



MARTIN LUTHER COLLEGE

June 2024

Greetings from New Ulm!

All of us at MLC – faculty and staff– are looking forward to seeing you in August as, together, we start a new school year. Yes, I understand that beautiful summer weeks still stretch out in front of us, but I'm sending this letter to help you start thinking about August and the return to your studies! Plenty of information is included for you in this letter, but if you find, after reading through these materials, that you still have questions, please contact me.

Upon admission to MLC, you were emailed directions from Admissions online forms you need to complete. Please make sure that you have completed these forms. It is very important that you complete these forms and send them back to MLC (1995 Luther Ct., New Ulm, MN. 56073.) If you didn't receive this email, or have questions about the forms, **please phone as soon as possible. Call the Admissions Office 507-354-8221, ext. 280.**

COMMUNICATION: You have already received an MLC email address. Please access this email account immediately, because this is how the college will communicate with you from this point forward. Professor Rachel Feld has provided all of our new students with an online way to orient themselves to the computer network, the MLC Portal, the Moodle Online Course Management System, etc. If you have problems accessing it, please call our Network Services Office at 507-233-9100.

NEW STUDENT CHECKLIST You are now probably very familiar with the MLC New Student Checklist. Please make sure that your boxes are all checked! If you aren't familiar with this Checklist, again, call MLC Admissions at 507-354-8221 ext. 280.

REGISTRATION You will receive (and may have already received) a letter from the Registrar with detailed information regarding registering for courses for the next school year.

PAYING YOUR STUDENT BILL Most students should already have received their financial aid award letter. If you were contacted because additional verification information was needed from you, please return the information requested as soon as possible! The official first bills will be emailed to your MLC email address during the first week of July.

As you know, the MLC payment plan requires all new and returning students to choose the payment method they prefer. The financial statement you receive will reflect the choice you made and will remind you of payment dates:

- If you choose to pay on a monthly basis, your first payment will be due August 10.
- If you chose to pay for the semester in two installments, your first payment is due August 10 and the remainder is due October 10.

If your loans and financial aid package is in order your statement should reflect a lowered or adjusted payment amount. Please remember that payment is due upon receipt of your statement. It is very important that your first college payment is received before your arrival on campus! A copy of the pertinent financial pages from the 2024-25 MLC Undergraduate Catalog, which detail the payment policies of the college, are provided for you in this letter. Please take the time to read through these important policies so that you are fully aware of payment procedures and options. If you have any questions concerning your bill, please contact the MLC Financial Services Office at 507-354-8221, ext. 217.

Credit and debit card payments are subject to a 2.5% convenience charge assessed to the card holder. We also offer an e-check option online for a \$3 fee per transaction fee.

FINANCIAL AID ON THE INTERNET MLC Financial Aid communications is electronic and are relayed to you via email and your personal Net Partner account. If you haven't already set up your Net Partner account, please contact our Financial Aid Office and find out how to do so: 507-354-8221, ext. 293.

ARRIVAL We are asking all incoming students to plan their arrival on campus for Thursday, August 22nd or Friday morning, August 23rd. **Please make sure to arrive before noon on Friday, Aug. 23rd!** Please do not arrive earlier than Thursday the 22nd unless you are involved in fall athletics and have been asked to arrive at an earlier time. If you have questions about your arrival time, please contact the Admissions Office at 507-354-8221, ext. 280.

AIRPORT TRANSPORTATION There is a useful shuttle service that operates between Mankato/St. Peter MN and the Minneapolis airport. The service is called “Land to Air Express” and their website address is: <http://landtoairexpress.com/> . Students are expected to make their own shuttle arrangements. **Additional information about shuttle service is included in this packet of information. Make sure to book your flight in coordination with the appropriate shuttle times or arrangements!!! Note: the college will be able to pick you up, if needed, from the shuttle drop-off spot the Food Coop parking lot in St. Peter, Minnesota. Please notify the Student Life Office and let us know about your shuttle plans—the sooner you inform us, the better!! (507-354-8221, ext. 289)**

WHEN YOU GET ON CAMPUS Our Dorm Staff members (Resident Assistants or “RA’s”) will help you unload. MLC personnel will meet with you at various times during the orientation weekend to discuss the common-sense policies intended to guide your lives on and off campus, in the classroom, and in the dormitory.

A special note for **Married Students, Non-traditional Students, and Transfer Students --please come to the Student Life Office (studentlife@mlc-wels.edu) before noon on Friday, August 23rd to receive your orientation packet. Please plan on attending an orientation session on Friday at 4:00pm in the Library, meeting in the Library lobby.** During this time, we will also help with getting your student ID picture taken, and directions will be given in regard to the orientation sessions you should attend during the next two days, i.e., Saturday and Sunday.

STUDENT PHOTO ID Photo ID’s will be scheduled within the first few days you are on campus—taking your ID picture is part of the orientation process. You will also receive a protector for your ID card and we advise all students to use it. Our ID cards use RFID technology and as such have a loop of copper wire embedded within them. Bending the card can break that wire and render the card inoperative.

COURSE REGISTRATION FOR TRANSFER STUDENTS Your course registration is taken care of by the Records Office. You do not have to register for classes now or when you arrive-it’s done for you! **Your class schedule will be available to you soon (perhaps you have already obtained it.) However, you will need to check it again once you arrive on campus to make sure no changes have occurred.**

MEALS DURING ORIENTATION The regular food service meal plan for all students begins on Saturday, August 24th. When you arrive on campus you will find an "orientation meal pass" for new students in the folder of information given to you. This pass will admit you to the cafeteria for meals during the orientation days. Your family members are welcome to purchase meals in the cafeteria anytime that weekend. ***A campus picnic/meal is planned for Friday evening, August 23rd, in the air-conditioned cafeteria and is free of charge for you and your family!***

OPENING SERVICE & FIRST DAY The Opening Worship Service and first day of school for the 2024-25 school year will be held on **Monday, August 26th**. We will celebrate our forgiveness and fellowship in Christ during that opening service and new faculty members will be installed or ordained. Classes will also begin on Monday morning according to the special schedule, given to you when you arrive to campus.

THE STUDENT HANDBOOK While a student planner is printed and available in the bookstore at no charge, the college also publishes *The Student Handbook* on our website at <https://mlc-wels.edu/student-life/handbook-home/> . Our policies are broken down into easy to navigate categories. I encourage you to read through the policies prior to your arrival on campus so that you know all about housing & parking policies, campus services, college policies, etc.

Please note that by enrolling at MLC you accept the campus guidelines detailed in *The Student Handbook*. These guidelines serve to help the 750+ students, faculty and staff members live and work together in a God-pleasing, sensible, careful and courteous manner. **Read through the *Handbook*, know what is expected of you as an MLC student, and understand what you can expect from the people around you.**

JOBS Both on- & off-campus jobs help students meet college costs. To view on- and off-campus job opportunities, please visit <https://mlc-wels.edu/student-employment/> because it will be updated frequently. (Yes, visit this site right now!)

PLEASE NOTE: Information about documents needed for employment is included in this mailing. PLEASE READ THROUGH IT so that you are sure to bring proper identification and documents if you intend to obtain employment either on or off-campus.

YOUR SCHOOL ADDRESS Your mailbox number is printed on the sheet of paper which indicates your housing assignment. Mail boxes for on- and off-campus students are located in the LSC. During orientation you will receive your mailbox combination. Letters and packages

addressed to you should include your name, your mailbox number and address. It is not necessary to mention your dorm or your dorm room number.

Example Address:	[Your Name]	Katie Luther
	[Your Box #]	Box 5-1234
	1995 Luther Ct.	1995 Luther Ct
	New Ulm, MN 56073-3965	New Ulm, MN 56073-3965

BOOKS Course books are not included in school fees paid to the Financial Services Office. Book lists for courses can be found on the MLC Portal (<http://portal.mlc-wels.edu>) under **Information**. Our Financial Aid office estimates that a student will need to spend around \$500 per semester for books and supplies, but many students spend less than this. You may purchase (or rent when available) your books through the MLC Bookstore, buy them online or buy or rent them from other students. Most of our students take advantage of the MLC Bookstore's Textbook Reservation Option (TRO). You can learn more by visiting <https://mlc-wels.edu/bookstore/>.

Medical Forms and Health Insurance: Please complete on your New Student Checklist BEFORE you arrive in August. The required immunizations are against diphtheria-tetanus (within the last 10 years), Meningitis and MMR. This is not merely an MLC policy, but state law in Minnesota. If you have any questions concerning health and immunization records, please contact our nurse Kelsey Horn.

The college strongly encourages all students to carry health insurance. In fact, this is now the law of the land.

ACADEMIC BREAKS All students should be aware that the dormitories are normally closed over the short Thanksgiving and Easter breaks and longer Christmas and Spring breaks. **When dormitories are closed, no one will be allowed to remain in the dormitory during these times.** If adequate building supervision can be arranged, students may make a request to stay in the dorm over these breaks. If permission is granted, students will be charged **\$15 per night** to stay in dormitories when classes are not in session, unless those students have been asked to stay on campus by the college, e.g., athletics, choir tours, etc.

If supervision is not available, students will need to adjust work schedules and make arrangements to spend the holiday at the home of a friend or relative if going home is not an option. The academic schedule ends after classes on Tuesday prior to Thanksgiving and on Wednesday prior to Easter. An evening meal will be served in the cafeteria on those days and the dormitories will remain open until mid-morning of the next day. We hope that students will take advantage of these days for safe driving/safe travel. Having allowed for this extra travel time, the college is expecting **no requests for early departures** prior to these holiday breaks.

J-TERM MLC has scheduled a "J-term" (short for "January term") between the fall and spring semesters. At this time, the approximately 3 weeks of J-term will focus on Education track students of all classes, helping them complete their EFE (Early Field Experience) requirement, Clinical teaching requirement, and Student Teaching preparations. More information is provided for you by your respective programs.

PARKING MATTERS! If you've already registered your vehicle for 2024-25, your lot assignment and a parking map are enclosed with this mailing. **Please remember to pick up your permanent parking sticker in your dormitory office as SOON as you check in. Make sure that you IMMEDIATELY place your permanent sticker in your vehicle window (passenger side windshield) – if you lose your sticker you will have to pay again for a replacement!** Please note that if you do bring your vehicle to campus you will need to purchase a parking permit – even if you bring it to campus just once!!

To register for parking: Log in to your Portal account, select "Scheduling", scroll down and select on Student Parking. Enter in the information needed and your vehicle will be registered for the upcoming school year. Please email studentlife@mlc-wels.edu with any questions regarding parking on campus. **Married and students living off-campus need to register their car if you intend to drive to campus, please choose the Chapel/Cross Lot as your parking lot choice.**

MATTRESS SIZES Many of you will be purchasing bedding over the summer. To assure your sheets will fit, we recommend buying the XL twin size.

Concord Hall residents may want to consider the purchase of additional plastic storage shelving or drawers. There are two shelves in each student's closet for folding clothes. Some of the desk drawers were also intended for personal belongings. Nevertheless, you might decide that you need more drawer storage space and may want to bring some with you to the dormitory.

ROOM FURNISHINGS: BEDS, DRESSERS, DESKS & CHAIRS MLC has furnished sturdy, long-lasting furniture items for you to use in the dormitory room. We provide this sturdy furniture in an effort to be wise stewards and managers of the Lord's resources. With this in mind, please note that **you may not disassemble any of the furnishings provided by MLC.** In addition, the beds in Concord and

Centennial Halls are not designed to be moved around or rearranged in the room. It should also be noted that the furniture which the college has placed in a room should never be moved out of that room. Your dormitory supervisor will help you understand and apply these stewardship-minded principles. Please remember that dorm rooms are small. Consciously limit the amount of “stuff” that you bring to the dormitory. Too many items too large for dorm rooms are finding their way into the dormitory!

WI-FI ON CAMPUS Virtually all of the MLC campus has wi-fi coverage. This will mean that students are asked to not bring their own wireless routers to campus and instead make use of the campus wireless network for their connectivity needs. Up-to-date instructions on which wireless networks are available along with how to connect can be found at <https://kb.mlc-wels.edu/network-services/wireless>. If you have any IT questions or concerns, you can always reach MLC Network Services by visiting <https://mlc-wels.edu/support> or by calling Network Services at 507-233-9100.

LAUNDRY FACILITIES MLC contracts with a Laundry Service vendor and that vendor maintains all the dormitory laundry machines. The machines are connected to the internet and students can find out what machines are available and when their loads are completed, etc. **The washing machines require the use of HE detergent only!** Using other detergents will cause the machines to malfunction. More information about using the laundry facilities will be available when you arrive in August.

SMOKING/VAPING POLICY In light of medical evidence and for the comfort of our campus family, MLC urges students not to smoke or chew tobacco or to vape. Please understand if you choose to **smoke/vape or use any other tobacco use will only be permitted within the confines of college student parking lots. This means that there should be no smoking/vaping next to building entrances whatsoever and no smoking/vaping on the Summit Hall “porch.”** Adherence to this simple guideline shows concern and love for fellow students and campus family members who are sensitive to smoke and who wish to eliminate contact with second hand smoke. Those students who use chewing tobacco should always dispose of it in a responsible and proper way – **and never use drinking fountains, sinks, urinals or toilets.**

CLASS ATTENDANCE AT MLC The faculty expects full attendance from students—a reasonable policy considering that one of the chief qualifications for service in the public ministry is faithfulness. Below you find the faculty’s policy and procedure:

What is the institutional philosophy in regard to class attendance?

- Class attendance is an important and valuable part of education and, as emphasized in our catalog, is also one training ground for learning the practical application of faithfulness—certainly one of the chief requirements of those serving in the public ministry of the Gospel.
- A policy that expects full attendance reflects the real-world adults live in and students need to acquire this mature understanding. Inherent in this understanding is the recognition that every variety of selfish thinking comes from the sinful nature and not from faith. Similarly, an eagerness in attitude and a carefulness in practice are the beautiful fruits of the Holy Spirit who works in us through the Gospel of Jesus Christ and empowers us to serve and respect one another.
- MLC recognizes the value of student participation in athletic, dramatic, musical and service activities and acknowledges that students participating in MLC sponsored and sanctioned activities will be absent from class. In this regard, students and faculty will look upon participation in these sponsored activities as a privilege, one that carries with it a higher standard of academic responsibility.
- Absences and absence issues are best handled within the relationship that exists between instructor and student.

What are the Attendance Responsibilities of MLC Students?

- MLC expects students to attend class and, in this regard, to adhere to the published academic calendar, the class schedules assigned to them, and the policies outlined for them in their instructors’ syllabi.
- Students who participate in MLC sponsored athletic, dramatic, musical and service activities have the responsibility to complete coursework in a timely, proactive manner in view of their absence from class. Students will likewise recognize that being absent from class for athletic, dramatic, musical or service activities means that no other absences should occur during the semester.
- Instructors have the prerogative to determine attendance policy in their courses and will outline and explain their policies in the course syllabus. Instructors are able to excuse absences as well as to impose consequences for absences from class. Students will address attendance issues with their instructors.

What are the Attendance Responsibilities of ... the VP for Student Life?

- Serve as the liaison between students and professors in cases where multi-day absences occur (e.g., funerals, adverse traveling conditions, prolonged illness, family emergencies, etc.)

UNANSWERED QUESTIONS Reading through this letter and its enclosures may help to answer some of your questions. But if you have questions that remain unanswered, please ask!

You may write to me.... c/o MLC, 1995 Luther Court, New Ulm, MN 56073

You may call my office at ... 1-507-354-8221, ext. 289 or call/text my cell phone at 507-217-9764

You may email me at ... schonejl@mlc-wels.edu

You might want to visit the MLC Website for additional information. The address is: www.mlc-wels.edu

IMPORTANT! If you are led not to attend MLC in the fall, please let us know right away. Your notice will help us make better and more timely plans for the new school year.

New Ulm—and MLC’s campus—is a lush, green garden in the summertime! But what makes this an especially beautiful place are the people God brings and gathers here as he works with us and through us to prepare candidates for the Gospel ministry. I am also looking forward to welcoming you to college...and to the beginning of your college education. You are a gift to God's people and all of us at MLC are thankful for the opportunity to work with you. See you in August!

Your servant in Christ Jesus,



Pastor Jeffrey Schone
Vice President for Student Life