ADVISING INFORMATION FOR FALL 2010 REGISTRATION

ADVISING TIPS:

✓ Attached are registration materials to be used for Fall 2010 advising. The schedule of classes will be distributed to students on Friday, March 26. All student registration materials can be found on the Registrar Channel under the Academic Life Tab on MCSquare. Advising begins Monday, March 29. On-line registration for the Fall semester begins April 7 for Grantham students and April 6 for students studying off-campus. Messiah College Philadelphia Campus students will register with Ashley Cole and Kate Nicely.

✓ 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.

✓ 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 2010 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, or if they have not completed their advisor evaluation in MCSquare. 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 2010 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:**

A new version of DegreeWorks© is being released to the campus for this pre-registration advising season. We have been using DegreeWorks©4.3 in the Registrar’s Office for several months and it has been favorably reviewed by a small pilot group of students and faculty. For now, the functionality is the same (we intend to release more features next semester), but the look and feel has been updated.

The DegreeWorks© audit is available online via Self-Service Banner (SSB) and is accessible following these steps:

1. Log into MCSquare and go to the Home Tab. Within the Educator Quicklinks Channel, click on Registrar.
2. Select Faculty and Advisors Menu to go into SSB.
3. Go to the Student Information Menu.
4. Select the Advisee Listing and choose Fall 2010 from the drop down menu.
5. A list of advisees appears with the Degree Eval. column to the right. Click on View for any student.
6. A new window opens with the audit for the selected student. We recommend always selecting "Process New" to recalculate the degree audit to catch any updates that have been made.
7. After reviewing the audit, close the window using the "X" in the upper right corner to go back to SSB.

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 email at 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.