



PLEASE PRINT THIS OUT AND SAVE IT FOR FUTURE REFERENCE!

Dear Student,

Thank you for your interest in becoming a part of DSOM, our district ministerial training program. This letter is to introduce you to our procedures and what we have available to you. If you have not already done so, please go to our website at www.penflorida.org and follow the “School of Ministry” links to our webpage. Underneath my picture you will see the links that you need to get started. Download all the information brochures and read them carefully. They should answer all your questions. In order to keep your costs low, we have designed everything to operate out of our website. We will be doing no “snail mail.” Everything you need is available from the website. Please check there for an answer to your question BEFORE you call one of our DSOM staff.

ENROLLMENT PROCESS: When you enroll at our website you will be given the opportunity to pay with your credit card. Our computer system identifies you by your e-mail address; therefore, ***it is IMPERATIVE that every student has his/her own unique e-mail address.*** You cannot share another student’s e-mail address. After you pay with your credit card you will be given the opportunity to download your Study Guide (SG), Syllabus, and Bibliography from the “Resources” menu. After you enroll, go to the “Textbooks” link to order your textbook. We do not sell textbooks! However, we have done your shopping for you and have found the best prices available. Buy from the source of your choice. ***It is your responsibility to thoroughly read the text and complete the companion Study Guide (SG) before arriving for your class.*** Be sure to answer the questions accurately (it will be graded!) Most SG’s are available as Microsoft Word files, so you should be able to load them into your computer, fill in your answers and print them out for delivery to your instructor. If you choose to do them by handwriting, please make sure they are easily readable. I suggest that you purchase a 3-ring notebook and hole punch in which to store your paperwork and notes.

ENROLLMENT DEADLINES: We recommend that you stay 2 months ahead on registration. That gives you plenty of time to get your text and complete your SG. It also gives us advance notice of how many to expect in class. The ***ABSOLUTE DEADLINE*** for registration for any class is the 15th of the month prior to the date of your class. (Example: If your class is on Sept. 6, you must be enrolled before August 15, etc.)

BEFORE YOU SHOW UP FOR CLASS: Read your textbook and complete your Study Guide (SG.) You MUST turn in your SG when you register for class onsite. You will not have time to do so in class.

INTERNSHIP: If you are pursuing credentials with the Assemblies of God, an internship is required at each level of credentialing. The internship takes place in your local ministry setting under the oversight of a Pastor/Mentor of your choosing. However, it is treated as a course in our curriculum. You will need to enroll, pay for the course and order your textbooks just as you do with any other course. The only difference is that you will have six months to complete your internship requirements. However, you MUST have it completed before applying for credentials. We recommend that you enroll in your Internship after you complete the first class. This will give you time to decide if DSOM is right for you or not. Pastors who are currently involved in ministry MAY be exempt from this requirement. Contact Robin Davis (see below) if you feel you could be exempt.

APPLICATION FOR CREDENTIALS: Please note that **DSOM DOES NOT GRANT CREDENTIALS!** We only provide the academic requirement for obtaining credentials. You must still go through the normal credentialing process with the Pen-Florida district. You may contact Robin Davis in the district office at (863) 683-5726 ext. 246 for any information needed.

PROCEDURE ON CLASS DAY:

1. Students check in at 8:30 with the Site Registrar. Their attendance is noted and checked against paid registrations.
2. Students turn in their completed Study Guides (SG's) at the time they check in.
3. Classes will begin sharply at 9:00 and every student is expected to be seated on time at the beginning of class. Important activities will begin very early in the class and latecomers will miss very important instructions.
4. The SG's will be randomly distributed to the students, making sure that no student gets his own paper.
5. Students will grade each other's papers. Teachers will use this time as a teaching opportunity to help the student understand any areas of uncertainty.
6. SG's will be momentarily returned to the student so he/she can note their grades. The teacher will collect the SG's and record the grades.
7. Take a 15-minute break but resume your class **NO LATER THAN 11:00**. The exam will be given at this time. Time permitting, the exams will be graded before lunch.
8. After lunch, the teacher will spend the rest of the day making practical applications of the material you have learned.
9. One of our goals is for the students to build relationships with their peers and with key leaders in our district. To that end, please try to get to know your fellow students by name if at all possible.
10. This is a recommended schedule and may be changed at any time by DSOM personnel.

MAKE-UP CLASSES:

We do not usually offer make-up classes. However, please note that identical classes are offered in Ocala and Clewiston one week apart. Therefore, if your schedule causes you to miss one of the classes, you could possibly drive to the other city and take the class there. You would have a different teacher, but the material will be identical, and your grade would count from either place. If you find that you need to do this, please let me know as far in advance as possible so that we can make the necessary changes in the class rosters.

If you know any other students in your area who are enrolled, we recommend that you car-pool in order to save gas and build relationships with your fellow students.

WHO TO CALL WITH YOUR QUESTIONS:

1. Registration and financial questions: Call Robin Davis at the District Office at (863) 683-5726 ext. 245
2. Website problems: Call Michael Burroughs at (863) 683-5726 ext. 230
3. On-site concerns: In Clewiston call Site Coordinator Gary Corley at (863) 983-5131; in Ocala call Site Coordinator Eric Young at (863) 646-8050 x106
4. Credentialing questions and credit for courses taken elsewhere, call Robin Davis at (863) 683-5726 ext. 246
5. Academic and Organizational concerns, call me, Arnold Lastinger, at (352) 331-2494
6. **E-MAILS:** All communication is done by e-mail. You will receive NO SPURIOUS E-MAILS from me. **Please assume that any e-mail you receive from me is IMPORTANT!** The website and my e-mails are your only source of information.

En agape Christou,

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Arnold Lastinger, Dean