

Course of Study School Wesley Theological Seminary

Philadelphia Satellite School 2020-2021

Please Note: The first weekend session will take place at The Comfort Inn, Exton, PA. The other two Saturday sessions will take place at the Westchester UMC. Class size will be limited to 20 students. The course will be cancelled if we do not have a minimum of 6 students by the registration deadline. Location, directions and pre-course assignment are available on-line by going to www.wesleyseminary.edu and searching for Course of Study under the current student tab.

Registration Form

Instructions: Please complete this form, obtain the required signatures and return either via email to registrations@wesleyseminary.edu or mail to: Sara Sheppard, Managing Director, Wesley Theological Seminary, 4500 Massachusetts Avenue, NW, Washington, DC, 20016. Invoices for fees and tuition will be mailed approx. two weeks prior to the start of class.

PERSONAL INFORMATION

PID from GBHEM (required) _____

FULLNAME: _____ WTS Student ID (if known) _____
First M.I. Last

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)

APPOINTMENT INFORMATION:

Please indicate current conference

Annual Conference: (check one) BW PA WPA GNJ NY Upper NY
Susquehanna New England VA WV Pen-Del Other: _____

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)

COURSE REGISTRATION

Instructions: Please check the box below indicating you are registering for this class and return this form no later than the stated deadline date above.

Fall 2020 <input type="checkbox"/>	Winter 2021 <input type="checkbox"/>	Spring 2021 <input type="checkbox"/>
CS 321 Bible 3: Gospels September 18-19 ; October 17 and November 7, 2020 <u>Registration deadline:</u> August 21, 2020	CS123 Formation and Discipleship January 15-16 and February 6, 27, 2021 <u>Registration deadline:</u> December 1, 2020	CS-224 Administration and Polity March 12 – 13 and April 17, May 8, 2021 <u>Registration deadline:</u> February 15, 2021

For Wesley Seminary use only :

Date received : _____ Registration fee received: _____ Conference support: _____

Student Name: _____

WTS ID: _____

HOUSING NEEDS: please indicate whether or not you will need housing for the Friday night start at the Comfort Inn. Wesley will make the reservation at the hotel, however the student is responsible for paying the hotel at the time of service.

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

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

Name: _____

Phone: _____ please check one: Home Cell Work

Relationship: _____

REQUIRED SIGNATURES: (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: _____

Typed or signed

CONFERENCE REGISTRAR SIGNATURE: The above referenced Local Pastor is to attend Wesley Theological Seminary Course of Study Satellite School in Philadelphia, PA.

Name: _____ Phone Number: _____

Signature: _____ Date: _____ e-mail: _____

Typed or Signed

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 Satellite School in Philadelphia, PA.

Name: _____ Phone Number: _____

Signature: _____ Date: _____ e-mail _____

Typed or signed

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 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 we will bill you for this with your tuition. Invoices will go out approximately two weeks prior to the first class.

Tuition: \$350.00 per course; payable the first day of class or earlier.

Housing: Friday night lodging will be at the Comfort Inn, Exton, PA. Details are on the website. *Reservations must be made through the seminary. Please complete the housing information above and return to Sara Sheppard. You will receive a confirmation number via e-mail. We have a contract for \$89.00/ night.

Students are responsible for housing costs. Meals will be on your own.

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.