



This document is to provide information about finding your adviser and registering for classes at Millersville University (MU) as a resource provided by the Office of International Programs and Services (IPS). This resource will provide information about registering online via your MAX account.

## FINDING YOUR ADVISER

- You are assigned an adviser by the university who is a professor within your major
- Advisors are provided to guide you as a student in your major and to assist you with selecting courses in order to help you complete all of your academic requirements to graduate
- If you have also selected a minor, you will be assigned a minor adviser from that department
- To find your adviser:
  - Go to the [Millersville Login page](#)
  - Click on MAX, then log in with your student credentials
  - Click on **Student Services**, then on **Advisement**, then on **Advisers (for both graduate and undergraduate students)**
  - Your advisor will be listed there, as well as their contact information

Level	Undergraduate	Curriculum Information	Adviser Name	Adviser Telephone	Adviser Email
<b>PRIMARY</b>					
<b>Degree 1</b>	Bachelor of Arts				
<b>Dept 1</b>	Sociology/Anthropology				
<b>Major 1</b>	Sociology		Mahaffy, Kimberly A.	871-7481	<a href="mailto:Kimberly.Mahaffy@millersville.edu">Kimberly.Mahaffy@millersville.edu</a>
<b>Concentration 1</b>					
<b>Concentration 2</b>					
<b>Concentration 3</b>					
<b>Dept 2</b>					
<b>Major 2</b>					

- Set up a meeting with your advisor to discuss the classes you should take next semester
- They will help you understand course requirements and guide you through a timeline of when to take certain classes to progress through your academics efficiently
- To help prepare for a meeting, you might want to bring a copy of your **Degree Audit** report which you can access through your student portal, but your advisor will also have access to your student records on their computer
- During your meeting, your advisor will give you the **TAP** number, a unique number you need to register online.

## FINDING COURSES

- Access [this link](#) to search for classes as sorted by subject, department, honors courses, day and time, and other factors
- The website is provided through the Registrar's Office and allows for a variety of search methods
- We recommend selecting **Search by Subject** if you know which classes you need to take
- This webpage will open for you:

Search by Subject

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*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 the **term** for the 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.
- By selecting **Open Courses Only**, only those courses will be listed that still have open seats
- Something like the example below will open up for you:

**Winter 2016 Lookup Criteria: BUAD Undergraduate**

CRN	Course	Credits	Title	Days	Time	Date Range	Location	Faculty	Seats Avail	Prm	Gen Ed	Books
10287	BUAD 101 50A	3.0	Introduction to Business		TBA	12/14/15-01/15/16	ONLINE DIST LRNG	Dillon, D M.	25		G3	
<i>MUOnline: 12/14/15 - 1/15/16 Class begins 12/16</i>												
10433	BUAD 161 01	3.0	Intro to Financial Accounting	T T T R	TBA 6:00-8:00pm 6:00-8:00pm 6:00-8:00pm 6:00-8:00pm	12/15/15-01/15/16 12/15/15-12/15/15 12/22/15-12/22/15 01/05/16-01/05/16 01/14/16-01/14/16	ONLINE DIST LRNG	Trout, Brian S.	25			
<i>Prerequisite: MATH 101 OR MATH 151 OR MPT 151 Technology enhanced course: 12/15/15-1/14/16 Course meets face-to-face on dates noted Remainder of class online Snow Dates: 1/6 and 1/15 6-8PM</i>												

- The CRN number on the left is a unique number for that specific course and will be needed when registering
- The course number and title will be listed, as well as the times the class will be held, which professor will instruct it, and how many open seats are still available
- The location of the class will likely be on campus, in the example above, “ONLINE DIST LRNG” means it is an online class

**CREATING YOUR SCHEDULE**

- If you are a first semester freshman, then your course schedule will be created for you. For all other semesters you will meet with your advisor to determine which courses to take.

**Prerequisites:**

- Many classes have prerequisite classes that need to be taken before you are able to register for that class
- This is meant to prevent you from registering for an upper-level class if you have not covered a more basic introduction to the topic yet, such as not allowing you to register for a higher-level Spanish class when you have not taken a lower-level Spanish class yet
- Here is what to look out for when searching for classes:

10433	BUAD 161 01	3.0	Intro to Financial Accounting	T T T R	TBA 6:00-8:00pm 6:00-8:00pm 6:00-8:00pm 6:00-8:00pm	12/15/15-01/15/16 12/15/15-12/15/15 12/22/15-12/22/15 01/05/16-01/05/16 01/14/16-01/14/16	ONLINE DIST LRNG	Trout, Brian S.	25			
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- If you have not fulfilled all prerequisites for a course, you will **not be able to register** for that course in your MAX account

## ASSEMBLING YOUR SCHEDULE

- **Note:** undergraduate international students are required to be registered for at least 12 credits (usually 4 classes). However, we strongly suggest registering for 15 credits so you can start the semester with some flexibility. Taking 15 credits also follows the goal of achieving 120 credits in four years of college and graduating on time. Taking 15 credits will ensure that you take the necessary amount of credits to remain a full-time student which is in compliance with your visa, but also gives you flexibility should you need to alter your schedule once the semester begins.
- **Note:** graduate international students are required to be registered for at least 6 credits (usually 2 classes).
- **Note:** When creating your schedule, we recommend that you select a few alternate classes that you can take in case the original 4-5 classes that you want to take are not available, cancelled, or have filled up. When you register, you will be allowed to register at a specific date and time based on the previous amount of credits you have completed and your last name. It is possible that classes fill up before you are able to register.

### Building Your Schedule:

- To build your schedule, you will need to access a few different resources, such as your advisor, a class search, and your **Degree Audit** report which shows your progression through your degree. Follow these steps to build the schedule:
  1. Access your **Degree Audit** by logging into your student account through the [MyVille Portal](#), then scroll down and on the left side, under the heading **Registration Information**, you can click on **Degree Audit**
  2. Your **Degree Audit** will show which academic requirements you still need to fulfill in order to graduate and it will list specific courses needed for your major/minor, as well as explain how many other courses, such as electives, are still needed. It will also keep track of your GPA and your advisor will be listed here.
  3. After making a list of which classes you could take in the next semester, talk to your advisor about their course recommendations. They have a lot of experience with your major and can make recommendations so you graduate on time.
  4. As a next step, you want to search for the specific classes/subjects via the link listed at the top of this document. You can also search the [course catalog](#) for information about the classes you are interested in. Be aware that the catalog lists **all** classes available at MU, but certain classes may not be offered during some terms, or might only be available online.
  5. After finding course sections that you want to add to your schedule, you should make a list of all the classes you are planning to take in the next term, as well as the CRN numbers for these courses, and make sure the times and days of classes do not conflict.
  6. When it is time for you to register, log in to your MAX account, click on **Student Services**, then **Registration**, then **Add/Drop Classes**, then select the term. A page will open up with spaces to enter CNR numbers. You can put a different CRN number into each field, then click on **Submit Changes**.

#### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Submit Changes](#) [Class Search](#) [Reset](#)

[\[ View Tuition and Fees \]](#) [\[ View Holds \]](#) [\[ Wait List \]](#)

7. At this point MAX might ask you to enter the TAP number, a pin number unique for you every semester that your advisor will have given you so you are able to register online.
8. The classes will go through without problems if you fulfill all prerequisites and the courses are still open. If MAX will not allow you to register for specific courses, it will notify you of a possible problem.

If you have any questions about registration, feel free to reach out to the [registrar](#) or to [IPS](#). MU wants to see you succeed and we might be able to help clear up questions and concerns during an in-person meeting or over the phone.