

**Please read the following carefully, as it contains important information about course delivery for the fall term. Graduate students should scroll down to the end for updates about seminary course delivery.**

The following information is subject to change, as the situation with the pandemic changes and as our plans for the fall continue to evolve. Please check our website, your email, and myHeritage (including your course pages) often to be sure you have the most recent information about your courses.

Syllabi are now becoming available on your myHeritage course pages, please read these carefully so that you will know what is expected of you in each class.

## **Undergraduate (College) Course Delivery:**

### ***On-Campus Courses***

For courses that will run on campus, we will be moving classes to larger rooms to allow for physical distancing. The schedule is subject to further change; please check our website, your email, and myHeritage (including your course pages) often to be sure you have the most recent information about your courses.

Here is a list of the courses that will run on campus:

ART151-1 Intro to Fine Arts  
BOT232-1 Joshua, Judges & Ruth  
DQU101-1 English Grammar I  
HIS231-1 Intro to the Ancient World  
HIS321-1 History of the Church: From the Apostles to the Present  
HUM331-1 Family Roles & Dynamics  
ICS251-1 Intro to Missiology  
MIN151-1 Leadership Dynamics  
MIN201-1 Theory & Practice of Christian Education  
MIN271-1 Youth Culture & Philosophy  
MUS141-1 Issues of Local Church Music Ministry  
MUS200-1 Intro to Worship Leadership  
MUS251-1 Music Fundamentals I  
MUS331-1 Music Fundamentals III  
MUS421-1 Contemporary Music & Performance Practices  
PCS101-1 General Psychology  
PHI101-1 Intro to Philosophy  
REL111-1 Christian Formation I  
REL123-1 Hermeneutics  
REL201-1 Worldviews, Christianity & Culture  
REL352-1 Ministry of Discipleship  
STR121-1 Modern Recording Techniques  
THE201-1 Intro to Christian Theology I

Piano, Guitar & Studio lessons (applied music courses, various section numbers) will take place on campus

### ***Live-Streaming Option for On-Campus Courses***

The on-campus courses will also be available in a live-streaming format (section 23, live-stream delivery method). If you select the live-streaming format for the term, you must attend the lectures every week by using the live-streaming link available on your myHeritage course page. Attendance will be tracked.

We are offering the live-streaming option (for face-to-face on campus courses) for two reasons:

1. To accommodate those who are uncomfortable about attending face-to-face on campus courses out of health concerns.
2. To accommodate those who are unable to get into residence (due to the limit on numbers) and unable to find housing in Cambridge, yet decide they still want to take courses from wherever they currently live.

Therefore, students will not take a combination of on-campus and alternate live-stream courses. Students should choose one format or the other for the courses listed as on-campus.

The live-streaming format option is eligible for OSAP funding for now, but this is a temporary arrangement that will no longer be available when OSAP says so. ***If public health deems it safe for all courses to begin operating on campus again, the live-stream option would no longer be eligible for funding, all courses would need to be moved back onto campus, and students would be required to attend the on campus format.***

If you would like to select the live-streaming option for courses meeting online, you must complete the Late Enrollment and Course Change Form. Please return the completed form to the Registrar's Office using the instructions below. If you make this change before Friday, August 28th, all normal administrative and late fees will be waived. Changes made after this date will be subject to all normal fees.

### **Instructions for Completing & Returning a Fillable Form**

The attached form is a fillable PDF form. To use this form:

1. Open in Adobe Reader (opening in a new web browser tab will not work). Adobe Reader is free to download and install: [www.adobe.com/ca](http://www.adobe.com/ca) - search for "free reader".
2. Complete the form in Adobe Reader.
3. Save as a new PDF document with your name in the title.
4. Email your completed form as a PDF attachment back to the Registrar's Office.

A change back to on campus from the live-streaming option mid-term must be approved by the Registrar and the Academic Dean; the student should apply in writing to make such a change.

### ***Previously Scheduled as On Campus, Now Offered Online***

The following courses, previously scheduled as on campus, will **only** be available online. These courses will still be listed as “section one, on-campus delivery method”; attendance will be tracked, and they will be eligible for OSAP funding. All course content will be delivered online and there will be no face-to-face instruction, however there will be times when you must attend a live discussion online and your attendance will be tracked (this list has changed in the last few weeks, please read it carefully).

Here is the list of courses that were previously planned for on-campus, but will run online:

COM102-1 The Art of Communication

BNT350-1 1&2 Corinthians

HOM301-1 Homiletics I

ICS301-1 World Religions

ICS400-1 Reaching the World

ICS401-1 Women Reaching the World

LAN201-1 Greek Elements I

LAN211-1 Hebrew Elements I

LAN401-1 Greek Exegesis

LAN402-1 Hebrew Exegesis

LAN403-1 TESOL

PHI100-1 Intro to Critical Thinking

REL121-1 Intro to Old Testament Studies

Voice lessons (applied music courses) will take place online

The online courses (section 1) courses are eligible for OSAP funding now. **OSAP-funded students should be aware that, if public health deems it safe for all courses to begin operating on campus again, the live-stream option would no longer be eligible for funding, all courses would need to be moved back onto campus, and students would be required to attend the on campus format.**

### ***Attendance Policy***

The normal attendance policy will apply for the fall 2020 academic term; you must attend 75% of the on-campus (section 1), live-stream (section 23), and online (section 1) courses. However, we want to encourage our students not to attend class when they are feeling unwell or know that they have come into contact with someone who is COVID positive and must self-isolate. It is very important that you remember you have 25% of class times to be used for such circumstances, and reserve them for this purpose. For fall 2020, if you will be missing a class time, you must contact your professor by email and explain your absence. This will allow the professor to track the reasons for your low attendance, and if you end the term requiring an attendance policy waiver there will be more evidence readily available in order to quickly waive the FN on your student record. Students attending classes on-campus may use the live-streaming link to

attend class if they need to be away. Students will be marked absent in the on-campus course but will be able to keep up with lectures.

### **Graduate (Seminary) Course Delivery:**

All courses previously scheduled as on-campus will only be available online. These courses will still be listed as “section 1, on-campus delivery method”; attendance will be tracked, and they will be eligible for OSAP funding. All course content will be delivered online and there will be no face-to-face instruction, however there will be times when you must attend a live discussion or lecture online and your attendance will be tracked.

Syllabi are now becoming available on your myHeritage course pages, please read this carefully so that you will know what is expected of you in each class.

**OSAP-funded students should be aware that, if public health deems it safe for all courses to begin operating on campus again, all courses would need to be moved back onto campus, and students would be required to attend the on campus format.**

### ***Attendance Policy***

The normal attendance policy will apply for the fall 2020 academic term; you must attend 75% of the posted lectures or live discussion times. Attendance will be tracked.

This information for the seminary could change as the situation with the pandemic changes and we receive more information from different regulatory bodies. Please check our website, your email, and myHeritage (including your course pages) often to be sure you have the most recent information from us.