



OFFICE OF THE
REGISTRAR

Student-Spring FAQs

What are the class delivery modes for the spring?

Face-to-Face	The majority of courses will meet in person face-to-face.
Synchronous- Online (OS)	No physical classroom assigned. A standard meeting time is assigned for all class meeting sessions.
Asynchronous- Online (OA)	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 I 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 do I 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. You will be able to register at your appointed time as long as you have met with your advisor, submitted your advisor evaluation, and there are no other holds on your account.

Where can I view my registration holds?

Login to Self-Service Banner through Falcon Link (search for the Self-Service Main Menu card in Falcon Link). Access the *Student Tab*, *Student Records* and then *View Holds*. The Registrar's Office is not permitted to remove any registration hold. Contact the appropriate office/persons about your hold(s) if you have questions:

- Unpaid Account Balance- contact Student Financial Services, studentfinsvcs@messiah.edu or 717-691-6004
- Primary Advisor- contact your academic advisor
- Advisor Evaluation- you must complete your advisor evaluation
- Engle Center- contact the Engle Center, englecenter@messiah.edu or 717-691-6035

Where do I complete the advisor evaluation?

After you have met with your advisor and discussed your course selections, access the advisor evaluation via Falcon Link (search for the UG Advisor Evaluation card). You are required to complete this evaluation.

Where can I view my class registration appointment time?

Login to Self-Service Banner through Falcon Link (search for the Self-Service Main Menu card in Falcon Link). Access the *Student Tab*, click *Registration* and then *Registration Status*.

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

Please complete the appropriate electronic form to apply for a directed or independent study, honors project or practicum. These forms can be found via FALCON link by searching Undergraduate Registrar Forms, 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 I declare a new major, declare a minor, or change my concentration?

Please complete the appropriate electronic form to request to change your major, minor or concentration. These forms can be found via FALCON link by searching Undergraduate Registrar Forms, or on the Registrar website, [Forms for Current Students](#).

I need to register for more than 18 credits. How do I gain permission for a credit overload?

Please complete an academic policies petition to request for an overload of credits. The electronic form can be found on the Registrar's website, [Forms for Current Students](#). Additional tuition will be charged if your registration exceeds 18 credit hours.

What do I need to take into consideration if/when I change my spring term schedule?

Before dropping or withdrawing from any course, please consult your academic advisor, Student Financial Services and Financial Aid. Registration changes may impact your financial aid and have potential billing adjustments.

What if I have a 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) 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.

How can I update the credits for a variable credit course, i.e. music ensembles, applied lessons and research?

To change the amount of registered credits for a variable credit course (i.e. applied music lessons, music ensembles, research) 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 you 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 note 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.