



# IT'S REGISTRATION TIME!

Fall is becoming more evident each day as the leaves change and the temperature drops. But at Millersville University the seasonal changes also mean that registration is right around the corner.

While registration for Spring 2005 does not begin until Thursday, November 4th, it is important to remember that no one will be allowed to register without that six digit code called a TAP number.

### **What is a TAP number?**

TAP numbers are codes that permit you to register for your Spring 2005 classes via the internet.

### **Where do I get my TAP number?**

Your adviser will give you your TAP number while you are meeting to discuss course selection for the Spring 2005 semester.

### **What should I bring to the meeting with my advisor?**

A copy of your DARS report as-well-as a list of 5-10 classes you plan to take during the Spring 2005 semester.

Don't wait until the last minute.....keep in mind that your adviser will be very busy when the registration period approaches. . . Your adviser should have your TAP number as early as October 7, 2004.

Once you have received your TAP number, keep it in a safe place that you'll remember. Anytime you try to register or switch classes after the registration period, you must still submit your TAP number in order to do so.

If you lose your TAP number, contact your adviser or your advisers' department chairperson. Remember, EVERYONE needs a TAP number.

## Developing Ideas for Possible Majors & Careers

If you are a student that is unsure about the career path you would like to pursue, here are a few tips on developing ideas about choosing a major or career.

1. Discussion with an advisor.....Students are encouraged to

discuss their ideas regarding career opportunities and possible majors with their faculty advisors. Also visiting Career Services (Lyle Hall, 3rd floor) is another excellent resource for information regarding career choices.

2. Campus Organizations and Activities.....Some student activities tend to tie into a major rather directly (e.g. Psychology Club). There are a variety of clubs and organizations available on campus.....Be sure to become involved!

### **Inside this issue:**

TAP Numbers	1
Career Choices	1
Academic Advisement Staff	1
Inside Story	3
Inside Story	4
Inside Story	5
Inside Story	6

### **Academic Advisement Staff**

- Dr. Michelle White, Director of Academic Advisement
- Dr. Ralph Anttonen, Director of the Undecided Program
- Jeff Lubas, Graduate Assistant
- Holly Miller, Graduate Assistant
- Barbara Johnson, Secretary

## A Few Basic Tips for Success

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- Go to class, even if attendance is not taken. Sit in the front so the professor gets to know your face, and you hear all the comments.
- Ask a question or share a thought that demonstrates your attempt to understand (at least once per week in a MWF classes or once every two weeks in TTh classes).
- CALL BEFORE YOU MISS AN EXAM. Leave a message on the voicemail if the professor does not answer. Report that you will get an excuse or other proof related to your absence. Leave the time that you will contact the professor to speak in person about a make-up exam.
- See the professor at his/her office several times a semester if he/she is available. Come with a question or a problem to discuss.
- Contact the Department Secretary if you can't locate your adviser. She will know the hours your advisor sees students.
- Don't pop soda cans or plastic bags in lecture. Be sure to turn off cell phones as well.
- Lastly, try to enjoy your academic experience and don't forget that education will only improve your life and sharpen your mind!



## The Vital Role of the Advisor

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Adapt to the role of advisor/mentor

Discuss academic goals

Validate student concerns

Inquire about student success

Sensitive, patient listening

Establish a rapport

Reassure students of their potential

*Be sure to visit your academic advisor regularly. Most advisors will post office hours and contact information early in the semester. It is your responsibility to meet with your adviser to receive important information concerning your academic success. Remember, your adviser can be a great resource when you have questions and concerns!*

## A Big Warm THANK YOU!

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The Office of Academic would like to thank all advisers for their consistent dedication to student growth and development. It is this dedication and commitment that students will never forget as they continue on their journeys through life. Thank you once again for helping students to see their potentials and the bright, promising light of the future!

**THANK YOU!**



Welcome Fall!