REGISTRATION INFORMATION

How to Find Courses

- Click the following link: http://www.millersville.edu/services/registrar/scheduleandregistration/index.php.
- 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](image)

- 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.

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):

![Course Example](image)
**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.

**Meet With Your Advisor:**

You are assigned to an advisor 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. To find out whom your advisor is:

1. To register, log into MyVille using your username and password.
2. Click on MAX on your MyVille home screen.
3. Click on the “Student Services” heading followed by “ADVISEMENT”.
4. Click the first link that says “Advisers (for both graduate and undergraduate students)’
5. You should then see your Primary advisor and their email, as shown below.

<table>
<thead>
<tr>
<th>Level</th>
<th>Curriculum Information Adviser Name</th>
<th>Adviser Telephone Adviser Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree 1</td>
<td>Bachelor of Arts</td>
<td></td>
</tr>
<tr>
<td>Dept 1</td>
<td>Sociology/Anthropology</td>
<td></td>
</tr>
<tr>
<td>Major 1</td>
<td>Sociology</td>
<td>871-7481</td>
</tr>
</tbody>
</table>

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 course requirements 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.

**Building Your Schedule:**

- Review your Degree Audit Report found on your MAX account. Your Degree Audit Report is a very important tool to use to register for classes in order to fulfill your academic requirements to eventually graduate. 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 term 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, 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 STRONGLY 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 3 or 4 alternate classes that you can take in case the original 5 you want to take are not available, cancelled, or too full

**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 University Course Catalog here: [http://www.millersville.edu/registrar/catalogs-archive.php](http://www.millersville.edu/registrar/catalogs-archive.php). The catalog lists every single course at Millersville. You can use the catalog 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 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.
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 for the Summer/Fall semester, feel free to stop by the Office of International Programs and Services to meet with Olivia or Christina. They will be able to assist you with any questions.

Find Your Registration Time
***Registration only becomes available during your Registration Appointment Time.
- Visit the Registrar’s Website
- Select “Registration Information”
- Refer to the “Registration Appointment Schedule” to find your registration time

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 (ex. Spring 2017) as the 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”.