



2021-22 ACADEMIC MATTERS

May grace, mercy, and peace be yours.

A year later and here we are still—well sort of. We remain in a COVID-19 context where physical distancing, masks, and handwashing order our days. Yet, there is now a vaccine. There are strides to be made related to its availability and access.

As CTS remains concerned for the health and safety of students, staff, and faculty during this COVID-19 pandemic transitional period and in our efforts to deliver a stellar educational experience, we will employ a four-fold modality for the 2021-22 Academic Year. **Courses will be delivered: face-to-face (in-person at CTS with some Canvas support); online (synchronous and asynchronous sessions employing Canvas and Zoom); hybrid (online with required face-to-face sessions); and flex (online with some face-to-face sessions and an online alternative for those who cannot participate in the specified face-to-face sessions).** See the [course schedule](#), Campus Café or the Registrar for specifics.

The modality model will lend towards a **low-density** reopening where at times some faculty and students will be in a physical classroom, and some will not. Thus, there will be opportunities for both face-to-face and continued online course engagement. **However, all Summer 2021 courses will be online and will run May 24-August 20, 2021.** In addition to electives, a few core courses will be offered this summer.

Here are dates as noted on the [2021-22 Academic Calendar](#). Fall 2021 semester opens on September 7th. The class add/drop period runs from September 8 through September 18. J-term 2022 commences January 3. As of today, J-term 2022 intensive courses will be face-to-face. Spring 2022 semester starts January 31st.

CTS will continue to monitor the recommendations of local, state, and federal government officials and will be prepared to adhere to any call to shift its four-tier modality for the sake of public safety. Whereas we are aspirational about the return to in-person courses, we realize so much of this still depends on the virus and continued vaccine deployment and access. The Leadership Team will work with CTS Covid-19 Response Team over the summer to outline specific measures.

Many in our CTS community contracted COVID-19 and/or lost loved ones to this deadly virus. We have lost so much. Please know your well-being is important to us. We hear you. We see you. Take care of yourself. May we show mercy and take care of each other.

[2021-22 FAQ](#)

When do I register for Summer 2021 and Fall 2021 classes?

Registration for Summer 2021 and Fall 2021 is April 19-23. Students will also have the opportunity to register for Fall 2021 courses until the first day of classes, Tuesday, September 7. 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](#) and assignment of new advisors. Be sure to check [Campus Café](#). If you don't know who your advisor is or have general questions about registration, contact the Registrar, Tina Shelton, at tina.shelton@ctschicago.edu. Tina can also assist with issues related to Campus Café.

In order to ensure physical distancing there will be a cap on enrollment for face-to-face courses. There are a limited number of CTS spaces that will accommodate in-person class offerings. There is a good chance in-person students will be required to submit proof of a COVID-19 vaccine or confirm proof of a negative COVID-19 test/symptoms via a weekly, self-reporting mechanism. CTS Leadership will finalize safety measures over the summer for all faculty, staff, and students frequenting the building. Look for additional information in the coming months prior to fall registration.

What if I owe a balance? Will I still be able to register for Summer 2021 or Fall 2021 classes?

Students will need to clear balances from the spring semester in order to register for Summer 2021 and Fall 2021 courses. No one is allowed to register if the student account shows a balance. Please connect with the CTS Controller, Michele Carr, mcarr@ctschicago.edu, for balance inquiries. Also see Joey Rodil, joey.rodil@ctschicago.edu, or Isabel Aguilar, Isabel.aguilar@ctschicago.edu, if you have questions about financial aid.

What if I need assistance with Canvas?

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

What should I do about email?

Issues with email accounts should be forwarded to help@ctschicago.edu. Darnell Payne is the new IT Director. He can be reached at darnell.payne@ctschicago.edu. Darnell can also assist with email troubleshooting and other related inquiries.

What about Bayan Chicago courses?

Bayan and CTS offer an MDiv and MA with specific foci. [Bayan](#) employs a hybrid modality for its courses. While a portion of the work is online, there are required weeklong, in-person sessions. Bayan courses will meet in-person at CTS on October 10-15 and October 17-22, 2021 and March 13-18 and Marcy 20-25, 2022. These dates could change. For additional information about Bayan classes, contact Munir Shaikh at munir.shaikh@ctschicago.edu or the Registrar, Tina Shelton, tina.shelton@ctschicago.edu.

The following directives are from the City of Chicago and pertain to [travel to Chicago](#):

- When planning, review the [CDPH Travel Order](#) state list. Avoid all non-essential travel.
- Prior to arrival, Orange list travelers must receive a negative COVID-19 test result no longer than 72 hours prior to arrival and have proof of negative results OR plan to quarantine for 10 days upon arrival.
- Upon arrival in Chicago, Orange list travelers should maintain a copy of negative test result with them while in Chicago or quarantine for 10 days if they chose not to take a test.
- Those travelling to states in the Yellow list are not required to quarantine or show proof of a pre-arrival test, but must maintain strict masking and social distancing.
- As of February 24, 2021 Vaccinated persons (returning travelers who live or work in Chicago, or visitors to Chicago) who have travelled domestically are not required to quarantine if they are:
 - a) asymptomatic; and
 - b) Fully vaccinated (i.e., are ≥ 2 weeks following receipt of the second dose in a two-dose COVID-19 vaccine series or ≥ 2 weeks following receipt of 1 dose of a single-dose COVID-19 vaccine).

What am I to do about PhD exams and courses?

One of the CTS accreditors is the Association of Theological Schools (ATS). ATS is under the auspices of the Department of Education (DOE). The DOE issued a residency waiver for classes through June 2021. These exceptions are given in six-month increments. Thus, ATS has granted all of its member schools the leverage to offer masters and doctoral-level courses online through June 2021. CTS anticipates notice from ATS (per DOE) in June if it has to continue a fully online modality for 2021-22. For questions regarding your exams or dissertation defense, contact Associate Dean and PhD Center Director, Emily Vogt, at evogt@ctschicago.edu. Also check with your PhD advisor.

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. They can also respond to your questions regarding the LM 400: Leadership and Ministry course.

How do I access resources in the Learning Commons?

The Lapp Learning Commons is [open](#). Hours of operation are Monday to Thursday 9:30a.m. to 2:30p.m.CT. Beginning the Fall 2021 semester, the Learning Commons will be open Monday-Friday 9a.m.to 5p.m.CT with evening hours on Tuesday and Wednesday to 9p.m.CT. 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 remains 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 disabilities accommodations for courses?

The forms to [request accommodations](#) are located on the CTS website, each Canvas course shell, and included in the [Student Handbook](#). Inform your class professor, the Registrar, and the Asst. Director of Student Formation and Community Engagement, Amy Aschliman, amy.aschliman@ctschicago.edu, about specific needs.

What about Commencement?

CTS Commencement is scheduled for May 13, 2022 at 2p.m.CT. Trinity United Church of Christ in Chicago, IL is the site. Prospective 2022 graduates should be in touch with their advisors and Tina Shelton in the Registrar's Office, tina.shelton@ctschicago.edu. Persons who participated in virtual commencement in 2020 and all scheduled to participate in 2021 virtual services are invited to walk in the 2022 ceremony. Individuals graduating in May 2021 should have already received pertinent information. See the [Spring 2021 Academic Matters FAQ](#) for more detail.

What about campus events?

CTS is aspirational about campus events. Beginning in the fall there may be some low-density, small on-campus events that meet local, state, and federal public safety guidelines. Social

distancing and mask wearing protocols will be necessary. Larger events such as the Annual C. Shelby Rooks Lecture will more than likely occur online. For the spring, CTS is making plans for events, including Commencement, to be held in-person. The Leadership Team and CTS Covid-19 Response Team will work over the summer to finalize safety measures. Look for additional information in the coming months.

What should I do when coming to CTS for a class, a meeting or an event?

CTS Leadership and the Covid-19 Response Team will work over the summer to finalize safety measures to be implemented for the fall. More details are forthcoming and will be communicated months prior to the beginning of the fall semester.

What is certain is some staff will continue to work remotely while others will be returning to their CTS offices. A number of staff will be in the office on certain days. It may help to send the staff person an email or call to confirm dates of on-campus presence. Faculty have eight office hours per week. Setting up an appointment via phone or email is a sound practice to ensure faculty availability.

Below are previously communicated guidelines (with updates) to ensure the safety and wellness of all students, staff, and faculty. In addition the following directives from the City of Chicago note “orange” and “yellow” warnings and protocols to be adhered upon [travel to Chicago](#):

Steps to follow the Order:

- When planning, review the [CDPH Travel Order](#) state list. Avoid all non-essential travel.
- Prior to arrival, Orange list travelers must receive a negative COVID-19 test result no longer than 72 hours prior to arrival and have proof of negative results OR plan to quarantine for 10 days upon arrival.
- Upon arrival in Chicago, Orange list travelers should maintain a copy of negative test result with them while in Chicago or quarantine for 10 days if they chose not to take a test.
- Those travelling to states in the Yellow list are not required to quarantine or show proof of a pre-arrival test, but must maintain strict masking and **social distancing**.
- As of February 24, 2021 Vaccinated persons (returning travelers who live or work in Chicago, or visitors to Chicago) who have travelled domestically are not required to quarantine if they are:
 - a) asymptomatic; and
 - b) Fully vaccinated (i.e., are ≥ 2 weeks following receipt of the second dose in a two-dose COVID- 19 vaccine series or ≥ 2 weeks following receipt of 1 dose of a single-dose COVID-19 vaccine).
- 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. As CTS is considering low density, small gatherings in the fall, Leadership will work with the CTS Covid-19 Team over the summer to finalize safety measures.
- 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 the summer. As CTS is planning for a return to in-person courses and considering low density, small gatherings in the fall, Leadership will work with CTS Covid-19 Response Team over the summer to finalize safety measures.

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

Whereas the previously established emergency fund has been exhausted, CTS is expecting approximately \$8,000 from HEERF. More details and the application process are forthcoming.

What if I need to talk to someone? Have personal and/or academic concerns?

If you have questions about your classes, please go directly to the respective professor. If no answer, feel free to contact the Academic Dean, Stephanie Buckhanon Crowder, sbcrowder@ctschicago.edu. Students may also complete the [anonymous complaint form](#) found on the website. Faculty advisors as well as the Student Government Association are also student advocates. Additionally there is an academic grievance process outlined in the Student Handbook.

If you have pastoral or spiritual concerns, connect with Asst. Director of Spiritual Formation and Community Engagement, Amy Aschliman, amy.aschliman@ctschicago.edu.

May grace, mercy, peace, and patience guide and guard us!