Graduate Theological Union

Registration Information & Instructions

2021-2022

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

Summer 2021
Fall 2021
Intersession 2022
Spring 2022
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# KEY TO CLASSROOM LOCATIONS

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<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>BST</td>
<td>2606 Dwight Way, Berkeley</td>
</tr>
<tr>
<td>CDSP</td>
<td>2451 Ridge Road, Berkeley</td>
</tr>
<tr>
<td>CLS</td>
<td>Library Collaborative Learning Space; first floor of the Flora Lamson Hewlett Library at 2400 Ridge Road, Berkeley</td>
</tr>
<tr>
<td>DSPT</td>
<td>2301 Vine Street, Berkeley</td>
</tr>
<tr>
<td>GTU</td>
<td>Flora Lamson Hewlett Library at 2400 Ridge Road, Berkeley</td>
</tr>
<tr>
<td>IBS</td>
<td>2140 Durant Avenue, Berkeley</td>
</tr>
<tr>
<td>JST</td>
<td>1735 LeRoy Avenue, Berkeley</td>
</tr>
<tr>
<td>PAOI</td>
<td>2311 Hearst Avenue, Berkeley</td>
</tr>
<tr>
<td>PLTS</td>
<td>2000 Center Street, Berkeley</td>
</tr>
<tr>
<td>PSR</td>
<td>Rooms in Holbrook Hall and elsewhere at PSR, 1798 Scenic Avenue, Berkeley</td>
</tr>
<tr>
<td>SFTS</td>
<td>SFTS, 105 Seminary Road, San Anselmo</td>
</tr>
<tr>
<td>SKSM</td>
<td>5000 MacArthur Boulevard, Oakland</td>
</tr>
<tr>
<td>Abbr.</td>
<td>Name</td>
</tr>
<tr>
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<td>---------------------------------</td>
</tr>
</tbody>
</table>
| BST  | Berkeley School of Theology     | 2606 Dwight Way, Berkeley CA 94704-3029  
James E. Brenneman, President  
LeAnn Snow Flesher, Academic Dean |
|      |                                 | (510) 841-1905  
fax (510) 841-2446  
jbrennerman@bst.edu  
lsnow@bst.edu |
| CDSP | Church Divinity School of the Pacific  
2451 Ridge Road, Berkeley CA 94709-1217  
W. Mark Richardson, President  
Ruth Meyers, Dean of Academic Affairs |
|      |                                 | (510) 204-0700 or 1-800-353-2377  
fax (510) 644-0712  
mrichardson@cdsp.edu  
rmeyers@cdsp.edu |
| DSPT | Dominican School of Philosophy and Theology  
2301 Vine St., Berkeley, CA 94708  
Peter Rogers, OP, President  
Bryan Kromholtz, Academic Dean |
|      |                                 | (510) 849-2030  
fax (510) 849-1372  
progers@dspt.edu  
bkromholtz@dspt.edu |
| GTU  | Graduate Theological Union      | 2400 Ridge Road, Berkeley CA 94709-1212  
Uriah Kim, President  
Elizabeth Pena, Interim Dean |
|      |                                 | (510) 649-2400  
fax (510) 649-1417  
ukim@gtu.edu  
epena@gtu.edu |
| IBS  | Institute of Buddhist Studies   | 2140 Durant Avenue, Berkeley CA 94704  
David Matsumoto, President  
Scott Mitchell, Dean of Students |
|      |                                 | 510-809-1444  
dmatsumoto@shin-ibs.edu  
smitchei@shin-ibs.edu |
| JST-SCU | Jesuit School of Theology of Santa Clara University  
1735 LeRoy Avenue, Berkeley CA 94709-1193  
Lisa Kloppenberg, Acting President  
Alison Benders, Associate Dean |
|      |                                 | (510) 549-5000  
fax (510) 841-8536  
president@scu.edu  
abenders@scu.edu |
| PLTS-CLU | Pacific Lutheran Theological Seminary  
2000 Center Street, Berkeley CA 94704  
Raymond Pickett, Rector  
Alicia Vargas, Dean |
|      |                                 | (510) 524-5264  
fax (510) 524-2408  
rpickett@plts.edu  
avargas@plts.edu |
| PSR  | Pacific School of Religion       | 1798 Scenic Avenue, Berkeley CA 94709-1323  
David Vazquez-Levy, President  
Susan Abraham, Dean |
|      |                                 | (510) 849-8200  
fax (510) 845-8948  
dvazquez@psr.edu  
sabraham@psr.edu |
| San Francisco Theological Seminary | 105 Seminary Road, San Anselmo CA 94960-2905 |  
Ralph W. Kuncl, President  
Jana Childers, Dean |
|      |                                 | (415) 451-2800  
jbchilders@sfts.edu |
| SKSM | Starr King School for the Ministry  
5000 MacArthur Blvd., PMB #9937, Oakland CA 94613  
Rosemary Bray McNatt, President  
Gabriella Lettini, Dean of Faculty |
|      |                                 | (510) 430-3335  
rbraymennatt@sksm.edu  
glettini@sksm.edu |
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**

<table>
<thead>
<tr>
<th>Art &amp; Religion</th>
<th>RA</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biblical Studies &amp; Biblical Languages</td>
<td>BS</td>
<td>Homiletics</td>
</tr>
<tr>
<td>Old Testament Studies</td>
<td>OT</td>
<td>Interdisciplinary Studies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interreligious Studies</td>
</tr>
<tr>
<td>New Testament Studies</td>
<td>NT</td>
<td>Liturgical Studies</td>
</tr>
<tr>
<td>Christian Spirituality</td>
<td>SP</td>
<td>Philosophy &amp; Philosophy of Religion</td>
</tr>
<tr>
<td>Cultural &amp; Historical Studies of Religions</td>
<td>HR</td>
<td>Philosophical Theology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spiritual Care</td>
</tr>
<tr>
<td>Ethics &amp; Social Theory (Includes Christian Ethics)</td>
<td>CE</td>
<td>Systematic Theology</td>
</tr>
<tr>
<td>Religion &amp; Society</td>
<td>RS</td>
<td>Religion &amp; Psychology</td>
</tr>
<tr>
<td>Field Education</td>
<td>FE</td>
<td>Theology &amp; Education</td>
</tr>
<tr>
<td>Functional Theology</td>
<td>FT</td>
<td>Special Courses</td>
</tr>
</tbody>
</table>

**Certain special courses have other letter codes (e.g., SRC, DR, MA, MDV, 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 |
| 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.

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

[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 the 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, Holy Names University, 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 four 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.)
GENERAL INFORMATION

3) Submit completed Cross Registration forms (including physical or e-signature from the course instructor) to the GTU Registrar’s Office by the deadline (always the end of the first week of GTU classes).

For Cross Registration instructions and UC Berkeley dates and deadlines, see the box, “UCB Cross Registration Procedures” in “Registration Instructions”. Contact the Registrar for the deadlines for the other institutions.

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.

REGISTRATION INFORMATION

EARLY REGISTRATION

• Early Registration lasts two weeks.
• Dates are listed at the beginning of each semester section.
• If you have early 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):
  o You must request permission to be admitted to a restricted course during the first week.
  o Instructors will make their decisions and will provide consent to those students admitted, or inform those students not admitted, early in the second week.
  o 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 General Registration. Courses frequently have maximum enrollment restrictions, so it is advisable to seek permission during Early Registration whenever possible.

GENERAL REGISTRATION

• General Registration for Fall and Spring generally opens two weeks prior to the start of classes, at 12:00AM on Monday, and ends at 11:59PM on the Friday before classes start (see dates at the beginning semester sections).
• General Registration for Summer begins on the first day of Fall Early Registration and continues until all session courses have begun.
• General 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 Early Registration period in November, which coincides with Early 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, usually the week before classes begin, to learn curriculum requirements and registration procedures.
  2. Follow the web-based registration instructions in “Registration Instructions”.

If you registered during Early 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 Early Registration and then decide not to return to school during the following semester, you must drop all courses you registered for during early registration. 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

LATE REGISTRATION

- Late Registration 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 Early Registration, please remember to drop any courses for which you registered.

CHANGES IN ENROLLMENT AFTER LATE REGISTRATION

- Changes to enrollment after Late Registration must be submitted to the GTU Registrar on a Change of Enrollment form approved by the instructor, your Dean, and your advisor.
- Changes in enrollment are not permitted after the 10th week of the term, unless approved by the Dean or appropriate committee of your school. If you must drop a class after the 10th week, you will receive a 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, Holy Names University, 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).
REGISTRATION INFORMATION

- Cross Registering at UCB, Dominican University of California, Holy Names University, or Mills College:
  - Course dates will likely differ from GTU course dates – make note of semester dates!
  - 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).

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 2019”)

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

REMEMBER: During Early 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, allowing several days for students to register for (or add) the restricted courses for which they have requested faculty consent.
REGISTRATION INFORMATION

REGISTRATION BLOCKS

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 block (this means you need to speak with your advisor before registering)
- Academic blocks (contact the GTU Registrar)
- Business office blocks (contact the GTU Business Office – typically money in arrears)
- Library blocks (contact the GTU Library – typically money in arrears)
- In addition, there are three routine blocks 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 (early, general, and late) 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
  o Navigate to [http://gtusonis.jenzabarcloud.com/studsect.cfm](http://gtusonis.jenzabarcloud.com/studsect.cfm)
    o 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
    o Click on “Academics” on the left hand side of the page
    o Click on “Registration” on the left hand side of the page

• **STEP 2A:** Register for Fixed Credit Courses
  o 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.
  o 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.
  o 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’.
  o The summary page will show the course/s you registered for and will display a tuition total. Click ‘Return’.
  o 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
  o Follow the instructions described in STEP 2A above, except:
    ➢ For VARIABLE CREDIT COURSES ONLY (most typically DR 6001, DR 6002, MA 5000, SRC 8888, 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.
  o 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 at 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.
REGISTRATION INSTRUCTIONS

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 2020: September 10, 2021
   Spring 2021: February 4, 2022

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.

1) During Early or General Registration, enter the UCB course units for the course “UCB 9000” (Also use this course number if you cross-register at DUC, HNU 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 submit the Application for Cross-Registration form.

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.

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 Late Registration.

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 2020: August 25, 2021
   Spring 2021: January 18, 2022
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 prior to the end of 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, Holy Names University, 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.