# Table of Contents

Academic Calendar 2020 – 2021 .......................................................... 1  
Executive Director’s Welcome .......................................................... 2  
Introduction to RTS ......................................................................... 3  
Accreditation ................................................................................ 3-4  
Spiritual Life .................................................................................. 4-5  
Campus Life .................................................................................. 5-8  
Student Service Contacts ............................................................... 5  
Financial aid .................................................................................. 5-6  
Work Study .................................................................................... 6  
Wireless Network .......................................................................... 6  
Wireless Usage & Policy ................................................................. 6-7  
Insurance ....................................................................................... 7-8  
Students with Special Needs .......................................................... 8  
Student Activity Fees .................................................................... 8  
Academic Life .................................................................................. 8-13  
Grades & Graduation Requirements .............................................. 10-12  
Library .......................................................................................... 13-14  
Conduct .......................................................................................... 14-16  
Facilities ........................................................................................ 16  
Hours of Operation/RTS Staff Directory ....................................... 17  
RTS Campus Addresses ................................................................. 18  

RTS Catalog  
Academic Calendar
2020-2021

2020 Summer Session
April 15 .................................................. Registration opens through Self-Service
June 8 .......................................................... Summer A Courses Begin
July 3 ........................................................... Summer A Courses End
July 13 .......................................................... Summer B Courses Begin
August 7 ........................................................ Summer B Courses End

2020 Fall Semester
June 15 .................................................. Registration Opens Through Self-Service
August 21 .................................................. Orientation / Fall Classes Begin
September 4 ............................................. Last day to add a Weekday class*
September 11 ............................................. Last day to drop a Weekday class*
November 23 .......................................... Last Weekend Class of fall Semester**
November 26–29 .......................................... Thanksgiving Holidays
December 10 ............................................. Last Day for Final Exams
December 10- January 4 ..................................... Christmas Break

2021 Winter Session
November 1, 2020 ....................................... Registration opens Through Self-Service
January 4 .................................................. Winter Term Begins
January 30 ................................................ Winter Term Ends

2021 Spring Semester
December 1 ................................................ Classes Begin
February 5 ................................................ Registration opens through Self-Service
February 22 ................................................ Last Day to Add a Weekly Class*
March 1 .................................................... Last Day to Drop a Weekly Class*
March 15–20 .................................................. Spring Break
April 2 ........................................................ Good Friday
May 17 ..................................................... Last Day of Spring Semester Classes
May 21 ........................................................ Term Papers Due
May 25 ........................................................ Final Exams Due
May 29 ........................................................ Graduation
Welcome to RTS Houston

It is with delight that we welcome you to the learning community of RTS Houston. You are now a part of the family of those who come from many states, countries, denominations, backgrounds, and walks of life. You bring your own experiences and questions, aspirations and gifts to this community, and we thank God for you. You have become part of our family this year, and we believe it is significant and providential that God has placed you in our family this year. God has not only called you to study His Word, but to do so with others—both here at RTS Houston, and now, in this academic year.

Psalm 133:1 tells us: “Behold, how good and pleasant it is when brothers dwell in unity” (Ps. 133:1). This is a powerful reminder of how we cannot go at it alone in life, and that we shouldn’t go at it alone in our theological study either. At RTS Houston, we are here to support you. This handbook describes life here at RTS Houston. It will inform you of what is going on, and it will alert you to some expectations and responsibilities we have for you as a member of this community. You should re-read the handbook each year upon returning to their studies. You can always find a copy online at [www.rts.edu/houston](http://www.rts.edu/houston) under the Student Life tab.

Finally, RTS Houston wants to extend a BIG, Texas-sized welcome to you. We want you to thrive and to contribute, to belong and to grow. And we have hope that you will indeed do these things, for we trust Christ’s promise that “the word of Christ dwells in you richly” as you sit under the teaching of God’s Word. As we worship and study and seek to walk before the Lord together here at RTS Houston, we do so expecting that Christ’s Word will not only speak, but will do so in rich and transformative ways.

May God richly bless and guide you in the good works which He has established for you to walk in, even before the foundations of the earth were laid!

Sincerely,

[Signature]

Robert Arendale
Executive Director
RTS Houston
Introduction

The Purpose of RTS
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.

Our Vision at RTS
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 Houston 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.”

Accreditation of RTS
Reformed Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS) and the Commission on Colleges of the Southern Association of Colleges and Schools (SACS-COC).
Reformed Theological Seminary is accredited by ATS to award the following degrees: Master of Divinity, Master of Arts, Master of Arts (Biblical Studies), Master of Arts (Religion), Master of Arts (Theological Studies), Master of Arts (Christian Counseling), Master of Arts in Counseling, Master of Arts in Marriage and Family Therapy and Counseling, and Doctor of Ministry.

Reformed Theological Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award masters and doctorate degrees.

Southern Association of Colleges and Schools:
Commission on Colleges
1866 Southern Lane, Decatur, GA 30033-4097, Telephone: 404-679-4500, www.sacscoc.org
Reformed Theological Seminary in Houston is accredited by ATS to offer the Master of Divinity and the Master of Arts (Biblical Studies).

The Association of Theological Schools in the United States and Canada:
The Commission on Accrediting
10 Summit Park Drive, Pittsburgh, PA 15275-1103, Telephone: 412.788.6505, www.ats.edu

Reformed Theological Seminary maintains a goal to comply fully with the standards of accreditation of the Association of Theological Schools (ATS) in the United States and Canada and the Commission of Colleges of Southern Association of Colleges and Schools (SACS). Students who believe that RTS has violated ATS and/or SACS standards in any way should submit their complaint in writing to their respective campus 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 provided to the student in a timely fashion related to the receipt of the complaint.

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.

Spiritual Life
Community Commitments
As you begin 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!

The Lord’s Day
The Lord’s Day is set aside for your worship with a local congregation and for your rest (Ex. 20:8; Deut. 5:12; WSC 57-62). You are also urged to participate actively in a local church as this will be a valuable and indispensable element during your seminary experience. Commit yourself to faithfully attend and serve.
Observance of the Lord’s Day also means that you should search your conscience regarding your seminary work on the Lord’s day and whether you should study or not. However, whichever you decide in your personal life, 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 no earlier than Monday.

**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 working hard, approaching your study as a devotional service of worship (Rom. 12:1-2; 1 Cor. 10:31; Col. 3:17).

**Personal & Corporate Prayer**

We strongly encourage you to regularly pray. Pray personally and corporately. We sincerely recommend finding a prayer partner during your time at RTS.

**Pursuing Relationships**

Friendships are an important part of seminary life. Although this can be the most challenging part of a commuter campus, we pray that forged friendships will be one of the great memories of your time here and that they will last a lifetime. They will be a source of encouragement for the days ahead. So pursue people while you are here. We encourage you to form friendships with students, staff and faculty alike. Reach out to them.

**Campus Life**

**Student Services**

Executive Directory – Robert Arendale rarendale@rts.edu
Registrar – Kim Lee klee@rts.edu
Academic Dean – Guy Waters gwaters@rts.edu
Campus Director – Markus Berger mberger@rts.edu
Librarian – John Witmer jwitmer@rts.edu

**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 us. We are 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 after you are accepted into the program. Financial Aid applications must be filled out before the March 15, May 15, July 15 and December 1 deadlines before the following semester starts. Please visit http://rts.edu/houston/financialaid.aspx to learn about all our types of financial aid.

**Work Study**
Work study positions have a maximum of 20 hours of work each week. 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 must be honored. The Seminary depends on work study students to do necessary, critical work. Each department on campus views 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.

Electronic timesheets through Paycom are to be kept up to date throughout the pay period. Each employee is responsible for turning in the correct number of hours worked. It is the student's responsibility to complete the time sheet accurately and to submit it on time.

**Wireless Network**
Wireless network service is available for to RTS students through the CEPC wireless network

Network: CEPC Public  
Password: None Required

**Wireless Network Usage and Policy**
1. Wireless network access is provided by CEPC for all those who use the church building. RTS is making temporary use of it until our network is back on line.
2. The CEPC Public network has a powerful firewall with “educational” standards for filtering. The bandwidth is large enough to meet the needs of classroom usage for all students in the class.
3. Network usage in the classroom should be educationally appropriate. All usage should be in keeping with the student code of conduct.
4. Although the CEPC Public wireless network has a strong firewall caution should still be exercised when accessing a public network. Never use personal information over public Wi-Fi.
5. 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.
6. 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.
7. RTS Houston or Christ Evangelical Presbyterian Church (PCA) is not responsible for support of any hardware or software not owned by RTS or CEPC.

Wireless Network Terms of Use

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

Terms of use:
Your use of any information or materials on sites you access is entirely at your own risk, for which we shall not be liable.
1. You agree that, through 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
2. 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.
3. 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.
4. You understand that we reserve the right to log or monitor traffic to ensure that these terms are being followed.
5. 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. As of January 1, 2019, the Affordable Care Act eliminated the Individual Mandate, which requires Americans to purchase a minimum level of health insurance coverage. Due to this change, RTS does not require all full-time students to show proof of major medical insurance. Be advised that even with the recent adaptations to the Affordable Care Act, RTS strongly encourages students to obtain health insurance due to the high costs of medical care.
If a student does not elect to have health insurance coverage while enrolled in seminary, they understand and agree that any medical bill or liability is not the responsibility of RTS, and is a personal cost.

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

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.

Student Activity Fees
Students taking more than three hours are charged a Student Activities Fee at the beginning of the Fall and Spring Semesters. This fee helps form the budget for student life on campus in order to foster community within RTS. Future activities include the Spring Conference, Picnics, Christmas Party, Graduation Banquet, and other events.

Due to COVID-19 and our commitment to the health and safety of our RTS community, we will not be charging an activity fee this fall. The situation will be reassessed in the spring semester.

Academic Life
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 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 your campus staff.

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, Kim Lee at klee@rts.edu.
**Class Attendance & Etiquette**
Your attendance when class is in session is expected. 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. Part of this process involves learning to learn. Decide what kind of notes you need for each class in order to comprehend the material.

Classroom etiquette requires students to be respectful of professors at all times. This includes leaving cell phones turned off, refraining from surfing the Internet, playing computer games, texting, and communicating with your neighbor during lectures.

Recording class sessions is permitted with each professor’s prior approval and is to be used solely for personal study and spiritual edification. It is 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.

**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 Houston is very careful about avoiding unnecessary emails. Second, some information is disseminated personally by phone; please keep your information updated. Third, you will receive information in class. Fourth, each semester we publish our events and news in our website. Finally, we also communicate through our campus Facebook page. All students are encouraged to become a friend of RTS Houston. 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 or a single weekend class) you must obtain prior approval from the Academic Dean. Requests for extended absences 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, Kim Lee.

**Test & 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 is expected on the examinations and then be prepared to respond accordingly.

**Papers & 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:

a. Repeat the assignment and receive a maximum of a D on the assignment
b. Receive an F on the assignment
c. Receive an F in the course
d. Expulsion from the seminary

**Extension Time for Papers and Other Assignments**

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.
Graduation Requirements (Master of Divinity)
M.Div. students normally spend three years in residence in order to complete the required curriculum for the M.Div. degree, including a total of at least 106 credit hours. At a minimum, M.Div. students must take at least 36 credit hours at the same RTS M.Div.-degree-granting campus. A 2.0 (C) cumulative grade-point average (GPA) is required for all RTS courses taken. The student must complete the field education requirements to the satisfaction of the faculty. The student must pass the English Bible and Westminster Shorter Catechism exit examinations. The student must clear all financial obligations to the seminary. (See RTS online catalog for other requirements)

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/Houston/mdiv/fieldeducation.aspx for more information. Field Education applications are available at the RTS offices. If you have questions about Field Education, please contact us.

**Graduation Requirements Master of Arts (Biblical Studies)**
M.A. students normally spend two years in residence in order to complete the required curriculum for the M.A. degree. At a minimum, residential students pursuing the M.A.B.S. must take at least 34 credit hours at the appropriate RTS M.A.-degree-granting campus. A 2.0 (C) cumulative grade-point average (GPA) is required for all RTS courses taken. The M.A.B.S. student must pass the English Bible exit exam. The student must clear all financial obligations to the seminary. (See RTS online catalog for other requirements)

**Spouses Studying**
Spouses of full-time, degree-seeking students (MDiv or MABS) 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 and MABS) 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 http://rts.edu/houston/academics/upcomingclasses.aspx. 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 transcripted 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.

Library

Hours of Operation
Hours are subject to change during breaks and holidays and may change from semester to semester depending when classes are in session. The library is closed Sundays.

4:30 pm to 9:30 pm ......................................... Mondays*
9:00 am to 2:00 pm ....................................... Tuesday and Wednesday
4:00 pm to 9:00 pm ....................................... Thursdays*
4:00 pm to 9:00 pm ....................................... Fridays*
10:30 am to 3:30 pm ..................................... Saturdays*

Please ask our library staff member 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.

Eating and Drinking is Prohibited in the Library.

*Library will be open when there is a class scheduled otherwise normal operating hours apply which are between 9:00 am to 2:00 pm. Saturdays, the library will be closed if there are no classes scheduled.

Arrangement of Library
The library is classified by the Library of Congress System. Books A to BT are in the main Library. The books BT–BX is in the room 212, the rest of the books from BX–Z are in the back hallway near the offices.

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 of Books
RTS Houston will begin to circulate books to students, alumni and faculty. Please do not take a book from the Library without checking it out.

Interlibrary Loans

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 John Witmer (jwitmer@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.

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. 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 and laptop computer games, and communicating to your neighbor during lectures.

**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.

**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.

**Students 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.

**Pandemic Protocols**
Due to the pandemic we ask that you observe CDC guidelines for health safety. The rooms will be set up according to CDC guidelines. Please wear a mask when not in class and social distancing cannot be maintained. This is not mandatory, but compliance is asked for out of love for your neighbor.

**Facilities**

**Guidelines**
We have been blessed with the generosity of Christ Evangelical Presbyterian Church (CEPC) in letting us use their excellent facilities. 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:

Snacks and drinks are permitted in the classroom, however, we ask that you clean up any mess that you may make before you leave. If a spill occurs and you can clean it up, please do so. If it requires more treatment because the spill was on the carpet contact the campus director so that the janitorial staff can take care of as soon as possible.

Smoking, tobacco and alcoholic beverages are not permitted on campus.
Safety and Security
Classes are primarily held during the evenings and weekends. To ensure your safety when leaving the building after dark walk to your cars in pairs or small groups. Men please ensure that all female students make it safely to their cars.

Make sure your cars are locked and you park in a well lite area.

RTS has protocols in place for various emergencies. Tornado safe location and Fire exit maps should be in the classroom. RTS Houston will conduct a ‘fire and tornado drill’ for each class.

We also have an active shooter protocol, a copy of it will remain in the classroom.

Hours of Operation
Hours subject to change during holidays and summer/winter terms. Please contact any RTS staff or faculty member to schedule a meeting or if you are planning to drop by.

<table>
<thead>
<tr>
<th>Office Hours*</th>
<th>Monday-Friday 8:00 a.m. to 4:00 p.m.</th>
</tr>
</thead>
</table>

*Due to COVID-19 staff may be working from home for various reasons. Please call ahead if you need to meet with someone and schedule an appointment.

Campus Directory

<table>
<thead>
<tr>
<th>NAME</th>
<th>DIRECT LINE</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Arendale</td>
<td>832.786.3520</td>
<td><a href="mailto:rarendale@rts.edu">rarendale@rts.edu</a></td>
</tr>
<tr>
<td>Executive Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Markus Berger</td>
<td>832.786.3530</td>
<td><a href="mailto:mberger@rts.edu">mberger@rts.edu</a></td>
</tr>
<tr>
<td>Campus Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Witmer</td>
<td>832.786.3533</td>
<td><a href="mailto:jwitmer@rts.edu">jwitmer@rts.edu</a></td>
</tr>
<tr>
<td>Librarian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Adams</td>
<td>832.786.3533</td>
<td><a href="mailto:jadams@rts.edu">jadams@rts.edu</a></td>
</tr>
<tr>
<td>Library Assistant</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RTS CAMPUSES

Atlanta
1580 Terrell Mill Road
Atlanta, GA 30067
770.952.8884

Houston
8300 Katy Freeway
Houston, TX 77024
832.786.3530

Charlotte
2101 Carmel Road
Charlotte, NC 28226
704.366.5066

Jackson
5422 Clinton Blvd.
Jackson, MS 39209
601.923.1600

Washington D.C.
1651 Old Meadow Road Suite #300
McLean, VA 22101
703.448.3393

Orlando
1231 Reformation Drive
Oviedo, FL 32765
407.366.9493

Global
2101 Carmel Road
Charlotte, NC 28226
704.366.4853