



O R L A N D O



STUDENT HANDBOOK 2016-2017



1231 Reformation Drive
Oviedo, Florida 32765
407.366.9493
www.rts.edu/orlando

2016-2017

ACADEMIC CALENDAR

2016 Summer Session

April 1	Registration opens through Self-Service
June 6	Classes begin
August 26	Summer session ends

2016 Fall Semester

June 15	Registration opens through Self-Service
August 30	Orientation
August 31	Classes begin
September 5	Labor Day holiday
September 14	Last day to add a class
October 5	Last day to drop a class
October 17-21	Reading week
November 23-25	Thanksgiving holidays
December 12	Last day of fall semester classes
December 14	Term paper deadline (11:00 a.m.)
December 15-20	Examination period (Dec. 15, 16, 19 & 20)
Dec 21-Jan 8	Christmas holidays

2017 Winter Session

November 1	Registration opens through Self-Service
January 9	Winter session begins
February 3	Winter session ends

2017 Spring Semester

December 1	Registration opens through Self-Service
February 6	Orientation
February 8	Classes begin
February 22	Last day to add a class
March 15	Last day to drop a class
March 27-31	Spring Break
May 16	Last day of spring semester classes
May 19	Term paper deadline (11:00 a.m.)
May 22-25	Examination period
May 26	Graduation

Handbook Updated 6-2016

TABLE OF CONTENTS

INTRODUCTION	4	Registration	
Welcome Letter		Class Attendance & Classroom Etiquette	
Purpose Statement		Communication	
Vision Statement		Extended Absences	
SPIRITUAL LIFE	5	Tests & Examinations	
Community Commitments		Plagiarism	
Personal Commitments		Extension Time for Papers & Other Academic Work	
The Lord's Day		Grades	
Chapel		Field Education	
Personal & Corporate Prayer		The Mentoring Experience	
Pursuing Relationships		Spouses Taking Classes	
Missional Campus		Student Records	
Study (As a Spiritual Activity)		Accreditation Information & Standards	
CAMPUS LIFE	7	LIBRARY	23
Student Services		Hours of Operation	
Financial Aid		Staff	
Work Study		Arrangement of the Library	
Working While in Seminary		General Collection	
Housing		Periodicals	
RTS Wireless Network		ATLA	
Insurance		Other Electronic Resources	
<i>The Rooster</i>		Locating Books	
Personal or Family Issues		Circulation Policy	
Students with Special Needs		Reserve Policy	
BrightLight Books @ RTS		Other Library Policies	
Student Commons		Interlibrary Loans	
Identification Cards		Photocopies	
Lost & Found		Scanner	
Student Organizations & Activities		Information Technology	
Student Activities Fees		CONDUCT	27
Student Cabinet		Guidelines	
Women in Ministry		Student Appeals	
Canoe		Children on Campus	
Playground & Dock		Sexual Harassment Policy	
COMMUNITY LIFE	14	Student's Role in Institutional Decision Making	
New Student Orientation & Convocation		Notice of Non-Discrimination	
President's Forum: Challenge Your Faith		FACILITIES	29
Leaders in Training		Guidelines	
International Student Lunches		Parking	
The Current Read		Hours of Operation	
Lectureships		Campus Security	
Navigating the Reformed World		CAMPUS DIRECTORY	31
ACADEMIC LIFE	16	ORLANDO DIRECTORY	32
Academic Advising & Concerns		FACULTY DIRECTORY	33
		CAMPUS BUILDING DIAGRAMS	34
		ACKNOWLEDGMENT FORM	36

WELCOME TO RTS ORLANDO

I want to extend to you a very warm welcome to RTS Orlando! We are thrilled God has called you to begin advanced study of Scripture, theology, and the church of Christ in preparation for a lifetime of service to His kingdom. You are entering a community of students, faculty, and staff who are from all over the world and from a variety of church traditions—now all joined together by a commitment to the authority of God’s Word over all of life.

Undertaking seminary training is no small task, nor is it a task to be undertaken alone. You are now part of a family of learners whom God has put together on this campus to help one another, teach one another, and spur one another on in Christian discipleship and disciple-making during this unique time of life. Much of seminary unavoidably involves you, the Bible, books, your computer, and a desk in the library. But by no means all of it! We encourage you to share your gifts, struggles, discoveries, worries, joys, and failures with those around you at RTS—and with the local church in which God places you during your time here. God designed us to need one another in the Christian life, and seminary is no exception! We hope you will find your seminary years as a time of immense blessing through the relationships you make with your brothers and sisters in Christ at RTS Orlando.

This handbook is meant to introduce you to some key essentials to life here at RTS Orlando. It will inform you of what is going on, and it will help alert you to some expectations and responsibilities for members of the student body. We will touch upon some elements of the handbook during orientation, and we encourage all students to review it more thoroughly later. Each year students should reread the handbook upon their return to study. It can always be found online at www.rts.edu/orlando under the Student Life tab.

If you have any questions, please touch base with the Student Life Coordinator (Mrs. Kim Sutter), Associate Dean of Students (Mrs. Leigh Swanson), or myself. The Student Life Office is here to support you and your family and help you become a flourishing part of this learning community. We want you to thrive and to contribute, to belong and to grow. And we have hope arising from Christ’s promise that “the word of Christ dwells in you richly” as you sit under God’s Word and sing of God’s glory together. As we worship and study and seek to walk before the Lord together here at RTS Orlando, we do so expecting that Christ’s Word will not only speak but will do so in rich and transformative ways.

May God bless your time in our midst!



Greg Lanier
Assistant Professor of New Testament
Dean of Students

INTRODUCTION

PURPOSE STATEMENT

The purpose of Reformed Theological Seminary is to serve the church in all branches of evangelical Christianity, especially the Presbyterian and Reformed family, by preparing its leaders, with a priority on pastors, and including missionaries, educators, counselors, and others through a program of theological education on the graduate level, based upon the authority of the inerrant Word of God, the sixty-six books of the Bible, and committed to the Reformed faith as set forth in the *Westminster Confession of Faith* and the *Larger and Shorter Catechisms* as accepted by the Presbyterian Church in the United States of America as its standard of doctrine at its first General Assembly in 1789. This program shall be characterized by biblical fidelity, confessional integrity, and academic excellence, and committed to the promotion of the spiritual growth of the students. The breadth of this ministry will include multiple campuses and extensions as led by the Lord.

VISION STATEMENT

Reformed Theological Seminary exists to glorify the Triune God and to serve His Church by providing excellent, globally accessible graduate theological education and pastoral training in the Reformed tradition, and by equipping its students for servant leadership that is marked by “A mind for truth. A heart for God.”

RTS Orlando participates in and applies the institutional purpose of RTS by forming generations of Christian leaders marked by a spirit of *semper reformanda*, which means “always reforming.” These kinds of leaders are nurtured in the Word of God and empowered by the Spirit of Christ to reform the church and transform the world. In this way, we hope to contribute to the Church’s role in making Christ’s invisible kingdom visible “on earth, as it is in heaven.”

SPIRITUAL LIFE

COMMUNITY COMMITMENTS

As you begin or continue your seminary career, we invite you to join us in committing to:

1. The truth of Scriptures in its full expression and in the breadth of its application to all of life (2 Tim. 3:16-17).
2. Sharing with each other in hard work and personal service (1 Thess. 2:8).
3. Offering our academic work to the Lord as our immediate vocation (2 Tim. 2:15-16).

4. A genuine and supportive friendship with each other, reflecting the self-sacrificing love of our Savior for us (1 John 3:11, 16-18).

PERSONAL COMMITMENTS

The Apostle Paul wrote Timothy: “Watch your life and doctrine closely...” (1 Tim. 4:16a). Your personal walk with the Lord merits your first and continuing concern. If your studies (even of Scripture and theology) overtake your personal devotion and formation in relational accountability, you can become dry and bitter. Be on guard against this, and cultivate specific disciplines during this time that will bear much fruit under the later (and greater) demands of ministry in the kingdom! John Frame’s, *Studying Theology as a Servant of Jesus*, contains valuable advice on this subject.

THE LORD’S DAY

The Lord’s Day is set aside for your worship with a local congregation and for your rest. You are urged to participate actively in a local church. This will be a valuable and indispensable element during your seminary experience. Take some time the first few months to determine where you will attend, and then commit yourself to faithfully attend and serve. For a list of area churches that students, faculty and staff attend, please contact the Student Life Office or check the Community tab on the Orlando web page for more information.

Observance of the Lord’s Day also means that you should search your conscience regarding studying. Please do not call faculty or staff at their homes concerning academic or other seminary-related matters on the Lord’s Day. The seminary is closed on Sunday. Emails sent to faculty and staff will be answered on Monday.

CHAPEL

Chapel is an important part of community life and is held each Wednesday during the Fall and Spring semesters at 10:00 a.m. All faculty have been advised to dismiss classes no later than 9:50 a.m. to allow students a few minutes to walk from the classrooms to the Chapel. Seminary policy as adopted by the faculty states: “All regular students are expected to attend the chapel services. Other members of the academic community are urged to attend when possible.” Chapel dismisses at 10:40 for a time of coffee and fellowship under the Loggia.

PERSONAL & CORPORATE PRAYER

Opportunities for prayer occur regularly. We strongly encourage you to take advantage of them and to institute such practices regularly with your seminary classmates and faculty. Each semester begins with a Concert of Prayer on Orientation day. Faculty and staff begin each week with a short prayer meeting outside the President’s office at 9:00 am on Monday. You are also encouraged to

find a prayer partner during your time at RTS.

PURSUING RELATIONSHIPS

Friendships are an important part of seminary life. You will be making friendships that will last your entire life. They will be a source of encouragement for the days ahead. So pursue people while you are here. In particular, we encourage you to get to know people in other degree programs. We encourage you to form friendships with students from other nations. You have an extraordinary opportunity to build international friendships that may become the basis for future ministry partnerships. Finally, pursue our staff and faculty. They will reach out to you. Reach out to them. Pursue them outside the classroom.

MISSIONAL CAMPUS

On our campus, we try to model what we hope our churches will look like. We want to bless our community. Consequently, you will see many people from our community on campus. We have over 400 people who come into our counseling clinic. We have two churches that meet on campus each week. People come from all over to visit our bookstore. We are a meeting sight for local home owners associations. Our campus is used for blood drives, and as a polling place. The mayor of Oviedo holds his annual awards banquet here. And the Oviedo police use our site for training. We are also glad the housing we own is close to campus where you can interact with non-believers and share your faith. The University of Central Florida, located minutes from our campus, is now the second largest public university in the United States. UCF's proximity offers many opportunities for RTS students to interact with the university world.

STUDY (AS A SPIRITUAL ACTIVITY)

Studying and preparing for class is your responsibility before God during your seminary days. Preparation for ministry is a consecrated activity. Commit yourself to preparing thoroughly and work hard approaching your study as a devotional service of worship.

CAMPUS LIFE

STUDENT SERVICES

FINANCIAL AID

The decision to enroll in Seminary is a step of faith and, for many students this step has been taken without full assurance of complete financial support. Such a step is challenging. Although RTS is generous in its financial aid, the Seminary asks students to treat their awards as confidential information. The online financial application is available at ww.rts.edu. If you have questions

about Financial Aid or Scholarships please contact Director of Admissions. He is available to discuss possible ways to meet your financial needs.

Financial Aid is awarded annually in the form of need-based grants, need-based partnerships with particular ministries, or merit based scholarships. Applications for financial aid must be submitted to the Admissions office using the online form referenced above. Preference will be shown to full time students and applications received by March 1st. All students who desire to be considered for Financial Aid must complete an Online Financial Aid Application each Spring Semester for the following academic year. Please visit www.rts.edu for more information.

WORK STUDY

Many students work on campus in work study positions. These normally consist of a maximum of 20 hours of work each week on campus in such places as the Library, Teaching Assistants (TAs), the Admissions Office, Maintenance, or other areas. Positions are based upon availability and therefore are not guaranteed for any student.

Before you accept a work study job, you must understand that this is a commitment that should be honored. The Seminary depends on work study students to do necessary, critical work. Most of the departments on campus see their work study students as vital contributors to the overall mission of RTS and therefore expect a measure of dependability regardless of the pressure of studies, exams, or other responsibilities.

Time sheets for reporting hours worked under the work study program are due at the end of each month on the date posted. It is the student's responsibility to complete the time sheet, obtain the signature of his or her supervisor and turn it in to the appropriate inbox in the admissions office. Payment will not be made for work if time sheets are turned in over one month late.

Appropriate and considerate attire is required when performing work study duties in offices, the library or the bookstore.

Please contact Dave Veldkamp in the Admissions Office for current work study job opportunities.

WORKING WHILE IN SEMINARY

Since there are a limited number of jobs on campus, students often seek work opportunities off-campus as well. Check the bulletin boards in the Student Commons for announcements regarding employment opportunities. There may be opportunities not only for you but also for your spouse.

Contact Kevin Collins for full-time job opportunities upon graduation from seminary. To search for both part-time and full-time ministry positions, go to www.rts.edu and click on Resources, then Vocational Services.

HOUSING

RTS student housing is more than just a place to live. It's a place to connect and a place to reach out. We're building a community of like-minded students who want to form relationships. There are community events like cook-outs, game nights, and pool parties.

The seminary owns 17 condos that are available to students at affordable prices. The condos are located at the Villas at Lakeside on Slavia Road in Oviedo. The 2 bedroom/2 bath units are 975 square feet and rent for \$875.00/month. A slightly smaller 2 bedroom/1 bath unit with 941 square feet is \$850.00/month. Rent includes garbage pick-up and water. The apartments are 3.7 miles from campus. Please contact the RTS condo liaisons if you have any questions.. For more housing options in the Oviedo area please contact Dave Veldkamp in the Admissions office at dveldkamp@rts.edu.

RTS WIRELESS NETWORK

Wireless network service is available for all members and guests of the RTS community. Access is available to all publicly accessible areas inside RTS buildings. Current configuration information is as follows:

Network Type	802.11 b/g/n
SSID	RTS-Student
Encryption (WPA2-PSK)	For information about wireless passwords please see the <i>Gaining Access</i> section below

Gaining Access to the RTS Network

Students are prohibited from wired connectivity without prior authorization of campus IT Department. However, students are permitted to access the RTS Network wirelessly via the RTS-Student SSID. To gain access students are required to provide RTS with a valid email address during the registration process. RTS uses this email to notify the student of important communications, in this case the password to the network. New students will receive their passwords via the email provided after registering as a new student. The email will be from wireless.orlando@rts.edu and appear as below:

PSK [this line will contain your password]
Description [your name]
User Name [your username]
Start Time [blank]
End Time [blank]

Your PSK is your password. You may use it on an unlimited number of devices but only three of those devices may be connected at once. **Your password is specific to you so do not share or make your password public.** Doing so may result in a loss of connectivity or compromise the security of your connection.

After you have received your password you may use it to gain access via the RTS-Student SSID.

All questions or login difficulties may be addressed to wireless.orlando@rts.edu.

RTS Technology General Usage Expectations

1. Wireless network access is provided for use by members of the RTS community and is intended to support and enhance the educational experience. All usage should be in keeping with the student code of conduct.
2. Providing a safe and secure technological environment in a community setting requires cooperation from all members of the community.
3. Wireless network access may, on occasion, be taken offline without notice for testing, troubleshooting, expansion, etc.
4. Intellectual labor and creativity are highly valued by the seminary community. Therefore, because electronic information is so easily reproduced, respect for the work of others is especially critical as it relates to the use of technology. Any violation of original works such as plagiarism, unauthorized access, and copyright violations may be grounds for disciplinary action and/or loss of access privileges.
5. Digital information of any kind that does not belong to an individual should not be copied or accessed without prior authorization and is not allowed without such permission.
6. Community technological resources may not be modified in any way by anyone outside RTS IT Department. Costs incurred to restore/replace equipment that has been altered or damaged will be assessed to those responsible.

7. Intentional harm or damage to RTS-owned technological resources by knowingly spreading virus-infected files, malware, spyware, adware, etc., or any use of these resources for inappropriate conduct may result in disciplinary action and/or loss of privileges, and/or assessment of costs to repair/replace such resources.

8. RTS Information Technology Department is not responsible for support of any hardware or software not owned by RTS.

RTS Network Usage Policy

If you choose to use the RTS network, you are agreeing to comply with and be bound by the following terms and conditions of use.

Terms of use:

1. Your use of any information or materials on sites you access is entirely at your own risk, for which we shall not be liable.
2. You agree that, though this portal, you will not perform any of the following acts:
 - Attempt to access devices or resources to which you have no explicit, legitimate rights
 - Copy, reproduce, or transmit any copyrighted files or information other than in accordance with the requirements and allowances of the copyright holder Launch network attacks of any kind including port scans, DoS/DDoS, packet floods, replays or injections, session hijacking or interception, or other such activity with malicious intent
 - Transmit malicious software such as but not limited to viruses, Trojan horses, and worms
 - Surreptitiously install software or make configuration changes to any device or application, by means of the installation or execution of key loggers, registry keys, or other executable or active application or script
3. You agree that you will use the access provided here responsibly and with full regard to the safety, security, and privacy of all other users, devices, and resources.
4. You agree that you will be mindful of the cultural sensitivities of others while using this portal so as not to provoke reaction or offense, and that you will not intentionally access pornographic, graphically violent, hateful, or other offensive material (as deemed by RTS) regardless of others' sensitivities.
5. You understand that we reserve the right to log or monitor traffic to ensure that these terms are being followed.

6. You understand that unauthorized use of resources through this portal may give rise to a claim for damages and/or be a criminal offense.

INSURANCE

There are at least two measures you can take to protect yourself from overwhelming financial problems:

1. Medical Insurance. The Seminary requires that medical insurance be maintained by all full-time students and their families. This will protect you from the financial disaster that can come through catastrophic illness. In order to register each Fall and Spring Term, each student must show proof of coverage under a personal policy or coverage under a parent's or spouse's policy. Failure to comply with this standard may lead to a hold on your student account. If you need more information please contact the Student Life office for a list of options.

2. Life Insurance. Although life insurance is not required of Seminary students, it is a wise precaution and highly encouraged.

THE ROOSTER

The Rooster, a weekly update, is published each Sunday throughout the Fall and Spring semesters. It is an excellent source of information and includes official announcements, upcoming events, and other matters of interest. Please read this update to stay connected to our community.

PERSONAL OR FAMILY ISSUES

The Oviedo Counseling Clinic, located on the second floor of the administration building, offers discounts to RTS students and spouses who may have issues related to relationships, transitions and family. Please call the Director of Northland Counseling ministries, Sarah Baker at 321.244.3576 if you would like more information. In addition, the Dean of Students and Associate Dean of Students are charged with the responsibility of seeing that appropriate help is available for students. Please contact them if you have questions or need resources that can help you.

STUDENTS WITH SPECIAL NEEDS

The Dean of Students handles the coordination of needed accommodation for students with disabilities and special needs. This includes students with physical disabilities, learning disabilities and non-native English speakers. If you need assistance, please contact the seminary at the beginning of the semester. We will do all we can to accommodate your special needs when we know about them in advance.

BRIGHTLIGHT BOOKS @ RTS

Our bookstore, BrightLight Books @ RTS is located on the ground floor of the administration building and has become a popular place for students to gather throughout the day for great books, Wi-Fi connection, Starbucks coffee and fellowship in a casual and relaxed atmosphere.

BrightLight Books is owned and operated by RTSO alumni Scott Huber (MA, Biblical Studies, '98) and offers new and used books, DVDs and CDs and features one of the largest collections of secondhand Christian theological books in the country.

The bookstore stocks a wide variety of subject categories, mainly aimed at the seminarian, but also a good many for the general reader and children. A Children and Family section has been added and members of the community are welcomed.

Seventy percent of BrightLight's inventory is used items purchased with cash or trade credit directly from customers. They will buy-back books, as well as some textbooks, from both the local and seminary community.

The bookstore is open from 10:00 am to 5:00 pm Monday through Friday and 11:00 am to 3:00 pm on Saturday. (Hours subject to change.) For more information please visit their website at www.brightlightbooks.com.

STUDENT COMMONS

The Student Commons is located between Classrooms 2 and 4 and provides students a space for eating, hanging out or studying. There are a few conveniences and amenities provided for student use. Each student is given a mailbox which is used by staff and faculty to communicate with you.

If you bring your lunch or dinner to campus, the Commons is equipped with two refrigerators, four microwaves, a coffee pot, water dispenser, and vending machines. Please keep the kitchen clean and label all of your personal food items. The refrigerators are cleaned regularly. Unlabeled, outdated, or spoiled items will be thrown away.

For small print jobs, a printer can be accessed by wireless connection. If the printer is out of paper or toner, please contact the Student Life Office. The cost for printing is 10 cents per page, and the honor system applies.

A ping pong table, foosball and Wii are also available. Please be mindful of other students who may be studying and help us care for our equipment by reporting damage and returning items to their proper place. The television is available but please be respectful of others when choosing a

program or adjusting the volume.

Advertisements for community events, items for sale, or announcements must be approved and posted on the locked bulletin boards in the Student Commons. Please contact the Student Life Office with requests.

IDENTIFICATION CARDS

All students receive an ID card during their first semester of study. Every student must request an ID card within the first four weeks of a semester. Please contact the Student Life Coordinator, Kim Sutter at ksutter@rts.edu to have your photo taken or to submit a photo via e-mail.

LOST & FOUND

The Front Desk and the Library each have an area for lost and found items.

STUDENT ORGANIZATIONS & ACTIVITIES

STUDENT ACTIVITIES FEES

Each semester, full-time students are required to pay a Student Activities Fee. This fee helps form the budget which the Student Cabinet oversees and distributes to foster community within RTS. Some of the activities include the Fall Kick-off, Spring Picnic, Christmas Party, and the Graduation Banquet.

STUDENT CABINET

The purpose of the Student Cabinet is to promote Christian community among students and between students and faculty/administration. The Cabinet is comprised of students representing all degree programs and student organizations and provides leadership for expenditure of the student activities fees. Members are nominated by students, are interviewed by the Cabinet and then approved by the Deans of Students. Please submit any suggestions, ideas, or matters of concern related to Seminary life by dropping them into the Suggestion Box located in the Student Commons. These are reviewed during Student Cabinet meetings during the Fall and Spring semesters.

WOMEN IN MINISTRY

WiM (Women in Ministry) is a component of our Student Life department. Serving all women who are part of the RTS Orlando community, WiM connects and equips women for kingdom service. Fellowship driven events like our fall beach retreat provide our women an opportunity to build relationships that will last beyond seminary days. At our Connection Lunches, you will hear from women currently serving in vocational ministry and learn from their experience. Smaller gatherings, like our monthly ministry wives gathering, prepare women for more specific callings.

No matter where you may be called to serve in the future, WiM will help prepare you for a faithful and fruitful ministry. For more information contact Leigh Swanson, Associate Dean of Students, at lswanson@rts.edu.

CANOE

The canoe is available for excursions on Long Lake and is free to all RTS students and their families. Please speak to the front desk receptionist to fill out a waiver of liability form and request the keys. If you fish from a canoe or off the dock state law requires a fishing license.

PLAYGROUND & DOCK

The playground, dock and gazebos are available to our students and their families. These are new additions to our campus. Please help us take care of them. Unaccompanied minors are not allowed on campus for liability reasons.

COMMUNITY LIFE

NEW STUDENT ORIENTATION & CONVOCATION

In August, each academic year begins with a student orientation event. We have an all campus Concert of Prayer, we bring in a special speaker to help us focus spiritually, we have numerous helpful workshops, and a President's Forum. This is an informal day of meeting new people and learning the ropes at RTS. Whether you are a new or a returning student, this is a very important event. On Wednesday, classes commence, and we have our Fall Convocation. This is the formal kick off to the academic year. We will be called together with a bagpiper. We will worship together in our chapel, faculty will be robed and process, our dean will give updates, and our president will speak to us. We encourage you to attend and to bring your family. It will be followed by lunch.

PRESIDENT'S FORUM: CHALLENGE YOUR FAITH

The President's Forum is a monthly forum/podcast for students and RTS alumni. It takes place in the Fellowship Hall during lunch. Our president will interview Christian leaders, authors, thinkers, and artists who visit our campus. It is designed to expose our students to Christian leaders and give them an opportunity to listen to an informal presentation, ask questions, and meet some of these thought leaders who pass through Orlando. Each semester's guests will be listed in the semester's event calendar. The President's Forum is open to the public.

LEADERS IN TRAINING (LiT)

LiT, or Leaders in Training, is a weekly hour-long forum that seeks to address "those things they (supposedly) never teach you at seminary." In this day and age pastoral and ministry leadership is

more complex than ever. LiT is not a class, but an interactive, guided discussion covering topics that may not come up in a typical seminary class, but come up in real life ministry. It's a bring-your-own-lunch event held in the faculty conference room from 12:00 to 1:00, and led by our president, with faculty, and area pastors. (Note: Please check with the President's office for the current schedule.)

INTERNATIONAL STUDENT LUNCHESES

Every semester we have several international student lunches. These are hosted by our international students. Each lunch will feature a different country and different foods. It is a wonderful way to learn about other cultures, and what God is doing all over the world.

THE CURRENT READ

The Current Read is an RTS Orlando program, which is committed to encouraging, thoughtful reading and conversation within the local Christian community. This community includes our own campus, but we also open this up to the wider Christian leadership community in Orlando. Each year we choose one thought-provoking current book to engage the community in corporate reflection and discussion. The goal is to create a common conversation that will help us be more effective disciples in the twenty-first century.

LECTURESHIPS

Each year we have various lectures given on campus by world class Christian scholars. In the Spring we have the Kistemaker Academic Lecture Series and have hosted the Spurgeon Lectureship. We encourage our student community to take advantage of these and invite guests.

NAVIGATING THE REFORMED TRADITION

At RTS Orlando, we have students coming to us from many different denominations and traditions. We have over sixty denominations represented at RTS. For those who are not as familiar with the Reformed world, we recommend a little handbook co-written by former RTS Orlando student Kelly Kapic called *Pocket Dictionary of the Reformed Tradition* (IVP Pocket Reference).

ACADEMIC LIFE

ACADEMIC ADVISING & CONCERNS

Several curricula have been developed to meet a wide range of student needs for basic and advanced preparation for Christian service in any field. The catalog (available online only at

<http://www.rts.edu/site/academics/courses/catalog.aspx>) is designed to acquaint you with various program requirements. Become very familiar with its contents. You should plan your curriculum in close consultation with the catalog and the Registrar.

If you should have a problem involving a specific class, consult with that professor. If you have a broader scheduling issue please speak with the Registrar, Lanny Conley or the Academic Dean, Scott Swain.

REGISTRATION

Course registration is completed online via Self Service. Please see the link at the bottom of the RTS home page, www.rts.edu. Your RTS student ID number is your User Name. If you do not know your RTS student ID number, please contact the Registrar, Lanny Conley at lconely@rts.edu.

CLASS ATTENDANCE & CLASSROOM ETIQUETTE

Students should be respectful of professors, attend all class periods, and hand in assignments on time. Classroom etiquette also includes leaving cell phones turned off, refraining from surfing the Internet, playing computer games, texting, and communicating with your neighbor during lectures.

Recording of class sessions is permitted with each professor's prior approval. Recordings are to be used solely for personal study and spiritual edification and are not to be distributed privately or publicly in any manner. The video recording of RTS courses by students is prohibited. Please remember that lectures and syllabi are the intellectual property of the professors. Distribution may be considered piracy. You will find different methods of presentation from different faculty members. Your task will be to adapt to various methods of presentation in order to learn well.

COMMUNICATION

The Seminary will use a variety of communication methods to give you important information. The first way is through email. It is important you have a working email address, and that you check messages frequently. You will receive important information about your classes, financial aid and upcoming events through email. The staff at RTS Orlando is very careful about avoiding unnecessary emails. Secondly, information is disseminated using the *The Rooster*, RTS Orlando's email update. Third, you will receive information in your student mailbox located in the Student Commons. Fourth, each semester we publish an events calendar so you can plan to be part of the many campus events at RTS. Finally, we also communicate through our campus Facebook page. All students are encouraged to become a friend of RTS Orlando. This is a great place for posting photos.

EXTENDED ABSENCES

If you must be absent from any course for an extended period of time (more than a week), you must obtain prior approval from the Academic Dean. Requests for extended absence must be made in writing. If you need special consideration during any course, consult individually with each professor involved. If you need to withdraw for any reason please notify the Registrar.

TESTS & EXAMINATIONS

Tests and examinations, other than final examinations, are developed and administered according to each professor's requirements. Most professors indicate their testing schedule at the beginning of each semester. This does not preclude unscheduled examinations. Ask your professor what the policy is and what kind of response expected on examinations and then be prepared to respond accordingly.

Final Examinations will be taken during the examination period listed in the catalog. Two 3-hour periods, one at 9:00 a.m. and one at 1:00 p.m. will be scheduled for each day. You can choose among those periods when you want to take which of your final examinations. Thus, all students in a given course do not have to take the final for that course at the same time. This type of examination system can only work when everyone is committed to Christian integrity.

You will report to the examination room (which will be announced in the *The Rooster*), tell the Registrar which examination you want to take, and he will give you a copy of the exam. Only one final exam can be taken during each period.

PLAGIARISM

Research papers require borrowing other people's ideas and words. However, the source of such borrowing must be acknowledged properly so that your ideas are clearly distinguished from ideas that you borrowed. If the source is not acknowledged properly, your work is plagiarism. For an excellent summary on what constitutes plagiarism, see Kate L. Turabian, 8th Edition, *A Manual for Writers of Research Papers, Theses, and Dissertations* (rev. by Wayne C. Booth, etc.; 7th ed.; Chicago: University of Chicago Press, 2007), pp. 78-82 (section 7.9).

Plagiarism includes word-for-word copying, lifting terms, restatement of someone's argument or line of thought, etc. – all without acknowledgment of source. Plagiarism also includes giving a source partial credit when more is taken from that source than indicated. If you have questions about plagiarism please consult with your professor or the librarian.

Plagiarism, whether intentional or unintentional, is very serious. All plagiarism cases are referred to the Academic Dean for resolution. Consequences may include the following:

1. Repeat the assignment and receive a maximum of a D on the assignment
2. Receive an F on the assignment
3. Receive an F in the course
4. Expulsion from the seminary

EXTENSION TIME FOR PAPERS & OTHER ACADEMIC WORK

Deadlines for papers or other academic work must be observed. You may request an extension of time by consulting with your professor and/or the Academic Dean. Requests must be approved by the professor of the class and the Academic Dean. Students who request extensions should expect a reduced grade for work handed in late. Having all work completed on time is seen as an important part of training for ministry. You must familiarize yourself with the process and time limits for requesting extensions. If you have any questions, please speak with the Registrar. International students and/or students with disabilities that affect completion of assignments or tests please contact your professors and the Dean of Students at the beginning of the semester in order to receive appropriate assistance. Please see section on Students with Special Needs.

GRADES

Grades are posted online via Self Service approximately five weeks after the last exam of any semester. Students with unpaid account balances will not receive grades until all obligations to the Seminary are fulfilled.

A	(97-100)	4.00	D+	(75-77)	1.33
A-	(94-96)	3.66	D	(72-74)	1.00
B+	(91-93)	3.33	D-	(70-71)	0.66
B	(88-90)	3.00	F	(0-69)	0.00
B-	(86-87)	2.66	I-	(incomplete)	
C+	(83-85)	2.33	W-	(withdraw)	
C	(80-82)	2.00	S-	(satisfactory)	
C-	(78-79)	1.66	P-	(passing)	

FIELD EDUCATION

Field Education is theological education in which classroom learning is tested and applied in the life and ministry of the church. The purposes of Field Education are:

1. To help Master of Divinity students test, exercise, and improve their gifts and skills
2. To equip them with firsthand experiences in the area of their calling
3. To encourage their theological reflection on the various tasks of pastoral ministry

All Master of Divinity students at RTS are required to have 400 hours of Field Education during their time in seminary. Many students have had very valuable previous ministry experience before beginning their studies; nevertheless, the seminary expects students to have field education experience under the oversight of both faculty and trained supervisors as a part of the seminary curriculum. This experiential education in the ministry context is an essential component of the seminarian's personal growth and preparation for ministry.

The 400 hour requirement may be met through a 9 to 12 month part-time internship (10-15 hours per week), a summer intensive (40 hours per week) or other possible arrangements negotiated between the student, church and Field Education Director. The field experience credit may be earned as a summer student assistant to a pastor, a student supply in a vacant pulpit, a pastoral internship of nine to fifteen months, a missionary internship, a campus ministry internship, work with a para-church organization, ministry in a national park, youth ministry, evangelistic ministry in a local church, nursing home chaplaincy, hospital chaplaincy, jail ministry, teaching home Bible classes, or other similar ministries.

Please visit <http://www.rts.edu/Site/RTSNearYou/Orlando/mdiv/fieldeducation.aspx> for more information. Field Education applications are located outside the Office of the Registrar. If you have questions about Field Education please contact Kevin Collins.

THE MENTORING EXPERIENCE

The Mentoring Experience exists because we care about your spiritual formation. Through this program, you will be able to focus on various character traits and ministry skills that will prepare you personally for ministry. Any MDiv student who began in the summer of 2013 or later, must complete The Mentoring Experience as a degree requirement for graduation.

It is our hope that through The Mentoring Experience students will:

1. Live for the glory of God and the blessing of others.
2. See the importance of Christian character and holiness.
3. Experience learning that is relational and communal, but also individualized to personal needs.
4. Grow in his or her sanctification through the work of the Holy Spirit.

The Mentoring Experience consists of four 12-week Personal Development Contracts (PDC). These contracts may be completed during any four semesters while you are an RTS Orlando student – spring, summer, or fall. The program officially starts the spring of your first year. You

may start a contract at any point in the semester. It is the student's responsibility to know and successfully complete the requirements of the program. There are two checkpoints that will help you stay on track:

1. Begin your first PDC after completing 30 credits.
2. Your third PDC should be completed before you start your final semester. Once your third PDC is completed, you should register for 2PT536.

For a complete explanation of The Mentoring Experience, please refer to the Mentoring Handbook. (MDiv students must read this.) It can be found online under the academic tab on our website. If you have additional questions, contact the Mentoring Coordinator, Leigh Swanson at lswanson@rts.edu.

SPOUSES TAKING CLASSES

Spouses of *full-time, degree-seeking students* (MDiv, MABS, MATS and MAC) may audit courses without charge. No application to RTS is necessary. Please contact the Registrar to register for classes.

Spouses of *full-time, degree-seeking students* (MDiv, MABS and MATS) may also enroll for credit without charge after first completing the application process and gaining admission to RTS. *This no-charge-for-credit spousal benefit does not extend to the MAC degree program. If either student is in the MAC degree program, the spouse discount is limited to a maximum of 50%.*

Upcoming classes are found under the Academics tab at www.rts.edu. Not only do these courses provide opportunity for spiritual growth, they can also help you become better acquainted with professors and others in the Seminary family.

STUDENT RECORDS

RTS maintains the security and confidentiality of student educational records. All student records are kept in locked rooms and in locked file cabinets. In addition, all transcribed information for current degree-seeking students is digitally backed-up at an off-site location.

Since RTS does not accept Title IV student loan monies, RTS is not bound by the Family Educational Rights and Privacy Act (FERPA). However, RTS' confidentiality policies are generally consistent with FERPA. RTS policies are as follows:

1. A student may inspect and review his/her academic file and transcript after a written request has been made to the Registrar's office. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The Registrar will be present during this inspection and review.

2. If a student believes his/her academic file and/or transcript are inaccurate or misleading, the student may request to amend the file and/or transcript. The student should write the Registrar, clearly identifying the portion of the record the student wishes to change and specify what is inaccurate or misleading. If RTS decides not to amend, the student may use the appeal process outlined elsewhere in this Handbook.

3. RTS will not disclose, without the student's consent, personally identifiable information found in the student's academic file or transcript, excepting legitimate educational interests and directory information.

4. Directory information includes, but is not limited to, name, address, telephone number, email, date and place of birth, spouse's name, home state, previous schools attended, denomination and presbytery affiliation, grade level, dates of attendance, photo and photo of spouse, degree program, enrollment type (full-time, part-time), and degrees with date of graduation.

ACCREDITATION INFORMATION & STANDARDS

ACCREDITATION INFORMATION

Reformed Theological Seminary is accredited by The Association of Theological Schools (ATS) and The Southern Association of Colleges and Schools (SACS). Reformed Theological Seminary has a License by Means of Accreditation (LMBA) from the Florida Department of Education/Commission for Independent Education (FLDoE/CIE).

Last Re-Affirmation of Accreditation:

ATS 06.30.12

SACS 07.31.12

Next Re-Affirmation of Accreditation:

ATS 05.30.22

SACS 12.31.22

Reformed Theological Seminary is accredited to award the following degrees: Doctor of Ministry, Master of Divinity, Master of Arts (Biblical Studies), Master of Arts (Theological Studies), Master of Arts in Counseling.

The Association of Theological Schools

10 Summit Park Drive
Pittsburgh, PA 15275-1110
(412) 788-6505
www.ats.edu

Southern Association of Colleges and Schools

1866 Southern Lane
Decatur, GA 30032
(404) 679-4500
www.sacs.org

Florida Department of Education

325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200
www.fldoe.org

ACCREDITATION STANDARDS

Reformed Theological Seminary complies fully with the standards of accreditation of ATS, SACS, and the Florida Department of Education/Commission for Independent Education. Students who believe RTS has violated these standards in any way should submit their complaint(s) in writing to the RTS Orlando Academic Dean. The Dean will consult with the Chief Academic Officer who serves as the coordinator of matters related to institutional accreditation. The complaint will be reviewed and a written response will be provided to the student in timely fashion. At this point, if the student is not satisfied with the written response from RTS, the student may file a complaint directly with ATS and/or SACS, and/or FLDoE/CIE.

LIBRARY

HOURS OF OPERATION

Hours are subject to change during breaks and holidays. The library is closed during Chapel.

8:00 am to 10:00 pm	Monday through Thursday
8:00 am to 5:00 pm	Friday
9:00 am to 2:00 pm	Saturday

Library Front Desk 321.244.3823

STAFF

Michael Farrell	Library Director	mfarrell@rts.edu	407.278.4635
Lisa Oharek	Library Assistant	loharek@rts.edu	407.278.4483

Please ask a library staff member or one of our student desk workers for assistance. When you need help, we encourage you to come into the library, pull up a chair, and chat with us. We are here to help you.

ARRANGEMENT OF THE LIBRARY

GENERAL COLLECTION

The library is classified by the Library of Congress System. The reference books are on the shorter shelves at the front of the library. The circulating collection starts behind the reference section with the oversized books and then moves on to the A-BS. BS-Z is found on the shelves perpendicular to the A-BS section and stretches the length of the library. If you need help locating an item please ask for assistance at the front desk.

PERIODICALS

The current year's periodicals are arranged alphabetically along the front two walls of the library. Past periodicals are bound and housed in the shelves to the left of the general collection. For a complete listing of periodicals refer to the library website at <http://www.rts.edu/resources/library/documents/orl-periodicals.pdf>.

ATLA (STUDENTS ONLY)

The library offers you the keys to the kingdom of research in the American Theological Library Association index. ATLA is a searchable database which indexes theological journals, books, and essays. Some full text articles are available, and the index is searchable by subject, scripture reference, author, etc. Stop by the library for your user name and password. Ask a librarian for assistance on using this valuable tool.

OTHER ELECTRONIC RESOURCES

The library subscribes to several JSTOR collections, The Encyclopedia of Islam, and many other electronic resources. To see other electronic collections go to <http://www.rts.edu/site/resources/library/research.aspx>.

LOCATING BOOKS

The online catalog (<http://library.rts.edu/>) allows you to search the library's holdings by author, title, keyword, subject, etc. The computer is menu-driven and it will give you step by step instructions for how to use it. The catalog will tell you the status and location of the item as well as the call number. Please ask for assistance if you have difficulty finding what you need.

CIRCULATION POLICY (STUDENTS ONLY)

Any item may be checked out for a period of 28 days and renewed by phone or in person as long as another patron has not requested it. Late fees are \$.15 a day per item. A processing fee of 10 dollars plus the replacement cost of the book is charged for any lost item. Students may check out up to 15 books at a time. You must return all overdue books and pay any outstanding fine before you may check out books. You can request a renewal of items as long as they have not been requested by another patron. Renew items by asking at the library desk, calling the library (321.244.3823), or emailing Lisa Oharek, loharek@rts.edu.

RESERVE POLICY

Patrons may check out books that are on the reserve shelves for 2 hours at a time. They may be checked out overnight during the last hour before the library closes and must be returned during the first hour of the next open day. This is the only time a reserve book may be removed from the library. Copies of articles are sometimes available on reserve and may also be checked out for two hours at a time. You must sign the article out. A \$5.00 fine is assessed for any missing or torn page or a removed staple. Articles may never leave the library even during the last hour.

OTHER LIBRARY POLICIES

You are allowed to leave books on tables in the library overnight if you are going to be using them again when you return. You must leave a note on the books that includes your name, the date, and a request to leave them. The library staff does not guarantee that books will remain on the tables if left.

In order to protect the library materials, eating is not allowed in the library but you may have drinks that are covered.

Holds can be placed on library books that are currently checked out. Request the hold at the library desk. You will be contacted for pick up when they are returned.

INTERLIBRARY LOANS (STUDENTS ONLY)

1. Any book or journal article may be requested through the ILL program.
2. Please check to make sure that we do not own the item before requesting it. We cannot request books that we own, even if they are currently checked out.
3. You may email the author, title, and any other bibliographic information to Michael Farrell (mfarrell@rts.edu)
4. Items usually arrive in one week and may be held for a month.
5. This is a free service, and there is no limit to how many items you may request.
6. Use ATLA to find theological journal articles that may be held by other libraries.
7. Use <http://psycnet.apa.org/> to find counseling/psychology articles

There are many good ways to find books for your research needs.

1. Use www.worldcat.org to find books held by other libraries. Worldcat is a catalog of all books held by hundreds of participating libraries around the world including RTS.
2. Find yourself a quality book on the subject and look at its bibliography.
3. Use google books not only to find titles, but to receive full-text access to certain titles and partial text access to other titles at books.google.com.

PHOTOCOPIES

The photocopier is located beside the bound periodicals near the windows. Instructions are by the copier. Copies cost 10 cents per page.

SCANNER

The library has a scanner located by the bound periodicals near the windows (separate from copier). You can scan items for free to your email, google docs, smart phone, or USB drive.

INFORMATION TECHNOLOGY

The seminary offers free wireless internet access in the library. If you have difficulty using the wireless, we cannot offer our assistance with your computer. If the wireless is down, we will contact IT to solve the problem. The library does not offer printing services, however a printer for student use is in the Student Commons. You can print to the Student Commons via the wireless network, or you can use one of the library computers. **WARNING** - If you store documents on one of the library computers, they will be deleted.

CONDUCT

GUIDELINES

Students are expected to conduct themselves at all times as mature believers. Exemplary Christian conduct should control our words and our actions, both public and private. In today's technological environment our words can include texting, emails, social networking and blogging, in addition to our speech. Godly behavior, expected of all Christians, is especially required of those who are preparing themselves to become ministers of the Word or servants in the church. Classroom manners should also reflect this maturity.

Student conduct is under the supervision of the Dean of Students. The seminary reserves the right to dismiss any student whose conduct is found to be unsatisfactory on the basis of spiritual or moral principles found in the Scriptures. If desired, the student can appeal the dismissal according to the stated policy.

STUDENT APPEALS

An appeals process exists to resolve any behavioral or academic problem that cannot otherwise be settled in a Biblical manner and assures fairness to all parties concerned. This process is rarely needed and should only be used after all other means have been exhausted. For example, in academic matters that pertain to a class or a grade, the student should first work directly with the professor and/or Registrar. Concerning behavioral or community issues, the student should first consult with the Dean of Students.

If the matter cannot be resolved by the above means, the following appeals process exists:

1. The student should submit a written appeal to the Academic Dean regarding the issue. Depending on the issue, the Academic Dean may request input from the Faculty. The Academic Dean will render a written decision.
2. If the student is not satisfied with the decision of the Academic Dean, then the student may submit a subsequent written appeal to the campus President requesting a hearing. The campus President may or may not grant the request.
3. If granted, the campus President will appoint an ad hoc committee that may consist of trustees, faculty, staff, and/or institutional officers to hear the case. This committee is authorized to meet with any or all concerned parties to resolve the issue and will render a written decision concerning the case.
4. The decision of the President or the ad hoc committee is considered final, subject only to

review by the Executive Committee of the Board to affirm the appeals process was properly observed.

CHILDREN ON CAMPUS

Families and children are welcome on campus but must be closely supervised by their parent or guardian at all times. Unaccompanied minors are not allowed on campus. Children under the age of 17 are not allowed to use the RTS library computers.

SEXUAL HARASSMENT POLICY

The seminary expects all members of its community to apply sanctified common sense and Biblical principles to their relationships. It will not tolerate offensive or inappropriate sexual behavior and requires all faculty, staff and students to refrain from any action or conduct which could be viewed as sexual harassment. Any such harassment is contrary to and prohibited by seminary policy and will be considered grounds for disciplinary action. It should be noted that for academic purposes, some appropriate teaching and discussion of sexual information may occur, particularly in a counseling program; however, these discussions are necessary for the formation of a competent counselor or pastor and therefore does not constitute sexual harassment.

Unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct of a sexual nature is expressly prohibited. Examples of prohibited conduct include but are not limited to lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; verbal, graphic or physical conduct inappropriately relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos, computer images or cartoons.

The seminary must have the cooperation of all faculty, staff and students in order to implement its sexual harassment policy. It is the individual's responsibility to report immediately any incident which they believe to constitute sexual harassment. Even if they believe the act is isolated or infrequent, they should report it to the Dean of Students or President. The seminary will promptly investigate the situation and take whatever corrective action is necessary and appropriate. The seminary prohibits any retaliatory action against persons reporting conduct which is believed by the reporting individual to be in violation of this policy.

STUDENT'S ROLE IN INSTITUTIONAL DECISION MAKING

The seminary recognizes that students may contribute positively to institutional decision making. Therefore, an open-door policy exists throughout the institution, through which students may voice their concerns, suggestions, and needs. In addition, pertinent matters may be brought to the

attention of the faculty, administration, or Board of Trustees through the student government and its officers.

NOTICE OF NON-DISCRIMINATION

Reformed Theological Seminary has a non-discriminatory (race, sex, or handicap) admissions policy. The seminary's policy is to admit students to all the rights, privileges, programs, and activities at the seminary and to make no discrimination on the basis of race, sex, or handicap in the administration of educational policies, applications for admission, scholarship or loan programs, and extracurricular activities.

FACILITIES

GUIDELINES

We have been blessed with excellent facilities at RTS. In order to keep these facilities as useful and clean as possible, the cooperation of every member of the Seminary community is necessary. You can help share that responsibility in several ways:

1. Wherever you see litter or trash, please pick it up and throw it away. If you see a spill, please clean it up, or contact Student Life or Maintenance for assistance.
2. Please refrain from consuming food or drink in the Chapel. Covered drinks are allowed in the library, but food is not.
3. If you should see a need for maintenance, contact Student Life or Maintenance.
4. Do not remove furnishings from the Student Commons or classrooms. If you are part of any student function requiring rearrangement of chairs or tables it is your responsibility to see that all furnishings are replaced exactly as they were when you are finished.
5. Please turn off lights in the classrooms when you are the last person to leave.
6. Children on campus must be under the direct supervision of an adult. Please do not leave young children unattended. Unaccompanied minors are not allowed on campus.
7. No dogs, cats, or other pets that could cause damage or bring offense to others are allowed in any Seminary building.
8. Alcoholic beverages are not permitted on Seminary property.
9. Firearms are not permitted on Seminary property.
10. Smoking is not permitted anywhere on Seminary property.

PARKING

Parking in the front circle is reserved for campus visitors and patrons of BrightLight Books. However, students taking evening or weekend classes or working in the clinic at night are

welcome to park in the circle. Please do not park in the reserved spaces next to handicap parking. Overnight parking is prohibited unless approved in advance. For approval, please contact the Maintenance Supervisor to obtain an overnight parking permit, otherwise the vehicle will be towed at your expense.

HOURS OF OPERATION

Hours subject to change during holidays and summer/winter terms.

Student Life & Admissions	Monday-Thursday	8:30 a.m. to 5:00 p.m.
Library	Monday-Thursday	8:00 a.m. to 10:00 p.m.
	Friday	8:00 a.m. to 5:00 p.m.
	Saturday	9:00 a.m. to 2:00 p.m.
Oviedo Counseling Clinic	Monday-Thursday	4:00 p.m. to 9:00 p.m.
	Friday	9:00 a.m. to 1:00 p.m.

CAMPUS SECURITY

The campus is equipped with six security cameras that provide both audio and visual coverage. Two are located in the parking lot, one near the library entrance, one at the back Chapel entrance, one at the front reception lobby, and one near the entrance to the bookstore.

CAMPUS DIRECTORY

RTS CAMPUSES

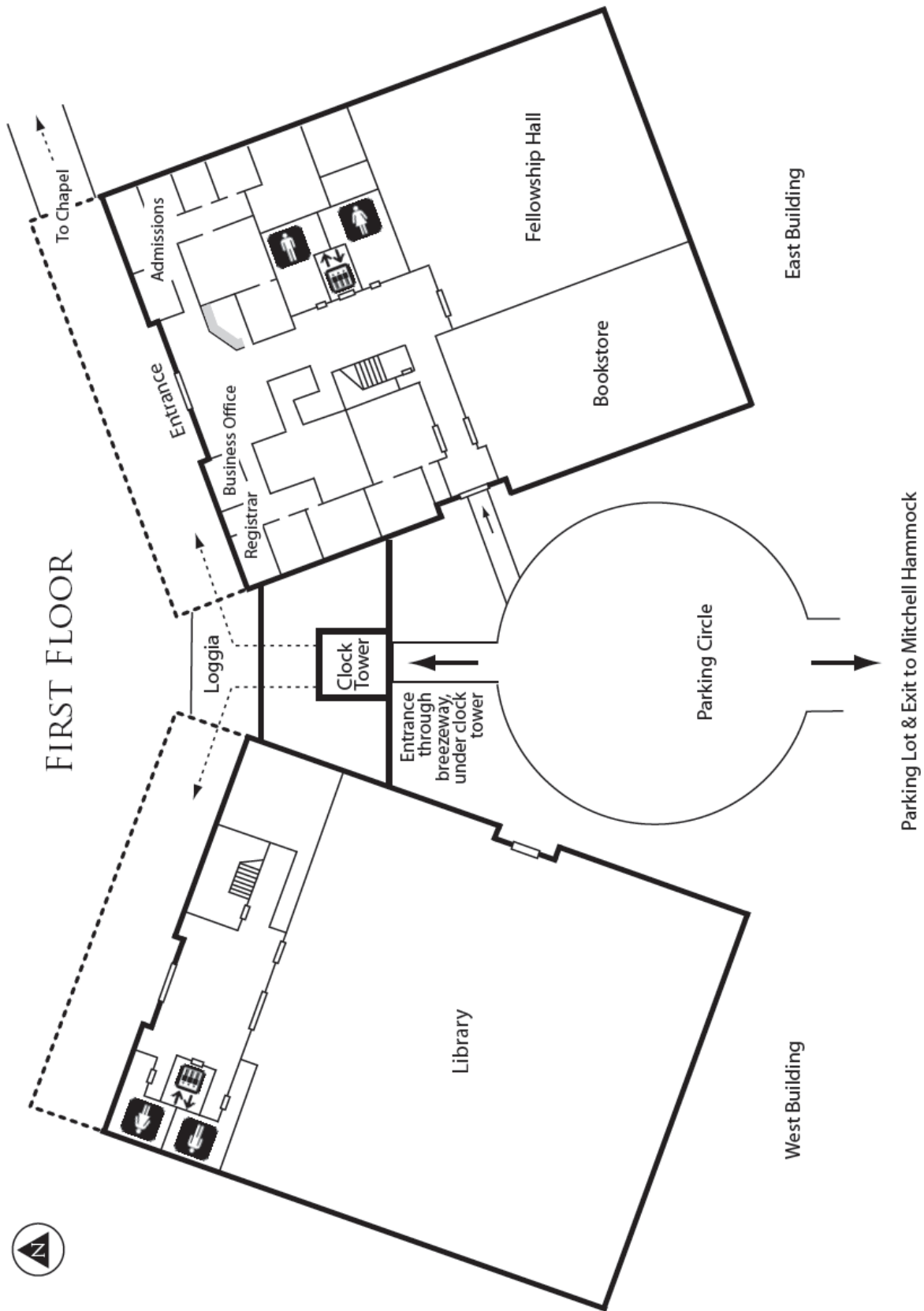
Atlanta	1580 Terrell Mill Road Atlanta, GA 30067 770.952.8884
Charlotte	2101 Carmel Road Charlotte, NC 28226 704.366.5066
D.C.	1651 Old Meadow Road Suite #300 McLean, VA 22101 703.448.3393
Global	2101 Carmel Road Charlotte, NC 28226 704.366.4853
Houston	8300 Katy Freeway Houston, TX 77024 832.377.1675
Jackson	5422 Clinton Blvd. Jackson, MS 39209 601.923.1600
Memphis	4055 Poplar Avenue Memphis, TN 38111 901.507.4490
Orlando	1231 Reformation Drive Oviedo, FL 32765 407.366.9493

ORLANDO DIRECTORY

DEPARTMENT	NAME	DIRECT LINE	E-MAIL ADDRESS
Academic Dean	Scott Swain	407.278.4452	sswain@rts.edu
Accounts Payable	Kim Sutter	407.278.8827	ksutter@rts.edu
Admissions Director	Dave Veldkamp	401.278.8833	dveldkamp@rts.edu
Director of Enrollment	Kevin Collins	407.278.8824	kcollins@rts.edu
Assoc. Dean of Students	Leigh Swanson	407.278.5288	lswanson@rts.edu
Oviedo Counseling Clinic	Sarah Baker	321.244.3576	sarah.baker@northlandchurch.net
Counseling Assistant	Kathie Earll	407.278.4486	kearll@rts.edu
Counseling Clinic	Leslie Barnett	321.277.3308	leslie.barnett@northlandchurch.net
Dean of Students	Greg Lanier	407.278.4445	glanier@rts.edu
Dean's Assistant	Ceci Helm	407.278.4557	chelm@rts.edu
Facility Rentals	Samantha Shaffer	407.278.8169	orlando.facilities@rts.edu
Faculty Assistant	Joyce Sister	407.278.4552	jsisler@rts.edu
Financial Aid	Dave Veldkamp	407.278.8833	dveldkamp@rts.edu
IT Department	Blake DeWitt	407.278.8831	bdewitt@rts.edu
Library Assistant	Lisa Oharek	407.278.4483	loharek@rts.edu
Library Director	Michael Farrell	407.278.4635	mfarrell@rts.edu
Maintenance	Gary Miller	407.901.4155	gmiller@rts.edu
Mentoring Program	Leigh Swanson	407.278.5288	lswanson@rts.edu
President	Don Sweeting	407.278.4406	dsweeting@rts.edu
President's Assistant	Cheryl Foca	407.278.4406	cfoca@rts.edu
Registrar	Lanny Conley	407.278.8832	lconley@rts.edu
Student Life	Kim Sutter	407.278.8827	ksutter@rts.edu
Vice President	Lyn Perez	407.278.4447	lperez@rts.edu
Women in Ministry	Leigh Swanson	407.278.5288	lswanson@rts.edu
Work Study	Dave Veldkamp	407.278.8833	dveldkamp@rts.edu

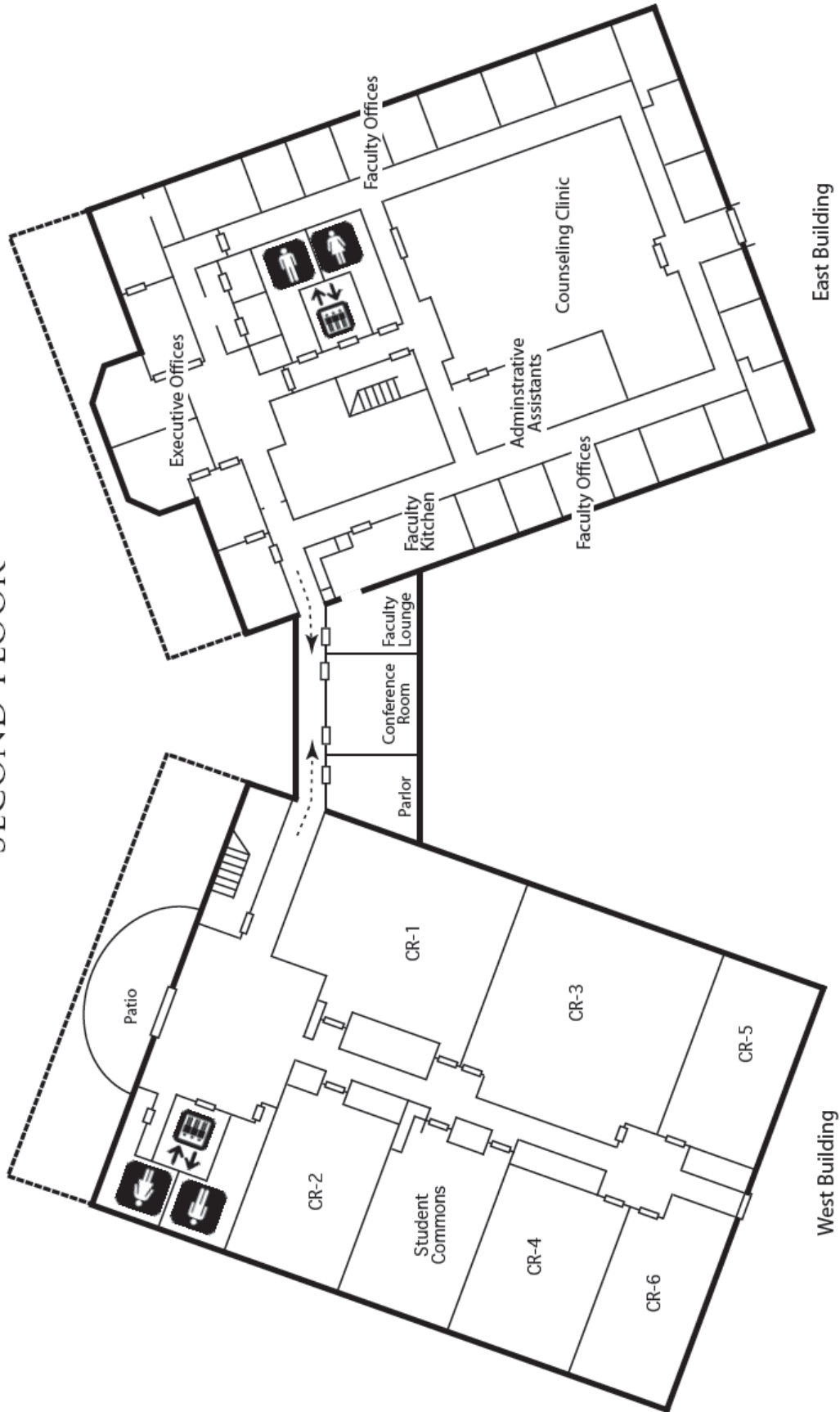
FACULTY DIRECTORY

NAME	DIRECT LINE	ASSISTANT'S NAME	E-MAIL ADDRESS
Allen, Michael Systematic & Historical	407.278.4555	N/A	mallen@rts.edu
Childers, Steve Practical Theology	407.278.4931	Joyce Sisler	schilders@rts.edu
Coffield, Jim Counseling	407.278.8828	Kathie Earll	jcoffield@rts.edu
Coupland, Scott Counseling	407.278.4466	Kathie Earll	scoupland@rts.edu
Frame, John Theology & Philosophy	407.278.4467	Kathie Earll	jframe@rts.edu
Futato, Mark Old Testament	407.278.4459	Ceci Helm	mfutato@rts.edu
Glodo, Mike Biblical Studies	407.278.4476	Joyce Sisler	mglodo@rts.edu
Hill, Chuck New Testament	407.278.4471	Kathie Earll	chill@rts.edu
Lanier, Greg New Testament	407.278.4961	N/A	glanier@rts.edu
Muether, John Church History	407.278.4439	N/A	jmuether@rts.edu
Swain, Scott Theology & Philosophy	407.278.4452	Ceci Helm	sswain@rts.edu
Sweeting, Don Church History	407.278.4454	Cheryl Foca	dsweeting@rts.edu





SECOND FLOOR



RTS ORLANDO
STUDENT HANDBOOK
ACKNOWLEDGMENT FORM

I, _____, have received the Student
Student's Printed Name

Handbook and agree to abide by the policies and procedures set forth in the manual during my attendance at Reformed Theological Seminary.

Student's Signature

Date

Please sign and return this form to the Student Life office.



O R L A N D O

