

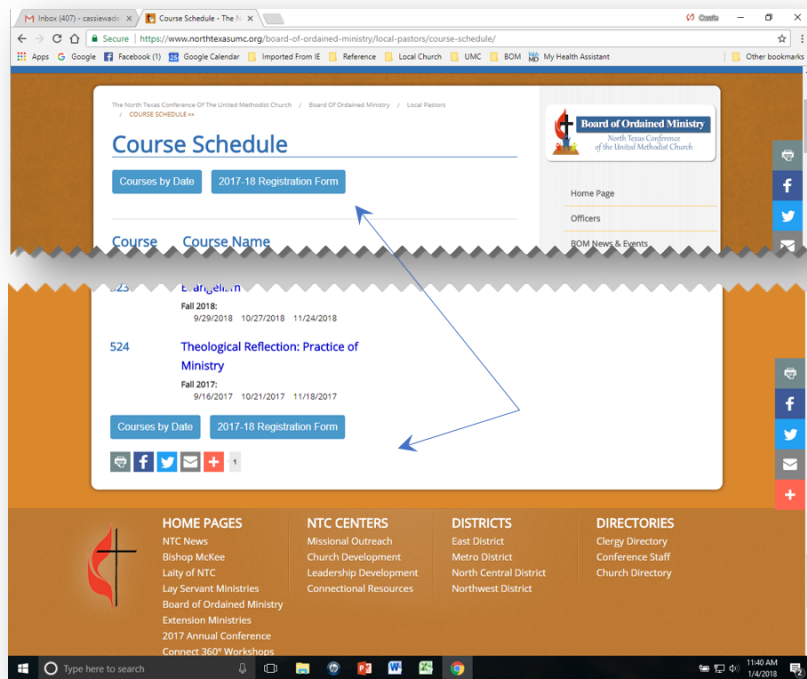
## Student Registration for NT Extension Course of Study Course

Beginning in January 2018, you will now register for the North Texas Extension Course of Study School classes via an online form.

It is imperative that you have the following information ready when you register:

- Your Personal Information
- Your Annual Conference name
- Your District Superintendent's name and email address (North Texas Annual Conference DS and email are programmed into the form)
- Your PID *NOTE: This ID is assigned by the General Board of Higher Education and Ministry. You can get that ID from Pamela Frost at [coregistrar@gbhem.org](mailto:coregistrar@gbhem.org).*
- Your credit card information – if you choose to pay for this class online
- Your status as Full-time or Part-time Local Pastor. *NOTE: If you are Full-time, you must have permission from your District Committee on Ministry, District Superintendent, Local Pastor Registrar and General Board of Ministry and Higher Education to register for any course at an Extension School.*
- Emergency Contact Information

You will find the button to register on the Course Schedule webpage. It can be found at the top or the bottom of the page. <https://www.northtexasumc.org/board-of-ordained-ministry/local-pastors/course-schedule/>



**Figure 1: Course Schedule Page w/Registration Button**

### **Complete the Form**

1. Complete all the required fields on the form (required fields have a star by them).
2. Complete the Annual Conference and District information. All North Texas Conference information is available via drop-down lists.

All other conferences are listed in the drop-down, but you must enter your District Superintendent

( Name, Email, Phone), your Annual Conference Local Pastor Registrar (Name, Email, Phone).

The form is titled "Student Annual Conference" and includes the following fields:

- Student Annual Conference \***: A dropdown menu with "Minnesota" selected.
- District Superintendent's Name \***: Two input fields for "First" and "Last" names.
- Student District Superintendent's Email \***: Two input fields for "Enter Email" and "Confirm Email".
- Student District Superintendent's Phone \***: A single input field.
- Local Pastor Registrar's Name \***: Two input fields for "First" and "Last" names.
- Local Pastor Registrar's Email \***: Two input fields for "Enter Email" and "Confirm Email".
- Local Pastor Registrar's Phone \***: A single input field.
- Local Pastor Status \***: Two radio button options: "Full-Time Local Pastor" (unchecked) and "Part-Time Local Pastor" (checked).
- Student PID \***: An input field containing the number "123456".

Below the Student PID field, there is a note: "This ID is assigned by the General Board of Higher Education and Ministry. You can get that ID from Pamela Frost at [coregistrar@gbhem.org](mailto:coregistrar@gbhem.org)."

**Figure 2: Annual Conference & District Information**

3. Enter your Student PID. NOTE: This ID (six digits) is assigned by the General Board of Higher Education and Ministry. You can get that ID from Pamela Frost at [coregistrar@gbhem.org](mailto:coregistrar@gbhem.org).
4. Complete fields related to Demographics and Emergency Contact.

5. Payment:

- We recommend you pay online with a credit card/debit card. All information is protected through the Strips Online Payment protocols. No credit card information is transmitted with your payment to our office.
- You may choose to pay by check. Full payment must be received before first day of class. **Instructors do not accept checks.** Please make checks payable to North Texas Annual Conference and send to:

**NT Extension Course of Study School  
c/o Janet Thompson  
P.O. Box 866128  
Plano, TX 75086-6128**

- If your conference pays part of your fee, we recommend you use your registration confirmation email as proof of registration to request reimbursement.

6. Remember to check the box for Student Approval before submitting form.

7. Click the Submit button.

You will receive a confirmation the screen and a confirmation email.

You will receive the following confirmation emails (by subject line):

- Thank You for your Course Registration
- We have received approval for your course registration from your District Superintendent
- We have received approve for your course registration from the Registrar's office (this email also confirms your addition to the roster for the class and the instructor is notified at this point).

Should your District Office or the Conference Registrar reject your registration, you will receive an email to that effect. Please contact the appropriate office to find out details.

If you have any questions, please email Duane VanGiesen, at [duane@ntcumc.org](mailto:duane@ntcumc.org).