ATTENTION: NEW APPLICATION APPROVAL PROCEDURE

Duke Course of Study has a NEW procedure that replaces the old Application Approval Form process. You no longer have to get two signatures from your DS and BOM before your registration for Course of Study is complete. Instead, we have given two “discount codes” (one for basic COS and one for Advanced COS) containing alphanumeric characters to your Conference representative that you enter on the COS registration site that gives you access to the discounted tuition rate of $150 for basic and $200 for advanced. Conference representatives will only give the code to UM Licensed Local pastors who are under appointment and approved to attend Course of Study.

You will still receive a confirmation email after your registration is complete. Please forward the confirmation email on to your Conferences if they require proof of your course enrollment for scholarship reimbursement.

Below you will find a step by step visual guide of how to follow the new Application Approval Procedure.
Step by Step Visual Guide to Using the New Application Approval Procedure:

1. Call or email your conference office, detailing which courses you plan to take for the upcoming sessions of Course of Study.

2. Once your conference has approved your courses, they will give you a registration discount code to use on the Duke Course of Study website.

   - It will vary by conference how they give you the discount code. Work with your conference office and/or Board of Ordained Ministry to find out what their specific policy and procedure will be.

3. Now that you have the registration code, start the registration process online on Duke Course of Study’s website:

   Application Fee (non-refundable)*
   - Application Fee (non-refundable) - $50.00

   September 2016*
   - WCOS 121: Bible I: Introduction - $380.00
   - WCOS 223: Worship & Sacraments - $380.00
   - WCOS 423: Mission - $380.00
   - Advanced Course (Session 1 & 2) - $420.00 More Information

   Have you ever received a NetID from Duke before?*
   - If so, what was your NetID?

   Next Back

Do not be alarmed when you see that the course fee is $380.00. This is the rate before your discount code has been entered. You will enter your discount code on the last page of the registration site and then the fee will drop down to the normal rate of $150.00.
4. Enter Discount Code on last page of Duke Course of Study’s registration site (circled below in red) and click “Apply”:
5. Complete registration at the discounted rate:

2016-2017 Weekend Course of Study - Session I
*Indicates a required field.

Summary

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Additional Applicant Information
- Is this your first time to Duke COS?: Yes
- Which is the first session you will attend for Duke's WCOS 16-17?: Session 1 (Sept)
- What is your appointment status?: Part-time
- Do you plan to graduate from Basic or Advanced Courses of Study this year?: Yes from Basic
- If you plan to graduate this year, in which session will you complete your final course?: Session 2 (Nov)
- Are you willing to be on a volunteers list for Friday evening worship?: Yes
- Are you interested in being a part of the student group evaluating Duke's Course of Study program?: Yes
- DS Name: blah blah
- DS Email Address: bkah bkal
- Have you ever received a NetID from Duke before?: No

Details

- Your discount code [redacted] has been accepted. Your order total has been updated.

Sub Total: $420.00
Licensed Local Pastor Discount: -$230.00
Grand Total: $200.00
Amount Due: $200.00

If you received a discount code, please enter your code below.

Discount Code: [input field]
Apply