

Registration Instructions for Undergraduates

- Find your time to register on the web Registration Appointment Schedule.
 - **WINTER** registration begins Wednesday, October 28 at 12 noon
 - **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/>
- Make an appointment with your academic advisor well before your registration time. Advisement is required for all undergraduates.
- 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.
- Meet with your advisor. Take along your degree audit and your schedule plan. **All undergraduates must get a TAP (Term Advisement PIN) from their advisors in order to register for the fall/spring terms.**
- 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 who have currently earned between 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.

**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

Millersville University

www.millersville.edu

- 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