

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](#)

Revision #24

Created 22 February 2021 18:34:06 by Bob Martens

Updated 26 March 2024 15:03:25 by Kelly Diersen