

Course of Study School Wesley Theological Seminary

Upper New York Satellite School 2019 -2020

Please Note: All courses will be held at the **Upper New York Annual Conference Center in Syracuse , NY.** Class size will be limited to 20 students. The course will be cancelled if we do not have a minimum of 6 students registered by the registration deadline. Location, directions and pre-course assignment are available on-line. Booklists are available on the Textbook tab of the current student page on the Wesley website.

Registration Form

Instructions: Please complete this form, obtain the required signatures in person or electronically and return to: Sara Sheppard, COS Registrar, Wesley Theological Seminary, 4500 Massachusetts Avenue, NW, Washington, DC , 20016. Form may be emailed to; COsregistration@wesleyseminary.edu

PERSONAL INFORMATION

FULLNAME: _____ WTS Student ID (if known) _____
First M.I. Last
 PID from GBHEM: _____
(required)

SSN: _____ DATE OF BIRTH: _____

ADDRESS: _____ **Is this a new Address? Yes No**

CITY, STATE, ZIP: _____ E-MAIL: _____

TELEPHONE: _____ home _____ cell _____

EDUCATION: High School College Hours Completed _____ Degree(s) Awarded: _____
(Please list all degrees earned)

COURSE REGISTRATION

Instructions: Please indicate which course(s) you are registering for. You may register for one course per session in the Weekend Program.

Fall Weekend Oct 18-19 & Nov 15-16, 2019 <i>Reg Deadline Sept 20, 2019</i>	Winter Weekend January 17-18; Feb 28-29, 2020 <i>Reg Deadline Dec 13, 2019</i>	Spring Weekend March 27-28 & April 24-25, 2020 <i>Reg Deadline Feb 14, 2020</i>
<input type="checkbox"/> 122 Theo Heritage 1: Introduction	<input type="checkbox"/> 121 Bible 1: Introduction	<input type="checkbox"/> 321 Bible 3: Gospels
<input type="checkbox"/> 222 Theological Heritage 2: Early Church	<input type="checkbox"/> 224 Administration & Polity	<input type="checkbox"/> 323 Congregational Care
<input type="checkbox"/> 521 Bible 5: Acts, Epistles & Revelation	<input type="checkbox"/> 424 Ethics	<input type="checkbox"/> 522 Theology in the Contemporary Church

For Wesley Seminary use only :

Date received : _____ Signatures received: _____ Date registered: _____

Student Name: _____

WTS ID: _____

I am a Local Pastor (complete appointment information below)

APPOINTMENT INFORMATION:

Please indicate current conference: _____

I am appointed: Full time Part time No appointment at this time

Name of the Church: _____

(COS students who have completed licensing school but are not appointed to a congregation may attend the COS for one year without an appointment. The following year you must be under appointment to attend classes)

HOUSING NEEDS: please indicate whether or not you will need housing for this program:

- Yes, I need housing provided by Wesley Seminary. No, I will make my own arrangements or commute from home.
- Please include me in the room block at the hotel for Friday night.
- I need housing Thursday night too.

EMERGENCY CONTACT: Please list the name and phone number of the person you wish to have contacted in case of emergency.

Name: _____ Relationship: _____

Phone: (Cell) _____ (Home): _____ (Work): _____

Please let us know of any special needs i.e. Wheelchairs: _____

Anything else we should know? : _____

REQUIRED SIGNITURES: (This form will be returned to the student if either of these signatures is missing.)

STUDENT SIGNATURE: I give authorization for my records at WTS to be reported to the Division of Ordained Ministry and my Conference and/or District Board of Ordained Ministry.

Signature: _____ Date: _____
(signed or typed)

CONFERENCE REGISTRAR SIGNATURE: The above referenced Local Pastor is to attend Wesley Theological Seminary Course of Study at Upper New York Weekend School 2019-2020.

Name: _____ Phone Number: _____

Signature: _____ Date: _____ e-mail: _____
(signed or typed)

We offer a scholarship for local pastors to attend Weekend Course of Study School. Yes No

DISTRICT SUPERINTENDENT SIGNATURE: This Local Pastor is authorized by my District to attend Wesley Theological Seminary Course of Study at Upper New York Weekend School 2019-2020.

Name: _____ Phone Number: _____

Signature: _____ Date: _____ e-mail _____
(signed or typed)

District: _____

Program Information:

This program is managed by the Course of Study office of the Regional School at Wesley Theological Seminary. Programmatic questions should be sent to COShelp@wesleyseminary.edu. Question regarding course content should be sent to the instructor; emails available on the COS page and via Blackboard.

Student ID's:

All Course of study student have two student ID's. One for Wesley Theological Seminary (student ID) and one for the GBHEM (PID). **Students must provide the PID from the GBHEM on their registration forms. This is a new policy from the GBHEM. You may obtain your PID by contacting Pamela Frost at COsRegistrar@GBHEM.org.** If you do not know your Wesley ID, we can look that up in our system.

Grading:

Grades are sent to students and BOM offices as soon as all grade sheets are turned in for a given session. Transcript requests for DCOM meetings must be received in writing – email is fine. Please allow one week for receipt of the transcript.

Transcripts:

Student who need to request transcripts for conference meetings should make the request in writing. Email is fine for this and should allow one week for a response. Please send the request to COShelp@wesleyseminary.edu

Students are billed by Wesley Theological Seminary directly to their student accounts for all costs and fees.

Costs: Registration fee and tuition will be billed directly to the student through the WTS business office. Students need to keep up with your balance. We cannot register you if you have a balance of more than one course on your account. Students are responsible for contacting their conference to obtain any conference monies to assist with the cost of the program.

Registration Fee: \$75.00 non-refundable for each course.

Tuition: \$350.00 per course; invoice due upon receipt.

Housing: Wesley will make arrangement for those who request it. Details will be posted on the website after July 1. Please call or email with questions.

Students are responsible for paying housing costs to the hotel.

Attendance Policy: Students must attend all 20 hours of class-time to receive credit for the course. Assignments must be turned in on time. Cancellations must be received in writing no less than one week before the course. Cancellations less than one week will be charged tuition for the course.