

## ADVISING INFORMATION FOR FALL 2009 REGISTRATION

**New PHED 101 Intro to Wellness course for 2 credits:**

**- applies to students entering Messiah in FALL 2007 OR LATER**

**(requirement = 2 credits of PHED 101 & 1 additional PHED activity credit)**

### **ADVISING TIPS:**

- ✓ Attached are registration materials to be used for Fall 2009 advising. The schedule of classes will be distributed to students on Friday, March 27. All student registration materials can be found on the Registrar Channel under the Academic Life Tab on MCSquare. **Advising begins Monday, March 30.** On-line registration for the Fall semester begins April 3 for Grantham students and April 2 for students studying off-campus. Messiah College Philadelphia Campus students will register with Ashley Cole.
- ✓ **Registration priority times** are established based on class level and total number of credit hours earned. Students may register anytime during or after their registration priority date and time.
- ✓ **NO MORE PINS!** In the past, advisors have cleared their advisees for registration by providing them with a PIN following their advising meeting. Now the use of the PIN is no longer required. Instead, advisors will have the ability to release (and place) a registration hold via MCSquare. These releases should only be removed after the advising meeting. Be sure to view your **FALL 2009** Advisee Listing, and not a previous semester! Without your release of their record, students will be unable to register for classes.
- ✓ **Registration Request Form:** Students should list their course selections recommended during the advising session on this form. You and your advisee should retain a copy. You can help your advisees have a successful registration by assisting them with a number of alternate courses should their initial choice(s) be closed. Concentrate on a list of courses, not necessarily specific sections.
- ✓ **Registration Restrictions:** Students will need to visit the Registrar's Office to process overload credits (>18 credits). Students may be blocked from registration if they have outstanding obligations with the Business Office, Engle Health Center or College Ministries. They may also be restricted to 14 credits if currently on academic probation.
- ✓ Students may elect to register online for Pass/Fail/Audit courses. If approved, they will receive an email confirmation from the Registrar's Office; if not approved, their course registration will be changed to letter grade, and a follow-up email will be sent. These requests must be received by the posted deadlines.
- ✓ Remember: Courses designated with "HONORS" in the title are only for students in the College Honors Program.
- ✓ Please check the enclosed Fall 2009 General Education List of approved general education courses to ensure they fulfill the intended requirements. **TheView – Gen Ed & Beyond** on your **Faculty & Advisors Menu** is the most up-to-date list of approved general education courses for the Fall semester.
- ✓ Encourage advisees to log into MCSquare at least two days before they are scheduled to register. If they have log-in problems, they should contact their ITS support person.
- ✓ **IMPORTANT!** Encourage students to print their schedule after any registration session. You may **review your advisees' schedules** in Self-Service Banner (**Faculty & Advisors Menu, Student Information Menu, Student Schedule**) any time after they have registered.

**DEGREE AUDITS:** (Degree audits can only be viewed with Internet Explorer.)

Degree audits are available online via MCSquare and are accessible following these steps:

1. Log into MCSquare and go to the Home Tab. Within the Educator Quicklinks Channel, click on Registrar.
2. Select *Online Degree Audit* under the Banner Faculty Self Service heading.
3. A list of your advisees is on the left of the screen. Click once on a name to bring up the audit. If you do not see the name of a particular student on the screen, scroll down using the arrows on the keyboard or the scroll wheel on your mouse.
4. We recommend always selecting "Process New" to recalculate the degree audit to catch any updates that have been made.

Prior to meeting with an advisee, review the online audit.

In the degree section (e.g. Bachelor of Arts Degree), the overall or cumulative GPA is displayed. In the credits applied field, the audit displays the total credits earned to date **PLUS** credits currently in progress at the time the audit was run.

Most courses on the audit satisfy either a major, minor or general education requirement. In some instances courses overlap between these areas. Courses that are free electives will appear in the "Electives" section. If a course appears in "Electives" and it should meet a requirement, please notify us by e-mail at [degreecertification@messiah.edu](mailto:degreecertification@messiah.edu). In addition, if your department has made any substitutions or exceptions on behalf of a student, please send that information to this same address.

Please be aware that information is periodically updated from Banner. Changes to the academic record (i.e. major, minor, transfer credits, etc.) are not necessarily reflected in real time.