

Weekend School 2025 - 2026

Registration Form

COURSE REGISTRATION

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Student Name: _____

WTS ID: _____

I am a Local Pastor (complete appointment information below)
This is my last class for Course of Study.

I am a Certificate for Christian Studies
Student. (Go to housing info)

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)

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.*