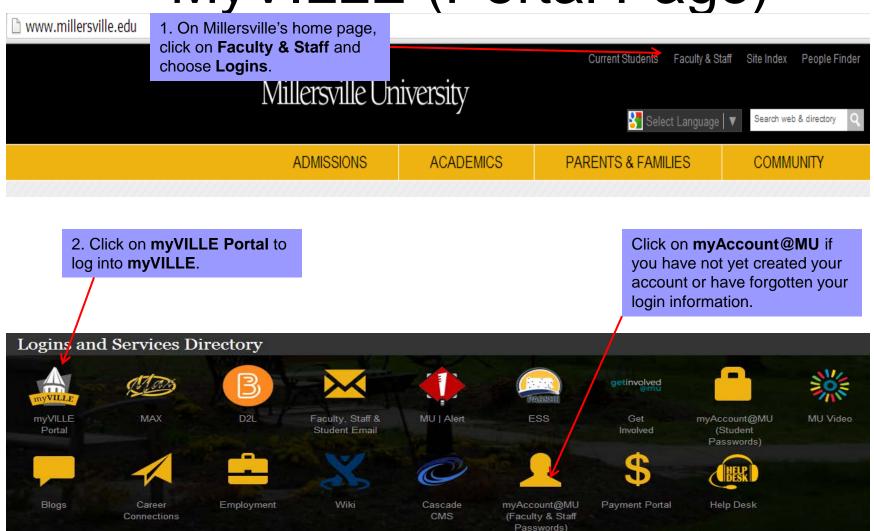
# WEB FOR FACULTY

www.millersville.edu

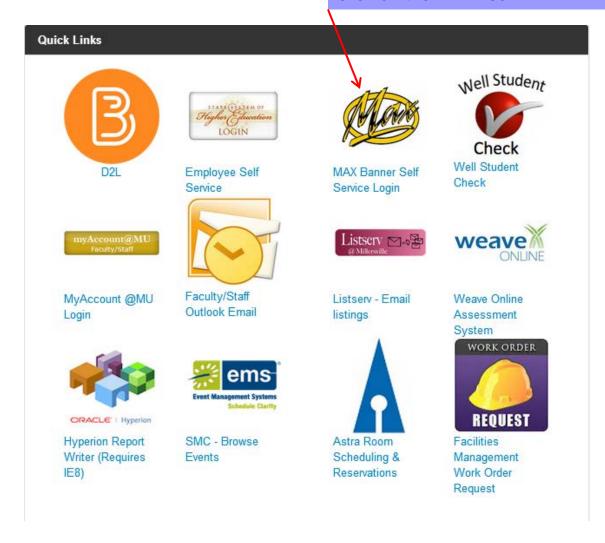
Registrar's Office Fall 2015

## MyVILLE (Portal Page)





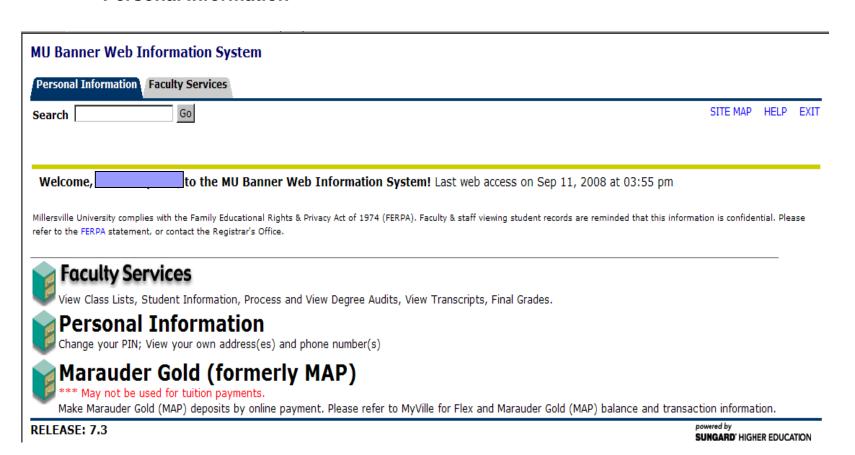
3. Once you have logged into MyVILLE, click on the **MAX** Icon



### Main Menu

#### **Faculty Services**

#### **Personal Information**



4

# **Faculty Services**

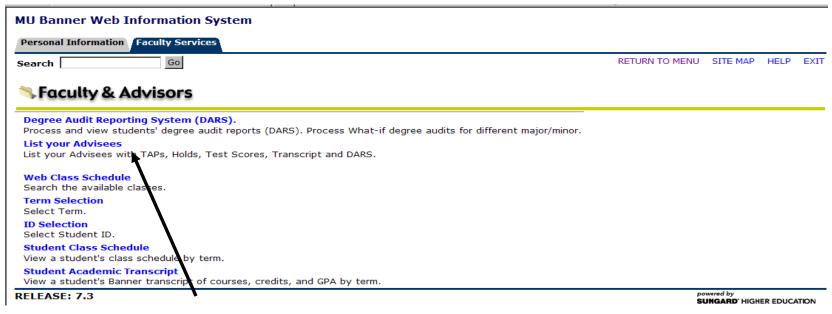
#### **Advisor Menu**

**Instructor Menu** 

**Student Menu** 

M	U Banner Web Information System				
P	ersonal Information Faculty Services				
Se	earch Go	RETURN TO MENU	SITE MAP	HELP	EXIT
	Faculty Services				
1	Advisor Menu Process and view a student's degree audit report (DARS); View a student's transcript.	-			
1	nstructor Menu for teaching faculty only: view your own class schedule and class lists, enter final grades. Web Class Schedule Search.				
	Student Menu Display student information; View a student's schedule; View a student's address & phone.				
1	Professional Education Unit Menu Assessment Entry, Dispositions (notice, remediation, assessment), PEU Reports, PEU System Administration				
RE	LEASE: 7.3		owered by UNGARD' HIGH	ER EDUCA	ATION

## **Advisor Menu**



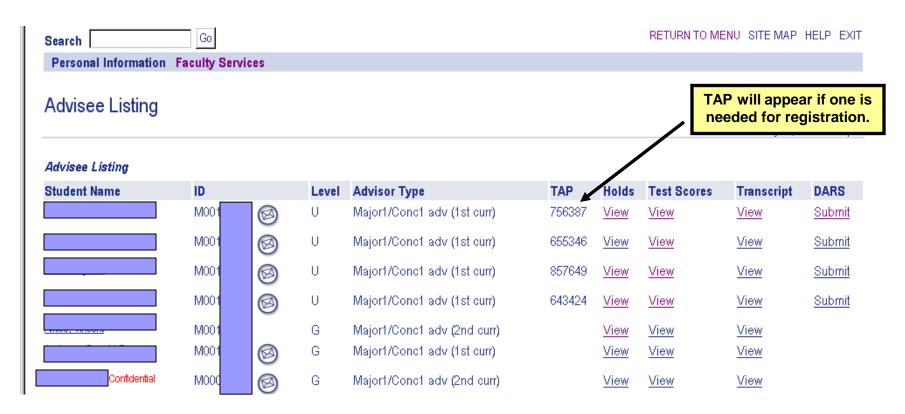
#### List your Advisees

- View Term Advisement PIN (TAP) for fall & spring registration
- Check student holds
- Check Test Scores (Math, Chemistry, APS, etc.)
- View an unofficial transcript
- Submit a DARS (degree audit)
- Email your advisee (marauder account)

# Advisee Listing

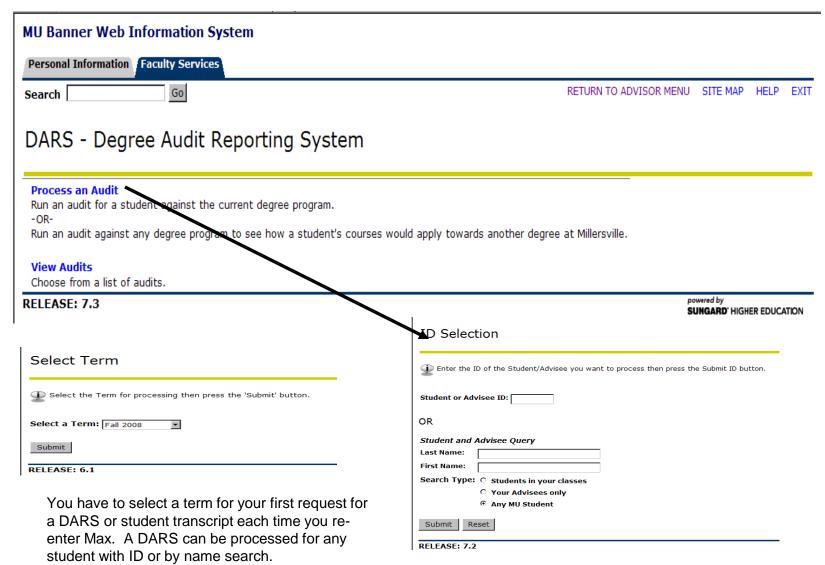
Advisee list will show TAP, Holds, Test scores (MPT, APS, CPT, etc), view a transcript or run a Degree Audit (DARS).

\*\*\*New \*\*\* At the bottom of the screen the button "Display Email List" will bring back a list of all advisee email addresses to copy/paste into your email application. The list will appear at the bottom of the screen.



If you do not see a TAP, the student has either registered, has another adviser, or does not need one. TAPS are periodically removed after the student registers.







\*\*\*This is NOT an Official Transcript\*\*\*

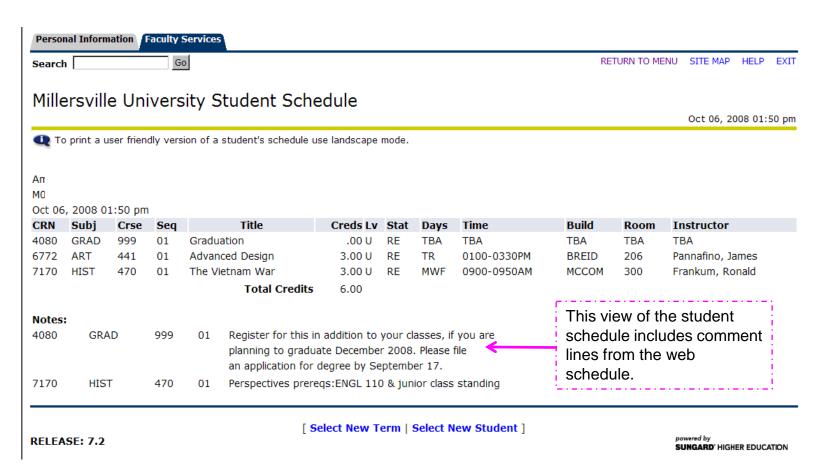
INSTITUTION CREDIT -Top-									
Fall 2001									
Major:				Psychology					
Subject	Course	Level	Title				Grade	Credit Hours	Quality R Points
BIOL	100	U	General Biology	r:Lecture			В	3.000	9.00
ENGL	110	U	English Compos	sition			B-	3.000	8.10
PHIL	100	U	Introduction to F	hilosophy			В	3.000	9.00
PSYC	100	U	General Psycho	logy			C+	3.000	6.90
SOCY	101	U	Introduction to S	ociology			С	3.000	6.00
Term Totals (Undergraduate)									
				Attempt Hours	Passed Hour	s Earned Hours	GPA Hours	Quality Points	GPA
Current	Term:			15.000	15.00	0 15.000	15.000	39.00	2.60
Cumulative:		15.000	15.00	0 15.000	15.000	39.00	2.60		

Unofficial Transcript

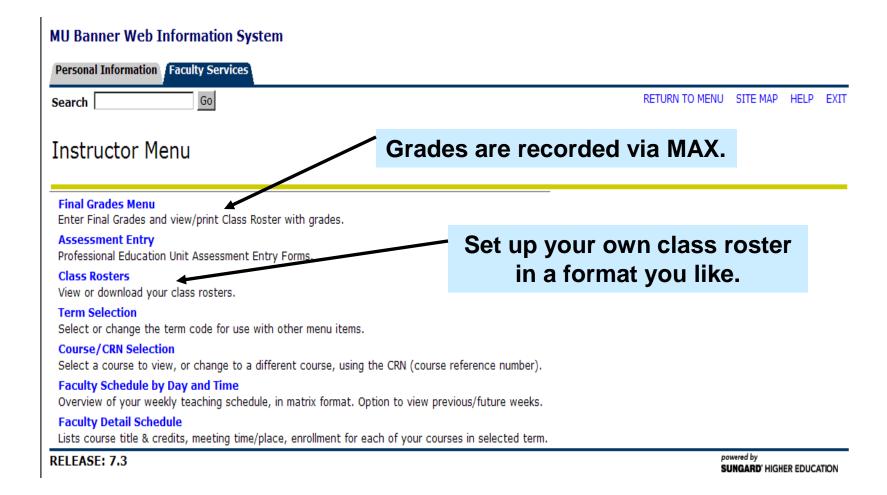
- An "unofficial" academic transcript can be processed for any student.
- A web transcript will show credits earned along with credits in progress.

## **Adviser Menu continued**

From Faculty & Advisors Information – View Student Class Schedule (may have to select term and student ID to view class schedule)

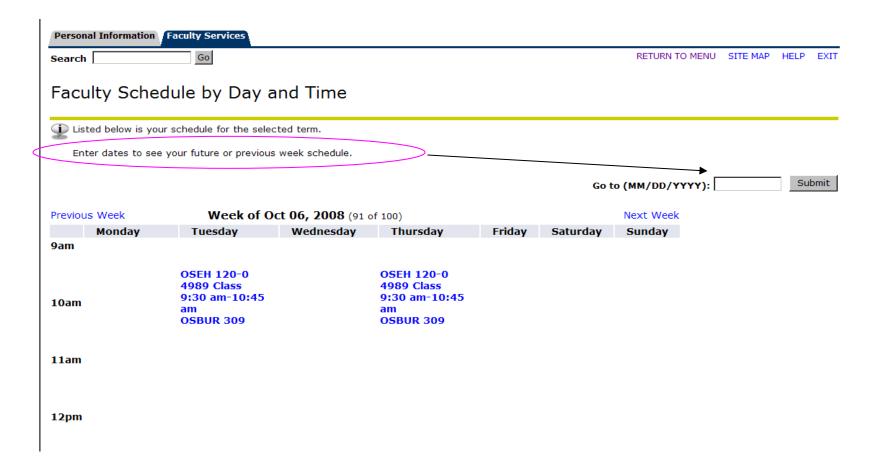


## **Instructor Menu**





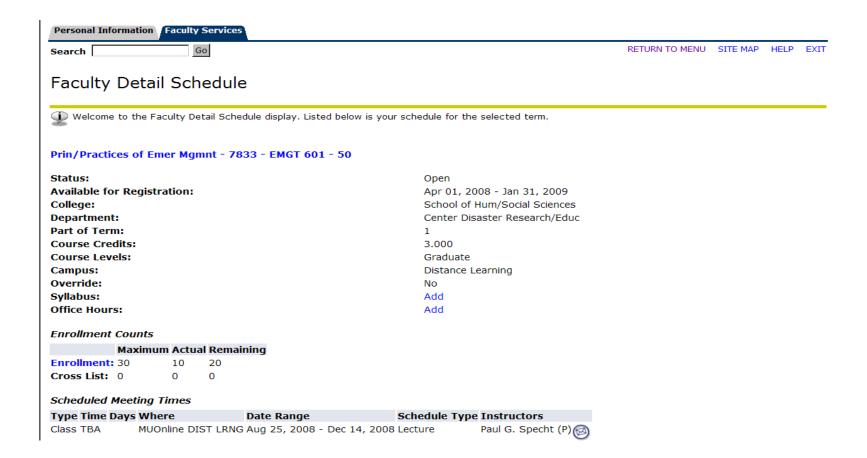
#### Schedule on a matrix format



Click on the blue highlighted area for more detailed information on the class.

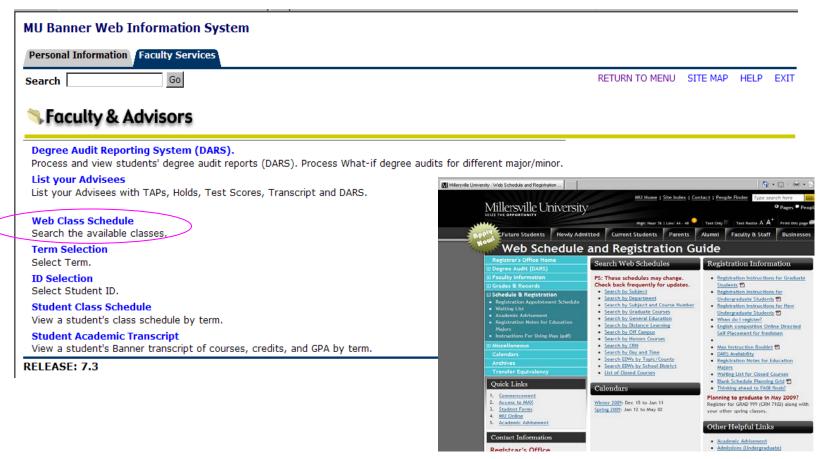
## Faculty Detail Schedule

Faculty schedule will show enrollment, time, location, etc.



### Web Class Schedule

When you click on "Web Class Schedule", another window should open to the Registrar's Office web site for the web schedule and registration information.



### Web Class Schedule Continued



#### **SEARCH BY:**

- ✓ Subject
- ✓ Department
- ✓ Subject and course number
- ✓ Graduate courses
- ✓ General education
- ✓ Distance learning
- ✓ Off-campus
- ✓ Etc.

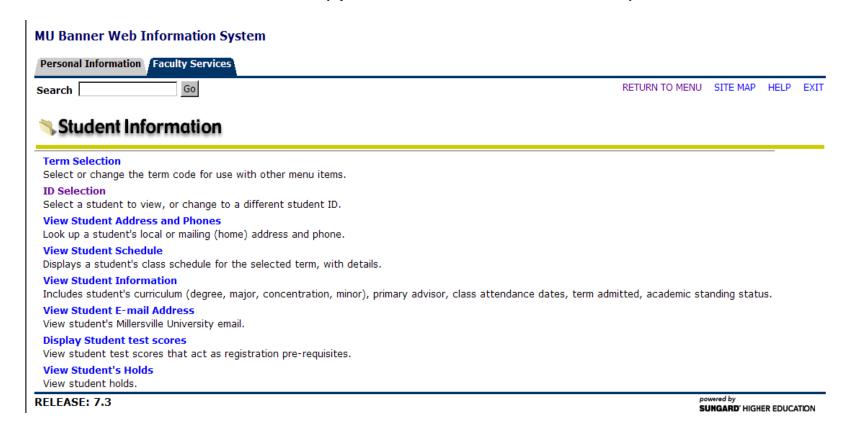
#### **SHOWS**

- ✓ Class capacity
- ✓ Class enrollment
- ✓ Day/Time/Location
- ✓ attributes

### Student Menu

1. Select Term

2. Select ID (option to select advisee or enter and ID)





## Personal Information

Personal Information Faculty Services					
Search Go	RETURN TO MENU	SITE MAP	HELP	EXIT	
Change PIN					
View Address(es) and Phone(s) View your own address(es) and phone number(s).					
Change Security Question					
RELEASE: 7.3		powered by SUNGARD' HIGHER EDUCATION			

Change PIN (if you forget your PIN contact Help Desk or Registrar's Office)
View address and phone number
Change security Question