



## COURSE ENROLLMENT MATERIALS

**Spring 2025**



*Something New is Coming to Phillips Theological Seminary*

*(for more information, see back cover)*

901 North Mingo Road, Tulsa, OK 74116-5612

Faculty and Staff Offices: (918) 610-8303

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

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

Continuing Phillips degree-seeking students and graduate certificate students must register for J-term and Spring 2025 courses **Monday, October 28 – Friday, November 8**. If you don't register for the Spring 2025 term by the November 8 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 January 2, 2025 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 **November 8**.

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

New and audit students may register for Spring 2025 courses beginning **Monday, November 11**. 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](mailto: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	13 week on-campus class	First day of the semester
Fall Term - July 1		
January Term - December 1	13 week online class	First day of the semester
Spring Term - December 1		
Summer Term - May 1	Intensive on-campus week-long course	First day of the semester
<b>Book lists available in Canvas:</b> 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](mailto: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 or for copying or scanning pages from required books for student use. Though textbooks for each course are available on reserve in the library, they cannot be checked out or removed from the premises.

A Book Scholarship is now available to all current degree-seeking Phillips students in good academic standing. The scholarship amount is based on the number of credit hours each student is enrolled in. The amount is \$40 per credit hour. This amount will automatically show on your bursar account after the add/drop period and will be refunded to you during the disbursement period. To avoid delays in receiving your funds, we strongly advise that you sign up for eRefund through your student portal. For instructions, please see our Billing Guide.

For more information on this scholarship, please contact Financial Aid Officer, Todd Mantock at [todd.mantock@ptstulsa.edu](mailto:todd.mantock@ptstulsa.edu) or (918) 270-6451. For information or help on eRefund or disbursements, please contact Bursar, Michelle Harper at [bursar@ptstulsa.edu](mailto:bursar@ptstulsa.edu) or (918) 270-6468.

### 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](http://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
- Turn camera on (unless permission is given by instructor)
- 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. Accommodation cannot be made for a student who has not completed the steps outlined above. For details, see [Disability Resources](#) 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 (round trip) 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 \$500 per academic term per student (not to exceed \$1,500 in an academic year). For more information, contact the Bursar, Michelle Harper at [bursar@ptstulsa.edu](mailto:bursar@ptstulsa.edu) or (918) 270-6468.

### 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](mailto: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 February 10, 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 either notify the Registrar via email or forward a completed copy of the Change of Enrollment Form with adviser’s signature to [virginia.thompson@ptstulsa.edu](mailto:virginia.thompson@ptstulsa.edu). 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 (2 weeks for asynchronous) 100%
- Within the first 9 contact hours of the course (3 weeks for asynchronous) 80%
- Within the first 12 contact hours of the course (4 weeks for asynchronous) 50%
- Beyond the first 12 contact hours of the course (4 weeks for asynchronous) 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 Spring 2025 deadline to request an incomplete is May 9. 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](mailto:virginia.thompson@ptstulsa.edu), the Executive Assistant to the Dean and Faculty, [sharon.russ@ptstulsa.edu](mailto:sharon.russ@ptstulsa.edu), or the Academic Dean, [lisa.davison@ptstulsa.edu](mailto: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 Spring 2025 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 Spring 2025, please review, sign, and return before October 28, 2024. The form can be electronically signed and emailed to [bursar@ptstulsa.edu](mailto: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?

As of Spring 2025, Phillips provides increased 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 now provides financial assistance on the following scale:

- DOC/UCC students receive tuition aid scholarships that will cover **100%** of their qualifying tuition costs
- Underrepresented groups receive tuition aid scholarships that will cover **100%** of their qualifying tuition costs
- All other students receive tuition aid that will cover **80%** 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](mailto: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, including emergency and financial need scholarships, contact Todd Mantock, Financial Aid Officer at [todd.mantock@ptstulsa.edu](mailto:todd.mantock@ptstulsa.edu).

# SPRING SEMESTER 2025

## Academic Course Offerings: Master's Programs

### J-TERM 2025

Course #	Title	Format	Details	Professor(s)
HC 880.09 <sup>3</sup> / DM 825.06 <sup>3</sup>	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

### 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)
FDC 501 <sup>3</sup>	Invitation to the Seminarian's Journey	Hybrid	On-Campus Jan 21-23 with required Synchronous Sessions	Davison, Lisa
FDC 700 <sup>3</sup>	Theology and Social Justice: Theories and Methods	Hybrid	On-Campus Concentrated weekend Feb 6-8 with required Synchronous Sessions (see course description)	McCallie, Kathy
HB 500 <sup>3</sup>	Introduction to the Hebrew Bible	On-Campus	Tuesdays, 8:30 – 11:15 am	Davison, Lisa
HB 600 <sup>3</sup>	Exegesis of the Hebrew Bible: Hebrew Narratives	Asynchronous		Hull, John
HC 880.08 <sup>3</sup> / GC 650	Seminar in History of Christianity: African Christianity	Synchronous	Tuesdays, 2:30 – 5:15 pm	Wong, Briana
HC 504 <sup>3</sup>	History of Christianity II	Asynchronous		Barnett, Lisa
NT 500 <sup>3</sup>	Introduction to the New Testament	Asynchronous		Carter, Arthur
NT 600 <sup>3</sup>	Exegesis in Context(s): Acts	Asynchronous		Carter, Arthur

On-Campus      Asynchronous      Synchronous  
Cross Listed for DMIN

SPRING 2025

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

NT 835 <sup>3</sup>	New Testament Greek II Greek Exegesis	Synchronous	Mondays/Thursdays, 8:30-9:45 am	Carter, Warren
PL 880.02 <sup>3</sup>	Conflict in Community	On-Campus Concentrated Week	Mar 10-14	McCallie, Kathy
PT 515 / CCS 301	Introduction to Chaplaincy Studies	Hybrid *	Jan 13-Apr 25	Moon, Zachary
PT 505 / CCS 404 504	Mindfulness & Chaplaincy	Hybrid *	Jan 13-Apr 25	Giles, Cheryl
PT 520 <sup>3</sup>	Theory and Practice of Spiritual Care	Asynchronous		Capretto, Peter
TFE 510 <sup>3</sup>	Theological Field Education II	Hybrid	Synchronous Tuesdays 1:00-2:15pm with Asynchronous Coursework	Gill, Eric
TH 535 <sup>3</sup> / DM 800.12 <sup>3</sup>	Exploration of Postcolonial Theory and Theologies	Asynchronous		Dellinger, Lisa
TH 560 <sup>3</sup>	Context is Key: Theological Hermeneutics, Hybrid	Hybrid	Asynchronous with required Synchronous Sessions (see course description)	Dellinger, Lisa
TH 625 <sup>3</sup>	Constructive Theology	Asynchronous		Bessler, Joe
TH 825 <sup>3</sup>	Theological Autobiography	On-Campus Concentrated Week	Mar 17-21	Bessler, Joe

On-Campus      Asynchronous      Synchronous

Cross Listed for DMIN

\*These courses are taught by the Center for Chaplaincy Studies and follow the CCS Academic Calendar (Spring registration takes place November 1 – December 20. Required Zoom dates will be provided at registration.

# Course Descriptions – Spring 2025

## Area I: General Theological Studies

### FDC 501<sup>3</sup> Invitation to the Seminarian's Journey (3 hrs.)

#### **Hybrid: On-Campus January 21-23 (Tuesday-Thursday) + Scheduled Synchronous Sessions**

In this introductory course, students will engage the essential questions: “What is my embedded theology, where did it come from, and where might it need to change?” and “What does it mean to practice what I believe with integrity?” The intent is to help students understand what theological education entails and introduce them to PTS’s culture. It will introduce students to the learning community of PTS – values and commitments that shape our work. It will provide students with basic skills and strategies needed for academic success, including technology, study/learning approaches, research, and writing. The course is designed to help students participate fully in the seminary journey. 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 January 21-22 from 9:00 am-5:30 pm CST and January 23 from 9:00 am - 3:30 pm CST and will have additional online synchronous sessions (dates TBA).** Instructor: Lisa W. Davison, Vice President of Academic Affairs and Dean and Johnnie Eargle Cadieux Professor of Hebrew Bible.

### FDC 700 Theology and Social Justice: Theories and Methods (3 hrs.)

#### **Hybrid: On-Campus Concentrated Weekend February 6-8 (Thursday - Saturday) + Scheduled Synchronous Sessions**

This introductory course, required by all MA(SJ) students, equips students to describe, evaluate, and analyze the relationship between theological reflection and social justice, and to apply that analysis to differing contexts. **This course will meet on campus February 6, 2:30 pm – 6:30 pm, and February 7-8 from 8:30 am – 5:00 pm CST and will have additional online synchronous sessions (dates TBA).** No prerequisites. Instructor: Kathleen McCallie, Associate Professor of Ministerial Leadership and Ethics.

### TFE 510<sup>3</sup> Theological Field Education II (3 hrs.)

#### **Hybrid: Synchronous Tuesdays 1:00 pm – 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 a 10-hour-per-week approved context for ministry, for a total of 130 hours (260 hours (about 1 and a half weeks) across two semesters). In addition, each student will be required to complete an intercultural, community-based ministry project totaling 24 hours across the semester. The focus of this semester is upon building skills for and reflecting upon ministry in intercultural contexts as these skills intersect with the student’s pastoral identity. 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 TFE I and submission of required paperwork to the Director of Theological Field Education. Instructor: Eric Gill, Director of Theological Field Education.

## Area II: Biblical Studies

### **HB 500<sup>3</sup> Introduction to the Hebrew Bible (3 hrs.)**

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

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: Lisa W. Davison, Vice President of Academic Affairs and Dean and Johnnie Eargle Cadieux Professor of Hebrew Bible.

### **HB 600<sup>3</sup> Exegesis of the Hebrew Bible: Hebrew Narratives (3 hrs.)**

***Asynchronous***

Using a combination of Narrative Criticism and Historical Criticism, this course will focus on narrative texts of the Hebrew Bible, with close readings of specific texts. Students will read a range of stories from Genesis, Exodus, Joshua, Judges, Samuel, Ruth, and Ezra. Students will write an exegesis paper on a text selected from the list provided by the professor. This course is an asynchronous online format and fulfills the Hebrew Bible exegesis curricular requirement. **Prerequisite: Pending.** Instructor: John Hull, Visiting Professor of Hebrew Bible.

### **NT 500<sup>3</sup> Introduction to New Testament (3 hrs.)**

***Asynchronous***

This course examines the origins of Christianity through the literary and historical contextualization of the New Testament, first-century Judaism(s) and Hellenistic culture. Through analysis of primary and secondary sources students will gain appreciation for the diverse perspectives through which modern scholars attempt to situate Jesus, the early Church, and its literature in their respective historical context(s). By the end of the course, students will learn to recognize and interpret, the sometimes diverging, perspectives found in early Christian literature. They will gain the necessary skills to a) exhibit a foundational familiarity with the New Testament and its social and historical background, b) better understand how their own contexts, biases and presuppositions effect their interpretations of the New Testament, and c) demonstrate a general understanding of a variety of issues and methods involved in the historical study of the New Testament in the 21st century. **No prerequisites.** Instructor: Arthur Carter, Director of Black Church Studies and African American Faith-Life and Assistant Professor of New Testament.

### **NT 600<sup>3</sup> Exegesis in Contexts(s): Acts (3 hrs.)**

#### ***Asynchronous***

This course in New Testament exegesis guides students through careful analysis of the Book of Acts in light of its ancient context(s) and literary structure. The course meets all Master's degree requirements for an advanced NT course. Students may repeat this course with different topics. Prerequisite: NT 500. Instructor: Arthur Carter, Director of Black Church Studies and African American Faith-Life and Assistant Professor of New Testament.

### **NT 835<sup>3</sup> New Testament Greek II Greek Exegesis (3 hrs.)**

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

A continuation of NT 825. Includes further study of grammar and the development of sufficient vocabulary to make reading Koine Greek easier. The use of Greek as a foundation for exegesis is the primary emphasis. This course will include among other evaluations writing an exegesis paper based on a NT Greek text. **Prerequisite:** NT 825 or equivalent. Instructor: Warren Carter, LaDonna Kramer Meinders Professor of New Testament.

## **Area III: Historical Studies**

### **HC 504<sup>3</sup> History of Christianity II (3 hrs.)**

#### ***Asynchronous***

This course is a survey of the development of the Christian Churches from the Reformation era to modern times. Attention will be given to the political, economic, and theological contexts that allowed for both the expansion and division of Christianity throughout diverse communities in Europe, Africa, Asia, and the Americas. **No prerequisites.** Instructor: Lisa Barnett, Assistant Professor of American Religious History.

### **HC 880.08<sup>3</sup> / GC 650 Seminar in History of Christianity: African Christianity (3 hrs.)**

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

Over against the misconception that Christianity first arrived in Africa as a result of modern missions from the West, this course highlights instantiations of Christianity as practiced by local and indigenous communities. From the North African theologians of the early church; to the Kingdom of the Kongo in the fifteenth century; to the present-day Circle of Concerned African Women Theologians, Africans have been contributing to the development of Christian faith and practice in ways which Christians in the West may find both meaningful and challenging. This course provides an opportunity for students to encounter, engage, and learn from expressions of Christianity arising out of the African continent, considering themes of gender, ecology, nationalism, religious cosmology, and interreligious interaction. Prerequisite: HC 502. This course counts as either a History or Faith and Public Discourse elective (select appropriate course number to satisfy elective needed.)

Instructor: Briana Wong, Assistant Professor of the History of World Christianities.

**HC 880.09<sup>3</sup> / DM 825.06<sup>3</sup> Seminar in History of Christianity Women Who Changed Christian History (3 hrs.)**

***On-Campus (Concentrated Week): January 6-10 (Monday-Friday)***

Although men hold most of the leadership positions in Christian communities today, women comprise the vast majority of the members. This course highlights the role of women in the development of Christianity from the New Testament to the present day. Women's contributions to the formation of Christian theology and practice have tended to become obscured in that history so often has been written by men. In this course, students will have the chance to learn about women's impact on Christian history through historical documents either penned by women or, alternatively, in which women's voices can be discerned by readings through the lines. The course will highlight the work of women pastors, mystics, theologians, activists, and others whose names might be lost to us, but whose witness nevertheless shaped the expressions of Christianity with which they identified. **This course will meet on campus January 6-10 8:30 am – 5:00 pm.** Prerequisite: HC 502. Instructor: Briana Wong, Assistant Professor of the History of World Christianities.

## Area IV: Theology and Ethics

**TH 535<sup>3</sup> / DM 800.12<sup>3</sup> Exploration of Postcolonial Theory and Theologies (3 hrs.)**

***Asynchronous***

This course is a survey of the explorations of postcolonial theory and theorists in literature and anti-imperial political contexts and the impact on Christian theologians and theologies. The interplay between the history of Christianity and colonialism for both reinforcing and/or subverting colonial power are explored. The student will be able to identify, describe and analyze the themes of Postcolonial theory as it intersects with the discipline of theology. **No Prerequisites.** Instructor: Lisa Dellinger, Visiting Assistant Professor of Constructive Theologies.

**TH 560<sup>3</sup> Context is Key: Theological Hermeneutics (3 hrs.)**

***Hybrid: Asynchronous + Scheduled Synchronous Sessions***

The student is introduced to a variety of theological movements and expressions including but not limited to Feminist, Black, Womanist, Native American, Asian, Queer, Latinx, Continental, and Postcolonial. The course goals include defining and describing what hermeneutics is and its importance regarding the discipline of theology; identifying and discussing how historical, social, and political contexts impact the formation of a theology; examining categories of contextual theological formation considering intersectionality/the complexity of human being. **This course will require additional online synchronous sessions (dates TBA).** **No Prerequisites.** Instructor: Lisa Dellinger, Visiting Assistant Professor of Constructive Theologies.

**TH 625<sup>3</sup> Constructive Theology (3 hrs.)**

***Asynchronous***

An investigation of the interconnected character of the major topics/symbols of the Christian faith. This course requires each student to write a constructive essay, expressing her, his, or their understanding of those interconnected topics. **Prerequisite: TH 500.** Instructor: Joe Bessler, Robert Travis Peake Professor of Theology

### **TH 825<sup>3</sup> Theology and Autobiography (3 hrs.)**

***On-Campus (Concentrated Week): March 17-21 (Monday-Friday)***

This course will explore how theologians use their own autobiographical experience in creating a narrative that enacts their theological vision. In addition to reading St. Augustine's classic work, the *Confessions*, we will read several contemporary theologians who draw on their life experience to reflect on the meaning of faith in a changing world. **This course will meet on campus March 17-21 8:30 am – 5:00 pm.**

**Prerequisite: TH 500.** Instructor: Joe Bessler, Robert Travis Peake Professor of Theology

## **Area V: Practical Theology**

### **PL 800<sup>3</sup> Conflict in Community (3 hrs.)**

***On-Campus (Concentrated Week): March 10-14 (Monday-Friday)***

This course explores constructive approaches to conflict resolution in congregations and other contexts drawing on creative nonviolent communication, human relations approaches, systems theory, and contemporary organizational theory. Prerequisite: None. **This course will meet on campus March 10-14 8:30 am – 5:00 pm.** Instructor: Kathleen McCallie, Associate Professor of Ministerial Leadership and Ethics.

### **PT 515 / CCS 301 Introduction to Chaplaincy Studies (3 hrs.)**

***Hybrid: Asynchronous + Scheduled Synchronous Sessions***

This course introduces the field of chaplaincy studies. Chaplains are rooted and accountable to their religious tradition, but they serve people and communities who may have different religious backgrounds or have no religious affiliation. How does one develop a ministry resilient in the face of pluralistic religious demands, complex human suffering, and institutional cultures that may conflict with human flourishing? This course will engage five contexts of chaplaincy ministry including hospital, military, prison, campus, and hospice. This course is offered in conjunction with the Center for Chaplaincy Studies and follows their academic calendar. **Prerequisites:** None. Instructor: Zachary Moon, Professor of Theology and Psychology at Chicago Theological Seminary.

### **PT 505 / CCS 404/504 Mindfulness & Chaplaincy (3 hrs.)**

***Hybrid: Asynchronous + Scheduled Synchronous Sessions***

Mindfulness has been the foundation of contemplative practice since Antiquity, generally understood as paying attention in the present moment and without judgment or reactivity. This course aims to support the well-being and human flourishing of chaplains and those we serve by engaging mindfulness practices that reduce stress, promote balance, and increase focus. This course is offered in conjunction with the

Center for Chaplaincy Studies and follows their academic calendar. **Prerequisites:** None. Instructor: Cheryl Giles, Francis Greenwood Peabody Senior Lecturer on Pastoral Care and Counseling at Harvard Divinity School.

### **PT 520 Theory and Practice of Spiritual Care (3 hrs.)**

#### ***Asynchronous***

This course introduces ministry students to foundational theories and practices of spiritual care. Students are invited to reflect critically on how the spiritual need for care emerges individually, interpersonally, and systemically. This course serves students by encouraging practical engagement with common scenarios of care in ministry, religious non-profit, pastoral psychotherapeutic, intercultural, chaplaincy, and ecclesial settings. Special attention is paid to the identities, narratives, and unique vulnerabilities of both givers and recipients of spiritual care. Students are expected to articulate basic theological positions derived from spiritual caregiving practices. **Prerequisites:** None. Instructor: Peter Capretto, Assistant Professor of Psychology, Culture, and Religion.

## **Area VI: Faith and Public Discourse**

### **GC 650 / HC 880.08<sup>3</sup> Seminar in History of Christianity: African Christianity (3 hrs.)**

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

Over against the misconception that Christianity first arrived in Africa as a result of modern missions from the West, this course highlights instantiations of Christianity as practiced by local and indigenous communities. From the North African theologians of the early church; to the Kingdom of the Kongo in the fifteenth century; to the present-day Circle of Concerned African Women Theologians, Africans have been contributing to the development of Christian faith and practice in ways which Christians in the West may find both meaningful and challenging. This course provides an opportunity for students to encounter, engage, and learn from expressions of Christianity arising out of the African continent, considering themes of gender, ecology, nationalism, religious cosmology, and interreligious interaction. Prerequisite: HC 502. This course will count as either a History or Faith and Public Discourse elective (select appropriate course number to satisfy elective needed.) Instructor: Briana Wong, Assistant Professor of the History of World Christianities.

## Projected Courses – Summer 2025

Subject to change. Offered for planning purposes only.

Course #	Title	Format	Details	Professor(s)
HC 880.07 <sup>3</sup> / DM 800.07	Seminar in History of Christianity: History of Hell	On-Campus Concentrated Week	June 9-13	Barnett, Lisa
PR 675 / DPLH 729	Culture and Context: Preaching Toward Social Transformation	On-Campus Concentrated Week	June 9-13 (tentative)	TBA

On-Campus Asynchronous Synchronous  
Cross Listed for DMIN

## Projected Courses – Fall 2025

Subject to change. Offered for planning purposes only.

*PLEASE NOTE: Effective Fall 2025, Tuesday On Campus course times will change as noted below.*

### A-TERM 2025

Course #	Title	Format	Details	Professor/s
DS 500	History and Polity of the Disciples of Christ	On-Campus Concentrated	Aug 4-8	Barnett
DS 750	History and Polity of the United Church of Christ	On-Campus	Aug 11-15	McCallie

On-Campus Asynchronous Synchronous

### FALL 2025

Course #	Title	Format	Details	Professor/s
AH 550	Theological Themes in the Contemporary Novel	On-Campus	Tues, 6:30 pm – 9:15 pm	Bessler
AH 645	Psychology of Religious Experience, Synchronous	Synchronous	Tues, 3:30 pm – 6:15 pm	Capretto
CE 685 / DM 825.07	Education as a Practice of Freedom	On-Campus Concentrated Weekends	Oct. 20-24	Lockhart-Gilroy/Walker

FALL 2025

Course #	Title	Format	Details	Professor/s
DS 550	United Methodist History	On-Campus Concentrated Weekends	Sept 18-20; Nov. 13-15	Wong
FDC 501	Introduction to the Seminarian's Journey	Hybrid		Davison
HB 500	Introduction to Hebrew Bible	Asynchronous		TBA
HB 825	Biblical Hebrew I	On-Campus / Synchronous		TBA
HC 502	History of Christianity I	Asynchronous		Wong
HC 880.06 / DM 845.02	History of Religion and Social Justice in the United States	On-Campus Concentrated	Oct. 20-24	Barnett
LC 600	Capstones in Theological Leadership	On-Campus Concentrated Weekends	Sept 25-27; Dec 4-6	Bessler
NT 500	Introduction to the New Testament	Synchronous	Tues, 8:00 am – 10:45 am	Carter, W
NT 600.09	Exegesis: Gospel of Matthew	Asynchronous		Carter, W.
NT 850	Greek Readings	Synchronous	TBA	Carter, W.
PR 500	The Art and Practice of Preaching	On-Campus Concentrated	Oct. 13-17	Utley
PT 564 / DMIN 800.13	Trauma-Informed Care	On-Campus Concentrated	Oct. 13-17	Capretto
TC 900.01 / DPLC 731	Immersion Travel: BorderLinks	Hybrid	Oct. 18-25 (tentative)	McCallie
TFE 505	Theological Field Education I	Hybrid	Synchronous Tuesdays 1:00 pm - 2:15 pm with Asynchronous Coursework	Gill
TH 500	Introduction to Theology	On-Campus	Tues 12:30pm – 3:15 pm	Dellinger
TH 880.11 / DM 800.13	Seminar in Theology: Native American Feminism	On-Campus Concentrated Weekends	Sept. 11-13; Nov. 6-8	Dellinger

On-Campus      Asynchronous      Synchronous

Cross Listed for DMIN



# Academic Calendar

## Fall 2024

Registration reopens for Fall 2024	Aug 01
A-Term Week 1	Aug 05-09
A-Term Week 2 (No class scheduled)	Aug 12-16
New Student Orientation	Aug 20-22
First day of classes	Aug 26
Labor Day (seminary closed)	Sep 02
DMIN Student Grades Due (Summer)	Sep 15
Concentrated Course Week 1	Oct 7-11
DMin Session	Oct 7-11
Concentrated Course Week 2 (Immersion: BorderLinks)Oct 12-19)	Oct 14-18
WD Deadline	Oct 18
Registration for Spring 2025	Oct 28-Nov 08
New Student Registration for Spring	Nov 11
Indigenous North Americans Lecture	Nov 12
Thanksgiving Recess (seminary closed Nov 27-29)	Nov 25-29
Incomplete Request Deadline – Masters / DMin	Dec 06
Last Day of Classes	Dec 13
Winter Break (seminary closed)	Dec 25-31
Masters/DMin Student Grades Due	Jan 02, 2025

## Spring 2025

New Year's Day (seminary closed)	Jan 01
Master Student Grades Due	Jan 02
DMin Student Grades Due	Jan 02
Registration reopens for Spring 2025	Jan 02
J-Term Week 1	Jan 06-10
DMin Session	Jan 06-10
DMin Project Courses	Jan 11
Remind and Renew	Jan 15-17
MLK Jr. Day (seminary closed)	Jan 20
New Student Orientation	Jan 21-23
First Day of Classes	Jan 27

## Spring 2025 (continued)

Ash Wednesday	Mar 05
Concentrated Course Week 1	Mar 10-14
Concentrated Course Week 2	Mar 17-21
WD Deadline	Mar 21
Registration for Summer/Fall 2025	Mar 31-Apr 11
New Student Registration Summer/Fall	Apr 14
Holy Week Recess (seminary closed Apr 18)	Apr 14-18
Easter Monday (seminary closed)	Apr 21
Tulsa Race Massacre Lecture	April 28
Incomplete Request Deadline – Masters / DMin	May 09
Senior Grades Due	May 09
Awards Day	May 13
Last day of classes & Senior Banquet	May 16
Graduation	May 17
Memorial Day (seminary closed)	May 26
Masters/DMin Student Grades Due	Jun 02

## Summer 2025

Summer Term	Jun 02-27
Concentrated Course Week 1	Jun 02-06
Concentrated Course Week 2	Jun 09-13
DMin Session	Jun 09-13
DMin Project Courses	Jun 14
Juneteenth Holiday (seminary closed)	Jun 19
Independence Day (seminary closed)	Jul 04
Incomplete Request Deadline – Masters	Jul 11
Summer Masters Coursework Deadline	Jul 18
Master Student Grades Due	Aug 01
Incomplete Request Deadline – DMIN	Aug 22
DMin Summer Coursework Deadline	Aug 29
DMIN Student Grades Due	Sep 15

## Something New is Coming to Phillips Theological Seminary

Phillips Theological Seminary is creating a new “place of belonging” on our Tulsa, Okla. campus near historic Route 66 to support students, wherever they may reside, as they build the kind of relationships and have the conversations that form good ministers and theological leaders.

To provide gathering space, offer short-term lodging, and extend greater hospitality to students and guests, Phillips will add a new building on the current campus. The building will create a physical space to embody Phillips’ concern for all people and our intention to cultivate vital congregations, communities, conversations, and the public good.



*“What we hope to offer in this project, long term, is a place for shaping the missions of churches, just and compassionate nonprofit work, and vocation for theological leaders, not merely reacting to whatever happens in the next decade. That’s the vision.”*

Dr. Nancy Claire Pittman  
President Emerita