

STUDENT
HANDBOOK 2016

*To prepare people for the
second coming of Jesus Christ*



AWORDFROMOURPRESIDENT

Dear Student,

Aenon Training Centre is a unique ministry. We, at Aenon believe that Jesus Christ is coming very soon and there is great need to prepare individuals for soul winning and self-sacrificing services as demonstrated by Jesus Christ. There is no higher service than this.

The Macedonian cry is coming from everywhere (Acts 16:9,10). Consecrated and rightly skilled workers are needed now. We cannot afford to spend years in preparation. Soon, doors that are open to the truth will be forever closed. The message of present truth found in Revelation 14:6-12 must be proclaimed.

The harvest truly is plenteous but the laborers are few. It is with this thought that the Aenon Training Centre is called into existence. It is established for the sole purpose of meeting the demand for trained and consecrated workers into the mission fields and the establishment of missionary centers throughout Malaysia and its neighboring countries.

Via Aenon Training Centre, you will have opportunity to have expert training in the areas of Medical Missionary or Media Evangelism. Regardless of which training program you choose, you will receive a thorough training both in Biblical teachings and in the science of soul-winning. The curriculum is deeply spiritual and intellectually demanding. Aenon Training Centre graduates, by God's grace, will be rightly trained to use their God-given gifts to win souls for the Master, regardless of their chosen career or vocation. Whatever our profession, soul winning is our calling.

Being a student at Aenon Training Centre will require special demands upon your time and will challenge your energy. You must be prepared to work faithfully and honestly in whatever position of responsibilities you may find yourself, being willing to learn the basics thoroughly before reaching for advancement to greater responsibilities.

{ Consecrated and rightly skilled workers are needed now... The harvest truly is plenteous but the laborers are few. It is with this thought that the Aenon Training Centre is called into existence.

As you commit yourself to this training, consider carefully the commitments that will be expected of you. Aenon Training Centre offers you a unique opportunity to focus on the spiritual qualification you will need as well as practical application of these principles you will learn.

May the Lord bless you as you make such commitment and may the Holy Spirit lead you in preparing for the highest education both here on earth and in eternity.

“Higher than the highest human thought can reach is God's ideal for His children. Godliness - godlikeness is the goal to be reached.” (Ed, p. 18)

Yours sincerely,



Fam Saw Ping
President

OUR VISION

TO PREPARE PEOPLE FOR THE SECOND COMING OF JESUS CHRIST

Departmental Goal

Aenon Training Centre is consists of three specialized training programs:

1. Medical Missionary:
Ministering God's healing ways in restoring the image of God in men physically, mentally and spiritually.
2. Christian Media Evangelism: (Not Available)
Finishing the 3 Angels Messages in one generation in Mandarin through media technology.
3. Bible Teacher Training:
Preparing workers to lead in the evangelizing of the various people groups in Asia

Objectives

Aenon Training Centre leadership and staff work together to reach the following objectives:

1. Provide excellence in academic standards without sacrificing principles.
2. Model dedication and self sacrifice.
3. Develop mentoring relationships between students and staff.
4. Engage every student in soul-winning experiences.

5. Deliver dependable biblical instruction.
6. Teach principles of reliable hermeneutics.
7. Blend structure and freedom to promote self-government honoring God.

Operating Principles

Aenon Training Centre is operated by members of the Seventh-day Adventist Church. We accept the entire Bible as divinely inspired. We also believe in one God and accept Jesus Christ as the Savior of humankind. We honor the seventh-day Sabbath and await Christ's soon return.

ACADEMIC CALENDAR

CURRICULA

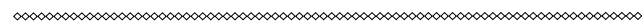
Training Term:

There are two intakes per year. Applicants are advised to apply as early as possible to avoid delay in enrollment.

Intake Schedule:	
Registration Due Date (local Students)	December or June
Registration Due Date (International Students)	6 months before intake
Orientation	One Week Before Class
Probationary Period	First 3 months
Practicum	After First Year

The following training programs are offered by Aenon Training Centre:

- Medical Missionary
- Christian Media Evangelism (Not Available)
- Bible Teacher Training



Medical Missionary

		(Credit Hours)
Practical/Applied Arts		8 Hours
WRE01	Practical Cooking	2
WRE02	Farming Skill	2
WRE03	Housekeeping Management	2
WRE04	Patient Care	2
Religion		17 Hours
RLG01	Fundamentals of Christian Beliefs	3
RLG02	Jewish Apocalyptic Writings: Daniel	4
RLG03	Christian Apocalyptic Writings: Revelation	4
RLG04	Life and Teaching of Jesus	3
RLG05	Christian Witnessing	3

Core Requirements		51 Hours
HEE01	Physiology of Hydrotherapy	3
HEE02	Massage	3
HEE03	NEWSTART	2
HEE04	Preventive and Therapeutic Nutrition	3
HMM01	Principles to Medical Missionary Work	1.5
HMM02	Anatomy and Physiology I	3
HMM03	Anatomy and Physiology II	3
HMM04	Physical Diagnosis with Patient Evaluation and Management	3
HMM05	Basic First Aid and CPR	2
HMM06	Disease Management	3
HMM07 (PR)	Medical Missionary Practicum Training	21
TOTAL	76 Hours

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Christian Media Evangelism (Not Available)

Sciences		2 Hours
HMM05	Basic First Aid and CPR	2

Practical/Applied Arts		8 Hours
WRE01	Practical Cooking	2
WRE02	Farming Skill	2
WRE03	Housekeeping Management	2
WRE04	Patient Care	2

Religion		17 Hours
RLG01	Fundamentals of Christian Beliefs	3
RLG02	Jewish Apocalyptic Writings: Daniel	4
RLG03	Christian Apocalyptic Writings: Revelation	4
RLG04	Life and Teaching of Jesus	3
RLG05	Christian Witnessing	3

Core Requirements		42 Hours
MEE01	Basic Media Evangelism	3
MEE02	Audio & Video Shooting	3
MEE03	Publishing Evangelism	3
MEE04	Internet Evangelism	3
MEE05	Advanced Audio & Video Evangelism	3
MEE06	Advanced Publishing Evangelism.....	3
MEE07	MEE07 Advanced Internet Evangelism	3
MEE08	Media Distribution	3
MEE09 (PR)	Media Evangelism Practicum	21

TOTAL 70 Hours

COURSE DESCRIPTION

{ HEALTH EDUCATION CLASSES [HEE] }

HEE01 PHYSIOLOGY OF HYDROTHERAPY (3)

The use of water in its many forms and the application of topical preparations facilitate the healing processes. The physiological effects and therapeutic uses are extensive. Learning the proper sequence for application is essential to a successful treatment plan. The “hands-on” training experience will equip the student with the skills required to successfully understand the concept of wellness and its general applications.

HEE02 MASSAGE (3)

Massage course covers the theory of bodywork, classical techniques and strokes of massage. These techniques will assist students in developing a basic background in the healing applications of massage therapy. It will help students to master the practical application of massage.

HEE03 NEWSTART (2)

The purpose of this course is to assist each student in establishing a correct understanding of God’s healing way. This class is to help the student to gain practical knowledge of the Eight Laws of Health as ordained by God as Heaven’s approved method of preserving and restoring health: physically, mentally and spiritually.

HEE04 PREVENTIVE AND THERAPEUTIC NUTRITION (3)

Study on human nutrition and health. Incorporates the introduction to nutrients and its sources, digestion and metabolism of nutrients in all ages. Topics include digestion and absorption of nutrients, carbohydrate, fat, protein, vitamin, and mineral requirements. To gain an understanding of nutritional factors or practices that are harmful to health.

{ HEALTH AND MEDICAL MINISTRY } CLASSES [HMM]

HMM01 PRINCIPLES OF MEDICAL MISSIONARY WORK (3)

A study of God’s natural laws and general anatomy and physiology as they relate to health. Students will study God’s counsel regarding these laws in the Bible, the Spirit of Prophecy, and scientific literature. Lecture and practical experience will also be provided for an introduction to Hydrotherapy, Massage, CPR, and Basic First Aid.

HMM02/03 ANATOMY AND PHYSIOLOGY I/II(3/3)

This course is designed to provide an essential study of the structure and function of the human body. It explores the systems comprising the human body by emphasizing physiological mechanisms and a thorough understanding of human anatomy. An emphasis is placed on the interrelatedness of such systems as the skeletal, muscular, nervous, and circulatory. The aim is to give each student the fundamental understanding on how lifestyle practices affect the health of the body. It is also to help each student to appreciate the creative power and wisdom of God in designing the human body.

HMM04 PHYSICAL ASSESSMENT AND DIAGNOSIS WITH PATIENT EVALUATION AND MANAGEMENT (3)

This is an exciting course. We have the opportunity in this course to explore the art and science of physical assessment and diagnosis. It takes us from the “normal” to the abnormal and uses a “body systems” framework for content presentation. Students will learn how to take a comprehensive health history. A head-to-toe detailed review of body systems and how God designed them to function normally. They will also learn how to conduct a comprehensive physical assessment/examination. Each body system that is examined will be done so in the context of the “normal” progressing to the most common manifestations and findings in disease states.

Having learned how to take a comprehensive health history, conduct a comprehensive physical assessment/examination, the patient evaluation and management class provides a working knowledge of the disease processes how to evaluate a patient, and through that evaluation, discover the best way to manage their illness, and lead them to better health. It also includes an understanding of the signs and symptoms of various diseases.

HMMo5 BASIC FIRST AID AND CPR (2)

This course is designed to present the methods of CPR for both adult and children, and first aid during emergency.

HMMo6 DISEASE MANAGEMENT (3)

This course of study provides students with the knowledge and understanding of multidisciplinary approaches to managing common chronic diseases/common diseases especially with simple natural remedies at the medical missionary level of training (not intended to supplant the role of the physician). This course will provide students with the opportunity to study specific issues relating to common chronic disease/common disease management and link this to the patients they will be referred to in the future. The use of herbs as a supplement in the treatment will be covered too. An emphasis will be placed on how adherence to God's plan of health can prevent disease and restore health.

HMMo7 MEDICAL MISSIONARY PRACTICUM TRAINING (21)

This course requires student to undergo 12 months hands on training. First 6 months as practicum student with posting in the health centre in Aenon and the second 6 months as an internship student. Internship student may be posted in Aenon or to an outpost locally or abroad. Student will be involved in all the aspects of patient caretaking and helping out in the activities of the health center.

CHRISTIAN MEDIA EVANGELISM CLASSES [MEE] (Not Available)

MEEo1 BASIC MEDIA EVANGELISM (3)

An introduction to Christian Media Evangelism. Students will learn how to utilize media as their powerful tool in the mission field.

MEEo2 AUDIO & VIDEO EVANGELISM (3)

This course provides students with the knowledge and understanding of digital audio & video, and use them as a channel to present Present Truth. Practical skills such as recording & editing will be covered.

MEEo3 PUBLISHING EVANGELISM (3)

The study on the importance of publishing in God's final works, and how it can be used to spread the Final Warning. Practical skills such as graphic designing & photography will be covered.

MEEo4 INTERNET EVANGELISM (3)

The purpose of this course is to help students learn about the influence of internet, and utilize it to preach the Everlasting Gospel to the widest area within the shortest time. Practical skills such as internet services & web designing will be covered.

MEEo5 ADVANCED AUDIO & VIDEO EVANGELISM (3)

A course designed to help students understand different forms of audio & video production, and learn their working flow. Students are required to produce an audio & video product as final assignment.

MEEo6 ADVANCED PUBLISHING EVANGELISM (3)

A course designed to help students learn the process flow of publication. Students are required to publish a booklet as final assignment.

MEE07 ADVANCED INTERNET EVANGELISM (3)

A course designed to help students integrate various forms of evangelism materials into a website. Students are required to build a multimedia website as final assignment.

MEE08 MEDIA DISTRIBUTION (3)

A course designed to guide students in strategic planning of distribution of evangelism materials, as well as learning how to discover new form of distribution. Students are required to submit a complete proposal as final assignment.

MEE09 MEDIA EVANGELISM PRACTICUM (18)

Students are required to undergo 12 months of media industry training in media ministry. First 6 months as practicum student with posting in Loud Voice Media and the second 6 months as internship student to an out-post locally or abroad.

{ RELIGION CLASSES [RLG] }**RLG01 FUNDAMENTALS OF THE CHRISTIAN FAITH (3)**

An Intensive topical study of Bible truths that form the foundation and structure of Christian belief as understood by Seventh-day Adventist. Within this course, special emphases on righteousness by faith will be studied, teaches student the true Christian life in principle, and applying its principles in practice.

RLG02 JEWISH APOCALYPTIC WRITINGS: DANIEL (4)

Course is a critical and exegetical study of the book of Daniel. Special emphasis is placed on end-time eschatology and the role of the Seventh-day Adventist Church.

RLG03 CHRISTIAN APOCALYPTIC WRITINGS: REVELATION (4)

An in depth study of the prophetic book of Revelation. Special

emphasis is placed on end-time eschatology and the role of the Seventh-day Adventist Church.

RLG04 LIFE AND TEACHING OF JESUS (3)

A comprehensive study of the Life and Teachings of Jesus as revealed in the four Gospels. Aimed at developing student appreciation of the impact of Christ upon one's own life, as well as enabling the student to present the fundamental message of Jesus to others.

RLG05 CHRISTIAN WITNESSING (3)

A focus study on how to be an effective witness as a Christian for Christ. This Course will cover How to study your own Bible, How to share or preach, and How to give Bible studies.

{ Work Education [WRE] }**WRE**

As a part of the training, you are required to put in a minimum of 30 hours per week in either of the following areas: kitchen, bakery, farm, office, or sanitarium as a patient-therapist as assigned.

Practicum [PR]

This is the practical aspect of all that you have learned in class. Assignments will be given by the lecturers and this has to be done before the issue of the certificates.

Internship

The internship will normally be done at an approved institution as selected by Academic Advisor for a period of 6-12 months. Students will be awarded a grade of either passed or failed.

DAILY SCHEDULE

While students are participating in the programs of the training centre, punctuality is essential. The schedules are tightly planned to develop effectiveness and efficiency which is crucial for workers of God as part of time management skills.

SCHEDULE FOR MEDICAL MISSIONARY TRAINING CENTER

Monday - Friday

Time:	Activity:
5:30 am	Wake up
5:45-6:30 am	Personal devotion
6:45-8:00 am	Morning duty
8:00-8:45 am	Breakfast
8:50-9:20 am	Chapel
9:30-1:00 pm	Classes
1:00-2:00 pm	Lunch
2:00-3:45 pm	Afternoon duty or afternoon classes
4:00-6:00 pm	Manual labor
6:00-7:00 pm	Dinner
7:30-9:00 pm	Self-study (Wednesday: Prayer meeting Friday: Vesper)
9:00-9:25 pm	Preparation for sleep
9:30 pm	Lights out (Saturday: 10:30 pm)

Friday:

Free time will be after lunch duty for preparation for Sabbath.

{ “To every thing there is a season, and a time to every purpose
under the heaven.” (Ecclesiastes 3:1) }

SCHEDULE FOR BIBLE TEACHER TRAINING CENTER

Monday - Friday

5:30 am	---- Wake up!
5:45-6:30 am	---- Personal devotion
6:50-8:00 am	---- Working (cleaning, watering plants etc.)
8:00-8:45 am	---- Breakfast
8:50-9:20 am	---- Group devotion (both staff and students)
9:30-10:15 am	---- Classes I
10:25-11:10 am	---- Class II
11:20-12:05 pm	---- Class III
12:15-1:00 pm	---- Class IV
1:00-2:00 pm	---- Lunch

Monday - Thursday

2:00-3:45 pm ---- Working	Friday	2:00-3:00 Working
4:00-6:00 pm ---- Farming		3:00-6:00 Prepare for Sabbath
6:00-7:00 pm ---- Supper		6:00-6:40 Supper
7:30-9:00 pm ---- Wed. Prayer Meeting		6:45-7:45 Vespers
9:00-9:25 pm ---- Preparing for sleeping (take shower and put on pajamas)		
9:30 pm ----- Time to sleep!		

Sunday

Students will work four hours on Sunday, schedules will vary

Net per week: 20 class periods of 45 minutes each; 20 hours of chores/farm work. During weeks with guest speakers, or weeks of special emphasis (when guests come to hear lectures), two additional class periods may be added: 2:00-2:50; and 3:00-3:45 on Mon-Thu in place of the afternoon chores, adding 8 lectures in total.

During four weeks of big-city evangelism emphasis each semester, the entire student body may leave campus after the second class period, at 11:30, drive to KL, eat at the Aeon Kitchen, and then do evangelism in the city until an evening meal at the Aeon Kitchen again, then returning to campus. During those weeks there will only be 8 hours of instruction.

FOOD & LODGING

Introduction

Aenon Training Centre is a nonprofit institution sponsored and operated by Aenon Health Care Sdn. Bhd. Aenon supports its operations strictly through, its industries, and contributions. Aenon does not charged tuition fee for the training course, fees shown below are charges for food and lodging:

RM	
Registration Fee	100*
1st year	4,200*
Refundable Deposit	1,000
Total	5,350

Short term courses are offered only for Medical Missionary training with a minimum of 3 months period. Short term students will attend the existing running classes with no privilege to choose preferred classes. The cost for short term course is RM 500 per month.

**Not inclusive of governmental GST charge of 6%*

Additional Costs

- Textbooks
- Optional personal food
- Toiletries
- Detergent and other laundry supplies
- Additional beddings, furniture, etc

International students who need to attend English School will pay separate fees for tuition and visa (Contact the registrar for further details).

Methods of Payment

Students are expected to pay for each semester in advance at the time of registration. Any students not able to pay in advance will need to make acceptable financial arrangements with the Student Finance Office.

Refund

Refunds are subject to various factors. For specific information concerning a refund, please see personnel in the Student Finance Office.

ADMISSIONS INFORMATION

General Admissions Requirements

1. Baptized member of the Seventh-Day Adventist Church.
2. Familiar with the doctrines of the Seventh-Day Adventist Church.
3. Willing heart and desire to serve the Lord.
4. Graduated from a secondary school.
5. Single and not involving in a boy-girl relationship.
6. Able to communicate in verbal and written English. (Students enrolling in Media Evangelism course require proficiency in Chinese.)
7. Be strong and healthy physically.

All students are expected to uphold the policies and standards of Aenon Training Centre as a Seventh-day Adventist institution. Aenon reserves the right to deny admission based on its inability to meet the student's educational needs and objectives.

Non-Discriminatory Policy

Aenon admits students of any race or colour, national or ethnic origin of all rights, privileges, programs, and activities generally accorded or made available to students at the centre. No discrimination in the administration of educational policies, scholarships, vocational training, extracurricular activities, or other administered programs is allowed.

Procedure to Apply for Admission

The Admissions Committee will process applications when the application file is complete. A complete application will include the following:

1. A completed application form with photo.
2. Three references (Teacher, Pastor, or Employer).
3. Pre-entrance health record.
4. Physician Medical History.
5. Basic blood test report.
6. Basic chest x-ray report and film.
7. RM50 registration fee (through wire transfer or direct banking).

Aside from these documents, careful reading and understanding of the information in the Student Handbook is essential for you to be familiar with the standards of operation in Aenon Training Centre. Misunderstandings or an unwillingness to comply with Aenon policies could hinder your growth here.

Notice for International Applicant: Please be advised that the visa application process takes 4-6 months, and sometimes even longer. In order for your application process to go smoothly so you can enroll at your preferred intake, please start your application process at a timely manner. (Contact registrar for specific details).

Registration

Students are expected to register during the scheduled registration periods designated in the calendar. Registration is complete only after they have finished all procedures and returned registration forms to the registrar's office. All students are required to participate in the orientation activities.

Late registration: Permission to register late must be obtained from the Academic Affairs Committee. Students failing to register during the scheduled registration periods may be charged a late registration fee. The course load of a late registrant may be reduced according to the amount of class work missed. No student may register after two weeks of the semester have elapsed. Exceptions may be made for the intensive classes which have not begun prior to the late registration deadline.

Probationary Period

Newly accepted students should view their first few months as being a probationary period.

MINISTRY INFORMATION

Soul Winning At Aenon

Aenon offers many ways to be personally involved in evangelism year long. Through the canvassing program, students find many people interested in understanding the Bible better. At times, students may follow up with these interests by giving personal Bible studies while receiving helpful instruction from the experienced pastors and Bible workers on Aenon's staff.

Many students have the opportunity to work with neighboring church-

es by preaching, giving Bible studies, and working with the youth. Students are active in local churches with both English and Chinese speaking congregations.

Medical Missionary Training

We believe Christ has called His disciples to completely restore the image of God in man—soul, body and spirit (1 Thessalonians 5:23). For this reason, “every gospel worker should feel that to teach the principles of healthful living is a part of his appointed work.” (*Evangelism*, p. 526)

Because medical missionary work is the “right, helping hand of the gospel, to open doors for the proclamation of the message” (*Evangelism*, p. 526), it is our goal to enable students to incorporate health evangelism in their ministry.

Further training is provided through active outreach in the community by conducting various health evangelism programs (Cooking Schools, Health Related Seminars, Natural Healing Seminars, etc).

Mission Trip Participation

Aenon provides an opportunity each year around the month of July for students to participate in a mission trip (local or abroad). We believe this is an important opportunity for students to utilize their learned skills and knowledge in serving; as well as to acquire practical experiences and exposure to the needs of the world church.

ACADEMIC INFORMATION

Attendance

Regular worship, prayer meeting, and class attendance are required.

Absences

Attendance at class and laboratory appointments is expected. Teachers prepare an absence policy for each class, which includes an explanation of penalties, if any, for absences, and the procedure for making up work, if such is allowed. It is the responsibility of teachers to publish their policies for each class at the beginning of each semester, but it is the students’ responsibility to familiarize themselves with the practices of each teacher from whom they are taking classes.

Academic Advising

Academic advisors assist individual students and help them understand and meet academic requirements, but the students themselves are responsible for understanding and fulfilling the requirements. If requirements are not satisfied, the certificate will be withheld pending adequate fulfillment. Thus, it is essential that students become familiar with all requirements and remain currently informed throughout their college career.

Academic Probation

A student whose cumulative grade point average falls below 2.00 will be placed on academic probation. The Academic Affairs Committee may review individual cases to determine the action most appropriate to the student’s situation.

Grade Change

A grade may be changed by the teacher during a 6-months period from the date the grade was issued. Grades are changed only to correct an error made in determining or recording the grade. If a student is not satisfied with the grade he received for a class, the student has 60 days to contest the grade. After that time the grade will be final.

Grade Reports

Grades are given for each class and are recorded in the Permanent Transcript.

Honesty

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student's academic standing at Aenon. Lessons may be discussed with other students; tutors may help to guide a student's work; and textbooks, encyclopedias, and other resource materials may be used for additional assistance; but the actual response must be the student's own work. Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices, or outward help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Aenon Academic Affairs Committee for appropriate punitive action.

Withdrawal

Students who withdraw by choice or upon disciplinary action before the completion of the course will have to pay back for the cost that they have incurred such as lodging, food, tuition fees and textbooks. The deposit will not be refunded.

Grading System

Aenon uses the semester system. Grade points are awarded for each class that has been passed. Grade points for a given class are the product of the grade, on a four point scale as noted below, and the semester hours earned in the class. The key below will help interpret grade reports and evaluate grade-point average (GPA).

A	4.00	C	2.00	I	Incomplete
A-	3.67	C-	1.67	W	Withdrawal
B+	3.33	D+	1.33	NC	Non-credit
B	3.00	D	1.00	P	Pass
B-	2.67	D-	0.67	AU	Audit
C+	2.33	F	0.00		

Final Examination

In order to complete the semester, each student must take final examinations as scheduled.

It is the student's responsibility to arrange travel in a manner that will not interfere with the examination schedule. Requests for modification for a student's final examination schedule, because of unforeseen emergencies, must be arranged through the Academic Affairs Committee. A form may be obtained from the Registrar's Office.

Criteria for Graduation

In order to graduate and be awarded a certificate by the Centre, the student must have a passing grade in all subjects in the course curriculum and also complete the internship period as a practicum student.

Graduation Contract

All graduates are expected to participate in the commencement exercises unless given permission by the Academic Affairs Committee to graduate in absentia.

Request of Transcript

Graduated students are only allowed to request for an official transcript after all debts have been cleared with Aenon Training Centre. A fee of RM 500 will be needed to be paid before the issuing of the transcript.

Standard of Conduct

In harmony with the objectives of the training centre, high standards of behavior are maintained to encourage the development of genuine Christian character. Mature Christian students of sound spiritual and social integrity appreciate standards that elevate and ennoble. Admission to Aenon Training Centre is a privilege that requires the acceptance of and compliance with published and announced regulations. Only those whose principles and interests are in harmony with the ideals of the training centre and who willingly subscribe to the social program as ordered are welcomed. It follows that since students at Aenon engage actively in the ministry of the Seventh-day Adventist Church, those who engage in activities determined to be detrimental to the church on or off campus will not be knowingly accepted or retained. A student who is out of harmony with the social policies of the training centre, who is uncooperative, and whose attitude gives evidence of an unresponsive nature may be asked to withdraw without specific charge.

Each student is expected to become acquainted with the standards of conduct published in the Aenon Training Centre handbook. Interim announcements of policies adopted by the administration are of equal force with those listed in the official publications.

STUDENT LIFE

Aenon Training Centre will make a maximum contribution as a Seventh-day Adventist institution of higher learning when every member maintains high Christian standards of integrity, courtesy, and accomplishment. In order to achieve this ideal, lifestyle and academic achievement should be consistent with Scriptural principles. All that is to be done should be done “heartily as to the Lord, and not unto men, knowing that of the Lord, ye shall receive the reward of the inheritance, for ye serve the Lord Christ.” Colossians 3:23–24.

Aenon is a family training centre. As all families do, we have home rules. These policies promote harmony and order. We believe these principles reflect the love and holiness of the God we serve.

Guidelines on Dress

“No education can be complete that does not teach right principles in regard to dress. Without such teaching, the work of education is too often retarded or perverted.” (Education, p. 246)

The aim of dress standards at Aenon is to support the principle that what we wear influences the heart as well as reflects what is in it. We desire that each student and staff member dress in such a way as to reflect the righteousness of Christ. Clothing should therefore be neat, clean, modest, and appropriate on or off campus. For “a person’s character is judged by his style of dress. In dress, as in all things, it is our privilege to honor our Creator.” (Education, p. 248)

As a general principle, clothing must have identifiable feminine or masculine characteristics, or must be complemented by items of cloth-

ing which do have identifiable feminine or masculine characteristics. The Lord has given us specific instruction to maintain a difference between male and female dress (Deuteronomy 22:5). For this reason, we request our young ladies to dress in a feminine way, avoiding unisex fashions.

1. Church Attire: Men should wear khaki type slacks, lapel collared shirts and ties. Suits are strongly recommended. Ladies should wear modest dresses or skirts. Shirts and blouses should have sleeves. Wear your very best for the King of kings and Lord of lords.
2. Classroom and Ministry Attire: Men should wear khaki type slacks, lapel collared shirts, or non-collared dress shirts. Ladies should wear modest dresses or skirts. All shirts and blouses worn should have sleeves.
3. Recreational Attire: Whether a student is in the residence hall or relaxing outdoors, he should follow heavenly principles that will please God and help other students avoid temptation through what they see others wearing. For inspirational guidelines in this area, please read *Messages to Young People*, p. 345-360. In most instances for ladies – skirts, dresses, and culottes are most desirable. For activities when a skirt would be immodest or provide inadequate protection for the legs, feminine style (non-jean style) slacks and long blouses are appropriate.
4. Manual Labor Attire: Jeans and other work clothes may be worn. Work clothes should allow easy movement and protection from the elements. They should be items that you do not mind getting stained.
5. In order to uphold the Lord's principles of modesty and simplicity in dress, no mini-attire is allowed on campus. Skirts should cover the entire knee when standing or sitting.

6. Choose the best when wearing T-shirts with designs or logos. Wear only those bearing slogans that are consistent with our high and holy calling as Seventh-day Adventist Christians. Undershirts are not appropriate to wear in public. If worn under a shirt, please keep the outer shirt buttoned.
7. Necklaces, rings, arm/leg bracelets, leather or string bands, earrings and similar kinds of jewelry and decorations are not to be worn. Colorful cosmetics and nail polish are not to be used.
8. Male and female haircuts should be neat and decent for their gender, without faddish styles. Hair is to be left its natural color. Students are not to dye, bleach, streak, or in any way change their hair color. Always keep your hair neat and tidy. Men are not allowed to keep long hair.

To guide you as you continue your study in this area, we recommend these books:

1. *Creeping Compromise* by Joe Crews.
2. *Christian Dress and Adornment* by Samuele Bacchiocchi.
3. See also *Testimonies for the Church*, vol. 4, p. 634; *Testimonies for the Church*, vol. 1, p. 6, 132, 459.

Social Relationships

“While at school, students should not allow their minds to become confused by thoughts of courtship. They are there to gain a fitness to work for God, and this thought is ever to be uppermost. Let all students take as broad a view as possible of their obligations to God. Let them study earnestly how they can do practical work for the Master during their student life...

Again and again I stood before the students in the Avondale school with messages from the Lord regarding the deleterious influence of free and easy association between young men and young women. I told them that if they did not keep themselves to themselves, and endeavor to make the most of their time, the school would not benefit them, and those who were paying their expenses would be disappointed. I told them that if they were determined to have their own will and their own way, it would be better for them to return to their homes and to the guardianship of their parents. This they could do at any time if they decided not to stand under the yoke of obedience, for we did not design to have a few leading spirits in wrongdoing demoralizing the other students.

In our schools in Battle Creek, Healdsburg, and Cooranbong I have borne a straight testimony concerning these matters. There were those who thought the restraint too severe; but we told them plainly what could be and what could not be, showing them that our schools are established at great expense for a definite purpose, and that all which would hinder the accomplishment of this purpose must be put away.” (*Counsels to Parents, Teachers, and Students*, p. 100 - 101)

Aenon fosters an atmosphere where social relationships are modest and honorable. We also maintain that God has a “time for everything,” including relationships with the opposite sex. Ellen White addressed this timing in:

“When a conference selects young men and women, and aids them in obtaining an education for the canvassing field or any other branch of the work, there should be an understanding as to what they propose to do, whether they design to engage in courtship and marriage, or to labor for the advancement of the cause of truth. It is no use to spend time and money in the education of workers who will fall in love before they complete their education.” (*Fundamentals of Christian Education*, p. 62)

She was also given counsel regarding courtship in school in order to guide our colleges at Battle Creek and Avondale. When her son asked her about the validity of making general applications of these statements, she responded with the counsel found in.

“In all our dealings with students, age and character must be taken into account. We cannot treat the young and old just alike. There are circumstances under which men and women of sound experience and good standing may be granted some privileges not given to the younger students. The age, the conditions and the turn of the mind must be taken into consideration. We must be wisely considerate in our work. But we must not lessen our firmness and vigilance in dealing with students of all ages, nor our strictness in forbidding the unprofitable and unwise association of young and immature students.” (*Counsels to Parents, Teachers, and Students*, p. 101)

However, while some privileges may be given to older men and women, it is still not wise to attempt to complete a college education and court at the same time, since both deserve sober and earnest attention. We strongly recommend that older students also “make haste slowly” while studying at Aenon in order to prepare themselves as gospel workers in the world church.

Aenon encourages the building of strong friendships between all of its students, but, because we want to help you best prepare for your future in God’s service as well as your future married life, we do not permit dating/courtship. Older students with life experience in ministry may be granted permission to continue their studies while engaged in courtship.

The principles guiding the association of young men and women while attending Aenon Training Centre (see above Spirit of Prophecy statements) prohibit focused emotional or romantic relationships between men and women while preparing for the service of God. Students should maintain wise reserve and transparency in their relationships so as to avoid any unnecessary misunderstandings. The centre seeks to be clear in implementing these principles, while giving Christian latitude for

differences in personality and background, and maintaining a balance of action and a careful and reasonable respect for privacy.

In addition to this policy, a few practical rules have been adopted:

1. In general, a young man and woman should not spend time alone either on or off campus. We understand that some exceptions may arise in which a young man and woman may be together unchaperoned, but as the Bible says, “avoid the appearance of evil” (1 Thessalonians 5:22).
2. Except as noted above, students who are already dating or courting before arriving on campus are expected to put their relationship on hold while studying here.
3. Dating, courtship, or “going together” with another opposite sex student or non-student is not in harmony with God’s plan while enrolling at Aeon Training Centre and is not permitted. Such activities take up important time necessary for adequate preparation for God’s service while in training and can cause distracting emotional turmoil.
4. Emotional attachments, discussions about future possibilities, or “understandings” between men and women are not appropriate until one has completed his/her educational preparation for God’s service. This includes on or off campus internship assignments
5. While sincere Christian fellowship is always appropriate, Christian men and women will not linger in each other’s presence, engage in light and trifling conversations, be seen often in the presence of the opposite gender, or select special friendships from the opposite gender, but will seek to develop broad, general, Christian relationships with many students of both genders.
6. Communication between men and women of an emotionally focused, romantic, or personal nature via the internet, e-mail, SMS, telephone, letter, or other media is not permitted be-

tween students, or between students and non-students not of the same family.

7. Because students do not completely understand the power of emotional attractions, the faculty may find it necessary to counsel students regarding their association choices. Student should accept this counsel prayerfully and cooperate.

General Social Guidelines

1. Always stay with the group during outings or activities.
2. Don’t form an exclusive relationship with any one friend (spend relatively equal time with all).
3. Avoid inappropriate physical contact.
4. Avoid circumstances that might lead staff or students to think of you and a friend as a “couple.”
5. Don’t put yourself in any circumstance that might be questionable.

Evidences of an Inappropriate Relationship

1. Spending time almost exclusively with one person, with little time for others (walking/eating/studying).
2. Missing or arriving late for appointments (work/classes) because of a special friend.
3. Spending more than the average time talking or thinking about one person.
4. Causing it to become common knowledge that you and your friend are a “couple.”
5. Disregarding Weimar Academy’s general social guidelines.
6. Choosing to go any place at any time that you know to be against social and school guidelines.
7. Using emotional pressure or manipulation in order to keep a special friend; expressing jealousy or using words intended to wound.
8. Expressing affection in a physical manner.

Entertainment and Recreation

Generally, students at Aeon Training Centre should find their joy and entertainment in the highest and most fulfilling activities, such as Bible study, personal witnessing, reading appropriate literature, nature activities and etc.

The training centre teaches to enjoy the things of nature that are useful and constructive, and that elevate the God of nature. Any activity carried to excess does not constitute true recreation. Competitive sports are artificial and self-fulfilling. They develop a spirit of rivalry and detract from the development of a Christ-like character by encouraging pride and arrogance. They also engender strife. (See Philippians 2:3).

Participation in any recreation should meet the following criteria:

1. Is it the best use of time?
2. Is it inexpensive and the best use of finances?
3. Are the surrounding influences and environment encouraging to spiritual growth?
4. Would I welcome Jesus to participate with me?

Music Guidelines

“Music was made to serve a holy purpose, to lift the thoughts to that which is pure, noble and elevating, and to awaken in the soul devotion and gratitude to God.” (*Patriarchs and Prophets*, p. 594) In the area of music, as in every other facet of Christian living, our desire is to reach God’s ideal rather than settle for what the world offers or what makes us feel good. As you walk through the campus, we want you to be uplifted to “heavenly places” by the music that you hear.

We realize that we are all still growing in Christ and we may not all share the same views upon what it means to make a “melody in your heart to the Lord. (Ephesians 5:19) Therefore, we ask that you show respect to those around you by refraining from playing any music that could pos-

sibly offend the consciences of other students or staff members. If there are differences in musical tastes between you and your roommate, please use earphones when listening to tapes or CDs.

Our minimum requirements regarding music include the following:

1. Please do not bring rock, rap, rhythm and blues or contemporary Christian music on campus.
2. Avoid music that features drums or that includes a swinging rhythm.
3. In the case of question or controversy concerning what is acceptable, the final decision will be made by the Administrative Committee.

To guide you as you continue your study of Christian music, we recommend these books:

1. *The Christian and Rock Music* by Samuele Bacchiocchi.
2. *Notes on Music* by Louis and Carol Torres.
3. “*Distraction Dilemma*” by Christian Berdahl.

Also prepare for the joy of learning Scripture songs while at Aeon. They can be a power in your life as you seek to hide God’s Word in your heart (see Psalm 119:11).

Health Principles

“What, know ye not that your body is the temple of the Holy Ghost, which is in you, which ye have of God, and ye are not your own?” (1 Corinthians 6:19).

“Youth who are kept in school and confined to close study, can not have sound health. The lesson must be often repeated, and pressed home to the conscience, that educa-

tion will be of little value if there is no physical strength to use it after it is gained. Students should not be permitted to take so many studies that they will have no time for physical training. The health can not be preserved unless some portion of each day is given to muscular exertion in the open air. Stated hours should be devoted to manual labor of some kind,—anything which will call into action all parts of the body. When students leave college, they should have better health and a better understanding of the laws of life than when they entered it. The health should be as sacredly guarded as the character.” (*The Advocate*, March 3, 1900)

Aenon believes that we should practice and teach health principles to glorify God. For this reason, physical exercise through manual labor is part of the daily schedule. Opportunities in landscaping, gardening, food service, maintenance, and other forms of vocational training provide a healthful break from study and teach necessary skills that will be of great benefit in mission service.

The use of alcoholic beverages, illegal drugs, tobacco products, and the abuse of prescription drugs are forbidden on or off campus. Violation of this policy will be dealt with immediately by the administration.

The practice of health principles also includes our diet. It is part of the education at Aenon to learn to enjoy a total vegetarian cuisine. Three meals are served daily in the dining hall.

Students who wish to follow a two meal a day plan are free to skip the last meal of the day. Students are strongly encouraged to eat a good breakfast daily.

Medical Care

Accidents that result in injury or illness should be reported immediately to the men’s or women’s dean. They will determine the seriousness of the injury/illness and whether professional medical help should be ob-

tained.

Our philosophy is to use God’s natural remedies for healing as the primary method of the treatment of illness.

Sabbath Observance

“The value of the Sabbath as a means of education is beyond estimate. Since the Sabbath is a memorial of creative power, it is the day above all others when we should acquaint ourselves with God through His works.” (*Education*, p. 250-251)

Students and faculty worship the Creator every Sabbath in fellowship with believers at one of the many Seventh-day Adventist churches in the area. In this way, students may be a blessing to a local congregation and put into practice the principles and skills students are learning in evangelism. Many students use Sabbath afternoon for outreach activities such as visiting missing members, giving Bible studies, working with youth groups, and conducting programs at various churches. There are ample opportunities for service during these sacred hours.

We ask that all students plan their week so as to be ready in plenty of time for the opening of the Sabbath. Rooms should be clean, clothing prepared, showers taken, hearts softened and subdued before the sun approaches the horizon.

We meet together to welcome the Sabbath. Students are responsible to note the announced scheduled time and location for our Welcome Sabbath meetings.

Residence Hall Rules

1. Men are not to be in the ladies’ living quarters or women in the men’s living quarters at any time unless a staff spon-

sored activity is scheduled there.

2. Student rooms are to be kept in a neat and orderly fashion. Residence hall deans and assistants will periodically check the order of rooms, especially in preparation for the Sabbath.
3. Eating is not permitted in the living area at any time.
4. It is the responsibility of every student and staff member to keep the campus and its premises neat and clean. Students should not leave books, clothing and other personal items in any public room of the residence halls.
5. Every Friday, the dormitories will have a special Sabbath cleaning. All students will work together to prepare the building and grounds for God's holy Sabbath.
6. Television and video viewing is not permitted in the residence halls although students may watch any of the educational or permitted videos found in the Aenon library.

We encourage all students and staff to get adequate sleep by the following this counsel:

“In regulating the hours for sleep, there should be no haphazard work. Students should not form the habit of burning the midnight oil and taking the hours of the day for sleep. If they have been accustomed to doing this at home, they should correct the habit, going to bed at a seasonable hour. They will then rise in the morning, refreshed for the duties of the day. In our schools, the lights should be put out at half past nine.” (*Counsels to Parents, Teachers and Students*, p. 297)

Students should be in their respective dormitory rooms at 9:30 pm Sunday-Friday and at 10:30 pm on Saturday. Pass these times no students should be outside of their respective dormitory in exception to permitted reasons.

Computer and Internet Usage

Internet access is available for student use in designated areas. The computers in the offices are only to be used with permission, otherwise for business only. The following guidelines and rules for computer and Internet are in effect:

1. Students are permitted to have their own computers. Computer games, unsuitable graphics, and any other programs mismatched with high Christian standards are not acceptable.
2. The internet is only to be accessed in these specific hours:
 - a) 8:00 am - 8:50 am
 - b) 1:00 pm - 2:00 pm
 - c) 6:00 pm - 8:30 pm

Telephone call

Limited to local calls only. You may use telephone card for making international calls.

Utility

Be judicious with the use of water and electricity. Always remember to turn off or switch off supply when not in use. Wastage is a sin we need to guard against.

Returning home

You are allowed to return to your respective home for visits during term breaks or other special occasions stipulated by the institution only. Otherwise you need to get permission for doing so from the dean.

Early Leave

During the course of training student is given 12 days of leave by request. Any leave taken which exceeds the 12 days of permitted leave will have to be made up. Permission to leave is granted under the following circumstances:

1. There is a demonstrated emergency (i.e. death in the family).
2. All assignment, practicum and evangelistic ministries responsibilities are completed and satisfactory.
3. The student's account is settled.
4. The student's leave is approved by the Administrative Committee.

Town trip

Under normal circumstances students are allowed to make town trips on Friday afternoon, Saturday night and Sunday only with permission. Permission for going out on other days is to be sought from the dean or assistant dean. Student will be charged RM 5 per trip to Melaka.

Laundry

All students are required to take care of own laundry. Please do not use the institution's washing machines for washing your own laundry as these machines are meant for staff use.

Administration of Student Life Policies

The Administrative Committee of Aenon is responsible to see that all of the student life policies are maintained. When students disregard these policies, the Committee will advise and discipline as it deems necessary.

The administration also reserves the right, without parental consent, to perform any of the following measures:

1. Question a student regarding his or her behavior on or off campus.
2. Inspect a student's room.
3. Arrange for the conducting of alcohol and drug testing.
4. Require counseling, education or treatment programs as necessary.
5. Ask a student to withdraw from the training program if at any time the student's conduct, influence, or attitude is not in harmony with the philosophy and guidelines of the college and that student is not willing to change his or her behavior.

What to Bring with You

Each room at Aenon is supplied with bed, mattress, dresser, desk and chair. Students may want to bring extra shelving with them for books and other personal items. Bedding and linens are not supplied. Please bring towels, washcloths, sheets, blankets and a pillow with you.



AENON TRAINING CENTRE

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