



OFFICE OF THE  
REGISTRAR

# Advisor-Spring FAQs

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## What are the class delivery modes for the spring?

<b>Face-to-Face</b>	The majority of courses will meet in person face-to-face.
<b>Synchronous- Online (OS)</b>	No physical classroom assigned. A standard meeting time is assigned for all class meeting sessions.
<b>Asynchronous- Online (OA)</b>	No physical classroom and no meeting time assigned. Specific procedures will vary depending on the individual course and may require some synchronous (live) online communication that will be communicated via the course syllabus/Canvas.

## How will we know which courses are face-to-face, synchronous, asynchronous, hybrid, etc.?

Most courses will meet in person, face-to-face. Sections are numbered to indicate the following:

- 01, 02, 03 etc.- Standard face-to-face sections
- OA1, OA2, etc.- Asynchronous Online
- OS1, OS2, etc. - Synchronous Online \*Students expected to be logged in to Zoom and actively participate.
- E1, E2, etc.- Early 8-Week Term face-to-face sections (Jan. 16-March 8)
- L1, L2, etc.- Late 8-Week Term face-to-face sections (March 18-May 9)

## 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.). You can also confirm the instructional method of a course by clicking on the course subject and course number. The instructional method is noted in red text for online and hybrid sections.

## How will academic advising and class registration work for the spring?

Academic advising week begins Monday, October 30. Students are required to schedule a time to meet with their advisor prior to their registration appointment time. Registration appointments are scheduled for Monday, November 6 through Wednesday, November 15. Students will be able to register at their appointed time as long as they have met with their advisor, submitted their advisor evaluation, and there are no other holds on their account.

## What is a Financial Responsibility Agreement (FRA)?

Beginning Spring 2023, Undergraduate, Graduate and Adult Degree Program students will be required to complete a **“Financial Responsibility Agreement”** before registering for courses each semester. The Financial Responsibility Agreement is between the enrolled student and the university. By signing the Financial Responsibility Agreement, the student is acknowledging they are fully responsible for paying their education cost while enrolled at Messiah each semester.

### How will a student sign their Financial Responsibility Agreement (FRA)?

From Falcon Link, the student will type in “Financial Responsibility Agreement” and click on the card. They will be able to review the Financial Responsibility Agreement form and acknowledge the agreement by checking the “Accept” box and submitting the form.

### 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](mailto:studentfinsvcs@messiah.edu) or 717-691-6004
- Student Financial Responsibility Agreement (FRA) Hold, [studentfinsvcs@messiah.edu](mailto:studentfinsvcs@messiah.edu)
- Primary Advisor- contact academic advisor
- Advisor Evaluation- student must complete their advisor evaluation.
- Engle Center- contact the Engle Center, [englecenter@messiah.edu](mailto: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.

### How do students apply for a directed study, independent study, honors project or practicum?

Students must complete the appropriate electronic form to apply for a directed or independent study, honors project or practicum. These forms can be found by searching FALCON link for the “Undergraduate Registrar Forms” card, or 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?

Students must complete the appropriate electronic form to request to change their major, minor or concentration. These forms can be found via FALCON link, “Undergraduate Registrar Forms”, or 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?

The student 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.

### My advisee is planning to study abroad. What do they need to know?

Students planning to study abroad and who have not completed one of the following (CHIN 202, SPAN 206, FREN 206 or GERM 206) are required to register and complete EXPR 010, Exploration of Off-

Campus Studies, the semester prior to studying abroad. This course is designed to equip students with the skills and tools needed to effectively engage and develop while living and learning cross-culturally.

#### 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 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 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 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](mailto:registrar@messiah.edu)) or Student Success ([studentsuccess@messiah.edu](mailto: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.

#### How can students change/update the credits for a variable credit course, i.e. music ensembles, applied lessons and/or research?

To change the amount of registered credits for a variable credit course (i.e. applied music lessons, music ensembles, research) students may log into Self-Service Registration. In the registration menu, click the "Schedule and Options" tab. Click on the variable credit amount under the **Hours** column. Enter the credit amount they plan to complete. Click the **Submit** button (lower right). Students can only adjust the credits during the period of time that online add/drop is available.

#### How will the changes with the General Education curriculum beginning in Fall 2024 impact current students?

General Education requirements will not change for current students under the QuEST Curriculum. Current students should be aware that IDCR 151; Created and Called for Community will no longer be offered after Summer 2024. If a current student has not met this requirement, they must prioritize registering for this course in spring 2024 or summer 2024. Although QuEST/Gen Ed: Science, Technology and the World is not included in the new curriculum, it will be continued in future semesters for current students. Starting with the fall 2024 registration, The View will provide the new Gen Ed as well as the QuEST menu of course offerings.