

United Theological Seminary

Student Handbook

2019 | 2020

Spirit Led, Renewing the Church!
United Theological Seminary • 4501 Denlinger Road • Dayton, Ohio 45426



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PRESIDENT'S WELCOME

Friends:

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

Our goal as a seminary is to be used by God to provide faithful, fruitful and Christ centered pastors and leaders for the Church. Eighty-three percent of our 2015 graduates are currently serving in some form of ministry with most serving as pastors or staff in a local congregation. The average number of 2015 graduates of all United States seminaries serving in ministry is 53 percent so United is an excellent place to prepare to serve God through the Church.

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

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

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

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

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

Grace and Peace,

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

INTRODUCTION

Dear United Student,

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

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

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

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

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

In Christ,

Chad Clark
Director of Student Success

Vision, Mission and Values

Vision

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

Mission

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

Values

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

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

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

General Student Policies

Student Code of Conduct

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

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

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

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

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

Problem Clearance Process

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

The Problem Clearance Procedure for students of United Theological Seminary shall consist of three levels. Any aggrieved student may be accompanied at any meeting or hearing by another United Theological Seminary student or employee, in the case of a complaint. However, the aggrieved student must always be present during any meetings or hearings, which take place within the outlined procedures. Students shall have the irrevocable right to present their problems and complaints in private.

- Step 1
 - a) The aggrieved student's problem or complaint shall be presented by the student and her/his accompanying student or employee, if any, to her/his supervisor or professor or designated representative.
 - b) The problem or complaint shall be discussed by the parties at an informal meeting.
 - c) The student shall, within three days subsequent to said meeting, receive an answer to her/his complaint.

- Step 2
 - a) If the student is not satisfied with the answer received, s/he shall, within three days after receiving said answer, prepare a concise written account of her/his complaint, and the supervisor or professor or designated representative shall prepare her/his answer in writing, and both documents shall be submitted to the supervising Vice President or Academic Dean.
 - b) Said Vice President or Academic Dean shall hold a meeting with the student and accompanying student/employee, if any, and the supervisor, professor, or designated representative. The Vice President or Academic Dean will render her/his decision within three working days subsequent to said meeting.

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

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

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

Institution's Schedule for Return of Unearned TA:

Master Courses

7-Week Summer Hybrid

- Before or during Weeks 1 and 2 = 100% return
- During Week 3 = 50% return
- During Week 4 through Week 5, Day 1 = 40% return
- During Week 5, Day 2 through Week 7 = 0% return

7-Week Contextual Ministry Course

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

14-Week Traditional Course

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

1-Week Intensive Course

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

DMin Intensive

- 1 Business day prior to course start = 100% return

- Week 1 = 50% return
- Week 2 = 40% return
- Week 3 through Week 17 = 0% return

GENERAL INFORMATION

Facility Information

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

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

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

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

Facility matters requiring attention should be directed to 937-529-2201 or onlinehelp@united.edu.

Operation Hours

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

Access will be granted during normal operation hours only.

Building hours when regular fall and spring semester classes are in session:

- 8:00 a.m. – 9:30 p.m. Monday through Wednesday
- 8:00 a.m. – 6:00 p.m. Thursday and Friday

Building hours for weeks when classes are not in session:

- 8:00 a.m. – 6:00 p.m. Monday through Friday

Weekend building information:

- Saturday for special events as scheduled
- Closed on Sundays

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

SAFETY AND SECURITY

Student Photo ID Badges

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

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

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

Campus Violence and Firearm Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

Non-Discrimination and Anti-Harassment Policy

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

Institutional Privacy Policy

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

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

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

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

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

Family Educational Rights and Privacy Act Policy (FERPA)

Please refer to the United Website for the [Family Educational Rights and Privacy Act \(FERPA\)](#) Policy.

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

Substance Abuse Policy

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

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

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

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

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

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

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

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

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

STUDENT LIFE

Dean of the Chapel

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

The Dean of the Chapel organizes a team to provide spiritual leadership and pastoral presence to the United community. You may contact the Dean of the Chapel at chapeldean@united.edu or 937-529-2286. Prayer requests may be submitted at prayer@united.edu.

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

Chapel services are held weekly during the fall and spring semesters. The Eucharist is enjoyed each Wednesday. Chapel services also anchor our doctoral and master's intensive weeks. Some worship gatherings are streamed live at <http://original.livestream.com/unitedts/>.

The Dayton Region

The seminary's location in Dayton, Ohio, provides a wealth of community and church resources for theological education in the heart of southwestern Ohio's rural-urban industrial complex. The Dayton Art Institute, the Public Library, the Dayton Philharmonic Orchestra, Dayton Ballet, Opera, Contemporary Dance, Community and University Theater, the Dayton Dragons baseball team, the churches and the synagogues, the Greater Dayton Y, the Greater Dayton Christian Connection, the University of Dayton, Sinclair College, Wright State University and scores of other institutions and organizations make the city a center rich with religious and cultural opportunities.

Students find field placement in area churches and in community agencies such as child development centers, Goodwill Industries, community health programs, mental health centers, and various municipal programs in connection with urban development, housing, poverty and community action programs. Students work under the supervision of chaplains and counselors.

Clinical pastoral education programs, which are accredited by the Association of Clinical Pastoral Education, are available at the Upper Valley Medical Center, the Kettering Medical Center, Grandview Hospital, the Veteran's Administration Hospital and other local settings. Miami Valley Hospital also offers clinical pastoral education accredited by the College of Pastoral Supervision and Psychotherapy.

Many churches offer opportunities for ministry. Community centers, such as the Wesley Center supported by the West Ohio Conference of The United Methodist Church, provide opportunities for service to low income and disadvantaged persons.

The seminary enjoys a close working relationship with the cities of Dayton and Trotwood and the seminary campus provides recreational facilities for children, youth and adults. The outdoor pool is managed by the Y and is open from Memorial Day to Labor Day each year. A membership to the Y is needed to access this pool, and discounted rates are given to students, staff and faculty of the seminary. Current information about this program is available through the Trotwood Y.

The Student Council

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

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

Student Council may be contacted at studentcouncil@united.edu.

Community and Social Life

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

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

The Student Center is located at the south end of the United facility on the second floor and is accessible by stairs or elevator. The center is available to all students for study, recreation, fellowship, prayer or relaxation. The Center includes a large table for meetings or study, computer stations, a prayer room, the Women's Center, the Student Council office, restrooms, and a kitchen. The kitchen is stocked and cleaned by the students who use it and contains a refrigerator, toaster, microwave oven and sink.

Student Housing

All student housing inquiries for both residential and overnight/intensive week lodging may be directed to housing@united.edu.

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

Campus Meals

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

Lunch is available during all Intensive weeks and during the traditional semester on Tuesday and Wednesday each week when classes meet.

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

Intensive Weeks

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

- Doctor of Ministry and Master of Ministry Fall Term – August
- Master Intensives Fall Term – August and September
- Doctor of Ministry and Master of Ministry Spring Term – January
- Master Intensives Spring Term – January and June

Registration closes and pre-work begins for Master Intensive courses 4 weeks prior to the first day on campus. Pre-work will include reading and writing assignments that lay the foundation for classroom lectures and discussion.

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

Doctor of Ministry and Master of Ministry students will receive specific information about lodging close to the location of the Intensive week site. Attire is typically business/business casual.

ADMISSION SERVICES

Office Information

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

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

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

The Admissions office also provides guidance for current students to change their degree program or to enroll in an additional degree program.

Campus Visits

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

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

FINANCIAL SERVICES

Business Office

The Business Office is located behind the reception desk. To speak with someone in the Business Office, please email (???) or call (???). Payments can be made at www.united.edu/tuition-fees-and-payment.

The business office receives and processes payments. Payments on accounts are taken, including Cash, Check and Debit/Credit Card (Visa, MasterCard and Discover).

Financial Aid/Scholarships

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

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

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

Student Billing

The Student Billing Office is located behind the reception desk. To speak with someone in the Student Billing Office, please email studentbilling@united.edu or call (???).

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

STUDENT SUCCESS

Office Overview

The Office of Student Success is located along the main hallway between the faculty offices and classrooms. To contact someone in the Office of Student Success, please email (studentservices@united.edu) or call (937-529-2232).

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

The Director of Student Success is available to assist with any challenges or needs that may arise within the student body. For an appointment, contact the Director of Student Success at 937-529-2232 or by email at studentservices@united.edu.

Campus Directories

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

The following directories are available on the United website:

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

Student Counseling

Students in need of support and/or professional counseling are urged to contact the Dean of the Chapel to request guidance by email chapeldean@united.edu by at 937-529-2381.

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

The Hub on United Online

The Hub is a designed as a course on the United Online Canvas Learning Management System. It serves as a bulletin board for a variety of topics of special interest to students.

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

International Student Services

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

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

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

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

ACADEMIC SERVICES

Office of the Registrar

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

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

Business hours of the Office of the Registrar are 8:30 a.m. to 5:00 p.m. Monday through Friday. Students should schedule appointments in advance to assure that the Registrar is available for your call or visit. You may contact the Registrar at registrar@united.edu or 937-529-2242 or schedule a call or visit by using the Google Calendar App on My App Connections.

Academic Offices

Business hours of Academic Offices are 8:00 a.m. to 4:30 p.m. Monday through Friday. Students should schedule appointments in advance to assure that the office is available for your call or visit. You may call 937-529-2201 or schedule a call or visit by using the Google Calendar App on My App Connections.

Disability Services

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

Library Services

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

- Monday – Friday: 8:00 a.m. – 6:00 p.m.
- Saturday: Open for class or special events as scheduled.
- Sunday: CLOSED

The information that follows is available at <http://united.edu/obrien-library/>. You may search the online library catalog at <https://utsdayton.on.worldcat.org/discovery/>. You may also email the library at obrienlibrary@united.edu.

The professional library staff provides reference service and online searching assistance. All United students may contact library staff in person or by phone, fax or e-mail to request reference services, bibliographic assistance or to request library materials be held for pickup.

Resources not held by the library can usually be obtained through the O'Brien Library's interlibrary loan service. Requests may be made by contacting the library. This service is restricted to current students, faculty and staff of United Theological Seminary.

Students enrolled in United's Doctor of Ministry program may request books from United's library through their local public library's interlibrary loan service. United's library does not mail any books directly to students.

Students at the library may use a photocopier and a microform reader/printer at a minimal charge. Two study rooms are also available to individuals and groups for quiet study.

United's O'Brien Library participates in regional and international resource sharing arrangements that make its collections known and available through the Online Computer Library Center (OCLC). Its memberships and participation in the American Theological Library Association (ATLA), the Ohio Theological Library Association (OTLA), and the Southwestern Ohio Council for Higher Education (SOCHE) reflect its long-standing commitment to library resource sharing.

United students also have access to borrowing privileges at the Dayton and Montgomery County Public Library system and the libraries of SOCHE member schools when presenting a valid student ID card.

Textbooks and Products

United does not operate a campus bookstore. Students are encouraged to research book vendors for competitive pricing. In addition, students may want to consider renting books or purchasing second-hand books to reduce the associated costs.

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

Students may identify and download the booklist for each of their courses at <http://united.edu/course-lists-and-booklists/>. If the booklist for any of your courses is not displayed on this page, please email rcollins@united.edu to inform the office of the Academic Dean.

United has a collaborative relationship with the Cokesbury Bookstore of the United Methodist Church. The link for this is <https://www.cokesbury.com/home.aspx>. Arrangements for payment must be made directly with Cokesbury but they do provide a payment grace period so that excess financial aid disbursement funds may be available to cover this.

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

TECHNOLOGY SERVICES

IT Help

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

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

Technology Training

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

Single Sign-On

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

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

My App Connections

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

- The **Help** app links to <https://unitedtheologicalseminary.zendesk.com/hc/en-us/requests/new> to submit a Support Request Form to the United HelpDesk.
- The **Library** app links to <https://utsdayton.on.worldcat.org/discovery> to search the United library database and link to other library sites.
- The **Student Portal Applicant Logon** app directs students to the Applicant Portal to apply for a different or subsequent program.
- The **Student Portal** app links to the site for students to update personal information, register for classes, view their schedule degree audit and transcripts, and access and apply for student aid.
- The **United Calendar** app links to the student's Google account calendar. Students are able to request meetings or appointments with other students, faculty and staff members.
- The **United Drive** app links to the student's Google account drive on the cloud. It is recommended that students save all of their work on this drive to preserve it.
- The **United Email** app links to the student's United email account maintained by Google. The United email address is the communication account of record at United. All official notifications and communications will be sent to this account. E-mail is our primary means of distributing announcements and information, as well as information updates for specific classes. Students will need to check this

account frequently so that they are informed about important student information.

- The **United Online Logon** app links to the login page for United Online. The Username and password to enter United Online is the same as the one for the Single Sign-On. All courses at United have one or more online components accessible on United Online.

Computer Lab

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

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

- Monday – Friday: 8:00 a.m. – 6:00 p.m.
- Saturday: Open for class or special events as scheduled.
- Sunday: CLOSED

United Help Desk

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

Requests may be submitted to the Help Desk by email at onlinehelp@united.edu or by completing and submitting the form <https://unitedtheologicalseminary.zendesk.com/hc/en-us/requests/new>.