



TAYLOR
S E M I N A R Y

2015-2016

Student

Orientation

UPDATED: JANUARY 2016

Table of Contents

Academic Information	2
Registration Information.....	3
Financial Aid: Bursaries and Scholarships	5
Financial Information	6
Student Life – General Information	8
2015-2016 Supervised Ministry	9
Urban Sanctuary	10
Library / NEOS.....	11
Web-Based Writing Helps	14
Internet Use and Moodle.....	15
Taylor Seminary Student Association (TSSA).....	17
The Reading Room and Readerware™	18
City of Edmonton Corporate Wellness Program	19

Academic Information

Presented by Dr. Ralph Korner, Academic Dean

Introduction

- All educational institutions need academic policies and procedures.
 - To clarify what is acceptable and what is not
- How policies and procedures are perceived
 - Not to make student life 'difficult' or 'miserable'
 - To facilitate your progress through your program
- Know your catalogue, the catalogue supplement, website, and related materials.
- Utilize your Faculty Advisors.
- What you most need to know during your first semester.

Program Objectives

- Program goals, expected results, endgame
- Learning Outcomes
- Read and reread them
- Personal and Spiritual Maturity

Educational Policies

- Academic Committee
- Course Load
- Class Attendance
 - What happens in the classroom is important
 - Learning happens best in community
 - For unavoidable absences notify your professor
- Research and Writing Guide
 - On the seminary website under academic information
- Plagiarism
 - A serious matter
 - Violation of acceptable academic practice
 - Legally
 - Morally: it is theft
 - The same applies to collusion, cheating, etc.
 - Consequences
 - Assignment return, grade reduced, probation, suspension or dismissal
 - It is sometimes difficult to know whether to footnote
 - When using someone else's exact words
 - When using someone else's key insights
 - When in doubt footnote rather than steal

Registration Information

Presented by Su Jin Chong, Registrar

NOTE: All-important dates are listed by semester on pages 4 and 5 of the 2015-2016 Taylor Seminary Catalogue, available on the Taylor Seminary website, www.taylor-edu.ca ("**Student Links**" section on the left corner, "**Seminary Catalogue**") or at the front foyer beside the General Office. **Next to your Bible, this is a student's best friend!**

1. **REGISTRATION.** You must complete your Registration Form in full. Your Faculty Advisor will provide valuable insight and guidance. Your Faculty Advisor's signature is required **before** your registration is processed. Ultimately, it is the student's responsibility to register for courses that meet the requirements of their program if they wish to graduate from Taylor Seminary.

Registration Forms and up to date information on courses, are available on the Taylor Seminary website www.taylor-edu.ca ("**Student Links**", "**Registrar's Office**"). Paper copies are also available in the front foyer beside the General Office.

Completed Registration Forms (including your Faculty Advisor's signature) can be:

- Submitted in person to the General Office
- Faxed to 780-436-9416 or
- Emailed directly to janine.cooper@taylor-edu.ca or schong@taylor-edu.ca.

2. **ADD/DROP.** Once you are registered, changes can be made to your student schedule by ADDING or DROPPING course(s) until the ADD/DROP deadline. You must complete and submit a Course ADD/DROP Form. This form is available on the Taylor Seminary website www.taylor-edu.ca ("**Student Links**", "**Documents and Forms**"). Paper copies are available in the front foyer beside the General Office. Failure to do so could result in being charged for a course(s) you are not attending and/or receive a final grade of "F" in the course(s).

DEADLINE to ADD or DROP Course(s) for the Winter 2016 Semester is Friday, January 29th, 2016!

3. **WITHDRAWAL FROM A COURSE.** To withdraw from a course(s) after the ADD/DROP deadline you must complete and submit the **Course Withdrawal Form**, available in the front foyer beside the General Office.
4. **WITHDRAWAL FROM YOUR PROGRAM.** To withdraw from your program during the course of a semester, you must complete and submit the **Notification of Withdrawal Form**. This form is available through the General Office. Failure to submit this form could result in being charged for the course(s) and receive a final grade of "F" in the course(s).
5. **PROGRAM CHANGE.** To change your program, you must complete and submit the **Program Change Form**. This form is available in the front foyer beside the General Office.
6. **REQUEST FOR AN INCOMPLETE.** The Academic Committee must receive a completed **Request for an Incomplete Form** from the student on or before the last day of classes of the semester. **No requests will be considered after this date.** The Academic Committee will notify the student of their decision. This form is available on the Taylor

Seminary website www.taylor-edu.ca ("**Student Links**", "**Documents and Forms**"). Paper copies are available in the front foyer beside the General Office.

7. **TIMETABLE AND COURSE SYLLABI.** The timetable and course syllabi are posted on the Taylor Seminary website www.taylor-edu.ca ("**Student Links**", "**Timetable**" or "**Syllabi**"). The timetable is also available in front of the General Office and posted on the Taylor Seminary bulletin boards. Please note that the timetable and syllabi are subject to change before the semester begins.
8. **STUDENT SCHEDULES.** Your Student Schedule is a **confirmation of registration**. When any changes are made to a student's schedule during the academic year, an updated student schedule will be **emailed** directly to the student. It is **vital** that the Registrar's Office has your current, active email address.
9. **FULL-TIME STUDENT STATUS.** Students taking nine (9) or more credits per semester are considered full-time students. When calculating full-time status, courses taken in the January Intersession are added to courses taken in the Fall semester and courses taken in the Spring Session are added to the Winter semester.
10. **REGISTRAR'S OFFICE.** Registrations and requests are processed in order by date of submission. For registrations and requests, appropriate forms must be completed and submitted to the Registrar's Office either in person, PDF document via e-mail, fax, or mail. Forms with missing information will not be processed until all required information is received. **Verbal requests and e-mail messages are not considered to be formal requests.**

If you have any questions regarding registration, please contact:
Janine Cooper, Registration Clerk, Janine.cooper@taylor-edu.ca OR,
Su Jin Chong, Registrar, schong@taylor-edu.ca

Phone messages may be left at the Registrar's Office: 780-431-5208

For an appointment with the Registrar, available office hours are:
Tuesday, Wednesday, Thursday
10:00 AM to 4:00 PM

Have a blessed year!

Financial Aid: Bursaries and Scholarships

Presented by Su Jin Chong, Registrar

Through the generosity of churches, associations, and individuals, funds have been donated to provide financial assistance for qualifying students. Financial Aid is awarded primarily on the basis of demonstrated need; however, some donors have set academic or other criteria. Eligibility for financial aid is limited to “**full-time**” students (min. of 18 credits per academic year) in good standing, however, some bursaries and scholarships may be awarded to “half-time” students (min. of 12 to 17 credits per academic year).

Bursary and scholarship funds are applied to the student’s account at the beginning of each semester, after the ADD/DROP deadline.

The Financial Aid Committee will consider the academic load of the applicant during the review of applications. Applicants are required to register for the next academic year before submitting the Financial Aid Application Form.

All bursaries and scholarships will be distributed based on the availability of funds. Surplus funds will be distributed at the discretion of the Financial Aid Committee. For more specific information regarding the bursaries and scholarships, please check out the 2015-2016 Academic Catalogue, pages 24 – 26 or go to the 2015-2016 Academic Catalogue posted on Taylor’s website at:

http://www.taylor-edu.ca/taylor/pdf/TaylorSeminary_Catalogue2015-16.pdf

Please be aware that the bursaries and scholarships for 2015-2016 have been awarded already.

Students can apply for financial aid for the next academic year. Financial Aid Application Forms for 2016-2017 will be available at the General Office and on the seminary website in March 2016.

Financial Aid Application Deadline for 2016-2017: June 15, 2016

Fully completed Financial Aid Application Forms must be submitted, mailed, or faxed to the General Office, Attention: Registrar’s Office, or emailed directly to Su Jin Chong (schong@taylor-edu.ca). The Financial Aid Committee will meet after the deadline to review the applications. All applicants will be notified in July 2016 once the decisions are finalized.

Financial Information

Presented by John Liong, CPA, CGA

Tuition and Fees 2015-2016

- Tuition per credit hour \$ 325.00/credit hour
- Tuition for Audit \$ 162.50/credit hour

Library fee

- All students \$ 5.00/credit hour

Taylor Seminary Student Association (TSSA) Fee

- All students \$ 4.00/credit hour

Registration Fee

- It will be applied for registration after March 24th, 2016 for Spring 2016 Session and Fall 2016 Semester.

\$ 50.00

Student Residence Housing

- In-suite kitchen, single/double/family \$420/\$550/\$765/month
- Community kitchen, single/double occupancy \$300/\$420/month
- For details, please contact Lori or Janice at the General Office

Due date and penalties

- All tuition and fees are due on the first day of class (January 19th, 2016).
- A late penalty fee of 3% will be charged on any unpaid balances after the last day for ADDING / DROPPING courses (January 29th, 2016).
- Late penalties can be waived if there is an arrangement for a payment plan (i.e. waiting for student loan or bursary, etc.) in place, prior to the last day for ADDING/DROPPING Courses (January 29th, 2016) with John Liong, CPA, CGA in the Business Office.

*Full details about the financial information can be found in the
2015-2016 Academic Catalogue pages 23 - 24.*

Student Loan

- Apply online at <http://www.studentaid.alberta.ca>
- If you need help, please visit John Liong in the Business Office or email john.liong@taylor-edu.ca

Tuition Tax Receipt (T2202A) & T4A (Bursary/Scholarships)

- T2202A & T4A's will be issued in the beginning of February 2016.

Cost of Courses - Academic 2015/2016

Number of Credits	Tuition		Library Fees	TSSA Fees	Total Cost	
	Credit Course	Audit Course			Credit Course	Audit Course
1	\$ 325.00	\$ 162.50	\$ 5.00	\$ 4.00	\$ 334.00	\$ 171.50
2	\$ 650.00	\$ 325.00	\$ 10.00	\$ 8.00	\$ 668.00	\$ 343.00
3	\$ 975.00	\$ 487.50	\$ 15.00	\$ 12.00	\$ 1,002.00	\$ 514.50
4	\$ 1,300.00	\$ 650.00	\$ 20.00	\$ 16.00	\$ 1,336.00	\$ 686.00
5	\$ 1,625.00	\$ 812.50	\$ 25.00	\$ 20.00	\$ 1,670.00	\$ 857.50
6	\$ 1,950.00	\$ 975.00	\$ 30.00	\$ 24.00	\$ 2,004.00	\$ 1,029.00
7	\$ 2,275.00	\$ 1,137.50	\$ 35.00	\$ 28.00	\$ 2,338.00	\$ 1,200.50
8	\$ 2,600.00	\$ 1,300.00	\$ 40.00	\$ 32.00	\$ 2,672.00	\$ 1,372.00
9	\$ 2,925.00	\$ 1,462.50	\$ 45.00	\$ 36.00	\$ 3,006.00	\$ 1,543.50
10	\$ 3,250.00	\$ 1,625.00	\$ 50.00	\$ 40.00	\$ 3,340.00	\$ 1,715.00
11	\$ 3,575.00	\$ 1,787.50	\$ 55.00	\$ 44.00	\$ 3,674.00	\$ 1,886.50
12	\$ 3,900.00	\$ 1,950.00	\$ 60.00	\$ 48.00	\$ 4,008.00	\$ 2,058.00
13	\$ 4,225.00	\$ 2,112.50	\$ 65.00	\$ 52.00	\$ 4,342.00	\$ 2,229.50
14	\$ 4,550.00	\$ 2,275.00	\$ 70.00	\$ 56.00	\$ 4,676.00	\$ 2,401.00
15	\$ 4,875.00	\$ 2,437.50	\$ 75.00	\$ 60.00	\$ 5,010.00	\$ 2,572.50

Student Life – General Information

Presented by Lori Muz, Office Manager

- General Office Manager/Facility Rental Coordinator: Lori Muz (lori.muz@taylor-edu.ca) (Monday thru Thursday)
- Office Assistant: Janice Johnsson (jjohnsson@taylor-edu.ca) (Friday)
- General Office Hours: 8:30 AM to 5:00 PM
- General Office is closed for lunch: 12:00 PM to 1:00 PM
- The General Office is the place you will come to get mailbox keys, pick up library books, pay tuition, hand in papers, etc.

BASIC INFORMATION

MAILBOX / PARKING: All students, with exception of on-line only students, should have a mailbox; your papers, TSSA information, and general Taylor information will be placed in your mailbox.

PLEASE NOTE: All mailbox keys (and parking tags) need to be returned at the end of the Winter 2016 semester.

If you park in the Taylor lot, you need a valid parking tag. You will need to fill out a form (available at the General Office), giving your name, license plate number, make and model of your vehicle.

FORMS: Most forms and brochures that you will need (ADD/DROP, Registration, etc.) can be located either online www.taylor-edu.ca or in the front foyer by the General Office. If you are unable to find the one you need, please ask at the General Office.

PAYMENTS: Payments can be made by Cash, Cheque, Debit, VISA, M/C, or American Express.

LIBRARY CARDS: You can get your 2015-2016 NEOS Library Card (expiry will be August 31, 2016) at the General Office. New students will have their photo taken and their card will be processed within two (2) business days. To renew your library card, bring in your expired card and a new library card will be processed within two (2) business days.

LIBRARY BOOKS: Books are delivered, via a courier, to Taylor on Mondays, Wednesdays, and Fridays after 11:00 AM. When received, you will get an email saying they are ready for pick up. If not picked up within 5 days after your notice has been sent out, the books will be returned to the owning library. NOTE: To sign your library books out, you must present your 2015-2016 NEOS Library Card. NOTE: No card – no library books!

BULLETIN BOARDS: Please DO NOT put anything on the boards. Bring to the office first to be initialled and dated by either Lori or Janice. There are two (2) job opportunity boards by the mailboxes.

KITCHEN: We ask that you clean up after yourself. Place dirty dishes in the yellow or blue trays. If you notice that a tray is full, please read the dishwasher instructions and kindly wash the dishes. Coffee/tea is available at all times for students.

2015-2016 Supervised Ministry

Presented by Dr. Carol Potratz, Director of Supervised Ministry

The Supervised Ministry experience (Field Education – FE 442, FE 443, FE 444, FE 445, FE 446, and Pastoral Internship IN 532) is designed to advance the process of ministry formation and preparation in the life of the student through intentional ministry experiences and theological reflection under the guidance of an approved ministry mentor.

Components Common to **Each** Field Education Experience

1. **Field Education Experience**

- a. A minimum of **8** hours per week of ministry during the semester according to the approved Field Education Learning Contract. (*Thursday, February 4th*)
- b. Monthly Feedback Reports. (*Thursday, February 25th, March 17th, April 14th*)
- c. Meet with a Spiritual Director from Urban Sanctuary for at least six sessions during the semester. Each student is responsible for scheduling their own appointments. To arrange for a Spiritual Director, contact Mark Elvin at mark@urbansanctuary.ca as soon as possible.

2. **Joint Class Meetings**

Students meet three times during the semester. The meetings will be held at Taylor Seminary. Attendance at these meetings is part of your FINAL GRADE. **NOTE:** *If it becomes impossible for you to meet on either of these dates, you will need to make an appointment with me, Carol Potratz, to make alternative arrangements BEFORE you begin your plans!*

- a. **First Joint Class Meeting:** Students will have complete orientation to Field Education (*over a light meal*), on either Tuesday, January 26th at 12 (noon) OR Thursday, January 28th at 5:00 PM.
- b. **Second Joint Class Meeting:** Students will attend the Wahl Lectures, “*Sabbath REST*” by Dr. Norman Wirzba, Professor of Theology, Ecology, and Agrarian Studies at Duke Divinity School, on Friday, March 18th, 9:00 am – 4:30 pm. (We will meet over lunch to discuss the a.m. lectures.) Please register online – <http://www.taylor-edu.ca/events/event-registration/event/26/wahl-Lectures-2016> ASAP (*BEFORE* Feb. 28th) using this code: **WahlLect-REST**
- c. **Third Joint Class Meeting:** Students will meet to discuss their Field Education Experiences (*over a light meal*), as a group on either Tuesday, April 19th at 12 (noon) OR Thursday, April 21st at 5:00 PM.

3. **Required Reading Review** (*Thursday, February 18th*)

4. **Ministry Event Study (MES)** (*Thursday, March 24th*)

5. **Mentor’s Exit Report** (*Thursday, April 4th*)

Contact Information: Supervised Ministry Office: Tuesday – Thursday, 10am-6pm

Dr. Carol J. Potratz

Office Phone: 780-431-4432

Cell Phone: 780-680-4207

Email: carol.potratz@taylor-edu.ca

Urban Sanctuary

Presented by Mark Elvin, Associate Director

I. SPIRITUAL DIRECTION: TAYLOR'S PARTNERSHIP WITH URBAN SANCTUARY

SPIRITUAL DIRECTION OR GUIDANCE FOR YOUR ACADEMIC JOURNEY

Taylor Seminary gifts you with Spiritual Direction sessions for some of your program requirements (e.g., M.Div. Field Education Units). Some students will be required to complete six sessions per semester of spiritual direction for three or five semesters. A Spiritual Director from Urban Sanctuary is available to Taylor students for the fulfillment of those course requirements. It is important that you make these appointments as early in the semester as possible. Call Mark at 780-477-5731 to book your sessions. You may also email Mark at mark@urbansanctuary.ca to book your sessions. Once you start with a spiritual director you will have the option to continue with that director throughout your time at Taylor and you can also continue to work with the same director after you graduate.

SPIRITUAL DIRECTION ROOM (Benke Hall, 2nd Floor)

Spiritual Direction sessions arranged through Urban Sanctuary will normally take place in the Spiritual Direction room on the second floor of Benke Hall at Taylor Seminary.

II. ADDITIONAL SPIRITUAL FORMATION RESOURCES THROUGH URBAN SANCTUARY

SPIRITUAL DIRECTION OR GUIDANCE FOR YOUR PERSONAL JOURNEY

A Spiritual Director from Urban Sanctuary is also available to Taylor students for personal journeying. Ever want to talk with someone about your spiritual life that has travelled down the road and is willing to guide you in your journey? Whatever you talk about will be confidential and you will always be treated with respect. Your story matters to us and our trained spiritual directors will listen so that you know that you have been heard. Spiritual direction is available for any Taylor student at a reduced rate.

MENTORSHIP

If you would like a mentored experience in seven important spiritual disciplines we can also help you with a supported 18 month experience. The start date is May of each year. Talk with us for more details. Our mentors have had great training and over a decade of ministry experience. This academic year Len Thompson, the founder of Urban Sanctuary, is offering a weekly continuing education course on the seven spiritual disciplines. It is sponsored by Taylor's EP Wahl Centre and convenes Wednesdays, 6:30 PM-9:00 PM beginning Jan. 20, 2016. Contact Len Thompson for registration information len@urbansanctuary.ca

DAILY PRAYERS

Urban Sanctuary has daily devotional Scripture reading and other resources on our website starting in the book of John. It may just encourage you to encounter Jesus every day for the whole semester. Come join us at www.urbansanctuary.ca/on-linelearning/prayers.

Library / NEOS

Presented by Karina Dunn, Library Assistant

NEOS LIBRARY CONSORTIUM

Access to over 10 million books and journals within the NEOS Library Consortium, delivered directly to your library.

Taylor Seminary as well as the Vanguard College Library remain members of NEOS, which is a large group of academic, government and hospital libraries within the greater Edmonton area that share an integrated online catalogue and resources.

In this way, Taylor's students continued access to the Schalm Memorial Collection, and borrowing privileges with the Vanguard College Library is facilitated by the NEOS system.

The courier travels between Taylor and Vanguard every Monday, Wednesday, and Friday unless the day falls on a holiday, in which case the delivery will be made the following regularly scheduled day.

Therefore books from Vanguard (or any other NEOS library) can still be checked out and/or returned at Taylor College and Seminary.

Books from Vanguard or any other NEOS library can be requested using the online catalogue, or checked out in person from the owning library. <http://neos.library.ualberta.ca>.

Books requested from NEOS libraries normally arrive within 2-3 business days and are held at the requested location library for 5 days. An automatic e-mail notification will be sent when the book arrives. The requested items must be picked up within the week or they are returned to the owning library.

You may borrow from and return books to any library within NEOS without charge. See list of member libraries, locations, and hours: <http://www.neoslibraries.ca/node/156>

These NEOS privileges are only accessible for current students of Taylor Seminary or Vanguard College. External borrowers cannot place holds or borrow from other libraries with their Vanguard College Library External borrower card.

ONLINE CATALOGUE

<http://www.taylor-edu.ca/seminary/library>

Click on NEOS Search “here”

NEOS Online Catalogue

The NEOS catalogue can be accessed from any computer on the Internet.

Use the online catalogue to:

- **Search** for books within Vanguard and NEOS.
- **Request** books from Vanguard or other NEOS libraries.
- Use the “My Account” feature of the catalogue to:
 - See what items you have signed out.
 - Renew books.
 - See any fines owing.
 - See the status of any books you may have requested.
 - Cancel a request if you no longer need it.
 - Change your PIN (*please note – after changing it will be 24 hours before you can place holds again*).

When using the “My Account” feature, your personal ID is your **library card barcode number**. Request that your PIN be emailed to you or ask at the circulation desk.

For searching items:

Select “Vanguard” in the drop down menu to search the Schalm Memorial Collection and Vanguard collection specifically. Search by title, author, subject, etc.

Don’t hesitate to ask for assistance.

Also accessible at:

www.vanguardcollege.com

Click on Current students, then under LIBRARY click on “College Library search”

ONLINE DATABASES

[Electronic databases that provide access to thousands of electronic journals]

The library subscribes to a variety of electronic databases. These databases contain citations, abstracts, and/or full-text articles. If you require assistance in using the databases, please ask library staff for help.

Campus Databases

At www.taylor-edu.ca go to the library page and click on the “Online Database Search” link to see the list of databases we have available. Please note that you can also access the databases from off campus.

EBSCO

Searching Vanguard's EBSCO Periodicals: once you have clicked on "EBSCO Search", choose your subject area(s) or check "select all" and then click CONTINUE.

Username: VANGUARD

Password: VANGUARD

Click "Continue"

This brings you to the search engine in which you can enter as specific or broad of terms as you like.

Also accessible through: <http://www.vanguardcollege.com>

Click on Current students, then under LIBRARY click on "EBSCO search".

WEBSITES

www.taylor-edu.ca

Under "Seminary", click "LIBRARY" to:

- Learn more about the Vanguard-Taylor Schalm Memorial Collection Agreement.
- Link to the library/NEOS catalog.
- Link to the electronic databases

www.vanguardcollege.com

Under "About Vanguard" > "Our Campus" > "Our Library" to:

- Learn more about the Library's physical space.
- Learn more about the Library staff.
- See updated hours of operation.
- Link to the library/NEOS catalog (online resource database).

Web-Based Writing Helps

Presented by Dr. Ralph Korner, Academic Dean

Our Mission is indeed to develop Christ-minded leaders who make a difference, but it is difficult to positively affect one's world when you cannot truly communicate in the language of the dominant people group around you. Realizing that some of our students need help with their English writing skills, we offer this sheet of Web-based helps:

1. **The Online Writing Lab** (OWL) at Purdue University:
 - a. <https://owl.english.purdue.edu/owl/> houses writing resources and instructional material, and they provide these as a *free service* of the Writing Lab at Purdue. Students, members of the community, and users worldwide will find information to assist with many writing projects. Teachers and trainers may use this material for in-class and out-of-class instruction.
 - b. OWL invites users to submit brief, writing-related questions to our [OWL Mail Tutors](#). (You may also find the [Grammar Gang's blog](#) rather useful.)

NOTE: For more information about services for the Purdue University community, including one-to-one consultations, ESL conversation groups and workshops, please visit the [Writing Lab site](#).

2. **FOR MORE Web-based Helps** – please contact our Academic Dean at:

Ralph Korner, Ph.D.
Academic Dean, Taylor Seminary
11525 23rd Avenue NW
Edmonton, AB T6J 4T3
Office phone: 780 – 431 - 8694
Email: ralph.korner@taylor-edu.ca

Internet Use and Moodle

Presented By Dr. Allan Effa

Instructions for Taylor Seminary's Moodle Platform Access: For ON-CAMPUS Courses

"Moodle" is Taylor Seminary's online platform that students and professors use for the needs of on-campus courses.

If your professor uses Moodle for an on-campus course, the professor will let the students know and provide instructions on how to access the course site.

To enter the Moodle Platform, go to www.online.taylor-edu.ca Bookmark this site on your computer for easy, regular access.

Username is **tsxxxxx** (x represents your Taylor student ID number)

Password is your surname (your last name in lower case letters)

Your professor will enrol you as a user in each course that has online components. If you are unable to log on, contact your instructor.

Quick Instructions for ON-CAMPUS Courses

Log-in to Taylor Moodle server: You can log-in at www.online.taylor-edu.ca

Username = your Taylor student ID number

Initial password = your last name in lower case letters

Enrolment: Your instructor will have enrolled you. If you are unable to access the course site, contact your instructor!

Instructions for Sioux Falls Seminary's Moodle Platform Access: For ON-LINE Courses

Taylor Seminary's **on-line course platform** has been migrated to our sister seminary in South Dakota, Sioux Falls Seminary (SFS).

If you are registered for an **on-line course**, you will need to enter the Moodle Platform:

<https://moodle.sfseminary.edu>

Bookmark this site on your computer for easy, regular access.

Your log-in is your first initial of your first name and your last name all in small letters, with no spaces. For example, if your name is **John Calvin**, you would log in as **jcalvin**

Your assigned password is **TaylorSem123\$** and you will be forced to change it to a personal password the first time you log-in. Your new password should include at least one capital letter, a numeric symbol and a non-numeric symbol.

Once you are logged into the platform, you will need to enrol yourself in the courses. Click on 'Taylor Seminary' and the course subjects will be listed. Click on the appropriate course subject and the courses will be listed. Select the course you wish to enrol in.

For example, for Old Testament Introduction, click on the course subject "OT Old Testament" and then, click on 'OT417'.

To enter the enrolment key, enter the default enrolment key which is the course code (with no spaces). The course code consists of the course prefix followed by the course number.

For example, if you are registered for Old Testament Introduction, enter 'ot417' (with no spaces).

If you are having trouble logging into the course, please **contact your instructor!**

Winter 2016 Courses on the SFS Moodle Server:

- OT 417 – Old Testament Introduction
- TH 543 – Christian Worldview

Quick Instructions for ONLINE COURSES

Log in to Sioux Falls Moodle server: You can log in at <https://moodle.sfseminary.edu/>

Username = your first initial followed by your last name, all lowercase.

Initial password = "TaylorSem123\$". You will be prompted to change your password when you first log in.

Self-enrol = enrolment key is the course code, with no spaces.

Taylor Seminary Student Association

TSSA

TSSA Executive Elected for 2015-2016

President:	Alexander Frimpong
Vice President:	Rohan Samuels
Spiritual Life Coordinator (Chapels)	Greg Garbutt
Social Convener:	Jocelyn Hansen
Communication:	Vacant
First-Year Rep.:	Ai Ojima

We the TSSA Executive (Taylor Seminary Student Association) would like to welcome you, our brothers, and sisters in academia, to Taylor! We are excited to see the ways in which God will stretch us as individuals, and how He will continue to shape us in community with the wider Taylor family.

Last year our vision was to function pastorally alongside each of our fellow students. We, the Executive, will continue to be visible and available to you, and provide support, wherever possible, in the following areas:

1. **Academically.** We hope to ensure that you have any academic supports you may need to succeed here at Taylor. We also will seek to assist you with any questions or concerns you may have, serving, where possible, as your representatives before staff and faculty.
2. **Spiritually.** We will actively collaborate this semester with staff, faculty, and other arms of the Body of Christ, to ensure spiritual connectivity and growth. In addition to being wonderfully stretched, through our studies, we look forward to being encouraged and challenged through chapel services, combined prayer times with nearby Urban Sanctuary, and other times of prayer.
3. **Socially.** We hope to draw together our Taylor family in community through student breakfasts and lunches (including competitions such as "chili cook-offs"). We plan to have prayer meetings during the semester and promote more other spiritual formation activities, while working alongside with our chapel coordinator. We also pledge to provide an abundance of hot, delicious, coffee and tea, as well as soft drinks to give us that extra "spark" during our socializing, and to keep us alert in class (as if the stimulation of increased knowledge isn't enough!)

Once again, we are excited to be able to welcome you "on board" and to be able to have the privilege of getting to know and serve you in this coming semester. Email us anytime TSSAEdmonton@gmail.com we would love to hear from you!

Yours in Christ
2015-2016 TSSA Executive

The Reading Room and Readerware™

Presented by Dr. Ralph Korner, Academic Dean

The Reading Room

The Reading Room is located at the east end of Benke Hall. The room is available to students five days a week, during regular business office hours and on those evenings when evening classes are offered. The 'Reading Room' houses a collection of over 900 reference books. The collection is made up of Bible commentaries, theological dictionaries, encyclopaedias, textbooks, and other books deemed essential to Taylor's courses. Additionally, approximately 150 multimedia resources (VHS and DVD's) are housed there. The room is equipped with a large work table and seating for up to ten people. It is important that none of the resources be removed from the room or re-shelved. Food and beverages are also not allowed in the room.

Readerware™ (Reading Room's Book Database) - Search Instructions for All Items in the Reading Room

1. Click on the Readerware™ Books icon on the desktop.
2. A list of the entire holdings in the Reading Room displays.
3. Click on any column heading and the list will display in alphabetical order. You can read across the screen for useful information about the book for which you are searching.
4. You can scroll up and down and click on any item and a summary will display. Click on the "edit" tab and a full record will display, including the spine label call number.
5. To quickly search for a specific author or title, go to the "search by" space and select "author", "title" and so on, from the drop down menu. Now go to the "for" space and type in the title (can be words in any order) or author. If the item is not in the Reading Room collection, nothing displays and there is a message at the bottom of the screen "no books returned by search". For the author, type in the last name and first name in that order, or just the last name, and the same instructions as for title apply. The catalogue will help you by displaying words as you begin to type. **HELPFUL HINT:** An 'editor' is not an 'author'. If you are unsure if the book was written by an 'author' or compiled by an 'editor', select "author" from the drop down menu. If nothing displays, select "editor" from the drop down menu.
6. If two (2) books have the same title, it may be because they are different editions. Select the edition you want to view by clicking on the green arrow on the left side.
7. To search for a "subject", go to the "Search" drop down menu and select "category". Type in your "subject". The catalogue will help you by displaying subjects starting with the word you begin to type.
8. Click on the Readerware™ tab "All Books" to return to a full listing of all items in the Reading Room.
9. Remember – books do not circulate and cannot leave the Reading Room.

R. Jandrey
August 16, 2015

City of Edmonton Corporate Wellness Program Taylor College and Seminary Membership

Taylor College and Seminary has been enrolled as a member of the City of Edmonton Corporate Wellness Program.

Commencing November 17, 2015:

- Students, Employees, Employee's Spouses, and Employee's children under 18 will receive a twenty (20%) percent discount on Annual passes
- Students, Employees, Employee's Spouses, and Employee's children under 18 will receive a fifteen (15%) percent discount on Multi-Admission Passes
- Students, Employees, Employee's Spouses, and Employee's children under 18 will receive a twenty (20%) percent discount on the Continuous Monthly Payment Program via automatic monthly withdrawals from the person's bank account

To qualify the City's Facility admission staff must be provided with proof of current employment at Taylor Seminary or proof of student status at Taylor Seminary. The document that needs to be presented is a **current pay stub** for employees or a **current student ID card** for students.

M. Hewitt
Director of Finance and Operations