



Concordia *Online* Colloquy Program **Handbook**



Greetings

Greetings in the name of our Lord and Teacher, Jesus Christ!

You have chosen to devote your life to the care and education of God's children—for this you are to be commended! There is no greater work to be done. Now, you have decided to better prepare yourself to fulfill this mission. You are entering a Lutheran colloquy program.

We at the Concordia University Education Network (CUEnet) welcome you to the Concordia *Online* Colloquy Program. This program is offered on behalf of the Concordia University System to teachers in our Lutheran Church—Missouri Synod schools who have not had previous opportunity to formally study Lutheran doctrine. It is our intent and hope that the study you do with us will enrich your spiritual and professional life, leading you to infuse sound doctrine in the work that you do with your school's children and families.

We will be with you every step of the way and we will hold you in our prayers.

May the Lord bless your work the next few months; may He strengthen your ministry over the many years to follow!

*Watch your life and doctrine closely.
Persevere in them, because if you
do, you will save both yourself and
your hearers.*

Timothy 4:16



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Colloquy Program Lexicon

Call Lutherans teach about three forms of calling. The first is the call each believer receives to accomplish good here upon earth. One person's calling may be in the practice of medicine, while another person's calling may be to farming. The Latin word *vocatio* references this calling to industry of various forms. As the Christian lives out his *vocatio*, he gives praise to God and benefits his fellows. Certainly, the work of a missionary or a parish pastor would also be forms of *vocatio*.

The second form of calling taught among Lutherans is the call which comes directly from God to those whom he chose to be prophets and apostles. St. Paul received such an immediate call on the road to Damascus. Moses received an immediate call from God at the Burning Bush. Matthew was invited into discipleship personally by Jesus. Occasionally accounts may be read in more modern history of individuals who claim that God addressed them immediately, that is, directly.

The third form of the call is termed "mediate." It is a call into ministry which comes from God through his instrument, the Church. When a congregation invites a man to come to serve as pastor or a woman to come to serve as deaconess, these are known as mediated calls. Timothy and Titus were invited into ministry by Paul. These were mediated calls.

Colloquy The word is Latin for "interview" and is not restricted to use in the church, but frequently appears in a secular context. The Lutheran Church utilizes the colloquy (formal interview) to certify those who seek to be pastors or teachers in Lutheran congregations, but who have not, for one reason or another, had formal training in a college, university or seminary of the denomination. Usually an abbreviated course of study precedes the interview and is intended to prepare the individual to perform favorably during the interview process.

Doctrine A word used to denote a systematic way of understanding certain truths about God. All that is known of the Bible's teachings of God's will regarding the baptizing of people would be systematically organized under the doctrine of baptism. Some of the more common doctrines of the Christian Church include *Nature of God*, *Sin*, *Grace*, and the like. The most thorough and complete treatment of Lutheran doctrine to date is to be found in the multiple volumes of *Christian Dogmatics* by Francis Pieper. While the various Lutheran Confessions are also statements of doctrine and are, in fact, binding upon members of Lutheran congregations, they do not treat all doctrines, but only those which were in contention at the time the Confessions were written. Naturally, many central doctrines are included within such Confessions.

Theology A term used to describe the formal study of all things pertaining to God and to God's relationship to humankind.

- Certification** An act by the governing body which declares an individual sanctioned to perform certain acts. The use of the term is not limited to the church, but is common to all walks of professional and semi-professional life. Swimming instructors may be required to be certified so that families can have confidence in their preparedness to instruct those desiring to learn to swim. The same is frequently true of paramedics. And the same is true of both public and private school teachers. Lutheran schools frequently desire their classroom teachers to be certified as to their knowledge of Lutheran teaching and practice. Such certification precedes the mediate call extended by a congregation to a teacher. The formal title extended to a teacher who has been both certified and called is *Minister of Religion–Commissioned*.
- Rostered** When a teacher is designated as a *Minister of Religion–Commissioned* or a pastor is designated as a *Minister of Religion–Ordained*, their name appears on a roster of such individuals maintained by the denomination. Other congregations searching for a certified individual to serve their needs frequently turn to the roster for names of potential people to mediate call.
- P.E.L.T.** The initials stand for Provisional Endorsement for Lutheran Teachers and was a precursor to the current Concordia *online* Colloquy Program. The old PELT program utilized pre-recorded video tapes which were played in cohort groups led by local mentors. The PELT program was provisional in character and did not, in and of itself, lead to certification. Students in the PELT program were also required to participate in the traditional colloquy education program to complete their study prior to the formal interview. The PELT program ceased to be available when the new *online* program was introduced.

Tuition and Fees

The typical cost of the Concordia *online* Colloquy Program for a teacher seeking Lutheran Teacher Certification is:

Program Tuition	\$ 7,792.00
The electronic library	\$ ~172.00
Endorsement processing	\$ 50.00
Anticipated Total Cost	\$ ~8014.00

The tuition for each course is \$974.00. **(This tuition rate and additional fees are subject to change. Please contact CUEnet for more information.)**

The purchase of specific electronic books from Logos is required of each student in the program. The cost of the books is determined by Logos, but is approximately \$172 at this time. Instructions for purchasing the books will be emailed to the student. (Please see Policy B13 for more detail.)

Additional fees for special circumstances may be charged; these fees will not apply under normal circumstances. Please read the policies included in this handbook for more information. If a student is engaged in the program for personal enrichment and is not seeking certification, several fees will not apply (including the endorsement processing fee listed above).

The Concordia *online* Colloquy Program courses are eligible to receive college credit through Concordia University, Irvine. This program is restricted to currently employed teachers. There are several small fees associated with this service, payable to Concordia Irvine. Please contact the CUEnet office for more information.

CUEnet continually seeks scholarship opportunities for the teachers who enroll in the program. Please visit www.cuenet.edu/colloquy for the latest information regarding scholarships.

Learner Services Policies

A - Eligibility Policies

A1: Participation in the Colloquy Courses

There are three types of participation in the courses. Most participants will be teachers employed by Missouri Synod schools, will be members of Missouri Synod congregations, but will not have had previous opportunity to receive formal training in Lutheran doctrine and therefore are not certified and have not been rostered by The Lutheran Church—Missouri Synod as *Ministers of Religion—Commissioned*. The colloquy courses are designed to address the needs of these traditional participants. These participants hope to become "colloquy candidates" and seek eventual certification and placement on the roster of the synod.

Many other people may also participate in and benefit from the courses. For example, the Lutheran who is a public school teacher, the Methodist who teaches at a Lutheran school, or a Sunday School volunteer who wishes to improve her capacity to serve her congregation, all will benefit from the theological insights and discussions of doctrine which comprise the courses. It must be understood, however, that these participants do not meet one or more requirements for eligibility for certification and rostering with The Lutheran Church—Missouri Synod as *Ministers of Religion—Commissioned*. These participants enroll in the courses for "professional enrichment" only. **Any person seeking to be certified and rostered must meet all eligibility requirements prior to beginning coursework.** (See Policy A6 for more detail.)

Finally, other church work students enrolled in a colloquy program at a Concordia University System institution may register for CUEnet courses. This includes those enrolled in DCE, DCO, DPM, DCM, and family ministry colloquy. Such church work students are guided by the policies of their home institution.

A2: Eligibility to become a Candidate in the Teacher Colloquy Program of the LCMS

In order to apply to become certified and rostered by The Lutheran Church—Missouri Synod as a Minister of Religion—Commissioned, certain prerequisites set forth by the Synod's Colloquy Committee for Commissioned Ministry must be met at the time coursework begins:

1. The applicant must currently be serving in a ministry role.
2. The applicant must be a communicant member in good standing of a congregation of the Synod for a minimum of one year.
3. The applicant must possess a bachelor's degree from an accredited institution.
4. The applicant must demonstrate on their application and through the endorsement process, the spiritual and professional attributes that the Synod expects of its members.
5. The applicant must provide evidence of being a competent worker in the field of education. This requirement can be satisfied in a number of ways, most often with a combination of a degree in education together with teaching experience in an LCMS school or university. Additional details are available in the Colloquy for Commissioned Ministry Policy Manual, Section 5.1.

A3: Eligibility to Undergo the Formal Interview

Three requirements must be met in order for an online colloquy candidate to be considered eligible for the formal interview:

1. The student must have completed the requirements of the synodical endorsement application form and process (and that form must be endorsed by the First Vice-President of The Lutheran Church—Missouri Synod).
2. The student must pass (or transfer appropriate credit for) all eight courses in the program.
3. The student must be a communicant member in good standing of a congregation of the Synod for a minimum of two years

Please see the policies regarding *The Endorsement Process* (A8) and the *Requirements Pertaining to Lutheran Teacher I and II* (B6).

A4: Eligibility to be Certified by The Lutheran Church—Missouri Synod

Certification by the faculty at one of the Concordia campuses follows satisfactory completion of a final interview (the colloquy itself). The Concordia *online* Colloquy Program curriculum prepares the student for this interview.

A5: Eligibility to be Rostered by The Lutheran Church—Missouri Synod

In summary, in order eventually to receive a call, be certified and rostered, a colloquy candidate must:

- be currently serving in a ministry role
- be a communicant member in good standing of a congregation of the Synod for a minimum of one year to begin classes and two years for the final interview
- possess a bachelor's degree from an accredited institution
- demonstrate on their application and through the endorsement process the spiritual and professional attributes that the Synod expects of its members
- be endorsed by the Synod for colloquy
- provide evidence of being a competent worker in the field of education. This requirement can be satisfied in a number of ways, most often with a combination of a degree in education together with teaching experience in an LCMS school or university.
- be trained in the doctrine of the Lutheran church and verified by a successful final interview on a Concordia campus

The details related to these requirements are specified in the policy manual regarding colloquy maintained by the Synod's Committee on Colloquy, available on the LCMS website. If there should be a discrepancy between this Handbook and the Committee's policies, the Committee's policies take precedence.

A6: Future Eligibility

Persons who do not meet one or more of the eligibility requirements are welcome to participate in the colloquy courses for the purpose of personal or professional enrichment, but they are ineligible to undergo the interview and receive Lutheran Teacher Certification even should they meet the eligibility requirements at a later date. For this reason, any teacher seeking to be certified and rostered should wait to begin coursework until all eligibility requirements are fully met. Exceptions to this policy due to special circumstances are considered on a case by case basis by the Synod's Committee on Colloquy. If granted, the teacher would still need to complete the entire endorsement application process, successfully write the personal confession paper (the capstone project of the colloquy program), and successfully pass the final interview.

A7: Non-CUS Undergraduate Participation in CUEnet Courses

Anyone may take a CUEnet course for personal or professional enrichment at any time.

An undergraduate student not enrolled at a Concordia University System institution who wishes to enroll in CUEnet courses should understand that successful completion of CUEnet courses will not result in college credit from a Concordia University.

A8: The Endorsement Process

The Lutheran Church—Missouri Synod has an established protocol for colloquy students to follow in order to gather endorsement documentation and establish candidacy for certification and rostering. This endorsement process includes activity at the local, district, and synodical level. Each student in the online colloquy program, prior to enrollment in the first course, receives an endorsement packet and a set of instructions via email. **This packet must be fully completed and returned to CUEnet prior to enrollment in the first course.**

A9: District Endorsement of the Colloquy Candidate

Once a student has begun the colloquy program, CUEnet will solicit the proper district endorsement of the student's candidacy for certification. Endorsement is sought from both the district president and the district education executive. The district office has final discretion regarding approval of the student's candidacy. **The district will require a background check on the candidate with fees to be paid by the candidate. Contact the district for more information.**

B - Curriculum and Library Policies

B1: Curricular Requirements

A student enrolled in the Concordia *online* Teacher Colloquy Program must complete courses (as required by the LCMS) in the following subjects: Old Testament, New Testament, the history of the church, Christian doctrine, the Lutheran Confessions, world religions, and the role of the Lutheran teacher. Each student will take a total of eight courses in these subject areas. (Students enrolled in another colloquy program through a Concordia University will take the courses specified by the university.)

B2: Course Schedule and Live Sessions

Courses become available in CUEnet's online classroom (classroom.cuenet.edu) no later than 12:00 a.m. of the first day of the month. All courses are closed on midnight of the 25th day of the month.

Each course includes a "live session" conducted using Zoom. The date and time of the live session is set each month by the course mentor. Students are expected to join the live session at the scheduled time, where they will have the opportunity to participate with their classmates in asking and answering questions. (At times, this session may be replaced by a pre-recorded version.) If the student is unable to attend the live session, a pre-recorded version will be made available for viewing after the fact.

Students may take all eight courses consecutively, or may choose to skip a month or two between courses. The entire program must be finished, and the colloquy successfully passed, in 40 months. Depending on the schedule, students may be able to take two courses concurrently during the summer months of June, July, and August, with the approval of the colloquy director. Courses must be taken in sequence.

B3: Academic Plan

CUEnet asks that each student in the program submit an academic plan which specifies the month in which he or she plans to take each course in the colloquy program. This plan may be changed as needed, but the initial indication of intent to enroll is required so that CUEnet may be of accurate and timely service to the students. The students are asked to complete this plan during the first course they take in the program.

B4: Testing out of Courses

Students have the option to test out of up to four courses, with the exception of *The Lutheran Teacher I and II*. The fee associated with this service is \$350.00 and is nonrefundable regardless of test outcome.

Each test may only be attempted once.

Students are reminded to be cautious when considering taking such tests. The purpose of the colloquy program is to prepare students for the final interview, and it is the opinion of the CUEnet staff that participating in the courses will best prepare students to succeed during that interview.

B5: Transferring Courses

Any courses successfully taken from and transcribed at a Concordia University System institution may be transferred into the program, if such courses directly correlate with the colloquy courses. This includes P.E.L.T. courses taken before 2000 (PELT courses taken after the year 2000 will not be accepted.) The student is responsible for ensuring that appropriate transcripts are sent to the CUEnet office. The executive staff at CUEnet will evaluate transfer requests and make determination regarding acceptability.

No theology course from a non-CUS institution will be considered for transfer.

B6: Requirements Pertaining to Lutheran Teacher I and II

The two courses titled Lutheran Teacher I and II are the capstone courses of the Concordia *online* Teacher Colloquy Program and as such participation in these courses is more closely regulated than other courses. In order to register for Lutheran Teacher I and II, a student must have completed at least four of the other colloquy courses, two of which must be Christian Doctrine and Lutheran Confessions. Also, students will be required to take Lutheran Teacher I and II together over two consecutive months.

In addition, while students are allowed to transfer courses into CUEnet which are equivalent to Lutheran Teacher I or II, such students will still be required to register in both Lutheran Teacher I and II and complete all assignments. (They will only be charged tuition for courses not previously taken.)

Finally, a student will not be eligible to proceed to the final colloquy interview until the course requirements of Lutheran Teacher I and II (specifically the Personal Confession of Faith) are successfully completed.

B7 The Personal Confession of Faith

Each student enrolled in the colloquy program will be required to complete a Personal Confession of Faith before proceeding to their final interview. The Personal Confession is a formal paper which articulates the student's understanding of the essential doctrines of the Lutheran faith. The paper is shared with the Concordia faculty members who will conduct the student's colloquium.

The paper will be assessed by one of the mentors of the Concordia *online* Teacher Colloquy Program. This assessment may be sent with the paper to the Concordia faculty members as an indication of the candidate's academic preparedness to face the final interview.

If a student does not receive a satisfactory assessment on the paper, he or she will be required to retake the Christian Doctrine course (at no additional cost) and then rewrite the paper.

The students are encouraged to remember that proper grammar, spelling, and structure greatly enhance the impression the colloquy committee may develop.

B8: Pass/No Pass Policy

CUEnet has an obligation to the institutions of the Concordia University System, to the synodical districts, and to the Synod at large to ensure that the candidates who complete the Concordia *online* Colloquy Program are adequately prepared for the final colloquy interview. Therefore CUEnet will evaluate each student's participation and issue a mark of *pass* or *no pass* on each course in the program.

A *pass* will be issued to those students who watch the material, successfully participate in all required activities, and clearly demonstrate understanding of the doctrines taught in the course. A *no pass* may be issued to those students who have not completed the coursework to a satisfactory level.

If a *no pass* is issued to a student for a particular course, the student is obligated to retake that course at full tuition.

B9: The Colloquy Interview

CUEnet will facilitate the scheduling of the colloquy interview. The interview and its results are conducted at the discretion of the Concordia University System (CUS) institution providing the interview.

B10: Non-Matriculation Policy

Students who hope to transfer CUEnet colloquy courses into a traditional colloquy program at a CUS institution are encouraged to verify the institution's willingness to accept the course(s). The transfer of course(s) from one program to another is at the discretion of the receiving campus or organization.

B11: College Credit for Colloquy Courses

Teachers may desire college credit for the colloquy courses for purposes such as state recertification. Concordia University, Irvine, has agreed to issue three undergraduate credits for each colloquy course for a nominal transcription fee. This option is available to currently employed teachers only. Please contact the CUEnet office for more information. (The courses remain graded on a Pass/No Pass basis.)

B12: Appeal Process

Student appeals or concerns will follow this course of action:

1. The student should express concerns to the mentor, who will work to remedy concerns or explain decisions.
2. If the student still feels that his or her concerns have not been properly addressed, the appeal should progress to the Director of the Colloquy Program.
3. Final appeal shall be made to the academic appeals committee through the Director of the Colloquy Program. The appropriate appeals committee will be appointed by the Executive Director of the Concordia University System. The committee's decision shall be final.

B13: Library Costs

Specific digital books are required to be purchased by the student and are used as primary resources for the colloquy courses. These books provide online colloquy students with exceptional doctrinal resources in a format which is fully searchable by word or phrase. The list of titles required is presented at the back of this Handbook.

The cost of the library is paid by the student. It is purchased directly from a company called Logos, following instructions given by CUEnet. The library is non-returnable, regardless of the number of courses taken.

Use of the digital library also requires the download of specific software from Logos. Logos provides all support and instruction with regards to use of the digital library. Support is not provided by CUEnet.

B14: Licensing and Rules of Use of the Library

Concordia Publishing House retains all rights and privileges related to the use and distribution of the electronic library.

B15: Honorable Conduct Policy

Colloquy students are expected to hold themselves to the highest standards of academic and personal conduct. Evidence of misconduct, *including plagiarism and the use of AI to complete assignments*, will be taken seriously by the CUEnet staff and may lead to discipline up to the point of dismissal from the program. All discipline decisions made by the CUEnet staff will be final.

C - Tuition and Billing Policies

C1: Tuition Costs

There is a tuition fee charged per course. Other fees may apply. Tuition is subject to change every June 1, July 1, or January 1. Contact CUEnet for more information.

C2: Library Costs

There are specific fees which apply to the cost of the digital books required for the program. Please see policy B13 for details.

C3: Registration and Billing

Under normal circumstances, students will register for the full eight courses upon entrance into the program. Where this is not possible, or has not occurred, the Registrar will help facilitate ongoing registration.

Tuition payment for a class will occur in the month before a class is scheduled to begin.

Students who have not paid for a course will not be eligible to participate. Exceptions may be made at the discretion of the Registrar.

If a teacher's school, district, or congregation is paying the bill, either in full or in part, it is the teacher's responsibility to ensure that the bill is paid on time. Under normal circumstances, CUEnet will not participate in such discussions or arrangements.

C4: Tuition Credit (Policy on Withdrawal from a Course)

If a student must withdraw from a course for any reason, but will be continuing in the program, then tuition funds from the uncompleted course can be applied to a subsequent course. This may happen only once during a student's participation in the program. The course from which the student withdrew must be retaken, and tuition must be paid for that course.

If at any time a student is experiencing a technical problem which simply cannot be overcome within a time period conducive to completing a course, then such concerns should be clearly

communicated in a timely manner to CUEnet. Assuming CUEnet has known of the problem, then the tuition of that course may be applied to the next in full, allowing the student the time needed to address the problem.

A "roll-over" fee of \$50.00 will be assessed upon any withdrawal from a course.

C5: Failure to Complete a Course

Upon a student's second failure to complete a course in the program, whether evidenced through formal withdrawal (rollover) or by simple absence of active participation in the course and completed assignments, CUEnet will reserve the right to impose up to a one-year hiatus upon the student's further enrollment in colloquy courses. This hiatus will have no negative impact upon the student's eventual successful completion of the program, other than to create the time necessary for the student to address whatever barriers exist to their work to complete a course in a timely manner. Students, however, should note that the 40-month time frame for completion of the program will remain in effect. (See policy B2.)

C6: Tuition Refund (Policy on Dropping from the Program)

A student who drops from the program in the first seven days of a course may receive a full refund of that course's tuition. No refund of tuition will be given to any student who drops from the program after the first seven days of any course.

D - Technology and Student Services Policies

D1: Technology Issues

Issues with CUEnet's website and streaming network are uncommon. Nevertheless, students experiencing connectivity problems are encouraged to report them to CUEnet at support@CUEnet.edu or by calling (541) 322-7282 or (800) 238-3037. (Your mentor cannot troubleshoot technical issues for you.)

Because most issues originate on the student's end, we recommend doing the following before calling support:

- Restart your computer.
- Try a different browser.
- Try a different computer.
- Try a different network. The simplest way to do this is to turn off wifi on your smartphone and see if the problem persists using your smartphone on your cellular network.

D2: Library Support

Technical support for your electronic library is provided by Logos. Logos support is available by phone at (888) 563-0382, via email at cs@logos.com, or via chat at <https://www.logos.com/contact-support>.

D3: Email and Internet access

All teachers participating in colloquy must maintain a personal email account throughout the course of study. Any changes in email address should be forwarded to the mentor immediately. Students are responsible for ensuring that they have adequate access to the Internet.

D4: Appropriate Use Policy

CUNet utilizes a number of technologies to facilitate communication which may include chat rooms, bulletin boards, and threaded discussions. Regardless of the purpose of the communication technology, whether it is made available for general usage and discussion or for course-specific events, CUNet expects learners to adhere to the following appropriate use policy:

- Formal and informal communication among learners, among learners and mentors, and among learners and CUNet staff should be respectful and kind.
- The technology provided by CUNet to facilitate communication shall not be used in any way to infringe on copyright, express unlawful sentiments, or in any other way break the law.
- The technology provided by CUNet is intended to facilitate communication among colloquy participants only. It must not be used for other personal or professional conversations or purposes.

If at any point a student feels there is inappropriate communication or use of technology occurring, he or she is asked to contact the Director of the Colloquy Program.

D5: Academic Advising

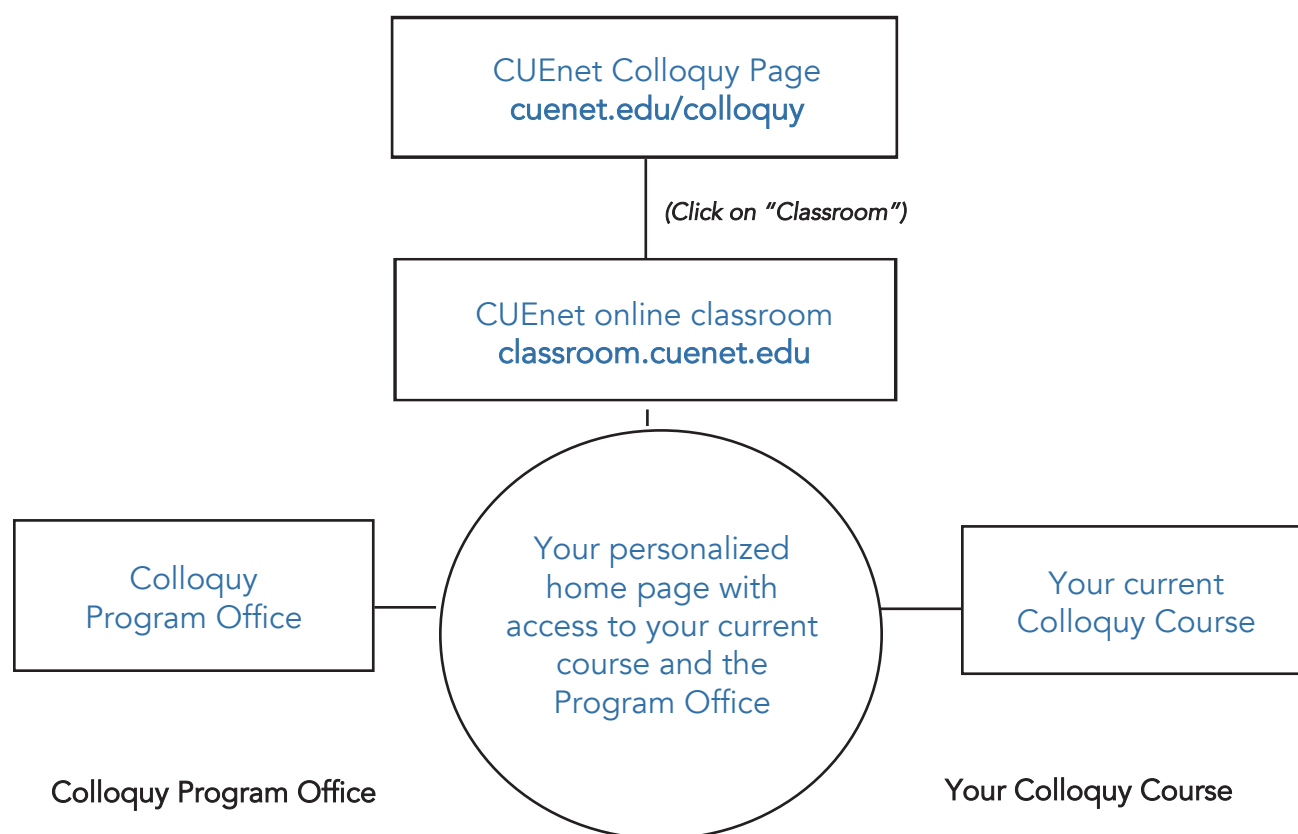
The Registrar and Director of Colloquy are available to provide academic advising. Any questions with regards to program progression, class resources, and class schedules should be referred to the director. Questions regarding course assignments should be referred to the mentor.

D6: Counseling and Resource Services

Spiritual counseling is available from the mentors, all of whom are professional church workers.

The Online Environment

The Concordia *online* Colloquy Program is facilitated principally through the use of our online classroom environment, which can be accessed from the Colloquy home page of our website www.cuenet.edu/colloquy or directly at classroom.cuenet.edu. Below you will find a diagram which attempts to depict what you will experience once you enter the online environment. Be brave, move online, and explore! You will find much of the environment to be quite intuitive.



Colloquy Program Office

- Orientation
- Program Materials
 - Student Handbook*
 - Program FAQs*
- Logos
 - Concordia Electronic*
 - Theological Library*

Your Colloquy Course

- Assignments
- Course Resources
 - Links to the video*
 - textbook and readings*
- Mentor contact info



Courses and Textbooks

The Concordia online Colloquy Program consists of the following eight courses:

1. Old Testament
2. New Testament
3. History of Theology
4. Christian Doctrine
5. Lutheran Confessions
6. Varieties of Belief
7. The Lutheran Teacher I
8. The Lutheran Teacher II

The digital textbooks required for the Colloquy Program include the following:

Concordia Electronic Theological Library, Collection 3:

- Christian Cyclopedia
- History of Theology (Hagglund)
- Churches in America (Manteufel)
- How to Respond: Islam, Judaism, Eastern Religions

Concordia Electronic Theological Library, Collection 5:

- The Christian Faith : A Lutheran Exposition (Kolb)
- Summary of Christian Doctrine (Koehler)
- Christian Dogmatics (Mueller)

Lutheran Study Bible (ESV with Notes)

Book of Concord (Kolb/Wengert edition)



Contact Information

Address: CUEnet
61990 Janalee Place Bend, Oregon 97702
www.CUEnet.edu

Phone: 800.238.3037
541.322.7282

Fax: 541.322.7286

Email: General Inquiries: colloquy@CUEnet.edu
Technical Help: support@CUEnet.edu

Rev. Dr. Paul Philp | Director: paul.philp@CUEnet.edu

Timothy Linn | Technology: tlinn@CUEnet.edu

Wendi Murphy | Registrar: wmurphy@CUEnet.edu

Library Assistance: Technical support for the library is provided by www.logos.com.

v.2025-06

