

What do I need to do to register for classes?

Depending on your status and goals, different steps are required. The following checklists and FAQs are here to get you started.

If you need assistance in the registration process, or have questions not answered below, please contact Dr. Donna Eschenauer, Associate Dean at Donna.Eschenauer@archny.org or 914-367-8280.

What type of student are you?

New St. Cecilia Academy student, taking the course(s) for credit

- First-time student at St. Joseph's Seminary taking the course(s) for credit
- Eligible for the St. Cecilia Academy of Pastoral Musicians
- Non degree-seeking (i.e., not pursuing the MA in theology, MA in Catholic Philosophical Studies, Post-Master's Certificate in Sacred Scripture, or Post-Master's Certificate in Dogmatic Theology at St. Joseph's Seminary)
- Receiving a 50% tuition discount

To apply and register, you will need to:

1. Fill out the [online application for admission](#) to St. Joseph's Seminary
2. Submit the non-refundable \$50 application fee
3. Submit your official transcripts
4. Submit a letter from your pastor stating your role in the parish music program and support for your admission into the St. Cecilia Academy.
5. Wait to receive word of admittance to St. Joseph's Seminary and access [to Populi](#) via email
6. Once admitted to St. Joseph's Seminary, go to the "Registration" tab [on Populi](#), select the "Enrolled" button and click on "enroll," then go down to the list of classes on that same page, choose your classes, and push "save" on the top right corner of the page. This will ensure that you are registered for credit and not as an auditor
7. All tuition fees are payable once the course starts, and are payable through the [Populi system](#). Payment is possible via credit card or check
8. There is an additional \$50 (total) registration fee for the summer session. This will also be billed through [Populi](#).

Returning St. Cecilia Academy student, taking the course(s) for credit

- Returning student at St. Joseph's Seminary, taking the course(s) for credit
- Already admitted into the St. Cecilia Academy of Pastoral Musicians
- Non degree-seeking (i.e., not pursuing the MA in theology, MA in Catholic Philosophical Studies, Post-Master's Certificate in Sacred Scripture, or Post-Master's Certificate in Dogmatic Theology at St. Joseph's Seminary)
- Receiving a 50% tuition discount

To register, you will need to:

1. Students who took classes with us **in Summer 2019 or later** have access to [Populi](#) and do not have to submit a new application or paperwork. Simply log [in to Populi](#) to register for the classes you'd like. Go to the "Registration" tab on Populi, select the "Enrolled" button and click on "enroll," then go down to the list of classes on that same page, choose your classes, and push "save" on the top right corner of the page. This will ensure that you are registered for credit and not as an auditor
2. Students who took classes with us **prior to Summer 2019**, must submit a "[Returning Student Application](#)," but not an additional application fee, transcripts, immunization records, or a letter from the pastor. Once the application is received, students will be granted access [to the Populi](#) system, where they can register for classes as just mentioned in #1.
3. All tuition and registration (there is an additional \$50 fee each semester in which you register for classes) fees are payable once the course starts, and are payable through the [Populi system](#). Payment is possible via credit card or check

New St. Cecilia Academy student, taking the course(s) as an auditor

- First-time student at St. Joseph's Seminary taking the course(s) as an auditor
- Eligible for the St. Cecilia Academy of Pastoral Musicians
- Non degree-seeking (i.e., not pursuing the MA in theology, MA in Catholic Philosophical Studies, Post-Master's Certificate in Sacred Scripture, or Post-Master's Certificate in Dogmatic Theology at St. Joseph's Seminary)
- Receiving a 50% tuition discount

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2. Submit the non-refundable \$50 application fee
3. Submit your official transcripts
4. Submit a letter from your pastor stating your role in the parish music program and support for your admission into the St. Cecilia Academy.
5. Wait to receive word of admittance to St. Joseph's Seminary and access [to Populi](#) via email
6. Once admitted to St. Joseph's Seminary, log [in to Populi](#) to register for the classes you'd like. Go to the "Registration" tab on Populi, select the "Audit" button and click on "audit," then go down to the list of classes on that same page, choose your classes, and push "save" on the top right corner of the page. This will ensure that you are registered for as an auditor and not for credit.
7. All tuition fees are payable once the course starts, and are payable through the [Populi system](#). Payment is possible via credit card or check
8. There is an additional \$50 (total) registration fee for the summer session. This will also be billed [through Populi](#).

Returning St. Cecilia Academy student, taking the course(s) as an auditor

- Returning student at St. Joseph's Seminary, taking the course(s) as an auditor
- Already admitted into the St. Cecilia Academy of Pastoral Musicians

- Non degree-seeking (i.e., not pursuing the MA in theology, MA in Catholic Philosophical Studies, Post-Master's Certificate in Sacred Scripture, or Post-Master's Certificate in Dogmatic Theology at St. Joseph's Seminary)
- Receiving a 50% tuition discount

To register, you will need to:

1. Students who took classes with us **in Summer 2019 or later** have access to [Populi](#) and do not have to submit a new application or paperwork. Simply log [in to Populi](#) to register for the classes you'd like. Log [in to Populi](#) to register for the classes you'd like. Go to the "Registration" tab on Populi, select the "Audit" button and click on "audit," then go down to the list of classes on that same page, choose your classes, and push "save" on the top right corner of the page. This will ensure that you are registered for as an auditor and not for credit.
2. Students who took classes with us **prior to Summer 2019**, must submit a "[Returning Student Application](#)," but not an additional application fee, transcripts, immunization records, or a letter from the pastor. Once the application is received, students will be granted access to the Populi system, where they can register for classes as just mentioned in #1.
3. All tuition and registration (there is an additional \$50 fee each semester in which you register for classes) fees are payable once the course starts, and are payable through the [Populi system](#). Payment is possible via credit card or check

New St. Joseph's Seminary student, taking the course(s) for credit

- First-time student at St. Joseph's Seminary taking the course(s) for credit
- Not eligible for the St. Cecilia Academy of Pastoral Musicians
- Non degree-seeking (i.e., not pursuing the MA in theology, MA in Catholic Philosophical Studies, Post-Master's Certificate in Sacred Scripture, or Post-Master's Certificate in Dogmatic Theology at St. Joseph's Seminary)
- Receiving a 50% tuition discount on the first class, other classes are billed at full price

To apply and register, you will need to:

1. Fill out the [online application for admission](#) to St. Joseph's Seminary
2. Submit the non-refundable \$50 application fee
3. Submit your official transcripts
4. Wait to receive word of admittance to St. Joseph's Seminary and access [to Populi](#) via email
5. Once admitted to St. Joseph's Seminary, go to the "Registration" tab [on Populi](#), select the "Enrolled" button and click on "enroll," then go down to the list of classes on that same page, choose your classes, and push "save" on the top right corner of the page. This will ensure that you are registered for credit and not as an auditor
6. All tuition fees are payable once the course starts, and are payable through the [Populi system](#). Payment is possible via credit card or check
7. There is an additional \$50 (total) registration fee for the summer session. This will also be billed [through Populi](#).

Returning St. Joseph's Seminary student, taking the course(s) for credit

- Returning student at St. Joseph's Seminary, taking the course(s) for credit
- Non degree-seeking (i.e., not pursuing the MA in theology, MA in Catholic Philosophical Studies, Post-Master's Certificate in Sacred Scripture, or Post-Master's Certificate in Dogmatic Theology at St. Joseph's Seminary)
- Paying full tuition (no 50% discount)

To register, you will need to:

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2. Students who took classes with us **prior to Summer 2019**, must submit a "[Returning Student Application](#)," but not an additional application fee, transcripts, immunization records, or a letter from the pastor. Once the application is received, students will be granted access to the Populi system, where they can register for classes as just mentioned in #1.
3. All tuition fees are payable once the course starts, and are payable through the [Populi system](#). Payment is possible via credit card or check

New St. Joseph's Seminary student, taking the course(s) as an auditor

- First-time student at St. Joseph's Seminary taking the course(s) as an auditor
- Not eligible for the St. Cecilia Academy of Pastoral Musicians
- Non degree-seeking (i.e., not pursuing the MA in theology, MA in Catholic Philosophical Studies, Post-Master's Certificate in Sacred Scripture, or Post-Master's Certificate in Dogmatic Theology at St. Joseph's Seminary)
- Receiving a 50% tuition discount on the first class, other classes are billed at full price

To apply and register, you will need to:

1. Fill out the [online application for admission](#) to St. Joseph's Seminary
2. Submit the non-refundable \$50 application fee
3. Submit your official transcripts
4. If you're staying on campus, you'll need to fill out the online application indicating room and board needs
5. Wait to receive word of admittance to St. Joseph's Seminary and access [to Populi](#) via email
6. Once admitted to St. Joseph's Seminary, log [in to Populi](#) to register for the classes you'd like. Go to the "Registration" tab on Populi, select the "Audit" button and click on "audit," then go down to the list of classes on that same page, choose your classes, and push "save" on the top right corner of the page. This will ensure that you are registered for as an auditor and not for credit
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Returning St. Joseph's Seminary student, taking the course(s) as an auditor

- Returning student at St. Joseph's Seminary, taking the course(s) as an auditor
- Not eligible for the St. Cecilia Academy of Pastoral Musicians
- Non degree-seeking (i.e., not pursuing the MA in theology, MA in Catholic Philosophical Studies, Post-Master's Certificate in Sacred Scripture, or Post-Master's Certificate in Dogmatic Theology at St. Joseph's Seminary)
- Paying the full audit fee (no 50% discount)

To register, you will need to:

1. Students who took classes with us **in Summer 2019 or later** have access to [Populi](#) and do not have to submit a new application or paperwork. Simply log [in to Populi](#) to register for the classes you'd like. Log [in to Populi](#) to register for the classes you'd like. Go to the "Registration" tab on Populi, select the "Audit" button and click on "audit," then go down to the list of classes on that same page, choose your classes, and push "save" on the top right corner of the page. This will ensure that you are registered for as an auditor and not for credit.
2. Students who took classes with us **prior to Summer 2019**, must submit a "Returning Student Application," but not an additional application fee, transcripts, immunization records, or a letter from the pastor. Once the application is received, students will be granted access to the Populi system, where they can register for classes as just mentioned in #1.
3. All tuition and registration fees are payable once the course starts, and are payable through the [Populi system](#). Payment is possible via credit card or check

MA Student at St. Joseph's Seminary, taking the course(s) as an elective

- Current St. Joseph's Seminary student, taking the course(s) for credit as elective
- Not eligible for the St. Cecilia Academy of Pastoral Musicians
- Degree-seeking (pursuing the MA in theology; this class will not count as an elective in other degree programs)
- Paying full tuition (no 50% discount)

To register, you will need to:

1. Log [in to Populi](#) to register for the classes you'd like. Go to the "Registration" tab on Populi, select the "Enrolled" button and click on "enroll," then go down to the list of classes on that same page, choose your classes, and push "save" on the top right corner of the page. This will ensure that you are registered for for credit and not as an auditor
2. All tuition and registration fees are payable once the course starts, and are payable through the [Populi system](#). Payment is possible via credit card or check

FAQ

Am I eligible for the St. Cecilia Academy for Pastoral Musicians, and the accompanying 50% tuition discount?

In order to qualify, you must be currently serving as a musician in your parish and obtain a letter of support from your pastor stating your involvement at the parish, and his support for your application to the St. Cecilia Academy. You'll submit this letter as part of your application process.

Do I qualify for the first-time student tuition discount?

If you've never before taken classes at St. Joseph's Seminary on any of its campuses, you qualify. The discount is applicable to the first course taken during your first summer semester; all other courses are the full price of tuition.

Which classes offered at St. Joseph's Seminary count toward certification in the St. Cecilia Academy for Pastoral Musicians?

Not all our summer classes count towards the certification. The ones that do are: Introduction to Liturgy (3 credits), Principles of Sacred Music (3 credits), Liturgical Year/Art and Environment in Worship (3 credits), and Principles of Chant (3 credits).

How much is tuition for credit?

\$500 per credit hour; a 50% discount is available for certain types of students. Some summer sacred music courses are 2 credits, and others are 3 credits (see the course listing). **A 50% discount** on tuition is available to those eligible for the St. Cecilia Academy, or to one course for first-time St. Joseph's Seminary students.

How much is tuition for audit?

\$500 per class, regardless of whether it is 2 or 3 credits. **A 50% discount** on tuition for credit or for audit is available to those eligible for the St. Cecilia Academy, or to one course for first-time St. Joseph's Seminary students.

Can I combine discounts if I am both a first-time St. Joseph's Seminary student and eligible for the St. Cecilia Academy?

No. The maximum available discount on tuition is 50%.

Do St. Cecilia Academy students receive a 50% tuition discount on all summer sacred music classes, even those not counting towards certification?

Yes.

Can my parish pay for my tuition and fees, or do I have to do it?

Yes, your pastor can pay for your tuition and fees if he chooses to do so.

What is “auditing”?

Auditing means that you attend the classes, but are not required to do the homework, and receive no academic credit for your attendance. It is a sort of official certificate of attendance that’s reported on your transcript. It’s a great option for those on a tight budget and who are sure that they will not go on for St. Cecilia Academy certification, or who do not wish to use the course in counting towards completion of a degree program.

Can I count audited courses towards certification in the St. Cecilia Academy?

No.

Can I count courses from another university towards certification in the St. Cecilia Academy?

You may submit transcripts and course descriptions to [Fr. Matthew Ernest](#), the director of the St. Cecilia Academy for Pastoral Musicians in order to request that the courses be evaluated as to whether or not they can count towards certification.

What can I count the other classes taken during the summer sacred music session towards?

Pending the decision of other graduate programs, you might be able to count a summer course taken for credit at St. Joseph’s Seminary towards another degree program at a different university in which you’re enrolled or plan to enroll. St. Joseph’s Seminary can not guarantee the acceptance of our courses by other accredited graduate programs, since the decision to accept the credits is entirely left up to the other institution. Summer course credits can also count as an elective in the Masters of Art in Theology degree program offered at St. Joseph’s Seminary.

Do I have to have a college degree to register for classes at St. Joseph’s Seminary?

Yes. St. Joseph’s Seminary is a graduate institution, and students must have an undergraduate degree to audit or take classes for credit. Please note, however, that any undergraduate degree would make a student eligible to apply for admission to the summer sacred music courses; a degree in music is not necessary.

Are there any other prerequisites for summer sacred music courses?

Yes.

- All classes require access to a steady wifi connection throughout the synchronous courses or portion of “Principles of Sacred Music.”
- Students need access to a reliable computing device which can be well-positioned in terms of camera angle and audio transmission for participation in the class.
- Computing equipment for “Principles of Chant,” “Introduction to Teaching Gregorian Chant to Children,” “Introduction to the Organ for Pianists,” and “Conducting and Group Vocal Pedagogy for the Parish Music Director” require the ability to video record one’s own performance.
- “Principles of Chant” and “Introduction to Teaching Gregorian Chant to Children” require the ability to sing on pitch.

- “Introduction to the Organ for Pianists” requires the ability to play the piano at an intermediate level or higher, as well as simultaneous access to an organ and steady wifi connection (in the same location as the organ) for the duration of the class.

Can I take some courses for credit and others as an auditor?

Yes. You will need to follow the checklist above for those students taking courses for credit.

Can I repeat a course I’ve already taken?

Yes.

I’m a current MA student at St. Joseph’s Seminary. Can I audit any of the classes?

Yes. Simply register as an auditor on the Populi system.

The registration page is asking me my enrollment status (Full Time, Half Time, or Less than Half Time). What do I select?

It depends on how many courses you’re registering for. 12 credits is full time, 6 credits is half time, and less than half time is 5 credits or fewer. This also applies to the number of credits for classes, even if you’re registering as an auditor.

Where do I send my official transcripts?

Please send transcripts to:
Roénice Gonzalez, Registrar
St. Joseph’s Seminary
Yonkers, NY 10704

Where do I send my immunization records?

If you can access your records during this pandemic, please send immunization records to:
Roénice Gonzalez, Registrar
St. Joseph’s Seminary
Yonkers, NY 10704

Because of the current situation in healthcare systems because of the coronavirus, and because classes are being offered online during summer 2020, the submission of immunization records can be delayed until if you plan to take a course in-person in a future semester.

Which immunization records do I have to send?

NY state public health law now requires post-secondary students to show protection against measles, mumps, and rubella. Persons born prior to January 1, 1957 are exempt from this requirement. Please provide proof of birth date if born prior to January 1, 1957 (passport or driver’s license). Because of the current situation in healthcare systems because of the coronavirus, and because classes are being offered online during summer 2020, the submission of immunization records can be delayed until if you plan to take a course in-person in a future semester.

Where do I send the letter from my pastor supporting my application to the St. Cecilia Academy?

Please send the letter to:
Roenice Gonzalez, Registrar
St. Joseph's Seminary
Yonkers, NY 10704

or email an electronic copy of the letter to roenice.gonzalez@archny.org.

Where do I access Populi to register, view my bills, or pay my bills?

<https://sjsdunwoodie.populiweb.com>. You will gain access to the system once you are admitted as a student to St. Joseph's Seminary. Bills are available after the first day of the course.

Where do I buy books and supplies?

Students will need to buy books online for summer classes, directly from vendors. As soon as a student registers, they will receive information about required texts for courses and should purchase them as soon as possible to avoid delays in shipping created by the current health crisis.

Who can I contact about my bill?

Please contact the bursar, Michele Bergeron: (914) 968-6200, ext. 8001, or via email at michele.bergeron@archny.org.

Who do I contact for information about course objectives, topics, and curriculum?

Please contact the Director of Sacred Music, Dr. Jennifer Donelson-Nowicka: (914) 968-6200, ext. 8212, or via email at jennifer.donelson@archny.org.

Who do I contact for help registering, or with general questions?

Please contact Dr. Donna Eschenauer, Associate Dean at Donna.Eschenauer@archny.org or 914-367-8280.