



ALABAMA COURSE OF STUDY

Birmingham-Southern College & Huntingdon College 2009-2010 Brochure and Registration Form

The Alabama Course of Study School is sponsored jointly by the North Alabama and the Alabama-West Florida Annual Conferences of the United Methodist Church with campuses at Birmingham-Southern and Huntingdon Colleges.

Birmingham-Southern College is a four-year liberal arts institution founded in 1856 and operating under the auspice of the North Alabama Conference. Birmingham-Southern College is located in the western section of Birmingham and is served by six major airlines, AMTRAK, and Interstates 20, 59, and 65.

Huntingdon College operates under the auspice of the Alabama-West Florida Conference and is centrally located on the edge of one of Montgomery's most beautiful neighborhoods, Old Cloverdale, and is bordered on one side by the Montgomery Country Club. The campus is easily accessible from Interstates 65 and 85.

Admissions-Registration Procedure

Please use current registration forms only. You will not be enrolled unless all of the following items are complete and sent by the following deadlines:

Registration form and fees are due **one month before first class session.**

Please mail registration form and fees to:
Alabama Course of Study School
P.O. Box 93
Crane Hill, AL 35053

Pre-work assignments will be sent after registration forms and fees are received. They are also available online and during class weekends. Completed pre-work should be presented to the professor on Friday night of the first weekend.

Registration Process

After completing all parts of the registration form, secure the signatures of both your District Superintendent and the Board of Ordained Ministry Representative from your Annual Conference (note: both signatures are necessary). It is important to secure the appropriate signatures, as they are required for financial assistance. When obtaining signatures, make sure the registration is returned to you so you can submit it by the deadline. For your protection, please keep a copy of your completed registration. It will be helpful to the Alabama Course of Study School if you would indicate your course plans (and send in your registration fees) for the whole year when you register for your first course of the academic year.

Fees

There is a \$50 registration fee per course, which must be paid by the student and received at least one month before the first class session (with the completed registration form). After the deadline, a late fee of \$10 will be charged. The appropriate registration fee (in the form of a check or money order) should be payable to the North Alabama Annual Conference and included with your completed registration form. *Note: The Registration fee is not refundable for any reason.* The signatures of the Board of Ordained Ministry registrar and District Superintendent insure that the student will receive his/her Annual Conference scholarship. This scholarship covers the cost of tuition in most but not all Annual Conferences.

Cancellation Policies

In the event a student cannot attend as planned, the student must call the Alabama Course of Study School office. Otherwise the student will be responsible for paying the entire cost of the course for which he/she is registered. Also, students who attend one weekend but not the other will be responsible for paying the entire cost of the course.

The Alabama Course of Study School retains the right to cancel any course that does not have a minimum of eight students registered at least six weeks before the first class meeting. Affected students will be notified and every effort will be made to enroll them in another class.

Meals and Housing

Neither meals nor housing are included in the tuition. Each student will be responsible for his/her own meals, snacks, and housing. Prior to the beginning of each course, a list of housing options will be made available.

Procedures

Advance Preparation

Advance preparation is required of all students. Some of this advance preparation can be done in conjunction with an Annual Conference mentor. Assignments will include material related to classroom studies as well as experience in pastoral ministry. It is important that pre-work assignment sheets for the current year be used. Professors do change assignments from year to year; consequently, assignment sheets from the previous year(s) will be incorrect. A cover sheet should be stapled to each course assignment. Cover sheets may be obtained from the Alabama COS office, online, or during class weekends.

Deadline For Pre-Work

We all have deadlines that govern our lives. It is crucial that you take seriously your commitment to complete the pre-work assignments by the deadline. Extensions are granted only for extenuating circumstances. Late work will be penalized. Any extension must be granted by the instructor of the class. For your protection, please keep copies of your pre-work assignments.

Books

Alabama COS works closely with the Cokesbury Bookstores at Candler Seminary (404-727-6336) and Birmingham (205-822-5190) regarding the Course of Study Book List. When ordering books, please state the title of the books, their authors, and their ISBN number. Books may also be obtained from Amazon.Com.

Course Load

The maximum number of courses a student can take in the Course of Study program (regardless of the school or schools attended) is four courses per year. In unusual circumstances, students may be granted permission to take additional courses with the approval of the Board of Ordained Ministry, the Director of the Course of Study School, and the Division of Elders and Local Pastors.

Online Information

This brochure, class schedules, registration forms, and prework may be found by going to the following link: www.northalabamaumc.org and click on forms.

Class Attendance

Each student is expected to attend every class session. A student missing more than twenty percent of the classroom work will not receive a grade for that class and will be personally responsible for paying the tuition.

Class Hours

The number of classroom hours for each of the basic courses is a minimum of twenty. The class times are from 6:00 p.m. until 9:00 p.m. on Friday and from 8:00 a.m. until 5:00 p.m. on Saturday. The fall session is usually held in October/November; winter in January/February; spring in March/April; and summer in July/August and sessions alternate between Birmingham-Southern and Huntingdon.

Records

The academic records of the Alabama Course of Study School are kept by the Director under the guidelines developed by the Division of Elders and Local Pastors and the General Council of Finance and Administration. A report of the progress of each student shall be sent to the Division of Elders and Local Pastors (where grades will be recorded on the student's permanent record). Copies of this permanent record will also be sent to the Boards of Ordained Ministry by the Division of Elders and Local Pastors. A grade report will also be sent to each student and to the Annual Conferences by the Alabama COS School.

Grading System

The quality of work done by students in courses is reported by using the following symbols: "A" is the highest grade given, reserved for outstanding work." B" is given for a high standard of work (though below the level of highest excellence). "C" is given for acceptable work. "D" is given for work that is below average and may or may not be accepted for credit in your Annual Conference. "F" is given for failure and indicates that no credit will be received for the course. Quality points (QP) are assigned to each letter grade and enable the registrar to calculate a student's grade point average.

Transcripts

You may obtain a copy of your current transcript by contacting Lynn Daye at the Division of Ordained Ministry in Nashville. Her email address is Ldaye@gbhem.org, and her phone number is 615/340-7416.

Orientation and Worship

On the first weekend of each quarter, the session begins at 6:00 p.m. with worship, a brief orientation, and announcements. All students should be present at this time. Classes begin immediately upon dismissal from worship. A closing service of Holy Communion is held at 2:15 p.m. on Saturday of the last weekend. Attendance at opening and closing worship is required. Finals will be given following worship.



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Registration 2009-2010

I am registering for ...

Fall COS# _____ Winter COS# _____ Spring COS# _____ Summer COS# _____

Please list the appropriate course number and quarter for each course for which you are registering.

Last Name _____ First Name _____ Middle _____

Perferred First Name _____ Birth Date _____

Email: _____ Check # _____ Amount \$ _____

Day Phone # (_____) _____ Home Phone # (_____) _____

Address _____

City _____ State _____ Zip _____

Conference _____ District _____

Any Handicapping Condition(s)? _____

The signatures of the Student, District Superintendent, and Conference Representative
are all required before the application can be processed.

(Retain copies of your registration form and prework for your records.)

Student's Signature and Date

District Superintendent's Signature and Date

Conference Board of Ordained Minsitry Registrar's Signature and Date

Rev. A. Ted Peterson, 400 East Street, South, Talladega, AL 35160, Office # 256-362-2891, North Alabama

Rev. Spencer Turnipseed, PO Box 201753, Montgomery, AL 36121, Office # 334-356-8042, Alabama-West Florida

Make check payable to: **North Alabama Conference**

Send the completed form and \$50.00 for each course to: **Alabama Course of Study, PO Box 93, Crane Hill, AL 35053**

Course Schedule

Fall, 2009 – Birmingham-Southern College

September 25-26; November 6-7

COS 114	Pastoral Leadership and Administration
COS 211	Hebrew Bible I
COS 313	Our Mission From God - Evangelism
COS 412	The Wesleyan Movement
COS 512	Contemporary Theology

Winter, 2010 – Huntingdon College

January 29-30; February 19-20

COS 113	Pastoral Care For Spiritual Formation
COS 214	Practice of Preaching
COS 312	Our Theological Heritage - the Reformation
COS 411	Hebrew Bible II
COS 513	Our Mission From God - Transforming Agent

Spring, 2010 – Birmingham-Southern College

March 26-27; April 23-24

COS 111	Pastor As Interpreter of the Bible
COS 213	Formation For Discipleship
COS 314	Pastoral Care and Counseling
COS 414	Personal and Social Ethics
COS 511	New Testament 2

Summer 2010 - Huntingdon College

July 16-17; August 13-14

COS 112	Theology In The Wesleyan Spirit
COS 212	Theological Heritage - Early & Medieval
COS 311	New Testament 1
COS 413	Worship and Sacraments
COS 514	Theology and the Practice of Ministry

Curriculum

The Course of Study is a year-round experiential and classroom learning process. This process assumes cooperation between the Alabama Course of Study School Instructors and the Annual Conference Mentors. Alabama Course of Study School seeks to meet the needs of PART-TIME Local Pastors ONLY!

Incomplete Policy

An incomplete will be granted to students, who, because of special circumstances were not able to complete the required work for a given session within the Alabama COS school. To receive an incomplete, the student must complete the appropriate form and receive written permission from the faculty member and the Director of the Alabama COS school before the end of the session for which the incomplete is requested. The completed work must be sent to and received by the instructor no later than three weeks after notice of incompleteness is given. The instructor will send the grade and completed work to the Director. If the work is not received within three weeks of the last class session, the incomplete will automatically be changed to an "F."

Student Academic Honor

The Alabama COS school requires that all material submitted by a student, to fulfill his/her academic requirements, must be the original work of the student.



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PO Box 93
Crane Hill, AL 35053

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Cashdepost@aol.com