

Saint Paul School of Theology – COS
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MAIL PAYMENT TO:
SPST @Commerce Bank
GROUP 1
PO BOX 843740
Kansas City, MO 64184-3740

NEW TO SAINT PAUL COS? USE THIS FORM

2023 WINTER REGISTRATION FORM

& New Student “admissions” form

Winter Registration \$75 (per class) FEE Deadline: 12/15/22

Withdrawal /Tuition \$300 (per class) Deadline: TH 1/12/23

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. **If using this form, obtain the required signatures, DS and LPR**
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, BOOKLISTS, AND ASSIGNMENTS WILL BE POSTED TO THE MOODLE CLASS SITE NO LATER THAN 12/12/2022, OTHERWISE, CONTACT THE INSTRUCTOR DIRECTLY FOR THIS INFO.

Student Name _____

Enrollment: You may choose **ONLY 1 (ONE) CLASS** FOR THIS WINTER 2023 ONLINE INTENSIVE TERM. There will be ONE DAY / 8 HOURS OF ZOOM CLASSROOM INSTRUCTION.

USE THIS FORM IF YOU ARE NEW TO SAINT PAUL COS, as this is also used as an admissions form

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
THU 1	<input type="checkbox"/> 321	Bible III: Gospels
THU 1	<input type="checkbox"/> 423	Mission
THU 1	<input type="checkbox"/> 524	Theology Reflection: Practice of Ministry

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 WIN23 522. 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. I understand that my registration, and participation in the class, is jeopardized if I do not submit my 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, non-transferable 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 _____

SAINT PAUL SCHOOL OF THEOLOGY - COURSE OF STUDY - WINTER 2023 - JAN & FEB - 6 WEEK ONLINE INTENSIVE

Delivery is fully ONLINE	SECTION	Course	Course Name	SYLLABUS / BOOKLIST / ASSIGNMENTS DUE ON MOODLE	Registration Closes	DROP DATE - ALL CLASSES - Tuition Due	ZOOM class- Synchronous - 6p to 8p CST (must be present)	LECTURE - Asynchronous & recorded - (can join via zoom) - 6p to 8:30p	FORUM WEEK - 4 questions with posts & responses due inside ONE WEEK	ZOOM CLASS 8am-12pm 1pm-5pm CST (must be present via zoom)	Assignments DUE - One 10 page paper on textbooks	Post Class Assignment DUE - Two papers due 5 pages on practical ministry & 5 pages on reflection
WIN22 Online	Thu 1	221	Bible II: Torah and Israel's History	Th 12/1/22	12/12	01/12	Thu 1/12	Thu 1/19	M 1/23 - Th 2/1	Thu 2/2	Thu 2/9	Thu 2/16
WIN22 Online	Thu 1	321	Bible III Gospels	Th 12/1/22	12/12	01/12	Thu 1/12	Thu 1/19	M 1/23 - Th 2/1	Thu 2/2	Thu 2/9	Thu 2/16
WIN22 Online	Thu 1	423	Mission	Th 12/1/22	12/12	01/12	Thu 1/12	Thu 1/19	M 1/23 - Th 2/1	Thu 2/2	Thu 2/9	Thu 2/16
WIN22 Online	Thu 1	524	Theological Reflection: Practice of Ministry	Th 12/1/22	12/12	01/12	Thu 1/12	Thu 1/19	M 1/23 - Th 2/1	Thu 2/2	Thu 2/9	Thu 2/16

HOLY WEEK - BREAK - no classes, nothing due - April 3 - April 9. COS Summer 2023 starts Mon. July 10 & Mon. July 17.

LENT 2023 starts W 2/22/23; HOLY WEEK 2023 is 4/2/23 - 4/9/23

SYNCHRONOUS classes run in real time, with students and instructors attending together at the same date and same time from different locations via ZOOM (or in class).

ASYNCHRONOUS classes run on a more relaxed schedule, with students accessing class materials on Moodle during different hours/locations, but within a set date/time frame.

***If you take more than four (4) classes within a calendar year, combining all schools and locations, you will need to get APPROVAL from your DS and LPR / BOM using the "Request to Take Extra COS Classes" form.**

January 2023	February 2023	March 2023	April 2023	May 2023	June 2023	July 2023
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

TO PAY: Go to <https://spst.populiweb.com>. Login with your full Saint Paul email address and password (i.e. firstname.lastname@spst.edu). Click on "My Profile", (your profile, not mine) > Click on the FINANCIAL Tab > 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"

Jennifer Smith

Activity Feed Info Faculty Campus Life Admissions Financial

Record Payment

Dashboard By Term Financial Aid History

Print Statement

Add a fee

Unpaid Invoices
No unpaid invoices.

Unapplied Payments/Credits
No unapplied payments/credits available.

Recent Transactions
No enrollment history available.

Pay now amount: 0.00

Make a Payment

Someone else paying?

Summary

Pay Now 0.00

Total Balance 0.00

Add a payment plan

Add a default tuition schedule

IRS 1098-T Forms
1098-T forms disabled for this student. Enable

Payment Information

This payment is on behalf of an organization

First Name

Last Name

Email

Phone

Billing Address

Street

City

Choose a state: United States of America

ZIP

Payment Method Electronic Check Credit Card

Bank Name

Routing Number

Account Number

Payment Amount 0.00

This is a one-time payment

Pay Now

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.