



# COURSE OF STUDY EXTENSION SCHOOL @ THE SPRING HEIGHTS CAMP & RETREAT CENTER

## COURSE REGISTRATION FORM – SPRING TERM 2023

**Course Prerequisites – All students must complete COS 121 and COS 122 before registering for any other course.**

STUDENT NAME: \_\_\_\_\_ PID #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CONFERENCE: \_\_\_\_\_

DAY TIME PHONE: \_\_\_\_\_

STATUS: Part-time  Full-time

EMAIL ADDRESS: \_\_\_\_\_

If FT, have you received approval to attend the WV Extension School? Y \_\_\_ N \_\_\_

Have there been any changes in your personal information including address, phone, email, appointment or emergency contact since your last class at Course of Study School? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please complete a new **Student Information Form** (located at <https://coswv.org/registration/>) and mail to:

Lisa Tappe, COS Extension School Registrar - 2421 Hess Avenue - Wheeling, WV 26003

**CHECK THIS BOX IF YOU EXPECT TO GRADUATE AFTER COMPLETION OF THIS TERM.**

### CLASS REGISTRATION SPRING TERM 2023 – MARCH 17-19 and APRIL 14-16, 2023

\*(some assignments may extend somewhat beyond these dates – see syllabus for more details)

You may choose **only ONE FROM EACH COLUMN**

- |   |  |
|---|--|
| _____ #223: Worship & Sacraments            | _____ #123: Formation for Discipleship                   |
| _____ #323: Congregational Care             | _____ #224: Administration & Polity                      |
| _____ #522: Theology in Contemporary Church | _____ #324: Preaching                                    |
|   | _____ #524: Theological Reflection: Practice of Ministry |

\* COS #122 is one of two course pre-requisites therefore it cannot be taken in concurrently with any other course.

Registration Fee (non-refundable & non-transferable) is **\$40 per course** if paid **February 17, 2023**.

After this date the fee increases to **\$50 per course**. **ALL CHECKS MUST BE MADE PAYABLE TO: WV CONFERENCE TREASURER**

**NOTE: Late withdraw fee: \$55 if WD in last two weeks before start of class.**

**HOUSING INFORMATION:** \_\_\_\_\_ I WILL NEED HOUSING \_\_\_\_\_ I WILL NOT NEED HOUSING

*(Students who choose to opt out of housing will be responsible for arranging own accommodations)*

**\*\* The following signatures MUST BE obtained in order to register.**

**This form and any payment received without ALL THREE SIGNATURES will not be processed but returned to you.**

|   |   |  |                      |           |                  |          |                               |          |   |   |
|---|---|--|----------------------|-----------|------------------|----------|-------------------------------|----------|---|---|
| <b>STUDENT RELEASE:</b> I give permission for release of my grades to the Division of Ordained Ministry, my Annual Conference and my District Board.  | _____<br>Student Signature  |  |                      |           |                  |          |                               |          |   |   |
| <b>SUPERINTENDENT CERTIFICATION:</b> This student is a certified candidate for ministry and has completed Licensing School.   | _____<br>Superintendent Signature   |  |                      |           |                  |          |                               |          |   |   |
| <b>FINANCIAL ASSISTANCE:</b> This Candidate is approved for financial assistance from the Annual Conference.  | _____<br>Local Pastor Registrar Signature   |  |                      |           |                  |          |                               |          |   |   |
| <table border="1"> <tr> <td colspan="2">STUDENT FEES - less Annual Conference financial assistance - <i>to be paid on first weekend of term</i>. The fee schedule for residential courses is as follows:</td> </tr> <tr> <td>Tuition (per course)</td> <td>\$ 225.00</td> </tr> <tr> <td>Meals (per term)</td> <td>\$ 85.00</td> </tr> <tr> <td>Lodging (per term - optional)</td> <td>\$ 80.00</td> </tr> </table> | STUDENT FEES - less Annual Conference financial assistance - <i>to be paid on first weekend of term</i> . The fee schedule for residential courses is as follows: |  | Tuition (per course) | \$ 225.00 | Meals (per term) | \$ 85.00 | Lodging (per term - optional) | \$ 80.00 | <table border="1"> <tr> <td>ATTN: <b>LOCAL PASTOR REGISTRAR</b> – include mailing address, phone &amp; email in this box.</td> </tr> </table> | ATTN: <b>LOCAL PASTOR REGISTRAR</b> – include mailing address, phone & email in this box. |
| STUDENT FEES - less Annual Conference financial assistance - <i>to be paid on first weekend of term</i> . The fee schedule for residential courses is as follows:   |   |  |                      |           |                  |          |                               |          |   |   |
| Tuition (per course)  | \$ 225.00   |  |                      |           |                  |          |                               |          |   |   |
| Meals (per term)  | \$ 85.00  |  |                      |           |                  |          |                               |          |   |   |
| Lodging (per term - optional)   | \$ 80.00  |  |                      |           |                  |          |                               |          |   |   |
| ATTN: <b>LOCAL PASTOR REGISTRAR</b> – include mailing address, phone & email in this box.   |   |  |                      |           |                  |          |                               |          |   |   |

RETURN THIS REGISTRATION FORM WITH FEES TO:

**WV Conference of the UMC**

Attn: Paula Koontz

PO Box 2469

Charleston, WV 25329

CONTACT LISA TAPPE (REGISTRAR) WITH ANY QUESTIONS BY EMAILING HER AT:

[jellybean101162@aol.com](mailto:jellybean101162@aol.com)

**(see next page for important registration approval instructions)**

I do encourage you to begin processing your registration. **I will accept an email approval** from your District Superintendent and Local Pastor Registrar in lieu of a physical signature. If you choose this option for obtaining signatures, **CAREFULLY FOLLOW THESE INSTRUCTIONS.**

**STEP ONE:** You must first obtain approval from your District Superintendent (DS).

**IN EMAIL TO DS, COPY AND PASTE THE FOLLOWING** (Be sure to fill in Registrar's name and the course(s) number(s)).

Dear (DS Name)

It is my intention to register for Course of Study Classes at the WV Extension School.

- I am registering for the **Spring Term 2023 at Spring Heights** held on **March 17-19 and April 14-16, 2023.**
- The course(s) for which I am registering is(are) \_\_\_\_\_.
- By approving this request via this email, you are acknowledging that I am a certified candidate for ministry and have completed Licensing School.
- If you approve my request, simply respond to this email stating "I APPROVE YOUR REQUEST TO ATTEND THE WV EXTENSION FOR THE SPRING TERM 2023."

**STEP TWO:** Once you receive DS's approval, you must obtain approval from your Local Pastor Registrar. **IMPORTANT NOTE:** please include copy of your DS's approval in your email to your Local Pastor Registrar.

**IN EMAIL TO LOCAL PASTOR REGISTRAR, COPY AND PASTE THE FOLLOWING** (Be sure to fill in Registrar's name and the course(s) number(s)).

Dear (Registrar Name)

It is my intention to register for Course of Study Classes at the WV Extension School.

- I am registering for the **Spring Term 2023 at Spring Heights** held on **March 17-19 and April 14-16, 2023.**
- The course(s) for which I am registering is(are) \_\_\_\_\_.
- Attached to this email, please find my DS's approval.
- By approving this request via this email, you are acknowledging that I am approved for financial assistance from the Annual Conference.
- If you approve my request, simply respond to this email stating "I APPROVE YOUR REQUEST TO ATTEND THE WV EXTENSION FOR THE SPRING TERM 2023."

**FINAL STEP:** Once you receive these email authorizations,

1. Please print emails from DS and Registrar and attach to your completed registration form.
2. Make sure you sign the form.
3. On the lines for the Superintendents and Local Pastor Registrar's signature, *write in the words* **"See Attached Email."**
4. Mail registration **and** payment to:
  - **WV Conference of the UMC**
  - **PO Box 2469 - Charleston, WV, 25329.**
  - **Attn: Paula Koontz**

If you have any questions, please let me know.

Rev. Greg Markins  
Director, WV Extension