Everything you need to do before you arrive.
Welcome

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STUDENT CHECKLIST

WE ARE COMMITTED TO MAKING YOUR TRANSITION AS EASY AS POSSIBLE.

To help keep you on track, we have created a convenient checklist to complete before the start of classes.

A.S.A.P.

6/1
- Upload your photo for your student ID to pick up at Orientation (page 7)
- Sign up for Fall 2015 optional payment plan program with Tuition Management Systems (TMS) (page 6)

7/1
- Sign up for Third-Party Authorization to access electronic tuition bills if a family member is helping you pay your tuition (page 6)
- Complete online alcohol and sexual assault prevention portals (page 4)

7/17
- Look for Fall 2015 E-bill (page 6) Note: Bills are only sent electronically.

8/1
- Sign up for refunds with TMS payment plan if you are expecting a refund (page 6)
- Sign up for the commuter meal plan or adjust residential meal plan via MAX - MyHousing (page 9)

8/5
- Fall 2015 bills due – pay or clear bill (page 6) Confirmation is required even if no payment is due. Complete the “clear bill” process explained on page 2 of your e-bill.

8/10
- Purchase a parking permit if applicable (page 7)

8/12
- Last day to sign up for, cancel or adjust Fall 2015 TMS payment plan contract- $25 late fee (page 6)

8/20
- Residential students move into on-campus housing (page 10) and Fall orientation begins (page 4)

9/1
- Last day to cancel/reduce Fall 2015 meal plan (page 9)
SETTING UP YOUR myVILLE ACCOUNT

Congratulations!

YOU’RE OFFICIALLY A MARAUDER. IT’S TIME TO SET UP YOUR myVILLE ACCOUNT!

You’ll be using your myVILLE account to access your University email, portals, computer labs, printing and wireless access and so much more.

To activate your myVILLE account, you will need your M# (Student ID number listed on your Admissions Acceptance Letter). You will be setting a pin number for MAX, receiving your username and creating a password for myVILLE. Make sure to write these down in a safe place!

For instructions on activating your Millersville account, visit mville.us/activate.

Once you activate your myVILLE account, be sure to check your Millersville email account regularly. Millersville email is the primary communication mode for information.

Go to millersville.edu/logins to access the portals listed below.

- myVILLE provides access to your email, the university portal, computer labs, printing and wireless internet access.
- MAX provides access to course registration, grades, transcripts and degree audits, and bursar and financial aid information.

ADMISSIONS OFFICE
Submit your final high school transcript. Please make sure your final official transcript is sent to the Admissions Office:

Admissions Office
P.O. Box 1002
Millersville, PA 17551-0302

Need to update your information? The Admissions Office can also help if you would like to change your major, change personal information such as email, address and telephone number, or if you would like to switch your housing status. If you need to update any of this information, please send your request along with your full name and Millersville ID number to: admissions@millersville.edu or call 1-800-MU-ADMIT.

ORIENTATION
June 18-19 or August 20-23
Orientation will prepare you for your academic and social transition at Millersville.

A two-day orientation program on June 18-19 is offered for NCAA Student Athletes and members of the Marching Band. All other incoming first-time college students should plan to attend the four-day orientation program from August 20-23.

Pre-registration is required.

Please note, Orientation is required and an Orientation fee is included in your first-semester bill whether you attend or not. This fee covers programming materials, meals and housing during orientation.

PARENT & FAMILY ORIENTATION
June 18, 27, and July 10, 11
Parents and family members of incoming students are invited to attend Parent & Family Orientation, which is designed to provide parents and family members with tools that will prepare them to support their student as well as introduce them to the Millersville campus, its programs and services. Please note there is no programming or childcare for young children.

Preregistration is required, as space for each date is limited. Cost is $20/per person and nonrefundable.

ONLINE ALCOHOL & SEXUAL ASSAULT PREVENTION PORTALS
Deadline: August 23
All new students entering Millersville are required to complete the following online portals: Zombies, Alcohol & You (alcohol abuse prevention) and Not Anymore! (sexual assault prevention).

Students will receive an email at the beginning of July with instructions on how to complete the programs.

ONE BOOK, ONE CAMPUS
Deadline: August 23
Students are asked to read Memory of Water, a novel by Emmi Itaranta, before classes begin. Copies of the book are available for purchase at the University Store or a book provider of your choice.

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The Admissions Office is here to help!
1-800-MU-ADMIT - admissions@millersville.edu
Location: Lyle Hall

The Office of Transition Programs is here to help!
717-871-5553 - orientation@millersville.edu
Location: Lyle Hall

The IT Help Desk is here to help!
Contact the IT Help Desk at 717-871-7777 - help@millersville.edu
Location: Boyer Building
The Registrar’s Office is responsible for all aspects of student registration and academic records, including schedule preparation, registration, grades processing and custodianship of student records.

The Registrar’s Office/General Advisement

Location: Lyle Hall
717-871-5005 • millersville.edu/advisement

IF YOU ARE A FIRST-TIME, FULL-TIME NEW FRESHMAN:
Activate your Millersville email account and check it regularly; Millersville email is the primary communication mode of the Registrar’s Office.
You will soon receive (if not already) email correspondence, including:
- A timeline of registration activities that pertain to your status as a new freshman
- Information regarding math placement testing
- An electronic questionnaire that will assist us in creating a schedule for you
- Instructions on how to view your schedule (when available)
- Questions regarding your schedule as they arise

As a freshman, you will be scheduled for classes your first semester by the Registrar’s Office based on your major and other factors. You will be permitted to adjust your schedule starting the first week of classes; review the online Registration Guide on the Registrar’s website for important processes and details regarding registration prior to this week!

E-BILLS
The Bursar’s Office will send email notification to students at their Millersville email address when bills become available. Fall 2015 bills are expected to be available online as of July 17, 2015. Follow the instructions in the email to VIEW/PRINT/PAY/CLEAR the bill. Payment is due by August 5, 2015.
All bills are processed electronically.

THIRD-PARTY AUTHORIZATION
To complete Third-Party Authorization, students must:
1. Log on to myVILLE.
2. Select the Finances tab.
3. Look for the Current Balance portlet.
5. Select Accept Terms by checking the box.
6. Click on Enable Authorized Payee Access.
7. Select Email Billing Tab.
8. Select Add New (Third Party) Email Address.
9. Provide Parent (Third Party) Name, Email Address, create User ID and Password (of your choice); Hit Save.
10. Click on Return to Billing Email List to send an email confirmation.
11. Select Notify and Confirm request.
In order for parents or other third parties to receive an email when bills are available, have access to online billing and be granted permission to discuss confidential account information with our office, Third Party Authorization is required by law.

TMS PAYMENT PLAN
Millersville University, in conjunction with Tuition Management Systems (TMS), offers an OPTIONAL convenient payment plan program. The plan for Fall 2015 begins on June 15, 2015. Later applications are accepted. The deadline to join for Fall 2015 is Wednesday, August 12, 2015.*

Sign up for this plan by June 15 and divide your bill into five smaller monthly payments, spread over the semester. TMS will mail out information in mid-May. To take advantage of this offer, you may contact TMS at 1-800-722-4867 or visit their website at millersville.afford.com.

*Enrollment in TMS after the tuition due date is subject to a $25 late fee. To avoid the late fee, sign up for TMS by the due date of your tuition bill.

DIRECT DEPOSIT OR PAPER CHECK? YOU CHOOSE!
Register your account with Tuition Management Systems (TMS) to make your selection. Go to millersvillechoice.afford.com and click on the register tab. Don’t get stuck waiting up to 14 days for a paper check to be mailed to your home address. Want a faster refund? Excess funds will be directly deposited into your checking or savings account. Don’t delay… sign up for Direct Deposit today! Don’t mind the wait… verify your address so your paper check won’t be late!

CURRENT BALANCE
Millersville billing undergraduate students on a per-credit basis. If students add or drop classes or adjust their meal plan, this will change the initial bill. Log onto myVILLE, select the Finances tab, click Current Balance (including recent transactions), select a Term and Submit.

GENERAL ADVISEMENT
Academic advisers will be assigned to students close to the semester’s start. General advisement questions can be directed to your major’s department chair, or the Department of Academic & Student Development/Academic Advisement. As a freshman, your first semester will be scheduled for you, but if you have any questions regarding this, or would like to seek assistance in adjusting your schedule during the first week of classes, you may get advisement assistance.

Students should:
- Review your schedule on MAX once schedules are made available (usually midsummer).
- Familiarize yourself with your MAX account and the Advisement Menu. This includes the Advisers Menu (where your adviser’s name and contact info will be listed once assigned) and accessing a Degree Audit. We know Degree Audits can be tricky at first; we’re here to help you understand it. But try and read through it first to understand your degree requirements. We’ll help you piece all the information together.
- If you have a declared major, check out your department’s website for all the information and resources it provides. Also, the Academic Advisement website millersville.edu/advisement has a list of majors and minors and each corresponding curriculum sheet, as well as advisement resources.
- Sign up for MAX Mobile. The MAX mobile menu item in your MAX account can be set so that you receive text messages regarding registration issues like wait list availability. It’s quick and easy to sign up!

Academic Advisement is here to help!
717-871-5333 • millersville.edu/advisement
Location: Lyle Hall

Bursar’s Office
6
PHOTO ID

Students are encouraged to submit a photo at millersville.edu/photoid or visit the University Services Office in Boyer Building, Room 123, Monday-Friday, 8 a.m. – 4 p.m. ID cards can be picked up during Orientation or in the University Services Office during normal business hours.

RESIDENTIAL STUDENT MAIL

If living on campus, student mail should be addressed as follows:

Your Name
Millersville University
# Residence Hall (e.g., 110 Gilbert Hall)
Millersville, PA 17551

PHOTO ID/RECEIVING MAIL/MU|Alert SYSTEM/PARKING

LIVESAFE

MU Safety App – Free for Campus Community

Download the LiveSafe Mobile app from the App Store or Google Play. Select Millersville University as your school. Students use LiveSafe for:

- SafeWalk: Connect to your friends by peer-to-peer location tracking with chat to monitor and talk as you move on or off campus;
- Tips: Text or phone tips to campus police and view safety maps;
- Resources: Receive campus notifications and access safety resources.

MU ALERTS

Sign up for the free Millersville University Emergency Alert System at mualert.millersville.edu. This system will ensure that you are notified of any emergency occurring on campus, and weather closings and delays. It delivers important emergency and campus notifications to your electronic devices via email, smartphone and pager.

PARKING

Students wishing to park on campus are required to purchase a parking permit. Parking permits can only be purchased through your student account (MAX). Log in to your MAX account under the Student Services tab and find the online permit portal. Once you have applied online and paid for your parking permit, you must stop by the parking office (Lebanon House) to pick it up. You must have your Millersville ID card with you. Parking permits will not be mailed. For more information, visit millersville.edu/policy/parking.

FINANCIAL AID

The Office of Financial Aid assists students, regardless of their economic resources, in obtaining the financial assistance necessary to attend Millersville through federal and state aid, loans and scholarships. Students (and their families) must complete the FAFSA (Free Application for Federal Student Aid) each spring for the following academic year. Millersville’s FAFSA school code is 003325. Submitting your FAFSA as soon as possible will help you meet state aid deadlines.

Please note that financial aid cannot be used in the University Bookstore. However, if you are expecting a refund (your expenses are less than your awards), you may apply for a book loan and use that money in the Bookstore. Contact Financial Aid for more information.

Financial Aid is available for students planning to attend full-time (12 credits or more) or part-time (6-11 credits). Aid is also available for summer sessions through a special application. Aid is NOT available for the winter session.

For information about financial aid, visit millersville.edu/financialaid.

STUDENT EMPLOYMENT

During your time as a student, you can be employed as a student worker—earning money and gaining valuable job experience. The jobs available vary each semester, but departments that regularly hire student workers are Dining and Conference Services, the University Library and the Student Memorial Center. The Office of Learning Services provides accommodations for students with developmental, medical, mobility, physical, psychiatric and learning disabilities.

Students need to complete two basic steps:

1. Complete a Special Assistance Request Form for Students with Disabilities.
2. Submit official documentation to the Office of Learning Services. Additional information and forms are available at millersville.edu/learningservices.

ACCOMMODATIONS

The Office of Learning Services provides accommodations for students with developmental, medical, mobility, physical, psychiatric and learning disabilities.

For information about financial aid, visit millersville.edu/financialaid.
Dining Dollars are also available for purchase in increments of $50.

### Dining Facilities and Meal Plans

<table>
<thead>
<tr>
<th>Meal Plan Options</th>
<th>Cost of Plan (per semester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>250 Meals $150</td>
<td>$2,325</td>
</tr>
<tr>
<td>210 Meals $250</td>
<td>$2,077</td>
</tr>
<tr>
<td>185 Meals $300</td>
<td>$1,909.50</td>
</tr>
<tr>
<td>150 Meals $300</td>
<td>$1,605</td>
</tr>
<tr>
<td>90 Meals $150</td>
<td>$933</td>
</tr>
<tr>
<td>60 Meals $150</td>
<td>$672</td>
</tr>
<tr>
<td>45 Meals $150</td>
<td>$541.50</td>
</tr>
</tbody>
</table>

### Meal Plan Options

- **ALL** residential students (freshmen, transfers and upperclassmen) are automatically enrolled in the 210 Meal Plan.
- Residential students can change their plan between July 17 and September 1 by logging onto their MAX account under MyHousing; instructions are on page 2 of their bill.
- Commuter students can add a meal plan between July 17 and September 1 by logging onto their MAX account under MyHousing; instructions are on page 2 of their bill.
- Meal Plans are the total number of meals a student has each semester, and Flex Dollars are additional monies that can be used in dining facilities each semester.

### Dining Services

- **Upper Deck** — Second Floor of Gordinier Hall
  - ‘All-you-care-to-eat’ menu for the entire campus community. Breakfast, lunch, dinner, and dessert bars. Open seven days a week.
- **Campus Grill** — Ground Floor of Gordinier Hall
  - Full-service restaurant open to the campus community. Breakfast, lunch, dinner, and dessert bars. Open seven days a week.
- **The Anchor** — Ground Floor of Gordinier Hall
  - Deli convenience store offering fresh-made sushi, hand-dipped ice cream, and a variety of coffee, drink and snack choices. Open seven days a week.
- **The Marauder Express**
  - University Food Truck serves the campus community. Breakfast, lunch, dinner, and dessert bars. Open seven days a week.
- **The Cove** — First Floor of Francine G. McNairy Library/Ganser Hall
  - Deli convenience store featuring custom wraps, pizza, pub burgers and much more! Open Monday–Friday.
- **North Side Bistro** — Lower Level of Lyle Hall
  - Gluten-free and healthy options available in this nut/shellfish-free dining location. Open Monday–Friday.
- **Pizza by the slice**
  - MU’s famous cheesesteaks from the grill, pizza, hand-dipped ice cream, freshly made pastries from the MU Bake Shop and a variety of coffee, drink and snack choices. Open seven days a week.

### Request your housing preferences online!

1. To get started you will need to go to the MAX Portal > Student Services > Housing & Dining > MyHousing.
2. Select Go to Apply Online.
3. View and accept the Housing Agreement terms, and define your preferences.
4. Once completed, select Go to MyHousing.
Millersville University promotes the overall wellness of each student enrolled. In order to provide students with high-quality medical care, Millersville University Health Services requires the following information. Please document your health information on the Health Evaluation form. Complete the Student Report portion yourself on page 12, and then have your healthcare provider complete the Practitioner's Report on page 13.

The Student Report (page 12), to be completed by you, includes:

1. Family history
2. Personal health history
3. Tuberculous screening – to determine if you are at risk for a tuberculosis infection*

The Practitioner's Report (page 13), to be completed by your healthcare provider, includes:

1. Tuberculous test (PPD) – documentation is required to determine if you are at risk; see screening on Student Report.
2. Immunization records
   - Required vaccinations for all students:
     • Meningitis vaccination OR signed meningitis vaccine waiver within the last 10 years
     • Td (tetanus/diphtheria) or Tdap (tetanus/diphtheria/pertussis) booster OR report of positive MMR titers
     • MMR (measles/mumps/rubella) – 2 vaccinations
     • 2 doses of varicella vaccine or positive varicella titers
     • 2 doses of hepatitis B vaccine
     • HPV (human papillomavirus) vaccine
   - Additional vaccinations specific to your major

Send completed forms to:
Millersville University Health Services
4 McCullough Street
P.O. Box 1002
Millersville, PA 17551

Fax to 717-871-5252

Millersville University Health Services
717-871-5200 • hservices@millersville.edu

*Some majors require a Tuberculosis test to be completed. Please check with your major department.

**The Health Services Office is here to help! 717-871-5250 • hservices@millersville.edu • Location: Witmer Building

ATTENTION!
Please remember that completion of both sides of the Health Evaluation form is required. If you fail to submit the Health Evaluation form or submit incomplete medical documentation, it will be returned to you and a hold will be placed on your student record, preventing you from registering for future classes.

The Centers for Disease Control and Prevention, the American College Health Association, and the United States Public Health Service recommend that tuberculosis screening be performed on all individuals who may be at risk of tuberculosis.

Do any of the sections above apply to you? Yes No

If yes, a TB test is required through a PPD skin test, IGRA, or chest radiography.

Do any of the Sections above apply to you? Yes No

If yes, you are not required to have a TB/PPD test.*

States Public Health Service recommend that tuberculosis skin testing be performed on all individuals who may be at risk of tuberculosis.

Please check with your major department.
STUDENT HEALTH EVALUATION: PRACTITIONER’S REPORT

Name: ____________________________ DOB: __________

Please review Student Health History and complete this page. This student has been admitted; this information will be used as background to provide proper healthcare if necessary.

Physician/professor to complete below if risk for Tuberculosis:

Tuberculin Skin Test:
Date Given: ________________ Date Read: ________________ Date Completed: ________________

In addition to the purchase of a laptop, CDW - Millersville offers discounted computers and peripherals. Dell member discounts, as well as Apple’s educational discounts, are available through their websites. The University IT Office is here to help you choose a system that meets your needs.

Some key points to consider when selecting a system:
- Memory recommendations: 4 GB
- Storage recommendations: 500 GB
- Operating system: Any current–era processor (PC or Mac)
- Software: Microsoft Office
- Additional software: Anti-virus software and the latest virus definitions are recommended.
- Warranty support: strongly recommended
- Ease of use: Important for students who need to work on their computer a lot.

PURCHASING A NEW COMPUTER

SOFTWARE
- It is recommended that you purchase Microsoft Office, as many of its components will be used in the classroom.
- Microsoft’s educational discount software site can be found at microsoftstore.com/store/mssstore/cat?categoryID=37826100.
- Adobe.com has the entire Creative Suite available at an educational discount, although the need for Photoshop and related products is very limited, unless studying graphic design and other related topics.
- If you need any other software, you can search online for “Educational Discount Software.”

WHAT STUDENTS SHOULD DO BEFORE BEGINNING CLASSES
- Ensure that all of your Windows updates are installed and that your automatic updates are turned on.
- Have anti-virus software and the latest virus definitions installed.
- Bring all of the documentation and system CDs that came with your computer in case you need to restore your system.

LAPTOP VS. DESKTOP
When you purchase a new system, base your decision on your lifestyle and the demands of your academic program. The laptop may be attractive for its mobility. Desktop systems are more easily upgraded, less likely to be dropped and less vulnerable to theft. Replacements parts for laptops are less expensive than laptop replacement parts. You may also need to think about long-term investment. If you want a mouse and keyboard (accessories included with desktops), you may need to purchase these items in addition to the purchase of a laptop.

RECOMMENDED SPECIFICATIONS
- Any current–era processor (PC or Mac)
- Memory recommendations: 4 GB
- Students who store music and videos on their computer should consider a larger hard drive.
GETTING TO MILLERSVILLE UNIVERSITY

From Baltimore and south:
Take Route I-83 north to Route 30 east. Then follow “From Route 741.”

From Harrisburg and west:
Take Route 283 east. Then follow “From Route 741 east. Then follow “From Route 741."

From the PA Turnpike, traveling east:
Take Exit 19/247 (Harrisburg East) onto Route 283 east. Take exit for Route 741 east. Then follow “From Route 741."

From Route 30:
Take exit for Route 741 east. Then follow “From Route 741.”

From Route 741:
On Route 741 east, the name Rohrerstown Road will change to Millersville Road. About four miles beyond Route 30, turn right at the light onto Route 999. Follow “Almost there,” below.

From downtown Lancaster:
Go west on Orange Street, turn left on Charlotte Street and then bear right onto Manor Street. It will become Route 999 (Manor Avenue). When you cross Route 741 (Millersville Road), follow “Almost there,” below.

Almost there:
After Route 741, watch for the fork in the road and bear left onto George Street. Follow George Street. After you cross West Cottage Ave., you will see University buildings on either side. Watch for brick entrance signs on the right.

From Route 222, traveling south:
Take the exit for Route 30 west, then take exit for Route 741 east. Then follow “From Route 741.”

An Amtrak station is conveniently located minutes from Millersville!
IMPORTANT CONTACTS—WE ARE HERE TO HELP!

ACADEMIC ADVISEMENT:
717-871-5333
millersville.edu/advisement
Location: Lyle Hall, 2nd Floor

ADMISSIONS:
1-800-MU-ADMIT
admissions@millersville.edu
millersville.edu/admissions
@VilleAdmissions

ADMISSIONS OFFICE:
717-871-5101
bursar@millersville.edu
millersville.edu/bursar
Location: Dilworth Building

BURSAR’S OFFICE:
717-871-5101
bursar@millersville.edu
millersville.edu/bursar
Location: Dilworth Building

DINING SERVICES:
717-871-5275
dining@millersville.edu
millersville.edu/dining
Location: Gordinier Hall

FINANCIAL AID:
717-871-5100
fa.mail@millersville.edu
millersville.edu/finaid
Location: Lyle Hall, 1st Floor

HEALTH SERVICES:
717-871-5250
hservices@millersville.edu
millersville.edu/healthservices
Location: Witmer Building

HUMAN RESOURCES:
717-871-4950
hr@millersville.edu
millersville.edu/hr
Location: Dilworth Building, Room 105

INFORMATION TECHNOLOGY:
717-871-7777
infotech@millersville.edu
millersville.edu/infotech
Location: Boyer Building

LEARNING SERVICES:
717-871-5554
learning.services@millersville.edu
millersville.edu/learningservices
Location: Lyle Hall, Room 352

ORIENTATION:
717-871-5553
orientation@millersville.edu
Location: Lyle Hall

PLACEMENT TEST:
Math: 717-871-7668
math@millersville.edu
millersville.edu/math/placementtest.php

PSECU:
717-872-6516
Location: Student Memorial Center, Room 110

REGISTRAR’S OFFICE:
717-871-5005
registrar@millersville.edu
millersville.edu/registrar
Location: Lyle Hall, 1st Floor

UNIVERSITY POLICE & PARKING:
Police: non-emergency 717-871-4357
(871-HELP)
Parking: 717-871-5964
millersville.edu/parking
Location: Lebanon House

UNIVERSITY SERVICES (ID CARDS/MAIL):
ID Cards: 717-871-7008
millersville.edu/univsvcs
Location: Boyer Building, Room 123

Welcome to MILLERSVILLE

Purchase your books, in advance, on our website, store.studentservicesinc.com
We will hold them until you arrive on campus, the correct books, on time, every time

Support the store that supports you!

Millersville University’s only affiliated off campus housing. Offering 1–5 bedroom apartments for your life after the residence halls.
HAVE YOU SEEN OUR FREENESS?

Our credit union was founded by 22 people who wanted affordable financial services and a better life. Today, we are one of the largest credit unions in the nation. As a not-for-profit organization, the cooperative spirit lives on in everything we do. That’s why we offer products and services designed to keep your money where it belongs – with you.

JOIN YOUR CREDIT UNION ON CAMPUS:
Student Memorial Center, First Floor

THIS CREDIT UNION IS FEDERALLY INSURED BY THE NATIONAL CREDIT UNION ADMINISTRATION. EQUAL OPPORTUNITY LENDER.