

## Registration Instructions for New Students

- Find your time to register on the web Registration Appointment Schedule.
  - **Winter** registration begins Wednesday, October 28 at 12:00noon
  - **Spring** registration (November 12-20) is by appointment, by credits earned and by last name:  
Click on "When do I register?" under Registration Information - <http://www.millersville.edu/registrar/scheduleandregistration/>
- Print a blank schedule planning grid from the web.
- Run your DARS degree audit on MAX and print a copy to help you with schedule planning.
- Use the Web Schedule to search for classes. Find courses for your major or minor using the Subject search, or try searching by other selection criteria, such as General Education courses. Check the course notes to make sure you meet prerequisites or other restrictions.
- Course prerequisites and restrictions are enforced during registration for spring and fall terms. You need to contact the course instructor ahead of time to request approval to enroll in courses requiring written permission, or for waivers of prerequisites and other restrictions. If approved, the department will enter an override so that you can register for the course on-line.
- Plan your schedule by plotting courses you want to take on the schedule planning grid. Include alternate courses in case any of your first choices are not available.
- Contact your advisor or major department chair for advisement.
- Check your registration status on MAX before you register. If you have any registration holds, you must clear them in order to register - on the MAX "Registration" menu, click "Check Your Registration Status."
- Register on MAX! For first-time users:
  - Create your myVille and MAX accounts online at <http://myville.millersville.edu/> (click on the "New Students Activate Account" link on this page and follow the on-screen instructions).
  - Access MAX from Millersville's homepage and login with the User ID and PIN you created in Step 1
  - Follow this menu path to get to the registration screen:
    - ➔ **Student Services**
    - ➔ **Registration**
    - ➔ **Add/Drop Classes**
- Select Term (to switch between Winter 2010 and Spring 2010 you must go back to this prompt)
- Enter CRNs for your courses – Submit Changes
- **Credit Limit** – Students currently enrolled for 0-79.5 credits are limited to 17 credits during registration. Students who have more than 80 credits earned are limited to 18 credits during registration. All students may increase their credit limit during the first week of class.
- **Check your schedule** – if "Registered" appears in the Status column on the left, you successfully enrolled in the course. If there are any problems, you will see a Registration Errors block.

**TIPS:** Need help using MAX? Check out the on-line instructions on the web, see guide on back.

**Open two web sessions:** one to search for classes (has prerequisites and course restrictions listed) and the other to register on MAX.

**Registration Help Line 717-871-2400**

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### **Last day to register via MAX web:**

**Winter Term:** Through the day prior to the course start date

**Spring Term:** Thursday, January 14 by 11pm

The screenshot shows the Millersville University homepage. A sidebar on the left contains navigation links: About Millersville University, Academics, Athletics, Calendar, Financial Aid, Giving to Millersville, Library, and Directions / Maps. The main content area features a 'New Welcome Center' announcement with a photo of students and text describing the new center in Lyle Hall. Below this are sections for 'Portal Logins' (MAX Banner Portal, MYMU Faculty & Staff Portal, and a portal with a circled '3'), 'Announcements' (Winter/Spring 2009 Schedule & Registration Information, MU|Alert), 'Upcoming Events' (with a circled '1'), and 'Latest News'. A weather widget and a 'View All' link are also visible.

- Web Search for Classes**
1. From MU homepage – select Schedule & Registration Information.
  2. Search for classes using various methods.
  3. Register on MAX

**Registrar's Office Website**

The screenshot shows the Registrar's Office Website. The left sidebar has a 'Schedule & Registration' section with links to Registration Appointment Schedule, Waiting List, Academic Advisement, Registration Notes for Education Majors, and Instructions For Using Max (pdf). The main content area has a 'Search Web Schedules' section with a 'PS: These schedules may change. Check back frequently for updates.' and a list of search methods (Search by Subject, Department, Subject and Course Number, Graduate Courses, General Education, Distance Learning, Off Campus, Honors Courses, CRN, Day and Time, EDWs by Topic/County, EDWs by School District, List of Closed Courses). A circled '2' points to the search methods. To the right is a 'Registration Information' section with links for Graduate Students, Undergraduate Students, 'When do I register?', English composition Online Directed Self-Placement for freshmen, Max Instruction Booklet, DARS Availability, Registration Notes for Education Majors, Waiting List for Closed Courses, Blank Schedule Planning, and Thinking ahead to FA08. A circled '2' points to 'When do I register?'. A red box asks 'When do I register?' with an arrow pointing to the link. Another red box asks 'How to use MAX' with an arrow pointing to 'Blank Schedule Planning'. A 'Calendars' section at the bottom lists Winter 2009 (Dec 15 to Jan 11) and Spring 2009 (Jan 12 to May 02). A 'Planning to graduate in December 2008?' section mentions registering for GRAD 999 (CRN 7102) along with other spring classes.