



4500 Massachusetts Avenue, NW • Washington, DC 20016
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**Certificate of Christian Studies
 APPLICATION AND REGISTRATION | 2016 Winter Hybrid Term
 January on-line & February 26-27, 2016**

Instructions:

To apply and register for classes, please complete steps 1 – 5 and return this form to the Admissions Office. You will receive an e-mail confirmation after your information has been entered into the system. All students will be asked to submit to a background check before starting classes. **Forms will be processed as they are received.**

Syllabi and booklists will be sent to you once your application has been accepted. Payment for classes (\$350.00/per course) is expected to be received by the first day of class. Students are able to pay by phone by calling 1-866-498-4011 once you have been assigned a Student ID#.

Step 1 Personal Information

Name _____ E-Mail _____
Last First Middle

Address _____ Work Phone _____

City _____ State _____ Zip Code _____

Social Security Number _____ Home Phone _____

Date of Birth _____ Denomination _____ Ordination Status _____

If United Methodist please list your annual conference _____

If not United Methodist, please indicate denomination or write "none" _____

Ethic Origin (Optional) Are you Hispanic? ____ Yes ____ No

- Hispanic/Latino American Indian/Alaska Asian Black African-American
 Native Hawaiian/Pacific White Non-Resident/Alien 2 or more races
 Islander

Step 2 Application Please check one

<input type="checkbox"/> New Christian Studies Certificate Student.....	go to Step 3 and return completed form with \$50.00 registration fee made out to <i>Wesley Theological Seminary</i>
<input type="checkbox"/> Current Christian Studies Certificate Student.....	go to Step 3 and return completed registration form attention Sara Sheppard at the address below.
<input type="checkbox"/> Current Degree or Special (Non-degree) Student.....	STOP. Please go to WesleyWeb to register for classes in the regular semester.

Step 3 Registration

Please complete the following indicating which course for which you wish to register. You may only take one each term.

Select One	Course Number	Course Title
	CS-122	<i>Theological Heritage 1: Introduction</i>
	CS-223	<i>Worship and Sacraments</i>
	CS-324	<i>Preaching</i>
	CS-421	<i>Bible 4: Prophets, Psalms and Wisdom Literature</i>

Name: _____

Phone number: _____

Step 4 Housing

Limited housing is available on campus at Wesley (first come, first served).

We also have a block of rooms at a local hotel and will make the reservation for you; however you will pay the hotel directly. To reserve housing, please complete the following form. You will receive a confirmation via e-mail. **Housing rates are available on the website.**

Please select one:

<input type="checkbox"/> Please place me at the hotel (Wesley's block):	<input type="checkbox"/> I would like a single room	<input type="checkbox"/> I would like a double room
	Room-mate preference, if known:	
<input type="checkbox"/> I will make arrangements to stay on campus at Wesley and will complete the Wesley housing form.	http://www.wesleyseminary.edu/Housing/GuestHousing.aspx	
<input type="checkbox"/> I am commuting	(choose this option is you are staying at a different hotel, with family/friends, or commuting from home)	

Please list below any other special physical conditions we should be aware of. This would include diabetes, heart ailments, allergies, physical limitations, use of scooters or wheelchairs or other physical needs. **Please provide as much information as possible.**

If you have specific questions regarding housing, please contact the Housing Office at (202) 885-8612 or e-mail housing@wesleyseminary.edu .

Step 5 Payment, Cancellation & Refund Policy & Signature

Tuition invoices are due by the first day of class. Cancellations must be received in writing by the registration deadline to receive a full refund of tuition charges. Please send cancellation e-mails to ssheppard@wesleyseminary.edu Students cancelling after the registration deadline through the first day of class will be charged \$100.00 cancellation fee. Cancellations following the first day of class will be charged the full tuition and payment is expected. Non-attendance does not constitute a cancellation.

I have provided all the necessary information requested and intend to attend and pay for the courses for which I have registered. I have also read and agree to the cancellation and refund policy as stated above.

Signature

Date

Return this form with applicable fees to:

**The Admissions Office
Wesley Theological Seminary
4500 Massachusetts Avenue, NW
Washington, DC 20016-5690**

Forms will be processed as they are received. Registration deadline is December 10, 2015

Certificate of Christian Studies Contact Information:

Chip Aldridge, Director of Admissions
Sara Sheppard, Program Administrator
Business Office, Student Accounts
Housing Office

caldridge@wesleyseminary.edu
ssheppard@wesleyseminary.edu
sstrang@wesleyseminary.edu
housing@wesleyseminary.edu