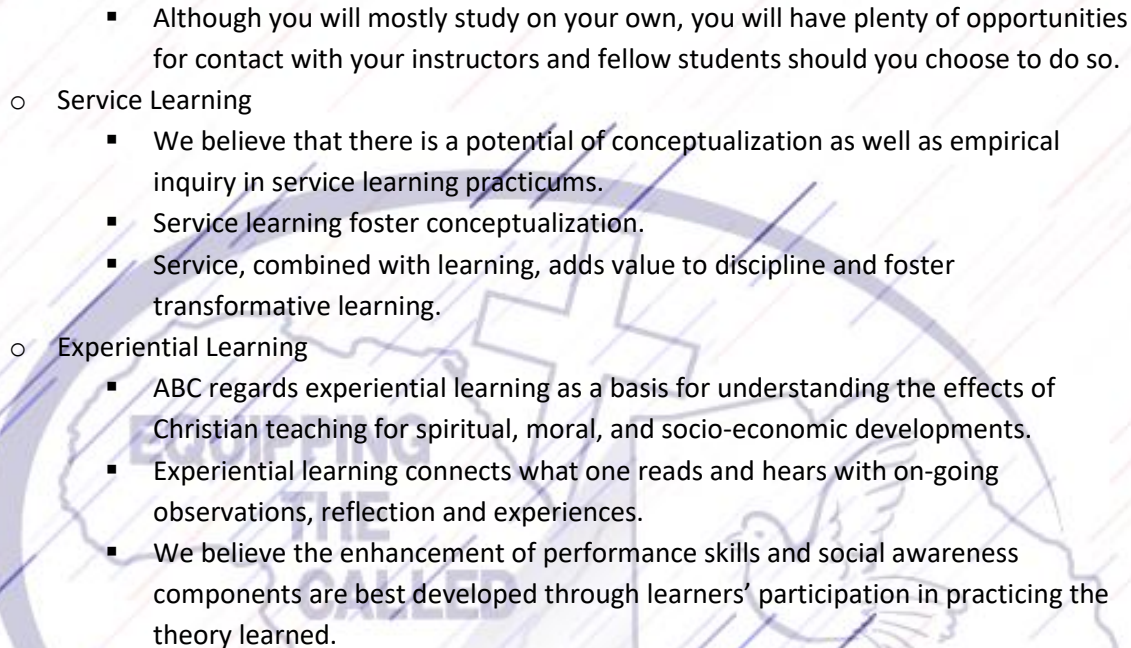
- The College has also secured another accreditation credentials with the Association for Pentecostal Theological Education in Africa (APTEA) which speaks both to the church and the academy.
 - To the church, it speaks of the school's capacity to successfully engage in the Mission of God through its training of Pentecostal ministers committed to the Great Commission.
 - To the academy, it speaks of the school's capacity to provide excellence in degree-level education.
 - APTEA endorsement, accreditation is the successful conclusion of a process in which member schools voluntarily submit to a thorough and rigorous internal and external examination of their academic programs in view of their mission and goals (www.theAPTEA.org).

Can I get credit for courses I have done at other institutions? And what about my life experiences and courses I did through my work?

- If you have completed formal courses at another accredited institution, you may attach your former tertiary school results in form of a certified transcript (terms and conditions apply); you must, however, do this as part of the application process before you register.

How is ABC Different from other Training Institutions?

- Students often ask if ABC is a real college or simply a church running a church-based curriculum. The answer is, ABC is a real college. The biggest difference between ABC and other institutions is that we combine both residential training and ODL.
- Residential training
 - Students attend classes on campus.
 - Students learn by listening to a lecturer in a classroom.
 - Students have full contact with their lecturers and fellow students.
- ODL
 - You will study at home but will have access to study facilities at various ABC centers.
 - You will learn by study guides.

- 
- Although you will mostly study on your own, you will have plenty of opportunities for contact with your instructors and fellow students should you choose to do so.
 - Service Learning
 - We believe that there is a potential of conceptualization as well as empirical inquiry in service learning practicums.
 - Service learning fosters conceptualization.
 - Service, combined with learning, adds value to discipline and fosters transformative learning.
 - Experiential Learning
 - ABC regards experiential learning as a basis for understanding the effects of Christian teaching for spiritual, moral, and socio-economic developments.
 - Experiential learning connects what one reads and hears with on-going observations, reflection, and experiences.
 - We believe the enhancement of performance skills and social awareness components are best developed through learners' participation in practicing the theory learned.

I am a foreign student. May I study through ABC?

- We welcome students from all over the world.
 - All applicants must, however, comply with the appropriate statutory and admission requirements of the college.

- All applicants must also have an acceptable level of competence in writing, reading, speaking and understanding English.
- The only challenge foreign students have is that, currently, all exams will be taken in Botswana. However, alternatives could be sort for with the national Director for your convenience.

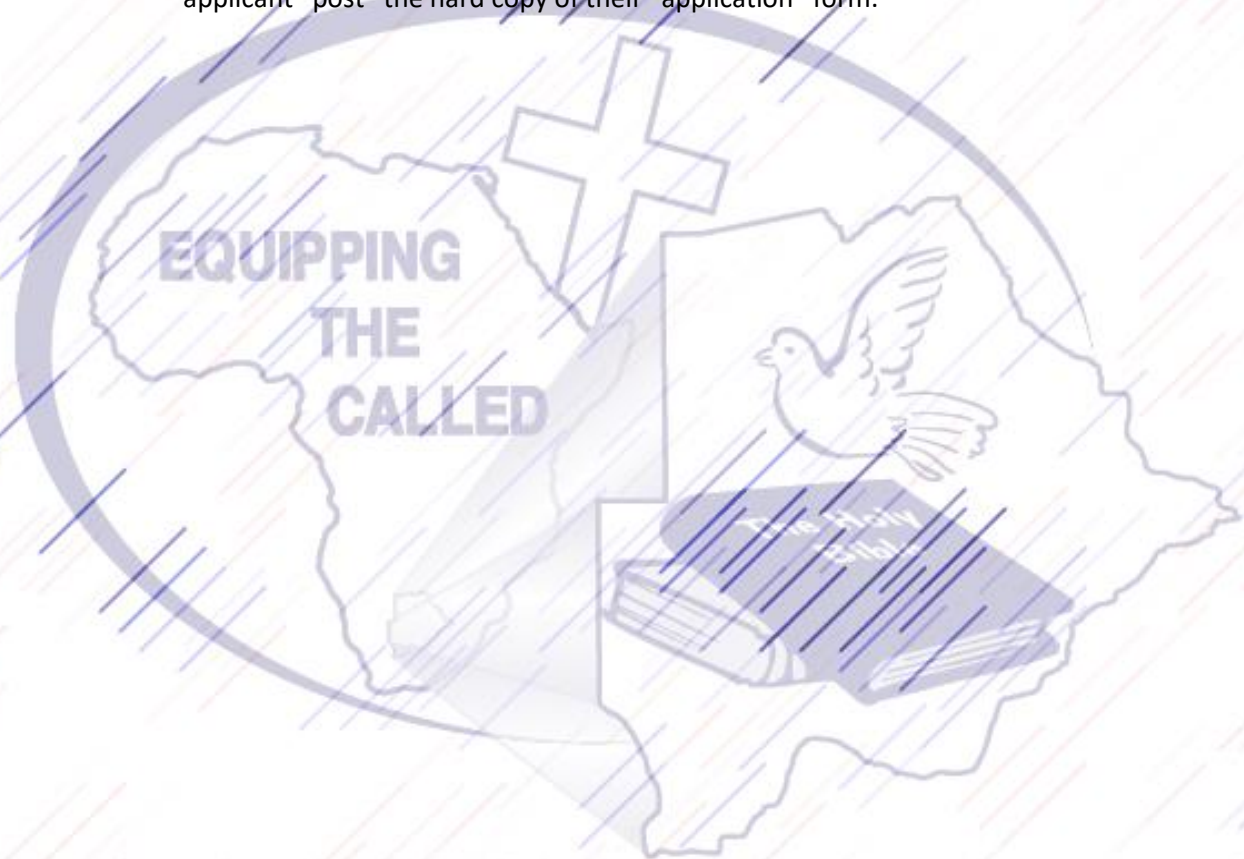


ADMISSION APPLICATIONS

- Unless other specific instructions are given, application forms are obtained from and returned to:
 - The ODL; Assembly Bible College; P. O Box 311; Gaborone, Botswana, Sefoke Ward, Tlokweng, Plot 12141.
 - Each application shall consist of: i) The application form to be completed by the applicant himself/herself, in ink, clearly and in capital letters; ii) Certified copies; iii) Appropriate application fee.
 - Please include transcripts or results of any other course you have completed. This will help you stand the chance to be exempt from other modules.
 - When returning the application form, the applicant must enclose a receipt of “non-refundable” application fee of P250.
 - Applications will not be considered until the College has received the application form, the application fee, and all the required documents.
 - Unless an applicant is notified to the contrary, the closing date for the receipt of complete application forms and accompanying documents will be the last working day of May immediately preceding the commencement of the academic year for which application is made. (The academic year at ABC starts in August.)
- Online application
 - It should be noted that all ABC applicants must submit completed hard copies of their application forms. However, in case the applicant is running behind the

deadline for applications or is far from the College, one may apply online by following this address: <http://www.abc70edu.com/>. Under the “Students Portal,” scroll down menu, click “Online Application,” then complete the form.

- It is “still,” therefore, the responsibility of the applicants to ensure that the applicant “post” the hard copy of their “application” form.



REGISTRATION PROCESS

- If your application to ABC ODL was successful, you will have received an “Admission Letter.” Registration or enrolment can be done via post, or in person at ABC, and or online by following this link: <http://www.abc70edu.com/>. Under the “Students Portal,” scroll down menu, click “Enrol online,” then complete the form.
- There are eight Terminals to successful registration. Each part of the process is important in completing your registration successfully. We have therefore included information that is important for you to know at each stage.
- If you register, make sure you cross check your registration info. The responsibility for the accuracy and inclusion of your information rests with you. We, therefore, urge you to enroll as soon as registration opens as missing or incorrect information may cause delays in the approval of your registration.

Terminal 1: Choose/confirm your qualification

- The first step in registration is confirming or choosing your qualification. In the choose & apply level you would have chosen a qualification, and checked that you met all minimum and qualification-specific admission requirements.

Terminal 2: Choose your modules

- Each qualification is structured over a defined period, usually between two and four academic years.
- To achieve your qualification, you will be expected to pass a defined total number of modules. These module choices are accessible online by following this link: <http://www.abc70edu.com/>, under “programs” click “Our Programs.”
- **Note:** When you choose your modules, please remember that you will need between 3 and 4 study hours per day for each module undertaken.

Terminal 3: Calculate your fees

- It is important to assess the full cost of your studies before confirming your modules for registration.
- When registering, you will have to pay a prescribed minimum fee before your registration will be confirmed. This payment must be received by ABC before the closing date for registration. The remainder of the fees must be paid as prescribed by the finance office – please make sure that you meet the payment due dates otherwise you will not be allowed to write exams.

- Prescribed Student Fees (PSF) are valid for one academic year only. That means fees are subject to change depending on books' cost, and world inflation. PSF include registration, examinations, Textbooks, Study Guides, and Service fee.
- The minimum amount payable on registration
 - A minimum amount is payable on registration in respect of each module or course for which you register.
 - The minimum amount payable on registration is dependent on the number of individual study units for which you register.
 - A minimum initial amount is payable with each registration.
 - The minimum amount payable on registration will be forfeited should the relevant study unit be canceled.
 - After payment of the initial amount on registration, the outstanding balance must be paid before the relevant dates.

Terminal 4: Confirm your modules

- Use the following checklist to confirm your modules for registration:
 - My modules do not exceed 80 credits per semester and 160 credits per year.
 - I am sure that I have enough time per week to study for each of my modules (3-4 hours per day for each module undertaken).
 - I have checked the pre-requisites and comply.
 - I have checked the co-requisites and comply.

- I have checked the provisional examination timetable.
- I have calculated the study fees and I can afford to pay for my studies.
- I have checked the payment dates and I can meet the payments for my chosen modules.
- I have contacted ABC for a list of prescribed books and have received a quotation from the booksellers.
- I can afford to pay for these books.
- You are now ready to complete and submit your registration form.

Terminal 5: Complete and submit your registration form

- ABC has three channels that you can use to register:
 - In person at ABC's offices
 - Via the post: Registrar' Desk @ ABC, P O Box 311, Gaborone, Botswana, Sefoke Ward, Tlokweng, Plot #12141
 - Online

Terminal 6: Payment Methods

- The college will not accept cash or cheques at any of its offices. Payments should be made into the college's bank account.
 - Assembly Bible College ● Barclays Bank ● Mall Branch ● Ac. # 2714874 ● Gaborone ● Botswana ● swift code: BARCBWGX)

- After any payment made, it is the responsibility of the students to submit or fax (+267 392 8305) the deposit slip to ABC offices. Should you fail to do that, ABC will not attend to your registration process.

Terminal 7: Registration approval

- You must receive confirmation from ABC that your registration has been approved. This will only happen if the college received your required registration payment, and the student number (your student number should be your national ID) is being allocated to you.

Frequently asked questions

- **What must I do if I do not receive a registration confirmation from ABC even though I have paid my fees and submitted my registration form?**
 - Follow this link <http://www.abc70edu.com/contact-us/>, and Send a message indicating that you have not received confirmation of your registration.
 - You may even phone admissions or Registrar's office on +267 392 8439, Ext 4.
- **My registration has been approved – what now?**
 - If you submitted your registration form and minimum registration fee before the closing date for registrations, and you have your student number, ABC will

process your registration and send you a study pack by courier or post, depending on the choice you indicated on your registration card.

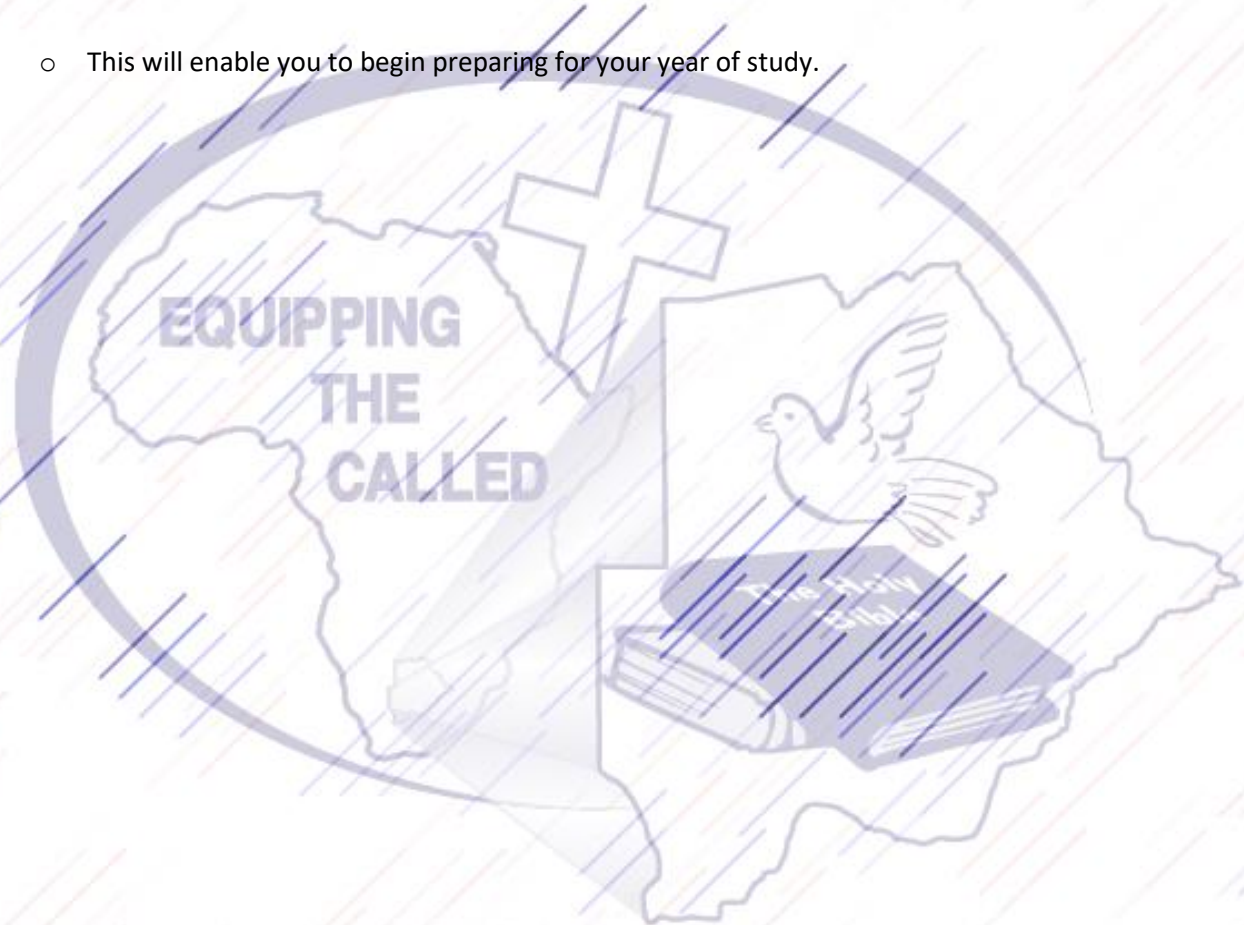
- The study pack will include the Study Guides, Student Packet for each Study Guide, and a Tutorial Letter. These will help you with important orientation and study information and will help you to plan your studies.

Terminal 8: Prepare for your studies

- Now that you have submitted your registration form to ABC, you will need to wait for ABC to confirm your registration. Use this time to start preparing for your studies at ABC.
- **Prepare your study area** – locate a space in your home that is ideal for studying (quiet, enough natural light and well-lit at night).
- **Allocate study time in a year planner.** Mark down all the family events you will be expected to attend, school functions for your children and time for relaxation. Include the time that you will be studying as well as additional time that you may need to make up to accommodate events that you will be expected to attend. This will help you identify weeks and months where study time may be compromised and where it needs to be worked in.
- **Find a mentor.** Finding a mentor can be exceptionally rewarding. Find someone who can provide advice on the life challenges you may be facing, act as a sounding board at

moments of uncertainty and provide an objective view on resolving the conflict that may arise with family or friends as a result of your studies. A mentor should be someone that you respect and admire, and who is able to understand your unique circumstances.

- This will enable you to begin preparing for your year of study.



HOW DO I APPLY TO STUDY THROUGH ABC?

I want to study at ABC. What must I do?

- You will have to check if ABC offers the program you wish to study and then apply to the college within the application period for admission to that program. All new students, that is, students who have not been registered with ABC for formal study, must apply to study through ABC.
- The application process is a pre-registration process. You will still have to go through the registration process at a later stage.

Why must I apply to study?

- The application process enables the college to evaluate whether or not you meet the requirements to be allowed to study at ABC. If you do not apply to study, this evaluation process cannot take place and you will not be able to register to study through ABC.
- The college also performs other administrative tasks related to your application which, should your application be successful, will enable you to register during the registration period.

Where do I apply?

- Apply directly @ ABC main campus.
- Get the application form, complete it then post it to the ODL @ ABC, P O Box 311, Gaborone, Botswana, Sefoke Ward, Tlokweng, Plot #976
- You may choose online application.

When must I apply?

- ABC open for enrolments for the next year from November through May.
- You may submit postal orders made out in favor of ABC to the value of P250 with your application.
- Refers to Terminal 6 in this book for the payment methods.
- International applicants may pay by means of Swift payment (Beneficiary: Assembly Bible College • Barclays Bank • Mall Branch • Ac. # 2714874 • Gaborone • Botswana • swift code: BARCBWGX)
- After wiring your payments, keep a copy of all the pay receipts then send them via post, scan, and email, or fax.

What will Happen After I Submit my Application?

- ABC will send you an acknowledgment message via email or SMS with your National Identity Number as your reference member.
- Please use this reference number when paying your application fee (if not paid initially) and when making any inquiries regarding your application.

Can I Cancel my Application Later on? How do I do that?

- You cannot cancel your application. However, if we do not receive the application fee and supporting documents, we will not be able to finalize your application. You will then have to reapply again if you wish to pursue studies at ABC in the future.

When is my Application Finalized?

- Your application will be finalized after you have submitted your application form, paid the application fee, submitted the appropriate documents and received a student number.