Concordia Online Colloquy Program

Handbook

Revised June 2018
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 study formally 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.

In service to His students and their teachers,

Dr. Heather Stueve  
Director of Colloquy  
Concordia University Education Network

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

I Timothy 4:16
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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.

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.

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.

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

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 medially 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:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Tuition</td>
<td>$6152.00</td>
</tr>
<tr>
<td>The electronic library</td>
<td>~ $150.00</td>
</tr>
<tr>
<td>Endorsement processing</td>
<td>$50.00</td>
</tr>
<tr>
<td>Anticipated Total Cost</td>
<td>$6352.00</td>
</tr>
</tbody>
</table>

The tuition for each course is $769.00. (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 likely to be approximately $150. 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.
A1: Participation in the Colloquy Courses

There are three levels 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 "personal enrichment" only. (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. Such church work students are guided by the policies of their home institution.

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

A student must meet the following requirements to be considered eligible to become a candidate in the teacher colloquy program for the purposes of certification (as established by the Synod's Committee on Colloquy and stated in the Colloquy for Ministers of Religion-Commissioned in The Lutheran Church Missouri Synod Policy Manual available on the LCMS website):

1. The student must be an active member of a Lutheran Church--Missouri Synod congregation for at least two years prior to participation.
2. The student must have been employed by a Lutheran school (LCMS) for a full year.
3. The student must possess a bachelor’s degree and be eligible for state certification as a teacher.

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 (see below).

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). (See policy A6 and A7 below for a description of that process.)
The student must pass (or transfer appropriate credit for) all eight courses in the program. The student must have satisfactorily completed the assignments required in either the Portfolio or Paper (See page 19 for more information).

Please see the Policy Regarding Synodical Application for Colloquy and the Requirements Pertaining to Lutheran Teacher I and II below.

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 is designed to prepare the student for this interview.

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

A certified teacher is eligible to be rostered when he or she is employed by a Missouri Synod school. Placement on the roster allows a teacher to be eligible for a Divine Call to the school. A teacher’s certification, his or her placement on the roster, and his or her first Call happen at the same time.

In summary, in order to be certified and rostered, a teacher must:
- be trained in the doctrine of the Lutheran church (verified by the interview at a Concordia campus)
- be endorsed by the Synod for colloquy (see A.7 below)
- possess a bachelor’s degree and be eligible for state certification as a teacher
- be a current member of an LCMS church (for at least two years)
- be employed or have been employed at an LCMS school (for at least one year)

These requirements are specified in the policy manual regarding colloquy maintained by the Synod’s Committee on Colloquy. 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 program, but they are not eligible to undergo the interview and receive Lutheran Teacher Certification. However, if at a later date the teacher does become the member of an LCMS congregation, then eligibility is established after active membership of at least two years. The teacher would 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.

Participation in these courses before eligibility or endorsement is considered to be done at the student's own discretion and is identified by CUEnet and the student as "professional enrichment."

A7: Non-CUS Undergraduate Participation in CUEnet Courses:

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

An undergraduate student not enrolled at a Concordia University System institution who wishes to enroll in
CUEnet courses needs to understand the following:

1. CUEnet courses will not result in college credit from a Concordia University.

2. Success in CUEnet courses does not guarantee that a student may eventually become eligible for certification as a church worker in The Lutheran Church—Missouri Synod. The requirements of the certification process are detailed in the Synod’s *Colloquy for Ministers of Religion-Commissioned in The Lutheran Church Missouri Synod Policy Manual* available on the LCMS website.

A8: Endorsement Application

The Lutheran Church-Missouri Synod has an established protocol for colloquy students to follow in order to gather endorsement and establish candidacy for certification and rostering. Each student in the online colloquy program, upon enrollment in the first course, receives an application packet and a set of instructions via email. It is CUEnet’s policy that all forms be completed by the end of the student’s first course in the program.

The Synod’s protocol requires that each potential candidate’s name be published in a publication of the church for a period of 30 days. During the 30 days the public is invited to submit comment regarding the names. The First Vice-President of Synod will sign his endorsement of the candidate when this requirement is successfully met.

If during the 30 days a written objection is received by the First Vice-President’s office, corroboration from a credible source will be sought. No student’s colloquy process will be interrupted unnecessarily.

The decision of the First Vice-President will be considered final.

Please note that it can take up to 4 months to process the endorsement application. The deadlines to submit the application are established for the protection of the student, so that he or she might interview immediately upon completion of the last course in the program. CUEnet will not be held responsible for any unfortunate delay or result which derives from a late submission of an endorsement application.

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.)

In order to complete these courses, the colloquy student has a choice of two different academic tracks: the Paper Track or the Portfolio Track. Please see page 19 for more information.

B2: Course Schedule and Live Sessions

There are two plans available for progressing through the program: The Monthly Plan and the Pace Plan.

The Monthly Plan

Course sessions will be available for access on midnight of the first day of the month. All course sessions will be closed on midnight of the 25th day of the month.

The lectures and assignments for the course can be accessed anytime during the day, 24 hours a day. The only exception to this is the monthly "live session."

Each course will have a scheduled "live session" once during the month. During this session, all students in the course will participate in the session at the same time. (At times, this session may be replaced by a pre-recorded version.) The students are required to log onto the live session during the time listed. If the student is unable to attend the live session, a pre-recorded version will be made available later in the month and the student may be asked write a short paper as a make-up assignment. Details may be found in the course curriculum.

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.

Students may take two courses each month during the summer months of June, July, and August, with the approval of the colloquy director.

The Pace Plan

The Pace Plan allows a student to pay full tuition for the entire program at once, allowing the student to progress from course to course at the pace they choose. Courses will be made available to students one at a time, starting with Old Testament and completing with The Lutheran Teacher. The student make take as little or as long a time as necessary to complete each course before moving on to the next course, but the entire program must still be finished within 40 months total.

The lectures and assignments for the course can be accessed anytime during the day, 24 hours a day. The "live sessions" for this program will not be live, but rather be pre-recorded sessions from the Monthly Plan.
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. This option does limit the student to the Paper Track of academic study.

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. If a course is transferred into the program, the student is limited to participating in the Paper Track (for it is not possible for such a student to create a full portfolio as required by the Portfolio Track).

B6: Requirements Pertaining to Lutheran Teacher I and II (of Paper Track)

The two courses titled Lutheran Teacher I and II are the capstone courses of the Concordia online Teacher Colloquy Program’s Paper Track, 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 or portfolio which articulates the student’s understanding of the essential doctrines of the Lutheran faith. The paper/portfolio is shared with the Concordia faculty members who will conduct the student’s colloquium.

The paper/portfolio will be assessed by one of the mentors of the Concordia online Teacher Colloquy Program. The assessment will be sent with the paper to the Concordia faculty members as an indication of the candidate’s preparedness.

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

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 re-certification. 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 P/NP 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 on page 20 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, 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

The tuition for academic year 2016-2017 is $699 per course. Other fees may apply. Please see page six of this handbook for more information. (Tuition is subject to change every July 1.)
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 Executive Director of Operations.

If a teacher’s school 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 timeframe 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.

Note that the policy on Textbook Costs applies to this circumstance. No refund of tuition shall be issued until that policy is fully satisfied.

D - Technology and Student Services Policies

D1: Technology Policies

Students enrolled in the colloquy program will be provided access to a technology help desk. This access may be utilized to facilitate the use of all software necessary to participate in the program. CUEnet will not provide technology support with regards to hardware or for software not associated with the program. CUEnet does not provide technical support for Macintosh.

D2: Library Support

Technical support for the library is provided by the manufacturer Logos. Support at Logos can be reached at 1-800-875-6467. If you run into difficulty working with Logos, please contact CUEnet. While CUEnet cannot provide the technical support for the library, it can serve as a facilitator.

D3: Disabling Call Waiting

Students who will be using dial-up access to the Internet (and who have call-waiting service) must take steps to disable call waiting when online. This will have to be done through the local telephone company. If this precaution is not taken, CUEnet cannot guarantee that the video streaming will work properly.

D4: 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 through a local or national service provider. CUEnet is not an Internet service provider.

D5: Appropriate Use Policy

CUEnet utilizes a number of technologies to facilitate communication, including 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, CUEnet expects learners to adhere to the following appropriate use policy:

- Formal and informal communication among learners, among learners and mentors, and among learn-
ers and CUEnet staff should be respectful and kind.

- The technology provided by CUEnet 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 CUEnet 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.

D6: 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.

D7: Student Services

A variety of student services and resources are available to all students and alumni in the Colloquy Program Office in the Moodle online environment. Please refer all questions to the Director of Colloquy.

D8: Counseling and Resource Services

Spiritual counseling is available from the mentors, all of whom are professional church workers and most of whom are ordained pastors. In addition, devotional resources are available on the CUEnet website. Some counseling resources related to career and church work are available through links on the CUEnet website.
The Concordia online Colloquy Program is facilitated principally through the use of two software programs: *Moodle*, a program which creates an online classroom environment, and video streaming software such as Flash, which provides access to streaming video for pre-recorded lectures (the “video textbook”) and real-time interactive video sessions. Below you will find a website map 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.

**CUEnet Colloquy Home Page**

**Moodle Login Page**
*password protected*

**Colloquy Program Office**

**My Moodle**
*a personalized page with access to all resources*

**Current Colloquy Course**

**Orientation Course**

**Program Materials**
*Student Handbook*
*Program FAQs*

**Technology Center**
*Technology Help Desk*
*Technology FAQs*

**Resources**
*Links to Helpful Websites*

**Communications Center**
*Space for general chat, email, and bulletin board*

**Syllabus**

**Course Sessions**
*Link to the streaming video sessions and study activities*

**Direct Links to the Colloquy Mentor and Live Sessions**

**Communications Center**
*Course-specific chat, email, and bulletin boards*

**Assessment**
*Ongoing measure of program success and student achievement*
Paper or Portfolio Track?

Two different academic tracks have been created for colloquy participation. The first will function much as the program has traditionally, with a culminating final paper. This paper is written during the final two courses of the Paper Track, Lutheran Teacher I and II.

The second track operates with a portfolio model. This model requires students to produce many more small papers and paragraphs throughout the entire program, resulting in a portfolio of work demonstrating the student’s comprehension of the doctrines of the church. The details of the portfolio will be specified during the first course of the Portfolio Track, Old Testament.

It is our hope that offering both designs will meet the needs of a wide variety of colloquy students, addressing diverse learning styles and work calendars. Each student will need to choose a track upon entering the program.

Each track will offer two courses per month. Please note that once the first several courses have been completed (Old Testament, New Testament, and History of Theology), it is not possible to move from portfolio to the paper track, or vice versa.

The schedule of courses for both the Paper and Portfolio Tracks is available on CUEnet's website at www.cuenet.edu/colloquy.
CUEnet is testing the viability of an alternative route to completing colloquy. Available to only 20 people from a year, the route is called the Pace Plan.

The Pace Plan allows a student to pay for the entire program in full, up front. Doing so will allow the student to progress through the program at whatever pace is most appropriate. Upon completion of one class, the next class will be opened to them.

In order to participate in this program, the student will sign the following agreement indicating full acceptance of the policies listed:

"Choose Your Own Pace" Plan for Colloquy STUDENT CONTRACT

1. Students may choose either the Paper or Portfolio track of the Pace Plan. I choose the ____________________ track.
2. Students pay in full for the entire program up-front.
3. Students may receive a full refund of tuition in the first week of classes if they choose to withdraw from the program. In the second week of classes, a 50% refund is allowed. After the second full week of classes, no refund is allowed for students who withdraw from or fail to complete the program. For the purposes of this policy, the first day of classes is the day after payment is made (deposited) for the program.
4. The roll-over policy which exists in the Monthly Plan does NOT apply to the Pace Plan.
5. If a student chooses to test out of a course, the cost of the Pace Plan will be adjusted accordingly. All other policies related to testing out still apply, including the $250 non-refundable fee.
6. If a student transfers in a course, the cost of the Pace Plan will be adjusted accordingly. Similar action is taken if a student chooses to move from the Monthly Plan into the Pace Plan. Refund policy still applies in both cases (see item 3).
7. All other fees and costs still apply.
8. Some current CUEnet scholarships may apply to the Pace Plan. Invoiced tuition will be adjusted accordingly.
9. Students may proceed through the Pace Plan as slowly or as quickly as they wish, as long as all the courses are finished within 40 months.
10. Courses will be opened to the student in the established sequence, with access to a new course being allowed only after the previous course has been successfully completed.

I, the undersigned, have read, fully understand, and completely accept these policies. I choose to enter the Pace Plan of the online colloquy program.

__________________________________________ _______________________
Name Date

If your school or congregation is paying for the tuition, in part or in whole, please have the top administrator or pastor sign this document.

I, ____________________, am the pastor or administrator of _______________________________

Print name ____________________________ Name of church or school ____________________________

I have read, fully understand, and completely accept these policies as they apply to our employee and our financial support of her/his participation in the Pace Plan of the online colloquy program.

__________________________________________ _______________________
Name Date
# Courses and Textbooks

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

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<thead>
<tr>
<th>Paper Track</th>
<th>Portfolio Track</th>
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<tbody>
<tr>
<td>1</td>
<td>Old Testament</td>
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<tr>
<td>2</td>
<td>New Testament</td>
</tr>
<tr>
<td>3</td>
<td>History of Theology and the Church</td>
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<tr>
<td>4</td>
<td>Christian Doctrine</td>
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<tr>
<td>5</td>
<td>Lutheran Confessions</td>
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<tr>
<td>6</td>
<td>Varieties of Belief</td>
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<tr>
<td>7</td>
<td>The Lutheran Teacher I</td>
</tr>
<tr>
<td>8</td>
<td>The Lutheran Teacher II</td>
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</tbody>
</table>

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

Phone:  1.800.238.3037  
1.541.322.7282

Fax:  1.541.322.7286

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

Dr. Heather Stueve  hstueve@cuenet.edu  (Director)  
Dr. D. Ray Halm  rhalm@cuenet.edu  (Mentor)  
Rev. Tim Sternberg  tsternberg@cuenet.edu  (Mentor)  
Miss Wendi Murphy  wmurphy@cuenet.edu  (Registrar)

Web:  www.cuenet.edu

Library Assistance:  Technical support for the library is provided by the manufacturer LOGOS. Support at LOGOS can be reached at 1-800-875-6467. If you run into difficulty working with LOGOS, please contact CUEnet. While CUEnet cannot provide the technical support for the library, it can serve as a facilitator between LOGOS and the student.