# 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

<table>
<thead>
<tr>
<th></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 Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Freshman</strong></td>
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<td><strong>2017-18</strong></td>
<td></td>
<td>OT 112 Reading the</td>
<td>NT 112 Reading the</td>
<td>OT 221 Reading the</td>
<td>NT 221 Reading Paul’s</td>
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<td></td>
<td></td>
<td>Torah</td>
<td>Gospels &amp; Acts</td>
<td>Historical Books</td>
<td>Letters</td>
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<td></td>
<td></td>
<td>Elective*</td>
<td>SS 170 Christianity in</td>
<td>Elective*</td>
<td>TH 100 Introduction</td>
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<td></td>
<td></td>
<td></td>
<td>the 21st Century</td>
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<td>to Christian Theology</td>
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<td></td>
<td></td>
<td></td>
<td>HF 111 Thinking &amp; Writing</td>
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<td>ST 100 The Christian</td>
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<td><strong>Credits</strong></td>
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<td>7.5</td>
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<tr>
<td><strong>Sophomore</strong></td>
<td></td>
<td>SS 261 Leadership</td>
<td>NT 251 Reading Hebrews</td>
<td>HF 231/32 History of</td>
<td>OT 353 Reading the</td>
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<td></td>
<td></td>
<td>Foundations</td>
<td>to Revelation Elective*</td>
<td>Western Civilization</td>
<td>Prophets Elective</td>
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<td></td>
<td></td>
<td>VII (or Winter Term 2)</td>
<td>(or Winter Term 1)*</td>
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<td><strong>2018-19</strong></td>
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<td>3</td>
<td>6</td>
<td>6</td>
<td>7.5</td>
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</table>

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

...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](#) or [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.

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!).

**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.

**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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