We're looking forward to your arrival on campus in January. Please take time to read this sheet so you won’t miss new and updated information.

Course pre-registration is confirmed when we receive a tuition deposit of $75 per course by June 1/Dec.1. After your deposit is received, arrangements are made for each class based on the number of registered students. We are not yet ready to receive D.Min. registrations on-line but hope to have that option for you in the near future. In the meantime you can make payments by check (payable to RTS) or by VISA or MasterCard. Remember, the best way to register is by returning the completed registration form to the D.Min. Office.

Campus registration occurs on the first day of your class, between 8:00a-8:30a. All previous course work must be completed and all fees paid before your first class period.

D.Min. tuition is $350 per credit hour. This means that the tuition for a three-hour D.Min. course is $1050 for credit and $525 for audit. D.Min. students should register through the D.Min. Office.

Class begins at 8:30a on Monday morning. Please be courteous by being on time for each class session. Classes generally meet from 8:30a to 4:00p Monday through Thursday, and 8:30a to 12:00n on Friday.

RTS Orlando Bookstore hours are 8a-5p, M-F. Our campus bookstore endeavors to offer competitive pricing with Amazon and other online sources (up to 30% on most titles). If you are interested in placing a committed order (please, no price check inquiries) you may call 1-800-390-7426 or e-mail your order to our Bookstore Manager, Greg Thompson at gthompson@rts.edu.

Reading Reports will be placed in a file box in your classroom on the first morning of class. Please use a cover sheet and staple all sheets together in the top left hand corner.

Course Integration Papers should be 15-20 pages in length (12-point font, double-spaced) using A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian (6th Edition). Students are encouraged to use block quotations with a “References Cited” section at the end of the paper. Please also note any additional instructions given by your professor. All papers should
include a cover sheet with the course name and number, date, professor’s name, and the student’s name, address, phone number and email. Please number all pages and staple at the top left corner (no binders). Papers will be received at the D.Min. Office by the last working day of April 2006.

Students who fail to submit their integration paper by April 28 will receive an automatic two-month extension and will be assessed a late fee of $100 per paper.

Grade reports are mailed from the Registrar’s office as soon as grades are received from the professor. If you wish to have your paper returned with your grade report, please enclose a self-addressed envelope with sufficient postage stamps for return delivery. Unused stamps will be returned to you.

Students are encouraged to begin work on their Doctoral Thesis Proposal by the time they complete at least four courses—preferably core.

The Library Orientation & Research Seminar will be conducted by the RTS Librarian on Tuesday, July 18, at 11:30a. This valuable seminar is required before students can attend the Doctoral Thesis Seminar.

The Doctoral Thesis Seminar is always held during the core course week. This seminar is required before students may present a Doctoral Thesis Proposal to the D.Min. Office. Please sign up for the Friday seminar by Monday morning July 21, 2006. If you would like for your proposal to be evaluated during the seminar, please submit your proposal draft to Joyce on Monday morning. This seminar begins with a working pizza & salad lunch ($5 each). Please sign-up as soon as possible on Monday.

Auditors are welcome. However, auditors are asked to give deference during class discussions to students taking the course for credit.

Course Evaluations will be completed on the last day of class by all students. Your input is very important to us. Thank you for completing your evaluation before leaving campus. If you have additional comments or suggestions, please write them on the back of the form.

The RTS D.Min. Program Requirements include the successful completion of 30-semester hours. These hours include four 3-hour required core courses, four 3-hour elective courses, and two 3-hour credits for the Doctoral Thesis. At least one course must be taken each year. Core courses are offered every Summer/July & Winter/January Session.

Orlando campus core course Schedule:

DMC801 - Theology of Ministry  
July 16-20, 2007 & July 20-24, 2009

DMC802 - Applied Theology: Spiritual Formation  

DMC803 - Leadership Development  

DMC804 - Church Growth & Renewal  
July 17-21, 2006 & July 14-18, 2008

D.Min. students have six years to complete the doctoral program. After reaching the sixth year, the student may apply for a program extension. The extension fee for the first year is $250.00, the second year is $500.00, and the third and final year is $1000.00. There are no extensions granted after the ninth year.

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