INSTRUCTIONS FOR STUDENTS STUDYING OFF CAMPUS IN THE SPRING

Messiah University Agape Center for Local and Global Engagement

Studying off campus next semester? Registration will work a bit differently for you. This instruction sheet will help you through the pre-departure paperwork and registration process. A few extra steps are outlined below:

1. Students studying off campus should complete an Off-Campus Study Course Approval Form
   To determine whether the courses you take will meet QuEST (Gen Ed) or major requirements, complete this form, which is available in Terra Dotta.
   Remember that you must take at least 12 credits while studying off campus. When completing your form:
   • Review possible course offerings.
   • Check to see if they have already been evaluated to meet Messiah requirements by searching the Course Equivalency Database. This can be accessed through FalconLink.
   • Have your academic advisor evaluate major-related courses.
   • Submit the form to have the Registrar evaluate QuEST (Gen Ed) courses.
   • Once evaluated, a copy will be forwarded to the Intercultural Office and recorded as completed in Terra Dotta.
   • NOTE: For many off-campus programs, you will finalize your course selections once you are abroad. If these courses vary from the ones listed on your Off-Campus Study Course Approval Form, you should immediately email your academic advisor (for major courses) and the Registrar’s Office (for QuEST (Gen Ed) courses); to confirm they will transfer back to Messiah and meet curricular requirements.
   • If you are studying abroad at an Oxford program, be sure you understand the content of this document and complete it.

2. Students studying off campus should participate in Messiah University registration
   Even though you will be studying off campus, you still need to participate in Messiah registration.
   • Meet with your advisor to review course selection and have them release your advisor hold.
   • Login to FalconLink to access course registration. Click on the Registrar (Undergraduate Student) card to access the course registration menu.
   • Enter Course Reference Number (CRN) for the program with which you will be participating.

   NOTE: You must be registered by November 17 or two weeks after you have been accepted into your program. If you have not registered by these dates, you will be dropped from the program.

   If you have difficulty registering or have questions about the process, please contact:
   Agape Center for Local and Global Engagement
   agapecenter@messiah.edu
   ext. 2131
External Program CRNs

- Temple Rome- 5345
- Access France- 4452
- Living & Learning Ecuador- 5340
- American Studies Program- 4453
- Uganda Studies Program-5346
- Gordon in Orvieto- 5337
- University of Granada- 5347
- Veritas South Korea- 5348
- Chicago Semester- 5334
- Scholars’ Semester in Oxford- 5344
- Contemporary Music Center- 5336
- Oxford Study Abroad Programme- 5342
- LCC International University- 5339
- Jerusalem University College- 5338
- London Internship- 5341
- Pontifical Catholic University of Valparaiso- 5343