Returning Student Scheduling

See the links below for scheduling information specific to your program. You can also watch this helpful video on setting up a schedule for a visual guide.

Dates to Know

- **March 25, 2026** |
  - Flex period: Group meeting with advisor to discuss scheduling
  - Advisors begin meeting with students
  - NOTE: Flex period reserved for group meetings
  - Schedule Planner opens to students
- **March 25 - April 10, 2026** |
  - Students report any problems first to their advisor, and then to the Academic Deans. Any scheduling changes and updates will be posted on Portal.
  - Students meet with advisors for approval of schedules.
- **April 15 - 17, 2026** | Registration for classes via Portal. See below for specific dates and 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. 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 selected courses fit your schedule, you must go back to **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 25 - April 10, 2026,** before you can register for classes.

Note: Student accounts, excluding veterans, cannot be more than $1000 past due when completing course registration or returning to campus 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 Wellness 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 15 – Friday, April 17, 2026

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

Deans Office Documentation

Education & Staff Ministry

- 2026-27 Registration Process & Tips

Pre-Seminary

- 2026-27 Registration Guidance

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