Saint Paul School of Theology / Course of Study School

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

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

2024 SPRING REGISTRATION FORM

Or register yourself online in Populi

Registration $75 (per class) Deadline: at time of registration

Withdrawal / Tuition $300 (per class) Pay Deadline: 4/1/24.
PAY ONLINE OR MAIL CHECK

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.**
3a. **If Registering online, use automated email for approvals, each term.**
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 to POPULI and register yourself, then pay online. Instructions on website.

6. Monitor email for detailed enrollment confirmation &/or NEW LOGIN CREDENTIALS.
7. FULL PAYMENT IS DUE PRIOR TO 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 _____

Number of church(es) you presently serve. _____

Education completed: ☐ High School ☐ Associate ☐ Bachelors
☐ Masters ☐ Doctorate ☐ 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.

SYLLABUS , WITH BOOKLIST AND ASSIGNMENTS WILL BE POSTED TO THE MOODLE CLASS SITE

Student Name _____

Enrollment: You may choose ONLY ONE CLASS PER SESSION (color coded, 7 session this term, so you can take up to 7 classes) SPR24

SESSION	Course	Course Name
MONDAYS SESSION 1 – PICK UP TO ONE CLASS		
MONDAYS / M1*	☐ 121	Bible I: Introduction
TUESDAYS SESSION 1 – PICK UP TO ONE CLASS		
TUESDAYS / T1*	☐ 122	Theological Heritage I: Introduction
TUESDAYS / T1	☐ 322	Theological Heritage III: Medieval-Reformation
TUESDAYS SESSION 2 – PICK UP TO ONE CLASS		
TUESDAYS / T2	☐ 222	Theological Heritage II: Early Church
TUESDAYS / T2*	☐ 422	Theological Heritage IV: Wesleyan Movement

* these classes, marked with an asterisk, are also part of the MO Conference PML program.

SESSION	Course	Course Name
WEDNESDAYS SESSION 1 – PICK UP TO ONE CLASS		
WEDNESDAYS / W1	☐ 523	Evangelism (MORNING MTGS 10a-12p)
WEDNESDAYS SESSION 2 – PICK UP TO ONE CLASS		
WEDNESDAYS / W2*	☐ 223	Worship and Sacraments
WEDNESDAYS / W2	☐ 423	Mission
THURSDAYS SESSION 1 – PICK UP TO ONE CLASS		
THURSDAYS / TH1*	☐ 324	Preaching
THURSDAYS SESSION 2 – PICK UP TO ONE CLASS		
THURSDAYS / TH2*	☐ 224	Administration and Polity
THURSDAYS / TH2	☐ 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.

NOTE: FINAL WITHDRAWAL DATE IS THE DAY BEFORE YOUR 8HR ZOOM CLASS. NO TUITION REFUNDS AFTER THE FIRST DATE OF THE SEMESTER, BUT THIS FINAL DATE WITHDRAWL DATE GIVES YOU A W AND NOT AN F ON YOUR TRANSCRIPT.

Payment: Send payment separately, **note the term/class, i.e., COS SPR24 121**. **Make checks payable to Saint Paul School of Theology bank address: SAINT PAUL SCHOOL 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 the class syllabus. I understand that my registration, and participation in the class, is jeopardized if I do not submit my assignment(s) on time, participate in the zoom class sessions, 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 and/or failing grade.** 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. To Withdraw to not receive a failing grade, this must be done NO LATER THAN THE DAY BEFORE YOUR EIGHT HOUR CLASS DAY, although you forfeit the entire tuition and fee.**

_____   _____
                Student's signature   **Date**

Please include signatures from your District Superintendent (DS) & Conference Local Pastor Registrar (LPR/BOM/dCOM). **FOR EACH TERM!**

District Superintendent _____   Local Pastor Registrar/BOM _____

Phone _____   Phone _____

Email_____   **Email**_____

_____   _____
District Superintendent's signature   Date   **Local Pastor Registrar's signature**   Date

SAINT PAUL SCHOOL OF THEOLOGY - COURSE OF STUDY - SPRING 2024 - ONLINE

SESSION	PML	Course	Course Name	Registration Closes	DROP DATE - ALL CLASSES - Tuition Due	ZOOM class- Synchronous - 6p to 8p CST (must be present)	LECTURE - Synchronous &/or Asynchronous / recorded - (can join via zoom) - 6p to 8:30p	Forums Week - 2 Questions - Asynchronous - due Wed & Fri	LECTURE - Synchronous &/or Asynchronous / recorded - (can join via zoom) - 6p to 8:30p	ZOOM Class 8am-12pm (lunch) 1pm-5pm CST (must be present)	Assignments DUE - 10 page paper on textbooks	Post Class Assignment DUE - 5 pages on practical ministry & 5 pages on reflection
M1	*	121	Bible I: Introduction	M 3/11/24	M 4/1	MONDAY 4/1	MONDAY 4/8	Post 4/17; Respond 4/19	MONDAY 4/22	MONDAY 4/29	MONDAY 5/6	MONDAY 5/13
T1	*	122	Theological Heritage I: Introduction	M 3/11/24	M 4/1	TUESDAY 4/2	TUESDAY 4/9	Post 4/17; Respond 4/19	TUESDAY 4/23	TUESDAY 4/30	TUESDAY 5/7	TUESDAY 5/14
T1		322	Theological Heritage III: Medieval-Reformation	M 3/11/24	M 4/1	TUESDAY 4/2	TUESDAY 4/9	Post 4/17; Respond 4/19	TUESDAY 4/23	TUESDAY 4/30	TUESDAY 5/7	TUESDAY 5/14
T2		222	Theological Heritage II: Early Church	M 3/11/24	M 4/1	TUESDAY 4/9	TUESDAY 4/16	Post 4/24; Respond 4/26	TUESDAY 4/30	TUESDAY 5/7	TUESDAY 5/14	TUESDAY 5/21
T2	*	422	Theological Heritage IV: Wesleyan Movement	M 3/11/24	M 4/1	TUESDAY 4/9	TUESDAY 4/16	Post 4/24; Respond 4/26	TUESDAY 4/30	TUESDAY 5/7	TUESDAY 5/14	TUESDAY 5/21
W1		523	Evangelism	M 3/11/24	M 4/1	WEDNESDAY 4/3 10a-12p	WEDNESDAY 4/10 10a-12p	Post 4/17; Respond 4/19	WEDNESDAY 4/24 10a-12p	WEDNESDAY 5/1	WEDNESDAY 5/8	WEDNESDAY 5/15
W2	*	223	Worship and Sacraments	M 3/11/24	M 4/1	WEDNESDAY 4/10	WEDNESDAY 4/17	Post 4/24; Respond 4/26	WEDNESDAY 5/1	WEDNESDAY 5/8	WEDNESDAY 5/15	WEDNESDAY 5/22
W2		423	Mission	M 3/11/24	M 4/1	WEDNESDAY 4/10	WEDNESDAY 4/17	Post 4/24; Respond 4/26	WEDNESDAY 5/1	WEDNESDAY 5/8	WEDNESDAY 5/15	WEDNESDAY 5/22
TH1	*	324	Preaching	M 3/11/24	M 4/1	THURSDAY 4/4	THURSDAY 4/11	Post 4/17; Respond 4/19	THURSDAY 4/25	THURSDAY 5/2	THURSDAY 5/9	THURSDAY 5/16
TH2	*	224	Administration and Polity	M 3/11/24	M 4/1	THURSDAY 4/11	THURSDAY 4/18	Post 4/24; Respond 4/26	THURSDAY 5/2	THURSDAY 5/9	THURSDAY 5/16	THURSDAY 5/23
TH2		424	Ethics	M 3/11/24	M 4/1	THURSDAY 4/11	THURSDAY 4/18	Post 4/24; Respond 4/26	THURSDAY 5/2	THURSDAY 5/9	THURSDAY 5/16	THURSDAY 5/23

*PML - these courses are part of the PML (MO Conference) program.

HOLY WEEK - BREAK - no classes, nothing due - March 24 -31. General Conference 2024 - April 23 - May 3. Memorial Day - Monday, May 27. COS Summer 2024 starts Mon. July 8 & Mon. July 15.

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.

February
Su	M	Tu	W	Th	F	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		

March
Su	M	Tu	W	Th	F	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						

May
Su	M	Tu	W	Th	F	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	

June
Su	M	Tu	W	Th	F	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						

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

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, and it may show on your credit card bill under that name.

Pay Student Charges for Jennifer Smith

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

Payment Information

☐ This payment is on behalf of an organization.

First Name: Jennifer
Last Name: Smith
Email: student@spst.edu
Phone: 123-456-7890
Billing Address: 123 Main
Kansas City
Missouri   64000
United States of America
Payment Amount: 375.00
Payment Frequency: This is a one-time payment
Payment Method:
  Electronic Check
  Credit/Debit Card

Please complete this form and keep a copy for your records.   19-Jan-24