Mississippi Course of Study School at Millsaps College
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.)

Tuition, Registration, and Lodging

- Non-refundable Registration Fee: $80.00 (up to 6 weeks before class)
- Non-refundable Late Registration Fee: $90.00 (6 weeks or less before class)
- Tuition Fee: $275.00

Lodging Recommendations can be found on the Registration Form.

Registration and Hotel Reservation Deadline: Three weeks before class begins
Hotel reservation cancellations must be made by email to the Center for Ministry at least 48 hours before class begins, or payment for room will be due in full. Refund requests must be submitted in writing within 30 days.

2021 Academic Schedule

- Winter Session: ONLINE
  January 11 - February 13

- Spring Session:
  April 16-17 & April 30-May 1

- Summer Session:
  July 16-17 & July 30-31

- Fall Session: to be determined

MSCOS Weekend Schedule

On Campus

- Fridays
  5:45 - 6:30pm Worship, Yates Chapel, McRae Christian Center
  6:45 - 10:00pm Class in the McRae Christian Center

- Saturdays
  7:45am - 12:00pm Class in the McRae Christian Center
  12:00 - 1:00pm Lunch Break
  1:00 - 4:15pm Class in the McRae Christian Center
**Yearly Curriculum & Course Schedule**

<table>
<thead>
<tr>
<th>Focus → Year ↓</th>
<th>Biblical Studies</th>
<th>Theology &amp; History</th>
<th>Parish Ministry</th>
<th>Pastoral Leadership</th>
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</thead>
<tbody>
<tr>
<td><strong>Year One Courses</strong></td>
<td><strong>COS 121: Bible I Introduction</strong> (Formerly COS 111)</td>
<td><strong>COS 122: Theological Heritage I: Introduction</strong> (Formerly COS 112)</td>
<td><strong>COS 123: Formation &amp; Discipleship</strong> (Formerly COS 213)</td>
<td><strong>COS 124: Transformative Leadership</strong> (Don’t take if you have taken COS 113)</td>
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<td><strong>Year Two Courses</strong></td>
<td><strong>COS 221: Bible II: Torah &amp; Israel’s History</strong> (Formerly COS 211)</td>
<td><strong>COS 222: Theological Heritage II: Early Church</strong> (Formerly COS 212)</td>
<td><strong>COS 223: Worship and Sacraments</strong> (Formerly COS 413)</td>
<td><strong>COS 224: Administration and Polity</strong> (Formerly COS 114)</td>
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<td><strong>Year Three Courses</strong></td>
<td><strong>COS 321: Bible III: Gospels</strong> (Formerly 311)</td>
<td><strong>COS 322: Theological Heritage III: Medieval/Reformation</strong> (Formerly COS 312)</td>
<td><strong>COS 323: Congregational Care</strong> (Formerly COS 314)</td>
<td><strong>COS 324: Preaching</strong> (Formerly COS 214)</td>
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<td><strong>Year Four Courses</strong></td>
<td><strong>COS 421: Bible IV: Prophets, Psalms &amp; Wisdom</strong> (Formerly COS 411)</td>
<td><strong>COS 422: Theological Heritage IV: Wesleyan Movement</strong> (Formerly COS 412)</td>
<td><strong>COS 423: Mission</strong> (Formerly COS 513)</td>
<td><strong>COS 424: Ethics</strong> (Formerly COS 414)</td>
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<td><strong>Year Five Courses</strong></td>
<td><strong>COS 521: Bible V: Acts, Epistles &amp; Revelation</strong> (Formerly COS 511)</td>
<td><strong>COS 522: Theology in the Contemporary Church</strong> (Formerly COS 512)</td>
<td><strong>COS 523: Evangelism</strong> (Formerly COS 313)</td>
<td><strong>COS 524: Theological Reflections: Practice Of Ministry</strong> (Formerly COS 514)</td>
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*121 and 122 are prerequisites to all other courses. 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. 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. Classes in which a D or F is given, must be repeated. Grade reports will be sent to the Division of Ordained Ministry, the annual conference, and the Regional COS Director. 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.

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. Requests for excused absences must be submitted to the director via email in addition to phone calls or in-person conversations.
Registration and Payment

Your registration form is not complete until it includes signatures from your district superintendent and local pastor registrar. When you register online, your DS will automatically receive an email, but you must still email them to ask for their signature. Digital signatures or email approvals are encouraged. Paper Registration forms may be downloaded from the Center for Ministry website. 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 may be made by cash (in person), check, or online through the Center for Ministry's registration form. Checks and online payments are 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 UM 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-Showss"

Unless a student officially cancels their registration before class begins, the student and/or their annual conference will be charged registration and tuition. **Cancellations must be made via detailed email to the program coordinator, associate director and director.** The registration fee is neither refundable nor transferrable. 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.” Lodging must be cancelled a minimum of 48 hours before check in day or you will be responsible for the entire amount of lodging. Refunds for lodging must be requested in writing within 30 days.

Administrative Withdrawals

If, for pastoral, 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 or email 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.

*The MSCOS policies and procedures were developed in accordance with the General Board of Higher Education and Ministry’s policies and guidelines for Course of Study schools. More details may be obtained through the Center for Ministry and/or Candler School of Theology.*
2021 MSCOS Registration Form

☐ Winter 2021  ☐ Spring 2021  Course Name: ________________________________

☐ Summer 2021  ☐ Fall 2021  Course Number: ______________________________

Last Name: __________________________  First Name: __________________________  MI: ______

Mailing Address: __________________________  PID#: __________________________

City: __________________________  State: __________________________  Zip: __________________________

Cell Phone: __________________________  Work Phone: __________________________

Email Address: __________________________

Birth Date: __________________________  Gender: __________________________  Title: __________________________

Licensing School Attended: __________________________  Date Completed: __________________________

Educational Experience: __________________________  Date Completed: __________________________

Educational Experience: __________________________  Date Completed: __________________________

Annual Conference: __________________________

District: __________________________  Charge: __________________________

DS: __________________________  Local Pastor Registrar: __________________________

In addition to this form, you must also register online for each class that you are taking. Online Registration forms can be found at www.centerforministry.com.

Do you need Lodging? Lodging information can be found on the online registration form.

You may pay the Center for your Course and Lodging (if you choose our option) on line by following the link on your registration form, in person on class day, or you may mail in your check.

________________________________________  __________________________
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 2021 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
Visitors are welcome to attend daily prayers in the Chapel from 8:00 - 10:00 a.m. These services are open to any who wish to join us for prayer, and there is no formal worship, just an opportunity to use the space in a personal way. 

Milledge Hall Chapel is open to the public. It is located in the basement of Milledge Hall, just above the book store. There is a small sign in the hallway for the Chapel entrance. 

In order to provide the best possible environment for our students, we ask that we respect the space and avoid disturbing the quiet atmosphere. 

Rev. Paige Swaim-Presley
Director MSCOS

Contact Rev. Paige for questions or concerns regarding MSCOS, course eligibility, and programming.

p. 601.974.1246
swaimpk@millsaps.edu