1. On Millersville’s home page, click on **Faculty & Staff** and choose **Logins**.

2. Click on **myVILLE Portal** to log into **myVILLE**.

Click on **myAccount@MU** if you have not yet created your account or have forgotten your login information.
Logging on to MAX

3. Once you have logged into MyVILLE, click on the MAX Icon
Main Menu

Faculty Services

Personal Information

MU Banner Web Information System

Welcome, to the MU Banner Web Information System! Last web access on Sep 11, 2008 at 03:55 pm

Millersville University complies with the Family Educational Rights & Privacy Act of 1974 (FERPA). Faculty & staff viewing student records are reminded that this information is confidential. Please refer to the FERPA statement, or contact the Registrar's Office.

Faculty Services
View Class Lists, Student Information, Process and View Degree Audits, View Transcripts, Final Grades.

Personal Information
Change your PIN; View your own address(es) and phone number(s)

Marauder Gold (formerly MAP)

*** May not be used for tuition payments.
Make Marauder Gold (MAP) deposits by online payment. Please refer to MyVille for Flex and Marauder Gold (MAP) balance and transaction information.

RELEASE: 7.3
Faculty Services

Advisor Menu
Process and view a student's degree audit report (DARS); View a student's transcript.

Instructor Menu
For teaching faculty only: view your own class schedule and class lists, enter final grades. Web Class Schedule Search.

Student Menu
Display student information; View a student's schedule; View a student's address & phone.

Professional Education Unit Menu
Assessment Entry, Dispositions (notice, remediation, assessment), PEU Reports, PEU System Administration

RELEASE: 7.3
Advisor Menu

List your Advisees

- View Term Advisement PIN (TAP) for fall & spring registration
- Check student holds
- Check Test Scores (Math, Chemistry, APS, etc.)
- View an unofficial transcript
- Submit a DARS (degree audit)
- Email your advisee (marauder account)
Advisee Listing

Advisee list will show TAP, Holds, Test scores (MPT, APS, CPT, etc), view a transcript or run a Degree Audit (DARS).

**New** At the bottom of the screen the button “Display Email List” will bring back a list of all advisee email addresses to copy/paste into your email application. The list will appear at the bottom of the screen.

TAP will appear if one is needed for registration.

If you do not see a TAP, the student has either registered, has another adviser, or does not need one. TAPS are periodically removed after the student registers.
DARS (Degree Audit)

You have to select a term for your first request for a DARS or student transcript each time you re-enter Max. A DARS can be processed for any student with ID or by name search.
Academic Transcript

***This is NOT an Official Transcript***

<table>
<thead>
<tr>
<th>INSTITUTION CREDIT</th>
<th>-Top-</th>
</tr>
</thead>
</table>

**Fall 2001**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Level</th>
<th>Title</th>
<th>Grade</th>
<th>Credit Hours</th>
<th>Quality R Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>100</td>
<td>U</td>
<td>General Biology: Lecture</td>
<td>B</td>
<td>3.000</td>
<td>9.00</td>
</tr>
<tr>
<td>ENGL</td>
<td>110</td>
<td>U</td>
<td>English Composition</td>
<td>B-</td>
<td>3.000</td>
<td>8.10</td>
</tr>
<tr>
<td>PHIL</td>
<td>100</td>
<td>U</td>
<td>Introduction to Philosophy</td>
<td>B</td>
<td>3.000</td>
<td>9.00</td>
</tr>
<tr>
<td>PSYC</td>
<td>101</td>
<td>U</td>
<td>General Psychology</td>
<td>C+</td>
<td>3.000</td>
<td>6.90</td>
</tr>
<tr>
<td>SOCY</td>
<td>101</td>
<td>U</td>
<td>Introduction to Sociology</td>
<td>C</td>
<td>3.000</td>
<td>6.00</td>
</tr>
</tbody>
</table>

**Term Totals (Undergraduate)**

<table>
<thead>
<tr>
<th>Current Term:</th>
<th>Attempt Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15.000</td>
<td>15.000</td>
<td>15.000</td>
<td>15.000</td>
<td>39.00</td>
<td>2.60</td>
</tr>
<tr>
<td>Cumulative:</td>
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<td>15.000</td>
<td>15.000</td>
<td>15.000</td>
<td>39.00</td>
<td>2.60</td>
</tr>
</tbody>
</table>

Unofficial Transcript

- An “unofficial” academic transcript can be processed for any student.
- A web transcript will show credits earned along with credits in progress.
Adviser Menu continued

From Faculty & Advisors Information – View Student Class Schedule (may have to select term and student ID to view class schedule)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Seq</th>
<th>Title</th>
<th>Creds Lvl</th>
<th>Stat</th>
<th>Days</th>
<th>Time</th>
<th>Build</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4080</td>
<td>GRAD</td>
<td>999</td>
<td>01</td>
<td>Graduation</td>
<td>0.00 U</td>
<td>RE</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>6772</td>
<td>ART</td>
<td>441</td>
<td>01</td>
<td>Advanced Design</td>
<td>3.00 U</td>
<td>RE</td>
<td>TR</td>
<td>0100-0330PM</td>
<td>BRED</td>
<td>206</td>
<td>Pannafino, James</td>
</tr>
<tr>
<td>7170</td>
<td>HIST</td>
<td>470</td>
<td>01</td>
<td>The Vietnam War</td>
<td>3.00 U</td>
<td>RE</td>
<td>MWF</td>
<td>0900-0950AM</td>
<td>MCCOM</td>
<td>300</td>
<td>Frankum, Ronald</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4080</td>
</tr>
<tr>
<td>7170</td>
</tr>
</tbody>
</table>

This view of the student schedule includes comment lines from the web schedule.
Instructor Menu

Grades are recorded via MAX.

Set up your own class roster in a format you like.
Faculty Schedule by Day & Time

Schedule on a matrix format

Click on the blue highlighted area for more detailed information on the class.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Faculty Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Go</td>
</tr>
</tbody>
</table>

Facility Schedule by Day and Time

entered below is your schedule for the selected term.

Enter dates to see your future or previous week schedule.

Go to (MM/DD/YYYY): [ ] Submit

<table>
<thead>
<tr>
<th>Previous Week</th>
<th>Week of Oct 06, 2008 (91 of 100)</th>
<th>Next Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>9am</td>
<td>OSEH 120-0</td>
<td>OSEH 120-0</td>
</tr>
<tr>
<td></td>
<td>4989 Class</td>
<td>4989 Class</td>
</tr>
<tr>
<td></td>
<td>9:30 am-10:45</td>
<td>9:30 am-10:45</td>
</tr>
<tr>
<td></td>
<td>am</td>
<td>am</td>
</tr>
<tr>
<td></td>
<td>OSBUR 309</td>
<td>OSBUR 309</td>
</tr>
<tr>
<td>10am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Faculty Detail Schedule

Faculty schedule will show enrollment, time, location, etc.
Web Class Schedule

When you click on “Web Class Schedule”, another window should open to the Registrar’s Office web site for the web schedule and registration information.
Web Class Schedule Continued

Display the schedule listing

**SEARCH BY:**
- Subject
- Department
- Subject and course number
- Graduate courses
- General education
- Distance learning
- Off-campus
- Etc.

**SHOWS**
- Class capacity
- Class enrollment
- Day/Time/Location
- attributes

### Fall 2008 Lookup Criteria: PSYC Undergraduate

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Credits</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Dates</th>
<th>Location</th>
<th>Instructor</th>
<th>Seats Avail</th>
<th>Prm</th>
<th>Gen Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>4261</td>
<td>PSYC 100 006</td>
<td>3.0</td>
<td>General Psychology</td>
<td>M W F</td>
<td>8:00-8:50am</td>
<td>08/25-08/12/14/08</td>
<td>BYERL 241</td>
<td>Luek, Susan P.</td>
<td>Closed</td>
<td>G3</td>
<td></td>
</tr>
<tr>
<td>4854</td>
<td>PSYC 100 01</td>
<td>3.0</td>
<td>General Psychology</td>
<td>T R</td>
<td>2:30-3:45pm</td>
<td>08/25-08/12/14/08</td>
<td>BYERL 125</td>
<td>Eiser, Leonard A.</td>
<td>Closed</td>
<td>G3</td>
<td></td>
</tr>
<tr>
<td>4263</td>
<td>PSYC 100 02</td>
<td>3.0</td>
<td>General Psychology</td>
<td>M W F</td>
<td>9:00-9:50am</td>
<td>08/25-08/12/14/08</td>
<td>BYERL 241</td>
<td>Luek, Susan P.</td>
<td>2</td>
<td>G3</td>
<td></td>
</tr>
<tr>
<td>4264</td>
<td>PSYC 100 03</td>
<td>3.0</td>
<td>General Psychology</td>
<td>TBA</td>
<td>08/25-08/12/14/08</td>
<td>BYERL 207</td>
<td>Hooper, Susan E.</td>
<td>Closed</td>
<td>G3</td>
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</tr>
<tr>
<td>4265</td>
<td>PSYC 100 04</td>
<td>3.0</td>
<td>General Psychology</td>
<td>M W F</td>
<td>10:00-10:50am</td>
<td>08/25-08/12/14/08</td>
<td>BYERL 255</td>
<td>Hooper, Susan E.</td>
<td>Closed</td>
<td>G3</td>
<td></td>
</tr>
<tr>
<td>4266</td>
<td>PSYC 100 05</td>
<td>3.0</td>
<td>General Psychology</td>
<td>M W F</td>
<td>11:00-11:50am</td>
<td>08/25-08/12/14/08</td>
<td>BYERL 255</td>
<td>Hooper, Susan E.</td>
<td>Closed</td>
<td>G3</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- SPCH=Speech Requirement (G4)
- HPED=Wellness Requirement (G4)
- COMF=English Composition (G4)
- G1=HMFA Area
- G2=SCMA Area
- G3=Social Sciences Area
- P=Perspectives
- L=Laboratory Component
- AW=Advanced Writing Component
- 2L=200 Level Course
- PRM=Permission, Course requires permission of instructor in order to register.
Student Menu

1. Select Term
2. Select ID (option to select advisee or enter and ID)

MU Banner Web Information System

Personal Information  Faculty Services

Search  Go

Student Information

Term Selection
Select or change the term code for use with other menu items.

ID Selection
Select a student to view, or change to a different student ID.

View Student Address and Phones
Look up a student's local or mailing (home) address and phone.

View Student Schedule
Displays a student's class schedule for the selected term, with details.

View Student Information
Includes student's curriculum (degree, major, concentration, minor), primary advisor, class attendance dates, term admitted, academic standing status.

View Student E-mail Address
View student's Millersville University email.

Display Student Test scores
View student test scores that act as registration pre-requisites.

View Student's Holds
View student holds.

RELEASE: 7.3
Personal Information

- Change PIN
- View Address(es) and Phone(s)
- View your own address(es) and phone number(s).
- Change Security Question

Change PIN (if you forget your PIN contact Help Desk or Registrar’s Office)
View address and phone number
Change security Question