



Explore Wesley – Admission & Registration Form

Instructions:

To register, please complete steps 1 – 4 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 _____ Gender Male Female

Denomination _____ If UMC, Annual Conference _____

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

Step 2 Application *Please check one*

<input type="checkbox"/> New Degree Student	Complete the form & submit it to admissions@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"/> New Continuing Education Student	go to Step 3 and return completed form with proof that you are clergy or full-time lay professional (e.g. a business card, church bulletin or letterhead)
<input type="checkbox"/> Current Degree Student at a Partner School	go to Step 3 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"/> Wesley Graduate	Complete the form & submit it to admissions@wesleyseminary.edu.
<input type="checkbox"/> Current Auditing Student	STOP. Please go to WesleyWeb to register for classes.
<input type="checkbox"/> Current Continuing Education Student	
<input type="checkbox"/> Current Degree or Non-Degree Student	

Partner School Students

Name of Partner Institution _____

Unsure if you attend a Partner School? Click here to learn more: <https://www.wesleyseminary.edu/academics/partner-schools-and-programs/>

Step 3 Registration

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. **Check back often as items are posted as they are received from faculty throughout the different terms**

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 <u>Credit, Audit or Continuing Education(CEU)</u>
BI-XXX	Put course name here	May 1	May 5	Credit
		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

Tuition payment is due by the first day of class. Students are able to pay by phone by calling 1-866-498-4011. 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.** Need to drop a class? Students should use the Registration form found here: <https://www.wesleyseminary.edu/wp-content/uploads/2018/08/Registration-Form-Updated-7.13.18.pdf>. Or, request an add/drop form by emailing Registrar@wesleyseminary.edu.

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 _____

**Signature Required. Electronic signature will be accepted.*

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

Contact Information:

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

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