

Dear Student,

Your internship registration was received, approved, and the required instructor class override is complete. You now need to register for your Internship course & credits. Please read this message as it contains important registration information for gaining credit.

While the course is primarily online, **there is a one-time mandatory Orientation Meeting on Sept 3rd from 6:15-8:15 PM at B131.** You will need to purchase the course book, InternQube which is available at the campus bookstore or online at <http://www.internqube.com/>.

PLEASE FOLLOW THESE DIRECTIONS CAREFULLY WHEN REGISTERING IN FALCONLINK:

The registration system automatically defaults to the lowest possible number of credits (e.g., INTE391 will automatically show 1 even though you may want to sign up for 3 credits, INTE394 will automatically show 4 even though you may want to sign up for 12 credits).

Follow these steps in Falconlink to change your credits:

click on Self-Serve Main Menu

Student tab

Registration

Add/Drop Classes

Register for Classes, select a term, then internship class information

click the Schedules and Options Tabs and find the box labeled hours

click on the number and update this to the number of credits you want

click submit

Contact the Registrar's Office if you have any questions on registration.

Please call the Career & Professional Development Center at (717) 691 -6016 or email career@messiah.edu if you have any additional questions regarding your internship.

Sincerely,

Joy Fea

Career Coach and Internship Program Coordinator

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