



Student Handbook

Mt. Gilead Full Gospel International Ministries

Bishop Daniel Robertson, Jr., Pastor,

Elena M. Robertson, Co-Pastor

VISION: *"Changing Lives With The Word of God"*

MISSION: *"Training Disciples to Evangelize the World"*

Romans 12:2 ~ And be not conformed to this world: but be ye **transformed** by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.

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Students are expected to Read, Understand, and Adhere to the Standards & Policies addressed in this Handbook. Upon registration for a TI course, students are also required to acknowledge and agree to adhere to these Student Standards and Policies via an online Student Pre-assessment.

A Message from Bishop and Co-Pastor



Welcome to the Transformation Institute. Whether you are a leader endeavoring to build upon what you already know or a layman seeking to receive more of the knowledge of God; you are about to embark upon a fresh and relevant impartation of God's plan. Staying true to our mandate within our vision and mission, we have designed this institute with you in mind!

We know that what we have provided for you will undoubtedly transform your lives into a greater dimension. The highest standard of excellence has been required of our steering team in their investment into the success of the Transformation Institute; woven within our curriculum, teachers, and administration. Nonetheless, to receive the maximum benefits of what we offer, your commitment and cooperation to what has been freely provided is necessary.

We've always said, "If you want to reign, you've got to be trained!" Your training will not only come from the impartation you receive from each class, but your submission to follow instructions, carry out requirements and adhere to deadlines. Position your heart with gratitude and appreciation, for this unusual opportunity to receive this training to fulfill God's assignment for your life in His Kingdom. It's going to be a supernatural encounter because we are all "Training for Reigning"!

In His Service,

Bishop Daniel Robertson Jr. and Co-Pastor Elena Robertson

Transformation Institute Vision

It is the vision of Bishop Daniel Robertson, Jr. and Co-Pastor Elena Robertson to provide God's people with Training for Reigning so that they reach their maximum potential based on what they were created by God to be and do for His Glory.

With this vision, Transformation Institute courses are designed to Equip, Position and Fortify the Body of Christ to uncover and discover their Kingdom Purpose and Destiny as declared in 1 Peter 2:9, " But ye are a chosen generation, a royal priesthood, an holy nation, a peculiar people; that ye should shew forth the praises of Him who hath called you out of darkness into His marvelous light.

Transformation Institute Mission

The mission of Transformation Institute is to offer training that goes far beyond the delivery of information and leads to true transformation of participants through Spirit Driven instruction based on fresh revelation from the Word of God which empowers them to be an impactful disciple of Jesus Christ in their home, community, and ministry.

With courses ranging from Discovering Your Spiritual Gifts, Conquering the Battlefield of the Mind, My Body-His Temple, and Financial Freedom Training, Transformation Institutes strives to meet the needs of the whole person, Mind, Spirit, Body, and Soul!

The Purpose of this Student Handbook

The purpose of this Student Handbook is to ensure that students who have registered for Transformation Institute Course Offerings have clear understanding of what is required and expected from them as active participants in their training for reigning in the Kingdom of God.

This handbook has been prepared to provide important information related to student requirements, standards of conduct, and guidance to enable every Transformation Institute student to commit and successfully complete courses in the spirit of excellence while adhering to policies and procedures set forth by our Bishop and Co-Pastor.

Quarterly Course Offerings

Transformation Institute Quarterly Course Offerings are designed to elevate students into new levels of spiritual maturity, growth, and development.

These classes will challenge your present way of thinking and provoke you into higher dimensions of the Supernatural. The classes reflect the heart of our Bishop Daniel Robertson Jr. and Co-Pastor Elena Robertson who truly want to see us all be empowered and blessed so that we can empower and be a blessing to others. These classes have also been inspired by the Apostolic and Prophetic teachings of Apostle Leroy Thompson. God is preparing a new generation of believers who are able to FLOW as lead by the Holy Spirit at a moment's notice.

Transformation Institute Online Course Offerings

Transformation Institute online Instruction will take place on the LearnDash platform that can be accessed through the TI webpage. Students will be required to review the LearnDash Orientation video before the start of classes. Students are required to have all reading materials needed for each course. Classes will be 4-5 weeks of prerecorded or Live Zoom sessions 60-90 minutes of instruction once a week. When Live Zoom or Prerecorded sessions are conducted students will have 5 days from the posted date to review the session and complete assignments/quizzes.

Completion of all quizzes and assignment are required for the completion of the course. The completion of quizzes and assignments will serve as weekly attendance. Due to the flexibility of online instruction no quizzes will be reopened after the close date. Students will have access to their instructor through email on the Learn Dash platform for course related question only. Students will receive a successful completion of the course with weekly attendance, watching/attending all classes, and completion of all quizzes/assignments.

Course Overview

The instructor will start the Live Zoom session promptly with a welcome and a review of the syllabus. Each student should have read the course syllabus and familiarize themselves with the online platform (LearnDash). LearnDash is the online platform used for managing all course content and materials. Students are expected to have basic technology skills to participate in Live Zoom sessions and access the Learn Dash platform.

Students are expected to have basic technology skills to participate in Live Zoom sessions and access the LearnDash platform. Each Course is divided into 4-5 Live Zoom sessions, lessons, quizzes, and class participation challenges. For most courses, assigned readings will come from one or more books. Each course contains graded assignments, quizzes which are uploaded to the LearnDash platform. Many course quizzes are typically comprised of multiple choice, matching, and or true false questions. Students will be expected to complete all assignment and quizzes in LearnDash. These assignments are graded instantly in LearnDash. While the course is self-pace, you should attend all classes, read, work through lessons, submit your work on the LearnDash platform, and contact your instructor as you have questions.

Transformation Institute On Site Course Offerings

Onsite instruction will take place at MT. Gilead in a designated classroom in the building. Students are required to attend all onsite classes that he or she registered for. Students are required to purchase all books and material needs for the course. Students are expected to arrive on time or before the 10-minute grace period to get credit for the class. Student must sign in before each class.

Students are expected to complete all quizzes and assignment provided by the instructor. Students are responsible for returning all written assignments / worksheet given by the instructor. All electronic assignments/quizzes will be upload on the LearnDash platform. Students will have 5 days to complete all assignment/quizzes. No quizzes will be reopened after the close date.

Review the requirements for successful completion of the course.

Student Standards & Policies

STANDARDS OF CONDUCT

Transformation Institute (TI) students are expected to conduct themselves in an honorable manner towards the TI Administration & Support Team, Instructors, and Fellow Students. During sessions, students are expected to respectfully adhere to class procedures and guidelines established by the instructors to include active participation in class discussions and activities.

COURSE REGISTRATIONS

Open Registration for Quarterly Courses will be announced and generally start at least 4 weeks prior to the start of sessions. Students are required to register for their selected courses on-line during the time of Open Registration. **WALK-INS ARE NOT ACCEPTED.**

CLASS ATTENDANCE POLICY

ATTENDANCE IS REQUIRED IN **ALL CLASSES!** ALL STUDENTS ARE EXPECTED TO ATTEND ALL THE CLASSES FOR THE COURSE(S) THEY HAVE REGISTERED FOR.

Exceptions to this policy will be taken into consideration when a student is Providentially Hindered from attending a session.

Providentially Hindered: To be prevented from attendance due to circumstances beyond human control which make it impossible for the student to comply.

CLASS PUNCTUALITY POLICY

ALL STUDENTS ARE EXPECTED TO ARRIVE AT THEIR RESPECTIVE CLASSES ON TIME! There will be a grace period of 10 minutes given for participants who arrive late for class. Participants will be marked as ***"INCOMPLETE"*** if they arrive late for **2 or more classes**. We encourage you to get to your classes on time!!!

ACADEMIC STANDARDS

Class Assignments, Homework, Quizzes & Tests

ALL STUDENTS ARE EXPECTED TO COMPLETE ALL CLASS ASSIGNMENTS, HOMEWORK, QUIZZES & TESTS NO LATER THAN THE INSTRUCTOR'S DEADLINE.

Failure to meet these academic standards **will result in the student not being eligible to continue with the course and not being eligible to receive a certificate of completion.**

DRESS CODE

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Women: No tank tops, low cut shirts, or short shorts permitted. All attire should be modest and sufficiently cover knees, hips, and backside.

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Men: No hats, tank tops, low cut shirts, or short shorts permitted. All attire should be modest.

CHEATING

ALL STUDENTS ARE EXPECTED TO ONLY SUBMIT WORK WHICH THEY HAVE COMPLETED!

If an instructor suspects that a student has borrowed or copied work, the work will not be accepted, and the student will be subject to dismissal from all classes for which they are enrolled at the time of the incident.

COMPUTER LITERACY

Students enrolled in Transformation Institute courses will be expected to have access to a computer and have a medium to high level of computer literacy. Students will be responsible for watching all assigned videos as well as completing and submitting homework assignments, quizzes, and tests through the online classroom.

All TI students will be required to learn and be familiar with the online classroom system and you will be responsible for making sure that your computer software is up to date to access all archived classes, exams, and quizzes.

TECHNICAL SUPPORT: Upon registration, all TI students will be provided with a User ID and a Temporary Password (password will need to be reset once on the site) and the link to access TI courses and classrooms.

All aspects of how to navigate within the TI LearnDash Portal are available once a student has logged in and those students needing more technical support are required to watch the "Student How To" tutorial videos and read the "Student How To" resource document located on the LearnDash portal.

Should a student require additional assistance accessing the classroom portal, technical support will be provided on site following the first session of all courses.

CERTIFICATES OF COMPLETION

Successful Completion: At the conclusion of the training course, all assigned class work, homework, quizzes, and tests will be assessed and graded to evaluate successful completion of the course.

Only those students who have successfully completed course assignments as deemed by the Primary Instructor for each course will receive a Certificate of Completion.



REMINDER

Upon registration for a TI course, students are also required to acknowledge and agree to adhere to these Student Standards and Policies via an online Student Pre-assessment if needed.