HOW TO SCHEDULE YOUR CLASSES
FOR 2017-18

07/06/16 dl

STEP 1
Bring up the Sample Course Plan (SCP; under ‘Enrolment and Course Scheduling’ here) for your program and entry year. Suggested courses for 2017-18 are in the yellow row.

ASSOCIATE OF ARTS IN MINISTRY/RELIGIOUS STUDIES

ASSOCIATE OF ARTS IN MINISTRY/RELIGIOUS STUDIES

Entry year 2016-17

SUGGESTED COURSE PLAN

<table>
<thead>
<tr>
<th>Year</th>
<th>Summer</th>
<th>Fall Term 1 (Sep-Oct)</th>
<th>Fall Term 2 (Oct/Nov-Dec)</th>
<th>Winter Term 1 (Jan-Feb)</th>
<th>Winter Term 2 (Mar-Apr)</th>
<th>Spring/DE</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td></td>
<td>OT 112 Reading the Torah Elective*</td>
<td>NT 112 Reading the Gospels &amp; Acts SS 170 Christianity in the 21st Century HF 111 Thinking &amp; Writing</td>
<td>OT 221 Reading the Historical Books Elective*</td>
<td>NT 221 Reading Paul’s Letters TH 100 Introduction to Christian Theology</td>
<td>ST 100 The Christian Life</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Credits</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
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<tr>
<td>Sophomore</td>
<td>SS 261 Leadership Foundations</td>
<td>NT 251 Reading Hebrews to Revelation Elective* TH 210 The God of the Gospel (or TH 211 WI)</td>
<td>OT 243 Reading the Psalms &amp; Wisdom Literature Elective*</td>
<td>2 electives* TH 211 Creation to New Creation (or TH 210 FA)</td>
<td>OT 353 Reading the Prophets SS 210 Introduction to Psychology</td>
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<td>30</td>
</tr>
<tr>
<td></td>
<td>Credits</td>
<td>3</td>
<td>6/7.5</td>
<td>6/7.5</td>
<td>6/7.5</td>
<td>7.5</td>
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*Required totals: 6 cr AS, 12 cr General Elective; Major courses recommended for General electives. See Degree Audit.

STEP 2
Bring up your Degree Audit (DA) in Populi and check your ‘Not completed’ requirements. This document tells you how to read your DA.

- Are there any ‘Not completed’ courses from your SCP’s previous years?
- Have you completed (or transferred in) any of this year’s courses in your SCP?
TIP: The year on your DA…

…should usually be the same as the entry year on the SCP.

**STEP 3**

Using the Period-by-Period Timetables (under ‘Course Timetables’ [here](#)), draft a schedule for yourself on the Trial Schedule ([here](#) or [here](#)).

TIP: Start with courses from your SCP’s previous years; then choose the SCP’s courses for this year; then look ahead.

TIP: Remember to put courses without a set meeting time (for example, Music Lessons, most Practicums) in your Trial Schedule and add up your total credits.

**STEP 4**

Read and follow the instructions in ‘Registering for courses’ on [Populi’s site](#) (ignore the ‘Enrollment Agreements’ section).

TIP: If the ‘Enroll’ column shows a lock, how can you tell whether you’re missing the prerequisite? Click on the course name.

The Description on the Info tab shows you what prerequisite you’re missing and any non-prereq requirements you need.

TIP: While you’re selecting courses, click on each course name and id to see any non-prereq requirements for the course (these don’t make the green plus sign turn to a lock!).
NEW TIP: Section numbers tell you what Term a course meets in.

Section 1-5: Term 1 (Sep – Oct/ Jan – Feb)  
Section 6-10: Term 2 (Oct/Nov – Dec/ Mar – Apr)  
Section 11-15: Semester (Sep – Dec/Jan – Apr)  
Section 16-20: other

Spring and Summer sections usually start with 1. Numbers 30 and above are used for special kinds of classes (34 = Discover/Explore/Globetrek, 45 = classes at Bowden institution, &c.)

TIP: You can see all the courses for all coming terms on the Populi registration page.

<table>
<thead>
<tr>
<th>Register for</th>
<th>Department</th>
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<tr>
<td>PC: 2017 Summer 2017-2018</td>
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<tr>
<td>PC: 2017 Fall 2017-2018</td>
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<tr>
<td>PC: 2018 Winter 2017-2018</td>
<td></td>
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<tr>
<td>PC: 2018 Spring 2017-2018</td>
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</tbody>
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**STEP 5**

Go back to your DA and make sure the courses you’ve enrolled in are where they should be.

TIP: Want to see your day-by-day schedule? Check your Populi calendar. Make sure you’ve selected ‘My courses.’ Clicking on any course meeting will give you basic course information and access to all the information you’d get on the Registration page.

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**STEP 6**

Check the ‘Scheduling Reminders for Students.’

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Questions? Problems? Frustrations? Get in touch with us:

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