



Gordon-Conwell Theological Seminary - Boston

Center for Urban Ministerial Education

An Overview of Registration Procedures, Policies, and Student Services

CUME REGISTRATION OFFICE

CUME's registration office is available during scheduled operation hours and may be contacted at 617-427-7293 Ext. 1634 or through email at cumereg@gcts.edu

Registering for a Course

At the beginning of each session, *admitted and/or provisional student* seeking enrollment in a particular class are required to fill out & sign a registration form listing their course selection for that particular session, and return it to the Registration Office. Students who do not follow this standard are understood to be courtesy auditors in the class and will not receive credit for the course. *MACO Only Courses* are designed for MACO students only; *these courses may not be petitioned by students in any other degree programs.*

Automatic Non-Registration for Past-Due Accounts (Academic Holds): Students whose accounts are not paid in full from a past semester are automatically disqualified for registration in the next semester. Submitted registration forms will be returned to students.

Semlink Registration: Students may register for Semlink courses during the Spring, Fall, and first session of summer terms, following the same registration policies for regular courses. A Semlink Registration Form must be submitted together with the current session Registration Form, and all Semlink courses must also be written down on the regular registration form. International (F-1) students are only allowed to take one (1) Semlink course per semester. Semlink Exams are proctored at the Jackson Library on Saturdays from 10:00 AM – 2:00 PM; and from 2:00 PM to 5:00 PM. Students should contact the Semlink office and have their exams forwarded to cumereg@gcts.edu.

Adding and Dropping Courses: Students may add or drop a course in any session within the Add/Drop deadlines noted in the Academic Calendar for that session. Courses that are not added or dropped within this specific date may be assessed a penalty fee. Also, all courses that are not officially dropped by using an Add/Drop form will be considered attended in full and will not be granted a refund.

Pass/Fail Requests: Students may petition the Registrar's office for a Pass/Fail at the time of registration or within the time frame indicated on the Pass/Fail form. Whenever a Pass/Fail is granted to a student, it will not be reversed for any reason.

Extension Requests: Students may petition for a coursework extension (including Semlink) through the Registrar's Office. A formal petition form is available in the Registration Office or online. Whenever an extension is granted to a student, withdrawal from the course is not possible—the student will fail the course if the work is not completed by the agreed date.

General Petition: Students may use the General Petition form to address any other specific request concerning their programs at GCTS-CUME. The General Petition form is available at the Registration Office or online at www.gcts.edu.

Directed Study and Th.M. Elevated Courses

Students may petition to do Directed Study courses on reading or research under special circumstances with the approval of a Directing Professor and Division Chair. Th.M. Elevated courses likewise need the approval of the Directing Professor and the Program Director. Petition forms are available at the CUME Registration Office.

Courtesy and Official Audit: Active students and GCTS alumnae/alumni may register as courtesy auditors in any given semester based on space availability. A special Courtesy Audit form is available at the Registration Office. Whenever the official session registration form is used—students will be processed as Official Auditors and will be charged accordingly. Please note that the auditing fee is non-refundable.

NT/OT Competency Exam and Biblical Languages Proficiency Exams

The NT/OT competency exams as well as Greek and Hebrew proficiency exams are administered at the beginning of the Spring and Fall Semesters as specified on the Academic Calendar. Sign up sheets are available online and at the CUME Registration Office.

Boston Theological Institute (BTI) Registration: Students may petition for BTI courses during Fall, Spring, and January sessions. BTI registration forms are available at the Registration office and follow the same registration policies for regular GCTS courses.

Transcript Requests:

Two forms of GCTS transcripts are available to all Students—Official and Advisor's Transcripts. Your student account must be paid in full prior to placing a request for any transcript. **Official Transcripts** can be obtained *only* by submitting a Transcript Request Form to the Hamilton Campus Registration Office. Please fax all *Official Transcript Requests* to 978-646-4566.

Course Grades: Grades are not mailed to students' home addresses. Rather, grades can be accessed through the CAMS student portal at www.gcts.edu. Students may access CAMS using their assigned usernames and Student ID numbers. This information can be obtained through helpme@gcts.edu.

STUDENT SERVICES**Admissions Office**

CUME's admission office may be contacted during the admission process with all questions regarding admission status. Phone: 617-427-7293 Ext. 1660, Fax: 541-3432, email: cumeinfo@gcts.edu.

MACO Program Administrator

Students interested in the Master of Arts in Counseling Program should contact the MACO Administrator's office. Phone: 617-427-7293 Ext. 1635, email: ccelestin@gcts.edu

Health Insurance: Students who are registered for 9 credits or more will be automatically charged health insurance premium. Insured students may waive the charges at www.universityhealthplans.com. For questions, call 800-437-6448.

Student Accounts Office

CUME's Student Accounts office is available during scheduled operation hours and may be contacted for payments or personal account inquiries at 617-427-7293 Ext. 1636. All refunds follow the Academic Calendar dates.

The Bruce Jackson Memorial Library at CUME

For library services, please contact the librarian Cherry Gorton. Phone: 617-427-7293 Ext. 1653 Email: bjmlibrary@cts.edu.

Graded Papers from Professors

Students' graded work returned from professors is available at the Jackson Library during regular operation hours.

Change of Name, Address, or Personal Information

Students may use a Change of Information form at the CUME Registration Office to petition these changes.

Webmail & CAMS:

All admitted and registered students at GCTS-CUME are assigned a GCTS-CUME email account, and a CAMS Student portal account to access academic records and personal information. To obtain your *Username* and *Password*, please contact helpme@gcts.edu

Pierce Center for Disciple Building / Soul Care Groups

All students are welcome to participate in a bi-weekly soul care group hosted by pierce fellows. The Pierce fellowship longs to see Gordon-Conwell students living joyfully as a community of Christ-centered, Holy Spirit-empowered disciple-builders, prioritizing life-long intimacy with Jesus Christ. For more information contact Frank Tully at ftully@gcts.edu or by phone at 617.427.7293 x 1640

Personal Grievances

Personal grievances regarding academic issues or matters arising from CUME should be directed to the attention of Dr. Alvin Padilla, Dean of the Boston Campus. Formal complaints can be submitted by petition to his office at the CUME campus. Dr. Padilla can also be contacted by email at apadilla@gcts.edu.