



## Explore Wesley – Admission & Registration Form

### Instructions:

Summer and fall course registration at Wesley Theological Seminary begins in March. Registration for spring begins in October 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 to 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 each class 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 _____ Last                                      First                                      Middle	E-Mail _____
Address _____	Cell Phone _____
City _____ State _____	Zip Code _____
Social Security Number _____	Home Phone _____
Date of Birth _____ Denomination _____	Ordination Status _____

**Ethnic 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> Please go to <a href="#">WesleyWeb</a> to register for classes.
<input type="checkbox"/> <b>Current Auditing Student</b> .....	go to <b>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 <a href="#">Washington Theological Consortium</a> or <a href="#">Partner School</a></b> .....	go to <b>Step 3</b> and return completed form <u>with a letter from the Registrar at your school</u> indicating that you are a current degree student in good standing
<input type="checkbox"/> <b>New Continuing Education Student</b> .....	go to <b>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. **Class times may not overlap.**

**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>
<i>BI-XXX</i>	<i>Put course name here</i>	<i>May 1</i>	<i>May 5</i>	<i>Credit</i>
		<b>Total Credits or CEUs Hours</b>		

**NOTE:** *If you have been provided a Wesley student login you should not use this form to register.*

### **Step 4 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

*\*Actual signature required for processing*

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)