

Frequently Asked Questions

- **How do I request an official transcript of the Course of Study courses I've taken?**

Requests for official transcripts must be made to [Pamela Frost](#) at GBHEM. Include your PID# (if known), date of birth and annual conference with your request.

- **How do I request an UNOFFICIAL list of courses I've taken at COS School of Ohio?**

Contact the COS office at COS@mtso.edu.

- **I have to withdraw from class. Is my registration fee transferable?**

Registration fees are nonrefundable, nondeductible, and nontransferable.

- **I've taken course work at other school. Will the credit transfer to Course of Study?**

See the GBHEM Course of Study Administrative Policies [Transcript Evaluation Policy](#). Materials should be sent to:

General Board of Higher Education and Ministry
PO Box 340007
1001 Nineteenth Ave., South
Nashville, TN 37203-0007 Phone: 615-340-7400

- **Where do I find information about Advanced Course of Study?**

MTSO offers a certificate in the [Advanced Course of Study](#). To request more information, contact the [Admissions Office](#) at MTSO.

- **There's no syllabus for a future class I'm interested in.**

Syllabi are sent to the COS office from faculty two to three months prior to the beginning of the term. It will be posted to the [Schedule](#) webpage as soon as it has been processed and is ready for use.

- **How much reading will there be for classes?**

Required reading is described in each course syllabus.

- **I do not want to be included in the MTSO Student Directory. How do I opt out?**

Print, complete, and return the [MTSO COS Request to Withhold Directory Information form](#).