

Course of Study School Wesley Theological Seminary

Upper New York Satellite School 2020 -2021

Please Note: All courses will be held at the **Upper New York Annual Conference Center in Liverpool, 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 assignments are available from the Wesley Course of Study page on the WTS website. Some assignments maybe posted on Blackboard. New students will receive log on credentials with their registration confirmation via email.

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.

Fall Weekend October 16-17 & November 13-14, 2020 Registration Deadline Sept. 1, 2020	Winter Weekend January 15-16 & Feb 26-27, 2021 Registration Deadline Dec. 4, 2020	Spring Weekend March 19-20 & April 23-24, 2021 Registration Deadline Feb. 5, 2021
		<input type="checkbox"/> 122 Theological Heritage 1: Introduction
<input type="checkbox"/> 123 Formation and Discipleship	<input type="checkbox"/> 223 Worship and Sacraments	<input type="checkbox"/> 321 Bible 3: Gospels
<input type="checkbox"/> 221 Bible 2: Torah and Israel's History	<input type="checkbox"/> 322 Theological Heritage 3: Reformation	<input type="checkbox"/> 323 Congregational Care
<input type="checkbox"/> 422 Wesleyan Movement	<input type="checkbox"/> 524 Practice of Ministry	<input type="checkbox"/> 522 Theology in the Contemporary Church

For Wesley Seminary use only :

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

Student Name: _____

WTS ID: _____

☐ This is my first course with the Course of Study ☐ This is my last course with the Course of Study

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. I would like to room with: _____

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 2020-2021.

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 2020-2021.

Name: _____ Phone Number: _____

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

District: _____

STUDENTS: Please keep this page

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. Course of Study information can be found her: <https://www.wesleyseminary.edu/course-of-study-current-students/>

Student ID's:

All Course of Study students have two student ID numbers; 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.

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.

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

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 on their registration form. Please be sure to indicate if you would like a roommate and provide a name. We will confirm with the other person before making the arrangements. For the Upper NY Satellite school we are using Staybridge/Liverpool Suites. Please do not contact the hotel directly. We have negotiated a discounted rate for you, and it must be made via our room block. **Students are responsible for paying housing costs directly to the hotel upon check out**

Blackboard: Blackboard is an on-line learning tool used by Wesley Theological Seminary. You will have access to this as a student. Some faculty will use Bb, some will not. You should always check the system to see if there are any assignments posted. In addition, you will be added to the COS Student portal on Bb. We will post other information there not appropriate for the public facing web page. You will receive log on information via email when you register for the first time. **Please keep this in a safe place. You will use the same log on and password for all courses taken through Wesley.** Please let us know if you have any questions!

Blessings on your ministries, The Wesley Course of Study Team