



ALABAMA COURSE OF STUDY

2020-2021 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. ALCOS is an Extension of the Emory Course of Study School. The General Board of Higher Education & Ministry in Nashville is the governing body of all Course of Study schools. COS classes alternate between the campuses of Birmingham-Southern College in Birmingham and Huntingdon College in Montgomery.

ALCOS Director/Staff

The Director of the Alabama Course of Study is Rev. Alecia Glaize. She is a Deacon in Full Connection in the Alabama-West Florida Conference with a background in Christian Education. She works out of her home in Dothan, AL. email: alecia@awfumc.org. The Registrar and Administrative Assistant for ALCOS is Peggy Ryan. She maintains the ALCOS office located at St. Andrews United Methodist Church. The mailing address is: ALCOS, 615 Main Avenue, SW, Cullman, AL 35055; Office/cell phone 256-747-3329, email alcosregistrar@aol.com. Jim Ryan maintains our website and Facebook page.

ALCOS Faculty

The faculty for ALCOS is a mixture of college professors and current and retired United Methodist Church clergy. Their credentials are extensive, including Master and Doctorate degrees in Ministry, Divinity, Evangelism, Counseling and Religious Education and PhDs in Religion from the major seminaries in the Southeast and around the world. See our website for more information about our faculty.

Admission

ALCOS is for part-time local pastors only who are under appointment by their conference. Full-time local pastors must attend a regional COS school or request special permission to attend an extension school.

Registration Procedure

Please use the current registration form (2019-2020) only when registering for a class. Complete all parts of the registration form. Your registration form is not complete until it includes signatures from your district superintendent and Board of Ordained Ministry registrar. These signatures are important as they ensure your eligibility and are required for financial assistance. The form should be sent with the registration fee at least **one month before the first class session.**

Please mail registration form and \$75 fee to:

Alabama Course of Study School
615 Main Avenue SW
Cullman, AL 35055
alcosregistrar@aol.com

Fees

There is a \$75.00 registration fee per course which must be paid by the student and received with the completed registration form at least one month before the first class session. After the one month 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. **Note: The Registration fee is not refundable or transferable to another class for any reason.** The signatures of the Board of the Ordained Ministry registrar and the student's District Superintendent ensure that the student will receive his/her Conference tuition scholarship of \$300. The student will be responsible for paying any portion not paid by the Conference.

Cancellation Policies

If a registered student cannot attend as planned, the student must notify the ALCOS office to cancel. **Otherwise the student will be responsible for paying the entire cost of the course.** If a student withdraws after the first weekend, he must notify the ALCOS office and

instructor by email. Also, students who attend the first weekend but not the second will not receive credit for the class and must repeat the class. 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 Housing

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

Advance Preparation / PreCourse Assignments

Advance preparation for a class is required of all students. Assignments will include material related to classroom studies, books, as well as experience in pastoral ministry. A current syllabus for class assignments and PreCourse work may be obtained by emailing alcosregistrar@aol.com or from our website: www.umcna.org/alcosumc. Follow instructions on the syllabus for assignment due dates and to submit your 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 by the instructor for extenuating circumstances and **late work will be penalized**. For your protection keep copies of your assignments.

Books

Each syllabus will include a list of books that are required for the class and others that are recommended for your personal library. Books are available from Amazon, Cokesbury, Christian Book Distributors or a local book retailer. When ordering books, please state the title of the book, author, and ISBN number.

Curriculum

The curriculum is set by GBHEM and includes 20 classes on Biblical studies, Theology & History, Congregational Care and Pastoral Leadership. Students must take two (2) classes per year and may take more. Classes must be taken in sequence beginning with COS 12I – Bible I: Introduction and COS 122 - Theological Heritage I: Introduction.

Class Hours / Class Attendance

ALCOS classes are held on two separate weekends, usually 4-5 weeks apart. The number of classroom hours for each of the basic courses is twenty.

Classes meet for three hours on Friday evening and all day Saturday both weekends. The school year includes four sessions: fall session is in September / November; winter in January / February; spring in March / April; and summer in July / August. Each student is expected to attend every class session and worship service. A student missing more than 4 hours or 20% (due to illness or in emergency situations only) of the classroom work will not receive a grade for that class and may be responsible for paying the tuition.

Records

The academic records/student grades are recorded by the ALCOS Registrar and sent to the Division of Elders and Local Pastors where grades are recorded on the student's permanent record. Student grades will be sent to the Boards of Ordained Ministry and the student by ALCOS.

Registering with GBHEM/Transcripts

Beginning students must register with GBHEM. Email Pamela Frost at the GBHEM Division of Ordained Ministry... cosregistrar@gbhem.org ; include your full name, mailing and email addresses, conference and district. She will send you a PID # (personal identification number). You may also contact Pamela at this email address to receive copies of your transcript after you begin taking classes.

COS Equivalency Grid and Program Checklist

To help guide you in your course selection and to insure you do not duplicate a class, please check the COS equivalency grid and program checklist available at www.umcna.org/alcosumc. The ALCOS Registrar will also help you with course selection.

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 (C- and below may not be accepted for credit by your Conference). "F" is given for failure and no credit will be received.

Online Information

For additional information about ALCOS, go to our website: www.umcna.org/alcosumc or to Facebook, search for Alabama Course of Study and request to join the closed group. Additional information about Course of Study and online classes can be found at www.gbhem.org or www.courseofstudy.org.