

*The seminary experience for part-time local pastors.*



# 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**. For this reason, pastors that are not United Methodist, are not eligible for enrollment in Course of Study School.



## Tuition, Registration, and Lodging

Registration Fee: \$125.00

Tuition Fee: \$350.00

All fees are non-refundable and non-transferrable

**LODGING:** Students are responsible for arranging their own lodging. Hotels offering a Millsaps Discount are listed on our website.

### Typical Weekend Schedule for Hybrid-Blended Courses

All events and classes are held in  
**McRae Christian Center**

**Friday (on campus)**  
**6:00 – 9:00pm Classes**

**Saturday (on campus)**  
9:00 am – 12:00 pm Classes  
12:00 – 1:00 pm Lunch Provided/Worship  
1:00 – 3:00 pm Classes

**Second Saturday**  
Zoom Classes (4 hours)  
scheduled by instructor

## 2023-2024 Academic Schedule

*All classes are a hybrid/blended format.*

### Summer Session 2023

July 14 – August 26, 2023  
On campus July 28-29, 2023

### Fall Session 2023

October 2– November 13, 2023  
On campus October 13-14, 2023

### Winter Session 2024

January 15 – February 26, 2024  
On Campus February 2-3, 2024

### Spring Session 2024

April 8 – May 20, 2024  
On campus April 19-20

### Summer Session 2024

July 15 – August 26, 2024  
On campus August 2-3



# 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

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. The Honor Code of MSCOS requires that all material that a student submits must be that student's own work. Violations include: cheating, turning in work completed by someone else, copying work from the internet without citation, and plagiarism. Plagiarism is defined as knowingly claiming the published work of another person as one's own (including the lack of proper citation in a paper or other assignment). Any student not in compliance with the Honor Code faces one or more of the following actions: receiving a warning, failing the assignment, removal from the course, failing the course, being placed on probation, and expulsion from MSCOS. The MSCOS reports all Honor Code violations to the student's district superintendent and local pastor registrar.

## Academic Expectations

The MSCOS includes both class time with the instructor, coursework to be completed outside of the classroom, including pre-coursework, and work through Course Connect, our electronic learning platform. It is the student's responsibility to be aware of deadlines set by the instructor and to complete all assignments on time. MSCOS faculty reserve the right to mark down or refuse to accept late assignments. All completed written assignments must include a cover sheet, signed by the student's mentor. The cover sheet is available for download on the Center for Ministry website. For electronic submissions, students are to scan the cover sheet and include it as an attachment. The MSCOS will use letter grades A, B, C, D, or F. Students must repeat classes graded D or F. The MSCOS sends grade reports 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 submitting a written request to the instructor and the MSCOS director. Incomplete grades not resolved within 60 days will be recorded as an F.



## Attendance Policy

Each course includes a minimum of twenty contact hours. In case of illness or emergency a student may miss up to 4 hours of class 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 may result in loss of credit or dismissal. **Students must submit requests for excused absences to the director via email in addition to phone calls or in-person conversations.**



# Registration and Payment

Student Registration is found on the Center for Ministry website, [www.centerforministry.com](http://www.centerforministry.com). Registration payment must be made within one hour of online registration or the system will delete the registration. If immediate payment is not possible, please contact the Center at 601.974.1488, or [ministry@millsaps.edu](mailto:ministry@millsaps.edu) to make other arrangements.

Registration is not complete until MSCOS receives approval from a pastor's district superintendent and local pastor registrar. For MS and LA students, your DS will automatically receive an approval request via email. For out-of-state registrants, you must contact your DS and registrar to seek approval. Approval should then be sent via email to our offices. Digital signatures or email approvals are encouraged.

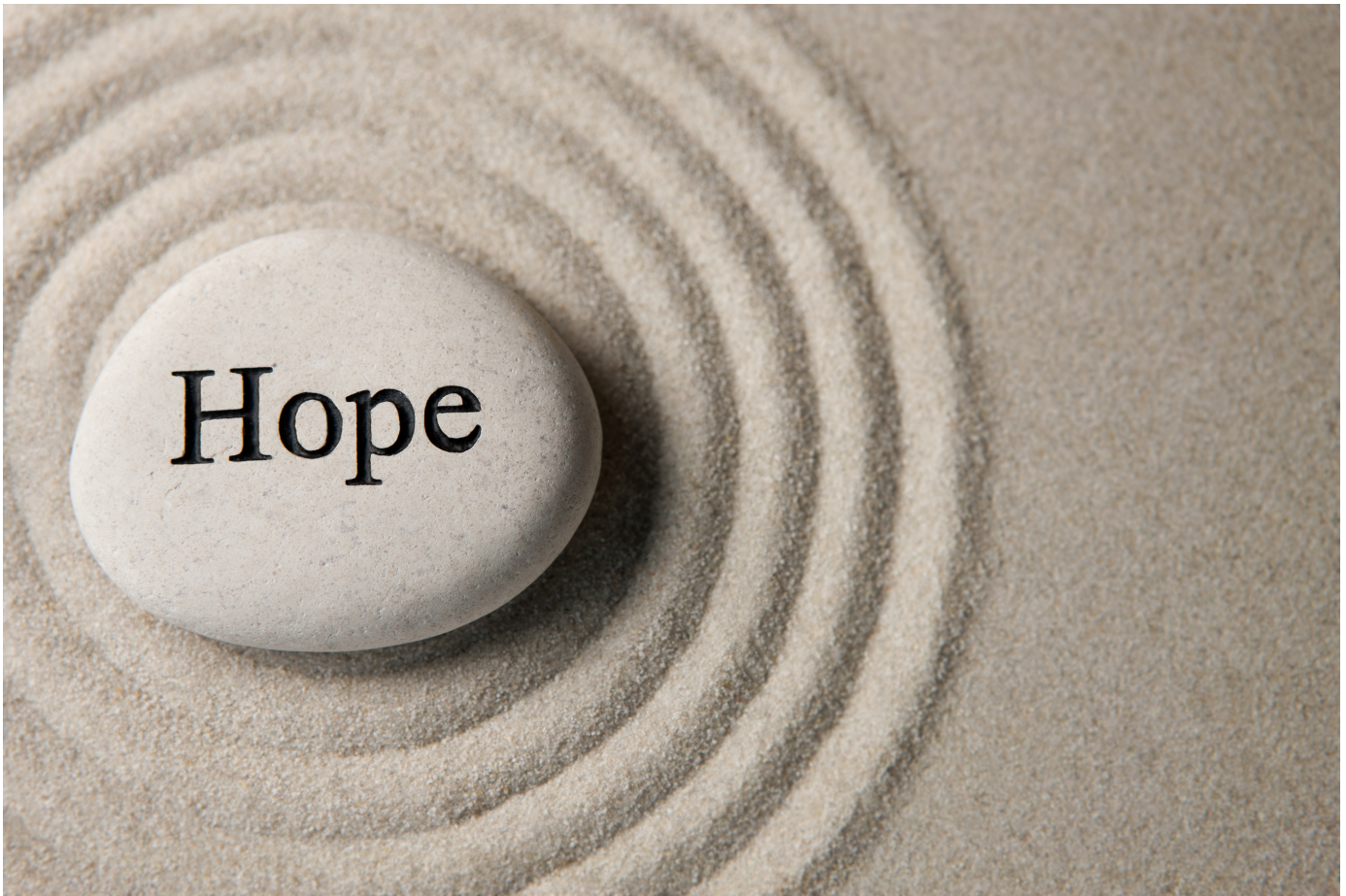
Students must register separately for each course.

Many annual conferences pay for some or all of their students' COS tuition and/or registration fees. It is each student's responsibility to understand their annual conference's policy. Students may contact their district superintendent or local pastor registrar for more information. Before the first day of class, out-of-state students must communicate to our office who is responsible for tuition cost, give invoicing directions, and have payment arrangements secured.



## Cancellations and "No-Shows"

Unless a student officially cancels their registration before class begins, the student and/or their annual conference will be charged tuition. **Cancellations must be made via detailed email to the Program Manager and Course of Study School 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 Shows" will not receive refunds or credit. Lodging must be cancelled by the student and any fees associated with cancellation are the student's responsibility.



## Administrative Withdrawals

Students who must drop out of a course before completing it for pastoral, personal, or family reasons, may request an "Administrative Withdrawal." **A registered student must submit a detailed letter or email explaining the reason for withdrawal to the MSCOS Director no later than the beginning of class on the second weekend of the term.** The Director will review the letter and respond to the student as soon as possible. An Administrative Withdrawal notation will remain on the transcript even after the course is retaken and passed. The registration fee is neither refundable nor transferrable.

*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](http://www.centerforministry.com).

Do you need Lodging? Lodging arrangements are the students responsibility. Suggestion Information can be found on our website.

\_\_\_\_\_  
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 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,  
& payments.

p.601.974.1488  
ministry@millsaps.edu



Rev. Beth Miller  
Director of the Mississippi  
Course of Study School

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

p. 601.974.1246  
beth.miller@millsaps.edu