



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, non-transferrable Early Registration Fee: \$80.00

Non-refundable, non-transferrable Regular Registration Fee: \$90.00

Tuition Fee: \$275.00

For in person classes, Lodging Recommendations can be found on the Registration Form and our website.

Registration and Hotel Reservation Deadline: Three weeks before class begins

Hotel reservation cancellations must be by the student and are the students responsibility.

ministry@millsaps.edu

2022 Academic Schedule

Winter Session: ONLINE

January 17 - February 26

Spring Session: ONLINE

April 25 - June 4

Summer Session: TBD

July 18 - August 27

Fall Session: TBD

September 19 - October 29

MSCOS Weekend Schedule On Campus

Fridays

5:45 - 6:30pm Worship, Yates Chapel,
McRae Christian Center

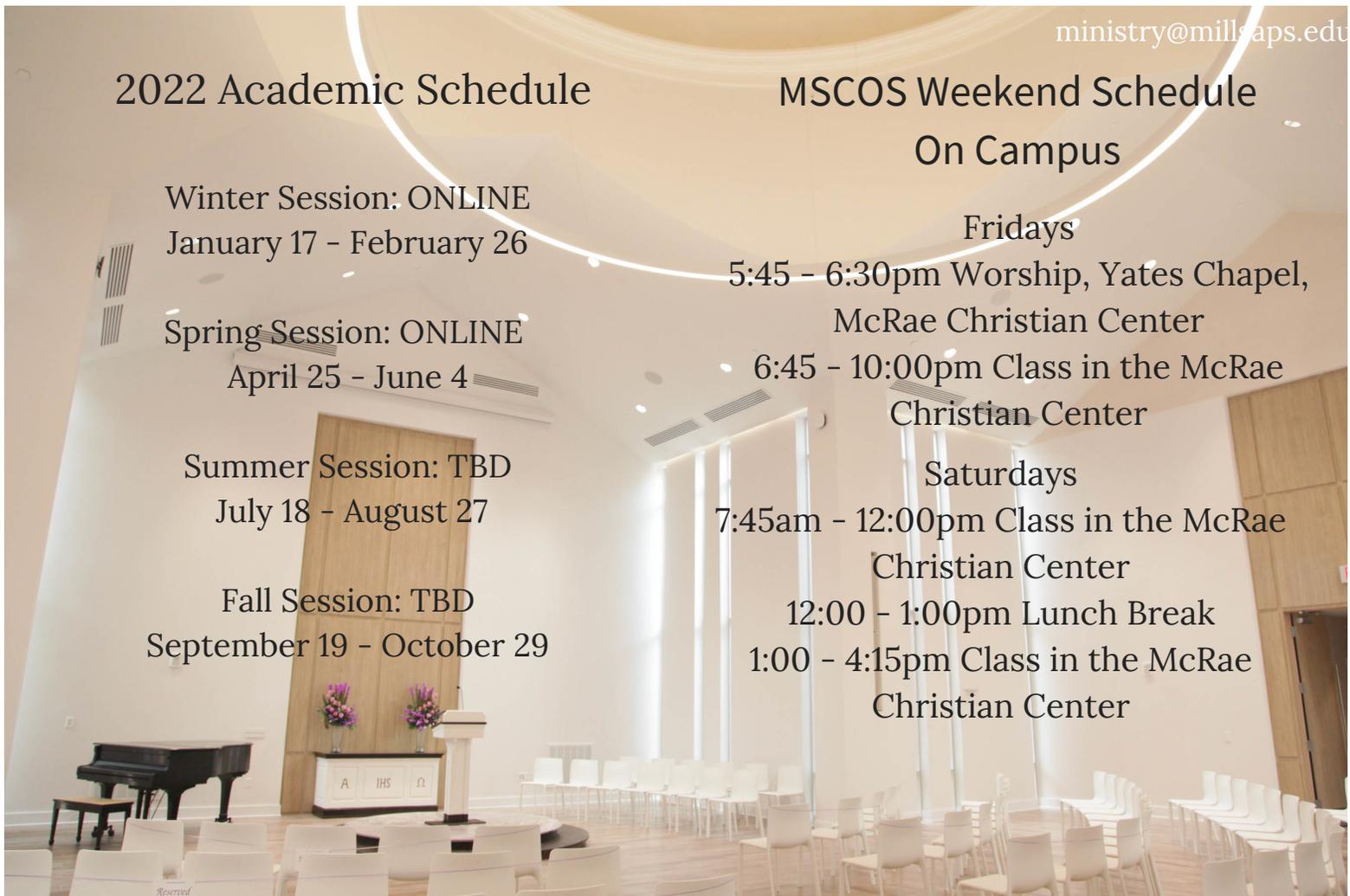
6:45 - 10:00pm Class in the McRae
Christian Center

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*

Focus → Year ↓	Biblical Studies	Theology & History	Parish Ministry	Pastoral Leadership
Year One Courses	COS 121: Bible I Introduction (Formerly COS 111) [Fall Session]	COS 122: Theological Heritage I: Introduction (Formerly COS 112) [Winter Session]	COS 123: Formation & Discipleship (Formerly COS 213) [Spring Session]	COS 124: Transformative Leadership (<u>Don't take if you have taken COS 113</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) [Spring Session]	COS 223: Worship and Sacraments (Formerly COS 413) [Summer Session]	COS 224: Administration and Polity (Formerly COS 114) [Winter Session]
Year Three Courses	COS 321: Bible III: Gospels (Formerly 311) [Spring Session]	COS 322: Theological Heritage III: Medieval/Reformation (Formerly COS 312) [Winter Session]	COS 323: Congregational Care (Formerly COS 314) [Fall Session]	COS 324: Preaching (Formerly COS 214) [Summer Session]
Year Four Courses	COS 421: Bible IV: Prophets, Psalms & Wisdom (Formerly COS 411) [Fall Session]	COS 422: Theological Heritage IV: Wesleyan Movement (Formerly COS 412) [Spring Session]	COS 423: Mission (Formerly COS 513) [Summer Session]	COS 424: Ethics (Formerly COS 414) [Winter Session]
Year Five Courses	COS 521: Bible V: Acts, Epistles & Revelation (Formerly COS 511) [Fall Session]	COS 522: Theology in the Contemporary Church (Formerly COS 512) [Spring Session]	COS 523: Evangelism (Formerly COS 313) [Summer Session]	COS 524: Theological Reflections: Practice Of Ministry (Formerly COS 514) [Winter Session]

*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 may automatically receive an email, but you must still email them to ask for their signature. Digital signatures or email approvals are encouraged. For students outside of MSAC, if your district is not listed in the drop down menu of the registration form, please contact the center so that we may have notification information for your DS and Local Pastor Registrar.

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. Student must communicate to our office before the first day of class who is responsible for tuition cost and give invoicing directions. Registration payment must be made within one hour of online registration. If this is not possible for you, please contact the Center at 601.974.1488, or ministry@millsaps.edu to make other arrangements.

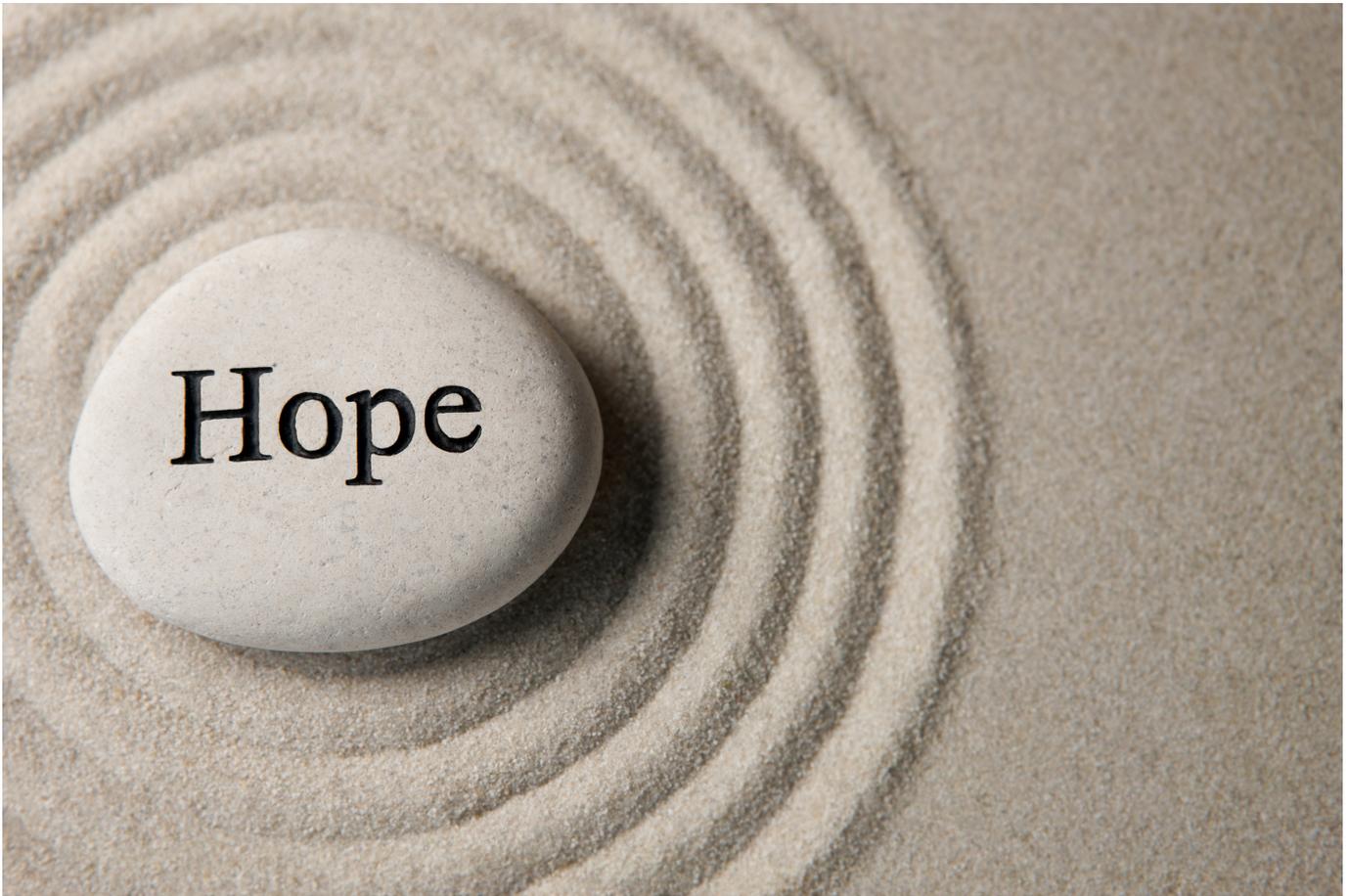
Annual Conference Authorization

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-Shows"

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 by the student and any fees associated with cancellation are the student's responsibility.



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.

MSCOS Registration Form

Winter Spring Course Name: _____

Summer Fall 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

Center for Ministry Staff



Ruby Medlin
Program Manager

Contact Ruby for questions concerning registration, technical problems, lodging, & payments.

p.601.974.1488
ministry@millsaps.edu



Rev. Sherry Johnson
Interim Director MSCOS

Contact Rev Sherry with questions or concerns regarding MSCOS, course eligibility, & programming.

p. 601.974.1488
johnssa@millsaps.edu