Advisor-Fall FAQs

What are the class delivery modes for the fall?

<table>
<thead>
<tr>
<th>Mode</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Face-to-Face</strong></td>
<td>The majority of courses will meet in person face-to-face.</td>
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<tr>
<td><strong>Synchronous- Online (SO)</strong></td>
<td>No physical classroom assigned. A standard meeting time is assigned for all class meeting sessions.</td>
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<tr>
<td><strong>Asynchronous- Online (AO)</strong></td>
<td>No physical classroom and no meeting time assigned.</td>
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<tr>
<td><strong>Synchronous- Hybrid (SH)</strong></td>
<td>A physical classroom is assigned for one meeting time per week. A meeting time is assigned for all class sessions (F2F and online).</td>
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</table>

How will we know which courses are face-to-face, synchronous, asynchronous, hybrid, etc.?
The majority of courses will meet in person, face-to-face. Please review Alternate Class Delivery Modes the document for online and hybrid sections. Sections are numbered to indicate the following:
- 01, 02, 03 etc.- Standard face-to-face sections
- HS1, HS2, etc.- Synchronous Hybrid *Students expected to be logged in to Zoom and actively participate
- OA1, OA2, etc.- Asynchronous Online
- OS1, OS2, etc.- Synchronous Online *Students expected to be logged in to Zoom and actively participate.

Where is the best place to view the schedule of classes?
The most up-to-date version of the schedule of classes can be viewed on The View: QuEST and Beyond. The card in Falcon Link is titled, The View- Course Schedule. The View provides you the opportunity to search classes by subject, part of term, etc. Under the “Attribute Type” search box, you can filter your class search by QuEST category (i.e. QuEST/GenEd: Language, QuEST/GenEd: Social Science, etc.).

How will academic advising and class registration work for the fall?
Academic advising week begins Monday, March 28. Students are required to schedule a time to meet with their advisor (remotely or in-person) prior to their registration appointment time. Registration appointments are scheduled for Monday, April 4 through Wednesday, April 13. Students will be able to register at their appointed time as long as they have met with their advisor and there are no other holds on their account.

Where can I view my advisee’s registration holds and registration appointments?
Login to Self-Service Banner through Falcon Link (search for the Faculty and Advisors Self Service Menu card in Falcon Link). Click Student Information. Then click Advisee Listing and select the appropriate term. This will provide you a full advisee list with the following information: name, ID, class year, major, registration date/time. You also have the ability to view student information, advising holds/other holds on account, transcript, etc. After you have met with advisees and approved their course plan, please release the primary advisor hold. Under the Advising Holds column, click to uncheck the check box to release the hold and Submit Changes. The Registrar’s Office is not permitted to remove any registration hold. Students need to contact the appropriate office/persons about their hold(s) if they have questions:
- Unpaid Account Balance - contact Student Financial Services, studentfinsvcs@messiah.edu or 717-691-6004
- Primary Advisor - contact academic advisor
- Engle Center - contact the Engle Center, englecenter@messiah.edu or 717-691-6035

What if a student has a Business Office Hold?
A business office hold (BO hold) is placed on a student account due to an unpaid balance. The system places the BO hold onto the student’s account automatically. Once the balance is paid, or the student sets up a payment plan to cover the balance, the BO hold is removed. **While this hold is in place, the student is unable to register for a future term.**

What if a student has a transcript/diploma hold?
A transcript/diploma hold (TD hold) is placed on a student account due to a minimum account balance of $25. However, the “TD” hold does not prevent a student from registering for courses. This hold prevents a student from receiving a copy of their transcript and does not prohibit registration for a future term.

When can students register for summer 2022 courses?
Students can register for summer courses beginning Monday, April 4 @ 9 a.m. They must select the correct term (summer 2022) in the registration menu to register for summer courses. More information can be found on the summer online website [here](#).

What are the dates of the summer 2022 term?
The summer term offers two six-week terms (courses are offered online):
- Early 6-Week: May 15-June 25 (course section numbers, E1, E2, etc.)
- Late 6-Week: July 3-August 13 (course section numbers, L1, L2, etc.)

How do students apply for a directed study, independent study, honors project or practicum?
They must complete the appropriate electronic form to apply for a directed or independent study, honors project or practicum. These forms can be found on the Registrar website, [Forms for Current Students](#). All courses taken by directed or independent study carry an additional fee of $250 per credit.

How do students declare a new major, minor or concentration?
They must complete the appropriate electronic form to request to change their major, minor or concentration. These forms can be found on the Registrar website, [Forms for Current Students](#).

My advisee needs to register for more than 18 credits. How do they gain permission for a credit overload?
They must complete an academic policies petition to request an overload of credits. The electronic form can be found on the Registrar’s website, [Forms for Current Students](#). Additional tuition will be charged for registration exceeding 18 credit hours.
What do I need to take into consideration if/when I receive registration change forms from students?

Students should be in contact with you before submitting a registration change form. Before dropping or withdrawing from a fall term course, students must consult with their academic advisor, Student Financial Services and Financial Aid. Registration changes may impact financial aid and have potential billing adjustments.

What if students have face-to-face class scheduled back-to-back with a synchronous online class?

Commuter students and students living in Oakwood Hills who are registered for a face-to-face course scheduled back-to-back with a synchronous online or synchronous hybrid course are encouraged to identify a quiet place on campus (prior to the start of the fall semester) that permits attendance in the synchronous online or synchronous hybrid section and time to walk to their face-to-face course.

Some examples of quiet places on campus include Murray Library, the Commuter Lounge, and academic building lounges. If a student experiences difficulties in identifying a quiet place on campus that will facilitate their active participation in synchronous online or synchronous hybrid classes, they should contact the Registrar’s Office (registrar@messiah.edu) or Student Success (studentsuccess@messiah.edu) for assistance.

Back-to-back registration in synchronous online or synchronous hybrid and face-to-face courses is not justification for not attending face-to-face classes.