



ALABAMA COURSE OF STUDY

An Extension of Emory Course of Study School

Birmingham-Southern College & Huntingdon College

2019-2020 Brochure

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

Admissions/Registration

ALCOS is for part-time students only. Full-time students may attend with special permission.

Procedure

Please use the current registration form (2019-2020) only. You might not be enrolled unless all items on the form are complete and sent with the \$75.00 registration fee at least one month before the first class session.

Please mail or email registration form and fee to: Alabama Course of Study School
615 Main Avenue SW
Cullman, AL 35055
alcosdirector@aol.com

Be sure you obtain the PreCourse assignments from the ALCOS office, online or during class week-ends. Completed course work is due as specified in 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 Conference and included with your completed registration form. **Note: The Registration fee is not refundable, nor transferable for any reason.** The signatures of the Board of the Ordained Ministry registrar and your District Superintendent ensure 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. **Other-wise 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.

Meals and Lodging

Neither meals nor housing are included in the tuition. Each student will be responsible for his/her own meals, snacks, and lodging.

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 the current year syllabus for PreCourse work assignments be used. Professors may change assignments from year to year; consequently, assignment sheets from the previous year(s) may 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 course 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 course assignments.

Books

Books for course of study classes can be ordered from Cokesbury.com, Amazon.com or other sources of your choice. When ordering books, please state the title of the books, the author, and the 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.

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

Each course requires twenty classroom hours. The class times are Friday evening from 6:00 p.m. until 9:00 p.m. and Saturday from 7:30 a.m. until 5:00 p.m. The fall session is in Sept/Nov and spring in

March/April with these classes held at Huntingdon College in Montgomery. The winter session is in Jan/Feb and summer in July/August at Birmingham-Southern College.

Records

The academic records of ALCOS are recorded by the Director and/or staff 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, GBHEM 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* and her phone number is 615-340-7416.

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 *umcna.org/alcosumc* 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; "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

All students are required to attend orientation and worship on Friday evening and Saturday morning. Classes begin immediately following worship both days. A Graduation/Holy Communion Service is held on the second Saturday.

