

## Registration Instructions for Graduate Students

➤ Registration dates for Graduate Students are as follows:

**Winter 2012**    **Oct. 26 – begins at 12 noon**

**Spring 2012**    **Nov. 8 – 6 a.m. Degree-seeking and Certification students**  
**Nov. 9 – 6 a.m. Non-degree graduate students**

- [Advisement for graduate students is recommended](#). You should schedule an appointment with your program coordinator to discuss your scheduling needs.
- [Choose classes from the Web Schedule](#). Use the Graduate Courses search option for a complete list, or find specific courses for your degree program using the Subject search. You can also search for the Distance Learning or Off-Campus courses. Check the course notes to make sure you meet prerequisites or other restrictions.
- [Plan your schedule](#) – a blank schedule planning grid is available on the web for your convenience. Consider alternate courses in case a preferred course is not available.
- [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.
- [Check your registration status on MAX](#) before you register. You must be admitted through the Office of Graduate Studies in order to take classes. Once admitted, your status is active for five years. If you have any registration holds, you must clear them in order to register. On the MAX “Registration” menu, choose “Check Your Registration Status.”
- [Register on MAX!](#) For first-time users:
1. 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).
  2. [Access MAX](#) from Millersville’s homepage and login with the User ID and PIN you created in Step 1.
  3. Follow this menu path to get to the registration screen:
    - **Student Services**
    - **Registration**
    - **Add/Drop Classes**
  4. Select Term (to switch between Winter 2012 and Spring 2012 you must go back to this prompt).
  5. Enter CRNs for your courses – Submit Changes.
  6. 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.

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

**TIPS:** [Need help using MAX?](#) Check out the on-line instruction booklet on the web (Registrar’s Office web site, “Registration Guide” page).

**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**

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

**Winter Term:** Through the end of the workday following the first class meeting

**Spring Term:** Sunday, January 29 by 11:59pm

**Web Search for Classes**

1. From MU homepage – Class Schedules.
2. Search for classes using various methods.
3. Register on MAX

1

**Portal Logins**

- MAX Banner Portal
- MyVILLE Campus Portal
- Blackboard Student Course Mgmt

**Announcements**

- Graduate Admissions Open House 10/22/09
- Register now for 2009 homecoming events
- Important Swine Flu Information
- Sign up for MUAlert to get early news on campus emergencies

**Upcoming Events**

- October 22, 2009: The annual Cultural Showcase event.
- October 23, 2009: Homecoming

3

**Registrar's Office Website**

**Web Schedule and Registration Guide**

**Registrar's Office Home**

- Degree Audit (DARS)
- Faculty Information
- Grades & Records
- Schedule & Registration
  - Registration Appointment Schedule
  - Waiting List
  - Academic Advisement
  - Registration Notes for Education Majors
  - Instructions For Using Max (pdf)
- Miscellaneous
  - Calendars
  - Archives
  - Transfer Equivalency

**Search Web Schedules**

**PS: These schedules may change. Check back frequently for updates.**

- Search by Subject
- Search by Department
- Search by Subject and Course Number
- Search by Graduate Courses
- Search by General Education
- Search by Distance Learning
- Search by Off Campus
- Search by Honors Courses
- Search by CRN
- Search by Day and Time
- Search EDWs by Topic/County
- Search EDWs by School District
- List of Closed Courses

**Registration Information**

- Registration Instructions for Graduate Students
- Registration Instructions for Undergraduate Students
- Registration Instructions for 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
- Thinking ahead to FA08

**When do I register?**

**How to use MAX**

**Planning to graduate in December 2008?**  
 Register for GRAD 999 (CRN 7102) along with your other spring classes.

2

When do I register?

How to use MAX