

Validation Instructions

The screenshot displays the myMILLIKIN user interface. At the top, there is a navigation bar with 'QUICK LINKS', 'MY ACCOUNT', and 'LOG OFF'. The main header includes the 'myMILLIKIN' logo and a personalized greeting 'Good Morning, Maybell'. Below the header is a search bar. The 'myALERTS' section contains two alerts: 'Registration Validation' and 'Upload Immunization'. The 'mySTREAM' section shows a list of messages with filters for 'Date', 'Subject', and 'Source'. The 'FAST ACC' menu on the right contains icons for MU Online, Moodle, Campus Calendar, Authorize Prints, Pay Bills, Microsoft Software, and Faculty Advisor. A pink arrow points to the MU Online icon. Other sections include 'myVIP', 'ACADEMICS', 'ALUMNI', 'CONNECT', 'TOOLS', and 'DECATUR WEATHER'.

QUICK LINKS MY ACCOUNT LOG OFF

myMILLIKIN Good Morning, Maybell ACCOUNT BALANCE MEAL/FLEX BALANCE PRINT BALANCE

SEARCH

myALERTS

- Registration Validation**
You need to validate your registration for this term.
- Upload Immunization**
Click here to upload your Immunizations.

mySTREAM

Date ↑↓ Subject ↑↓ Source ↑↓ Create New Message Toggle Filter Icons

VIEW ALL 10

Message Title	Date
Found bracelet A bracelet was found near Shilling Hall. Please come to Public Safety to claim.	10.2.19
Found Item An item was found in Shilling Albert Taylor Theatre. If you lost an item in Albert Taylor on 9/2...	9.24.19
Work Study Opportunity for this Saturday, September 28th! Child Care Workers Wanted- Work Study Opportunity, Saturday, September 28th 8:30am-4:30pm. Opport...	9.23.19
Newly designated LACTATION ROOM - SHILLING HALL, Room 109 As part of our family-friendly policies and benefits, Millikin University supports breastfeeding ...	9.17.19

More Items Show More ↓

FAST ACC

- MU Online
- Moodle
- Campus Calendar
- Authorize Prints
- Pay Bills
- Microsoft Software
- Faculty Advisor

myVIP

Stay up to date during your admission process by clicking here to access myVIP

ACADEMICS

ALUMNI

CONNECT

TOOLS

DECATUR WEATHER

Fair, 81.0°F

Login to myMillikin and select MUOnline

Validation Instructions



Personal Information Alumni and Friends Student Financial Aid

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, Maybel Wickline, to Millikin Online Last web access on 12-AUG-2020 at 10:42 am

Validation

Check in Each Term.

[Summary Course Listing](#)

Summary Listing of Courses

[Student Services and Financial Aid](#)

Registration, Academic Records, Financial Aid, Student Account Information, Student Detail Schedule, Purchase Paper

[Alumni and Friends](#)

Through our Milli-Link XP online alumni directory, you can find a classmate, update your address and other information, make a gift, and more.

[Personal Information](#)

View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; View your Millikin University phone call detail; View and submit Physical Plant work orders

[MU Account Suite](#)

Pay your bill now.


RELEASE: 8.9.1

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Select Validation under Personal Information tab

Validation Instructions

Online Registration Validation

 When updating or inserting an address, **Address Line 1, City, State/Province,** and **ZIP/Postal Code** are required fields; all other fields are optional. If you are entering a foreign address, **Address Line 1, City,** and **Nation** are required. Unlisted phone numbers will not be published.

Your Millikin Residence Hall address should be formatted following the example below. A listing of all Millikin Residence Hall addresses can be found [HERE](#)

Address Line 1: Blackburn Hall, Room 123, Box 456

Address Line 2: 105 N Oakland Ave.

City: Decatur

State: IL

Zip: 62522-2081

Addresses and Phones

Permanent Mailing Address	Phones
Edit (Current): 21-FEB-2014 to (No end date) 11288 E Quail Hollow Dr Robinson, Illinois 62454-5327 Crawford	Edit (Primary): 618-5544234


School (Campus/Non-campus)	Phones
Edit (Current): 22-JAN-2021 to (No end date) 2610 S Taylor Rd Decatur, Illinois 62521-9117 Macon	Edit (Primary): None Provided

Type of Address to Insert:

Students must have an active School(Campus/Non-Campus) & Permanent Mailing Address on file. A commuter student will have matching addresses. If you need to add an address, Click Type of Address to Insert then click Insert New. When all addresses are entered and correct, click Addresses are Correct Continue with Validation.

Validation Instructions

Validation Email Update

 To **update** an existing e-mail address, click the **e-mail address**.
To **insert** a new e-mail address, select an address type from the pull-down list and click submit.

E-mail Addresses

Millikin
mwickline@millikin.edu Preferred

Personal
maybelw4422@gmail.com

Type of E-mail to Insert:





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Review your Email Addresses. Insert additional email address including your personal email. Once complete click Email Addresses are Correct, Continue with Validation. ****Note:** Millikin email address are used for “official” university communication. A parent email addresses may be used to share non-educational information

Validation Instructions

Validate Password Reset Email Address

 Please add a non-Millikin email address below. In case you forget your password, a reset link can be sent to the email address you specify in order to regain access to your account.

 To **update** an existing e-mail address, click the **e-mail address**.
To **insert** a new e-mail address, select an address type from the pull-down list and click submit.

E-mail Addresses

Password Reset

[maybelw4422@gmal.com](#)

Email Addresses Are Correct, Continue with Validation



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Password Reset email is provided for lost passwords and account resets, provide an email other than a Millikin email address. Email Addresses are Correct, Continue with Validation.

Validation Instructions

Validate Contact Information

In accordance with the Jeanne Cleary campus security act each student living in on-campus housing has the option of naming a confidential emergency contact in case the student is missing. Information on this confidential contact will only be used by security or law enforcement if the student is reasonably determined to be missing. Confidential contact is separate from other emergency contact information and educational records. It is the students responsibility to modify or update this confidential contact.

Contacts

Order	Name	Address and Phone	Relationship
1	Joe Doe	101 South North Main St. Decatur, IL 62521 217 2173626488	Significant Other

2 [New Contact](#)

Personal Contacts Are Correct Continue with Validation



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Must have one contact entered, could be Mother, Father, Guardian, etc.. Students may choose a confidential emergency contact or a relationship of your emergency contact, Click on existing Contact or enter New Contact and enter the information accordingly. Submit changes. Once entered and correct click Personal Contacts Are Correct Continue with Validation

Validation Instructions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An individual is considered an "eligible student" under FERPA on the first meeting day of any course that the individual is officially registered for at Millikin University. An eligible student's FERPA rights include:

1. The right to inspect and review the student's education records within 45 days after the day Millikin University receives a request for access. A student should submit to the Office of the Registrar a written request that identifies the record(s) the student wishes to inspect.

Students should submit to the Registrar, Dean, head of the academic department, Dean of Student Development, or other appropriate official written requests that identify the record(s) they wish to inspect. A form can be obtained from the Office of the Registrar that the student may use to request access to Academic Records. After the written request, each office or department will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request an amendment to the student's education record which the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Millikin University to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Millikin University decides not to amend the record as requested, the Registrar will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Millikin University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official is a person employed by Millikin University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Millikin University who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Millikin University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Millikin University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Millikin University's FERPA Compliance Officer: Alex Berry can be reached at aberry@millikin.edu for questions.

Acknowledge my FERPA Rights



Read information regarding Student Rights under FERPA and click Acknowledge my FERPA Rights.

Validation Instructions

[Personal Information](#)

[Alumni and Friends](#)

[Student](#)

[Financial Aid](#)

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Millikin University Publicity Consent

I, **Maybel Wickline** hereby consent to the use, without compensation, of my name, photograph, video, voice, image and/or likeness by Millikin University. This use includes publication or distribution in any University-sponsored product or media. In addition, I waive all claim compensation or damages based on the use of my image or voice, or both, by Millikin University. I also waive any right to inspect or approve the finished photograph or video or audio recording.

I further understand and agree that this Publicity Consent shall remain in full force and effect unless canceled in writing and in reasonable advance of any said publications.

I am an adult, 18 years of age or older, and have the full right and authority to grant this consent.

I HAVE FULLY READ THE FOREGOING "PUBLICITY CONSENT". I FULLY UNDERSTAND ITS CONTENTS. I AM VOLUNTARILY SIGNING THIS "PUBLICITY CONSENT" AS MY FREE AND VOLUNTARY ACT.



Read information regarding Publicity Consent and click Agree to Publicity Consent.

Validation Instructions

Tax Form Validation

I agree to receive all forms of communication from Millikin University by electronic means. The University will use my assigned Millikin e-mail account for official forms of communication. It is my responsibility to review my Millikin e-mail regularly. I further agree to receive various letters and forms in electronic format. This includes, but is not limited to: financial aid award letters, billing information, 1098T tax forms, W2 tax forms, and Federal Loan requirements. I further understand that this authorization will remain in effect for my entire period of enrollment at Millikin University.

By consenting to receive your 1098T electronically, you agree to return to https://muonline.millikin.edu/prod/bwtktxns.p_disp_tax_notification between January 31 and October 15 of the appropriate year to print your 1098T form on-line. Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form 1098T by contacting the Office of Student Financial Services.

By consenting to receive your W-2 electronically, you agree to return to https://muonline.millikin.edu/prod/bwpkxtxs.P_ChooseW2Key between January 31 and October 15 of the appropriate year to print your W-2 form on-line. You may be required to print and attach your W-2 form to a Federal, State, or local income tax return. Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 by accessing https://muonline.millikin.edu/prod/bwpkxtxs.P_W2Consent and unchecking the box to revoke consent, or providing written notification to the Business Office. A paper copy of your W-2 may be obtained by contacting the Business Office. Student employees are responsible for keeping accurate address information on file with the University. For assistance in updating student employee information, contact the Student Success Center.

Continue To Validation



Read information regarding Tax Form and click Continue to Validation.

Validation Instructions

Financial Responsibilities

Students are responsible for all financial obligations to the University and its contracted service providers. This includes, but is not limited to Aramark Dining, the Woods at Millikin, HSHS Health Services, etc. Failure to meet the financial obligations to Millikin and/or its contracted service providers may result in the student being administratively withdrawn from the University. Delinquent Accounts may be turned over to a collection agency and additional collection costs will be incurred.

I authorize Millikin University to credit any excess financial aid funds after tuition, fee, room, and board charges are satisfied to other allowable campus charges that I may incur. I further authorize Millikin University to credit financial aid funds to minor prior-year allowable charges, not to exceed \$250. I further understand that this authorization will remain in effect for my entire period of enrollment at Millikin University and that I have the right to cancel or modify this authorization at any time in writing. Should a credit exist on my student account after all charges have been paid, I may elect to have my credit balance/financial aid refund issued via direct deposit by entering my banking information in the MUonline portal and selecting "Accounts Payable". If desired, I may request Millikin University hold my credit balance from my fall semester to be applied my spring semester charges within the same academic year. Millikin cannot hold credit balances for subsequent academic years. All questions related to financial aid or student accounts should be directed to the Office of Student Financial Services in Room 118 Shilling Hall or via email at studentfinancialservices@millikin.edu.

Authorize Use of Excess Financial Aid Funds & Continue To Validation



Read Financial Responsibilities and click Authorize Use of Excess Financial Aid Funds and Continue to Validation.

Validation Instructions

Consumer Information Notice

I further understand the validation process is serving as my notice regarding Millikin's responsibility to provide Consumer Information and Disclosures in accordance with the Higher Education Opportunity Act. Located on Millikin's website: www.millikin.edu under "About", I will find general institutional information, financial assistance information, health and safety, student outcomes, etc.

Consumer Information Notice and Acknowledgement - Continue To Validation



Read Consumer Information and click **Consumer Information Notice and Acknowledgement – Continue to Validation.**

Validation Instructions

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Authorize Use of Excess Financial Aid Funds & Continue To Validation



Read Financial Responsibilities and click Authorize Use of Excess Financial Aid Funds and Continue to Validation.

Validation Instructions

Online Registration Validation

 In order to confirm your registration for the current term, click the checkbox below. You **MUST** click the checkbox and click Validate Me! to confirm your registration.

**Your meal plan will not be activated until validation is complete.
Failure to validate by the first day of class will result in removal of your schedule.
Do not click the back button on your browser.**

If you are not returning to Millikin, please contact the Registrar's Office at 217-424-6217 or [email](#) NOW!

Failure to notify the Registrar may cause you to be billed for tuition.

Alex Berry, Will you be attending Millikin for the Spring 2024 semester?

Yes 

 [Return to Main Menu](#)

Verify Attendance for the Semester.

Yes – Must check Box

Click Validate Me!

Validation Is Complete!
You can now view your course schedule.
Meal Plans and DISC access will be
activated.