

Graduate Theological Union

Registration Information & Instructions

2023-2024

2400 Ridge Road
Berkeley, California 94709
(510) 649-2400

Fall 2023
Intersession 2024
Spring 2024
Summer 2024

**GRADUATE THEOLOGICAL UNION
REGISTRATION INSTRUCTIONS 2023-2024**

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KEY TO CLASSROOM LOCATIONS

BST	2606 Dwight Way, Berkeley
CDSP	2451 Ridge Road, Berkeley
CLS	Library Collaborative Learning Space; second floor of the Flora Lamson Hewlett Library at 2400 Ridge Road, Berkeley
DSPT	2301 Vine Street, Berkeley
GTU	Flora Lamson Hewlett Library at 2400 Ridge Road, Berkeley
IBS	2140 Durant Avenue, Berkeley
JST	1735 LeRoy Avenue, Berkeley
PAOI	2311 Hearst Avenue, Berkeley
PLTS	2000 Center Street, Berkeley
PSR	Rooms in Holbrook Hall and elsewhere at PSR, 1798 Scenic Avenue, Berkeley
SFTS	105 Seminary Road, San Anselmo

GENERAL INFORMATION

COURSE NUMBERING SYSTEM

GTU courses are identified by a combination of letters and numbers. The letters refer to the fields of study. The first two letters refer to the primary field and the next two refer to the cross-listed field. The numbers refer to the course level.

KEY TO FIELDS OF STUDY CODES

Art & Religion	RA	History	HS
Biblical Studies & Biblical Languages	BS	Homiletics	HM
Old Testament Studies	OT	Interdisciplinary Studies	IDS
		Interreligious Studies	IR
			LS
New Testament Studies	NT	Liturgical Studies	
		Philosophy & Philosophy of Religion	PH
Christian Spirituality	SP	Practical Theology	PR
			PT
Cultural & Historical Studies of Religions	HR	Philosophical Theology	SC
		Spiritual Care	
Ethics & Social Theory (Includes Christian Ethics)	CE	Systematic Theology	ST
Religion & Society	RS	Religion & Psychology	PS
Field Education	FE	Theology & Education	ED
Functional Theology	FT	Special Courses	**

Certain special courses have other letter codes (e.g., **DR, MA, HYB, MDV, SRC, UCB, etc.).

KEY TO COURSE LEVELS

1000-1999	Introductory courses which have no prerequisites
8000-8199	ONLINE Introductory courses which have no prerequisites
2000-3999	Intermediate courses; primarily for Masters students
8200-8399	ONLINE Intermediate courses; primarily for Masters students
4000-4999	Advanced courses for advanced Masters and Doctoral students
8400-8499	ONLINE Advanced courses for Masters and Doctoral students
5000-5999	Doctoral courses, which may be opened to advanced Masters students with the written permission of Faculty
6000-6999	Doctoral courses, which are only open to PhD /ThD students
7100-7699	Courses taken in Concurrent Hybrid format
9000+	Experimental PLTS courses



PREREQUISITES

Some courses have prerequisites set by the instructors, e.g., “Previous course in OT intro” or “At least one course in Church History.” Students without the prerequisite should not register for the course because they lack the necessary background. Prerequisites are listed within the brackets [] at the end of a course description.

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COURSE RESTRICTIONS

Many instructors place restrictions on their courses. Restrictions are also noted in the brackets [] at the end of a course description.

[30 max enrollment]	Number of students allowed in class. Faculty consent not required. If the max enrollment has been surpassed, faculty will remove students from their Moodle course roster.
[Faculty consent required]	Faculty will remove students from their Moodle course roster if consent to take their course has not been granted.
[Interview required]	Student must contact instructor for interview, and obtain faculty consent from instructor.
[Auditors excluded]	Class cannot be audited.
[Auditors with permission of faculty]	Student must contact instructor for permission to audit. Instructors will drop any students who register to audit who did not receive permission.

SPECIAL READING COURSE (SRC)

Enrolling in a Special Reading Course (SRC) is a two-step process:

- 1) Register for SRC's through SONIS. Enter SRC 9999 for a standalone Special Reading Course), and the correct number of units for the SRC. If you are enrolling for multiple SRC's enter the total number of units for all SRC's. If you are registering for an SRC upgrade, register for the course you are upgrading. It will be changed to SRC-8888 by the Registrar after you submit your SRC form.
- 2) Submit completed SRC forms to the GTU Registrar.

SRC forms are available from the Registrar's Office and the [GTU website](#). They must have either the physical or electronic signature of the instructor and the Dean. Email approval is permitted under certain special circumstances, such as COVID-19. **COMPLETED SRC FORMS ARE DUE BY THE END OF THE LATE REGISTRATION PERIOD.** Any SRC forms received after the end of Late Registration will require a Change in Enrollment form with all required signatures or email approval.

CROSS REGISTRATION (UCB, Dominican University of California, Mills College)

Cross Registration is a three-step process:

- 1) Obtain permission from the course instructor to take the desired course.
- 2) Register for the Cross Registration Course through SONIS: Enter UCB 9000 (for any of the three institutions) and enter the correct number of units for the course. (If you are enrolling for multiple courses, enter the total number of units for all cross registration courses.)

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- 3) Submit completed Cross Registration forms (including physical or e-signature from the course instructor) via email to the GTU Dean of Students by the deadline (always the end of the first week of GTU classes). Once the Dean approves your form/s it/they will be forwarded to the Consortial Registrar's Office.

For Cross Registration instructions and UC Berkeley dates and deadlines, see the box, "UCB Cross Registration Procedures" in "Registration Instructions".

CLASSROOM ACCESSIBILITY

If an assigned classroom is inaccessible to a student because of a disability, please notify the GTU Registrar's Office immediately so that the room assignment can be adjusted.

CLASSROOM LOCATIONS

A map of GTU schools is available [here](#).

CANCELLED CLASSES

Courses may be cancelled due to insufficient enrollment or other circumstances. The GTU participating schools assume no liability for such cancellations.

TEXTBOOK AVAILABILITY

For the most current information on textbook availability, please visit <https://www.gtu.edu/students/textbook-information> .

FOR THE MOST CURRENT INFORMATION ABOUT 2023-2024 COURSES, SEE THE SEARCHABLE COURSE SCHEDULE LOCATED HERE: <http://gtusonis.jenzabarcloud.com/GENSRsC.cfm>

REGISTRATION INFORMATION

REGISTRATION

- Registration lasts two weeks.
- Dates are available at <https://www.gtu.edu/students/academic-calendars>.
- If you have registered, please verify your schedule in SONIS during the week before classes start in case course information has changed.

Notes for **Restricted Courses** (see **“Registration for Restricted Courses”** for further details):

- You must request permission to be admitted to a restricted course **during the first week**.
- Instructors will make their decisions and will provide consent to those students admitted, or inform those students not admitted, early in the second week.
- During the second week, students admitted to restricted courses may register for those courses.

Note: Instructors are not obligated to accept additional requests after the end of the first week. Students may seek permission again during Late Registration. Courses frequently have maximum enrollment restrictions, so it’s advisable to seek permission during Registration whenever possible.

LATE REGISTRATION

- Late Registration for Fall and Spring generally opens two weeks prior to the start of classes, at 12:00AM on Monday, closing at 11:59PM on the Friday before classes start.
- Registration for Summer begins on the first day of Fall Registration and continues until all session courses have begun.
- Late Registration for Intersession begins the first day of the term. It is recommended that registration for Intersession courses be completed during the prior two week Registration period in November, which coincides with Registration for the forthcoming Spring term.
- The Online Course Schedule is **ALWAYS** the most up-to-date source for information regarding courses at the GTU. Changes post in real-time, as the Consortial Registrar enters them.

Incoming Students:

1. Attend orientation events and closely read emails to learn curriculum requirements and registration procedures.
2. You will not be assessed late fees during your first semester, unless you fail to register during the late registration period.
3. Follow the web-based registration instructions in “Registration Instructions”.

If you registered during Registration:

Review your Registration schedule for any changes to the courses for which you registered. You may make changes during this period in SONIS, including dropping and adding courses.

NOTE: If you were admitted to a restricted course and decide not to take it, please inform the instructor immediately, in addition to dropping the course on SONIS. This will allow another student to be admitted in your place.

Leaves of Absence or Withdrawal:

If you register during Registration and then decide not to return to school during the following semester, **you must drop all courses for which you registered. If you fail to drop these courses, you will be billed for them at the beginning of the semester.** This is in addition to any other procedures required for taking a leave of absence or withdrawing from your academic program.

REGISTRATION INFORMATION

ADD/DROP PERIOD

- The Add/Drop Period opens the first day of classes (Fall and Spring). You may continue to make changes to your registration using SONIS through the second week of classes.
- No registrations will be accepted after the second week of the term except via Change of Enrollment form (see below).

Leaves of Absence and program extensions:

Petitions for a Leave of Absence or a program extension may be made during the Late Registration period. If you registered for courses during Registration, **please remember to drop any courses for which you registered.**

CHANGES IN ENROLLMENT AFTER THE ADD/DROP PERIOD

- Changes to enrollment after the Add/Drop Period must be submitted to the GTU Registrar on a [Change of Enrollment form](#) approved by the instructor, the Associate Dean of Students, and your advisor. You **do not** need Business Office approval.
- Changes in enrollment are not permitted after the 10th week of the term, unless approved by the Associate Dean of Students. If you must drop a class after the 10th week, you will receive a permanent grade of 'W'.

CHANGES IN CROSS-REGISTRATION

Changes in cross-registration must be submitted to the GTU Consortial Registrar, who will work with the appropriate registrar at Dominican University of California, Mills College, and the University of California at Berkeley to adjust your registration accordingly.

AFTER MAKING CHANGES

- Check your Schedule in SONIS after making any changes to your schedule to ensure your registration is correct (particularly after submitting a Change of Enrollment form).

SPECIAL REGISTRATIONS

- Special Reading Courses (SRCs):
SRCs are a valuable way to learn about a topic that is not available via the regular course schedule or to upgrade a lower level course to a higher level course with additional work. To register for an SRC, you must complete the necessary paperwork (for further details, see the Doctoral Students FAQs page) and register either for the lower-level course you are taking (if you are upgrading a course) or SRC 9999 (if the SRC is unrelated to a regular course).
 - When taking a Special Reading Course (SRC) be sure to **submit an SRC form to the registrar** as well as completing the web-based part of the registration process.
- Other Special Courses:
Special Courses such as "In Thesis" or "Preparation for Comprehensives," are listed in the course schedule. Please note that if you are registering full time for a Special Course (e.g., 12 units of DR 6001), you must enter the total number of units in the Section Details screen in SONIS (see step 2B in registration instructions).

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- Cross Registering at UCB, Dominican University of California, or Mills College:
 - Course dates usually differ from GTU course dates. Be sure to consult the school's academic calendar for more information
 - Permission must be granted by course instructor
 - Register for UCB-9000 in SONIS AND submit completed cross registration form with ALL necessary signatures (see UCB instructions for more detail).

REGISTERING TO TAKE COURSES IN CONCURRENT HYBRID FORMAT

- Some residential courses are available in 'concurrent hybrid' format for students unable to attend in person. These courses are noted accordingly on the '[Courses By Semester](#)' page.
- In SONIS, register for the course/s you wish to attend remotely.
- For each residential course you wish to attend remotely, complete a [Concurrent Hybrid Approval](#) form. The form requires the physical or electronic signature of the instructor.
- After obtaining the instructor's signature, submit the form to the Consortial Registrar (jseal@gtu.edu).
- The Consortial Registrar will adjust your registration record to reflect your status as a student attending in 'concurrent hybrid' format. The course title will remain the same, but the course number will begin with the prefix 'HYB' followed by a four-digit number where the first digit is a '7' and the second digit reflects the academic level of the course taken. For example., an introductory level course taken in concurrent hybrid format will appear on your transcript and in SONIS as HYB-7100.

REGISTRATION FOR RESTRICTED COURSES

- If the Course Schedule indicates that a course requires Faculty Consent (see "Course Restrictions" in the "General Information" section), registration is subject to instructor approval. If approval is not granted your registration will be reversed and you will be removed from the course roster.
- Most instructors prefer email requests; adjuncts or visiting faculty may be reachable only through email.

Requests should be **brief** and **complete**. Include the following information:

1. Subject Line: "Restricted Class Request": This allows faculty to use their email filtering programs to quickly process all requests
2. Personal information: your name and relevant contact information
3. Academic information: your degree program and year in the program
4. Course-related information: The course number, course title, and whether you wish to take the course for credit or as an auditor
5. Your reasons for wanting to take the course: Briefly include relevant previous coursework and/or experience, as well as any special interests and/or needs for taking the course. If a prerequisite is listed (e.g., "must have taken basic Greek"), you will need to show how you meet the requirement (e.g., "took BS 1006 in Fall 2021")

Inclusion of all this information will improve your chances of admission to a restricted course.

REMEMBER: During Registration, permission must be requested during the first week of the registration period in order to allow instructors to receive all requests before making their decisions. Instructors will notify students of admission decisions early in the second week,

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allowing several days for students to register for (or add) the restricted courses for which they have requested faculty consent.

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REGISTRATION HOLDS

Any blocks to your registration **must be removed before you will be able to register.** The following may all be cleared by contacting the office that placed the block:

- Advisor hold (this means you need to speak with your advisor before registering)
- Academic holds (contact the GTU Registrar)
- Business office holds (contact the GTU Business Office – typically money in arrears)
- Library holds (contact the GTU Library – typically money in arrears)
- In addition, there are three routine holds that must be acknowledged and cleared prior to each term's registration: Biographical Information, Conduct Policy, and Tuition and Fees Payment.

REGISTRATION INSTRUCTIONS

The following instructions apply for all semesters and for all registration periods (general, late, & add/drop) using SONIS

SONIS is available only during the dates listed for each term.

(Dates are listed in the semester sections, beginning with Summer)

ELIGIBILITY

- 1000-4000 level courses are generally available to all students -- **Check course descriptions for registration restrictions** and reference Key to Course Levels on page 8 for difficulty guidelines.
- 5000 level courses require the permission of the instructor, if you are **not** a PhD student.
- 6000 level courses are open **only** to PhD students.

If you wish to register for more or less than a full-time load, contact the Associate Dean of Students for further instructions and paperwork required.

NOTE: Audited courses do not count toward credits needed to maintain full-time status. Some courses may not be audited.

TO REGISTER, YOU WILL NEED:

- Your list of desired courses
 - The Course Schedule can be found online at <http://gtusonis.jenzabarcloud.com/GENSRsC.cfm>
- Faculty Consent for any restricted courses
 - Send instructors your request to take their 'Faculty Consent Required' course (see "Registration for Restricted Courses" in the Registration Information section).
REMEMBER: During Early Registration, permission must be requested during the first week of the registration period
- Your User Name (GTU email address) and PIN (password) in order to access SONIS. Both will be supplied by the GTU Registrar.
 - Returning students who have forgotten their passwords, see FAQ.

NOTE The registration process goes more smoothly if you prepare a list of the courses you wish to take *before* logging in to SONIS. Include:

- course numbers
- section numbers
- number of units you need for SRCs and variable unit courses
- grading option choice for each course

TO REGISTER:

**** Registration for a term may be done in more than one session during the available dates. ****

REGISTRATION INSTRUCTIONS

- **STEP 1:** Login to your SONIS account
- Navigate to <http://gtusonis.jenzabarcloud.com/studsect.cfm>
 - Enter the User Name (GTU email address) and PIN (password) you received from the GTU Registrar during the orientation period. You will be prompted to change your PIN to something only you know
 - Click on “Academics” on the left hand side of the page
 - Click on “Registration” on the left hand side of the page
- **STEP 2A:** Register for Fixed Credit Courses
 - View available courses by a) clicking on the first letter of the course number (e.g., click on ‘S’ for ‘ST 1084’), b) viewing all, or c) entering search parameters in the box ‘ Search Course Listings’. This is a very powerful tool that will help you find specific keywords within course titles or descriptions.
 - Click the hyperlinked course number for the course/s you wish to register for. **Note that course numbers followed by the letter ‘A’ require Faculty Consent. You will be able to register for such courses but if you do not receive consent your registration will be reversed and your name removed from the Moodle course roster.**
 - If your choice is correct, click ‘Continue Registration Process’ on the next page. If you’ve made a mistake or have changed your mind, click ‘Clear Pending and Restart Registration’.
 - The summary page will show the course/s you registered for and will display a tuition total. Click ‘Return’.
 - You will now see your course/s displayed at the top of the screen. You can remove them from this page by clicking on them and then clicking ‘Confirm Removal’.
- **STEP 2B:** Register for Variable Credit Courses
 - Follow the instructions described in STEP 2A above, except:
 - For VARIABLE CREDIT COURSES ONLY (most typically DR 6001, DR 6002, MA 5000, SRC 9999, or UCB 9000), you may adjust the number of units. The number you enter must be within the range specified within the course description.
- **STEP 3:** Verify Enrolled Courses
 - As you register for courses, they will appear at the top of the page under ‘Pending Registration’. Note that the letter ‘u’ following the course number signifies that the course has not yet been billed by the Business Office.
 - If the Registration Results screen ***does not*** reflect the courses for which you want to register, or the correct number of units for a course, remove the course by clicking on the course number and then clicking ‘Confirm Removal’.
- **STEP 4:** Log out.
 - Click “Logout” from the pulldown menu on the top right hand corner of your screen. If you don’t sign out, your SONIS account remains open for a substantial amount of time and anyone using your computer can make changes to your registration or view your academic, business and financial aid records.
- **STEP 5:** Submit any SRC/Cross Registration paperwork to the GTU Registrar to complete registration for these courses.

Please note: if you have registration blocks on your account, you will be prevented from registering. If you are alerted to a registration block, contact the registrar for additional information.

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UCB CROSS REGISTRATION PROCEDURES

The Friday of the first week of the semester at noon is the deadline for filing the Cross Registration form in the GTU Registrar's Office. There will be NO EXCEPTIONS to this deadline.

CROSS REGISTRATION FORMS DUE:

Fall 2023: September 8, 2023

Spring 2024: February 2, 2024

Students must be in a DEGREE program to cross-register for a UCB course. There is a non-negotiable limit of one UCB class per term, except for PhD students. The UCB course schedule is available at <http://classes.berkeley.edu/search/class>. Certificate or special students are not permitted to cross-register and cross-registration is only available during the Fall and Spring semesters. Cross-registration is not available for classes offered at other UC campuses or by UC Extension.

- 1) During Registration, enter the UCB course units for the course "UCB 9000" (Also use this course number if you cross-register at DUC or MC)
- 2) Download and print the [Application and Certification for Cross Registration](#) prior to the first day of the UCB class. Read the form "Procedures" carefully. The form must be filled in completely. No form will be accepted without the physical or e-signatures of the Dean of your school and the UCB Instructor actually teaching the course.
- 3) Your Schedule will show the course "UCB 9000 - Taking UCB course/s" until after you've submitted your/ Application and Certification for Cross Registration form/s.

NOTE:

It will be at least five weeks before your name appears on the class roster received by the UCB instructor. Please check with the Registrar if you have any questions about cross registration.

The Registrar's Office will replace "UCB 9000" with the actual course number which will then appear on your SONIS schedule and on your transcript.

If you decide not to take the UCB course which you included in your schedule you must drop "UCB 9000" in SONIS before the end of the Drop/Add Period.

If you decide to change or drop a UCB class, it is imperative you inform the Registrar immediately. Failure to do so may result in an "F" for the class on your transcript.

INSTRUCTION BEGINS AT UCB:

Fall 2023: August 23, 2023

Spring 2024: January 16, 2024

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FAQ: FREQUENTLY ASKED QUESTIONS

How do I log into SONIS?

Navigate to <http://gtusonis.jenzabarcloud.com/studsect.cfm>, enter your GTU e-mail address and PIN (password) on the 'Login: Student' page, and click "LOGIN."

Where do I get my SONIS Username and Password?

New students receive their username and password before orientation.

Continuing students will use the same username and password as was assigned in their first semester (if you have changed your password, use your updated password).

How do I sign up for a Special Reading Class (SRC)

See "Special Registrations" in *Registration Information...* then:

In **STEP 2B** of the SONIS registration instructions, enter the lower-level course number (if upgrading a course to a higher level) or SRC-9999 (if taking as a standalone course). Proceed as directed by subsequent instructions.

Don't forget to file the necessary paperwork with the Registrar.

How do I register for a class at UCB, Dominican University of California, or Mills College (Cross Registration)

See "Cross Registration" in *General Information*

How do I decide how many units to sign up for in a variable unit course?

Determine the appropriate number of units with your Advisor. If you are in continuing status and aren't enrolling for any coursework, the default is '12'.

How do I change the units for a variable unit course?

Follow the instructions in **STEP 2B** of *Registration instructions*.

Why does my variable unit course show 12 units?

Variable Unit Courses will display the MAXIMUM number of units until adjusted manually. The number of units MUST be adjusted during **STEP 2b** in *Registration Instructions*.

What do I do if I forgot my SONIS password?

If you have forgotten your PIN (password), please click the link indicated on the 'Login: Student' page. If you continue to encounter problems, contact the Registrar.

How do I get Faculty Consent for a restricted course?

See "Registration for Restricted Courses" in *Registration Information*.