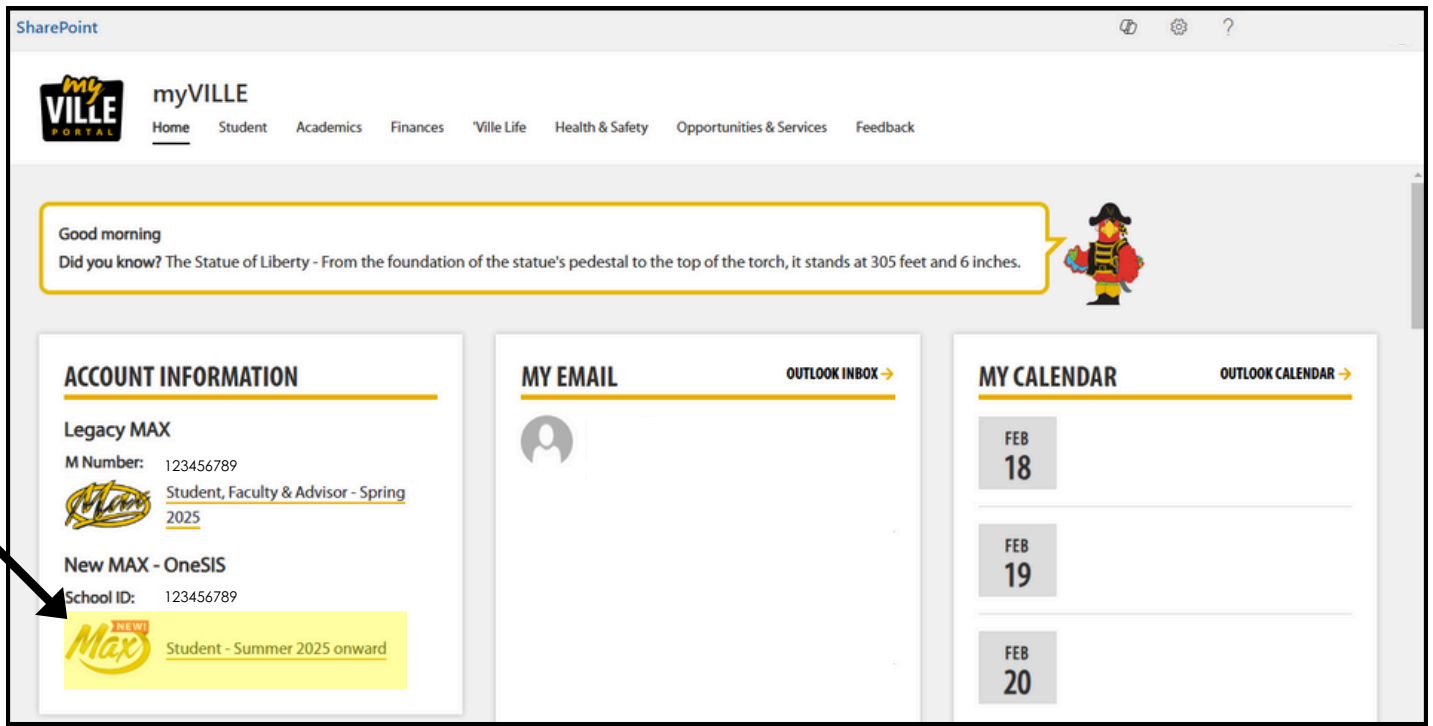


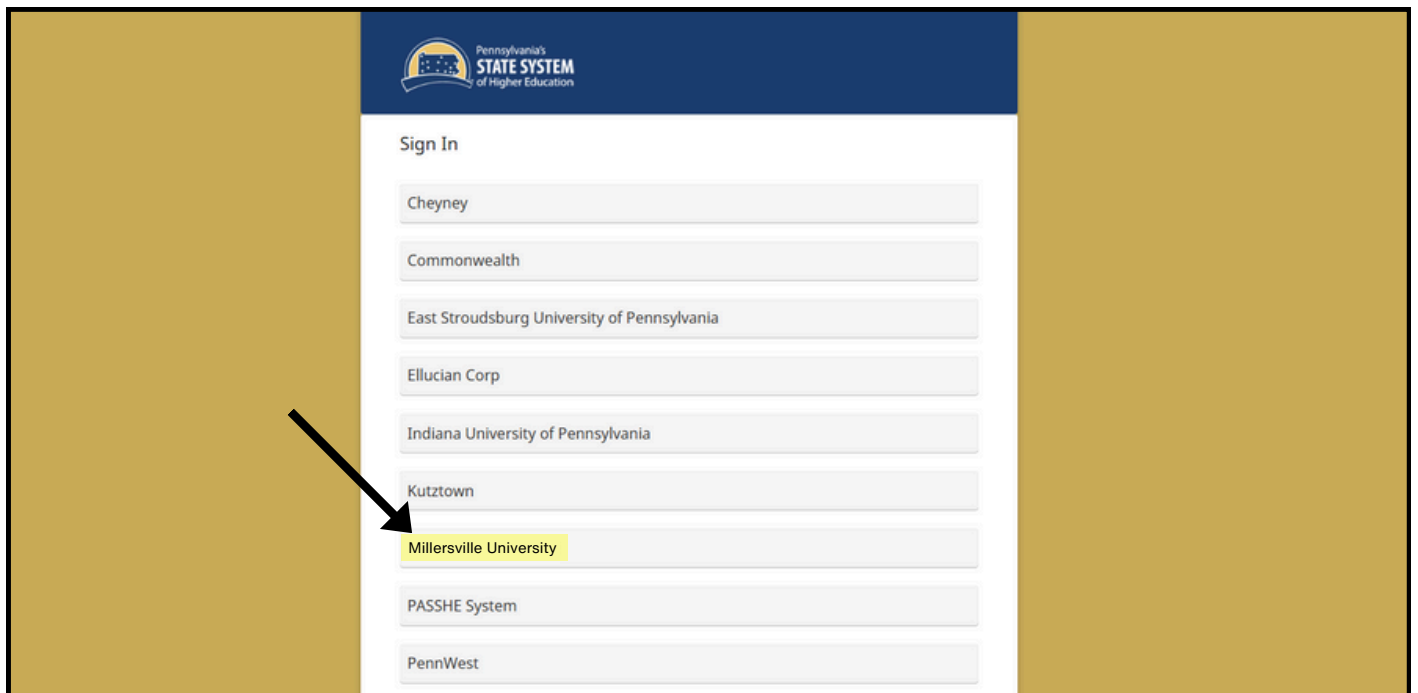
Registering for Courses

1. Registration for courses is done through your **myVILLE portal**.
2. On the left hand side, under **Account Information**, click **New Max - OneSis**.



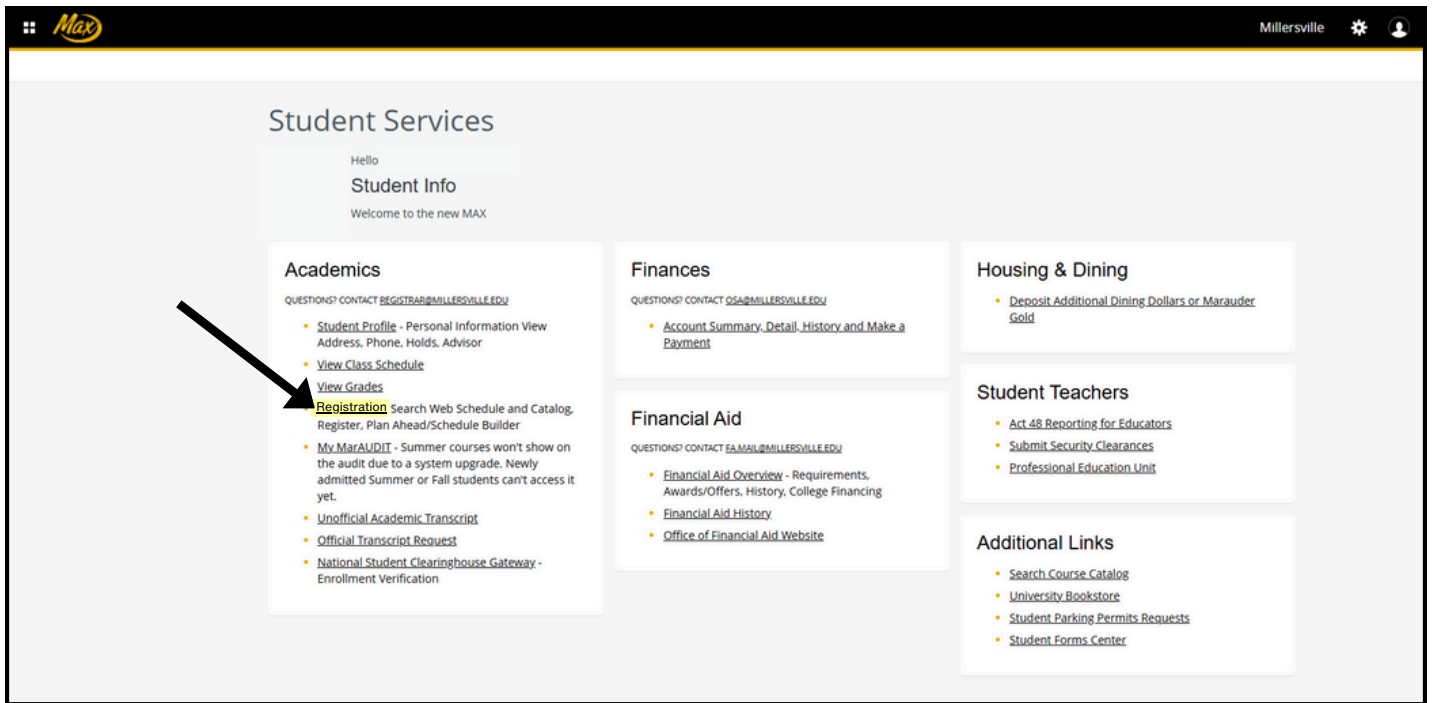
The screenshot shows the myVILLE portal interface. At the top, there is a navigation bar with the myVILLE logo and links for Home, Student, Academics, Finances, 'Ville Life, Health & Safety, Opportunities & Services, and Feedback. Below the navigation bar is a yellow callout box with the text "Good morning" and "Did you know? The Statue of Liberty - From the foundation of the statue's pedestal to the top of the torch, it stands at 305 feet and 6 inches." To the right of the callout box is a cartoon character of a person in a red and black uniform. The main content area is divided into three columns. The left column is titled "ACCOUNT INFORMATION" and contains two sections: "Legacy MAX" with an M Number of 123456789 and "Student, Faculty & Advisor - Spring 2025" (with a yellow highlight), and "New MAX - OneSIS" with a School ID of 123456789 and "Student - Summer 2025 onward" (with a yellow highlight). A black arrow points to the "New MAX - OneSIS" section. The middle column is titled "MY EMAIL" and has a link to "OUTLOOK INBOX". The right column is titled "MY CALENDAR" and has a link to "OUTLOOK CALENDAR". It shows a calendar for February with dates 18, 19, and 20.

3. On the PASSHE sign in page, Select **Millersville University**

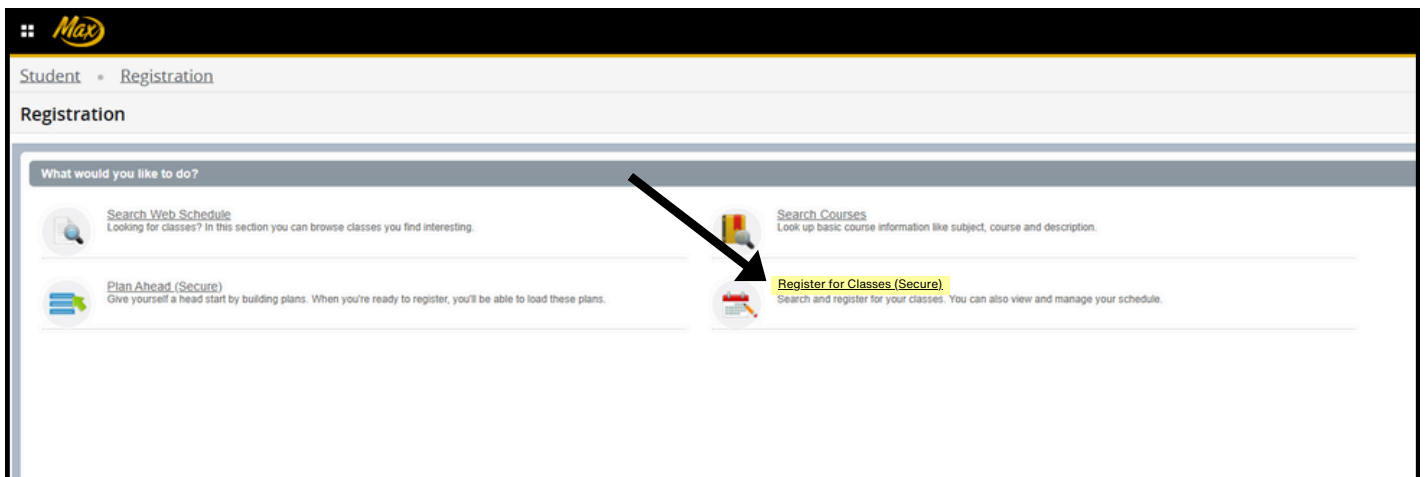


The screenshot shows the PASSHE sign in page. At the top, there is a blue header with the Pennsylvania State System of Higher Education logo. Below the header is a "Sign In" section with a list of institutions. The list includes: Cheyney, Commonwealth, East Stroudsburg University of Pennsylvania, Ellucian Corp, Indiana University of Pennsylvania, Kutztown, Millersville University (highlighted in yellow), PASSHE System, and PennWest. A black arrow points to the "Millersville University" option.

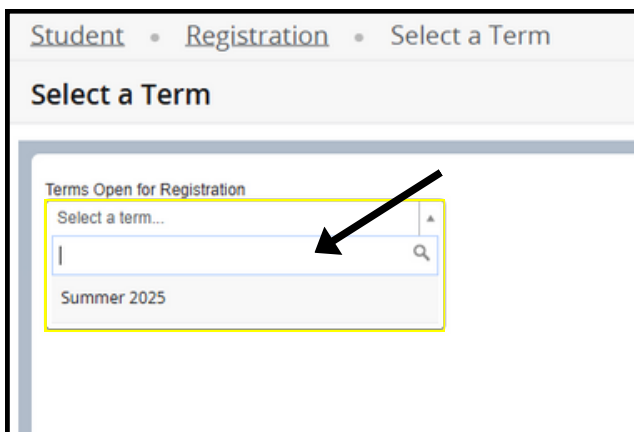
4. Once signed in **Student Services**, click **Registration** on the left hand side, under **Academics**.



5. Select **Search for Classes (Secure)**



3. Choose a term from the drop-down option and click 'Continue.'



Browse for Courses

1. Enter search criteria to find courses. Begin by typing into a field for selecting **Subject(s)**. If you know what **Course Number** to search by, you may type in the 4-digit course number or enter one to three numbers followed by a percentage (%) sign (ie., 2%, 23%). You may also use the **Advanced Search** option should you like to refine the class search further. To view all classes, do not enter any search criteria. Click the **Search** button for results.

Browse Classes

Enter Your Search Criteria
Term: Summer 2025

Subject

Course Number

Search [Clear](#) [Advanced Search](#)

Register for Courses

1. To register, in the **Search Results**, click **Add**. The course added will appear at the bottom of your screen in **Summary** as *Pending*, with the Action “Web Registered”. Once all classes you want to register for are selected, click Submit.

Student - Registration - Select a Term - Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 6 Classes
Term: Summer 2025 Subject: English

CRN	Term	Subject	Course	Section	Title	Hours	Meeting Times	Campus	Status	Schedule Type	Instructor	Attribute	Reserved Seat	Instructional Method	Linked Sections	Add
1128	Sum...	ENGL	110	50A	Intro to College Writing	3	S M T W T F S - Type: Class Building: M/COOnline Room: DIST LRNG Start Date: 05/12/2025 End Date: 05/09/2025	Mile...	23 of 25 seat... 50 of 50 wait...	Lecture		English Composition (04)		Online 100%, A...		Add
1129	Sum...	ENGL	110	50B	Intro to College Writing	3	S M T W T F S - Type: Class Building: M/COOnline Room: DIST LRNG Start Date: 05/09/2025 End Date: 07/11/2025	Mile...	21 of 25 seat... 50 of 50 wait...	Lecture		English Composition (04)		Online 100%, A...		Add
1132	Sum...	ENGL	242	50A	Reading Our World Sp...	3	S M T W T F S - Type: Class Building: M/COOnline Room: DIST LRNG	Mile...	24 of 30 seat... 50 of 50 wait...	Lecture	McCollum, Clark, K...	200-level Arts & Humanities Area Approve for Dual Enrollment HS		Online 100%, A...		Add

Class Schedule for Summer 2025

Class	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am		English 101	English 101	English 101	English 101	English 101	
8am		English 101	English 101	English 101	English 101	English 101	
8am		English 101	English 101	English 101	English 101	English 101	
8am		English 101	English 101	English 101	English 101	English 101	
8am		English 101	English 101	English 101	English 101	English 101	

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Intro to College Writing	ENGL 110, 50A	3	1128	Lecture	Pending	Web Registered
Art Curriculum Seminar/Worsh	ART 523, 01	3	1403	Lecture	Registered	None
Research Methods	EDFN 601, 508	3	1233	Lecture	Registered	None
Trends Art Ed.Miss.Thinking/Ad	ART 526, 01	3	1398	Lecture	Registered	DROP

Total Hours (Registered: 9) Billing: 0 CEN: 0 Min: 0 Max: 999,999,999

Submit

2. To drop courses, select the drop down **Action** menu under **Summary**. Select **Drop** and click **Submit**.

Class Schedule for Summer 2025

Class	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am		English 101	English 101	English 101	English 101	English 101	
8am		English 101	English 101	English 101	English 101	English 101	
8am		English 101	English 101	English 101	English 101	English 101	
8am		English 101	English 101	English 101	English 101	English 101	
8am		English 101	English 101	English 101	English 101	English 101	
8am		English 101	English 101	English 101	English 101	English 101	

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Art Curriculum Seminar/Worsh	ART 523, 01	3	1403	Lecture	Registered	None
Research Methods	EDFN 601, 508	3	1233	Lecture	Registered	None
Trends Art Ed.Miss.Thinking/Ad	ART 526, 01	3	1398	Lecture	Registered	DROP

Total Hours (Registered: 9) Billing: 0 CEN: 0 Min: 0 Max: 999,999,999

Submit