

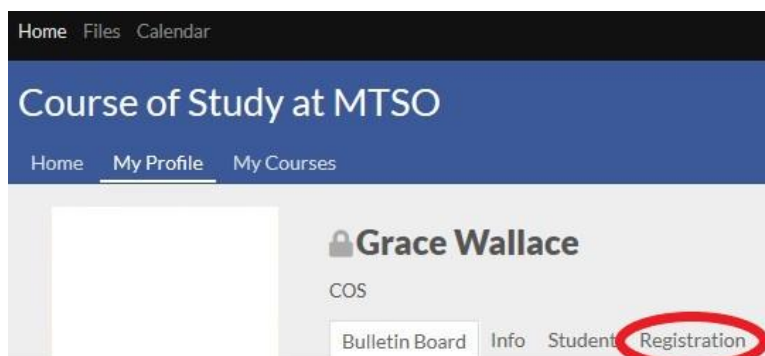
## Online Registration Instructions for the Course of Study School of Ohio

- To register for classes, first go to <https://cosohio.populiweb.com> and log-in.

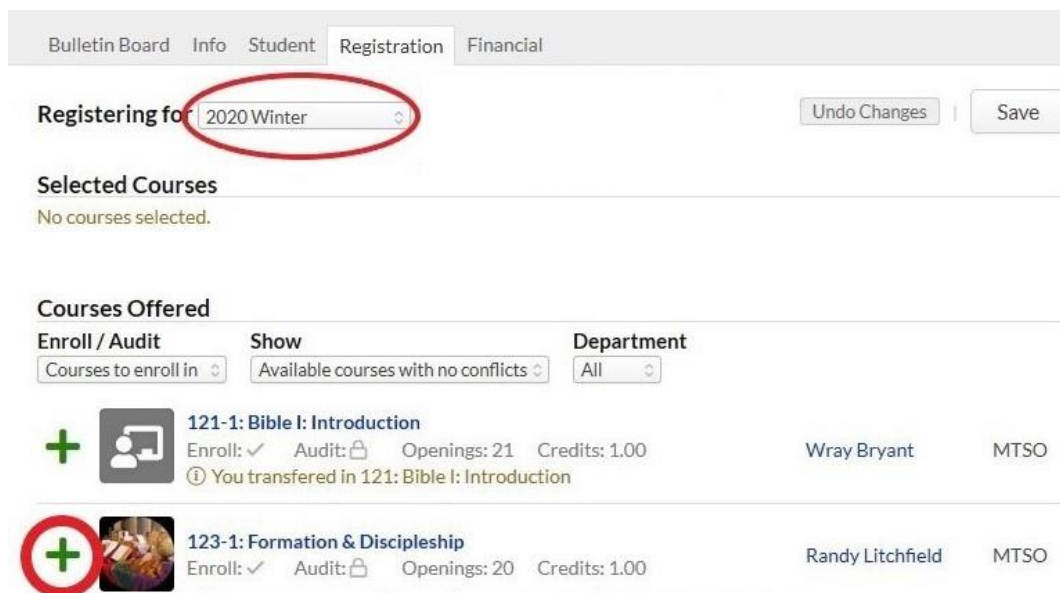
- Then, click My Profile:



- On your profile, click the Registration tab:



- Select the term you want to register for from the drop down menu, then click the green plus sign to add a course:



\*Note: if you haven't met the prerequisites for a course, you won't be able to register for it. If you need to take a course before you've met the prerequisites, email [cos@mtso.edu](mailto:cos@mtso.edu) and explain why. If the COSSO director approves, we can override the prerequisite requirement and register you for that class.

- Click “add” when this course description pops up:

**Enrollment Request**

**124-1: Transformative Leadership**  
This course forms the student's identity as pastoral leader and change agent in congregations, The United Methodist Church, and the world.

Students will be able to:  
1. Identify and understand the attributes...

Credits	1.00
Requested Status	Enrolled
Faculty	Tom Snyder
Delivery Method	MTSO

**Add**

- Click “Save” to submit your registration:

Bulletin Board Info Student Registration Financial

Registering for 2020 Winter Undo Changes **Save**

Submit your registration changes by clicking Save

**Selected Courses**

Name	Status	Credits	Primary Faculty	Schedule	Delivery Method	Remove
123-1: Formation & Discipleship	Enrolled <span>Unsaved</span>	1.00	Randy Litchfield		MTSO	

- After you save, repeat the registration process for any other terms for which you'd like to register.
- Your registrations will process and you will receive 2 emails from Populi about your registration for each term that you registered. The emails may take up to an hour to send. **The first confirms your enrollment:**

**From:** mailer@email.populi.co <mailer@email.populi.co> **On Behalf Of** Course of Study at MTSO

**Subject:** 2020 Winter Registration

Your registration for 2020 Winter has been processed. Here's what changed:

**Enrolled 123-1: Formation & Discipleship**

You enrolled in 123-1.

[Click here](#) to view your 2020 Winter registration in Populi.

- **The second email you'll receive is the registration approval form.** You will fill out the student information section (an example of how to fill it out is highlighted in yellow) and forward the email to your District Superintendent (or their assistant). After your DS fills out their part, they will forward it to us and your Local Pastor Registrar:

**From:** mailer@email.populi.co <mailer@email.populi.co> **On Behalf Of** Course of Study at MTSO

**Subject:** COSSO Enrollment Approval: 124: Transformative Leadership

To complete your Course of Study School of Ohio registration, please fill out the student information below and forward to your District Superintendent (or their representative) to request approval of the class/es for which you've just registered. If you've registered for multiple classes, you may have received this email several times—**please just send one email to your DS, and list all the courses you've just registered for below.**

**Student Information**

Name: Jane Doe

Conference: West Ohio

District: Capitol Area North

Please list the term/s and course/s you just registered for:

- | Term                 | Course Number and Title        |
|----------------------|--------------------------------|
| 1. 2020 Spring,      | 124: Transformative Leadership |
| 2. 2020 Summer 2-wk, | 221: Bible II                  |
| 3. 2020 Sum 2-wk,    | 123: Formation & Discipleship  |
| 4.                   |                                |

District Superintendent Approval: **District Superintendent, please fill out the below information and forward this email to your conference's Local Pastor Registrar and [cos@mtso.edu](mailto:cos@mtso.edu).**

Do you approve this/these course registration/s? Mark your answer with an X: Yes (  ) No (  )

DS's typed signature:

Date:

Local Pastor Registrar Approval: **Local Pastor Registrar, please fill out the below information and forward this email to [cos@mtso.edu](mailto:cos@mtso.edu).**

This candidate is approved for financial assistance from the annual conference in this amount per course: \$ \_\_\_\_/course

LPR's typed signature:

Date:

\*If we don't receive the approval from your DS within about a week of your registration, we'll follow up with you and your DS.

\*We will email you to confirm after we receive your DS and LPR approvals.

**To reserve on-campus housing,** email [cos@mtso.edu](mailto:cos@mtso.edu) (or call 740-362-3120) with the terms you'd like to reserve it for. If housing is available, we will reserve your room and invoice your housing deposit to your account so that you can pay it with your registration fee. If housing for that term is full, we'll add you to the waitlist.

## Registration Fee Payment

- The COS office will invoice your registration fee and create your term Enrollment Agreement for you to sign (this replaces your signature on the paper registration form). You will receive an email letting you know that the Enrollment Agreement has been created for you to sign. Click the box below the agreement to sign it, then click "Sign and Save."

## Enrollment Agreement

I give permission for release of my grades to the Division of Ordained Ministry, my Annual Conference, and District Board. I agree to pay all tuition and fees; 2021 tuition is subject to increase. If Annual Conference pays a scholarship directly to COSSO, the scholarship will be added after the COSSO office receives DS and LPR approval.

Email [cos@mtso.edu](mailto:cos@mtso.edu) or call 740-362-3120 to request housing for this term.

### Student Information

Student Name: Grace Wallace  
Student ID: 999999  
Address: 1 Main St, Delaware, OH 43015  
Phone: (740) 362-3120

### Enrollment Information

#### 2020 SPRING 2019-2020 COURSES

Course Name	Quarter Credits	Start Date	End Date
Transformative Leadership	1.00	Apr 17, 2020	May 16, 2020

Charge Type	Description	Amount
Tuition	0 to 2 credits: \$270.00 per credit	\$270.00
Fee	Registration Fee: 50.00 per course fee x 1	\$50.00
<b>Total</b>		<b>\$320.00</b>

[Open as PDF](#)

Total Charges: \$320.00

By checking this box, I agree to the terms of the displayed enrollment agreement and hereby digitally sign this document.

[Sign and Save](#)

- After you sign the enrollment agreement, you will be directed to your Populi Financial section. Click the Dashboard tab, to the left of the By Term tab. The amount due for your registration fees (and housing deposit/s, if you've reserved housing) will show up on the right side as the "Pay now amount." Click Make a Payment, fill out the fields with your information, then click "Pay Now." Populi will automatically email you a receipt.

Bulletin Board Info Student Registration **Financial**

**Dashboard** By Term Financial Aid History

Print Statement

### Unpaid Invoices

Invoice #	Amount	Paid/Credited	Balance	Expected Aid	Amount Due
971	270.00	0.00	270.00	167.00	103.00

**Pay now amount: 50.00**

[Make a Payment](#)

Someone else paying?

\*If a COSSO class you're taking is starting in fewer than 6 weeks, your tuition will also be included in the "Pay now amount."

\*If your church (or someone else) wishes to pay your fees on a credit card, you can click "Someone else paying?" below the "Make a payment" button and the site will generate a link to a payment page you can copy and email to the person who will make the payment.

\*If you prefer to send in a check, you may. Make it payable to MTSO and mail it to:

COS c/o MTSO  
3081 Columbus Pike  
Delaware, OH 43015