

Saint Paul School of Theology – COS
13720 Roe Ave, Bldg C, #C139
Leawood, KS 66224
Ph (913) 253-5051 ·

Jennifer.smith@spst.edu

MAIL PAYMENT TO:
SPST @Commerce Bank
GROUP 1
PO BOX 843740
Kansas City, MO 64184-3740

NEW TO SAINT PAUL COS? USE THIS FORM
OR IF YOU DON'T WANT TO REGISTER YOURSELF.

2022 SUMMER REGISTRATION FORM

& New Student “admissions” form

Summer Registration form/fee Deadline: Wed, 6/1/22

Summer Withdrawal & Payment Deadline: varies per term/session

Upload assignments to Moodle by Date: varies per term/session

Instructions

1. Please print or type to complete this form.
2. Complete **ALL** sections including YOUR signature on last page.
3. **Obtain the required signatures, DS and LPR, if using this form.**
4. Enclose or pay online the **non-refundable registration fee(s)**.
5. **Email** and/or mail to the Saint Paul Course of Study Office.

OR – If you are an Established Saint Paul COS Student, you may login with your New Login Credentials to POPULI and register yourself, then pay online. Instructions on website and attached.

6. **Monitor email for detailed enrollment confirmation &/or NEW LOGIN CREDENTIALS.**

7. **FULL PAYMENT IS DUE PRIOR TO THE BEGINNING OF TERM**

Personal Information

First name _____

Preferred name _____

Last name _____

Cell phone _____

Other phone _____

Primary Phone Home Work Cell

Current Email _____

Mailing address _____

City _____ State _____ Zip _____

Date of birth _____

Sex (optional): Female Male Other(non-binary)

RACE / Ethnicity optional: _____

GBHEM 6-digit PID #: _____

(Email cosregistrar@gbhem.org if you need your PID #)

PID# & TRANSCRIPT (if attended other schools) is **REQUIRED** if this is your **1st time registering.**

ONLINE CLASS(ES) – FOR EACH & EVERY COURSE

Non-refundable (non-transferable) Registration fee: \$75 per course

Tuition: **\$300** per course

TOTAL COST FOR EVERY COURSE: **\$375.00** per course

Professional Information

Annual Conference _____

District _____

Date Completed Licensing School _____

Check one: Full-time Local Pastor Part-time Local Pastor

Not Currently Appointed Other _____

Name of church(es) you presently serve _____

Mentor’s name _____

City _____ State _____ Zip _____

Education completed: High School Associate Bachelors
 Masters Other _____

Course of Study work completed:(prerequisite 121 & 122 as of 2020)

121=111 221=211 321=311 421=411 521=511

122=112 222=212 322=312 422=412 522=512

123=213 223=413 323=314 423=513 523=313

124=113 224=114 324=214 424=414 524=514

Please list other Course of Study Schools you have attended

When might you finish COS _____

Notify in case of emergency _____

Relationship to emergency contact _____

Emergency Phone _____

Most Annual Conferences offer some form of financial assistance in the form of scholarship or reimbursement. For specifics to your Conference, please contact your DS or Annual Conference Registrar. www.spst.edu/cos

SYLLABUS , WITH NEW BOOKLIST AND NEW ASSIGNMENTS WILL BE POSTED TO THE MOODLE CLASS SITE NO LATER THAN 5/2/2022.

Student Name _____

Enrollment: You may choose **ONLY 1 (ONE) CLASS** per term/session FOR THIS SUMMER 2022 ONLINE TERM.

USE THIS FORM IF YOU ARE NEW TO SAINT PAUL COS, as this is also used as an admissions form, OR IF YOU DON'T WANT TO REGISTER YOURSELF THROUGH YOUR STUDENT ACCOUNT IN POPULI.

If you plan to take 4 or more classes in a calendar year, you will need to get approval. Use this form in this link.

SESSION	Course	Course Name
MONDAYS SESSION 1 – PICK UP TO ONE CLASS		
MONDAYS M1	<input type="checkbox"/> 121	Bible I: Introduction
M1	<input type="checkbox"/> 321	Bible III: Gospels
M1	<input type="checkbox"/> 521	Bible V: Acts, Epistles & Revelation
MONDAYS SESSION 2 – PICK UP TO ONE CLASS		
MONDAYS M2	<input type="checkbox"/> 221	Bible II: Torah and Israel's History
M2	<input type="checkbox"/> 421	Bible IV: Prophets, Psalms @ Wisdom Literature
TUESDAYS SESSION 1 – PICK UP TO ONE CLASS		
TUESDAYS T1	<input type="checkbox"/> 122	Theological Heritage I: Introduction
T2 – revised dates	<input type="checkbox"/> 322	Theological Heritage III: Medieval-Reformation
T1	<input type="checkbox"/> 522	Theology in the Contemporary Church
TUESDAYS SESSION 2 – PICK UP TO ONE CLASS		
TUESDAYS T2	<input type="checkbox"/> 222	Theological Heritage II: Early Church
T2	<input type="checkbox"/> 422	Theological Heritage IV: Wesleyan Movement

SESSION	Course	Course Name
WEDNESDAYS SESSION 1 – PICK UP TO ONE CLASS		
WEDNESDAYS W1	<input type="checkbox"/> 123	Formation and Discipleship
W1	<input type="checkbox"/> 323	Congregational Care
W1	<input type="checkbox"/> 523	Evangelism
WEDNESDAYS SESSION 2 – PICK UP TO ONE CLASS		
WEDNESDAYS W2	<input type="checkbox"/> 223	Worship and Sacraments
W2	<input type="checkbox"/> 423	Mission
THURSDAYS SESSION 1 – PICK UP TO ONE CLASS		
THURSDAYS TH1	<input type="checkbox"/> 124	Transformative Leadership
TH1	<input type="checkbox"/> 324	Preaching
TH1	<input type="checkbox"/> 524	Theological Reflection: Practice of Ministry
THURSDAYS SESSION 2 – PICK UP TO ONE CLASS		
THURSDAYS TH2	<input type="checkbox"/> 224	Administration and Polity
TH2	<input type="checkbox"/> 424	Ethics

DOUBLE CHECK THE ACTUAL SCHEDULE FOR THE CORRECT DATES OF EACH TYPE OF MODULE FOR EACH CLASS AND/OR CHECK THE SYLLABUS THAT IS POSTED TO THE MOODLE CLASS PAGE FOR THE CORRECT DATES. THE SYLLABUS IN MOODLE WILL HAVE THE CORRECT BOOKLIST AND ASSIGNMENTS, SO YOU MUST LOOK AT THIS AS SOON AS POSSIBLE.

Payment: Please do not send payment with incomplete registration forms. Send payment separately, **note the term/class, ie COS SUM22 424.** **Make checks payable to Saint Paul School of Theology address: SAINT PAUL SCHOOL OF THEOLOGY AT COMMERCE BANK, GROUP 1, P.O. BOX 843740, KANSAS CITY, MO 64184-3740.** To make a payment online, please go through your student account in Populi and pay via the financial tab that pays through Stripe. Note that the student is responsible for all fees, tuition, books fees, balances.

Photo / Social Media release: Do you approve of your picture and/or name, either in a group setting, classroom setting, worship setting, meal setting, be included in updates to the Saint Paul social media sites, and/or shown on our website? YES NO

Signatures: Signature below, and/or online registration, confirms the following: I understand that the Saint Paul Course of Study is a year-round learning experience, and that specific books and assignments are required, as shown on your syllabus (prior booklists are merely a guide). I understand that my registration, and participation in the class, is jeopardized if I do not submit my advance assignment(s) on time, fail to make required payments, or obtain required signatures. **I understand that I am (a student) is expected to attend every class session, whether Online/Zoom or On Campus, and missing more than 20% may result in loss of credit.** I authorize the record of my work and final grade at Saint Paul Course of Study School to be reported to my District Superintendent, my conference Board of Ordained Ministry, and the GBHEM Division of Ordained Ministry in Nashville. **I understand that I need to contact the COS Coordinator prior to the Course Withdrawal Deadline if I wish to drop a course and not be billed tuition but am still forfeiting the non-refundable registration fee.** I understand that I can only enroll in four (4) courses per calendar year, per GBHEM, **without proper approval.**

Student's signature _____

Date _____

To be accepted, this form must include the signatures of your District Superintendent (DS) & Local Pastor Registrar (LPR/BOM)

District Superintendent _____

Local Pastor Registrar _____

Address _____

Address _____

City State Zip _____

City State Zip _____

Phone _____

Phone _____

Email _____

Email _____

District Superintendent's signature _____

Date _____

Local Pastor Registrar's signature _____

Date _____

You are now registered for the following online (synchronous & asynchronous) class(es):

SESSION	Course	Course Name	<u>ZOOM class- Synchronous - 6pm to 8pm CST</u>	Forums 1st Week - Asynchronous - due Wed & Fri	Forums 2nd Week - Asynchronous - due Wed & Fri	<u>ZOOM class- Synchronous - 8am-12pm & 1pm-5pm CST</u>	<u>Assignments DUE - 10 page paper on textbooks; & 5 pages on reflection</u>	Post Class Assignment DUE - 5 pages on practical ministry
MONDAYS M1	121	Bible I: Introduction	<u>MONDAY 6/27</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>MONDAY 7/18</u>	MONDAY 7/25	MONDAY 8/8
M1	321	Bible III: Gospels	<u>MONDAY 6/27</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>MONDAY 7/18</u>	MONDAY 7/25	MONDAY 8/8
M1	521	Bible V: Acts, Epistles & Revelation	<u>MONDAY 6/27</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>MONDAY 7/18</u>	MONDAY 7/25	MONDAY 8/8
M2	221	Bible II: Torah and Israel's History	<u>MONDAY 7/11</u>	Post 7/13; Respond 7/15	Post 7/20; Respond 7/22	<u>MONDAY 7/25</u>	MONDAY 8/1	MONDAY 8/15
M2	421	Bible IV: Prophets, Psalms @ Wisdom Literature	<u>MONDAY 7/11</u>	Post 7/13; Respond 7/15	Post 7/20; Respond 7/22	<u>MONDAY 7/25</u>	MONDAY 8/1	MONDAY 8/15
TUESDAYS T1	122	Theological Heritage I: Introduction	<u>TUESDAY 6/28</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>TUESDAY 7/19</u>	TUESDAY 7/26	TUESDAY 8/9
T2 – REVISED DATES	322	Theological Heritage III: Medieval-Reformation	<u>TUESDAY 7/5</u>	Post 7/13; Respond 7/15	Post 7/20; Respond 7/22	<u>TUESDAY 7/26</u>	TUESDAY 8/2	TUESDAY 8/16
T1	522	Theology in the Contemporary Church	<u>TUESDAY 6/28</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>TUESDAY 7/19</u>	TUESDAY 7/26	TUESDAY 8/9
T2	222	Theological Heritage II: Early Church	<u>TUESDAY 7/5</u>	Post 7/13; Respond 7/15	Post 7/20; Respond 7/22	<u>TUESDAY 7/26</u>	TUESDAY 8/2	TUESDAY 8/16
T2	422	Theological Heritage IV: Wesleyan Movement	<u>TUESDAY 7/5</u>	Post 7/13; Respond 7/15	Post 7/20; Respond 7/22	<u>TUESDAY 7/26</u>	TUESDAY 8/2	TUESDAY 8/16
WEDNESDAY S W1	123	Formation and Discipleship	<u>WEDNESDAY 6/29</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>WEDNESDAY 7/20</u>	WEDNESDAY 7/27	WEDNESDAY 8/10
W1	323	Congregational Care	<u>WEDNESDAY 6/29</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>WEDNESDAY 7/20</u>	WEDNESDAY 7/27	WEDNESDAY 8/10
W1	523	Evangelism	<u>WEDNESDAY 6/29</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>WEDNESDAY 7/20</u>	WEDNESDAY 7/27	WEDNESDAY 8/10
W2	223	Worship and Sacraments	<u>WEDNESDAY 7/6</u>	Post 7/13; Respond 7/15	Post 7/20; Respond 7/22	<u>WEDNESDAY 7/27</u>	WEDNESDAY 8/3	WEDNESDAY 8/17
W2	423	Mission	<u>WEDNESDAY 7/6</u>	Post 7/13; Respond 7/15	Post 7/20; Respond 7/22	<u>WEDNESDAY 7/27</u>	WEDNESDAY 8/3	WEDNESDAY 8/17
THURSDAYS TH1	124	Transformative Leadership	<u>THURSDAY 6/30</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>THURSDAY 7/21</u>	THURSDAY 7/28	THURSDAY 8/11
TH1	324	Preaching	<u>THURSDAY 6/30</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>THURSDAY 7/21</u>	THURSDAY 7/28	THURSDAY 8/11
TH1	524	Theological Reflection: Practice of Ministry	<u>THURSDAY 6/30</u>	Post 7/6; Respond 7/8	Post 7/13; Respond 7/15	<u>THURSDAY 7/21</u>	THURSDAY 7/28	THURSDAY 8/11
TH2	224	Administration and Polity	<u>THURSDAY 7/7</u>	Post 7/13; Respond 7/15	Post 7/20; Respond 7/22	<u>THURSDAY 7/28</u>	THURSDAY 8/4	THURSDAY 8/18
TH2	424	Ethics	<u>THURSDAY 7/7</u>	Post 7/13; Respond 7/15	Post 7/20; Respond 7/22	<u>THURSDAY 7/28</u>	THURSDAY 8/4	THURSDAY 8/18

Please complete this form and keep a copy for your records. 25-Apr-22

ONLINE REGISTRATION INSTRUCTIONS FOR THE ESTABLISHED STUDENT TO REGISTER THEMSELVES

NOTE: POPULI IS YOUR STUDENT ACCOUNT FOR FINANCIALS AND REGISTRATION AND UNOFFICIAL TRANSCRIPTS.

MOODLE IS STILL YOUR CLASS PAGE WHERE YOU FIND THE SYLLABUS, UPLOAD ASSIGNMENTS, FORUMS, ETC.

ZOOM IS WHERE YOU WILL CONNECT FOR YOUR "IN CLASS" TIME, ONLINE.

YOUR spst.edu EMAIL IS WHERE YOUR INSTRUCTOR WILL CORRESPOND WITH YOU.

Information Technology		
	Saint Paul Helpdesk (913) 253-5030 helpdesk@spst.edu	

Student Name:

Welcome to the Saint Paul Network Community. Three accounts have been setup for your use while at Saint Paul School of Theology.

- The first is your **Saint Paul email account**. This is your only official and secure means of communication with the school.
- The second is **Moodle** which is an online course management system. Moodle allows you to access course materials and interact online within a course.
- The third is your **Populi** account which gives you access to information such as course schedules, course offerings, online registration, unofficial transcripts, grades and billing information.

Saint Paul Email, Moodle Account and Populi Information

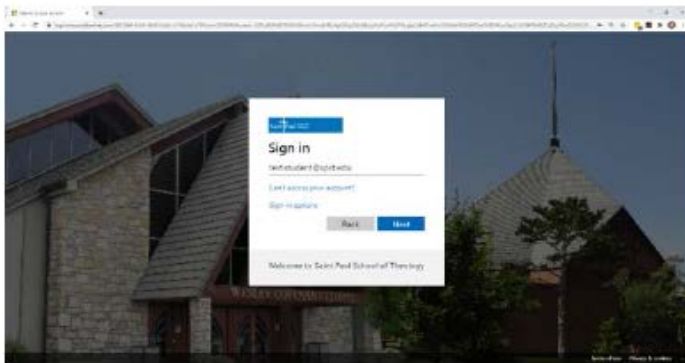
Saint Paul Email, Moodle, and Populi Username:

Saint Paul Email, Moodle, and Populi Password:

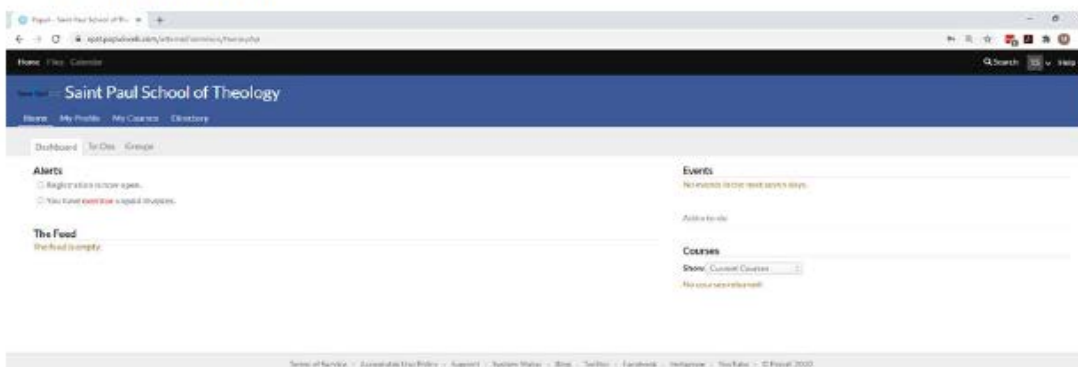
To access any of these accounts go to the Saint Paul website at www.spst.edu. At the top, right hand side of the page click on **MySPST** and you will see links to Moodle, Populi, and Email. Simply click on the account you want to use and login using the above username and password. Logging in to one will log you in to all three accounts. |

Populi Online Registration

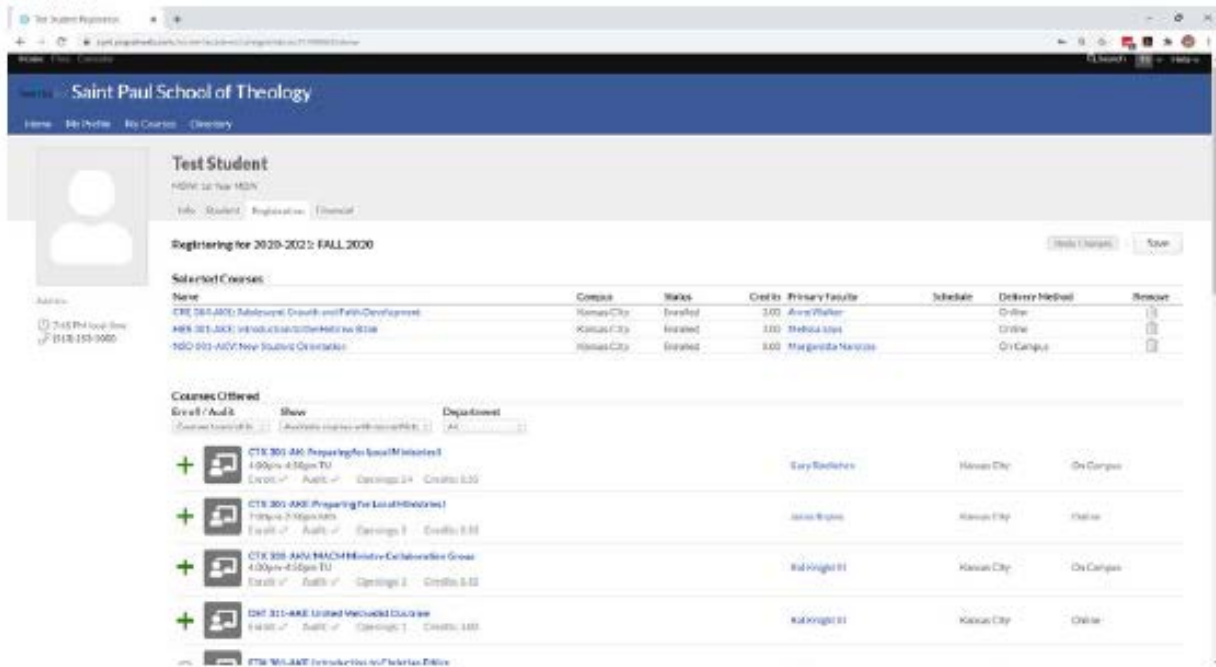
- 1) Go to <https://spst.populiweb.com>
- 2) You will be directed to office365.com
- 3) Login with your full Saint Paul email address and password (i.e. firstname.lastname@spst.edu)



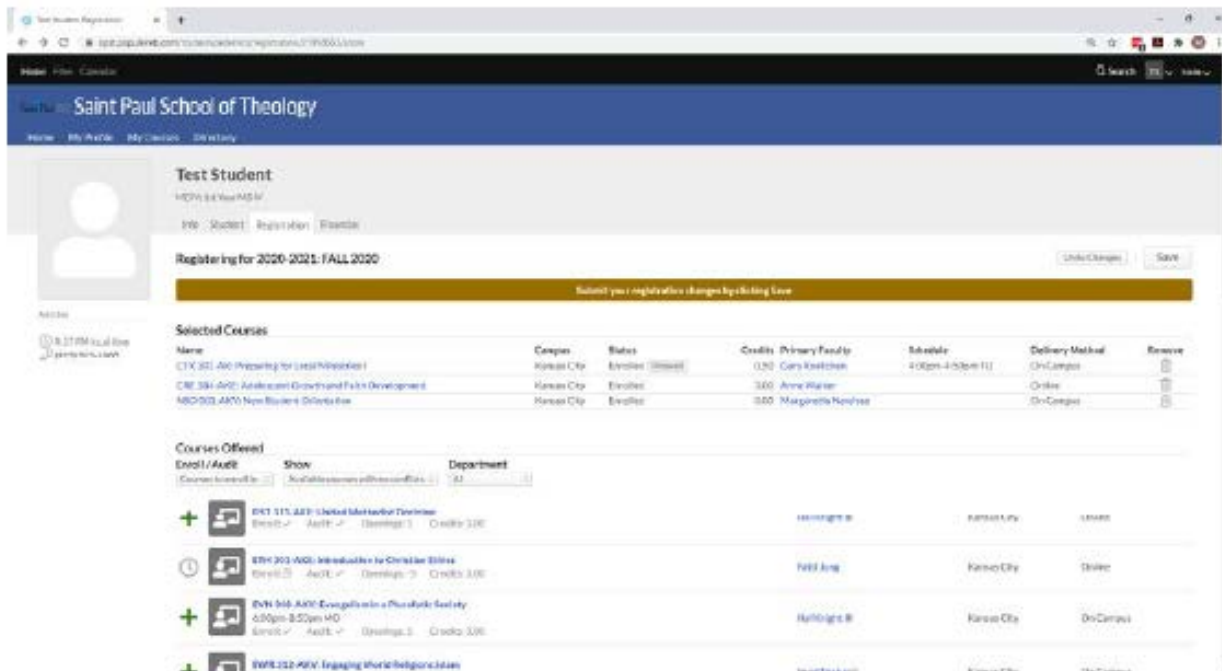
- 4) Click on My Profile



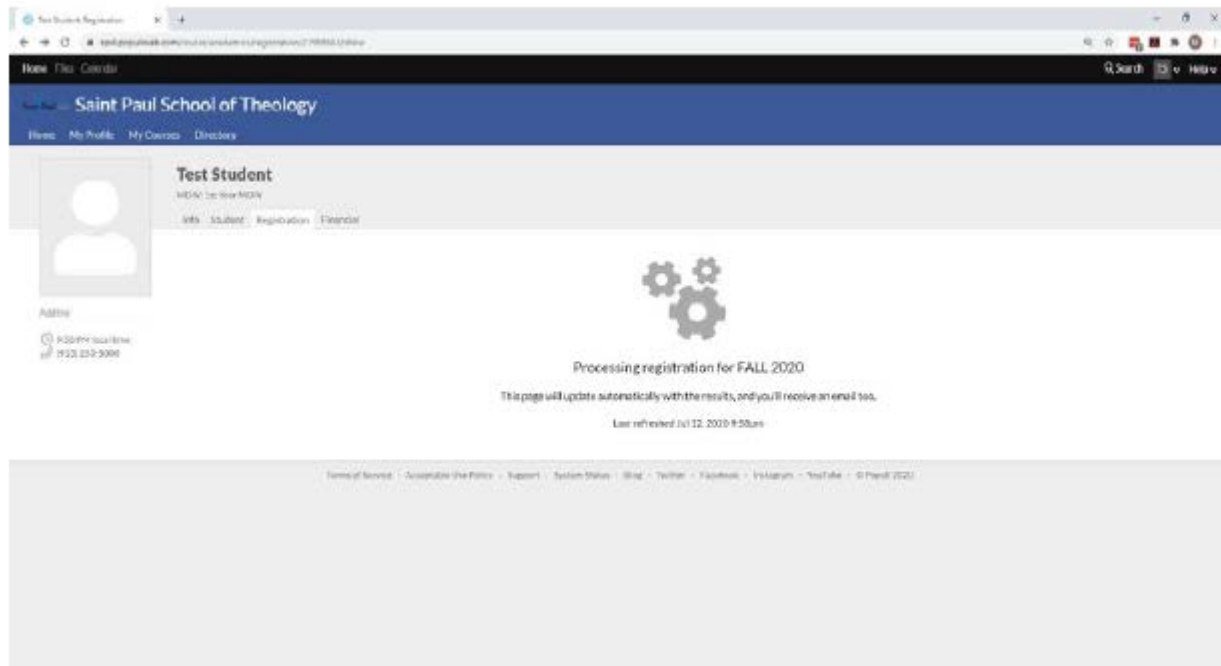
- 1) Click on the Registration Tab
- 2) To Remove a course click the Remove button (trash can) to the right of the course, then click OK to remove the course



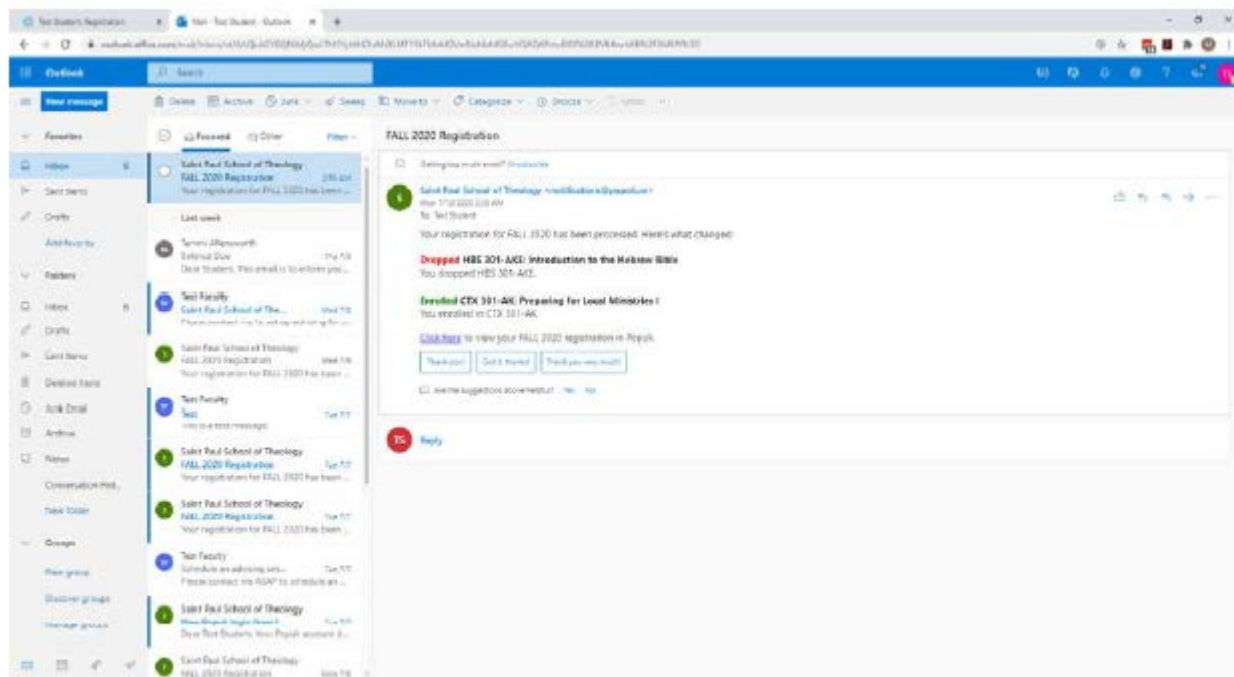
- 3) To Add a course click the green plus sign next to available courses, then click Add
 - a. A Clock symbol indicates a course with a waiting list
 - b. A lock symbol means the course is unavailable for you to register, either due to a schedule conflict or not meeting the prerequisite for the course



4) Click the Save button to save your changes



5) You will receive an email with your schedule changes listed and a direct link to view those changes in Populi.



6) Click on the Financial tab to view or pay your bill.

REGISTERING FOR COS SUMMER 2022 CLASS(ES):

Log into your Populi student account. Click on the **Registration** tab. Select from the drop down next to **Registering for**. Select which **day** you are registering for, such as a **Wednesday** class, as shown as a **W** class, **2021-2022 COSS 2022 W**. You can then select one class from session 1, such as COS 123-1: Formation and Discipleship. Then, if you like, you can then select one class from session 2, such as COS 223-2: Worship and Sacraments. Make sure you click SAVE after selecting each class. You can register for up to eight classes, four classes from session 1 and four classes from session 2, as seen in the example on the next page. The days and sessions run concurrently, but do not overlap in their Zoom Class Meeting times.

BOOKLISTS / ASSIGNMENTS / SYLLABUS ARE BEING REWRITTEN, AS OUR PROGRAM IS BEING RESTRUCTURED. THEREFORE, DO NOT USE ANY OLD LISTS. WE REALIZE THAT THIS DELAYS ORDERING YOUR BOOKS, SO YOU MAY WANT TO CHOOSE ONLY ONE OR TWO CLASSES OR WAIT UNTIL THE FALL. FALL MAY BE BACK IN THE CLASSROOM, BUT WILL FOLLOW A VERY SIMILAR SCHEDULE, AND WILL BE USING THE NEWLY RESTRUCTURED AND REWRITTEN SYLLABI.

Test Student
#2045 - Course of Study - Course of Study // MDIV-EnteringMDIV-Master of Divinity

Activity Feed Info Student Campus Life **Registration** Admissions Financial

Registering for: 2021-2022 COSS 2022 W

Selected Courses
No courses selected

Courses Offered Show student view

Enroll / Audit	Show	Department	Campus
Courses to enroll in	Available courses with no conflicts	All	Test's Campus(es)

- + COS 123-1: Formation and Discipleship
08:00am-09:00am WE
Enroll: ✓ Audit: ✓ Openings: 20 Credits: 1.00 COS Kansas
- + COS 223-2: Worship and Sacraments
08:00pm-09:00pm WE
Enroll: ✓ Audit: ✓ Openings: 20 Credits: 1.00 COS Kansas
- + COS 323-1: Congregational Care
08:00am-09:00am WE
Enroll: ✓ Audit: ✓ Openings: 20 Credits: 1.00 COS Kansas
- + COS 423-2: Mission
08:00pm-09:00pm WE
Enroll: ✓ Audit: ✓ Openings: 20 Credits: 1.00 COS Kansas

Registering for: 2021-2022 COSS 2022 W

Selected Courses
No courses selected

Courses Offered Show student view

Enroll / Audit	Show	Department
Courses to enroll in	Available courses with no conflicts	All

Test Student
#2045 - Course of Study - Course of Study // MDIV-EnteringMDIV-Master of Divinity

Activity Feed Info Student Campus Life **Registration** Admissions Financial

Registering for: 2021-2022 COSS 2022 W

Selected Courses

Name	Campus	Status	Credits	Primary Faculty	Schedule
COS 123-1: Formation and Discipleship	COS Kansas	Enrolled	1.00		08:00am-09:00am WE
COS 223-2: Worship and Sacraments	COS Kansas	Enrolled	1.00		08:00pm-09:00pm WE

Courses Offered Show student view

Enroll / Audit	Show	Department	Campus
Courses to enroll in	Available courses with no conflicts	All	Test's Campus(es)

No courses available

Program

Degree **COS: Course of Study** - Pursuing as of 11/08/2021

Cumulative

Attempted Credits	Earned Credits	Points	Cumulative
8.00	0.00	0.00	

2021-2022: COSS 2022 TH

Course	Name	Atmp. Credits	Ern. Credits	Grade
COS 124	Transformative Leadership	1.00	0.00	IP
COS 224	Administration and Polity	1.00	0.00	IP
Totals		2.00	0.00	
		Term GPA 0.00	Cumulative	

2021-2022: COSS 2022 W

Course	Name	Atmp. Credits	Ern. Credits	Grade
COS 123	Formation and Discipleship	1.00	0.00	IP
COS 223	Worship and Sacraments	1.00	0.00	IP
Totals		2.00	0.00	
		Term GPA 0.00	Cumulative	

2021-2022: COSS 2022 T

Course	Name	Atmp. Credits	Ern. Credits	Grade
COS 122	Theological Heritage I: Introduction	1.00	0.00	IP
COS 222	Theological Heritage II: Early Church	1.00	0.00	IP
Totals		2.00	0.00	
		Term GPA 0.00	Cumulative	

2021-2022: COSS 2022 M

Course	Name	Atmp. Credits	Ern. Credits	Grade
COS 121	Bible I: Introduction	1.00	0.00	IP
COS 221	Bible II: Torah and Israel's History	1.00	0.00	IP
Totals		2.00	0.00	

5) Click on the **FINANCIAL Tab**

- 6) It defaults to the "Dashboard" tab. This shows unpaid invoices, unapplied, transactions. Notice box to the right that says "PAY NOW AMOUNT: \$0.00", and click on the "MAKE A PAYMENT BUTTON"

You will see this window pop up, fill in all info, using either a credit card, debit card, or checking account. Notice at the bottom you can enter the amount you want to pay. Make sure you hit the button "**PAY NOW**" at the very bottom center or the payment will NOT go through. We use a payment portal named Stripe, as I may refer to that from time to time.

Amount Due	\$0.00
Pay Now	\$0.00
Total Balance	\$0.00

Payment Information

This payment is on behalf of an organization.

First Name

Last Name

Email

Phone

Billing Address

Street

City

Choose a state... ZIP

United States of America

Payment Method Electronic check Credit card

Bank Name

Routing Number

Account Number

Payment Amount

This is a one-time payment