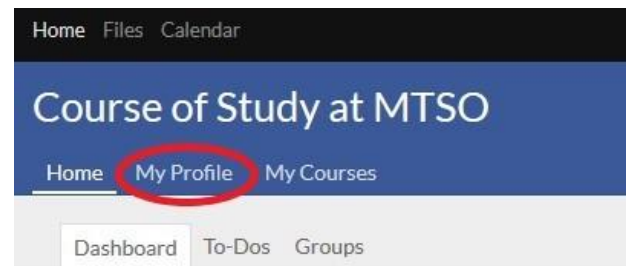


Online Registration Instructions for the Course of Study School of Ohio

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

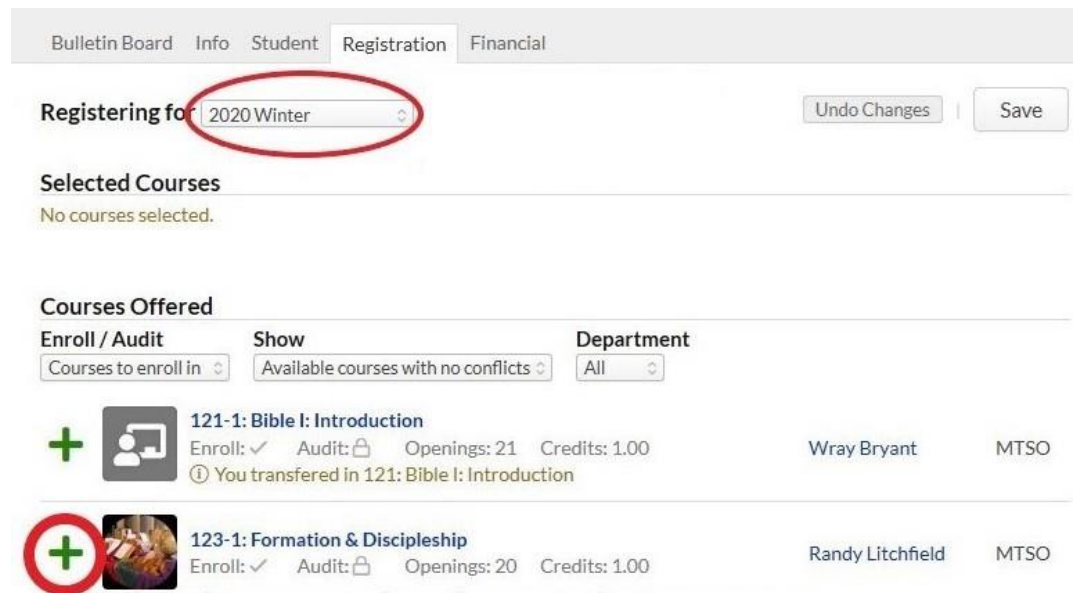
- Then, click My Profile:



- 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 and explain why (for example, because you've already taken all the other classes in the term). If the COSSO director approves, we can override the prerequisite requirement and register you for that class.

- Click “add” when the 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 Unsaved | 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 can take up to an hour to send. **The first confirms your enrollment:**

From: Course of Study at MTSO <notifications@populi.co>

Subject: 2025 Summer Registration

Your registration for 2025 Summer has been processed. Here's what changed:

Enrolled 122-1: Theological Heritage I: Introduction

You enrolled in 122-1.

[Click here](#) to view your 2025 Summer 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: Course of Study at MTSO <notifications@populi.co>

Subject: COSSO Enrollment Approval: 124: Transformative Leadership

To complete your Course of Study School of Ohio registration, please click to forward this email, 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. 2025 Summer - | 122: Theological Heritage I: Introduction |
| 2. 2025 Fall – | COS 123: Formation & Discipleship |
| 3. | |
| 4. | |

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

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

DS's typed signature:

Date:

Conference Local Pastor Registrar Approval: **Local Pastor Registrar, please click to forward this email, fill out the below information, and forward this email to 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 a couple weeks of your registration, we'll follow up with you and your DS.

*If you are not copied on the approval emails, we will email you to confirm after we receive your DS and LPR approvals.

To reserve on-campus housing for a hybrid term, email cos@mtso.edu (or call 740-362-3120) with the term/s you'd like to reserve it for. If housing is available, we will reserve your room. If housing for that term is full, we'll add you to the waitlist. We will invoice your housing fee with your tuition, about 6 weeks before the term starts.

Registration Fee Payment

- The COS office will invoice your registration fee/s within 2 business days. To pay, go to **Financial** tab of your Populi profile. If you're not automatically there, then click the **Dashboard** tab, to the left of the By Term tab. The amount due for your registration fees 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.

The screenshot shows the Populi Financial tab interface. At the top, there is a navigation bar with tabs: Bulletin Board, Info, Student, Registration, and Financial (highlighted with a red circle). Below this, there is a sub-navigation bar with tabs: Dashboard (highlighted with a red circle), By Term, Financial Aid, and History. A link for 'Print Statement' is visible. The main content area displays 'Unpaid Invoices' in a table format:

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

To the right of the table, a summary box is highlighted with a red border, showing 'Pay now amount: 50.00'. Below this amount, there is a 'Make a Payment' button and a link labeled '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." Any past fees for previous classes or withdrawals will also be included.

*If you're not ready to pay the full "Pay now amount" at this time, you can adjust the payment amount on the Populi payment form.

*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