

REGISTRATION INFORMATION

How to Find Courses

- Click the following link:
<http://www.millersville.edu/registrar/scheduleandregistration/>
- This will take you to the Registrar’s website. There are several search methods listed in the center column below **Web Schedules**.
 - We recommend you select **Search by Subject** to find courses you are interested in taking.
- Next you will see this search page.

Search by Subject

Lists courses with the Subject code you selected.

To narrow your search to a specific course, such as COMM 100, try the Search by Subject and Course Number.

Term:

Subject:

Undergraduate Courses Graduate Courses

All Courses Open Courses Only

[Back to Search Menu](#)

- Select either the term depending on which session you need to register for.
- Select the subject you would like to search by scrolling through the **Subject** list.
- Select the appropriate course type (Undergraduate or Graduate Courses) and **“All Courses”** before you click **Submit**.
- Click “submit”. You will then see the list of all courses offered in that subject during the term you selected.

The classes will appear similar to the following example, with the CRN number, the subject of the class, the course number, title, and whether or not the class has remaining seats open (it will also say if there are any prerequisites required):

Winter 2017 Lookup Criteria: BUAD Undergraduate

CRN	Course	Credits	Title	Days	Time	Date Range	Location	Faculty	Seats Avail	Prm
10287	BUAD 101 50A	3.0	Introduction to Business		TBA	12/19/16-01/20/17	ONLINE DIST LRNG	Dillon, D M.	12	
<i>MUOnline: 12/19/16 - 1/20/17 Class begins 12/19</i>										
10433	BUAD 161 01	3.0	Intro to Financial Accounting	T T T R	TBA 6:00-9:00pm 6:00-9:00pm 6:00-9:00pm 6:00-9:00pm	12/19/16-01/20/17 12/20/16-12/20/16 01/03/17-01/03/17 01/10/17-01/10/17 01/19/17-01/19/17	TECHNO ENHANCED	Trout, Brian S.	21	
<i>Prerequisite: MATH 101 OR MATH 151 OR MPT 151 Technology enhanced course: 12/19/16 - 1/20/17 Course meets face-to-face noted Live webconferencing meetings via Collaborate Ultra: 12/22, 1/5, 1/12, 1/17 12pm-2pm Snow dates: Mondays or Wedns Remainder of class online</i>										

Creating Your Schedule

NOTE: When creating your schedule, be aware that many classes have **prerequisites**. Prerequisites are classes that students must take before they are allowed to take another course. For example, you cannot take an upper level Spanish course if you have not taken the beginner level Spanish course. If any of the classes you wish to take have prerequisites, see the “Prerequisites” section below for more information.

Building Your Schedule:

- **Review your Degree Audit Report (DARS) found on your MAX account.** Your DARS is a very important tool to use to register for classes in order to fulfill your academic requirements to eventually graduate. It is the key tool to use for everything related to your academics from this point forward. You are able to see which classes and degree requirements you still need to fulfill.
 - To view your DARS Logon to your Max account
 - Click on Student Services -> Advisement -> Degree Audit Report
 - When you review your report, you want to see what academic requirements you still need to fulfill. Then you want to look for courses offered next Summer 2017 and/or Fall 2017 that you can take to fulfill some of your remaining requirements.
- Once you have searched through the classes offered in all the subject areas you are considering in order to make academic progress on your Degree Audit, make a list of classes that you have an interest in taking, along with their CRN numbers and make sure that the times and days of the classes you wish to take do not conflict.
- The **CRN numbers** are what you will use to register for each class. When writing down the CRN numbers for the courses you wish to take, make sure you write down the number **correctly** or else you will register for the **wrong** course.
 - [Undergrad International Students](#) are required to be registered **for 12 credits (usually 4 classes)**. **However, we STORNGLY suggest registering for 15 credits so you start the semester with some flexibility as we discussed with you this semester.** This will ensure that you take the necessary amount of credits to remain a full time student which is in compliance with your visa and gives you flexibility should you need to alter your schedule once the semester begins.
 - [Graduate International Students](#) are required to be registered for 6 credits (usually 2 courses).

NOTE: We recommend that you select at least 3 or 4 alternate classes that you can take in case the original ones you want to take are not available, cancelled, or too full.

Meet With Your Advisor:

You are assigned to an advisor by the university who is a professor within your major/minor/degree program. Non-degree seeking students have the Global Education Faculty Coordinator as they're advisor. Advisors are provided to guide you as a student in your degree program to assist you with selecting courses in order to help you complete all of your academic requirements to graduate.

To find out who your advisor is:

- Log on to your Max account
- Go to your Degree Audit Report (see directions in previous section)
- After your Degree Audit loads you will see your information at the top of the page, your Major and Minor Advisors will be featured in the upper right corner:

Student View AA05081F as of 10/18/2016 at 09:28					
Student	Tomes, Brittany Allison	Department	FORL	Major Advisors	Andre.None@millersville.edu Wilfredo.Valentin
ID		Degree	Bachelor of Arts	Minor Advisor	
Level	Undergraduate	Majors	French Spanish	Transcript GPA	
Classification	Senior	Concentration		Transcript Total Credits	112
Student Status	Active	Minor		Total Transfer Credits	15
College	College of Arts, Humanities and Social Sciences				

Set up a meeting with your advisor to discuss the classes you should take next semester so that you can make academic progress towards your degree. Your advisor will help you understand prerequisites and guide you through a timeline of when to take different classes during your undergraduate or graduate career at MU.

To prepare for your meeting, bring with you a copy of your Degree Audit Report and the list of classes you found that you feel will help you make academic progress towards graduation.

Course Descriptions:

If you need to know more about the content of the classes that are offered next semester, you may look up the course descriptions by using the following University Course Catalogs:

- Undergraduate: <http://www.millersville.edu/catalogs/undergraduate/index.pdf>
- Graduate: <http://www.millersville.edu/catalogs/graduate/index.pdf>


The catalogs list every single course at Millersville. You can use the catalogs to read the descriptions of the classes you are thinking about taking to see if you would be interested in the material covered in the course.

- Note: You are only looking classes offered during Winter 2017 or Spring 2017; however the catalog lists EVERY course at MU. Make sure you review the courses being offered by using the search tool described on page 1. **DO NOT** choose classes from the catalog. **ONLY** use the catalog to read course descriptions.

Prerequisites:

Be aware that many classes have prerequisites that must be taken before you can enroll in that class. Prerequisites are classes that students must take before they are allowed to take another course. For example, you cannot take an upper level Spanish course if you have not taken the beginner level Spanish course.

Below is an example of how to check if the courses you are looking to take have prerequisites.

10433	BUAD 161 01	3.0	Intro to Financial Accounting	T T T R	TBA 6:00-9:00pm 6:00-9:00pm 6:00-9:00pm 6:00-9:00pm	12/19/16-01/20/17 12/20/16-12/20/16 01/03/17-01/03/17 01/10/17-01/10/17 01/19/17-01/19/17	TECHNO ENHANCED	Trout, Brian S.	21
									
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If any of the classes you are looking to take have prerequisites, MAX will not permit you to register for the course. You will need to choose a different course that does not have prerequisites.

Questions

If you have any questions about courses or the registration process, feel free to stop by the Global Education office.

If you have questions about:

- Academic advice – meet with Global Ed.’s Faculty Coordinator, Dr. Christine Gaudry, who is available Monday-Thursday from 1-4pm at Global Education or email her at Christine.Gaudry@millersville.edu
- How to register using MAX – meet with our staff M-F 8:30-4:30

Day of Registration:

- To register, log into MyVille using your username and password.
- Click on MAX on your MyVille home screen.
- Click on “Student Services” in your MAX account.
- Select “Registration”
- Click on “Add/Drop Classes” and select the correct term.
- Using the **CRN numbers** of the courses you chose, type the CRN in the boxes provided in order to register for them.
- Once registration is completed, you should be able to see a confirmation of your schedule under “Student Services”, “Registration”, then “View/Print Class Schedule”.

*****MAX will only let you register during your registration appointment time, refer to the “Registration Appointment Schedule” on the Registrar’s website for that time.*****