

Registration - How To

Who registers?

First year students entering the Honors College do not need to register for their first semester courses. Their classes are chosen for them. After the first semester, all students will need to go through the registration process.

How do I register?

Registration takes place online through the MAX account.

When do I register?

Honors College students receive priority registration, which is typically the Wednesday before the rest of the University students register. Students must schedule an advisement session with their advisor prior to registration. The Honors College director is the advisor for any aspects of honors registration.

Other Information:

Registration Holds- A hold may be placed on your record, and hinder your ability to register. It is important that you view your record on MAX before you register to make sure you do not have any holds.

Term Advisement Pin (TAP) Number- **You must receive a TAP number from your academic advisor, or Honors College director, prior to registration.**

Academic Advisement- **Whether or not you have your TAP number, you should still contact your academic advisor, as well as the director of the Honors College, about what courses you should be taking.** Be sure to prepare for any academic advisement sessions (bring a paper and pencil, bring questions, review the web schedule and choose some possible courses, and review your degree audit prior to your advising appointment).

The Registration Process:

1. Days before you begin registering for classes, you must have your TAP number from your advisor and the Course Registration Numbers (CRNs) for each class you plan on taking.
2. On the day of your registration before your scheduled time, log into MAX. Enter both your Millersville University ID and your PIN and click on "Login."
3. The homepage should come up. Click on the student services tab.
4. Under this tab, you can go to student academic records and view your holds, advisement and view your DARS, and register for classes under registration.
5. After you click on registration, you can then check your registration status by clicking on that link and selecting the term you are registering for.
6. When you're ready to select your classes, click on the Add/Drop Classes link.

7. A page will come up asking for your TAP number. If at first it does not work, do not panic, you may be too early. Wait a little, and then try it again. NOTE: You should have your TAP number (days) BEFORE you start to register.
8. Once your tap number has been accepted, you will be taken to another page. At the bottom, there will be a section titled Add Classes Worksheet. You will need the **CRNs** of the courses that you plan to take. NOTE: You should have your CRNs ready BEFORE your registration time.
9. Enter the CRNs for the courses you plan to take either by copying and pasting or by typing them. Once you have finished, click on the submit changes button.
10. You should see an outline of the classes that you registered for. If you get Registration Errors, you were unable to be registered for the class(es) listed. Contact the help desk for more information.
11. At any time, you can go back to this page and drop/delete a class if you no longer want to take the course. Where you see Action, click the arrow and another option, Drop/delete should come up. Select this, then click submit changes, and the class will be removed from your schedule.
12. Now you can go back to the registration page and click on View/Print Class Schedule or Student Schedule by Day and Time to view your schedule.
13. If you cannot get into a class you wanted, you will need to waitlist that class. In order to do this, you will need to have the CRNs for the course that you want to waitlist. A registration error will come up saying that the class is full. If you can waitlist a class, under the 'Action' tab, select 'Wait List' and click the submit changes button. When a seat becomes available, you will be notified through your Millersville email account. Go back to your MAX account and go to Add/Drop Class under the Registration tab. Click the Drop down arrow on the Action bar for the class you received a notification for, and click Registered. Then click submit changes, and you should be now registered for that class. If you want to remove yourself from the waitlist, under the Action tab, select Drop/Delete and click submit changes.

If you have any more questions regarding the registration process, see your academic advisor, the Director of the Honors College, or visit:

http://www.millersville.edu/registrar/scheduleandregistration/files/registration_guide.pdf