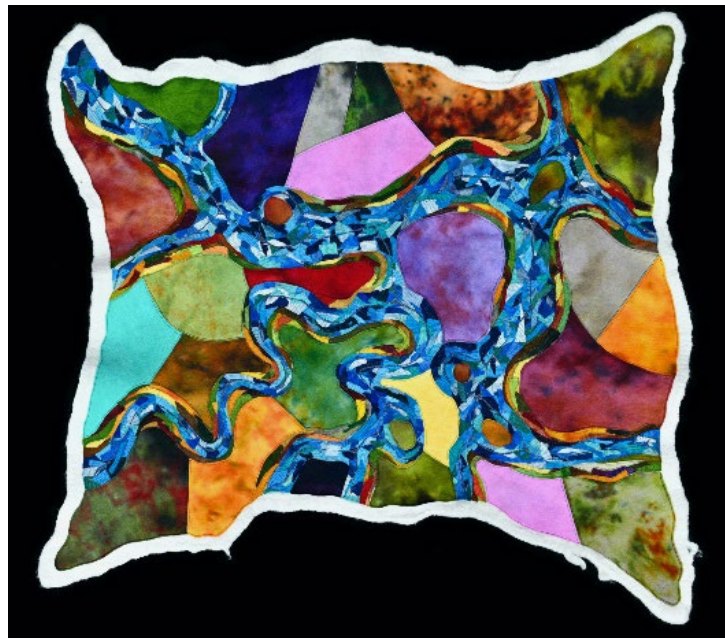




COURSE ENROLLMENT MATERIALS

Fall 2024



901 North Mingo Road, Tulsa, OK 74116-5612

Faculty and Staff Offices: (918) 610-8303

<https://www.ptstulsa.edu/>

03/26/2024

When should I register for classes in the Fall 2024 semester?

Continuing Phillips degree-seeking students and graduate certificate students must register for A-term and Fall 2024 courses **Tuesday, April 02 – Friday, April 12**. If you don't register for the Fall 2024 term by the April 12 deadline, you may inconvenience your adviser and delay your graduation since classes may fill up and close. Further, missing the primary registration period means waiting until August 1, 2024 to enroll. Please note: In all cases, students whose accounts are in arrears must see the [Bursar](#) before they may begin the registration process.

How do I go about registering for classes?

First, make an appointment with your adviser, who will help you select the courses you should take. When a schedule of courses has been decided with your adviser, fill out an enrollment form (including the number of hours), which can be found on Canvas in the Academic Resources Site, Student Resources, Student Forms. Copies of the enrollment form can also be found in the Student Commons. Return your completed enrollment form to the Registrar by **April 12**.

If I am a new student or audit student, when can I register?

New and audit students may register for Fall 2024 courses beginning **Monday, April 15**. If you are a new student, you will be contacted by the Registrar, who will introduce you to the enrollment process and assign you to an adviser. Your adviser will assist you with course selection and submit your initial enrollment form to the Registrar.

Can I audit a class?

Individuals motivated by a desire for personal growth rather than an accumulation of credit hours may audit selected courses at the cost of \$40.00 per credit hour. If you are interested in auditing a class, please contact the Director of Recruitment and Admissions, Ulysses Allen, at ulysses.allen@ptstulsa.edu.

How many hours should I plan to take?

For every 3-hour course you enroll in, please plan to invest an average of 10 hours a week in reading and writing/posting. Thus, if you plan to take 9 hours for a semester, you will need to engage approximately 30 hours a week in your academic studies.

How do I enroll in independent research?

After consulting with the professor who will lead this course for you, you must file a request to register for an independent study in the seminary Registrar's office with all appropriate signatures by the first day of the semester. Enrollment and Independent Research Forms must include the complete course title, bibliography, and assignments. Enrollment forms will not be processed without the Independent Research Form, found on Canvas in the Academic Resources Site, Student Resources, Student Forms.

When can I expect a book list and syllabus for my classes?

Seminary courses are offered in several formats (i.e., 13-week, online, weekend, concentrated-week courses, January-term, and August-term intensive courses). The grid below provides guidelines for access to book lists and syllabi.

Book List Available to Students	Syllabus Available to Students	
August Term - July 1 Fall Term - July 1 January Term - December 1 Spring Term - December 1 Summer Term - May 1	13 week on-campus class	First day of the semester
	13 week online class	First day of the semester
	Intensive on-campus week-long course	First day of the semester
Book lists available in Canvas: Academic Resources Site - Book Lists	Hybrid and Weekend on-campus course	First day of the semester
Students are welcome to purchase eBook versions of textbooks. However, the responsibility for coordinating page numbers and citations rests with the students.	January, August and Summer Term	Thirty calendar days prior to the first-class meeting*

*Or next business day if it falls on a weekend or holiday

When will my course be turned on in Canvas?

Canvas courses will open no later than the first day of the fall and spring semesters. Canvas courses for the January, August, and Summer terms will open thirty calendar days prior to the first class meeting. If your course does not show up on the first day, please contact Sharon Russ in the Academic Dean's Office at sharon.russ@ptstulsa.edu.

What do I need to know about coursework for various intensive course formats?

On-Campus Concentrated Week/Weekend Courses

- These courses convene for an intensive week or two weekends during the semester compressing class contact hours into a limited period of time.
- Professors expect students to begin **reading and working on assignments prior to the first class session**. Normally, they will also expect students to **complete research and writing assignments after the date of the last class session**. Despite the intensive schedule for class meetings, such seminary courses should be understood to require academic work throughout the entire semester.

- Students who enroll in weekend intensive courses should also be aware that **13-week on-campus, synchronous, and asynchronous courses continue to meet, and that course work for 13-week and weekend courses will overlap.**

Hybrid Courses

- Hybrid courses combine a mix of two of the following course formats: asynchronous, synchronous, and on-campus during the semester. When appropriate, **professors will announce dates and times of synchronous components in the course descriptions found at the end of this schedule or in the course syllabus.**
- Professors may expect students to begin **reading and working on assignments prior to the first class session.** Normally, they will also expect students to **complete research and writing assignments after the date of the last class session.** Despite the intensive schedule for class meetings, such seminary courses should be understood to require academic work throughout the entire semester.
- Students who enroll in hybrid courses should also be aware that **13-week on-campus, synchronous, and asynchronous courses continue to meet, and that course work for 13-week and hybrid courses will overlap.**
- Please be sure you can participate in all class sessions regardless of format.

Immersion Courses

- These courses convene for an intensive timeframe during the academic term.
- Professors expect students to begin **reading and working on assignments prior to the first class session.** Normally, they will also expect students to **complete research and writing assignments after the date of the last class session.** Despite the intensive schedule for class meetings, such seminary courses should be understood to require academic work throughout the entire semester.
- Additional synchronous meetings may be required in preparation for and follow-up to the travel dates. Professors will make such dates available in the course syllabus.

It is the responsibility of all students who register for concentrated week, concentrated weekend, hybrid and/or immersion courses to obtain reading lists and course syllabi when available, as noted in the above grid. **Book lists and syllabi are posted on the Academic Resources Site in Canvas.** Any and all assignments due prior to the first meeting of intensive classes will be described in the course syllabus.

How much money should I budget for books?

Students ordinarily may expect that the total cost of their required books for a class will not exceed 20% of the tuition rate per credit hour multiplied by the number of credit hours the class is worth. 'Total cost' shall here mean the sum of the manufacturer suggested retail prices (MSRPs) for the required books. Books listed as 'recommended' are not counted toward the 20% calculation.

Occasionally, learning outcomes and differences in book prices between disciplines will require a course to exceed this 20% figure in its required book costs. For example, when an out-of-print title is assigned for a course, the MSRP may be quite high, while in reality there are readily available

used copies available at an affordable price. When the learning outcomes of a course require the assigned books' MSRP total to exceed this 20% figure, lower-cost options will be suggested.

NOTE: The 20% figure will be revisited annually when the American Library Association makes available data on the past year's average price change for academic titles in Philosophy and Religion. That data is received by the Dean of the library and reported to the Library Committee and to the Faculty Senate.

Students are expected to obtain books before the first day of class. The library is not responsible for obtaining an Inter-library book loan (ILL) for course textbooks. Though textbooks for each course are available on reserve in the library, they cannot be checked out or removed from the premises.

If you do not have the financial resources to purchase your books before classes begin, you may request a textbook advance. To apply, visit the Phillips Student Connection Mighty Network or access the form directly: [Textbook Voucher](#).

What equipment do I need for online or videoconference coursework?

Online education requires particular tools. Our technology philosophy is to use the least bandwidth possible in order to make the education we offer accessible to the broadest number of potential students. Students should plan on having:

- A laptop or desktop computer, preferably running Windows 10 or Mac 12.X or higher operating system; more memory (RAM) will allow more applications, such as your online course and Microsoft Word, to be open and speed up your computer
- All students are provided Office 365, and it is compatible with both Mac and Windows; students are expected to utilize this software for coursework and should not use older software versions
- Reliable, high-speed Internet, 5 – 15 Mbps. Check your speed at [fast.com](#)
- Speakers and a microphone; a combination headset with microphone solution is specifically recommended for all interactive and synchronous videoconference class sessions
- A webcam

Students should be aware that some courses will require social media activities or activities involving other third-party websites and/or apps other than those the Seminary contracts with. If such an assignment is required for the course, it will be noted in the course description. Please contact instructors in advance of enrolling to address any questions or special concerns about technology use in the course.

The Phillips faculty and staff primarily use up-to-date Windows software so your use of compatible software will make things easier for you. Also, you should be aware that connectivity speeds, which affect the quality of your internet connection, vary with your supplier, time of day, and location. No matter how much they want to help you, Phillips staff members cannot fix this.

When attending class via Zoom

Remember to have your video feed turned on (this is for attendance purposes).

- Mute your microphone when you are not speaking
- Access your class from a quiet location away from noise and activity that might distract you, your classmates, or your professors (For example, do not access your class while driving in the car!)
- Set your Zoom space up in an area where you can easily access class textbooks and take notes
- Familiarize yourself with [Zoom tools](#) like the “raise your hand” and “chat” features
- Use the chat tool for class-related conversations topics
- Run Zoom program updates from time to time

Single Request for Synchronous Videoconferencing

In extenuating circumstances, students may petition for permission to participate via Zoom in a single session of a course offered on-campus by completing the “Synchronous Videoconferencing Registration Form” (available on Canvas in the Student Service Site, Registrar Forms). Submit the completed form to [Sharon Russ](#), Executive Assistant to the Dean and the Faculty, 48 hours, if possible, in advance of the identified class session. The associated fee for the petition will be added to the student’s bill. The petition is subject to approval and is not guaranteed.

Courses Offered through Synchronous Videoconferencing

Up to half of the in-residence hours for each degree can be met by taking courses listed as Synchronous in the Course Listing. Remaining in-residence hours must be fulfilled through courses identified as on-campus, immersion, and hybrid (asynchronous with 51% of contact hours on campus or courses listed as both synchronous and on campus with no asynchronous hours).

Faculty will abide by the format of a class listed in the course listing. Students may not petition a faculty member to take a course listed as on-campus or asynchronous via Synchronous Videoconferencing.

For courses offered via synchronous videoconferencing students must complete and return a “Synchronous Videoconferencing Request Form” by the date indicated on the current semester course schedule.

And if I have a disability?

Phillips recognizes disability as an aspect of diversity vital to the seminary community and society. Phillips Theological Seminary strives to identify opportunities for the learning environment to be accessible and inclusive to all members of the Phillips community and make Disability Resources available to qualifying students. Students with disabilities can begin the collaborative process of accessibility by contacting [Anne Carter Walker](#), Associate Dean of Academic and Student Affairs, to develop solutions or to implement reasonable accommodations. (No documentation will result in a waiver of Phillips' admissions policies, expectations regarding acceptable behavior, or course objectives and requirements, including attendance policy.) Disability Resources include developing a partnership with the student through an interview process, review of medical records, and previous learning history to identify resources and strategies for full participation in the learning community. Accommodations cannot be made for a student who has not completed the steps outlined above. For details, see "[Disabilities: Policies and Procedures](#)" on the Phillips Theological Seminary website.

What if I need help with travel expenses?

Any student who is currently enrolled in a degree program at Phillips Theological Seminary and lives at least 100 miles from campus (or attends a class located at least 100 miles from their residence) may apply to the Office of Student Services for a travel grant to offset transportation and lodging expenses.

Funds may be used for travel, lodging, and meal expenses incurred as a direct result of the student's progress toward completion of a degree at Phillips Theological Seminary. Maximum funding is \$250 per academic term per student (not to exceed \$500 in an academic year). For more information, contact Megan Lovins, Coordinator of Student Services, at megan.lovins@ptstulsa.edu.

What if I am struggling academically?

Students are always encouraged to visit with professors and their advisers if they are facing academic challenges. In addition, the seminary is deeply invested in the success of every student and has developed a program that will cover up to 4 free sessions per semester with a seminary-approved writing/tutoring coach. Please contact Katherine Casey, Assistant Dean of the Library and Instruction Librarian, katherine.casey@ptstulsa.edu, for a resource packet and information on how to utilize the writing and tutoring resource program.

What else do I need to know before starting classes?

Students are expected to maintain a ptstulsa.edu email account in order to facilitate communication and to access course information and assignments via the Internet. Students should check regularly for email sent by Phillips faculty and staff. **Please note: Security prevents forwarding your Phillips email account to a private email account.** In addition, Phillips publishes an electronic directory of students every semester that includes name, home address, telephone numbers, Phillips email address, degree information, and a student's denomination. Students must

notify the Registrar by September 9, 2024, if they do not wish to have any or all of this information, including denomination, listed in the directory. Changes in contact information must be reported immediately to the office of the Registrar.

We do not provide the directory to individuals or organizations outside the seminary. Likewise, Phillips students should respect the fact that directories and the information they contain are intended only to facilitate appropriate communication within the Phillips community.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Notification of these rights is printed annually in the student handbook which can be accessed in the Academic Resources Canvas course, Handbook, Services, and Resources section. Please contact Virginia Thompson, Registrar, if you have questions about these rights or the Phillips student directory.

Since the beginning of the COVID-19 pandemic, Phillips Seminary has been guided by the safety protocols and recommendations advocated by the Tulsa Health Department and the CDC. We have also sought to maintain a posture that is consistent with the best practices being exercised by our peer institutions. Following current recommendations, the seminary operates under an optional masking policy in all public spaces on campus. Faculty members reserve the right to mandate masks in their classrooms. Students are required to follow the guidance of the faculty member who is teaching their course. Please note that masking requirements may change at any time based upon CDC guidelines.

What if I need to add a course?

A student may not add a course beyond the first week of a fall or spring semester, regardless of course schedule configuration (e.g., weekly, weekend, concentrated, arranged, online). In a January, August, or Summer term, courses must be added at least three weeks prior to the beginning of the term.

What if I need to drop a course?

If you need to drop a course after it starts, the following policy applies:

1. During the first two weeks (6 contact hours) of a 13-week Fall or Spring semester course, or within the first 6 class contact hours of a concentrated course (in the Fall or Spring semester, or in a January, June, August, term), or a hybrid course in any term (keeping in mind that hybrid attendance may be online or on-campus) a course may be dropped for any reason. No record appears on the transcript.
2. In the third through the eighth week (9-24 class contact hours) of a 13 week Fall or Spring semester, or between 9 and 24 class contact hours of a concentrated course (in the Fall or Spring semester or in a January, June or August term), or a hybrid course in any term (keeping in mind that hybrid attendance may be online or on-campus) may be withdrawn from for any reason. Course withdrawals will be listed on the transcript with a “WD” indicating withdrawal. Loan students should discuss the possible ramifications with Todd Mantock, Financial Aid Officer. (Please note underlined policy change.)

3. After the eighth week of a 13-week Fall or Spring semester, or after 24 class contact hours of a concentrated course (in the Fall or Spring semester or in a January, June, August term), or a hybrid course in any term (keeping in mind that hybrid attendance may be online or on-campus) one may withdraw from a course and receive a grade of “WD” only for verified extenuating circumstances of a non-academic nature. A written petition explaining the extenuating circumstances must be presented to the Registrar. If, after a process of review by the Registrar, course instructor, and Academic Dean that petition is approved, a “WD” will appear on the transcript. If the petition is not approved, the course instructor will assess the student’s performance up to the date of the student’s request to withdraw, and a grade will be issued and will appear on the transcript. Students may appeal a negative decision to the Degree Programs Committee.
4. If you are unable to be on campus, you may use the following drop/withdrawal procedure:
 - To drop a course during the first two weeks of class you may notify the Registrar via email at virginia.thompson@ptstulsa.edu or fax a Change of Enrollment form with adviser’s signature to the Registrar, 918-610-8404 or scan and send as email attachment to the Registrar. Please include the reason for dropping the course. Requests to drop a course will not be taken over the phone.
 - To withdraw from a class after the third week, you must fill out a Change of Enrollment form, and return the form to the Registrar’s office.
 - If you are unable to return for the semester, please notify the Registrar and your adviser.

Tuition Refund Policy

If the completed drop slip is returned (email and faxes are accepted) to the Registrar’s Office, the refunds are applied as follows:

- | | |
|---|------|
| • Within the first 6 contact hours of the course | 100% |
| • Within the first 9 contact hours of the course | 80% |
| • Within the first 12 contact hours of the course | 50% |
| • Beyond the first 12 contact hours of the course | 0% |

This tuition refund policy applies equally to students enrolled in all courses regardless of schedule configuration (e.g., weekly, weekend, concentrated, arranged, online). The refund policy is subject to change upon notification.

All fees are non-refundable after the second week.

This tuition refund policy applies equally to students enrolled in all courses regardless of schedule configuration (e.g., weekly, intensive, arranged, or online).

The Change of Enrollment Form for adding and dropping courses is available in the student commons or on Canvas in the Academic Resources Site. Change of Enrollment forms will be processed the day they are received in the Registrar’s office.

The policies for adding and dropping courses in a fall or spring semester apply equally to master’s level students enrolled in all courses regardless of schedule configuration (e.g., weekly, intensive, arranged, online).

Incompletes

Students who take an “incomplete” for a course should be aware of this policy. “Incompletes” will render the following registration restrictions.

1 Incomplete	Student can enroll in no more than 9 hours in the next semester
2 Incompletes	Student can enroll in no more than 8 hours in the next semester
3 Incompletes	Student can enroll in no more than 6 hours in the next semester
More than 3 Incompletes	Student cannot enroll for the next semester until at least 1 incomplete is finished

The maximum number of extensions for an incomplete will be two (90 days). Extensions are not automatic.

The Fall 2024 deadline to request an incomplete is December 6. The request for an incomplete and request for an extension of an incomplete forms are located on the Academic Resources site in Canvas, Registrar Forms. A student is only eligible to request an incomplete if they have met all course attendance requirements.

What if I still have questions about procedures?

If you’re still not sure what to do after reading this document carefully, or you have additional questions, feel free to contact your adviser, the Registrar, virginia.thompson@ptstulsa.edu, the Executive Assistant to the Dean and Faculty, sharon.russ@ptstulsa.edu, or the Interim Academic Dean, lisa.davison@ptstulsa.edu.

Tuition, Fees, and Billing

What are the tuition and fees for Fall 2024?

Tuition (master’s degree student)	\$480.00 per semester hour
Tuition (diploma, graduate certificate, or special student)	\$140.00 per hour (no tuition aid awarded)
Audit Fee	\$ 40.00 per semester hour
General Student Fee per semester for all credit-seeking students	\$125.00
Change of Enrollment Fee	\$ 25.00
Fee for Incomplete (per course)	\$ 25.00 if filed by deadline; \$ 40.00 if filed after deadline
Videoconference fee per class session	\$ 25.00

How do I pay my tuition and fees?

Tuition and fees are due in full the first week of the semester, although a deferred payment plan may be arranged. Students will be informed of

payment options at the beginning of the Fall 2024 term. Students with account balances should speak to the [Bursar](#) before enrolling. Financial arrangements should be made before you attend the first class of a term. Students will be responsible for any costs incurred by the seminary in collecting delinquent student accounts.

Please mail payments to: Phillips Theological Seminary, ATTN: Bursar, 901 North Mingo Road, Tulsa, Oklahoma 74116-5612. Credit card payments, ACH payments and 529 plan payments can be made through the Sonis Student Portal (Financial/Billing and Payments/Transact Payments/Make a Payment). Payments via cash or check may also be made in person with the Bursar or another representative of the Business Office or may be made via check by mail.

Student Financial Responsibility Agreement

In order to align with best practices in higher education and to be more transparent regarding billing policies, the Phillips Theological Seminary business office has developed the attached [Student Financial Responsibility Agreement](#). This form must be reviewed, signed, and returned to the Bursar before you can enroll in future courses. To avoid interruption in enrolling in courses for summer and fall 2024, please review, sign, and return before March 28, 2024. The form can be electronically signed and emailed to bursar@ptstulsa.edu.

For more information on student billing, fees, and refunds, visit the Billing and Payments page on the Phillips website at <https://ptstulsa.edu/student-payments/>.

Financial Aid

What if I need financial aid?

Phillips provides tuition assistance to degree-seeking students so that no deserving student is denied the opportunity to obtain a theological education because of the cost. Phillips provides financial assistance on the following scale:

- DOC/UCC students receive tuition aid scholarships that will cover 80% of their qualifying tuition costs
- Underrepresented groups receive tuition aid scholarships that will cover 80% of their qualifying tuition costs
- All other students receive tuition aid that will cover 60% of their qualifying tuition costs

Students who apply for federal loans must complete the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa> and contact Todd Mantock, Financial Aid Officer, at todd.mantock@ptstulsa.edu. Seminary tuition aid scholarships are automatically renewed each year provided the student:

- Writes a thank-you letter to their donor(s) by the deadline specified; (students will receive instructions from the Office Student Services.)
- Maintains satisfactory academic progress by sustaining a 2.50 cumulative GPA. Students whose cumulative GPA falls below 2.50 will be placed on academic probation.

Students may continue to receive seminary aid while on academic probation, provided they demonstrate satisfactory academic progress, as outlined in the Financial Aid Handbook. Please see the Financial Aid Handbook in the Academic Resources Site in Canvas for a complete guide to our Financial Aid policies and procedures.

The Fine Print Regarding Financial Aid at Phillips Seminary:

Seminary tuition aid scholarships are normally granted for no more than the total number of credit hours required in the degree program in which a student is enrolled. In exceptional circumstances, a student may receive up to three additional semester hours of tuition aid. In all cases, credit hours taken beyond the six additional hours required for completion of the student's current academic program will not be eligible for tuition aid.

Students are allowed to withdraw from six credit hours with no financial repercussions. If they withdraw from courses once the six credit hour limit has been reached, they will be responsible for repaying the full amount of tuition aid scholarship awarded for the withdrawn courses. Students are also responsible for repaying all tuition aid scholarships awarded for failed courses.

Students receiving Federal Direct student loans must successfully complete at least 6 hours per semester and maintain a 2.50 cumulative GPA in order to maintain satisfactory academic progress for loan eligibility. According to federal regulations, a student cannot exceed the identified borrowing limits per academic year (\$20,500 unsubsidized).

Students who anticipate using any of the various educational veteran benefits programs are reminded to report this information to the financial aid officer at the time of enrollment.

For more information on financial aid, contact Todd Mantock, Financial Aid Officer at todd.mantock@ptstulsa.edu.

FALL SEMESTER 2024

Academic Course Offerings: Master's Programs

A-TERM 2024

Course #	Title	Format	Details	Professor(s)
CE 540 ³	Educating Through the Different Stages of Life	On-Campus Concentrated Week	Aug. 5-9	Walker, Anne
DS 500 ³	History and Polity of the Disciples of Christ	On-Campus Concentrated Week	Aug. 5-9	Barnett, Lisa

On-Campus Asynchronous Synchronous

FALL 2024

Weekly on-campus courses run from August 26 through December 13 (excluding Concentrated Course Weeks and Fall Break)

Course #	Title	Format	Details	Professor(s)
AH 650 ³	Religion and Politics	On-Campus Concentrated Weekends	Sept 26-28; Nov 7-9	Bessler, Joe
AH 725 ³	Political Pastoral Theology	On-Campus Concentrated Week	Oct 7-11	Capretto, Peter
AH 880.14 ³	Colonialism and Complexities of Indigenous Identities	On-Campus Concentrated Weekends	Oct 3-5; Dec. 5-7	Dellinger, Lisa
ET 525 ³	Ethics, Culture and the Mission of the Church	Asynchronous		McCallie, Kathy
NEWLY ADDED: EXT 512 ³	Practicum for Social Justice	On-Campus Concentrated Weekends	Sept. 26-28; Nov. 7-9	Walker, Anne
FDC 501 ³	Invitation to the Seminarian's Journey	Hybrid	On-Campus Aug 20-21 with required Synchronous Sessions	Davison, Lisa
HB 500 ³	Intro to the Hebrew Bible	Asynchronous		TBA
HB 850 ¹	Hebrew Readings	On-Campus / Synchronous	Thursdays, 1:00-1:50 pm	Davison, Lisa
HC 502 ³	History of Christianity I	On-Campus	Tuesdays, 8:30-11:15 am	Wong, Briana
HC 650 ³	History of Religions in the U.S.	Asynchronous		Barnett, Lisa

On- Campus Asynchronous Synchronous

Cross Listed for DMIN See Course Description req

FALL 2024 (Continued)

Course #	Title	Format	Details	Professor(s)
LC 600 ³	Capstones in Theological Leadership	On-Campus Concentrated Weekends	Sept 12-14; Nov 21-23	Utley, Allie
NT 500 ³	Introduction to the New Testament	Synchronous	Tuesdays, 8:30- 11:15 am	Carter, Warren
NT 600.11 ³	Reading the New Testament in the Context of Empire	On-Campus Concentrated Week	Oct 7-11	Carter, Warren
NT 825 ³	New Testament Greek I	Synchronous only	Mondays/Thursdays, 8:30-9:45 am	Carter, Warren
PW 540 ³	The Theology and Practice of Public Worship	Asynchronous		Utley, Allie
TC 900.01 ³	Immersion Travel: BorderLinks		Oct 12-19 (with required Synchronous Zoom sessions; see course description)	McCallie, Kathy
TFE 505 ³	Theological Field Education I	Hybrid	Synchronous Tuesdays 1:00-2:15pm with Asynchronous Coursework	Gill, Eric
TH 500 ³	Intro to Theology	Asynchronous		Dellinger, Lisa
TH 545 ³	Philosophy of Religious Experience	Synchronous	Tuesdays, 2:30-5:15 pm	Capretto, Peter

On- Campus Asynchronous Synchronous

Cross Listed for DMIN See Course Description

Disclaimer: Course offerings and course meeting dates/times are subject to change based on instructor availability and course enrollment.

Course Descriptions – Fall 2024

Area I: General Theological Studies

NEWLY ADDED: EXT 512 Practicum for Social Justice (3 hrs.)

On Campus (Concentrated Weekends): September 26-28; November 7-9 (Thursday – Saturday)

This course builds off FDC 700 (Theology and Social Justice: Theory and Methods) by deepening students' knowledge of theories for faith-based social change along with models and methods for engaging change. Students will be exposed to an action/reflection (praxis) framework for understanding social change, will compare different approaches to social change, and will consider the application of change efforts in communities and ministry settings. Students will develop tools for identifying goals related to social change, will develop strategies for implementation of change methods, and will develop tools for articulating the effectiveness of social change efforts. **This course will meet on campus September 26 2:30 pm – 6:30 pm, September 27-28 8:30 am-5:00 pm; November 7 2:30 pm – 6:30 pm, November 8-9 8:30 am – 5:00 pm.** **Prerequisites:** Phase 1 courses. Instructor: Anne Carter Walker, Associate Vice President of Academic and Student Affairs and Affiliate Assistant Professor of Practical Theology and Vocational Formation.

FDC 501 Invitation to the Seminarian's Journey (3 hrs.)

Hybrid: On-Campus August 20-21 (Tuesday-Wednesday) + Scheduled Synchronous Sessions

Orientation is a hybrid, semester long experience designed to initiate students into the seminary journey. The course will explore the concerns of religious leadership and ministry. Students will be encouraged to engage in systematic theological reflection on issues that concern the fulfillment of one's call to service. This course is designed to be an introductory overview to theological education and an exploration of the challenges to becoming a competent leader in the community of faith. This course, graded as pass/fail, is required for all students enrolled in a master's degree program and first semester students admitted on probation. **No prerequisites. This course will meet on campus Tuesday, August 20 and Wednesday, August 21 9:00 am - 5:30 pm CST and will have additional online synchronous sessions (dates TBA).** Instructor: Lisa W. Davison, Interim Vice President of Academic Affairs and Dean and Johnnie Eargle Cadieux Professor of Hebrew Bible.

LC 600 Capstones in Theological Leadership (3 hrs.)

On-Campus (Concentrated Weekends): September 12-14; November 21-23 (Thursday–Saturday)

Sustainable and effective theological leadership is built upon three primary strategies: Collaboration, integration, and articulation. In this course students will explore these strategies in light of their theological commitments as they prepare for their next steps in leadership/ministry. Drawing upon themes and skills or previous coursework, students will produce their own "enchiridion" (handbook) for theological leadership, giving attention to these strategies and the values by which they will be employed; and will develop and teach a project on a topic related to their own interests within the intersection of theological and leadership practices. This course should be taken in one of the last two semesters of the degree

program. Satisfies Launch Course requirement in Phase III. **This course will meet on campus September 12 2:30 pm – 6:30 pm, September 13-14 8:30 am-5:00 pm; November 21 2:30 pm – 6:30 pm, November 22-23 8:30 am – 5:00 pm.** **Prerequisite:** Completion of Theological Field Education for students in the MDiv or MAMC; completion of 28 hours in the MA(SJ). Instructor: Allie Utley, Assistant Professor of Liturgy and Practical Theology.

TFE 505 Theological Field Education (3 hrs.)

Hybrid: Synchronous Tuesdays 1:00pm – 2:15 pm + Asynchronous Coursework

The purpose of Theological Field Education is for students to engage in ministry in a supervised context, in pursuit of the development of pastoral identity and toward the identification and crafting of effective ministry practices. During this semester, students will engage in 10-hours-per-week of ministry work in an approved context, for a total of 130 hours (13 weeks). Using case studies arising from the student's experiences of ministry in context, this course will provide opportunity for integrated reflection focused upon vocational exploration, theological reflection, development of pastoral identity, and identification of effective ministry practices. **This course will meet synchronously on Tuesdays from 1:00 pm – 2:15 pm and will have additional online asynchronous coursework.** **Prerequisites:** Completion of Phase One courses and submission of requirement paperwork to the Director of Theological Field Education. Read the Theological Field Education Handbook on the seminary's web site for further details about program requirement. Instructor: Eric Gill, Director of Theological Field Education.

Area II: Biblical Studies

HB 500 Introduction to the Hebrew Bible (3 hrs.)

Asynchronous

This course is designed to provide students with an introduction to the Hebrew Bible. Students will learn about the historical backgrounds of these texts as well as the process of their composition and canonization. The biblical materials will be approached from an academic/critical perspective with insights into how they might be used in different contemporary contexts. Successful completion of the course will satisfy one of the basic Bible requirements for the master's degree programs. **No prerequisites.** Instructor: TBA.

HB 850 Hebrew Readings (1 hr.)

On-Campus and Online Synchronous: Thursdays 1:00 pm – 1:50 pm

Reading of a variety of Hebrew texts with some attention given to advanced syntax. **Prerequisite: HB 835 or equivalent.** Instructor: Lisa W. Davison, Interim Vice President of Academic Affairs and Dean and Johnnie Eargle Cadieux Professor of Hebrew Bible.

NT 500 Introduction to New Testament (3 hrs.)

Synchronous Tuesdays, 8:30 am – 11:15 am

An introduction to the writings of the New Testament, to the worlds from which they emerge, and to a range of interpretive methods or questions

that interpreters might ask in making meaning of these texts. **No prerequisites.** Instructor: Warren Carter, LaDonna Kramer Meinders Professor of New Testament.

NT 600.11 New Testament Seminar: Reading the New Testament in the Context of Empire / DMIN 808 The Biblical Message and the Praxis of God: Reading the New Testament in the Context of Empire (3 hrs.)

On-Campus (Concentrated Week): October 7-11 (Monday-Friday)

The course focuses on some New Testament texts in relation to one complex set of circumstances, namely the intertwined unjust socio-political, economic, military, ideological, and religious structures and constructs that constituted (something of) the every-day, multicultural Roman imperial world in which the early Jesus movement came into being. We glimpse something of the imperial realities - vision, structures, practices, personnel - that shaped the daily lives of early Jesus-followers and influenced the production and reception of NT writings as they sought to discern the praxis of God and their societal participation in the midst of Roman imperial domination. Constantly we will need to be considering the implications of such material for our 21st century life in faith communities and our context of living in the most powerful empire the world has seen. **This course will participate concurrently with DMin 808, “The Biblical Message and the Praxis of God: Reading the New Testament in the Context of Empire.”** **Prerequisite:** NT500. This course meets the degree requirement for a New Testament exegesis course. **This course meets on campus October 7-11 8:30 am-5:00 pm with pre- and post-course assignments.** Instructor: Warren Carter, LaDonna Kramer Meinders Professor of New Testament.

NT 825 / DM 800.01 New Testament Greek 1 (3 hrs.)

Synchronous Only (Monday and Thursday) 8:30am-9:45am

This course provides an introduction to New Testament Greek. It requires sustained and regular learning of grammatical forms, patterns, structures and vocab. The fall semester course leads into the Spring semester course (NT 835 NT Greek 2) where, in addition to further linguistic work, an exegetical component will be added that meets the requirement for an NT exegesis course. **No Prerequisites.** Instructor: Warren Carter, LaDonna Kramer Meinders Professor of New Testament.

Area III: Historical Studies

DS 500 History and Polity of the Disciples of Christ (3 hrs.)

On-Campus (J-Term Concentrated Week): August 5-9 (Monday-Friday)

This course examines the development of the Christian Church (Disciples of Christ) and related groups within the Stone-Campbell Movement. This course will focus on important principles as articulated by the founding generations and re-interpreted by subsequent generations in different contexts of social and religious history. This course also explores the contemporary identify, ethos, and structure of the Christian Church (Disciples of Christ) in North American. Required of all Christian Church (Disciples of Christ) students preparing for ordination and

encouraged for United Church of Christ students. **This course will meet on campus August 5-9 8:30 am – 5:00 pm.** Recommended Prerequisites: Phase I Courses. Instructor: Lisa D. Barnett, Assistant Professor of American Religious History.

HC 502 History of Christianity I (3 hrs.)

On-Campus: Tuesdays, 8:30 am – 11:15 am

This course is a survey of the development of the Christian church from the second century C.E. through the Middle Ages, examining the institutional history of the church as well as the theological developments in the church. Attention will be given to various theologians, theologies, and movements that shaped the period. The course highlights Christianity's intellectual and cultural history with an emphasis on the church's evolving relationship to political and social structures that allowed Christianity to be both a religion of protest and liberation as well as a religion of empire and conquest. **No prerequisites.** Instructor: Briana Wong, Assistant Professor of the History of World Christianities.

HC 650 / DM 825.04 History of Religions in the U.S. (3 hrs.)

Asynchronous

This course is a survey of the formation and development of a variety of forms of religious experiences and expressions in the United States from the colonial era to the present. While paying close attention to the normative European and American Christian traditions (especially Protestant Christianity) that constitute the central narrative around U.S. national identity, this course will also examine the fundamental religious pluralism of America and engage voices from other religious expressions that have been a part of the history of the country. This course will give attention to key themes, figures, and movements affecting religious life and society in the United States and consider the intersections of race, gender, geography, socio-economics, and other cultural markers of identity that inform understandings of religion in America. Prerequisite: HC 504. This course fulfills requirements as an advanced HC elective OR a required denominational studies (DS) course for students in the MDiv and MAMC programs who represent religious denominations or traditions outside of the current PTS course offerings. Instructor: Lisa D. Barnett, Assistant Professor of American Religious History.

Area IV: Theology and Ethics

TH 500 Introduction to Theology (3 hrs.)

Asynchronous

An introduction to the vocabulary, tasks, aims, and scope of theology, and various contextual methods and approaches to the discipline. Upon successful completion of the course, students will be able to identify, describe, classify, and evaluate influential theological arguments, as well as place those arguments in their historical context. **No Prerequisites.** Instructor: Lisa Dellinger, Visiting Assistant Professor of Constructive Theologies.

TH 545 Philosophy of Religious Experience (3 hrs.)

Synchronous Tuesdays, 2:30 pm – 5:15 pm

This course introduces ministry students to foundational issues surrounding philosophical understandings of religious experience. More specifically, it equips students to examine cultural practices and beliefs through the lenses of phenomenology, philosophy of religion, and critical theory. Students are encouraged to reflect theologically on the relation between theory and practice in the philosophy of religion, with special attention to how race, gender, ability, and subject position shapes philosophical discourse on faith. **No Prerequisites.** Instructor: Peter Capretto, Assistant Professor of Psychology, Culture, and Religion.

ET 525 Ethics, Culture, and the Missions of the Church

Asynchronous

A study of ethical reflection as a practice of cultural analysis. The churches' mission in the world will be considered in relation to the ethical challenges presented by the new media, bioethics, globalization, religious pluralism, race, sexuality, and other issues. Satisfies Ethics, Culture and Mission requirement. **Prerequisite: TH 500.** Instructor: Kathy McCallie, Associate Professor of Ministerial Leadership and Ethics.

Area V: Practical Theology

CE 540 Educating Through the Different Stages of Life (3 hrs.)

On-Campus (J-Term Concentrated Week): August 5-9 (Monday-Friday)

This first level course will explore cognitive, moral, and faith changes that often happens throughout the life span and will engage questions concerning teaching and learning through the human lifespan and multiple styles of learning. Students will examine burgeoning research on brain and cognitive development, qualitative research on how one's culture aids one in the forming of their reality, and work on how faith is understood at different stages of life in different contexts. Students will have the opportunity to design and practice teaching lessons for specific age groups.

This course will meet on campus August 5-9 8:30 am – 5:00 pm. No Prerequisites. Instructor: Anne Carter Walker, Associate Dean of Academic and Student Affairs and Affiliate Assistant Professor of Practical Theology and Vocational Formation.

PW 540 The Theology and Practice of Public Worship (3 hrs.)

Asynchronous

An introduction to liturgical theology, or the discipline of theological reflection on the words and actions of the church's worship, designed for students who will lead worship in communities of faith. While some attention is given to liturgy for occasional services, the primary focus will be on the people of God's regular Sunday worship. **Prerequisites:** TH 500. Instructor: Allie Utley, Assistant Professor of Liturgy and Practical Theology.

Area VI: Faith and Public Discourse

AH 650 Religion and Politics (3 hrs.)

On-Campus (Concentrated Weekends): September 26-28; November 7-9 (Thursday – Saturday)

African American Faith Traditions have a rich history that has grown and expanded across time. We emphasize the plurality in tradition(s) such that we remember that African American faith is not a monolith. This course will explore the ritual practices and rhetorical nuances in African American faith traditions. This includes but is not limited to pulpit preaching in Black Church traditions, prayers across traditions, rituals of water and Sunday Christian worship. We will explore institutions such as the Black church and consider the cultural, political, and pastoral impacts of these different spaces. Students will leave with a deeper understanding of African American faith histories, ritual practices, and rhetorical particularities. **This course will meet on campus September 26 2:30 pm – 6:30 pm, September 27-28 8:30 am-5:00 pm; November 7 2:30 pm – 6:30 pm, November 8-9 8:30 am – 5:00 pm. No Prerequisites.** Instructor: Joe Bessler, Robert Travis Peake Professor of Theology.

AH 725 / DM 825.01 Political Pastoral Theology (3 hrs.)

On-Campus (Concentrated Week): October 7-11 (Monday-Friday)

This course introduces ministry students to the political dimension of pastoral caregiving and theology. More specifically, it offers seminarians a basic framework for understanding how the theological principles of pastoral care call us to move beyond traditional counseling settings, and into social advocacy and political interventions. Toward this end, students will be invited to examine and identify strategies for offering pastoral care to their ecclesial and community setting, which include politically contentious topics. In the process, students are expected to analyze how matters of race, gender, sexuality, disability, and socio-economic status shape our pastoral decisions for political advocacy and witness. **This course will meet on campus October 7-11 8:30am-5:00pm. No Prerequisites.** Instructor: Peter Capretto, Assistant Professor of Pastoral Care in Religion and Culture.

AH 880.14 / DM 825.02 Colonialism and Complexities of Indigenous Identities (3 hrs.)

On-Campus (Concentrated Weekends): October 3-5; December 5-7 (Thursday – Saturday)

This course is a survey of US settler imperialism and its attempts to interpret and narrowly define Native American identity to normalize the processes of colonization. The oeuvre of Indigenous scholars and artist will be deployed as a counternarrative and provide insights into the multiplicity found within Native American self-expressions and relational identities. **This course will meet on campus October 3 2:30 pm – 6:30 pm, October 4-5 8:30 am-5:00 pm; December 5 2:30 pm – 6:30 pm, December 6-7 8:30 am – 5:00 pm. No Prerequisites.** Instructor: Lisa Dellinger, Visiting Assistant Professor of Constructive Theologies.

TC 900.01 / DPLC 731 Immersion Travel: BorderLinks (3 hrs.)

Immersion Experience: Oct. 12 - 19 (dates tentative)

A study trip that investigates the complex situation along the border between the United States and Mexico. This course is offered in cooperation with the BorderLinks organization of Tucson, Arizona. A \$350 immersion fee (non-refundable after travel and housing arrangements have been

made) which partially covers travel, food and lodging expenses will be assessed. **Students who wish to enroll in this course must fill out and submit an Immersion Course enrollment Form by May 15th.** The course includes the following required Zoom class sessions: **Monday, September 9th from 7:00 – 8:00 pm (CST); Monday, September 30th from 7:00 – 8:00 pm (CST); and Monday, November 11th from 7:00 – 8:00 pm (CST).** Passport required. **Prerequisite:** Completion of one introductory course. Satisfies the immersion course requirement. Instructor: Kathy McCallie, Associate Professor of Ministerial Leadership and Ethics.

J-TERM 2025

Projected Courses – Spring 2025

Subject to change. Offered for planning purposes only.

Course #	Title	Format	Details	Professor(s)
HC 880.093	Seminar in History of Christianity Women Who Changed Christian History	On-Campus Concentrated Week	Jan 6-10	Wong, Briana

On- Campus Asynchronous Synchronous

Cross Listed for DMIN See Course Description

SPRING 2025

Weekly on-campus courses run from January 27 through May 16 (excluding Concentrated Course Weeks and Spring Break)

Course #	Title	Format	Details	Professor(s)
REMOVED: EXT 512 ³				
FDC 501 ³	Invitation to the Seminarian's Journey	Hybrid	On-Campus Jan 22-23 with required Synchronous Sessions	Davison, Lisa
FDC 700 ³	Theology and Social Justice: Theories and Methods	Hybrid	On-Campus Concentrated weekend with Asynchronous Coursework	McCallie, Kathy
HB 500 ³	Introduction to the Hebrew Bible	Synchronous	TBA	TBA
HB 600 ³	Exegesis of the Hebrew Bible: TBA	Asynchronous		TBA
HC 880.08 ³ / DPLC 744 ³	Seminar in History of Christianity: African Christianity	Synchronous	TBA	Wong, Briana
HC 504 ³	History of Christianity II	Asynchronous		Barnett, Lisa
HC 880.07	Seminar in History of Christianity: History of Hell	On-Campus Concentrated Weekends	Feb 20-22; Mar 27-29	Barnett, Lisa
NT 500 ³	Introduction to the New Testament	Asynchronous		Carter, Arthur

SPRING 2025(Continued)

NT 600 ³	Exegesis in Context(s): Acts	Asynchronous		Carter, Arthur
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Weekly on-campus courses run from January 27 through May 16 (excluding Concentrated Course Weeks and Spring Break)

NT 835 ³	New Testament Greek II Greek Exegesis	Synchronous	Mondays/Thursdays, 8:30-9:45 am	Carter, Warren
PL 800 ³	Ministry and Conflict Management	On-Campus Concentrated Week	Mar 10-14 (<i>tentative</i>)	McCallie, Kathy
PR 500 ³	The Art and Practice of Preaching	On-Campus Concentrated Weekends	TBA	Utley, Allie
PT 520 ³	Theory and Practice of Spiritual Care	Asynchronous		Capretto, Peter
TFE 510 ³	Theological Field Education II	Hybrid	Synchronous Tuesdays 1:00-2:15pm with Asynchronous Coursework	Gill, Eric
TH 535 ³	Exploration of Postcolonial Theory and Theologies	Asynchronous		Dellinger, Lisa
TH 560 ³	Context is Key: Theological Hermeneutics, Hybrid	Hybrid	Asynchronous with required Synchronous Sessions	Dellinger, Lisa
TH 625 ³	Constructive Theology	Asynchronous		Bessler, Joe
TH 825 ³	Theology and Autobiography	On-Campus Concentrated Week	Mar 17-21	Bessler, Joe

On-Campus Asynchronous Synchronous

Cross Listed for DMIN See Course Description

Academic Calendar

Fall 2024

Registration reopens for Fall 2024Aug 01
A-Term Week 1 Aug 5-9
A-Term Week 2 Aug 12-16
New Student Orientation Aug 20-21
First day of 13-week classesAug 26
Labor Day (seminary closed) Sep 2
DMIN Student Grades Due Sep 15
Concentrated Course Week 1..... Oct 7-11
DMIN Session..... Oct 7-11
Withdrawal Deadline Oct 18
Concentrated Course Week 2..... Oct 14-18
Registration for Spring 2025Oct 28-Nov 8
New Student Registration for Spring Nov 11
Fall Break/Thanksgiving Recess Nov 25-29
Thanksgiving (seminary closed) Nov 27-29
Incomplete Request DeadlineDec 6
Last Day of Classes.....Dec 13
Winter Break (seminary closed) Dec 23-Dec 27
New Year's Day (seminary closed)..... January 1
Master Student Grades DueJan 2
DMIN Student Grades DueJan 2

Spring 2025

Registration reopens for Spring 2025.....Jan 2
J-Term Week 1 Jan 6-10
DMIN Session..... Jan 6-10
DMin Project CoursesJan 11
Martin Luther King, Jr. Day (seminary closed).....Jan 20
New Student Orientation Jan 22-23
First Day of ClassesJan 27
Incomplete Request Deadline (DMIN) Mar 01
Ash Wednesday Mar 05
Concentrated Course Week 1..... Mar 10-14

Concentrated Course Week 2.....Mar 17-21
Withdrawal Deadline Mar 21
Registration for Summer/Fall 2025 Mar 31-Apr 11
New Student Registration Summer/Fall..... Apr 14
Holy Week Recess.....Apr 14-18
Good Friday (seminary closed) April 18
Easter Monday (seminary closed) Apr 21
Incomplete Request Deadline (Master's) May 9
Senior Grades Dues May 9
Awards Day May 13
Last day of Classes/Senior Banquet..... May 16
Graduation..... May 17
Memorial Day (seminary closed)..... May 26
Master Student Grades Due June 2

Summer 2025

Summer Term Jun 2-27
Concentrated Course Week 1..... Jun 2-6
Concentrated Course Week 2..... Jun 9-13
DMIN Session..... Jun 9-13
DMIN Project Courses..... Jun 14
Juneteenth Holiday (seminary closed) June 19
Independence Day (seminary closed).....Jul 4
Summer Master Coursework Deadline.....Jul 18
Master Student Grades DueAug 1
Incomplete Request Deadline (DMIN)Aug 29
DMIN Student Grades Due Sep 15

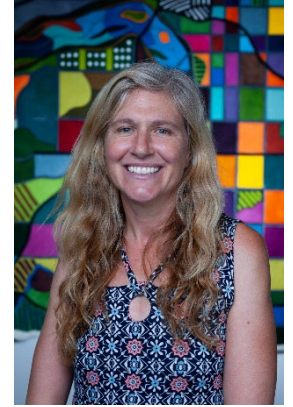
Cover Art: *Arkansas 2*

Featured in the *Veins of Oklahoma* Exhibition by Taylor Painter-Wolfe

On display January 24 - April 5, 2024 (public viewing from 9 a.m. to 5 p.m. Monday through Friday)

This exhibition features works by artists who have engaged with the theme of the 2024 annual Remind & Renew event at Phillips Theological Seminary. The exhibition aims to provide a space for dialogue, reflection, and inspiration for pastors, church leaders, students, alumni/ae, and anyone interested in the role of art in theological education, formation, and community building.

For more information on Phillips' art exhibits, visit our website: [Art Exhibits - Phillips Theological Seminary \(ptstulsa.edu\)](https://ptstulsa.edu)



Upcoming Exhibition:

Something New, Black Birds (2121) by Halim A. Flowers

On display April 24 – July 14, 2024 (public viewing from 9 a.m. to 5 p.m. Monday through Friday)

Something New, Black Birds (2121) is a collection of twenty-one original paintings created by the visual artist Halim A. Flowers. The works were inspired by the painter's researching the tragedy that took place in Tulsa, Oklahoma on the evening of May 31, 1921.

Read more [here](#) about how Halim Flowers' inspiration for this exhibition.

For more information on Phillips' art exhibits, visit our website: [Art Exhibits - Phillips Theological Seminary \(ptstulsa.edu\)](https://ptstulsa.edu)

