

An MLC “GO TO Guide”

CONCERN	GO TO	LOCATION
Academic Success, Peer Tutoring	Randy Cox	Academic Success Center Library
Add a Class	Gwen Kral	WCC 116
Address Change	Portal	Information Verification
Athletics	Athletic Office Sheree Danell	Gymnasium (offices behind bleachers)
Audio Visual Department	Ben Matzke	WCC 272
Automobile Registration	Melissa Stein	Student Life WCC 111
Band	Prof. Miles Wurster	Music Center
Books	Linette Scharlemann	Bookstore in LSC
Cable TV Service	Comcast	200 N. Minnesota St. 354-4191
Chapel	Pastor John Boeder	LSC 101
Check Cashing	Receptionist	WCC Link
Complaints, formal	President, VP's or Deans	WCC Link
Computer Questions/Service	Network Services	WCC 293
Counseling	VP Jeff Schone Pastor John Boeder	Student Life WCC 110 LSC 101
Crime	VP Jeff Schone	Student Life WCC 110
Digital Signage-Indoors Digital Signage-Outdoor	Melissa Stein Bill Pekrul	Student Life WCC 111 WCC 135
Disability Services	VP Jeff Schone or Academic Deans	WCC 110 or WCC 152
Dormitory Questions	Dorm Supervisor or Student Life Office	
Drop a Class	Gwen Kral	WCC 116
Duplicating	Lynn Boesch	Graphic Arts Dept – lower level of Old Main
Education Studies	Dean Ben Clemons	WCC 150
EFE Education	Education Office	WCC 128
EME Pre-Seminary	Dean Dan Balge	WCC 154
EMERGENCY SITUATION	VP Jeff Schone	507-217-9764
Employment	Andrea Wendland	Human Resources
Engagement	VP Jeff Schone	Student Life WCC 110
Enrollment	Prof. Mark Stein Admissions Office	WCC 141
Events – Calendar	Melissa Stein	WCC 111
Financial Aid	Mark Bauer and Val Bovee	Financial Aid WCC 104
Financial Literacy	JoElyn Krohn	WCC 148
Fitness Center	Emma Holzhueter	Gymnasium lower level
Food Service	Gary Schwichtenberg	LSC Cafeteria
Grade Information	Gwen Kral	WCC 116
Graduation	Gwen Kral	WCC 116
Guests	Dorm Supervisor	
Health Information	Kelsey Horn, RN	Health Office in LSC
Housing	VP Jeff Schone	WCC 110
Human Resources	Andrea Wendland	WCC 170

ID Cards	Network Services	WCC 293
Injuries/Insurance Questions	Kelsey Horn, RN	Health Office in LSC
International Students/Services	Prof. Tom Hunter Megan Kassuelke	LSC 103
Internship – Staff Ministry	Prof. Lawrence Olson	WCC 127
Intramurals	Prof. Jim Unke	Athletic Office (Gym)
Janitorial Service	Dorm Supervisor	
Licensure (teaching)	Prof. Cindy Whaley	WCC 128A
Licensure Testing	Education Office	WCC 121
Loans	Mark Bauer	Financial Aid WCC 104
Mail	Receptionist	WCC Link
Maintenance	Dorm Supervisor	
Mission Advancement	VP Michael Otterstatter	WCC 140
Mission/Daylight Trips	Pastor John Boeder	LSC 101
MLC Emergency	507-359-3344	Evenings Until 2 AM
Music Department	Prof. Adrian Smith	Music Center
Off-Campus Living	VP Jeff Schone	WCC 110
Organ Reservation (chapel org.)	Music Center	
Organizations	VP Jeff Schone	WCC 110
Parking	VP Jeff Schone	WCC 110
POLICE	507-233-6750	15 S. Washington St.
Prayer Requests	Pastor John Boeder	LSC 101
Pre-Seminary Studies	Dean Daniel Balge	WCC 154
Public Relations	Prof. Bill Pekrul	WCC 135
Registration for Classes	Academic Advisor	
Reservations Classroom Reservations Auditorium Reservations Chapel	Gwen Kral Michelle Gartner Melissa Stein	Academic Services Office Mission Advancement Student Life Office
Schedule Questions	Gwen Kral	WCC 116
Security Team	VP Jeff Schone	Student Life WCC 110
Sexual Assault	VP Schone, Title IX Coordinator	Student Life WCC 110
Student Senate	VP Jeff Schone	Student Life WCC 110
Student Teaching	Prof. Paul Tess	WCC 128B
Study Skills	Randy Cox	Library
Summer School	Valerie Fischer	WCC 116
Swimming Pool (Vogel)	507-359-8350	Vogel Arena
Theater / Forum	Erin Laabs	
Tickets, Plays	Forum Ticket Office	507-233-9114
Transcripts, Transfer Credit	Gwen Kral	WCC 116
Tuition, fees, payments	Jackie Dalueg	Financial Services WCC 102
Urban Education	Prof. Ben Clemons	WCC 122
Vandalism	VP Jeff Schone	WCC 110
Verify Enrollment for Insurance	Gwen Kral	WCC 116
Visitor Parking	Melissa Stein	WCC 111
Withdrawal	Academic Deans	WCC 152
Writing Center	Prof. Paul Grubbs	WCC 331