A.S.A.P.

- Activate your myVILLE account (page 7)
- Complete Online Orientation in D2L (page 7)
- Apply for financial aid if applicable (page 7)
- Confirm addl. documentation with Office of Online Programs if applicable (page 7)
- Submit official final transcripts to Office of Online Programs if applicable (page 7)
- Contact Veteran Certifying Officer if using military benefits (page 7)
- Optional: Sign up for Third-Party Authorization to access bills if family member is helping pay (page 7)
- Optional: Accept financial aid if applicable (page 7)
- Review automatic registration in major courses (page 7)
- Consult with your academic advisor to begin determining your personal course plan (page 7)
- Optional: Purchase parking permit (only for those parking in on-campus lots) (page 7)
- Complete online alcohol and sexual assault prevention portal (page 7)
- Complete 'A.S.A.P.' (page 7)

August 2018

- Look for Fall 2018 E-bill in MAX (page 7)
- Note: Bills are only sent electronically.
- Optional: Sign up for Fall 2018 payment plan program through TMS (page 7)
- Registration begins for all Summer terms (1, 2, & 3) (page 7)
- Confirmation is required even if no payment is due.
- Fall 2018 courses begin (except for December-term courses) (page 7)

September 2018

- Optional: Sign up for spring 2019 TMS payment plan (page 7)

October 2018

- Optional: Winter 2018 registration begins at noon (page 7)
- If your program requires Winter course (e.g. Marketing Certificate), you will be registered for it automatically.
- Second half (Module B) of Fall 2018 begins! (page 7)
- Module 2 course begins. Any non-accelerated courses continue as usual.
- Winter 2019 bills due (pay or clear bill in MAX) (page 7)
- Confirmation is required even if no payment is due.
- Winter 2019 semester begins! (page 7)

November 2018

- Spring 2019 registration begins (Registration begins in April) (page 7)
- Registration is required even if no payment is due.
- Fall 2019 bills due (pay or clear bill in MAX) (page 7)
- Confirmation is required even if no payment is due.
- Fall 2019 semester begins! (page 7)

December 2018

- Spring 2019 bills due - pay or clear bill in MAX (page 7)
- Confirmation is required even if no payment is due.
- Winter 2019 semester begins! (Not required by all programs) (page 7)

January 2019

- Optional: Spring 2019 semester begins! (Module A and non-accelerated courses begin) (page 7)

February 2019

- Summer 2019 registration begins (Registration for all Summer terms begins at this time) (page 7)
- Modules A & B are considered part of Summer 1 & 2, respectively. Online Programs will automatically register you for any major courses.
- Summer 2019 bills due - pay or clear bill in MAX (page 7)

March 2019

- Optional: Fall 2019 bills due - pay or clear bill in MAX (page 7)

April 2019

- Look for Summer 1 and 2 E-bill in MAX (page 7)
- Summer 1 & 2 bills due - pay or clear bill in MAX (page 7)

May 2019

- Look for Summer 2 & 3 E-bill in MAX (page 7)
- Any accelerated courses in Summer 1, all Module A courses, & any 15-week courses begin at this time.

June 2019

- Look for Fall 2019 E-bill in MAX if applicable (page 7)
- Summer 2 2020 semester begins! (Module B) (page 7)
- Any accelerated courses in Summer 2 begin at this time.
- Module B courses do not start until later.
- Optional: Sign up for fall 2019 TMS payment plan (page 7)

July 2019

- Summer 2019 bills due - pay or clear bill in MAX (page 7)

August 2019

- Fall 2019 semester begins! (Module 2 course begins. Any non-accelerated courses continue as usual.) (page 7)

September 2019

- Winter 2019 bills due (pay or clear bill in MAX) (page 7)
- Confirmation is required even if no payment is due.
- Winter 2019 semester begins! (Module A and non-accelerated courses begin) (page 7)

October 2019

- Spring 2020 registration begins (Registration begins in April) (page 7)
- Registration is required even if no payment is due.
- Spring 2020 semester begins! (page 7)

November 2019

- Spring 2020 bills due - pay or clear bill in MAX (page 7)
- Confirmation is required even if no payment is due.
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 Desire2Learn, 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: https://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.

You will receive an email with instructions on how to activate your Millersville account.

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.

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

ADMISSIONS OVERVIEW

ADMISSIONS PROCESS

The admissions process for online students is handled entirely by the Office of Online Programs, rather than the Admissions Office.

Be sure to submit your final college transcript. If you are currently enrolled elsewhere, or will be until you begin at Millersville, please submit official transcripts at the end of each term (fall, spring, summer etc.).

Office of Online Programs
Millersville University
Lyle 208
PO Box 1002
Millersville, PA 17551

Electronic transcripts may be sent via email to:
OnlinePrograms@millersville.edu

Need to update your information?
The Office of Online Programs can also help if you would like to change personal information such as email, address and telephone number. If you need to update any of this information, please send your request along with your full name and Millersville ID number to OnlinePrograms@millersville.edu or call 717-871-7200.

ONLINE ALCOHOL & SEXUAL ASSAULT PREVENTION PORTALS

Deadline: A.S.A.P.

All new students entering Millersville are required to complete the following online portals: Zombies, Alcohol & You (alcohol abuse prevention) and Not Anymore (sexual assault prevention). Students will be receiving an email with instructions on how to complete the programs.

ONE BOOK, ONE CAMPUS (OPTIONAL)

Students are encouraged to read All American Boys before classes begin. This Coretta Scott King Honor Award-winning novel is once again this year’s selection for One Book, One Campus, and copies of the book are available for purchase at the University Store (or a book provider of your choice). Participation in One Book, One Campus is optional for online students.

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

ONLINE COURSES

DESIRE2LEARN (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 Desire2Learn (D2L), 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.

The Office of Online Programs is here to help! 717-871-7200 • OnlinePrograms@millersville.edu
Location: Lyle Hall
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 can 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 starting alongside you! You will have the chance 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’s department for further assistance (see page 13 for complete contact information):

• Nursing Department: 717-871-4274
  • Nursing students may also contact the Nursing Chair, Dr. Kelly Kuhns, directly at 717-871-5276.
• Business Administration: 717-871-7209
• Social Work: 717-871-7206

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

ONLINE STUDENT ORIENTATION (MANDATORY)

Accessing the online orientation in D2L

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 Desire2Learn. To do so, first access the Logins page (on the My Ville homepage, click “LOGINS” in the footer, or just navigate directly to www.millersville.edu/logins). Once there, simply click on the D2L 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 (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. Under the Course Content section, click on Content, then navigate to Module 0 in the list. Start with everything in Module 0, then move on to Module 1, Module 2, and so on.

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.

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/transfer-evaluations 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 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),
  • Letter(s) of academic reference,
  • SAT scores,
  • and so on.

Required additional documentation varies by program. If you are unsure of whether anything further is required, or if you have any questions at all, just 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 develop a course plan for your degree. Always check with them before enrolling in any courses.

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),
• Letter(s) of academic reference,
• SAT scores,
• and so on.

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

STEP 4: REGISTER FOR CLASSES

• Students enrolled in Millersville’s Online Programs will be automatically registered for all of their major coursework, as discussed with their advisor. Once you are accepted into the program, you are guaranteed a seat in all of your required major courses throughout your entire time in the program. You may view your course schedule at any time in MAX (keep in mind, courses may not appear until closer to your start date).

• For any other coursework (general education courses, required related courses, electives), be sure to consult with your advisor, and then you may either register yourself in MAX, or the Office of Online Programs can get you registered as well. Just send an email to OnlinePrograms@millersville.edu from your Millersville email (i.e., your address which ends in “@millersville.edu”) with the CRN’s of the courses you are planning to take.

• If a class you wish to take is full, you may add yourself to the wait list. Please note that you will be notified of an opening through your Millersville email. You can also sign up for MAX Mobile – found in your MAX account. MAX Mobile can be set to send a text message when your class becomes available.

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.
4. Select the appropriate term, and click Submit.
5. Click Submit, and you will be redirected to the book store website with a list of all required materials.

You may consult with your advisor either by email, telephone, or live video chat. If you happen to be nearby, you are also welcome to stop by in person! If visiting, be sure to pick up a free day pass (see page 9) before parking.

DROPPING CLASSES

If you should need to drop a class for any reason, be sure to do so before the semester begins. Otherwise, you may be responsible for part or all of the costs for the course, even if you did not complete it. Once the semester has started, you will only be able to receive a full refund during the drop/add period, which varies based on how many weeks the class runs:

• Accelerated courses (e.g. Nursing 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 one full week.
• Winter courses, which last only a month, have a drop/add period of just one business day.

For more details on drop/add dates, please consult the Academic Calendar, which can be found on the Registrar’s site at: http://www.millersville.edu/registrar • Location: Lyle Hall

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 11).
• For any and all other 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 M# ready).
E-BILLS
Student Accounts will send email notification to students at their Millersville email address when their bill becomes available (see the checklist on page 7 for dates). Follow the instructions in the email to VIEW/PRINT/PAY/CLEAR the bill. All bills are processed electronically and may be accessed at any time online in my.MILLER.

Keep in mind, your $40 application fee will be added to your first semester's bill (unless you have already paid an application fee).

PAYMENT METHODS
Millersville University accepts numerous forms of payment, including cash, check, and credit card. For complete information on all accepted payment methods, visit www.millersville.edu/osa/paymentinfo.php.

THIRD-PARTY AUTHORIZATION
To complete Third-Party Authorization, students must:

1. Log on to myVILLE.
2. Select MAx.
3. Select Student Services.
4. Select Student Accounts.
6. Select Accept Terms by checking the box.
7. Click on Enable Authorized Payer Access.
8. Select Email Billing Tab.
9. Select Add New Third-Party Email Address.
10. Provide Parent/Third-Party Name, Email Address, create User ID and Password (of your choice), Hit Save.
11. Click on Return to Billing Email List to send an email confirmation.
12. Select Notify and Confirm request.

In order for partners, parents or other third parties to receive an email when bills are available, have access to online billing and be granted permission to discuss confidential account information with our office, Third-Party Authorization is required by law.

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/installmentplan.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.edu/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.

CURRENT ACCOUNT BALANCE
Millersville bills undergraduate students on a per-credit basis. If students add or drop classes, this will change the initial bill. Log onto myVILLE, select the Finances tab, and Current Balance. Including Recent Transactions to view real-time account activity for the current semester. Any changes made after the original bill has been issued will be reflected here.

STUDENT SERVICES
UNIVERSITY STORE
Students may purchase textbooks from the University Store online or in-person. Books can be purchased in advance and held for free in-store pickup, or conveniently shipped for a nominal fee. Be sure to check out the store website for all your textbook and school supply needs, as well as great clothing and gear to show off your Marauder pride! You may find the University Store website at store.studentservicesinc.com. For any questions, call 717-871-7610.

PHOTO ID
Photo IDs are optional for online students. If you would like one (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.

PAYMENT METHODS
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THIRD-PARTY AUTHORIZATION
To complete Third-Party Authorization, students must:

1. Log on to myVILLE.
2. Select MAX.
3. Select Student Services.
4. Select Student Accounts.
6. Select Accept Terms by checking the box.
7. Click on Enable Authorized Payer Access.
8. Select Email Billing Tab.
9. Select Add New Third-Party Email Address.
10. Provide Parent/Third-Party Name, Email Address, create User ID and Password (of your choice), Hit Save.
11. Click on Return to Billing Email List to send an email confirmation.
12. Select Notify and Confirm request.

In order for partners, parents or other third parties to receive an email when bills are available, have access to online billing and be granted permission to discuss confidential account information with our office, Third-Party Authorization is required by law.

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*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.

CURRENT ACCOUNT BALANCE
Millersville bills undergraduate students on a per-credit basis. If students add or drop classes, this will change the initial bill. Log onto myVILLE, select the Finances tab, and Current Balance. Including Recent Transactions to view real-time account activity for the current semester. Any changes made after the original bill has been issued will be reflected here.
FINANCIAL AID/VETERANS/ACCOMMODATIONS

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. Miller’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/finaid/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 the Department of Veterans Affairs (DVA) educational benefits. This office is also your link to the DVA in cases of problems with the Department of Veterans Affairs (DVA) educational benefits.

Contact information for the Veterans Certifying Officials:
Office of Financial Aid
PO Box 1002, Millersville, PA 17551
Telephone: 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 vet.advisor@millersville.edu. In addition, this office may provide resources and support to assist vets in personal and academic transition to the University.

Information regarding receiving academic credit for military training is available at www.mville.us/military-info.

For more information, visit www.millersville.edu/finaid/studentinfo/veteran.php.

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.

ACCOMMODATIONS The Office of Learning Services is here to help! 717-871-5554 • Learning.Services@millersville.edu Location: Lyle Hall, Room 352

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 should 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-edu/shop
- Dell Member Purchase Program: dell.com/MPP
- CDW - Millersville: cdw.com/millersville

See IT’s wiki page for more info, found here: google.ko/7c8AC

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 Brighi or Chris, 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 lifestyle. 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: 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 Desire2Learn, 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. With it you can:
- Install Office on up to 5 compatible Windows and Mac computers and/or tablets (including iPad)
- Utilize Office 365 online in a browser
- Use OneDrive for online file storage

For more information on acquiring Office 365, visit IT’s page on the wiki: https://wiki.millersville.edu/display/Ittac/Office+365

VLAB VIRTUAL DESKTOP
VLab Virtual Desktop is available to all students and delivers a fully-functional Windows 7 computer lab desktop to your personal device over the Internet. Keep in mind, this is not a persistent 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/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). When 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.

www.millersville.edu/studentinfo/veteran.php
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 the PA Turnpike, traveling west: Take Exit 21/286 (Reading/Lancaster) and follow Route 222 south to Route 30 west. Take Route 30, take exit for Route 741 east. Then follow “From Route 741.”

From Route 30: Take exit for Route 741 east. Then follow “From Route 741.”

From Route 222, traveling south: Take the exit for Route 30 west, then take exit for Route 741 east. Then follow “From Route 741.”

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.

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.
Did you know? Millersville University has an online, interactive campus map. You can find it at www.millersville.edu/directions.