



NEWBEGINNINGSNJ.ORG/BIBLESCHOOL

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This catalog contains the guidelines and policies endorsed by the Executive Pastors of New Beginnings Church for the purpose of aiding students in planning their enrollment and should not be considered a contractual agreement between New Beginnings Church or New Beginnings Bible School and the student. All program requirements, course contents, and other applicable regulations are subject to change at the discretion of the decision-making entities overseeing the School.

A Message From Our Senior Pastor

In II Tim 2:2 The Apostle Paul makes this statement;

"You, therefore, my son, be strong in the grace that is in Christ Jesus. And the things that you have heard from me among many witnesses, commit these to faithful men who will be able to teach others also."

This is the command we strive to follow. New Beginnings Bible School has been created in order to raise up individuals from all walks of life to take the Word of God into every arena, into your family, your neighborhoods, your work place and in every facet of church life.

We desire to equip you starting with the basics of the Christian faith, progressively bringing you into more and more illumination into the Word of God.

We believe the best way to empower this generation of believers living in these turbulent times is to train them to be effective ministers, ready and able to bring the hope that is found in Christ Jesus to everyone God puts in their path.

In preparation for these Last Days, Paul wrote to Timothy;

"All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work." (II Tim 3: 16-17)

Welcome to this new adventure. Let us help make you that person who is complete and thoroughly equipped for every good work.

Together for the Harvest,
Pastor Joe Sorce
Senior Pastor, New Beginnings Church

A Message from our Dean

Dear Prospective Student:

I love what Paul wrote to his prodigy Timothy in 2 Timothy 2:15. The Amplified rendering of this verse reads as follows: "Study and do your best to present yourself to God approved, a workman tested by trial who has no reason to be ashamed, accurately handling and skillfully teaching the word of truth." The opening word in that verse is the Greek word "spoudason." It is translated here as "study" but it can be more accurately translated as "Be speedily diligent".

When I read that verse, it says to me that Paul was conveying something important to Timothy and I'd like you to take the same to heart as you consider NBBS. It says that we are to hasten our attention to the Lord our God. That implies a commitment right now. The Lord, therefore, is not someone we should have placed on a "back burner" in our lives. The Lord is someone Who should be foremost in everything we think, say, and do. That is what I believe each student here at New Beginnings Bible School is doing.

As you weigh entering NBBS, you have demonstrated that you have taken a first step of faith to move outside your comfort zone and are willing to commit your time and resources to learn and grow. God has a dynamic and unique plan for your life and your personal ministry. The apostle Peter reminds us that we have been chosen, that we may declare the praises of Him who called (us) out of darkness in His wonderful light. But in order to declare this we like Timothy must be "speedily diligent" to the Lord.

My encouragement is to take hold of the call that our Father has placed on you and truly commit to the Lord. I am confident that NBBS will be the place to play a vital and powerful role in preparing you and equipping you for the call of God that has placed within you. Thank you in advance for answering that call.

Prayerfully.

Dr. Gerard A. Ball

Dean, New Beginnings Bible School

New Beginnings Bible School

What Defines Us

Our Philosophy Of Education

Our Bible School serves believers in Jesus Christ who seek to enhance their ministry competencies, deepen their understanding of Scripture, and grow in the empowerment of the Holy Spirit. This educational mission is grounded in the foundational conviction that God has revealed His truth through Jesus Christ - in nature, in history, and supremely through His written Word, the Bible.

We affirm that the Scriptures, in their original texts, constitute the authoritative Word of God and are therefore central to the pursuit of knowledge and relationship with the Triune God. This commitment to biblical authority serves as the cornerstone of our educational philosophy and informs every aspect of our curriculum and community life.

What Are The Requirements To Be Part of New Beginnings Bible School? To be considered for placement as a student at New Beginnings Bible School, you must:

Read this Handbook in its entirety.

Fill out and submit a New Beginnings Bible School Application (*contained herein or on line*).

Print and sign The NBBS Code of Conduct and Statement of Truth and Hold Harmless - Form.

All Applications must be submitted with the designated Application Fee.

Potential Students must have their Pastor or Senior Church Representative submit a New Beginnings Bible School Personal Recommendation Form contained herein.

All students must agree to the policies regarding Internship while attending New Beginnings Bible School

All Students must sign, signifying they agree and will abide by New Beginnings Church Tenets of Faith and the Code of Conduct.

New Beginnings Bible School Mission Statement

New Beginnings Bible School exists to Educate, Equip, and Enrich students for Christian ministry through quality academic programs and hands-on ministry service, grounded in God's Word, academic excellence, Christian foundations, and moral integrity.

As part of the teaching ministry of New Beginnings Church, NBBS operates from a Christian worldview and employs Bible-based curriculum to teach, edify, and build up students in their faith and calling.

While we welcome students from diverse backgrounds in their individual faith journeys, all students must agree to conduct themselves in accordance with the New Beginnings Tenets of Faith. These tenets unite our community and enable us to work together in godly fellowship, empowered by prayer and guided by the Holy Spirit.

Continued enrollment at New Beginnings Bible School requires acceptance of the New Beginnings Tenets of Faith, a signed Personal Commitment Form, and a commitment to maintaining an active personal prayer life.

General Information - Institutional Objectives

New Beginnings Bible School is a ministry training center that provides biblically based and theologically sound preparation to equip students as Spirit-empowered Christians and transformational leaders in their local churches and communities.

School Objectives

To fulfill this mission, New Beginnings Bible School is committed to:

1. **Impart biblical authority and knowledge** – Cultivate recognition of scriptural authority and provide comprehensive knowledge of the Bible and its principles.
2. **Develop Christ-centered theology** – Assist students in forming a biblical, balanced, and Christ-centered theological foundation.
3. **Foster Spirit-filled community** – Increase awareness and appreciation for a Spirit-filled, Christ-centered community of faith.
4. **Equip for evangelism and ministry** – Provide students with essential skills for effective evangelism and ministry practice.
5. **Nurture personal development** – Offer instruction, mentorship, and enrichment that cultivate spiritual maturity and personal growth.
6. **Cultivate biblical living** – Deepen biblical knowledge with the goal of developing a Scripture-based lifestyle.
7. **Prepare servant leaders** – Train students for servant leadership in local churches, communities, and beyond.
8. **Instill spiritual hunger and discernment** – Cultivate a passion for God and Spirit-led discernment rooted in biblical knowledge and truth.

New Beginnings Bible School operates with competence and effectiveness to maintain recognized standards of good stewardship for all God-given resources entrusted to our care.

School Outcomes

In alignment with our Mission Statement and School Objectives, New Beginnings Bible School expects students and graduates to demonstrate specific outcomes built on measurable objectives. These outcomes provide a basis for assessing student progress and the school's effectiveness in fulfilling our mission commitments. Not that these have been attained but are an ongoing work of the Spirit within.

Expected Student Outcomes:

1. **Commitment to Christ's Lordship** – Demonstrate an ongoing commitment to the lordship of Jesus Christ.
2. **Spirit-filled living** – Reflect the fruit of the Spirit in daily life and relationships.
3. **Scripture-based lifestyle** – Live in accordance with the authority of Scripture.
4. **Biblical knowledge and application** – Exhibit strong knowledge of Scripture and growing capacity to apply its principles to life.
5. **Evangelism and discipleship** – Demonstrate commitment to the Great Commission and ability to share their faith effectively.
6. **Local church engagement** – Show dedication to their local church through active service and participation.
7. **Effective communication** – Communicate biblical truth competently in both oral and written forms.
8. **Biblical interpretation and integration** – Interpret and integrate biblical knowledge with wisdom and discernment.
9. **Lifelong spiritual growth** – Maintain a commitment to continuous learning and Spirit-led development.

NEW BEGINNINGS BIBLE SCHOOL STUDENT CODE OF CONDUCT

Preamble

Students of New Beginnings Bible School (NBBS) serve as representatives of the institution both on campus and in their daily lives. Recognition of this responsibility is essential to maintaining the integrity and witness of NBBS and advancing the cause of Jesus Christ. By signing this Code of Conduct, students commit to upholding standards that honor both the school and their Christian faith.

The Executive Board of Pastors, Faculty, and Office of the Dean hereby establish and enforce the following Code of Conduct for all enrolled students.

STANDARDS OF CONDUCT

I. Alcohol

Students shall abstain from consuming alcoholic beverages of any kind or of any percentage therein while on campus. Total abstinence from alcohol is strongly encouraged at all times.

II. Tobacco

Students shall abstain from using tobacco products of any kind while on campus. Total abstinence from tobacco products is strongly encouraged at all times.

III. Drugs and Controlled Substances

Students shall abstain from the use of illegal drugs, controlled substances, and dangerous chemicals at all times.

IV. Ethical Conduct

Students shall avoid any behavior or appearance of wrongdoing that could compromise their Christian witness or the reputation of NBBS.

V. Biblical Standards for Relationships and Sexuality

Students shall conduct themselves according to biblical principles in all interpersonal relationships and interactions with the opposite sex. NBBS

upholds the biblical definition of marriage and the sanctity of the marriage covenant. Any improper sexual activity, including but not limited to sexual harassment, adultery, use or viewing of pornography, or cohabitation outside the bounds of marriage, will result in immediate dismissal from NBBS without appeal recourse.

VI. Communication and Conflict Resolution

Students shall refrain from gossip, complaining, or any form of insubordination. Concerns should be addressed directly with appropriate leadership in a Christ-like manner. If resolution cannot be achieved at that level, matters may be escalated to the Office of the Dean, whose decision shall be final.

VII. Chapel Attendance

Students shall participate fully in all scheduled chapel services. Tardiness to chapel will be recorded accordingly. Two tardy occurrences will constitute one absence and will affect the student's final grade.

VIII. Church Service Attendance

Students shall attend New Beginnings Church services at least once weekly in addition to fulfilling their Internship Program requirements.

IX. Financial Stewardship

Students shall support their home church through faithful tithes and offerings in accordance with biblical principles.

STUDENT ATTESTATION

I have read, understand, and agree to abide by the New Beginnings Bible School Student Code of Conduct and the Tenets of Faith of New Beginnings Church. **As a student of NBBS, I commit to conducting myself in accordance with—and striving to exceed—these standards.**

Student Name (Print): _____

Student Signature: _____

Date: _____

New Beginnings Bible School Classes, Coursework, and Materials

Academic Expectations

All NBBS courses are comprehensive and may require a full week's workload during any given week. Students are strongly advised not to enroll in additional programs at other institutions while attending NBBS.

Writing is a significant component of NBBS coursework. Papers are evaluated on both content and presentation and must follow acceptable academic formatting standards. NBBS recommends the guidelines found in *A Manual for Writers* by Kate L. Turabian and the "Writing Guide" in the NBBS Student Handbook.

Attendance and Participation

New Beginnings Bible School can only benefit students who attend classes, engage with coursework, and submit assignments. Consistent absence or lack of preparation without valid reason will result in the instructor notifying the Dean, who will take appropriate action.

Instructor Responsibilities

NBBS instructors will:

- Select required texts where applicable
- Direct class sessions and coursework
- Assign homework and assessments
- Assign grades or proficiency ratings

Student Responsibilities

Students are expected to:

- Acquire necessary books and supplies as listed in course descriptions or directed by instructors (wait for instruction before purchasing)
- Schedule NBBS coursework as a regular part of their daily routine
- Apply themselves diligently to all assigned work
- Complete and comprehend all written and reading assignments
- Submit work that represents their best effort

- Complete work neatly, thoroughly, and according to instructor guidelines
- Attend class prepared with all books, supplies, and completed homework
- Submit assignments on time
- Retrieve missed work from instructors when absent

Tenets of Faith

(If you have any questions, we encourage you to contact NBC Executive Pastor, Joe Cappabianca.)

Our Standard - The Scriptures

We believe the Bible is the inspired, inerrant, infallible Word of God and the product of God-appointed men who spoke and wrote as they were moved upon by the Holy Spirit. The New Covenant, as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct. *(2 Timothy 3:16, 1 Thessalonians 2:13, 2 Peter 1:21)*

God - The Godhead

We believe our God is One but manifested in three persons; the Father, the Son, and the Holy Spirit - being co-equal. God the Father is greater than all. The Son, Jesus, is the Word made flesh, the only begotten son of the Father and He has existed with the Father from eternity. The Holy Spirit proceeds forth from both the Father and the Son and is our Helper, Comforter, Strengthener, Advocate, Intercessor, Counselor, and Standby. *(Philippians 2:6, John 14:28, John 16:28, John 1:14, John 1:1, John 1:18, John 15:26)*

Our Need - Man's Fall and Redemption

We believe man is a created being; made in the likeness and image of God. Through Adam's transgression and fall, sin came into the world, and death was the result. Therefore, man is spiritually dead and separated from God. Jesus Christ, the Son of God, was sent to give His life and shed His blood to redeem and restore man back to God by providing us with salvation. Salvation is the gift of God to man, separate from works and the law, and it is by grace, through faith in Jesus Christ, that we are saved. Jesus is the way, the truth, and the life and no one comes to the Father but by Him. *(Romans 5:14, Romans 3:10, Romans 3:23, 1 John 3:8, Ephesians 2:8, John 14:6)*

Eternal Life - Being Born of the Spirit

We believe in order to be saved and receive eternal life; Jesus said every person must be born again. The New Birth is necessary to all men, and when experienced, produces eternal life. For God so loved the world, He gave His only begotten Son that whoever believes in Him would not perish but have everlasting life. *(2 Corinthians 7:10, 1 John 5:12, John 3:3-5, John 3:16)*

Divine Power - Being Filled with the Spirit

We believe every believer should be "born of" the Spirit and subsequently "filled with" the Holy Spirit. This is also known as The Baptism in the Holy Spirit, receiving the Spirit or being filled with the Spirit. This is a gift from God as promised by the Lord Jesus Christ to all believers and is received by faith, subsequent to the New Birth. Being filled with the Spirit gives a believer power to be a witness for Christ, and is the entry point for the supernatural, victorious life. The Bible teaches that this experience is received by faith and is often evidenced by the accompanying supernatural gifts of the Spirit, including speaking in tongues. (*Matt. 3:11, John 14:16,17, Acts 1:8, 2:4,38, 19:1-7, Eph 5:18*)

Going Public - Water Baptism

We believe Jesus commanded all believers to go public with their faith through water baptism, by immersion. Water baptism is a public declaration of the internal work of God in the heart and life of a believer. This is a symbol of the Christian's identification with Christ in His death, burial, and resurrection. (*Matthew 28:19, Romans 6:4, Colossians 2:12, Acts 8:36-39*)

Real Growth - Sanctification

We believe the true Christian life is evidenced by the godly fruit of the Spirit that is developed and produced in the life of a believer. This process of sanctification leads to a genuine, holy, Christ-like life and is a definite, yet progressive, work of grace. This process begins at the time of the new birth and continues throughout our Christian life. (*Hebrews 12:14, 1 Thessalonians 5:23, 2 Peter 3:18, 2 Corinthians 3:18, Philippians 3:12-14, 1 Corinthians 1:30*)

Blessings - Divine Healing

We believe that Jesus desires the abundant life for all believers who walk in the light of His Word. This includes many blessings- spirit, soul, and body. God promises to forgive all our sins and to heal all our diseases. Therefore, we believe that health and healing for the mental, emotional, and physical ills of the human mind and body are available by the power of God. (*John 10:10, Psalm 103:3, Mark 16:18, James 5:14-25, 1 Peter 2:24, Matthew 8:17, Isaiah 53:4-5*)

Things to Come - The Return Of Our Lord

We believe in the physical, bodily return of the Lord Jesus Christ. When He comes, the dead in Christ will rise first, then we who are alive will be caught up together with them in the clouds (what we refer to as the Rapture), to meet the Lord in the air. After this rapture event, we believe the Tribulation, a period of 7 years, will take place on earth. Following the Tribulation, Jesus shall return to the Earth as King of kings, the Lord of lords. Believers will return with Him and will reign with Christ on earth for a thousand years during what is known as the Millennial Reign of Christ. *(Acts 1:11, 1 Thessalonians 4:16,17, Revelation 20:6)*

Final Destination - Hell and Eternal Retribution

We believe that a person who physically dies without accepting and confessing Jesus Christ as Lord is hopelessly and eternally lost. This person will spend eternity in hell and the Lake of Fire, and therefore, has no further opportunity of hearing the Gospel and repenting. *(Hebrews 9:27, Revelation 19:20)*

Christian Marriage

We believe that the Bible describes marriage as involving one man and one woman and has been instituted by God. We believe God intends sexual intimacy to occur between a man and a woman who are married to each other. God loves every person, no matter what their sexual gender, views, experience or orientation may be. His desire is that every person on the planet comes into a personal relationship with him, continues to grow, and be conformed to his image. *(Titus 1:6, 1 Corinthians 6:9-10, Leviticus 18:22, Leviticus 20:13) (Man and Woman as determined by God at birth at the chromosome level)*

NBBS Courses & Descriptions

The following is a sample list of courses being offered. This list may be updated during the school year.

Believer's Authority

Through the Believer's Authority course the student will come to understand such topics as: what is authority, where did it come from, who has it, why does the Believer need authority, how to walk in authority, authority over what, fear doesn't support our authority, and much more.

Biblical Worldview

Biblical World View is a course that will assist the student in beginning to understand the world's perspective of the Bible specifically and Christians generally. The student will gain an understanding that the world does not understand Christ nor His follower because they see each through unrepentant and sin tainted eyes which is not condemnation but affirmation of the fact.

Ephesians

The Ephesians course will, among other things explore the six-fold role of the Christian Church. The student will come to understand that role depicted as a body, a temple, a mystery, a new man, a bride, and a soldier.

Evangelism

The Evangelism course is designed to strengthen our intimacy with our Heavenly Father and to help us effectively share the Gospel with other in our present-day culture. Bringing the Gospel is not just for a select few "Pastors", but it is every Christian's responsibility to extend salvation to every person he or she encounters.

Foundations of Faith

The subject of Faith is one of the most important doctrines in the Bible since we receive our Salvation by Faith in the name of Jesus. Faith is that force that God has given to mankind by which mankind may overcome the adversities of living in a cursed world.

The Holy Spirit

The Holy Spirit course is an eight week in-depth study of the Third Person of the Triune God Head. Some of the Topics we will cover are: Characteristics of the Holy Spirit, Baptism in the Holy Spirit, attributes of the Holy Spirit and much more.

How to Study the Bible

How to Study the Bible is a course that offers essential insights into the Bible. Through this class students will gain the knowledge to assist them in clarifying their doctrines and help them to better grasp the meaning of the Scriptures and their application.

Life Skills for Leaders

Many times, people of God are called to leadership only to have their ministry ship-wrecked due to their unknowingly moving into areas that they were never called to. This class will help the future leader prepare for their calling by helping them become aware of the “pit-falls.”

Foundations of Love

In a world governed by a sociological view of love and it's being brought to bear with little or no fore-thought, Love 101 will help bring the student back to center. That center includes: a Biblical understanding of love, God's love for man, the love of Jesus and the spiritual implications

Foundations of Prayer

As we move into ministry roles, it is our obligation for us to cultivate a dynamic prayer life. Prayer 101 will help lead the student in that direction through such topics as: Asking, Speaking, Seeking, Knocking, Binding, Thanking and much more.

Spiritual Growth

The Spiritual Growth Class will help students see the need to build a Christ-like character. This is an important facet as the student moves into ministry so that others will see Christ and experience the goodness of the Lord through the outreach. Just as a good earthly father desires his children to grow and mature, the Father God desires His children to do likewise. For this to be done, the children are given responsibilities. It is our responsibility to purpose in our hearts to develop a Christ-like character that produce fruit that lasts.

The Blood Covenant

From the stories recorded for us of Adam and Eve, Abraham, Moses, and David, to the "New Covenant ", Malcom Smith exposes the symbolism of the covenant as foundational to God's redemptive relationship with man. Through The Blood Covenant, the student will explore what relationship looks like through the lens of the covenant and experience a renewed appreciation for our Father's loving-kindness toward us.

The Book of Acts

Having recorded the life, death, and resurrection of Jesus in the Gospel bearing his name, Luke now turns his attention to and relates for the student the works of the risen, ascended, and glorified Christ through his church. Acts shows the dramatic spread of Christianity from Jerusalem to Judea, to Samaria, to Rome, and "to the ends of the earth" through the power of the Holy Spirit.

The Name of Jesus

Around the time that Jesus was born the name "Jesus" or more accurately "Yeshua" was a common name. People being people and much like people of today certain names become more popular than others. What made Jesus' name different, of note or special than all the other "Yeshuas"? Through this course the student will come to understand the fullness associated with the name of "Jesus."

The Twenty-First Century Christian - Eschatology

The Great Commission was recorded for us in Mark 16: 15-20. These are the signs also for the modern day Christian, who should be a lighthouse to others, walking in the resurrection power of the Holy Spirit, healing the sick, casting out demons, preaching salvation to the lost, and Jesus' revelation for today. Acts 28: 30-31 teaches us that there is no ending to that and it is still being written, will you be included?

This New Life

Our Christian life started as "little children" in the family of our heavenly Father. We soon begin to grow by feeding on the Word of God. We then move towards what the Bible calls "young men" (both sexes are implied). Finally God wants us to "soar" in the Spirit. I say then: Walk in the Spirit, and you shall not fulfill the lust of the flesh. For the flesh lusts against the Spirit, and the Spirit against the flesh; and these are contrary to one another, so that you do not do the things that you wish. But if you are led by the Spirit, you are not under the law. Through this class the student will follow the development of the man and woman of God.

FIRST YEAR Calendar 2026 Revised Nov 19, 2025

Student and Teacher Orientation Saturday January 10th, 2026

1st Quarter First Day of Class: Tuesday, January 13

1st Quarter Ends: Tuesday, March 10

1st Quarter Exams: Tuesday, March 10

Skip Week: Tuesday: March 17

2nd Quarter First Day of Class: Tuesday, March 24

Easter Recess: Tuesday March 31; No Classes

2nd Quarter Ends: Tuesday, May 26

2nd Quarter Exams: Tuesday, May 26

Skip Week: Tuesday, June 2

3rd Quarter First Day of Class: Tuesday, June 9

July 4th - June 30; No Classes

3rd Quarter Ends: Tuesday, August 18

Xtra Skip Week - Adventure Camp, August 11

3rd Quarter Exams: Tuesday, August 18

Skip Week: Tuesday, August 25

4th Quarter First Day of Class: Tuesday, Sept 1

4th Quarter Ends: Tuesday, October 27

4th Quarter Exams: Tuesday, October 27

SECOND YEAR Calendar 2026 Revised Nov 19, 2025

Student and Teacher Orientation Saturday January 10th, 2025

1st Quarter First Day of Class: Thursday, January 15

1st Quarter Ends: Thursday, March 12

1st Quarter Exams: Thursday, March 12

Skip Week: Thursday, March 17

2nd Quarter First Day of Class: Thursday, March 26

Easter Recess: Thursday April; No Classes

2nd Quarter Ends: Thursday, May 28

2nd Quarter Exams: Thursday, May 28

Skip Week: Thursday, June 4

3rd Quarter First Day of Class: Thursday, June 11

Independence Holiday: July 2nd; No Classes

3rd Quarter Ends: Thursday, August 20

Xtra Skip Week; Adventure Camp August 13

3rd Quarter Exams: Thursday, August 20

Skip Week: Thursday, August 27

4th Quarter First Day of Class: Thursday, September 3

4th Quarter Ends: Thursday, October 29

4th Quarter Exams: Thursday, October 29

Withdrawal Schedule 2026

1st Quarter First Day of Class: Week of January 12

Last Day for Automatic Withdraw: Friday February 6

Last Day to Withdraw WI or WF: Friday February 27

1st Quarter Ends: Week of March 9

2nd Quarter First Day of Class: Week of March 23

Last Day for Automatic Withdraw: Friday, April 9

Last Day to Withdraw WI or WF: Friday, April 24

2nd Quarter Ends: Week of May 25

3rd Quarter First Day of Class: Week of June 8

Last Day for Automatic Withdraw: Friday, June 26

Last Day to Withdraw WI or WF: Friday, July 10

3rd Quarter Ends: Week of Aug 17

4th Quarter First Day of Class: Week of September 1

Last Day for Automatic Withdraw: Friday, September 11

Last Day to Withdraw WI or WF: Friday, September 18

4th Quarter Exams: Week of October 26

WI = Withdrawal Incomplete

WF = Withdrawal Failure

Tuition Refund Schedule4

Winter '26	Spring '26	Summer '26	Fall '26
Jan.23 – Feb. 2 100 % Refund	Feb 25 - March 1 50% Refund		
Feb 3 - 10 100% Refund	March 2 forward - no Refund		
Feb. 11 - 17 75 % Refund			
Feb 18 - 24 75%			

Percentages are of Total PAID not % of total Tuition.

APPLICATION INSTRUCTIONS

Please read carefully and follow all directions.

Step 1: Complete the NBBS application.

Please write legibly. DO NOT submit your application without including **all** of the listed application requirements. (See Application Requirements contained herein) Any Incomplete Applications will not be processed and will be returned to the applicant.

Once completed, place your application and the application fee in a large manila envelope - write your full name and 'NBBS Application' on the outside of the envelope. You may also submit your application via email to gerry@newbeginningsnj.org. Please note: you must submit your application fee on line at the same time.

Option 1: Hand Carry - You can bring the envelope to our Info Desk at any of our campuses during services and give it to one of our Info Desk Volunteers.

Or

You can bring it to our Main Campus Church Offices between 9am and 5pm Tuesday through Friday. Our church office is located at our Brick Campus at 236 Brick Blvd.

Option 2: USPS - You can mail your documents to New Beginnings Bible School, 236 Brick Blvd., Brick, NJ 08723 Att: Admission Dept.

Option 3: Applications may be submitted via email. Submit to gerry@newbeginningsnj.org.

2.) **Step 2: Print the Pastoral Recommendation Form** and submit it to your Pastor. Your Pastor must complete the Form and submit it to NBBS. Instructions are included on that form that must be followed exactly.

If you have any questions about NBBS or the application process, please email Dr Gerry Ball, Dean at gerry@newbeginningsnj.org or call **732-451-0777 Ext: 119**

FOR OFFICE USE:	
Last Name	
Application Fee:	
Pastoral Recommendation	



spiritual training for practical ministry



Today's Date
is:_____

Application Requirements

1. Attach a CURRENT 2" x 2" photo. Head and shoulders only.
2. Enclose the \$35.00 nonrefundable Application Fee.

****Do not submit application without PHOTO**

****A passport picture is recommended**

****All of the following must be completed before your application is processed.**

3. Answer ALL questions. If a question does not apply, write "DNA"

****Your application may be returned if any area is left blank.**

Personal Info PLEASE PRINT YOUR FULL LEGAL NAME. This is how your name will appear on your student ID and all correspondence.

Name (first)_____ (middle)_____

(last)_____

Present Address_____

City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

E-Mail _____

Sex (circle one) Male Female Date of Birth _____ Age _____

Family Info

Marital Status (circle one) Single - Engaged - Married - Remarried - Divorced - Widowed - Separated

Name of spouse or fiancé First, _____ middle, _____

Last _____

Date of marriage (present or proposed) _____

Have you been previously married? (Y) (N) How many times? _____

Will your spouse or fiancé(e) be attending NBBS? (Y)/(N)

Spousal Consent: I, the undersigned, am in full agreement for my spouse to attend New Beginnings Bible School.

Spouse's Signature _____ Date _____

Church Affiliation

List the name of the church you currently attend. You will be required to submit a "Pastor's Recommendation" (The Pastor's Recommendation must be filled out by a current pastor or church leader. If not your pastor, state their position of leadership in the church.)

Name of Church _____

Name of Pastor _____

Address _____ City _____

State _____ ZIP _____ Phone _____ Email _____

How long have you attended this church? _____

Are you a member? Yes/No Do you attend regularly? Yes/No

If you have attended your present church less than one year, state the reason and include the name of your former church, pastor, and dates of attendance _____

In what church activities are you currently involved? In what church activities were you formerly involved? How long? From/To _____

If you are not currently involved in your local church, please BRIEFLY explain why not _____

Enrollment Information

How did you hear about NBBS (please check all the apply)

Church Announcement ____; website ____ ;radio ____; postcard ____; email ____;
friend/family ____; social media ____; one on one encouragement _____

Why do you want to attend NBBS? (State briefly. If you need more space, please use the back of this page)

Date you were saved: Month ____ Day ____ Year ____ Were you raised in a Christian home? (Y) (N)
Briefly state how you know you are saved

Have you received the Baptism of the Holy Spirit? (Y) (N)

Date you received the Baptism in the Holy Spirit with the evidence of speaking in other tongues:

Month ____ Day ____ Year ____

Briefly state how you know you are filled with the Holy Spirit

In the time since your initial salvation experience, has there been a period when you did not live for the Lord?

If “yes,” please include date(s) and explain briefly. Indicate the approximate date of your decision to fully commit your life to the Lord.

Educational History

Please circle highest level of education attained. 1 2 3 4 5 6 7 8 9 10 11 12 - GED - Vocational/Technical 1 2 -
College 1 2 3 4 - Master’s Prepared - Specialist – Doctorate Prepared - Other

Name of school(s) and dates you completed

Are you able to read, write, and comprehend the English language? Yes / No

Personal History

Attention: If you have completed NBC Next Move 1.0 and 2.0, currently serve on a Volunteer Team, and are a member in good standing here at New Beginnings Church – Please disregard this Personal History Section. For all others: Please answer the Personal History Section honestly and accurately. Your acceptance to NBBS does not depend on this information. It merely will serve the purpose of assisting us in determining how we may minister to you.

Have you ever used any form of tobacco products? If so, when did you last use them?

Have you ever used alcohol? If so, when did you last use it? _____

Have you ever used illegal or recreational drugs? If “yes” How long did you use them? _____

When did you last use them? _____

If you answered yes to any of the above questions and use has occurred within the past year, please give an explanation including dates and details on the back of this page.

Have you ever been arrested? Yes / No

When _____ Where _____ Why _____

Have you ever been convicted for a criminal charge? Yes / No

When _____ Where _____ Why _____

Have you ever been incarcerated? Yes / No

When _____ Where _____ Why _____

Date Released _____

Have you ever been placed on probation? Yes / No

When _____ Where _____ Why _____

Date Released _____

Have you ever been accused or investigated for child abuse, child neglect, or child molestation? Yes / No

Have you ever been accused or investigated for spousal abuse? Yes / No

If yes to any of the above, please give the details on the back of this page.

Have you ever been involved with/in a homosexual or lesbian relationship or encounter? Yes / No

If yes, please give the approximate date(s): From _____ to _____. If yes, give a brief explanation of what your beliefs were while you were involved; why you became involved; and what your beliefs are now. Also, have you read, agreed with and signed The New Beginnings Tenants of Faith confirming your complete agreement with The New Beginnings Tenants of Faith. (If you need more space please use the back of _____ this _____ page.

Have you ever been a patient (committed or voluntary) in a mental hospital or sanitarium? Yes / No (If yes, specify when, where, why, name of the doctor, and complete address of hospital or clinic

Statement of Truth and Hold Harmless

I understand that all items submitted to New Beginnings Bible School as part of the application process become the private internal property of New Beginnings Bible School and cannot be returned or copied. I also understand that all information contained herein will be held in the strictest confidence by New Beginnings Bible School.

(Signature) _____ Date _____

I hereby state that all the information contained in this application is correct and true to the best of my knowledge.

If New Beginnings Bible School is notified or made aware that any of the information contained herein is false, it will be grounds for immediate dismissal as determined by New Beginnings Bible School with no refund or recourse on my part or on my behalf. By signing below, I hereby agree to indemnify and hold harmless New Beginnings Bible School, its directors, Pastors, and all those associated with New Beginnings Bible School or New Beginnings Church for any damages whether real or perceived due to any statements contained herein that may later prove to be false statements and thus lead to my dismissal.

(Signature) _____ Date _____

END OF NEW BEGINNINGS BIBLE SCHOOL APPLICATION



PASTORAL RECOMMENDATION FORM

FOR APPLICANT: PLEASE PRINT THIS FORM AND PROVIDE IT TO YOUR PASTOR WITH A STAMPED, ADDRESSED ENVELOPE to NBBS 236 Brick Blvd, Brick, NJ 08723.

THIS FORM CANNOT BE SUBMITTED DIGITALLY.

DEAR PASTOR: DO NOT RETURN THIS FORM TO THE APPLICANT

ONCE COMPLETED, PLEASE MAIL TO:

**NBBS
236 Brick Blvd, Brick, NJ 08723
ATT: NBBS Application Dept.**

Applicant: Please fill Section "A" only

Section "A": Applicant's Full Name: _____

For admission for the school year of _____

APPLICANT: PLEASE READ AND SIGN BEFORE SUBMITTING THIS FORM.

I understand that this confidential statement/form will be submitted to New Beginnings Bible School. I also understand that its contents will not be shared with me under any circumstances. I hereby waive my right to see this form and the confidential statements contained herein.

Applicant's Signature. _____

Name of EVALUATOR: _____

This is the end of Section "A"

Section “B”: Dear Evaluator: Each applicant to New Beginnings Bible School must submit a personal Recommendation Form. Serious consideration will be given to your comments. Please complete this form carefully and in private. Since we request a candid evaluation, we will hold your comments in the strictest confidence. We ask that this completed and signed form be mailed directly to NBBS at the address above and not returned to the Applicant.

1. **How long have you known the applicant?** Year(s) month(s) _____

2. **Has your relationship been:** Intense - Very Close - Close - Casual - Distant?

3. **Please evaluate his/her personal character.** (Please circle)

Excellent Good Fair Poor Unknown

4. **How industrious is he/she as a student, worker, or volunteer** (Please circle)?

Usually conscientious, Hard worker, Works harder than most students/workers,

Does about as much work as most others, Works less than most others,

Inconsistent work habits, Have no basis for judgment

5. **From your personal knowledge of the individual, would you** (please circle) ...

- Highly recommend him/her as a qualified candidate for ministerial/leadership training
- Recommend him/her as a qualified candidate for ministerial/leadership training.
- Recommend him/her with slight reservations as a candidate for ministerial/leadership training.
- Hesitate in recommending him/her for ministerial/leadership training.
- Be unable to honestly recommend him/her as a qualified candidate for ministerial/leadership training.

(If you checked any of the last three in #5, please explain on a separate sheet of paper and attach to this form.)

6. **Emotional Evaluation:** (Please circle) Very Stable - Stable - Unstable - Very Unstable

7. **Does the applicant respond well to authority?** (Yes) (No)

8. Have you ever known the applicant to engage in questionable moral conduct?

(Yes) (No) (If you circled (Yes) please explain on a separate sheet of paper and attach to this form.)

9. In a few words, how would you describe the applicant's home life and/or marriage.

Pastor's Signature: _____ Date: _____

Please Print Your Name: _____

Your Church or Institution: _____

Your Phone Number _____ Licensed? Ordained?

Your Address _____

**PLEASE PRINT THIS FORM AND PROVIDE IT TO YOUR PASTOR. THIS FORM
CANNOT BE COMPLETED DIGITALLY. THANK YOU! ~NBBS (End of Form)**

NBBS Dress Code

At New Beginnings Bible School, we are training for servant-leadership roles in the local church and it is the wish of the School Administration that while attending class certain guidelines of dress are to be adhered to. The following are the NBBS Guidelines.

HATS: No caps or hats may be worn in class. Hooded sweatshirts as an outer jacket must be worn with the hood down while attending class.

MEN: SHIRTS: Shirts must be opaque with modest necklines. Dress styled sweatshirts or "Polo" style shirts are acceptable. No underclothing may be displayed. Sleeveless t-shirts and tank type shirts are not acceptable as these are considered under shirts. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline, no bare stomachs. **PANTS:** Dress pants (Lees, Dockers, etc.), casual sweat or wind pants, and jeans are acceptable. Pants must be of full length and moderate cut. Pants must be worn with the waist above the hips. Ripped or tattered jeans or pants are unacceptable. **SHORTS:** Shorts are not permitted. Gym Clothes are for the Gym, Sports Uniforms are for the particular sport.

WOMEN: SHIRTS AND BLOUSES: Shirts and blouses must be opaque with modest necklines. A modest neckline is defined as when the hand (fingers together, as for the Pledge of Allegiance) is laid on the collarbone below the chin, the cloth is touched by the lowest finger. Dress sweatshirts or "Polo" style shirts are acceptable. Sleeveless blouses and t-shirts are acceptable but the shoulder must be at least three fingers wide. Shirts with buttons must be buttoned appropriately. Shirts must reach below the waistline, no bare stomachs.

DRESSES, SHIRTS, AND SLACKS: Dresses, skirts, and skorts are acceptable with an appropriate hemline. Hemlines must be below the fingertips (arms straight down at side) length or longer even if leggings or tights are worn underneath. Dresses must have modest necklines (see above definition). Tank style dresses and jumpers are unacceptable unless worn with a blouse or shirt. Dress slacks, casual sweatpants, wind pants, and jeans are acceptable. Ripped or tattered clothing is unacceptable. Leggings may be worn but only with a skirt or a top at least fingertip length that covers. **SHORTS:** Shorts are not acceptable. Gym Clothes are for the Gym, Sports Uniforms are for the particular sport. Midriffs must be covered at all times. When a student's arms are raised, no midriff skin should show. A tank top or a camisole may be worn underneath a shirt if the shirt is too short.

Non-compliance with the Dress Code will result in the student having to receive no credit for each day of non-compliance. The student will have to meet with the instructor and be able to demonstrate a willingness to wear appropriate clothing before being allowed to return to the classroom.

New Beginnings Bible School - Communication

One of the most important aspects of a well-functioning school is excellent communication. That can only be achieved through the efforts of the NBBS in developing an excellent communication platform.

New Beginnings Bible School can be found on the NBC website and on the NBBS Student Portal. The NBBS Student Portal is the primary avenue to communicate with students. General Email is the secondary way NBBS communicates with students. Please make sure you have supplied the school with a valid email address and then check your emails at least once a day. If our leadership or instructors have made an effort to contact members via email, it is the student's responsibility to gain access to that information and to stay informed. (Initially, some email programs will identify NBBS mass emails as "spam" and route them to your spam folder. By clicking on the email and "dragging" it to your "primary" folder you will "teach" your email program to not send your email to your "spam" folder.)

NBBS posts messages on the NBBS Student Portal. This is where Bible School class instructors post instructions, assignments, grades and other important information.

The word processing program used for all New Beginnings Bible School Communications is Microsoft Word or Plain Text. All written files sent and posted are in Microsoft Word format (except those files which by nature need to be secured in which case they will be in Adobe PDF.) **Students must submit all hard copy or digital documents in Microsoft Word format only.** This is a .doc file format. No other word processing format will be accepted.

The New Beginnings Bible School Handbook: Each student is strongly urged to print a copy of this Handbook so that they can read it, refer to it, and be familiar with everything in it. The NBBS Handbook is on the NBBS website. This Handbook will address and answer most if not all of your issues and/or questions. Please refer to this Handbook as your primary resource for all questions regarding NBBS.

Snow/Adverse Weather Days: Whether NBBS will meet or not during snow or adverse weather conditions will rely strictly as to whether New Beginnings Church is open or delayed. Please check the website and/or listen to a local radio station for information. In the event of a snow day cancellation, the Dean will decide whether to continue to follow the schedule as published on the syllabus or move the class timetable up one week.

Grading and Attendance Policy

Conventional Class Grading

Your final grade will be determined based on:

- A Final Exam
- Your homework
- Class participation
- Test scores
- Required reading
- Term Papers
- Internship Reports

Extra Credit

Extra credit will be available for some classes and at the discretion of the class instructor. It will be used to provide an opportunity to make up for the loss of points due to Final Exam results. The instructor's decisions regarding Extra Credit are final.

Grading

Your final grade will be based on class participation, ministry journals, group discussions, and practical ministry experience opportunities.

Attendance

Due to the amount of information covered in each week's classes, attendance is a major part of an NBBS student's learning experience. Each unexcused absence within a given semester will cause a loss of 10% to the student's Class Participation grade.

An Excused Absence Form is available and can be submitted for approval. The Excused Absence Form can be downloaded from NBBS's website forms. The form must be completed, submitted within the same semester as the absence, and approved by the Dean for absences not to affect the student's final grade.

The Excused **Absence Form** states in part that an "Excused Absence" is defined as:

1. A death in the Family and/or the funeral arrangements
2. A Medical Emergency in the Immediate Family. (NBBS has extended this second definition to include a student or someone in the student's household being diagnosed with Covid.)

In all cases, all missing work must be submitted.

- One Absence – deduct 10%
- Two Absences – deduct 20%
- Three Absences – deduct 30% recommended withdrawal
- Four Absences – Mandatory Withdrawal from the class. Class will have to be repeated

No Student will be considered for Graduation unless he or she has a passing grade in all 16 classes. Students who do not have a passing grade in any course may take the course again at their own expense, and when the course is offered the following year.

TUITION

Active Members* of New Beginnings Church

All Classes and Workbooks** - \$900**

*New Beginnings defines an "Active Member" as someone who supports NBC as their home church through their attendance, volunteering, tithes and offerings, and have done so for the previous six months.

**This includes Course Workbooks only. It does not include all books needed for a specific course

***All costs listed are per school year (*not per quarter*)

Payment plan:

First Payment - \$200.00 on or before January 18, 2025

Monthly payment - \$200.00 on or before February 18, 2025

Monthly payment - \$100.00 on or before March 18, 2025

Monthly payment - \$100.00 on or before April 18, 2025

Monthly payment - \$100.00 on or before May 18, 2025

Monthly Payment - \$100.00 on or before June 18, 2025

Final Payment - \$100.00 on or before July 18, 2025

Attention: *Receive 10% discount for full tuition payment on or before February 15, 2025* Regular Price: \$900 with 10% discount \$810.00

First Payment January 25, 2025, \$200.00

Second and Final Payment February 15, 2025, \$610.00

Non - Active Members* of New Beginnings Church

All Classes and Workbooks** - \$1300**

*New Beginnings defines an "Active Member" as someone who has gone to Next Move I and II, supports NBC as their home church through their attendance, volunteering, tithes and offerings. A "Non-Active Member" would be someone who does not meet this criteria.

**This includes Course Workbooks only. It does not include all books needed for a specific course

***All costs listed are per school year (not per quarter)

Payment plan:

First Payment - \$250.00 on or before January 18, 2025

Monthly payment - \$250.00 on or before February 18, 2025

Monthly payment - \$200.00 on or before March 18, 2025

Monthly payment - \$200.00 on or before April 18, 2025

Monthly payment - \$200.00 on or before May 18, 2025

Monthly Payment - \$100.00 on or before June 18, 2025

Final Payment - \$100.00 on or before July 18, 2025

Attention: Receive 10% discount for full tuition payment on or before February 18, 2024 Regular Price: \$1300 with 10% discount \$1170.00

First Payment January 25, 2025, \$250.00

Second and Final Payment February 15, 2025, \$920.00

Writing Guide

All papers, term and otherwise are to be submitted typed, double spaces, 12 point print and formatted.

Taken from "Center for Online Education" College Writing Guide

The writing required in your courses may be different than anything you've encountered before. English classes are taken in middle school, and sometimes in the early years of high school, provide the basics, but many students lose these skills before they begin classes later in life. In addition, for nontraditional students who haven't studied English in a while, making the transition to this style of writing can be difficult.

Our Instructors expect students to enter their courses with a certain level of writing skills.. This Guide has been furnished to assist in refreshing your knowledge of basic grammar rules, and to understand what you need to know and apply in your classes when turning in writing assignments. This resource can also serve as a reference as you complete your first written assignments.

Types of Academic Writing

There are different writing styles, each with a different purpose or audience. There are situations in which one style will be more appropriate than another, and there is a variety of strategies you can use to approach the work. This section of our guide provides an overview of the writing types you will likely encounter as a student.

ARGUMENT PAPERS

Assignments that require you to support a position, claim or opinion involve a persuasive writing approach are "Argument Papers." These papers are framed with a thesis statement, which introduces a focused assertion. Examples include: "Fast food consumption is linked to heart disease in low-income communities," and "The chemicals used in pesticides pose the most significant threat to our health in the 21st century." The remainder of the paper provides a logical argument and relevant evidence that supports the claim presented in the thesis and as stated in the opening statement. Tips for writing argument papers include:

- Clearly describe the central issue, position, or premise.
- Provide evidence that supports the position presented in your thesis statement.
- Develop a conclusion based on the evidence you provided.

RESEARCH PAPERS

Research papers can take multiple forms, depending on the purpose and specific requirements of your class assignment. This format can be used to describe the

methods used in your own research, present the results of a research project, and describe the research that has already been completed in an area of interest. Some assignments require a combination of these approaches. These papers typically include formal sections, such as an introduction, review of existing research literature, analysis, discussion of results, and conclusion. Tips for writing research papers include:

- Develop a clear and focused research question, hypothesis, thesis, or topic.
- Identify relevant sources, including previous research reports.
- Analyze the results found in your sources.
- Describe how results answer your research question, prove or disprove your hypothesis, support your thesis or expand knowledge of your topic.



EXPOSITORY PAPERS

The majority of the papers that you will be asked to submit here at New Beginnings Bible School will be of the style of “Expository Papers.” Similar to argument and persuasive essays, expository papers require you to research an idea, concept, or in most cases a Biblical passage or topic and provide supporting evidence. This type of writing includes a thesis statement, as well as the logical presentation of sources that address the idea you are exploring in your paper. A five-paragraph format is typical for expository essays: (1) introduction paragraph, (2-4) three body paragraphs, (5) conclusion paragraph. This form of writing is often used to evaluate your knowledge and can be included in exams. Tips for writing expository papers include:

- Determine the approach required for the assignment: compare and contrast, cause and effect, procedure or process.
- Write a concise thesis statement that presents your topic, but does not include opinion.
- Research existing information about your topic.
- Provide objective evidence and relevant information found in your research.
- Provide a conclusion that connects supporting information with the thesis statement.

EXAM ESSAYS

Instructors often use written exams to measure your knowledge of a specific topic, understanding of a complex concept or comprehension of course reading and resources. These essays can include components of argument and persuasion, research and exposition, as directed by your instructor. The first step in preparation for essay exams is to complete all of your course reading assignments, participate in discussions and organize your notes and study time. This should take place

throughout the course, not just in time for the exam date. Tips for exam essay writing include:

- Read the exam question carefully; look for keywords such as "compare" and "criticize" to direct your approach.
- Create a rough outline that sets up the scope and sequence of your essay, as well as critical concepts and sources you should include.
- Develop a response that presents a clear main point or argument and organized supporting points.
- Monitor your progress if the written exam is timed.

Common Writing Pitfalls

The proper use of grammar increases the clarity of your writing and creates an easy flow of words and ideas for the reader to follow. Common problems occur when using the passive voice, incorrect punctuation and confusing word options. The examples in this section provide easy-to-remember tips to avoid these errors in your own writing.

ACTIVE VS. PASSIVE VOICE

Active voice is generally preferred in most forms of writing. It places emphasis on the subject of a sentence and the action taking place. Active voice usually requires fewer words than passive voice and communicates action more clearly to the reader.

- Passive: It was decided by the administration that new databases must be added to the library.
- Active: The administration decided that the library must add new databases.

PUNCTUATION

Some of the most common forms of punctuation are listed below, along with tips for putting them to use.

Comma

Commas divide sentences into separate components, which improves readability, creates a pause, and connects thoughts. They may be used with conjunctions (e.g., and, but, for, so), to separate items in a series, or to emphasize a phrase or clause.

Examples:

- Most students enjoyed the guest speaker, but faculty members said the presentation was inappropriate.

- Before classes begin, you must complete the orientation tutorial, order your textbooks, post an introduction and read the syllabus.
- Dr. Williams, who won last year's teaching award, offers that course in the spring semester every year.

Colon

A colon is primarily used to introduce something in a sentence, but it can also draw attention to a list, example, quotation, noun, or phrase.

Examples:

- The course syllabus includes assignment instructions, due dates, instructor contact information, and grading policies.
- The library was as expected: quiet and full of resources.
- The provost set the policy in her statement: "Academic integrity is expected in all courses, and plagiarism cases will be reported to my office immediately."

Semicolon

Semicolons separate items in a list when one or more of the items includes a comma. They are also used to join two sentences or independent clauses.

Examples:

- The professor said there was a lack of reading comprehension; attention to detail and creative, thoughtful responses.
- She enrolled in classes today; too many require expensive textbooks.

Hyphen

Hyphen guidelines are not as strict as those for other types of punctuation. Primary use includes connecting two words to create a compound adjective when they come before a noun in a sentence. They are also used with some prefixes.

Examples:

- As a well-known expert in ancient history, Dr. Williams has the best-attended classes in the department.
- Student protests on college campuses increased in the mid-1970s.

Apostrophe

Apostrophes and the letter 's' are used to indicate possessive nouns. This is different than creating a plural noun with only the 's.'

Examples:

- The professor's textbooks are now available at the bookstore.

- Each student has an online appointment with the library's reference expert.

Period

Periods are used to end sentences and in some abbreviations. Check your style guide (e.g., APA, MLA) for more specific instructions on abbreviations, since the rules vary.

Examples:

- A complete thought can be expressed in a single sentence.
- She was going to interview with Consolidated Cogs, Inc., however, they did not offer the benefits, etc. she needed.

WORDS TO WATCH

Many students struggle with some of the most common punctuation and grammar mistakes. Review the words listed below, along with tips for proper usage.

They're, their, there

These words all sound the same but have different meanings. *They're* is the contraction of *they* and *are*; *their* is possessive (as in, it belongs to them) and *there* is a location (as in, here or there).

Examples:

- They're going to be glad they discussed the project with a reference librarian.
- Their project earned an A!
- I'll meet you at the library but won't park there.

Two, too, to

These words all sound the same, but have different meanings. *Two* is a number (as in, one, two, three). *Too* is used to say "also" or as an alternative to "very." *To* is a preposition (which often indicated movement) or as part of an infinitive (e.g., to write).

Examples:

- I just ordered two more textbooks.
- She needs textbooks, too. They are getting too expensive!
- I will go to the bookstore to buy my textbooks.

Its, it's

Its is a possessive pronoun. *It's* is the contraction of it and is. If you get confused in your writing, try replacing the word you want with "his" or "her." If you can do this, use *its* (without an apostrophe).

Examples:

- The library kept its doors closed during the holidays.
- It's time to go home for the holidays!

Weather, whether

Weather is a reference to the atmosphere and conditions like rain and snow. *Whether* introduces alternatives and is similar to the word "if."

Examples:

- The weather forecast calls for rain; bring your umbrella!
- She's deciding whether she should take that class in the spring or summer

A lot

The use of *a lot* is usually considered an error. Use *a lot* (two separate words) to indicate a large number or many.

Example:

- The new library database includes a lot of new journals.

GRAMMAR RESOURCES

For additional assistance with grammar and punctuation, try the following writing tools and resources:

- [Grammarly](#)
- [Hemingway App](#)
- [University of Chicago Writing Program](#)
- [Ginger Grammar Checker](#)
- [Pasadena City College Grammar Handouts](#)

Citations

Citations provide a way for you to give attribution to the authors that inform your writing and help you avoid plagiarism. Citations should give credit to those whose ideas or concepts you include in your work, direct quotations, and paraphrasing. Style guides provide a structured way to format citations so that they are consistent and verifiable. There are many style guides to choose from, but the three presented in this section of our guide are widely used by colleges and universities. Check with your instructors to make sure you are using the preferred style guide in your classes.



CHICAGO

The Chicago Manual of Style is published by the University of Chicago and is currently in its 16th edition. It is often required for students in the humanities, arts, and social sciences. This guide is one of the most comprehensive writing manuals, providing detailed formatting instructions for a wide variety of writing situations. See the examples below:

Book

King, Stephen. 2015. *The Bazaar of Bad Dreams*. New York: Scribner.

Journal

Allen, Darryl E., and Jo Lacy Idlebird. 2014. "Depreciation's Effect on Capital Budgeting Metrics Needs More Educator Focus." *American Journal of Business Research* 7: 45-51. Accessed November 24, 2015.
<https://www.questia.com/read/1P3-3725860091/depreciation-s-effect-on-capital-budgeting-metrics>.

Video

Saint Mary's University, Twickenham. "Research Methods for Educational Enquiry: Methodological Approaches for Small-scale Research." *YouTube* video, 1:06:12. July 5, 2012.
<https://www.youtube.com/watch?v=rXlJnAgijS0>.

Website

History.com. 2009. "French Revolution." Accessed November 24, 2015.
<http://www.history.com/topics/french-revolution>.

In-text citation

(Author, year of publication, page number)

Students have difficulty computing capital recovery of investments (Allen and Idlebird 2014).

According to Allen and Idlebird (2014), "the format of the statement of cash flows did not affect students' accuracy" (45).

"The format of the statement of cash flows did not affect students' accuracy" (Allen and Idlebird 2014, 45).

Notes and bibliography

Chicago style includes two primary options for citing referenced works:

- author-date format (presented in the examples above)
- the notes and bibliography format (illustrated below)

Check with your instructor to see which Chicago approach is appropriate for your class assignments.

Notes are often abbreviated versions of the citations provided in a bibliography. Note the formatting differences in the following examples:

Note:

1. Stephen King, *The Bazaar of Bad Dreams* (New York: Scribner, 2015), 100-101.
2. King, *Bazaar of Bad Dreams*, 100-101.

Bibliography:

King, Stephen. *The Bazaar of Bad Dreams*. New York: Scribner, 2015.