



[www.united.edu](http://www.united.edu)



4501 Denlinger Road • Dayton, Ohio 45426 • p: 937.529.2201

# United Theological Seminary

**Student Handbook  
2023-2024**

Spirit Led, Renewing the Church!

## Table of Contents

<b>PRESIDENT'S WELCOME.....</b>	<b>4</b>
<b>INTRODUCTION .....</b>	<b>5</b>
<b>VISION, MISSION AND VALUES .....</b>	<b>6</b>
<b>GENERAL STUDENT POLICIES .....</b>	<b>7</b>
STUDENT CODE OF CONDUCT .....	7
INCLUSIVE LANGUAGE .....	7
STATEMENT ON CENSORSHIP .....	8
PROBLEM CLEARANCE/FORMAL COMPLAINT PROCESS .....	8
INSTITUTION'S POLICY ON RETURN OF UNEARNED TA FUNDS TO THE GOVERNMENT.....	9
<b>GENERAL INFORMATION .....</b>	<b>11</b>
FACILITY INFORMATION .....	11
OPERATION HOURS .....	11
<b>SAFETY AND SECURITY.....</b>	<b>12</b>
STUDENT PHOTO ID BADGES.....	12
CAMPUS VIOLENCE AND FIREARM POLICY .....	12
NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY.....	14
INSTITUTIONAL PRIVACY POLICY .....	14
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY (FERPA) .....	14
SUBSTANCE ABUSE POLICY.....	14
ANNUAL SECURITY REPORT AND CRIME STATISTICS.....	15
<b>STUDENT LIFE .....</b>	<b>16</b>
DEAN OF THE CHAPEL .....	16
THE STUDENT COUNCIL .....	16
COMMUNITY AND SOCIAL LIFE.....	16
STUDENT HOUSING .....	17
CAMPUS MEALS .....	17
GATHERING WEEKS .....	17
<b>ADMISSION SERVICES .....</b>	<b>19</b>
OFFICE INFORMATION.....	19
CAMPUS VISITS.....	19
<b>FINANCIAL SERVICES.....</b>	<b>20</b>
FINANCIAL AID/SCHOLARSHIPS .....	20
STUDENT BILLING.....	20
<b>STUDENT SUCCESS .....</b>	<b>21</b>
OFFICE OVERVIEW.....	21
CAMPUS DIRECTORIES.....	21
STUDENT COUNSELING.....	21
THE STUDENT HUB .....	21
INTERNATIONAL STUDENT SERVICES.....	21
<b>ACADEMIC SERVICES.....</b>	<b>23</b>
ACADEMIC OFFICES.....	23
DISABILITY SERVICES.....	23

LIBRARY SERVICES .....	23
<b>TEXTBOOKS AND PRODUCTS.....</b>	<b>24</b>
<b>TECHNOLOGY SERVICES.....</b>	<b>25</b>
IT HELP .....	25
TECHNOLOGY TRAINING .....	25
SINGLE SIGN-ON.....	25
MY APP CONNECTIONS .....	25
COMPUTER LAB .....	26
UNITED HELP DESK.....	26

## PRESIDENT'S WELCOME

Friends:

Thank you for choosing United Theological Seminary as the place where you can grow spiritually, intellectually, and personally as you respond to God's call in your life.

Our goal as a seminary is to be used by God to provide faithful, fruitful and Christ-centered pastors and leaders for the Church. Seventy-nine percent of our 2020-2021 graduates are planning to serve in parish or congregational ministry. The average number of 2020-2021 graduates of all Association of Theological Schools seminaries planning to serve in parish or congregational ministry is sixty percent so United is an excellent place to prepare to serve God through the Church.

The heart of a seminary is the spiritual and personal growth which occurs in the dialogue and relationship between seminarians and their professors in class or online. As you choose which courses you will take to help you grow as a spiritual leader know that we will be praying that God will bless you and your experience at United.

A United Methodist Church official who places pastors in congregations recently shared with me that she has discovered United graduates are among the best prepared pastors to serve effectively as pastors or staff leaders in a local congregation. We give credit to our passionate and compassionate full time and adjunct faculty who are used by God to develop such effective Christian leaders.

God bless you as you prepare to surrender yourself into the hands of God and be used by God to make disciples of Jesus Christ for the transformation of the world.

As you prepare to serve God and the church, I encourage you to pray the Covenant Prayer in the Wesleyan tradition:

"I am no longer my own, but yours. Put me to what you will, place me with whom you will. Put me to doing, put me to suffering. Let me be put to work for you or set aside for you, praised for you or criticized for you. Let me be full, let me be empty. Let me have all things, let me have nothing. I freely and fully surrender all things to your glory and service. And now, O wonderful and holy God, Creator, Redeemer, and Sustainer, you are mine and I am yours. So be it. And the covenant which I have made on earth, let it also be made in heaven. Amen."

Grace and Peace,

Dr. Kent Millard, President  
Spirit Led, Renewing the Church!

The Association of Theological Schools 2020-2021 Graduating Student Questionnaire, Report for United Theological Seminary compared to Total School Profile (142 participating ATS schools, 5,087 respondents). The survey was sent to students graduating with a degree or certificate from United in the 2020-2021 academic year. Data collected represents a 91% response rate of the 118 United degree- and certificate-seeking graduating students contacted (107 respondents).

## INTRODUCTION

Dear United Student,

The Student Handbook is an official document that contains important policies and procedures that directly impact you. It also explains information on the services United offers to ensure your success both academically and in ministry, as well as how to access these services.

In order to support your success as a student, foster godly relationships and safe living, you will be expected to know and follow the policies and procedures in this Handbook. These are designed to support and maintain United's community of faith, which values healthy relationships, spiritual formation, academic rigor, and a global perspective.

You may also refer to this document for instructions on how to get support as a student. The Office of Student Success will also be happy to answer any questions or concerns you may have.

This Handbook is intended to be a resource for you and should not be read as an exhaustive contract between students, faculty, and staff. See the Academic Catalog for a more comprehensive account of United's policies and procedures.

On behalf of the entire United Theological Seminary community, we welcome the opportunity to serve you during the academic year. Many blessings to you as you answer the call of God on your life.

In Christ,

Chad Clark  
Assistant Dean for Student Success

## **Vision, Mission and Values**

### **Vision**

Spirit-led leaders, Christ-like Church, transformed world

### **Mission**

United prepares faithful, fruitful leaders to make disciples of Jesus Christ.

### **Values**

Historic Faith: We believe that the faith in Jesus Christ passed down to us through the centuries by the fathers and mothers of the Church is crucial for the life and witness of the Church today. The Bible is our centerpiece for theological formation and reflection. Through sacraments, creeds, the writings of great teachers and other resources, we grow in the knowledge and love of the Triune God.

Scriptural Holiness: We believe in the life-changing power of the Holy Spirit, who helps us to become Christ-like individuals and communities. Holiness is not simply about personal transformation. It is about transforming the world through faithful discipleship and just action.

Church Renewal: We believe that renewal, whether of individuals, congregations, the Church universal or all creation, is the work of the Holy Spirit, who is always ready to lead the faithful in this redemptive activity.

## General Student Policies

### Student Code of Conduct

United Theological Seminary is committed to creating and maintaining a community in which administrators, faculty, staff and students can worship and study together in an atmosphere where everyone can flourish. To this end:

- Students will be expected to engage with one another and with faculty and staff respectfully. Abusive, threatening or profane language that violates United's code of conduct and will not be tolerated. This includes face-to-face, voice, online and written interactions.
- Students are expected to attend class. While there may be occasional exceptions to this rule, repeated late arrivals or early departures may result in disciplinary action.
- Cell phones must be turned to silent during class and worship services.
- Any form of plagiarism or other violation of academic integrity will result in disciplinary action. Refer to the Academic Integrity Policy in the Handbook.
- Discrimination and harassment will not be tolerated. Refer to the Anti-Discrimination Policy and Anti-Harassment Policy in the Handbook.
- Students convicted of crimes may face disciplinary action from the seminary. The seminary also reserves the right to suspend the matriculation of any student who is under investigation for or has been charged with a felony.

Reporting any discrimination or harassment is subject to the official Anti-Harassment Policy and Anti-Discrimination Policy. Violations of all other conduct listed above should be reported to the office of the Academic Dean. In such cases, the Academic Dean or an appropriately designated officer of the school may decide to . . .

- state officially that no violation of the conduct policy has taken place,
- offer the student a written warning that he or she has violated the conduct policy,
- place the student on probation for one term for violation of the conduct policy,
- dismiss the student for the term, or
- dismiss the student permanently.

Any student who is found to have violated the Code of Conduct while on probation for a previous violation will be dismissed either for one term or permanently.

### Inclusive Language

Here at United, the use of inclusive language is an invitational practice. In the classroom, in worship, and in all other settings of interaction, we ask students to attend to the following broad guidelines:

*In our language about human beings, we encourage all members of the seminary community to speak in ways that are respectful of the dignity of all people. For example, we encourage "sisters and brothers in Christ" instead of*

"brothers in Christ," "humankind" instead of "mankind," "forebears" instead of "forefathers," "chair" or "chairperson" instead of "chairman," "all who are able may stand" instead of "all stand," "physically challenged" instead of "crippled," "laity" instead of "layman," and "pastor" instead of "black pastor" or "woman pastor."

*In our language about God, who transcends gender, we encourage all students to draw from the richness of biblical names and images for God and to demonstrate sensitivity concerning gender-specific language for God. Examples of the range of names and images for God in Scripture and the historical Christian faith include but are not limited to the Holy Trinity, Creator, Maker, Sovereign, Ruler, Savior, Redeemer, Father, Mother, Loving God, Gracious God, the Holy One, Comforter, Almighty, and the like.*

Finally, with respect to inclusive language, let us treat each other with respect, care, and grace and give each other room to grow in our understanding of God and the images of God.

### **Statement on Censorship**

Students are entitled to freedom in learning and the expression of ideas as appropriate to opportunities and conditions in the classroom and in the larger community. Students should exercise their freedom with responsibility.

### **Problem Clearance/Formal Complaint Process**

In the event that a student has been aggrieved and any informal attempt to remedy the problem has been unsuccessful, Untied has created a formal Problem Clearance Procedure to restore harmony among those involved. The necessity for prompt attention to such problems or misunderstandings is important. Students must be assured that it is their right and privilege to follow a formal procedure to the top if necessary, without fear of censure or reprisal. The following Problem Clearance Procedure applies to all students of United Theological Seminary:

The Problem Clearance Procedure for students of United Theological Seminary shall consist of three levels. Any aggrieved student may be accompanied at any meeting or hearing by another United Theological Seminary student or employee, in the case of a complaint. However, the aggrieved student must always be present during any meetings or hearings, which take place within the outlined procedures. Students shall have the irrevocable right to present their problems and complaints in private. However, a written record of the complaint, including the processes followed and decisions made, must be sent to the Registrar's Office at each stage of the process to maintain a complete record.

- Step 1
  - a) The aggrieved student's problem or complaint shall be presented by the student and her/his accompanying student or employee, if any,

to her/his supervisor or professor or designated representative.

- b) The problem or complaint shall be discussed by the parties at an informal meeting.
- c) The student shall, within three days subsequent to said meeting, receive an answer to her/his complaint.

- Step 2
  - a) If the student is not satisfied with the answer received, s/he shall, within three days after receiving said answer, prepare a concise written account of her/his complaint, and the supervisor or professor or designated representative shall prepare her/his answer in writing, and both documents shall be submitted to the supervising Vice President or Academic Dean.
  - b) Said Vice President or Academic Dean shall hold a meeting with the student and accompanying student/employee, if any, and the supervisor, professor, or designated representative. The Vice President or Academic Dean will render her/his decision within three working days subsequent to said meeting.
- Step 3
  - a) If the student is not satisfied with the decision made in Step Two, s/he may, within three days after receiving said decision, take her/his complaint to the President of United Theological Seminary for review and final decision.
  - b) The President, a Vice President, Academic Dean, one member of the Executive Committee of the Board of Trustees, and one member of the Board of Trustees, both to be selected by the President, and hereinafter designated the "Panel" shall review said complaint. The Panel may hold a meeting with the student and accompanying student or employee, if any. The President shall act as chairperson of the meeting and shall regulate the time to be allotted to each party for discussion.
  - c) The student shall be given the decision within three days subsequent to the later date of the referral of the complaint to the President or the date of the meeting. This decision shall be final.

### **Institution's Policy on Return of Unearned TA Funds to the Government**

Return of Tuition Assistance: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend the school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally approved. To comply with the new Department of Defense (DOD) policy United Theological Seminary will return any unearned funds on a prorated basis through at least 60% portion of the period for which the funds were provided. TA funds

are earned proportionally during an enrollment period with unearned funds returned based upon when a student stops attending.

Institution's Schedule for Return of Unearned TA:

### **Master Courses**

#### 14-Week Summer Hybrid

- Before or during Weeks 1 and 2 = 100% return
- During Week 3 = 50% return
- During Week 4 through Week 9 = 40% return
- During Week 10 through Week 14 = 0% return

#### 9-Week Contextual Ministry Course

- During Week 1, Day 1 = 100% return
- During Week 1, Day 2 through Week 2 = 50% return
- During Week 3 = 40% return
- During Week 4 through Week 7 = 0% return

#### 14-Week Traditional Course

- Before or during Weeks 1 and 2 = 100% return
- During Week 3 = 50% return
- During Week 4 through Week 9 = 40% return
- During Week 10 through Week 14 = 0% return

#### 1-Week Intensive Course

- 1 Business day prior to course start = 100% return
- Day 1 = 75% return
- Day 2 through Day 3 = 40% return
- Day 4 through 5 = 0% return

### **DMin Intensive**

- 1 Business day prior to course start = 100% return
- Week 1 = 50% return
- Week 2 = 40% return
- Week 3 through Week 17 = 0% return

## GENERAL INFORMATION

### Facility Information

The main campus of United Theological Seminary is at 4501 Denlinger Road, Dayton, OH 45426. The campus is completely wheelchair accessible. The building has an elevator and entrances are equipped with ramps.

The primary phone number for the main campus is 937-529-2201.

Persons or groups wishing to reserve rooms on the Dayton campus should contact the following persons, according to the occasion and group:

- Registrar: (classroom reservations) 937-529-2242 or [registrar@united.edu](mailto:registrar@united.edu)
- Receptionist: (meeting rooms and common space) 937-529-2201 or [reception@united.edu](mailto:reception@united.edu)

Facility matters requiring attention should be directed to 937-529-2201 or [facilitieshelp@united.edu](mailto:facilitieshelp@united.edu).

### Operation Hours

United Theological Seminary is located in the Eastern Standard Time Zone of the United States.

Access will be granted during normal operation hours only.

Building hours when regular fall, spring, and summer term classes are in session:

- 8:00 a.m. – 9:30 p.m. Monday and Tuesday
- 8:00 a.m. – 6:00 p.m. Wednesday and Thursday
- Friday- Building Closed (Staff work remotely)

Building hours for weeks when classes are not in session:

- 8:00 a.m. – 6:00 p.m. Monday through Thursday
- Friday-Building Closed (Staff work remotely)

Weekend building information:

- Saturday for special events as scheduled
- Closed on Sundays

Regular Office hours are 8:30 a.m. – 5:00 p.m. Monday through Thursday. Appointments can be scheduled by contacting the appropriate office during regular office hours. See the information in this Handbook on each office for contact information.

## **SAFETY AND SECURITY**

### **Student Photo ID Badges**

A color photo of each student will be taken while students are on campus to produce a plastic student ID badge. The reverse side of the ID badge serves as the student's library card.

Please inquire at the reception desk for instructions to obtain your photo ID badge.

The first badge is issued free of charge; replacement badges are assessed a fee of \$10.

### **Campus Violence and Firearm Policy**

United Theological Seminary is committed to preventing intimidation, harassment, violence and threats of violence in the campus setting, and to maintain a safe environment for students, faculty and employees.

United prohibits the possession, transport and storage of all weapons on United property (unless specifically permitted below). Weapons are defined to include, but not limited to handguns, firearms, explosives and other items that may be defined as weapons under state, federal or local laws or ordinances.

United has adopted the following guidelines to deal with intimidation, harassment or violence or threats of violence that may occur on its premises. Campus violence includes acts or threats of violence including conduct that is sufficiently severe, offensive, or intimidating to alter the academic conditions or create a hostile, abusive or intimidating work environment for one or more of its employees or students.

Any conduct that threatens, intimidates or coerces an employee, student, a United volunteer or a member of the public at any time, will not be tolerated. Examples include, but are not limited to, the following:

- All threats or acts of violence occurring on United premises, regardless of the relationship between United and the parties involved in the incident.
- All threats or acts of violence occurring off United premises involving someone who is acting in the capacity of a representative of United.

Specific examples of conduct, which may be considered threats or acts of violence, include but are not limited to:

- Physical assault of an individual (hitting, shoving, kicking, or otherwise having unwelcome physical contact).
- Threatening harm to individuals, their family, friends, associates, or property.
- Verbal assault for the purposes of intimidation and/or coercion.
- The intentional destruction or threat of destruction of United or personal property.

Students who are licensed to carry a concealed handgun may not carry a concealed handgun into any building owned or leased by United, or onto the United campus, except that license-holders may bring a handgun into United parking facilities. License- holder students must leave the handgun in the student's own locked vehicle and locked in the glove compartment, locked in the trunk, or locked inside a gun case. License- holder students must disclose to United management their intent to bring a handgun onto United property before bringing it onto the property. Peace Officers and other law enforcement officers privileged to carry a concealed handgun on United property pursuant to Ohio law may do so to the extent permitted by law.

All acts or threats of violence (both direct and indirect) should be reported as soon as possible to any member of the Executive Staff. This includes threats by employees, as well as threats by students, volunteers, or members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a member of the Executive Staff. Do not place yourself in peril. If you see or hear a commotion or disturbance, do not try to intercede or see what is happening.

United will promptly and thoroughly investigate all reports of acts or threats of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain campus safety and the integrity of its investigation, United may suspend students pending investigation.

Anyone determined to be responsible for acts or threats of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of student status.

United encourages students to bring their disputes or differences with employees to the attention of the Executive Staff before the situation escalates into potential violence. United is eager to assist in the resolution of disputes and will not discipline students for raising such concerns.

## **Non-Discrimination and Anti-Harassment Policy**

Please refer to the United Website for the United Non-Discrimination and Anti-Harassment Policy at <http://united.edu/non-discrimination-policy/>.

## **Institutional Privacy Policy**

Please refer to the United Website for the United Privacy Statement at <http://united.edu/privacy-statement/>.

A staff person's privacy may include one of several possibilities, i.e., a phone call relaying confidential information, a face-to-face meeting sharing confidential information, a project with a critical due date, etc. If a staff person will be unavailable for a long period of time (during the daytime), s/he may post a note on the door and inform the receptionist. If a staff person will be unavailable for a succession of days/weeks, s/he will inform the receptionist and ensure prompt response/service from another co-worker.

This applies also to staff persons who have no office walls. Each staff person may require privacy to help a student, each other, etc. Thank you for your attention and respect for individual privacy.

Students also have privacy, particularly as this relates to personal and academic performance. Faculty and staff know and are reminded NOT to discuss information about a student in public. Attempts to "help" a student may require the sharing of information among staff and this exchange of information must be done in a manner in which the student's right to privacy is protected. Therefore, faculty and staff are aware that they must maintain the utmost care in protecting the student's privacy.

The same also applies to students. Students congregating in the halls discussing class-related information occasionally also discuss other students, presumably in an attempt to assist a fellow student. Students must be reminded that they should take great care in respecting their fellow students' rights. It may be inappropriate to discuss (by name) a student's personal or academic situation, particularly in a public hallway. Therefore, United reminds faculty, staff and students to be mindful and respectful of each other's right to privacy.

## **Family Educational Rights and Privacy Act Policy (FERPA)**

Please refer to the United Website for the [Family Educational Rights and Privacy Act \(FERPA\) Policy](http://united.edu/privacy-statement/).

The Office of the Registrar is responsible for administering FERPA at United Theological Seminary. Annually, United Theological Seminary informs students of their rights under FERPA and the regulations relating to FERPA.

## **Substance Abuse Policy**

It is the policy of United Theological Seminary to provide all students and employees with a drug-free environment at the Seminary. In compliance with the Drug-Free Schools and Communities Act, the Seminary has established the following substance abuse policy.

All students and employees of United Theological Seminary are hereby notified that the following conduct is prohibited:

Unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (drugs) or alcohol on Seminary property or as a part of any Seminary activity, whether on- or off-campus and whether academic, professional, or social in nature.

As a term of employment and/or enrollment, students and employees will:

- abide by the terms of this policy, and
- notify the Vice President for Administration of any drug statute conviction for a violation occurring on Seminary property or during any Seminary activity no later than five days after such conviction.

Violation of this policy will result in disciplinary action, up to and including termination of employment and/or expulsion and referral for prosecution.

Whereas alcohol is a legal substance, this policy applies to the unlawful manufacture, distribution, dispensing, possession, or use of alcohol—i.e., unlawful activities involving alcohol, including by or with underage persons.

Whereas some controlled substances (i.e., prescription drugs) are legal when used under the care and guidance of a licensed physician, their use may cause adverse side effects which can impair one's performance. Misuse of prescription drugs can lead to dependence and/or to any of a variety of adverse physical conditions.

The abuse of any drugs or alcohol can affect one's health, emotions, behavior, performance, productivity, attendance, decision-making abilities, and safety. It can be costly—and even fatal—for the abusers and for those around them.

### **Annual Security Report and Crime Statistics**

The annual Security Report and Crime Statistics can be found on the website at the following link: <https://united.edu/wp-content/uploads/2021/09/campus-safety-report-2021.pdf>

## STUDENT LIFE

### **Dean of the Chapel**

One of United's three core commitments is to Scriptural Holiness. We believe in the life-changing power of the Holy Spirit, who helps us to become the people God created us to be. Yet holiness is not simply about personal transformation. It is also about changing the world through faithful discipleship. Our prayer is that United Theological Seminary would be fertile soil for God's faithful work of transformation in your life.

The Dean of the Chapel organizes a team to provide spiritual leadership and pastoral presence to the United community. You may contact the Dean of the Chapel at [chapeldean@united.edu](mailto:chapeldean@united.edu) or 937-529-2256. Prayer requests may be submitted at [prayer@united.edu](mailto:prayer@united.edu).

The United Theological Seminary community gathers regularly in worship to celebrate God and be formed in the image of Christ so that we may be a united people of hope to our communities.

Chapel services are held weekly during the fall and spring terms. The Eucharist is enjoyed each Tuesday. Chapel services also anchor our doctoral and master's Gathering Weeks.

### **The Student Council**

The Student Council represents the student body at United. Elected by the students in the spring of each year, the Council advocates on their behalf by serving as members of the following standing faculty committees: Masters Studies Committee and Worship and Spiritual Life. Student Council also names a student trustee who represents student interests on the Board of Trustees. The Student Council meets monthly during the fall and spring terms, as well as hosts student activities throughout the academic year.

Bylaws, meeting minutes and financial reports of the Student Council are posted on the Hub and viewable by all United students.

Student Council may be contacted at [studentcouncil@united.edu](mailto:studentcouncil@united.edu).

### **Community and Social Life**

A variety of community events are offered each term. Celebrations of the opening and closing of the academic year, as well as seasonal worship, parties and meals, are planned for the entire community. All members of the United community and their families are welcome at these events. These activities, both organized and spontaneous, help build relationships beyond the classroom.

Students are invited to join together on social media to continue to build and engage in a sense of community at United.

The Student Lounge is in room 1304 in the Academic wing. The lounge is available to all students for study, recreation, fellowship, prayer, or relaxation. The Student Lounge includes tables for meetings or studying, a kitchenette, and snacks.

### **Student Housing**

All student housing inquiries for both residential and overnight/intensive week lodging may be directed to [housing@united.edu](mailto:housing@united.edu).

For hotel lodging, please review the information at <http://united.edu/accommodations/>. All lodging arrangements must be by students at their expense. Students are encouraged to pursue lodging partnerships with other students to reduce expenses during intensive week sessions.

### **Campus Meals**

The United community gathers regularly for weekly common meals during the fall and spring terms and during doctoral and master's intensive weeks. This provides opportunities for fellowship among the whole United community. Students are charged in advance each term for required meals, unless excused by the Academic Dean. Special community meals may be planned at other times of the year.

Lunch is available during all Intensive and Hybrid weeks.

Special dietary needs are accommodated by provision for vegetarian, gluten-free, and allergy-sensitive food options.

### **Gathering Weeks**

Gathering weeks are scheduled for students in both the Doctor of Ministry program and Master's degree programs during the months indicated below. Please review the academic calendar for the specific dates.

- Fall Term
  - Doctor of Ministry Intensive Week – August
  - Masters Contextual Ministry Retreat/Gathering Week – Mid-October
- Spring Term
  - Doctor of Ministry Intensive Week – January
  - Masters Gathering Week – Late February
- Summer Term
  - Masters Summer Hybrids – Mid-July

All Masters courses run for fourteen weeks. Masters intensives require pre-work, one week of in person classroom learning, and post work. Master Hybrid courses begin with online learning, spend 2 ½ days in person during a Gathering week, and then conclude with online learning. Students can take up to two Hybrid classes during a Gathering Week.

Students are responsible to arrange their own lodging and transportation arrangements including payment for these. For more information about accommodations close to United please review this website <http://united.edu/accommodations/>. Attire is typically casual at master's Gathering weeks.

## ADMISSION SERVICES

### **Office Information**

The Office of Admissions is located behind the reception desk. To speak with someone in the Admissions Office, please email [admissions@united.edu](mailto:admissions@united.edu) or call 937-529-2201.

The Office of Admissions provides information about academic programs and guidance through the application process from the point of inquiry to confirmation.

Admissions staff members process application materials and post application deadlines. This office also provides information and evaluation of the transfer of credits and advanced standing.

### **Campus Visits**

The Admissions Office schedules Open House events in April and October each year. You may email [admissions@united.edu](mailto:admissions@united.edu) for detailed information about these events.

To schedule a personal campus visit, please complete and submit the online form at <http://united.edu/schedule-a-visit/> or email.

## FINANCIAL SERVICES

### **Financial Aid/Scholarships**

The Financial Aid/Scholarship Office is located behind the reception desk. To speak with someone in the Financial Aid/Scholarship Office, please email [financialaid@united.edu](mailto:financialaid@united.edu) or call 937-529- 2223.

The Financial Aid/Scholarship office provides student services for the following:

- Federal Direct Student Loans
- Private credit-based loans
- United Methodist denominational conference aid requests
- Other denominational aid requests
- Federal Work Study eligibility, contracts, time-cards
- General Board of Higher Education and Ministry application forms
- In-school deferment forms
- United scholarships
- Financial Literacy
- Educational budgeting and counseling

### **Student Billing**

The Student Billing Office is located behind the reception desk. To speak with someone in the Student Billing Office, please email [studentbilling@united.edu](mailto:studentbilling@united.edu) or call (937-529-2214).

Financial obligations include tuition, fees, housing, library fines, and all other items billed by the seminary. The current rates for tuition and fees are at <http://united.edu/tuition-fees-and-payment/>. Statements are mailed monthly to student's address on record.

## STUDENT SUCCESS

### Office Overview

The Office of Student Success is located in the faculty wing. To contact someone in the Office of Student Success, please email ([studentsuccess@united.edu](mailto:studentsuccess@united.edu)) or call (937-529-2232).

This Office of Student Success facilitates new student orientation, student support, and academic advising.

The Assistant Dean for Student Success is available to assist with any challenges or needs that may arise within the student body.

### Campus Directories

Campus telephone extensions may be reached (from a touch-tone phone) after the switchboard is closed by dialing 937-529-2201, listening to the message, and then entering the number of the extension. This voicemail menu also includes an extension that provides weather-related class cancellations.

The following directories are available on the United website:

- The directory for faculty members is at <http://united.edu/faculty-directory/>.
- The directory for staff members is at <http://united.edu/staff-directory/>.
- The Doctor of Ministry Mentors is at <https://united.edu/mentors-directory/>.

### Student Counseling

Students in need of support and/or professional counseling are urged to contact the Dean of the Chapel to request guidance by email [chapeldean@united.edu](mailto:chapeldean@united.edu) by at 937-529-2256.

The Dean of the Chapel is able to provide confidentiality as provided by law and the Director of Student Services is able to provide referral services for students to explore.

### The Student Hub

The Hub is a designed as a course on the United Online Canvas Learning Management System. It serves as a repository for student support services and information.

In order to minimize email volume to students, pertinent information will be posted on the Hub under the appropriate topic heading.

### International Student Services

International students will utilize the Student Handbook as any other student with regard to student policies, student information, and student services.

International students will work directly with the Financial Aid and Scholarships office, the Business office and the Student Billing office for all matters related to their expenses and payments.

International students will work directly with their assigned faculty advisor and the office of the Registrar regarding program requirements and registration.

International students are to contact the Assistant Dean for Student Services when they have questions or concerns regarding their life and experience as a student.

## ACADEMIC SERVICES

### **Office of the Registrar**

The Registrar's Office is located behind the reception desk. To contact someone in the Registrar's Office, please email [registrar@united.edu](mailto:registrar@united.edu) or call (937-529-2242).

The Registrar's Office services a full range of academic needs for students, faculty and alumni/ae as the keeper of academic records. Responsibilities include maintaining academic records and transcripts of current students and alumni/ae, coordinating course registration, assigning classrooms, performing degree audits, providing enrollment and graduation verifications and supplying information to government agencies and external organizations.

Students should schedule appointments in advance to assure that the Registrar is available for your call or visit. You may contact the Registrar at [registrar@united.edu](mailto:registrar@united.edu) or 937-529-2242 or schedule a call or visit by using the Google Calendar App on My App Connections.

### **Academic Offices**

Students should schedule appointments in advance by calling 937-529-2201.

### **Disability Services**

Please refer to the United website for information pertaining to <https://united.edu/accreditation-association/disability-services/>.

### **Library Services**

Regular hours of the library are listed below. However, hours are subject to change. For up-to-date hours view the calendar. Special Library hours are also published by the library through regular email notifications.

- Monday – Wednesday: 10:00 a.m. – 5:00 p.m.
- Thursday: Closed to Public; Open internally for Students and Faculty
- Friday: Closed (Staff Work Remotely)
- Saturday: CLOSED
- Sunday: CLOSED

The information that follows is available at <http://united.edu/obrien-library/>. You may also email the library at [library@united.edu](mailto:library@united.edu).

The professional library staff provides reference services and online searching assistance. All United students may contact library staff in person, by phone or e-mail to request reference services or assistance navigating the Digital Theological Library (DTL) online catalog. Students enrolled in Master's level programs may send requests for writing help and bibliographic reference assistance to the Writing Center at [writinghelp@united.edu](mailto:writinghelp@united.edu).

The Digital Theological Library (DTL) is a co-owned, 501c3, non-profit, digital library with over forty member institutions worldwide that provides patrons access to over 1.4 million eBooks, over 170 electronic databases, over 35,000 journal titles, over 60 million full-text, peer-reviewed articles, over 100,000 musical scores, and over 70,000 films and videos.

Furthermore, DTL provides Interlibrary Loan (ILL) services for digital titles not currently available through its online catalog. Students needing assistance processing an interlibrary loan request through DTL should contact the Director of the Library, Ken Cochrane, at [kscochrane@united.edu](mailto:kscochrane@united.edu). DTL's ILL services are restricted to current students, faculty, and staff of United Theological Seminary.

With the full transition to digital library operations, the library no longer circulates print resources. In August 2023, the library donated large portions of its circulating print collections to DTL for digital processing and inclusion in DTL's E-Reserve collections. The library continues to maintain a number of print volumes, primarily biblical reference resources, church history volumes, and denominational archive materials, that can be used on-site in the library for research purposes. The "circulating" collections are now entirely digital and provided through DTL for current students and faculty (the DTL Seminary Bookshelf, or DTLSB, provides digital resource access for United's alumni community and other United 'core constituents' at a modest monthly fee.)

The student computer lab is now located in the library's former circulation room. The computer lab is open to students during the campus building's regular hours of operation. Students may use the library's photocopier free of charge (for print jobs fewer than 50 pages) as well as the digital ScanPro microform reader/printer upon request. Several study rooms and small meeting areas are also available to individuals and groups for quiet study.

United's O'Brien Library retains active membership in the American Theological Library Association (ATLA) and the Ohio Theological Library Association (OTLA).

### **Textbooks and Products**

United does not operate a campus bookstore. Course readings are usually available in electronic format through the Digital Theological Library (DTL) and linked to course reading lists prior to the commencement of a new academic term. The library endeavors to make all course readings, both required and recommended, digitally available through DTL, but it is still ultimately the student's responsibility to ensure they have access to required textbooks for their courses. While it is rarely necessary for students to purchase course readings, students wishing to obtain print copies of textbooks are encouraged to research book vendors for competitive pricing. In addition, students may want to consider renting books or purchasing second-hand books to reduce the associated costs.

United provides booklists for each course at least 4 weeks before courses open. Students may purchase their books at a vendor of their choice by obtaining the ISBN number for their books from these lists.

Students may identify and download the booklist for each of their courses on the Student Hub. If the booklist for any of your courses is not displayed on this page, please email [khamby@united.edu](mailto:khamby@united.edu) to inform the office of the Academic Dean.

Students may also order United student spirit products at <http://stores.logosatplay.com/uts>.

## TECHNOLOGY SERVICES

### IT Help

Students will need daily access to a computer and high-speed internet access in order to complete coursework successfully.

If you are having trouble assessing or using United online technologies, you can contact [onlinehelp@united.edu](mailto:onlinehelp@united.edu) or call 937-529-2201.

### Technology Training

Students may request one-on-one training sessions (over the phone or in-person) and technical support by contacting the United Online Administrator at [onlinehelp@united.edu](mailto:onlinehelp@united.edu) or calling the Distance Learning Office at 937-529-2264.

### Single Sign-On

All students receive a United Username and Password when they confirm their intent to come to United at the end of the application process. These credentials are emailed to the student's personal email account. Please email [onlinehelp@united.edu](mailto:onlinehelp@united.edu) if you do not receive your credentials.

Students may log into the Single Sign On site at <http://login.united.edu>.

### My App Connections

Upon successful entry through the Single Sign On page, students will view their My App Connections. These are the sites that students will use for their full student experience.

- The **Help** app links to <https://united.edu/library/> to submit a Support Request Form to the United HelpDesk.
- The **Library** app links to <https://united.edu/library/> to access United library database and link to other library sites.
- The **MyUnited** app links to the site for students to update personal information, register for classes, view their schedule, degree audit, transcripts, and access and apply for student aid.
- The **United Calendar** app links to the student's Google account calendar. Students are able to request meetings or appointments with other students, faculty and staff members.
- The **United Email** app links to the student's United email account maintained by Google. The United email address is the communication account of record at United. All official notifications and communications will be sent to this account. E-mail is our primary means of distributing announcements and information, as well as information updates for specific classes. Students will need to check this account frequently so that they are informed about important student information.
- The **Canvas** app links to the login page for United Online. The Username and password to enter United Online is the same as the one for the Single Sign-On. All

courses at United have one or more online components accessible on United Online.

### **Computer Lab**

The Student Computer Lab is available in the Library. This lab provides multiple Windows-based computers with word processing, spreadsheet, database, and presentation applications. Internet access is provided through these computers for research and email. A printer/copier is also available for student use. Please refer to the campus map for directions.

Regular hours for the computer lab are listed below. Extended hours are available for faculty, staff, students and program participants. For up-to-date hours view the calendar.

- Monday – Wednesday: 10:00 a.m. – 5:00 p.m.
- Thursday: Closed to Public; Open internally for Students and Faculty
- Friday: CLOSED (Staff Work Remotely)
- Saturday: CLOSED
- Sunday: CLOSED

### **United Help Desk**

The United Help Desk provides support for technical services and issues for United students. The Help Desk does not provide troubleshooting for student-owned devices or software.

Requests may be submitted to the Help Desk by email at [onlinehelp@united.edu](mailto:onlinehelp@united.edu).