

Graduate and Professional Studies  
Phone: 717-872-3099  
Fax: 717-872-3453

May 13, 2009

Stanley Caterbone  
1250 Fremont Street  
Lancaster, PA 17603

**ID#: M00237196**

Dear Mr. Caterbone:

I am pleased to welcome you to Millersville University as a non-degree, post-baccalaureate student beginning summer 2009. Having non-degree status allows you the opportunity to take a limited number of courses on a space available basis at the University, some or all of which may be applied toward a degree program later. If you plan to continue on a non-degree basis, your status remains active for a five-year period beginning with the session you were admitted non-degree or the last session you completed a course as a non-degree student.

Your student identification number (M#) is **M00237196**. If you are a first-time student, you must activate your account before registering for courses. For information about account activation, please visit <http://myaccount.millersville.edu>. For information about registering for credit courses, please view the Registrar's homepage at ([www.millersville.edu/~register](http://www.millersville.edu/~register)). If you have questions regarding registration, you may contact the Registrar's Office at 717-872-3035.

I wish you great success as a non-degree student and hope that you will seek admission as a degree-seeking student in one of our University's master's degree programs. If this is your plan, you must do so prior to completing nine credit hours required for the degree. While your success as a non-degree student does not guarantee acceptance into a degree program, it is an additional piece of evidence that can be used to support your master's degree application. Please visit the Office of Graduate Studies website at ([www.millersville.edu/~graduate](http://www.millersville.edu/~graduate)) for application information and materials or contact us at 717-872-3099.

The deadline dates for submitting a complete application for a master's degree program are: October 1 for Winter/Spring admission and February 1 for Summer/Fall admission. In addition, it is imperative that you consult with the graduate program coordinator from your intended discipline to understand what course options are available to non-degree students and any specific application requirements. Contact information for graduate program coordinators is also available on the graduate studies website.

If you have a learning or accessibility need that requires University attention, please contact the Office of Learning Services at 717-872-3178.

Again, welcome to Millersville University! I hope you find both challenge and fulfillment in your studies and wish you well in your professional endeavors. If you should have questions concerning your student status, please do not hesitate to call the Office of Graduate Studies and Research at 717-872-3099.

Sincerely,



Victor S. DeSantis, Ph.D.  
Dean of Graduate Studies and Research

## Registration Instructions for Graduate Students

- Registration dates for Graduate Students for the Summer and Fall 2009 terms are as follows
- |                                   |  |
|-----------------------------------|--|
| <b>Tuesday, March 24 – 6 a.m.</b> | <b>Degree-seeking and Certification students</b> |
| <b>Tuesday, March 31 – 6 a.m.</b> | <b>Non-degree graduate students</b>              |
- **Advisement for graduate students** is an important aspect of program planning, but not a mandatory step in the course registration process. If you are a degree-seeking graduate student, you should seek advisement from your graduate program coordinator regarding your scheduling needs.
- Choose classes from the **Web Schedule**. Use the Graduate Courses search option for a complete list, or find specific courses for your degree program using the Subject search. You can also search for the Distance Learning or Off-Campus courses. Check the course notes to make sure you meet prerequisites or other restrictions.
- Plan your schedule – a blank schedule planning grid is available on the web for your convenience. Consider alternate courses in case a preferred course is not available.
- Course prerequisites and restrictions are enforced during registration for spring and fall terms. You need to contact the course instructor ahead of time to request approval to enroll in courses requiring written permission, or for waivers of prerequisites and other restrictions. If approved, the department will enter an override so that you can register for the course on-line.
- Check your registration status on MAX before you register. You must be admitted through the Office of Graduate Studies in order to take classes. Once admitted, your status is active for five years. If you have any registration holds, you must clear them in order to register. On the MAX "Registration" menu, choose "Check Your Registration Status."
- **Register on MAX!** For first-time users:
- Create your myVille and MAX accounts online at <http://myville.millersville.edu/> (click on the "New Students Activate Account" link on this page and follow the on-screen instructions).
  - Access MAX from Millersville's homepage and login with the User ID and PIN you created in Step 1
  - Follow this menu path to get to the registration screen:
    - ➔ **Student Services**
    - ➔ **Registration**
    - ➔ **Add/Drop Classes**
- Registration Help Line**  
**717-871-2400**
2. Select Term (to switch between one of three Summer terms or Fall term you must go back to this prompt).
  3. Enter CRNs for your courses – Submit Changes.
  4. Check your schedule – if "Registered" appears in the Status column on the left, you successfully enrolled in the course. If there are any problems, you will see a Registration Errors block.

**TIPS: Need help using MAX?** Check out the on-line instruction booklet on the web (Registrar's Office web site, "Registration Guide" page).

**Open two web sessions:** one to search for classes (has prerequisites and course restrictions listed) and the other to register on MAX

**PHONE REGISTRATION** is also available – call 717 872-3999 and follow the instructions to log in and register. Touch-tone phone is recommended; this feature will not work with a cell phone.

***Last day to register via MAX web/phone:***

Summer Term: The Sunday before the class begins by 11pm  
Fall Term: Thursday, August 27 by 11pm

# Millersville University

[www.millersville.edu](http://www.millersville.edu)

**Welcome to Millersville University**

- About Millersville University
- Academics
- Athletics
- Calendar
- Financial Aid
- Giving to Millersville
- Library
- Directions / Maps

**Portal Logins**

- 3: Blackboard Student Course Mgmt. Sys.

**Announcements**

- 1: Winter/Spring 2009 Schedule & Registration Information
- 2: Sign up for MUAlert to get early news on campus emergencies

**Upcoming Events**

- 9. 2008
- October 10, 2008

**Latest News**

- Millersville Weather: High: Near 76 | Low: 46 - 56

### Web Search for Classes

1. From MU homepage – select **Schedule & Registration Information**.
2. Search for classes using various methods.
3. Register on **MAX**

## Registrar's Office Website

# Web Schedule and Registration Guide

### Schedule & Registration

- Registration Appointment Schedule
- Waiting List
- Academic Advisement
- Registration Notes for Education Majors
- Instructions For Using Max (pdf)

### Quick Links

1. Commencement
2. Access to MAX
3. Student Forms
4. MU Online

### Search Web Schedules

**PS: These schedules may change. Check back frequently for updates.**

- Search by Subject
- Search by Department
- Search by Subject and Course Number
- Search by Graduate Courses
- Search by General Education
- Search by Distance Learning
- Search by Off Campus
- Search by Honors Courses
- Search by CRN
- Search by Day and Time
- Search ED's by Topic/County
- Search ED's by School District
- List of Closed Courses

### Calendars

Winter 2009: Dec 15 to Jan 11  
Spring 2009: Jan 12 to May 02

### Registration Information

- Registration Instructions for Graduate Students
- Registration Instructions for Undergraduate Students
- Registration Instructions for Undergraduate Students
- When do I register?
- English composition Online Directed Self-Placement for freshmen
- Max Instruction Booklet
- DARS Availability
- Registration Notes for Education Majors
- Waiting List for Closed Courses
- Blank Schedule Planning
- Thinking ahead to FA08

### When do I register?

### How to use MAX

### Planning to graduate in December 2008?

Register for GRAD 999 (CRN 7102) along with your other spring classes.

Millersville University

SEIZE THE OPPORTUNITY

Graduate Studies and Research

P.O. Box 1002

Millersville, PA 17551-0302

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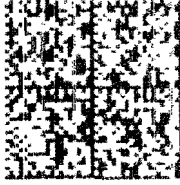
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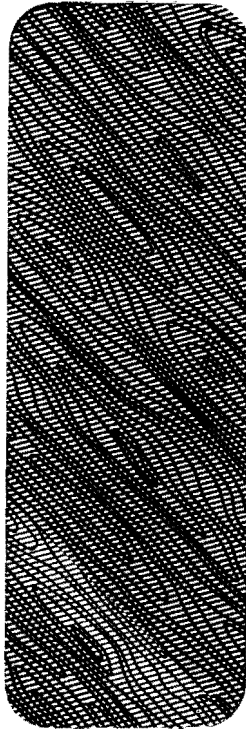
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