INSTRUCTIONS FOR STUDENTS STUDYING OFF-CAMPUS IN THE FALL

Messiah College Intercultural Office

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 should attend pre-departure orientation sessions.

   **Session I**  
   **Tuesday, March 5, 2019 - Logistics of Off-Campus Study**  
   Facilitator: Katie Rousopoulos  
   Time and Location: 6:30-7:30 p.m., Boyer 131

   **Session II**  
   **Tuesday, March 12, 2019 - Growing Globally**  
   Facilitators: Katie Rousopoulos and Meg Jones Hoover  
   Time and Location: 6:30-8 p.m., Boyer 131

   **Session III**  
   **Wednesday, March 27, 2019 - Cross-Cultural Adjustment & Communication**  
   Facilitator: Dr. John Bechtold  
   Time and Location: 6:30-8 p.m., Boyer 131

   **Session IV**  
   **Tuesday, April 16, 2019 - Health and Safety in an International Environment**  
   Facilitators: Betsey Miller and Katie Rousopoulos  
   Time and Location: 6:30-8 p.m., Boyer 131

   *Students participating in semester-long domestic programs (American Studies Program, Contemporary Music Center, Oregon Extension) are not required to attend sessions marked with an *

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.

   - Review possible course offerings.
   - Check to see if they have already been evaluated to meet Messiah requirements by searching the Transfer 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.

3. Students studying off-campus should participate in Messiah College 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. Search for Self-Service Main Menu to login to Self-Service Banner.
   - Click on Registration Menu and then click on Add or Drop Classes
   - Enter Course Reference Number (CRN) for the program with which you will be participating and click Submit Changes.

   **NOTE:** You must be registered by APRIL 18th 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:

   Interlultural Office  
   intercultural@messiah.edu  
   ext. 2131