



## HOW TO SCHEDULE YOUR CLASSES FOR 2018-19

04/09/18 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 2018-19 are in the yellow row.

### **BACHELOR OF ARTS IN MINISTRY/HUMANITIES**

**Entry year 2017-18**

### **SUGGESTED COURSE PLAN**

	Summer	Fall Term 1 (Sep-Oct)	Fall Term 2 (Oct/Nov-Dec)	Winter Term 1 (Jan-Feb)	Winter Term 2 (Mar-Apr)	Spring/DE
		Fall Semester-long (Sep-Dec)		Winter Semester-long (Jan-Apr)		Total credits
<b>Freshman 2017-18</b>		OT 112 Reading the Torah Elective*	NT 112 Reading the Gospels & Acts SS 170 Christianity in the 21 <sup>st</sup> Century HF 111 Thinking & Writing	OT 221 Reading the Historical Books Elective*	NT 221 Reading Paul's Letters TH 100 Introduction to Christian Theology ST 100 The Christian Life	
<b>Credits</b>		7.5	7.5	7.5	7.5	30
<b>Sophomore 2018-19</b>	SS 261 Leadership Foundations	NT 251 Reading Hebrews to Revelation Elective*	OT 243 Reading the Psalms & Wisdom Literature SS 210 Introduction to Psychology	HF 231/32 History of Western Civilization I/II (or Winter Term 2) Elective*	OT 353 Reading the Prophets Elective (or Winter Term 1)* TH 210 The God of the Gospel	
<b>Credits</b>	3	6	6	7.5	7.5	30

### STEP 2

Bring up your Degree Audit (DA) in Populi (under the 'My Profile' and 'Student' tabs) 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 courses in the yellow row on your SCP?
- If you're graduating next year, ignore your SCP and enrol in everything you're missing on your DA.

**1. DSMM Year 1**

18 credits earned / 31.50 required  
Minimum course grade points: 1.00

Show All Not completed

Course	Name	Grade Status	Applied
BU 110	Introduction to Management		
BU 120	Financial Accounting Principles I		
NT 119	Luke & Acts		
SP 105	Sports Management Practicum I		
SP 106	Sports Management Practicum I		
SP 182	Integrating Faith And Sport		

**2. DSMM Year 2**

22.5 credits earned / 28.50 required  
Minimum course grade points: 1.00

Show All Not completed

Course	Name	Grade Status	Applied
CM 367	Cross-cultural Practicum		
SC 140	Health & Wellness		

[IS 259: Globetrek Preparation Seminar](#)

[NT 221: Reading Paul's Letters](#)

[SP 206: Sports Management Practicum II](#)

**Programs**

[Prairie College](#)

[Prairie College of Applied Arts & Technology](#)

**Degrees**

[Diploma in Sports Ministry and Management](#)

Status Pursuing as of 12/18/2014  
Catalog Year 2014-2015  
Ant. Completion 4/29/2017

Add an honor

Add disciplinary action

*TIP: The Catalog Year on your DA...*

Degree 
  
 Catalog Year 
  
 Specialization 
  
 General Degree Requirements Not satisfied

Advisors 
  
 Proctoring 
  
 Graduation 
  
 Ceremony 
  
 Graduation

*...should be the same as the entry year on your SCP. If it isn't, choose the SCP that matches the DA Year.*

### 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 coming year; then look ahead.*

*TIP: classes with irregular meeting times (DM, MU, WA) may not trigger scheduling conflict notices in Populi. Check all these meeting times against the times for your other classes.*

*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.*

Available Courses	Name	Credits	Primary Faculty	Schedule	Delivery Method	Openings	Enroll	Audit
	<a href="#">AV 130-1: Flight Practicum: Initial Time and Experience</a>	2.00	Miriam Skelton			--		
	<a href="#">AV 131-1: Flight Practicum: Type Conversion</a>	2.00	Miriam Skelton			--		
	<a href="#">AV 132-1: Flight Practicum: Complex</a>	1.00	Miriam Skelton			--		
	<a href="#">AV 133-1: Flight Practicum: Mountain</a>	1.00	Miriam Skelton			--		
	<a href="#">AV 230-1: Flight Practicum: Night</a>	1.00	Miriam Skelton			--		
	<a href="#">AV 231-1: Flight Practicum: CPL Flight Test Preparation</a>	1.00	Miriam Skelton			--		
	<a href="#">AV 234-1: Flight Practicum: Emergency Manoeuvres Training</a>	0.50	Miriam Skelton			--		
	<a href="#">AV 235-1: Flight Practicum: Multi IFR</a>	2.00	Miriam Skelton			--		

*The Description on the Info tab shows you what prerequisite you're missing and any non-prereq requirements No auditing you need.*

**AV 231: Flight Practicum: CPL Flight Test Preparation** 2017-2018: PC: 2017 Fall

Dashboard Info Assignments Lessons Discussions Tests Calendar Roster Gradebook Attendance Reporting Chat


Clone from another course Import Common Cartridge Finalize course

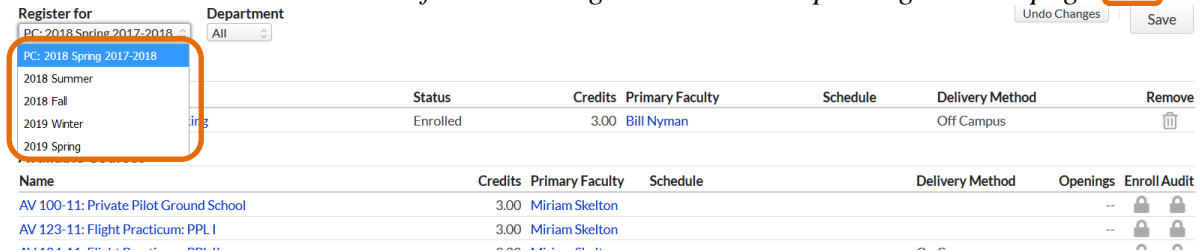
Information		
Term	PC: 2017 Fall 2017-2018	Add meeting times
Course	AV 231	Add supplies
Name	Flight Practicum: CPL Flight Test Preparation	Add a link
Section	1	Add a book
Description	<span style="border: 1px solid red; padding: 2px;">No auditing</span>	Add files
	Prereq: AV 132	
	<span style="border: 1px solid red; padding: 2px;">Requires CPAER passed, 135 hrs total time</span>	

*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!).*

*TIP: Section numbers tell you what Term a course meets in.*

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



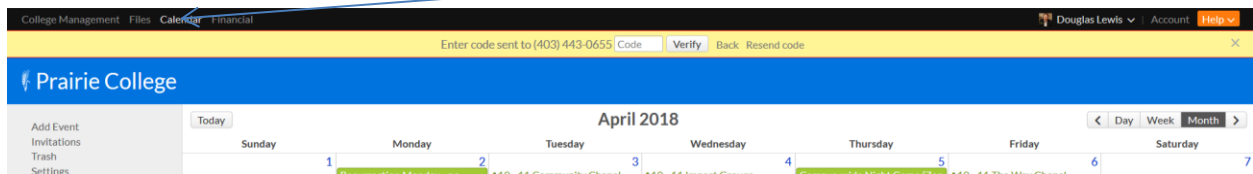
Status	Credits	Primary Faculty	Schedule	Delivery Method	Remove
Enrolled	3.00	Bill Nyman		Off Campus	

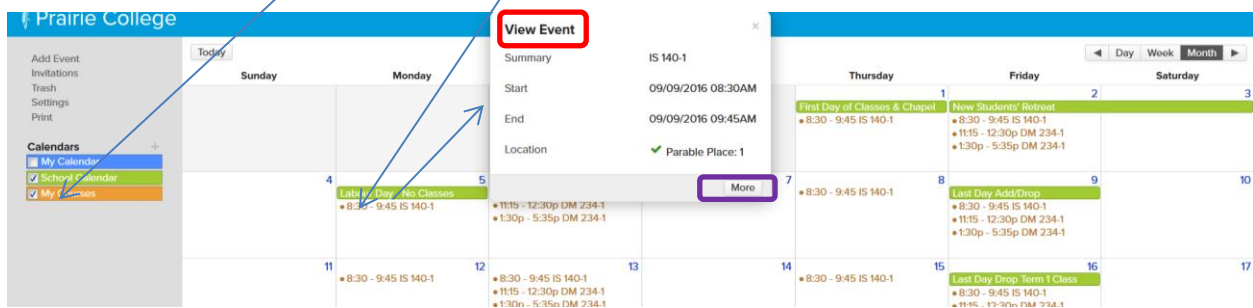
Name	Credits	Primary Faculty	Schedule	Delivery Method	Openings	Enroll	Audit
AV 100-11: Private Pilot Ground School	3.00	Miriam Skelton			--		
AV 123-11: Flight Practicum: PPL I	3.00	Miriam Skelton			--		

### 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 a little more .



**TIP:** class meeting times seem odd? Make sure you're set to the right time zone on Populi. Instructions [here](#).

### STEP 6

Check the '[Scheduling Reminders for Students](#).'

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

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