

# Scheduling

Before and while you are on campus, you will need to schedule your courses. This area contains a lot of important information to keep in mind while you are working on what your coming year is going to look like.

- [New Student Registration Guide & FAQ Page — Education & Staff Ministry Program](#)
- [New Student Registration Guide & FAQ Page — Pre-Seminary Program](#)
- [Returning Student Scheduling](#)

# New Student Registration Guide & FAQ Page — Education & Staff Ministry Program

Welcome to Martin Luther College! The information on these pages will help you register for the proper courses as you begin your preparation for ministry!

**Please read through this entire document before beginning.**

## Scheduling Resources

Use this page as a “registration central” for your process. It contains important instructions and links to help you. The **Navigation panels on the left** give quick access to important sections. Here are links to other helpful resources.

- The **MLC Undergraduate Catalog**
  - pp. 45-47 provide details about general education requirements. These pages also list all the general education course menus.
  - pp. 48-73 provide details about the Education & Staff Ministry program requirements and curriculum.
  - pp. 85-106 provide course descriptions for specific courses.
- **MLC Portal** is where you access your Program Plan and the Schedule Planner.
- Consult **General Education Courses** for requirements and menu options.
- Consult the **Course Status** (toggle between semesters as needed) and the **5-Year Master Plan** on the Portal to see which years and semesters courses are offered.

## Getting Started

- Read through the Education & Staff Ministry FAQs at the end of this page (use Navigation Panel on left). They answer many questions and provide specific information for your major. Read carefully to be aware of specific requirements for some courses (e.g., PE, math, vocal/choral, piano/organ). Middle & secondary majors should pay attention to scheduling nuances noted in order to stay on track with their program.
- **Consult your specific program plan.** Make sure to note the differences among the various programs - single middle & secondary, elementary education only, early childhood, double majors, etc. Review the notes at the top of each program plan to understand how to read the plan.
  - If you have decided to change your major or program from what is listed in your registration letter, you need to notify the MLC Registrar — Mrs. Kelly Diersen at 507-354-8221 ext. 222 or via email at [registrar@mlc-wels.edu](mailto:registrar@mlc-wels.edu).
  - If you took an AP test, please be sure you have asked the College Board to submit your scores to MLC. The MLC code for reporting scores is 6435. (See pp. 26-27 in the **Undergraduate Catalog** for a list of AP exams, minimum required score, and corresponding MLC course.) Check your **Unofficial Transcript** after approximately July 8 to see what credits you have earned.
  - If you took a college course during high school, be sure you have requested that the college from which you earned credits send an official transcript to MLC for a formal transcript evaluation. Once this process is completed, check your **Unofficial Transcript** to see what credits have transferred.
- Plan your program using the Program Planner on the Portal. (Portal > Scheduling > Program Planner)
  - Click “Create New.”
  - Click “Use Standard Plan,” then either:
    - Select “No Plan.” You will then drag and drop all of your courses into the semesters
    - Select the plan for your chosen major. This will import courses for your specific program plan. Note: If you have chosen a double major that isn’t a “traditional” double major, you will see options for both plans. Select one. Then, when you view the plan, click on the “Run Audit” button. This will show the courses in the second major that are missing and will need to be dragged and dropped into semesters
  - Enter a name you would like for this program planner (e.g., First-year Scheduling Plan) in the “Plan Name” field.
  - Click “View.”
  - A plan for your program will populate on this screen. The courses will show in the semesters according to your chosen major’s program plan and according to the years/semesters those courses are offered.
  - Click on the Audit tab. This will show any courses that may need to be added to a semester. To see all courses in your plan, click on the “See all in plan” button.

- You can edit this plan to reflect personal preferences, anticipated AP or transfer courses, etc. Drag and drop courses to the appropriate semester or drag and drop them to the left under the summary to remove them from the semester.

# Watch the Scheduling Video

After reading everything, watch the [Scheduling Video](#) for a visual guide on how to use the MLC Portal Schedule Planner.

## Planning Your Schedule

Log on to [MLC Portal](#) using your [MLC Account username and password](#), which you set up earlier. [Contact MLC IT Services](#) if you have issues logging in.

Select the “Scheduling” tab and then:

1. Select “Schedule Planner”
2. Select “Preference” for personal preference choices (you do not need to do this, but it may be helpful with first planning).
3. Select “Modify Courses” to select courses and the semester you desire. You can add courses in two ways:
  - Click on “Import Courses from Plan” and choose the Program Planner template that you created in the “Getting Started” section.
  - Add individual courses. Courses are in the middle and are organized by course number. To put the course into a semester, click the “Add” button pointing to the appropriate semester. To switch semesters, you must delete the course from one semester and then use the “Add” button to put it in the other semester.
4. Select “Plan Schedule” to put the courses you have chosen into a weekly schedule. Be careful to note on the upper right the semester you are working with. You must develop a plan for both first and second semester if you are attending the full year. To switch between semesters in “Plan Schedule,” hover over 2024-25 Semester 1 in the upper right-hand corner and select 2024-25 Semester 2.
5. Select “Make It Fit” to design your schedule automatically according to the preferences you set in step #2 above. If a course does not fit, the course will appear in a white box on the left side of the screen. Clicking on the course in white will make potential meeting times appear in red boxes on the schedule grid. If you are unable to make your schedule fit your selected courses, you must go back to “Modify Courses” to make changes, by either switching semesters or dropping a course and adding another one. Many first-year courses are offered both semesters.

6. Note: To the left of your registration time, it will say "not approved." You can disregard that. Incoming new students do not need their schedules approved before finalizing.

If you have conflicts that you are not able to resolve, please contact the MLC Scheduling Help Desk at 507-233-9156 ext. 279.

Your plan is automatically saved. You can go back to it any time through the [MLC Portal](#).

# Registration Day Procedure

You will be eligible to finalize your classes at your appointed time. Individual registration times can be found by selecting "Schedule Planner" under the "Scheduling" tab on the [Portal](#). Times have been randomly assigned and are staggered. Registration for first-year students begins at 8 am on July 8. Reminder: To the left of your registration time, it will say "not approved." You can disregard that. Incoming new students do not need their schedules approved before finalizing.

- Click on "Register" on the "Schedule Planner." Note: This tab won't appear until your assigned registration day.
- Click on "Finalize." This finalizes the registration process.

Your registration time will remain open until you complete registration by finalizing your schedule. It is in your best interest to schedule at the appointed time.

IF YOU DO NOT FINALIZE YOUR SCHEDULE BY THE MAKEUP DATE, THE RECORDS OFFICE WILL SCHEDULE FOR YOU.

# Important Dates

- June 24, 2024 | You should receive (via postal mail) instructions to register for your courses online.
- June 24 - July 7, 2024 | Begin planning your schedule in the MLC Portal Schedule Planner.
- June 24 - July 3, 2024 | MLC Scheduling Help Desk available for questions from 8 am to 4 pm CDT. (507) 233-9156 ext. 279
- July 8 - July 12, 2024 | Online course registration is open. Please note the day and time for scheduling. The MLC Scheduling Help Desk is available from 8 am to 8 pm CDT. (507) 233-9156 ext. 279
- July 16, 2024 | Makeup day

# MLC Scheduling Help Desk

If you have any questions, call the MLC Scheduling Help Desk. The people at the Help Desk are there to help you with your scheduling needs.

### **MLC Scheduling Help Desk Availability**

#### **June 24 - July 3, 2024**

- By phone (507) 233-9156 ext. 279 from 8 am to 4 pm CDT
- By email to [records@mlc-wels.edu](mailto:records@mlc-wels.edu)

#### **July 8 - July 12, 2024**

- By phone (507) 233-9156 ext. 279 from 8 am to 8 pm CDT

#### **After July 12, 2024**

- By phone (507) 233-9156 ext. 279 from 8 am to 4 pm CDT
- By email to [registrar@mlc-wels.edu](mailto:registrar@mlc-wels.edu)

## **FAQs**

**Always refer to [your program plan](#) when selecting courses! Following the program plan will ensure that the appropriate general education electives are taken. Pay close attention to courses that are only offered in alternate years. Note that some courses are offered in both semesters and may be switched.**

### **Are there specific things to keep in mind for my first year?**

Many first-year students take these courses:

- ENG1303, Rhetoric and Composition – take opposite semester of Literature Seminar.
- ENG1304 or ENG1305, or ENG1306, Literature Seminar – take opposite semester of ENG1303.
- SCI1003 Biology Lecture and SCI100 Biology Lab must be taken in the same semester (listed in the sophomore year on the Elementary Ed/Spanish double major program plan).
- Do not schedule multiple BHL courses (THE1001, THE1002, or THE1003) in the same semester.

Policies and other items to note:

- Students **may not take more than 18 credit hours** per semester.

- Beyond 18 credit hours students may audit courses up to 21 total credit/audit hours. (Audits do not earn credit. Refer to the [2024-25 Undergraduate Catalog](#) pg. 31 for audit policies.)
- Students can audit choir, Wind Symphony, etc., after they have reached 18 credits.
- Many courses can be taken in either semester during the first year (e.g., Rhetoric & Composition, Literature Seminar).

# APP - Advanced Placement Program

## How do I schedule if I've taken AP courses?

If you have taken AP courses, please be sure that you had your scores sent to MLC. The courses you received credit for will be listed on your [unofficial transcript](#) on the MLC Portal by approximately July 8. The [unofficial transcript](#) is located on the MLC Portal. (After logging in, click "Grades" and select "[Unofficial Transcript.](#)"). The AP courses, along with the scores required, are listed in the MLC Undergraduate Catalog.

If the AP courses you received credit for are first-year courses, you can choose to take other courses in their place. If you need to schedule extra courses because your AP courses have fulfilled many of your first-year course requirements, you can look to schedule courses listed in the sophomore year of your program plan. However, it is best not to schedule sophomore EDU courses in your first year.

# English

## Why are there English courses already in my schedule planner?

If your English ACT score was 17 or below, you may be required to take ENG0001 Essential Skills for College Composition and ENG1303 Rhetoric and Composition concurrently during your first semester of studies. ENG0001 does not fulfill any of the English requirements for graduation. These courses will already appear in your schedule planner.

Consult the [General Education Courses page](#) on the MLC website to view menu options.

# Fine Arts Elective

## Which Fine Arts elective should I schedule?

If your program plan calls for a Fine Arts Elective in the first year, MUS2201 Introduction to Fine Arts is available for you to schedule. If you wish to select a different course from the Fine Arts Electives in the [MLC Undergraduate Catalog](#) and postpone taking the Fine Arts Elective until a

later time, you can choose to take courses listed in the sophomore year of your program plan. However, it is best not to schedule sophomore EDU courses in your first year. **If you are considering a Music minor**, you should postpone the Fine Arts elective until a later year and replace the course with a different course from your program plan.

Consult the [General Education Courses page](#) on the MLC website to view menu options.

## Math

### Which Math elective should I schedule?

If your program plan requires you to choose a math course, you are encouraged to choose a course based on your ACT score. Some program plans call for a “General Education Math Elective.” In this case, any of these courses can be selected. The semesters these courses are offered are listed below:

- MTH1012 Organizational Personal Finance -- take either semester.
- MTH2010 Calculus I – take first semester only (prerequisite is a high school course in pre-calculus).
- MTH2020 Elementary Statistics – take second semester only.
- MTH2022 Discrete Math – take first semester only.

**Note:** Students with an ACT mathematics score of 17/SAT of 470 or lower are required to complete MTH0003 Developmental Mathematics, which can be taken concurrently with MTH1012 Organizational and Personal Finance or before taking any other math courses. MTH0003 Developmental Mathematics does not fulfill any of the mathematics requirements for graduation. *These courses will already appear in your schedule planner.*

## Music

### How do I schedule music courses?

Complete the Music Experience Inventory form online as soon as possible, even if you have no music experience. If you indicate an interest in joining Wind Symphony on the form, Wind Symphony will automatically be entered in your schedule planner. You must add all other music courses to your schedule planner.

Schedule section 01 for piano, organ, choir, instrument, and vocal lessons. After your Music Experience Inventory form has been reviewed and after your brief audition during student orientation week, your music course level may be adjusted in your schedule. You will also then be assigned an instructor for keyboard, instrument, and/or vocal lessons. Students registered for lessons will receive an email from their assigned instructor before the semester begins. It will include their assigned lesson time.



Students desiring to participate in a choir should register for section 01 of the course in one of the following ways:

1. New students who are joining Wind Symphony, which meets fourth hour, should register for MUS2048 Chorale, which meets eighth hour.
2. New students who wish to sing in choir should register for MUS2038 Women's Choir or MUS2039 Männerchor. Both of these choirs meet fourth hour. (Note: This does not exclude a student from being a part of Chorale, as a student will have an opportunity to express this at auditions.)

**Your choir registration is a temporary registration until auditions are completed.** After the auditions, the choral conductors will place you into one of the choirs or determine that a vocal class will serve you better. If you are accepted into choir, the conductors will, if possible, attempt to honor the choir preference you included on the Music Course Placement and Inventory Form you completed online. However, placement of students into these choirs is also affected by sizes of the choirs, balance of voice parts, and other considerations. All preferences may not be able to be accommodated.

If you have added choir, MUS1103, or MUS1104 to your schedule planner, an audition time will be given to you during orientation week.

For programs that have a vocal/choral requirement, this requirement can be met in the following ways (choose one option):

1. MUSxxx Choir (2 semesters)
2. MUS1103 Sight Singing Fundamentals and MUS1104 Vocal Skills (see note below)
3. MUS1103 Sight Singing Fundamentals and MUSxxxxx Choir (1 semester) (see note below)
4. MUS1104 Vocal Skills and MUSxxxxx Choir (1 semester) (see note below)

**Note:**

- MUS1103 (Sight Singing Fundamentals) is a course centered around learning the basics of reading music and is intended for students with little to no music literacy.
- MUS1104 (Vocal Skills) is a course designed for those needing to develop the basics of singing technique and is intended for students with little to no singing experience.

## Phy Ed Activity Courses

**Can I take any PED11xx courses to fulfill my Phy Ed activity course requirements?**

**Yes. However,** if you have participated on a high school varsity soccer team, do not take this as an activity course. PED1131 is to be taken by students with beginning or intermediate skill levels only.

Note:

1. To fulfill your PE activity course requirements, your PED11xx courses need to be different activities. You may not repeat the same activity for additional credits.
2. PED1205 First Aid is **not** a Phy Ed activity course. All Phy Ed activity courses are numbered PED11xx.

## Spanish

Spanish is a specialized course of study at MLC. Whether as a major, a minor, a language emphasis, or free elective, you need to have taken the placement test offered by MLC. You may not register for Spanish courses on your own. After you have completed the placement test, MLC will add the proper course to your schedule planner. Depending on where you were placed, your first Spanish course may not begin until your second semester. **Please do not schedule Spanish courses on your own.**

If you have not taken the placement test and are considering taking a Spanish course, please contact Prof. Degner ([degneriw@mlc-wels.edu](mailto:degneriw@mlc-wels.edu)). You may want to leave room for 3 credits in your schedule for a Spanish course.

## Specific Program Helps

### Physical Education Majors

The Physical Education Teacher Education major courses or prerequisites should begin in the first year. It is difficult to become a double major that includes PE if you don't start it as a first-year student.

- All PE Teacher Ed majors should schedule SCI1003 Biology and SCI1004 Biology Lab in the first year.
- All PE Teacher Ed majors should schedule PED3004 Care and Prevention (Sem I) and PED2010 Foundations of Physical Education (Sem II) in the first academic year.

# Social Studies Majors and Social Studies/Elementary Education Double Majors

During your first year, it is best to take ENG1303 first semester, if possible. HIS2001 has already been added to your first-semester schedule. You should take SSC3210 in your second semester. Following these suggestions will allow you to take other classes in your program during your sophomore year.

## Helpful Links

- [Program Plans](#)
- [MLC Undergraduate Catalog](#)
- [General Education Courses](#)
- [MLC Portal](#)

# New Student Registration Guide & FAQ Page — Pre-Seminary Program

Welcome to Martin Luther College! The information found on these pages will help you register for the proper courses as you begin your MLC pre-seminary preparation for your future enrollment at Wisconsin Lutheran Seminary!

**Please read through this entire document before beginning.**

## Scheduling Resources

Use this page as a “registration central” for your process. It contains important instructions and links to help you. The **Navigation panels on the left** give quick access to important sections. Here are links to helpful scheduling resources:

- The **MLC Undergraduate Catalog**
  - pp. 45-47 provide details about general education requirements. These pages also list all the general education course menus.
  - pp. 75-80 provide details about the pre-seminary requirements and curriculum.
  - pp. 85-106 provide course descriptions for specific courses.
- **MLC Portal** is where you access your Program Plan and the **Schedule Planner**.
- Consult **General Education Courses** for requirements and menu options.
- Consult the **Course Status** (toggle between semesters as needed) and the **5-Year Master Plan** on the Portal to see which years and semesters courses are offered.

## Getting Started

- Get your individualized **Program Plan**. You will find it on your directory page of the MLC Portal under “**Program Planner**” located in the right column of the “Other Information” box.
  - If your non-biblical language option has changed, please notify Dean J. Danell at 507-354-8221 ext. 254 or via email at [danelljc@mlc-wels.edu](mailto:danelljc@mlc-wels.edu).
  - If you took an AP test, please be sure you have asked the College Board to submit your scores to MLC. The MLC code for reporting scores is 6435. (See pp. 26-27 in the **Undergraduate Catalog** for a list of AP exams, minimum required score, and corresponding MLC course.) Check your **Unofficial Transcript** after July 8 to see what credits you have earned.
  - If you took a college course during high school, be sure you have requested that the college from which you earned credits sends an official transcript to MLC for a formal transcript evaluation. Once this process is completed, check your **Unofficial Transcript** to see what credits have transferred in.
- Read through the Pre-Seminary FAQs at the end of this page (use Navigation Panel on left). They answer many questions and provide specific information for the pre-seminary program.

## Watch the Scheduling Video

After reading everything, watch the **Scheduling Video** for a visual guide on how to use the MLC Portal Schedule Planner.

## Planning Your Schedule

Log on to **MLC Portal** using your **MLC Account username and password**, which you set up earlier. **Contact MLC IT Services** if you have issues logging in.

Select the “Scheduling” tab and then:

1. Select “Schedule Planner”
2. Select “Preference” for personal preference choices (You do not need to do this, but it may be helpful with first planning.).
3. Select “Modify Courses” to select courses and the semester you desire. You can add courses in two ways:

- Click on “Import Courses from Plan” and choose the Program Planner template that has been created for you by the Pre-sem Dean.
  - Add individual courses. Courses are in the middle and are organized by course number. To put the course into a semester, click the “Add” button pointing to the appropriate semester. To switch semesters, you must delete the course from one semester and then use the “Add” button to put it in the other semester.
4. Select “Plan Schedule” to put the courses you have chosen into a weekly schedule. Be careful to note the semester you are working with on the upper right. You must develop a plan for both the first and second semesters if you are attending the full year. To switch between semesters in “Plan Schedule,” hover over 2024-25 Semester 1 in the upper right-hand corner and select 2024-25 Semester 2.
  5. Select “Make It Fit” to design your schedule automatically according to the preferences you set in step #2 above. If a course does not fit, the course will appear in a white box on the left side of the screen. Clicking on the course in white will make potential meeting times appear in red boxes on the schedule grid. If you are unable to make your schedule fit your selected courses, you must go back to “Modify Courses” to make changes by either switching semesters or dropping a course and adding another one. Many first-year courses are offered in both semesters.
  6. Note: To the left of your registration time, it will say "not approved." You can disregard that. Incoming new students do not need their schedules approved before finalizing.

If you have conflicts that you are not able to resolve, please contact the MLC Scheduling Help Desk at 507-233-9156 ext. 279. The dates and hours it is open are below.

Your plan is automatically saved. You can go back to it any time through the [MLC Portal](#).

# Registration Day Procedure

You will be eligible to finalize your classes at your appointed time. Individual registration times can be found by selecting “Schedule Planner” under the “Scheduling” tab on the [Portal](#). Times have been randomly assigned and are staggered. Registration for first-year students begins at 8 am on July 8. Reminder: To the left of your registration time, it will say "not approved." You can disregard that. Incoming new students do not need their schedules approved before finalizing.

- Click on “Register” on the “Schedule Planner.” Note: This tab won't appear until your assigned registration day.
- Click on “Finalize.” This finalizes the registration process.

Your registration time will remain open until you complete registration by finalizing your schedule. It is in your best interest to schedule at the appointed time.

IF YOU DO NOT FINALIZE YOUR SCHEDULE BY THE MAKEUP DATE, THE RECORDS OFFICE WILL SCHEDULE FOR YOU.

# Important Dates

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- July 16, 2024 | Makeup day

## MLC Scheduling Help Desk

If you have any questions, call the MLC Scheduling Help Desk. The people at the Help Desk are there to help you with your scheduling needs.

### **MLC Scheduling Help Desk Availability**

#### **June 24 - July 3, 2024**

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#### **July 8 - July 12, 2024**

- By phone (507) 233-9156 ext. 279 from 8 am to 8 pm CDT

#### **After July 12, 2024**

- By phone (507) 233-9156 ext. 279 from 8 am to 4 pm CDT
- By email to [registrar@mlc-wels.edu](mailto:registrar@mlc-wels.edu)

## FAQs

As much as possible, please follow the plan that has been laid out for your first year. Once you arrive on campus, your advisors will help you plan out your subsequent years and offer you guidance on which courses to take.

# Can I schedule 1st-semester courses in 2nd semester and 2nd-semester courses in 1st? Can I move courses from one year to another year?

Yes, but . . .

1. Some – *especially the language courses* – cannot and should not be moved.
2. Do not schedule ENG1303 (Rhetoric & Composition) and ENG130x (Literature Seminar) in the same semester.
3. Do not schedule more than one Biblical History and Literature course (THE1001, THE1002, THE2001) in the same semester.
4. Maintain the sequence HIS2112 (Rise of the West) first, then HIS2113 (Modern West).
5. Don't move any elective courses into the first year; at this point, you lack the prerequisites.

## What are the (Gen Ed Menu) courses in my Program Plan?

Some courses in your program plan appear as a grayed entry and do not specify a particular course. These represent general education courses required of every MLC student. Any course from a given menu can meet the Gen Ed requirement in that area. (Note that some areas require more than one course to fulfill the Gen Ed requirement - for example, Theology.) Here are a few notes about each area of the Gen Ed menus. (Note: Not everything here will necessarily apply to your individualized program plan.)

- **English.** As mentioned above, you can flip-flop the semesters in which you take ENG1303 and ENG130x (Literature Seminar) if you need to. Just don't schedule them both for the same semester. (ENG3310 must wait until at least junior year.)
- **Fine Arts.** If you need a fifth course for one of your first two semesters, moving a Gen Ed Fine Arts course up in your program is an option.
- **History-Social Science**
  - Of the three courses listed here, pre-sem students are required to take HIS2113 Modern West and HIS3011 US History II as their Gen Ed courses.
  - However, as was mentioned above, be sure to schedule HIS2112 Rise of the West before scheduling HIS2113 Modern West.
  - HIS3011 US History II must wait until junior year.
- **Intercultural.** This can be a tricky one to choose. It's probably best to wait and schedule this in consultation with your Advisor.
- **Mathematics**
  - MTH1012 Organizational Personal Finance — either semester



- MTH2010 Calculus I — first semester only (pre-req is high school precalculus or equivalent)
  - MTH2020 Elementary Statistics — second semester only
  - MTH2022 Discrete Math – first semester only
  - If you need a fifth course for one of your first two semesters, moving a Gen Ed Math course up in your program may be an option.
- **Physical Education.** You are required to take two activity courses. These are listed on pp. 95-96 of the [Undergraduate Catalog](#). These courses all begin with PED11xx. Each of these courses lasts one quarter.
    - Note: If you have participated on a high school varsity soccer team, do not take PED1131 Soccer. This course is to be taken by students with beginning or intermediate skill levels only.
- **Science.** Please note ...
    - SCI1003 Biology & 1004 Biology Lab and SCI1102 Physical Science are available either semester every year.
    - SCI2021 General Chemistry I is available every year, but only in semester 1.
      - Of the other courses on the menu, SCI4102 Physics: Thermodynamics is available in semester 1, and SCI3102 Physics: Waves and Harmonic Motion is available in semester 2. A calculus background is recommended for each.
      - If you need a fifth course for one of your first two semesters, moving a Gen Ed Science course up in your program may be an option.
- **Theology.** All three of these courses are required at some point and are generally taken during the first three semesters. They do not have to be taken in any specific order.

## How do I schedule Music courses like Wind Symphony, Piano, Organ, or Choir?

Complete the Music Experience Inventory form online as soon as possible, even if you have no music experience. (It's part of your New Student Checklist.) If you indicate an interest in joining Wind Symphony on the form, Wind Symphony will automatically be entered in your schedule planner. When this happens, it may move you over 18 credits. Please check your credit load. You must add all other music courses to your schedule planner.

Schedule section 01 for piano, organ, choir, instrument, and vocal lessons. After your Music Experience Inventory form has been reviewed and after your brief audition during student orientation week, your music course level may be adjusted in your schedule. You will also then be assigned an instructor for keyboard, instrument, and/or vocal lessons. Students registered for lessons will receive an email from their assigned instructor before the semester begins. It will include their assigned lesson time.

Students desiring to participate in a choir should register for section 01 of the course in one of the following ways:

- New students who are joining Wind Symphony, which meets fourth hour, should register for Chorale, MUS2048, which meets eighth hour.
- New students who wish to sing in choir should register for MUS2039, Männerchor, which meets fourth hour. (Note: This does not exclude a student from being a part of Chorale, as a student will have an opportunity to express this at auditions.)
- If you have added choir, MUS1103, or MUS1104 to your schedule planner, an audition time will be given to you during orientation week.

## **What is the MUSxxx Vocal Music (Pre-sem Menu) course I see on my Program Plan?**

Pre-seminary students are required to take a one-credit vocal music course. The options are listed on the top of p. 79 in the [Undergraduate Catalog](#). Please note the following:

- MUSxxxx Choir. The choirs available this year are MUS2048 (Chorale), MUS2039 (Männerchor), and MUS3036 (College Choir).
  - All three are audition choirs.
  - MUS3036 (College Choir) is made up of mostly upperclassmen. A few spots may be open for first-year students. It is a traveling choir and meets five times per week.
  - While only one semester of a choir is required, our choirs (like a sports team) appreciate a student's participation for the entire year.
  - Many pre-seminary students audit choir and/or Wind Symphony if their schedule is already at 18 credits, simply because they love music. If you choose to do this, you must still fulfill the one-credit vocal music requirement at some point.
- MUS1103 (Sight Singing Fundamentals) is a course centered around learning the basics of reading music and is intended for students with little to no music literacy.
- MUS1104 (Vocal Skills) is a course designed for those needing to develop the basics of singing technique and is intended for students with little to no singing experience.
- MUS203x Applied Voice courses are meant for experienced singers who seek individual voice training. There are limited spots available.

## **Why is my first non-biblical language course already scheduled?**

Your first non-biblical language course is determined mainly by the results of the language diagnostic placement exam you took. You were automatically scheduled based on the results of that test. This may mean that your first course is delayed until semester 2. During the first two weeks of the semester (the drop/add period), you will have a chance to confirm or change that placement. If you feel you were misplaced, please contact the Deans Office. Do not schedule another non-biblical language course.

## **Why is THE1401 Early Ministry Experience I already scheduled in Semester E?**

This program requirement has already been scheduled for you. Early in the semester, our pre-seminary director of Early Ministry Experiences will meet with you and explain what this is about.

## **Why are there English courses already in my schedule planner?**

If your English ACT score was 17 or below, you may be required to take ENG0001 Essential Skills for College Composition and ENG1303 Rhetoric and Composition concurrently during your first semester of studies. ENG0001 does not fulfill any of the English requirements for graduation. These courses will already appear in your schedule planner. If this applies to you, then you will have to take your English Literature Seminar course in semester 2.

## **Why is there already a Math course in my schedule planner?**

If your Math ACT score was 17 or below, you are required to take MTH0003 Developmental Mathematics in your first semester. MTH0003 does not fulfill any of the Mathematics requirements for graduation. It can be taken concurrently with MTH1012 Organizational and Personal Finance (recommended) or before taking any other general education math courses.

## **Where do I find course descriptions?**

See the MLC [2024-25 Undergraduate Catalog](#).

## **How many credits may I schedule?**

Students may not take more than 18 credit hours per semester. Pre-seminary students normally take five (5) courses of 3 or more credits per semester.

## **May I audit courses?**

Yes, beyond 18 credit hours, students may audit courses up to 21 total credit/audit hours. Students often audit choir, Wind Symphony, etc., after they have reached 18 credits. (Audits do not earn credit. Refer to the [2024-25 Undergraduate Catalog](#) [pg. 31] for audit policies.)

## **Are my AP credits reflected in my Program Plan?**

In most cases, yes—though these credits are “pending” until MLC receives official notification from the College Board of tests taken and scores received. If you expect to receive AP credits, check your [MLC Portal Unofficial Transcript](#) after July 8. Once official notification of AP credit is

received and processed, this will automatically show up in your Program Plan. Please be sure you have requested that your AP scores be sent to MLC. Our AP code is 6435.

## **Are credits earned from another college reflected in my Program Plan?**

In most cases, yes—though these credits are “pending” until MLC receives and evaluates an official transcript from the college from which you received the credits. If you expect to receive transfer credit from another college, please be sure you have requested that an official transcript from that college be sent to MLC.

## **What if I need an additional course to reach five (5) *content* courses in a semester?**

Consider moving up one of the Gen Ed Science menu or Gen Ed Fine Arts menu courses to fill that spot.

## **Helpful Links**

- [MLC Undergraduate Catalog](#)
- [General Education Courses](#)
- [MLC Portal](#)

# Returning Student Scheduling

See the links below for scheduling information specific to your program. You can also watch the [Scheduling Video](#) for a visual guide and [this helpful video from Dean Clemons on setting up a schedule](#).

## Dates to Know

- **March 20, 2024** |
  - Flex period: Group meeting with advisors to discuss scheduling
  - Advisors begin meeting with students
  - NOTE: Flex period reserved for group meetings
  - Schedule planner opens to students
- **March 20-April 8** |
  - Students report any problems to Academic Deans. Any scheduling changes and updates will be posted on Portal.
  - Students meet with advisors for approval of schedules.
- **April 17 - April 19** | Registration for classes via Portal. See below for specific dates for more information.

## Planning Your Schedule

- Log onto [Portal](#) using your [MLC Account username and password](#).
- Select Scheduling > Schedule Planner to begin the process.
  - **Preference** to make personal choices.
  - **Modify Courses** to select courses and the semester you desire.
  - **Plan Schedule** to develop a proposed schedule, being careful to note different semesters. You must develop a plan for both **first** and **second** semester if you are attending the full year.
  - **Make It Fit** to design your schedule. If a course does not fit, the course will appear in a white box on the left side of the screen. Click on the course in white will make potential meeting times appear in red boxes on the schedule grid. If you are unable to make your schedule fit your selected courses, you must go to back **Modify**

**Courses** to make changes.

- A **Help** tab is included. If you have conflicts that you are not able to resolve, please contact the Records Office.

Your plan is automatically saved. You can go back to it any time through the MLC Portal. Your advisor is able to review your plan at any time.

**SET UP AN APPOINTMENT WITH YOUR ADVISOR TO APPROVE YOUR SCHEDULE!** Your advisor *must* click the **Approve** button **between March 20 - April 8, 2024** before you can register for classes.

*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 questions 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.*

## Registration Day Procedure

After your advisor approves your schedule, you will be eligible to register for classes at your appointed time (individual registration times will be posted under the **Registration** tab on the Portal).

- Click on **Register** on your **Schedule Planner**.
- Click on **Finalize Registration**. This finalizes the registration process.

*Note: Any changes made to a final registration must be done through the Drop/Add procedure.*

## Scheduling Dates

**Wednesday, April 17 - Friday, April 19, 2024**

- Registration opens at 6:45 am each day with staggered starting times.
- Days/times assigned based on projected academic semesters remaining.
- Check for your appointed date/time listed on portal at Scheduling > Schedule Planner on portal.

## Deans Office Documentation

# Education & Staff Ministry

- [2024-25 Registration Process & Tips](#)

## Pre-seminary

- [2024-25 Registration Guidance](#)
- [2024-25 Pre-seminary Courses](#)