

## **Appointment Schedule for Winter and Spring 2019 (When do I Register?)**

**The Help Line for early registration is 717-871-5005.**

Early registration will be conducted by web using [MAX \(Millersville Access System\)](#). Currently enrolled students (who do not have registration holds) are eligible to register according to the number of credits passed (does not include in-progress credits). Students with more than 80 credits earned may register for 18 or fewer credits during early registration; students with fewer than 80 credits earned may register for 17 or fewer credits during early registration. All students may register for 18 credits after all appointment groups have elapsed (end of the day on November 9<sup>th</sup>).

Most students can use MAX to register, and all departments are able to put overrides on the computer for students. To obtain an override, submit the proper [Permission to Enroll](#) form to the appropriate academic department for approval. Overrides are required for:

- 500-level courses for undergraduates who have written permission
- prerequisite, major and class restrictions
- classes with overlapping or conflicting times
- classes with other special restrictions as noted in the web schedule

On the mornings of early appointments, operators will be available at 6 a.m. Otherwise, operators will be available to assist Monday through Friday, 8 a.m. to 5 p.m. You may register at or after your appointment tie (see below); however, you may not register earlier. At the end of early registration (beginning November 9<sup>th</sup>), all eligible students may register Monday through Sunday.

**NOTE: Missing class in order to register is NOT considered an excused absence and is not acceptable.**

The last time to use MAX to register for a winter class is at the end of the workday following the first class meeting. The last time to use MAX to register for a spring class is Tuesday, January 29<sup>th</sup> at 11:59 p.m. EST.

## Registration Schedule for Winter

| Winter Registration for all Eligible Students |            |                |   |
|---|------------|----------------|---|
| Date  | Begin Time | Credits Earned | Last Name Beginning With:                   |
| 03-OCT  | 12:00nn    |                | Winter registration begins for all students |

## Registration Schedule for Spring

| Date   | Begin Time | Credits Earned | Last Name Beginning With:   |
|--|------------|----------------|---|
| 30-OCT   | 6:00am     |                | Spring registration for graduate degree-seeking & certification students begins |
| 31-OCT   | 6:00am     |                | Spring registration for all other graduate students begins                      |
| Spring registration for all eligible undergraduate students begins according to credits earned (as follows). |            |                |   |
| 01-NOV   | 6:00am     | 90+            | T-Z   |
| 01-NOV   | 6:10am     | 90+            | S   |
| 01-NOV   | 6:20am     | 90+            | O-R   |

| Date   | Begin Time | Credits Earned | Last Name Beginning With: |
|--------|------------|----------------|---------------------------|
| 01-NOV | 6:30am     | 90+            | M-N                       |
| 01-NOV | 6:40am     | 90+            | J-L                       |
| 01-NOV | 7:00am     | 90+            | H-I                       |
| 01-NOV | 7:20am     | 90+            | E-G                       |
| 01-NOV | 7:40am     | 90+            | C-D                       |
| 01-NOV | 7:50am     | 90+            | A-B                       |
| 01-NOV | 9:00am     | 0-14.5         | T-Z                       |
| 01-NOV | 9:30am     | 0-14.5         | S                         |
| 01-NOV | 10:00am    | 0-14.5         | O-R                       |
| 01-NOV | 10:30am    | 0-14.5         | M-N                       |
| 01-NOV | 11:00am    | 0-14.5         | K-L                       |
| 02-NOV | 6:00am     | 0-14.5         | H-J                       |
| 02-NOV | 6:10am     | 0-14.5         | E-G                       |
| 02-NOV | 6:30am     | 0-14.5         | C-D                       |
| 02-NOV | 6:50am     | 0-14.5         | A-B                       |
| 02-NOV | 7:00am     | 80-89.5        | R-Z                       |

| Date    | Begin Time   | Credits Earned | Last Name Beginning With: |
|---------|--|----------------|---------------------------|
| 02-NOV  | 7:30am   | 80-89.5        | H-Q                       |
| 02-NOV  | 9:00am   | 80-89.5        | A-G                       |
| 02-NOV  | 10:00am  | 70-79.5        | L-Z                       |
| 02-NOV  | 11:00am  | 70-79.5        | A-K                       |
| 05-NOV  | 6:00am   | 65-69.5        | M-Z                       |
| 05-NOV  | 6:20am   | 65-69.5        | A-L                       |
| 05-NOV  | 6:30am   | 60-64.5        | S-Z                       |
| 05-NOV  | 6:50am   | 60-64.5        | M-R                       |
| 05-NOV  | 7:00am   | 60-64.5        | G-L                       |
| 05-NOV  | 7:30am   | 60-64.5        | A-F                       |
| 05-NOV  | 9:00am   | 53-59.5        | M-Z                       |
| 05-NOV  | 9:30am   | 53-59.5        | A-L                       |
| 05-NOV  | 10:00am  | 45-52.5        | R-Z                       |
| 05-NOV  | 10:30am  | 45-52.5        | I-Q                       |
| 05-NOV  | 11:00am  | 45-52.5        | A-H                       |
| 6-7-NOV | No NEW Spring Registration Activity (all prior groups that have registered can still |                |                           |

| Date                | Begin Time | Credits Earned           | Last Name Beginning With: |
|---------------------|------------|--------------------------|---------------------------|
|                     | register)  |                          |                           |
| 8-NOV               | 6:00am     | 40-44.5                  | A-Z                       |
| 8-NOV               | 6:10am     | 30-39.5                  | T-Z                       |
| 8-NOV               | 6:20am     | 30-39.5                  | Q-S                       |
| 8-NOV               | 6:40am     | 30-39.5                  | M-P                       |
| 8-NOV               | 6:50am     | 30-39.5                  | I-L                       |
| 8-NOV               | 7:00am     | 30-39.5                  | G-H                       |
| 8-NOV               | 9:00am     | 30-39.5                  | C-F                       |
| 8-NOV               | 11:00am    | 30-39.5                  | A-B                       |
| 9-NOV               | 9:00am     | 25-29.5                  | L-Z                       |
| 9-NOV               | 9:30am     | 25-29.5                  | A-K                       |
| 9-NOV               | 10:30am    | 15-24.5                  | L-Z                       |
| 9-NOV               | 11:00am    | 15-24.5                  | A-K                       |
| 10-NOV to<br>29-JAN | All        | All eligible<br>students | A-Z                       |

