

2020-21 REGISTRATION PROCESS AND TIPS

Education Academic Dean and Records Office
March 18, 2020

The following is a **concise schedule of course registration dates**:

March 18	Flex period meeting with advisors.
March 19-March 30	Preliminary schedule available to students. Students report any problems to the deans. Any scheduling changes and updates will be posted on the Portal.
March 23-April 14	Students meet with advisors for approval of schedules.
Wednesday, April 15	Rising seniors and fifth years register (check date and time on Portal)
Thursday, April 16	Rising juniors register (check date and time on Portal)
Friday, April 17	Rising sophomores register (check date and time on Portal)

Tips for 2020-21

1. Follow the **program plans** located on MLC website and read the information posted there.
<https://mlc-wels.edu/academics/program-plans/>
If your program plan has changed over the course of your stay at MLC and you don't understand how the course requirements have changed, please consult with Dean Clemons.
2. **Courses** that are **offered in both semesters** can be taken **either semester**. These appear in red type on the program plan. For example, *BHL III* and *Doctrine I* can be switched; the elementary education language arts block can be taken either semester, but must stay together as a block. Some classes **may be taken in a different year** than the program plan **if prerequisites are met**.
3. Remember to allow for Wednesday flex period in your schedule. Students should focus on more courses in their schedule for Tuesday and Thursday. The master schedule has tried to accommodate this need. Also, whenever possible, students should avoid scheduling class both 5th and 6th period on Wednesdays to help overcome the excuse of missing flex period events due to cafeteria hours.
4. The number of **minimum credits for graduation** is **130 credits** for a single major. Check program plans and note different totals required for various majors.
5. The **maximum academic load per semester** is **18 credits**. You may audit additional courses, but the **total number of credits and audit hours** together may not exceed **21**. **This policy applies to all students**. Some program plans call for summer course work. Overloading is not an acceptable way to avoid summer work. Appeals must be submitted to the Vice President for Academics.
6. Other than music majors, secondary-only majors do not need keyboard or a vocal course; staff ministry-only majors do not need keyboard. Elementary majors are required to take two credits of choir and/or vocal training and three credits of keyboard. See your advisor or program plan for specific information.
7. The course status tab under scheduling often lists notes that will help you select the correct course. For example, students may **not take HIS3010 U.S. History Since 1945 or ENG3310 Interpersonal Communication** until they have reached **junior standing**. Prerequisites are also listed there.

8. Registration procedures for Piano, Organ, Voice and Instrumental Lessons

Schedule 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 any of these courses before, you will be assigned an instructor. If you have an instructor preference, email Mrs. Wyffels in the Music Center.

9. The Records Office will schedule all Early Field Experiences and Individual Field Experience during the Field Experience Interim.
10. Students who have been approved for student teaching will have their student teaching courses scheduled for them. (If you have applied for student teaching but have a financial hold, you will not be scheduled until you have met your financial obligations.) Your advisor will approve your schedule.
11. A page from the 2020-21 Student Teaching Bulletin is attached at the end of this document. It shows the eligibility requirements for student teaching. Only students who have taken the required courses will be approved for student teaching.
12. ***PED1205/1206 First Aid* is not considered an activity course.** It does not fulfill the Gen Ed Physical Education requirements or the additional required semester of 2 activities for Education majors. It may be taken as a free elective. **Physical education majors, physical education minors, and coaching minors are required** to take this course as part of their program but it **does not count as one of their required activity courses.**
13. All education students pursuing a minor that leads to **grades 5-8 Minnesota license endorsements in grades 5-8, K-8, or K-12** must student teach that particular licensure field in 7th and/or 8th grades during Student Teaching II. Please opt for the corresponding course: **EDU427X/Student Teaching (subject matter) in Middle School.**
14. The **ECE major does not include a subject matter minor.** ECE majors must take ***EDU3407 Early Childhood Education Clinical* in the semester that they take *EDU3109 Preprimary Curriculum.***
15. **General Education** requirements can be found on the MLC website at <https://mlc-wels.edu/academics/general-education/>

Menus exist for **Literature, Fine Arts, Intercultural, Mathematics, and Science** (see General Education link above). Some courses allow students to fulfill two requirements at once, meaning you can fulfill a general education requirement along with a course required in your major. (The 130 total credit minimum still applies.) Examples of this would be a music major taking one of the music history courses for the Fine Arts Elective or a Communication Arts and Literature major taking *American Minority Writers* for the Intercultural Elective. Some menu offerings fulfill licensure requirements; they are noted with an asterisk. **Elect courses that fulfill licensure requirements. If you do not you will be adding credits to your program, most likely lengthening your college career.**

Education students who need to fulfill the Intercultural Elective can fulfill the requirement by taking a course from the Intercultural Licensure Menu.

16. Math Changes

- MTH1012 Organizational and Personal Finance (3 cr). replaces MTH1011 Mathematics: A Human Endeavor (3 cr)
- MTH2004 Math for Educators I (2 cr) **and** MTH2005 Math for Educators II (2 cr). replace MTH2003 Elements of Math (3 cr)
- EDU3247 Teaching Math Pre-K – 8 (1 cr). replaces EDU3246 Teaching Math Pre-K – 8 (2 cr)

Updated General Ed Math Menu:

- MTH1012 Organizational & Personal Finance
- MTH2010 Calculus I
- MTH2020 Elementary Statistics
- MTH2022 Discrete Mathematics

For education students whose program plans include MTH2003 and EDU3246:

- Any student who has already taken MTH2003 Elements of Math does *not* also need to take MTH2004 and/or MTH2005.
- Any student who has already taken EDU3246 (2 cr) does *not* also need to take EDU3247 (1 cr).

Any student who has **not** yet taken MTH2003 Elements of Math:

- **ECE single majors** are required to take MTH2004 Math for Educators I (2 cr) *only*.
- **Math single majors** are required to take MTH2005 Math for Educators II(2 cr) *only*.
- The **Science single major** math elective menus contain MTH2005 Math for Educators II (2 cr) *only*.
- **Elementary majors** are required to take **both** MTH2004 **and** MTH2005. These courses can be taken in either order and do not need to be taken concurrently.
- Any student who has **not** yet taken EDU3246 (2 cr) will take EDU3247 (1 cr) instead.

17. For **ECE, secondary, and staff ministry majors or double majors**, it is vital to get courses specific to that major in the years suggested on the program plans. Some courses are only offered every other year. Check the **5-year plan** to schedule those courses for your entire program. If you do not follow the program plan, you may extend your stay at MLC. If a course you need for your program is filled, please contact the Records Office.

18. Any student who has already earned credit for Marine Ecology (SCI2020) may use those credits to fulfill the Life Science Elective for the Science Minor as part of the Elementary Education program. It may also be used to fulfill a Science Minor Elective for the Life Science Major as outlined in the program plan.

Marine Ecology (SCI2020) will not be offered in the foreseeable future. Do not include Marine Ecology in long term plans for the purpose of fulfilling a Minor/Major requirement. Although the trip may be offered again at some time in the future, you should not consider it as an option unless you have seen published dates advertising the class and can confirm its viability with the supervising professor. No student should currently rely on this course to complete program requirements.

19. **Further directions from the Records Office can be found on the MLC Portal schedule planner. Changes made to the master schedule in the first week will be posted on Portal.**

20. If you have any **questions** about your **program or program plans**, please contact **your advisor or the Dean's Office**. If you have any **questions** about **scheduling**, please contact the **Records Office**.

Eligibility Requirements

A student is eligible for student teaching when the prerequisites for admission have been met.

Prerequisite coursework

- EDU1401 Early Field Experience I
- EDU2401 Early Field Experience II
- EDU3401 Early Field Experience III
- EDU3405 Individual Field Experiences

For ECE student teachers

- EDU3116 Teaching Religion in ECE
- EDU3210 Teaching Reading
- EDU3407 ECE Clinical
- PSY3010 Child Development
- PSY3020 Psychology of Learning

For elementary education student teachers

- EDU3210 Teaching Reading
- EDU3215 Teaching Religion
- EDU3411 Literacy Clinical
- PSY2002 The Psychology of Human Growth and Development
- PSY3020 Psychology of Learning

For secondary education student teachers

- EDU334x or EDU335x Teaching _____
- EDU342x _____ Clinical
- PSY3020 Psychology of Learning

GPA

- Overall cumulative and semester GPA of 2.00

TEAM Form

- Teacher Education Assessment Measure – Student Teaching (TEAM-ST) by April 15

MTLE Tests

- MTLE Content and Pedagogy Tests (taken or registered for) by February 15