



# HIGHER EDUCATION & MINISTRY

General Board of Higher Education and Ministry

THE UNITED METHODIST CHURCH

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## COURSE OF STUDY REGISTRAR GUIDELINES

1. Students may request a copy of their COS transcript by emailing Pamela Frost at [cosregistrar@gbhem.org](mailto:cosregistrar@gbhem.org) . The student's full name and Annual Conference must be included in the email.
2. Enrollment forms for each COS School course must contain both the DS and Local Pastor Registrar (or other BOM representative) approval for each student for each course. Both approvals are required and must be recorded at the school for future reference. Each school may determine the best method for obtaining approvals. Schools must be able to produce both approvals in writing if requested.
3. If a Full-Time Local Pastor submits an enrollment form to an Extension School, the school must verify that the student has completed the proper approval process to attend an Extension School. This includes written approval from: The DS, LPR, and the Director of the Extension School they want to attend, the Director of the Regional School that the Extension School reports to, and from the Assistant General Secretary at GBHEM. Only when a student has received all approvals in writing are they permitted to attend an Extension School. If a school does not have the approvals on file, please contact Pamela Frost at [cosregistrar@gbhem.org](mailto:cosregistrar@gbhem.org) to find out if GBHEM has copies of the approvals.
4. If a Local Pastor wishes to take more than four courses in one year, they must complete the proper approval process. This includes written approval from: The DS, LPR, the Director of the Regional School (an Extension School if appropriate) and from the Assistant General Secretary at GBHEM. Only when a student has received all of approvals in writing are they permitted to enroll in more than four courses. If a school does not have the approvals on file, please contact Pamela Frost at [cosregistrar@gbhem.org](mailto:cosregistrar@gbhem.org) to find out if GBHEM has copies of the approvals.
5. Effective January 1, 2017, if a student enrolls in more than four (4) courses per calendar year without receiving ALL approvals listed above, any courses taken over four (4) will not be recognized on their transcript and will not be counted towards completion of the Basic Course of Study. If you are unsure if all approvals have been received, please email Pamela Frost at [cosregistrar@gbhem.org](mailto:cosregistrar@gbhem.org) .