Unity Urban Ministerial School

Student and Faculty Handbook

Unity Urban Ministerial School
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Executive Director

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UNITY URBAN MINISTERIAL SCHOOL

Student Handbook

This handbook contains information for those considering entrance into Unity Urban Ministerial School's First Year Ministerial Preparation Program and Second/Third Year Ministerial Studies Program.

We have endeavored to anticipate relevant questions; however, we recognize that not everything can be covered sufficiently to respond to unique situations of all persons.

If you have additional questions about the online program or curriculum, please contact the Executive Director at director@uums.org.

We look forward to supporting you on your spiritual journey.

More information may be found on the UUMS website at: www.uums.org, or by contacting the office at:

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Mission

The Unity Urban Ministerial School (UUMS) provides individuals with the necessary education and training to become Unity ministers. UUMS works closely with Unity Worldwide Ministries and its Credentialing body to assure a smooth path to licensing and ordination.

Licensing and Ordination with Unity Worldwide Ministries

Unity Worldwide Ministries (UWM) governs the process of licensing and ordaining Unity ministers. Graduation from UUMS does not guarantee licensing or ordination. Any person interested in becoming a licensed and ordained Unity minister should contact the UWM Director of Credentialing.

Code of Ethics — Unity Urban Ministerial School

The Unity Urban Ministerial School board of trustees, faculty, staff, credential leaders, and ministerial candidates subscribes to and abides by the Unity Worldwide Ministries Ethics Policy and Code of Ethics.

Unity Worldwide Ministry Accountability and Ethics

Unity Worldwide Ministries articulates a vision of ethical behavior grounded in our beliefs and teaching. Its purpose is to provide guidelines for ethical and authentic behavior and encourages us to give full expression to our Christ nature. Foundational to Unity principles and teaching is a belief that we are individualized expressions of God.

As Unity leaders, this calls to us to live our Christ nature in all circumstances, thereby being a harmonizing presence and a role model for those we serve. Because of this, we intend to be accountable to a high level of professional ethics. Students may find a complete description of the UWM Ethics Policy, and Code of Conduct at:

https://www.unityworldwideministries.org/accountability-and-ethics

Academic Integrity – Plagiarism Policy

All students are expected to adhere to essential academic honesty and integrity standards. All work submitted is expected to be the student's own thoughts and expression unless another source is acknowledged and appropriately referenced. Plagiarism in any form is not tolerated. Violation of academic honesty is regarded as a severe offense and will result in a “U” Unsatisfactory for the course and possible termination as a student of UUMS.

Programs of Study

Unity Urban Ministerial School offers two programs of study: The Ministerial Preparation (SEE) Program and Ministerial Studies Program. The Ministerial Preparation (SEE) Program provides coursework necessary to apply for the Ministerial Studies Program, which leads towards licensing and ordination through UWM. Our coursework is offered online four terms each year. Courses are conducted through the Orbund Learning Management System (LMS).

Program Overview

Ministerial Preparation (SEE) Program (First Year)

The First Year, Ministerial Preparation (SEE) Program is open to every individual regardless of religious affiliation. To be admitted, a candidate must:

- Be at least 21 years of age
- Submit a completed application form
- Submit college transcripts and/or SEE transcripts from UWM
- Submit a non-refundable, $25 application fee

The Ministerial Preparation (SEE) Program includes the first 18 prerequisite courses on Unity teachings and practices required by UWM. Upon successful completion of those courses, students are eligible to apply for the Ordination Path through UWM and to enroll in the UUMS Ministerial Studies Program (2nd/3rd year).

Prerequisite, or Spiritual Education and Enrichment (SEE), courses may be taken at UUMS, transferred from Unity Worldwide Spiritual Institute or from credentialed courses taught in the field. All courses must have been successfully completed in accordance with UWM policy. Graduates of Unity Worldwide Spiritual Institute (UWSI) SEE, and Licensed Unity Teacher programs are eligible to begin the UUMS Ministerial Studies Program (2nd/3rd year).

First-year courses are typically structured as five-week modules, with two sessions per term, aligning with the ten-week academic calendar. Detailed schedules will be published on the Unity Worldwide Ministries Seminary (UUMS) website: www.uums.org.

Ministerial Preparation (SEE/First Year) Program Courses

1. F1100 Unity Foundations (F1000)
2. F1101 Healing and Wholeness (F1002)
3. F1102 Twelve Powers of Man (F1033)
4. F1103 Unity Prayer (F1023)
5. F1104 Meditation Practices (F1044)
6. F1105 Self-Awareness (F1045)
7. F1106 Prosperity (F1042)
8. F1107 Development of New Thought and Unity (F1003)
9. F1111 Metaphysics 1 (F1036)
10. F1112 Metaphysics 2 (prerequisite F1111) (F1037)
11. F1113 Metaphysics 3 (prerequisite F1111, F1112) (F1039)
12. F1114 Metaphysics 4 (prerequisite F1111, F1112, F1113) (F1040)
13. F1121 Overview: Hebrew Scriptures (F1046)
14. F1122 Bible Interpretation – Hebrew Scriptures (prerequisite F1121) (F1005)
15. F1123 Overview: Christian Scriptures (F1047)

16. F1124 Jesus' Teachings in the Bible (prerequisite F1123) (F1004)
17. F1125 The Christ (prerequisite F1123) (F1006)
18. F1126 Bible Interpretation: Acts to Revelation (prerequisite F1123) (F1048)

Ministerial Studies Program (Second/Third Year)

The Ministerial Studies Program leads toward internship, licensing, and ordination. It consists of experiential study of Unity teachings and practices, ministerial communications, extensive Bible research, pastoral counseling, a deeper understanding of diversity, inclusivity, urban strategies, metaphysics, prayer and meditation, theology, world religions, church administration, and interdisciplinary studies.

Internship, Licensing and Ordination

Unity Urban Ministerial School offers a two-year, full-time (longer if part-time) experiential study of Unity teachings and practices, and comprehensive ministerial classes that prepare students for ministry in Unity.

Admission to UUMS Ministerial Studies Program (for candidates not currently enrolled)

Candidates not already enrolled in UUMS who are eligible for admission to the Ministerial Studies Program must:

- Be at least 21 years of age
- Submit a complete application form at uums.org along with the $25, non-refundable application fee
- Submit college transcripts and necessary credentials
- Be active in a Unity church or Center for at least one year
- Must have completed the required 18 SEE (first year/prerequisite classes)
- Applicants for Ministry Ordination through Unity Worldwide Ministries must possess a high school diploma or equivalency

Transfer Credits

Students who have taken ministerial courses through Unity Institute or Unity Worldwide Spiritual Institute may receive up to 400 transfer credits for the Ministerial Studies Program (Second/Third Year) courses required by UUMS. Credits must be verified by UWM and official transcripts must be sent directly from UWM to the UUMS Registrar.

Ministerial Studies Program – Required Courses

1000 hours are required for graduation from this program, including a combination of required and elective classes. The required classes are:

1. Bible (BI5011, 5012, 5013, 5021, 5022, 5023)
2. Conversation Skills (CM1000)
3. Homiletics I (CM4001)
4. Homiletics II (CM4002) (previously CM4003)
5. Talks on Truth (CM3004)
6. History of the African American Church (DI1002) (previously HI1037)
7. Prayer, Meditation and Reflection (IS2001) (previously IS2011 and IS2013)
8. Credo: Nature of Man (IS5911) (previously IS5912)
9. Credo: Belief, Structure and Formative Factor (IS5912) (previously IS5911)
10. Self-Awareness I (IS5914) (previously IS5940)
11. Self-Awareness II (IS5915) (previously IS5941)
12. Planning and Strategies for Urban Ministries (MM1002) (previously MM3003)

Prior to graduation and subsequent ordination by Unity Worldwide Ministries, students must complete an internship with the UUMS Ministerial Studies Program and be accepted into the UWM Ordination Path. The internship occurs in the third year, comprising a six-week internship during the Fall Term, followed by the completion of an Internship Project in the subsequent Spring Term.

Internship Classes

1. IY1001: Creation of Sunday and Special Services – 5 Week Workshop (former: CM4004)
2. IY1002: Credo (former: IS5922)
3. IY1003 Internship (former: IY2000)
4. IY2000: Internship Project (former: UUM5000)

Graduation

Graduation from Unity Urban Ministerial School is conferred upon students who have successfully completed the required courses and accumulated 1000 credit hours in the Ministerial Studies Program. This accomplishment must be accompanied by demonstrable preparation for ministry, characterized by spiritual, mental, and emotional maturity, as well as a commitment to a lifestyle of service to others. To receive a Diploma from Unity Urban Ministerial School, all program requirements must be fulfilled within ten years from the commencement of the program.

Unity Worldwide Ministries Ordination Path

Unity Worldwide Ministries (UWM) governs the ordination of Unity ministers. The process includes admissions evaluations for entering the “ministry path” and annual progress reviews. Please note that all progress interviews must be completed in accordance with current criteria set forth by UWM.

Eligibility Requirements to Apply for Ordination Path

You are eligible to apply to UWM during the final term of your SEE prerequisite courses. On the application, indicate those courses in session and their expected completion dates in the space provided, along with all other requested information (incomplete applications will not be processed). Upon completion, request that the registrar submit updated transcripts to the UWM Credentialing Office.

Prerequisites to Apply

- Completion of the Unity Urban Ministerial School's Ministerial Preparation (SEE) Program or approved equivalents. (For more information contact the Executive Director at director@uums.org)
- A High School Degree or equivalent
- One year of involvement in a Unity church

To Apply

- For application and/or questions email Rev. Lynn O'Dell at lodell@unity.org
- The $750 USD application fee must be received with the application
- All required forms and references must also be received at the time of application

Questions Regarding the Ordination Process

Contact Rev. Lynn O'Dell, Credentialing Coordinator, at lodell@unity.org.

Admissions Decisions

Admissions Decisions are based on an assessment of your written application, interviews, psychological evaluation, and background checks using the following categories:

- Communication
- Leadership
- Maturity
- Empathy and Nurturing
- Decision Making
- Unity knowledge

Notification of Acceptance to the Ordination Path

Applicants are notified in person and by mail of acceptance or redirection.

https://www.unityworldwideministries.org/urban-ministry-ordination-path

It is highly recommended that upon eligibility, students apply for admission to the ministry path at the earliest possible opportunity. Students having successfully completed all Ministerial Preparation (SEE) requirements are eligible to apply (see list of Ministerial Preparation/First Year Program Courses).

For more information about the licensing and ordination admissions process, contact the UWM Credential Department, 816-434-6843 or visit:

http://www.unityworldwideministries.org/become-minister

Students must follow the current UWM guidelines for licensing and ordination.

NOTE: Students who do not apply to the UWM Ordination Path after completion of the 18 Ministerial Preparation courses risk delaying ordination.

Progress Interview Candidate Attendance Requirements

Each candidate will participate in their first set of team progress interviews within one year of acceptance to the Ministry Path. Each candidate will participate in their first one-on-one interview within one year of acceptance to the Ministry Path. Candidates will have a minimum of 3 sets of team interviews and 4 one-on-one interviews between their admissions to the ministry path and a recommendation for a credential.

Progress Interview Criteria

The following criteria shall be used by both the team & one-on-one interviewers for individual evaluations and as a basis for overall evaluation and final recommendation by the interviewing teams and the full Credentialing Team to the Board of Trustees.

- Candidates must enroll in the Unity Worldwide Spiritual Institute or Unity Urban Ministerial School courses within one year of admission to the ministry ordination path. Candidates must continue to be actively enrolled in Unity Worldwide Spiritual Institute or Unity Urban Ministerial School ministry studies (until graduation) while they are on the ministry ordination path.
- Satisfactory academic achievement
- Demonstrate skills and knowledge at the Competent level on the Standards Expected of Unity Ministers addressing the following:
- Emotional Maturity
- Self-Awareness
- Self-Care
- Character
- Prayer & Meditation Techniques and Application
- Pastoral Care
- Faith-Filled & Ethical Living
- Prosperity Consciousness
- Spoken and Written Communication Skills
- Interpersonal/Listening/Relationship Skills
- Sacred Services, Ceremonies and Gatherings
- Administration
- Financial Intelligence
- Board Relations
- Teaching Skills
- Youth and Family Ministry
- Technology Skills
- Visionary Leadership
- Spiritually Inspired Social Action

- Unity Community Building
- Diversity & Inclusivity
- Diversity & Inclusivity in our Unity community
- Bible Knowledge & Bible Metaphysics
- Unity Theology & History
- Commitment to serving a Unity ministry in an approved area of leadership
- Commitment to the Unity movement
- Candidates are expected to demonstrate behavior that is in keeping with the Unity Worldwide Ministries Code of Ethics, Sexual Conduct Policy and worthy of the ministerial image regardless of personal challenges.

Effective ministry is dependent upon a minister acquiring both consciousness and the skills for ministry. A minister must learn to think theologically, metaphysically and spiritually about life, and to live a God-centered life.

Ministerial candidates must be able to demonstrate the ability to help others do this also, in a loving, creative and responsible manner.

Progress Team Interviews

Each candidate participating in a progress interview week shall meet with a primary team and a secondary team. Each team that a candidate meets with shall independently evaluate each candidate. Interviewing team statements shall be based on those independent evaluations.

Progress One-on-One Interviews

Each candidate participating in one-on-one progress interviews shall meet with a member of the Credentialing Team twice a year, July and November. The one-on-one team member that a candidate meets with shall independently evaluate that candidate. Interviewing statements shall be based on those independent evaluations.

Unity Urban Ministerial School Internship

Students who have completed the requisite 900 hours and have been accepted into the UWM Ordination Path are mandated to complete a 6-months internship with a Unity Church or Center under the supervision of an approved, ordained Unity Minister in good standing with Unity Worldwide Ministries, and in cooperation with Unity Worldwide Ministries and Unity Urban Ministerial School.

Ministerial Studies Program Course Descriptions (2nd/3rd Year)

Biblical Studies, Hebrew and Christian Scriptures (all required)

BI 5011 Biblical Studies Old Testament (Genesis - I Chronicles) – 40 hours
BI 5012 Biblical Studies Old Testament (Chronicles II – Ezekiel) – 40 hours
BI 5013 Biblical Studies Old Testament (Daniel – Malachi) – 40 hours
BI 5021 Biblical Studies New Testament (The Gospels) – 40 hours
BI 5022 Biblical Studies New Testament (Hebrews-Revelations) – 40 hours
BI 5023 Biblical Studies New Testament (Acts - Philemon) – 40 hours
BI 6005 Search for Historical Jesus (previously HI1005) – 20 hours
BI 6006 Introduction to Theology – 20 hours
BI 6007 History of Christianity (previously HI1001) – 20 hours
BI 6008 Introduction to World Religions (previously HI1004) – 20 hours

Communication Skills

CM1000 Conversation Skills (Required) – 20 hours
CM2000 Teaching Methods – 20 hours
CM2011 Introduction to Youth and Family Ministry – 30 hours
CM2022 Board of Trustees – 20 hours
CM3003 The Art of Storytelling in Ministry – 20 hours
CM3004 Talks on Truth (Required) – 30 hours
CM4001 Homiletics I (Required) – 40 hours
CM4002 Homiletics II (Required) (pre-requisite CM4002) – 40 hours (previously CM4003)

Counseling

CS2001 Counseling (Unity Methodology) – 30 hours
CS2002 Counseling Skills – Grief and Loss Support (previously CS2003) – 30 hours
CS2003 Ministry at the End of Life (previously CS2005) – 20 hours
CS3001 Substance Use Disorder (previously CS4002) – 30 hours

Diversity Equity & Inclusion Studies

DI1001 The Soul of Ministry (previously CU4307) – 30 hours
DI1002 History of African American Church (Required) (previously HI1037) – 20 hours
DI1003 Womanist Theology (previously HI1038) – 20 hours

Inner/Spiritual Development

IS1001 Prosperity (previously IS2003) – 20 hours
IS1002 The Art of Quantum Living (previously IS2004) – 20 hours
IS2001 Prayer, Meditation and Reflection (Required) (previously IS2011) – 30 hours
IS3001 Advanced Metaphysics I – 30 hours
IS3002 Advanced Metaphysics II (pre-requisite IS3001) – 30 hours
IS3003 Advanced Metaphysics III (pre-requisite IS3001, IS3002) – 30 hours
IS3004 Advanced Metaphysics IV (pre-requisite IS3001, IS3002, IS3003) – 30 hours
IS5911 Credo: Nature of Man (Required) (previously IS5912) – 20 hours
IS5912 Credo: Belief, Structure and Formative Factor (Required) (previously IS5911) – 20 hours
IS5913 Ethics and Boundaries (former: IS5923) – 20 hours
IS5914 Self Awareness I (Required) (former IS5940) – 30 hours
IS5915 Self Awareness II (pre-requisite IS5914) (Required) (previously IS5941) – 30 hours

Ministry Management Skills

MM1001 Media/Technology for Faith Based Organizations – 30 hours
MM1002 Planning & Strategies for Urban Ministry (Required) (previously MM3003) – 30 hours
MM1003 Financial Management for Faith Based Initiatives (previously MM3004) – 30 hours
MM1004 Church Administration (former: MM3005) – 20 hours
MM1005 Evolving Ministries & New Church Planting (previously MM4205) – 20 hours

Social Justice

SJ1001 Unitive Justice (previously CU2001) – 20 hours
SJ1002 Unitive Leadership Skills (previously CU4308) – 20 hours
SJ2000 Prison Ministry Workshop – 10 hours
SJ2001 Prison Ministry I (Working with Inmates) – 20 hours
SJ2002 Prison Ministry II (Working with Returning Citizens) (pre-requisite SJ2001) – 20 hours
SJ2003 Prison Ministry III (Working with Families) (pre-requisite SJ2001, SJ2002) – 20 hours

Internship Classes

IY1001 Creation of Sunday and Special Services Workshop (former CM4004) – 20 hours
IY1002 Credo: Nature of God/Relationship to Man (former: IS5922) – 30 hours
IY1003 Internship – 30 hours
IY2000 Third Year Internship/Project (former: UUM5000) – 20 hours

Workshop

W1003 Introduction to Theology (previously HI1006) – 10 hours

W1004 A Work of Heart (previously IS2006) – 10 hours

W1005 Awakening the Divine Mother Within – 15 hours

W1006 Technology in Ministry – 15 hours

W1007 Music in Ministry – 15 hours

In order to graduate in a timely fashion, it is recommended that students consistently take 4 classes per term.

Ministerial Preparation Program (First Year) Course Descriptions

F1100 Unity Foundations – 10 hours

Building consciousness, knowledge and skills in any endeavor begins with learning the foundational principles. Students will explore foundational principles from Lessons in Truth, Discover the Power and other historical texts. They will also learn how to integrate the foundational principles into daily life. (Combines three former classes: Lessons in Truth, Discover the Power Within You and Unity Today.) (Previously F1000)

F1101 Healing and Wholeness – 10 hours

This course is based on the spiritual laws and universal principles that support the expression of health and wholeness in our minds, bodies, and affairs. We will be working with Myrtle and Charles Fillmore's interpretation of how Jesus used and demonstrated those in his own life. Such laws and principles will be presented to support participants in developing a practical understanding of Myrtle and Charles' theology as heart-centered metaphysician. (Previously F1002)

F1102 The 12 Powers of Man – 10 hours

This course is a study of the twelve fundamental attributes of Divine Mind centralized in humankind as our spiritual nature. The course explores the powers as divine ideas and as faculties expressed through our minds. (Previously F1033)

F1103 Unity Prayer – 10 hours

The course introduces the Unity way of affirmative prayer. Affirmative meditative prayer is at the heart of the Unity spiritual path. It will also explore the traditional Unity five-step prayer process. The student will be supported in creating a daily prayer practice. (Previously F1023)

F1104 Meditation Practices – 10 hours

This course focuses on the practice and the experience of various forms of meditation. Benefits of the various forms of meditation will be explored as well as methods to deal with resistance to it. Practicing the Silence, Unity's meditation practice, is fundamental and foundational to Unity teachings. (Previously F1044)

F1105 Self-Awareness – 10 hours

Students will explore the dimensions of self by studying several systems and techniques for self-awareness. Self-awareness is necessary for optimal balance and functioning in life. They will become more conscious of their attitudes, beliefs and ways of being, symptoms of stress and imbalance; healthy responses to stress and imbalance; and how to integrate spiritual principles to maintain balance and honor all facets of their being. (Previously F1045)

F1106 Prosperity – 10 hours

This class is a combined study of Unity's two most important texts on the core subject of prosperity: Charles Fillmore's classic Prosperity and Eric Butterworth's Spiritual Economics. Students will compare these books on the key subjects of substance, mind, faith, visualization, and a giving consciousness. (Previously F1042)

F1107 Development of New Thought and Unity Movement – 10 hours

Development of the Unity movement explores Unity's origins as well as its evolution from a small group of spiritual seekers into the worldwide spiritual movement Unity is today. Topics explored include the events that inspired Charles and Myrtle Fillmore to share their spiritual insights, Unity's three-part ministry of prayer, publishing, and education; major events (including controversies) in Unity's history, and Unity's relationship with the larger New Thought movement. (Previously F1003)

F1111 Metaphysics 1 – 10 hours

The first phase for becoming a “metaphysician/practitioner” is learning the fundamental Principles. Assimilating and practicing those Principles helps awaken awareness and understanding of spiritual Truth. This “first phase” course encourages students to enter into that awakening and understanding so that they can apply the principles in their everyday lives and experience the “first fruits” of spiritual understanding. (Previously F1036)

F1112 Metaphysics 2 – 10 hours

(Prerequisite F1111) This class is designed to continue deepening the student's awareness of basic metaphysical principles and to help them work on the ability to articulate major Unity concepts. Practical application is emphasized as a primary goal. (Previously F1037)

F1113 Metaphysics 3 – 10 hours

(Prerequisite F1111 and F1112) This advanced class is designed to continue deepening the student's awareness of basic metaphysical principles and the ability to articulate major Unity concepts. To that end, students will be encouraged to investigate, analyze, and use basic metaphysical tools for living. By developing dominion over the ego/personality, the way is opened for greater expression of the student's innate Divine Potential. (Previously F1039)

F1114 Metaphysics 4 – 10 hours

(Prerequisite F1111, F1112 and F1113) This advanced class is designed to continue deepening the student's awareness of basic metaphysical principles and the ability to articulate major Unity concepts. This course summarizes and organizes metaphysical teachings to facilitate an ever-increasing demonstration of Truth. (Previously F1040)

F1121 Overview: Hebrew Scriptures – 10 hours

This course introduces the history of the Hebrew Scriptures and provides a framework for future study. Learners will explore the history and development of the Hebrew Scriptures through stories, exploration of events and knowledge and the consciousness of the writers. (Previously F1046)

F1122 Bible Interpretation – Hebrew Scriptures – 10 hours

(Prerequisite F1121) This is an introduction to the metaphysical interpretation of the Hebrew Scriptures within the Unity framework. Students will begin to understand and interpret the Hebrew Scriptures from a metaphysical viewpoint. The Scriptures are unveiled through individual metaphysical interpretation of the names of people, places, and things, numbers, archetypes, and any other symbols, etc., as they relate to the activity of humankind. (Previously F1005)

F1123 Overview: Christian Scriptures – 10 hours

This course explores the Gospels, letters, history (Book of Acts), and apocryphal literature (Book of Revelation). The student will develop a basic understanding of the Christian Scriptures' meaning for the people to whom they were written. (Previously F1047)

F1124 Jesus Teachings in the Bible – 10 hours

(Prerequisite F1123) Students will focus upon the sayings of Jesus as the “Great Example” for Spiritual Awakening, Empowerment, and Transformation. By exploring the teachings of Jesus, rather than the teachings about Jesus, we can follow that example. Students will develop a deeper and more practical understanding of Jesus as Master Teacher and Way-shower through reflection upon his sayings and methods. In this way, they will learn to build a strong spiritual foundation for “Christ Consciousness.” (Previously F1004)

F1125 The Christ – 10 hours

(Prerequisite F1123) Using the Bible as our primary text, this class explores the Christ idea as it relates to Jesus and all humankind. It attempts to discover what the Christ idea is, where it came from, what it meant to the people of Jesus' time, and how the Christ idea evolved during the period when the books of the New Testament were being written. (Previously F1006)

F1126 Bible Interpretation: Acts to Revelation – 10 hours

(Prerequisite F1123) In this course, students will experience the rewarding process of Bible interpretation. Students will learn, step by step, how to metaphysically interpret a Bible story and apply the meaning to their lives. Selected stories from Acts to Revelation will be maieutically and metaphysically interpreted. (Previously F1048)

Ministerial Studies Program (Second/Third Year) Course Descriptions

Bible Studies

BI5011, 5012, 5013, 5021, 5022 & 5023, Biblical Studies, and Skills – 40 hours – Required

These classes are a systematic study of the historical and metaphysical interpretation of the Old and New Testaments. They explore how history, and especially the memory of the history, shaped the Hebrew community. They include the way the biblical writers understood the God/person relationship, our inheritance of that understanding, and the likeness and differences of our understanding today.

BI 5011 Biblical Studies Old Testament (Genesis - I Chronicles) – 40 hours

BI 5012 Biblical Studies Old Testament (Chronicles II – Ezekiel) – 40 hours

BI 5013 Biblical Studies Old Testament (Daniel – Malachi) – 40 hours

BI 5021 Biblical Studies New Testament (The Gospels) – 40 hours

BI 5022 Biblical Studies New Testament (Hebrews-Revelations) – 40 hours

BI 5023 Biblical Studies New Testament (Acts - Philemon) – 40 hours

BI6005 Search for the Historical Jesus – 20 hours (previously HI1005)

Students will engage in a comprehensive review of the historical evidence pertaining to the life and death of Jesus. This examination will provide a foundation for the development of individualized theological perspectives.

BI6006 Introduction to Theology – 20 hours

The course provides an overview of the fundamental categories of Christian theology and Unity theology. Additionally, it explores foundational concepts in the “theology of pluralism” and “comparative theology,” examining their relevance to Unity thought and spirituality.

BI6007 History of Christianity – 20 hours (previously HI1001)

The objective of this course is to comprehensively understand the historical development and significant turning points of Christianity, beginning with the life of Jesus and extending to contemporary times. Students will examine the formulation of doctrinal beliefs and practices, and analyze the causes of schisms and divisions within the Christian tradition.

BI6008 Introduction to World Religions – 20 hours (previously HI1004)

This course offers a comprehensive overview of world religions, exploring their origins, belief systems, and contemporary functions.

Communication Skills

CM1000 Conversation Skills – 20 hours – Required

Conversation Skills is a 10-week ministerial course that enhances effective communication skills to include the ability to stay in dialogue when emotions are driving us to "shout out" or "shut down." This course provides knowledge and tools for listening, connecting, and facilitating dialogue in tough, emotional situations. The principles and models taught are aligned with spiritual practices. The class is based on the model of Nonviolent Communication (NVC), which includes taking responsibility for our own experience; commitment to increasing our awareness of our own feelings and needs as well as those of the people with whom we interact; and having the capacity to be authentic and compassionate in all circumstances.

CM2000 Teaching Methods – 20 hours

This course provides the foundations of teaching adult learners and how to lay the groundwork for creating a captivating class. (Previously IS5950)

CM2011 Introduction to Youth and Family Ministry – 30 hours

This class addresses communication to children, Uniteens, Youth of Unity, Young Adults of Unity and Next Generation Unity. Students will explore how to nurture the spiritual development of children and teens and gain insights into how to effectively work with and support YFM leadership. A ministerial perspective on fundamentals of YFM program administration is presented.

CM2022 Board of Trustees – 20 hours

Students completing Board of Trustees will be able to assist in the application of the principles taught in this course. Students will be able to demonstrate how these principles will help to serve large and small churches to have successful boards of trustees operating in a church community.

CM3003 The Art of Storytelling in Ministry – 20 hours

As speakers, we want to use all the communication skills available to engage listeners and hold their attention. Storytelling is an art form that can be developed and enhanced. As ministers, we might say, "let me tell you a story" and observe as listeners move to the front of their seats. Weaving an interesting story is an invaluable skill.

CM3004 Talks on Truth – 30 hours – Required

This course is an opportunity to develop and improve Sunday talks, sermons or messages by studying talks given by the co-founder of the Unity movement, Charles Fillmore. Using his talks as a springboard, students will find their own individual styles by using basic guidelines.

CM4001 Homiletics I – 40 hours – Required

Through an understanding of the communication process, students will be prepared in this class to use communication principles in formal talks, group meetings, individual relationships, and media presentations. Students will be encouraged to integrate communication principles into their understanding of themselves and their belief structure.

CM4002 Homiletics II – 40 hours – Required (Prerequisite Homiletics I)

Through an understanding of the communication process, students will be prepared in this class to use communication principles in formal talks, group meetings, individual relationships, and media presentations. Students will continue developing deeper communication skills as polished speakers. (Previously CM4003)

Counseling

CS2001 Counseling (Unity Methodology) – 30 hours

This class will summarize and compare the basic premise of the Strategic Pastoral Counseling Model. Students will observe fundamental skills in counseling that assist in understanding overall strategies used by individuals under stress. They will learn the differences between spiritual counseling and psychological counseling, identify the ethical and legal requirements of ministers regarding spiritual counseling.

CS2002 Counseling Skills – Grief and Loss Support – 30 hours

This class helps students understand the basics of grief and the stages of the grief process. This comprehensive course of study equips ministerial students to counsel congregants through the grief process. (Previously CS2003)

CS2003 Ministry at End of Life – 20 hours

During our human experience, everyone faces the existential issue of death and the desire to find comfort or comfort others. Ministers especially are called upon to help congregants cope with aging, dying, death, grief, and bereavement issues. This course focuses on the function of ministry to individuals and family members within such circumstances. Students will explore spiritual, medical, ethical, legal, and cross-cultural factors related to the end-of-life experience. (Previously CS2005) Synchronous

CS3001 Substance Use Disorder – 30 hours

Addiction has a major impact on health, relationships, finances, spirituality, communities, families, society at large—and on churches. This course is grounded in the prevailing scientific assessment that addiction is a biological, psycho-social, spiritual disease that can be arrested with appropriate engagement in effective treatment strategies. We will explore what addiction is in its essentials and its variety of forms, how family and societal relational systems are a part of the addictive process, and most importantly what recovery is and how it works. We will explore the myriad ways that addiction impacts churches and discuss effective strategies ministers and congregations can employ to support recovery. (Previously CS4002)

Diversity, Equity and Inclusion

DI1001 The Soul of Ministry, Creating Beloved Community – 30 hours

Church communities are effective and sustainable resources for spiritual transformation to the degree that they live the principles they teach. When spiritual principles are expressed as integrity in relationships, fair and effective decision-making processes, and authentic inclusion, ministries flourish, and people mature. Grounded in the perspective of family systems theory, this course prepares ministers to understand the dynamics of the church relationship system, take responsibility for managing self rather than trying to control others, and utilize healthy boundaries to foster creativity, harmony, and soul development. It is likely that some or perhaps even many of the concepts presented in this course will challenge you to understand yourself, relationships, and what is truly a healthy church, in a new way. Hang in there - it will be worth it! (Previously CU4307)

DI1002 History of African American Church – 20 hours – Required

This class strongly provides a more in-depth history and traditions of the African American Church and its effect upon the modern urban community. (Previously HI1037)

DI1003 Womanist Theology – 20 hours

Womanist Theology is a methodological approach to theology which centers the experience and perspectives of Black women, particularly African American women. The first generation of womanist theologians and ethicists began writing in the mid to late 1980s, and the field has since expanded significantly. (Previously HI1038)

Inner/Spiritual Development

IS1001 Prosperity – 20 hours

Students will acquire a comprehensive understanding of Prosperity principles as articulated by Charles Fillmore and other prominent Unity writers.

IS1002 The Art of Quantum Living – 20 hours – Synchronous

The primary objective of The Quantum Living Process is to enable participants to engage in a self-directed 21-day exploration of triggering or challenging moments, with the intent of uncovering unconscious cultural and social programming established in early childhood and still functioning by default. By identifying and transforming this unconscious, limiting patterns of thought, feeling, and behavior, participants pave the way for heart-centered evolutionary transformation.

IS2001 Prayer, Meditation and Reflection – 20 hours – Required

This course is in two parts and designed to develop the consciousness of prayer necessary for effective Unity Ministry. The emphasis is on the practical application of Unity principles, methods and techniques of prayer and meditation. Expectation of this course includes the unfoldment of the student's individual prayer life and the ability to lead others in effective meditation and prayer meetings. The student will be required to demonstrate prayer technique, meditative prayer, prayer habits and positive prayer. (Previously IS2011)

IS3001 Advanced Metaphysics I – 30 hours

This series of courses focuses on examination of the texts of Carole M. Lunde and Walter C. Lanyon through lecture, reading, writing, observation, and discussion of the text. Instruction takes the student into a deeper study of metaphysics. Mr. Lanyon is an exciting writer who has written many books and manuscripts, and his metaphysical interpretation is well aligned with Unity. Classes must be taken in order.

IS3002 Advanced Metaphysics 2 – 30 hours (Pre-requisite IS3001)

IS3003 Advanced Metaphysics 3 – 30 hours (Pre-requisite IS3001, IS3002)

IS3004 Advanced Metaphysics 4 – 30 hours (Pre-requisite IS3001, IS3002, IS3003)

IS5911 Credo: Nature of Man – 20 hours – Required

In this class, students address their understanding of the nature of man. The class will offer varieties of ways of understanding man's nature and destiny. Students will consider and evaluate these views considering their own spiritual convictions and insights. (Previously IS5912)

IS5912 Credo: Belief, Structure and Formative Factor – 20 hours – Required

This class has the purpose of helping the students begin the process of exploring their own belief structures. The formative factors of belief are presented and related to the student's own individual experience. The final purpose of this class is to prepare students to develop and write their own personal credos. (Previously IS5911)

IS5913 Ethics – 20 hours

This course is an introduction to the basic concepts of theological ethics, Minister/Congregant privileged communications, member and non-member personal relationships with analysis and discussion of current events. The purpose of this course is to help students clarify their values, relate their values to the external environment, and introduce the process of theological ethics. (Previously IS5923)

IS5914 Self Awareness I – 30 hours – Required

This course introduces the concept of psycho-spiritual wholeness as a life-long endeavor essential to healthy, effective ministers and ministries. The concept is for engagement intellectually, spiritually, and experientially. The focus is on developing understanding of the way that psychological and spiritual health are inextricably interwoven. Each student is unique in their way of engaging in their personal growth journey. Each has had different experiences and most likely has participated with a variety of psycho-spiritual growth approaches. This course invites each student to go forward in understanding and depth from where they currently are to gain new robust perspectives that will benefit them as a minister. The course culminates in the invitation to personal commitment to the lifelong process of psycho-spiritual maturity and to utilizing resources that support this growth. This course lays the foundation for Part 2. (Previously IS5941)

IS5915 Self Awareness II – 30 hours – Required (Prerequisite IS5914)

This course builds on Part 1, continuing to develop the concept of psycho-spiritual wholeness as a life-long endeavor essential to healthy, effective ministers and ministries. The concept is engaged intellectually, spiritually, and experientially. The focus is on developing understanding of the way that psychological and spiritual health are inextricably interwoven. The course culminates in the invitation to personal commitment to the lifelong process of psycho-spiritual maturity and to utilizing resources that support this growth. (Previously IS5941)

Ministry Management Skills

MM1001 Media/Technology for Faith Based Organizations – 30 hours

Students will learn about and engage with uses of technology in ministry. They will explore how their vision of ministry can best be achieved through judicious use of the ever-expanding field of technological innovation.

MM1002 Planning & Strategies for Urban Ministry – 30 hours – Required

This class focuses on the development, evolution, and theories of urban planning. It considers the major concepts and procedures used by city planners and focuses on the analytical tools and methods available in addressing the social, economic, and environmental problems of urban areas. (Previously MM3003)

MM1003 Financial Management for Faith-Based Initiatives – 30 hours

This class is designed to provide the student with an overview and understanding of theories, policies, procedures, and skills relevant to financial management. Emphasis will be placed on budgeting, accounting, revenue generation, income tax and debt management. (Previously MM3004)

MM1004 Church Administration – 20 hours

There are many facets to church administration. This course looks at legal, financial, pitfalls of mishandling, relationships with boards and lay leadership and variations in sizes and conditions of churches. The examples given in the lectures are actual experiences and events. There are opportunities for you to examine and resolve problems that can arise. The course is designed to be organic as well as academic. (Previously MM3005)

MM1005 Evolving Ministries & New Church Planting – 20 hours

A structured experience of planning and pioneering new centers/churches. Students will explore the strategies for starting or renewing a ministry, study-group, satellite, or alternative ministry. It will include the experience of creating a business plan and the study of successful practices of research and marketing to a pioneer market. (Previously MM4205)

Social Justice

SJ1001 Unitive Justice – 20 hours

This class provides an in-depth study of healing principles as set forth by Charles Fillmore interpreted by “The Detroit Eight” (the first graduating class of the Unity Urban Ministerial School, 1982). This course explores Charles Fillmore's materials coupled with the unique challenges of the prison ministries & family. The course explores themes of Healing, such as “Goodbye Daddy, Carrying the Load, Heartbreak, Separating the Twins, Changing Rules, College Choices, Rape, Murder,” and a whole host of the challenges of letting the “Christ” do the Healing. This class is an experiential course in which the student reviews the book Jesus Christ Heals and seeks to employ the tenets of the book as a tool for prison outreach. (Previously CU2001)

SJ1002 Unitive Leadership Skills – 20 hours

This course is based upon the Unitive Justice Model using the unitive circle process to enhance personal and ministry functionality. It helps develop self-awareness, enhance spiritual counseling, conflict resolution and community building skills. This course provides an overview of the 14 arcs to a Unitive Justice Community and experiential practice of unitive circle process for self-awareness, peacemaking and community building in classrooms and community circles in ministry. It is an introduction to the Unitive Circle Process.

The Circle process brings people to the table to create connection, understanding, collaboration and solution. It provides a pathway to understanding the underlying pain of conflict. The action of applying the circle process to personal, cultural, and societal breakdowns is “living the truth we know” and moves individuals from confrontation to connection. (Previously CU4308)

SJ2001 Prison Ministry I – 20 hours

This is the first class of the three-part Prison Ministry Certificate Program designed to familiarize students at the macro and micro levels with an overall idea of how the prison system in their state operates, and some idea of how it will/can be of service to our incarcerated citizens, returning citizens, and families impacted by incarceration. Students must complete all three classes to earn the certificate.

SJ2002 Prison Ministry II – 20 hours (Pre-requisite SJ2001)

This is the second class of the three-part Prison Ministry Certificate Program. This class builds on the foundational information presented in Prison Ministry I.

SJ2003 Prison Ministry III – 20 hours (Pre-requisite SJ2001 and SJ2002)

This is the third class of the three-part Prison Ministry Certification Program. It is designed to help students explore how they/their spiritual community can engage in Prison Ministry. By the end of the class, students will have deepened their understanding of their Divine Power and gained practical tools to apply these transformative concepts for empowering others on their path to spiritual freedom. This class is an invitation to step beyond the mind's limitations and embrace the freedom of one's eternal, loving essence.

Internship

IY1001 Creation of Sunday and Special Services Workshop – 20 hours – Required

This class provides guidance in the preparation of successful Sunday Services as well as Special Services. An important objective of worship services is facilitating an experience of the Sacred. Students will examine the various elements of Unity worship services and their function to help attain that objective. Students will also apply these factors to Unity special services – including weddings, baby dedications, memorials, Christmas Eve, Good Friday, Easter, Burning Bowl and White Stone Ceremonies. This class provides students with the opportunity to create a personal portfolio of these services and practice officiating community ceremonies and celebrations. (Previously CM4004)

IY1002 Credo: Nature of God/Relationship to Man – 30 hours – Required

This is a Fourth Year Class which is taken in the Internship Year. In this course, the student is encouraged to review and reevaluate his or her credo and articulate how this credo could be implemented in the various aspects of ministry. (Previously IS5922)

IY1003 Fourth Year Internship/Project – 30 hours – Required

This class is offered in the Spring of the Internship Year prior to Ordination. The class is a cohort practicum where students demonstrate critical thinking, decision-making, collaboration and other skills necessary for effective leadership in ministry. (Previously UUM5000)

IY2000 Internship – 20 hours – Required

This is the experiential training working in the Church. Specifics are detailed in the Internship Handbook for Church Ministry for students who are not serving as Spiritual Leaders in a Unity church, and the Internship Handbook for students serving as designated Spiritual Leaders in a Unity Church.

Ministerial Internship (Fourth Year)

The following documents can be found on the UUMS website: www.uums.org

- Handbook for Internship in Church Ministry
- Handbook for Spiritual Leader

Internship Project – a special project led by each class of Interns builds on the work of the previous class of Interns. These projects support the continued growth and development of UUMS and the UUMS Alumni Association.

For more information, contact the Executive Director; director@uums.org

Workshops

W1001 A Work of Heart – 10 hours

This workshop is designed to help students define and develop their role and purpose in ministry. Spiritual leadership is a work of heart. To learn how God prepares one for leadership, we will explore how God's heart shaping work by studying four of the most prominent Biblical Leaders. This exploration

into the leadership of Moses, David, Paul and Jesus will provide some well-rehearsed biographies for spotting the signs of divine heart shaping. (Previously IS2006)

W1002 Awakening the Divine Mother Within – 10 hours

This workshop explores the Divine Mother within as it relates to the history, the origin and in the Bible.

W1003 Media Technology for Faith Based Organizations – 10 hours

W1004 Music in Ministry – 10 hours

Academic Information and Policies

Tuition & Fees

Application Fee: $25 (one-time, non-refundable)

Tuition for First-Year Ministerial Preparation Courses: $150 per course

Preparation Courses (SEE) are five weeks.

Tuition for Second/Third/Fourth Year Ministerial Studies Courses:

- One Class: $300
- Two Classes: $600
- Three to Five Classes: $900

NOTE: For more than five classes, tuition is $300 per each additional class.

Payments

Unless other arrangements are made and approved by the UUMS Executive Director, all accounts must be paid before the end of the first week of class.

Refund Policy

The one-time, $25 application fee is non-refundable. All other tuition and fees paid by the applicant/student shall be refunded if requested before the end of the first week of class. Payments will be refunded within 30 days.

Scholarships

The Unity Urban Ministerial School offers two scholarships to qualifying students.

Rev. Dr. Ruth M. Mosley Scholarship

The Rev. Ruth Mosley Scholarship was established in 2020 in honor of our beloved founder, Dr. Ruth M. Mosley, to provide financial assistance to students entering their second year of the Ministerial Preparatory Program (Spiritual Education & Enrichment classes).

I. Eligibility:

- Successful completion of one term with UUMS
- Must have the intention of being a Licensed Unity Teacher (LUT) or a Unity minister

II. Application Process:

- Letter of Application: Applicants must submit a letter of introduction, including the applicant's commitment to Unity and the ministerial process and a brief biography and photo.
- Letters of Recommendation: Three (3) letters of recommendation from individuals with knowledge of the applicant's character, experience, or community involvement. These may

include teachers, business associates, and persons within the applicant's spiritual community. One of the letters must be from the applicant's minister or spiritual leader.

- Essay: 350-500 words on a spiritual direction topic selected by the Scholarship Committee.

Revs. Charles and Myrtle Fillmore Scholarship

The Charles and Myrtle Fillmore Scholarship was established in 2010 by Revs. Dr. Glenn and Martha Moseley to support students' spiritual growth and development to become ordained Unity ministers.

I. Eligibility:

- Successful completion of all first-year requirements. See UUMS Student Handbook
- Must have at least a 3.0-grade point average or a “B” at the time of application

II. Application Process:

- Letter of Application: A letter containing the applicant's biography, photo, introduction, commitment to Unity, and ministerial career goals.
- Letters of Recommendations: Three (3) letters of recommendation from individuals with knowledge of the applicant's character, experience, or community involvement. These may include ministers, teachers, business associates, and friends of the applicant. One letter of recommendation must be from the applicant's minister.
- Essay: 350-500 words on a spiritual direction topic selected by the Scholarship Committee.

Visit our website at: https://uums.org or contact Rev. Carolyne Jean Rhodes for additional information on the UUMS scholarship opportunities at: revcarolyne@uums.org

Complaints

It is recommended that issues be taken up with the Executive Director at director@uums.org.

Students wishing to make a formal complaint may contact the State of Michigan at www.michiganps.net.

Academic Records

All permanent academic records are maintained by UUMS. These records include credits transferred from other schools that apply toward the student's certification requirements at UUMS. Transcripts are updated at the end of each term. Students are also encouraged to maintain copies of their records.

Appeals Process

Appeals regarding student's status in the program, and exceptions to academic policies and regulations are to be submitted in writing, with supporting documentation, to the student's Academic Advisor. The final decision rests with the UUMS Executive Director.

Credit for Previous Academic Experience

Students who have taken ministerial courses through UWSI may receive up to 400 transfer credits for courses equivalent to Second/Third Year courses at UUMS.

Students who have advanced degrees from other accredited Institutions may receive up to 100 transfer credits for courses equivalent to Second/Third Year courses at UUMS.

Evaluations and Accountability

Students admitted to UUMS are considered adult learners. The faculty assumes that students are self-motivated, have the desire and maturity to receive meaningful information about their progress, and will take responsibility for their own growth in relation to course work.

Recording of Academic Evaluation

Evaluation of assignments within each term will be for the purpose of giving students regular, accurate progress information to maximize the process of self-evaluation. The method of recording academic evaluation for assignments within each term will be:

	Evaluation Points	Grade
Excellent	500	A
Above Average	400	B
Acceptable/Passing	300	C
Incomplete	299	I

Incomplete (I)

Faculty has the option of assigning the grade "I" (Incomplete) where the assignments have not been completed. Students may contact the instructor to complete assignments as soon as possible. All Incomplete assignments must be made up within five (5) weeks following the end of the term. An additional five weeks may be requested in the event of extenuating circumstances on an individual basis.

Registration Information

Enrollment in a course is not official until the Administration has processed the proper registration forms and all financial obligations have been met or payment arrangements have been approved through the appropriate channels. No credit will be received unless tuition has been paid in full by the last day of the term.

Withdrawal

Students wishing to withdraw from a course must obtain approval from their Advisor and the UUMS Curriculum Coordinator. Students who do not officially withdraw from the term will receive a final grade of I in each enrolled course.

Attendance

All students are required to attend ALL mandatory meetings and licensing and ordination reviews.

Re-Entrance

Upon request and approval of the Executive Director, students may re-enter the UUMS Ministerial Studies Program and complete the required courses within a 10-year period.

Transcripts

Federal law requires that all transcript requests be made by the individual student. Such requests should include:

- Student's name and, if applicable, maiden name
- Date of last attendance or certificate earned with date of graduation
- Name and address where the transcript should be sent
- A fee may be required for copying and mailing transcripts to non-Unity organizations

Accreditation

The Unity Urban Ministerial School is an accredited member of the Accrediting Commission International, Inc. (ACI), the world's largest non-government-related accrediting association, not connected with the U.S. Department of Education or any State Department of Higher Education. All credits are transferable between more than 300 members of ACI.

Although a high school degree is required for UWM Ordination, a bachelor's degree or higher is needed if a student wants to apply for an advanced degree from another Theological Seminary.

Family Education Rights and Privacy Act (FERPA)

Unity Urban Ministerial School, Inc., complies with the Family Education Rights and Privacy Act (FERPA), which affords students certain rights with respect to academic records. They are:

- The right to inspect and review the student's academic records within 45 days of the day UUMS receives a request for access. Students should submit to the Registrar a written request identifying the record(s) they wish to inspect. The Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's academic record that the student believes is inaccurate or misleading and asks for the record to be changed. If UUMS decides not to amend the record as requested, the student will be notified of the decision and advised of his or her rights to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided at that time.
- The right to consent to disclosures of personally identifiable information contained in the student's academic 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.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by UUMS, Inc. 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
600 Independence Ave., SW
Washington, DC 20202-4605

Frequently Asked Questions

What does it cost to attend UUMS? (As of April 2023)

1st Year (Ministerial Preparation Program) Courses: $150.00 per course. 2nd/3rd Year (Ministerial Studies Program) Courses: $300.00 per course. Audit/Continuing Education Courses: $50.00 per course. NOTE: You may take up to five (5) classes in any given ten-week term. For MPP level, the cost per term is dependent on the number of courses taken. For MSP level, the maximum cost per term is $900.00 – you will pay per course for up to three courses; if you take the maximum number permitted (5), the fourth and fifth course are offered at no additional charge.

Can a student receive financial support from UUMS?

UUMS offers limited scholarships. These scholarships are under the direction of the UUMS Scholarship Committee (see Scholarships section). Check with your Unity Region for other scholarship opportunities.

Is it possible to have a new student orientation or interviews before starting class?

New student orientations are held quarterly or more often as required based on new enrollment.

What are the office hours for the Unity Urban Ministerial School?

Monday - Thursday, 12:00 pm - 5:00 pm Eastern Standard Time.

Do all 20-hour classes have the same amount of work required, if not, then what are the guidelines?

Courses are weighted primarily based on workload requirements. UUMS consistently reviews and makes adjustments as needed.

How can a student ensure they are on target for ordination? If not on target, what are the steps to getting back on the path?

Check with UUMS Registrar and/or UWM Credentialing Office.

What is the role of an advisor? Do they help students choose the classes they need?

Advisors maintain close contact with students and regularly review their status so that adjustments can be made in course offerings. Students are encouraged to consult their advisor and the UUMS registrar and/or Curriculum Coordinator for assistance.

What do I do when I don't get timely feedback from either an instructor or an advisor? Who do I contact if the instructor does not give feedback in class each week or post an assignment?

First, contact the instructor, then your Advisor. If that doesn't work, notify the Registrar/Curriculum Coordinator and finally the Executive Director.

How do the staff and students of UUMS get timely updates of changes in the program?

Communication between students and staff is through the learning management platform/student portal, email, postings on the UUMS website, UUMS monthly newsletter, and/or phone calls.

How long do I have to make up the work for an "I" grade?

Faculty have the option of assigning the grade "I" (Incomplete) where the assignments have not been completed. Students are encouraged to contact the instructor as soon as possible to arrange for the completion of assignments. Incomplete assignments must be made up within five (5) weeks following the end of the term. An additional five weeks may be requested in the event of extenuating circumstances on an individual basis.

Are there substantial differences between UUMS and UWSI? What part does UWM play in ordination?

There are some differences. UUMS classes are asynchronous (students are not required to be in a classroom setting); students work independently and participate virtually through discussion threads and occasional face-to-face meetings. Timely completion of weekly assignments and other written work that directly influence course grades are key components of the UUMS curriculum. UWSI has some hybrid (in-person and online) requirements for classroom participation during designated days/times. UWM is the credentialing authority for all Unity ministers and licensed Unity teachers. Once students graduate from UUMS or UWSI, ordination is the responsibility of UWM.

What is the time limit for an instructor to give a grade?

Grades are typically submitted to both students and registrar by the end of the week following course completion.

What do I do if I have questions about transcripts or grades?

Contact the Registrar.

How can a student provide additional feedback on course content outside of feedback to the instructor?

Consult the Registrar, Curriculum Coordinator, or Executive Director.

What is required if a student wants to transfer from UWSI to UUMS?

Contact your current school's Registrar to request that your transcripts be sent to UUMS. Students wishing to transfer from UUMS should contact the UUMS Registrar for transcripts to be sent to the other path.