Everything you need to do before you begin.
Activate your myVILLE email and portal account.

Optional: Summer 3 2017 semester begins (non-Nursing coursework only)

Sign up for refunds with Summer 2017 TMS payment plan if you are expecting a refund

Optional: Summer 3 2017 bills due (non-Nursing coursework beginning 5/17) – pay or clear bill in MAX

Look for Summer 2017 E-bill in MAX (Note: Bills are only sent electronically)

Optional: Sign up for Third-Party Authorization to access electronic bills if a family member is helping pay

A.S.A.P.

Accept financial aid awards if applicable

A.S.A.P.

Confirm automatic registration in Nursing courses (Note: Consult your advisor to schedule other courses.

A.S.A.P.

Consult with your academic advisor to begin determining your personal course plan

A.S.A.P.

Purchase a parking permit if applicable (for regular visits, free day passes are available otherwise)

A.S.A.P.

Complete online alcohol and sexual assault prevention portals

A.S.A.P.

Look for Summer 2017 E-bill in MAX (Note: Bills are only sent electronically)

A.S.A.P.

Sign up for Summer 2017 E-bill payment plan if you are expecting a refund

A.S.A.P.

Optional: Sign up for Fall 2017 payment plan program with Tuition Management Systems (TMS)

April

4/5

Fall registration begins (Registration times are determined by total credits transferred and your last name. On-line registration begins 4/1 for Summer 1 & A courses; ask your advisor for your Nursing courses.

10/4

Look for Summer 1 & A 2017 E-bill in MAX (classes begin in May) (Note: Bills are only sent electronically)

4/26

Summer 1 & A 2017 bills due (classes begin in May) – pay or clear bill in MAX

Confirmation is required even if no payment is due. Complete the “clear bill” process explained on page 2 of your e-bill.

May

5/12

Look for Summer 2 & B 2017 E-bill in MAX (classes starting 6/12 & 7/31) (Note: Bills are only sent electronically.

5/24

Summer 2 & B 2017 bills due (classes beginning 6/12 & 7/3) – pay or clear bill in MAX

Confirmation is required even if no payment is due. Complete the “clear bill” process explained on page 2 of your e-bill.

5/15

Summer 1 & A 2017 semester begins!

Students starting Nursing courses with Cohort A (or non-Nursing coursework in Summer 1) will begin at this time. See your course schedule.

June

6/9

Optional: Look for Summer 2 2017 E-bill in MAX (non-Nursing coursework beginning 5/17) (Note: Bills are only sent electronically.

6/12

Optional: Summer 2 2017 semester begins (non-Nursing coursework only)

5/24

Optional: Summer 3 2017 bills due (non-Nursing coursework beginning 5/17) – pay or clear bill in MAX

July

7/3

Summer B 2017 semester begins!

Students beginning their Nursing courses with Cohort B will begin at this time. Cohort A students will begin their second Nursing course at this time. Summer B Nursing courses will appear on your Summer 2 schedule and bill.

7/17

Optional: Summer 3 2017 semester begins (non-Nursing coursework only)

August

8/1

Sign up for refunds with Fall 2017 TMS payment plan if you are expecting a refund

8/9

Fall 2017 bills due – pay or clear bill in MAX

Confirmation is required even if no payment is due. Complete the “clear bill” process explained on page 2 of your e-bill.

8/15

Optional: Last day to sign up for fee, cancel or adjust Fall 2017 TMS payment plan contract

8/28

Fall 2017 semester begins!

Students in both cohorts will continue their Nursing courses at this time. Module A or (mini-semester) A will run from this date until Oct. 17th, then Module B will run from Oct. 23rd until Dec. 17th. Any non-Nursing courses will run the full term.

If admitted after dates listed above, please complete all steps up to your admit date as soon as possible, then continue to follow the checklist.

For additional information, contact the Office of Online Programs at 717-871-7200 or OnlinePrograms@millersville.edu.
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 numerous University services, including your student email and Desire2Learn, Millersville’s Learning Management System, where you’ll be taking all of your online courses.

To activate your myVILLE account, you will need your M# (Student ID number listed on your Offer Letter). Your login credentials for myVILLE will be used for all campus services requiring a login -- make sure to write them down in a safe place!

For instructions on activating your Millersville account, visit www.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, and is especially important for online students.

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

- myVILLE provides access to your email, the university portal, and on-campus services.
- Desire2Learn provides access to all online courses, including your online orientation (D2L uses the same login credentials as myVILLE).
- MAX provides access to course registration, grades, transcripts and degree audits, and billing and financial aid information.

ADMISSIONS PROCESS

The admissions process for online students is handled entirely by the Office of Online Programs, rather than the Admissions Office.

Be sure to submit your final college transcript.
If you are currently enrolled elsewhere, or will be until you begin at Millersville, please submit official transcripts at the end of each term (fall, spring, summer etc.).

Office of Online Programs
Millersville University
Lyle 23
PO Box 1002
Millersville, PA 17551

Electronic transcripts may be sent via email to:
OnlinePrograms@millersville.edu

Need to update your information?
The Office of Online Programs can also help if you would like to change personal information such as email, address and telephone number. If you need to update any of this information, please send your request along with your full name and Millersville ID number to OnlinePrograms@millersville.edu or call 717-871-7200.

ADMISSIONS OVERVIEW

ONLINE ALCOHOL & SEXUAL ASSAULT PREVENTION PORTALS

Deadline: A.S.A.P.
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 be receiving an email with instructions on how to complete the programs.

ONE BOOK, ONE CAMPUS (OPTIONAL)

Students are encouraged to read Disgraced, a play by Ayad Akhtar, before classes begin. Copies of the book are available for purchase at the University Bookstore or a book provider of your choice. For more information on the program and past selections visit: http://blogs.millersville.edu/desiresc/ Participation in One Book, One Campus is optional for online students.

ONLINE ALCOHOL & SEXUAL ASSAULT PREVENTION PORTALS

Deadline: A.S.A.P.
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 be receiving an email with instructions on how to complete the programs.

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DESIRE2LEARN (ONLINE COURSES)

Deadline: A.S.A.P.
As soon as you have set up your myVILLE account, your next step is to familiarize yourself with Desire2Learn (D2L), Millersville’s online Learning Management System. D2L will be your gateway to all of your online courses at Millersville. Visit the following page for tips on how to get started, and check out the introductory video:
wiki.millersville.edu/display/d2ldocs/Getting+started

Before logging into D2L for the first time, be sure to run the System Check to confirm your browser and system are compatible (see page 10 for more information on technology requirements). You can either reach it from the D2L login page, or by visiting the following link:
millersville.desire2learn.com/d2l/systemCheck

Please keep in mind that there is sometimes a delay of a day or two after activating your myVILLE account before you can access D2L (both systems use the same login credentials). If you have any issues or questions and you can’t find a solution here or in the wiki linked above, call the IT Help Desk at 717-871-7777.

DESIRE2LEARN (ONLINE COURSES)

Deadline: A.S.A.P.
As soon as you have set up your myVILLE account, your next step is to familiarize yourself with Desire2Learn (D2L), Millersville’s online Learning Management System. D2L will be your gateway to all of your online courses at Millersville. Visit the following page for tips on how to get started, and check out the introductory video:
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Please keep in mind that there is sometimes a delay of a day or two after activating your myVILLE account before you can access D2L (both systems use the same login credentials). If you have any issues or questions and you can’t find a solution here or in the wiki linked above, call the IT Help Desk at 717-871-7777.
ONLINE ORIENTATION (MANDATORY)

Welcome videos from Dean, Program Chair, and Faculty

You can expect to find in the Orientation:

- Nursing student at Millersville University

All new online students are required to attend in-person orientation. The Online Student Orientation, available in D2L, will provide you with everything you need to know to get started as an online Nursing student at Millersville University. Here are some items you can expect to find in the Orientation:

- Welcome videos from Dean, Program Chair, and Faculty
- Program Philosophy and Framework
- Policies and Procedures
- Information on Clinicals
- Scholarship & Financial Aid Information
- Important Student Information and Resources
- Technical Support and Tips & Tricks

To access the Online Student Orientation, simply log in to D2L by clicking on the D2L logo and log in with the same username and password as your myVILLE account.

ONLINE STUDENT ORIENTATION (MANDATORY)

Deadline: A.S.A.P. (Mandatory)

All new online students are required to complete the Online Student Orientation before beginning classes (online students are not required to attend in-person orientation). The Online Student Orientation, available in D2L, will provide you with everything you need to know to get started as an online Nursing student at Millersville University. Here are some items you can expect to find in the Orientation:

- Welcome videos from Dean, Program Chair, and Faculty
- Program Philosophy and Framework
- Policies and Procedures
- Information on Clinicals
- Scholarship & Financial Aid Information
- Important Student Information and Resources
- Technical Support and Tips & Tricks

The Orientation is more than just a chance to learn about what to expect as an online Nursing student – it’s also an opportunity to meet and get to know your professors and fellow classmates, starting alongside you! You will have the chance to participate in discussion boards where you can introduce yourself and pose any questions you may have.

To access the Online Student Orientation, simply log in to D2L by following the instructions outlined to the right. If you have any questions about accessing the course, either call the Office of Online Programs at 717-871-7200 or the IT Help Desk at 717-871-7777.

For any program-specific questions, or questions relating to course content, contact the Nursing Department at 717-871-4274. You may also contact the Nursing Chair, Dr. Kelly Kuhns, directly at 717-871-5276.

Please note that the Online Student Orientation is required to be completed before you may begin in your program; online students are not required to attend in-person orientation.

GETTING REGISTERED FOR CLASSES

STEP 1: REVIEW YOUR TRANSCRIPT EVALUATION

- In most cases, your transcript evaluation was included with your offer letter. You may also review it by logging into MAX. Your transcript evaluation will let your advisor know how previous coursework will fit into your academic program.
- Ensure that the Office of Online Programs receives your most recent official academic transcript, as explained on page 4.
- If you are taking or planning to take any courses at another institution, check out the Transfer Equivalency website at www.mville.us/transfer-equivalency to see what may transfer.
- If you have questions about your evaluation or want to check on the status of a pending update to your evaluation, you can contact the Online Programs Recruiter at 717-871-7699 or speak with your advisor (see below).

STEP 2: CONFIRM YOUR RN STATUS

- If you have already earned your RN license and provided Online Programs with your license number, you are ready to go.
- If you have yet to officially earn your RN but will be taking the NCLEX soon, let us know. Until you have earned your licensure, you will be limited to only the 300-level Nursing courses.

STEP 3: SPEAK WITH YOUR ADVISOR

- Check your offer letter for instructions on connecting with your advisor. Your advisor will help you create a course plan for your degree. Always check with them before enrolling in any courses.
- Familiarize yourself with your Degree Audit (available in MAX). This report helps you understand what class requirements have been completed and what still needs to be taken for your major. The Online Orientation (see previous page) even has a helpful video (found in Module 2) on how to read your Degree Audit.
- You may consult with your advisor either by email, telephone, or live video chat. If you happen to be nearby, you are also welcome to stop by in person! If visiting, be sure to pick up a free day pass (see page 8) before parking.

STEP 4: GET REGISTERED FOR CLASSES

- Students enrolled in our RN-to-BSN Online Program will be automatically registered for all of their Nursing courses, as discussed with their advisor. Once you are accepted into the program, you are guaranteed a seat in all of your required Nursing courses throughout your entire time in the program.
- You may view your course schedule at any time in MAX (keep in mind, courses may not appear until closer to your start date).
- For any other coursework (general education courses, electives) registration for Summer classes opened in February, while Fall registration (all terms) opened in April. Be sure to discuss any possibilities with your advisor, and then you may either register yourself in MAX, or the Office of Online Programs can get you registered as well (just send an email to OnlinePrograms@millersville.edu with the ONS of the courses you are planning to take).
- If a class you wish to take is full, you may add yourself to the wait list. Please note that you will be notified of an opening through your Millersville email (i.e., your address which ends in “@mville.edu”). You can also sign up for MAX Mobile – found in your MAX account, MAX Mobile can be set to send a text message when your wait-listed class becomes available.

STEP 5: PURCHASE YOUR TEXTBOOKS

- Once you have registered or been registered for your classes, be sure to check exactly what textbooks you will require. To do so:
  1. Log on to MAX.
  2. Select Student Services.
  4. Select the appropriate term, and click Submit.
  5. Click Submit, and you will be redirected to the book store website with a list of all required materials.

- Keep in mind that some textbooks may be used throughout multiple courses, so you may wish to purchase rather than rental.

DROPPING CLASSES

- Should you need to drop a class for any reason, be sure to do so before the semester begins. Otherwise, you may be responsible for part or all of the costs for the course, even if you did not complete it. Once the semester has started, you will only be able to receive a full refund during the drop/add period, which varies in length depending on how many weeks the class runs:
  - Your Nursing courses, which last 7 weeks, have a drop/add period of three business days.
  - Typical Fall and Spring courses (lasting 15 weeks) have a drop/add period of one full week.
  - Winter courses, which last only a month, have a drop/add period of just one business day.

ASSISTANCE THROUGHOUT THE PROCESS

- Recognizing that much of this may be new to you, we encourage you to reach out with any concerns:
  - For any academic questions, contact your advisor, or reach out to the Nursing department by email at Nursing@millersville.edu or by phone at 717-871-4274.
  - For any and all non-academic questions, contact us in the Office of Online Programs either by email at OnlinePrograms@millersville.edu or by telephone at 717-871-7200 (be sure to have your MU ready).

https://www.millersville.edu/d2l/home

The Registrar’s Office is here to help!

For any academic questions, contact your advisor, or reach out to the Nursing department by email at Nursing@millersville.edu or by phone at 717-871-4274.

For any and all non-academic questions, contact us in the Office of Online Programs either by email at OnlinePrograms@millersville.edu or by telephone at 717-871-7200.

https://www.millersville.edu/registrar
E-BILLS
Student Accounts will send email notification to students at their Millersville email address when their bill becomes available. To view the bill, students must log onto myVILLE, select the Finances tab, and Current Balance. They can view the bill and make payments electronically and may be accessed at any time online in MAX.

If you have any questions, contact TMS at
1-800-722-4867.

Current Account Balance
The current account balance includes the following:

1. Log onto myVILLE.
2. Select MAX.
3. Select Student Services.
4. Select Student Accounts.
6. Select Accept Terms by checking the box.
7. Click on Enable Authorized Payer Access.
8. Select Email Billing Tab.
9. Select Add New Third-Party Email Address.
10. Provide Parent/Third-Party Name, Email Address, create User ID and Password (of your choice), Hit Save.
11. Click on Return to Billing Email List to send an email confirmation.
12. Select Notify and Confirm request.

In order for partners, 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.

Payment Methods
Millersville University accepts numerous forms of payment, including cash, check, and credit card. For complete information on all accepted payment methods, visit www.millersville.edu/osa/paymentinfo.php.

Third-Party Authorization
To complete Third-Party Authorization, students must:

1. Log on to myVILLE.
2. Select MAX.
3. Select Student Services.
4. Select Student Accounts.
6. Select Accept Terms by checking the box.
7. Click on Enabled Authorized Payer Access.
8. Select Email Billing Tab.
9. Select Add New Third-Party Email Address.
10. Provide Parent/Third-Party Name, Email Address, create User ID and Password (of your choice), Hit Save.
11. Select Notify and Confirm request.

Student Refunds
Expecting a refund? Don’t get stuck waiting 14 days for a paper check. Signing up for direct deposit ensures that excess funds are directly deposited into your checking or savings account within 72 hours of an overpayment. If you do not utilize Tuition Management Systems (TMS) for a payment plan, all refunds are processed in this system. Register your account with TMS to choose either a paper check or direct deposit, and verify your address. Register your preference at millersvillechoice.afford.com and click on the register tab.

Current Account Balance
Millersville bills undergraduate students on a per-credit basis. If students add or drop classes, this will change the initial bill. Log onto myVILLE, select the Finances tab, and Current Balance. Including Recent Transactions to view real-time account activity for the current semester. Any changes made after the original bill has been issued will be reflected here.

Photo ID
Photo IDs are optional for online students. If you would like one (for in person use of the library, for example), you may submit a photo at www.mvllie.us/photosid or visit the University Services Office in Boyer Building.

On-campus Services

University Store
Students may purchase textbooks from the University Store online or in-person. Books can be purchased in advance and held for free in-store pickup, or conveniently shipped for a nominal fee. Be sure to check out the store website for all your textbook and school supply needs, as well as great clothing and gear to show off your Marauder pride! You may find the University Store website at store.studentservicesinc.com. For any questions, call 717-871-7610.

Health Services
As an online student, you will not be required to submit any health forms or history to the University.

McNairy Library
As a Millersville University student, you have access to all library resources, both online and in-person, including research help and writing assistance (via the Writing Center). In Module 7 of your Online Orientation (see page 5), you can find further details on how to access the library. For additional information, visit the library website at www.library.millersville.edu.

Center for Student Involvement & Leadership
The Center for Student Involvement and Leadership (C.S.I.L.) is the University’s go-to place for students wanting to get involved on campus, develop their leadership skills and explore their identities and the identities of others. Opportunities may be available for students who are distant as well. To begin exploring the opportunities the C.S.I.L. has to offer, follow the steps below. If you have any questions or want more information, feel free to call Online Programs at 717-871-7200 or C.S.I.L. at 717-871-7057.

Step 1: Visit getinvolved.millersville.edu
Step 2: Download the CORQ APP

University Police
If you’re planning to visit campus with any regularity, consider signing up for the Millersville University Emergency Alert System at myalert.millersville.edu. This system will ensure that you are notified of any emergency occurring on campus, and weather closings and delays.

Parking
If you wish to visit campus on occasion, be sure to come early to stop by the parking office (Lebanon House) for a free day pass. For more frequent visits, you will be required to purchase a parking permit. Parking permits can only be purchased through your Student Services tab you will find the online permit portal. Once you have applied online and paid for your parking permit, you must stop by the parking office to pick it up. You must have your Millersville ID card with you. Parking permits will not be mailed. For more information, visit www.millersville.edu/police/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. To find out your eligibility for federal financial aid, you will need to complete the FAFSA application, found at https://fsfa.ed.gov. Millerstown’s FAFSA school code is 003325.

If you are planning to purchase books through the University Bookstore, please note that financial aid cannot be used upfront. 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 both full-time (12 credits or more) and part-time (6-11 credits). Aid is also available for summer sessions through a special application. Aid is NOT available for the winter session.

If you drop below 6 credits, you will lose eligibility for financial aid. Be sure to plan your coursework with your advisor accordingly to maintain eligibility as needed.

Many RN-to-BSN students also receive tuition reimbursement through their employers. Should you have any questions regarding using such assistance towards your bills, contact Financial Aid.

For more information, visit www.millersville.edu/finaid/index.php.

VETERANS
The Veterans Certifying Officials in the Office of Financial Aid at Millersville University handles all paperwork for veterans applying for the Department of Veterans Affairs (DVA) educational benefits. This office is also your link to the DVA in cases of problems with educational benefit processing.

Contact information for the Veterans Certifying Officials:

Office of Financial Aid PO Box 1002, Millersville, PA 17551
Telephone: 717-871-5100, Fax: 717-871-2248

The VA Certifying Officials are located in the Office of Financial Aid on the first floor of Lyle Hall.

For advisement and registration assistance, veterans may contact Academic and Student Development at vet.advisor@millersville.edu. In addition, this office can also provide resources and support to assist vets in personal and academic transition to the University.

Information regarding receiving academic credit for military training is available at www.mville.us/military Info.

For more information, visit www.millersville.edu/finaid/studentinfo/veteran.php.

FINANCIAL AID/VETERANS/ACCOMMODATIONS

ACCOMMODATIONS
The Office of Learning Services provides accommodations for students with developmental, medical, mobility, physical, psychiatric and learning disabilities, both online and in-person.

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 www.millersville.edu/learningervices.

WELCOME TO MILLERSVILLE UNIVERSITY!
We are here to give you a hand with any technical questions.

MINIMUM TECHNOLOGY REQUIREMENTS
Online courses by their very nature require the use of computers. To ensure the best experience during your time in the RN-to-BSN Online Program, be sure to have access to all of the following:

- Webcam (any resolution should do)
- Microphone (built-in or external)
- Broadband (high-speed) Internet

Be certain you have consistent access to high-speed internet. A reliable connection is required to be able to view course content, submit assignments, and interact with faculty and fellow students.

RECOMMENDED SPECIFICATIONS
Your computer should meet or exceed the following specifications:

- Any current era processor
- Minimum 4GB RAM (8GB or greater highly recommended)
- 250GB Storage (or greater)
- Flash memory or a Solid State Drive (SSD) is highly recommended for speed and reliability.

PURCHASING A NEW COMPUTER
If your computer does not meet the minimum requirements, you may wish to consider purchasing a new device. Millersville students can receive a discount when purchasing through the following vendors:

- Apple for Education: apple.com/us-hed/shop
- Dell Member Purchase Program: dell.com/MPP
- CDW: cdw.com/millersville

See IT’s wiki page for more info, found here: goo.gl/ko7cMC

We recommend you shop around and compare prices and features to get the best fit for your needs. See the following sections for some general advice on what to look for. If you have any questions, contact the IT Help Desk at 717-871-7777, or contact Brigh in the Office of Online Programs at 717-871-4257.

LAPTOP VS. DESKTOP
When you purchase a new system, base your decision on your lifestyle. Laptops are attractive for their mobility, though desktop systems are more easily upgraded, more sturdy, and less vulnerable to theft. Desktop replacement parts are also less costly.

A good basic rule: if you are planning to do your schoolwork in multiple places, get a laptop. If you are only planning to do your schoolwork in one place (say, a home office) get a desktop.

MAC VS. WINDOWS
Macintosh computers hold some advantages: they don’t require anti-virus software, they tend to be more stable, and they can even run Windows if need be. However, they also tend to be much more expensive than comparable Windows machines. Additionally, most modern Windows computers include a convenient touchscreen, something you won’t find on any Mac. Ultimately, choose what you prefer, as both systems can run all required software easily.

SOFTWARE REQUIREMENTS
Primarily, you will require access to a web browser and an office suite. For best compatibility with Desire2Learn, it recommends using Mozilla Firefox or Google Chrome as your web browser.

For an office suite, we recommend Microsoft Office 365, which is available to all Millersville students free of charge. With it you can:

- Install Office on up to 5 compatible Windows and Mac computers and/or tablets (including iPad)
- Utilize Office 365 online in a browser
- Use OneDrive for online file storage

For more information on acquiring Office 365, visit IT’s page on the wiki: https://wiki.millersville.edu/display/ittac/Office+365

VLAB VIRTUAL DESKTOP
VLab Virtual Desktop is available to all students and delivers a fully-functional Windows 7 computer lab desktop to your personal device over the Internet. Keep in mind, this is not a persistent desktop, so you will need to save your data to an external drive or the cloud, or it will be completely lost.

For more information, visit: wiki.millersville.edu/display/ittac/VLab

BACKUP SOLUTIONS
Regular backups are absolutely essential, and all computers come with backup software. You’ll just need external storage to save the backup (it must be at least as large as your computer’s hard drive).

While not technically a backup, another option is to save your work in the cloud, which allows you to access your data from anywhere. OneDrive (see above) is one such service. It is highly recommended you save your data to OneDrive when utilizing the VLab.

IT HELP DESK
Online Help: mville.us/help • Phone: 717-871-7777
Email: help@millersville.edu
Facebook: Millersville University Info Tech (IT)
Call Center Hours:
M-Th 7 a.m. - 11 p.m. • F 7 a.m. - 5 p.m. • Su 3 p.m. - 11 p.m.
Free in-person technology help for nearby students is also available. For details, visit: goo.gl/3F9nPl2

MINIMUM SYSTEM REQUIREMENTS
For an office suite, we recommend Microsoft Office 365 or using Mozilla Firefox as your web browser.

RECOMMENDED SPECIFICATIONS
Your computer should meet or exceed the following specifications:

- Any current era processor
- Minimum 4GB RAM (8GB or greater highly recommended)
- 250GB Storage (or greater)
- Flash memory or a Solid State Drive (SSD) is highly recommended for speed and reliability.

PURCHASING A NEW COMPUTER
If your computer does not meet the minimum requirements, you may wish to consider purchasing a new device. Millersville students can receive a discount when purchasing through the following vendors:

- Apple for Education: apple.com/us-hed/shop
- Dell Member Purchase Program: dell.com/MPP
- CDW: cdw.com/millersville

See IT’s wiki page for more info, found here: goo.gl/ko7cMC

We recommend you shop around and compare prices and features to get the best fit for your needs. See the following sections for some general advice on what to look for. If you have any questions, contact the IT Help Desk at 717-871-7777, or contact Brigh in the Office of Online Programs at 717-871-4257.
GETTING TO MILLERSVILLE UNIVERSITY

OFFICE OF ONLINE PROGRAMS:
717-871-7200
OnlinePrograms@millersville.edu
www.millersville.edu/distancelearning
Location: Lyle Hall, Room 231

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

FINANCIAL AID:
717-871-5100
Fa.millersville.edu
www.millersville.edu/financialaid
Location: Lyle Hall, 1st Floor

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

NURSING DEPARTMENT:
717-871-4274
Nursing@millersville.edu
www.millersville.edu/nursing
Location: Caputo Hall

UNIVERSITY STORE (BOOKSTORE):
717-871-7610
store@millersville.edu
store.studentservicesinc.com
Location: Student Memorial Center (SMC)

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

MCNAIRY LIBRARY:
717-871-7111
Library.Circulation@millersville.edu
www.library.millersville.edu
Location: Gamser Hall

INFORMATION TECHNOLOGY:
717-871-7777
Help@millersville.edu
my.millersville.edu
www.millersville.edu/inftech
Location: Boyer Building

From Baltimore and south:
Take Route 1-83 north to Route 30 east.
Take exit for Route 741 east. Then follow “From Route 741.”

From Harrisburg and west:
Take Route 283 east. Take exit for 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 the PA Turnpike, traveling west:
Take Exit 21/286 (Reading/Lancaster) and follow Route 222 south to Route 30 west.
From Route 30, take exit for Route 741 east. Then follow “From Route 741.”

Almost there:
After the second traffic light (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 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.

An Amtrak station is conveniently located minutes from Millersville!
Did you know?

Millersville University has an online, interactive campus map. You can find it at www.millersville.edu/directions.