

Enrolling for a MTH Weekend Course

1. Complete the Registration Form of Courses being taken. You may obtain forms from your District Superintendent, Conference Board of Ordained Ministry, or our website: www.alpsumc.org.
2. Obtain the signatures of your District Superintendent and the Local Pastor Registrar of your Annual Conference Board of Ordained Ministry. *The Local Pastor Registrar* will indicate the amount of assistance your Annual Conference will provide.
3. Mail the completed Registration Form and your \$60 registration fee and your \$20 meal fee (or \$80 fee if you register less than one month in advance of the start of school) to: Ms. Pam Whitmore, Registrar, 23 West 4th Street, Cookeville, TN 38501.
4. Upon receipt of your registration form and fee, Ms. Whitmore, COS Registrar, will email you to let you know you have been registered. The syllabus and pre-course assignment (due the first class) is available to you on the website: **www.alpsumc.org**.
5. All fees should be paid no later than **two-weeks before the first class**. If not, come to the Course of Study School prepared to pay the difference between the \$270 tuition and the amount of assistance your Annual Conference Board of Ordained Ministry will provide.
6. Carefully review the Academic Honor Code posted on the Course of Study website: www.alpsumc.org.
7. A pre-course assignment is given for each course. Pre-course written assignments must be submitted the first Friday evening of the course. Late work will be penalized. Pre-course written assignments will be graded and returned to you.

Additional Information

1. A second assignment will be given the first weekend of the School. This assignment must be submitted the Friday of the second weekend.
2. In most courses, a final assignment or an examination covering assigned reading and class presentations will be administered the final Saturday afternoon. If you wish your examination and other papers returned to you, provide your instructor with a self-addressed, stamped envelope.
3. Your grade for the course will be sent to you, the Division of Ordained Ministry, the Directors/Registrar of the Emory and Alps/MTH Course of Study, and your Annual Conference Board of Ministry. A copy will be kept in the Alps/Memphis-Tennessee-Holston Course of Study Registrar files. However, official transcripts must be obtained from GBHEM (cosregistrar@gbhem.org)

Cancellation and Payment Policy

1. Before registering for a course, check with your local pastor registrar concerning assistance with tuition.
2. Your registration is not complete until it includes the signature of your district superintendent, your local pastor registrar, and a check for the registration and meal fee.
3. The \$60/\$80 registration fee and the \$20 meal is **non-refundable and non-transferable**.
4. If conference assistance does not cover the tuition, the policy states you must pay the difference between the conference scholarship and the tuition cost no later than two weeks prior to the first class.
5. In the event a student cannot attend a course after they register, the student must notify the Alps/MTH Registrar, Pam Whitmore, cosaccount@citlink.net as soon as possible prior to the first class and copy the email to the Alps/MTH Director, Barbara Nye, bnye1@earthlink.net. The email should be 10 days prior to the class, unless in an emergency. Unless notified before the first class begins, you're Annual Conference will be billed for full tuition. If you're Annual Conference does not pay, you are then responsible for payment.

6. After the first class meeting, should you not return to class or withdraw, you're Annual Conference will be billed for full tuition. If you're Annual Conference does not pay, you are then responsible for payment.

Key Contact Information

Dr. Barbara Nye, Director
1204 Choctaw Trail
Brentwood, TN 37027
(615) 289-4332
bnye1@earthlink.net

Ms. Tijuana Brooks, Site Coordinator
Martin Methodist College
433 West Madison Street
Pulaski, TN 38478
tbrooks@martinmethodist.edu

Ms. Pam Whitmore, Registrar
23 West 4th Street
Cookeville, TN 38501
(931) 239-5039
cosaccount@citlink.net

Mrs. Sarah Boone, Site Coordinator
Hiwassee College
225 Hiwassee College Dr.
Madisonville, TN 37354
(423) 420-1892
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