



Explore Wesley –Non-Degree Admission & Registration Form

Registration Instructions:

Registration for spring begins in October while summer and fall course registration 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/>. You can 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 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"/> New Degree Student	Complete the form & submit it to jparks@wesleyseminary.edu. *Send your official transcript(s) or letter of good standing from the Registrar to the admissions office, Attn: JaNice Parks
<input type="checkbox"/> New Auditing Student	
<input type="checkbox"/> New Non-Degree Student	
<input type="checkbox"/> Current Degree or Non-Degree Student ...	STOP. Please go to WesleyWeb to register for classes.
<input type="checkbox"/> Current Auditing Student	go to Step 3 and return the completed form.
<input type="checkbox"/> Wesley Graduate or Course of Study Graduate	
<input type="checkbox"/> Current Degree Student in the Washington Theological Consortium or Partner School	go to Step 3 and return completed form with a letter from the Registrar at your school indicating that you are a current degree student in good standing

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. *Note for summer term only: Students are only allowed to take 8 credit hours during the summer term.*

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>
		Total Credits or CEUs Hours		

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

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

Contact Information:

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

admissions@wesleyseminary.edu
businessoffice@wesleyseminary.edu
registrar@wesleyseminary.edu
housing@wesleyseminary.edu

