



# **Unity Urban Ministerial School**

## **STUDENT AND FACULTY HANDBOOK**

**Unity Urban Ministerial School  
400 Renaissance Center  
Suite 2600  
Detroit, Michigan 48243**

**(816) 772-3146**

**[info@uums.org](mailto:info@uums.org)**

**REV. SANDRA WAYNE CAMPBELL**  
Executive Director





## **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](mailto: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](http://www.uums.org), or by contacting the office at:

**Unity Urban Ministerial School**  
**400 Renaissance Center**  
**Suite 2600**  
**Detroit, Michigan 48243**

**(816) 772-3146**  
[info@uums.org](mailto:info@uums.org)

## Contents

1. UUMS Leadership and Board of Directors	2
2. UUMS Mission Vision School and Culture	3
3. Programs of Study and Programs Overview	4
4. Ministerial Preparation First Year Program Courses	6
5. Ministerial Studies Program Required Courses	7
6. Graduation and Admission to the Ordination Path	8
7. Unity Urban Ministerial Internship	9
8. Ministerial Studies Program Second/Third Year	10
9. Academic Information and Policies	12
10. Scholarships Myrtle and Charles and Rev. Ruth Mosley	14
11. Registration and course management information	15
12. Family Education Rights and Privacy Act (FERPA)	16
13. Ministerial Preparation Program (First Year) Course	17
14. Ministerial Studies Program (2nd/3rd Year) Course Description	20
15. Ministerial Internship (Fourth Year)	30
16. Frequently Asked Question	31

## **BOARD OF DIRECTORS**

President	Rev. Joann Watson
Executive Director	Rev. Sandra Campbell
Vice-President	Vacant
Secretary	Rev. Richard Carlini
Treasurer	Rev. Ken Ficklin
Members-at-Large	Rev. Kathy Beasley
	Rev. Larry Hooks
	Rev. Josephine Furlow
	Rev. Wilma Taylor-Costen
UUMSAA Representative	Rev. Vernelle Nelson

## **ADMINISTRATIVE STAFF**

Registrar	Rev. Karen Saunders
Bursar	Rev. Roxanne Graves
Administrative Officer	Rev. Carolynne Jeane Rhodes
Webmaster	Rev. Richard Pacheco

**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 can be found at:

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

## **PROGRAMS OF STUDY**

Unity Urban Ministerial School offers two programs of study: The Ministerial Preparation Program and Ministerial Studies Program. The Ministerial Preparation 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 Coursewebs Learning Management System (LMS). Once students have completed the first 12 courses in the Ministerial Preparation Program, they must participate in two face-to-face, licensing and ordination interviews each year. Students who have not completed the first 12 courses in this Program may be invited to participate in a virtual interview.

## **PROGRAM OVERVIEW**

### **MINISTERIAL PREPARATION PROGRAM (FIRST YEAR)**

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

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

The Ministerial Preparation 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 Preparation 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 (2<sup>nd</sup>/3<sup>rd</sup> year) \*

**First-year classes are generally five weeks and will be scheduled to coincide with the ten-week term. Schedules will be announced on the UUMS website: [www.uums.org](http://www.uums.org).**

## **MINISTERIAL PREPARATION (FIRST YEAR) PROGRAM COURSES**

1. F1000 Unity Foundations
2. F1002 Healing and Wholeness
3. F1003 Development of New Thought and Unity
4. F1004 Jesus' Teachings in the Bible
5. F1005 Bible Interpretation – Hebrew Scriptures
6. F1006 The Christ
7. F1023 Unity Prayer
8. F1033 Twelve Powers of Man
9. F1036 Metaphysics 1
10. F1037 Metaphysics 2
11. F1039 Metaphysics 3
12. F1040 Metaphysics 4
13. F1042 Prosperity
14. F1044 Meditation Practices
15. F1045 Self-Awareness
16. F1046 Overview: Hebrew Scriptures
17. F1047 Overview: Christian Scriptures
18. F1048 Bible Interpretation: Acts to Revelation

## **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 three-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:

1. Be at least 21 years of age
2. Submit a complete application form at [uums.org](http://uums.org) along with the \$25, non-refundable application fee

3. Submit college transcripts and necessary credentials
4. Be active in a Unity church or Center for at least one year
5. Must have completed the required 18 SEE (first year/prerequisite classes).

This program requires completion of a total of 1,000 hours of ministerial coursework.

### **Transfer Credits**

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

### **MINISTERIAL STUDIES PROGRAM – REQUIRED COURSES**

Of the 1000 hours necessary for graduation from this program, required classes include:

1. **Bible (BI5011, 5012, 5013, 5021, 5022, 5023)**
2. **Conversation Skills (CM1000)**
3. **Homiletics I (CM4001), Homiletics II (CM4003)**
4. **History of the African American Church (HI1037)**
5. **Talks on Truth (IS2002)**
6. **Self-Awareness I (IS5940), Self-Awareness II (IS5941)**
7. **The Journey (IS5945) taken semester before Internship**
8. **Planning and Strategies for Urban Ministries (MM3003)**

Graduation from the UUMS Ministerial Studies Program and acceptance to the UWM Ordination Path are required before a student may begin the year of Internship leading to Ordination by Unity Worldwide Ministries.

### **Graduation**

The right of graduation from Unity Urban Ministerial School is granted when the student has successfully completed the required courses and earned 1000 credit hours in the Ministerial Preparation Program. Evidence of preparation to practice ministry emphasizes spiritual, mental, and emotional maturity and devotion to a lifestyle of service to others. To be granted a Unity Urban Ministerial Graduation Certificate, the student must complete all requirements within seven years of beginning the program.

### **Unity Worldwide Ministries Ordination Path**

Unity Worldwide Ministries (UWM) governs the licensing and 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 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.

### **Pre-requisites to Apply:**

1. Completion of the Unity Urban Ministerial School's Ministerial Preparation Program or approved equivalents. (For more information contact the Executive Director at **director@uums.org**)
2. A **Bachelor's Degree** or approved **Academic Demonstration** through UWM
3. Internet and email capability
4. 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 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 necessary 900 hours and who have been accepted to the UWM Ordination Path are required to complete a 9-month internship. This must be accomplished at a Unity Church or Center under the guidance of an approved, ordained Unity Minister in good standing with UWM, and in cooperation with Unity Worldwide Ministries and Unity Urban Ministerial School.

**Ministerial Studies Program Course Descriptions  
(2<sup>nd</sup>/3<sup>rd</sup> Year)**

**Biblical Studies, Hebrew and Christian Scriptures\* (all required)**

BI 5011 Biblical Studies Old Testament (Genesis - I Chronicles)	<b>40 hours</b>
BI 5012 Biblical Studies Old Testament (Chronicles II – Ezekiel)	<b>40 hours</b>
BI 5013 Biblical Studies Old Testament (Daniel – Malachi)	<b>40 hours</b>
BI 5021 Biblical Studies New Testament (The Gospels)	<b>40 hours</b>
BI 5022 Biblical Studies New Testament (Hebrews-Revelations)	<b>40 hours</b>
BI 5023 Biblical Studies New Testament (Acts - Philemon)	<b>40 hours</b>

**Communication Skills**

<b>CM1000 Conversation Skills</b>	<b>20 Hours (Required)</b>
CM2000 Teaching Methods Previously IS5950 Teaching Methods	20 hours
CM2011 Introduction to Youth and Family Ministry	30 hours
CM2022 Board of Trustees	20 hours
CM3003 The Art of Storytelling	20 hours
CM3004 Previously MS 2002 Talks on Truth	<b>30 hours (Required)</b>
CM4001 Homiletics I	<b>40 hours (Required)</b>
CM4003 Homiletics II	<b>40 hours (Required)</b>

**Counseling**

CS2001 Counseling	30 hours
CS2002 Counseling (Unity Methodology)	30 hours
CS2003 Counseling Skills – Grief and Loss Support	30 hours
CS2005 Ministry at the End of Life Previously UUM4209	20 hours
CS4002 Substance Use Disorder Previously CM4002	30 hours

**Cultural Studies**

CU2001 Unitive Justice (Previously Prison Ministry)	20 hours
CU4306 Diversity and Inclusive Ministry previously UUM4306	20 hours
CU4307 The Soul of Ministry previously UUM4307	30 hours
CU4308 Unitive Leadership Skills	20 hours

**History**

HI1001 History of Christianity	20 hours
HI1004 Introduction to World Religions	20 hours
HI1005 Search for the Historical Jesus	20 hours
HI1006 Introduction to Theology	20 hours
<b>HI1037 History of African American Church</b>	<b>20 hours (Required)</b>
HI1038 Womanist Theology	20 hours

## Inner/Spiritual Development

IS2001 Compass, The Journey of the Soul	20 hours
IS2002 Compass II, The Journey of the Soul II	20 hours
IS2003 Prosperity Previously MS 2003	20 hours
IS2004 The Art of Quantum Living	20 hours
IS2006 A Work of Heart	20 hours
IS2011 Prayer and Meditation previously MS2011	20 hours
IS2013 Prayer and Reflection previously MS2013	20 hours
IS3001 Advanced Metaphysics I	30 hours
IS3002 Advanced Metaphysics II	30 hours
IS3003 Advanced Metaphysics III	30 hours
IS3004 Advanced Metaphysics IV	30 hours
IS5911 Credo: Belief, Structure and Formative Factor	20 hours
IS5912 Credo: Nature of Man	20 hours
IS5923 Ethics and Boundaries	20 hours
<b>IS5940 Self Awareness I</b>	<b>30 hours (Required)</b>
<b>IS5941 Self Awareness II</b>	<b>30 hours (Required)</b>
<b>IS5945 The Journey (Spring Term before graduation)</b>	<b>30 hours (Required)</b>

## Ministry Management Skills

MM1001(UUM1001) Media/Technology for Faith Based Organizations	30 hours
MM3001 (UUM3001) Management Skills for the 21 <sup>st</sup> Century	20 hours
<b>MM3003 (UUM3003) Planning &amp; Strategies for Urban Ministry</b>	<b>20 hours (Required)</b>
MM3004 (UUM3004) Financial Management for Faith Based Initiatives	30 hours
MM3005 (UUM3005) Church Administration	20 hours
MM4205 (UUM4205) New Church Planting	20 hours
MM4207 (UUM4207) Trends in Ministry	20 hours
MM4208 (UUM4208) Ministry Marketing	20 hours

## Internship Year Classes

CM4004 Creation of Sunday and Special Services	50 hours
IS5922 Credo: Nature of God/Relationship to Man	20 hours
UUM5000 Fourth Year Internship/Project	30 hours

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

## **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.

### **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](http://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.

### **Information regarding credit allowed for previous education and training**

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.

### **Evaluations and Accountability**

#### Overall 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:

<u>Evaluation</u>	<u>Points</u>	<u>Grade</u>
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.

## **Scholarships**

The Unity Urban Ministerial School offers two scholarships to qualifying students. The Revs. Charles and Myrtle Fillmore Scholarship and the Rev. Dr. Ruth M. Mosley.

### **REV. CHARLES & MYRTLE FILLMORE SCHOLARSHIP**

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

#### **I. ELIGIBILITY:**

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

#### **II. APPLICATION PROCESS:**

1. **Letter of Application:** A letter containing the applicant's biography, photo, introduction, commitment to Unity, and ministerial career goals.
2. **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.
3. **Essay:** 350-500 words on a spiritual direction topic selected by the Scholarship Committee.

### **REV. DR. RUTH M. MOSLEY SCHOLARSHIP**

The Unity Urban Ministerial School 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 spiritual studies.

#### **I. ELIGIBILITY:**

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

#### **II. APPLICATION PROCESS:**

1. **Letter of Application:** Applicants must submit a letter of introduction, including the applicant's commitment to Unity and the ministerial process. Attach brief biography and photo.
2. **Letters of Recommendations:** 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. In addition, one letter must be from the applicant's minister or spiritual leader.
3. **Essay:** 350-500 words on a spiritual direction topic selected by the Scholarship Committee.



Please visit our website at: <https://uums.org> or contact Rev. Carolyn Jean Rhodes for additional information on the scholarships at: [revcarolyne@uums.org](mailto:revcarolyne@uums.org)

### **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

### **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

## **MINISTERIAL PREPARATION PROGRAM (FIRST YEAR) COURSE DESCRIPTIONS**

### **F1000 Unity Foundations**

**20 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.)

### **F1002 Healing and Wholeness**

**20 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.

### **F1003 Development of New Thought and Unity Movement**

**20 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.

### **F1004 Jesus Teachings**

**20 hours**

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.”

### **F1005 Bible Interpretation – Hebrew Scriptures**

**20 hours**

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.

### **F1006 The Christ**

**20 hours**

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.

**F1023 Unity Prayer****20 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.

**F1033 The 12 Powers of Man****20 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.

**F1036 Metaphysical Interpretation 1, part 1****20 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.

**F1037 Metaphysical Interpretation 1, part 2****20 hours****(Prerequisite F1036)**

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.

**F1039 Metaphysical Interpretation 2, part 1****20 hours****(Prerequisite F1036 and F1037)**

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.

**F1040 Metaphysical Interpretation 2, part 2****20 hours****(Prerequisite F1036, F1037 and F1039)**

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.

**F1042 Prosperity****20 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.

**F1044 Meditation Practices****20 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.

**F1045 Self-Awareness****20 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.

**F1046 Overview: Hebrew Scriptures****20 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.

**F1047 Overview: Christian Scriptures****20 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.

**F1048 Bible Interpretation: Acts to Revelation****20 hours**

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.

**MINISTERIAL STUDIES PROGRAM**  
**(SECOND/THIRD YEAR) COURSE DESCRIPTIONS**

**Bible Studies**

BI5011, 5012,5013,5021,5022 & 5023, Biblical Studies, and Skills

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

**Communication Skills**

**CM1000 Conversation Skills**

**20 hours**

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 (previously IS5950)**

**20 hours**

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

**CM2011 Children’s 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.

**CM 2022 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.

**CM3004 Talks on Truth****30 hours**

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.

**CM3003 The Art of Storytelling****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.

**CM4001 Homiletics I****40 hours**

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.

**CM4003 Homiletics II****40 hours**

(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.

**Counseling****CS2001 Counseling****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 (Unity Methodology)****30 hours**

This introduction to Unity's concept of spiritual counseling emphasizes that students acquire a sensitivity of the needs of persons in counseling and the use of spiritual counseling techniques.

**CS2003 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.

**CS2005 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.

**CS4002 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.

**Cultural Studies****CU2001 Unitive Justice (previously prison ministry)****20 hours**

This class provides an in-depth study of healing principles as set forth by Charles Fillmore and interpreted by "The Detroit Eight" (the first graduating class of the 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.

**CU4306 Diversity and Inclusive Ministry****20 hours**

Empathetic appreciation of the various expressions of human diversity is essential to compassionate ministry. Personal background and experiences relative to various diversity issues will be explored in this course. As the students' awareness of and relationship to diversity issues is explored, dialogue and personal healing will be encouraged. Diversity issues facing ministries will be explored. Students will discover the challenges and joys of the multicultural, multiracial, multi-generational and multidimensional inclusive ministry. Issues of funding and working with refugees, homelessness, poverty, and physical and mental health support are discussed.

**CU4307 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!



**CU4308 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.

**History****HI1001 History of Christianity****20 hours**

The purpose of this course is to understand the history and pivotal turning points of Christianity from the life of Jesus leading up to modern times. Students will explore how doctrine and practices were formulated and reasons for schisms and divisions.

**HI1004 Introduction to World Religions****20 hours**

This class provides an overview of world religions, their origins, belief systems and how they function in the world today.

**HI1005 Search for the Historical Jesus****20 hours**

Students will have the opportunity to review the historical facts that are available concerning the life and death of Jesus with a view toward developing one’s own theology.

**HI1006 Introduction to Theology****20 hours**

The class presents the basic categories of Christian theology and Unity theology. In addition, basic ideas in “theology of pluralism” and “comparative theology” will be discussed in relation to Unity thought and spirituality.

**HI1037 History of African American Church****20 hours**

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

**HI1038 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.

## Inner/Spiritual Development

### **IS2001 Compass I**

**20 hours**

"Compass I" will serve as a guide into individual consciousness, and aid individuals in the journey of their soul. This coursework will provide you with an opportunity to do the needed inner work to develop in spiritual consciousness. Students will be guided through the first three stages of spiritual development: Egypt, the Red Sea, and the Wilderness, on the journey of the soul from Egypt to the Promised Land.

### **IS2002 Compass II**

**20 hours**

Students will be guided through the remaining stages of spiritual development. This coursework provides an opportunity to do the needed inner work to develop spiritual consciousness.

### **IS2006 A Work of Heart**

**20 hours**

The purpose of this course is 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. (Not sure if this is the correct placement)

### **IS2011 Prayer and Meditation**

**20 hours**

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.

### **IS2013 Prayer and Reflection**

**20 hours**

Continuation of studies from IS2011.

### **IS2003 Prosperity**

**20 hours**

The student is provided a deep understanding of Prosperity principles as presented by Charles Fillmore and other Unity writers.

### **IS3001 Advanced Metaphysics I**

**30 hours**

### **IS3002 Advanced Metaphysics 2**

**30 hours**

### **IS3003 Advanced Metaphysics 3**

**30 hours**

### **IS3004 Advanced Metaphysics 4**

**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.

**IS5911 Credo: Belief, Structure and Formative Factor** **20 hours**

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.

**IS5912 Credo: Nature of Man** **20 hours**

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.

**IS5923 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.

**IS5940 Self Awareness I** **30 hours**

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.

**IS5941 Self Awareness II** **30 hours**

(Prerequisite IS5940) 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.

**IS5945 The Journey (Spring term before graduation)** **30 hours**

Required course. This is a practicum for students completing the UUMS program. It is designed to prepare them with the tools to launch into their ministries.

## **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.

### **MM3001 Management Skills for the 21<sup>st</sup> Century      20 hours**

This course is an introduction to all aspects of business management, including seamless management. The principles discussed in this course will be used as a foundation for developing management skills for contemporary pastoral management.

### **MM3003 Planning & Strategies for Urban Ministry      20 hours**

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.

### **MM3004 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.

### **MM3005 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.

### **MM 4205 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.

### **MM4207 Trends in Ministry      20 hours**

Trends in Ministry The forms of ministry evolve and change over time, so an awareness of current trends facilitates effective creative expression in ministerial vocation. Students will study key current trends in ministry including traditional and alternative forms of ministry; alternative services and community structures; creative arts in ministry; spiritual social action and delivery mechanisms. Students will explore how to develop new programs and work with existing Unity initiatives such as "Earth Care" and "Fresh Expressions."

**MM4208 Ministry Marketing****20 hours**

This course provides an overview of marketing as it applies to ministry and as an application of Unity Principles. The course covers marketing planning, budgeting, evaluating and organization so that students can implement what they've learned right away. In addition, the course focuses on marketing in the digital age – social media marketing, search engine optimization, web page design and tools such as live streaming, YouTube channels and developing congregations and classrooms. Students will explore developing and organizing resources as well as communicating and promoting activities to multiple customer segments.

**Internship****CM4004 Creation of Sunday and Special Services****50 hours**

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.

**IS5922 Credo:****20 hours**

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.

**UUM5000 Fourth Year Internship/Project****30 hours**

This class is offered in the Spring of the Internship Year prior to Ordination.

## MINISTERIAL INTERNSHIP (FOURTH YEAR)

The following documents can be found on the UUMS website: [www.uums.org](http://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](mailto:director@uums.org)

## Frequently Asked Questions

### **What does it cost to attend UUMS? As of April 2020:**

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 Alumni Association. Check with your Unity Region. Some may offer scholarships as well.

### **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 10:00 am - 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 them 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 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 email, postings on the UUMS website, 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 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). They work independently and participate virtually through discussion threads. Weekly deadlines for assignments and other written work (comments, etc.) that directly influence course grades are a key component of the UUMS curriculum.

UWSI requires virtual classroom participation at a specific time each week.

UWM is the credentialing authority for all Unity ministers and licensed Unity teachers. Once students graduate from UUMS or UWSI, it is up to UWM to ordain them.

**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 or Curriculum Coordinator.

**What is required if a student wants to transfer from UWSI or Field Licensing to UUMS?**

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