

# SEE EXTENSION PROGRAM GUIDELINES

## TERMS

- **Course**—name of a Spiritual Development Program or Leadership Development Program required curriculum course. For example Metaphysics I Part 1 or Myrtle and Charles: On Healing & Wholeness Part 1.
- **Section**—is the body of students taking a course.
- **Unit**—One hour of course time. Each required course has 10 units or 10 hours.

## WHO CAN TEACH?

- Only a licensed Unity teacher, or an Ordained or Licensed Unity Minister in good standing may teach an SEE course.
- Post-Graduate teaching credits must be up-to-date. Please contact the Executive Assistant In Leadership Organizational Development with the Leadership Organizational Development Department at the Association of Unity Churches International at 816-524-7414 or by e-mail at [edast@unity.org](mailto:edast@unity.org) for information regarding these credits.

## REQUIRED CLASSES

- Any required course of the Spiritual Development Program can be taught for credit.
- Prior to teaching a required SEE course please obtain the latest syllabus and facilitators guide. (if available) You may do this by visiting our Instructor Resource Room at [www.unity.org/education/see/SEEinstructor.html](http://www.unity.org/education/see/SEEinstructor.html).
- The minimum time for required courses is ten hours. (10 Units)
- All required courses must be taught for a minimum of 5 days for two hours each day. Time frames longer than this are strongly encouraged. Time frames shorter than this are not permitted.

## ELECTIVE CLASSES

- Permanent Approved Elective Courses do not need prior approval for teaching in your local church/center. (A list of current Permanent Approved Elective Courses may be found on the 4<sup>th</sup> page of this document.)
- **An Elective course that is not on the permanent approved list must receive approval from SEE the first time it is taught by an individual instructor.**
- Complete the **SEE ELECTIVE COURSE APPLICATION** form and return it at least one month before the course is to begin to allow ample time for it to be received, approved and returned.
- Elective courses may be of a shorter duration and therefore fewer credits. A minimum time for these permanently approved elective courses is one hour of course time for each credit granted.
- Elective courses may be taught in any format including a weekend intensive so long as the number of hours **at least equals** the number of credits approved. A maximum of 10 credits.
- Once the elective course has been approved for that individual instructor, consider it pre-approved from then on **unless** you make substantial changes to it.

- **We do not have syllabi for elective courses for distribution.** These are the responsibility of the individual instructor.
- Please be sure that the **SEE ELECTIVE COURSE APPLICATION** form is filled out **completely and legibly**. Type in the **date of course, name of the elective course, objective of the course, instructor's name, ministry offering the course, ministry e-mail and mailing address.** **Incomplete forms will be returned to you.** If you are not sure on how to fill out the forms please call us at 816-251-3535 Ext 2060.

## **REGISTRATION/GRADE REPORT FORM**

- The student information on the top of the **SEE Registration\Grade Report** form should be **completely and legibly** filled out by the student along with a non-refundable registration fee of \$36.00 **made payable to the ministry offering the course.**
- Upon completion of the course, **please indicate the grade that the student is to receive at the end of the student's information line.**
- Please be sure that the **Registration and Grade Report** form is filled out **completely and legibly** for each student. Type in the **date of course, total number of unit hours, course number id, the name of the course being taught, instructor's name, ministry offering course, ministry e-mail and mailing address.** If you are not sure on how to fill out the forms please call us at 816-251-3535 Ext 2060. **Incomplete and illegible forms will not be accepted and will be returned to you.**
- **E-mail a copy of the form to [xsee@unityonline.org](mailto:xsee@unityonline.org).**
- One check may be issued for all students by the host center. **The host center needs to make the check payable to Unity SEE.**
- It will be most helpful if you include a dated letter with the **SEE REGISTRATION GRADE REPORT** forms that lists the course, the instructor, dates of the course and each student with their contact information so that we know if we have received them all.
- Please keep a copy of **SEE REGISTRATION and GRADE REPORT** form and the letter for your records. This will provide a reference point for any form "misplaced", as well as enable you to track the courses each student has taken to prevent duplication. If your center has a record keeping process, please follow it.
- Forms are due to SEE within six weeks after the completion of the course. We suggest that assignments are due from your students within one month, giving you two weeks to submit the forms to SEE. **Please do not send assignments.**

## **TESTING**

- We are responding to the students' and instructors' feedback about our required universal test policy to pass a course. While we still think the exams are a good educational tool for self reflection, review, and assessment, they will **NO LONGER** be required to pass a course.
- We do still encourage the student to take the online test for self reflection and assessment. Please know, however, that they will pass a course, as soon as they have met all the requirements **established by** you, the facilitator, for that course.
- As always, the student will receive an updated copy of their transcript **by e-mail** after the facilitator sends the grade report and the class is recorded.

## **VERIFICATION**

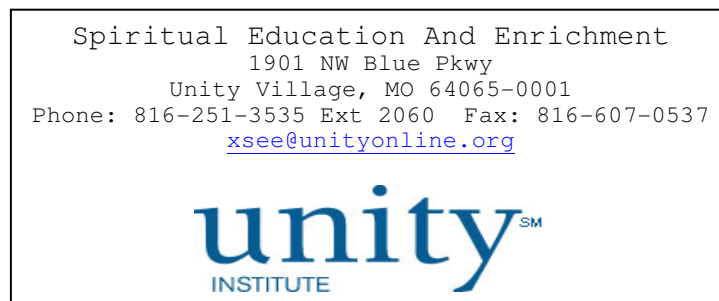
- You will receive a Roster by e-mail that is a verification of your students receiving credit upon completion of the recording process.
- Each student will receive a revised copy of their transcript by e-mail.
- **If you have not received the Roster within three months, please contact the SEE Recorder.** If it has been shorter than three months please know the forms are here waiting to be recorded.
- All correspondence regarding the Extension Program will be sent by e-mail to the host Unity Center. So please be sure that it is an accurate e-mail address.
- If we do not have an e-mail address or a valid e-mail address then the Roster will be snail mailed to the host Unity Center.
- If you would like an additional copy of the Roster sent to you let us know in each correspondence and include your e-mail address.

**NOTE: PLEASE BE SURE THAT ALL INFORMATION IS COMPLETE AND LEGIBLE ON EVERY FORM SUBMITTED TO SEE. INCOMPLETE AND ILLEGIBLE FORMS WILL BE RETURNED, CAUSING FURTHER DELAY IN THE RECORDING PROCESS.**

For any of the SEE Extension Forms and/or syllabi please visit us at [www.unity.org/education/see/SEEinstructor.html](http://www.unity.org/education/see/SEEinstructor.html).

Any questions regarding the Extension Program please contact:

SEE Extension Program Recorder



## **List of Permanent Approved Electives**

4-T Prosperity Program  
A New Earth  
Appreciative Inquiry  
Atom Smashing Power Of Mind  
Be Heard Now  
Be Peace  
Be Ye Transformed  
Christian Healing  
Come Ye Apart Awhile  
Compassionate Communication (NVC)  
Count Your Blessings  
Dynamic Laws of Healing  
Dynamic Laws of Prayer  
Dynamic Laws of Prosperity  
Effectual Prayer  
Embracing The Feminine Nature Of The  
Divine  
Even Mystics Have Bills To Pay  
Eye Of The Storm  
Fear Not  
Finding Yourself In Transition  
Five Love Languages  
(The) Four Agreements  
(The) Four Spiritual Laws of Prosperity  
Get Over It!  
God Is The Answer  
Handbook Of Positive Prayer  
Heart Math  
How I Used Truth  
How To Let God Help You  
I Of The Storm  
In The Flow of Live  
Interpreting the Bible  
Jesus and the Awakening to God-Consciousness  
(Unity.FM/DVD Course)  
Jesus Christ Heals  
Keep A True Lent  
Keys To The Kingdom  
Laws Of Love  
Let There Be Light  
Living The Mystical Life Today  
(Los) 4 Acuerdos (Spanish The 4  
Agreements)  
Mastering Life's Energies  
Mind: The Master Power  
Myrtle Fillmore's Healing Letters  
Mysteries Of Genesis  
Mysteries Of John  
New Thought For A New Millennium  
Non-Violent Communication  
(Compassionate Communication)  
Peace Making Skills  
Point Of Power  
Power Of Now  
Prayer Chaplain Training  
Prosperity's Ten Commandments  
Quest For Healing  
Quest For Meaning  
Quest For Prayer  
Quest For Wholeness  
Relationships In The Bible  
Revealing Word  
Revelation: The Road To Overcoming  
Sacred Secrets  
Sermon On The Mount  
Setting A Trap For God  
Spiral Spirituality --  
(You must be certified by ETB)  
Spiritual Economics  
Talks on Truth  
Teach Us To Pray  
That's Just How My Spirit Travels  
The Case for Reincarnation  
The Concentric Perspective  
The Energy of Money  
The Essential Charles Fillmore  
The Five Principles  
(by Ellen Debenport)  
The Prayer Way to Health, Wealth And  
Happiness  
The Seven Spiritual Laws of Success  
The Simple Truth  
The Story of Unity  
The Third Jesus  
The Transcendent Life  
The Unity Movement  
The Universe Is Calling  
The Week That Changed The World  
Torch Bearer To Light The Way: The Life of  
Myrtle Fillmore  
Twelve Powers  
Unity: A Quest For Truth  
Unity Basics (Concepts, Principles or  
Teachings)  
What Are You?  
Wisdom For A Lifetime  
Your Hope of Glory



**SPIRITUAL DEVELOPMENT PROGRAM Required Course List**

(For reproduction by instructor on the backside of the Registration & Grade Report Form)

Please make sure that the Course ID number and Name is printed clearly on the front of this **SEE EXTENSION COURSE REGISTRATION AND GRADE REPORT FORM.** If the Extension Recorder is unable to read the handwriting, forms will be returned causing a delay in the registration process.

<b><u>BIBLICAL STUDIES AND SKILLS</u></b>	<b><u>Hours/Credits</u></b>
____ BI-820 Bible Overview: Hebrew Scriptures	10
____ BI-821 Bible Overview: Christian Scriptures	10
____ BI-803 The Christ in the Bible.....	10
____ BI-804 The Creative Process in the Bible	10
____ BI-802 Jesus' Teachings in the Bible.	10
____ BI-605 Bible Interpretation: Hebrew Scriptures	10
____ BI-604 Bible Interpretation: Acts-Revelation	10

<b><u>PRAYER STUDIES AND SKILLS</u></b>	<b><u>Hours/Credits</u></b>
____ PR-800 Life of Prayer.....	10
____ PR-801 Meditation Practices.....	

<b><u>Interdepartmental Studies And Skills</u></b>	<b><u>Hours/Credits</u></b>
____ IS-800 Development of the Unity Movement	10
____ HI-604 Background of New Thought & Unity	10

<b><u>METAPHYSICAL STUDIES AND SKILLS</u></b>	<b><u>Hours/Credits</u></b>
____ MS-800 Prosperity..	10
____ MS-801 The Twelve Powers of Man	10
____ MS-802 Lessons in Truth	10
____ MS-804 Discover the Power Within You	10
____ MS-815 M&C On Healing & Wholeness Part 1	10
____ MS-816 M&C On Healing & Wholeness Part 2	10
____ MS-820 Metaphysics I - Part 1	10
____ MS-821 Metaphysics I - Part 2	10
____ MS-822 Metaphysics II - Part 1	10
____ MS-823 Metaphysics II - Part 2	10
<b>Choose One</b>	
____ MS-808 The Quest...	10
____ MS-811 The Simple Truth	10
____ ON-010 Unity for Today	10

To graduate from the **SPIRITUAL DEVELOPMENT PROGRAM** a student will need to earn 220 Required Credits and 30 Elective Credits for a total of 250 credits. For any of the SEE Extension Forms and/or syllabi please visit us at [www.unity.org/education/see/SEEinstructor.html](http://www.unity.org/education/see/SEEinstructor.html).

**Grade:**

- S = Satisfactory
- I = Incomplete (did not meet assignment requirements and/or did not meet attendance requirements)
- W =Withdrew

Spiritual Education And Enrichment  
 1901 NW Blue Pkwy  
 Unity Village, MO 64065-0001  
 Phone: 816-251-3535 Ext 2060 Fax: 816-607-0537  
[xsee@unityonline.org](mailto:xsee@unityonline.org)

**unity**<sup>SM</sup>  
 INSTITUTE