



J-TERM 2021 SPRING 2021 ACADEMIC MATTERS

Out of concern for the health and safety of students, staff, and faculty in this COVID-19 context and in our efforts to deliver a stellar educational experience, CTS will engage in a **hybrid course modality for J-term 2021 and Spring 2021. Hybrid in this context means synchronous and asynchronous online presentation.** Through our learning management system, Canvas, CTS professors and students will engage coursework, participate in discussions, and meet via Zoom. There will be spaces for asynchronous work where students can proceed at their own pace in light of assignment due dates and touch points throughout the week. There will also be synchronous activity in the form of scheduled meetings via Zoom where professors and students will convene on specific dates and times. Professors will note the flow of both synchronous and asynchronous learning on their respective Canvas course sites.

[J-term 2021 courses](#) will run weekly from January 4-January 29. There will be a new course each of the four weeks. Canvas sites will open a week before each class begins. The Justice at the Intersections course will possibly shift to Summer 2021. J-term classes are normally one week, in-person sessions from 9-5. In light of COVID-19 and the lack of a vaccine, J-term 2021 classes will still meet for one week from 9-5, but in a hybrid (synchronous and asynchronous online) format using Canvas and Zoom. This does not mean students will be on Zoom for eight hours a day for five days. Professors will engage students, and students will learn from their peers in multiple scheduled and flexible modes. Students should expect both “in-class” and “out of class” coursework and discussion opportunities.

[Spring 2021 courses](#) are scheduled for February 1-May 14, 2021. Canvas class sites will open on January 25, 2021.

CTS has not determined if there will be in-person intensives or study tours during Summer 2021. The virus and a vaccine are factors in any decision.

All should know that the continued virtual modality is by no means a statement about the future of in-person or face-to-face courses at CTS. The modality shift implemented in Spring 2020 and planned for J-term and Spring 2021 is a necessary precaution to ensure student, staff, and faculty safety in light the coronavirus context.

Your well-being is important to us. We hear you. We see you. Take care of yourself.

FAQs

What should I do about J-Term and Spring 2021 registration?

Although registration for J-Term and Spring 2021 occurs November 16-November 20, students still have the opportunity to register until the first day of classes. Refer to the CTS website for the [academic calendar](#) and [list of courses](#). Students should contact their assigned faculty advisor about classes and next academic steps. There have been several [faculty changes](#), so be sure check [Campus Café](#). If students don't know who their advisor is or have general questions about registration, contact the Registrar, Tina Shelton, at tina.shelton@ctschicago.edu.

What if I owe a balance? Will I still be able to register for J-term or Spring 2021?

In order to register for J-term or Spring 2021 students who still have a balance from Fall 2020 must pay in full or outline some repayment process with CTS no later than November 16, 2020. Please connect with the Financial Aid Coordinator, Josh Larson, at josh.larson@ctschicago.edu. Additionally check with the CTS Controller, Michele Carr, mcarr@ctschicago.edu, for balance inquiries and questions about payment plans.

What about my Bayan@CTS course?

Bayan courses would normally meet in-person at CTS in March before and during Reading Week. Due to the pandemic this in-person component will not take place at CTS during Spring 2021. For additional information about Bayan classes, contact Munir Shaikh at munir.shaikh@ctschicago.edu or the Registrar, Tina Shelton, tina.shelton@ctschicago.edu.

What am I to do about PhD exams and courses?

The Association of Theological Schools (ATS) has granted all of its member schools the leverage to offer masters and doctoral-level courses online for Fall 2020. However, as of this publication, ATS has not made a decision about online modality for doctoral-level courses offered in Spring 2021. Because ATS takes its guidance from the Department of Education, it expects to make an announcement late November. CTS anticipates ATS will uphold its Fall 2020 decision for Spring 2021. For questions regarding your exams or dissertation defense, contact Associate Dean and Ph.D. Center Director, Emily Vogt, at evogt@ctschicago.edu. Also check with your Ph.D. advisor.

What if I registered for a Summer 2021 study tour or hybrid course?

Drs. Rachel Mikva and Christophe Ringer are still connecting with students about the CTS Justice at the Intersections course. Munir Shaikh, munir.shaikh@ctschicago.edu, is the contact for the Bayan hybrid courses.

Do I still need to complete field education? What about CPE?

Kate Lassiter at kate.lassiter@ctschicago.edu and Shawn Casselberry at shawn.casselberry@ctschicago.edu can assist with your questions about theological field education and clinical pastoral education. Either can respond to your questions regarding the LM 400: Leadership and Ministry course.

What about Commencement?

CTS will host a virtual Commencement on Friday, May 14, 2021 at 12p.m.CT. Graduation audit meetings are well underway. If you missed the graduation application deadline, and you're planning on graduating in the Spring 2021, please fill out an application: <https://ctschicago.wufoo.com/forms/z11b3j4b1c0gzm4>. Once this is completed, please sign up for an appointment with the Registrar using the link below to talk through your audit and your progress thus far. This is to ensure you have enough time to adjust your schedules as registration approaches.

Prospective graduates need to check with the Registrar, Tina Shelton, at tina.shelton@ctschicago.edu, about exit processes, graduation fees, other staff check-ins, and related items. Additionally prospective graduates should be in touch with the Director of Library Commons, Yasmine Abou-El-Kheir, at yasmine.abou-el-kheir@ctschicago.edu, about thesis and dissertation formatting.

Thanks to the fine work of our Registrar, Controller, and Financial Aid Coordinator, there are two options pertaining to graduation fees:

Option 1 - \$175

Degree
Cap, gown and hood
Participation in ceremony (optional)

Option 2 - \$50

Degree only

Whether a student chooses to participate in Commencement or not, certificates, diplomas, and caps and gowns (if selected) will be mailed directly to the student after semester close on May 14, 2021. Thus, students should specify as soon as possible which option they are selecting as it will be almost impossible to change options. Lead time is required to order degrees, caps, gowns and hoods. Contact the Registrar, Tina Shelton, at tina.shelton@ctschicago.edu for specifics and to note your option.

How can I access resources in the Learning Commons?

The Lapp Learning Commons is now [open](#). Hours of operation are Monday to Thursday 9:30a.m. to 2:30p.m.CT. Access outside of these hours can be prearranged. If you are needing to visit the Learning Commons, you must adhere to all protocols related to wearing a face mask, sanitizing areas, and disinfecting your hands. Curbside pickup is available, and all study rooms are for individual use only. The Learning Commons can do limited scans of reading materials that are not available in digital format and can provide virtual reference services via email and Zoom. Please email library@ctschicago.edu or the Director of the Learning Commons, Yasmine Abou-El-Kheir, yasmine.abou-el-kheir@ctschicago.edu, if you require assistance.

What if I need assistance with Canvas?

The Director of Online Learning, Dr. Alex Jean-Charles, can assist with Canvas issues. His email address is alex.jean-charles@ctschicago.edu.

What should I do about email problems? Single Sign-On/SSO Issues?

Please refer to the Tech Support FAQ: <https://ctschicago.libanswers.com/tech> .

What if I need disabilities accommodations for my courses?

Inform both your professor and the Asst. Director of Student Formation and Community Engagement, Amy Aschliman, amy.aschliman@ctschicago.edu, about specific needs. Forms to complete the disabilities accommodation process are available [here](#).

What about campus events?

All CTS named lectures and special events will occur virtually during Spring 2021.

Am I able to come to campus to meet with staff, faculty or another student?

In our efforts to maintain physical distancing and limit the number of persons in the CTS building, some staff are working remotely. There are some in the office only on certain days.

Check with faculty about their in-person availability. Information on building re-entry was emailed on July 13, 2020. Here are the guidelines:

- All staff, faculty and students must use their keycard for entry as the doors will remain locked.
- We ask that you do not hold doors open for other people as we will be using the keycard swipe as a contact tracing measure.
- The CTS building is not open to guests and external visitors.
- Masks must be worn at all times in common spaces.
- Anyone in the building must maintain physical distancing and stay 6 ft apart.
- Sanitize offices and study rooms before you begin your work. Disinfectant sprays and wipes are available at the South reception desk and in the Learning Commons.
- Hand sanitizer is available throughout the building; we encourage you to use it frequently.
- Only one person is allowed in a restroom at a time, and we ask that you do not use hand dryers.
- Wash your hands frequently for at least 20 seconds using soap and water.
- Only one person is allowed in an elevator at a time.
- Water fountains are not available.
- CTS designated the main stairs as “up stairs,” and the South stairwell as “down stairs,” which helps ease traffic patterns. Follow signs posted throughout the building.
- The 4th floor and student lounge area will remain closed during this phase.

What if I need assistance with food, housing, medicine or other personal needs?

CTS will continue to offer its emergency fund for both students and staff. Please contact the Financial Aid Coordinator, Josh Larson, josh.larson@ctschicago.edu, for application.

What if I need to talk to someone?

If students have questions about their classes, please go directly to the respective professor. If there are inquiries about degree matriculation, email your faculty advisor or MA/STM/PhD Committee Chair, Emily Vogt, evogt@ctschicago.edu; MDiv-DMin Director, Zachary Moon, zachary.moon@ctschicago.edu; Bayan@CTS Dean, Munir Shaikh, munir.shaikh@ctschicago.edu; or CTS Academic Dean, Stephanie Buckhanon Crowder, sbcrowder@ctschicago.edu.

If you have pastoral or spiritual concerns, connect with Asst. Director of Spiritual Formation and Community Engagement, Amy Aschliman, amy.aschliman@ctschicago.edu or Minister Deneen Collins, Assistant Director of Recruitment/Pastoral Care Counselor, deneen.collins@ctschicago.edu.