

Table of Contents

What You Really Want to Know: Finding the Coffee Machine and Other Essential Details	3
Address/Name Changes	3
Bookstore	3
Bulletin Boards	3
Career Services/Placement	3
Cell Phone Use	3
Chapel	3
Coffee/Tea	3
Computers	4
Convocation	4
Copier	4
Educational Outreach (EDO)	4
Entering Hartford Seminary Academic Buildings	4
Exiting from Evening Classes	4
Faculty Mailboxes and Messages	5
Fire Alarms and Building Evacuation	5
Graduation	5
Hours of Operation	5
Housing	6
Identification Cards	6
International Student “Visit America” Fund	6
Kitchen/Café	6
Medical Emergencies/First Aid	7
Messages	7
Parking	7
Personal Belongings and Personal Safety	7
Picnic Tables/Outdoor Dining	7
Restrooms	7
Seminary Publications	7
Smoking	8
Student Lounge	8
Student Opportunities in Seminary Governance	8
Transcripts	8
U.S. Mailbox and Post Offices	8
Vending Machine	8
Finding What You Need: People, Places and Information	9
Administrative Staff by Department	9
Location, Location, Location: Offices by Building	10
Who to Contact for What	11
What Isn’t in the Catalogue: Academic Information	12
Academic Advising	12
Cancellation of Classes/Educational Events	12
Course Schedules	12
Documents on Writing Available in the Forms Center	13
Forms Center	13
Required Writing Assistance	13
Writing Consultant	13
“Come Into My Web” said the Spider to the Fly: Seminary Websites	14

It's Not Just About Books: Library Information	15
Circulation and Checking out Library Materials	15
Interlibrary Loan	15
Logging in to Library Resources Off-Campus	15
Orientation to the Library	16
We're Here to Help: Information for Those with Special Challenges	16
Accessible Entrances	17
Accessible Classrooms/Meeting Areas	17
Accessible Lavatories	17
Accessible Kitchen Areas	17
Accessible Parking	17
Disability Support Services	18
Getting Your Grades and Other Fun Stuff: The StudentAccess Portal to SONISWEB	19
How to Complete the Online Course Evaluation	24
Matriculated Graduate Student Registration Procedures	26
Surfing the Academic Cyber Wave: Online Course Information	31
Life Beyond the White Building: Living in Greater Hartford	34
Accommodations	34
Arts and Entertainment	34
Child Care	34
Medical Care	35
Mental Health Care Services	35
Newspapers	35
Other Services	35
Restaurants: Inexpensive Dining within Walking Distance	35
"Rush Hour" Directions to the Seminary	36
Show Me the Money: Financial Aid and Scholarships	37
BYI (Boring Yet Important) Appendices: Official Policies and Procedures	40
Campus Safety and Security Report 2009-2010	40
Computer Use Policies	43
Family Educational Rights and Privacy Act (FERPA)	44
Guidelines for Research Conducted by Persons Affiliated with Hartford Seminary	44
Inclusive Language Policy	45
Non-Discrimination Policy and Equal Opportunity Statement	45
Plagiarism Policy	46
Sexual Harassment Policy	46
Smoking Policy	46
Student Discipline Policy and Procedure	47
Student Grievance Policy and Procedure	48

What You Really Want to Know: Finding the Coffee Machine and Other Essential Details

Address/Name Changes

Students are responsible for maintaining current addresses, telephone numbers, and email addresses through the Student Access portal in SONISWEB. For instructions on how to do so, see the using SONISWEB link under the Current Students tab on the Seminary's Website.

Buying Books for Your Courses

In this age of internet book buying, there are many ways that students go about buying books for classes. The easiest way is to go onto Hartford Seminary's website and follow these easy steps:

- Click on the homepage link to the current course listing (In the Studying at Hartford Seminary section), scroll down to the course you are taking and click on the "Buy Books" link. This link will bring you to a page listing all of the books for the course and whether or not they are required reading or recommended.
- If you click on the "Buy Now" link you will be sent to the book on Amazon.com. At Amazon you will have the option of buying new or used copies or you may simply get the information on the books you need to have, and purchase them through your local bookseller.
- If the "Buy Books" link is not shown on the course listing, the faculty member has not yet decided on which books to require for the course. In that case, you may email the faculty member directly to inquire about when the booklist may be available.

Bulletin Boards

Bulletin boards are located at 77 Sherman Street in the stairwells on the 1st and 2nd floors. Informational items posted on the bulletin boards include apartments and houses for rent, job postings, and events and performances occurring in the region and sponsored by various faith communities, etc. To post an item on one of the bulletin boards please see Yvette Law, Communications Associate on the third floor of the main building.

Career Services/Placement

The Seminary does not provide a formal career services or placement office. You may discuss your general career and/or vocational goals with your faculty advisor. Churches and other potential employers often wish to communicate with the Seminary community. Postings for jobs and positions may be found on the bulletin boards in the stairwell at 77 Sherman Street. Postings are also listed in the Seminary e-newsletter "The Exchange."

Cell Phone Use

For the consideration of others, please turn cell phones off or set them for non-ring options during class sessions, while participating in events, and in the Library.

Chapel

Hartford Seminary is committed to supporting and providing worship opportunities that reflect the diversity of the seminary community. Student-led initiatives in worship are encouraged and should be placed on the seminary calendar so others may participate if they wish. The seminary also provides weekly community prayer and chapel services at 9:00am every Monday in the Knox Chapel of the main building. All students, staff, and faculty are encouraged to lead and participate in these weekly services, and should contact the faculty chair of the Chapel and Convocation committee for further information.

Coffee/Tea

Coffee and tea are available from the vending machine in the kitchen for \$.25 per cup. A garbage can is located in the kitchen and a recycling bin is located outside the kitchen window. Please clean up after yourself!

Computers

Five computers are available in the Student Reading Room on the main floor of the Library for your use in accessing electronic resources, checking e-mail, or writing papers. In addition, there are five computers in the stacks in the Seminary's lower level which are also available for your use. Please note: The Seminary does not provide technology or computer assistance except for those participating in online courses offered and who need specific help related to their online course site.

Convocation

Convocation is held at the beginning of the fall semester. It is a ceremonial "calling together" of the Hartford Seminary community and marks the start of the new academic year. The Convocation program includes a welcome and an interfaith ritual celebration, followed by a reception. All members of the Seminary community are encouraged to attend.

Copier

The copier available and designated for student use is located in the Library on the 1st floor of 77 Sherman Street. To use the copier: Press the 'ID' button on the keypad, enter the code '1111' and make your copies. Adjacent to the copier is a change machine. It accepts \$1, \$5, and \$10 bills. Please note: The copier on the 2nd floor of 77 Sherman Street in the hallway is not for student use. Thank you.

Educational Outreach (EDO)

Throughout the year, Hartford Seminary offers a diverse and rich series of non-credit events, lectures, programs, dialogues, seminars and workshops. These educational events are designed to relate to the academic programs, research, and scholarship of the Seminary as well as current national and world affairs. For more information, please see a listing of events at www.hartsem.edu or request a flyer called "Lectures, seminars and special events for people of all faiths" available from the Communications Office. Contact: Yvette Law, Communications Associate, at events@hartsem.edu, 860-509-9555.

Entering Hartford Seminary Academic Buildings

For the safety and security of Hartford Seminary, all of its academic buildings are alarmed and locked. During normal business hours (M-F, 8:30am-5pm), when classes are in session and when the library is open, 77 Sherman Street is staffed with a receptionist in the first floor lobby where guests are required to sign in and out and the main door to the building is unlocked. 80 Sherman Street, 76 Sherman Street and 60 Lorraine Street are not staffed with receptionists. These three buildings are locked 24 hours a day and the alarm systems are activated when faculty or staff are not present in the building. Therefore, it is necessary for students to identify who they are via a buzzer/intercom box at the front entrance and to be "buzzed" into these three buildings by the staff assistant in order to attend class or see a faculty member. The instructions for using the "buzzer" systems at 76, 80 Sherman and 60 Lorraine are as follows:

74-76 Sherman

At approximately shoulder level next to the front door is a small box with a white button. Press and release the white button; you will be asked to identify yourself; please do so by speaking into the box. (You do not need to press the white button again.) Once you have identified yourself; the door lock will be disengaged; you will hear a loud buzzing sound and while the buzzing sound is engaged, turn the knob and push the door open. Please be sure the door closes and latches behind you.

Hartford Institute for Religious Research (80 Sherman)

At approximately shoulder level next to the front door is a small box. Press the button and speak into the box to announce your arrival. The assistant will ask you to identify yourself. Once you have identified yourself; the assistant will disengage the door lock; you will hear a loud buzzing sound and while the buzzing sound is engaged, press down on the latch and push the door open. Please be sure the door closes and latches behind you.

Budd Interfaith Building (60 Lorraine)

First, go through the outside door. If the outside door is locked then no one is in the building. Once inside the door, you will see a small box with buttons at shoulder height to the right of the inside door. If the inside door is locked, press and release the button for the individual you have an appointment with. The names of the individuals with offices in the Budd Interfaith Building are listed beside each button. That individual will come and let you into the building. Please make sure that the inside door is closed firmly behind you as you come in and when you leave. If you are trying to gain entrance into the back door, there is a very small buzzer to the right of the door at shoulder height.

Exiting from Classes in the Evening

The front desk receptionist at 77 Sherman Street leaves at 9pm. After 9pm, and when the last class sessions end, students and faculty must exit the building through the door to the left of the main door of the first floor lobby. At 60 Lorraine Street, if the bolt on the

Library Hours

Monday – Thursday	9am-10pm
Friday	9am-5pm
Saturday	8:30am-3pm

Summer Hours

During the Summer Session in June, the library has special hours to accommodate the summer session schedule. Between the July 4th holiday and mid-August, the Seminary's operating hours typically change to Monday-Thursday, 8:30am – 5:30pm and the Seminary is closed on Fridays, Saturdays and Sundays during this period.

Housing

Hartford Seminary maintains several furnished apartments for room rentals to students and visiting scholars. Typically, new international students are required to live on-campus during their first year provided space in Hartford Seminary's on-campus student housing is available. Students and visiting scholars may obtain an on-campus apartment application and instructions by contacting Roseann Lezak at 860-509-9501 or rlezak@hartsem.edu.

Hartford Seminary is often informed of available local off-campus housing and we are happy to share this information with students when it is available. To see postings for rooms or apartments, you may check the bulletin boards in 77 Sherman Street, or you may contact Roseann Lezak, Director of Administration and Facilities. Hartford Seminary does not, however, assume any responsibility regarding external student housing arrangements nor does it act as an agent between students and apartment owners. To learn of apartments and houses available for rent in the Hartford Seminary area, you may also check the local newspapers or housing websites.

Identification Cards

Students may sign up to request a non-photo ID card at the front desk of 77 Sherman Street. It generally takes 3-5 days for the request to be processed. Students choosing to have their ID laminated will need to make that request, and pick up the ID the next week. Student ID's are not required to check books or materials out of the library; student ID's are necessary for logging in to the library's resources and databases from off campus. Students who need a photo ID should send a digital picture to mpavao@hartsem.edu. The photo ID will be available for pick-up one week after the photo is received.

International Student "Visit America" Fund

Hartford Seminary would like to encourage international students studying in its Graduate Programs to avail themselves of experiences that will expand and enrich their understanding of American culture. It is hoped that international students will seek opportunities to explore the cultural and geographic heritage of America, as well as the diverse ways of life that can be found in the U.S. through travel beyond the immediate reaches of Hartford. For this purpose, the Seminary manages a modest "Visit America" Fund that offers to defray the cost of travel to locations within the U.S. Examples of such travel include:

- a trip to visit friends, acquaintances, or relatives in another state
- travel to a city to visit museums, neighborhoods or other attractions
- an out-of-state ministry conference or event

If there is a more local site or event that will meet the intent of this fund, i.e., to enrich international students' understanding of American culture, and for which funding is necessary for attendance, this will also be considered an appropriate use of this Fund—but preference will be given to out-of-state travel.

To be eligible for receiving funds, an international student must:

- 1) be a matriculated Graduate Programs student in good standing
- 2) complete a travel funds request form that includes:
 - a) a description of the trip or experience for which funding is sought
 - b) a trip budget (including anticipated transportation, lodging, and food costs)
- 3) upon returning from your travels, submit the following:
 - a) a single paragraph summarizing highlights of the experience
 - b) receipts equal to (or greater than) the amount of the award received from this Fund

Please note that the purpose of this Fund is to *defray* costs outlined in your budget, not to cover the entire amount.

For an application and further details, please contact the Chief Development Officer, Jonathan Lee (860) 509-9556; jlee@hartsem.edu.

Kitchen/Café

The kitchen and café dining area are located between the Meeting Room and the Chapel in the main building at 77 Sherman Street. Classes, meetings, and worship may be taking place in the Meeting Room and the Chapel so we ask that you please be conscious of

the noise level. Students may use the refrigerator in the kitchen to store their food items when necessary. Please write your name on whatever you store there and please respect any other marked items in the kitchen and refrigerator. The microwave and conventional oven/stove are also available for student use.

Medical Emergencies/First Aid

In the event of a medical emergency, please call 911 immediately and then please call the receptionist at 77 Sherman Street at 509-9500 so that he/she may direct emergency personnel and notify appropriate personnel at the Seminary. First Aid kits are located in the academic buildings as indicated below.

77 Sherman Street – with the receptionist in the lobby, 1st floor

80 Sherman Street – in bottom drawer of cabinet in the women’s bathroom

60 Lorraine Street – in the janitor’s closet in the hallway by the restrooms (the door is marked “First Aid”)

Messages

In an emergency or if someone simply needs to reach you, messages may be left for any student with the Hartford Seminary receptionist at 860-509-9500 during hours when classes are in session. If you are expecting a call, please check at the front desk during class breaks. If the call received is an emergency, the receptionist will make every effort to locate the student in class to deliver the message. Please note that for classes on Monday through Thursday evenings, the front desk receptionist leaves the desk and locks the 77 Sherman Street building at 9pm.

Parking

Parking is available in three parking lots. The lot to the side of the main building (77 Sherman) is accessible from Sherman Street or Girard Avenue (follow Sherman around the curve and make a left at the stop sign onto Girard). When entering from Girard, please do not use the first six spaces to the left of the driveway; these are for residents of Girard Avenue apartments. The lot to the left rear of the Hartford Institute for Religion Research is accessible from the driveway between 80 Sherman and the Attorney General’s office. Please do not park in the spaces marked for residents or in the Attorney General’s lot. There is a small lot behind the Budd Interfaith Building at 60 Lorraine Street. Lorraine is a one way street that must be entered from Farmington Avenue. You may park in the lot or on Lorraine Street. If parking on the street, please be mindful of the parking restriction signs posted by the city. There is no fee for student parking at Hartford Seminary and no parking sticker is required.

Personal Belongings and Personal Safety

Students are urged to take reasonable precautions with regard to personal items and equipment. Please do not leave valuables or laptops unattended, and please keep wallets and purses on your person when leaving the room. It is recommended that personal items are not left in view inside cars. Please use common sense precautions for your personal safety. After evening classes, walk with classmates to parked cars.

Picnic Tables/Outdoor Dining

Picnic tables are located behind all academic buildings: 77 Sherman, 76 Sherman, 80 Sherman, and 60 Lorraine. There are also picnic tables in front of Hosmer Hall where the University of Connecticut Law School’s cafeteria is located.

Restrooms

Men’s and women’s restrooms are located on each floor next to the stairwell in 77 Sherman. Restrooms for student use are located on the first floors of 76 Sherman and 80 Sherman. In 60 Lorraine, the restrooms are located across from the conference room.

Seminary Publications

Annual Report

Published annually, copies available from the President’s Office.

Catalogue

Published annually, available for viewing and download online at www.hartsem.edu. For those without access to a computer or Internet, a printed copy may be requested by contacting the Academic Services Administrative Assistant (860) 509-9512; email mpavao@hartsem.edu.

The Exchange

Published weekly and distributed through the Communications office.

Student Handbook

Published annually, distributed beginning of each fall semester to new students and available for viewing and download at www.hartsem.edu.

Lectures, Seminars and Events for People of All Faiths

Available for viewing online at www.hartsem.edu is the definitive calendar of educational outreach programs provided and/or sponsored by Hartford Seminary.

Praxis

Hartford Seminary's publication; published three times per year (twice electronically), is available from the Office of Communications. All issues are available online at www.hartsem.edu/pages/about-us/praxis-online.aspx.

Smoking

Hartford Seminary is a smoke-free environment. All academic buildings are designated as non-smoking. Those choosing to smoke must do so outside.

Student Lounge

Small student lounges are located on the second floor of 77 Sherman access from the Business Office and in the Budd Interfaith Building.

Transcripts

For the protection of students and former students, all transcript requests must be submitted in writing and personally signed. Requests that are sent via e-mail cannot be honored. Transcripts will not be issued by fax. Upon written request and submission of the transcript fee of \$10 to the Registrar's Office, students and alumni may, at any time, request the Registrar to send their "official" transcript to a school or organization of their choice. Please allow 3-5 business days for transcript requests to be processed by the Registrar's Office. *Transcripts are issued only when all financial obligations to the Seminary have been met.* Students may print out an unofficial student course report through the Student Access portal at anytime.

U.S. Mailbox and Post Offices

The closest U.S. mailbox to Hartford Seminary is located directly in front of 77 Sherman Street just adjacent to the sidewalk. The closest U.S. Post Offices is at 433 Woodland Street Hartford.

Vending Machine

There is a soda and snack machine on the second floor of 77 Sherman. Take a right off the elevator (left off the stairwell) and follow the hallway. Please deposit cans in the recycling box near the machine.

Finding What You Need: People, Places and Information

Administrative Staff by Department

Office of the President	Heidi Hadsell - President
	Mary Zeman - Executive Assistant and Human Resources Director
Office of the Academic Dean	James Nieman - Academic Dean
	Vanessa Avery-Wall – Admissions and Recruitment Manager
	Lorraine Browne - Executive Assistant
	Marcia Pavao - Academic Services Administrative Assistant
	Karen Rollins - Director of Academic Services and Registrar
	Vincent Vu - Assistant to the Registrar
Office of Administration	Roseann Lezak Janow - Director
	Ronald Malcolm - Facilities Maintainer
Black Ministries Program	Benjamin Watts - Director
	Althea Walker - Program Assistant
Business Office	Lilyne Hollingworth - Comptroller
	Alicia Nesbitt - Financial Aid Coordinator
	Nancy Wood - Administrative Assistant
Communications	David S. Barrett - Director of Public and Institutional Affairs
	Yvette Law - Communications Associate
Distance Education	Scott Thumma - Director
Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations	Ingrid Mattson - Director
Financial Aid Office	Alicia Nesbitt - Financial Aid Coordinator
Hartford Institute for Religion Research	David A. Roozen - Director
	Sheryl Wiggins - Administrative Assistant
Institutional Advancement	Jonathan Lee - Chief Development Officer
	Janine Hewitt - Associate Director
International PhD Program	Yahya Michot - Director
	Mary E. Coleman - Administrator
Library	Steven Blackburn - Librarian
	Gale Brancato - Cataloguer
	Andrea Jones - Circulation and Interlibrary Loans and Receptionist
	Margaret Lezak - Technical Services
	Viola Mullin - Reference Librarian
	Marie Rovero - Administrative Assistant
Muslim Chaplaincy Program	Timur Yuskaev - Director
The Muslim World	Yahya Michot - Editor
	Martha Graham - Book Review Coordinator
	Nick Mumejian - Managing Editor
Veterans Affairs	Alicia Nesbitt - VA Certifying Official
Web and Information Technology	David Barrett - Director of Public and Institutional Affairs
Women’s Leadership Institute	Miriam Therese Winter - Director
	Margaret Lezak - Program Assistant

Location, Location, Location: Offices by Building

Richard P. Meier Building
77 Sherman Street

1st Floor
 Café
 Chapel
 Coffee/Tea Machine (in Kitchen)
 Computers (Library-Lower Level)
 Copier (Library-1st Floor Level)
 Kitchen
 Library
 Mailroom (Staff only)
 Meeting Room
 Receptionist

2nd Floor
 Business Office
 Classroom 205
 Classroom 206
 Facilities/Housing Office
 Student Forms Center
 Student Lounge
 Technology
 Vending Machine
 Writing Consultant

3rd Floor
Administrative Offices
 President's Office
 Academic Dean's Office
 Admissions Office
 Comptroller's Office
 Financial Aid Office
 Institutional Advancement
 Communications Office
 Ph.D. Program Administrator
 Registrar's Office

76 Sherman Street

1st Floor
 Meeting Room
 Living Room

2nd Floor
Faculty Offices

**Hartford Institute for Religion
Research (HIRR)**
80 Sherman Street

1st Floor
 Kitchen
 Classroom (Living Room)
 HIRR Administrative Staff

2nd Floor
Faculty Offices

**Martin and Aviva Budd Interfaith
Building**
60 Lorraine Street

Classroom
 Conference Room
 Prayer Room
 Student Lounge
 Kitchen

Faculty Offices

Who to Contact for What

Hartford Seminary 77 Sherman Street Hartford, CT 06105-2260		Main #: 860-509-9500 Fax: 860-509-9509 Internet: http://www.hartsem.edu
Admissions	Marcia Pavao, Academic Services Administrative Assistant	860-509-9512 mpavao@hartsem.edu
Apartments – Lease, facilities maintenance, Keys	Roseann Lezak, Director of Administration and Facilities	860-509-9501 rlezak@hartsem.edu
Candidacy Examination (D.Min.)	Lorraine Browne, Executive Assistant to the Dean	860-509-9553 lbrowne@hartsem.edu
Business Office – Financial Questions	Nancy Wood, Assistant to the Comptroller	860-509-9524 nancy@hartsem.edu
Class Cancellation (Weather Related)	Hartford Seminary main number or check Seminary website	860-509-9500 www.hartsem.edu
Cooperative Master of Divinity	Uriah Kim, Professor of Hebrew Bible	860-509-9564 ukim@hartsem.edu
Graduate Programs Registration/ Questions or Related Issues (Course Schedules, Incompletes, Withdrawals, Add/Drop, Student Access portal to SONISWEB, Transcripts)	Karen Rollins, Director of Academic Services and Registrar or Marcia Pavao, Academic Services Administrative Assistant	860-509-9511 krollins@hartsem.edu 860-509-9512 mpavao@hartsem.edu
Disability Issues/Services	Lorraine Browne, Executive Assistant to the Dean	860-509-9553 lbrowne@hartsem.edu
Distance Education/Online Courses	Scott Thumma, Web and Distance Education	860-509-9571 sthumma@hartsem.edu
Financial Aid Office	Lorraine Browne, Executive Assistant to the Dean Alicia Nesbitt, Financial Aid Administrator	860-509-9553 lbrowne@hartsem.edu 860-509-9545 anesbitt@hartsem.edu
Final Examination Scheduling for D.Min. Ministry Project or MA Final Paper, Project or Thesis	Lorraine Browne, Executive Assistant to the Dean	860-509-9553 lbrowne@hartsem.edu
Lectures and Special Events	David Barrett, Director of Public and Institutional Affairs	860-509-9519 events@hartsem.edu
Library Circulation/Interlibrary loan	Andrea Jones, Circulation Librarian	860-509-9500 library@hartsem.edu
Library Information/Resources	Steven Blackburn, Director of the Library	860-509-9561 sblackburn@hartsem.edu
Library Reserve/Reference	Marie Rovero, Library	860-509-9562 mrovero@hartsem.edu
PhD Program	Mary E. Coleman, PhD Administrator	860-509-9515 phdadmin@hartsem.edu
Student Issues	Karen Rollins, Director of Academic Services and Registrar James Nieman, Academic Dean	860-509-9511 krollins@hartsem.edu 860-509-9553 jnieman@hartsem.edu
Veterans Administration Benefits	Alicia Nesbitt, Financial Aid Administrator	860-509-9545 anesbitt@hartsem.edu
Website/Communications	David Barrett, Director of Public and Institutional Affairs	860-509-9519 events@hartsem.edu
WLI –Admissions/Program Related Questions or Issues	Miriam Therese Winter, Program Director	860-509-9558 mtwinter@hartsem.edu
Writing Support	Lorraine Browne, Executive Assistant to the Dean	860-509-9553 lbrowne@hartsem.edu

What Isn't In The Catalogue: Academic Information

Your best source for information on the Seminary's academic programs is the Catalogue. You can access the Catalogue through the Seminary's website or request a hard copy through the Academic Services Office at 860-509-9512. Below is some additional information on the academic program that isn't included in the Catalogue.

Academic Advising

Matriculated Students

At the time of acceptance and admission, the Dean assigns a faculty advisor to the student. Students are urged to make an appointment with her/his faculty advisor during the first semester of enrollment in a graduate program to discuss his/her educational objectives. It is very important that students also discuss course choices with their faculty advisor prior to registering for courses. Students are expected to initiate contact with her/his faculty advisor by making an appointment with the faculty advisor or seeing the faculty member during his/her posted office hours.

Special Students

The Admissions Manager or the Registrar are available to consult with special students about course enrollment and registration decisions and to answer questions about program application and matriculation. Special students may not exceed a maximum of 18 credits before matriculating into a program. (Those planning to enroll in a graduate certificate may only take 12 credits before enrolling.)

Changing Your Faculty Advisor

Students may change faculty advisors with the permission of both the old and new advisor, and the Academic Dean. A Change of Advisor Form can be found in the online student forms center.

Faculty Sabbaticals

When faculty advisors are on sabbatical, students may meet with the, PhD Administrator, Registrar or Dean during the registration period to discuss course options for the next semester.

Cancellation of Classes/Educational Events

On occasion, Hartford Seminary finds it necessary to cancel classes due to inclement weather or some other unforeseen circumstance. Every effort is made to make the decision to cancel classes or events as early and as prudently as possible in consultation with staff and other resources. An individual course instructor always has the right to cancel his or her class session due to either inclement weather or any other unforeseen circumstance. In the event a decision is made by the Dean to cancel classes at the Seminary or by the President to close the Seminary, the information will be posted on the Seminary's main website at hartsem.edu and the following radio and television stations will be notified: radio stations WTIC AM (1080), WTIC FM (96.5), WPOP AM (1410) and television channels 3 (WFSB) and 30 (WVIT). Students may also call the main Seminary number 860-509-9500 to hear a recorded message in the event the Seminary is closed. In the event an instructor decides to cancel his or her classes, and it is not a seminary-wide decision, students in the course will be notified via phone calls or email.

Course Schedules

There are a variety of course schedules at Hartford Seminary to meet the needs of our diverse student body. Course schedule formats are geared for students who are engaged in full-time work or other significant commitments. The minimum number of contact hours required for the course instructor and students to meet during the course is 45 hours. (All courses, unless otherwise indicated, are worth three graduate credits.) These courses are offered on a variety of schedules. The most common types are listed below.

Day-Long Courses Scheduled on Five Days Through Out the Semester

This course schedule is primarily designed to accommodate the needs of persons enrolled in the Doctor of Ministry program who are engaged in full-time ministry and may come from a considerable distance. It is frequently referred to as the D.Min. schedule and classes are held every three to four weeks. Most D.Min. students come to the campus to participate in the Colleague Seminar on Monday and an elective course on Tuesday. These courses meet from 10 a.m. – 5 p.m. on Mondays and 9 a.m. – 4 p.m. on Tuesdays and require additional work outside the classroom. Some of the Tuesday electives may be open to students in other programs.

Weekly Classes (Evening and Daytime)

Most of the Master's level course offerings are held during the late afternoon and evening hours on a weekly schedule throughout the semester. The course schedule is designed to accommodate persons whose work schedules prevent daytime courses. However, typically one course each semester is offered during the daytime.

January Intersession

A limited number of one-week intensive courses are offered during a designated week in January. These courses require students to complete reading and writing assignments throughout the Winter/Spring semester and to submit final course assignments by the end of that semester. January intersession course instructors set the final deadlines for January Intersession course work.

Summer Session

The Summer Session offers a number of courses during the months of May and June. Most summer courses are full-day sessions one week in length in June. Typically, at least one evening course, which meets two evenings a week for five weeks in May and June is also offered. Summer Session courses require students to complete reading and writing assignments over the summer and to submit final course assignments prior to the fall semester.

Online Courses

Typically, two courses each semester during fall and winter/spring semesters are offered online. Due to the nature of theological education and accrediting agency standards, there is a limit to the number of courses in any one program that may be taken online.

Documents on Writing Available in the Forms Center

The following materials are available from the on-site (2nd floor, 77 Sherman) and online forms centers to assist graduate students with their academic writing. The following resources can be found in the online forms center at: <http://hartsem.edu/pages/current-students/forms-center.aspx>

General Guidelines for a Research Paper
Master of Arts Final Degree Requirements

Guidelines for Doctor of Ministry Project Proposals and Examination
Doctor of Ministry Final Project Report Manual

There are also many excellent websites on writing style are available. Two recommended sites are:

Hunter College Writing Center <http://rwc.hunter.cuny.edu/reading-writing/on-line.html>
Capital Community College <http://grammar.ccc.commnet.edu/grammar/>

Forms Center

The forms center contains forms for students in all seminary graduate and certificate programs. At the forms center, you can find a variety of resources. Virtually any form that you may require to facilitate an administrative student-related process is available at the forms center. The on-site forms center is located on the 2nd floor of the main building (77 Sherman Street) near the vending machine and student lounge area. The online forms center is located at <http://hartsem.edu/pages/current-students/forms-center.aspx> Should you have any comments about the on-site or online centers, please call the Academic Services Administrative Assistant at 860-509-9512.

Required Writing Assistance

The personal statement required as a component of the application for all students seeking to matriculate into a degree program is carefully reviewed by the Admissions Committee. When necessary, the Admissions Committee may recommend that a newly admitted student avail her/himself of the services of the Seminary's Writing Consultant. Such services may consist of workshops or individualized work and are provided at no additional cost to Hartford Seminary graduate program students. Should a student be placed on academic probation, he/she will be required to meet with the Hartford Seminary Writing Consultant for a minimum of ten hours each semester until her/his cumulative average returns to a non-probation level. The purpose of the meetings will be to focus on written work in current or incomplete courses. Further information is available from the Executive Assistant to the Dean at 860-509-9553.

Writing Consultants

Hartford Seminary has two Writing Consultants on staff whose services are available at no extra cost to graduate program students. The Writing Consultants provide individual support and are available by appointment only. The Writing Consultant cubicle is located on the 2nd floor of 77 Sherman Street across from the Business Office, and this is where the Consultant will meet with the student at the scheduled time. For more information about the Writing Consultants, please obtain their guidelines and contact information from on-site or online forms center, or contact the Executive Assistant to the Dean at 860-509-9553.

“Come Into My Web” said the Spider to the Fly: Seminary Websites and Facebook

Hartford Seminary offers a plethora of information about academic programs, faculty, educational outreach events and offerings, and religion in general through its central and related websites. The Seminary’s primary website is located at <http://www.hartsem.edu>. From there, users can access the many other online resources provided.

In addition to the primary seminary site, each of the centers and the library have their own sites with extensive resources available online.

Hartford Seminary

www.hartsem.edu

The Hartford Seminary web site provides students with a wealth of online resources and support for their academic pursuits. The main Seminary site offers information about the school, the faculty and staff, and the academic calendar. You can also find information on the latest course listings as well as links to course syllabi and course websites. The current student section includes helpful information for students, the official policies of the Seminary, and an extensive online forms center where you can download nearly all the necessary forms. The site also provides students with the latest news about the Seminary, educational outreach events, and alumni information including an electronic version of the Seminary magazine, *Praxis*. Students can also access the SONISWEB system from the home page of the Seminary’s main site.

Hartford Institute for Religion Research

<http://hrr.hartsem.edu>

The Hartford Institute for Religion Research site contains a great deal of information about contemporary religious life in the US, offering a disciplined understanding of the interrelationship between the inner life and resources of American religious institutions and the possibilities and limits placed on those institutions by the social and cultural context into which God has called them. The Institute and website are committed to providing quality social scientific religion research information that is helpful for religious leaders and the general public. Sections of the site provide information about the growth of mega churches, nondenominational congregations, Pentecostalism, church and denominational growth and decline, Women and Religion, and Religion on the Internet.

Duncan Black Macdonald Center for the Study of Islam and Christian-Muslim Relations

<http://macdonald.hartsem.edu>

The Macdonald Center for the Study of Islam and Christian-Muslim Relations continues the Seminary’s engagement with the Muslim World that was initiated over a century ago. The Center, its journal *The Muslim World* and its website continues to educate the public on Islam and Christian-Muslim relations. The website contains information about Macdonald Center faculty, their writings and links to other helpful information about Islam. The Islamic Chaplaincy website can be accessed through the Macdonald Center website.

Library

<http://library.hartsem.edu>

The Hartford Seminary library website contains an online catalog of holdings, links to additional online resources, and numerous guides for students in both print and electronic formats.

Faith Communities Today

<http://FACT.hartsem.edu>

The Faith Communities Today study is the largest study of congregations in the US ever with over 14,000 congregations surveyed, and the data from this study and similar ones done in 2005, 2008 and 2010 are fully available online in a number of formats and executive summaries. Additionally, user-friendly resources for clergy and lay leaders are available on this site.

Social Media

www.facebook.com/hartsem

www.twitter.com

Hartford Seminary is now on *facebook* and *twitter*, providing you with up-to-date information on events, course info, news coverage, photos, and much more.

It's Not Just About Books: Library Information

The value of a strong collection with diverse holdings sufficient to support faculty research, graduate student investigation, and coursework as well as religious inquiry from the general public, has always been recognized at Hartford Seminary. Even before the state of Connecticut granted a charter for the Theological Institute of Connecticut in 1834, a sum of \$2,000 was voted to found its library so that a “respectable number of books” were on hand even before the cornerstone was laid in East Windsor. Subsequent campuses in Hartford on Prospect, Broad, Elizabeth, and now Sherman Street have all boasted fine resources, whether in manuscript, print, audio-visual/film, or electronic form.

Due to the administrative funding of careful collection development strategies, as well as the largesse of many donors during the 19th, 20th, and 21st centuries, Hartford Seminary has built an internationally known collection of close to 100,000 volumes and over 300 journals that excels in a number of fields including the Sociology of Religion, Black Ministries, Hispanic Ministries, Theological Feminism, Islam and Christian-Muslim Relations, Pastoral Care, and Ecumenism. This collection represents a broad array of theological traditions reflecting Hartford Seminary’s diversity and multi-faith character.

A number of special collections are a treasure trove for serious students of religion who come to Hartford Seminary for study and research. One noteworthy special collection pre-dates the 19th century and focuses on the Middle East; it is supplemented by thousands of volumes from the personal libraries of missionaries, theologians, linguists, pastors, educators, divines and ecclesiastics. Also noteworthy are the hundreds of translations (including Serbo-Croatian, Gaelic, and Japanese) of The Thousand and One Nights; and a significant number of holdings of the sermons and papers of the Calvinist divine Asahel Nettleton of the Second Great Awakening.

Located on the ground floor of the main Seminary building, the Library’s Dillenberger Reading Room as well as the student reading room and reference area contain lounge chairs, study tables and computer terminals in addition to Library offices and service desks, all flooded by light from large plate glass picture windows on three sides. Items for viewing in a pair of display cases add to the scholarly ambiance of the workspace.

The main portion of the collection is found downstairs, where movable stacks have allowed the Library to hold many more volumes than its size would suggest. The extra space has afforded the installation of further computer terminals as well as three study carrels in the immediate vicinity of the stacks. A dedicated, professional staff of two full-time and four part-time workers, representing decades of experience in the support of religious scholarship, help ensure that library patrons will obtain the information they need, even if the particular resources are not housed at Hartford Seminary. They are ready to assist in all aspects of electronic access to library resources from on-campus as well as remote sites. The Library’s online public access catalog can be reached through our website at www.library.hartsem.edu.

Circulation and Checking out Library Materials

Student ID cards are not required to check out books from the library. Anyone officially enrolled in courses either for credit or as an auditor is allowed to check out library materials. Identification will be requested at the time of checkout. Books circulate for four weeks and are renewable by email, phone, or contacting us in person. Video items circulate for seven days. Fines are 25 cents per day. Journals do not circulate.

Interlibrary Loan

Interlibrary loan is readily available. For details on how to use interlibrary loan, please see Andrea Jones, Circulation Librarian, or Marie Rovero, Reference and Library Services.

Logging in to Library Resources from Off-Campus

Most library resources may be accessed from your home, place of work, or other non-Seminary site by going to our home-page: <http://www.library.hartsem.edu/>. From there, you may directly go to our Online Public Access Catalog (OPAC) by clicking on the “Library Catalogue” found in the left-hand section of the webpage.

Other resources available besides the OPAC include iConn (the state-wide library catalogue, accessed from “Books,”) Dissertations, E-journals, Religion News, and Islam, all listed down the left-hand side of the home page. The OPAC allows “Simple” and “Power” searching. Under “Simple” all you need supply is the title or the author, or even just a “keyword” in the window provided. If we have the material in question, the OPAC will show the item’s call number as well as whether it is currently checked out or available on the shelf.

Other resources and databases may require that you take an intermediate step. On the Library home page, towards the upper-left hand corner can be found the words “Off-Campus Login.” Click on this and follow the instructions, which will ask for your username (usually your surname) and your password, which can be found on your Student ID card. From here you will be able to access such resources as EBSCO (for journal articles, a number of which are “full-text,” i.e., reproducing the article in its entirety right on your computer screen), and many on-line Reference Sources.

If you do not have your Student ID card, phone the Circulation Desk at 860-509-9500; the staff person can supply you with the information necessary for the login process once we’ve verified your enrollment as a Seminary student.

Some resources, unfortunately, are not available from outside the Library. These include all CD-Rom related materials, such as the *Encyclopedia of Islam*. Be sure to note, under library information, an invitation to ask questions of the Reference Librarian. You may borrow books by mail, and inter-library loan services are available to you during the term of your enrollment.

Orientation to the Library

There will be a specially designated time during student orientation for students to participate in a library tour. If special circumstances prevent you from participation in orientation, students may stop by the library to set-up a personalized tour. You can contact the library staff by calling 860-509-9500 or by sending an e-mail to: library@hartsem.edu.

We're Here to Help: Information for Those With Special Challenges

Accessible Classrooms/Meeting Areas

- 77 Sherman: Chapel; Classrooms 205 and 206; Meeting Room (including 2nd floor balcony); Student Lounge
- 76 Sherman: Conference Room; Living Room
- 80 Sherman: Living Room
- 60 Lorraine: Classrooms

Accessible Entrances

Upon request, arrangements may be made for a staff person to open the entrance door for the arrival and departure of a mobility impaired student.

- Main entrance of 77 Sherman Street (77 Sherman houses administrative offices, classrooms, library, kitchen, the café (a small dining area adjacent to the kitchen), the chapel, and a small student lounge)
- Front entrance of 76 Sherman Street - (76 Sherman houses faculty offices, a small conference/classroom, and the living room)
- Rear entrance of 80 Sherman Street (Hartford Institute for Religion Research) – (80 Sherman houses faculty offices, the living room (a classroom/meeting room), and a kitchen area.)
- Rear entrance of 60 Lorraine Street – If the door is locked, there is a small buzzer to the right of the door.

Accessible Kitchen Areas

- 77 Sherman: on first floor (some maneuverability in a wheelchair may be restricted)
- 80 Sherman: on first floor
- 60 Lorraine: in the northeast corner of the building next to the student lounge

Accessible Lavatories

- 77 Sherman: on first floor
- 76 Sherman: on first floor
- 80 Sherman: on first floor

Accessible Parking

- 77 Sherman: adjacent to the sidewalk
- 76 Sherman: at side rear of building
- 80 Sherman: at rear of building
- 60 Lorraine: at rear of building

Disability Support Services

It is the policy and practice of Hartford Seminary to provide reasonable accommodation/s for students with disabilities to the extent it is readily achievable to do so. Individuals who are enrolled at the Seminary are expected to be able to carry out the essential requirements of the course, curriculum, or program in which they are enrolled with reasonable accommodation. Students with disabilities are eligible for disability support services when they are enrolled in courses for graduate credit or in certificate program courses required for the completion of the program certificate. The Seminary will not make accommodations that are unduly burdensome or that fundamentally alter the nature of any given course, curriculum, or program.

Students with a disability who desire reasonable accommodation must submit documented evidence of the disability to the Office of the Academic Dean as soon as possible after admission to the Seminary and each successive academic year, or portion thereof, during which accommodation is requested. (The academic year begins with the Fall semester and includes Fall semester, January intersession, Winter/Spring semester and Summer session.) Accommodation/s will be determined on a case by case basis by the Dean of the Seminary in consultation with relevant officers. *Accommodations will not be made without a request by the student and documented evidence of the need for the accommodation.* Students are expected to avail themselves of services and equipment (where applicable) provided by the various governmental and social service agencies designated for providing such aids to persons with disabilities. Students are responsible for discussing requests for accommodation/s with the Academic Dean *no less than two weeks prior to the beginning of the semester* in which the student is matriculated. Examples of the kinds of reasonable accommodations that *may* be arranged are:

- administering examinations under special conditions;
- referral to the Seminary Writing Consultant or tutors;

- assistance in making arrangements for use of auxiliary equipment in the classroom such as tape recorders, laptop computers, etc. (this does not guarantee or oblige the Seminary to provide the special or auxiliary equipment);
- orienting course instructor/s about the student's disability.

Getting Your Grades and Other Fun Stuff: The Student Access Portal to SONISWEB

SONISWEB is the software Hartford Seminary uses to manage institutional records including student data and course information. It is a web-based system and can be accessed at anytime by any registered user from any computer with an internet connection.

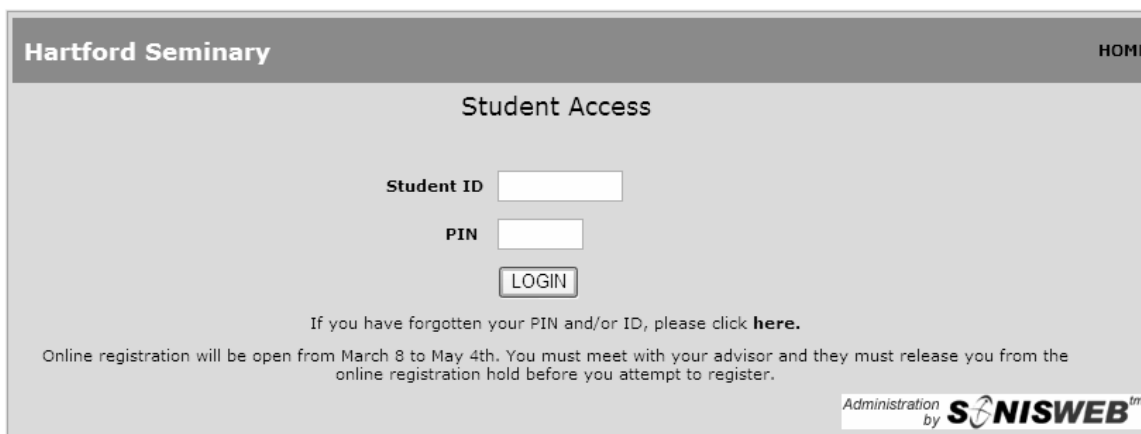
Active students will enter SONISWEB using the Student Access portal. In order to enter the system you will need to have your Student ID and PIN number. If you don't have your Student ID and PIN please send an email to registrar@hartsem.edu.

Through SONISWEB you can: register for classes, view your grades, print out your grades, complete course evaluations, access course information, view your bill and contact other Seminary community members.

We have developed a series of tutorials to orient you to the various functions you will be using in SONISWEB. These tutorials can be accessed from our website at: <http://hartsem.edu/pages/current-students/sonis-tut.aspx>.

To access the system go to the home page of the seminary at www.hartsem.edu click on the button that says **Student Access** on the front page.






If this is your first time entering the system you will be immediately prompted to change your PIN. Your new PIN must be between 4 and 6 characters in length. Please write down your PIN – you are responsible for it. If you decided to change your PIN again in the future you can do so by simply typing in your new PIN on the **Update Bio** page and clicking the submit button.



The screenshot shows the 'Student Access' login page. At the top left is the 'Hartford Seminary' logo and at the top right is a 'HOME' link. The main heading is 'Student Access'. Below this are two input fields: 'Student ID' and 'PIN'. A 'LOGIN' button is positioned below the PIN field. A link labeled 'here.' is provided for users who have forgotten their PIN or ID. A notice states that online registration is open from March 8 to May 4th and requires an advisor's release. The bottom right corner features the text 'Administration by SONISWEB™' with a logo.

The first thing you should do is check your biographic information by clicking on the **Update Bio** icon in the upper right of the screen (green arrow.)

Hartford Seminary

[Events](#)
[Printable](#)
[Update Bio](#)
[Search](#)
[Reminders](#)

**Secured Student Options
for Student Test**

[Logout](#)
Bio
[Schedule](#)
[Registration](#)
[Degree Audit](#)


<p>Address: 77 Sherman Street Hartford , CT 06105</p> <p>Phone: 860-509-9500</p> <p>E-Mail: teststudent@hartsem.edu</p> <p>Program:</p>	<p>Request</p> <p>Campus: Main</p> <p>Department: Graduate Program</p> <p>Division: MA</p> <p>Advisor: Scott Thumma (*)</p>
--	--

Transfer Courses Accepted for Credit - NONE
Completed Courses - NO COURSES WITH OFFICIAL GRADES
In Progress Courses

Year/Sem	Course	Description	Session	Section	Mid-Term	Credits	Grades
200910/1	DM-795	DMin Project Colloquium		01		0.00	
200910/1	AM-575	The Art of Preaching		01		3.00	

Whenever you change anything on the Update Bio page you must click “Submit” for the changes to be processed. If the submission is successful you will get a “Submission Processed Successfully” message.

Biographic Information for Student Test






Logout	Bio	Schedule	Registration	Degree Audit
Last Name:	Test			
First Name:	Student MI:			
Street Name:	<input type="text" value="77 Sherman Street"/>			
Additional Address:	<input type="text"/>			
Additional Addr 2:	<input type="text"/>			
City / State :	<input type="text" value="Hartford"/>	<input type="text" value="Connecticut"/>		
Zipcode / Country :	<input type="text" value="06105"/>	<input type="text"/>		
Phone:	<input type="text" value="860-509-9500"/>			
Work Phone	<input type="text" value="860-509-9511"/>			
Cell Phone:	<input type="text"/>	Cell Phone Provider:	<input type="text"/>	
			Text Me Flag: <input type="checkbox"/>	
E Mail:	<input type="text" value="testudent@hartsem.edu"/>			
PIN:	<input type="text" value="•••••"/>			
Search Display Options:	<input checked="" type="checkbox"/> Publish Name <input type="checkbox"/> Publish address <input type="checkbox"/> Publish Phone Number <input type="checkbox"/> Publish E Mail Address <input type="checkbox"/> Publish Work Phone Number			
		<input type="button" value="SUBMIT"/>	<input type="button" value="RESET"/>	

Also on the Update Bio page you will need to decide what pieces of basic personal information you wish other Hartford Seminary Community members to see. Initially all of these boxes will be unchecked. If you do not check any of them, your personal biographic information will only be able to be accessed by Seminary staff and your faculty advisor. If you check a box, that information will become available to anyone in the Hartford Seminary Community that has access to the system (including all students and faculty.)

If you have a cell phone and are willing to receive emergency text messages, please enter the number and provider on the biographic page. Also, click the “Text Me Flag” box. This information is needed to make the text message feature work. We will only be using the text message feature on limited occasions such as for emergency closings announcements.

On the main **Bio** page (as opposed to the Update Bio page) you will see your biographic information as it currently appears in the system. You will also see a list of the courses you have taken with grades you received in those courses and the courses that you have registered for in the current or upcoming semester. To print out a text version of your course information, you should click on the “Printable” icon on the top right hand side of the page.

Hartford Seminary

**Secured Student Options
for Student Test**

Logout	Bio	Schedule	Registration	Degree Audit			
Address: 77 Sherman Street Hartford, CT 06105		Requests					
Phone: 860-509-9500		Campus: Main					
EMail: teststudent@hartsem.edu		Department: Graduate Program					
Program:		Division: MA					
		Advisor: Scott Thumma (*)					
Transfer Courses Accepted for Credit - NONE							
Completed Courses - NO COURSES WITH OFFICIAL GRADES							
In Progress Courses							
Year/Sem	Course	Description	Session	Section	Mid-Term	Credits	Grades
200910/1	DM-795	DMin Project Colloquium		01		0.00	
200910/1	AM-575	The Art of Preaching		01		3.00	





Copyright© RJM Systems, Inc. 1997-2009

The **light bulb icon** on the top right hand side of the page is for reminders. You can be sent reminders from your faculty instructors, your advisor or from a Seminary administrative department. If you have reminders waiting to be read the icon will turn yellow and have little hash marks around it indicating a reminder is waiting.

The **search button** allows you to search for anybody who is in the system. All you have to do is type in their name, indicate their relationship to the community (faculty, staff, student, alumni) and click search. If they are in the system **and** they have chosen to have their information published, their contact information will come up. If they have chosen to publish their email address, you can click on their name and that will automatically open your email software so you can send them an email.

By clicking on the **Schedule tab** you can access information about your courses. To enter the site for a particular course you need to click on the underlined course number for the course you wish to access.

Hartford Seminary

**Student Schedule
for Student Test**

Logout	Bio	Schedule	Registration	Degree Audit						
School Year: <input type="text" value="200910"/> Semester: <input type="text" value="Fall"/> <input type="button" value="Change"/>										
Course	Section	Sess.	Description	Times	Start	End	Location	Credits	MidTerm Grade	Final Grade
AM-575	→	01	The Art of Preaching	:0-:0	09/09/08	12/17/08		3.00		
DM-710	→	01	D.Min. Colleague Seminar I	:0-:0	09/09/09	12/21/09		3.00		
DM-795	→	01	DMin Project Colloquium	:0-:0	09/09/09	12/21/09		0.00		
Viewing: 2009/10 Semester: Fall								Total Credits Attempted: 6.00		
GRADES IN RED ARE UNOFFICIAL										

If your faculty instructor has opted to use the class site you will see a screen similar to the one below which may have the syllabus, class assignments and other readings.

X
[Close](#)

DM-710 - 01
D.Min. Colleague Seminar I

Lead Faculty: Roozen, David

Instructor:	Roozen, David	Email Instructor
Classroom:		
Start/End Dates:	09/09/2009-12/21/2009	
Day/Times	TBD	

Syllabus

Instructor Office Hours
 There are no Office Hours available for this course.

Course Files





File	Description	Date Assigned	File Owner
<small>TO SAVE FILE: Right Click, Save Target As/Save Link As</small>			
Craft1.pdf	Making a Claim - Part 1	07/08/2009	
Craft2.pdf	making a Claim - Part 2	07/08/2009	
PerspectiveBio.doc	Perspective: This Treasure ...	07/08/2009	

Course Announcements

Retreat Assignments	07/08/2009
-------------------------------------	------------

To open the “Forum” page to participate in the discussion board for one of your courses, click on the “Schedule” tab, which will display the courses you are currently enrolled in. Just to the right of the course number, you will see a small arrow and a page icon. Click on these, and this will open the Forum page. Through the Forum you may participate in ongoing discussions or post topics of your own.

Hartford Seminary

 [Booklist](#)
 [Printable](#)
 [Update Bio](#)
 [Search](#)

Student Schedule
for Student Test

Logout	Bio	Schedule	Registration	Degree Audit
------------------------	---------------------	--------------------------	------------------------------	------------------------------

School Year: Semester:

Course	Section	Sess.	Description	Times	Start	End	Location	Credits	MidTerm Grade	Final Grade
AM-575	→	01	The Art of Preaching	:0-:0	09/09/08	12/17/08		3.00		-
DM-710	→	01	D.Min. Colleague Seminar I	:0-:0	09/09/09	12/21/09		3.00		-
DM-795	→	01	DMin Project Colloquium	:0-:0	09/09/09	12/21/09		0.00		-

Viewing: 2009/10 Semester: Fall Total Credits Attempted: 6.00

GRADES IN RED ARE UNOFFICIAL

How to Complete the Online Course Evaluation

All course evaluations are done online through SONISWEB. Please keep in mind that in order to see your grade for a course through the Student Access, you must submit a course evaluation by the course evaluation deadline.

Completion should take between 10-15 minutes. The instructor will see a summary report and individual responses will be completely anonymous.

The Seminary takes these evaluations very seriously. They are used by the instructors, by the administration and by our accreditors. We sincerely hope you will give your honest and thorough feedback.

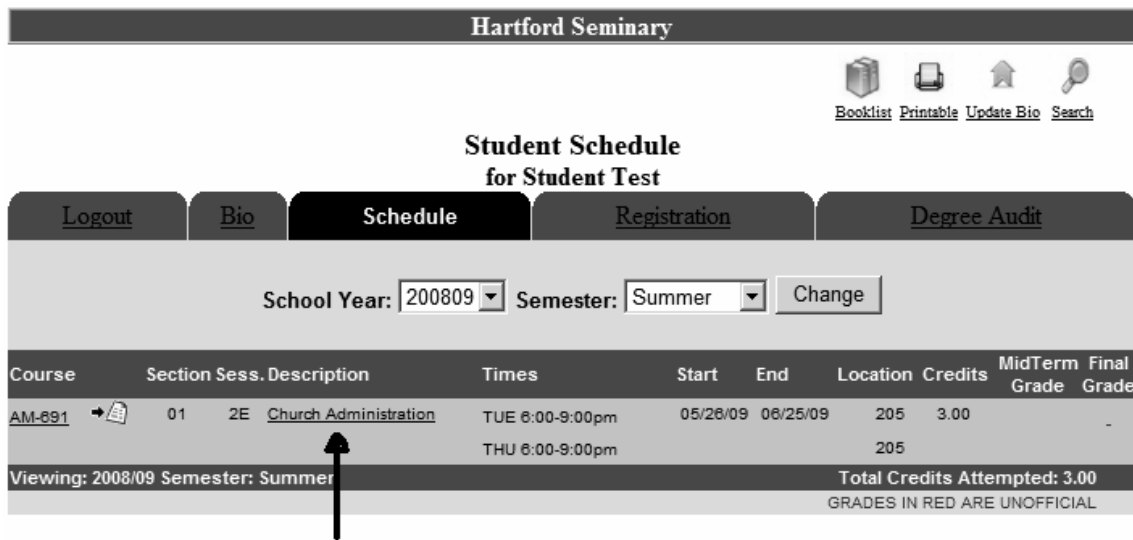
To begin please follow the steps below. If you have any problem you may call the Registrar’s Office 860-509-9511 for assistance.

Log into your account through the Student Access button on the Seminary’s homepage. If you do not have your Student ID and PIN number please send an email to registrar@hartsem.edu.

Click on Schedule tab.

Make sure the School Year and Semester are correct. If not, change them by using the pull down menus and then click the “Change” button.

Click on the name of the course for which you wish to complete your evaluation.



Hartford Seminary

[Booklist](#)
[Printable](#)
[Update Bio](#)
[Search](#)

**Student Schedule
for Student Test**

[Logout](#)
[Bio](#)
[Schedule](#)
[Registration](#)
[Degree Audit](#)

School Year: Semester:

Course	Section	Sess.	Description	Times	Start	End	Location	Credits	MidTerm Grade	Final Grade
AM-891	01	2E	Church Administration	TUE 6:00-9:00pm THU 6:00-9:00pm	05/26/09	06/25/09	205	3.00		
Viewing: 2008/09 Semester: Summer								Total Credits Attempted: 3.00		
GRADES IN RED ARE UNOFFICIAL										

Copyright© RJM Systems, Inc. 1997-2009

After clicking on the link a new window will open with the evaluation form. The course name and number will be at top of the evaluation.



Close

**COURSE EVALUATION FOR AM-691 - 01
Church Administration**

Instructor: Bennett, Anthony

Hartford Seminary Graduate Course Evaluation

Instructor Evaluation

The course instructor was prepared.

- Poor
- Fair
- Good
- Very Good
- Excellent
- Not Applicable

The course instructor was knowledgeable in the subject area.

- Poor
- Fair
- Good
- Very Good

Scroll down and be sure to answer all the relevant questions. When you are done click “Submit Evaluation” at the bottom of the page.
** NOTE – if you are enrolled in one of the online courses please be sure to complete those questions as well.

I invested enough time to meet the course requirements.

- Agree
- Strongly Agree
- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Overall, the online format of the course was effective.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Please feel free to add any additional comments related to the online nature of this course.

←

The text questions allow for very long answers so do not feel limited by the small box size.

Please repeat this process for each course you are enrolled in.

You must complete evaluations before the deadline in order to view your grades.

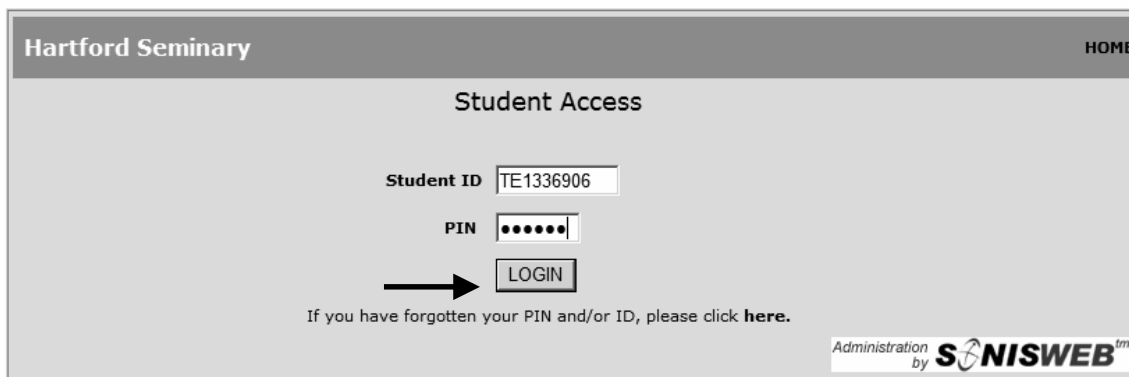
Matriculated Graduate Student Registration Procedures

(Special Students and Auditors must register using paper forms.)

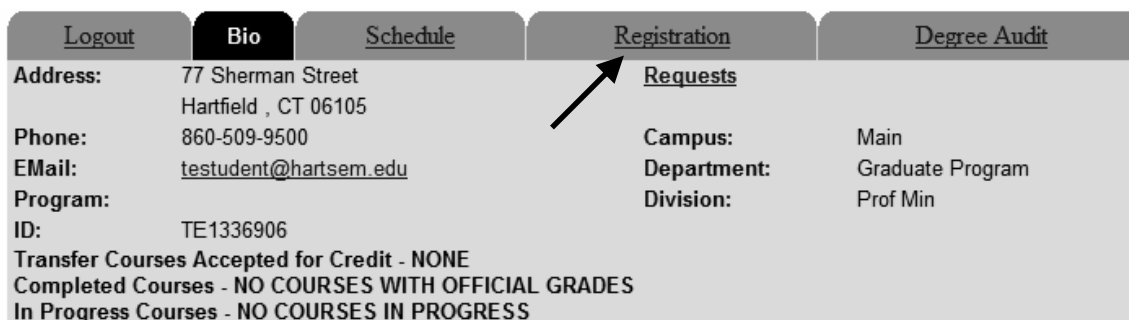
You will only be able to register using SONISWEB during the designated registration period. If you must register after the deadline you will be charged a late registration fee and will have to use paper forms.

First log into the system by going to the home page of the Seminary at www.hartsem.edu and clicking on the button that says **Student Access** on the front page. (If you need your student ID and PIN please contact the Registrar’s Office.)

If this is your first time entering the system you will be immediately prompted to change your PIN. Your new PIN must be between 4 and 6 characters in length. Please write down your PIN – you are responsible for it. If you decide to change your PIN again in the future you can do so by simply typing in your new PIN on the **Update Bio** page and clicking the **Submit** button.



When you are ready to register click on the **Registration** tab. Registration will only be open to you during the designated registration period and only after you have discussed your course options with your faculty advisor, and your advisor has released you from registration hold.



Once you are in the **Registration** tab, select the year and semester for which you wish to register from the pull down menu and click **Submit**.

Select a School Year/Semester
 200910/Summer

for Student Test
 Currently registering under degree <No degree> at *Hartford Seminary*

[Logout](#) | [Bio](#) | [Billing](#) | [Ledger](#) | [Schedule](#) | **Registration** | [Degree Audit](#)

Select Beginning Course Letter
[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |
[View All \(slow load ~ 22 Total Courses\)](#)

Course Offerings (Click on Spaces link to begin steps.)

Course Offerings (Click on the Course link: below to begin steps.)

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time	Desc	Campus
AM-610	30	Economy and Preaching	01		3	J. Nieman		TBD	Main

Locate the first course you wish to register for by selecting the corresponding first letter of the course number. For example if the course number is RS-541 you click on the letter "R." (Or click "View All" to see all the course offerings on one page.)

Select a School Year/Semester
 200910/Summer

for Student Test
 Currently registering under degree <No degree> at *Hartford Seminary*

[Logout](#) | [Bio](#) | [Billing](#) | [Ledger](#) | [Schedule](#) | **Registration** | [Degree Audit](#)

Select Beginning Course Letter
[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |
[View All \(slow load ~ 22 Total Courses\)](#)

Course Offerings (Click on Spaces link to begin steps.)

Course Offerings (Click on the Course link: below to begin steps.)

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time	Desc	Campus
AM-610	30	Economy and Preaching	01		3	J. Nieman		TBD	Main

You should then see all of the courses that start with that letter. To select the course you want, click on the blue course number.

[Home](#) [Update Bio](#) [Search](#)

Select a School Year/Semester

200910/Summer

for Student Test

Currently registering under degree <No degree> at Hartford Seminary

- [Logout](#)
- [Bio](#)
- [Billing](#)
- [Ledger](#)
- [Schedule](#)
- [Registration](#)
- [Degree Audit](#)

Select Beginning Course Letter

[A](#) [B](#) | [C](#) [D](#) | [E](#) [F](#) | [G](#) [H](#) | [I](#) [J](#) | [K](#) [L](#) | [M](#) [N](#) | [O](#) [P](#) | [Q](#) [R](#) | [S](#) [T](#) | [U](#) [V](#) | [W](#) [X](#) | [Y](#) [Z](#) |
[View All \(slow load ~ 22 Total Courses\)](#)

Course Offerings (Click on Spaces link to begin steps.)

Course Offerings (Click on the Course link below to begin steps.)

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
RS-541	30	Understanding Congregations	01		3	S. Thumma	TBD	Main
RS-630	30	Muslim Life Through Fatwas	01		3	Y. Michot	TBD	Main

This will bring you to a new screen. The course you chose should appear in red at the top of the screen. If you wish to register for additional courses during the same semester repeat the process. Once you have selected all of the courses you wish to take and they are appearing in red at the top of the page then click on the blue link to **“Continue with Step 2.”** If any of the courses listed are incorrect click on the red course number of the incorrect course to remove it.

for Student Test

Currently registering under degree <No degree> at Hartford Seminary

- [Logout](#)
- [Bio](#)
- [Billing](#)
- [Ledger](#)
- [Schedule](#)
- [Registration](#)
- [Degree Audit](#)

RS-541	Understanding Congregations	01	3	S. Thumma	TBD	Main
------------------------	-----------------------------	----	---	-----------	---------------------	------

Step 1: Select all of your courses (pending) then proceed to Step 2. [Continue with Step 2.](#)
Your shopping cart is set to time out at 10:34 AM.

Select Beginning Course Letter

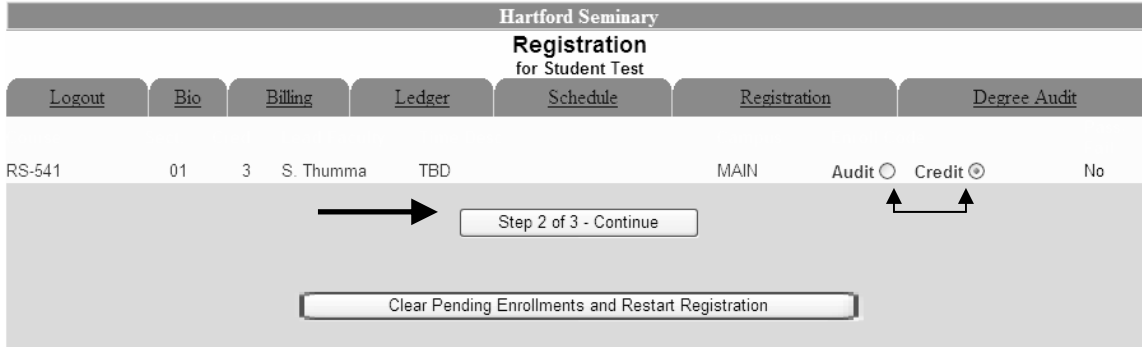
[A](#) [B](#) | [C](#) [D](#) | [E](#) [F](#) | [G](#) [H](#) | [I](#) [J](#) | [K](#) [L](#) | [M](#) [N](#) | [O](#) [P](#) | [Q](#) [R](#) | [S](#) [T](#) | [U](#) [V](#) | [W](#) [X](#) | [Y](#) [Z](#) |
[View All \(slow load ~ 22 Total Courses\)](#)

Course Offerings (Click on Spaces link to begin steps.)

Course Offerings (Click on the Course link below to begin steps.)

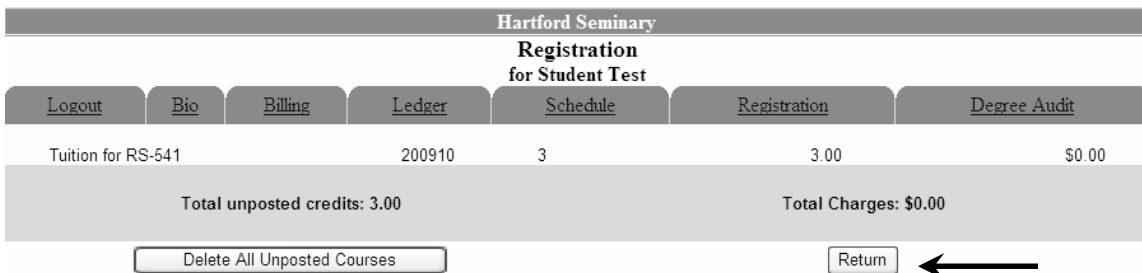
Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time Desc	Campus
RS-541	29	Understanding Congregations	01		3	S. Thumma	TBD	Main
RS-630	30	Muslim Life Through Fatwas	01		3	Y. Michot	TBD	Main

Then you must indicate whether you wish to take the courses you have selected for credit or audit by clicking on the appropriate buttons. The default is credit. When you have made your selection you click on the **“Step 2 of 3 – Continue”** button.



The screenshot shows the 'Hartford Seminary Registration for Student Test' interface. At the top, there is a navigation bar with buttons for Logout, Bio, Billing, Ledger, Schedule, Registration, and Degree Audit. Below this, course information is displayed: RS-541, 01, 3, S. Thumma, TBD, MAIN, Audit (radio button), Credit (radio button), and No. A 'Step 2 of 3 - Continue' button is highlighted with a black arrow pointing to it from the left. Below the course information, there is a 'Clear Pending Enrollments and Restart Registration' button. The 'Credit' radio button is selected, and a small arrow points to it from the 'Continue' button.

The final step is to review the charges and click the **Return** button. If you have made an error you can delete the courses and start over by clicking on the **Delete All Unposted Courses** button.



The screenshot shows the 'Hartford Seminary Registration for Student Test' interface with a summary of charges. The navigation bar is the same as in the previous screenshot. Below it, the following information is displayed: Tuition for RS-541, 200910, 3, 3.00, and \$0.00. Below this, a summary row shows 'Total unposted credits: 3.00' and 'Total Charges: \$0.00'. At the bottom, there are two buttons: 'Delete All Unposted Courses' and 'Return'. A black arrow points to the 'Return' button from the right.

By clicking **Return** button you will be sent back to the main registration page.

You may delete a course after registering by logging back into the system, going to the **Registration** page and clicking on the course number of the course you wish to remove. (Any changes must be approved by your advisor.)

Select a School Year/Semester

200910/Summer

for Student Test

Currently registering under degree <No degree> at *Hartford Seminary*

- [Logout](#)
- [Bio](#)
- [Billing](#)
- [Ledger](#)
- [Schedule](#)
- [Registration](#)
- [Degree Audit](#)

RS-541 (w)	Understanding Congregations	01	3	S. Thumma	TBD	Main
----------------------------	-----------------------------	----	---	-----------	---------------------	------

Select Beginning Course Letter

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) |

[View All](#) (slow load ~ 22 Total Courses)

Course Offerings (Click on Spaces link to begin steps.)

Course Offerings (Click on the Course link below to begin steps.)

Course	Spaces	Description	Section	Session	Credits	Lead Faculty	Time	Desc	Campus
SC-532 A	30	Readings in Hadith	01		3	I. Mattson		TBD	Main
SC-575	30	Gospel of John & Johannine Lit	01		3	W. Rollins		TBD	Main
SC-685	30	Book of Revelation	01		3	E. Agosto		TBD	Main

Then confirm the removal by clicking the “Confirm Removal” button.

Remove RS-541 (200910/3).

→

You can add courses by following the regular registration process outlined above until the registration period closes. Changes that need to be made after that date must be done using the Add/Drop form which can be downloaded from the online student forms center.

Surfing the Academic Cyber Wave: Online Course Information

Hartford Seminary offers both credit and non-credit online courses. You can register for an online course and read the material, do the assignments, interact with other students in the course and converse with the professor on your time schedule from the comfort of your own home. Online courses may be taken for credit or audited just like the on-site courses at the Seminary. Hartford has limited the number of courses that may be taken in formats other than the traditional face-to-face on-campus format. Please refer to the Academic Policies section for your program in the Hartford Seminary Catalogue for more information.

Through our membership in the Connecticut Distance Learning Consortium and using Blackboard software, students have many resources to draw on in making their distance learning experience valuable and effective. Visit our “Frequently Asked Questions” section of the Hartford Seminary website, <http://www.hartsem.edu/pages/academics/distance-education> to learn more about distance learning at Hartford Seminary and if it is a good choice for you.

Frequently Asked Questions (and Answers) about Online Courses:

What is online learning?

Online distance learning means taking classes over the Internet. Courses (both for credit and non-credit) are offered online, using the Web and e-mail. Students register for courses, professors teach the material, classroom discussion takes place and assignments and term papers are completed and turned in - all just as in a face-to-face classroom. Many of the assignments and discussions take place through email or are posted to a web discussion board. All our courses are “asynchronous,” which means that you can log on any time to participate. Courses do have a start date and an end date, with assignments and requirements to be completed on time each week.

What are the benefits of online courses?

Certain benefits are obvious. Some people who live far away from the Seminary are able to take our courses. Likewise, many of our students have difficulty fitting their educational efforts into busy professional schedules, juggling family obligations and other commitments. Online learning allows us to deliver educational opportunities in a creative, flexible way. Other benefits are less evident. Online education allows you to work somewhat independently and at your own pace. It is an excellent mode of education for students who shy away from anxiety producing social situations and for those who prefer to think out an answer to the professor’s question before “speaking.” There is a different kind of involvement and personal contact with other students and the professor in an online course. Many online students report a special kind of thought-provoking interaction that is different from, and in some ways better, than the kind of interaction that takes place in a face-to-face classroom.

How does the quality of an online course compare to a face-to-face classroom course?

The professors and the syllabi of our online courses offer the same high quality as our face-to-face Seminary courses. Our distance program courses have met the same strict Association of Theological Schools measures of accreditation as the rest of our Seminary courses.

Can I complete my degree/certificate online?

The Seminary is committed to offering at least three online courses each fall and spring semester. Due to the nature of theological education however, there is a limit on the number of courses that may be taken online. Please check with the Registrar for more details about the online course limit. The one exception to this rule is our Graduate Certificate in Religious Studies which can be earned exclusively through the online format.

Are online courses right for me?

Online education is a great option for people who are self-motivated learners. Online students also need to be able to follow written instructions and communicate in writing. You need to feel comfortable with the technologies of e-mail, the Web, and downloading different file types—and you must have regular access to a computer with sufficient memory and a reliable Internet connection (see more technological details below). Online learning provides a lot of written interaction with students and instructors, but no (or very little) face-to-face interaction. Many students enjoy the focused intensive written communication that the online format facilitates, but online learning is probably not right for you if you prefer face-to-face communication. Our partner, The CT Distance Learning Consortium, has created an excellent question and answer section about “whether distance learning is right for you.” We recommend prospective students take a look at this page at:

http://www.ctdlc.org/Students/Online_Learning/Right_For_you.cfm?nav=67

How much time does an online course take?

On average, you should expect to spend 3 hours per class session on the course web site reviewing text-based lectures, posting assignments electronically and reading the postings of your fellow students. You should plan to spend an additional 6-9 hours per session reading assigned materials and completing written assignments. Realize, however, these sessions may be stretched out throughout the week or over several weeks. In many ways online courses can be more demanding and time consuming than face-to-face courses, especially if you are a slow typist or reader or if you have difficulty scheduling your time wisely.

What is the coursework like?

Most online courses follow a typical course format with readings, reflection papers, feedback from the professor and dialogue with your fellow students. You receive a similar amount of class/instructor contact time as students in our face-to-face courses. Online classes have limited enrollment, allowing you to get to know your professor and fellow students personally. You can access your course work anytime. Once your course begins, you should log on every few days (depending on what your professor requests) to access new email notes or discussion postings. A course might include PowerPoint, audio files, or videos. It almost always includes web resources as well as written texts.

How will I get my textbooks?

Your instructor will share this information with you as part of the course syllabus.

Will I have access to the Seminary Library?

As a registered student of Hartford Seminary, you will be given a student ID number that will allow you to access all the online library resources we have. Visit the library site at www.library.hartsem.edu to see what is available and to take full advantage of the resources of the library. Additionally many of the readings, discussion themes and research topics will have lists of web-based online resources to supplement the course and library resources.

Is there someone who can answer my questions if I have technical difficulties?

You are not alone in cyberspace! You will be able to contact the director Distance Education with any questions you might have. He will be able to answer your questions and walk you through the entire process of online learning. The distance education director is available by phone, fax, or email. We are also creating “how to” guides that address basic issues such as downloading and installing Adobe reader or opening word files from the web to assist online students. Likewise, your course professor may be able to help with basic technological questions.

Additionally, our partner, the CT Distance Learning Consortium (CTDLC), has Technical Support material available that provides answers to common questions and problems at <http://esupport.ctdlc.org/support/index.php>. CTDLC also offers basic technology skill refresher material at <http://www.ctdlc.org/Remediation/> and an extensive glossary of technical terms that might be used in an online course which can be found at <http://www.ctdlc.org/Support/glossary.cfm>.

NOTE: Not all of the CTDLC answers apply to students taking courses through Hartford Seminary. The CTDLC supports a host of different kinds of schools and online programs. If you have a question about the program and course requirements please contact Karen Rollins, Director of Academic Services and Registrar, or Scott Thumma, Professor, Sociology of Religion/Director of Distance Education.

We use “Blackboard” software to provide our online courses. A basic document describing “how to use blackboard” is posted in the resource section of each of the Seminary’s online courses. Blackboard (www.blackboard.com) has an orientation to help you get comfortable with their format, and once you register for class, we will direct you to the online orientation site.

The CTDLC also has a Blackboard FAQ that is helpful at: <http://esupport.ctdlc.org/support/index.php>

What kind of equipment do I need?

Students should have a PC (XP or higher) or Macintosh (10.4 or higher) computer with reliable access to the Internet, and use Internet Explorer 7.0 (or higher) or Firefox 3.0 (or higher) as their browser. Our partner, the CT Distance Learning Consortium, offers a more extensive listing of computer requirements at http://www.ctdlc.org/Students/Online_Learning/Requirements.cfm?nav=67. This site also includes a page that will test your system and browser to see if it meets the basic requirements for online education at <http://www.ctdlc.org/Support/browsercheck.cfm?nav=6>.

You may also need to upgrade your browser or get additional “plug-ins” (software to do special things like read .pdf files or listen to a recording over the web). Links to these tools can be found in the Seminary’s “how to use Blackboard” document posted within your online course website.

Is there a registration deadline?

Yes, the registration deadline is the first day of class. We recommend, however, that you enroll and pay for the course at least two business days before the start of your course so you can become familiar with the technology and course format. Matriculated students should follow Seminary policy and meet with their advisor and go through the normal registration procedure.

What kinds of online courses do you offer?

We offer online courses in all the Seminary’s course areas over several years timeframe. Any online Masters-level three-credit course is exactly comparable to our face-to-face courses at the Seminary. These courses can be taken for credit or audited for no credit. The cost of online MA courses is the same as our face-to-face courses.

We also offer a variety of educational non-credit courses online that are advertised on our website and through our Communications Office. For more information on these courses you may contact our Communications Assistant at 860-509-9555.

Life Beyond the White Building: Living in Greater Hartford

Accommodations

The following hotels are within reasonable driving distance to Hartford Seminary:

Crowne Plaza Hotel, 50 Morgan Street, Hartford, 860-549-2400 or 800-836-4000

Days Inn, 207 Brainard Road, Hartford, 860-247-3297 or 800-329-7466

The Hilton Hartford Hotel, 315 Trumbull Street, Hartford, 860-947-9575

Holiday Inn, 363 Roberts Street, East Hartford, 860-528-9611 or 800-465-4329

Holiday Inn Express, 440 Asylum Street, Hartford. 860-246-9900

Residence Inn, 942 Main Street, Hartford, 860-524-5550

West Hartford Inn, 900 Farmington Ave, West Hartford, 860-236-3221

For a more comprehensive listing of hotels and motels in the area, please visit www.enjoyhartford.com and click visitors then accommodations.

Arts and Entertainment

Films

The Hartford area has many movie theaters. Most of them show first run films. Please check the [Hartford Advocate](#) and [The Hartford Courant](#) for showings and times.

Bow Tie Criterion Cinemas at Blue Black Square, 42 South Main Street, West Hartford, (860) 236-4111

Crown Palace 17 Theaters, 330 New Park Ave., Hartford, 860-236-6677

Real Art Ways, 56 Arbor Street, Hartford, 860-232-1006

On Stage

[Hartford Stage Company](#), 50 Church Street, Hartford, 860.527.5151, group and student rates are available

[Theater Works](#), 233 Pearl Street, Hartford, 860-727-4027 or 860-527-7838

Music

[Hartford Symphony](#) at the Bushnell, relatively inexpensive guest series available, 860-244-2999

[Hartford Civic Center](#), Hartford, concerts, tickets available at box office or Ticketron. 860-525-4500

Sunday Chamber Music at the Bushnell Memorial Hall, selected Sundays over the year, 860-987-5900

Museums

[Connecticut Historical Society](#), One Elizabeth Street, Hartford, 860-236-5621

Harriet Beecher Stowe Center, 77 Forest Street, Hartford, CT 860-522-9258

[Hill-Stead Museum](#), 35 Mountain Road, Farmington, 860-677-4787

[Mark Twain House](#), 351 Farmington Avenue, Hartford, 860-247-0998

[Old State House](#), 800 Main Street, Hartford, 860-522-6766

[Wadsworth Athenaeum](#), 600 Main Street, Hartford, 860-278-2670

Child Care

[The Village](#), 1680 Albany Avenue, Hartford, 860-236-4511, is a private agency which provides a network of family day care homes in the Greater Hartford area. Each provider is interviewed, licensed and then supervised by the agency. Specific child development problems are dealt with as they arise so that each provider is more than a mere baby-sitting service. Those seeking child care are interviewed and should complete an application form, which includes a fee. All fees are based on the parent's total income as well as on a sliding scale. Once a child is accepted into the program, fees are paid directly to the agency.

Groupings within the homes are mixed not only by age but by sex and race as well. The program's hours average from 7 a.m.-5 p.m. with before and after school care offered if the child is in the same city as the provider. (Arrangements can be made insofar as school districts are concerned.)

[The City of Hartford Day Care Administration](#) sponsors eight day care centers in the area. Enrollment in these centers ranges from 25-90 children ranging in age from three years through Kindergarten age and all have waiting lists. Fees are based on family size and income. For more information please call 860-543-8890.

[InfoLine](#), sponsored by the United Way of Hartford also has information regarding licensed day care facilities—fees, vacancies, times, and extra services. Call 860-571-7500 (or dial 211).

Medical Care

The major hospitals in the Hartford area are:

- Connecticut Children's Medical Center, 282 Washington Street, Hartford, 860-545-9000
- Hartford Hospital, 80 Seymour Street, Hartford, 860-545-5000
- Saint Francis Hospital and Medical Center, 114 Woodland Street, 860-714-4000
- UConn Health Center, 263 Farmington Avenue, Farmington 860-679-2000

Community Clinics

The clinics listed below are located in Hartford and provide all services on a sliding scale basis. These clinics also provide either free samples of prescriptions or, in the case of Community Health Services, an in-house pharmacy.

- Charter Oak Health Center Inc.: 21 Grand Street and 401 New Britain Avenue, Call 860-550-7500 to reach both.
- Community Health Services: 500 Albany Avenue (also has a pharmacy on site), Call 860-249-9625

Mental Health Care Services

There are several hospitals, agencies, and professionals in the area that provide mental health care services. The following list is a sample of important phone numbers/service providers and referral sources:

- Crisis/Suicide Hotline 1-800-784-2433 or www.suicidehotlines.com
- Hartford Hospital 860-545-5000
- INFOLINE Dial 211
- Saint Francis Hospital and Medical Center 860-714-4000
- The Institute of Living 860-545-7390
- University of Connecticut Health Center 860-679-2000
- Village for Families and Children 860-236-4511

Newspapers

The following newspapers are available locally:

- The Hartford Courant—a daily morning paper
- The New York Times—daily, available at Hartford Seminary library and area bookstores and pharmacies.
- The Boston Globe—daily; available at bookstores and pharmacies.
- Hartford Advocate—a weekly distributed free.
- The Wall Street Journal—news, finance

Other Services

- Bank of America, 550 Farmington Avenue, 800-841-4000
- Cosmos International Market, 770 Farmington Avenue, 860-232-6600 *Has Halal meat for purchase
- Big Y, 772 North Main St, West Hartford (*kosher meat for purchase*), 860-236-1505
- Crown Supermarket (*Kosher*), 2471 Albany Avenue, 860-236-1965
- CVS Pharmacy, 568 Farmington Avenue, 860-232-7233
- E-Mart, 550 Farmington Avenue, 860-232-1199
- Stop n' Shop Supermarket, 150 New Park Avenue, 860-232-8777
- Washtub Laundry and Cleaners, 545 Farmington Avenue, 860-523-1394

Restaurants: Inexpensive Dining within Walking Distance

- Burger King, 524 Farmington Avenue, 860-523-0220
- China Express, 498 Farmington Avenue, 860-523-5830
- City Pizza (**serves Halal Food*), 498 Farmington Avenue, 860-236-2616
- Half Door, 270 Sisson Avenue, 860-232-7827
- Ichiban (*Japanese/Korean*), 530 Farmington Avenue, 860-236-5599
- Kentucky Fried Chicken, 501 Farmington Avenue, 860-232-9566
- Monté Alban (*Mexican*), 531 Farmington Avenue.
- Murasaki, - In Mark Twain House Visitors Center
- Pintore Marketplace (at UConn Law School Cafeteria); open M-F, 8:30am-4:30pm.
- Sargeant Pepperoni, 495 Farmington Avenue, 860-233-8888
- Sisson Avenue Pizza House, 479 Farmington Avenue, 860-236-6100 or 860-236-6400
- Subway Sandwiches, 471 Farmington Avenue, 860-232-5429
- Tisane, 37 Farmington Avenue, 860-523-5417
- Whitney Pizza, 266 South Whitney Street, 860-232-7860

“Rush Hour” Directions to Hartford Seminary

Below are some alternative routes/timesavers (perhaps) to Hartford Seminary during rush hour if Rt. 84 is moving slowly or traffic is at a standstill.

Coming from the East (heading West into Hartford) on Rt. 84:

- Get off Rt. 84 at Exit 54 (sign says “Downtown Hartford”); this exit is right after the exit for Rt 2 East.

Direction A:

- Come across the Founders Bridge, at end of bridge, cross Columbus and stay straight (do not turn); you will be on State St. (Central Row) and the Old State House will be on the right at the corner of State St. and Main St.
- Cross Main St. (State St. then becomes Pearl St.) and stay on Pearl Street, crossing Trumbull and Ann Streets.
- Just after Ann Street, be sure you are in the right lane and turn right at the next light (it’s a dead end so you must turn right or left);
- Go one block and turn left onto Asylum Ave.
- Stay on Asylum, go under the RR bridge, and go up the hill, remaining in the LEFT lane.
- When Asylum splits, BEAR LEFT and you will be on Farmington Ave.

Direction B:

- Stay on Farmington Ave. several blocks; you will cross Sigourney, then Woodland St. (Immanuel Congregational Church is on the right at the corner of Woodland and Farmington)
- About one block after Woodland, turn right on Owen Street (it’s one way and is actually Lorraine St on this side of Farmington Ave. but for some reason the street sign on Farmington says “Owen St.”)
- Follow it around and it dead ends at Sherman Street and the Seminary is right there.

Coming from East or West on Rt. 84 and getting off at Exit 46 (Sisson Ave.)

To avoid waiting in the long line of traffic typically waiting at the light at Farmington Ave., you may wish to try the following:

- At the end of the exit ramp, turn right on Sisson Ave.
- At the first street (Warrenton Ave.), turn left;
- Go one block and turn right on Evergreen;
- Take Evergreen up to Farmington Ave (about 3 blocks) and turn right onto Farmington,
- Then make an **immediate left** onto Girard.
- Take Girard up to Fern St. (1 block),
- Turn right on Fern and you will come around in front of the Seminary (Fern becomes Sherman when it turns to the right.)

Coming from the West (heading East) on Rt. 84.

- Get off Rt. 84 at Exit 44 (Prospect St.); at the end of the ramp, go straight,
- Then at the light (about 300 feet), turn left on Prospect Ave.
- Stay on Prospect several blocks; you will cross W. Beacon, Capitol, Warrenton; and Farmington Ave.
- Two blocks after Farmington Ave, turn right on Fern St.
- Stay on Fern, cross Girard St., and immediately after crossing Girard when Fern bears right (UCONN Law School is on the left and Attorney General’s building straight ahead), you are on Sherman St. and Hartford Seminary is on the right.

Coming on Rt. 91 North or South to Rt. 84.

- Get off Rt. 91 at the exit for Rt. 84 West;
- Once on Rt. 84 West, get off at Exit 48 (Asylum Ave.);
- At the end of the exit ramp, AT the stoplight (do not bear right before this);
- Turn right on Asylum Ave.
- Immediately get in left lane and bear left on Farmington Ave.
- Follow **Direction B** above.

Heading West on Rt. 2 (from points south and east of Hartford to Hartford):

After Exits 5a – 5d, get in LEFT lane and take the Founders Bridge lane (the middle lane goes onto Rt. 84 West; the right hand lanes exit to Pitkin Street and 84 East.)

Follow **Directions A and B** above.

Show Me the Money: Financial Aid and Scholarships

Determining how to pay for graduate school can be as challenging as deciding which program is best for you. Hartford Seminary tries to facilitate the decision-making process by offering financial aid to eligible students.

Depending on the program of study, Hartford Seminary currently offers the following financial assistance to students:

- Title IV Federal Direct Loans
- Federal Work Study (FWS)
- Hartford Seminary Need Based Institutional Grants
- Hartford Seminary Merit Based Scholarships
- State of Connecticut Supplemental Loan (CHESLA)
- Sallie Mae Private Educational Loans (SMART LOANS)
- Competence-Based Scholarships
- Outside Scholarships/Grants
- Tuition Payment Plans

There are separate applications for each type of assistance. Students applying for Title IV Federal Student Loans, Federal Work Study and Hartford Seminary Need-Based Institutional Grants must first file a *Free Application for Federal Student Aid* (FAFSA). Students that wish to apply for the Hartford Seminary Need-Based Grant that are not eligible to file the FAFSA (typically international students) must submit alternative documentation that outlines their income for the past 12 to 18 months along with the Hartford Seminary Grant application which can be found on our website, www.hartsem.edu. (Click on “perspective student”, “financial aid” on the top left of the page).

Hartford Seminary is a Title IV Institution and participates in the William D. Ford Direct Stafford Loan and Federal Work Study Programs (FWS). In order to qualify for a Federal Direct Loan or FWS, eligible students (typically, U.S. citizens and not in default on a prior federal loan) must complete and submit the FAFSA online. A student must first obtain a pin number by going to www.pin.ed.gov. Next, the student can go to www.FAFSA.gov. And follow the website’s instructions to file their FAFSA. * ***Please note that you must list our school code (OPE ID #) before submitting your FAFSA. Failure to do so will result in the Seminary’s Financial Aid Office being unable to receive the results and delay your application. Our school code is 138700.***

If a student is interested in FWS they should check “yes” to question # 31 on the FAFSA as well. Checking “yes” does not obligate a student for FWS it simply alerts the Financial Aid Office in the processing of their aid package. The Financial Aid Office will receive the results of a student’s FAFSA and verify the results, the student’s acceptance to the school and the student’s registration of courses.

Any student that is planning to apply for a Federal Direct Stafford Loan must also complete 2 additional items: Entrance Counseling and Master Promissory Note (MPN). This is done by going to www.studentloans.gov. and signing in by clicking the top left corner green button under “manage my loans.” The Financial Aid Office will receive the results of both items electronically. Once a student has completed all required steps in the application process the Financial Aid Office will send the student an award letter which will include but not be limited to any and all financial aid that has been applied for. The instructions of how to apply and deadlines for application can be found in our school catalogue and our Student Handbook. Any questions concerning the application process or other relevant financial aid issues should be directed to the Financial Aid Office to Alicia Nesbitt. (860) 509-9545 or emailed to anesbitt@hartsem.edu.

This year Hartford Seminary is pleased to announce their participation in the Federal Work Study Program (FWS). FWS is awarded based on documented need for financial assistance and places students in various jobs on campus. There are a limited number of FWS positions so students should be mindful of “first come, first serve” and inquire as soon as possible. To apply for FWS please refer to the above instructions on filing a FAFSA and submit an email expressing your interest in a FWS position to the Financial Aid Office anesbitt@hartsem.edu to be placed on the list. All eligible candidates will then be submitted to the Human Resource Director for consideration.

Hartford Seminary Need Based Institutional Grants: Matriculated students in Hartford Seminary degree programs (M.A., D.Min. and Islamic Chaplaincy) may apply for the Hartford Seminary Need Based Institutional Grants. The deadline for first round consideration for the academic year, which begins with the fall semester, is:

April 1- Master of Arts, Cooperative Master of Divinity and Graduate Certificate in Islamic Chaplaincy Students (New and Continuing)

June 1- Doctor of Ministry (New and Continuing)

After June 1- All funds awarded on an as available basis.

Applications for Need Based Grants received after June 1 will be considered if funds are available. Students who are admitted to degree programs mid-year may apply for remaining funds.

Hartford Seminary Need Based Institutional Grants **must** be reapplied for each academic year for consideration. As the Grants are based on need a student is not guaranteed eligibility for an academic year even if they received a Grant in a previous year. A student **must also** file that current year's FAFSA along with a new Need Based application (unless ineligible to file) and must maintain better than a B- grade point average to maintain eligibility.

If eligible a student may receive up to 60 % of annual course tuition. The amount of institutional aid available for distribution is limited and varies each year. Students that wish to apply for the Need Based Grant can access the form by going to our website www.hartsem.edu under "prospective student" and then "financial aid". Applications can also be obtained on the second floor of 77 Sherman Street in our Student Forms Center. Need Based Applications and any questions concerning Need Based Aid should be directed to Lorraine Browne, Executive Assistant to the Dean. (860) 509-9553 lbrowne@hartsem.edu.

Students with special financial concerns or a change in financial circumstances are encouraged to put them in writing for the Financial Aid Office to review. Students can direct their questions to anesbitt@hartsem.edu or lbrowne@hartsem.edu.

Merit Scholarships: Hartford Seminary offers Merit scholarships to students applying for admission to the Master of Arts degree, including the full Islamic Chaplaincy program (combined M.A. / G. C.) and the Doctor of Ministry program. Merit scholarships recognize a student's academic aptitude and potential. Extracurricular activities, publications and other awards/honors will be considered when determining a student's eligibility for a merit award. Only incoming Master of Arts (M.A.) program students who have a 3.5 grade point average (or above) or its equivalent, at previous academic institutions is eligible for M.A. merit awards. M.A. awards are intended to cover the duration of a student's study, but will not exceed three years or 48 credit hours (whichever comes first). In order to keep scholarships, students must maintain better than a 3.5 grade point average.

Only incoming Doctor of Ministry (D. Min.) program students who have a B+ grade point average (or above) or its equivalent in all prior Master's level academic work, and who have five years of ministerial experience after the awarding of their M. Div. degree (or its equivalent) are eligible. D. Min awards cover the cost of tuition incurred by the student for a maximum of two (2) courses a year for each of the student's first three years of enrollment in the program.

To apply for a Merit Scholarship, visit www.hartsem.edu to read the instructions and access the application forms. Instructions and forms may also be found in our Student Forms Center on the second floor of 77 Sherman Street.

The deadlines for consideration for merit scholarships are:

February 15- Master of Arts Applicants

May 1- Doctor of Ministry Applicants

PhD students, Cooperative Master of Divinity students, Graduate Certificate students, Special students and Auditors are not eligible for Merit Scholarships.

Students applying for Merit Scholarships may also apply for Hartford Seminary's Need Based Grants, and should do so if they think they would qualify. Persons applying for both a Merit Scholarship and Need Based Grant who do not receive a Merit Scholarship will be given priority consideration for the Need Based Grant. Any student that wishes to submit both should do so in accordance with the Merit Scholarship deadlines above.

Students should submit all Merit and Need based applications and address any questions concerning them to the Executive Assistant to the Dean, Lorraine Browne at lbrowne@hartsem.edu or (860) 509-9553.

Alternative Loans: Students that may not qualify for the traditional Federal Stafford Direct loan can seek options with alternative private lenders. Hartford Seminary is an approved institution with the following lenders:

State of Connecticut Higher Education Supplemental Loan Program (CHESLA)

CHESLA offers low fixed interest loans with a 6 month grace period to Connecticut residents. To learn more about the program or to apply for a loan go to www.chesla.org or call 800-935-2275

Sallie Mae – Sallie Mae offers a Smart Option Loan for Graduate Students that covers the entire cost of tuition. To learn more about the terms of the loan go to www.salliemae.com

The above lenders offer loans that are considered Private Educational Loans and unlike Federal Stafford loans are therefore credit based. Any student considering either of these loan options should first contact Alicia Nesbitt anesbitt@hartsem.edu (860) 509-9545 in the Financial Aid Office for further application instructions and information.

Competence-Based Scholarships: Competence Based Scholarships are awarded after a student begins their program of study at Hartford Seminary. Faculty recommends students for this Scholarship. Awards are based on course papers/projects that are submitted by faculty to committee for review. For more information, contact the Executive Assistant to the Dean, Lorraine Browne, (860) 509-9553

Outside Scholarships and Grants: Hartford Seminary accepts any and all scholarships a student may have earned from an outside source. The scholarship will be applied to a student's account to reduce their tuition. Students should make the Financial Aid Office (860) 509-9545 and the Business Office (860) 509-9524 aware of any scholarships they expect to be applied to their account.

Any outside scholarships that become available for students will be posted by the Financial Aid Office in Hartford Seminary's weekly online newsletter The Exchange.

No interest payment plans: Hartford Seminary offers tuition payment plans that must now be paid online. Any student wishing to make a payment plan should go to <http://www.hartsem.edu/pages/current-students/student/E-payment/payment-plan>. Please contact Nancy Wood in the Business Office at (860) 509-9524 or email nancy@hartsem.edu with questions.

BYI (Boring Yet Important) Appendices: Official Policies and Procedures

The relationships and conduct of students, faculty and staff at Hartford Seminary are expected to be consistent with the purpose and mission of Hartford Seminary as stated in the catalogue and in keeping with local, state and federal law. On rare occasions, questions may arise about whether certain conduct of an individual or individuals is compatible with the nature and purpose of the Seminary. The policies and procedures in the Official Policies section of the catalogue have been developed to specifically address such issues or situations should they arise.

It is the responsibility of all students to conduct themselves in a manner consistent with the purpose and mission of the Seminary as stated in the catalogue. It is the right of all students to address any concern, issue or grievance informally as well as formally in keeping with the appropriate policies and procedures for any given issue or situation as stated in the catalogue. Students may also consult directly with the Academic Dean for assistance or guidance regarding any issue that may arise.

Campus Safety and Security Report: 2011-2012 Academic Year

The Hartford Seminary campus is in the West End of Hartford on twelve acres of land, which includes three office buildings and fifteen residences. The Seminary endeavors to provide a safe, problem-free facility for and with the assistance of its staff, students and visitors. Safety and security concerns are handled by the office of the Director of Administration and Facilities.

Campus Law Enforcement

The Director of Administration and Facilities serves as the campus security official. While there is no official law enforcement authority designated to this position, the Director serves as the liaison to local and state law enforcement agencies and is the key contact for campus crimes, fires, and related safety issues.

Policies and Procedures

Confidential Security Procedures (dated October 2008) detail proper safety and security measures for all Seminary offices and classrooms. They are distributed to every employee and extra copies are on file in the office of the Director of Administration and Facilities.

A receptionist is on duty for evening classes between 5:00 – 9:00 p.m., Monday - Thursday. At 9:00 p.m. the front door is locked and all alarms are activated with the exception of side door #5. Students leaving afterward must exit from this door. All employees should always lock entrance doors to 80 & 74-76, and if a receptionist is not stationed at the desk of 77, that door should be locked as well.

Persons with physical disabilities and special needs should notify the Director of Administration and Facilities. Students with physical disabilities and special needs should notify Lorraine Browne in the Academic Dean's office prior to the beginning of the semester should special accommodations be required.

Victims of or witnesses to criminal activity on campus should report the incident to the Hartford Police (911 for emergencies or 527-6300 for non-emergencies) and to the Director of Administration and Facilities immediately. A Campus Crime Report Form should be completed which can be obtained from the Receptionist or the Director of Administration and Facilities.

Responsibilities of Students and Staff

The cooperation and involvement of students and staff is essential in order to maintain a safe and secure campus. Everyone should be alert to any unusual occurrences or suspicious characters and report them immediately. Personal belongings and valuables should not be left unattended. Cars should be parked in well-lit areas with valuables locked in the trunk. A club locked on a steering wheel may deter thieves as well. Most importantly, staff and students are encouraged to use good judgment when leaving any facility at night by walking in pairs.

Weapons Possession

The possession, use or sale of weapons is prohibited on all areas of the Seminary campus. Weapons include, but are not limited to, firearms, ammunition, explosives, fireworks and hunting knives.

Illegal Drugs and Alcohol Abuse

Hartford Seminary is committed to maintaining a drug-free workplace in accordance with the requirements of the Federal Drug-Free Workplace Act and the newly amended Drug-Free Schools and Communities legislation and wholeheartedly endorses national

standards for prevention programs. Education assumes a healthy integrating of mind, body and spirit. Hartford Seminary joins with other institutions of higher education to eliminate substance abuse.

The unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol on its property or at any Seminary-sponsored activity, function or event is strictly prohibited. Details on standard of conduct, implementation and disciplinary sanctions are distributed to all incoming faculty, staff and students.

Missing Students Policy

Hartford Seminary currently has the capacity to house up to 25 residential students. A missing student is defined as any Hartford Seminary student who resides in a housing unit owned by Hartford Seminary and who is reported as missing from their room/housing unit. Thereby, it is important for residential students to notify their roommates and/or residential assistant if they are leaving their housing unit for more than 24 hours.

Each student has the right to identify an individual as an emergency contact that Hartford Seminary can contact no later than 24 hours after the time the student is determined to be missing. The emergency contact information should be submitted to the Registrar's office and the Director of Administration and Facilities upon signature of a housing lease.

If any member of the Hartford Seminary community has reason to believe that a residential student is missing, all possible efforts will be made to locate the student. A missing student must be reported to the Director of Administration and Facilities who will work with Student Services and the Dean's office to notify contacts and authorities no later than 24 hours after the time the student was reported missing. The Seminary will cooperate and assist the authorities in all ways prescribed by law.

Non-medical Emergencies and Evacuation Procedures

Hartford Seminary provides an orientation at the beginning of each semester that includes emergency procedures and a fire-safety video. This is followed by a housing walk-through to point out locations of and proper use of fire extinguishers and safety ladders, as well as evacuation procedures in student housing.

Non-medical emergencies and campus crimes should be reported to the Director of Administration and Facilities at (860) 509-9501. After hours, the Resident Assistant/Student Services Coordinator can be reached via the emergency contact info posted in each student housing kitchen. They will assess the situation and notify the Director if necessary. If the RA cannot be reached, students may call the Director directly at (860) 523-9100. The Hartford Police Department can be reached at (860) 527-6300, and the Fire Department at (860) 722-8200. A campus crime report form along with tips for describing suspicious characters are available in the Director's office. All students and staff must fill one out and include the police case number should you be the victim or witness to a campus crime.

If an emergency is life or property threatening that might require the response of medical, law enforcement or fire-fighting professionals, dial "911" immediately. Students should keep in mind that this number is for extreme emergencies only and should be used with good judgment.

For all fire-related emergencies in campus offices and classrooms:

Activate the nearest fire alarm.

Keep room doors unlocked

Always close the door behind you before exiting

Walk quickly to the nearest accessible exit and leave the building (see emergency exit diagrams in each classroom and at elevators)

If there is smoke, crawl close to floor to avoid inhaling smoke

Move away from the building to the closest parking lot

Notify RA and staff members of missing persons after exiting (i.e., classmates, professor)

Do not return to the building until instructed to do so by a Seminary official

For fire-related emergencies in on-campus housing:

Follow the instructions in the housing handbook titled "Get Out and Stay Alive." If you are unable to access a stairwell to leave, use fire ladders that are provided on each floor, and roll them out of the emergency exit windows. When you have reached safety, find a phone and call 911.

Crime Statistics and Rates

In compliance with the Federal Student Right-to-know and Campus Security Act, the following statistics are provided to reflect the crimes committed on the property of the Seminary for the most recent school year and during the two preceding years:

Number of Incidences

<u>Offense</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Larceny	2	1	0
Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

(Note: These statistics include the Seminary’s 15 residential properties as well. Larceny includes auto break-ins.)

Arrests

Alcohol Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0

Campus Fires

There were no campus fires in 2008 and 2010. On 10/30/09, at 4pm, a small intentional exterior fire was extinguished with no damages, deaths, or injuries.

Standards of Conduct

Hartford Seminary strictly prohibits the unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol by students and employees on its property or at any Seminary-sponsored activity, function or event. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and these groups will not be discriminated against because they have these disabilities, all are considered to be responsible for their actions and their conduct.

Implementation

Hartford Seminary will annually distribute a copy of this policy statement with all attachments to all employees and to each student who is taking one or more classes for any kind of academic credit. Biennially, the Seminary will review its policy to determine its effectiveness, update requirements and enforce changes if needed. In addition, portions of this policy will be published in our faculty and staff handbooks and other appropriate literature.

The Director of Administration and Facilities will be responsible for implementation of this policy with Seminary employees. The Dean will be responsible for implementation of this policy for students.

Disciplinary Sanctions

Minimum sanctions to be imposed for violation of this policy normally include probation, suspension or separation from the institution and referral for prosecution. The Seminary may require the completion of an appropriate rehabilitation program to be determined by the President on a case-by-case basis for various degrees of infractions. Hartford Seminary's disciplinary procedures respect the rights of students and employees under State and Federal law.

Computer Use Policies

Hartford Seminary is committed to providing computing services to support the needs of students, faculty, and staff of the Seminary. The policies below are to: 1) ensure the security and integrity of computer resources available on campus; 2) to assure that users have reasonable access to the facilities; and 3) to ensure that the action of any one user will not adversely affect any aspect of the work of another. The Seminary reserves the right to control, evaluate and monitor all student computer and electronic telecommunications except as may be prohibited by Federal or State Laws.

The following activities constitute *unauthorized use* of computer resources and are *expressly prohibited*.

- a. **Unauthorized access:** Attempting to gain access to another user's programs or account without that user's express permission.
- b. **Passwords:** Sharing your student ID or password with any other person.
- c. **Harassment:** Using seminary computer resources to harass or annoy others, or prevent them from legitimately using the facilities. Note: Using electronic mail to send other users unsolicited messages of obscene, demeaning, and/or menacing content constitutes harassment.
- d. **Changing settings on seminary computers:** Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources in any way. Downloading software (including games, wallpaper, and screen savers) from the Internet unless authorized specifically by the Seminary. Copying, renaming, altering, examining, or deleting the files or programs of another person without permission.
- e. **Games:** Using seminary computing facilities for non-academic purposes. Academic work always takes precedence over recreational use. An individual must quit playing computer games, writing non-academic email, using the Internet or any other non-academic computer activity when any person is waiting for use of any computer intended for student/public use. There is a **one-hour** time limit on the use of the public computers in the lower level of the library whenever others are waiting to use them, even if one is doing required academic work.
- f. **Compliance with federal, state, and local laws:** Using any part of the computer resources of the seminary in any activity that violates federal, state, or local laws.
- g. **Commercial use:** Using the seminary's computing resources for personal business or commercial use, such as the posting of commercial web pages and the distribution of unsolicited advertising.
- h. **Tampering/viruses/worms:** Deliberately attempting to tamper with, disrupt, delay, or endanger the regular operation of the seminary's computing resources. Creating or propagating computer worms, or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user's account, hardware, software, or data.
- i. **Network Monitoring:** Monitoring and/or sniffing of any network traffic, passwords, email or any other network communications.
- j. **Pornographic material:** Using seminary computing resources to view or transmit material with prurient content. For purposes of this document "prurient content" is defined as material unrelated to a legitimate academic purpose and intended for the arousal of sexual thoughts or desires of the recipient and/or the sender.

Access to Hartford Seminary's computing facilities and resources is a privilege and student responsibilities accompany that privilege. All students affiliated with Hartford Seminary, or those guests using the library services, are expected to use good judgment when using computing resources, including Internet access and e-mail. This also includes appropriate personal behavior while using the computers.

Being granted access to the seminary's computing resources does not provide the user with a guarantee or warrant of any kind regarding system reliability, nor does it guarantee or warrant the user that any information obtained from its electronic communications system is correct and free of errors. Hartford Seminary is not responsible for any personal damage as a result of loss of data, inaccuracy of data, delays in processing of data or non-delivery of data over its electronic communications system.

Copyright Infringements: All students should recognize that information obtained through electronic methods might be protected by copyright laws of the United States (Title 17 U.S. Code), the Digital Millennium Copyright Act (H.R. 2281), and the World Intellectual Property Organization (WIPO). As such, any student in violation may be prosecuted under the terms of the law. It is the student's responsibility to understand the laws pertaining to copyright infringement.

Printing: Users are charged for printing no matter who supplies the paper. The library staff reserve the right to restrict computer user printing based on quantity and/or content (e.g. materials related to running an outside business).

Student Copies of Work Submitted Electronically: It is the student's responsibility to follow-up with faculty (or staff, where relevant) to confirm receipt of any academic work or correspondence that the student submits electronically. Electronic submission of work does not in any way guarantee receipt. Students are urged to keep hard copies of academic work submitted electronically until their grade has been posted in SONISWEB.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- 1) The right to inspect and review the student's education records within 45 days of the day the Seminary receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The Seminary official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Seminary official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request that the Seminary amend a record they believe is inaccurate or misleading. They should write the Seminary official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the Seminary decides not to amend the identified record, the Seminary will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Seminary in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a person serving on an official committee, such as disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hartford Seminary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

Guidelines for Research Conducted by Persons Affiliated with Hartford Seminary

It is expected that all persons who conduct research under the auspices of Hartford Seminary will treat everyone involved in the research with respect and care. The following measures are intended to guide our efforts.

Informed Consent

The principal investigator shall explain to subjects, prior to their participation,

- A. the objectives of the research;
- B. the procedures to be followed;
- C. the expected duration of the subject's participation;
- D. any foreseeable risks or discomforts to the subject;
- E. any benefits to the subject or others which may reasonably be expected from the research; and
- F. the extent to which the confidentiality of the records identifying the subject will be maintained.

Where it is determined that the research involves no more than minimal risk to the subject (see below) and involves no procedures for which written consent is normally required outside of the research context, informed consent may be obtained either through a signed consent form or in an oral discussion. All investigators are advised, however, to document their discussion of informed consent.

In circumstances of minimal risk, and where it is in the interest of the research not to provide full information before administering research instruments, the investigator shall provide subjects with additional pertinent information after their participation.

Investigators shall not use individuals as subjects unless satisfied that they, or others legally responsible for their well-being, consent to participation freely and with understanding of the consequences. Subjects shall not be induced to participate by means or in circumstances that might affect their ability to decide freely. It shall be made clear to subjects that they are free to withdraw from active participation in the research at any time. Subjects who indicate a desire to withdraw shall be allowed to do so promptly and without penalty or loss of benefits to which the subject is otherwise entitled.

Confidentiality

Investigators shall respect the privacy of subjects. They shall protect confidential information given them, advising subjects in advance of any limits upon their ability to insure that the information will remain confidential.

Disclosure of Affiliation and Sponsorship

Investigators may indicate their position at Hartford Seminary, but (if indicating their affiliation) shall disclose whether or not the research is sponsored by the Seminary. An investigator shall disclose to a subject, upon request, the source of support for the research.

Requirements for Review

Research that involves minimal risk shall not be subject to special review. Minimal risk means that the probability and magnitude of physical or psychological harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Research shall be subject to special review if it is deemed to pose more than minimal risk to subjects. The appropriate committee, as designated by the Dean of the Seminary, will conduct the special review. Such risks include:

- A. responses or observations of the subject will be recorded in such a way that direct identification of the subject may be possible; and
- B. the responses or observations of the subject, if they became known outside of the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; or
- C. the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

Suspension of Research

Research shall be immediately suspended and reviewed if investigators observe that such risk factors are present or if they observe any adverse consequences that may be attributable to the research.

(Approved by Hartford Seminary faculty on December 1, 1997.)

Inclusive Language Policy

Hartford Seminary is committed to a policy of inclusion in its academic life and mission. All members of the community are expected to communicate in language that reflects the equality of genders, openness to diverse cultural and theological perspectives, and sensitivity to one another's images of God.

Non-Discrimination Policy and Equal Opportunity Statement

Hartford Seminary subscribes to the principles and laws of the State of Connecticut and the Federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Hartford Seminary policy prohibits discrimination against any individual on the basis of race, gender, gender identity and expression, sexual orientation, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness or veteran status, or any other reason prohibited by an applicable law or regulation in the employment of faculty, staff and students; in the recruitment and admission of students; and in the operation of all Seminary programs, activities and services. Students with disabilities are eligible for special services when they are enrolled in courses for graduate credit or in certificate program courses required for the completion of the program certificate. Additionally, the

Seminary will not condone acts of violence or harassment reflecting bias or intolerance of any of the above mentioned classes. Evidence of practices that are inconsistent with this policy should be reported to the Office of the Dean.

Plagiarism Policy

Plagiarism, the failure to give proper credit for the words and ideas of another person, whether published or unpublished, is strictly prohibited. Credit will not be given for written work containing plagiarism, and plagiarism can lead to failure of a course. All written material submitted by students must be their own original work; where the words and ideas of others are used they must be acknowledged. Additionally, if students receive editorial help with their writing they should also acknowledge it appropriately.

Credit will not be given for work containing plagiarism, and plagiarism can lead to failure of a course. Faculty will report all instances of plagiarism to the Academic Dean. The Academic Dean will then invoke the Student Disciplinary Policy and Procedure. Through that process, the situation will be reviewed and any additional penalties that maybe warranted (up to and including expulsion from the school) will be determined.

For clarity as to what constitutes plagiarism, the following description is provided:

1. Word for word plagiarism: (a) the submission of another person's work as one's own; (b) the submission of a commercially prepared paper; (c) the submission of work from a source which is not acknowledged by a footnote or other specific reference in the paper itself; (d) the submission of any part of another person's work without proper use of quotation marks.

2. Plagiarism by paraphrase: (a) mere re-arrangement of another person's works and phrases does not make them your own and also constitutes plagiarism; (b) paraphrasing another person's words, ideas, and information without acknowledging the original source from which you took them is also plagiarism.

See Part II of Kate L. Turabian, *A Manual for Writers of Research Papers, Theses and Dissertations*, (7th Edition, University of Chicago Press, 2007) for an explanation of the proper ways to acknowledge the work of others and to avoid plagiarism.

3. Reuse of your own work: Coursework submitted for credit in one course cannot be submitted for credit in another course. While technically not plagiarism, this type of infraction will be treated in the same manner as plagiarism and will be subject to the same penalties. If you are using small amounts of material from a previous submitted work, that work should be referenced appropriately. When a student is writing their final program requirement (paper, project or thesis) it maybe appropriate, with their advisor's permission, to include portions of previously submitted material if properly referenced.

Sexual Harassment Policy

Hartford Seminary observes the Equal Employment Opportunities Commission (E.E.O.C.) Sex Discrimination and Sexual Harassment Guidelines and strives to create a fair, humane and respectful environment.

Definition

Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature or relating to sexual orientation when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's instruction, employment, or participation in other Seminary activity;
2. submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment

Procedures for Handling Complaints of Sexual Harassment

A Sexual Harassment Task Force is appointed by the President of Hartford Seminary within two (2) weeks of the beginning of each academic year to address any complaints of sexual harassment that may arise. A list of the members of the task force will be distributed to all members of the Hartford Seminary community within the first three weeks of the new academic year.

A. The Sexual Harassment Task Force shall be comprised of three appropriate parties.

1. **Informal actions:** Several options are available to an individual to informally address an incident of alleged sexual harassment.
 - A. The individual may attempt to resolve the matter directly with the alleged harasser. Should the individual not be comfortable initiating a discussion on her or his own, she or he may discuss the issue confidentially with any member of the Sexual Harassment Task Force and receive guidance and support for attempting to resolve the matter directly with the alleged harasser.

- B. The individual may report the incident of alleged harassment to the supervisor (in the case of students, to the Dean of the Seminary) in an effort to resolve the matter.
- C. In the event that these informal efforts to resolve the complaint by the individual may not be wise, appropriate, or successful, the individual may request that the Sexual Harassment Task Force attempt to resolve the issue informally. A record of the complaint and its resolution will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.
2. **Formal Proceedings:** In the event that an informal resolution does not seem possible or is not successful, and if the matter is not settled within ten (10) working days, the complainant and the Sexual Harassment Task Force will institute formal proceedings immediately to include the following steps:
- A. Gather oral and written statements from the parties involved in the alleged harassment, and from others who may have pertinent information, such as witnesses, qualified professional consultants, etc. The respondent may appear before the Task Force and present witnesses in his or her behalf.
 - B. Determine actions appropriate to resolve the matter; these may include (but not be limited to):
 - 1) the finding that sexual harassment has occurred, and that the appropriate body or officer of the Seminary is called upon to take action accordingly; such action may include one or more of the following:
 - a. a formal reprimand, with defined expectations for changed behavior;
 - b. recommending or requiring remedial action such as but not limited to psychological or psychiatric assessment, counseling or treatment, education and so forth;
 - c. probationary standing, with the terms of the probation clearly defined;
 - d. suspension or dismissal from the Seminary
 - 2) the finding that no sexual harassment occurred

In the course of investigating the allegations of the complainant, the supervisor (if involved) and members of the Task Force shall contact only those persons whose participation is reasonably necessary to the investigation of the complaint, and shall otherwise keep the facts of the investigation confidential.

A written summary of the Task Force proceedings will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.

3. **Appeal Process:**
- A. If the complainant or respondent is not satisfied with the disposition of the matter by the Task Force, he or she has the right to appeal in writing, within 30 days, to the President of the Seminary who may review and affirm or alter the disposition.
 - B. The complainant or respondent may appeal the decision of the President by addressing an appeal in writing, within 30 days, to the chair of the Board of Trustees. The chair shall refer the matter to the Executive Committee of the Board within 30 days and said committee will resolve the matter, with discretion to take any further evidence that it may deem necessary before making its final determination.

Smoking Policy

Hartford Seminary is a smoke-free environment. All Hartford Seminary academic buildings (74-76 Sherman, 77 Sherman, 80 Sherman, and 60 Lorraine) are designated as non-smoking. Those choosing to smoke must do so outside.

Student Discipline Policy and Procedure

It is the policy of Hartford Seminary to conduct an impartial investigation of the facts, an impartial hearing and review of those facts and to make recommendations as to what action should be taken with regard to any issue concerning student conduct brought to the attention of the Dean in writing.

Procedure

- A. Any faculty member, staff member or student may bring a written complaint to the Dean of the Seminary.
- B. The Dean will convene the Academic Policy Committee (APC) which is the committee designated by the Seminary to handle student disciplinary cases. The committee will be convened within seven (7) working days. In the event a member or members of the APC are involved or named in the disciplinary situation before the APC, the Dean will appoint a replacement in kind (faculty, administrator, or student.) In the event the Dean is involved or named in the written complaint, the President will appoint a replacement for the Dean.
- C. The committee will review the available information to determine the appropriateness of the case to its jurisdiction and charge. If accepted, the case will be disposed of as quickly as possible, normally within thirty (30) days. When a case has been accepted by the committee, the following procedure will be followed.

1. **Investigation:** Conduct an investigation. Should it appear to the committee that disciplinary action might be warranted if the preliminary information received is confirmed to the committee's satisfaction, the committee shall conduct an investigation of the facts to the extent it deems necessary.
 2. **Hearing:** When the investigation is completed, the committee will then hold a hearing that will:
 - a. Provide the student the opportunity to hear and have explained all of the information and evidence that the committee has received
 - b. Provide the opportunity for the student to offer a defense (to include the opportunity for the student to have witnesses appear on her/his behalf and to be accompanied by another party who may act as counsel.)
 - c. A written record of the disciplinary hearing proceedings will be made and kept on file in the Dean's Office.
 3. **Determination:** When the disciplinary hearing is completed the committee will make a final decision regarding the facts of the case and determine disciplinary action to be taken, if appropriate. In some cases the committee may deem it necessary to gather more information before reaching its final decision. In this case, the committee will provide written notice to the student of any further information it gathers and provide the student the opportunity to submit further comment about the additional information or evidence gathered by the committee (under the guidelines in 2.a. and 2.b.)
 4. **Appeal Process:** The student may choose either to accept the committee's determination in the case or appeal the decision to the President.
 In the event of an appeal, the following procedure will be followed:
 - a. The case will be discussed and reviewed by the Faculty Council in executive session for purposes of the President gathering recommendations from the faculty.
 - b. The student will have the opportunity to submit written comments to the President prior to the President making her/his final decision. With written permission of the student, these comments may be shared with the Faculty Council in its executive session.
 - c. In all cases, the final decision on the appeal shall rest with the President.
 - d. When an appeal is made, the case will be reviewed and a decision reached as quickly as possible, normally within thirty (30) days.
- D. A written record of disciplinary hearing proceedings, determination, and appeal, if any, will be made and kept on file in the Academic Dean's Office.

Student Grievance Policy and Procedure

It is the intention of this policy to encourage and facilitate resolution of a grievance that a student may have with a faculty member, supervisor, administrator, member of the staff, or another student. The desire is to resolve the grievance in the early stages of the procedure. However, the procedure does provide for full mediation in a fair, equitable and timely manner.

Procedure

1. A student who believes he or she has a legitimate grievance should meet promptly with the person immediately involved (i.e. the faculty member, administrator, supervisor or member of the staff with whom the student has an issue.) (Should the student not be comfortable with initiating such a meeting on her or his own, the Academic Dean is available, on a strictly confidential basis, to assist the student.) The procedure is concluded if an acceptable solution is reached between the student and the other party. Should either person wish written documentation of the resolution, the two parties shall write such and each person will sign, date and retain a copy.
2. If the grievance is not resolved, the student may pursue the matter as follows:
 - a. Within seven (7) days of the meeting in #1, the student should send a written statement to the Academic Dean clearly stating:
 - the nature of the complaint
 - the steps already taken
3. As soon as possible after receipt of the written statement, normally within ten (10) working days, the Academic Dean will:
 - a. Meet with each party separately.
 - b. Meet with the parties together to attempt to resolve the grievance.
 - c. If the grievance is resolved, provide a written summary of the resolution within seven (7) working days (of the meeting with both parties together), which each party will sign. Copies will be retained in the Academic Dean's Office.
4. If the grievance is not resolved through the steps above, the student may make a written request, within seven (7) working days, to the Chair of the Academic Policy Committee (APC.)

- The Chair will convene a meeting to hear and resolve the grievance. The committee may request that additional persons be present for the hearing as it deems necessary and relevant (such as an administrator's or staff person's immediate supervisor, the Human Resources person), etc.).
- The committee's recommendations and action for resolution will be presented in writing to each party in the grievance within seven (7) days of the hearing, which each party will sign.
- Copies of the resolution will be retained, along with a written record of the hearing, in the Academic Dean's Office (and by the Director of Administration, if appropriate.)

In all cases, the committee's recommendations and action for resolution will be final.

In the event a member or members of the APC are involved or named in the grievance before the APC, the Dean will appoint a replacement in kind (faculty or administrator.) In the event the Academic Dean is involved or named in the grievance, the President will appoint a replacement for the Dean.