

FAQs: STUDYING ONLINE AT CTS

1) How will I follow online courses?

CTS will be using two online platforms: GoogleMeet and Moodle.

Google Meet: The lecturer will teach using Google Meet's audio and video facilities. You will be emailed a log-in link before the class and you can join the class using a laptop or android phone by simply clicking the link. Ideally, you should have a Google account so that you have access to all the features but you can also join even if you don't have a Google account. Each Google Meet session will be recorded by the lecturer for CTS purposes. Students will not have the facility to record these sessions.

Moodle: Your course material will be made available to you on this learning platform. You will be emailed a personalised access code before the class and you log in to this space through the CTS website (www.cts.lk).

Your lecturer will guide you on how to navigate these two platforms.

IMPORTANT: As we all embark into territory that may be strange to most of us, it is important to observe some key practices:

a) Patience: everyone is on a learning curve

b) Confidentiality: we are entrusted with the personal information and expressions of other participants

c) Responsibility: to comply with requirements such as payments, pastor's recommendation letter, and attendance.

2) What will happen if my connection is disrupted?

Once you have the log-in link you can reconnect to the class sessions while they are in progress. If you are unable to connect, please contact your Class Coordinator after the class, who will assist you.

3) Do I have to attend every class?

A minimum 80% attendance is required to enable you to earn credit for the course. If you are auditing a course and wish to receive a Certificate of Participation, a minimum attendance of 80% is still required.

4) What does it mean to 'audit' a course?

You participate in the class while it is being taught but you are not required to do any of the assignments, readings, or exams. If you attend a minimum of 80% of the course, you will receive a digital certificate of participation. This is an ideal option for those who would like to take a course for personal edification and interest but do not plan to complete a programme.

5) What does it mean to take a course for 'credit'?

This is for those who wish to complete a specific programme of study at CTS (see below). Each course is weighted at either two or three credits. When you want to earn credit for a course, you will be required to complete class exercises, assignments, and a final exam, as well as be present for a minimum of 80% of the course.

6) What is a programme?

A course of study which is designed to equip you for effective Christian ministry. CTS offers 5 levels of programmes, all of which are accredited by the Asia Theological Association (ATA).

- i) Certificate in Christian Studies (CCS)
- ii) Advanced Certificate in Counselling (ACC)
- iii) Diploma in Theology (DipTh)
- iv) Bachelor of Theology (BTh)
- v) Post-Graduate Diploma/Master of Arts (PGDip/MA)

7) How do I join a programme?

Email <registrar@cts.lk> or call +94 11 5524257 for details.

8) How do I calculate my course fee?

In light of the COVID-19 global pandemic situation, CTS is offering online courses from May to August at a special rate of Rs 2,500 (USD 20) per course.

- **I am a NEW student:** each course you sign up for will be Rs 2,500/USD 20
- **I am a CURRENT/CONTINUING student:** if you have not received a scholarship for 2020, each course you sign up for will be Rs 2,500
- **I have received a SCHOLARSHIP for 2020:** The usual Annual Fee payment is applicable to you. Please contact Student Accounts for more details (011 5524257; <augustin@cts.lk>)
- **I am a PGDip/MA student:** please contact the MA Coordinator (ma@cts.lk) or Student Accounts for more details (011 5524257; <augustin@cts.lk>)

9) How do I pay my course fee?

After you have submitted your registration form online, you will receive your invoice within 3 days. You may, then, make the payment through the following channels:

i) Online Bank Transfer (see details below)

ii) Any HNB Cash Deposit Machine/Kiosk (see details below)

Bank:	Hatton National Bank Kohuwela
Account name:	Colombo Theological Seminary
Account number:	129010003914
SWIFT Code:	HBLILKLX001

iii) Online Payment Gateway (await details)

IMPORTANT: Once you make the payment, please send an image of proof of payment to <studyonline@cts.lk>

10) Is there any further reduction on course fees?

If you are a CURRENT/CONTINUING student and are facing financial difficulties arising from loss of income because of the COVID-19 situation, and require relief assistance to continue your studies at CTS this term, please submit a completed 'Post-COVID 19 Support for Students' application form after you have submitted your Term 2 registration form.