

## **Appointment Schedule for Winter and Spring 2018 (When do I Register?)**

**The Help Line for early registration is 717-871-5005.**

Early registration will be conducted by web using [MAX \(Millersville Access System\)](#). Currently enrolled students (who do not have registration holds) are eligible to register according to the number of credits passed (does not include in-progress credits). Students with more than 80 credits earned may register for 18 or fewer credits during early registration; students with fewer than 80 credits earned may register for 17 or fewer credits during early registration. All students may register for 18 credits after all appointment groups have elapsed (end of the day on November 10<sup>th</sup>).

Most students can use MAX to register, and all departments are able to put overrides on the computer for students. To obtain an override, submit the proper [Permission to Enroll](#) form to the appropriate academic department for approval. Overrides are required for:

- 500-level courses for undergraduates who have written permission
- prerequisite, major and class restrictions
- classes with overlapping or conflicting times
- classes with other special restrictions as noted in the web schedule

On the mornings of early appointments (**EXCEPT October 31<sup>st</sup>**), operators will be available at 6 a.m. Otherwise, operators will be available to assist Monday through Friday, 8 a.m. to 5 p.m. You may register at or after your appointment tie (see below); however, you may not register earlier. At the end of early registration (beginning November 10<sup>th</sup>), all eligible students may register Monday through Sunday.

**NOTE: Missing class in order to register is NOT considered an excused absence and is not acceptable.**

The last time to use MAX to register for a winter class is at the end of the workday following the first class meeting. The last time to use MAX to register for a spring class is Monday, January 29<sup>th</sup> at 11:59 p.m. EST.

## Registration Schedule for Winter

Winter Registration for all Eligible Students			
Date	Begin Time	Credits Earned	Last Name Beginning With:
04-OCT	12:00nn		Winter registration begins for all students

## Registration Schedule for Spring

Date	Begin Time	Credits Earned	Last Name Beginning With:
31-OCT	6:00am		Spring registration for graduate degree-seeking & certification students begins
01-NOV	6:00am		Spring registration for all other graduate students begins
Spring registration for all eligible undergraduate students begins according to credits earned (as follows).			
02-NOV	6:00am	90+	T-Z
02-NOV	6:10am	90+	S
02-NOV	6:20am	90+	O-R

Date	Begin Time	Credits Earned	Last Name Beginning With:
02-NOV	6:30am	90+	M-N
02-NOV	6:40am	90+	J-L
02-NOV	7:00am	90+	H-I
02-NOV	7:20am	90+	E-G
02-NOV	7:40am	90+	C-D
02-NOV	7:50am	90+	A-B
02-NOV	9:00am	0-14.5	T-Z
02-NOV	9:30am	0-14.5	S
02-NOV	10:00am	0-14.5	O-R
02-NOV	10:30am	0-14.5	M-N
02-NOV	11:00am	0-14.5	K-L
03-NOV	6:00am	0-14.5	H-J
03-NOV	6:10am	0-14.5	E-G
03-NOV	6:30am	0-14.5	C-D
03-NOV	6:50am	0-14.5	A-B
03-NOV	7:00am	80-89.5	R-Z

Date	Begin Time	Credits Earned	Last Name Beginning With:
03-NOV	7:30am	80-89.5	H-Q
03-NOV	9:00am	80-89.5	A-G
03-NOV	10:00am	70-79.5	L-Z
03-NOV	11:00am	70-79.5	A-K
06-NOV	6:00am	65-69.5	M-Z
06-NOV	6:20am	65-69.5	A-L
06-NOV	6:30am	60-64.5	S-Z
06-NOV	6:50am	60-64.5	M-R
06-NOV	7:00am	60-64.5	G-L
06-NOV	7:30am	60-64.5	A-F
06-NOV	9:00am	53-59.5	M-Z
06-NOV	9:30am	53-59.5	A-L
06-NOV	10:00am	45-52.5	R-Z
06-NOV	10:30am	45-52.5	I-Q
06-NOV	11:00am	45-52.5	A-H
7-8-NOV	No NEW Spring Registration Activity (all prior groups that have registered can still		

Date	Begin Time	Credits Earned	Last Name Beginning With:
	register)		
9-NOV	6:00am	40-44.5	A-Z
9-NOV	6:10am	30-39.5	T-Z
9-NOV	6:20am	30-39.5	Q-S
9-NOV	6:40am	30-39.5	M-P
9-NOV	6:50am	30-39.5	I-L
9-NOV	7:00am	30-39.5	G-H
9-NOV	9:00am	30-39.5	C-F
9-NOV	11:00am	30-39.5	A-B
10-NOV	9:00am	25-29.5	L-Z
10-NOV	9:30am	25-29.5	A-K
10-NOV	10:30am	15-24.5	L-Z
10-NOV	11:00am	15-24.5	A-K
11-NOV to 7-DEC	All	All eligible students	A-Z
08-DEC	12:00nn		Spring registration activity restricted to new transfer students until 1PM 11-DEC

Date	Begin Time	Credits Earned	Last Name Beginning With:
11-DEC	1:00pm	All eligible students	Spring registration resumes for all eligible students
05-DEC to 29-JAN	All	All eligible students	A-Z

