

## **MEMORANDUM**

**TO:** University Faculty

**FROM:** Vilas Prabhu, Ph.D., M.B.A.  
Provost and Vice President  
for Academic Affairs

**DATE:** September 23, 2020

**SUBJECT:** Student TAPs for Spring 2021 Registration

Undergraduate registration for the Spring 2021 term is approaching, and we would like to remind you of a few important points:

- Fall early registration for most undergraduates will be held November 5-13. 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 Spring 2021. 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 November 2<sup>nd</sup> starting at 8AM (TAP number starting with 101)**
  2. **Athletes (TAP numbers will start with 303) & Honors College students (TAP number starting with 202) register on November 4<sup>th</sup> starting at 6AM**
- TAPs for Spring 2021 registration will be available to all faculty and advisers via Banner Web for Faculty the morning of October 12<sup>th</sup>. If you need instructions on how to view a list of your advisees with their Spring 2021 TAP numbers, please review TAPS for Your Advisees on the Registrar's Office web site.
- The Spring 2021 online class schedule will go live on September 30<sup>th</sup>.
- 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](mailto:john.sicotte@millersville.edu)

**REMINDER: The last day for students to withdraw from *most* FALL 2020 classes is Friday, October 30th.**