

THE ACADEMIC  
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# The Advisement Times

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SPRING 2011

## Carnival of Majors



FREE cotton candy and popcorn! Be sure to enter our drawing to win great prizes!!!

Feel like you're spinning, in search of a major? Come to the

## Carnival of Majors!

An event hosted by the Office of Academic Advisement, where representatives from major departments come out to give students very useful information on majors and minors. Faculty members will be available to facilitate students' questions.

When: Wednesday, March 16th  
11:00am to 1:00pm

Where: Stayer Multipurpose Room

Why: To help you find the major you have been searching for!

## Mark Your Calendar

**March 7-13:** Spring Break

**March 14:** Fall 2011 class web schedule available

**March 16:** Carnival of Majors (see above)

**March 17:** Change of Major/Minor deadline (to be effective for fall registration)

**March 29:** Summer 2011 registration begins

**April 1:** Last day to withdraw from a course and receive a W grade (Registrar's Office)

**April 7-15:** Undergraduate early registration for Fall 2011. Check Registrar's website for registration schedule date and time.

**May 3-6:** Finals and evaluation period

**May 7:** End of Spring 2011, Commencement



A man begins cutting his wisdom teeth the first time he bites off more than he can chew.

-Herb Caen



## Summer Study at other colleges...

Spring is the season when some of you will consider taking other courses at another school during the summer, for transfer back to Millersville. To ensure a smooth approval and transfer process, here are some helpful tips:

- Prior to taking a course, students must complete an [Authorization for Transfer of Credit \(ATC\) form](#), available on the web Student Forms Center. Get signatures of approval from their adviser and department chair, and submit the form to the Registrar's Office for review and confirmation of approval.
- **Students cannot take a course elsewhere if they have ever taken it at Millersville and received a grade** (including A-F and Z). The only exception is if they withdrew from the MU course with a "W" grade.
- Transfer equivalency lists for over 200 accredited colleges and universities are available on the [Registrar's Office website](#) to assist students with selecting appropriate courses.
- If a course (or school) isn't on the equivalency list, students should attach a course description to the ATC form. The Registrar's Office will confirm transferability when finalizing the ATC form.
- Upon completion of a course, students must have an official transcript sent directly to the Registrar's Office at MU.
- Transfer credit will be awarded only for authorized courses in which a grade of C- or higher was earned. Grades of D may be transferable from PA community colleges and from other PASSHE universities.
- If a student transferred to Millersville, he or she may take additional courses for transfer, provided the student meets the graduation requirements of taking at least 50% of the major (and minor) at MU, and completion of a minimum of 30 credits in residence.
- Transfer credits and grades **do not count** in the Millersville GPA, and are not included in determining a student's eligibility for Latin Honors. Students who intend to graduate with Latin Honors should be reminded that they must complete a minimum of 60 credits of course work at Millersville.

Have other questions about transfer credits or other advisement topics? Contact your assigned adviser, email us at [adviser@millersville.edu](mailto:adviser@millersville.edu), stop by our office in Lyle Hall or call 872-3257 and set up an appointment.

## Registration Checklist

Want to make sure you're doing all the right things each semester? Use this checklist as you're getting ready for registration season!

- Print and review your DARS
- Make appointment with your adviser to discuss course selection
- Receive term advisement pin (TAP) NUMBER from adviser
- Make "rough draft" schedules, with second and third choices for classes and times.
- Schedule for classes **AT YOUR DESIGNATED TIME** even if it's 6:00am. It's important to get into MAX as soon as you're supposed to. Check the schedule [here](#).
- Pay or confirm your semester bill
- If you have any questions or problems, contact your adviser or our office

**Don't forget, early registration happens April 7-15!**

## Who We Are

The Office of Academic Advisement, located on the 2nd floor of Lyle Hall, coordinates services for all students in conjunction with academic departments such as change of majors, minors, and advisers, and provides advisement for students who have not yet declared an academic major in collaboration with the Exploratory advisers. The office has a comprehensive [website](#) at [www.millersville.edu/advisement](http://www.millersville.edu/advisement). The Exploratory Program also has a [website](#) which includes relevant information for the undecided student at [www.millersville.edu/undprgm](http://www.millersville.edu/undprgm).