



# Mississippi Course of Study School

An Extension Program of Candler School of Theology at Emory University



# About the Mississippi COS School

The Mississippi Course of Study School at Millsaps College is dedicated to the formation of United Methodist pastors who are spiritually grounded, theologically responsible, relationally skilled, and professionally effective.

MSCOS operates as an extension program of Candler School of Theology at Emory University. It is administered by the Center for Ministry, which is a cooperative ministry of the Mississippi Annual Conference of the United Methodist Church and Millsaps College. MSCOS is accredited through the General Board of Higher Education and Ministry of the United Methodist Church. MSCOS is designed to meet the educational needs of United Methodist **part-time local pastors**. (Full-time LLP's must attend a regional COS school, or request special permission to attend an extension campus.)



**Betty Wheat**

Program Coordinator

To reserve a room at the Cabot Lodge, or for questions about registration, please contact Betty at [wheatbc@millsaps.edu](mailto:wheatbc@millsaps.edu) or 601.974.1488.

## Tuition and Fees

Non-refundable Registration Fee: \$80.00 (up to six weeks before the class begins)

Late Registration Fee: \$90.00 (six weeks or less before the class begins)

Tuition Fee: \$250.00

Cabot Lodge Fees (if reservations are made through the CFM):

Double Rooms: \$90.00 (with an MSCOS roommate) Private Rooms: \$180.00

Registration and Hotel Reservation Deadline: Three weeks before class begins

Hotel reservation cancellations must be made at least 48 hours before class begins, or payment for room will be due in full.



## MSCOS Weekend Schedule

### Fridays

3:00 - 5:00pm Lodging Check-In at Cabot Lodge

5:45 - 6:30pm Worship at the

Millsaps College Gertrude C. Ford Academic Complex

6:45 - 10:00pm Class at the Ford AC

### Saturdays

7:45am - 12:00pm Class at the Ford AC

12:00 - 1:00pm Lunch Break

1:00 - 4:15pm Class at the Ford AC

## 2018 Academic Schedule

Winter Session: January 5-6, January 19-20

Spring Session: April 6-7, April 20-21

Summer Session: July 13-14, July 27-28

Fall Session: October 5-6, October 19-20



**Rev. Paige  
Swaim-Presley**

Director

For questions beyond registration or lodging, please contact Paige at [swaimpk@millsaps.edu](mailto:swaimpk@millsaps.edu) or 601.974.1488.

# 2018 Curriculum and Course Schedule\*

Focus → Year ↓	Biblical Studies	Theology & History	Parish Ministry	Pastoral Leadership
Year One Courses	COS 121: Bible I Introduction (Formerly COS 111)  <u>Rev. Cary Stockett</u> [Fall Session]	COS 122: Theological Heritage I: Introduction (Formerly COS 112)  <u>Rev. Dr. Carmichael Crutchfield</u> [Winter Session]	COS 123: Formation & Discipleship (Formerly COS 213)  <u>Rev. Dr. Jim Porter</u> [Spring Session]	COS 124: Transformative Leadership (Don't take if you have taken COS 113)  <u>Rev. Steve Casteel</u> [Summer Session]
Year Two Courses	COS 221: Bible II: Torah & Israel's History (Formerly COS 211)  [Fall Session]	COS 222: Theological Heritage II: Early Church (Formerly COS 212) <u>Dr. David Yates</u>  [Spring Session]	COS 223: Worship and Sacraments (Formerly COS 413)  <u>Rev. Chris McAlilly</u> [Summer Session]	COS 224: Administration and Polity (Formerly COS 114)  <u>Rev. Kevin Carter</u> [Winter Session]
Year Three Courses	COS 321: Bible III: Gospels (Formerly 311)  <u>Rev. Dr. Eric Pridmore</u> [Spring Session]	COS 322: Theological Heritage III: Medieval/Reformation (Formerly COS 312)  <u>Rev. Dr. Shelli Poe</u> [Winter Session]	COS 323: Congregational Care (Formerly COS 314)  <u>Rev. Dr. Dorothy Dickson-Rishel</u> [Fall Session]	COS 324: Preaching (Formerly COS 214)  <u>Rev. Cynthia Cross</u> [Summer Session]
Year Four Courses	COS 421: Bible IV: Prophets, Psalms & Wisdom (Formerly COS 411)  <u>Rev. Dr. Willis Britt</u> [Fall Session]	COS 422: Theological Heritage IV: Wesleyan Movement (Formerly COS 412)  <u>Rev. Dr. Ricky James</u> [Winter Session]	COS 423: Mission (Formerly COS 513)  <u>Rev. Dr. Stephen Cook</u> [Summer Session]	COS 424: Ethics (Formerly COS 414)  <u>Rev. Dr. Tom Atkins</u> [Spring Session]
Year Five Courses	COS 521: Bible V: Acts, Epistles & Revelation (Formerly COS 511)  <u>Rev. Dr. Chuck Meador</u> [Fall Session]	COS 522: Theology in the Contemporary Church (Formerly COS 512)  <u>Rev. Dr. Loye Ashton</u> [Spring Session]	COS 523: Evangelism (Formerly COS 313)  <u>Rev. Dr. Joe May</u> [Summer Session]	COS 524: Theological Reflections: Practice Of Ministry (Formerly COS 514)  <u>Rev. Alison Stacy Parvin</u> [Winter Session]

\*Courses are designed to be taken in the sequence prescribed by the COS curriculum. If you need to make an exception to this practice, please speak with the MSCOS School director. MSCOS reserves the right to refuse enrollment in a class if they believe a student is not prepared to take it. MSCOS reserves the right to alter this schedule and/or faculty roster as needed at any time.

# Honor Code

The Honor Code refers to our commitment as a Christian community to maintain academic honesty and integrity. The Honor Code of MSCOS requires that all material submitted by a student must be the student's own work. Violations include cheating, turning in someone else's work as one's own, copying and pasting information directly from the internet into one's own work without citation, and plagiarism, which is to knowingly claim the work of another person as one's own (including the lack of proper citation in a paper or other assignment). Any person found guilty of violating the Honor Code may be subject to one or more of the following actions: receiving a warning, failing the assignment, being removed from the course, failing the course, being placed on probation, and being expelled from MSCOS. Regardless of what the action is, communication about the incident will be sent to the student's district superintendent and local pastor registrar. All MSCOS students are required to abide by the MSCOS Honor Code, and to seek to uphold the highest standards of academic and pastoral integrity.

## Academic Expectations

The MSCOS includes both class time with the instructor and coursework to be completed outside of the classroom, including pre-coursework. The Center for Ministry will email students their class syllabus no later than three weeks before class begins. Syllabi are also available on the Center for Ministry website. It is the student's responsibility to be aware of and to complete on time all assignments as instructed by their faculty member and syllabus. MSCOS faculty reserve the right to mark down or not accept late assignments. All completed written assignments must include a cover sheet, signed by the student's mentor, which is available on the Center for Ministry website. In case of electronic submissions, the cover sheet may be scanned and included as an attachment. The MSCOS will use letter grades A, B, C, D, or F. Grade reports will be sent to the Division of Ordained Ministry, the annual conference, and the Regional COS Director.



## Attendance Policy

Students must attend all 20 hours of class to receive course credit. A student may miss up to 4 hours of class time due to illness or emergency and still receive credit for the course, *if* that absence is excused by the instructor and the director of MSCOS. A student missing more than 20% (4 hours) of class time for any reason *shall not* receive credit. Unexcused absences of any length of time may be cause for loss of credit or dismissal. In exceptional circumstances, students may request an incomplete for a course by contacting their instructor and the MSCOS director. Incomplete grades not resolved within 60 days will be recorded as an F.

# Registration and Payment

Your registration form is not complete until it includes signatures from your district superintendent and local pastor registrar. If you pre-register online, you must still email, fax or mail your signed registration form to the Center for Ministry. Registration forms may be downloaded from the Center for Ministry website. Digital signatures are acceptable only on forms that are emailed. Your signed registration form must be submitted no later than three weeks before the beginning of class.

You must submit a separate registration form for each course in which you would like to enroll.

Many annual conferences pay for some or all of their students' COS tuition and registration fees. It is each student's responsibility to be clear about his or her annual conference's policy. Contact your district superintendent or local pastor registrar for more information. Payment can be made by cash (in person), check, or online through the Center for Ministry's website. Checks and online payments are strongly preferred. Students with an outstanding balance will not be allowed to register for additional courses, nor will course credit be awarded, until the balance is settled.

## Annual Conference Authorization

MSCOS is designed specifically for part-time local pastors who are under appointment. Therefore, MSCOS will not admit any student into a course unless his or her registration form has first been signed by the student's district superintendent and annual conference registrar. Students who do not receive proper authorization will not receive credit for any course they attend.

## Cancellations and "No-Shows"

Unless a student officially cancels their registration before class begins, the student and/or their annual conference will be charged registration and tuition. A student's completed registration indicates their commitment to take the course. Registered students who do not show up for class will receive a letter grade of "F" for the course. No refunds or credit will be given for students who are "no shows."

## Administrative Withdrawals

If, for personal or family reasons, a student has to drop out of a course before completing it, an "Administrative Withdrawal" may be given. In order to withdraw, a registered student must submit a detailed letter stating the reason for not attending to the MSCOS Director no later than the beginning of class on the second weekend of the term. The letter will be reviewed and the student notified as soon as possible. The registration fee is neither refundable nor transferrable. An Administrative Withdrawal grade will remain on the transcript even if the course is retaken and passed.

# 2018 MSCOS Registration Form

Winter 2018     Spring 2018    Course Name: \_\_\_\_\_

Summer 2018     Fall 2018    Course Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_ Title: \_\_\_\_\_

Licensing School Attended: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Educational Experience: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Annual Conference: \_\_\_\_\_

District: \_\_\_\_\_ Charge: \_\_\_\_\_

DS: \_\_\_\_\_ Local Pastor Registrar: \_\_\_\_\_

Do you need MSCOS to reserve Cabot Lodge lodging for you? (Includes both COS weekends.)

Double Room (\$90) Roommate Preference: \_\_\_\_\_

Single Room (\$180)     No Lodging Reservation Required

\_\_\_\_\_  
Student Signature\*    Date

\*\*\*By signing above, I, the student, confirm that I have read and agree to the policies and guidelines of the MSCOS School as outlined in the most recent 2018 MSCOS brochure/catalog (as found on the CFM website), and to any additional policies set forth by the GBHEM and The UM Course of Study School at Emory.

\_\_\_\_\_  
DS Signature    Date

\_\_\_\_\_  
Annual Conference Local Pastor Registrar Signature    Date