

Covington E-School



Introduction to CTS E-Courses

Covington Theological Seminary offers a unique approach for students who desire to study at home and are acquainted with the computer. If you are a potential student who is acquainted with the computer, then CTS encourages you to study through CTS Online. CTS Online offers the same benefits of accessibility and freedom as E-Courses do. E-Courses offered by CTS are based on regular textbook materials, study guides, and an analysis of subject material in each chapter. Each course also requires the writing of a small research paper (depending on which degree you are pursuing) along with the study guide questions.

All courses offered by E-Course are designed to be equivalent to CTS extension and CTS Online work. E-Course work requires much discipline, commitment, and research in obtaining an excellent grade. The student is required to obtain research books from his/her local library, a college library or his/her own study for the completion of both the study guide and the research paper.

Completing an E-Course

E-Course students are asked to study only one course at a time. As each course is completed, he/she should email the course to the Seminary together with the research paper. Once a course is graded, the formal grade sheet will be emailed back to the student.

We ask the student to endeavor to complete a four hour course each month. If more time is needed by a student to complete his/her degree or program, he/she is asked to contact the Seminary for an extension of time. Under normal circumstances the extra time is granted.

Should the Seminary fail to receive any written communications from the student for 90 days, the Seminary has the right to dismiss the student.

Any student who has been dismissed and desires to be reinstated must pay a reinstatement fee of \$150 along with any additional occurring tuition increase.

Preparing and Emailing E-Courses

All lessons presented to the seminary shall be typed on 8 1/2 x 11 inch paper, on one side only. Typewritten lessons are required, unless prior approval is granted for providential hindrances. The student should save copies of his/her work to protect against loss in emailing lessons. A cover sheet including the student's name, address, student I.D. and the course name and number should be submitted with each course. Each page of the assignment should be numbered all following the MLA format.

All assignments should be carefully proofread and critiqued where the instructor will have no problem in deciding what the student has written. All assignments, research papers, or theses should have a 1-1/2 inch margin at the top and left hand side of the paper. A 1 inch margin should be at the bottom and the right hand side. The student should check his spelling and carefully observe the rules of good English.

Again as each course is completed, the student should email the course to the Seminary at ecourse@covingtonseminary.org together with the research paper. Once a course is graded, the formal grade sheet will be emailed back to the student. Please email both the study guide work and the research paper together and not separate.

With any change of a student's name, address or email address it is important that the student promptly report these changes to the Registrar. This will aid the Seminary in maintaining an accurate record of the student's status. Complete instructions are available as requested. Please email ecourse@covingtonseminary.org with all requests.

Time Limit on Studies

Since all programs of study are assigned on the basis of one school-year's work at a time, the student is expected to complete the equivalent of one year of study assignments in one year. However, should circumstances arise causing a delay in completing one's studies, an extension may be granted **upon written request**.

Further Instruction for CTS E-Courses

Thanks for your interest in the E-course program. In order to participate, you should have no later version of Microsoft Word than 2003 as all of our study guides were prepared in that version, and insure that you are able to save your work in Microsoft Word .doc format. If you have any questions on how to do that please contact us at ecourse@covingtonseminary.org. The same basic rules apply as with the "distance learning" study courses with certain adjustments needed for e-mail purposes. These courses are sent as e-mail attachments that should be saved to your hard drive or other storage media such as floppy, zip, or flash/stick drives. A Readme file and the E-Course Instructions Kit will be attached so the student will know and understand clearly the expectations involved with the e-courses. Textbooks can be ordered through the main office.

