Overview & Guidebook

2021-2022
Registration & Course Schedule

Welcome to Fordham University/Archdiocese of New York Training Program!

This continuing education program involves six courses, each running for five weeks at a time. These courses do not include required books. The reading material is offered free as part of each course.

There will be five start dates per year for courses. All courses are asynchronous which means there are discussions you will be required to take part in by a certain time each week. There are no specific class times you must be online.

Please remember:

- You must take the Catholicism course first, after that courses can be taken in any order you please.
- You may only take one course per session, no exceptions.

This guide should answer most basic questions about getting started in the program. If you have further questions please reach us at 718-817-4800 or email us at enlighten@fordham.edu. We wish you well as you start the Enlighten program!

Registering for Courses

Please visit Fordham.edu/adny to access the ADNY Course Application.

On the application please choose “2021 Enlighten- Archdiocese of New York or 2022 Enlighten- Archdiocese of New York” from the dropdown menu. You will proceed with the application from here. Please complete all informational fields including Personal, Parish, Information, Signature, and Review.

Returning students can register for classes by logging onto their my.fordham.edu portal. Click on the drop down options by "My Pages". Select the "Student" option. Scroll down to "Student Registration" and click that option. Click "Manage My Registration" and then select "Register for Courses".
April 2021 Sessions – April 12\textsuperscript{th} – May 18\textsuperscript{th}

Registration for this session is open and closes 48 hours before the session starts. New students, please remember that your first course, Introduction to Catholicism, must be complete and graded before you can register for subsequent courses.

An Introduction to Catholicism  
NYAD-0110  
CRN: 45665  
Instructor: Alexandria M. Egler

Unveiling the Sacraments  
NYAD-0120  
CRN: 45667  
Instructor: Alexandria M. Egler

Catholic Social Teaching  
NYAD-0126  
CRN: 45666  
Instructor: Robert Choiniere

Introduction to Sacred Scripture  
NYAD-0112  
CRN: 45668  
Instructor: Lindy Desciak

May 2021 Session – May 24\textsuperscript{th} – June 30\textsuperscript{th}

Enlighten course registration opens by May 1\textsuperscript{st} on my.fordham.edu. Registration for each session closes 7 days before the sessions begins.

Catholic Moral Teaching  
NYAD-0128  
CRN: 12889  
Instructor: Robert Choiniere

Introduction to Sacred Scripture  
NYAD-0112  
CRN: 12890
Understanding the Creed
NYAD-0114
CRN: 12891
Instructor: Alexandria M. Egler

September 2021 Session – September 20th – October 26th

Enlighten course registration opens no later than 3 weeks before each session starts on my.fordham.edu. Registration for each session closes 7 days before the sessions begins.

An Introduction to Catholicism
NYAD-0110-001
CRN:
Instructor:

Catholic Social Teaching
NYAD-0126
CRN:
Instructor: Robert Choiniere

Catholic Moral Teaching
NYAD-0128
CRN:
Instructor: John Cantirino

Understanding the Creed
NYAD-0114
CRN:
Instructor: Alexandria M. Egler

Introduction to Sacred Scripture
NYAD-0112
CRN:
Instructor: Lindy Desciak

Unveiling the Sacraments
NYAD-0120
CRN:
Instructor: **John Cantirino**

**October 2021 Session – October 27th – December 1st**

Enlighten course registration opens no later than 3 weeks before each session starts on my.fordham.edu. Registration for each session closes 7 days before the sessions begins.

**An Introduction to Catholicism**
NYAD-0110
CRN: 
Instructor:

**Catholic Social Teaching**
NYAD-0126
CRN: 
Instructor: Michael N. Okinczyc- Cruz

**Unveiling the Sacraments**
NYAD-0120
CRN: 
Instructor: Alexandria M. Egler

**February 2022 Session – February 7th – March 16th**
Enlighten course registration opens no later than 3 weeks before each session starts on my.fordham.edu. Registration for each session closes 7 days before the sessions begins.

**An Introduction to Catholicism**
NYAD-0110
CRN:43573
Instructor: Lindy Desciak

**Catholic Moral Teaching**
NYAD-0128
CRN:43574
Instructor: Robert Choiniere

**Catholic Social Teaching**
NYAD-0126
CRN:43576
Instructor: **Robert Choiniere**
April 2022 Session – April 25th – June 1st

Enlighten course registration opens no later than 3 weeks before each session starts on my.fordham.edu. Registration for each session closes 7 days before the sessions begins.

An Introduction to Catholicism
NYAD-0110
CRN:43578
Instructor: Robert Choiniere

Understanding the Creed
NYAD-0114
CRN:43581
Instructor: Alexandria M. Egler

Unveiling the Sacraments
NYAD-0120
CRN:43582
Instructor: Alexandria M. Egler

Introduction to the Sacred Scriptures
NYAD-0112
CRN: 43580
Instructor: John Cantirino

June 2022 Session – June 6th-July 13th

Enlighten course registration opens no later than 3 weeks before each session starts on my.fordham.edu. Registration for each session closes 7 days before the sessions begins.

An Introduction to Catholicism
NYAD-0110-001
CRN:
Course Descriptions

**An Introduction to Catholicism NYAD-0110**

This course will introduce students to the multifaceted nature of Catholicism in a historical framework. Students will be introduced to key concepts such as the meaning of faith, the nature or revelations, the analogy of faith, the concept of social salvation, and an awareness of the Church as a “mystery”. In short, the course will help students to see the connection between their lives as Catholics and a God who uses history as form of communication, who becomes incarnate, and who forms a sacramental community of faith.

**Understanding the Creed NYAD-0114**

Students will be briefly introduced to the historical context behind the creeds before turning to consider the articles of the creed. The lectures will follow the Catechism’s treatment of the 12 articles of the Nicene Creed, with some particular care in addressing the issues of the final judgement.

**Unveiling the Sacraments NYAD-0120**

This course will explain the meaning to a sacramental worldview and its significance for human happiness. Students will receive a brief history as to the development of the seven sacraments and particular instruction on the history and spiritual significance of each sacrament. Particular attention will be paid to baptism and Eucharist.
Catholic Moral Teaching NYAD-0128

This course will examine how to reach fulfillment or happiness in life, which the Catechism sometimes refers to as beatitude. The course will cover how the Church understands conscience, sin, virtue, and the common good. Students will learn key distinctions such as the difference between an act being immoral and being sinful.

Catholic Social Teaching NYAD-0126

Students will be introduced to a Catholic understanding of what it means to be and act as human as outlined in Catholic teachings on social justice. The course will cover how the church understands the dignity of the human person and the common good as well as how they interplay with New Evangelization, answering the questions: What does living Catholic social teaching mean for today?

Introduction to Sacred Scripture NYAD-0112

This course will introduce students to basic concepts that are necessary for reading Sacred Scripture. The students will learn how the books of scripture were composed, the various types of scripture, and how the early church chose books for inclusion in the Bible. The relationship between Sacred Scripture and the Sacred Spirit in the life of the Church and in the lift of the individual believer are integral parts of this course. For an in-depth treatment of the relationship between Scripture, tradition, magisterium, and sensus fidelium, sign up for the level 2 workshop.

Technology Support and Fordham Email

Technology Support

Fordham IT Support Services: IT Customer Care (ITCC)
Please visit: http://www.fordham.edu/HelpIT

It Customer care is comprised of Fordham IT’s call Center and Walk- in Customer Care Centers (located at the Rose Hill and Lincoln Center campuses).

Hours:
MON-FRI
8 am – 8 pm
Fordham Gmail

Access Gmail through the Portal, which is my.fordham.edu. Your Access IT ID and password are required to use Gmail. Please visit: www.fordham.edu/20741/gmail for more information. To forward your Fordham Gmail to another account please visit: https://support.google.com/mail/answer/10957?hl=en

Blackboard Student FAQ

Access to Course Sites

How do I find out if my course has a Blackboard site?

To see if your course has a Blackboard site, login to Blackboard and look at the courses listed in the “My Courses” module.

My Blackboard Courses do not appear. What do I do?

This is because the instructor has not yet made their course available. Email the instructor for guidance. If our instructor is planning on using Blackboard, and does not know how to make their course available, please have him/her contact blackboard for assistance at blackboard@fordham.edu or 718-817-2289.

I am not receiving emails my instructor sends me from Blackboard. Why?

Some email systems may flag emails from Blackboard as spam, and you should look into your spam folder to see if the email was sent there. If so, you should “whitelist” the sender to prevent further problems. Also, make sure your instructor is sending emails not messages.

How do I change my email on Blackboard?
Your Blackboard account must be linked to your Fordham email account for security reason.

**I lost access to a course site. What do I do?**

Contact your instructor and ask them to make the course available.

**When do course sites become available to students?**

It is up to the instructor when to make the course available, so you will need to contact your instructor to find this out. Old courses are deleted from the systems after 3 years.

**How do I remove courses site from my Blackboard course list?**

Courses cannot be manually deleted from Blackboard but will be automatically removed from the system in time. In order to customize the list of courses that are displayed on your Welcome screen, just click on the little gear icon on the “My Course” module and uncheck he boxes of the courses you do not want displayed in the first column.

**How do I access my course on Blackboard?**

Once you have logged into Blackboard, you will see courses that are listed as available under your “My Courses” list. To enter into the course, you must click on the specific course’s link. This is where you can obtain materials that your instructor may have provided.

**What browser should I use?**

Blackboard is accessible via most major web browsers. This includes Firefox, Internet Explorer, and Google for Windows and Safari for Mac OS.

**Course Content**

**I cannot open files posted on Blackboard. How can I access them?**
You should test your browser and plugins by clicking on the “Test Browser” button on the top right of the welcome screen.

**How do I turn on my visual Text Box Editor?**

If you cannot see the text box editor or are missing rows, you will need to update your Java. You can do this by going to [www.java.com](http://www.java.com).

**Course Media**

*I click the play button in the QuickTime player and nothing happens...*

You need to install or update your QuickTime plug-in by going to [http://www.apple.com/quicktime](http://www.apple.com/quicktime). To make sure your Java is updated please visit [www.java.com](http://www.java.com).

*A dialog box tells me that a script is slow or “unresponsive”. Should I click Continue or Stop Script?*

Press Continue or Refresh the page.

**Discussion Board**

**How do I use the Discussion Board?**

On the Discussion Board, you create threads to reply to the Forums. You are supposed to click into the appropriate forum, and then once in the forum click on the Thread button to reply.

**Blackboard Help**

**Where can I go for additional help with Blackboard?**
Contact your instructor if you have a question about the content on Blackboard. For technical questions not answered by this FAQ, send an email to blackbaord@fordham.edu from your Fordham email account.

New to Fordham?

How to Claim your my.fordham.edu Account

An important part of your life as a Fordham and ADNY continuing education is my.fordham.edu, the University portal. It contains links to register for classes, class schedule, and email access. Blackboard, our course management system, and online course delivery is also located here.

Before you can log into my.fordham.edu and use Fordham’s technology resources, you must claim your AccessIT ID and create a password. Your AccessIT ID is your electronic identify at Fordham University. It is the part of your Fordham email address preceding the “@” symbol.

How to Claim your AccessIT ID?

1. Make sure you have the required information listed below. You will not be able to obtain your AccessIT ID without it.
   a. Your legal first and last name, which you used for your application
   b. The last five (5) digits of your social security number. If you did not provide the University with a social security number, use the last five (5) digits of your Fordham Identification Number (FIDN).
   c. Date of Birth.
   d. The first five (5) characters of your U.S. zip code. If you are international students and do not have a US zip code, you can email the IT Customer Care at helpIT@fordham.edu or call 718-817-3999 for assistance. Have your FIDN available
   e. Your cell phone number and carrier (for emergency alert notifications only).
   f. Be prepared to set at least three (3) security questions.

2. Go to my.fordham.edu

3. Select “Claim Account” below the Login button and follow the prompts. If you are brought to a screen that asks for a one-time password, click the link below that
asks, “Don’t have one-time password?” then follow the prompts on the next screen.

For additional help, contact IT Customer Care (ITCC): Call 718-817-3999, Monday-Friday, 8 am to 8 pm. Email helpIT@fordham.edu. When emailing ITCC, include your FIDN.