Requesting special, non-CRN courses

How do I request a D2L shell for a course that does not have a CRN?

Please contact the IT Help Desk at (717) 871-7777 (on campus: x7777) or Help.Desk@millersville.edu, explain that you are requesting a D2L shell for a non-CRN course section, and provide the following information:

- your name
- your department
- your email address
- your phone number
- the name of the non-CRN course section
- the course number and section number of the non-CRN course, if applicable
- the semester(s) during which the D2L will be used

Notes:

- Once a request is submitted to the IT Help Desk, it may take three to four business days for the course shell to appear within D2L.
- Because D2L shells for non-CRN course sections are not linked with Banner, you must manually add students to, and drop students from, the shell.