1. **Dr. Miller** – Greetings

2. **Mr. Brown** – Library matters

3. **Dr. Kilpatrick** – Practical Missions matters

4. **Chapel** – Chapel will meet from 11:00 -11:45 on Tuesdays and Thursdays. ATTENDANCE IS REQUIRED FOR BOTH DAYS. The first fifteen minutes of each chapel period will be devoted to reporting and testimony. Exemption forms are available for students who cannot be on campus on those days. Complete form and take to Practical Missions Office.

5. **Graduate Research and Writing** – If the student has not already completed before beginning seminars, this class must be taken the first year. The course is offered January 12-14, 2015 and June 8-10, 2015 (Dr. Hickman-teacher). Dr. Thompson & Dr. Bickley will teach **Graduate Teaching** January 14-16, 2015 and June 10-12, 2015

6. **Faculty Advisors** – New students are to select an advisor ASAP and inform PhD office in writing. Failure to do so will result in appointment of an advisor by the department.

7. **Languages** – Latin will be taught in summer, (Mr. Brown is the tutor) French is taught in Spring, & German is taught in fall. **Languages are to be completed before the beginning of the second year of seminars.**

8. **Registration is online.**

9. **Practical Experience** – Forms are available in PhD Office to fill out for PhD Practical Experience Sub-Committee review. Final approval is made by the PhD Committee.

10. **Proper Submission** – PhD seminar papers are not turned in to the PhD office. They are turned in to the professors. A student’s formal submission of his prospectus and dissertation are submitted only to the PhD office and logged in. Then they are routed to the advisor and/or Department. Submission dates are printed in the back of the *PhD Handbook.*


12. **Changes** – Please complete the “Student Information” form and turn it in to the PhD Office. BE SURE TO NOTIFY THE PHD OFFICE OF ANY CHANGE IN YOUR REGISTRATION, WHETHER IT IS CHANGING THE SEMINAR YOU ARE ENROLLED IN OR AUDITING OR FOR A CHANGE OF ADDRESS, ETC.

13. **8th Edition Turabian** – New students are to use the 8th edition.

14. **Continuous Enrollment Required** – Enrollment is on semester basis and tuition is charged each semester

15. **Colloquia Attendance** - A student must attend two Department colloquiums per year as long as he is in the seminar stage. The Theological Forum may count in place of one of the colloquia.

16. **Open Door Policy** – If you have a question, please ASK! Dr. Steve Miller is Dean of the PhD Program and his assistant is Doris Foster.

17. **Carrel Room** – New students need a PhD carrel assignment. Your key card will open the carrel room. **PHD STUDENTS ARE ONLY TO BE IN THE BUILDING DURING LIBRARY HOURS**