Researching Courses & Planning Your Schedule

How to Find Courses

- Click the following link: [http://www.millersville.edu/services/registrar/scheduleandregistration/index.php](http://www.millersville.edu/services/registrar/scheduleandregistration/index.php).
- This will take you to the Registrar’s website. There are several search methods listed in the center column below Web Schedules.
  - We recommend you select **Search by Subject** to find courses you are interested in taking.
- Next you will see this search page.

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Search by Subject

Lists courses with the Subject code you selected.
To narrow your search to a specific course, such as COMM 100, try the Search by Subject and Course Number.

Term: Winter 2016

Subject: [BUAD (Business Administration)]

Select the term for the session you need to register for.
Select the subject you would like to search by scrolling through the Subject list.
Select the appropriate course type (Undergraduate or Graduate Courses) and “All Courses” before you click Submit.
Click “submit”. You will then see the list of all courses offered in that subject during the term you selected.
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The classes will appear similar to the following example, with the CRN number, the subject of the class, the course number, title, and whether or not the class has remaining seats open (it will also say if there are any prerequisites required):

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Date Range</th>
<th>Location</th>
<th>Faculty</th>
<th>Seats Avail</th>
<th>Prm</th>
<th>Gen Ed</th>
<th>Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>10287</td>
<td>BUAD 101</td>
<td>3.0</td>
<td>Introduction to Business</td>
<td>TBA</td>
<td>12/14/15-01/15/16</td>
<td>ONLINE DIST LRNG</td>
<td>Dillon, D.M.</td>
<td>25</td>
<td>G3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10433</td>
<td>BUAD 161</td>
<td>3.0</td>
<td>Intro to Financial Accounting</td>
<td>TBA</td>
<td>12/15/15-01/15/16</td>
<td>ONLINE DIST LRNG</td>
<td>Trout, Brian S.</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Descriptions:
- To find out more information about what is taught in each course, you may click on the title for a short description. To read the long description you should refer to the [University Course Undergraduate Catalog](http://www.millersville.edu/services/registrar/scheduleandregistration/index.php) or the [University Graduate Catalog](http://www.millersville.edu/services/registrar/scheduleandregistration/index.php). Do NOT use the catalog to find courses because it lists **ALL courses that Millersville has at the university**, not just those offered for this semester.
Important Notes:
- The words “course” and “class” are considered to have the same meaning.
- You can’t take classes that are **ON-LINE** or **OFF campus**. If you have any specific questions about this, email Global Education.
- To find out more information about what is taught in each course, you may click on the title for a short description. To read the long description you should refer to the **University Course Catalog**. Do NOT use the catalog to find courses because it lists **ALL courses that Millersville has at the university**, not just those offered for this semester.
- Be sure to communicate with your academic advisors at your home university so that they approve the classes you are planning to take at MU. We cannot do academic advising at MU for you as it relates to your home university.

**Prerequisites:**
Be aware that many classes have prerequisites that must be taken before you can enroll in that class. Prerequisites are classes that students must take before they are allowed to take another course. For example, you cannot take an upper level Spanish course if you have not taken the beginner level Spanish course.

Below is an example of how to check if the courses you are looking to take have prerequisites.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10433</td>
<td>BUAD 161</td>
<td>Intro to Financial Accounting</td>
<td>T</td>
<td>6:00-8:00pm</td>
<td>12/15/15</td>
<td>1/15/16</td>
<td>Trout, Brian S.</td>
<td>Prerequisite: MATH 101 OR MATH 151 OR MPT 151</td>
</tr>
</tbody>
</table>

If any of the classes you are looking to take have prerequisites, MAX will not permit you to register for the course. You will need to choose a different course that does not have prerequisites.

**Creating Your Schedule**
- Once you have searched through the classes in all of the subject areas that you are interested in, complete the **Course Selection form**. Global Education will register you for your classes based upon what you list in the chart.
  - When writing down the CRN numbers for the courses you wish to take, make sure you write down the number correctly.
  - Make sure that the days and times of the classes you wish to take do not overlap.
  - International students should register for 15 credits for flexibility. Immigration requires you to be registered for at least 12 credits.
  - You should also select extra course options if for some reason, the ones you listed first, are closed, if you are waitlisted, or if you do not meet the prerequisites.
- **Undergraduate International Students** are required to be registered for **12 credits**. However, we STRONGLY suggest registering for **15 credits**. This will ensure that you take the necessary amount of credits to remain a full time student which is in compliance with your immigration status and gives you flexibility should you need to alter your schedule once the semester begins.
- **Graduate International Students** are required to be registered for **9 credits**.
Credit Conversion

- Most classes at MU are 3 credits; however you will find some classes worth different credit amounts.
- In order to understand the credit system and compare it to your home university system, each 3 credit class is approximately 37.5 contact hours, meaning you spend about 37.5 hours in the classroom for that class.
- This means that 1 credit is equal to 12.5 contact hours. In order to understand how the credits equate to your home university system, use this information when discussing your class selection with your academic advisor at your university. If you and your advisor are still confused, feel free to email Global Education for further clarification.

What Happens Once You Submit Your Pre-Arrival Form to Global Education?

- The staff at Global Education will review your form and gain approval by the academic departments for you to register in the listed courses.
  - If there are any issues, we will email you so we can get you registered as quickly as possible.
  - If we do not see any problems we will proceed with registering you for your classes. Once the registration process is complete, you will receive an email with your class schedule. You will be able to review what you are registered for and you can let us know if there are any changes you need made.

Global Education wants to register you for your classes before all of the other Millersville students do. That is why there is a quick due date for your class list as we want to a class schedule closest to what you want/need before there are no more open seats available for you.