



*Full-Course Student*  
**Policy Manual**

2019



Dear AFCOE Africa Student:

You have enrolled in Christ's army of soul-winners, and are about to begin training for active combat with the enemy! Soul-winning is warfare. You will be invading enemy territory, and can expect opposition.

“Never is one received from the family of Satan into the family of God without exciting the determined resistance of the wicked one.” – *Testimonies*, Vol. 5, p. 470

An effective, victorious army is the result of training and discipline. To become a successful soul-winner, AFCOE Africa has established a set of policies that will help you become a successful soldier for Christ.

Kindly read through the following policies and then complete the “Student Commitment” form on the last page.

## *Student Standards of Conduct:*

### **Biblical Principles**

All students are expected to live in harmony with Biblical principles, and to adhere to the standards and practices of the Seventh-day Adventist Church.

### **Personal Devotion Time**

One of the keys to experiencing the full potential of the AFCOE Africa program is faithfulness in personal devotions. This personal time spent between the soul and God enables and empowers the student for dynamic Christianity and effective ministry. Far from being a

burdensome requirement, it is a blessed privilege!

### **Sabbath Observance**

The Sabbath hours, from sundown Friday to sundown Saturday, are sacred and joyous times for spiritual renewal, public worship, and Christian fellowship. Secular activities such as shopping, business, sports, and distracting amusements are to be avoided during this time.

### **Relationships**

A friendly and professional association is expected between attendees. Because of the intensity of the program, dating and courting are strictly prohibited among the participants while taking the AFCOE training. All are required to maintain a high standard of moral purity, avoiding the appearance of inappropriate attentions to the opposite sex. Secret relationships/friendships carried on with students of the opposite gender, are strictly prohibited, and may lead to dismissal from the training. This includes private meetings, texting, phone calls, etc. AFCOE Africa is considered a “safe zone” for either gender, and “hunters” will not be tolerated.

### **Children**

Applicants who have infants or children should plan to provide for their care with relatives or family friends at their home. AFCOE Africa students may not bring their infants or children to the AFCOE program. Nursing mothers are not permitted to take the Full-course training.

### **Medical**

AFCOE Africa is not responsible for any medical conditions, either pre-existing or that develop at any point during the training including the OJT. Students are responsible for all their own medical expenses including emergency situations. AFCOE Africa does not provide medical insurance or assistance to those taking its trainings.

## **Dress and Physical Appearance**

At AFCOE, we strive to be the best in all aspects of our witness.

Christian witness includes our appearance to the on-looking church and community, since “man looketh on the outward appearance” (1 Samuel 16:7). Therefore, our appearance should reflect the character of God’s work on earth. As part of that calling, we believe that dress and grooming should be modest, neat, and clean. Recognizing that our program demands a high standard of professionalism and excellence, the following dress policies are in effect for all students:

- A. Please be advised that torn jeans, sleeveless or stomach revealing tops, shorts, skin-tight apparel, low-cut or unbuttoned shirts are not allowed at any time on campus or for off-campus activities. Any jewelry, including wedding bands/rings, may not be worn. Tattoos should be covered and not visible if possible.
- B. For class and church functions, a professional or professional-casual look is expected. Dress or formal slacks with collared or button-up shirt are required for men. For women, skirts or dresses are expected during class, outreach, and the evangelistic meetings (including OJT). Skirts or dresses must be long enough to completely cover the knees when a lady is seated. No jeans, pants, shorts, T-shirts, or mini-skirts are allowed at any time during class, outreach, church, or the evangelistic meetings. Tops should not be overly tight or show cleavage.
- C. For church, a professional look is expected. Suit or shirt and tie is suitable for men. Modest dresses or skirt and blouse for women is required. For Friday evening vespers as the Sabbath hours begin, church attire is appropriate as we worship together.

In addition to AFCOE’s principles of modesty in dress, the following requirements for a student’s personal appearance are included:

- A. Avoid the use of make-up (both men and women). This would include painted lips, painted nails, and any other paintings on the person.
  
- B. Hair should be neat and combed. Spiked hair and Mohawks are unacceptable for either sex, and long hair for men is not allowed. Men are expected to get haircuts as needed during the AFCOE training in order to continue looking professional. Hair colors must be natural (black or brown). Beards are not recommended for men; but, if worn, must be kept neat and trim. For women, hairstyles should be simple and natural.

### **Homosexuality / Lesbianism**

While AFCOE seeks to reach all classes of people regardless of their lifestyle or bad habits, homosexual/lesbian practices or mannerisms are not tolerated at any time during the training. Wearing clothing that is associated with a homosexual lifestyle is discouraged.

### **Literature Distribution**

Distribution of all books, literature, or media such as CDs, videos, etc., must first be approved by the AFCOE staff before distributing to other students or to the public.

### **Meal-time**

Please be considerate of others at meals, and take only your share. Students are asked to provide their own dishes to reduce the risk of spreading germs. Students will also be assigned to help with clean-up in the kitchen and classroom, and their work ethic will be evaluated.

Students are requested to eat their food in the cafeteria area. Food taken to the classroom or other parts of the church compound attracts ants, cockroaches, mice, and rats. Food items, including snacks, juice,

etc., are prohibited in the classroom, the AFCOE office, and the church sanctuary.

### **AFCOE Apartments and/or Rooms at Surrounding Churches**

Students that are staying in the AFCOE Africa apartments and/or rooms in the area churches, are kindly requested to keep their areas clean and to be considerate and respectful of other students' privacy. Kindly respect the study time of your fellow roommates, and avoid loud talking or laughing in the room when others are present. Strive to make your student rooms the quietest, and most peaceful place in the compound.

Ladies' rooms are "off-limits" to gentlemen and vice versa, at all churches, apartments, and all other student residences.

**STUDENTS, WHO ENTER THE ROOM OF SOMEONE OF THE OPPOSITE SEX, EITHER ON THE CHURCH COMPOUNDS, AFCOE APARTMENTS OR OTHER HOUSING, ARE SUBJECT TO IMMEDIATE DISMAL.**

### **Bed-time / Lights Out (Student Housing)**

Since inspiration states that "by studying after nine o'clock, there is nothing gained but much lost" (*Manuscript Releases*, Vol. 8, p. 330, 331), lights are to be turned off at nine-o'clock. Students who wish to stay up longer must do so in an area outside the sleeping quarters, and must be quiet when coming to bed later. All students are expected to be in in bed by 10:00 p.m. at the latest, except for emergencies.

All students are expected to be in their lodging quarters by 9:00 p.m. (exception – when returning late from the evangelistic meetings). Students who are out after 9:00 for socializing, internet, gaming, or movies are subject to dismissal from AFCOE. Cellphone and media devices may not be used after 10:00 p.m.

Students are expected to cooperate with their housing supervisor in keeping their sleeping quarters clean and neat.

### **Economize**

Please assist the AFCOE staff in conserving energy by turning off lights, etc., when not in use, and being economical with the use of water.

### **Jokes and Pranks**

Since AFCOE is a Christian training for future missionaries in service, jokes or pranks played on fellow classmates or dorm-mates is not allowed and may lead to the one performing or initiating the joke or prank being disallowed from going out on OJT, or subject to other discipline. Students are encouraged to “do unto others what they would wish done to them.” Rather than jokes and pranks, students are encouraged to perform deeds of kindness to one another.

### **Music**

In respect to privacy, peace, and the many views and tastes of music today, all music in the student rooms both at AFCOE apartments, Church compound, and the other student residences, must be played strictly on your ear-buds or earphones. This also includes the classroom during breaks and after classes, at meal times in the cafeteria, and during craft-project afternoons. Kindly enjoy your music without others hearing it.

### **Media Games and Movies**

Media games (video or computer games played on any media device) have been shown to be not only addictive, but damaging to the developing frontal lobe of the brain, which is not fully developed until around the age of thirty. Since this is an addiction and unhealthy for the brain, playing video or computer games on any media device is incompatible with the lofty goals of soul-winning espoused by the AFCOE program.



Current research has also shown that movies, cartoons, and other Hollywood productions are unhealthy for both mind and body and should be avoided. Students found engaged in computer/video games and/or watching movies are subject to discipline, and may not be permitted to go out for OJT, thus disqualifying themselves from completing the AFCOE training.

### **Prohibited items**

Under no circumstances may any illicit drugs, tobacco, alcoholic beverages, caffeine, pornography, occult items, gang symbols, guns and other weapons, or any other ungodly items be tolerated on the AFCOE campus, in the AFCOE housing, or on the person of AFCOE students. Discovery of any of these items may lead to immediate dismissal from the program without a refund.

### **Dismissal**

Participants are asked to assist the staff and other attendees by manifesting a cooperative, harmonious attitude. All must complete assignments by the date requested, meet community outreach goals, and abide by written rules as outlined in this policy manual. If you have concerns, questions, or special circumstances, please discuss them with our administration. Every effort is made to carefully resolve such issues. AFCOE reserves the right to dismiss a participant who fails to abide by the policies and guidelines in this manual. No refund will be given.

## *Scholastic Policies:*

### **Attendance**

Students are required to attend all scheduled classes and outreach projects unless other arrangements have been made and approved by

the administrator. Tardiness will reflect on your performance scores, and habitual tardiness can lead to dismissal. Being late to class means additional homework assignments, to encourage punctuality. Only two unexcused absences are allowed before participants will be dismissed from the training. Kindly remember that one full day of being absent from classes equals two absences. Sickness must be verified by a doctor or nurse to be counted as “excused.”

### **Classroom Participation and Attention**

During class-time, kindly give your undivided attention to the lecture or class discussion. Sleeping in class is against policy and will reflect on your AFCE Performance grade. If necessary, students are encouraged to stand in the back or sides of the classroom, in order to “revive” themselves if feeling sleepy.

Please reserve your toilet excursions for class break times.

### **Electronics in Class**

Mobile phones, computers, and tablets may not be used in class at any time. Bring a notebook and two good pens for taking notes. The hand-movements involved in note-taking have been shown by research to increase circulation in the frontal lobe of the brain.

### **English Speaking**

All AFCE Africa classes, assignments, exams, and preaching practices, are conducted in the English language. You must have a competent understanding of English in order to benefit from the training offered.

To assist participants in improving their English vocabulary, all conversation while attending AFCE Africa is to be done in English. This includes conversation outside of class during meal-time, break-time, craft-time, and in the dormitory rooms.

AFCOE Africa is an international school of evangelism and often has students from other countries. Speaking English will foster the spirit of unity among participants.

Students heard speaking anything other than the English language, will receive demerits which will affect their overall scores.

### **Grades**

Kindly complete all homework on time to ensure a passing grade. The AFCOE Africa policy for late homework is as follows:

- 1 day late - minus 10%
- 2 days late - minus 20%
- 3 days late - minus 30%
- 4 days late - minus 40%
- 5 days or more late - minus 50%

Students are requested to use good penmanship. Homework that is sloppy and difficult to read may receive a poor grade or no grade at all.

**PLEASE BE ADVISED THAT AFCOE AFRICA DOES NOT TOLERATE CHEATING AND/OR DISHONESTY IN CLASSWORK. CHEATING ON HOMEWORK OR EXAMS WILL DISQUALIFY A PARTICIPANT FROM CONDUCTING AN OJT CRUSADE, AND MAY LEAD TO BEING EXPELLED FROM THE AFCOE AFRICA TRAINING PROGRAM.**

Cheating includes, but is not limited to, the following:

- Having someone else do your homework assignments
- Copying from someone else's work or anywhere else where the answers are already provided

- Writing notes or other aids on your hand, notepaper, or anywhere else, to use during tests, quizzes, or memory exams
- Using a mobile phone or other media device to assist you during a test or exam
- Looking over at your seat-mate's work for ideas during a test or exam
- Copying documents from the internet for essay papers

### **OJT (On-the-Job Training) Crusade**

In order to graduate, AFCE Africa students are required to complete a four-week (29 topics) evangelistic series, either for adults or for children.

Students are permitted to team-up with one of the same gender if they so choose, provided the arrangement is approved by the AFCE staff. Under this arrangement, each student would present fourteen or fifteen topics. The following requirements are necessary in order for a student to qualify to be sent out for an OJT meeting:

- 1) The student must be in harmony with all fundamental Adventist doctrines.
- 2) The student must be able to master and present well in class, the first evangelistic presentation (script is provided). Preaching practice sessions will be used to evaluate the student's commitment to learn the material that is to be presented. Students with low preaching practice evaluations may not be sent out for an OJT meeting.
- 3) Students must have a positive attitude toward the Adventist church as well as toward AFCE Africa.
- 4) All bills must be paid by the end of the 10<sup>th</sup> week of classes.
- 5) All homework including tardy assignments must be complete.
- 6) The student must be approved by AFCE staff. Students with poor grades or students who have been uncooperative with the

AFCOE policies and principles, may not be sent for an OJT meeting.

### **Graduation**

All AFCOE Africa students who attend classes and complete an OJT will be allowed to participate in graduation exercises. However, in order to receive the **AFCOE diploma**, participants must receive a passing grade (at least 70%) in **ALL CLASSES**, have successfully completed their OJT, and have tuition and all AFCOE expenses paid. Students who fail to get a passing grade in ALL CLASSES will be entitled to a “**certificate of participation**” provided their tuition and all other AFCOE expenses are paid, and they have successfully completed their OJT assignment.

### **From the Staff**

We are here to help you succeed in becoming an effective soldier for Christ, and a successful soul-winner. If you have questions or concerns at any time, please share them with an AFCOE Africa staff-member. It is our goal to resolve whatever issues that may arise during your training, and to answer your questions. By God’s grace, you can leave AFCOE prepared to “go” wherever God sends you!

It is our sincere prayer that God may richly bless your time at AFCOE Africa, as you learn to be an effective soul-winner.

Sincerely,

*The AFCOE Africa Staff*





# Student Commitment Form

*(Kindly fill out and sign this page, and tear off or cut along the line at the left. Please return this page to the AFCOE Africa Registrar before starting classes on Sunday.)*

- I have read through the AFCOE Africa Policies, and agree to abide by all of these during my training at AFCOE.
  
- I have also read the house rules and requirements for my respective housing quarters, and agree to abide by these rules as well. (If you have rented your own room(s) from a public rental, or have your own accommodations here in Kampala, mark "NA" for this box).

Student Name (please print)

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Signature:

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Today's Date: \_\_\_\_\_

*(If you have questions or comments, please share them with us on the back of this form)*