



WEB FOR FACULTY

www.millersville.edu

Registrar's Office
Fall 2015

MyVILLE (Portal Page)

www.millersville.edu

1. On Millersville's home page, click on **Faculty & Staff** and choose **Logins**.

Current Students Faculty & Staff Site Index People Finder

Millersville University

Select Language

Search web & directory

ADMISSIONS

ACADEMICS

PARENTS & FAMILIES

COMMUNITY

2. Click on **myVILLE Portal** to log into **myVILLE**.

Click on **myAccount@MU** if you have not yet created your account or have forgotten your login information.

Logins and Services Directory



myVILLE Portal



MAX



D2L



Faculty, Staff & Student Email



MU | Alert



ESS

getinvolved emu

Get Involved



myAccount@MU (Student Passwords)



MU Video



Blogs



Career Connections



Employment



Wiki



Cascade CMS



myAccount@MU (Faculty & Staff Passwords)



Payment Portal















Help Desk

Logging on to MAX

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

Quick Links

 D2L	 Employee Self Service	 MAX Banner Self Service Login	 Well Student Check
 MyAccount @MU Login	 Faculty/Staff Outlook Email	 Listserv - Email listings	 Weave Online Assessment System
 Hyperion Report Writer (Requires IE8)	 SMC - Browse Events	 Astra Room Scheduling & Reservations	 Facilities Management Work Order Request

Main Menu

Faculty Services

Personal Information

MU Banner Web Information System

Personal Information Faculty Services

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, [redacted] to the MU Banner Web Information System! Last web access on Sep 11, 2008 at 03:55 pm

Millersville University complies with the Family Educational Rights & Privacy Act of 1974 (FERPA). Faculty & staff viewing student records are reminded that this information is confidential. Please refer to the [FERPA](#) statement, or contact the Registrar's Office.



Faculty Services

View Class Lists, Student Information, Process and View Degree Audits, View Transcripts, Final Grades.



Personal Information

Change your PIN; View your own address(es) and phone number(s)



Marauder Gold (formerly MAP)

*** May not be used for tuition payments.

Make Marauder Gold (MAP) deposits by online payment. Please refer to MyVille for Flex and Marauder Gold (MAP) balance and transaction information.

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Faculty Services

Advisor Menu

Instructor Menu

Student Menu

MU Banner Web Information System

Personal Information **Faculty Services**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)



Faculty Services

Advisor Menu

Process and view a student's degree audit report (DARS); View a student's transcript.

Instructor 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.

Professional Education Unit Menu

Assessment Entry, Dispositions (notice, remediation, assessment), PEU Reports, PEU System Administration

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Advisor Menu

MU Banner Web Information System

Personal Information **Faculty Services**

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 **Faculty & Advisors**

Degree Audit Reporting System (DARS).
Process and view students' degree audit reports (DARS). Process What-if degree audits for different major/minor.

List your Advisees
List your Advisees with TAPs, Holds, Test Scores, Transcript and DARS.

Web Class Schedule
Search the available classes.

Term Selection
Select Term.

ID Selection
Select Student ID.

Student Class Schedule
View a student's class schedule by term.

Student Academic Transcript
View a student's Banner transcript of courses, credits, and GPA by term.

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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.

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

[Personal Information](#) [Faculty Services](#)

Advisee Listing

TAP will appear if one is needed for registration.

Advisee Listing

Student Name	ID	Level	Advisor Type	TAP	Holds	Test Scores	Transcript	DARS
[Redacted]	M001	U	Major1/Conc1 adv (1st curr)	756387	View	View	View	Submit
[Redacted]	M001	U	Major1/Conc1 adv (1st curr)	655346	View	View	View	Submit
[Redacted]	M001	U	Major1/Conc1 adv (1st curr)	857649	View	View	View	Submit
[Redacted]	M001	U	Major1/Conc1 adv (1st curr)	643424	View	View	View	Submit
[Redacted]	M001	G	Major1/Conc1 adv (2nd curr)		View	View	View	
[Redacted]	M001	G	Major1/Conc1 adv (1st curr)		View	View	View	
[Redacted] Confidential	M000	G	Major1/Conc1 adv (2nd curr)		View	View	View	

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.*

DARS (Degree Audit)

MU Banner Web Information System

Personal Information **Faculty Services**

Search [RETURN TO ADVISOR MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

DARS - Degree Audit Reporting System

Process an Audit
Run an audit for a student against the current degree program.
-OR-
Run an audit against any degree program to see how a student's courses would apply towards another degree at Millersville.

View Audits
Choose from a list of audits.

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Select Term

Select the Term for processing then press the 'Submit' button.

Select a Term:

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ID Selection

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students in your classes
 Your Advisees only
 Any MU Student

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You have to select a term for your first request for a DARS or student transcript each time you re-enter Max. A DARS can be processed for any student with ID or by name search.

Academic Transcript

This is NOT an Official Transcript

INSTITUTION CREDIT -Top-									
Fall 2001									
Major:		Psychology							
Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	R		
BIOL	100	U	General Biology:Lecture	B	3.000	9.00			
ENGL	110	U	English Composition	B-	3.000	8.10			
PHIL	100	U	Introduction to Philosophy	B	3.000	9.00			
PSYC	100	U	General Psychology	C+	3.000	6.90			
SOCY	101	U	Introduction to Sociology	C	3.000	6.00			
Term Totals (Undergraduate)									
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:				15.000	15.000	15.000	15.000	39.00	2.60
Cumulative:				15.000	15.000	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)

Personal Information
Faculty Services

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Search

Millersville University Student Schedule

Oct 06, 2008 01:50 pm

To print a user friendly version of a student's schedule use landscape mode.

Ar
MO
Oct 06, 2008 01:50 pm

CRN	Subj	Crse	Seq	Title	Creds	Lv	Stat	Days	Time	Build	Room	Instructor
4080	GRAD	999	01	Graduation	.00	U	RE	TBA	TBA	TBA	TBA	TBA
6772	ART	441	01	Advanced Design	3.00	U	RE	TR	0100-0330PM	BREID	206	Pannafino, James
7170	HIST	470	01	The Vietnam War	3.00	U	RE	MWF	0900-0950AM	MCCOM	300	Frankum, Ronald
Total Credits					6.00							

Notes:

4080	GRAD	999	01	Register for this in addition to your classes, if you are planning to graduate December 2008. Please file an application for degree by September 17.
7170	HIST	470	01	Perspectives prereqs:ENGL 110 & junior class standing

[[Select New Term](#) | [Select New Student](#)]

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This view of the student schedule includes comment lines from the web schedule.

Instructor Menu

MU Banner Web Information System

Personal Information **Faculty Services**

Search

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Instructor Menu

Grades are recorded via MAX.

[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, enrollment for each of your courses in selected term.

**Set up your own class roster
in a format you like.**

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Faculty Schedule by Day & Time

Schedule on a matrix format

Personal Information **Faculty Services**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Schedule by Day and Time

Listed below is your schedule for the selected term.

Enter dates to see your future or previous week schedule.

Go to (MM/DD/YYYY):

[Previous Week](#) **Week of Oct 06, 2008** (91 of 100) [Next Week](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9am							
10am		OSEH 120-0 4989 Class 9:30 am-10:45 am OSBUR 309		OSEH 120-0 4989 Class 9:30 am-10:45 am OSBUR 309			
11am							
12pm							

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


Faculty Detail Schedule

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

Personal Information **Faculty Services**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Faculty Detail Schedule

 Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.


[Prin/Practices of Emer Mgmt - 7833 - EMTG 601 - 50](#)

Status: Open
Available for Registration: Apr 01, 2008 - Jan 31, 2009
College: School of Hum/Social Sciences
Department: Center Disaster Research/Educ
Part of Term: 1
Course Credits: 3.000
Course Levels: Graduate
Campus: Distance Learning
Override: No
Syllabus: [Add](#)
Office Hours: [Add](#)

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	10	20
Cross List:	0	0	0

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA		MUonline DIST LRNG	Aug 25, 2008 - Dec 14, 2008	Lecture	Paul G. Specht (P) 

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.

MU Banner Web Information System

Personal Information **Faculty Services**

Search RETURN TO MENU SITE MAP HELP EXIT

Faculty & Advisors

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Select Student ID.

Student Class Schedule
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Student Academic Transcript
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The screenshot shows the Millersville University website's "Web Schedule and Registration Guide". The page features a navigation menu with tabs for "Future Students", "Newly Admitted", "Current Students", "Parents", "Alumni", "Faculty & Staff", and "Businesses". A search bar is located at the top right. The main content area is divided into several sections: "Registrar's Office Home" with a list of links like "Degree Audit (DARS)", "Faculty Information", "Grades & Records", "Schedule & Registration", and "Miscellaneous"; "Search Web Schedules" with a search bar and a list of search criteria; "Registration Information" with a list of links for various student groups; "Quick Links" with a numbered list of links; "Contact Information" for the Registrar's Office; and "Calendars" for Winter 2009 and Spring 2009. A yellow "Apply Now!" button is visible on the left side of the page.

Web Class Schedule Continued

[HELP](#) [EXIT](#)

Display the schedule listing

[Back to Lookup by Department](#)
[Back to Search Menu](#)

SPCH=Speech Requirement(G4)	HPED=Wellness Requirement(G4)	COMP=English Composition (G4)
G1=HMFA Area	G2=SCMA Area	G3=Social Sciences Area
P=Perspectives	L=Laboratory Component	AW=Advanced Writing Component
W=Writing Component	2L=200 Level Course	
PRM=Permission. Course requires permission of instructor in order to register.		

[Undergraduate Catalog](#)
[Graduate Catalog](#)
[EDW Workshops](#)
[Building List](#)
[Campus Map](#)

Fall 2008 Lookup Criteria: PSYC Undergraduate

CRN	Course	Credits	Title	Days	Time	Dates	Location	Instructor	Seats Avail	Prm	Gen Ed
4261	PSYC 100 00F	3.0	General Psychology	M W F	8:00-8:50am	08/25/08-12/14/08	BYERL 241	Luek, Susan P.	Closed		G3
<i>PSYC 100 00F: Reserved for PSYC majors</i>											
4854	PSYC 100 01	3.0	General Psychology	T R	2:30-3:45pm	08/25/08-12/14/08	BYERL 125	Eiserer, Leonard A.	Closed		G3
4263	PSYC 100 02	3.0	General Psychology	M W F	9:00-9:50am	08/25/08-12/14/08	BYERL 241	Luek, Susan P.	2		G3
4264	PSYC 100 03	3.0	General Psychology		TBA	08/25/08-12/14/08		STAFF	Cancel		G3
4265	PSYC 100 04	3.0	General Psychology	M W F	10:00-10:50am	08/25/08-12/14/08	BYERL 207	Hoover, Susan E.	Closed		G3
4266	PSYC 100 05	3.0	General Psychology	M W F	10:00-10:50am	08/25/08-12/14/08	BYERL 255	Woo, Tae	Closed		G3
6302	PSYC 100 06	3.0	General Psychology	M W F	11:00-11:50am	08/25/08-12/14/08	BYERL 255	Hoover, Susan E.	Closed		G3

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)

MU Banner Web Information System

Personal Information **Faculty Services**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Information

Term Selection

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

ID Selection

Select a student to view, or change to a different student ID.

View Student Address and Phones

Look up a student's local or mailing (home) address and phone.

View Student Schedule

Displays a student's class schedule for the selected term, with details.

View Student Information

Includes student's curriculum (degree, major, concentration, minor), primary advisor, class attendance dates, term admitted, academic standing status.

View Student E-mail Address

View student's Millersville University email.

Display Student test scores

View student test scores that act as registration pre-requisites.

View Student's Holds

View student holds.

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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](#)

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