

Important Registration Information You need to Know:

Course registration for the Doctor of Ministry Program takes place on a rolling schedule. Please follow these dates as a guide. We will send reminders in an on-line newsletter direct to your mailbox several times a year.

For courses scheduled for January 1 – March 31

(Includes January Intensive and winter on-line courses) registration opens December 1 through the first day of class.

For courses scheduled April 1 – June 30

(Includes May Intensive and spring/early summer online courses) registration opens April 1 through the first day of class.

For courses scheduled for July 1 – December 31

(includes late summer and fall online courses) registration opens August 1 through the first day of class.

- Students who have reached 30 credit hours and are writing your project should register for NC-001 Continuing Enrollment (CE) for January and May terms. (This is not required for the fall term). There is a \$100 fee each term you register for CE.
- Students should consult the schedule posted on-line for pre-course reading assignments and booklists. Syllabi and other reading assignments will be posted by the faculty on Blackboard prior to the beginning of the course.

To locate the pre-course reading lists go to MyWesley > Student Links > Current DMin Students > Registration Information > select the term you are registered for and click the highlighted text for the course.

Welcome to Wesley!

1. **Orientation information:** Orientation will take place from 8am-9am Tuesday May 12, 2015 in the Refectory. Breakfast will be served for all students in the Refectory.
2. **Breakfast and Lunch is available each day when classes are in session.** No meals are served in the evening or on weekends during the D.Min term. Students may purchase meal tickets for lunch in the business office or pay cash in the refectory.
3. **Have a question? Check the website.** www.wesleyseminary.edu/doctorofministry
If you can't find the needed information please email Sara Sheppard at ssheppard@wesleyseminary.edu

Registration Instructions for WesleyWeb

- Go to the Wesley website and click on MY WESLEY
- Click on Student Login and enter your information, click "Login"
- Click on the link for WesleyWeb in the center of the page
- You are now on the Students Menu. Click **Register for Courses**
- Choose the Term then scroll down to click SUBMIT at the bottom of the screen. **(DON'T enter other information on this screen)**

January term = DMN Winter

May term = DMN Spring

Fall term = DMN Fall

Select your classes (click the box under the select column) and click SUBMIT

- On the next screen, your choices should appear under Preferred Sections. Choose "RG Register" or "AU Audit" for each course individually, or as a group under "Action for ALL Pref. Sections". Choose "Register" and click SUBMIT
- Confirm your registration on the next screen. Click "OK" if your registration is correct.

Things to remember

- You will not be able to register if you owe money on your student account. Check **View My Holds and Warnings** on Wesleyweb to determine if you have any holds on your student account.
- A registration confirmation will not be mailed to you. To view completed registrations or drop courses, click on **Manage My Completed**

Registrations and Waitlist on the Students Menu for Wesleyweb

- Remember to download your reading lists from the D.Min website.
- Students who wish to take an elective from another track must receive permission by emailing Dr. Parks. lparks@wesleyseminary.edu

Housing during January and May Term

If you think you will need housing while on campus during a residential term (January or May) you will need to complete the housing application form found on the webpage. **The form is generally available in early November to apply for January housing and early March for May housing.** The housing office makes the form available for about three weeks in each application period. Please check the housing webpage for specifics.

<https://www.wesleyseminary.edu/en-us/doctorofministry/currentstudents/housing.aspx>

New to campus? A guide to the Wesley Seminary campus is available on our website. Go to My Wesley and click on current DMin Student.



The Housing Application will open in November (for January Term) and March (for May term).

Information will be posted by the Housing Office once availability of rooms in the old and new dormitories is established. Housing is expected to be limited so apply promptly once find the housing application on-line. If you plan to stay in Straughn Dormitory during an Intensive Term, you might want to bring the following items to increase your comfort: personal linens, a pillow, extra blankets, a flashlight, desk lamp, or hangars. Straughn Dormitory offers a kitchen, laundry room, exercise area, and a computer lab. The beautiful New Residence Hall has kitchens and laundry rooms as well as study and meeting spaces.



Purchase textbooks on-line through the Wesley e-bookstore by Amazon!

D.Min. students are expected to **complete all reading and pre-class assignments before the start of class.** Reading lists and assignments are available on the DMin current student website. Some faculty will also post assignments on Blackboard. Textbooks are available on our WTS Amazon site. Go to My Wesley and click the Textbook link under "Student Links".



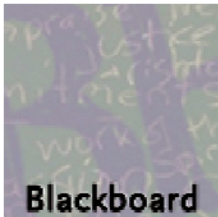
Tuition Rates:

A link to tuition rates is posted on the Dmin website and updated annually. **Tuition should be paid before the first day of class.** You may settle your account using Pay-by-Phone with Visa or MasterCard. Call 1-866-498-4011 and have your student ID number available. Or, call TuitionPay at 1-800-635-0120 or visit tuitionpay.salliemae.com to set up interest-free installment payments. You may also contact our Financial Aid Office for help with a Stafford Loan, 202-885-8663.

You can check your balance and pay on your account through WesleyWeb using your Wesley

username and password information. If you do not know your username and password, please submit a help ticket to support@solutionworx.com

Blackboard is an online education forum, made available to Wesley students through American University. Every D.Min. class has a corresponding Blackboard course site. If you have reading assignments on Blackboard they will be specified in your reading list or course syllabus. Your reading list will be posted on the Dmin website. Use of particular Blackboard course sites will be determined by the professor of each course.



Blackboard Instructions

To access Blackboard:

- Go to MyWesley and login.
- Click the Blackboard icon, second one on the right.
- Click on the course name on the right to enter the course site. Navigate with the buttons on the left.
- If you need help with Blackboard, please send an e-mail to blackboardsupport@wesleyseminary.edu

Please Note: Your courses from previous terms will remain visible along with the course(s) for the current term.

Planning on Graduating in 2016?

If you are working towards graduation for May 2016, here are a few dates to keep in mind;

September 1: Due date, DMin project proposals to be approved by DMin Committee at their first meeting of the semester.

October 15: Due date, biblical/theological chapter to your reader and copied to Dr. Parks.

October 15: Due date, **Graduation Application** to Registrar's Office completely filled out and signed. *(note: a \$100 graduation fee will be applied to your account in January)*

December 31: All course work completed and all project work completed

January 15: Due date, full draft of project paper to your reader

February 15: Reader response to full draft (revise until it meets Reader's expectations)

March 1: Last day to withdraw from graduation

March 1-30: Public demonstration of DMin project to be completed and information sent to DMin office.

April 1: Due date, final version of project paper to DMin Office

May 9, 2016 Commencement at the Washington National Cathedral

On-line core courses, electives and special travel opportunities

Be sure to check the website for Core on-line courses for the Arts and Theology (E) and Soul Care (D) Tracks. Wesley is in the process of integrating more on-line courses into the curriculum. We are also offering several electives over the summer and into the fall that includes an art course in the studio, travel immersions, and on-line courses in small church administration and theology.

NEW!! We are also getting ready to launch an on-line newsletter that will come directly to you via email about six times a year. Watch for it in your email!



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