



## Explore Wesley –2016/2017 Admission & Registration Form

### Instructions:

Registration for spring begins in October while summer and fall courses at Wesley Theological Seminary begins in March of each year and continues on a rolling basis up to two weeks prior to the last course offered. Class rosters are closed two weeks prior to the start date of the course. Please see the current course schedule here:

<https://www.wesleyseminary.edu/academics/academic-calendar/course-schedule/>. Please visit this web page learn more about course deadlines and requirements per term. **Please check back often as items are posted as they are received from faculty throughout the different terms. Payment for classes is expected to be received by the first day of class.** Students are able to pay by phone by calling 1-866-498-4011.

To register, 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.

### Step 1 Personal Information

Name \_\_\_\_\_ E-Mail \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security Number \_\_\_\_\_ Home Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Denomination \_\_\_\_\_ Ordination Status \_\_\_\_\_

**Ethic Origin (Optional)** Are you Hispanic?  Yes  No  
 If not, please select from the following:  American/ Alaska Native  Asian  White  
 Black or African American  Hawaiian/Pacific Islander

Gender  Male  Female

### Step 2 Application Please check one

<input type="checkbox"/> <b>New Degree Student</b> .....	<b>Complete the form &amp; submit it to <a href="mailto:jparks@wesleyseminary.edu">jparks@wesleyseminary.edu</a>.</b> *Send your official transcript(s) or letter of good standing from the Registrar to the admissions office, Attn: JaNice Parks
<input type="checkbox"/> <b>New Auditing Student</b> .....	
<input type="checkbox"/> <b>New Non-Degree Student</b> .....	
<input type="checkbox"/> <b>Current Degree or Non-Degree Student</b> ...	<b>STOP.</b> <b>Please go to WesleyWeb to register for classes.</b>
<input type="checkbox"/> <b>Current Auditing Student</b> .....	<b>go to Step 3</b> and return the completed form.
<input type="checkbox"/> <b>Current Continuing Education Student</b> .....	
<input type="checkbox"/> <b>Wesley Graduate or Course of Study Graduate</b> ....	
<input type="checkbox"/> <b>Current Degree Student in the Washington Theological Consortium or Partner School</b> .....	<b>go to Step 3</b> and return completed form with a letter from the Registrar at your school indicating that you are a current degree student in good standing
<input type="checkbox"/> <b>New Continuing Education Student</b> .....	<b>go to Step 3</b> and return completed form with proof that you are clergy or full-time lay professional (e.g. a business card, church bulletin or letterhead)

### Step 3 Registration

Please complete the following and include the courses for which you wish to register. Include the course number and title of the course and indicate number of credit hours under the appropriate credit type box.

**Credit** (This category is for degree, non-degree students, and degree students from Consortium Schools)

**Audit** (This category is for auditing students or is an option for degree and non-degree students)

**Continuing Education** (This category is for continuing education students – clergy or full-time lay professionals – only)

Course Number	Course Title	Begin Date	End Date	Indicate <i>Credit, Audit or Continuing Education(CEU)</i>
BI-XXX	Put course name here	May 1	May 5	Credit
		Total Credits or CEUs Hours		

**NOTE: Class times may not overlap. Students are only allowed to take 8 credit hours during the summer term. If you have been provided a Wesley student login you should not use this form to register.**

### Step 4 Housing *Limited housing is available (first come, first served)*

To reserve housing, please go to <https://www.wesleyseminary.edu/housing/> and complete the housing form. You will receive a confirmation via e-mail.

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

### Step 5 Payment, Cancellation & Refund Policy & Signature

Tuition payment is 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. Students canceling 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.** Students should use the Registration form found on the website or from the Registrar's Office to drop a class. <https://www.wesleyseminary.edu/academics/forms-2/>

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 stated in the summer term course listings.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this form to:  
**Admissions Office**  
**Wesley Theological Seminary**  
**4500 Massachusetts Avenue, NW**  
**Washington, DC 20016-5690**  
**[jparks@wesleyseminary.edu](mailto:jparks@wesleyseminary.edu)**

#### Contact Information:

JaNice Parks, Director of Enrollment  
Business Office, Student Accounts  
Registrar's Office  
Housing Office

[admissions@wesleyseminary.edu](mailto:admissions@wesleyseminary.edu)  
[businessoffice@wesleyseminary.edu](mailto:businessoffice@wesleyseminary.edu)  
[registrar@wesleyseminary.edu](mailto:registrar@wesleyseminary.edu)  
[housing@wesleyseminary.edu](mailto:housing@wesleyseminary.edu)