

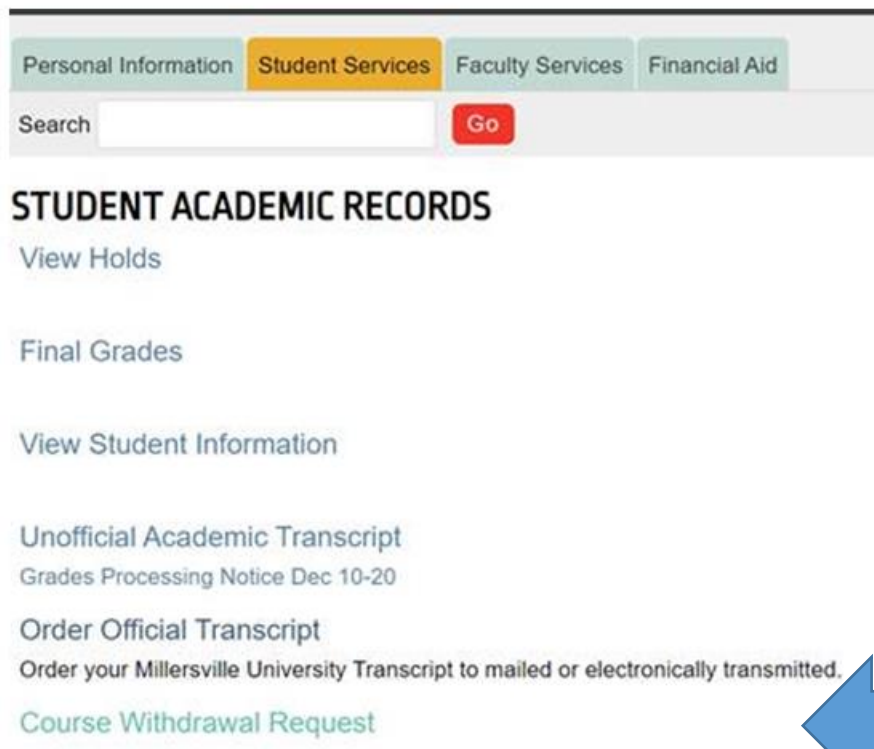
Dear Faculty,

In response to University events related to the COVID-19 (Coronavirus) situation, the Registrar's Office has moved the process of withdrawing from a single course to an online form. Students will be able to withdraw from a spring 2020 course online up to the deadline of April 10 (DEADLINE HAS BEEN EXTENDED).

- This form will allow students to request a course withdrawal electronically
- Once submitted through MAX, the course instructor will receive the request for withdrawal and be able to approve it and forward it on to the Registrar's Office.
- No paper forms will be needed
- When the withdrawal is processed, the system will generate a notification email to the student's advisor. Students and advisors will know that the withdrawal is final when you see a "W" for the course in the student's record in MAX.

The log-in for MyVille/MAX can be found here: <https://www.millersville.edu/logins/>

The form to request a course withdrawal will be here in MAX:



The screenshot shows the MyVille/MAX interface. At the top, there are four navigation tabs: "Personal Information", "Student Services" (highlighted in yellow), "Faculty Services", and "Financial Aid". Below the tabs is a search bar with the text "Search" and a red "Go" button. The main content area is titled "STUDENT ACADEMIC RECORDS" and lists several options: "View Holds", "Final Grades", "View Student Information", "Unofficial Academic Transcript" (with a sub-link "Grades Processing Notice Dec 10-20"), "Order Official Transcript" (with a sub-link "Order your Millersville University Transcript to mailed or electronically transmitted."), and "Course Withdrawal Request". A large blue arrow points to the "Course Withdrawal Request" link.

Please note: this form is for individual course withdrawals. It is not the correct form for complete student withdrawal from the spring semester. Students should visit the student forms center for the withdrawal/leave of absence form: <https://www.millersville.edu/forms/index.php>