

INSTRUCTIONS FOR STUDENTS STUDYING OFF CAMPUS IN THE FALL

Messiah University 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:

- ❖ **March 22, 2021, 4-5 p.m. – Off-Campus Programs Information Session- Frey 110, Alexander Auditorium (ALL STUDENTS)**
- ❖ **March 31, 2021, 4-5 p.m. – Off-Campus Programs Cross-Cultural Communication Session, Frey 110, Alexander Auditorium (International Programs)**
- ❖ **April 5, 2021, 4-5 p.m. - Off-Campus Programs Health & Safety Session- Frey 110, Alexander Auditorium (International Programs)**

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 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.
- 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.
- Login to FalconLink to access course registration. Click on the *Registrar (Undergraduate Student)* card to access the course registration menu.
- Enter Course Reference Number (CRN) for the program with which you will be participating.

NOTE: You must be registered by APRIL 16 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:

Intercultural Office

intercultural@messiah.edu

ext. 2131

External Program CRNs

- Contemporary Music Center- 2291
- Living & Learning Ecuador- 2263
- Oxford Study Abroad Programme- 1455
- Scholars Semester in Oxford- 2265
- Temple Rome- 2266
- Uganda Studies Program- 2267
- University of Granada- 2268
- Veritas: Chile- 2269
- Veritas: South Korea- 2271
- Veritas: London- 2270
- LCC International University- 2262