

Pre-Seminary Registration Guidance

2022-23

Each Student is Ultimately Responsible for his own Schedule!

(Click on the icon on the far upper left of the screen to show a document outline for this document.)

Course Registration Dates

March 16	Flex period meeting with advisors to discuss scheduling
March 17 - March 28	<i>Preliminary</i> Schedule Planner available. Students test out a schedule and report any problems to the dean. Any schedule changes will be posted on Portal.
March 21 - April 8	Students meet with Advisors for schedule approval*
April 11	Rising Fifth-Years & seniors register. (Check date & time on Portal.)
April 12	Rising juniors register. (Check date & time on Portal.)
April 13	Rising sophomores register. (Check date & time on Portal.)

*Note: Past due financial accounts must be paid in full before a student can complete course registration for the following semester unless an exception has been granted by the college administration. Past due balances include fines such as library and parking. Please direct any question to the Director of Finance.

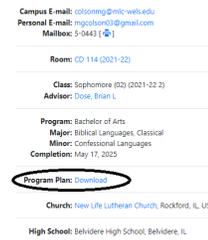
*Note: Financial literacy requirements must be finished in order to complete course registration. Please direct any questions to the Financial Literacy Coordinator.

General Information

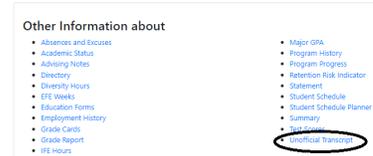
- Your **Program Plan** is meant to **guide** you as you work toward your BA and register for courses. Some things need to stay right where they are in your program. Others can be moved. If you don't know which is which, please consult your Advisor.
- Try to achieve some **balance** in your schedule. Are there courses you can take on Tuesday/Thursday?
- **Flex Hour**. Whenever possible, avoid scheduling classes both 5th and 6th period on Wednesday in order to make it easier to attend the flex hour presentations.
- **Credit Requirements**.
 - You need to schedule at least 12 credits to be a full-time student. Students wanting to enroll in less than 12 credits should first consult with Mr. Mark Bauer in the Financial Aid Office.
 - You can't schedule more than 18 credits. A waiver to that policy may be received through appeal to the Vice-President for Academics. Courses such as choir, band, instrumental lessons, etc. do count toward the eighteen-credit ceiling, unless they are taken as an audit.
 - If you are also auditing something (you need [permission](#) to do so!), then your total credit number may not exceed 21.
- If you want to register for **piano, organ, voice, or instrumental lessons**, choose section 01 of the appropriate course(s) you plan to take through Schedule Planner.
 - After registration is over, you will be scheduled with the same instructor you had previously.
 - If you have not taken this course before, you will be assigned an instructor. If you have an instructor preference, email Mrs. Wyffels in the Music Center.

Planning Your Schedule and Preparing to Register

1. The first thing you will need is your **pre-seminary program plan**. You can download the most recent version on the Portal (Directory > By Person)



2. At the very bottom of that same Directory page, you will find a link to your **unofficial transcript**. Use this to track your program completion progress up to this point.



3. Now that you know which courses you have taken and which courses remain outstanding, you are ready to **plan your courses for next year**. To do this, you will need the following.

- From the [MLC Undergraduate Catalog](#)
 - **pp. 42-44. General Education courses and/or course menus.** Any number of General Education requirements can be met by choosing a course from a menu of courses.
 - **pp. 68-72. Pre-Seminary Program courses listing.**
 - Please note carefully whether a course you are considering fulfills 1) a pre-seminary **program** requirement, 2) an **area** elective requirement, or 3) a **free** elective requirement.
 - Of special note because of the confusion it has caused in the past:
 - A **classical** Greek student *may* take GRK3001 and GRK3002 as **free** electives but **not** as area electives.
 - A **koine** Greek student *must* take GRK3001 and GRK3002.
 - The contents of HIS3104, MUS4201, and MUS4202 are covered at Wisconsin Lutheran Seminary and are therefore **not** a part of the pre-seminary curriculum. Part of THE4001 is taught at MLC in the Symbolics course, and the rest is taught in depth at WLS, therefore it too is **not** part of the pre-seminary curriculum.
 - Many staff-ministry and education theology courses are **not** a part of MLC's pre-seminary curriculum because they are a part of the WLS curriculum.
 - **pp. 73-74. Seminary Certification requirements.**
 - **pp. 77-98.** Here you will find 1) brief **course descriptions**, along with 2) any **prerequisites** or 3) **required/recommended class standing**.
- From the **Portal**
 - The "[Course Status](#)" page (Scheduling > Course Status)
 - Choose the correct semester from the drop-down menu located just under the page heading.

Course Status
2021-22 Semester 2 ▾

- This page will tell you 1) what **courses** are **offered** this semester, 2) **when** they are offered, 3) **who** is **teaching** them, and 4) whether there are **open seats** left in the course.

Greek			
GRK1102	Elementary Classical Greek II		5.0 credits
<i>Prerequisites:</i> GRK1101			
GRK1102 01	Schmoller, Nicolas C	Mon 1, Tue 1, Wed 1, Thu 1, Fri 1	17/17
GRK1102 02	Waldschmidt, Daniel W	Mon 3, Tue 3, Wed 3, Thu 3, Fri 3	18/17
GRK1102 03	Waldschmidt, Daniel W	Mon 7, Tue 7, Wed 7, Thu 7, Fri 7	8/17

- The headings at the top of the page will help you navigate more easily to the content areas you need.

[Top](#) | [ART](#) | [ASL](#) | [BDG](#) | [CHN](#) | [EDT](#) | [EDU](#) | [ENG](#) | [GER](#) | [GRK](#) | [HEB](#) | [HIS](#) | [LAT](#) | [MTH](#) | [MUS](#) | [PDS](#) | [PED](#) | [PSY](#) | [SAB](#) | [SCI](#) | [SPE](#) | [SPN](#) | [SSC](#) | [THE](#) | [Bottom](#)

- The “[5-Year Master Plan](#)” Page (Scheduling > 5 Year Plan). If a course is not offered next year, this page will tell you **when it will be offered** again.

Registering for Classes

4. Go to the Portal’s [Scheduling Planner](#) (Scheduling > Schedule Planner) and **enter your choices** for both semesters. (See “Planning Your Schedule” and “Registration Day Procedure” [here](#).)
 - Once you have a schedule that works, **notify your advisor**. He will confirm that everything is in order and will approve your schedule.
 - Once your advisor has approved your schedule, it’s time for you to actually **register**. At any point after the time displayed on your Schedule Planner, click the button to actually register.
 - Note: The longer you wait to do this, the more likely a section of a course will fill up, and you will no longer be able to register for that section. If a section/course you were planning on taking is already full when it’s your turn to register, go ahead and register anyway so that you don’t miss out on anything else. Then, use the drop/add form to add a different section/course.

Appendix

Scheduling FAQ

General Information

- 1. How do I register for [summer 2022 courses](#)?**
 - Visit the Portal at [Scheduling\Graduate Studies and Continuing Education Registration](#).
- 2. What details do I need to know about my [unofficial transcript](#)?**
 - [Distinguish degree and non-degree credits](#). The unofficial transcript's total of credits earned is not necessarily the same as the **degree** credits (credits that count for graduation) earned. Remedial, choir (beyond the vocal skills requirement), band, and non-pre-seminary (in other words for all four, **non-degree**) credit is also tallied as credit earned. Not every credit earned is necessarily degree credit.
 - [Understand credit totals and GPA](#). GPAs are based only on courses earned via MLC.
 - [Tally your *degree* credits](#). If you wish, you can check off your unofficial transcript credits against your pre-seminary program plan to tally your **degree** credits. **Degree** credits include AP, cbe, CLEP, transfer, and MLC courses, any courses that apply toward the bachelor of arts degree. Check your program plan to distinguish between **degree** credits and any others (remedial, audit, non-pre-sem).
- 3. What's up with my [class standing](#)? I am presently a freshman (sophomore, junior), but the Portal shows me as a sophomore (junior, senior). Does that matter?**
 - Yes, and only in positive ways. It reflects your total number of credits accrued. It determines your "spot in line" for scheduling classes, as well as priority in other aspects of campus life. But your program plan shows how you will accrue the 130/131 **degree** credits needed for graduation and your actual graduation date.
- 4. What do I need to know if I want to take [a course that is not part of the pre-seminary program](#)?**
 - Pre-seminary students may carry non-pre-seminary courses on their schedule, if they meet the course prerequisites and/or preferences. While they do *not* receive **degree** credit for them, such courses carry college credit (just not **degree** credit) and do impact GPAs. Students should keep in mind the eighteen-credit ceiling. If you would like to take such a course, always make sure doing so will not negatively impact the ability to fulfill degree requirements.
- 5. What is a [GenEd menu \(Undergraduate Catalog, pp. 42-44\)](#)?**
 - A GenEd menu is a list of courses in a given academic area (e.g., science, fine arts), any one of which fulfills the requirement in that area as part of the general education required of all MLC students.
- 6. What do I need to keep in mind about fulfilling my pre-seminary [Vocal Skills requirement](#) through participation in a choir?**
 - If you choose to participate in a choir, you should know that the Music Division strongly encourages students to participate in that choir for a full year, though the pre-seminary vocal skills requirement is fulfilled after 1 semester. A choir is like a sports team; it's not ideal if a member of a sports team drops out in the middle of a season.
 - Please note that a student may not take choir or band three times (1 cr + 1 cr + 1 cr) in order to meet a graduation degree requirement. Any credits earned for choir and band beyond the 1 cr required for vocal skills are non-degree credit.

Electives

7. Please refresh my memory about **pre-seminary electives** ([Undergraduate Catalog, pp. 68-72](#))
- **Area electives** (12 credits). Every pre-seminary student must choose one area elective in each of several academic areas – English, Greek, history, and science (12 credits). Not all electives fulfill an area requirement. The ones that do are listed in the catalog. Additional area electives (beyond the one required in a given area) count as degree-credit free electives.
 - **Free electives** (12 credits). A normal pre-seminary program also requires four free electives (12 credits). Free electives are also listed in the catalog. Any non-biblical language courses taken outside the student's non-biblical language option count as free electives. And again, additional area electives are counted as free electives. Students are not limited to a specific academic area for their free elective choices.

English

8. What do I need to know about the English course **EDU3303 Advanced Expository Writing**?
- This course was specifically designed to help students whose college writing skills would benefit from extra instruction and support. Wisconsin Lutheran Seminary has consistently identified writing as a weakness for some students who arrive on their campus from MLC. The course is offered in the spring semester of even years (22-23, 24-25, ...)

Greek

9. If I have taken only *Elementary Classical Greek*, how do I know whether to register for *Intermediate Koine Greek* or *Intermediate Classical Greek*?
- The Elementary Greek professors select the Koine students. Students may not self-select Koine. You will be notified via email if your Greek professor is recommending you for Intermediate Koine Greek.
10. How does **GRK3002 Greek Classics in Translation** fit into degree program plans?
- GRK3002 is a required course for students in the Koine Greek track. It is a free elective for classical Greek students. It is offered in even-year fall semesters.
11. When should I take my **Greek elective**?
- Normally, three Greek electives are offered each year, two in the first semester and one in the second. Unless you have a very specific reason to do otherwise, you should take your Greek elective in the semester 1 of your Junior year since no other Greek course is normally scheduled at that time. (There are exceptions to this; please consult your Advisor.)

History/Social Science

12. Must I take **HIS2112 Rise of the West**, though it is not a GenEd requirement?
- Yes, it is a pre-seminary requirement.
13. When is the best time to fulfill my **HIS3010 US History since 1945** GenEd requirement?
- The best time is second semester of your junior year. This for good balance among the writing and speaking emphases of the pre-seminary program. The History Division prefers at least Junior standing for enrollment in this course.
 - Note: Starting with the 2023-24 academic year, this course will be replaced by HIS3011 US History II.

- 14. What do I need to know if I am thinking about taking the [new US History I course \(HIS2001\)](#)?**
- Students who have already taken HIS3025 The American Scene to 1877 may not take this new US History I course since 75% of its content overlaps with HIS3025. This course is targeted at freshmen and emphasizes research and writing skills necessary for the discipline.
 - A prerequisite for this course is ENG1303 Rhetoric and Composition.
- 15. What do I need to know about [choosing a History elective](#)?**
- In order to have the requisite background knowledge necessary to participate meaningfully in upper-level American history electives, the History Division strongly prefers that pre-seminary students first take US History I or HIS3025 The American Scene to 1877.
 - In order to have the requisite background knowledge necessary to participate meaningfully in upper-level world history electives, the History Division strongly prefers that pre-seminary students first complete their western civilization sequence and attain Junior standing before enrolling in one of these electives.
- 16. What do I need to know if I want to take the [new SSC2001 Social Studies I: Civics & Economics](#) and [SSC2202 Social Studies II: Socio-Economics](#) courses?**
- These courses count as free elective in the pre-seminary program.
 - Social Studies I is a prerequisite for Social Studies II.

Spanish

- 17. Is [Spanish immersion](#) required to complete the Spanish option?**
- No, but see below.
- 18. Beyond increased proficiency in Spanish, what other advantage is there in Spanish immersion?**
- MLC Spanish immersion is now a prerequisite for participation in the WLS Spanish immersion that takes place during Winterim.
- 19. What is the [Spanish Certificate](#)?**
- The Spanish Certificate program outlines the Spanish-language courses needed to give pre-seminary students the Spanish proficiency they need to serve in congregational settings.
- 20. Beyond preparation for ministry, what is the benefit of the Spanish Certificate?**
- The Spanish Certificate communicates to the student what is needed to achieve high function in Spanish. The Spanish Certificate identifies for the seminary and calling bodies students who have achieved such proficiency.
- 21. Does the Spanish Certificate have to add to my total credit requirements or extend my time before graduation?**
- No. The Spanish Certificate does not have to add credits to a typical Spanish-option degree program plan – *if one chooses SPN3001, SPN4011 (3 of 6 credits, see below), or SPN4012 (3 of 6 credits, see below) to meet the GenEd intercultural requirement.* To achieve the credits of the Spanish Certificate, the student uses the GenEd intercultural requirement and the four free electives that are already built into most (not all) pre-sem plans. Koine Greek students will have, because of the GRK3002 requirement, one extra course (3 credits) total in their degree plan.
- 22. How does the Spanish Certificate compare to the Spanish option?**
- As mentioned, the Spanish Certificate fits within existing degree plans and includes . . .
 - all four Spanish option courses, plus
 - SPN4011 Spanish Immersion I (six credits), plus
 - ANY THREE of the following courses
 - SPN3001 *Latin American Culture and Civilization* (meets intercultural requirement or accounts for one free elective).
 - SPN3011 *Advanced Spanish Conversation* (accounts for one free elective)

- SPN4000 *Spanish and Latin American Literature* (accounts for one free elective)
 - SPN4001 *Selected Topics in Spanish I* (accounts for one free elective)
 - SPN4002 *Selected Topics in Spanish II* (accounts for one free elective),
- OR SPN4012 Spanish Immersion II (six credits. On a typical pre-sem degree plan those six credits account for 2 free electives or one free elective and the GenEd intercultural requirement),
- OR a year abroad in Spanish (no MLC credit, but meets SC requirement).

Semester Abroad

- [MLC Study Abroad website](#) and [Study Abroad Policy](#)
- What is a semester abroad? A semester abroad is a semester of college education in a foreign country at a host college. Expectation is that the MLC student studying abroad remains on schedule to graduate according to his degree program plan. A semester abroad usually offers experience and exercise in a foreign language, as well as exposure to a foreign culture. Intention is that the student abroad takes courses taught in English, but, if he has the proficiency, he might take some classes through the medium of his foreign language (e.g., a sociology course taught in German). Housing with host families is preferred. For MLC pre-seminary students, the semester abroad ordinarily occurs in the first or second semester of the junior year.
- Who may participate and what are the eligibility requirements? Interested students with at least a 3.0 cumulative GPA both when applying and departing for a study abroad semester may apply through MLC's Cultural Engagement Center. Application must be made through the CEC. See Mrs. Megan Kassulke.
- What are the advantages to a semester abroad? As mentioned above, a student encounters another culture for an extended period of time. He enjoys ample opportunity to improve his proficiency in a foreign language and learns what it is to cope in an unfamiliar context. In some settings the student abroad can live near enough to congregations of WELS sister synods to become personally acquainted with others in the world-wide fellowship of the Wisconsin Synod. In all this, the student does not lose time toward graduation, if he thoughtfully schedules his *sophomore* year.
- When and where will semesters abroad take place? As mentioned, for pre-seminary students the first or second semester of the junior year offers the best fit for a semester abroad. Regarding locations, contact MLC's Cultural Engagement Center – Mrs. Kassuelke, Director of Cultural Engagement – for information. (The CEC is on the second floor, south side of the LSC.) For pre-seminary students the emphasis in semester abroad is experience in one of the living non-Biblical languages offered as pre-sem options – German and Spanish. It is also hoped that host schools will be near places where the WELS or sister synods carry on Gospel ministry. In such settings the future pastor will have the opportunity to get to know these fellow Christians and their work.
- What is the cost of a semester abroad? Intention is to partner with colleges whose costs are comparable to MLC's, but there might be a cost difference. Travel expenses will be a factor, as will medical coverage and living expenses. State and Federal financial aid will follow you from the home college (MLC) to the host college. The Financial Aid Office will work out details with students who plan a semester abroad. Semester abroad involves an administrative fee paid to MLC. About these matters, confer with the CEC.
- What academic planning does a semester-abroad student need to do? To graduate on time, a pre-seminary student must – *already in spring of the freshman year* – schedule classes for the *sophomore year* in a way that accommodates a semester abroad in the *junior year*. The biblical language sequences need the most attention.
 - If you, as a pre-seminary freshman, are considering a semester abroad in a junior semester, you should do the following:

- 1) Schedule now HEB1001 *Elementary Hebrew I* and HEB1002 *Elementary Hebrew II* for your sophomore year.
 - 2) Schedule now – if you plan to go as a second-semester junior – THE3011 *The Gospel of John* for second semester of the sophomore year. It will be concurrent with *Intermediate Greek II*.
 - 3) Plan in your semester abroad to take courses that correspond to your programmed MLC courses. Electives provide the most possibilities. You should keep those in reserve (i.e., don't take them at MLC) for the semester abroad. (Note: When the time arrives to choose your study abroad courses, consult with the Dean to receive pre-approval.)
 - 4) Schedule in your senior year – if you plan to go abroad as a first-semester junior – THE3010 *Symbolics*.
 - 5) Enroll in SAB2001 Semester Abroad Pre-Departure in the semester before your study abroad. Enroll in SAB2002 Semester Abroad during the semester in which you are studying abroad. Enroll in SAB2003 Semester Abroad Re-Entry the semester you return to MLC. These three courses taken together will fulfill your General Education Intercultural requirement.
 - 6) Understand that, if you schedule now to accommodate a junior-year semester abroad, but your plans change and you do not do a semester abroad, you will remain on schedule for on-time graduation.
- Where can I find further information? As mentioned, contact the CEC or refer to the MLC Study Abroad website. Also confer with your advisor and/or Dean Danell. Talk also to other students who have done or have considered a semester abroad. Likewise, subject to CEC guidance, you can check the websites of prospective study abroad providers and schools abroad.