



## Martin Luther College Office of Continuing Education

1995 Luther Court, New Ulm, MN 56073

507-354-8221 ext 368 or ext 352

David T. Bauer, Director - [bauerdt@mlc-wels.edu](mailto:bauerdt@mlc-wels.edu)

## 2008 Summer Session General Information

### Calendar

June 16—July 25, 2008..... *Summer Session 2008*  
 Monday, June 16, 9:25 a.m. .... Opening Service, New Ulm

### Registration Procedures

*The Registration Deadline for MLC Summer Session is May 15, 2008.* To register, please do so **on-line** at [summer2008](#). Complete the application form and click “submit”. You will be notified via email upon receipt of your application. If you are unable to register online, please contact the Office of Continuing Education at 507-354-8221 ext. 368 or ext. 229. You will receive further information after May 26th concerning the status of the course or courses for which you have applied. You may also check our website for this information. *All applications are subject to the approval of the administration of Martin Luther College.* Registrations will be accepted after the May 26th deadline, however, there will be a late fee assessed to all registrations after May 26th. A class may be cancelled if there is insufficient enrollment. These decisions are made on May 16, 2008. You will be notified by mail after May 26th if a class in which you are enrolled has been cancelled. If a class you have registered for is cancelled by MLC, you will receive a full refund. Please consult this information under “*Refunds and Cancellations*” for all other refund information.

### Payment Procedures

*All fees and tuition must be paid by June 1, 2008. Registrants will not be permitted to attend class until all bills are paid in full.* Sorry, we cannot accept credit cards. Please make checks out to MLC-Continuing Education. Please send all payments to:  
 Office of Continuing Education – Martin Luther College, 1995 Luther Court, New Ulm, MN 56073

## Costs

The following schedule of fees is in effect for the 2008 Summer Session:

Registration Fee (Required for each person registering <i>on or before</i> May 26th).....	\$10.00
Late Registration Fee (Required for each person registering <i>after</i> May 26th) .....	\$30.00
Tuition Fee, per undergraduate credit .....	\$210.00
Tuition Fee, per graduate credit .....	\$225.00
Computer Access Fee (Required of all participants taking courses on MLC campus) .....	* \$10.00
Late Computer Access Fee (Required for requests received <i>after</i> May 31st) .....	* \$25.00
Single Student Room Rental, per week (New Ulm campus only).....	** \$30.00
Single Student Room Rental, per week (LPS, MLS, St. Croix LHS).....	** \$45.00
Student with Family Room Rental, per week (New Ulm campus only).....	** \$50.00 and up
Linen Service, per week (New Ulm campus only) .....	\$10.00
14-Meal Plan, per week (New Ulm campus only).....	*** \$50.00
Lunch Plan, five noon lunches per week (New Ulm campus only) .....	*** \$25.00
Off-campus Surcharge, per course (EDU3111; EDU3215; EDU9504; EDU9540, LPS) .....	\$50.00
Technology Fee, per course (REL1001, 1002, 2001, 3001, 3002, 4001, EDU5005, EDU5204).....	\$50.00

## Refunds and Cancellations

Continuing Education will make an effort to run every course. A class may be cancelled if there is insufficient enrollment. In some cases, for example, an instructor will not teach a discussion course with a very small enrollment. **Cancellation decisions will be made on May 26, 2008.** You will be notified by mail *after* May 26th if a class in which you are enrolled has been cancelled. You may also find this information on our website at: [summer2008](#)

If a scheduled class is cancelled by *MLC-Continuing Education*, you will receive a full refund. If *you* cancel your enrollment before the first day of your scheduled class, you will receive a full refund less the registration fee. If *you* cancel your enrollment on or after the first day of your scheduled class, your refund, less the registration fee, will be pro-rated.

## Grades and Transcripts

Students enrolled in MLC Summer Session may take courses for grade credit or audit. For further information on the MLC grading system, please refer to the 2007-2008 Martin Luther College catalog pages 15-16.

The catalog can be found online at <http://www.mlc-wels.edu/home/academics/undergrad/catalog200708>

An instructor may issue the temporary grade of I (Incomplete) when a student is doing otherwise acceptable work but is unable to complete the course assignments for reasons acceptable to the instructor. Summer Session Incompletes *must* be converted to a permanent grade by mid-term of the first semester, or the permanent grade is recorded as an F.

Transcript requests can be made at:

<http://www.mlc-wels.edu/home/administration/offices/records> At this site you will find all the necessary directions and forms needed to request your transcript from our MLC Records Department.

### **Computer Access\***

MLC campus computer service is provided by the Office of Network Services. The Computer Access Fee is required of all participants taking courses on the MLC campus only. Computers, located in various areas around campus, are available for those who have purchased computer access. There will be a late fee of \$25.00 assessed to all computer access purchased after May 31st. If you are a current MLC student with an active computer account, you are already connected and will not be charged this access fee.

### **Housing\*\***

Participants may register for dormitory rooms during their stay at MLC during Summer Session. Depending on enrollment numbers, single students may be required to stay in rooms with double or greater occupancy (charges remain the same). The charge for students bringing their family will be \$50.00 per room per week, with each additional room at \$30.00 per week. Rooms are equipped with two (or more) beds, mattresses, desks, chairs, bookcases, and dressers/closets. Students must furnish their own mattress pad, bed linens (or purchase linen service), blankets, pillows, towels, and personal toiletries. ***Bringing a fan is suggested***, along with an alarm clock and/or radio. An additional fee is assessed to students who bring compact refrigerators and/or microwaves (\$5.00 each). Upon dormitory check-in, a \$5.00 deposit for keys will be required. ***Students who stay in the dormitory are required to register for one of the meal plans.***

### **Food Service\*\*\***

The Martin Luther College - Pioneer College Caterers provides food service from Monday breakfast through Friday lunch for students living on campus, students who commute, staff, and visitors. Two meal plans are available. The 14-Meal Plan includes three meals per day from Monday breakfast through Friday lunch at a cost of \$50.00 per week. The Lunch Plan includes Monday through Friday noon lunches only at a cost of \$25.00 per week. ***Students who stay in the dormitory are required to sign up for one of the meal plans.*** Meals are available at the MLC campus in New Ulm, MN only. Please place requests for Food Service with your course registration. Changes in meal plan purchases should be received by the Office of Continuing Education a minimum of one week prior to the needed service. Pioneer College Caterers will also provide A' la Carte items at fifty cents per item during the morning break.

### **Linen Service**

The Office of Special Service will purchase linen services from an outside vendor for use by our participants during Summer Session. The Linen Service includes two flat bed sheets, one pillowcase, three bath towels and two washcloths per week. The cost for Linen Service is \$10.00 per week. Please place requests for Linen Service with your course registration. ***Linen Service requests must be placed on or before May 15th.***

### **Telephones, Televisions, and Postal Service**

Lobby telephones are available for local service, 800 numbers, and phone cards. Pay phones are available for long distance service. Cable TV is available in the lobby of the Luther Student Center. Mail sent to you during your stay at MLC may be received between 10:00 am and 4:30 pm Monday through Friday. If you know someone will be writing to you please have them indicate "*Summer Session Participant*" on the envelope along with your name.

## **Non-Discrimination Policy**

Martin Luther College does not discriminate on the basis of race, color, gender, national and ethnic origin, age, sex, marital status, or handicap in all the rights, privileges, programs, and activities generally accorded or made available to students or employees or applicants. Neither does the college discriminate on the basis of race, color, gender, national and ethnic origin, age, sex, marital status, or handicap in the administration of its educational policies, scholarship and loan programs, athletic, and other school-administered programs, nor in admission to, or access to, or treatment of employment in its programs and activities. Martin Luther College is prepared to provide any necessary academic adjustments and/or auxiliary aids or services required by qualified handicapped students.

## **Transportation**

It is *sometimes* possible to arrange transportation to New Ulm for persons flying into the Minneapolis/St. Paul airport or traveling as far as the Mankato/St.Peter shuttle stops. Contact the Office of Continuing Education with any questions you may have concerning this service.

## **Synod Certification**

The Martin Luther College Summer Session assists individuals teaching in the schools of the WELS, serving as staff ministers, and those desiring to serve in the public ministry of WELS to meet the requirements for synod certification. Further details on the certification program may be obtained by contacting Prof. Kurt Wittmershaus, whose office acts as the Clearinghouse for Certification at MLC. The following courses offered this summer may be applied toward synodical certification requirements:

EDU3109	Pre-Primary Curriculum.....	3 credits.....	ECE Certification/ Re-Certification
EDU3111	Child in the Family.....	3 credits.....	ECE Certification/ Re-Certification
EDU3215	Teaching Religion .....	3 credits.....	ECE and Elementary Certification
EDU4220	Educating the Exceptional Child .....	2 credits	} These two courses together qualify for Re-certification (3 credits) or Post. Bac. Licensure
EDU9801	Independent Study in connection with Educating the Exceptional Child.....	1 credit	
EDU5005	Foundations of Educational Research.....	3 credits.....	Graduate credit/Re-Certification
EDU5104	Enhancing Curriculum with Technology .....	3credits.....	Graduate credit/ Re-Certification
EDU5203	Diagnosis & Assessment of Students with Special Needs.....	3 credits.....	Graduate credit/ Re-Certification
EDU5205	Communication Disabilities.....	3credits.....	Graduate credit/ Re-Certification
EDU8204	Teaching Spelling.....	1 credit.....	Re-certification
EDU8501	Eight Basic Methods for Effective Science Instruction.....	1 credit.....	Re-certification
EDU8514	Technology Enhanced Instruction.....	1 credit....	Re-certification
EDU8516	Activities in Using the Smartboard.....	1 credit.....	Re-certification
EDU8517	Digital Utilities for Teachers.....	1 credit.....	Re-certification

EDU8518	Multimedia in the Classroom.....	1 credit.....	Re-certification
EDU8519	Teaching History with Trade Books.....	1 credit.....	Re-certification
EDU8520	Creating a Classroom Community.....	1 credit ....	Re-certification
EDU8521	Philosophies of Education.....	1 credit....	Re-certification
EDU8608	Leadership Skills for Educators.....	1 credit....	Re-certification
EDU9202	Teaching in Elementary & Middle Level Classrooms.....	3 credits...	Post. Bac. Licensure/Re-certification
EDU9206	Classroom Assessment.....	2 credits.....	Re-certification
EDU9504	Improving the Quality of Instruction.....	3 credits.....	Re-certification
EDU9510	Human Relations.....	2 credits ..	Post. Bac. Licensure/Re-certification
EDU9540	Principles of Christian Education .....	3 credits ..	Teacher Certification
ENG8301	Teaching Poetry.....	1 credit...	Re-certification
ENG8601	Communication.....	1 credit...	Re-certification
GER4010	German Immersion Program.....	3 credits.....	Secondary Certification (German)
MUS4201	Lutheran Worship .....	2 credits .....	Staff Ministry/Secondary Cert. (Music)
MUS9201	Musical Creativity in the Elementary Music Class.....	2 credits...	Re-certification
PSY3010	Child Development.....	3 credits.....	ECE Certification/ Re-Certification
REL1001	Biblical History & Literature I (online) .....	3 credits .....	Teacher and Staff Ministry Certification
REL1002	Biblical History & Literature II (online).....	3 credits .....	Teacher and Staff Ministry Certification
REL2001	Biblical History & Literature III(online) .....	3 credits .....	Teacher and Staff Ministry Certification
REL3001	Christian Doctrine I (online).....	3 credits .....	Teacher and Staff Ministry Certification
REL3002	Christian Doctrine II (online).....	3 credits .....	Teacher and Staff Ministry Certification
REL4001	Lutheran Confessional Writings (online) .....	3 credits .....	Teacher and Staff Ministry Certification
REL8508	Devotional Writing.....	1 credit.....	Re-certification
REL9502	Basic Counseling Skills.....	2 credits.....	Re-certification
REL9503	Devotional Writing.....	2 credits.....	Re-certification
SMN3011	Congregational Assimilation & Retention.....	3 credits.....	Staff Ministry Certification
SPN4011	Spanish Immersion Program.....	6 credits .....	Secondary Certification (Spanish)