



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

CLASS REGISTRATION SPRING TERM 2023 – MARCH - APRIL, 2023

_____ #122: Theological Heritage I*

This course is taught using the **Hybrid format**. A hybrid course is comprised of at least **50% of the class taught on campus** (at the **Spring Heights Camp and Retreat Center in Spencer, WV**) and **no more than 50% of course taught computer mediated**. All computer mediated content will be administered through **Teachable** (our LMS/learning management system). Once your registration has been processed, you will receive a link to set up your **Teachable** account. **On-campus date are April 14-16, 2023**

* COS #122 is one of two course pre-requisites therefore it cannot be taken 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.

STUDENT RELEASE: I give permission for release of my grades to the Division of Ordained Ministry, my Annual Conference and my District Board.	_____ Student Signature						
SUPERINTENDENT CERTIFICATION: This student is a certified candidate for ministry and has completed Licensing School.	_____ Superintendent Signature						
FINANCIAL ASSISTANCE: This Candidate is approved for financial assistance from the Annual Conference.	_____ Local Pastor Registrar Signature						
<div style="border: 1px solid black; padding: 5px;"> <p>STUDENT FEES - less Annual Conference financial assistance - to be paid on first weekend of term. The fee schedule for residential courses is as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Tuition</td> <td style="width: 50%;">\$270.00</td> </tr> <tr> <td>Meals</td> <td>\$ 60.00</td> </tr> <tr> <td>Lodging (optional)</td> <td>\$ 50.00</td> </tr> </table> </div>	Tuition	\$270.00	Meals	\$ 60.00	Lodging (optional)	\$ 50.00	<div style="border: 1px solid black; padding: 5px;"> <p>ATTN: LOCAL PASTOR REGISTRAR – include mailing address, phone & email in this box.</p> </div>
Tuition	\$270.00						
Meals	\$ 60.00						
Lodging (optional)	\$ 50.00						

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

(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