Please Note: All weekend courses are being planned as hybrid with half asynchronous online and half on zoom. 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 deadline. Pre-course assignments will be available on the COS website and are posted as soon as available on Blackboard. Students must be registered to access Blackboard.

Registration Form

Instructions: Please complete this form, obtain the required signatures in person or electronically and return to: COS Registrar, Wesley Theological Seminary, 4500 Massachusetts Avenue, NW, Washington, DC, 20016. Please email form to; COSregistration@wesleyseminary.edu (Please note registration submission dates per term.)

PERSONAL INFORMATION

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)

COURSE REGISTRATION

Instructions: Please indicate which course you are registering for by entering a check mark in the box. Please do not register for more than one course. We are currently accepting registrations for one-term only.

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<th>Fall</th>
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<th>Spring</th>
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<td>January on-line &amp; Feb 21-22, 2025, on zoom</td>
<td>March on-line &amp; April 14-115, 2025, on zoom</td>
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<td>Deadline September 1</td>
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<td>Registration begins Jul 15</td>
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<td>Fully on-line</td>
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<td>☐ CS 122 Theological Heritage 1: Introduction</td>
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<td>☐ CS 322 Theological Heritage 3: Reformation</td>
<td>☐ CS 123 Formation and Discipleship</td>
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<td>☐ CS 323 Congregational Care</td>
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<td>☐ CS 522 Contemporary Theology</td>
<td>☐ CS 422 Theological Heritage 4: Wesleyan</td>
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<td>☐ CS 523 Evangelism</td>
<td>☐ CS 523 Evangelism</td>
<td>☐ CS 524 Practice of Theology</td>
</tr>
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</table>

Forms received after the deadline stated above will be returned to the student.
Course information available at www.wesleyseminary.edu on the Course of Study page and/or on Blackboard.
Student Name: ___________________________________  WTS ID: _________________

☐ I am a Local Pastor (complete appointment information below)  ☐ I am a Certificate for Christian Studies Student. (Go to housing info)

☐ This is my last class for 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)

Do you require any learning accommodation? : ____________________________________________

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: _____________________________

Printed or Signed

CONFERENCE REGISTRAR SIGNATURE:  The above referenced Local Pastor is to attend Wesley Theological Seminary Course of Study Weekend School 2024-2025.

Name:_________________________________________ Phone Number: __________________________

Signature: __________________________________________ Date: ______________ e-mail: ______________

Printed 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 Weekend School 2024-2025.

Name:_________________________________________ Phone Number: __________________________

Signature: __________________________________________ Date: ______________ e-mail: ______________

Printed or signed

District: __________________________________________________________________________

New cancellation policy:
All course cancellations must be made in writing to the COS office COSregistration@wesleyseminary.edu. There are no refunds for tuition if cancellations are received after the registration deadline for each term: September 1 for fall, December 1 for winter, February 1 for spring. The $75.00 registration fee is non-refundable. Non-attendance does not constitute a cancellation – you must notify us in writing.

Print name: __________________________________________ Date: ______________________

Signature: __________________________________________ (signed or typed)

Forms received after the deadline stated above will be returned to the student.

Course information available at www.wesleyseminary.edu on the Course of Study page and/or on Blackboard.
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 COSregistration@wesleyseminary.edu

Questions regarding course content should be sent to the instructor. You will find their email addresses available on the COS page and via Blackboard.

Student ID's:
All Course of study student 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 COSRegistrar@GBHEM.org. If you do not know your Wesley ID you can leave it blank, we can look that up in our system. You will see you Wesley ID number on both your grade report and your invoice.

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:
Students who need to request transcripts for conference meetings should make the request in writing. Email is fine; please allow one week for a response. Please send the request to COSregistration@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. Students are billed directly to their student accounts for all costs and fees.

Registration Fee: $75.00 non-refundable for each course.
Tuition: $350.00 per course; invoice due upon receipt.

*We are considering an increase in the tuition rate. Wesley reserves the right to make this increase and will notify students if/when this takes place.