



## ALABAMA COURSE OF STUDY

An Extension of Emory Course of Study School  
Birmingham-Southern College & Huntingdon College  
**2017-2018 Brochure and Registration Form**

The Alabama Course of Study School (ALCOS) is sponsored by the Alabama-West Florida and North Alabama Annual Conferences of the U.M. Church with campuses at Huntingdon and Birmingham-Southern Colleges.

### Admissions/Registration

ALCOS is for part-time students only. Full-time students may attend with permission from Annual Conference Registrars and GBHEM.

### Procedure

**Please use the current registration forms (2017-2018) only.** You might not be enrolled unless all of the following items are complete and sent at least **one month before the first class session.**

**Please mail (email) registration form and fees to: Alabama Course of Study School  
615 Main Avenue SW  
Cullman, AL 35055  
director@alcosumc.org**

**Pework assignments will be sent after registration forms and fees are received.** They are also available online and during class week-ends. **Completed prework should be given to the professor on Friday night of the first weekend unless due date is otherwise specified on the precourse assignment sheet.**

### Registration Process

After completing all parts of the registration form, please secure the signatures of your District Superintendent and the Board of Ordained Ministry Registrar from your Annual Conference. It is important to secure all signatures, as they are required for financial assistance. When obtaining signatures, make sure it is submitted by or before the deadline. For your protection, please keep a copy of your completed registration form.

### Fees

There is a \$75.00 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 the Ordained Ministry registrar and the 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

If a student cannot attend as planned, the student must notify the ALCOS office. **Otherwise the student will be responsible for paying the entire cost of the course.** Also, students who attend one week-end 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 a month prior to the first class. Affected students will be notified and every effort will be made to enroll them in another class.

### Deadlines for ALCOS Cancellation of Classes

Fall 2017 – August 25, 2017  
Winter 2018 – December 18, 2017  
Spring 2018 – February 12, 2018  
Summer 2018 – May 21, 2018  
Fall 2018 – August 11, 2018

## 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.

## Advance Preparation

Advance preparation is required of all students. Assignments will include material related to classroom studies as well as experience in pastoral ministry. It is important that precourse 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 assignment and are available from the ALCOS office, online, or during class weekends.

## Deadline For Precourse Work

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

## Books

Alabama COS works closely with Cokesbury regarding the Course of Study Book List. You can access Cokesbury by going to [Cokesbury.com](http://Cokesbury.com). When ordering books, please state the title of the books, their author, and their ISBN number.

## Course Load

The maximum number of courses a student may 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 [alcosumc.org](http://alcosumc.org).

## Class Attendance

Each student is expected to attend every class session. A student missing more than twenty percent (20%) of the classroom work will not receive a grade for that class and will be responsible for paying the tuition.

## Class Hours

The number of classroom hours for each of the basic courses is twenty. The class times are from 5:30 p.m. until 9:00 p.m. on Friday and from 7:30 a.m. until 5:00 p.m. on Saturday. The fall session is in Sept/Nov; winter in Jan/Feb; spring in March/April; and summer in July/August and they alternate between Birmingham-Southern and Huntingdon.

## Records

The academic records of ALCOS are recorded 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 is sent to the Division of Elders and Local Pastors where grades are recorded on the student's permanent record. Copies of this record will be sent to the Boards of Ordained Ministry by the Division of Elders and Local Pastors. A grade report will be sent to each student and to the Annual Conferences by ALCOS.

## Transcripts

You may obtain a copy of your transcript from Pamela Frost at the Division of Ordained Ministry in Nashville, TN. Her email address is [cosregistrar@gbhem.org](mailto:cosregistrar@gbhem.org) and her phone number is 615-340-7416. You may also reach her at the COS Facebook page which is [www.facebook.com/umccos](http://www.facebook.com/umccos).

## COS Equivalency Grid and Program Checklist

The curriculum for COS changed several years ago. Copies of the COS equivalency grid and program checklist are available at [alcosumc.org](http://alcosumc.org) to help guide you in your course selection so that you do not duplicate courses.

## Grading System

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

## Orientation and Worship

The first weekend begins at 6:00 p.m. with worship and orientation. All students should be present. Classes begin immediately following worship. A Graduation/Holy Communion Service is held at 2:15 p.m. on the second Saturday. Attendance at opening and closing worship is required.

**ALABAMA COURSE OF STUDY**  
**Birmingham-Southern College & Huntingdon College**  
**Registration 2017-2018**

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 \_\_\_\_\_

Preferred First Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Email \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Day Phone # (\_\_\_\_) \_\_\_\_\_ Home Phone # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Conference \_\_\_\_\_ District \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Any Handicapping Condition(s)? \_\_\_\_\_

The signatures of the Student, District Superintendent, and Conference Registrar 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 Ministry Registrar's Signature and Date*

Rev. Diane Housler 14837 Highway 69 N Northport, AL 35475, Office: 205-339-6360, North Alabama  
Rev. June Jernigan 4719 Woodmere Boulevard, Montgomery, AL 36106, Office: 334-356-8014,  
Alabama-West Florida

Make check payable to: **North Alabama Conference**  
Send the completed form and \$75.00 per course to:  
**Alabama Course of Study 615 Main Avenue, SW Cullman, AL 35055**  
Email Address: [alcosdirector@aol.com](mailto:alcosdirector@aol.com)