Advisement

DARS Degree Audit

Registration

Enrollment Verification
(National Student Clearinghouse)

Bursar – Student Account

Financial Aid

Academic Record
Millersville Access System (MAX)

MAX WEB - HOW TO LOG ON

STUDENT SERVICES & FINANCIAL AID

Advisement (adviser & degree audit information)

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- How to register for classes on the web
- Term Advisement PIN (TAP)
- Web Class Search
- Placement Exam Scores
- Viewing your schedule
- Waitlist information
- Registration error messages
- Registration tips

Bursar - Student Account

Financial Aid

Academic Record (grades, unofficial transcript)

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MAX WEB - HOW TO LOG ON

From your browser, go to the Millersville University homepage www.millersville.edu and click on the MAX icon.

(This page is subject to change - look for the “MAX” icon)

Click here to access MAX registration directly.

Click here to create a my’Ville account. Set up your own portal to access MAX, final exam schedules, important campus information, etc.
Logging on MAX

Enter your Millersville University ID, which is located on your student ID card. When entering your ID, you must use an upper case "M" followed by 8 numbers. Enter your PIN in the form of 6 digits (initially set to your birthday - MMDDYY). After both areas are entered, click on "Login."

**Note**

The first time you access MAX you must

1. Change your PIN (number sequence only)
2. Create a security question and answer

*Please keep question and answer simple  
(Example: grandfather's middle name = Victor)*

*** If you forget your PIN. Type in your MU ID number and click on "Forgot Pin." Your security question will be displayed. If you answer the question correctly, you will be asked to create a new PIN.

*** Your PIN will be disabled after 5 incorrect attempts; you must contact the Registrar's Office at 717-872-3035 for assistance.
Personal Information

Maintain your personal information such as address and phone number. This form also allows you to change your PIN, which we highly recommend you do to maintain privacy of your record. Select “Change Pin” and follow the directions (see page 30 for further information).

Student Services & Financial Aid

This menu allows you to register for classes, check grades, check your student account, run a degree audit, etc.

MAP (Millersville Advantage Plan)

Displays your MAP balance and transactions.
ADVISEMENT MENU

This menu allows you the ability to run a degree audit, and view your major, minor and adviser information.

Advisement

Advisers
(for both graduate and undergraduate students)
View your advisors and major/minor curriculum information.

DARS - Degree Audit Report
(for undergraduates only)
Process and view a degree audit report (DARS) to review the completion status of your degree requirements for your major(s) and minor(s).
ADVISERS

Need to know who your adviser is?
By selecting the Advisers button you will be provided adviser information, including name, campus phone, and email address.

DARS – Degree Audit Report

You should run and print your DARS report before every academic advising appointment and take it with you to that appointment.

What is a Degree Audit (DARS)? DARS is a software program that matches your course work with the degree requirements for a particular major curriculum at Millersville. It provides a detailed report, or degree audit, summarizing the completion status of each requirement. The degree audit lists not only the requirements that must be completed in your major, but also general education requirements, your minor(s), if any, and other degree requirements such as cumulative credits and GPA, as well as professional education requirements if you are enrolled in a BSE degree program.

The degree audit includes courses you have completed at Millersville, transfer courses that have been accepted toward your degree program, courses you are currently taking, and courses you may have registered for in a future term at Millersville.

To process your degree audit:
1. Select submit an audit
2. Choose view audits
3. Click on “refresh list” until an audit appears
4. Select major listed under "view link"
5. Print degree audit, if you wish

Submit a What-if Audit:
Run an audit against any degree program to see how your courses would apply towards another degree: major or minor at Millersville.

View audits:
This option is only available if you have processed a degree audit within a 12-hour time period.

You should run and print your DARS report before every academic advising appointment and take it with you to that appointment.

For more information on advisement log on to muweb.millersville.edu/~advisemt/
REGISTRATION

1. Before your registration appointment time, select the first menu item “Check Your Registration Status.” This allows you to view your status for registration: how many credits you have earned and determines when you can register. This information also includes your declared major, if you have a hold, if you have been given a registration override, etc.

2. After checking your registration status, select “Add/Drop Classes” and select a term, or use “Select Term” first, then choose “Add/Drop Classes” (for more information please go to “How to Register for Classes” on page 14).

3. When you finish registration for one term (ex. Fall) and want to switch to another term, return to the menu and choose “Select Term” to choose a different term (ex. Summer 2).

4. Placement Exam Scores. View your Placement Exam Scores and check to see if you are eligible for APS, Honors College courses and downtown classes.

5. To view your fees after you have registered, select “Registration Fee Assessment.” If no fees appear, and you have viewed your schedule, charges have not been set for that particular term. A bill will be sent to you from the Bursars Office. For more information on the Bursar’s Office please see page 25.
6. “Web Search for Classes” even if it is not your time to register, it will allow you to see class availability. You can search by subject, course, time, or general education requirements.

7. Class schedule options:
   - View/Print Class Schedule - View your class schedule with day, time and notes.
   - “Student Schedule by Day and Time” in a grid format.

8. “Waitlist” for closed classes.
   a. You may waitlist for a maximum of 5 CRN’s.
   b. Once you enter the 5 CRN’s, you may not revise them.
   c. You may waitlist for one section only of any course.
   d. You may not waitlist for another section of a course for which you are already registered.
   e. To use the waitlist you must be an active student and eligible to register.
   f. Being on the waitlist does not automatically register you for the class. You will be notified via your marauder email account when a seat becomes available.
HOW TO REGISTER FOR CLASSES

1. Select term
2. Type the CRN directly in the "add class" box and click on "submit changes."
   OR
   Click on the "class search" button to find a class and then add it by check the box to the left of the desired course.

- Note: CRN's can be entered all at once or one at a time before submitting changes. Be sure to enter all the CRN's for a lecture-lab-recitation. They must be entered at the same time or you will get a link error.

TAP (Term Advisement PIN)

All undergraduate students are required to have a TAP in order to register for the fall or spring terms. You will receive your TAP from your adviser during the advisement period. Entering transfer students are exempt from having a TAP their first semester. However transfer students are required to have a TAP beginning with their second semester.
LOOK-UP CLASSES TO ADD (in MAX)

You must select at least one subject and then click on “Class Search.”

To find a general education course you must select at least one attribute:
- 200 level
- Advanced writing
- Perspectives
- Etc.

You must select at least 1 subject.

By selecting the CRN you will receive further information on the class.
Information shown here will tell you if there are any restrictions on the class. This particular class shows that a student must have earned 60 credits in order to register for the course.

It also shows that this class is AW (Advanced Writing Component).

For more details on the class, such as seats available, click on the "Class Title" at the top of the page.

This form shows the remaining seats available. It will also show you the class restrictions and prerequisites.
To add a course - click on the box to the left side of the form and then click the register button.

- If a course is closed there will be a “C” to the left of the course. This course cannot be selected.

- If you have already registered for the course the block to the left of the course will be left blank. This course cannot be selected.

- You may also use this form at any time to look at open courses. When viewing the form outside your registration appointment time, there will be no option to the left for course selection.

If no column appears, you are not currently eligible to register.
On the drop/add page, classes that are registered will be shown in the “Current Schedule” area.

Classes that are not registered will be shown in “Registration Errors.” The status area in the registration errors will tell you that there is a time conflict; class is restricted to a specific major; there is a duplicate course; etc. (see page 22 & 23 for further explanation).

If you would like to drop a course for which you are registered, go to the “Action” area and use the drop-down box to select drop/delete and click on the “Submit Changes” button.
**PLACEMENT EXAM SCORES**

This page will show you your placement exam results.

Placement column shown reflects the course number you are eligible to take.

If you do not see any placement results after taking an exam please contact the appropriate academic department, i.e. math, chemistry, biology or foreign language.

**VIEWING YOUR SCHEDULE**

1. Web Search for Classes
   - Search the available classes.
2. View/Print Class Schedule
   - View your class schedule with day, time and notes.
**OPTION 1:** View/Print Class Schedule
This option will show course number and section along with CRN, meeting day and time, room location, instructor and special course notes

*Use this format when ordering books!*

---

### Millersville University Student Class Schedule

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crsn</th>
<th>Seq</th>
<th>Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Build</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>4705</td>
<td>NURS</td>
<td>316</td>
<td>01</td>
<td>Women, Health, and Health Care</td>
<td>3.00</td>
<td>RE</td>
<td>TR 1100-1215PM</td>
<td>CAPUT</td>
<td>211</td>
<td>Bennett, Nancy</td>
</tr>
<tr>
<td>5430</td>
<td>COMM</td>
<td>121</td>
<td>0</td>
<td>Intro to Audio and Video</td>
<td>3.00</td>
<td>RE</td>
<td>TR 0930-1045AM</td>
<td>BASSEL</td>
<td>126</td>
<td>Jaylor, Gerard</td>
</tr>
<tr>
<td>5572</td>
<td>COMM</td>
<td>201</td>
<td>0</td>
<td>Theory of Communication</td>
<td>3.00</td>
<td>RE</td>
<td>MW 0200-0315PM</td>
<td>HASH</td>
<td>211</td>
<td>Henke, Jill</td>
</tr>
<tr>
<td>6882</td>
<td>ESCI</td>
<td>104</td>
<td>02</td>
<td>The World Ocean</td>
<td>3.00</td>
<td>RE</td>
<td>MWF 0100-0150PM</td>
<td>RODDY</td>
<td>149</td>
<td>TBA</td>
</tr>
<tr>
<td>6913</td>
<td>COMM</td>
<td>251</td>
<td>01</td>
<td>Public Relations</td>
<td>3.00</td>
<td>RE</td>
<td>MWF 0900-0950AM</td>
<td>HASH</td>
<td>211</td>
<td>Boyle, Thomas</td>
</tr>
</tbody>
</table>

**Total Credits: 15.00**

**Notes:**
- 4705 NURS 316 01 Perspectives prerequisite ENGL 110 & 24 s.h. in Liberal Arts Core
- 5430 COMM 121 0 Reserved for SPCM majors
- 5572 COMM 201 0 Reserved for COMM/SPCM majors
- 6913 COMM 251 01 Reserved for COMM/SPCM majors

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**OPTION 2:** Student schedule by day & time.
This option will show course number and section, room location and time for the current day.

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### To look at a future term
*type in MM/DD/YYYY (example:09/10/2007) and press submit*
**WAITLIST INFORMATION**

When a class fills, many students would like the opportunity to be considered for a new section if one opens. The waiting list is a way for students to demonstrate demand for additional sections and voice their interest in being contacted should a new section open.

You must use this form to be waitlisted for a course. Periodically, waiting list information will be distributed to the academic departments for their review and use in justifying new sections and additional seats.

**Rules and Guidelines**

* You may waitlist for a maximum of five CRNs per term
* Once you enter a CRN, you may not revise it
* You may waitlist for one section only of any course
* You may not waitlist for another section of a course for which you are already registered
* To use the waiting list, you must be an active student and eligible to register

---

**The waitlist option is available at the bottom of the registration form.**

**Step 1:** Click on Waitlist  
**Step 2:** Select term, enter CRN and click on submit to my waitlist.  
**Step 3:** View course you want waitlisted. Click on add to my waitlist.  
**Step 4:** View list of waitlisted courses you have requested (5 maximum).

**NOTE:**

Students are not automatically added to a class from the waitlist. There is no guarantee that an additional section will be created, although the information you provide will be forwarded to the academic department chairperson. Please continue to register for other classes.

**IF A CLASS BECOMES AVAILABLE YOU WILL BE NOTIFIED VIA YOUR MARAUDER EMAIL ACCOUNT.**
1. **Written permission.** To obtain written permission, please contact the department chairperson for an override. If a written permission has been granted you may then register for the class.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>CRse</th>
<th>Sec</th>
<th>Level</th>
<th>Cread</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8838</td>
<td>ITEC</td>
<td>516</td>
<td>05</td>
<td>Underg</td>
<td>3.00</td>
<td>Undergraduate</td>
<td>Adv Prob Color Sep and Reprod</td>
<td>Written Perm Instrt Req</td>
</tr>
</tbody>
</table>

2. **CRN does not exist.** The CRN you entered is incorrect; please check the schedule booklet or web for the correct number. This usually occurs if you submitted the wrong term. Please be sure the term and the CRN match.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>CRse</th>
<th>Sec</th>
<th>Level</th>
<th>Cread</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>5591</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CRN DOES NOT EXIST</td>
<td></td>
</tr>
</tbody>
</table>

3. **Level Restriction.** Course is restricted to a different level than your course level (in this case graduate student). An undergraduate may get permission from the academic department for a 500-level graduate class by filling out the "Permission for an Undergraduate Student to take a 500-level Graduate Class" form. After the form is approved it must be taken to the Registrar's Office for processing.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>CRse</th>
<th>Sec</th>
<th>Level</th>
<th>Cread</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>7302</td>
<td>SCCN</td>
<td>622</td>
<td>01</td>
<td>Graduate</td>
<td>3.00</td>
<td>Graduate Standard Letter</td>
<td>Group Procedures in Counseling</td>
<td>LEVEL RESTRICTION</td>
</tr>
</tbody>
</table>

4. **Contingency section.** This course is currently not available; the course may open at a later date.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>CRse</th>
<th>Sec</th>
<th>Level</th>
<th>Cread</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8154</td>
<td>ITEC</td>
<td>350</td>
<td>50</td>
<td>Underg</td>
<td></td>
<td>Desktop Publishing</td>
<td>Course is not available for registration at this time.</td>
<td></td>
</tr>
</tbody>
</table>
5. **Link Error.** If you get this message you need to register for the other course components, i.e., lecture, lab or recitation. Be sure to enter all CRN’s, which are required for the class. (Example: register for CHEM 111.00 lecture AND CHEM 111.0A lab)

   Registration Errors

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8230</td>
<td>CHEM</td>
<td>111</td>
<td>0</td>
<td>Undergraduate</td>
<td>4.00</td>
<td>Undergraduate Standard Letter</td>
<td>Introductory Chemistry 1:Lab</td>
<td>LINK ERROR: AZ REQUIRED</td>
</tr>
</tbody>
</table>

6. **Major restriction.** Course is restricted to students with a particular major. If this course is required for your minor please contact the Help Line at 717-871-2400.

   Registration Errors

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8060</td>
<td>ELED</td>
<td>100</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.00</td>
<td>Undergraduate Standard Letter</td>
<td>Intro to Elementary Education</td>
<td>MAJOR RESTRICTION</td>
</tr>
</tbody>
</table>

7. **Prerequisites and Test scores.** This course has prerequisites or requires a test score. If this is a math class, the test score refers to your math placement (ex. MPT 104). NOTE: Courses with sections 54, 56, or 57 are reserved for part-time and ACE students.

   Registration Errors

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8808</td>
<td>ENGL</td>
<td>465</td>
<td>01</td>
<td>Undergraduate</td>
<td>3.00</td>
<td>Undergraduate Standard Letter</td>
<td>Applied Linguistics</td>
<td>PREQ and TEST SCORE-ERROR</td>
</tr>
</tbody>
</table>

8. **Class restriction.** Course is restricted to a class level determined by credits earned (Senior (90+), Junior (60-89), Sophomore (30-59) or Freshmen (0-29)).

   Registration Errors

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>7035</td>
<td>ENGL</td>
<td>110</td>
<td>06</td>
<td>Undergraduate</td>
<td>3.00</td>
<td>Undergraduate Standard Letter</td>
<td>English Composition</td>
<td>CLASS RESTRICTION</td>
</tr>
</tbody>
</table>

9. **Degree Restriction.** Course is restricted to a certain degree program (ex. BSE).

   Registration Errors

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>7035</td>
<td>ENGL</td>
<td>110</td>
<td>06</td>
<td>Undergraduate</td>
<td>3.00</td>
<td>Undergraduate Standard Letter</td>
<td>English Composition</td>
<td>DEGREE RESTRICTION</td>
</tr>
</tbody>
</table>

23
REGISTRATION TIPS

➢ **Before you register**, meet with your academic adviser to discuss appropriate classes and also to receive your TAP (Term Advisement PIN). Make a list of the courses and CRN’s you plan to take. Have several alternative courses ready in case your first choices are not available.

➢ **Check for open sections.** There are two ways to do this from the MU homepage:

- Select the MAX icon; select “Registration,” select “Student Services & Financial Aid,” then the “Registration” menu, then “Web Search for Classes.” You can also click the Class Search button to look for open sections when you are registering.

- From the Registrar’s homepage, select “Web Schedule” and follow directions to search for open sections. Check the list on a regular basis for new sections or for available seats in previously closed sections.

➢ **New Transfer Students** if you are attempting to register for a course with a prerequisite that is not yet transferred to your MU record, contact the Registrar’s Office (717-872-3035 or 871-2400) for assistance in completing the registration for this course.

➢ **If a course is closed**, place your name on the web-based waitlist, available on MAX under the registration menu (page 21). You may also contact the department chairperson for permission to enroll in closed course (in doing so, you will need to fill out the “Permission to Enroll in a Class” form).

➢ **Remember to click on the “Submit Changes” button** before exiting the registration form.

➢ **Don’t panic!** There are many sources of assistance, including your major department chairperson, assigned academic adviser (see DARS printout), the Office of Academic Advisement.
Bursar – Student Account

To review your student (billing) account select one of the following menus:

1. To view your Semester Bill or Credit Card Payment, select the first menu option.

2. To view and print information sent to the IRS for the tax year select Federal Tax notification.

3. View Holds. Before you register for classes be sure to check this menu. If you have a hold please contact the department that has originated the hold to resolve the issue.

4. Financial Aid. Review your financial aid status. Any questions referring to your financial aid should be directed to the Financial Aid Office. (This menu is also available from the Student Services page).

Any questions concerning your bill, please contact the Bursar’s Office at 717-872-3641.
To review your financial aid status select one of the following menus:

- **My Overall Status of Financial Aid.** View overall status; view academic progress; financial aid awards; cost of attendance; read messages.

- **My Eligibility.** Review financial aid holds (which may prevent payment of awards) and document requirements; display academic progress history; view academic transcript.

- **My Award Information.** View billing summary; review awards by aid year; accept award offers by aid year; review award history; display award payment schedule; view loan history of loan applications.

- **E-mail MU Office of Financial Aid**

Any questions concerning your financial aid, please contact the Financial Aid Office at 717-872-3026.
STUDENT ACADEMIC RECORDS

View your holds; view your student information; display your grades and unofficial transcript:

- **View Holds.** Before you register for classes be sure to check this menu. If you have a hold, please contact the department that has originated the hold to resolve the issue.

- **Final Grades.** Select term to view and print final grades.

- **View Student Information.** View information such as major, class, adviser, etc.

- **Academic Transcript.** View and print your *unofficial* web transcript by selecting “display transcript.” You will see all graded courses along with courses that are in progress.

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**Student Services & Financial Aid**

- **MAX ID**
  - View your MAX ID.

- **ADVISEMENT**
  - View your advisors; Process and view a degree audit report (DARS).

- **REGISTRATION**
  - Register (add or drop) class; Check your registration status; Display your class schedule.

- **BURSAR - Student Accounts**
  - Billing, Balance Due, Credit Card Payments
  - See your account charges, current balance, payments made, pay by credit card, print a receipt, see if your account is "clear", get 1098T tax info.

- **FINANCIAL AID**
  - Review the status of your financial aid.

- **STUDENT ACADEMIC RECORDS**
  - View your holds; Display your grades and unofficial transcript; Review charges and payments.

- **ACT 48 REPORTING FOR EDUCATORS**
  - Submit your request to have IU courses reported to PDE in compliance with Act 48 requirements for Pennsylvania educators; or check the data your data was sent. Note: not for use by undergraduate students.

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### Student Academic Records

- **NEW** View Holds

- **Final Grades**

- **NEW** View Student Information

- **Academic Transcript**
Free self-service enrollment verifications are now available to MAX users through the National Student Clearinghouse. Using the web puts the control in your hands, saves you a trip to the University and is quick, easy and convenient. In a format that is widely accepted by health insurance, credit issuers, housing providers, employers and others, the verification report includes the enrollment term dates and indicates full-time or part-time status.

This self-service report, however, may not be used for student loans. If a student has a deferment form from a loan agency (AES, Sallie Mae, etc.), the form can be submitted through the Registrar’s Office. The agencies themselves can verify your enrollment through the National Student Clearinghouse.

When can you get an enrollment verification?
- Previous terms are always available
- **Future spring and fall terms are available two weeks before the term begins**
- Summer terms are available the week after the official term ends.

INSTRUCTIONS:

1. Go to the MU webpage (www.millersville.edu) and logon to MAX
2. Select Student Services & Financial Aid
3. Read the information and then link to National Student Clearinghouse Gateway.
4. Select "current enrollment" or "all enrollments."
5. Select "Obtain an enrollment certificate."
6. Print your enrollment verification form.
7. Logoff the National Student Clearinghouse website.
8. Submit the enrollment certificate to your health insurer or whoever requires proof of your enrollment status.
Personal Information

Personal Information allows you to change your PIN (personal identification number), view your address and phone number, view your IP computer address, and change your security question.

Change your PIN, view your own address(es) and phone number(s), view your IP address.

Student Services & Financial Aid

Personal Information

Personal Information allows you to change your PIN (personal identification number), view your address and phone number, view your IP computer address, and change your security question.

Change PIN

View Address(es) and Phone(s)

View your own address(es) and phone number(s).

View IP Address

Retrieve your IP address and find out how to configure your PC to the MU network.

Change Security Question
To change your PIN. Enter your old MAX Pin and your new MAX PIN. Re-enter your new MAX PIN for verification. Your MAX PIN must be a 6-digit number. When finished, click on Change PIN.

View or change your address. Your mailing/home and local address will be listed. This is the most recent information the Registrar’s Office has on file. If your address or phone number is incorrect, notify the Registrar’s Office by clicking on the “address change form”. Your information will be updated as soon as possible. If you submitted any changes, check your address after 7 business days to make sure the changes are correct.

**Addresses and Phones**

<table>
<thead>
<tr>
<th>Local</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong>: Jan 08, 2003 - May 17, 2003</td>
<td><strong>Primary</strong>:</td>
</tr>
<tr>
<td>Local/campus address</td>
<td></td>
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<table>
<thead>
<tr>
<th>Mailing (home)</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong>: Jul 15, 1999 - (No end date)</td>
<td><strong>Primary</strong>:</td>
</tr>
<tr>
<td>Mailing/home address</td>
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</tbody>
</table>
To view your IP address. The networking information is for students who live in the dorms. For further instructions or information contact Information Technology's Help Desk at 872-2371.

To change your security question. Type in a new question and new answer and press submit.
# Important Numbers to Have

<table>
<thead>
<tr>
<th>Academic Department</th>
<th>Phone Extension</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>(717) 3298+ext</td>
<td>Breidenstine Hall</td>
</tr>
<tr>
<td>Biology</td>
<td>3409</td>
<td>Roddy Hall</td>
</tr>
<tr>
<td>Business Administration</td>
<td>3566</td>
<td>McComsey Hall</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3411</td>
<td>Caputo Hall</td>
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<tr>
<td>Communications &amp; Theatre</td>
<td>3679</td>
<td>Hash Building</td>
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<tr>
<td>Computer Science</td>
<td>3859</td>
<td>Roddy Hall</td>
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<tr>
<td>Earth Sciences</td>
<td>3289</td>
<td>Nichols House</td>
</tr>
<tr>
<td>Economics</td>
<td>3679</td>
<td>McComsey Hall</td>
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<tr>
<td>ELED &amp; Early Childhood Educ.</td>
<td>3391</td>
<td>Stayer Educ. Center</td>
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<tr>
<td>Educational Foundations</td>
<td>3381</td>
<td>Stayer Educ. Center</td>
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<tr>
<td>English</td>
<td>3069</td>
<td>Chryst Hall</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>3526</td>
<td>McComsey Hall</td>
</tr>
<tr>
<td>Geography</td>
<td>3557</td>
<td>McComsey Hall</td>
</tr>
<tr>
<td>Government &amp; Political Affairs</td>
<td>3550</td>
<td>Fulton House</td>
</tr>
<tr>
<td>History</td>
<td>3555</td>
<td>McComsey Hall</td>
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<tr>
<td>ITEC/EDTE/OSEH</td>
<td>3316</td>
<td>Osburn Hall</td>
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<tr>
<td>International Studies</td>
<td>3550</td>
<td>Fulton House</td>
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<tr>
<td>Mathematics</td>
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<td>Wickersham Hall</td>
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<tr>
<td>Music</td>
<td>3357</td>
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<tr>
<td>Nursing</td>
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<td>Caputo Hall</td>
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<tr>
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<td>Caputo Hall</td>
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<tr>
<td>Psychology</td>
<td>3093</td>
<td>Byerly Hall</td>
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<tr>
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<td>3739</td>
<td>McComsey Hall</td>
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<tr>
<td>Sociology/Anthropology</td>
<td>3544</td>
<td>Susquehanna House</td>
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<tr>
<td>Special Education</td>
<td>3151</td>
<td>Gerhart Hall</td>
</tr>
<tr>
<td>Wellness &amp; Sport Sciences</td>
<td>3490</td>
<td>Pucillo Gymnasium</td>
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## ADMINISTRATIVE OFFICES

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone extension (717) 872+ext</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>3257</td>
<td>Lyle Hall (2nd Floor)</td>
</tr>
<tr>
<td>Admissions Office</td>
<td>3371</td>
<td>Lyle Hall (2nd Floor)</td>
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<tr>
<td>Bursar's Office</td>
<td>3641</td>
<td>Dilworth (1st Floor)</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>3026</td>
<td>Lyle Hall (1st Floor)</td>
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<tr>
<td>Housing &amp; Residential Programs</td>
<td>3162</td>
<td>Harbold Hall</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td>3035</td>
<td>Lyle Hall (1st Floor)</td>
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</tbody>
</table>