Millersville University

Access System

www.millersville.edu

Registrar's Office
2015

Advisement

Degree Audit

Registration

Enrollment Verification
(National Student Clearinghouse)

Bursar – Student Account

Financial Aid

Academic Record

THIS PAGE INTENTIONALLY BLANK

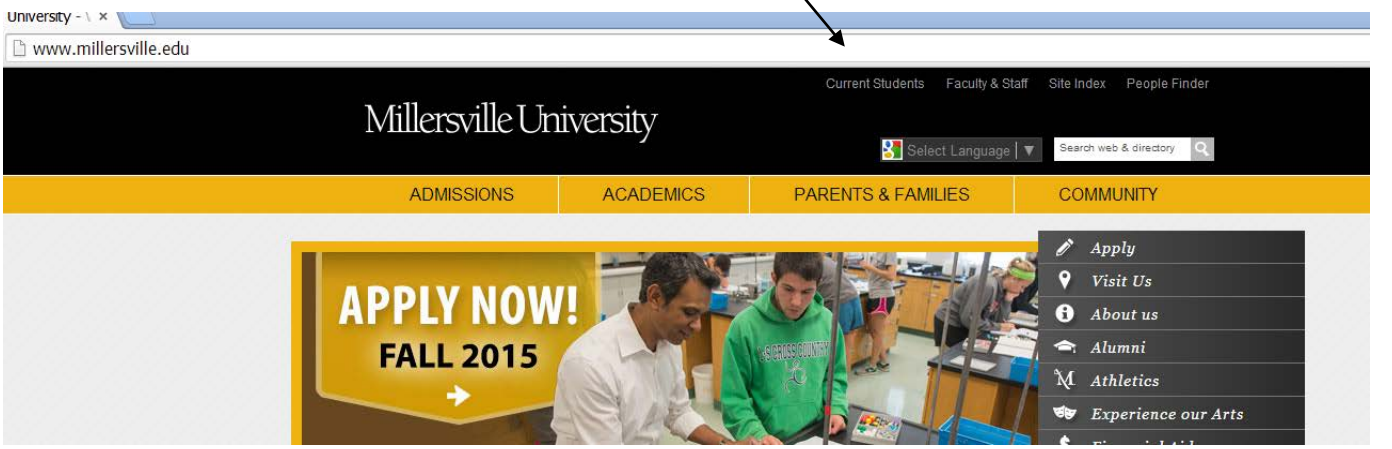
Millersville Access System (MAX)

	Page
MAX WEB - HOW TO LOG ON	6
STUDENT SERVICES & FINANCIAL AID	
Advisement (adviser & degree audit information)	9
Registration	11
How to register for classes on the web	13
Term Advisement PIN (TAP)	13
Web Class Search	14
Placement Exam Scores	18
Viewing your schedule	18
Waitlist information	20
Registration error messages	22
Permission to enroll forms	23
Registration tips	24
Bursar – Student Account	25
Financial Aid	26
Academic Record (grades, unofficial transcript)	27
National Student Clearinghouse Gateway **(Enrollment Verification)**	28
PERSONAL INFORMATION	
View or change address	29

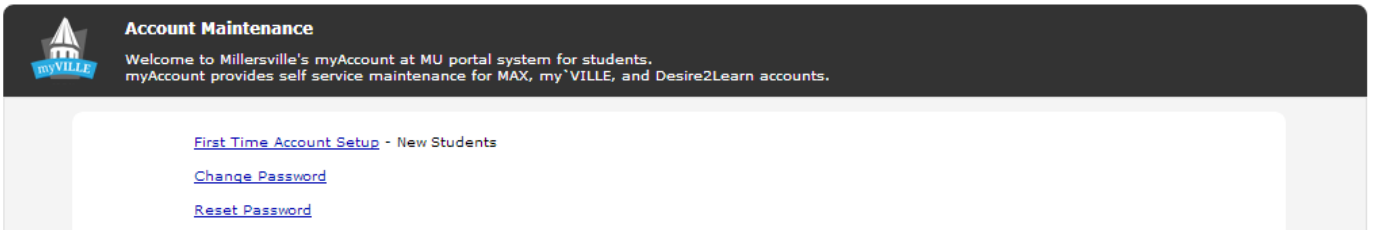
THIS PAGE INTENTIONALLY BLANK

MAX WEB – HOW TO LOG ON

First, you need to activate your account through the MyVille Campus Portal – **www.millersville.edu** and click (at the top of the page) Current Students > Logins > myAccount@MU. (the direct link to this is **myaccount.millersville.edu**)

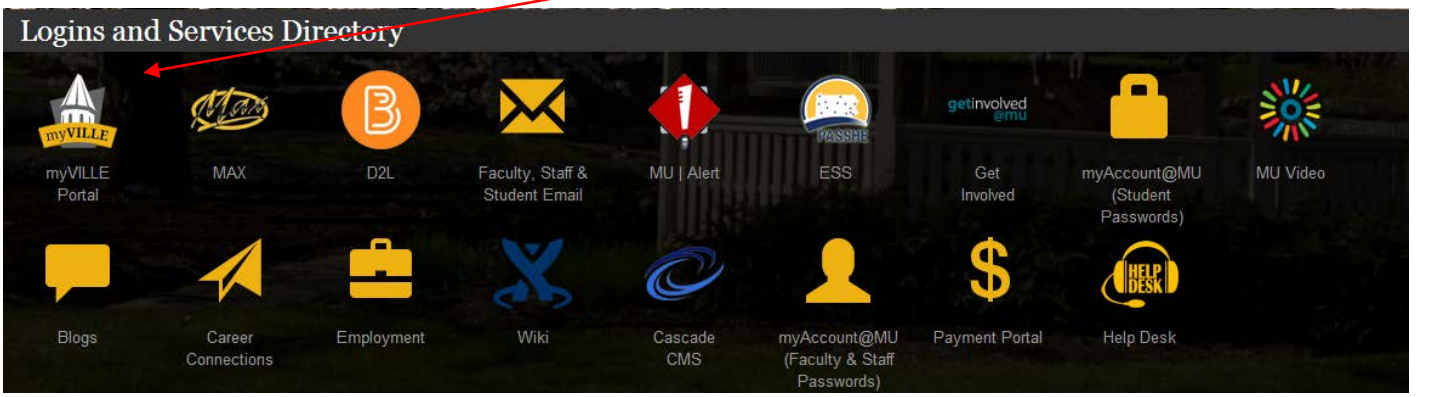


Once you are on the Account Maintenance page, click on First Time Account Setup to create your myVille account, which will be used to access MAX and other information. You may also reset and change your myVille password from this page as well.

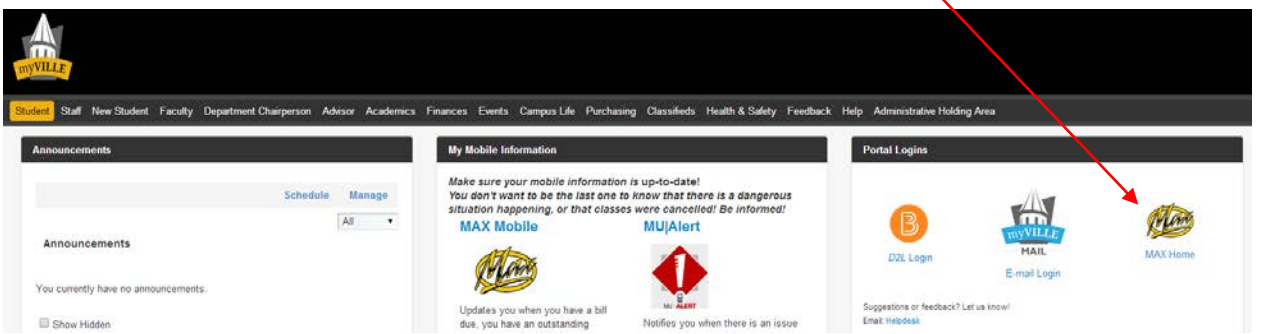


Logging onto MAX

From the Current Students > Logins link, click on myVille Portal and enter your new created user name and password

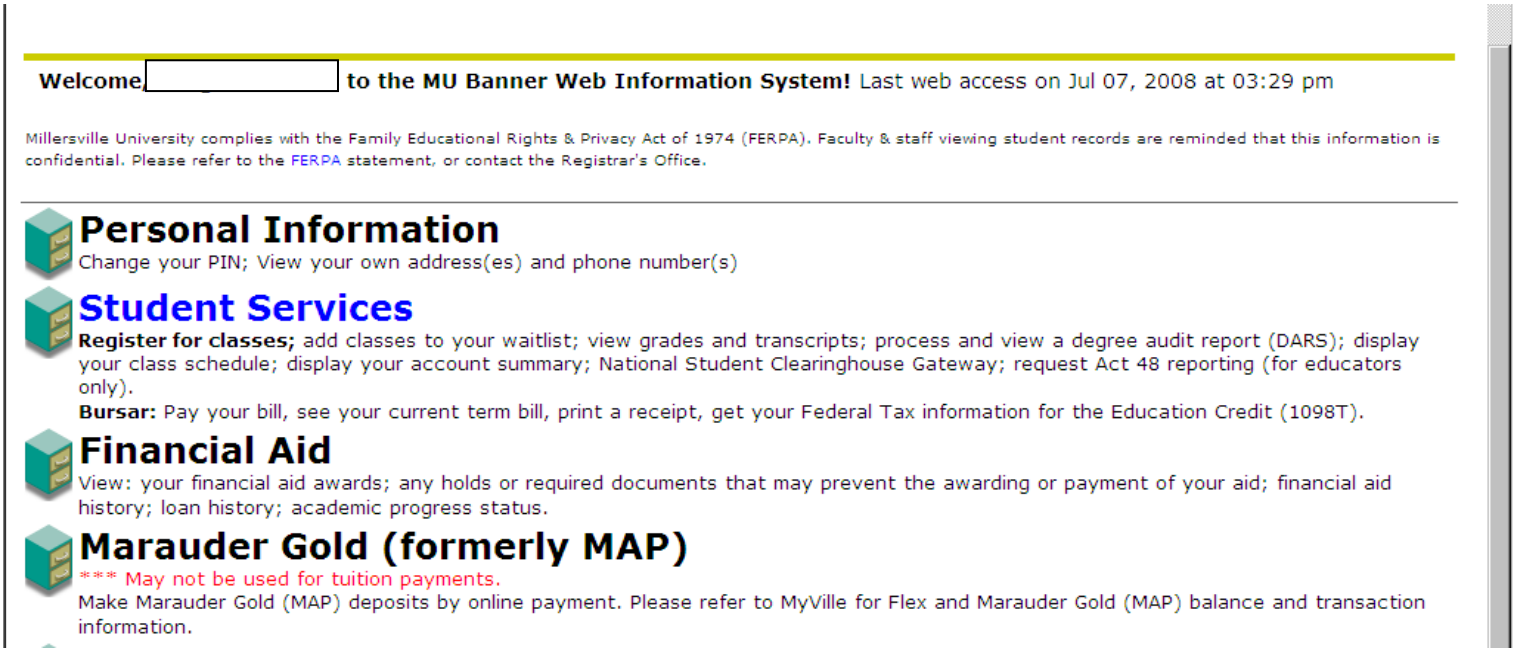


Once you are logged into the myVille portal, click on MAX Home to access MAX.



If you have difficulty logging in, contact the Help Desk at 717-871-2371 for assistance.

After you have successfully logged on, you will see the following screen with these menu choices:



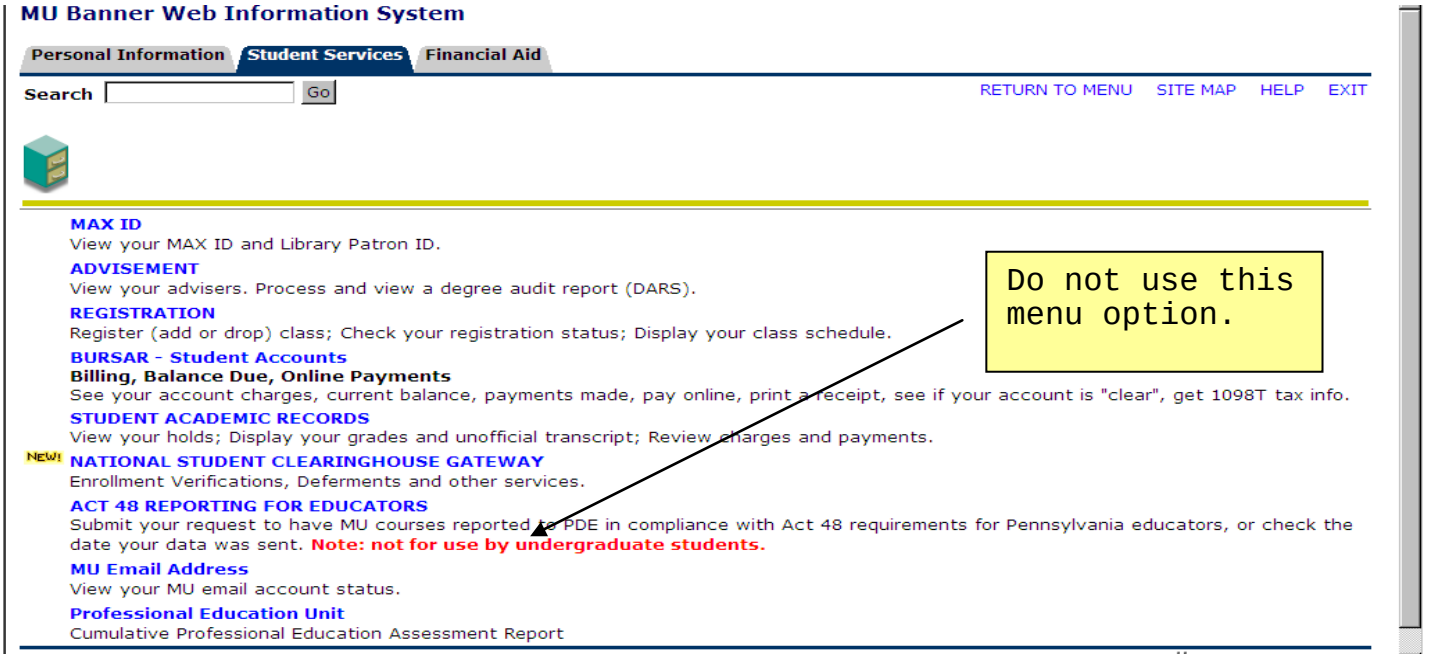
Personal Information Maintain your personal information such as address and phone number.

Student Services Register for classes, check grades, check your student account, run a degree audit, etc.

Financial Aid Review your eligibility and status of your Financial Aid

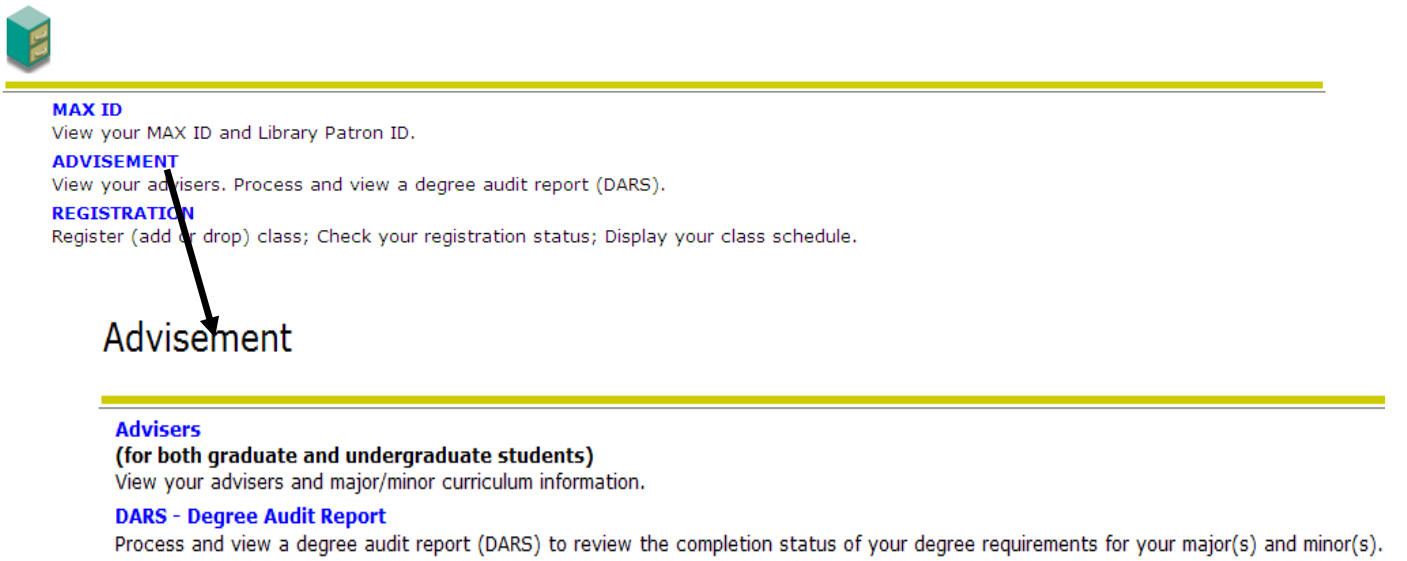
Marauder Gold (formerly MAP) Displays your Marauder Gold balance and transactions.

STUDENT SERVICES



ADVISEMENT MENU

This menu allows you the ability to run a degree audit, and view your major, minor and adviser information.



ADVISERS

Need to know who your adviser is?
By selecting the **Advisers** button you will be provided with adviser information, including name, campus phone, and email address.

Degree Audit Reporting System

What is a Degree Audit?

With Degree Audits, students and advisors can:

Track – View all completed and in-progress courses as they apply to a student's declared degree, major, option and minor requirements.
Transfer credits, waivers and exceptions to graduation will all appear on the audit to help track progress.
Prepare – Click on courses within degree requirements to see course descriptions, currently scheduled sections and to view pre-requisites.
See how courses would apply to another major, minor or concentration using the "What If" feature.
Plan – Use the "Look Ahead" feature to enter planned courses and see how they apply to the degree requirements.
Degree audits **are available** to all current graduate and undergraduate students seeking degree programs at Millersville University.
Degree audits are **not** available to prospective students at this time.
Degree audits are **not** currently available to students in the following programs: teacher certification, post-masters certification, certificate or non-degree.

Advisement Before Registration

Advisement is required for all undergraduate students. Well in advance of your registration time, meet with your adviser to discuss your degree program and course selection options, as well as any other concerns you may have. After you register for classes, be sure to review your degree audit to see how your courses will meet the requirements of your program.

Changing Your Major

If you plan to change your major, you must submit an approved **Change of Major** form to the Office of Academic Advisement in Lyle Hall by that office's deadline. **Change of Major** forms are available at the Academic Advisement Office, Lyle (second floor) and, for your convenience, on the web at theStudent Forms Center. They require the signatures of your adviser and department chairperson. If you delay in filing this form, your major change may not be processed in time for your registration, and you may not be able to register for courses restricted to your new major.

Questions About an Audit

If you have questions about a degree audit, or you think there might be errors or discrepancies, contact one of the offices listed below for further assistance:

- For curricular questions about the major, minor, or general education requirements, contact the chairperson of your major department.
- Contact the Registrar's Office for questions concerning transfer courses, Millersville courses and grades, and in-progress courses.
- For questions regarding exceptions to graduation requirements, a change of major or minor, or for assistance with any other type of question, contact the Office of Academic Advisement.

What-If Degree Audits

A 'What-If' audit allows you and your adviser to see the effects of changing a major or option, declaring a major, or adding or changing a minor before officially changing your record. If you are undecided about a major, the what-if audit is a useful tool to try out different majors and see how your courses will meet the requirements for those programs.

'What-If' audits are best used for single majors, with multiple concentrations or minors.

'What-If' audits can be run for multiple majors within a degree program (for example: Psychology and Sociology since both majors are Bachelor of Arts)

'What-If' audits can't be run for multiple degrees (for example: a Bachelor of Arts in Psychology and a Bachelor of Science in Biology). Separate What-If audits would need to be run for each degree/major in this case.

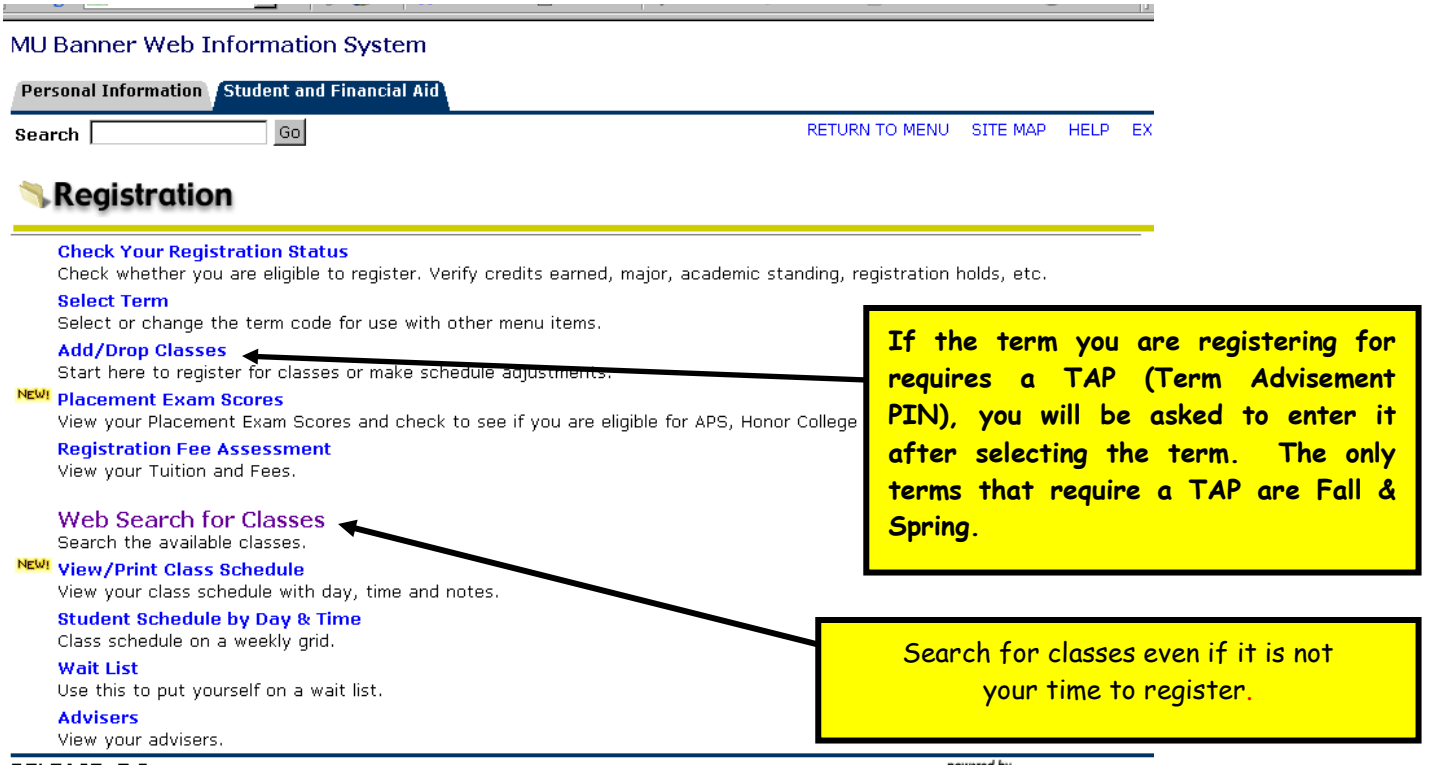
For multiple majors or or multiple degrees, some requirements may alter slightly when your record is officially changed. For example, a major in Geography requires a minor to be declared which is waived if you have a second major. The 'What-If' audit is unable to recognize that you have declared multiple majors, so it will not waive the minor requirement.

Academic Advising
871-5333

Registration Help
871-5005

Degree Audit Questions
Email: DARS@millersville.edu

REGISTRATION MENU



The choices on the Registration Menu allow you to do the following:

1. **Check Your Registration Status -** This allows you to view your status for registration and how many credits you have earned, and determines when you can register. This information also includes your declared major, if you have a hold, if you have been given a registration override, etc.

2. Use **Add/Drop Classes** to register online for classes at your scheduled registration time.

3. View your **Placement Exam Scores**, and check to see if you are eligible for APS, Honors College courses and downtown classes.

4. View your fees after you have registered. To do this, select **"Registration Fee Assessment."** If no fees appear and you have viewed your schedule, charges have not been set for that particular term. A bill will be sent to you from the Bursar's Office. For more information on the Bursar's Office please see page 25.

5. **"Web Search for Classes"** even if it is not your time to register. This option will allow you to see class availability. You can search by subject, course, time, or general education requirements.

6. **View/Print Class Schedule** - View your class schedule with day, time and notes (refer to page 20).

7. View/Print your **"Student Schedule by Day and Time"** in a grid format (refer to page 20.)

8. View information and instruction on how Wait Listing works (more information on page 21)

9. View your academic advisers.

HOW TO REGISTER FOR CLASSES

At your scheduled registration time:

1. Select term
2. Select "Add/Drop Classes"
3. Type the CRN directly in the "add class" box and click on "submit changes."

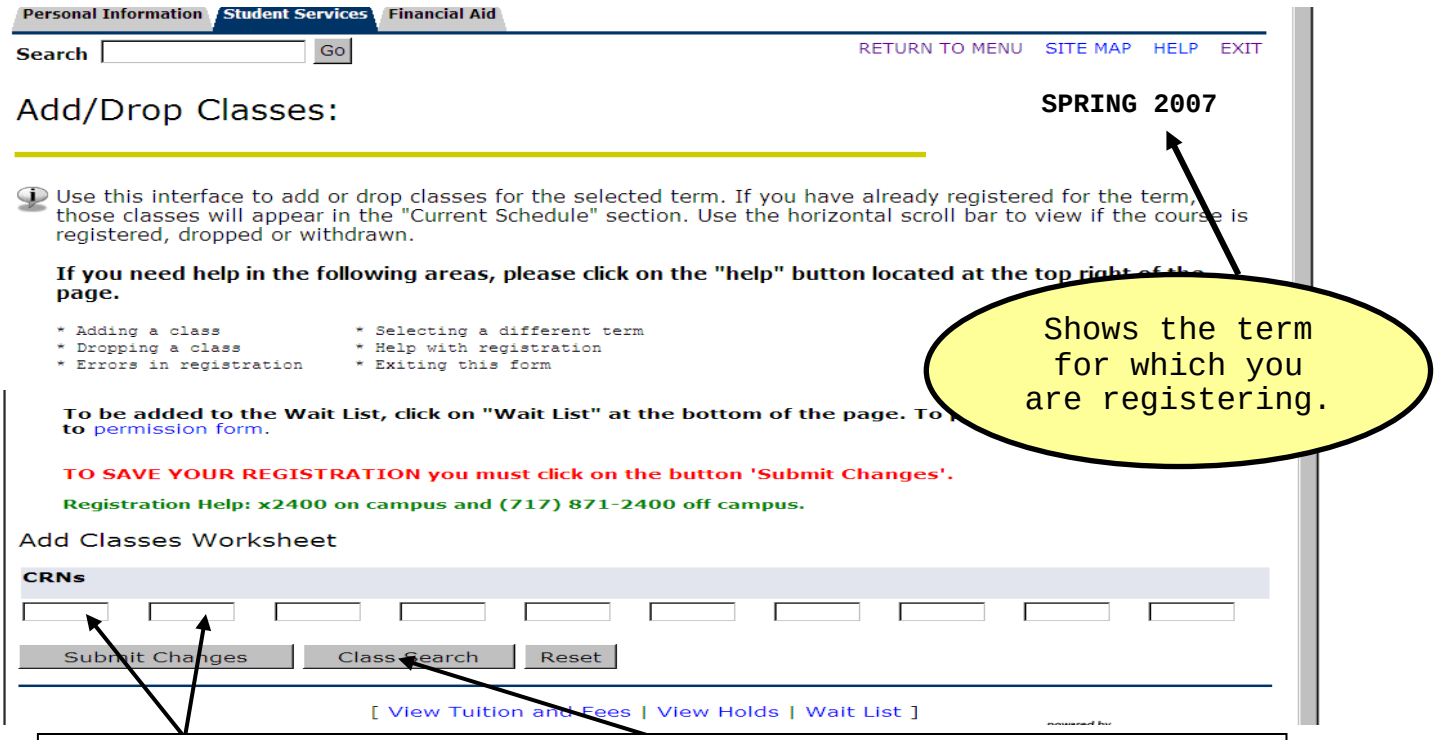
   OR

   Click on the "class search" button to find a class, add it by checking the box to the left of the desired course and then click on the "Register" button.

- *Note: CRNs can be entered all at once or one at a time before submitting changes.* ***Be sure to enter all the CRNs for a lecture-lab-recitation. They must be entered at the same time or you will get a link error.***

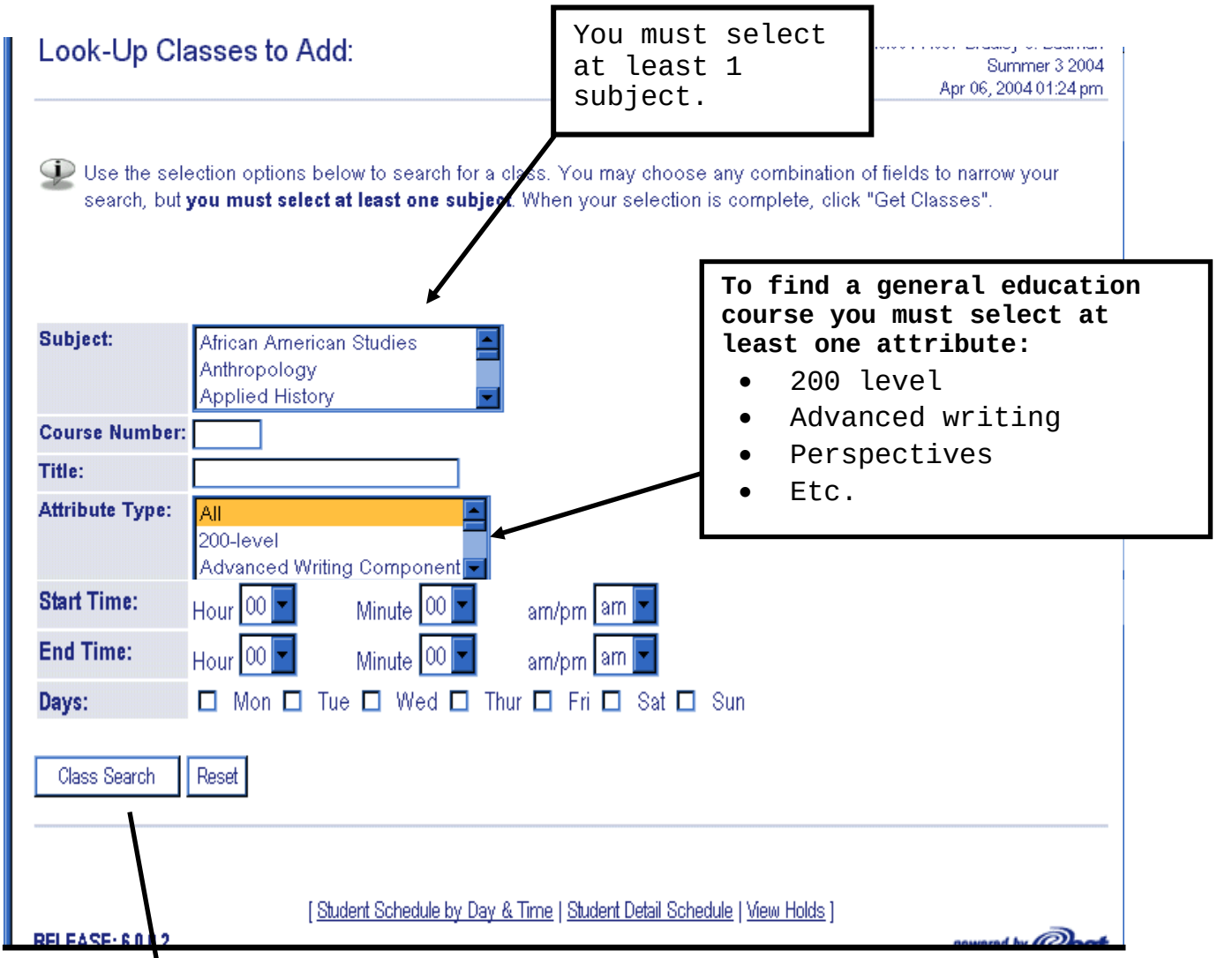
TAP (Term Advisement PIN)

All undergraduate students are required to have a TAP in order to register for the fall or spring terms. You will receive your TAP from your adviser during the advisement period. Entering transfer students are exempt from having a TAP their first semester. However, transfer students are required to have a TAP beginning with their second semester.



LOOK UP CLASSES TO ADD *(in MAX)*

You must select at least one subject and then click on **"Class Search."**

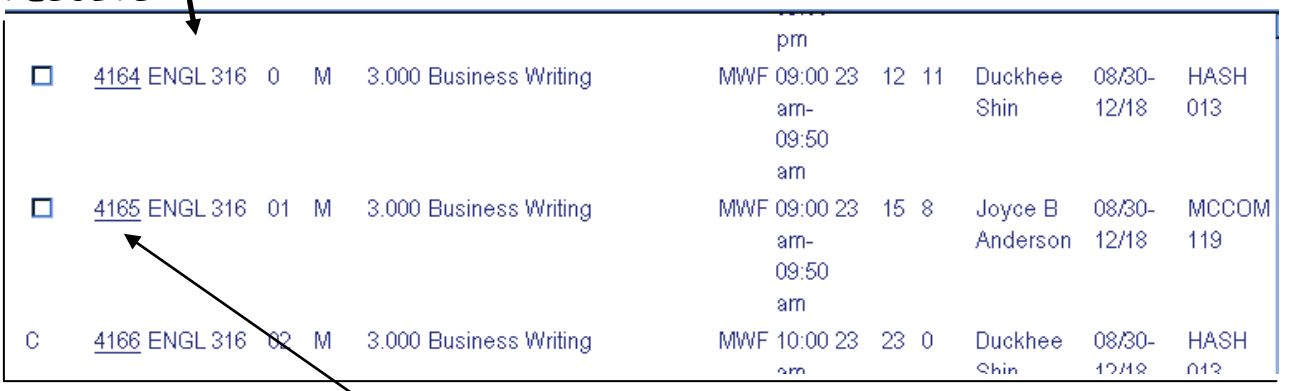


You must select at least 1 subject.

To find a general education course you must select at least one attribute:

- 200 level
- Advanced writing
- Perspectives
- Etc.

RESULTS



							pm						
☐	4164	ENGL 316	0	M	3.000	Business Writing	MWF	09:00 am-09:50 am	23	12	11	Duckhee Shin	08/30-12/18	HASH 013
☐	4165	ENGL 316	01	M	3.000	Business Writing	MWF	09:00 am-09:50 am	23	15	8	Joyce B Anderson	08/30-12/18	MCCOM 119
C	4166	ENGL 316	02	M	3.000	Business Writing	MWF	10:00 am	23	23	0	Duckhee Shin	08/30-12/18	HASH 013

By selecting the CRN you will receive further information on the class.

Sections Found

Business Writing - 4168 - ENGL 316 - 04

60 s.h. earned required for registration
Associated Term: Fall 2008
Registration Dates: Apr 01, 2008 to Jan 31, 2009
Levels: Undergraduate
Attributes: Advanced Writing Component
Instructors: Susan P Livermore (P)

Main Campus
Lecture Schedule Type
3.000 Credits
View Catalog Entry

Information shown here will tell you if there are any restrictions on the class. This example shows that a student must have earned 60 credits in order to register for the course.

It also shows that this class possesses a W (Writing Comp) or AW (Advanced Writing Component).

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	2:30 pm - 3:45 pm	TR	McComsey Hall 205	Aug 25, 2008 - Dec 14, 2008	Lecture	Susan P. Livermore (P)

For more details on the class, such as seats available, click on the "**Class Title**" at the top of the page.

Detailed Class Information

Business Writing - 4168 - ENGL 316 - 04

Associated Term: Fall 2008
Levels: Undergraduate

Main Campus
Lecture Schedule Type
3.000 Credits
View Catalog Entry

Registration Availability

	Capacity	Actual	Remaining
Seats	23	23	0
Waitlist Seats	0	0	0

Restrictions:
May not be enrolled in one of the following Levels:
Continuing Education
May not be enrolled as the following Classification(s):
Continuing Education
Freshman
Sophomore

Prerequisites:
Undergraduate level ENGL 110 Minimum Grade of C- or ENGL 110 waived 110 or Undergraduate level ENGL 110H Minimum Grade of C-

This form shows the remaining seats available. It will also show you the class restrictions and prerequisites.

To add a course – click on the box to the left side of the form and then click the register button.

- If a course is closed there will be a "C" to the left of the course. This course cannot be selected.

- If you have already registered for the course, the block to the left of the course will be left blank. This course cannot be selected.

- You may also use this form at any time to look at open courses. When viewing the form outside your registration appointment time, there will be no option to the left for course selection.

Available Classes

Already registered for the class.

Class Closed

Sections Found

Communications

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
☐	1869	COMM	100	01	M	3.000	Fundamentals of Speech	MTWR	09:30 am-11:20 am	27	20	7	Jill B Henke	06/14-07/17	HASH 212	Speech Requiremer (G4)
	1618	COMM	201	01	M	3.000	Theory of Communication	MTWR	07:30 am-09:20 am	30	29	1	Jill B Henke	06/14-07/17	HASH 211	200-level and HMFA Area
C	1527	COMM	301	01	M	3.000	Communction Research	MTWR	09:30 am-11:20 am	25	28	-3	Thomas P Boyle	06/14-07/17	MCCOM 205	Writing Component

Register | Add to WorkSheet | Class Search

After you have selected your class (by checking the box), click on the "**Register**" button.

If no column appears, you are not currently eligible to register.

- On the drop/add page, classes that are registered will be shown in the **"Current Schedule"** area.

- Classes that are not registered will be shown in **"Registration Errors."** The status area in the registration errors will tell you that there is a time conflict; class is restricted to a specific major; there is a duplicate course; etc. (*see page 23 & 24) for further explanation*).

- If you would like to drop a course for which you are registered, go to the **"Action"** area and use the drop-down box to select drop/delete and click on the **"Submit Changes"** button.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Apr 06, 2004	None	4403	COMM	220	01	Undergraduate	3.000	Undergraduate Standard Letter	Survey of Mass Media
Registered on Apr 06, 2004	None	4405	COMM	301	01	Undergraduate	3.000	Undergraduate Standard Letter	Communction Research
Registered on Apr 06, 2004	None	4412	COMM	351	0	Undergraduate	3.000	Undergraduate Standard Letter	Public Relations 2
Registered on Apr 06, 2004	None	4704	NURS	315	02	Undergraduate	3.000	Undergraduate Standard Letter	Scientific Advances
Registered on Apr 08, 2004	None	4470	MATH	161	06	Undergraduate	4.000	Undergraduate Standard Letter	Calculus 1

None
Drop/Delete

Total Credit Hours: 16.000
Billing Hours: 16.000
Maximum Hours: 18.000
Date: May 06, 2004 10:42 am

To drop a class use the drop/down action bar and click on the "submit changes" button.

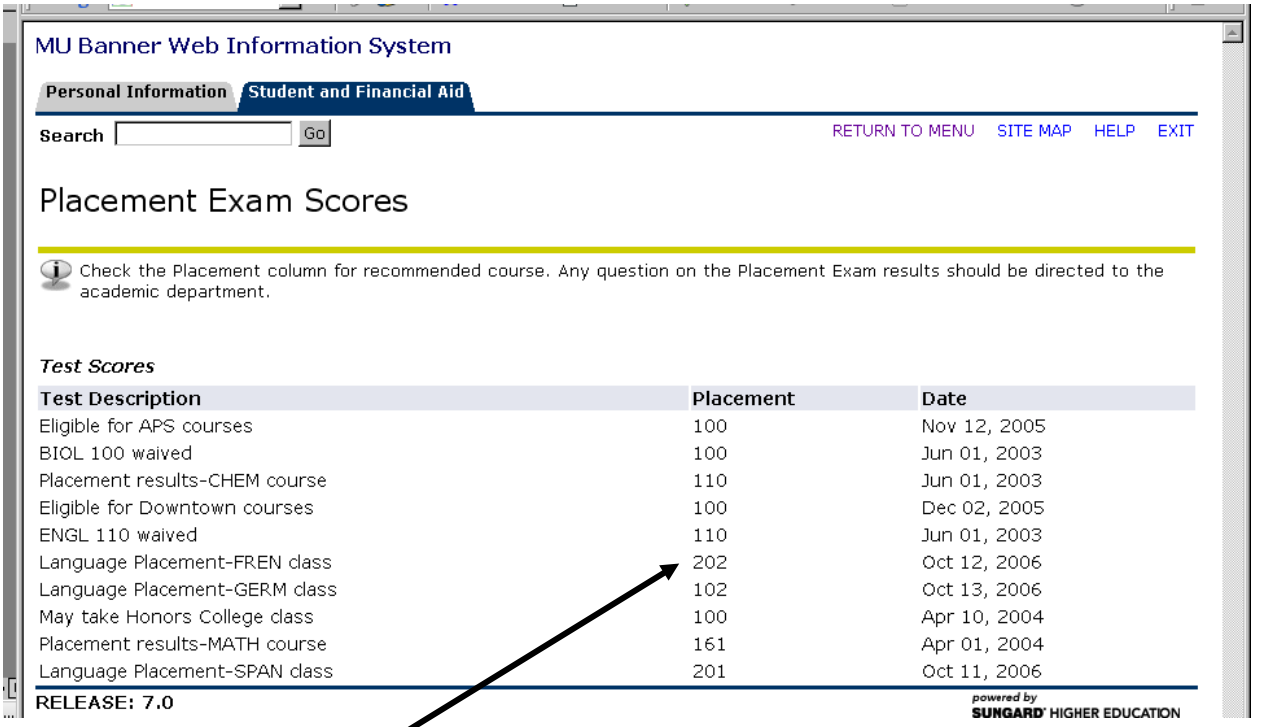
If you get Registration Errors, you were unable to be registered for the class(es) listed (see page 23 for more information on these errors).

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Level Restriction	8347	ART	567	01	Undergraduate	3.000	Graduate Standard Letter	Advanced

PLACEMENT EXAM SCORES

This page will show you your placement exam results.

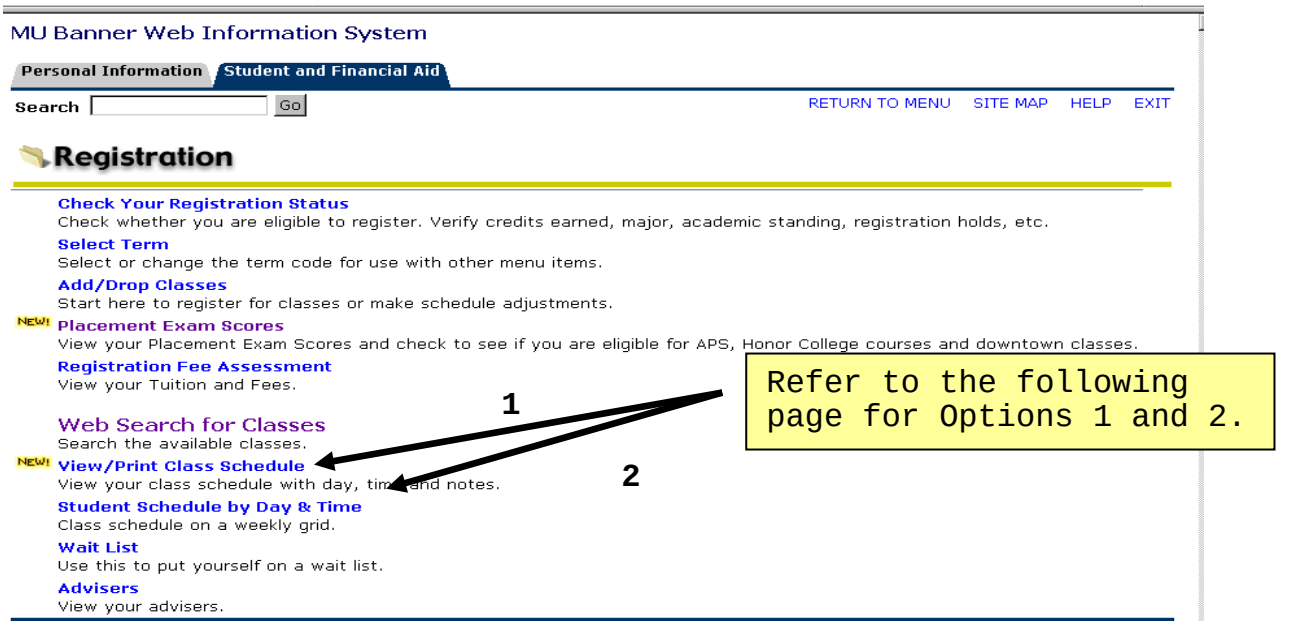


Test Description	Placement	Date
Eligible for APS courses	100	Nov 12, 2005
BIOL 100 waived	100	Jun 01, 2003
Placement results-CHEM course	110	Jun 01, 2003
Eligible for Downtown courses	100	Dec 02, 2005
ENGL 110 waived	110	Jun 01, 2003
Language Placement-FREN class	202	Oct 12, 2006
Language Placement-GERM class	102	Oct 13, 2006
May take Honors College class	100	Apr 10, 2004
Placement results-MATH course	161	Apr 01, 2004
Language Placement-SPAN class	201	Oct 11, 2006

Placement column shown reflects the course number you are eligible to take.

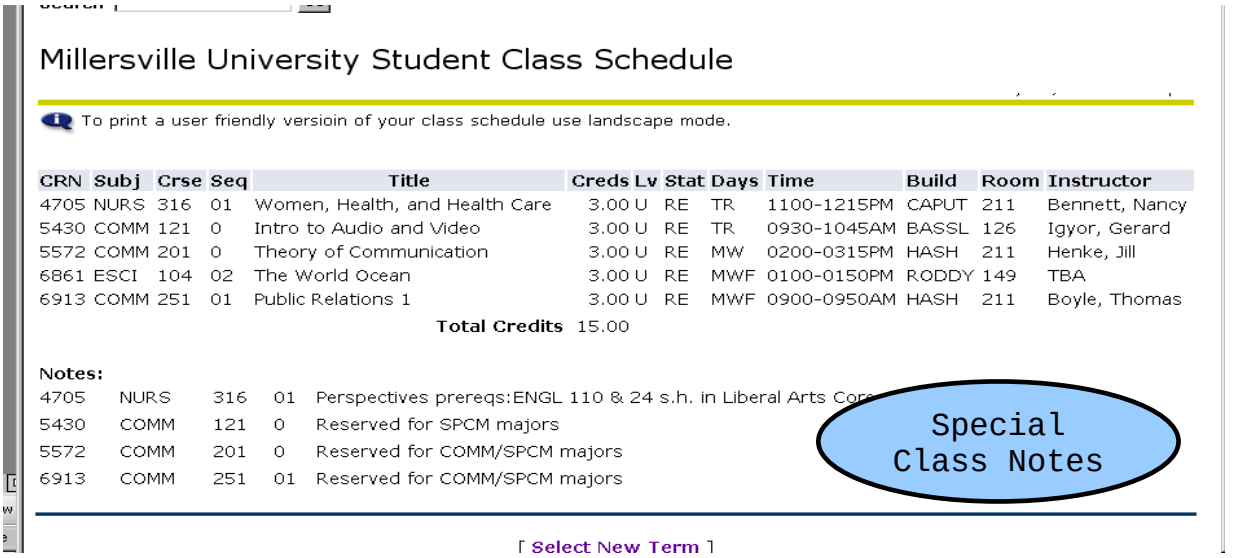
If you do not see any placement results after taking an exam please contact the appropriate academic department, i.e. math, chemistry, biology or foreign language.

VIEWING YOUR SCHEDULE



OPTION 1: View/Print Class Schedule
This option will show course number and section along with CRN, meeting day and time, room location, instructor and special course notes.

Use this format when ordering books!



Millersville University Student Class Schedule

To print a user friendly versioin of your class schedule use landscape mode.

CRN	Subj	Crse	Seq	Title	Creds	Lv	Stat	Days	Time	Build	Room	Instructor
4705	NURS	316	01	Women, Health, and Health Care	3.00	U	RE	TR	1100-1215PM	CAPUT	211	Bennett, Nancy
5430	COMM	121	0	Intro to Audio and Video	3.00	U	RE	TR	0930-1045AM	BASSL	126	Igyor, Gerard
5572	COMM	201	0	Theory of Communication	3.00	U	RE	MW	0200-0315PM	HASH	211	Henke, Jill
6861	ESCI	104	02	The World Ocean	3.00	U	RE	MWF	0100-0150PM	RODDY	149	TBA
6913	COMM	251	01	Public Relations 1	3.00	U	RE	MWF	0900-0950AM	HASH	211	Boyle, Thomas

Total Credits 15.00

Notes:

4705	NURS	316	01	Perspectives prereqs:ENGL 110 & 24 s.h. in Liberal Arts Core
5430	COMM	121	0	Reserved for SPCM majors
5572	COMM	201	0	Reserved for COMM/SPCM majors
6913	COMM	251	01	Reserved for COMM/SPCM majors

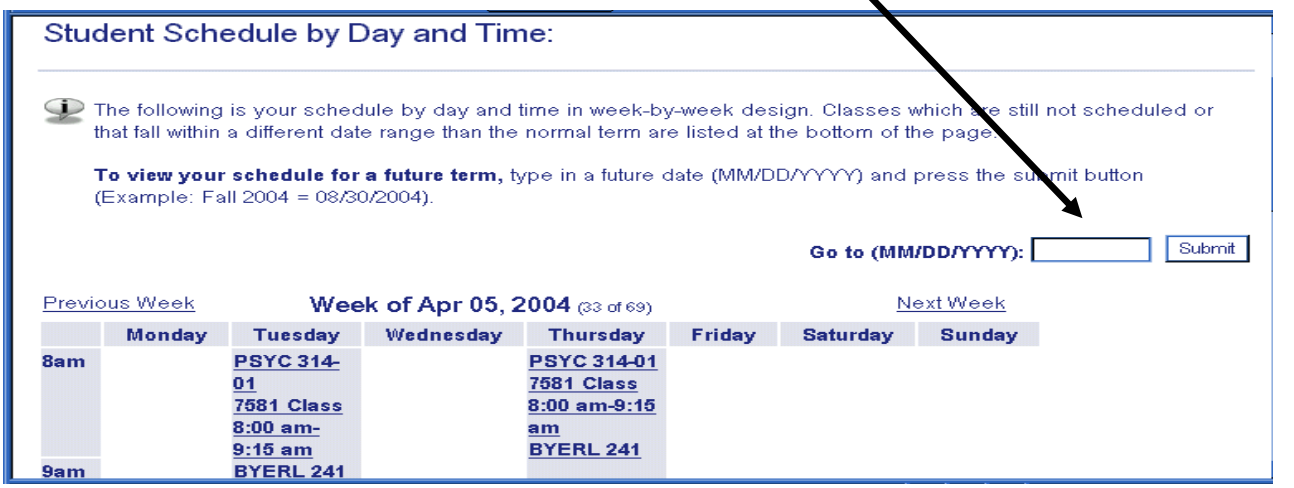
Special Class Notes

[Select New Term]

OPTION 2:
Student schedule by day & time.

This option will show course number and section, room location and time for the current day.

To look at a future term type in MM/DD/YYYY
(example:09/10/2007) and press submit



Student Schedule by Day and Time:

The following is your schedule by day and time in week-by-week design. Classes which are still not scheduled or that fall within a different date range than the normal term are listed at the bottom of the page.

To view your schedule for a future term, type in a future date (MM/DD/YYYY) and press the submit button (Example: Fall 2004 = 08/30/2004).

Go to (MM/DD/YYYY): Submit

Previous Week **Week of Apr 05, 2004** (33 of 69) Next Week

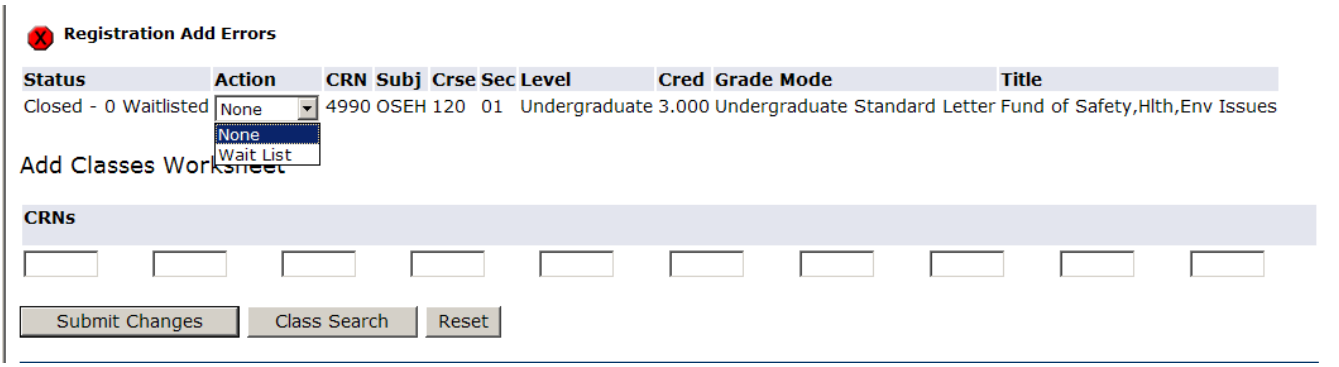
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am		PSYC 314-01 7581 Class 8:00 am-9:15 am BYERL 241		PSYC 314-01 7581 Class 8:00 am-9:15 am BYERL 241			
9am							

WAITLIST INFORMATION

(Please see the Waitlisting Tutorial for Students on the Web Schedule and Registration Guide on the Registrar's Website for more detailed information regarding the waitlisting process)

A waitlist is an electronic list of students who want to enroll in a course that has reached maximum capacity (closed). To add yourself to a wait list:

Add a course by typing in the CRN in the 'Add Classes Worksheet' and click 'Submit Changes'. If the course is closed, you will usually see one of the following 'Registration Add Error' messages:



1. Closed - # Waitlisted:
    a. Closed indicates no regular seats are available.
    b. The number provided indicates the number of students currently on the wait list.
    c. The student can only waitlist this course.
2. Open – Reserved for Waitlist:
    a. Open indicates regular seats available
    b. Reserved for Waitlist indicates the available seats are reserved for a student or students on the waitlist for the course
    c. The student can only waitlist this class since, currently, waitlisted students have preference.

<u>If you can waitlist a class, select 'Wait List' from the 'Action' menu and click on the 'Submit Changes' button</u>. Once a seat becomes available, you will be notified through your Marauder email account that you are able to register for the CRN number you selected to wait list.

<u>**YOU WILL NOT BE AUTOMATICALLY MOVED FROM THE WAIT LIST INTO A COURSE.**</u>

Once you receive notification, you will have a finite amount of time (noted in the email notification) to add the course via MAX. As a courtesy to your fellow students, please

drop yourself from any courses you are waitlisted for that you don't intend to take. You remove yourself from a waitlisted course through MAX using the same method you use to drop yourself from a registered course.
Many regular registration rules apply to the waitlisting process. Inability to waitlist or move from a wait list into a course may be due to one or more of the following registration restrictions:

- Class level
- Duplicate courses
  - You can only waitlist for one section of a course and you cannot waitlist for a section of a course you are already registered for.
- Field of Study (Major/Minor/Concentration)
- Pre/Corequisites
- Preapproval from the instructor/department
- Time conflicts
- Maximum credits exceeded
- Others (refer to the Registration Error Message section below)

Note regarding waitlisting and multi-component classes

If you want to waitlist for a class that requires a lab and/or recitation, you need to waitlist for the lecture section of the class only.

If you receive a waitlist notification confirming that you can add the section off of the waitlist, you need to register for the lecture and the lab and/or recitation simultaneously by:

- Locating an open lab/recitation section attached to the lecture through the Web Schedule AND…
- Logging into MAX and go to Registration – Drop/Add Classes AND…
- Changing the Action button for the lecture from Waitlisted to **Registered** AND…
- typing in the accompanying lab/recitation CRNs in the Add Classes Worksheet near the bottom of the page AND…
- clicking on Submit Changes.

REGISTRATION ERROR MESSAGES

REGISTRATION ERRORS

The following is a list of the registration errors you might receive while registering online for classes (the errors messages will come up under Status after attempting registration):

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Level Restriction	8347	ART	567	01	Undergraduate	3.000	Graduate Standard Letter	Advanced

1. **Permission of Instructor Req.** To obtain written permission, please contact the department chairperson for an override and/or submit a Permission to Enroll in a Restricted class form (see below) to the applicable department.

2. **CRN does not exist.** The CRN you entered is incorrect; please check the schedule booklet or web for the correct number. This usually occurs if you submitted the wrong term. Please be sure the term and the CRN match.

3. **Level Restriction.** Course is restricted to a different level than your course level (in this case graduate student). To obtain an override, you must submit a Permission for an Undergraduate Student to enroll in a Graduate Class form (see below) to the applicable department. Once signed, this form is processed in the Registrar's Office.

4. **Section status prohibits registration.** This course is currently not available; the course may be on hold, closed or cancelled. Look the course up on

5. **Linked course required.** If you get this message you need to register for the other course components, i.e., lecture, lab or recitation. Be sure to enter all CRNs which are required for the class. (Example: register for CHEM 111.00 lecture AND CHEM 111.0A lab)

6. **Field of Study Restriction.** Course is restricted to students with a particular major, minor or concentration. To obtain an override for this restriction, a Permission to Enroll in a Restricted class form (see below) is required.

7. **Prerequisite and Test Score error.** This course has prerequisites or requires a placement test score that you have not obtained/completed. To obtain an override for this restriction, a Permission to Enroll in a Restricted class form (see below) is required.

8. **Class restriction.** Course is restricted to a class level determined by ***credits earned*** (Senior (90+), Junior (60-89), Sophomore (30-59) or Freshmen (0-29)). To obtain an override for this restriction, a Permission to Enroll in a Restricted class form (see below) is required.

9. **Degree Restriction.** Course is restricted to a certain degree program (ex. BSE). To obtain an override for this restriction, a Permission to Enroll in a Restricted class form (see below) is required.

10. **Time conflict with CRN ####.** Course conflicts with another class you are registered for. To obtain an override for this restriction, a Permission to Enroll in a Class that has a Time Conflict form (see below) is required. Once approved, this form is processed in the Registrar's Office.

PERMISSION FORMS

"Permission to Enroll" forms are available online on Millersville's website in the Student Forms Center (http://www.millersville.edu/~forms/student/):

Permission (Academic Department) to Enroll in a Restricted Class
Use this form to receive permission from the faculty to enroll in a course that has restrictions; such as permission required, prerequisites, limited to majors or class level (Jr., Sr., etc.). Note that any permission granted by this form also allows you to waitlist for a course otherwise unavailable to you. *The completed form will be processed by the academic department, but you will still be responsible for registering for the course.*

Permission for an Undergraduate Student to enroll in a Graduate Class
An undergraduate student who wishes to take a graduate 500-level course must have this form completed by the department offering the course. *The completed form will be processed by the Registrar's Office.*

Permission to Enroll in a Class that has a Time Conflict
If you have two courses that have a time conflict and one of the faculty is willing to work with you about missed time, please use this form. Register for the first course on MAX and bring this form to the Registrar's Office so you can be granted permission to register for the second course.
NOTE: The overlap in classes should not exceed 15 minutes.

REGISTRATION TIPS

- **Before you register,** *meet with your academic adviser to discuss appropriate classes and to also receive your TAP (Term Advisement PIN), if applicable (see page 14).* Make a list of the courses and CRNs you plan to take. Have several alternative courses ready in case your first choices are not available.

- **Check for open sections.** There are two ways to do this from the MU home page:

  - Select the MAX icon; select "Student Services," then the "Registration" menu, then "Web Search for Classes." You can also click the Class Search button to look for open sections when you are registering.

  - From the Registrar's homepage (www.millersville.edu/~registrar/), select "Web Schedule" and follow directions to search for open sections. Check the list on a regular basis for new sections *or* for available seats in previously closed sections.

- **New Transfer Students** if you are attempting to register for a course with a prerequisite that is not yet transferred to your MU record, contact the Registrar's Office **(717-871-5005)** for assistance in completing the registration for this course.

- **If a course is closed**, place your name on the waitlist. See page 21 of this booklet for more details. You may also contact the department chairperson for permission to enroll in a closed course (in doing so, you will need to fill out the "Permission to Enroll in a Class" form).

- **Remember to click on the "Submit Changes"** button before exiting the registration form.

- **Don't panic!** There are many sources of assistance, including your major department chairperson, assigned academic adviser (see DARS printout), and the Office of Academic Advisement.

BURSAR – STUDENT ACCOUNT

To review your student (billing) account select one of the following menus:

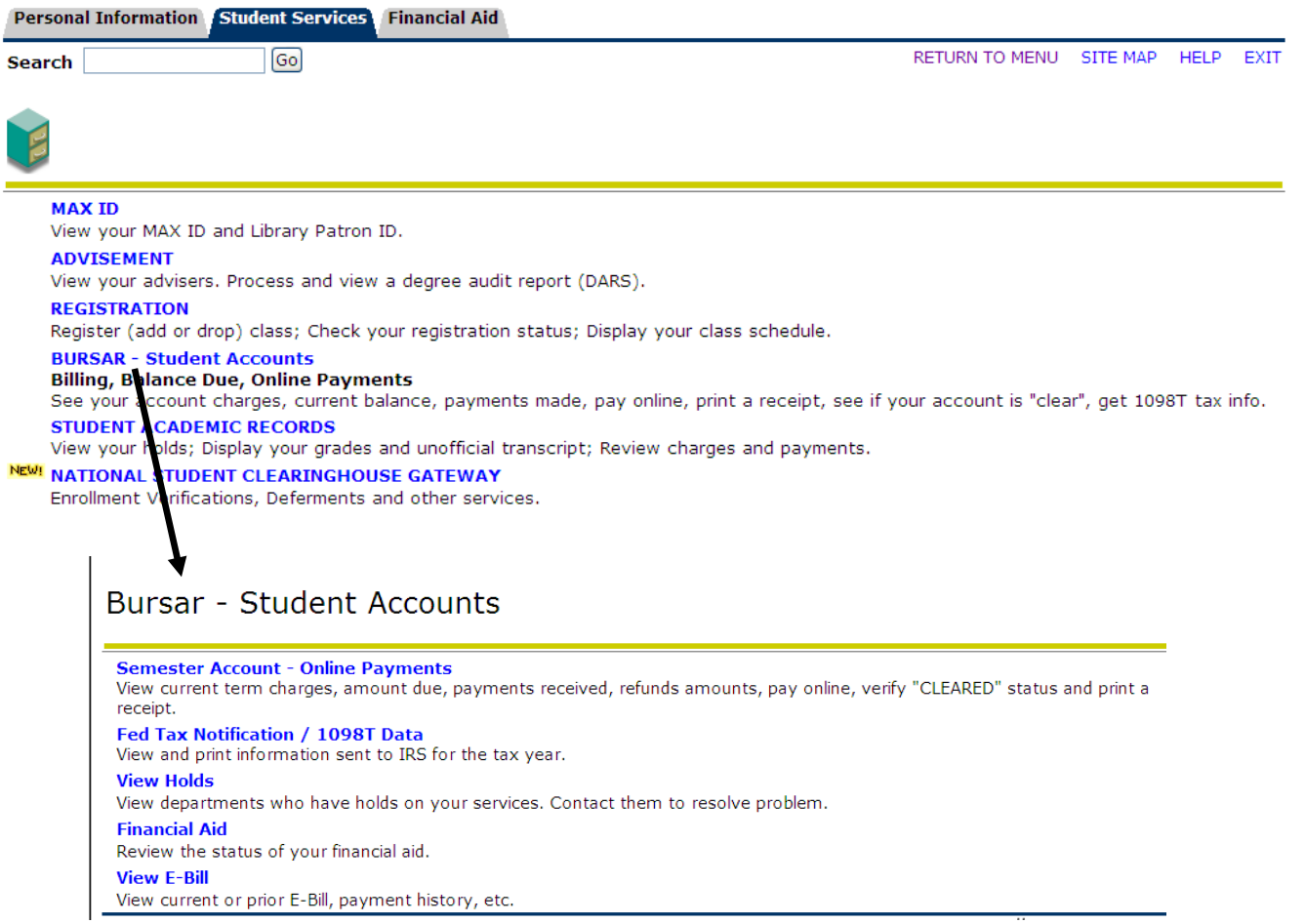
1. To view your **Semester Bill or Credit Card Payment**, select the first menu option.

2. To view and print information sent to the IRS for the tax year, select **Federal Tax notification.**

3. **View Holds.** Before you register for classes be sure to check this menu. If you have a hold please contact the department that has originated the hold to resolve the issue.

4. **Financial Aid.** Review your financial aid status. Any questions relating to your financial aid should be directed to the Financial Aid Office (This menu is also available from the Student Services page).

5. **View E-Bill.** Review and print out an E-Bill of the semester.



Any questions concerning your bill, please contact the Bursar's Office at 717-871-5101.

FINANCIAL AID

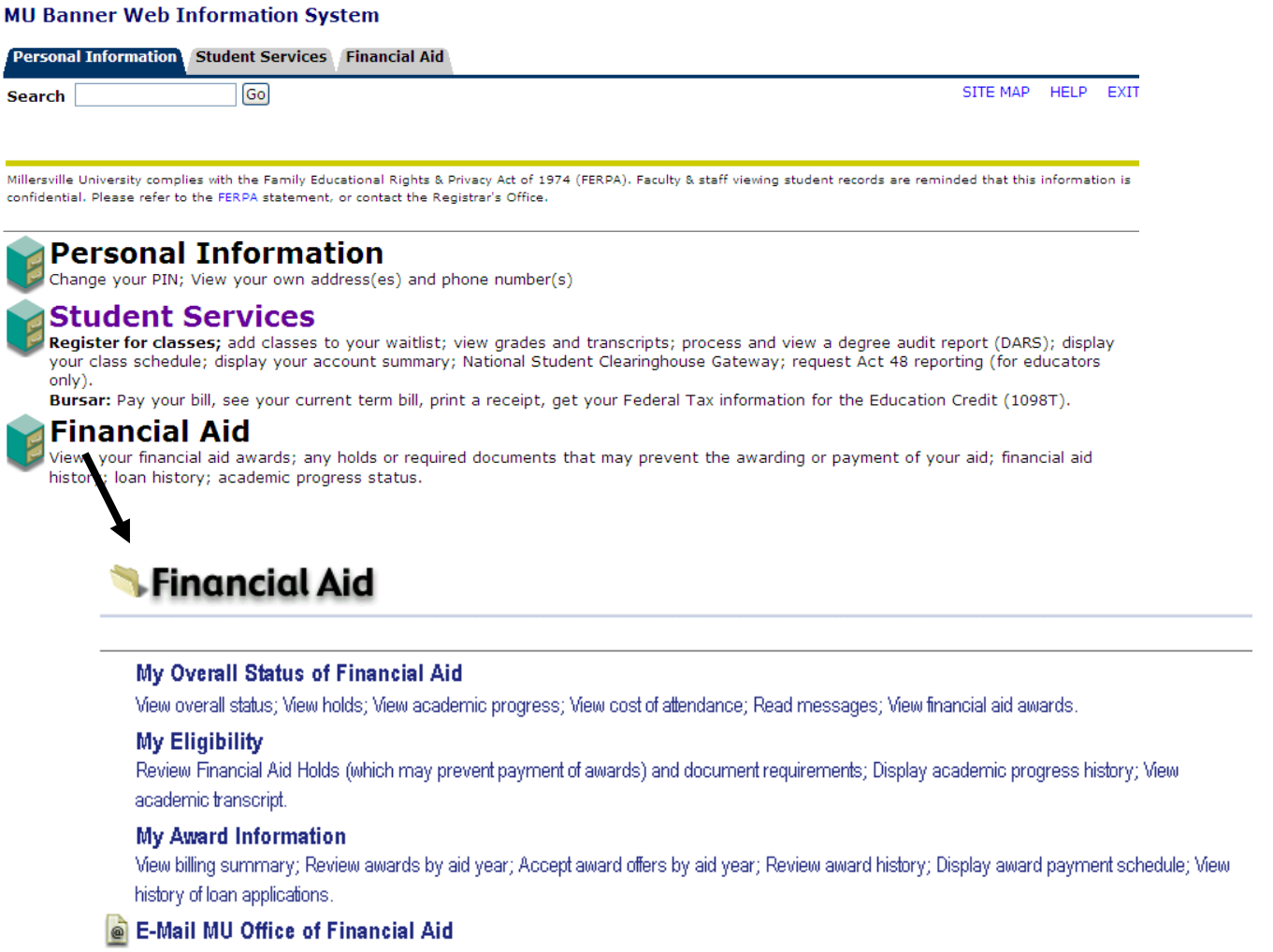
To review your financial aid status, select one of the following menus:

- **My Overall Status of Financial Aid.** View overall status; view academic progress; financial aid awards; cost of attendance; read messages.

- **My Eligibility.** Review financial aid holds (which may prevent payment of awards) and document requirements; display academic progress history; view academic transcript.

- **My Award Information.** View billing summary; review awards by aid year; accept award offers by aid year; review award history; display award payment schedule; view loan history of loan applications.

- **E-mail MU Office of Financial Aid**

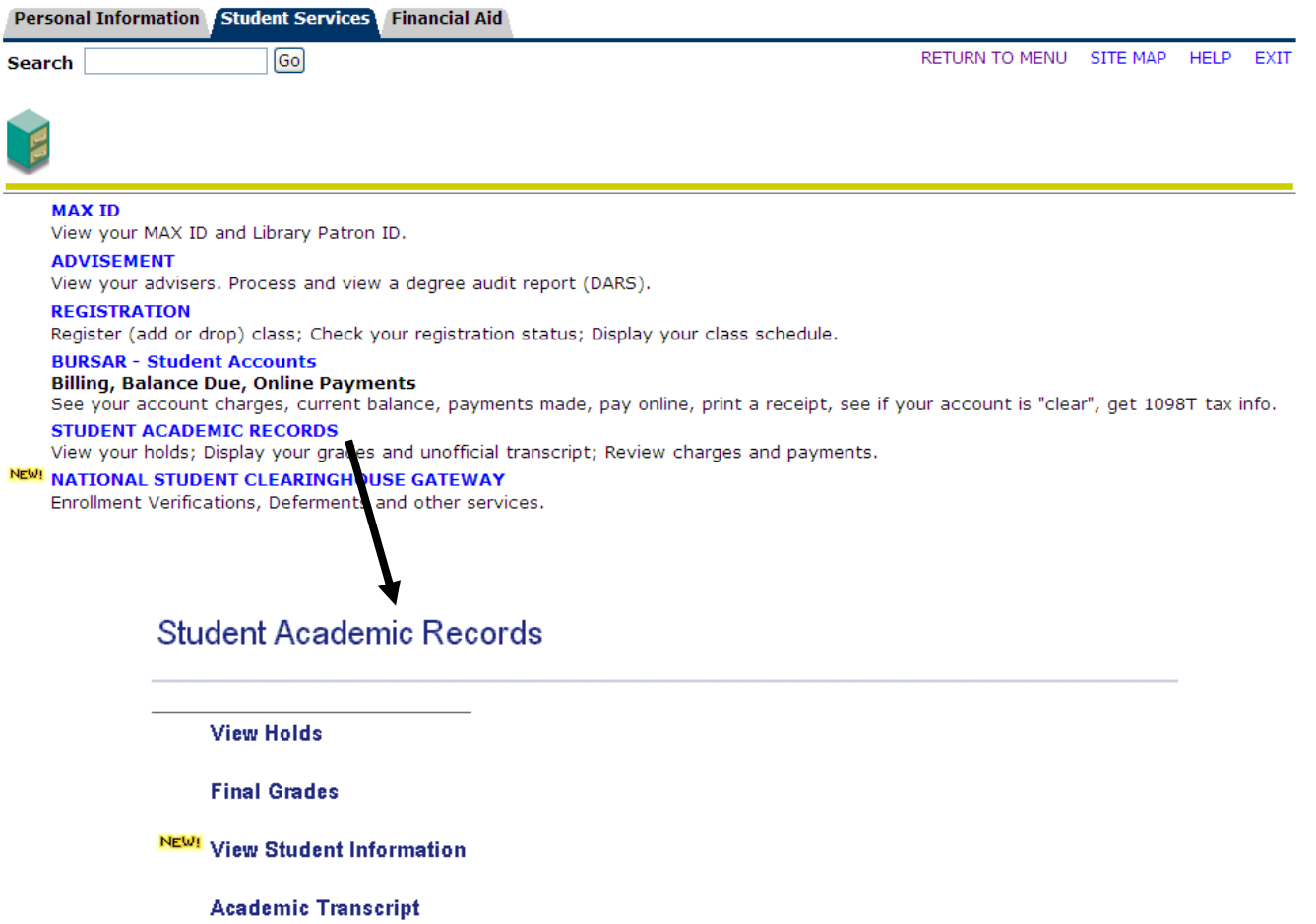


Any questions concerning your financial aid, please contact the Financial Aid Office at 717-871-5100.

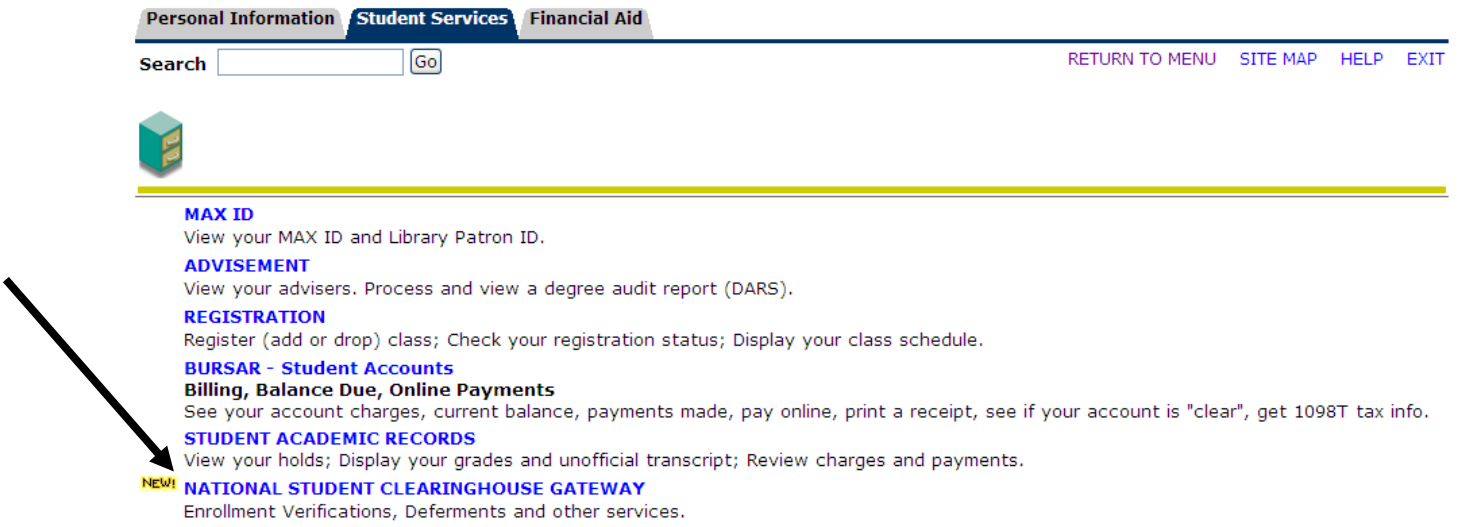
STUDENT ACADEMIC RECORDS

View your holds; view your student information; display your grades and unofficial transcript:

- **View Holds.** Before you register for classes be sure to check this menu. If you have a hold, please contact the department that has originated the hold to resolve the issue.
- **Final Grades.** Select term to view and print final grades.
- **View Student Information.** View information such as major, class, adviser, etc.
- **Academic Transcript.** View and print your *unofficial* web transcript by selecting "display transcript." You will see all graded courses along with courses that are in progress.



NATIONAL STUDENT CLEARINGHOUSE GATEWAY
(ENROLLMENT VERIFICATION)



Free self-service enrollment verifications are now available to MAX users through the National Student Clearinghouse. Using the web puts the control in your hands, saves you a trip to the University and is quick, easy and convenient. In a format that is widely accepted by health insurance, credit issuers, housing providers, employers and others, the verification report includes the enrollment term dates and indicates full-time or part-time status.

This self-service report, however, may not be used for student loans. If a student has a deferment form from a loan agency (AES, Sallie Mae, etc.), the form can be submitted through the Registrar's Office. The agencies themselves can verify your enrollment through the National Student Clearinghouse.

When can you get an enrollment verification?

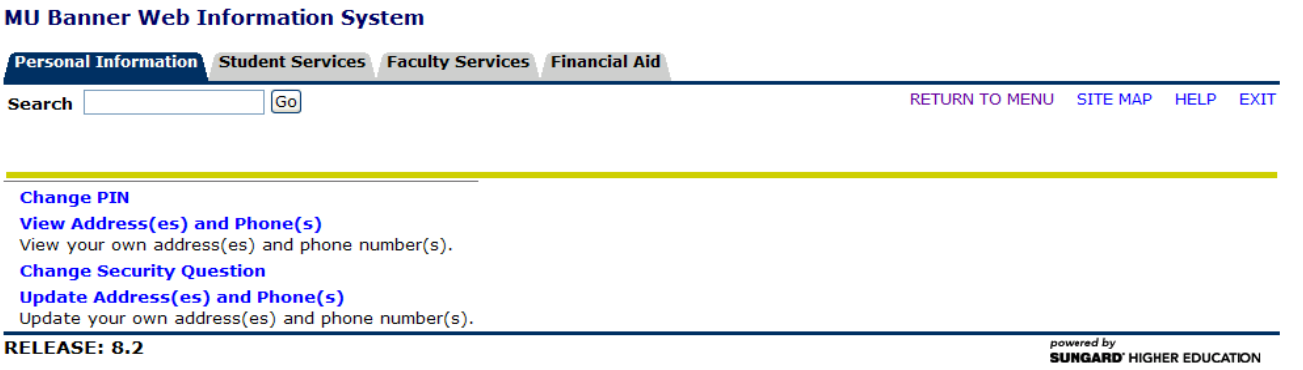
- Previous terms are always available.
- **Future spring and fall terms are available one week before the term begins.**
- Summer terms are available the week after the summer term ends.

INSTRUCTIONS:

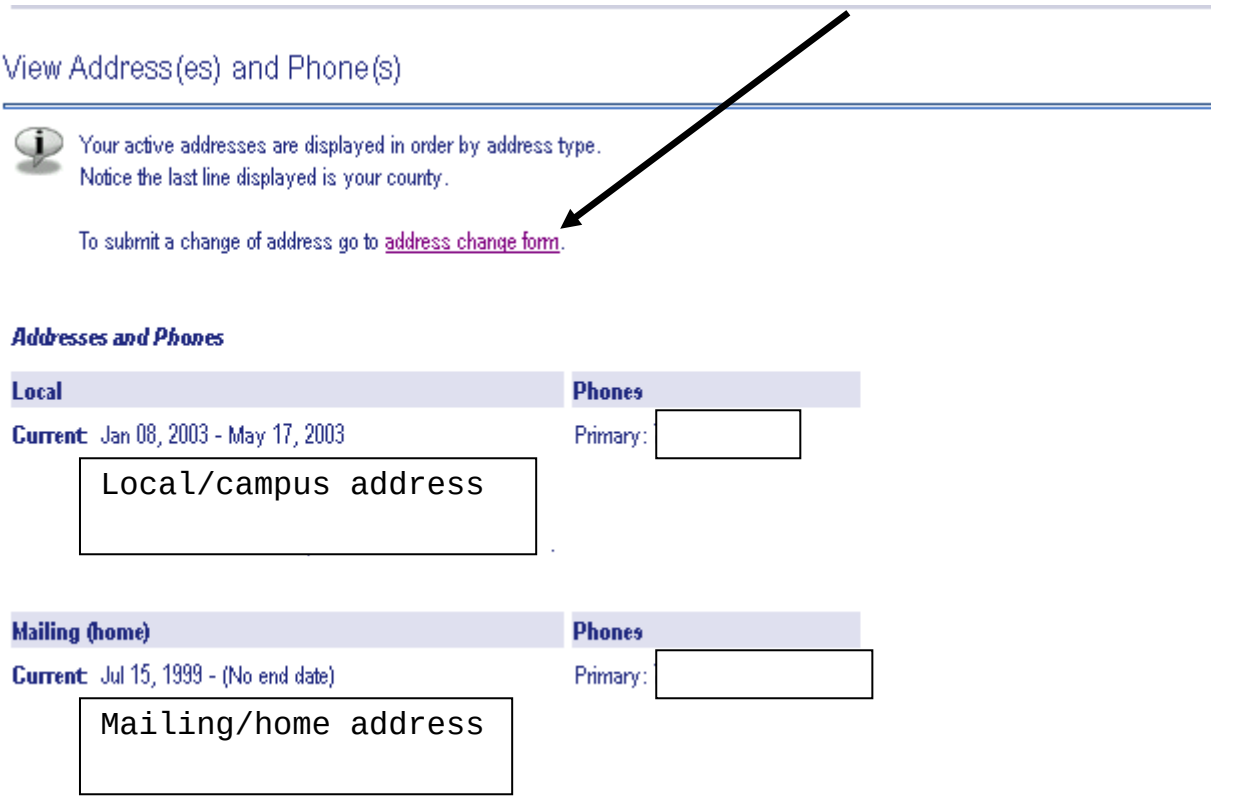
1. Go to the MU webpage (www.millersville.edu) and logon to MAX.
2. Select Student Services.
3. Read the information and then link to **National Student Clearinghouse Gateway**.
4. Select **"current enrollment"** or **"all enrollments."**
5. Select **"Obtain an enrollment certificate."**
6. Print your enrollment verification form.
7. Logoff the National Student Clearinghouse website.
8. Submit the enrollment certificate to your health insurer (or whoever requires proof of your enrollment status)

PERSONAL INFORMATION

Personal Information allows you to view/update your address and phone number



View or change your address. Your mailing/home and local address will be listed. This is the most recent information the Registrar's Office has on file. If your address or phone number is incorrect, please update your information as soon as possible using Update Address(es) and Phone(s); please follow the directions on this page closely. Your newly input/changes information will be updated instantaneously.



MU Banner Web Information System

Personal Information | Student Services | Faculty Services | Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Update Address(es) and Phone(s) - Select Address

All Millersville University employees MUST update their address through Human Resources at 717-872-3017.

To update an existing local (campus) or mailing (home) address, click on the Current or Future links beside the address you want to change.

To insert a new or upcoming address, click on the drop-down box beside Type of Address to Insert and choose a new local (campus) or mailing (home) address.

For change of address information and USPS forms, click here. Use your browser's Back button to return to this page.

For questions regarding inserting/updating addresses, please contact the Registrar's Office at 717-872-3035.

Addresses and Phones

Local/campus address

Mailing/home address

Type of Address to Insert: Select

Submit