Registration Guide

Winter/Spring Semester 2018

Registrar’s Office
1st Floor – Lyle Hall
Hours - 8AM-4:30PM Monday-Friday
Phone – 717-871-5005
Fax – 717-871-7894
Email – Registrar@millersville.edu
What is this Registration Guide?

This Registration Guide explains registration (how, where and when to enroll in courses) as well as information concerning the drop/add and withdrawal processes, special registration procedures and many other aspects surrounding the registration process that you may find useful.

Note: all of the referenced page numbers on this document are links directly to the portions of the Registration Guide that the page number is referring to. Just click on the page number!

It is the responsibility of all students to be familiar with the announcements, deadlines and regulations of the university printed in this booklet and in the General Catalog. Information herein is subject to revision.

E-mail is an official means of communication from Millersville University to ALL Millersville students. All Millersville students are responsible for activating and managing their university-assigned email account and accessing all information sent to their university-assigned email account.

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Important Dates & Deadlines

The dates below concern registration and related activities ONLY. Please check the Academic Calendar on a weekly basis for a complete list of academically-related events and deadlines. At least once a week, access the Registrar’s Website to see if there are any important registration announcements listed under News. These are your primary means of finding timely information about registration activities as well as other important information.

WINTER 2018

October 4th – Winter term registration begins at noon; waitlisting for courses begins with registration – notifications for open/available seats will be active with 24 hour notice.

December 13th – Waitlisting notifications for open/available seats will be active with 12 hour notice

December 18th – Winter term begins

January 21st – Winter term ends after last final examination

Deadlines to drop/add and withdraw from Winter courses will vary by class. See the sections on Drop/Add & Withdrawal Deadlines (pg 6) for more details.

Contact the Registrar’s Office at 717-871-5005 for details regarding deadlines to take a course pass/fail or on an audit basis during the Winter term.

SPRING 2018

October 31st – Graduate degree-seeking registration for Spring 2018 term begins

November 1st – Graduate non-degree seeking registration for Spring 2018 begins.

November 2nd - 10th – Undergraduate registration begins. See the Appointment Schedule on the Registrar’s Website for more details. Waitlisting for Spring 2018 courses begins and notifications for open/available seats will be active with 24 hour notice.

November 28th-December 3rd – Waitlist email notifications stop.

December 1st-December 3rd – Undergraduate registration limited to only newly incoming Transfer students beginning noon 12/1.

December 4th – Waitlist email notifications resume at 1 PM; registration reopens for all undergraduate students at 1 PM.

January 9th – Registration information available online for Summer & Fall 2018.

January 10th-12th – Waitlist email notifications stop.

January 12th – Email notifications resume at 4:30 PM. Students who receive email notification for an open seat will have 18 hours to respond through MAX.

January 22nd – Classes begin; late registration online; drop/add period begins online.

January 29th – Last day to drop or add a course online (by 11:59 PM EST).

January 29th – Last day to submit a request to take a course on a pass/fail or audit basis (requests must be in the Registrar’s Office by 4:30 pm)
April 6th – Last day to withdraw from a course & receive a W grade (signed withdrawal card must be in the Registrar’s Office by 4:30 PM)

May 4th – Last day to change a pass/fail grade to a regular grade

May 12th – Spring term ends

Fall deadlines listed are for standard length courses. For non-standard length course deadlines, contact the Registrar’s Office at 717-871-5005.
Winter 2018 Online Drop/Add & Withdraw Deadlines

During the winter session, the deadlines to drop/add or withdraw (see page 44) from a course are based on the days that the class meets and the length of time between the start and end dates of the class. To determine these deadlines for a specific class, refer to the WINTER SESSION DROP/ADD & WITHDRAW DEADLINES table below. Contact the Registrar’s Office at 717-871-5005 or via email at registrar@millersville.edu for any questions or for deadline information for other classes not showing here. See the Bursar's website for details regarding the winter refund policy.

Example: This winter course meets 12/18/17 through 1/21/18. Based on the table below, a student would have until 12/19/17 to add the course or to drop it for a 100% refund. The withdrawal period for this class begins on 12/20/17 and the last day to withdraw from the class is 1/11/18. If a student withdraws from this class on 12/21/17, they will be entitled to an 80% refund. If he or she withdraws on 12/22/17, the refund for this class would be at 60%. If he or she withdraws on 1/2/17, it would be 40%. After 1/2/18, the student would have until 1/11/18 to withdraw from the class but no refund would be due after 1/2/18.
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Registration Basics

MAX is Millersville University’s Web-based registration system. You can add or drop courses, place yourself on the waitlist for courses and perform many other functions, including viewing your DARs (Degree Audit Report).

Student Responsibilities

You are responsible for confirming your registration and making any changes by the designated deadlines. It is your responsibility to drop unwanted courses and to confirm that they have been dropped off of your schedule. **You cannot depend on being dropped from a course due to nonattendance or for nonpayment.**

It is also the responsibility of all students to be familiar with the announcements and regulations of the university printed in this booklet and in the General Catalog. Information herein is subject to revision.

How do I register?

Registration takes place online through MAX, Millersville’s online registration system. When you are able to register for classes (see **When do I register** below) you can register for classes through the MAX system. See page 14 for more details regarding logging in and registration through the MAX system.

When do I register?

Check the **Important Dates and Calendars** section (pg 4) of this guide for the beginning dates of registration for Millersville’s academic terms.

The actual beginning registration time for undergraduate students for Summer, Spring & Fall semesters vary based on number of credits earned and the first letter of their last name. See the **Appointment Schedule** on the Registrar’s Website for more information.

It’s highly recommended that you utilize the Registration Preparation Checklist and Schedule Planning Grid located at the end of this registration guide to make sure you are prepared for registration and that the courses you’re planning on taking fit your schedule!

**Note: Missing class in order to register is not an excused absence and is not acceptable!**

Registration credit limits

**Spring & Fall** - Undergraduate students who have earned between 0-79.5 credits are limited to registering for 17 credits until all of the appointment groups on the Appointment Schedule (found on the Registrar’s Website) have had their chance to register. Students who have more than 80 credits earned are limited to 18 credits during this same time period. The day after all of the appointment groups have gone, all undergraduate students may register for 18 credits (see note regarding Students on Academic Probation below). Undergraduate students may not go above 18 credits until the first week of classes (drop/add); those students seeking to do so must contact the Registrar’s Office and should expect additional fees due to a credit overload. Contact the Bursar’s Office at 717-871-5101 for information regarding these additional fees.

**Winter & Summer** – Undergraduates in Winter & Summer are limited to 7 & 8 credits, respectively. A form, which must be signed by the student’s academic advisor, can increase these limits. Please visit the Registrar’s Office in Lyle Hall for a copy of this form.
Students on Academic Probation – If you are currently on academic probation, you are limited to 13 credits during the Spring and Fall terms. A form, which must be signed by the student’s academic advisor, can increase this limit. Please visit the Registrar’s Office in Lyle Hall for a copy of this form.

Registration holds
A hold may be placed on your record for a variety of reasons. Clearing holds before your registration appointment will save you time and frustration. It is your responsibility to view your record on MAX to see if you have any holds on your account. You can view your holds by logging into MAX, and choosing Student Services > Student Academic Records >View Holds.

TAPs (Term Advisement Pins)
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 academic adviser during the advisement period. Entering transfer students, newly readmitted students and students coming off of a leave of absence are exempt from having a TAP their first semester at Millersville (or, in the case of readmitted students or students returning from a Leave of Absence, their first semester back at Millersville). However, these students are required to obtain a TAP in subsequent semesters. Graduate students are not required to have a TAP.

Academic Advisement
Regardless of whether or not you have a TAP number assigned to you (see above), you should contact your advisor or major department chair for advisement on what courses you should be taking. See the List of Department Chairs section (pg 49) for a listing of department chairpersons. The Registrar’s Office cannot offer academic advisement. You can access your see who your academic advisor is by logging into MAX, and clicking on Student Services > Advisement > Advisers.

If you are a graduate student, please see your program coordinator for academic advisement.

Degree Audit Reporting System (DARS)
DARS is a software program that matches a student's course work for the current, active program with the degree requirements for a particular major curriculum at Millersville and provides a detailed report, or degree audit, summarizing the completion status of each requirement. The degree audit lists not only the requirements that must be completed in the program, but also the status of degree candidacy and other degree requirements such as cumulative credits and GPA.

Your DARS report can assist you with knowing what to schedule for; you should always have a copy on hand when you meet with your academic advisor.

You can access your DARS report by logging into MAX, and clicking on Student Services > Advisement > DARS Degree Audit Report. Please see the Registrar’s Website for in-depth details regarding DARS.

Course Cancellation/Change Notifications
If a course you have been registered for has been cancelled or the location/time of the course has been changed, you will be notified of
the change through your Millersville Marauder email account.

Getting in a Closed/Restricted Course

The instructor and/or department of the course you are attempting to get into may provide you with an override during registration. Please see the Permission to Enroll Forms section (pg 33) for more information on the forms that are required for these overrides. **Remember that you MUST still register for the course on MAX after you’re given an override!**

Special Registration Procedures

Please see the section on Special Registration Procedures (pg 40) regarding instructions for Auditing courses, taking a course on a Pass/Fail basis, the Franklin & Marshall Exchange program and others procedures.

Notes for Education Majors

See pg. 34 for information regarding Elementary and Secondary Foundations Bloc, Secondary Professional Bloc, APS (Advanced Professional Studies) and Student Teaching.

Notes for Newly Incoming Transfer Students

If you are a newly admitted transfer student who is currently taking courses at another institution, one or more of which would fulfill prerequisite requirements for a course you are trying to register for, please contact the Registrar’s Office for assistance.

Notes for Transient Students

If you are a transient student who is attempting to register for a class that is currently unavailable to you, please contact the Registrar’s Office for assistance.

Withdrawal/Leave of Absence from MU

Leave of Absence (Undergraduates Only)

Students who wish to interrupt their studies at Millersville for up to two consecutive semesters may request a leave of absence.

This allows them to register for courses upon their return without applying for readmission. To be eligible for a leave of absence, a student must be enrolled in degree status and have a minimum CGPA of 2.00.

To request a leave of absence, complete an official Leave of Absence Form, available from the registrar’s office (Lyle Hall) or on the Millersville website in the Student Forms Center. Contact the registrar’s office for information on the effects of a leave of absence. **Note: For MEDICAL Leave of Absences, contact the Registrar’s office for further details.**

Students who take a leave of absence to study at another institution during the fall or spring semester should also complete an Authorization for Transfer of Credit form, available from the registrar’s office or on the web. A leave of absence is cancelled, and the student considered withdrawn, if the student fails to return by the established ending time or is dismissed by the University.
**Military Leave of Absence**

Students who are called to active duty must contact the registrar’s office for assistance with arranging a leave of absence and their subsequent return to the University. A copy of the student’s military orders must be presented to the registrar. Students who expect to return to class within the current semester to complete their course work, or who are called to duty after completing a significant part of the course requirements, should contact their faculty regarding missed work. Students who cannot complete the current semester will be granted a leave of absence for military duty and will be allowed to return for the next semester without penalty.

**Graduate students and Leave of Absences**

Graduate-level students (both degree and certification seeking) are given a five year window in which to complete their program. A leave of absence for a semester or two is not necessary.

**Withdrawing from the University (Undergraduates Only)**

Students who wish to withdraw from the University must complete an Official Withdrawal Form, available from the Registrar’s Office or on the Millersville website in the Student Forms Center. This applies to all students, whether withdrawing during or between semesters, regardless of reason for withdrawal. Failure to complete this form will jeopardize a student’s chances of future readmission. **Note: For MEDICAL Withdrawals, contact the Registrar’s office for further details.**

Students who have officially withdrawn from the University and wish to return should contact the Admissions Office, Lyle Hall, for an application for readmission. Contact Admissions for more information (717-871-4625).

**Graduate students Withdrawing from the University**

If you are a graduate student looking to withdraw from the university, please complete the [official withdraw form on the Graduate Student Forms webpage](#).

Please contact Graduate Studies for more information and details (717-871-4723).

**Registration & Students with Special Needs**

If you have learning and/or physical disabilities and need special accommodation concerning registration, please contact the Office of Learning Services for information (717-871-5554).
Searching for Courses – Using the Web Schedule

The online web schedule is the preferred method of locating classes prior to and during registration. The web schedule is found in the Registrar’s website (www.millersville.edu/registrar) under Web Schedule & Registration.

Scheduling Information/Web Schedules is located in the center column of the following page. Here you can search for classes by any number of variables, including:

- Subject,
- Department,
- Distance Learning (online and blended courses)
- Off Campus Courses (which includes courses meeting at our downtown 42 Prince Street location in Lancaster City)
- General Education Requirements (what general education requirements the class fulfills)
- Day and Time

Click in any of these, or other, links to begin your search.

Once you have chosen your “Search by...” link, enter the information that is requested on the “Search by...” window that will come up (this page will vary depending on your selection). Once all of the information has been entered, click in “Submit”
Once you Submit your search, you should get a page similar to the one below

Key for many of the codes listed on the course lookup table below.

<table>
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<tr>
<th>Key for Codes</th>
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<tr>
<td>SPCH</td>
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<tr>
<td>WELL</td>
<td>Wellness Requirement (G4)</td>
</tr>
<tr>
<td>COMP</td>
<td>English Composition (G4)</td>
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<td>G1</td>
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<td>Laboratory Component</td>
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<td>AW</td>
<td>Advanced Writing Component</td>
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<td>W</td>
<td>Writing Component</td>
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<tr>
<td>D</td>
<td>Diversity Requirement</td>
</tr>
<tr>
<td>PRM</td>
<td>Permission. Course requires permission of instructor in order to register.</td>
</tr>
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</table>

Quick links to the Undergraduate & Graduate catalogs, list of EDW workshops, Building code list and the Campus Map.

This table shows the courses for the term you selected that meet the criteria you’ve searched for.

You can use the information from your Web Schedule searches to locate classes in preparation for registration or while registration is actively going on.

It is good practice to use the Web Schedule to search for classes while registering using MAX; write down the CRNs you want to add from the Web Schedule and enter them into MAX Registration (pg. 15).

The notes section of the class lists required course prerequisites and other course restrictions.
**Logging onto MAX**

If you are a first-time MAX user (or a returning MAX user and need to reset your account), you need to activate (or reset) your account through myAccount@MU – [http://www.millersville.edu/logins/](http://www.millersville.edu/logins/).

Once you have created your user ID and password, log into myVILLE Portal on [http://www.millersville.edu/logins/](http://www.millersville.edu/logins/), using the user name and password you just created. Click on the MAX logo under the Student page and you’ll be logged into MAX!
How to Register For Classes

Searching for classes using the Web Schedule

The online web schedule is the preferred method of locating classes prior to and during registration. The web schedule is found in the Registrar’s website (www.millersville.edu/registrar) under Web Schedule & Registration. For more details, see page 12.

At your scheduled registration time (obtained through the Appointment Schedule on the Registrar’s Website):

1. Select term you are looking to register for
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.
Class Search/Look-Up Classes to Add

Click on “Advanced Search.”

Look-Up Classes to Add:

Use the selection options below to search for a class.

Subject:
- African American Studies
- Anthropology
- Art
- Biology
- Business Administration
- Chemistry
- Communications
- Computer Science
- Early Childhood Education
- Early Childhood Pre K-grade 4

Advanced Search

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

To find a general education course you must select at least one attribute:
- 200 level
- Advanced writing
- Perspectives
- Etc.
For more details on the class, such as seats available, click on the “Class Title” at the top of the page.

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).
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 (see the Appointment Schedule on the Registrar’s Website), there will be no option to the left for course selection.

### Sections Found

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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. (pg 31) 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.

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**Current Schedule**

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<td><strong>Registered</strong> on Apr 06, 2004</td>
<td>None</td>
<td>4403 COMM 220</td>
<td>01 Undergraduate 3.000</td>
<td>Standard Letter</td>
<td>Survey of Mass Media</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Apr 06, 2004</td>
<td>None</td>
<td>4405 COMM 301</td>
<td>01 Undergraduate 3.000</td>
<td>Standard Letter</td>
<td>Communication Research</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Apr 06, 2004</td>
<td>None</td>
<td>4412 COMM 361</td>
<td>0 Undergraduate 3.000</td>
<td>Standard Letter</td>
<td>Public Relations 2</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Apr 06, 2004</td>
<td>None</td>
<td>4704 NURS 315</td>
<td>02 Undergraduate 3.000</td>
<td>Standard Letter</td>
<td>Scientific Advances</td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Apr 06, 2004</td>
<td>None</td>
<td>4470 MATH 161</td>
<td>06 Undergraduate 4.000</td>
<td>Standard Letter</td>
<td>Calculus 1</td>
<td></td>
</tr>
</tbody>
</table>

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 31 for more information on these errors).
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!*

--

**Special Class Notes**

Refer to the following page for Options 1 and 2.
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).

<table>
<thead>
<tr>
<th>Previous Week</th>
<th>Week of Apr 05, 2004 (3rd of 69)</th>
<th>Next Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>8am</td>
<td>PSYC 314-01</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7881 Class 8:00 am</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9:15 am BYERL 241</td>
<td></td>
</tr>
<tr>
<td>8am</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Go to (MM/DD/YYYY): [ ] [Submit]
Waitlist Information

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

Many regular registration rules apply to the waitlisting process. Inability to waitlist or move from a waitlist into a course may be due to one or more of the following registration restrictions:

- Class level
- Account Holds
- Field of Study (Major/Minor/Concentration)
- Pre/Co-requisites
- Preapproval from the instructor/department
- Time conflicts
- Maximum credits exceeded
- Others (refer to the Registration Error Message section below)

Locating a Course to Waitlist

Using the Web Schedule online, any courses that are Closed (Under the Seats Avail column) that are not otherwise restricted to you due to prerequisite or other restrictions should be available for waitlisting. Make a note of the CRN(s) of the course(s) you are interested in waitlisting for and look under Waitlisting Details section below for instruction on how to waitlist via MAX Registration.

You can also locate closed classes that you may be interested in taking by using the Class Search option in MAX (Student Services > Registration > Drop/Add Classes > Class Search).

Results from a MAX Class Search
### Sections Found

<table>
<thead>
<tr>
<th>Select CRN Subj</th>
<th>Crse Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap Act</th>
<th>Rem Cap</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>WL Act</th>
<th>XL Cap</th>
<th>XL Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>4419 HIST 101 0 M 3.000 Europe and the World 1350-1789</td>
<td>TR</td>
<td>01:00-02:15 pm</td>
<td>51</td>
<td>50</td>
<td>1</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Tanya E. Kevorkian (P)</td>
<td>08/30/12/18</td>
<td>MCCOM 302</td>
<td>Social Sciences Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4420 HIST 101 0 M 3.000 Europe and the World 1350-1789</td>
<td>TR</td>
<td>09:00-10:15 am</td>
<td>50</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Tanya E. Kevorkian (P)</td>
<td>08/30/12/18</td>
<td>MCCOM 302</td>
<td>Social Sciences Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4421 HIST 101 0 M 3.000 Europe and the World 1350-1789</td>
<td>W</td>
<td>06:00-07:15 pm</td>
<td>48</td>
<td>48</td>
<td>0</td>
<td>48</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Clarence V. Maxwell (P)</td>
<td>08/30/12/18</td>
<td>MCCOM 302</td>
<td>Social Sciences Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4425 HIST 102 0 M 3.000 Europe and the World 1789-Present</td>
<td>W</td>
<td>06:00-07:15 pm</td>
<td>50</td>
<td>50</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Curtitha A. Onk (P)</td>
<td>08/30/12/18</td>
<td>MCCOM 302</td>
<td>Social Sciences Area</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WL: Waitlist**
- WL Cap: How many students can be on the waitlist
- WL Act: How many students are on the waitlist
- WL Rem: How many open seats are on the waitlist

Note: Seats Remaining (Students can still register for this class)

C=Closed (Waitlist may be available – refer to WL Rem column)

Student is already Registered or Waitlisted

---

### Look-Up Classes to Add:

*To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register.*

If no check box appears on the left, you are ineligible to register at this time.

Location listed as **BLEND**: Blended-format course requires some face-to-face meetings with the remainder online. Location and meeting dates can be found [here](#).

---

### Sections Found

- Write down the CRN for the class you want to waitlist
- Click Add to Worksheet

---

![Register Button](#)

![Add to Worksheet Button](#)

![Class Search Button](#)
Waitlisting Details and Procedures

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.

If you can waitlist a class, select ‘Wait List’ from the ‘Action’ menu and click on the ‘Submit Changes’ button. 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. If you opt to receive text notifications to your mobile phone (MAX Mobile), you should also receive a text alerting you to check your email for the waitlist notification. See the bottom of this waitlist information section for more info on MAX Mobile (which is highly recommended)!

YOU WILL NOT BE AUTOMATICALLY MOVED FROM THE WAIT LIST INTO A COURSE.

MAX MOBILE!

It is highly recommended you sign up for MAX Mobile and receive text message notification on your mobile phone when you can register for a course off of the waitlist: Log into MAX and go to Student Services > MAX Mobile to sign up!
Once you receive notification, you will have a finite amount of time (noted in the email notification) to add the course via MAX:

- Go to Student Services > Registration > Add/Drop Classes
- Click the Drop down arrow on Action button for the class you received notification for
- Click **Registered**
- Click Submit Changes

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRM Subj</th>
<th>Crse Sec Level</th>
<th>Cred Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong> on Feb 04, 2011</td>
<td>None</td>
<td>5042 GOVT 111 01</td>
<td>Undergraduate 3.000 Undergraduate Standard Letter Intro to American Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wait List on Feb 09, 2011</td>
<td>None</td>
<td>5195 HIST 105 02P</td>
<td>Undergraduate 0.000 Undergraduate Standard Letter The Craft of History</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Total Credit Hours: 3.000
- Billing Hours: 3.000
- Minimum Hours: 0.000
- Maximum Hours: 21.000
- Date: Feb 09, 2011 08:55 am

### Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

- **Submit Changes**
- **Class Search**
- **Reset**

### Note regarding waitlisting and multi-component classes

If you want to waitlist for a class that requires a lab and/or recitation, you waitlist for the lab or recitation section, **NOT** the lecture. In the case of courses that require a lecture, lab AND recitation, you need to waitlist for the lab.

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**.
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.

Note that during the window of time you are given in your notification to add the waitlisted section, you can add or drop the waitlisted class in the Add or Drop Classes screen in Banner. To add the class, enter the CRN in the ‘Add Classes Worksheet’ and click submit. This will register the student for the course, even if it was previously dropped.

NOTE: A faculty member teaching a course may, at his or her discretion, provide another student with an override to allow that individual to register for a course, and that seat will become unavailable to the waitlisted student. If that occurs, the student will need to contact the faculty member (or academic department) for more information, but they should be aware that he or she is not required to add you to the course.
Waitlisting FAQs for Students

**How does waitlisting work?**

Students who attempt to register for a class that is full may put themselves on a waiting list. When an open seat becomes available, an email will be sent to the Millersville email address of the student at the top of the waiting list. The student will have a certain amount of time (specified in their waitlist notification email) to go online and add the class.

The open seat will be reserved for that student and no other student may login and register for that seat during the amount of time allotted to the notified student.

If the student does not respond, the next student on the list will be notified and will be given an opportunity to respond.

*As a common courtesy to other students, it is expected that you will drop yourself from any waiting lists (or classes) that you do not intend to take.*

**How do I receive waitlist notifications?**

Waitlisting notifications will be sent to students’ marauder email accounts. You may also opt to receive text notifications to your mobile phone when you can register for a course off of the waitlist: Log into MAX and go to Student Services > MAX Mobile to sign up! *It is highly recommended that you utilize MAX Mobile!*  

**Can I waitlist for a course that requires a prerequisite or corequisite that I currently don’t have?**

Students must meet all of the course prerequisites and requirements in order to sign up for its waitlist. Faculty and/or departmental overrides will allow students to waitlist for courses that would normally be restricted to them (See the Permission to Enroll in a Class form on pg 33)

**How do I sign up for a waiting list?**

All registration for waiting lists must be done online. Directions are available in this document under Waitlisting Details and Procedures (pg 23).

**Is priority assigned to waitlists?**

Seniors get priority on waitlists while all other classes are first-come-first-served.

**Is there a way for me to see my position on a waitlist?**

No – students cannot currently see their position on a waitlist.

**What happens if I don’t register for a course within the allotted time period mentioned in my notification email?**

If you do not register within the time period mentioned in your email (the clock begins ticking at the time the email is sent), you will automatically be dropped from the waiting list. The next student on the waiting list will move to the top of the list. For this reason, if you are waitlisted for a class it is HIGHLY recommended that you check your marauder email at least twice a day.
When can I begin adding myself to the waitlist for a course?

You can begin to add yourself to the waitlist for a course during the times you normally register for courses on MAX.

Are there times when wait listing will not be available or times when I won’t receive notifications of open seats?

When registration on MAX is closed off for you, you will not be able to waitlist for classes or register off of a waitlist for a class. See Important Dates & Deadlines (pg 4) for these dates.

I received notification that I’m able to add a class off of the waitlist but when I try to, I’m getting a message that the class is closed and I cannot add it! Why is that?

A faculty member may, at his or her discretion, provide another student with an override to allow that individual to register for a course, and that seat will become unavailable to the waitlisted student. If that occurs, the waitlisted student will need to contact the faculty member (or academic department) for more information, but they should be aware that he or she is not required to add you to the course.

May I get on the waiting list for more than one section of the same course?

Yes. You may waitlist for more than one section of the same course. Also, if you are actually registered for a course, you may waitlist yourself for additional sections of the same course. If you are waitlisted for a course you have no intention of taking, please do your fellow students a favor and drop yourself from the waitlist and let someone else have the course.

May I get on the waiting list for a class that has a time conflict with another course?

Yes. Although you may not register for courses with time conflicts, you may add yourself to the waiting lists of courses that have time conflicts with courses for which you are registered or with other courses that you have waitlisted. If you are notified via email that a seat is now available for a waitlisted class, you must drop any course for which you are registered that has a time conflict before you may register for the waitlisted course (or, if the time conflict is less than 15 minutes in length, get permission to register via the Time Conflict permission form, pg 33).

How does waitlisting work with fee payment deadlines?

If you have an outstanding balance at any of the fee payment deadlines, you may be dropped from your classes. If you are dropped from your classes, you will also be dropped from any waiting lists. If you resolve your outstanding balance, it will be your responsibility to re-add yourself to any waiting lists from which you were dropped from; you will not retain your original position on those waiting lists.

At what point does waitlisting stop?

For Spring and Fall, wait lists will stop functioning 11:59 PM on the last day of Drop/Add. For Summer and Winter, waiting lists for a class will stop functioning 11:59 PM on the first working day following the first class meeting (Example: for class that begins on a Friday, the last day to Drop/Add would be the following Monday).
How can I get on a waiting list for a class that also has a lab and/or recitation component?

If you want to waitlist for a class that requires a lab and/or recitation:

- For classes that have a LAB component, you need to waitlist for the LAB.
- For classes that have a RECITATION component, you need to waitlist for the RECITATION.
- For classes that have a LAB & RECITATION component, you need to waitlist for the LAB.

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

- Locating the lecture (and recitation for some PHYS courses) 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 lab/recitation from Waitlisted to **Registered** AND...
- Typing in the accompanying lecture (and recitation for some PHYS courses) CRNs in the Add Classes Worksheet near the bottom of the page AND...
- Clicking on Submit Changes.

I’ve been given an override to add a course I’m waitlisted for but I’m getting a “Duplicate Course” error when I try to add the course! What’s wrong?

You must drop yourself from the waitlist of the course that you were given an override for before you attempt to add the course to your schedule.

I received a waitlist email, but when I tried to register I couldn’t because of a registration hold. What’s wrong?

All registration holds must be cleared prior to any registration activity (this includes waitlisted classes). To view your holds, log into MAX and go to Student Services > Student Academic Record > View Holds.

I accidentally dropped the class I had been waitlisted for but had received notification that I was able to register for it. How do I get back in?

As long as you are still within the time period mentioned in your waitlist confirmation email, you can add the class by going to the Drop/Add Classes screen in MAX registration. You will need to type in the CRN in the Add Classes Worksheet and click submit changes. This will register you for the class and not put you back on the waiting list.
Registration Error Messages

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

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 pg 33) 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 pg 33) to the applicable department. Once signed, this form is processed in the Registrar’s Office. **Note: If you are an undergraduate seeking to take a graduate-level course for graduate level credit, use the Request for Undergraduates to Take a Millersville Graduate Level Course for Graduate Credit form, available on the Graduate Student Form center.**

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

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 pg 33) 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 pg 33) is required. (NOTE: This error also comes up for courses with sections 54, 56, or 57, which are reserved for part-time and ACE students).
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 pg 33) 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 pg 33) 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 pg 33) is required. Once approved, this form is processed in the Registrar’s Office.
Permission to Enroll 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 for Undergraduate Credit**
An undergraduate student who wishes to take a graduate 500-level course for undergraduate 
credit 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 Notes for Education Majors (NEEDS UPDATED??)

**Early Childhood Education Foundation Block**

EDFN 211 - Foundations of Modern Education  
EDFN 241 - Psychological Foundations of Teaching  
ERCH 225 - Reading Foundations

**Early Childhood and Special Education Foundation Block**

EDFN 211 - Foundations of Modern Education  
EDFN 241 - Psychological Foundations of Teaching  
ERCH 225 - Reading Foundations  
SPED 237 - Applied Foundations of Contemporary Special Education

Students should register for all classes in the same section in these blocks. Classes are held two days per week.

**Important:** Students should not schedule any other classes between 8:00 a.m. and 4:00 p.m. on the foundations block class days. During the field experience portion of the classes, students will meet in an urban school from 8:00 a.m. to 3:30 p.m. in lieu of these on-campus classes.

A negative TB Tine test and photocopies of the following current (within one year and not to expire during the semester) and satisfactory (no record exists) clearances must be on file with the Field Services Office: Act 34 (Criminal Record Check) report, Act 151 (Child Abuse History Clearance) report, and Act 114 (FBI Clearance) fingerprint check.

**Secondary and Middle Level Foundation Block**

EDFN 211 - Foundations of Modern Education  
EDFN 241 - Psychological Foundations of Teaching

Students must register for both classes in the same section in the foundations block. Classes are held two days per week during a 2½-hour block.

**Important:** Students in morning block classes should not schedule any other classes between 8:00 a.m. and 12:00 n.n. on the block class days. During the field experience portion of the classes, students will meet in an urban school from 8:00 a.m. to 12:00 n.n. in lieu of these on-campus classes.
A negative TB Tine test and photocopies of the following current (within one year and not to expire during the semester) and satisfactory (no record exists) clearances must be on file with the Field Services Office: Act 34 (Criminal Record Check) report, Act 151 (Child Abuse History Clearance) report, and Act 114 (FBI Clearance) fingerprint check.

**Secondary Professional Block**

These courses must be taken together (all require APS placement):

<table>
<thead>
<tr>
<th>English Majors:</th>
<th>ENGL 485</th>
<th>Teaching of Secondary English</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EDFN 330</td>
<td>Instructional Tech, Design and Assessment</td>
</tr>
<tr>
<td></td>
<td>EDSE 321</td>
<td>Issues in Teaching Secondary Education</td>
</tr>
<tr>
<td></td>
<td>EDSE 340</td>
<td>Content Area Literacy for Diverse Classrooms</td>
</tr>
<tr>
<td></td>
<td>SPED 346</td>
<td>Secondary Students with Disabilities in Inclusive Classrooms</td>
</tr>
<tr>
<td>Technology Education Majors:</td>
<td>EDTE 391</td>
<td>Curr and Inst in Tech Ed</td>
</tr>
<tr>
<td></td>
<td>EDSE 340</td>
<td>Content Area Literacy for Diverse Classrooms</td>
</tr>
<tr>
<td></td>
<td>SPED 346</td>
<td>Secondary Students with Disabilities in Inclusive Classrooms</td>
</tr>
<tr>
<td>Foreign Language Majors:</td>
<td>FORL 480</td>
<td>Teaching of Foreign Languages</td>
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<tr>
<td></td>
<td>EDFN 330</td>
<td>Instructional Tech, Design and Assessment</td>
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<td>Issues in Teaching Secondary Education</td>
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<td>SPED 346</td>
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<tr>
<td>Major</td>
<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>-------------------------------</td>
<td>-------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Math Majors:</strong></td>
<td>MATH 405</td>
<td>Teaching of Mathematics</td>
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<tr>
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<td>SPED 346</td>
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<td><strong>Science Majors:</strong></td>
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<td><strong>Middle Level Field Experience Block II:</strong></td>
<td>EDFN 320</td>
<td>Instructional &amp; Assistive Technology: Focus on Social Studies</td>
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<td>EDUC 323</td>
<td>Reading in the Content Areas</td>
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</table>
MDLV 486 | Teaching English Language Learners in Middle Level

Students should register for all classes in the same section in the professional block.

**Important:** Students will need to spend between 80-150 hours in a field placement (depending on major) and should arrange their schedule so that there is available time during the school day. Dr. Mahoney can address questions for secondary majors and Dr. Nell can address questions for middle level majors.

A negative TB Tine test and photocopies of the following current (within one year and not to expire during the semester) and satisfactory (no record exists) clearances must be on file with the Field Services Office: Act 34 (Criminal Record Check) report, Act 151 (Child Abuse History Clearance) report, and Act 114 (FBI Clearance) fingerprint check.

**Advanced Professional Studies**

*The Pennsylvania Department of Education has established requirements for certification to teach in Pennsylvania. To prepare you to meet these requirements, Millersville University has developed criteria for admission to and retention in APS courses. APS standing is conditional upon meeting and maintaining requirements throughout the degree program. APS status is not permanent; it can be revoked.*

Please visit the following links for information regarding APS at Millersville:

Advanced Professional Studies site: [http://www.millersville.edu/cert/APS.php](http://www.millersville.edu/cert/APS.php)


Pre-service testing APS - options: [http://www.millersville.edu/cert/files/FIVE_Pre-ServiceTestingOptions.pdf](http://www.millersville.edu/cert/files/FIVE_Pre-ServiceTestingOptions.pdf)

**The criteria for Admission to Student Teaching are:**

1. Grade point average of 3.0 at the time of student teaching. Effective Spring 2010, a GPA below 3.0 and above 2.8 will be accepted; however, higher scores on the content area certification examination(s) will be required in order to meet final Certification requirements in PA. Please see the Certification Office for a list of Certification testing scores with the GPA deviation
2. Satisfactory dispositions record
3. A negative TB Tine test must be on file with the Field Services Office
4. Photocopies of satisfactory (no record exists) Act 34 (Criminal Record Check) report, satisfactory (no record exists) Act 151 (Child Abuse History Clearance) report, and satisfactory (no record exists) FBI clearance (fingerprint check) on file with the Field Services Office
5. Evidence of having current liability insurance

Courses/Blocks requiring current clearances and TB test results

- ERCH 110
- Early Childhood Education/Early Childhood and Special Education Foundation Blocks
- ERCH 496
- ERCH 421
- SPED/ERCH Professional Block I (SPED 321, 341, ERCH 421)
- SPED 312
- ERCH Professional Block II (ERCH 422, ERCH 455, ERCH 465, SPED 331)
- SPED/ERCH Professional Block II (SPED 412, 441, 442, 452, 453)
- MDLV 486
- EDUC 323
- MDLV Professional Block (MDLV 425, MDLV 456, MDLV 466, SPED 331)
- SECED/MDLV Foundations Block
- SECED Professional Block (AEST, ART, MATH, MUSIC)
- EDFN 545, 590
- Student Teaching at the undergraduate level
- Graduate Clinical Practicum
- RDED 624

Student Teaching

After successfully completing the above requirements and the related field experiences, students are assigned to full-time cooperating teachers and to University supervisors in area school districts for a full semester of student teaching. This assignment is made by Millersville University’s Student Teaching Office, working in conjunction with school district administrators.
Students are eligible to teach in fall or spring semesters and must sign up in the Student Teaching office in Stayer Education Building one year prior to the student teaching semester.
Special Registration Procedures

Auditing a Course

An individual who is not concerned with earning credit may audit a course upon approval of the course’s instructor. An auditing student attends classes and participates in class discussions but does not take examinations, write papers or fulfill other requirements. The student’s transcript does not record a grade but notes that the course was audited. Standard tuition and fees are charged. The option to take a course on the pass/fail basis may be exercised until the end of the add period for a class.

The form used to request to take a course via audit can be obtained from the Registrar’s Office.

Franklin & Marshall Exchange

Millersville University has an agreement with Franklin & Marshall College whereby Millersville University students may take courses not offered at Millersville at Franklin & Marshall without a tuition charge from F&M. Students seeking to take advantage of this program must meet the following requirements:

- Good academic standing (QPA 2.0 or better at time of registration).
- Full-time student (the F&M course may be part of your full-time load).
- Participating in a degree program.
- Undergraduates only.
- Limited to Fall and Spring semesters only.

Only courses not offered at Millersville University may be taken at F&M College through the Exchange Agreement. Students are permitted only one F&M course per semester.

The F&M Exchange Registration form is obtained through the Registrar’s Office.

Taking a Course Pass/Fail

In order to stimulate and/or satisfy intellectual curiosity, students are encouraged to engage in challenging study on an elective basis. The pass-or-fail option provides the opportunity for a student to enter a course that (s)he might ordinarily avoid.

Accordingly:

- A student may enroll in no more than a total of two courses pass/fail.
- The student must pass 60 or more credits before electing a course pass/fail.
- The student must have a minimum cumulative GPA of 2.80 or obtain permission of the instructor.
- The pass/fail option is restricted to courses numbered 300 or above. However, a 200-level course may be taken pass/fail with the prior approval of the instructor. 100-level courses may not be taken pass/fail.
- Courses which may not be taken on a pass/fail basis are the following:
  - Courses taken to satisfy requirements in the major.
- Courses taken to satisfy required-related areas in the major.
- Professional Education requirements.
- Courses used to satisfy General Education requirements.
- Courses taken in the minor.

Courses taken on a pass/fail basis will be counted toward the total hour requirement for graduation, but those courses which are passed will not be included in the GPA computation on which academic honors and academic standing are based. Courses failed under the pass/fail option will be included when computing the GPA.

The minimum grade a student must earn in order to be awarded a “pass” grade is “D-.”

The option to take a course on the pass/fail basis may be exercised until the end of the add period. Having properly registered for a course on a pass/fail basis, a student still has the option to take a letter grade instead of a pass/fail grade provided that the decision to change is filed with the Registrar the week prior to final exams.

The pass/fail option is limited to students not on probation at the time of registration.

The Pass/Fail form is available from the Registrar’s Office.

Course by Examination

Students who feel they have already mastered the material in a Millersville course may “challenge the course by examination,” taking a test of the course content instead of enrolling for the course itself. Students may challenge most courses in which they have not received a grade, and which has not been waived because of demonstrated competency or advanced placement. Because of content and structure, some courses may not be challenged by examination.

The examination is given at the convenience of the instructor. The grade earned is entered on the student’s record and calculated into the GPA whether or not a passing grade is earned.

The Course by Examination form is available from the Registrar’s Office. Contact the Bursar’s office (717-871-5101) regarding the fees involved.

PASSHE Visiting Student Status

The purpose of the PASSHE Visiting Student program is to facilitate undergraduate student enrollment at institutions of the Pennsylvania State System of Higher Education and to enable students to take advantage of courses available across the System, without loss of institutional residency, eligibility for honors or athletics, or credits toward graduation at the home institution.

The student must be matriculated at the home university with a minimum of 12 college-level credits and be in good academic standing.

Students may take a maximum of 24 credits via the Visiting Student Policy.

The student who presents evidence of good standing at the home university will be allowed to register for courses at other PASSHE universities. The visiting student priority level
for registration will be determined by each university.

All credits and grades accrued at other PASSHE universities shall be accepted in full by the home university and thereafter treated as home university credits, residency, and grades.

It is the responsibility of the student to work with the student’s advisor at the home institution regarding applicability of credits towards graduation requirements at the home institution consistent with PASSHE procedures and to complete the Visiting Student Notification Form and submit to the home institution prior to enrolling in courses at another PASSHE institution.

Students cannot use The Visiting Student Program to repeat courses.

Students cannot use the Visiting Student Program for internship or practica that are required for licensure or certification without the express written permission of their appropriate university officials at the home university and placement availability at the requested institution.

The student shall register at, and pay tuition and fees to, the State System University visited. A student wishing to divide a course load between two institutions during the same term shall register and pay appropriate tuition and fees at both universities.

The Office of the Chancellor will work with universities to establish and publish procedures to identify visiting students such that financial aid, residency, eligibility for honors, eligibility of athletics and credits to graduation are assured.

The Visiting Student Form is available from the Registrar’s Office.

Independent study allows students to pursue, with faculty supervision and guidance, an academic area of interest not available through an established course. To apply, complete a special studies assignment form, available in academic department offices, and obtain approval for the proposed topic and faculty supervisor from the department chairperson and school dean before the start of the term.

**Independent Study**

Individualized instruction allows students to complete an established course during a semester in which it is not offered. Approval to pursue a course through individualized instruction is granted only under special circumstances. To apply, complete a special studies assignment form, available in academic department offices, and obtain approval for the proposed topic and faculty supervisor from the department chair person and school dean before the start of the term.

**Individualized Instruction**

Individualized instruction allows students to complete an established course during a semester in which it is not offered. Approval to pursue a course through individualized instruction is granted only under special circumstances. To apply, complete a special studies assignment form, available in academic department offices, and obtain approval for the proposed topic and faculty supervisor from the department chairperson and school dean before the start of the term.

**Cooperative Education/Internships**

Cooperative Education (Co-op) and internships are optional learning experiences that take place in a work setting rather than in a classroom. Co-ops and internships are the result of partnerships between the University and employers in business, industry, government and human services.

For more information, contact the Office of Experiential Learning and Career Management at 717-871-7655.
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 9). 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.

- Make use of the Registration Preparation Checklist and Schedule Planning Grid at the end of this guide to make sure you’re prepared for registration and that the courses you’re planning on taking fit your schedule!

- 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 Website, 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 25 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 – see page 33)

- 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.

- Remember to click on the “Submit Changes” button before exiting the registration form.

- If a course is closed to you because of a major restriction, contact the department offering the class for permission overrides. If the department processes an override for you to get in a course, you will need to add it on MAX. See page 33 for the required forms.

- Don’t worry if you cannot get all of the classes you need (or want) right away – you can add and drop Spring and Fall courses via MAX through the first week of classes (check the Registrar’s Office Website for possible deadline changes) and seats may open up for you! You should check the web schedule frequently for course availability and remember to utilize the waitlist!

- Consider taking Winter and/or Summer session courses at Millersville. They’re a great way to supplement your coursework and fulfill prerequisites that you need in order to register for future courses!
Drop/Add & Withdrawal Procedures at MU

The Drop/Add period begins with the start of the semester and is not dissimilar to early registration in that it takes place online through MAX and is processed through the same means as early registration (pg. 15).

Students who register for classes at MU are responsible for the accuracy of their class schedules. Drop/add is the tool by which students can modify their schedules to this end, and it can be done conveniently online through MAX. When done by the published deadlines, online drop/add can help students avoid the problems of additional charges/fees and/or grades on their records. Continue reading for important information regarding drop/add for upcoming terms!

Information for Winter 2018

Winter & Spring drop/add differ somewhat from one another. Primarily due to the variety of start dates for classes, Winter drop/add is structured to accommodate each section. For this reason, please read the following general instructions & review the details concerning deadlines to drop, add & withdraw from Winter 2018 classes. (Contact the Registrar's Office at 717-871-5005 for deadlines on course meeting dates not listed.)

How does drop/add work for Winter 2018?

1. Non-payment & non-attendance are not substitutes for drop/add. There is no automatic drop for unpaid or unattended classes!
2. The drop/add period for Winter classes ends at 11:59 p.m. on the workday following the day of the first class.
3. The online registration system will be available through the end of drop/add for each Winter class.
4. Students will log in to MAX & choose the "Add/drop courses" option on the Registration menu. See page 15 for more details and instructions.
5. Classes may be added only if seats are available & the student meets course prerequisites or other restrictions (such as test scores or major.)
6. Faculty signatures are not required to add or drop courses.
7. Students who add after a course begins must contact the instructor for any missed materials or information, including Desire2Learn (D2L) access.
8. The official drop date is the date a winter session course is dropped online. Remember, there is no automatic drop for non-payment or non-attendance!
9. Faculty can give overrides to students to permit registration into an otherwise unavailable class. You still need to register on MAX after you are given an override!

What is the procedure to withdraw from a Winter 2018 course?

After the drop/add period ends, students still have the option to withdraw from a class by the published deadline. However, students cannot use MAX to withdraw from a winter course. To withdraw, students must either:

- print a Course Withdrawal form from the Student Forms Center;
- obtain the signature of the class faculty member &
- submit the form in person or by fax (717-871-7894) to the Registrar's Office by the withdraw deadline

OR

- email the faculty member & copy the registrar@millersville.edu &
- ask him/her to forward the email with the approved withdrawal to the Registrar's Office.
- The effective date of course withdrawal will be the date the student initiated the request (provided the date falls
If you have questions concerning refunds for Winter classes, please review the Winter Refund Policy on the Bursar's Office website.

**Information for Spring 2018**

Beginning January 22, students can drop & add Spring classes using MAX. Because most classes begin during the week of January 23, the drop/add process is simple -- students can drop & add online until the published deadlines. See Important Dates & Deadlines (pg 4) for more details.

**How does drop/add work for Spring 2018?**

1. Non-payment & non-attendance are not substitutes for drop/add. There is no automatic drop for unpaid or unattended classes!
2. The online registration system will be available through the end of drop/add.
3. Students will log in to MAX & choose the "Add/drop courses" option on the Registration menu. See page 15 for more details and instructions.
4. Classes may be added only if seats are available & the student meets course prerequisites or other restrictions (such as test scores or major.)
5. Faculty signatures are not required to add or drop courses.
6. *Students who add after a course begins must contact the instructor for any missed materials or information, including Desire2Learn (D2L) access.*
7. The official drop date is the date a class is dropped online. Remember, there is no automatic drop for non-payment or non-attendance!
8. Waitlisting will still be in effect during Drop/Add.
9. Faculty can give overrides to students to permit registration into an otherwise unavailable class. You still need to register on MAX after you are given an override!

**What is the procedure to withdraw from a Spring 2018 course?**

After the drop/add period ends, students still have the option to withdraw from a class by the published deadline. However, students cannot use MAX to withdraw from a course. To withdraw, students must:

- print a Course Withdrawal form from the Student Forms Center;
- obtain the signature of the class faculty member & also the academic adviser &
- submit the form in person to the Registrar's Office by the withdraw deadline.

To withdraw from online or blended classes, students should review Registration Notes for Online or Blended Courses.

If you have questions concerning refunds for Spring classes, please review Millersville's Refund Policy on the Bursar's Office website.

**Special Registration Notes for Online & Blended Courses**

Students register for MUOnline courses using their student accounts for the MAX web registration system. Registration on MAX is available daily from the early registration period until the end of the drop/add period for each term. See the Registrar's web site for specific dates.

**Drop/Add & Course Withdrawal Periods**

Students enrolled in MUOnline or blended courses must comply with the deadlines to add, drop or withdraw from courses, as published in the University's academic calendar on the Registrar's Office web site.

The following procedure is provided as a convenience for students who are taking an
MUOnline or blended course at Millersville. Students who enroll in regular face-to-face classes must follow the normal drop/add and withdrawal procedures, which require the student to drop/add online or obtain signatures on withdrawal forms.

**Adding, Dropping or Withdrawing from MUOnline or Blended Courses**

Dropping and adding MUOnline or Blended courses are done online by the student via MAX before the drop/add deadlines for the term posted on the Registrar's Office web site.

Withdrawals may be handled in this manner:

1. To withdraw from an MUOnline or blended course, a student may either follow the normal withdrawal procedure (by obtaining instructor signatures on a withdrawal card and submitting it to the Registrar's Office), or the student may email a request to the instructor for assistance. If the student uses a conventional withdrawal card, the official processing date will be the date that it is processed in the Registrar's Office. If the student emails the instructor to make changes, the date on the student's original email message to the faculty member will be used as the official withdrawal date in the Registrar's Office. The email should include:

   Example:

   Student’s name   John X. Smith  
   Student ID       M00123456       
   Student’s email  Jxsmith@marauder.millersville.edu  
   Course CRN       6789           
   Course ID        EDUC 444.50    
   Term             Summer Session 2 2009

2. If the request to withdraw is approved, the course instructor should forward the student's email correspondence, including a notation of his/her approval, to the Registrar’s Office at registrar@millersville.edu.

3. The Registrar's Office will process the approved withdrawal and send confirmation to the student and the instructor.
Registration Preparation Checklist

Use this checklist each semester to make certain that you are prepared for registration!

☐ Find your time to register on the Registration Appointment Schedule (located on the Registrar’s Website)

☐ Print a blank scheduling planning grid.

☐ 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, fall and winter terms. You need to contact the course instructor ahead of time to request approval 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 online.

☐ 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.

☐ Review the academic calendar for important dates and deadlines that occur before and during the academic term.

☐ Contact your advisor or major department chair for advisement. If you are a graduate student, you should schedule an appointment with your program coordinator for advisement.

☐ 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!
# Schedule Planning Grid

Use this grid to plan your academic schedule before and during registration!

## Daily Schedule

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<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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# List of Department Chairs

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<thead>
<tr>
<th>MAJOR DEPARTMENT</th>
<th>CHAIR</th>
<th>BUILDING</th>
<th>PHONE (717 Area Code)</th>
<th>E-MAIL ADDRESS</th>
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</thead>
<tbody>
<tr>
<td><strong>COLLEGE OF EDUCATION &amp; HUMAN SERVICES (DEAN – Dr. George P. Drake – 871-7333)</strong></td>
<td></td>
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</tr>
<tr>
<td>Elementary &amp; Early Childhood Education</td>
<td>Dr. Marcia Nell</td>
<td>Stayer</td>
<td>871-7344</td>
<td><a href="mailto:Marcia.Nell@millersville.edu">Marcia.Nell@millersville.edu</a></td>
</tr>
<tr>
<td>Social Work</td>
<td>Dr. Karen Rice</td>
<td>Stayer</td>
<td>871-7206</td>
<td><a href="mailto:Karen.Rice@millersville.edu">Karen.Rice@millersville.edu</a></td>
</tr>
<tr>
<td>Psychology</td>
<td>Dr. Frederick S. Foster-Clark</td>
<td>Byerly</td>
<td>871-7265</td>
<td><a href="mailto:Frederick.Foster-Clark@millersville.edu">Frederick.Foster-Clark@millersville.edu</a></td>
</tr>
<tr>
<td><strong>COLLEGE OF ARTS, HUMANITIES &amp; SOCIAL SCIENCES (ASSOCIATE DEAN – Dr. Orlando Perez – 871-5631)</strong></td>
<td></td>
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<tr>
<td>Art</td>
<td>Prof. Deborah Sigel</td>
<td>Breidenstine</td>
<td>871-7248</td>
<td><a href="mailto:Deborah.Sigel@millersville.edu">Deborah.Sigel@millersville.edu</a></td>
</tr>
<tr>
<td>Business Admin. (Accounting &amp; Finance)</td>
<td>Dr. Eric Blazer</td>
<td>McComsey</td>
<td>871-7195</td>
<td><a href="mailto:Eric.Blazer@millersville.edu">Eric.Blazer@millersville.edu</a></td>
</tr>
<tr>
<td>Business Admin. (Marketing &amp; Mgmt.)</td>
<td>Dr. Jianfeng Wang</td>
<td>McComsey</td>
<td>871-4188</td>
<td><a href="mailto:Jianfeng.Wang@millersville.edu">Jianfeng.Wang@millersville.edu</a></td>
</tr>
<tr>
<td>Communication &amp; Theatre</td>
<td>Dr. Theresa A. Russell-Loretz</td>
<td>Hash</td>
<td>871-7281</td>
<td><a href="mailto:Theresa.Russell-Loretz@millersville.edu">Theresa.Russell-Loretz@millersville.edu</a></td>
</tr>
<tr>
<td>Economics</td>
<td>Dr. Kenneth W. Smith</td>
<td>McComsey</td>
<td>871-7183</td>
<td><a href="mailto:Kenneth.Smith@millersville.edu">Kenneth.Smith@millersville.edu</a></td>
</tr>
<tr>
<td>English</td>
<td>Dr. R. Jill Craven</td>
<td>Perry</td>
<td>871-7386</td>
<td><a href="mailto:Jill.Craven@millersville.edu">Jill.Craven@millersville.edu</a></td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>Dr. Susanne J. Nimmrichter</td>
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