

MEMORANDUM

TO: University Faculty and Advisors

FROM: Registrar's Office
Student Affairs and Enrollment Management

DATE: March 26, 2020

RE: **Student TAPs for Fall 2020 Registration**

Undergraduate registration for the Fall 2020 term is approaching, and we would like to remind you of a few important points:

1. Fall early registration for most undergraduates will be held April 9-17. All currently enrolled undergraduate students in a degree-seeking program and non-degree students on probation must have a TAP to register. Advisers will distribute TAPs to their advisees during advisement prior to registration. Please check your advisee list on Banner Web for Faculty to be sure you are giving students a valid TAP for Fall 2020. A *different* TAP number is generated for students each semester to ensure that they will contact you for advisement before registering.
 1. **Special Needs & Veteran students register on April 6th starting at 8AM (TAP number starting with 499)**
 2. **Athletes (TAP numbers will start with 433) & Honors College students (TAP number starting with 466) register on April 8th starting at 6AM**
2. TAPs for Fall 2020 registration are available to all faculty and advisers via [Banner Web for Faculty](#). If you need instructions on how to view a list of your advisees with their Fall 2020 TAP numbers, please review [TAPS for Your Advisees](#) on the Registrar's Office web site.
3. Department chairs and deans will receive a master list of TAPs for all students in their department or college.

Please be sure to give your advisee the correct TAP number. Here are some tips to help avoid common errors:

- A TAP is a 6-digit PIN, so please be sure to include leading zeros, if any, when you give a TAP number to an advisee.
- Double-check the number sequence; if any numbers in the 6-digit sequence are transposed, the TAP won't work.
- Be sure the TAP you give an advisee is the correct one for him/her, and not the TAP for another student just above or below that person on your advisee list.

NOTE: If you do not see a TAP for a student, they may either have a different adviser assigned or a TAP is not required for registration. After a student has registered for at least one class, the TAP is no longer necessary and will be removed.

If you have any questions concerning TAPs, please call: John Sicotte, Assistant Registrar for Registration, at x5572 or email john.sicotte@millersville.edu

REMINDER: The last day for students to withdraw from most SPRING 2020 classes is Friday, April 10th (extended from April 3rd).