

Greetings from the Registrar's Office

**WELCOME
BACK
STUDENTS!**

Welcome to all new and returning students! We hope you have had a great holiday break and a great start to your semester. Please feel free to visit our web site or contact us if you need assistance.

• Please make note of these important upcoming dates:

FEB 15	Application deadline for bachelor's degree candidates for Spring and Summer 2024 (Online Graduation Application must be approved by all parties and in the Registrar's Office queue to meet the deadline.) Applications for the master's degree/graduation must be filed in the College of Graduate Studies & Adult Learning
FEB 26	Deadline to submit an Academic Program Change Request (major/minor add/drop) in time for Fall 2024 advisement. Any changes in major or minor submitted to the Registrar's office after this date will be processed, but TAP number and advisement will be sent to the student's advisor as of this date.
FEB 27	Fall web schedule and other registration information available online
MAR 4	Spring recess begins at 7 am
MAR 4	Registration TAPS are available to academic advisers
MAR 11	Spring recess ends at 7 am
MAR 15	Deadline to submit an Academic Program Change Request (major/minor add/drop) in time for Fall 2024 registration. Any changes in major or minor submitted to the Registrar's office after this date will be processed, but changes cannot be guaranteed in time for registration appointments. Students should discuss any potential overrides needed with academic departments.
MAR 29	Deadline for making up an incomplete grade for a Fall 2023 or Winter 2024 undergraduate course
MAR 29	Last day to withdraw from a course & receive a W grade (withdrawal form must be submitted online by 11:59 pm) If course starts or ends outside of the regular Spring 2024 term (1/16-5/4), the withdrawal deadline will differ. Please contact the Registrar's Office for more information. Last day to submit leave of absence or withdraw from the University for Spring 2024.
APR 2	Graduate degree-seeking and certification students begin registration for fall term
APR 3	Graduate non-degree students begin registration for fall term
APR 4-12	Early undergraduate registration for Fall 2024. See Registration Guide and Appointment Schedule on the Registration Information page for details.
APR 29	Last day of regular class meetings for Spring 2024. Last day to change a pass/fail grade to a regular grade. Last day for graduate students to make up an incomplete grade from Fall 2023/Winter 2024
APR 29	Deadline for submitting graduate theses and grades for research reports to the College of Graduate Studies and Adult Learning
APR 30-MAY 3	Evaluation period -- Special class schedule
SAT MAY 4	Spring Commencement; end of spring term
MAY 8	Final grades for spring term are due from faculty by 11:59 PM
MAY 10	Final grades for spring term available to students via MAX after 5pm

• For a complete Spring 2024 Academic Calendar, visit the Registrar's Office web site [located here](http://millersville.edu/registrar).

- **TAP Numbers available March 4th**

If you are a currently registered undergraduate student and will be looking to register for Fall 2024 classes, you will NEED to obtain your TAP number from your academic adviser in order to register for Fall! Be sure to schedule an appointment to meet with your adviser on or after March 4th to obtain advisement and to get your TAP number *before* your appointment time in April (the fall course listings will be available February 27th)!

- **'Ville Schedule Builder:**

Try the '[Ville Schedule Builder](#)'; a web-based tool that will help you easily plan your class schedule. Whether you are an undergraduate or graduate student, you can select courses according to your preferences.

- **Summer Session Classes**

A complete listing of summer session courses is available to [view online](#) now! You can register for Summer classes via MAX **NOW** – just log in through the [myVILLE portal](#)!

- **Know your rights under FERPA**

Are your parents entitled to know your grades? What information about you is “directory information” at MU? Learn more about your rights regarding your education records under the Family Educational Rights and Privacy Act (FERPA) on our web site ([here](#)).

- **Student Forms Center**

Looking to update your address?

Do you need to [Request Transfer Credit Approval](#)?

Do you need to request a [Transcript](#)?

All of these (and more) are available in the Student Forms Center, available [here](#)!

- **Get the most out of MAX**

Use the MAX student information system on the web to:

- Obtain enrollment verifications
- Check your Spring 2024 class schedule for meeting time/room/instructor
- Run a degree audit for your major
- View your grades and transfer credits

Log into the [myVILLE portal](#) to access MAX

- **Transfer Credit for Winter Courses:**

If you had approval to take courses at another college this winter, have an official transcript sent to the Registrar's Office so the credits can be recorded on your MU record. Note that an [Authorization for the Transfer of Credit](#) form MUST be completed before you take a course at another institution.

- **Drop/Add and Withdrawal Deadlines**

If you're taking a course that meets for only part of the regular spring semester, be sure to check out the [Drop/Add and Withdraw website](#) for the adjusted deadlines for these sections!