

# D.Min. New Participant Orientation

YOUR CALLING. OUR PASSION.  
A Step-By-Step Guide  
September 2020



**AGTS** EVANGEL  
UNIVERSITY

YOUR CALLING. OUR PASSION.



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# Welcome New Participants!

Welcome! The Doctor of Ministry Team is here to make sure you experience a seamless transition to AGTS. We want to help ensure that you become part of the community right away and that your journey through the program is as smooth as we can make it long after this orientation is over! With that being said . . .

## Meet the Team...



[John Battaglia, D.Min.](#)

*D.Min. Program Director*



[Cory Shipley, D.Min.](#)

*D.Min. Project Coordinator*

[Sarah Horine](#)

*Administrative Assistant for Doctoral Programs*

## Next Steps!

Orientation is an opportunity for us to help you acclimate and learn how to navigate the campus, as well as introduce you to the community. In these “Next Steps” section, we will highlight some of the **key offices** (and **resources**) that will assist you as part of your doctoral experience outside of the classroom. So, let’s begin . . .

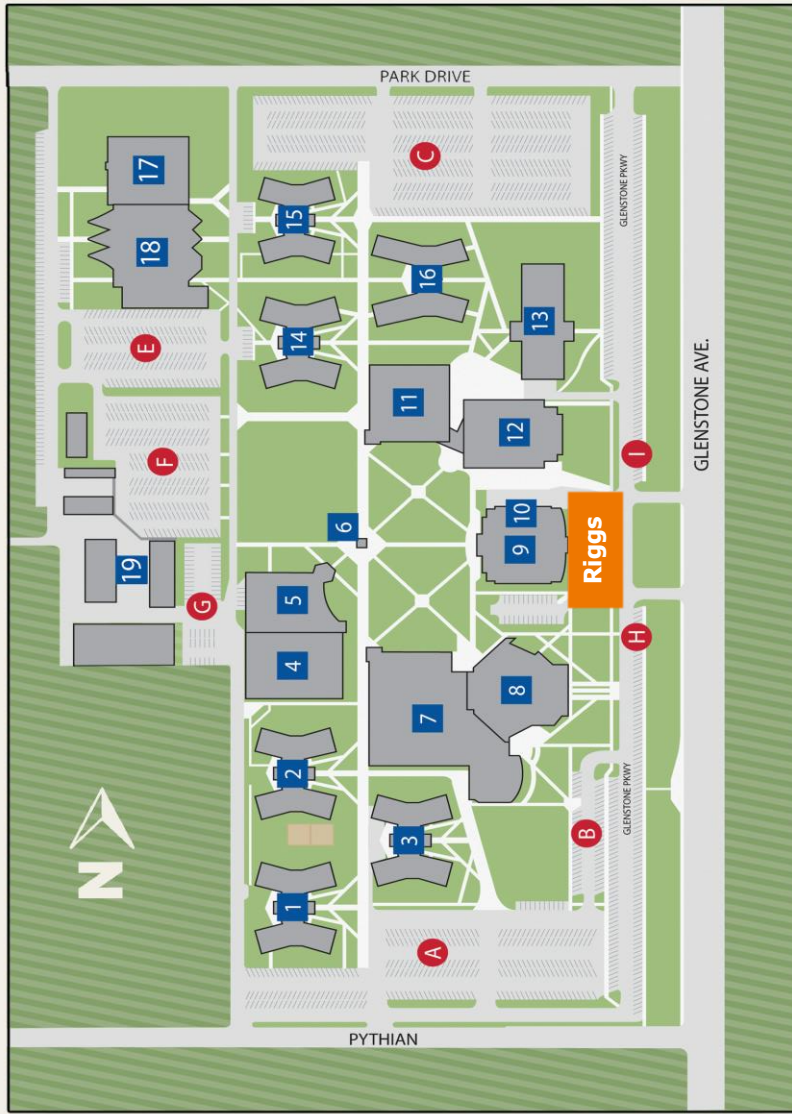
## Resources and Offices...

On the next page, you will find a map of the Evangel campus and its location to AGTS. Each building is numbered and the name and location listed on the left side of the map. Subsequent pages provide more details about personnel you will connect with during your time at AGTS, as well as resources and web links that you may access for additional information about billing questions, library resources, D.Min. participant handbook, editor’s list and writing resources, etc.

# 1. Evangel Campus Map...

**EU** EVANGEL UNIVERSITY  
1111 N. GLENSTONE AVE. · SPRINGFIELD, MISSOURI

## CAMPUS MAP



### EU CAMPUS

- 1 SPENCE HALL
- 2 WALTHER HALL
- 3 SCOTT HALL
- 4 CRUSADER DINING HALL
- 5 JOUST-STUDENT UNION
- 6 CLOCK TOWER
- 7 BARNETT FINE ARTS BUILDING
- 8 CHAPEL
- 9 RIGGS ADMINISTRATION BUILDING
- 10 SECURITY
- 11 TRASK HALL
- 12 ZIMMERMAN HALL
- 13 KLAUDE KENDRICK LIBRARY
- 14 KRAUSE HALL
- 15 BURGESS HALL
- 16 LEWIS HALL
- 17 MABEE STUDENT FITNESS CENTER
- 18 ASHCROFT CENTER
- 19 PHYSICAL PLANT

### PARKING LOTS

- A | SOUTH STUDENT
- B | SOUTH GUEST & FACULTY
- C | NORTH STUDENT
- E | WEST STUDENT
- F | WEST FACULTY
- G | PHYSICAL PLANT
- H | VISITOR PARKING
- I | VISITOR PARKING



## 2. Public Safety Office...

Phone: (417) 865-2815, ext. 7000

Location: Riggs Hall, Main Floor, Suite 208

The **Public Safety Office** is where you will go to secure your **student ID card** and **vehicle permit**. Because safety of all members of the AGTS community is a priority, the university has a professionally trained team of Public Safety Officers on duty 24/7, 365 days a year.

## 3. Bursar's (Billing) Office...

Phone: (417) 865-2815, ext. 7700

Location: Riggs Hall, Main Floor, Suite 204

Hours of Operation: M-F, 8:30 a.m. to 3:30 p.m.

The **Billing Office** handles all matters pertaining to **Student Accounts**, **Financial Registration** and/or **Payment Options**. Questions should be directed to the following individuals in the EU Billing Office:

- **Student Accounts and Financial Registration:**



**Angela Long**, EU Billing Assistant at [LongA@Evangel.edu](mailto:LongA@Evangel.edu);  
(417) 865-2815, ext. 7422

or

**Yvonne Marsh**, EU Billing Director at [MarshY@evangel.edu](mailto:MarshY@evangel.edu);  
(417) 865-2815, ext. 7332



- **Payments:**

**Patti Osborn**, EU Cashier at [OsborneP@evangel.edu](mailto:OsborneP@evangel.edu) or (417) 865-2815, ext. 7308

Payments may also be made through the Student Portal  
([www.evangel.edu](http://www.evangel.edu) → Current Students → Student Portal)

## 4. Financial Aid Office...

Phone: (417) 865-2815, ext. 7300

Location: Riggs Hall, Main Floor, Suite 202

Beginning in fall 2020, the Doctor of Ministry program will qualify for both private loans and Title IV federal aid. Information regarding loan options are available through the **Financial Aid Office**. For more information, just click on this link--  
<https://www.evangel.edu/financial-aid-and-scholarships/>, or contact the FA office (see above).

## 5. D.Min. Resources and Web Links...

While you are a participant in the program, there will be many resources available to you to help meet your needs as part of the AGTS community. For your convenience, we are providing some of those resources and links now to assist you as you move forward. **Note:** The latest versions may be found in D.Min. Central in Course Commons. Use your Evangel username and password to login.

- **D.Min. Editor's List and Writing Resources**  
<https://agts.edu/academic-information/dmin-writing-resources/>
- **D.Min. Participant Handbook**  
<https://agts.edu/future-students/programs/doctor-of-ministry/doctor-of-ministry-current-participants/>
- **D.Min. Information Technology (IT) Resource Guide**  
<https://agts.edu/future-students/programs/doctor-of-ministry/doctor-of-ministry-current-participants/>

This IT guide includes information and links regarding:

- [Campus WiFi](#)
  - [Forwarding University Email to Personal Email](#)
  - [Password and Username Verification](#)
  - [Resetting or Changing Password](#)
  - [Student Email](#)
  - [Using Web Print to Print Remotely](#)
  - [Research Information and Library Resources](#)
- **Evangel Helpdesk**  
Phone: (417) 865-2815, ext. 4357  
Location: Riggs Hall, First Floor, Suite 106  
Web: <https://help.evangel.edu>  
Email: [studenthelp@evangel.edu](mailto:studenthelp@evangel.edu)
  - **Library and Media Services**  
Phone: (417) 268-1000, ext. 1058  
Location: AGTS, Main Floor, Room 117  
Web: <https://agts.edu/about/facilities/library/>  
**Contact:** **Matt Clark**, Seminary and Instruction Librarian, [ClarkM@evangel.edu](mailto:ClarkM@evangel.edu)  
or **Rick Oliver**, Director of Library Services, [OliverR@evangel.edu](mailto:OliverR@evangel.edu)
  - **Admiral Vern Clark Veterans Center**  
Phone: (417) 268-1000, ext. 1041  
Location: AGTS, Main Floor, Room 127  
Web: <https://agts.edu/about/facilities/veterans-center/>  
**Contact:** **Dane Moore**, Veteran's Center Coordinator

## 6. Inclement Weather...

In the event that inclement weather necessitates the cancellation or delayed start of classes, local television and radio stations will be notified and the **AGTS website will feature an updated message** regarding cancellation or delay information. On television, tune in to KY3, KOLR10, or KSPR33; on the radio dial in at 94.7 FM (KTTS); these sites also include school closings on their websites.

Information regarding classes can be obtained by calling the main Evangel phone number (417-865-2815) or the AGTS phone number (417-268-1000), dialing SNOW (7669) for the extension, and choosing option one for AGTS.

In case of a power outage at AGTS or Evangel University, check the [AGTS Facebook page](https://www.facebook.com/AssembliesOfGodTheologicalSeminary) (<https://www.facebook.com/AssembliesOfGodTheologicalSeminary>) or the local major media outlets.

If you are not able to make it safely, please contact your professor(s). Ultimately, it is up to you to take into account the road conditions in your area when making the decision about coming to AGTS.

## 7. Personal Information...

To ensure we have the correct information in our records, **we need you to complete** and **return** the **Doctor or Ministry Personal Information** form located on the next page to [Horines@evangel.edu](mailto:Horines@evangel.edu). This form protects disclosure of your personal information in compliance with FERPA and provides the authorization needed for us to release data to your fellow cohort participants.

## 8. Maintaining Active Program Status...

Beginning fall 2020, a participant must be enrolled in a “for credit” course in order to maintain active program status every semester. Active program status is often needed for loan deferrals, VA benefits, enrollment verification letters, etc. Contact the D.Min. Office for options. *Note: D.Min. per credit hour tuition rate applicable.*



# DOCTOR OF MINISTRY PERSONAL INFORMATION FORM

**Please print:**

Name: \_\_\_\_\_

Spouse: \_\_\_\_\_

Home Address: \_\_\_\_\_  
*Street Address/P.O. Box City State Zip*

Work Address: \_\_\_\_\_  
*Street Address/P.O. Box City State Zip*

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email (*primary*): \_\_\_\_\_

Ministry Context: \_\_\_\_\_

**I authorize the release of the following information to my cohort participants:**

(Please indicate by placing a check mark next to each piece of information you desire to release.)

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Name         | <input type="checkbox"/> Work Phone       |
| <input type="checkbox"/> Spouse       | <input type="checkbox"/> Cell Phone       |
| <input type="checkbox"/> Home Address | <input type="checkbox"/> Fax              |
| <input type="checkbox"/> Work Address | <input type="checkbox"/> Email            |
| <input type="checkbox"/> Home Phone   | <input type="checkbox"/> Ministry Context |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_