

All degree and certificate students are assigned to faculty advisors. The relationship between student and faculty advisor is considered central to the educational experience at MTSO. Faculty advisors assist students with planning their programs, identifying resources for further consultation, and formally approving course selections. While students are required to meet their faculty advisors on only a few occasions each year, faculty members are always willing to schedule additional appointments.

Returning students register during the designated windows as listed on the Academic Calendar. All returning students are required to consult with their faculty advisors before registering. The faculty advisor will then remove the registration lock on Populi permitting the student to register for courses. New students who have not yet been assigned a faculty advisor should contact the registrar at registrar@mtso.edu for guidance on first-semester course selections.

1. The first step in the registration process is to schedule an appointment (which does not necessarily have to be face to face) with your faculty advisor.
2. In preparation for your meeting, it is helpful to review your degree requirements and look over the published course schedules (both of which can be found at <https://www.mtso.edu/academics/registrar>) in order to surface any questions and develop a preliminary schedule.
3. Your faculty advisor will unlock your registration once you have discussed your course plan.
4. Login in to [Populi](#) and navigate to the Registration Tab.
5. Select the term from the drop down menu.
6. The full list of courses will display for the requested term. Note that there are drop down menus which may show additional options.
 - A. A lock icon to the left of the course indicates that you previously completed the course, or that you are not eligible to take the course due to unmet prerequisites. To request permission to enroll in a course concurrently with or prior to taking its prerequisite, email the course instructor, copying your advisor and registrar@mtso.edu.
 - B. A clock icon indicates that there is a waiting list for the course.
7. Enroll in courses for credit by clicking the green plus sign to the left of the course. Note that to exceed three credits in January Term or 14 credits in the Spring Semester, you will need to email your advisor and the dean to secure special permission.
8. Courses you add will be listed under the My Courses section at the top of the page.
9. Click Save at the upper right corner of the tab. (If you do not click save before leaving this page, your course selections will not be retained.)

In the event you wish to take a course pass/fail, email your faculty advisor for approval, copying the course instructor and registrar@mtso.edu. Once approval is given, your grading option will be changed to Pass/Fail.

POPULI REGISTRATION INSTRUCTIONS

If you wish to cross-register for one or more courses at Payne Theological Seminary, Trinity Lutheran Seminary at Capital University, or United Theological Seminary, email your faculty advisor for approval, copying registrar@mtso.edu. Once approval is given, we will confirm the availability of the course in question and complete the cross-registration process on your behalf.

Priority in enrollment for each course is based on seniority. Failure to observe registration deadlines may result in assessment of a late fee, as well as forfeiture of the enrollment priority associated with seniority. Although your course selections or waitlist requests will immediately display in Populi, seniority will override course registration order in the event that any classes exceed their maximum enrollment. If you are on a waitlist, you will be notified via email if/when a seat becomes available.

Pay attention to the published add, drop, and refund dates and consult with your faculty advisor before making any changes to your schedule through the Registration Tab.

Your advisor or the registrar may reapply a registration lock for one of the following reasons:

- You are a new student and should consult with an advisor before making any changes.
- Your advisor would like to talk to you about making any changes.
- You have some outstanding obligation that is preventing you from making any changes (financial, library, etc.)

For questions concerning how to register through Populi, contact academicaffairs@mtso.edu or registrar@mtso.edu. For general technical support issues, contact support@mtso.edu.

Finally, if you are looking for a more detailed walkthrough related to registration, financial aid, and paying tuition, see this helpful discussion board at:
<https://mtso.populiweb.com/router/groups/1502/discussions/3870553/show>