



## ALABAMA COURSE OF STUDY

### Birmingham-Southern College & Huntingdon College 2010-2011 Brochure and Registration Form

The Alabama Course of Study School (ALCOS) is sponsored jointly by the North Alabama and the Alabama-West Florida Annual Conferences of the United Methodist Church with campuses at Birmingham-Southern and Huntingdon Colleges.

Birmingham-Southern College is a four-year liberal arts institution operating under the auspice of the North Alabama Conference. Birmingham-Southern College is located in the western section of Birmingham and is served by six major airlines, AMTRAK, and Interstates 20, 59, and 65. Huntingdon College operates under the auspice of the Alabama-West Florida Conference and is centrally located on the edge of one of Montgomery's most beautiful neighborhoods, Old Cloverdale, and bordered on one side by the Montgomery Country Club. The campus is easily accessible from I-65 and I-85.

#### Admissions-Registration

ALCOS is for part-time students only. Full-time students may attend with permission from their Annual Conference Registrars and GBHEM.

#### Procedure

**Please use current registration forms only.** You will not be enrolled unless all of the following items are complete and sent at least **one month before the first class session.**

Please mail or email **registration form and fees to:**  
**Alabama Course of Study School**  
**P.O. Box 93**  
**Crane Hill, AL 35053**  
**director@alcosumc.org**

**Pre-work assignments will be sent after registration forms** and fees are received. They are also available online and during class weekends. Completed pre-work should be presented to the professor on Friday night of the first weekend unless the time is otherwise specified on the precourse assignment sheet.

#### Registration Process

After completing all parts of the registration form, secure the signatures of both your District Superintendent and the Board of Ordained Ministry Representative from your Annual Conference (note: both signatures are necessary). It is important to secure the appropriate signatures, as they are required for financial assistance. When obtaining signatures, make sure the registration is returned to you so you can submit it by the deadline. For your protection, please keep a copy of your completed registration. It will be helpful to the Alabama Course of Study School if you would indicate your course plans (and send in your registration fees) for the whole year when you register for your first course of the academic year.

#### Fees

There is a \$50 registration fee per course, which must be paid by the student and received at least one month before the first class session (with the completed registration form). After the deadline, a late fee of \$10 will be charged. The appropriate registration fee (in the form of a check or money order) should be payable to the North Alabama Annual Conference and included with your completed registration form. **Note: The Registration fee is not refundable for any reason.** The signatures of the Board of Ordained Ministry registrar and District Superintendent insure that the student will receive his/her Annual Conference scholarship. This scholarship covers the cost of tuition in most but not all Annual Conferences.

#### Cancellation Policies

In the event a student cannot attend as planned, the student must call the Alabama Course of Study School office. Otherwise the student will be responsible for paying the entire cost of the course for which he/she is registered. Also, students who attend one weekend but not the other will be responsible for paying the entire cost of the course.

The Alabama Course of Study School retains the right to cancel any course that does not have a minimum of eight students registered at least six weeks before the first class meeting. Affected students will be notified and every effort will be made to enroll them in another class.

### **Meals and Housing**

Neither meals nor housing are included in the tuition. Each student will be responsible for his/her own meals snacks, and housing. Prior to the beginning of each course, a list of housing options will be made available.

### **Procedures Advance Preparation**

Advance preparation is required of all students. Some of this advance preparation can be done in conjunction with an Annual Conference mentor. Assignments will include material related to classroom studies as well as experience in pastoral ministry. It is important that pre-work assignment sheets for the current year be used. Professors do change assignments from year to year; consequently, assignment sheets from the previous year(s) will be incorrect. A cover sheet should be stapled to each course assignment. Cover sheets may be obtained from the Alabama COS office, online, or during class weekends.

### **Deadline For Pre-Work**

We all have deadlines that govern our lives. It is crucial that you take seriously your commitment to complete the prework assignments by the deadline. Extensions are granted only for extenuating circumstances. Late work will be penalized. Any extension must be granted by the instructor of the class. For your protection, please keep copies of your pre-work assignments.

### **Books**

Alabama COS works closely with the Cokesbury Bookstores at Candler Seminary (404-727-6336) and Birmingham (205-822-5190) regarding the Course of Study Book List. When ordering books, please state the title of the books, their author, and their ISB number. Books may also be obtained from Amazon.Com.

### **Course Load**

The maximum number of courses a student may take in the course of Study program (regardless of the school or schools attended) is four courses per year. In unusual circumstances, students may be granted permission to take additional courses with the approval of the Board of Ordained Ministry, the Director of the Course of Study School, and the Division of Elders and Local Pastors.

### **Online Information**

This brochure, class schedules, registration forms, and prework may be found by going to the following link: [alcosumc.org](http://alcosumc.org).

### **Class Attendance**

Each student is expected to attend every class session. A student missing more than twenty percent of the classroom work will not receive a grade for that class and will be responsible for paying the tuition.

### **Class Hours**

The number of classroom hours for each of the basic courses is twenty. The class times are from 6:00 p.m. until 9:00 p.m. on Friday and from 8:00 a.m. until 5:00 p.m. on Saturday. The fall session is held in September/November; winter in January/February; spring in March/April; and summer in July/August and alternate between Birmingham-Southern and Huntingdon.

### **Records**

The academic records of ALCOS are recorded by the Director under the guidelines developed by the Division of Elders and Local Pastors and the General Council of Finance and Administration. A report of the progress of each student is sent to the Division of Elders and Local Pastors (where grades will be recorded on the student's permanent record). Copies of this permanent record will be sent to the Boards of Ordained Ministry by the Division of Elders and Local Pastors. A grade report will be sent to each student and to the Annual Conferences by the Alabama COS School.

### **Transcripts**

You may obtain a copy of your current transcript by contacting Lynn Daye at the Division of Ordained Ministry in Nashville. Her email address is [Ldaye@gbhem.org](mailto:Ldaye@gbhem.org), and her phone number is 615/340-7416.

### **Grading System**

The quality of work done by students in courses is reported by using the following symbols: "A" is the highest grade given, reserved for outstanding work. "B" is given for a high standard of work (though below the level of highest excellence). "C" is given for acceptable work. "D" is given for work that is below average and may or may not be accepted for credit in your Annual Conference. "F" is given for failure and indicates that no credit will be received for the course. Quality points (QP) are assigned to each letter grade and enable the registrar to calculate a student's grade point average.

### **Orientation and Worship**

On the first weekend of each quarter, the session begins at 6:00 p.m. with worship, and a brief orientation. All students should be present at this time. Classes begin immediately upon dismissal from worship. A closing service of Holy Communion is held at 2:15 p.m. on Saturday of the last weekend. Attendance at opening and closing worship is required. Finals will be given following worship.



**ALABAMA  
COURSE OF STUDY**  
Birmingham-Southern College & Huntingdon College  
**Registration 2010-2011**

I am registering for ...

Fall COS# \_\_\_\_\_ Winter COS# \_\_\_\_\_ Spring COS# \_\_\_\_\_ Summer COS# \_\_\_\_\_

Please list the appropriate course number and quarter for each course for which you are registering.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Preferred First Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Email \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

Day Phone # (\_\_\_\_) \_\_\_\_\_ Home Phone # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

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

Conference \_\_\_\_\_ District \_\_\_\_\_

Any Handicapping Condition(s)? \_\_\_\_\_

The signatures of the Student, District Superintendent, and Conference Representative  
are all required before the application can be processed.  
(Retain copies of your registration form and prework for your records.)

\_\_\_\_\_  
*Student's Signature and Date*

\_\_\_\_\_  
*District Superintendent's Signature and Date*

\_\_\_\_\_  
*Conference Board of Ordained Ministry Registrar's Signature and Date*

Rev. Sherri Reynolds, 401 Westover Road, Anniston, AL 36201, Church # 256-236-3043, North Alabama  
Rev. June Jernigan 100 Interstate Park Drive Suite 120, Montgomery, AL 36107, Office #334-356-8014, Alabama-West Florida

Make check payable to: **North Alabama Conference**

Send the completed form and \$50.00 for each course to: **Alabama Course of Study, PO Box 93, Crane Hill, AL 35053**

## Course Schedule

### Fall, 2010 – Huntingdon College September 24-25; November 5-6

COS 114- Pastoral Leadership and Administration  
COS 211 - Hebrew Bible I  
COS 313 - Our Mission From God - Evangelism  
COS 412 - The Wesleyan Movement  
COS 512 - Contemporary Theology

### Winter, 2011 – Birmingham-Southern College January 28-29; February 18-19

COS 113 - Pastoral Care For Spiritual Formation  
COS 214 - Practice of Preaching  
COS 312 - Our Theological Heritage - the Reformation  
COS 411 - Hebrew Bible II  
COS 513 - Our Mission From God - Transforming Agent

### Spring, 2011 – Huntingdon College March 25-26; April 15-16

COS 111 - Pastor As Interpreter of the Bible  
COS 213 - Formation For Discipleship  
COS 314 - Pastoral Care and Counseling  
COS 414 - Personal and Social Ethics  
COS 511 - New Testament 2

### Summer 2011 – Birmingham-Southern College July 15-16; August 12-13

COS 112 - Theology In The Wesleyan Spirit  
COS 212 - Theological Heritage - Early & Medieval  
COS 311 - New Testament 1  
COS 413 - Worship and Sacraments  
COS 514 - Theology and the Practice of Ministry



**Alabama Course of Study**  
**P.O. Box 93**  
**Crane Hill, AL 35053**

Walter R. Cash, Director  
(256)747-3329  
director@alcosumc.org

## Curriculum

The Course of Study is a year-round experiential and classroom learning process. This process assumes cooperation between the Alabama Course of Study School Instructors and the Annual Conference Mentors.

### Incomplete Policy

An incomplete will be granted to students, who, because of special circumstances were not able to complete the required work for a given session within the Alabama COS School. To receive an incomplete, the student must complete the appropriate form and receive written permission from the faculty member and the Director of the Alabama COS School before the end of the session for which the incomplete is requested. The completed work must be sent to and received by the instructor no later than three weeks after the notice of incompleteness is given. The instructor will send the grade and completed work to the Director. If the work is not received within three weeks of the last class session, the incomplete will automatically be changed to an "F".

### Student Academic Honor

The Alabama COS school requires that all material submitted by a student, to fulfill his/her academic requirements, must be the original work of the student.