



STUDENT MANUAL

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Welcome to Emmaus Correspondence School

Emmaus Correspondence School (ECS), started in 1942, is now a division of ECS Ministries and is dedicated to helping you study and understand the Bible. We have developed over 80 Bible courses designed to help you see what God's Word has to say to you. The courses are at various levels and the study units, certificates and diplomas that you earn as you study represent a reward for the significant effort that you invest as you study God's Word. The courses are therefore for personal enrichment and do not carry college credit. Our courses are priced as low as possible to enable as many people as possible to study the Bible.

Thousands of people around the world are studying Emmaus Correspondence School Bible courses. ECS Regional Directors are in more than 100 countries, working in over 125 languages. Over one million ECS Bible courses are sent out each year. "This is the LORD's doing; it is marvelous in our eye" (Psalm 118:23).

We invite you to become a part of the world-wide student body. A warm welcome awaits you as you join with us to study the Bible.

Getting Started

First look over the course descriptions and review the "Awards for Study" brochure. You can select from a number of different approaches:

- Self Directed
- Series Studies
- Curriculum Studies
- Diploma Studies

Self Directed

The student selects the specific course they wish to study. The student purchases the selected course and commences to study. When the complete exam is finished it is submitted to the School.

Upon receipt of the exam the student is activated and enrolled in the School and becomes part of our student database. (See the "How To Study" section later in this manual).

Series Studies

The student selects a particular series of studies from the certificates available, e.g. "Christian Life Studies." The student purchases the set of courses and commences to study. (A 10% discount is given when the complete set is purchased at one time). When the courses are shipped the student is activated and enrolled in the School and becomes part of our student database. Our Student Services department will help the student to keep up with the study program. The student completes the exam for each course and submits it to the school for grading.

Curriculum Studies

The student selects one of the programs from the suggested Curriculum, e.g. Year 1 from Level 2. The student purchases the courses for that series of study and commences to study. When the courses are shipped the student is activated and enrolled in the School and becomes part of our student database. Our Student Services department will help the student to keep up with the study

program. The student completes the exam for each course and submits it to the school for grading.

Diploma Studies

These diplomas are awarded in accordance with the “Awards for Study” brochure. The study units awarded for all successfully completed courses are counted towards these diplomas. They are awarded at the request of the student, submission of the appropriate fee, and confirmation by student services of the student transcript.

What to do now?

- Decide which course of study will best meet your needs (if required, we can help design a sequence of study for you).
- Purchase the appropriate courses(s). This can be done in by:
 - Purchasing through our Web Site (www.emmauscanada.com)
 - E-mailing or Mailing us your order. (See contact info on webpage under ‘contact’ tab.)
 - Calling our office (705) 544-7707
- Course material will be sent to you upon receipt of order and payment. Allow 2 to 3 weeks for delivery.
- The purchase price for courses and shipping includes the grading fees. (The fee for the issuing of the special certificates and diplomas is not included.)

STUDENT INFORMATION

Learning is always an individual affair, but home study is more so. You are the primary person who will make it work for you. Therefore start your course with determination and with a commitment to finish it, even when studying is the last thing you feel like doing. Many have been able to serve God in a greater way as a result of home Bible study courses. Use this opportunity to the fullest advantage.

ASSIGNMENTS

You are expected to study the lesson material carefully before trying to do the exams. When you have completed all the exams for a course send them to the home office of Emmaus Correspondence School for grading.

Try to develop a regular study schedule by completing at least a chapter per week. With this schedule, you can finish most of the courses within a 3 to 4 month period.

MAILING INFORMATION

Address all mail to Peter Kerr, ECS, PO Box 156, Englehart, Ontario P0J 1H0 Canada.

Make sure that you use the correct postage.

Be sure to PRINT your name and address on every piece of mail you send. If you change your name or address, please let us know immediately. It is a good idea to give an e-mail address and phone number just in case we need to contact you about your studies.

Your corrected exams should be returned to you in about two to three weeks from the day you mailed them to the office. Please allow two to three weeks for your letters and for book shipments to reach you.

Make checks or money orders payable to “Peter Kerr.”

Should your order contain an incorrect payment, you will be notified in accordance with our established procedures.

AWARDS FOR STUDY

As you study you can earn units toward various certificates; for each course you successfully complete you earn units towards series certificates and diplomas. More information is contained in the “Awards for Study” brochure. This document can be viewed or downloaded at our web site.

HOW-TO-STUDY

Each lesson or chapter of a course consists of a number of pages of instruction material, plus a set of examination questions. Your assignment is to study carefully the lesson material, reading all Bible references. Then answer the questions, relating to the material you have just studied, to the best of your ability.

Once you have completed the entire course of exams, you are to submit these for grading to your instructor at the school. Your corrected exams will be returned to you with suggestions and additional instruction that may help you. Go over the corrected exam carefully; noting the correct answers to the questions you have missed. Be sure you understand all the lesson material. If you still have a question, write to your instructor. It is important that you master every lesson in your course.

STUDY METHODS

1. Make a Schedule

To succeed in your correspondence course, you should set aside a planned number of hours for study each week. We strongly recommend that you spend at least two hours of each week on your lessons.

The most important thing is regularity. Don't make the study periods too far apart from each other. And, above all – don't miss! Once you begin to put off or miss your regular study periods, you will find it more difficult each time to pick up again.

When you have studied for an hour, take a five minute break. Relax by getting up and stretching. Think over what you've read. Then go back for your next hour session.

2. Read for Comprehension

Here are some simple steps to follow. First scan the outline at the beginning of the course. Then flip through the course, noting the headings and subheads. This will give you an

overall idea of content and the main points. Next, read the entire first lesson as quickly as you can while still understanding the meaning of it. Get a rough idea of what the subject is all about.

Now go back and study the lesson material in depth, looking up all Scripture references. The reading and study of the Word of God itself is most important; do not skim over this part of the lesson.

As you read your lesson, underline the key sentence of each paragraph, as well as key thoughts, words or phrases. These key points are also often summarized at the end of a section. Look for these guide posts. Also, make marginal notes to help you when you go back to review the text.

Most difficult terms are defined right in the lesson, but there may be words that you don't recognize. Look these up in a good dictionary. When Biblical terms are in question, use a Bible dictionary. One of the most useful of these is Unger's Bible Dictionary. This may be obtained through any Christian bookstore.

3. Be Diligent

Always keep study material on hand and stick to your study schedule. Don't let a few mistakes worry you! The important thing is for you to learn from your mistakes. The examinations will assure you that you have a clear understanding of the lesson material. Learn to use any spare time that you may have for reviewing and memorizing, time that would otherwise be wasted. Half an hour on a bus, or time under the hair dryer or in your dentist's waiting room can be salvaged and put to good use.

4. Reward Yourself

It will probably be better for you to spend two hours in one evening than one hour in each of two evenings, but take a short break at a convenient point. You might promise yourself a reward when you have completed a particular portion of your lesson, especially if it is a difficult part. Take time out for some refreshment or a walk. But don't become involved in anything that will take your mind too far from your studies. At the end of your study period or when you have completed your lesson—or the entire course—you may want to reward yourself more substantially. Even adults respond to such incentives.

5. Determine to Reach your Goal

As a student of Emmaus Correspondence School you are joining millions of people who have profited from home study. Many have been able to serve God in a greater way as a result of their study. It is essential that you start your course with a determination and commitment to finish it.

Success never comes easily. There will be many times when study is the last thing on your mind. When you get discouraged, determine all the more to reach your goal. The future depends on what you do now. Do not waste this opportunity. Rather, use it to the fullest advantage. Fill in your proposed weekly study schedule here:

Day	Hours	Time	Day	Hours	Time
Sunday			Thursday		
Monday			Friday		
Tuesday			Saturday		
Wednesday			Total		

FAQ's

ARE EMMAUS CORRESPONDENCE COURSE (ECS) STUDY UNITS TRANSFERABLE?

Our courses are considered “Adult Education” in nature and are not designed for transfer college credit or degrees. Emmaus Correspondence School study units and certificates have "incentive" value only and are not transferable.

WHAT IS “INDEPENDENT STUDY”

When a student decides to pursue independent study it means the student is selecting courses to study themselves and is not following one of the standard curriculums or series certificate programs that are available.

WHAT IS “A COURSE OF STUDY”

Emmaus Correspondence School has a number of suggested series of studies. There are curriculums, series, and Associate Diploma and Diploma studies. These are described in the brochure “Awards for Study.” The student purchases all the courses needed for the series or curriculum at the start of the program and receives a discount on the purchase price.

HOW LONG DO I HAVE TO COMPLETE A COURSE?

You will be allowed a maximum of one year to complete a course from the time of enrollment. We would urge you, however, to develop a regular study schedule and plan the completion of your course in no more than three months from receipt.

DO YOU RECOMMEND ENROLLING IN A SPECIFIC SERIES OF STUDY?

Yes, we do. A systematic study of the Word of God is always profitable. Why not enroll in one of the Study Series outlined in the “Awards for Study” brochure leading to a certificate, or use one of the suggested curriculums.

DO YOU SELL THE BOOKS LISTED IN THE BIBLIOGRAPHIES?

No, we do not stock or sell the books listed in the bibliographies at the back of some of our courses. These have been used by the author in course development. You may order these through your local Christian bookstore or from various booksellers over the Internet.

MAY TWO STUDENTS USE THE SAME BOOK?

Two students may study from the same textbook, but only one person is permitted to write the exams. If two students wish to write the exams and receive a certificate for the course, both must purchase a course text. Our instructors will only grade exams submitted on the original examination sheets provided with the course.

DOES EMMAUS CORRESPONDENCE SCHOOL PERMIT OTHERS TO GRADE THE EXAMS?

Emmaus Correspondence School is prepared to entrust its ministry of instructing the Word of God through Correspondence Courses to those who meet the school's criteria for Associate Instructors. Application forms may be obtained from the school by those wishing to become involved in this aspect of the school's ministry.