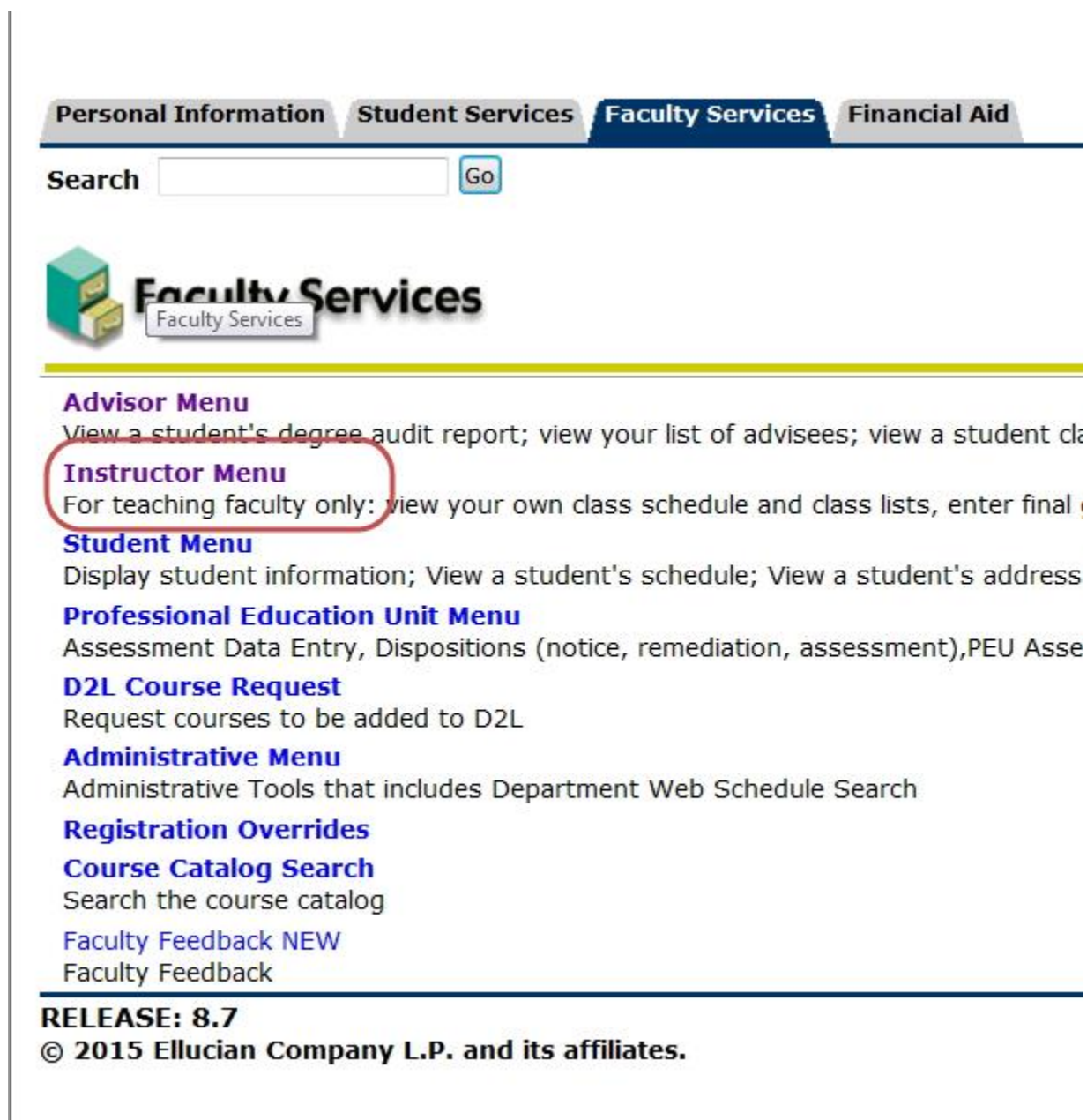


How to determine who is a new transfer student on my class roster

Transfer students enter Millersville at different times, some bringing in 12 credits and others 60+ credits. When we work with freshmen we recognize that they may need additional clarification of your expectations or University services – the same is true with new transfers! Being cognizant of who is new to Millersville in your upper level classes will allow you to provide transfer students with additional information that will aid in their success. You can now add a field to your roster that will let you know who are new MU transfer students. This is only applicable to students in their first semester at Millersville. Next semester they won't be identified as they will no longer be considered a new student.

1. Sign into MAX and go to your Instructor Menu.



The screenshot shows the Faculty Services menu in MAX. The menu is divided into four tabs: Personal Information, Student Services, Faculty Services, and Financial Aid. The Faculty Services tab is selected. Below the tabs is a search bar with a 'Go' button. The Faculty Services logo is displayed. The menu items are listed below a yellow horizontal line:

- Advisor Menu**
View a student's degree audit report; view your list of advisees; view a student class
- Instructor Menu**
For teaching faculty only: view your own class schedule and class lists, enter final grades
- Student Menu**
Display student information; View a student's schedule; View a student's address
- Professional Education Unit Menu**
Assessment Data Entry, Dispositions (notice, remediation, assessment), PEU Assessment
- D2L Course Request**
Request courses to be added to D2L
- Administrative Menu**
Administrative Tools that includes Department Web Schedule Search
- Registration Overrides**
- Course Catalog Search**
Search the course catalog
- [Faculty Feedback NEW](#)
Faculty Feedback

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2. Choose the Class Rosters option.

[Personal Information](#) [Student Services](#) [Faculty Services](#) [Financial Aid](#)

Search

Go

[RETURN TO MENU](#) [SITE](#)

Instructor Menu

Final Grades Menu

Enter Final Grades and view/print Class Roster with grades.

Assessment Entry

Professional Education Unit Assessment Entry Forms.

Class Rosters

View or download your class rosters.

Term Selection

Select or change the term code for use with other menu items.

Course/CRN Selection

Select a course to view, or change to a different course, using the CRN (course reference number).

Faculty Schedule by Day and Time

Overview of your weekly teaching schedule, in matrix format. Option to view previous/future weeks.

Faculty Detail Schedule

Lists course title & credits, meeting time/place, wait list information, enrollment for each of your courses in selected term.

NEW!

Web Class Schedule

Search the available classes.

Wait List

View students wait listed for your courses in the selected term.

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3. When choosing which fields you desire on your roster, one of the options is Transfer. Choose to include that option on your roster to view which students in your classes are new transfer students.

MU Class Roster : Spring 2015

CRN Subject Course Section Course Title
13139 WELL 175 50C Wellness



Select the 'Excel format' to download your class roster

Design the output layout by selecting the desired field

PC Users: When you select 'Excel format' a comma se

MAC Users: When you select 'Excel format' a box app
open as an excel.

- Excel format
- View/print Class Roster - Web Page

Create Class Roster

Reset

Field 1 Student Name ▼

Field 2 Subject ▼

Field 3 Course Number ▼

Field 4 Section Number ▼

Field 5 Degree/Major/Opt ▼

Field 6 Class ▼

Field 7 Transfer ▼

Field 8 -- None -- ▼

Field 9 -- None -- ▼

Field 10 -- None -- ▼

Field 11 -- None -- ▼

Field 12 -- None -- ▼

Field 13 -- None -- ▼

4. When you view or download the roster you'll see that one of the columns is entitled "Transfer". New transfer students are identified by the notation of "new transfer".

14341 WELL 175 50D Wellness For Spring 2015

NAME	SUBJ	CRSE	SECT	DEG/MAJ/OPT	TRANSFER
Bender, Jenny R	WELL	175	50D	BA UND	
Bowren, Erik A	WELL	175	50D	BA UND	
Brunner, Brittney T	WELL	175	50D	BA UND	
Caterbone, Mackenzie R	WELL	175	50D	BA UND	
Faughnan, Morgan J	WELL	175	50D	BA HIST	
Fernandes, David M	WELL	175	50D	BSE MUED	
Fisher, Rose A	WELL	175	50D	BA PSYC	
Gehres, Kaylissa	WELL	175	50D	BA ENGL PJRN	
Glenn, Juliet S	WELL	175	50D	BA SOWK	
Gratz, Joseph T	WELL	175	50D	BA MDFA	
Kelly, Amanda B	WELL	175	50D	BS BIOL	
Kling, Alan D	WELL	175	50D	NONDEG TRAN	NEW TRANSFER
Langone, Maci E	WELL	175	50D	BA UND	
Lapp, Kristin M	WELL	175	50D	BA SOWK	
Maroney, Anna G	WELL	175	50D	BA MUSI BSTH	
Mesfen, Mekias	WELL	175	50D	BS BUAD INTB	
Muscovitch, Stephen J	WELL	175	50D	BS BUAD FIN	
Ramos, Melissa L	WELL	175	50D	BA PSYC	
Ramsay, Caitlin M	WELL	175	50D	BA PSYC	
Ribott, Roger D	WELL	175	50D	BA UND	
Roberts, Kristine T	WELL	175	50D	BA SOCY	
Rogers, Sean J	WELL	175	50D	BS BUAD MGMT	
Scalfaro, Anthony J	WELL	175	50D	BS BUAD MGMT	
Shoemaker, Matthew J	WELL	175	50D	BA MUSI BSTH	
Snyder, Miranda J	WELL	175	50D	BSE ARTE	
Tulloch, Tina T	WELL	175	50D	BS BUAD MKTG	
Turner, Tiana L	WELL	175	50D	BS BIOL	
Zeiset, Seth M	WELL	175	50D	BA INTL	

This roster field was brought to you by the faculty on the Transfer Advisory Committee. Questions about Millersville transfer students? Contact the Advisement Coordinator of Transfer Students in Academic & Student Development at x7611 or transfer.advisor@millersville.edu!