Everything you need to do before you begin.
Welcome and Congratulations!

We understand that continuing your education is an important transition. Let this roadmap be your guide, but feel free to contact the Office of Online Programs at (717) 871-7200 with any questions you may have along the way. We are here to help.

Becoming a Millersville Marader is a once-in-a-lifetime experience. You have made a great decision to join the Millersville University community! Millersville University’s online programs are of the highest quality and our faculty members are dedicated experts. Throughout your time with us, you have access to our state-of-the-art technology, excellent online courses, dedicated staff in the Office of Online Programs, and so much more. The opportunities for you are endless.

In order to make your transition to Millersville as smooth as possible, we have created the 2020-2021 Online Programs Roadmap with important tasks for you to complete before you start classes.

We have also developed a fully online orientation to help familiarize you with the D2L course system, the program, the faculty, and Millersville University. The Office of Online Programs is here to support your needs. Please contact us first with any administrative questions or concerns. We are here to help you ensure your continued success as a Millersville University student!

Welcome to Millersville University.

Janice Moore, Ed.D.
Associate Dean, College of Graduate Studies
Director of Online and Adult Learning

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Online Student Checklist

A.S.A.P.

Activate your myVILLE account (page 3)
Complete Online Orientation in D2L (page 3)
Apply for financial aid if applicable (page 4)
Sign the enrollment document with Office of Online Programs if applicable (page 4)
Sign up for our final transcript to Office of Online Programs if applicable (page 4)
Sign up for third-party authorization to access major courses (page 4)
Contact your academic advisor to begin choosing & registering (page 4)
Complete online alcohol and sexual assault prevention portals (page 4)
Sign up for refunds with TMS if expecting a refund (page 7)

FEBRUARY 2021

2/1  □  Spring 2021 registration begins (not required by all programs) (p. 6)
2/2  □  Module A and non-accelerated courses begin
2/9  □  Spring 2021 bills due – pay or clear bill in MAX (p. 7)
2/10  □  Fall 2021 TMS payment plan deadline (page 4)
2/13  □  Optional: Spring 2021 TMS payment plan deadline (page 4)
2/24  □  Fall 2020 semester begins! (Module A and any non-accelerated courses begin)

AUGUST 2020

8/5  □  Fall 2020 bills due – pay or clear bill in MAX (p. 7)
8/13  □  Optional: Fall 2020 TMS payment plan deadline (p. 4)
8/24  □  Fall 2020 semester begins!

SEPTEMBER 2020

9/30  □  Winter 2021 registration begins (not required by all programs) (p. 5)
9/30  □  Ask your advisor for help choosing & registering.
9/30  □  Ask your advisor for help choosing & registering.

OCTOBER 2020

10/15  □  Second half (Module B) of Fall 2020 begins!
Module B courses begin; 15-week courses continue.

NOVEMBER 2020

11/1  □  Optional: Sign up for Spring 2021 TMS payment plan (p. 4)
11/5  □  Spring 2021 registration begins (p. 6)
11/5  □  Spring 2021 registration times in this and all terms are determined by total credits and your last name.
11/6  □  Look for Winter 2021 E-bill in MAX if applicable (page 7)
11/13  □  Look for Spring 2021 E-bill in MAX (page 7)
11/23  □  Winter 2021 bills due – pay or clear bill in MAX (p. 7)
11/23  □  Confirmation is required only if taking a Winter course.

DECEMBER 2020

12/14  □  Winter 2021 begins! (not required by all programs)
Some programs (e.g. Marketing) require a Winter course. If unsure, check your advisement plan.
12/16  □  Spring 2021 bills due – pay or clear bill in MAX (p. 7)
12/16  □  Confirmation is required even if no payment is due.

JANUARY 2021

1/7  □  Optional: Spring 2021 TMS payment plan deadline (page 4)
1/19  □  Spring 2021 semester begins!
Module A and non-accelerated courses begin.

FÉVRIER 2021

2/1  □  Inscription de printemps 2021 (non requis par tous les programmes) (p. 6)
2/2  □  Module A et cours non-acélérés débutent
2/9  □  Factures de printemps 2021 – payez ou résolvez la facture dans MAX (p. 7)
2/10  □  Demande de paiement TMS printemps 2021 (p. 4)
2/13  □  Demande de paiement TMS printemps 2021 (p. 4)
2/24  □  Debut de la formation d’automne 2020 !

AOÛT 2020

8/5  □  Factures d’automne 2020 – payez ou résolvez la facture dans MAX (p. 7)
8/13  □  Demande de paiement TMS printemps 2020 (p. 4)
8/24  □  Debut de la formation d’automne 2020 !

SEPTEMBRE 2020

9/30  □  Inscription d’hiver 2021 (non requis par tous les programmes) (p. 5)
9/30  □  Consultez votre conseiller pour aider à choisir et à inscrire.
9/30  □  Consultez votre conseiller pour aider à choisir et à inscrire.

OCTOBRE 2020

10/15  □  Debut du deuxième semestre (Module B) de printemps 2020 !
Module B commence ; cours de 15 semaines continuent.

NOVEMBRE 2020

11/1  □  Optionnelle : Inscription pour la demande de paiement TMS printemps 2021 (p. 4)
11/5  □  Inscription de printemps 2021 (p. 6)
11/5  □  Inscription de printemps 2021 ; les termes et conditions dans tous les termes sont déterminés par le nombre total de crédits et le nom de votre dernier nom.
11/6  □  Recherchez l’E-bill d’hiver 2021 dans MAX si applicable (p. 7)
11/13  □  Recherchez l’E-bill de printemps 2021 dans MAX (p. 7)
11/23  □  Factures d’hiver 2021 – payez ou résolvez la facture dans MAX (p. 7)
11/23  □  Confirmation est requise uniquement si vous prenez un cours d’hiver.

DÉCEMBRE 2020

12/14  □  Commencez hiver 2021 ! (non requis par tous les programmes)
Certains programmes (par exemple, Marketing) exigent un cours d’hiver. Si vous en avez l’incertitude, vérifiez votre plan d’advisement.
12/16  □  Factures de printemps 2021 – payez ou résolvez la facture dans MAX (p. 7)
12/16  □  Confirmation est requise même si aucun paiement n’est dû.

JANVIER 2021

1/7  □  Optionnelle : Demande de paiement TMS printemps 2021 (p. 4)
1/19  □  Debut de la formation d’été 2021 !
Module A et cours non-acélérés débutent.

*Dates indicated with an asterisk are subject to change. Module B courses generally begin 8 weeks after the semester’s start. If本领的文言では、学年によって開始時期が異なります。Module Bのコースは一般的に学期の開始後8週間後に開始します。その場合、学年度によって開始時期が変わります。*
Congratulations!

YOU'RE OFFICIALLY A MARAUDER.
IT'S TIME TO SET UP YOUR myVILLE ACCOUNT!

You’ll be using your myVILLE account to access numerous University services, including your student email and D2L Brightspace, Millersville’s Learning Management System, where you’ll be taking all of your online courses.

To activate your myVILLE account, you will need your M# (Student ID number listed on your Offer Letter). Your login credentials for myVILLE will be used for all campus services requiring a login – make sure to write them down in a safe place!

For instructions on activating your Millersville account, visit: wiki.millersville.edu/display/ittac/Activating+your+MU+Accounts

Once you activate your myVILLE account, be sure to check your Millersville email account regularly. Millersville email is the primary communication mode for information, and is especially important for online students.

Go to www.millersville.edu/logins to access the portals listed below.

• myVILLE provides access to your email, the university portal, and on-campus services.
• D2L Brightspace provides access to all online courses, including your orientation (D2L Brightspace uses the same login credentials as myVILLE).
• MAX provides access to course registration, grades, transcripts and degree audits, and billing and financial aid information.

If requesting electronic transcripts, be sure they are sent to us in Online Programs at: OnlinePrograms@millersville.edu

Remember that electronic transcripts are official only if they were sent to us from the school itself.

If you need to update any of your personal information, please send your request along with your full name and Millersville ID number to OnlinePrograms@millersville.edu or you may also give us a call at 717-871-7200.

D2L BRIGHTSPACE (ONLINE COURSES)

Deadline: A.S.A.P.

As soon as you have set up your myVILLE account, your next step is to familiarize yourself with D2L Brightspace, Millersville’s online Learning Management System. D2L will be your gateway to all of your online courses at Millersville. Visit the following page for tips on how to get started, and check out the introductory video:

wiki.millersville.edu/display/d2ldocs/Getting+started

Before logging into D2L for the first time, be sure to run the System Check to confirm your browser and system are compatible (see page 10 for more information on technology requirements). You can either reach it from the D2L login page, or by visiting the following link:

millersville.desire2learn.com/d2l/systemCheck

Please keep in mind that there is sometimes a delay of a day or two after activating your myVILLE account before you can access D2L (both systems use the same login credentials). If you have any issues or questions and you can’t find a solution here or in the wiki linked above, call the IT Help Desk at 717-871-7777.
ONLINE ORIENTATION (MANDATORY)

Deadline: A.S.A.P. (Mandatory)

All new online students are required to access and complete the Online Student Orientation before beginning classes (online students are not required to attend in-person orientation). The Online Student Orientation, first available in D2L a few weeks before classes begin, will provide you with everything you need to know to get started as an online student at Millersville University. Here are some items you may expect to find in the Orientation:

• Welcome videos from Dean, Program Chair, and Faculty
• Program Philosophy and Framework
• Policies and Procedures
• Information on Special Program Requirements (Clinicals, etc.) Scholarship & Financial Aid Information
• Important Student Information and Resources
• Technical Support and Tips & Tricks

The Orientation is more than just a chance to learn about what to expect as an online student – it is also an opportunity to meet and get to know your professors and fellow students online. You will be able to participate in discussion boards where you can introduce yourself and pose any questions you may have.

To access the Online Student Orientation, simply log in to D2L by following the instructions outlined to the right. If you have any questions about accessing the course, either call the Office of Online Programs at 717-871-7200 or the IT Help Desk at 717-871-7777.

For any program-specific questions, or questions relating to course content, you may contact your program department for further assistance (see page 11 for complete contact information).

ONLINE STUDENT ORIENTATION (MANDATORY)

Follow the instructions below to access the Online Orientation once it is available (please keep in mind the Orientation will not become available to you until a few weeks before classes begin):

1. Log on to D2L Brightspace. To do so, access the Logins page (on the left navigation, click “LOGINS” in the footer, or just navigate directly to www.millersville.edu/login). Once there, simply click the Brightspace logo and log in with the same username and password as your myVille account.

2. Once logged in, click on the Course Selector up top (or on smaller screens, you may first need to access the menu in the top left). In this list, you will see Online Orientation. Be sure to click the pin icon (which ensures the Orientation appears in your My Courses widget) then simply open it from that widget, or the Course Selector itself.

3. Once you have entered the Orientation, your first stop is Module 0 | Welcome (alternatively, Introduction). Under the Resource section, click on Content, then navigate to Module 0 in the list. Start with everything in Module 0, then move on through Module 1, Module 2, and so on until done.

4. Should you have any questions along the way, just ask! On the top of the page, click on Communication, then click on Discussions (on smaller screens you may first need to access the menu in the top left). Here you can introduce yourself to your professors & fellow classmates, ask general questions, discuss the individual modules, and request further info.

Again, please keep in mind that the Online Orientation will not become available to you until a few weeks before your classes begin. If you believe you should be seeing the Orientation in D2L but it is not appearing in your course list, please contact the Office of Online Programs at 717-871-7200.

ACCESSING THE ONLINE ORIENTATION IN D2L

STEP 1: REVIEW YOUR TRANSCRIPT EVALUATION

In most cases, your transcript evaluation was included with your offer letter. Your evaluation will let your advisor know how previous coursework fits into your academic program.

Ensure that the Office of Online Programs receives your most recent official academic transcript, as explained on page 4. If you are taking or planning to take any courses at another institution, check out the Transfer Equivalency website at www.millersville.edu/transfers-equivalency to see what may transfer.

If you have questions about your evaluation or want to check on the status of a pending update to your evaluation, you can contact the Office of Online Programs Admissions Counselor, Rebecca, at 717-871-7699 or speak with your advisor (see below).

STEP 2: CONFIRM ADDITIONAL DOCUMENTATION

If you have already submitted all of your most up-to-date documentation to Online Programs, you are ready to go. Otherwise, be sure to do so as soon as possible. Examples of additional documentation include (but are not limited to):

• License information (e.g., RN license number)
• Permanent residency card (if applicable)
• CLEP or AP Exam scores
• And so on.

Required additional documentation can vary by program. If you are unsure of whether anything further is required, or if you have any questions at all, give Online Programs a call at 717-871-7200.

STEP 3: SPEAK WITH YOUR ADVISOR

Check your offer letter for instructions on connecting with your advisor. Your advisor will help you create a course plan for your degree. Always check with them before enrolling in any courses. Familiarize yourself with your Degree Audit (available in Max).

This report helps you understand what class requirements have been completed and what still needs to be taken in your major. Your advisor (and to a limited extent your Student Support Specialist) can assist you in understanding your Degree Audit.

You may consult with your advisor by email, telephone, or live video chat. Nearby, you are welcome to come by in person! Be sure to pick up a free day pass (see page 10) before parking.

STEP 4: GET REGISTERED FOR CLASSES

As a student enrolled in one of Millersville University’s Online Programs, you are guaranteed a seat in all required major courses, and you will be automatically registered for those courses per your advisement. You can view your registration in MAX (courses may not appear until closer to your start date).

For other coursework (general education courses, required related courses, electives), consult with your advisor. Then you may register yourself in MAX, or email your Student Support Specialist from your myVille email with the courses you need. If a class is full, you may join the waitlist. If a seat opens up, you will receive notice in your myVille email. We suggest signing up for MAX Mobile (found in MAX) to get text messages as well.

STEP 5: PURCHASE YOUR TEXTBOOKS

• Once you have registered or been registered for your classes, be sure to check exactly what textbooks you will require. To do so:
  1. Log on to MAX.
  2. Select Student Services.
  3. Select Bookstore.
  4. Select one of the following options:
    • Bookstore Voucher Request Form
      You can request financial aid funds be added to your Marauder Gold account through the Office of Student Accounts. Once these funds are available on your Marauder Gold card, you can use this link to create a voucher for the Online University Bookstore.
    • University Bookstore
      This link redirects you to the new University Bookstore website to view and purchase course materials. Textbooks will be shown in available conditions such as new, used, rental, ebook, and marketplace.

Keeping in mind that some textbooks may be used throughout multiple courses, so you may wish to purchase rather than rent.

DROPPING CLASSES

If you must drop a class for any reason, be sure it is dropped before the semester begins. You may drop it in MAX, or request your Student Support Specialist to assist. If not dropped in time, you may be responsible for all or part of the course’s costs, even if you did not attend. Once the semester has started, you can only receive a full refund during the drop/add period, which varies in length depending on how many weeks the class runs:

• Accelerated courses (e.g. RN-to-BSN courses), which last 7 weeks, have a drop/add period of two business days.
• Typical Fall and Spring courses (lasting 15 weeks) have a drop/add period of two business days.
• Winter courses, which last only a month, have a drop/add period of just one business day.

For details on drop/add dates, please consult the Academic Calendar, which can be found on the Registrar’s site at www.millersville.edu/registrar/academic-calendar

ASSISTANCE THROUGHOUT THE PROCESS

Recognizing that much of this may be new to you, we encourage you to reach out with any concerns:

• For any academic questions, contact your advisor, or reach out to your program’s department (see page 13).
• For any and all non-academic questions, contact us in the Office of Online Programs either by email at OnlinePrograms@millersville.edu or by telephone at 717-871-7200 (be sure to have your MU ready).

Your Student Support Specialists, Brígh and Kelly, are here to help!

717-871-4527 • Brigh.Mento@millersville.edu
717-871-4506 • Kelly.Schroeder@millersville.edu
Office of Online Programs Location: Lyle Hall, Room 212

The Registrar’s Office is here to help!

717-871-5005 • registrar@millersville.edu
www.millersville.edu/Registrar Location: Lyle Hall, 1st Fl.

The Office of Online Programs is here to help!
717-871-7200 • OnlinePrograms@millersville.edu
Location: Lyle Hall, Room 212

For any questions about accessing the course, either call the Office of Online Programs at 717-871-7200 or the IT Help Desk at 717-871-7777.

For any program-specific questions, or questions relating to course content, you may contact your program department for further assistance (see page 11 for complete contact information).

Nursing Department: 717-871-4224
Nursing students may also contact the Nursing Chair, Dr. Kelly Kuhn, directly at 717-871-5276.
Business Administration: 717-871-7209
Social Work: 717-871-7206
Criminology: 717-871-7477

Please note that the Online Student Orientation is required to be completed before you may begin your program; online students are not required to attend in person orientation.
SMAR Thinking ONLINE TUTORING

New in 2020, and easily accessible right in D2L Brightspace, students may receive online tutoring through SMAR Thinking. SMAR Thinking provides students with online tutoring that’s fast, simple, and convenient. Expert tutors are available up to 24 hours a day, 7 days a week, on demand or by appointment across a wide range of subjects. SMAR Thinking’s expert tutors average over nine years of teaching or online tutoring experience, with 90 percent having master’s degrees or PhDs. SMAR Thinking tutors use a pedagogical method tailored to your individual student needs in order to help, encourage, and involve you in understanding the subject matter. Millersville is providing this service free of charge* so students have access to additional support when they need it. Key features include:

- Immediate, on-demand or by appointment tutoring in a variety of subjects
- Writing feedback returned within 24 hours for various writing assignments
- Whiteboard interface for easy interaction
- Group tutoring
- And much more!

To log into SMAR Thinking, students will need to log into D2L, go to the university tab on the navigation bar, hit the down arrow and a link for SMAR Thinking is found directly under Resources for Student Success. For more details, visit Millersville’s wiki page for SMAR Thinking.

*Certain services, such as expedited assistance, may incur a nominal fee.

TMS PAYMENT PLAN

Millersville University, in conjunction with Tuition Management Systems (TMS), offers an OPTIONAL convenient payment plan, available for the Fall & Spring terms only (unavailable for Summer Approximate deadlines to join are: Fall Term: Mid-August* Spring Term: Early January* Visit www.millersville.edu/osa/paymentinfo.php for more details and exact deadline dates. Sign up for this plan and divide your bill into smaller monthly payments, spread over the semester. To take advantage of this offer, contact TMS at 1-800-722-4867 (recommended) or visit them at www.millersville.afford.com.

Enrollment in TMS after the tuition due date is subject to a $25 late fee. To avoid this, sign up for TMS by the due date of your tuition bill.

STUDENT REFUNDS

Expecting a refund? Don't get stuck waiting 14 days for a paper check. Signing up for direct deposit ensures that excess funds are directly deposited into your checking or savings account within 72 hours of an overpayment. Even if you do not utilize Tuition Management Systems (TMS) for a payment plan, all refunds are processed in this system. Register your account with TMS to choose either a paper check or direct deposit, and verify your address. Register your preference at millersvillechoice.afford.com and click on the register tab.

Photo ID

Photo IDs are optional for online students. If you would like one (for in-person use of the library, for example), you may submit a photo at www.mville.us/photoid or visit the University Services Office in Boyer Building. Room 123, Monday-Friday, 8 a.m. – 4 p.m. ID cards can be picked up during normal business hours (please note that at this time, IDs may only be picked up in person). For more information, visit the University Services webpage at www.millersville.edu/univsvcs.

MCNARY LIBRARY

As a Millersville University student, you have access to all library resources, both online and in-person, including research help and writing assistance (via the Writing Center). In your program’s Online Orientation (see page 5), you can find further details on how to access the library. For additional information, visit the library website at www.library.millersville.edu.

CHRYS TWRITING CENTER

The Chrys Writing Center is available for all students to assist with your paper-writing needs. 30-minute appointments and walk-in sessions (first-come, first-served) are available in person at the McNairy Library (Ganser Hall). Online tutoring is available, both synchronously via Zoom as well as asynchronously through email. All services are free of charge. For more details as well as hours, visit the Writing Center’s site at www.millersville.edu/english/writingcenter/index.php

All services are free of charge. For more details as well as hours, visit the Writing Center’s site at www.millersville.edu/english/writingcenter/index.php

milnickmillersville.edu display/instructdocs/SmaringOnlineTutoring

smarthinking

*Certain services, such as expedited assistance, may incur a nominal fee.
FINANCIAL AID

The Office of Financial Aid assists students, regardless of their economic resources, in obtaining the financial assistance necessary to attend Millersville through federal and state aid, loans and scholarships. To find out your eligibility for federal financial aid, you will need to complete the FAFSA application, found at fafsa.ed.gov. Millersville’s FAFSA school code is 003325.

If you are planning to purchase books through the University Bookstore, please note that financial aid cannot be used upfront. However, if you are expecting a refund (your expenses are less than your awards), you may apply for a book loan and use that money in the Bookstore. Contact Financial Aid for more information.

Financial aid is available for students planning to attend both full-time (12 credits or more) and part-time (6-11 credits). Aid is also available for summer sessions through a special application. Aid is NOT available for the winter session.

If you drop below 6 credits, you will lose eligibility for financial aid. Be sure to plan your coursework with your advisor accordingly to maintain eligibility as needed.

Some students also receive tuition reimbursement through their employers. Should you have any questions regarding using such assistance towards your bills, contact Financial Aid.

For more info, visit www.millersville.edu/financialaid/index.php.

VETERANS

The Veterans Certifying Officials in the Office of Financial Aid at Millersville University handles all paperwork for veterans applying for the Department of Veterans Affairs (DVA) educational benefits. This office is also your link to the DVA in cases of problems with educational benefit processing.

Contact information for the Veterans Certifying Officials:
Office of Financial Aid
PO Box 1002, Millersville, PA 17551
Phone: 717-871-5100, Fax: 717-871-2248

The VA Certifying Officials can be found in the Office of Financial Aid, which is located in Lyle Hall.

For advisement and registration assistance, veterans may contact Academic and Student Development at vetadvisor@millersville.edu. In addition, this office can also provide resources and support to assist vets in personal and academic transition to the University.

For general information from the American Council on Education (ACE) about receiving academic credit for military training, visit: www.acenet.edu/Programs/Fafassists/ACE/ACE-History-Guide-Online.php

For more info, visit our Veterans Resource Center (VRC) page at www.millersville.edu/financialaid/studentinfo/veteran.php.

FINANCIAL AID/VETERANS/ACCOMMODATIONS

ACCOMMODATIONS

The Office of Learning Services provides accommodations for students with developmental, medical, mobility, physical, psychiatric and learning disabilities, both online and in-person.

Students need to complete two basic steps:

1. Complete a Special Assistance Request Form for Students with Disabilities.
2. Submit official documentation to the Office of Learning Services.

Additional information and forms are available at www.millersville.edu/learningservices.

The Office of Learning Services is here to help! 717-871-5554 • Learning.Services@millersville.edu
Location: Lyle Hall, Room 332

WELCOME TO MILLERSVILLE UNIVERSITY!

We are here to give you a hand with any technical questions.

MINIMUM TECHNOLOGY REQUIREMENTS

Online courses by their very nature require the use of computers. To ensure the best experience during your time as an online student, be sure to have access to all of the following:

- Webcam (any resolution should do)
- Microphone (built-in or external)
- Broadband (high-speed) Internet

Be certain you have consistent access to high-speed Internet. A reliable connection is required to be able to view course content, submit assignments, and interact with faculty and fellow students.

RECOMMENDED SPECIFICATIONS

Your computer must meet or exceed the following specifications:

- Any current era processor
- Minimum 4GB RAM (8GB or greater highly recommended)
- 250GB Storage (or greater)

Flash memory or a Solid State Drive (SSD) is highly recommended for speed and reliability.

PURCHASING A NEW COMPUTER

If your computer does not meet the minimum requirements, you may wish to consider purchasing a new device. Millersville students can receive a discount when purchasing through the following vendors:

- Apple for Education: apple.com/us-hed/shop
- Dell Member Purchase Program: dell.com/MPP
- CDW - Millersville: cdwg.com/millersville

See IT’s wiki page for more info, found here: ppo.gl/ko7cMC

We recommend you shop around and compare prices and features to get the best fit for your needs. See the following sections for some general advice on what to look for. If you have any questions, contact the IT Help Desk at 717-871-7777, or contact one of our Student Support Specialists Bríg or Kelly, most easily be reached by telephone at 717-871-4257 or 717-871-4256 respectively.

LAPTOP VS. DESKTOP

When you purchase a new system, base your decision on your needs. Laptops are attractive for their mobility, though desktop systems are more easily upgraded, more sturdy, and less vulnerable to theft. Desktop replacement parts are also less costly. A good basic rule is if you are planning to do your schoolwork in multiple places, get a laptop. If you are only planning to do your schoolwork in one place (say, a home office) get a desktop.

MAC VS. WINDOWS

Macintosh computers hold some advantages: they don’t require anti-virus software, they tend to be more stable, and they can even run Windows if need be. However, they also tend to be much more expensive than comparable Windows machines. Additionally, most modern Windows computers include a convenient touchscreen, something you won’t find on any Mac. Ultimately, choose what you prefer, as both systems can run all required software easily.

SOFTWARE REQUIREMENTS

Primarily, you will require access to a web browser and an office suite. For best compatibility with D2L Brightspace, IT recommends using Mozilla Firefox or Google Chrome as your web browser.

For an office suite, we recommend Microsoft Office 365, which is available to all Millersville students free of charge. Additionally, most modern Windows computers include a convenient touchscreen, something you won’t find on any Mac. Ultimately, choose what you prefer, as both systems can run all required software easily.

VLAB VIRTUAL DESKTOP

VLab Virtual Desktop is available to all students and delivers a fully-functional Windows 10 computer lab desktop to your personal device over the Internet. Keep in mind, this is not a persistant desktop, so you will need to save your data to an external drive or the cloud, or it will be completely lost. For more information, visit: wiki.millersville.edu/display/ittac/Office+365

BACKUP SOLUTIONS

Regular backups are absolutely essential, and all computers come with backup software. You’ll just need external storage to save the backup (it must be at least as large as your computer’s hard drive).

Best practice is to keep multiple redundant backups in different physical locations (e.g. one in a secure place at work, one at home).

This “3-2-1” backup rule makes all the difference if disaster strikes.

While not technically a backup, another option is to save your work in the cloud, which allows you to access your data from anywhere.

OneDrive (see above) is one such service. It is highly recommended you save your data to OneDrive when utilizing the Vlab.

BACKUP SOLUTIONS

Regular backups are absolutely essential, and all computers come with backup software. You’ll just need external storage to save the backup (it must be at least as large as your computer’s hard drive).

Best practice is to keep multiple redundant backups in different physical locations (e.g. one in a secure place at work, one at home).

This “3-2-1” backup rule makes all the difference if disaster strikes.

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GETTING TO MILLERSVILLE UNIVERSITY

From Baltimore and south:
Take Route 1-83 north to Route 30 east. Take exit for Route 741 east. Then follow "From Route 741."

From Harrisburg and west:
Take Route 283 east. Take exit for Route 741 east. Then follow "From Route 741."

From the PA Turnpike, traveling east:
Take Exit 19/247 (Harrisburg East) onto Route 283 east. Take exit for Route 741 east. Then follow "From Route 741."

From downtown Lancaster:
Go west on Orange Street, turn left on Charlotte Street and then bear right onto Manor Street. It will become Route 999 (Manor Avenue). When you cross Route 741 (Millersville Road), follow "Almost there," below.

Almost there:
After the second traffic light (after Route 741), watch for the fork in the road and bear left onto George Street. Follow George Street. After you cross West Cottage Ave., you will see University buildings on either side. Watch for brick entrance signs on the right.

From the PA Turnpike, traveling west:

From Route 741:
On Route 741 east, the name Rohrerstown Road will change to Millersville Road. About four miles beyond Route 30, turn right at the light onto Route 999. Follow "Almost there," below.

An Amtrak station is conveniently located minutes from Millersville!
Did you know?
Millersville University has an online, interactive campus map. You can find it at www.millersville.edu/directions.