



# BTH321 Christian Theology I

For quick access to your syllabus online, click here—[BTH321 Christian Theology I](#)

\*\*\*Throughout this syllabus, content written in [underlined blue](#) are websites or emails that have been linked here for the student's quick access.

\*\*\*Content written in [underlined red](#) are websites or resource documents that **cannot** be linked in this document and must be accessed by the student in its respective section of the syllabus on the course home page in Canvas.

\*\*\*Content written in **bolded blue** designate Student Handbook section markers that delineate where in the Student Handbook the preceding information can be found or explained further. In the near future, these will be linked in the PDF syllabi for the student's online reference.

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## Overview

### Meet Your Professor



#### Dr. Brian Morley (facilitator & lecturer)

**Dr. Brian Morley** has taught classes in four seminaries and graduate schools in the U.S. and Europe, and has published numerous articles in reference works and scholarly resources. He has supervised doctoral research on the improvement of higher education in the U.S., and his consulting work has included a European government ministry of education. He has taught twenty courses at TMC, including one that was awarded a grant from the Templeton Foundation. His teaching style emphasizes critical thinking skills and methods to supplement classroom instruction. He has been a member of the Evangelical Theological Society, the Evangelical Philosophical Society, and the Society of Christian Philosophers. Also, Dr. Morley is an adjunct professor for the Center for Professional Studies at TMC. His book, *God in the Shadows: Evil in God's World* (Christian Focus Publications, 2006) deals with why pain and evil exist if God is good and all-powerful. He is also working on *Pathways to God: Comparing Apologetic Methods* (InterVarsity). He and his wife, Donna, founded Faith & Reason Forum (and its extensive website, [Faith and Reason](#)) to strengthen Christians and reach non-believers. Dr. Morley is an active photographer with concentrated interests in art photography, especially landscapes, seascapes, animals, informal portraiture, religions, travel, and photographic philanthropy. You can visit Dr. Morley's site by clicking [here](#).

### Contact Information

Email: [bmorley@masters.edu](mailto:bmorley@masters.edu)

### Degrees

Professor of Philosophy and Apologetics  
B.A., University of Southern California  
M.Div., Th.M., Talbot Theological Seminary  
M.A., Ph.D., Claremont  
Joined TMC 1989

## Course Description & Objectives

### Course Description

An analysis of the great doctrines of Scripture. The significant issues of each great theme are discussed, taking care to demonstrate that the Scriptures are the only true source of theology. The student is expected to learn to examine all previous doctrinal conceptions in the light of the Word of God. This first course will cover Theology Proper, Bibliology, Christology, Pneumatology and Angelology, with significant time first dedicated to Prolegomena.

## Course Objectives

Upon completing the course, the student will be able to:

1. Describe the process of systematic theology.
2. Summarize the essential teaching of Scripture in each area of theology covered (including Prolegomena).
3. Outline the major options on the more controversial subjects within each area.
4. Display an appreciation for the place and value of systematic theology.
5. Express confidence in the sufficiency of the Bible to deal with relevant issues in each area.
6. Systematize biblical teaching on a subject.
7. Distinguish between differing options in theology.

## Textbooks

It is the student's responsibility to ensure that all course materials, including textbooks are obtained by the first week of the course. Students are responsible for completing assigned reading and submitting assignments according to the syllabus. Extensions are not granted for reasons which include not having access to course textbooks. Texts may be purchased through online retailers such as Amazon, Barnes and Noble, etc.

The Master's College students trust The Master's College Book Store for new and used textbooks. At The Master's College Book Store you'll get the exact textbooks selected by your instructors at the most competitive prices guaranteed. Visit The Master's College Online Bookstore to buy or rent your textbooks online.

**For more information, see Student Handbook § 3.03**

## Required Textbooks

*The Inspiration and Authority of Scripture*

Author: Rene Pache

Publisher: Sheffield Publishing Company

Date Printed: 1992

ISBN:187921511X

*Knowing God*

Author: J. I. Packer

Publisher: Inter-Varsity Date

Printed: 1993

ISBN: 083081650X

*Jesus Christ Our Lord*

Author: John F. Walvoord

Publisher: Moody

Date Printed: 1969

ISBN: 0802443265

*The Holy Spirit*

Author: Charles C. Ryrie

Publisher: Moody

Date Printed: 1997

ISBN: 0802435785

Note: Please ensure you have the required textbooks at the beginning of the course. Students are responsible for completing assigned reading and submitting assignments according to the syllabus. Extensions are not granted for reasons which include not having access to course textbooks.

## Course Resources

- **Book Questions**: Four question worksheets, one for each book that you are required to read, are in each module where they are assigned for the Book Question Assignment. Download each Word document and answer all the questions. You can then upload each set of questions when they are due and even use it as a study guide for the Book Question Quizzes. See the **Assignment Descriptions** for more information.
- **Lecture Notes**: A set of notes on each theological topic can be found in the Orientation and Resources section above Module 1. The name of the notes matches the name of the topic (e.g., BTH321-Pneumatology-Notes). Download each one and follow the notes along with the video lectures.
- **Study Guides**: There are also study guides in the Orientation and Resources section covering the lecture notes to prepare for the "Lecture Exams." Download these study guides and review them before each corresponding "Lecture Exam." The topic covered on the exam will tell you which study guide you need to be reviewing in preparation (e.g., "Lecture Exam: Prolegomena" means you need to download and study "BTH321-Prolegomena-Study\_Guide").

## Grading

### Grade Breakdown

Grade Item	% by Assignment	% by Category
Book Question Assignments (4)	8% per assignment	32%
Book Quizzes (4)	4.5% per book quiz	18%
Lecture Exams (5)	4.8% per lecture exam	24%
Essays (4)	4% per essay	16%
Participation (3)	3.33% per discussion forum	10%
<b>Total</b>		<b>100%</b>

## Grade Scale

A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
D+	67-69%
D	64-66%
D-	60-63%
F	0-59%

# Course Work

## Module Schedule

Module = Week (e.g. Module 1 = Week 1; Module 2 = Week 2, etc.)

MODULE 1: Overview of Systematic Theology	
Overview	Syllabus Canvas Orientation Student Introduction
Reading	<i>The Inspiration and Authority of Scripture</i> (Topic: <b>Bibliology</b> )
Lectures	Lectures 1-5
Discussions	
Assignments	
Exams	
MODULE 2: Theological Developments and Ramifications	
Reading	<i>The Inspiration and Authority of Scripture</i> (Topic: <b>Bibliology</b> )
Lectures	Lectures 6-10
Discussions	Mandatory Discussion Forum
Assignments	Book Question Assignment: <i>The Inspiration and Authority of Scripture</i>
Exams	Book Quiz: <i>The Inspiration and Authority of Scripture</i>
MODULE 3: Theological Movements and Special Revelation	
Reading	<i>Knowing God</i> (Topic: <b>Doctrine of God</b> )
Lectures	Lectures 11-15
Discussions	
Assignments	Bibliology Essay
Exams	Lecture Exam: Prolegomena
MODULE 4: Foundational Concepts to the Study of the Bible	
Reading	<i>Knowing God</i> (Topic: <b>Doctrine of God</b> )
Lectures	Lectures 16-20
Discussions	
Assignments	Book Question Assignment: <i>Knowing God</i>
Exams	Book Quiz: <i>Knowing God</i>
MODULE 5: Text Issues and the Existence of God	
Reading	<i>Jesus Christ Our Lord</i> (Topic: <b>Christology</b> )
Lectures	Lectures 21-25
Discussions	Mandatory Discussion Forum
Assignments	
Exams	Lecture Exam: Bibliology
MODULE 6: God and His Relationship to Man	
Reading	<i>Jesus Christ Our Lord</i> (Topic: <b>Christology</b> )
Lectures	Lectures 26-30
Discussions	Mandatory Discussion Forum
Assignments	Book Question Assignment: <i>Jesus Christ Our Lord</i> Doctrine of God Essay
Exams	Book Quiz: <i>Jesus Christ Our Lord</i>

<b>MODULE 7: The Person of Jesus Christ</b>	
<b>Reading</b>	<i>The Holy Spirit</i> (Topic: <b>Pneumatology</b> )
<b>Lectures</b>	Lectures 31-35
<b>Discussions</b>	
<b>Assignments</b>	Christology Essay
<b>Exams</b>	Lecture Exam: Doctrine of God Lecture Exam: Christology
<b>MODULE 8: The Holy Spirit and Angels</b>	
<b>Reading</b>	<i>The Holy Spirit</i> (Topic: <b>Pneumatology</b> )
<b>Lectures</b>	Lectures 36-39
<b>Discussions</b>	
<b>Assignments</b>	Book Question Assignment: <i>The Holy Spirit</i> Pneumatology Essay
<b>Exams</b>	Book Quiz: <i>The Holy Spirit</i> Lecture Exam: Pneumatology Lecture Exam: Angelology ( <b>Extra Credit</b> )
<b>Cafe</b>	Student Opinion Survey (Self-Service)

## Reading Note

There are four books in this course, each covering a principal area of Christian Theology. Though you are encouraged to read every part of every book during the course session, we recognize that this is a considerable reading load. For this reason we require that you read at the very least, the pages numbers listed in the [Book Questions](#) page, (there is one for each book).

Each document has approximately 50 questions. Consider each question while reading, then answer each in written form. Questions are designed to guide your reading and each question highlights key concepts.

Your responses to the book questions are the assignments that go along with the reading for this course.

## Assignments

### Essays

There are four essays, each dealing with one of the four topics covered in this course.

You will be required to write a two-page, double spaced, essay on each area of theology. The length is a minimum and you may write as much as you like. These are not research papers in the sense you have to read extra, use the library, or research further. They are designed to help you think through a particular area of theology that is controversial, contemporary, or practical. The questions you should attempt to answer in these essays are:

- **Bibliology** (Module 3)  
What can a person know from natural revelation and how does this affect how you deal with an unbeliever?



- **Doctrine of God** (Module 6)

What is the relationship between God as He presents Himself in the Bible and God as He knows Himself?

- **Christology** (Module 7)

What is the relevance of Christ--a first century middle eastern Jew--to the problems of today, which are addressed in different ways by Feminists, Black Theologians, Liberation theologians, and others (you may focus on one such theological movement if you choose).

- **Pneumatology** (Module 8)

How will you make the next major decision in your life (e.g., choosing a graduate program, career, or marriage partner), and what part will the Holy Spirit have?

There are links on the course home page during the respective weeks in which to upload your essay. They are due by the end of that week.

## Book Question Assignments

Each of the four text books for the class has a corresponding worksheet of questions. The book question assignment involves answering all of the questions in written form, which you will then submit in a word or PDF document.

The length of answers to the book questions can vary from a few sentences to a few paragraphs depending on the content in the book. You will want to cover all the important material regarding the questions without directly quoting the author (you will learn more if you think it through and put it in your own words). Answers will be scored based on how well you cover the important concepts related to the questions.

These questions will also serve as study guides for Book Question Quizzes.

## Discussions

### Grading Rubric

0-30 points	40-70 points	80-100 points
<p>No posting is made.</p> <p>Posting is inappropriate or does not address/answer the question at all.</p>	<p>Student responds to the question adequately, with some clarity and thought.</p> <p>Student makes initial post (response) by Saturday in the module week.</p>	<p>Student responds to the question with: demonstrated thought and clarity, descriptive and thorough writing.</p> <p>Student applies and incorporates examples and content from course materials, and/or demonstrates application of course concepts.</p> <p>Student makes initial post (response) by <b>Friday</b> in the module week.</p>
<p>Student does not respond to any other classmate(s) post.</p>	<p>Student responds to classmate(s) with two sentences or three sentences.</p> <p>Responses are vague or somewhat unclear. OR Student responds to one classmate by Saturday in the module week.</p>	<p>Student responds to one or more classmates with thoughtful and supportive responses using four or more sentences, and/or promotes further discussion by asking questions of fellow classmates and/or builds upon ideas presented.</p> <p>Student responds to one or more classmate(s) by Friday in the module week.</p>

There are three discussion forums in the course which are graded activities and contribute to 10% of your overall grade. Your grade is determined by not only your participation, but by the quality of your responses. We are looking for thoughtful, meaningful posts that demonstrate you are thinking critically about the course content.

Individual student participation in the forums are graded throughout the course using this rubric. Each discussion is graded out of ten points.

### Guidelines for posting to Discussions

- *Use a subject line* that relates to your post; this will help create interest and focus for the discussion.
- *Write clearly and with expression.* Communicating online requires careful and concise writing, but also allows your personality to come through! Though humor is effective and at times relevant in discussion, be sure to avoid sarcasm, which does not translate well in the online environment. **REMEMBER:** other students cannot see your expression when you post, so they do not always have a context for it and may misunderstand your meaning.

- *Be supportive, considerate and constructive* when replying to your classmates. Do not use jargon, slang or inappropriate language. No “U” for you; keep your “LOL” to yourself!
- If you disagree with a classmate please respond in a respectful and tactful manner. Any posts deemed inappropriate by the professor will be removed from the discussion board.
- *Keep your post focused* on the topic, relating any class readings and materials from the current module in your post (as applicable).
- *Proofread and review* your response before hitting the submit button! You have one hour to edit your response before it is posted, then, it cannot be modified or removed except by the instructor.
- *Participate regularly.* Improve your learning by being an active and engaged student. Successful students follow and participate in the assigned discussion throughout the module, logging on consistently each week while reading and participating in forums as assigned in the module.

For more information, read the [article](#) that is linked online from this section of the Course Home page syllabus on **Netiquette**.

## Exams

### Lecture Exam: Prolegomena

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from lectures 1-12
- Due by the last day of module 4
- [Study Guide](#)

### Lecture Exam: Bibliology

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from lectures 13-22
- Due by the last day of module 6
- [Study Guide](#)

### Lecture Exam: Doctrine of God

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from lectures 23-31
- Due by the last day of module 8
- [Study Guide](#)

### Lecture Exam: Christology

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from lectures 31-34
- Due by the last day of module 8
- [Study Guide](#)

### Lecture Exam: Pneumatology

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from lectures 34-38
- Due by the last day of module 8
- [Study Guide](#)

### Lecture Exam: Angelology [Extra Credit]

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from lectures 38-39
- Due by the last day of module 8
- No Study Guide

### Book Quiz: *The Inspiration and Authority of Scripture*

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from the book *The Inspiration and Authority of Scripture*
- Due by the last day of module 3
- [Study Guide: Your Book Questions](#)

### Book Quiz: *Knowing God*

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from the book *Knowing God*
- Due by the last day of module 5
- [Study Guide: Your Book Questions](#)

### Book Quiz: *Jesus Christ Our Lord*

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from the book *Jesus Christ Our Lord*
- Due by the last day of module 7
- [Study Guide: Your Book Questions](#)

### Book Quiz: *The Holy Spirit*

- [Closed Note](#)
- 15 minute time limit
- 100 points
- 10 questions
- 1 attempt allowed
- Material from the book *The Holy Spirit*
- Due by the last day of module 8
- [Study Guide: Your Book Questions](#)

## Resources & Policies

### Research Resources

#### Turabian Formatting

Click on the following to see information on the subject:

- Formatting footnotes, endnotes, and bibliography: [Citation Guide](#)
- Inserting page numbers into your paper:
  - For Microsoft Word 1997-2003: [Turabian and Word 97-2003.pdf](#).
  - For Microsoft Word 2007-present: [Turabian and Word 2007.pdf](#).

#### Writing Resources

- *University of Purdue's Writing Lab*, [OWL](#): For help with writing of papers, assignments and academic papers please visit this comprehensive site.
- *Book Review Explanation*: For further information about writing a book review from [OWL](#), Purdue's Online Writing Lab.

#### Powell Library at The Master's College

- Search the library's [Online Catalog](#) to find materials supporting all areas of study offered at The Master's College.
- More information about Powell Library's hours and online learning services can be found at the [TMC Library page](#).
- The library provides many tools for locating resources and information you may need for your course work. Here is a listing of our [LibGuides](#).
- We have found two tutorials to be particularly helpful:
  - Boolean Logic Applied to Online Searching: [Boolean.ppt](#).
  - Citation Searching: [Citation Searching.ppt](#).
- If you want to check out a book through TMC Powell Library that is not currently available in the system, please see the [Interlibrary Loan](#) page for more information.
- Library to Student Lending Service (L2S): Online Program Students who need books or articles but cannot get them through a local library may request the item through the Robert L. Powell Library under the following conditions:
  - The student resides within the contiguous United States. All others please contact Janet Tillman (Miss T.) directly, [jtillman@masters.edu](mailto:jtillman@masters.edu).
  - If and only if, the needed book(s) or article(s) cannot be obtained through the student's own local library.
  - If and only if, the Powell Library has the book(s) or article(s) within its own collection.
  - The Powell Library will pay to send L2S books to the student (delivery address only; no PO Boxes)
  - The student will pay to send the L2S books back to the Powell Library (use USPS Media Mail)
  - Loan period is six weeks. This includes estimated time for delivery there and back again.

- Articles will be emailed and may be kept by the student.
- You may also contact our research librarian, **Janet Tillman**, if you have any questions about research and/or resources for coursework and assignments at [jtillman@masters.edu](mailto:jtillman@masters.edu).

For more information, see [Student Handbook § 6.02](#)

## TMC Online Policies

### Closed Note Academic Dishonesty Policy

- Closed note means you may not access any outside materials, websites, books, or other outside resources, (including using electronic devices such as cell phones, e-tablets, etc.) while taking an exam.
- The following rule applies to **both open and closed book/note exams**: *Upon completion, you are not permitted to discuss or record the exam questions or exam content with any individual(s).* If these guidelines are not followed, you will be in violation of Masters College 'Academic Dishonesty Policy' which will result in the exam graded as a 0%. Any subsequent documented offense of academic dishonesty (regardless of whether it occurs in the same or any other course taken by the student at the College) will result in automatic failure of the course and expulsion from the College for a minimum of one academic year.

For more information, see [Student Handbook § 4.02](#)

### Grade Policy

- Professors keep record of all student grades for course assignments, participation, quizzes, exams and extra credit as assigned. Check the Gradebook in Canvas for your grades. Note the following:
  - Quiz and exam grades scored by Canvas in some instances need to be adjusted by the professor to account for essay and/or short answer responses or in some rare instances discrepancies within the test itself.
  - This also applies to Extra credit or additional assignments [as assigned].
  - The instructor might also adjust grades within the Canvas grade book calculated inaccurately.
- The official grade is recorded with the course instructor throughout the course. As a result, students will find their final and official grade for the course in [Self-Service](#) which is the same grade students will see on their transcript at course completion. This grade may be different from the grade which appears in Canvas for the reasons outlined above. If you have any questions, please do not hesitate to contact your professor.

[Student Handbook § 3.06](#)

### Late Policy

- Late assignments (essays, papers, power point assignments etc.) will be subject to a 20% deduction on the first day an assignment is late and 10% each day thereafter unless prior arrangements are made with the instructor. If you know you will be offline the day an assignment is due, please make sure to post it early. Anytime you feel that you might be falling behind in the course, it is best to contact the instructor *before* you fall behind to discuss your situation. If you

have an assignment completed by the deadline but are unable upload it through Canvas for technical reasons, send the assignment file to the instructor as an attachment via email to demonstrate that it was completed on time.

- **Exams** (both proctored and non-proctored) that are not completed by the due date are closed and not available for students to complete. Students will thus receive a '0' on the exam. If you are unable to take the exam by the due date, please contact the instructor **prior** to the close date to discuss options.
- **Assignments, exam, quiz and test due dates** are outlined in the *Course Schedule* section of the syllabus. Due dates are usually Sunday evenings at 11:59 PM Pacific Standard Time (PST).
- **Discussion due dates** for postings vary; the specific days are outlined in the *Discussion Grading Rubric* located within the syllabus section of the course. There are no extensions granted for late discussion postings regardless of circumstances.  
In some instances there may be extensions granted for late recording of completed reading required for a given week, but this does not apply to the discussion/reflection aspect of the posting.

#### Student Handbook § 3.04.c

### Course Add/Drop Policy

- Credit Enrollments: Online Courses dropped before the first week of the class has ended (before the second Monday) will receive a 100% refund. Courses dropped during the second week (before the third Monday) will receive a 75% refund. Courses dropped during the third week (before the fourth Monday) will receive a 50% refund. Courses dropped after the third week are not eligible to receive a refund. Students can withdraw from a course without a grade being recorded until the end of the sixth week, after which a grade will be awarded based on work submitted up to that point.
- Students can add and drop courses within the open Registration Period before courses begin. After the first day of class, students must submit a *Petition to Add or Drop a Class* form. If you are considering adjusting your schedule by adding or dropping, you must contact your Academic Counselor. For a list of academic counselors, see [Student Handbook § 2.02c](#).
- Audit Enrollments: Audit students who withdraw from classes before course materials have been received are eligible for a full tuition refund. There are no tuition refunds for Audit Enrollments after they have received either access to their course home page or a DVD lecture set. You will need to contact your academic counselor to enroll you in the course at a later date. You will be charged full tuition to retake the GES/DS course(s).

#### Student Handbook § 2.02.c

### End of Term: Course Availability & Late Assignment Submissions

- This course will be continuously available for your reference so that you can return to download any course documents, assignments or lectures that you were unable to save during the duration of the term in which the course was live. However, with the exception of students in an ongoing cohort, please note that any assignments submitted after the term concludes will not be accepted unless preapproved by the course facilitator (i.e. professor).

#### Student Handbook § 3.05

## Student Audit Policy

- The Master's College Online department extends enrollment of online courses to students not wishing to pursue course credit, but rather are interested in personal enrichment. Such applicants are classified as 'audit' students.
- Audit students enrolled in a course are able to access the course home page through the Learning Management platform, Canvas, for the duration of the course session. The course home page provides access to all course learning materials including video lectures, lecture notes, related handouts, the course syllabus and other course resources.
- Participation and Grading: Audit students can, and are encouraged to, participate in discussion forums, but are under no obligation to do so. Given that audit students do not receive grades, students are **not** required nor permitted to submit assignments or course work to the instructor for review or grading.
- Copyright policy as it applies to Audit Students: Audit students are also required to adhere to **The Master's College Copyright policy** which states that course materials and resources are for personal educational use only. Reproduction and/or distribution of course materials are restricted. Please refer to the copyright information section of the course e-book for further details.

**Student Handbook § 3.08**

## Copyright Policy

- Please note that the copyrights for the course materials provided in this course, including the course videos, are owned by their creators. You are licensed to use these materials for your education, and for taking this course. All other rights are restricted—if you wish to reproduce any of these materials, please contact us.

**Student Handbook § 4.07**

## TMC Policies

### Academic Dishonesty Policy

It is the responsibility of the faculty member to pursue suspected incidents of academic dishonesty occurring within his/her courses. If a student is found to be guilty of cheating, plagiarism or another form of academic dishonesty, the faculty member is required to document the incident in writing and submit the report to the Vice President for Academic Affairs.

The first documented incident of academic dishonesty will result in the student failing the assignment or the course at the instructor's discretion depending on the severity of the incident. Any subsequent documented offense of academic dishonesty by that student (regardless of whether it occurs in the same or any other course taken by the student at the College) will result in automatic failure of the course and expulsion of the student from the College for a minimum of one academic year.



Academic honor and Christian virtue in your studies is the result of placing your vocational and academic pursuits under the Lordship of Christ (2 Cor 10.5). It is the result of respecting and honoring the faculty and the institution as “one with authority” (1 Pet 2.13). It is the result of modeling academic excellence in one’s academic pursuits before a watching world (Matt 5.16).

**For more information, see Student Handbook § 4.02.a**

## Disability Policy

The Master’s College is committed to practicing principles of equal opportunity and to provide educational programs and/or activities for all students based upon sovereign biblical principles. We are also committed to comply with provisions of various state and federal regulations, among them the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, regarding discrimination against individuals with disabilities.

To comply with these regulations we provide a variety of services to individuals with disabilities through the Office of Disability Services. Persons having questions about obtaining available services at TMC should contact Diana Castanzo at (661) 362-2269, or email her at [dcastanzo@masters.edu](mailto:dcastanzo@masters.edu).

Because regulations do not permit the College to inquire about existing or perceived disabilities, we invite individuals to identify a qualified disability and specifically request reasonable accommodations to assist them in meeting the requirements and expectations of one or more of their courses.

**Student Handbook § 6.03**

## Help & Support

Should you have any course content related questions, please communicate directly with your professors via Canvas, TMC email, and phone. General information concerning OLP (Online Learning Program) matters not related to enrollment or academic counseling should be directed to the Administrative Assistant, Lindsay Mullin, at [lmullin@masters.edu](mailto:lmullin@masters.edu) or 661-362-2671.

Should you need to get a hold of our offices on campus, office hours at the OLP office are Monday through Friday from 8:00 a.m. to 6:00 p.m. (PST).

**For more information, see Student Handbook § 1.02**

## Academic Help

- For questions about the course content, assignments, or grades please contact the course professor, Dr. Morley, at [bmorley@masters.edu](mailto:bmorley@masters.edu).

## Course Home Page Help

- For questions or help about the technical aspects of the course home page (e.g., the video lessons aren't working, links are missing or not working, etc.), please email [onlinecoursehelp@masters.edu](mailto:onlinecoursehelp@masters.edu). You should receive a response within 24 hours.
- If you require immediate assistance, please contact one of the following TMC Online department team members:

- Jay Street, TMC Online Course Technician: [jdstreet@masters.edu](mailto:jdstreet@masters.edu) (661-362-2683)
- James McLaughlin, TMC Online Director: [jmclaughlin@masters.edu](mailto:jmclaughlin@masters.edu) (661-362-2672)

## Technical Support

- For technical support regarding your computer or access to your account on Self-Service, please contact The Master's College IT department:

IT Service Desk

Monday through Friday 8:00 am – 5:00 pm – 661.362.2876 – [servicesdesk@masters.com](mailto:servicesdesk@masters.com) or [helpdesk@masters.edu](mailto:helpdesk@masters.edu)

**For more information, see Student Handbook § 6.03**

## Canvas Help/Tutorials

- If you are new to Canvas, view the [Canvas Student Quickstart Guide](#):
- You can get help with Canvas by clicking "Help" in the upper-right corner and "Search the Canvas Guides."

## Canvas Log-in Help

- If you are unable to log onto Canvas, please contact [onlinecoursehelp@masters.edu](mailto:onlinecoursehelp@masters.edu).

## Administrative Questions

- For any administrative questions related to the course, such as adding or dropping online courses, proctoring administration, etc., please contact your Academic Counselor.

**For more information, see Student Handbook § 2.02.c**