



ORIENTATION

For communication, do you prefer Text or e-mail?

It is your responsibility as a student of GPS Seminary to complete this Orientation.

Your access to this area confirms receipt of all parts and requirements as a student. We ask you to attempt to control your eagerness to begin your program by rushing through this Orientation. There is very important information found on this Orientation that will guide you in getting started with your program in the correct way and avoid unnecessary delays.

The GPS Student Orientation is composed of three parts.

INTRODUCTION

This section deals with policies and procedures and administration

Welcome to GPS Seminary! You are now a student. Your choice to grow in knowledge is one to be commended and recognized. Your chosen degree program will require the completion of certain courses in order to meet the minimum course credit requirements for the award of your sought-after degree.

This is where the GPS Moodle Course Management System is important GPS has established a system for your courses that will allow you to move through your program in a 100% online environment.

Within the GPS Moodle you will find everything that you will need to complete your program.

Louis Green

HOW TO USE THE GPS MOODLE SYSTEM

Student Downloads (if needed) You must have Adobe Reader in order to open and view PDF files.

Textbooks on your courses are in PDF format. It's a free download online.

First click on the course name. This will take you to the main page where you will see a small Icon in the course block. That icon will take you to the textbook. You also will see a block designated description which will provide you with a brief synopsis of the course. Next you will see an icon designated as Assignment. It is most important because it is there that you will get your assignment, upload your test and receive your grade plus any comments by your instructor. Some of the blocks may vary from course to course. There are several other Moodle features that are self-explanatory. You Tube also has a video for most every function of Moodle and of course you can call or email the School administration for further assistance [School number 636-5771777](tel:636-5771777) or email greenpasturesgps@gmail.com

Each course stands on its own and requires an Administrator to Enroll you in the course.

Although the courses are self-paced, your activity is monitored. Within each course you will find access to the required online textbooks and assignment instructions.

Instructions on submitting your assignments are available on the main page of Course. In addition, once your assignment is graded you will have access to your grades in the assignment section.

If you have any issues with the use of this system, please contact the Administration

Office at: greenpasturesgps@gmail.com

BEHAVIOR

GPS expects that will you maintain a Christ-like attitude in your treatment of other students and staff.

Your actions and behavior in the use of the GPS Moodle Course

Management System is constantly monitored, and no form of abuse will be tolerated.

IMPORTANT - Academic Note: It is important that you provide the school with a copy of your last completed academic level. Do not procrastinate on this issue. A student might go

on to complete their programs only to be delayed on receiving their degrees due to a hold on their awards because of this step. You must have a copy of your diplomas, degrees, or transcripts indicating completion of the last level of your education in order to receive your degree award from GPS. This is a law and ethical requirement.

Email/Messaging - Policy Overview

Users of GPS's email and messaging services are expected to act in accordance with the GPS Student Policy and with professional and personal courtesy and conduct. Email and Messaging services may not be used for unlawful activities. This policy and related policies provide the framework in which all email and messaging services are provided and used at GPS.

A Note concerning Communications with The School:

There are times when communications between the student and the school may be delayed and may even require follow-ups by both the school and the students. Email communications transmit from one server to another. There are times when the servers may be down, or the communication received may be labeled erroneously by the server as SPAM/Junk email. There are no 100% guarantees that a communication will reach its intended recipient once it has been sent, other than confirmation or follow-up. This is specifically, the case when the school or the student is waiting on a response. Continued follow-up is crucial in this matter. You should follow-up on any communication for which you are awaiting a response within 72 hours of your sent email.

IMPORANT

DO NOT send any email to the school without a Subject line.

IT WILL NOT BE OPENED AND IT WILL BE DELETED. ALL email communication MUST have a SUBJECT line filled out in the EMAIL.

Only use the email address provided in your application will be accepted for communication. Your email address has been used to setup your GPS account as well as your school records account. An unrecognized email addresses may run the risk of not being processed by our systems, and not reaching the intended department or person. If you wish to change your email address,

please notify us so that we can update our systems with the new address, prior to using the new address for communications.

Getting Started

In order to begin a course program, you must first view your 'Degree Program' curriculum found in your Personal Learning Plan (PLP). Your 'Degree Program' will list the required courses for your program. You will only be allowed to access those courses that are listed in your program. You will be allowed to access up to three (3) courses at a time. You then must complete all the courses that you are enrolled in -before being allowed to enroll in new courses.

Your 'Degree Program' becomes available in your Personal Learning Plan, once you have notified the Administration of the completion of your Orientation and the steps required to activate your Personal Learning Plan at the end of this Orientation. Once notified, the Administration will contact your Advisor who will contact you once the Degree Program has been placed in your Personal Learning Plan.

You are required to take the Initial Evaluation Quiz. This is just for evaluation purposes only and the grade received does not count towards your ending degree program grade average.

Initial Evaluation Quiz

This is generally necessary for Enrollment at GPS. Some exemptions are permitted after interview.

Student – Go to <https://www.abhe-exams.com/pages/NAV-BibleExams.html>

There you will be required to create a log-in

GPS will have provided you with an “Exam Key.”

You will select “New Exam.”

This form may be printed, completed and emailed back to greenpasturesgps@gmail.com

How to navigate and work in Moodle

These are links that will instruct you on how to use Moodle

https://docs.moodle.org/en/User_quick_guide

https://docs.moodle.org/en/Assignment_quick_guide

<https://www.youtube.com/watch?v=DsQNAprWBfg>

Courses

New courses are being added every semester

CURRENTLY AVAILABLE

BibleInterpretation-CKeener.pdf

chadwick_way_to_pentecost.pdf

Chronological Study of Jesus.pdf

Commentary on the Epistles to the Seven Churches in Asia - Trench.pdf

First Peter Translated.pdf

GreekGrammar-Machen.pdf

Introduction to Biblical Counseling.pdf

Introduction to the New Testament.pdf

James translated.pdf

Jude Translated.pdf

Messiah in Moses and the Prophets.pdf

Minor Prophets.pdf

New Testament Survey.pdf

OT Survey 1.pdf

OT Survey 2.pdf

OT Survey 3.pdf

Romans Interpreted.pdf

Sacred Hermeneutics.pdf

The Early Christians.pdf

The Life and Times of Jesus the Messiah.pdf

The Life of Flavius Josephus.pdf

Tozer_Pursuit_of_God.pdf

WM Ramsay Paul the Traveler Roman Citizen.pdf

Cost for Tuition

Four-year Bachelor's degree – 120 Credits

\$6,900.00

Two-year Associate Degree – 60 Credits

\$3450.00

Enrolment Test Fee

\$10

All Financial Information – See Pages 14-15, Sections 4.1a – 1.1c4

Courses being considered for future study

Apologetics I

Apologetics II

Biblical Archeology

Biblical Leadership

Bibliology 101

Christian Administration I

Christian Ethics I

Christian History I

Christology

Church History 101

Church Planting

Ecclesiology 101

Evangelism I

Evangelism II

Hermeneutics II

History of Christian Doctrine I

History of Christian Doctrine II

History of Christian Doctrine III

Homiletics I

Interdisciplinary Theology Method

Intro to Bible Study Methods

Introduction to Apologetics

Introduction to Evangelism

Introduction to Missions

Introduction to the Bible I

Life of Christ I

Life of Christ II

Life of Paul I

Life of Paul II

Ministry 101

Pneumatology 101

Sacred Art 101

Soteriology 101

Major Courses

Christian Social Work I

Christian Counseling, I

Christian Counseling II

Systematic Theology I

Systematic Theology II

Exegetical Courses

Exegesis - Book of Hebrews

Exegesis - Book of Philippians

Exegesis - Book of Ephesians

Exegesis - Book of Romans

Exegesis - Book of Matthew

Exegesis - Book of John

Exegesis - Book of Acts I

Exegesis - Book of Acts II

Student Handbook

Privacy Policy

Online Security Policy

GPS Seminary Privacy Policy

GPS Seminary is committed to keeping nonpublic information about our staff, applicants, and students secure and confidential.

From time to time, we may collect a variety of nonpublic information about you, including:

- Information we receive from you on applications and forms through our website
- Information about your student account with us
- Information we receive from other reporting agencies or schools
- Technical and navigational information, such as computer browser type, Internet Protocol address, pages visited, and time spent on the website.

GPS Seminary will not sell your nonpublic information to anyone. Further, we do not disclose your nonpublic information, except as required or permitted by law. For example, we may provide this information to companies that perform administrative services on our behalf, to securities industry regulators, or in response to a subpoena. We will require companies that we hire to protect the confidentiality of this information and to use it only to perform the services for which we hired them.

We collect technical information to keep you informed about software compatibility issues and possible

upgrades, and to educate our web design team to improve your web experience.

With respect to our internal security procedures, we maintain physical, electronic, and procedural safeguards to protect your nonpublic information, and we restrict access to this information. For more details, please view our Online Security: Policy.

Should you decide not to complete your enrollment process to be a student of GPS, decide at some point to become an inactive student or discontinue attending GPS, or should your position as a staff member of the Seminary come to an end, we will continue to adhere to these privacy policies and practices with respect to your nonpublic information.

Student Policy

GPS - Student Policy Book

The Student Policy Book represents a general guide to the policies, procedures and rules of GPS Seminary. All students should read the Policy Book carefully and are responsible for its contents. This Student Policy Book is normally revised annually; however, changes in policies and procedures are effective at the School's discretion and may be implemented prior to publication in this book.

POLICY INDEX

Policy

1.1 - Academic Honesty

1.2 - Code of Conduct

1.3 - Sanctions Page

GPS Policy 2.1 - Climate of Responsibility

2.1.1. Seeks to be co-operative rather than competitive

2.1.2. Seeks to foster a spirit of freedom rather than fear

2.1.3. Seeks to promote a spirit of excellence and inquiry

GPS Policy 3.1 - Policy against Sexual Harassment

3.1 a. Sexual Harassment is prohibited

3.1 b. Definition of Sexual Harassment

GPS Policy 4.1 - Financial Policies

- 4.1 a Option-A Student
- 4.1 b Options-B and C Student
- 4.1 c Refund / Withdrawal Policy
 - 4.1 c.1 Percentage Table and Time Frames
 - 4.1 c.2 Withdrawal/Refund Procedures
 - 4.1 c.3 Re-Enrollments after Withdrawal
 - 4.1 c.4 Special Circumstances

GPS Policy 5.0 - Dismissal Policies and Procedures

- 5.1 Related to Conduct
 - 5.2 Related to Academics
 - 5.3 Related to Financials
- GPS Student Rights
- GPS Student Responsibilities
- Frequently Asked Questions

GPS Policy

1.1 - Academic Honesty

I. Members of the Northwestern community are expected to conduct themselves responsibly and honestly in academic matters. Cheating and plagiarism are serious offenses against this expectation and are subject to disciplinary action.

We define plagiarism as follows:

"Plagiarism is the dishonest act of presenting the words or thoughts of another writer as if they were your own If you quote from anything at all...you must put quotation marks around it or set it off from your text. If you summarize or paraphrase an author's words, you must clearly indicate where the summary or paraphrase begins and ends. In every instance you must formally acknowledge the written source from which you took the material." [Quoted from James A. W Heffernan and John E. Lincoln, *Writing: A College Handbook* (New York: W Norton, 1982)

If instances of cheating or plagiarism are detected, one of these disciplinary actions shall follow:

(1) The advisor records a failure for the assignment

(2) The advisor records a failure for the course

In either case, the advisor shall bring the matter to the president and/or Board, and the question whether further disciplinary action should be considered will be determined in consultation with the advisor, and the Chancellor and/or the board.

Policy 1.2 - Code of Conduct

1.2a Actions which violate the human rights of any student or member of the GPS school members; or behavior or language disrespectful of School staff or students.

1.2b Conduct that is detrimental to the good of the School or which discredits the School. Conduct detrimental to the Seminary includes knowingly assenting to or condoning violation of Seminary policies or state, federal or local laws by others.

1.2c Misrepresentation and/or academic dishonesty such as: cheating and plagiarism; knowingly furnishing false information.

1.2d Failure to comply with the directives of School officials and their authorized agents acting in performance of their duties. -

Policy 1.3 – Sanctions

1.3a Expulsion: This action is the permanent removal of a student from GPS.

1.3b Suspension: Temporary removal of a student from the school.

1.3c Conduct Probation: This action constitutes a specified time period during which a student must conduct him or herself in an exemplary manner. Any student found responsible for any other violation of School Policy while on conduct probation will normally be suspended or expelled.

1.3d Formal Reprimand: This action constitutes an official written reprimand concerning violation of School policy. Further violations will result in a minimum sanction of conduct probation.

Policy 2.1 - Climate of Responsibility

GPS is committed and dedicated to providing an environment that is conducive for learning. The School seeks to establish a healthy climate for the development of relationships among its students, staff, and faculty and is dedicated to the pursuit of truth in its academic life in a manner that exemplifies respect, integrity and a valuing of each person in the School. The climate, which is desirable and maximal for learning, is one that is reflective of the following governing values:

2.1.1. Seeks to be collegial rather than competitive. A basic understanding of the nature of a Christian community is that it recognizes the value and worth of all persons and their contributions to the enterprise of theological education. Modeling a spirit of collegiality rather than competition is imperative in educating people to become leaders of communities. This climate creates an atmosphere of openness to all people. When, for example, differences in theological positions, denominational affiliations, or understandings of ministry occur, those differences should be expressed and addressed in a manner that respects each person's integrity and value in the eyes of God.

2.1.2. Seeks to foster a spirit of freedom rather than fear "For freedom Christ has set us free" so that all members of the body of Christ may live out their lives with freedom for creative expression in the spirit of freedom from sin, death, and the law. The Seminary seeks to be free from intimidation, threat, coercion, or the abusive use of power in carrying on its discourse in the learning environment. Freedom of expression in spoken and written word is not only a constitutional right but the expected courtesy accorded to every member of the Seminary. To the extent that the Seminary is reflective of this freedom of expression without recrimination, so it will exhibit an atmosphere of trust and safety rather than fear.

2.1.3. Seeks to promote a spirit of excellence and inquiry. Excellence and inquiry are essential to the work of the Seminary and to the practice of ministry. Excellence involves the necessity of asking the difficult questions, wrestling with controversial issues and dedicating oneself to the disciplines of prayer, study, research, dialogue and continuing growth.

GPS Policy 3.1 - Policy against Sexual Harassment

Although GPS is an online distance learning institution, the fact that it maintains contact with others through electronic means to include telephone and emails, as well as in some cases special physical gatherings at various meetings, the School has established a policy against sexual harassment. GPS educates leaders for communities called to make disciples of all nations. The School is a teaching and learning environment in every aspect its life, including the way people conduct themselves with one another and deal with disagreements, grievances, and appeals in accord with the methods of Matthew 18: 15-20.

GPS has a responsibility to protect the students, faculty, and staff from sexual harassment. In order to protect all members of the community from sexual harassment, we adopt the following policy:

3.1 a. Sexual Harassment is prohibited

All students, faculty members and staff members of GPS ("the School"), have the right to be free of any form of sexual harassment. No person shall sexually harass any student, faculty member, or staff member of the School. No person shall base any personnel, professional, or academic decision on any person's acceptance or rejection of sexual advances. Any form of sexual harassment is unacceptable behavior at the school or online and is subject to appropriate disciplinary action, up to and including immediate dismissal from the School.

3.1 b. Definition of Sexual Harassment

1. Sexual harassment includes, but is not necessarily limited to, unwelcome conduct or statements that involve sexual advances, requests for sexual favors, or joking based on sex.
2. Sexually harassing conduct may include, among other things, use of suggestive sexual comments or jokes; sexual remarks about a person's body, clothing, or sexual activities; or displays of sexually suggestive pictures or objects.
3. Sexual harassment also includes any other unwelcome verbal or visual conduct of a sexual nature, particularly if: submission to such conduct is an explicit or implicit term or condition of employment, professional evaluation, or academic evaluation; or submission to or rejection of such conduct is used as

the basis for making employment, professional, or academic decisions; or such conduct has the purpose or the effect of unreasonably interfering with the person's work or academic performance; or such conduct has the purpose or the effect of creating an intimidating, hostile, or offensive working, professional, or academic environment.

GPS Policy 4.1 - Financial Policies.

1. Students of GPS are expected to abide with their financial agreements in their degree program. Students are expected to submit their payments in a timely manner.

I. 4.1a Option-A Student:

Payment in full of your program will be required prior to award of degree.

Under Option A, the student is free to make payments at any intervals after the initial 50% payment is made, without any further monthly obligations except for payment in full for award of degree.

Students who completed their initial payments 8 days after notification of acceptance will be assessed a \$150.00 Student Application & Enrollment Processing Fee. If the initial payment was made prior to 8 days, the \$150.00 will be waived except for program withdrawals.

4.1 b Options-B and C Student: These students have elected to pay the initial tuition payment with the understanding that they will be required to make monthly payments throughout their program, including full payment of program prior to award of degree.

Under Option Band C, the student has elected to make a smaller initial payment to complete their enrollments with the understanding that they are entering into a monthly arrangement. Students that have missed more than 2 consecutive monthly payments can be subjected to suspension or dismissal of their program without any form of refund. If the student is dismissed from the program, they will be placed in default status, and may only be re-activated, at the discretion of the Seminary, once all remaining balances have been paid. Students who completed their initial payments 8 days after notification of acceptance will be assessed a \$150.00 Student Application & Enrollment Processing. If the initial payment was made prior to 8 days, the \$150.00 will be waived except for program withdrawals.

4.1 c Refund | Withdrawal Policy:

Refunds may be given, for a valid reason, at our discretion, if the student withdraws within fourteen days of enrollment. The amount of the refunds will be based on the percentage table and timeframes below. An assessment of a

\$150.00 Student Application & Enrollment Processing Fee will be charged on all withdrawals and refunds.

4.1 c.1 Percentage Table and Time Frames

- Withdrawals within the first 7 days of enrollment = 100% minus the \$150.00 Student Application & Enrollment Processing Fee.

- Withdrawals within the 8th to 14th day of enrollment = 50% minus the \$150.00 Student Application & Enrollment Processing Fee.

Withdrawals after 14th day of enrollment = 0% (No refunds after this period. No exceptions, other than for Special Circumstances as listed in this policy.

- Dismissals from the Seminary for violations of policies at any time = 0% (No refunds will be given if the student is dismissed from the seminary due to a violation of any of the NTS Policies as provided, regardless of time frame at the time of the violation.

4.1 c.2 Withdrawal/Refund Procedures

Withdrawal and request for refund must be in writing, submitted by certified postal mail, and are credited based on the post marked date on the envelope. The request for withdrawal should include the reason for the withdrawal if you should reconsider re-enrollment later the request should be certified mailed to:

Administration Office

18514 Nelson Road

Covington< Louisiana 70435

4.1 c.3 Re-Enrollments after Withdrawal

In cases where the withdrawal of the student is considered to be for acceptable reasons, (this solely at the discretion and approval of the seminary), students may reregister and begin where they left off with their studies, with prior or amended payment arrangements, and a \$150.00 re-enrollment registration fee. Any funds paid by a student, that has been approved re-enrollment that were not refunded because the initial withdrawal was not accomplished within the established time frame will be credited to the student's degree program(s) account.

4.1 c.4 Special Circumstances

In case of death or involuntary call to military duty, GPS will return 100% of the amounts received, if such event takes place within 90 days of enrollment.

Policy 5.0 - Dismissal Policies and Procedures

5.1 Related to Conduct

5.1 a If a student is behaving inappropriately, he or she will be given ONE warning that his or her behavior must be corrected. If after such warning the student misbehaves again, the student may be suspended or expelled on grounds of misconduct.

5.1 b Inappropriate behavior is defined as follows:

- Abusive, condescending or mean-spirited communication directed towards any ministry leader, instructor, staff member or fellow student.

Threats of any kind towards ministry leadership, instructors, staff or other fellow students.

5.1 c Threats against the Administrator or staff or behavior deemed to be excessively inappropriate may cause the Board to enact an immediate expulsion of the offender.

5.1 d If a student is found to be guilty of cheating on examinations or class work, he or she may be expelled immediately.

5.2 Related to Academics

5.2a Each student must maintain a passing cumulative grade in every program he or she attends, or he or she may be excused from continuing in his or her program of study.

5.3 Related to Financials

5.3a If a student is enrolled in a degree program based on Option B of the payment plan for the tuition and has missed two consecutive payments; he or she may be placed on suspension or be expelled from the School for failure to fulfill their financial commitment in lieu of tuition agreement. Reinstatement will require payment of remaining balance in full. All prior payments are forfeited if no reinstatement is accomplished.

GPS Student Rights

1 Students have the right to receive regular and organized instruction and guidance consistent with the aims of the course for which they have enrolled.

2 A student's grade in a course would be determined only by academic achievement consistent with the aims and content of that course.

3 All students have the right to use the educational resources of the School in accordance with the rules concerning their use.

4 GPS recognizes that free inquiry and expression are indispensable elements for the achievement of the goals of an academic community. Students have the right to freedom of expression, including the right to dissent, protest and/or take reasoned exception to the information and views offered in any course.

5 Each student has the right to fair and reasonable treatment by other members of the School Staff.

6 GPS always maintains a copy of this Policy Book on the Administration page of the Online Campus.

GPS Student Responsibilities

1 Each student is responsible for learning the content and the skills required by his or her courses.

2 Each student is responsible for being honest in each of his or her classes.

3 The student is responsible for arranging with their advisor any modifications of class requirements necessitated by special needs, such as medical conditions, physical disabilities, or learning disabilities. Students with physical or learning disabilities who desire accommodations are required to provide documentation of their disability before accommodations are provided.

4 Each student has the responsibility to treat other members of the School fairly and respectfully.

5 Each student has the responsibility to know and abide by what is contained in the GPS Student Policy Book.

FREQUENTLY ASKED QUESTIONS

*I have completed my Orientation and PLP and have not heard from my advisor. What is the delay?

First, did you contact the Administration to notify them of having completed your Orientation and PLP? You will not hear from your instructor until you notify the Administration of the completion of these two items. If you've notified the Administration, be sure to follow-up with the Administration if you do not hear back from your instructor within 48 hours (this does not include weekends and holidays since the school is closed during this time.

You must send your notification to: greenpasturesgps@gmail.com

Be sure to include a SUBJECT line in each of your emails to the school. If you do not include a subject line in your email communication, it will be deleted without opening. Also, every written communication must include your Name and student number registered with the school!!!

*Where do I submit my transcripts, and will GPS accept credits earned at non-accredited schools or programs?

In most cases, once it is evaluated, we will allow for non-accredited course credits to be transferred if it is compatible to the course of study necessary for your degree program. We would encourage that you submit each of your transcripts for consideration by using any of the following methods:

Email: You can attach your transcripts to an email and send it to greenpasturesgps@gmail.com

Postal Mail: GPS Seminary

18514 Nelson Road

Covington, Louisiana 70435

How long do I have to complete each assignment in the courses?

The courses are designed to be completed in Semester segments of 17 -19 weeks. Your Instructor will attempt to keep the student on schedule by setting deadline for each assignment.

*Who do I contact with questions during my time with GPS?

Your instructor is there to answer any questions you may have with regards to your program and administrative issues. The instructor will lead you in staying within the course parameter. You should keep your instructor updated as to your current status. You can also contact the administration office if for any reason you are unable to contact your instructor.

***How do I submit completed course work and how long does it take to receive a grade?**

Course work that is completed is submitted using the current course submission procedure found in the Assignment block of the Course. When the advisor receives notification of your submission, he/she will begin reviewing your work for course grading. Grading can take some time, as it depends on the time of the month that the work is received. Once you submit your work, continue to the next assignment. Do not wait to hear from your Instructor with regards to your graded paper.

Think of it as end of semester grades. Grades are normally provided within 1 to 2 weeks. However, at certain times it may take longer if the systems are being updated and/or modified. If you need enrollment for your next courses, notify your instructor or send an email to administration at greenpasturesgps@gmail.com

***How is my thesis or dissertation graded (for Graduate Programs only)?**

Thesis and dissertations are to be sent to your instructor, after the thesis/dissertation proposal has been approved. Thesis and dissertations that are completed and receive a passing grade will be accepted as fulfillment of the course requirement.

A communication will be sent to the student with a grade for their work.

***Where do I obtain my textbooks?**

For the most part, a GPS student will not need to purchase textbooks. The required assigned textbooks are found within the GPS Moodle Courses.

For research the student may utilize personal books, books from a library, or online references. GPS will be organizing an Online library in the future.

Note: Some students would prefer to use hardcover books for their coursework instead of PDF books. This is accepted if the book is the same book used for the course and has been approved by the instructor. The Hardcover book is to be purchased at the student's expense.

***How long do I have to complete my degree program?**

You do not have a specific timeframe, although we do ask that you dedicate sufficient time to your studies. Distance learning is a very independent way of studying. Of course, the student must understand that studies at Seminary levels require a certain level of both maturity and responsibility on the part of the student. We suggest that if you are planning on taking a sabbatical or furlough, that you notify your instructor.

***When do I receive my degrees, once I've completed my program?**

Degrees are awarded and mailed within 30 to 45 days after all academic course requirements have been met, and the full balance of tuition has been paid. Both requirements must be met in order to receive your degrees. All financial requirements must be met prior to the mailing of any degree.

*How do I make a request for a copy of my transcripts from GPS?

Only unofficial copies of your transcripts may be requested by students. An email copy of the unofficial copy will be provided if your student account is active with no past due amounts. Official copies of transcript are only sent directly to any institution upon completion of the request form as stated below, in sealed and secured envelopes. In order to receive an unofficial copy of your transcript from Northwestern, your student account must not be in default or past-due.

*I have completed all my required courses. What now?

Students that have completed all their academic requirements and are ready to be awarded their degree must complete the Graduation Completion Checklist located in the same column that this FAQ was found at, in the Moodle.

*How do I receive my degrees?

Students that have met both the academic and financial requirements of their programs and have completed the Graduation Completion Checklist, will receive their degrees by First Class postal mail. The degree package will be completed and mailed out within 30 to 45 days of the completion of all the requirements.

IMPORTANT REMINDER: The Administration Office is closed on weekends and holidays.

Please plan your communications accordingly. A backlog of communications may occur for a few days after returning from an extended holiday weekend.

OPTION B STUDENTS: You must set up your Monthly Subscription Plan in order to proceed with your first course. Your first payment is required to be made 30 days after your initial payment was made (enrollment). For example, if you completed your enrollment on the 15th of the month, your first monthly payment will process on the 15th of the following month, unless prior arrangements had been made for a different date.

Be aware that once the plan has been established the date will not change.