

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 abroad are required to attend the following pre-departure orientation session:

❖ **November 20, 2023, 4:00-5:00 p.m. - Off-Campus Programs Health & Safety Session- Boyer 131**

2. 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 department chair evaluate major-related courses.
- Submit the form to the Registrar's Office for assistance in evaluating QuEST (Gen Ed) courses.
- Once evaluated, a copy will be forwarded to the Agape Center 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.

3. 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.
- Access registration information on the Registrar website [here](#).
- At your appointed registration time, enter the Course Reference Number (CRN) for your external program (see page 2).

<p>NOTE: You must be registered by November 15 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.</p>

If you have difficulty registering or have questions about the process, please contact:

Agape Center for Local and Global Engagement

agapecenter@messiah.edu

ext. 7255

External Program CRNs

Baltimore Urban Studies	4420
Temple Rome	4421
American Studies Program	4424
ISA/Veritas New Zealand	4425
Uganda Studies Program	4436
Gordon in Orvieto	4426
University of Granada	4427
Veritas South Korea	4428
London Internship	4430
Contemporary Music Center	4433
Oxford Study Abroad Program	4423
Access France	4437
Student Visitor Program Balkans	4429
Veritas London	4435
Scholars Semester Oxford	4438
O'Neill National Theatre Inst	4422