

Greetings from the Registrar's Office at Millersville University!

We hope you are having an enjoyable and challenging spring semester. Please feel free to visit our web site or contact us if you need assistance.

M *Please make note of these important upcoming dates!*

MAR 4	Fall web schedule & other registration information available online; registration TAPS will be available to academic advisers
MAR 11	Spring recess begins at 7am
MAR 18	Spring recess ends at 7am
APR 2	Graduate degree-seeking and certification students begin registration for fall term
APR 3	Graduate non-degree students begin registration for fall term
APR 5	Last day to withdraw from a course & receive a W grade (signed withdrawal card must be in the Registrar's Office by 4:30pm)
APR 5	Deadline for making up an incomplete grade for a Fall 2018 or Winter 2019 undergraduate course
APR 4-12	Early undergraduate registration for Fall 2019 (degree audit access may be limited during this time)
MAY 6	Last day to change a pass/fail grade to a regular grade Last day for graduate students to make up an incomplete grade Last day of regular class meetings for spring
MAY 6	Deadline for submitting graduate theses and grades for research reports to the College of Graduate Studies and Adult Learning
MAY 7-11	Evaluation period -- Special class schedule Classes will meet during this period for regular instruction or for examinations Degree audit access is restricted from May 7 to May 18 for grading
MAY 10	College of Graduate Studies and Adult Learning Commencement
MAY 11	Baccalaureate Commencement (10am); end of spring term
MAY 15	Final grades for spring term are due from faculty by 11pm
MAY 17	Final grades for spring term available to students via MAX after 4:30pm

M *For a complete Spring 2019 Academic Calendar, visit the Registrar's Office web site [located here](#).*

M *TAP Numbers Available now*

If you are a currently registered undergraduate student and will be looking to register for Fall 2019 classes, you will NEED to obtain your TAP number from your academic adviser in order to register for Fall. Be sure to schedule an appointment to meet with your adviser on or after March 4 for advisement and to obtain your TAP number before your appointment time in April. [Click here for the Fall 2019 registration appointment schedule.](#)

Withdrawal Deadline

Just a friendly reminder that the deadline to withdraw from a Spring 2019 class is April 5! [A completed and signed withdrawal card](#) needs to be submitted to the Registrar's Office by 4:30 PM on that day for processing!

Try the 'Ville Schedule Builder!

[The 'Ville Schedule Builder](#) allows you to set aside time for work, athletics practice, rehearsals, family schedules and other breaks. The 'Ville Schedule Builder engine will generate every possible class schedule with the courses you need at the times you want. View several possible schedules at a time and compare options. Then, hold your ideal class schedule in your registration cart, and add your classes when registration begins. [Log in to MAX and get started!](#)

Summer Session Classes

A complete listing of Summer I, II, III session courses is available to [view online](#). You can register for Summer 2019 classes via MAX – just log in through the [myVILLE portal](#)!

Know your rights under FERPA!

Are your parents entitled to know your grades? What information about you is considered to be “directory information” at MU? Learn more about your rights regarding your education records under the Family Educational Rights and Privacy Act (FERPA) on our web site ([here](#)).

Student Forms Center

Looking to change your Major or add a Minor? Do you need a Transcript Request form? All of these (and more) are available in the Student Forms Center, available [here](#)!

Get the most out of MAX

Use the MAX student information system on the web to:

- Obtain enrollment verifications
- Update your address
- Check your Fall 2019 class schedule for meeting time/room/instructor
- Run a degree audit for your major
- View your grades and transfer credits

Log into the [myVILLE portal](#) to access MAX!

Transfer Credit for Winter Courses:

If you had approval to take courses at another college this winter, have an official transcript sent to the Registrar's Office so the credits can be recorded on your MU record. Note that an [Authorization for the Transfer of Credit](#) form MUST be completed before you take a course at another institution.