



OFFICE OF THE
REGISTRAR

Advisor-Fall FAQs

How will curriculum changes due to prioritization impact advising/registration?

Due to the high volume of prioritization curriculum changes that are being processed this spring, degree audits are still being updated. As you work with your advisees, please use care to verify the most recent curriculum has been applied to the degree audits.

What are the class delivery modes for the fall?

Face-to-Face	The majority of courses will meet in person face-to-face.
Synchronous- Online (SO)	No physical classroom assigned. A standard meeting time is assigned for all class meeting sessions.
Asynchronous- Online (AO)	No physical classroom and no meeting time assigned.
Synchronous- Hybrid (SH)	A physical classroom is assigned for one meeting time per week. A meeting time is assigned for all class sessions (F2F and online).
Asynchronous- Hybrid (AH)	A physical classroom is assigned for one meeting time per week. No meeting time is associated with the online portion of the course.

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

The majority of courses will meet in person, face-to-face. Please review [Alternate Class Delivery Modes](#) the document for online and hybrid sections. Sections are numbered to indicate the following:

- 01, 02, 03 etc.- Standard face-to-face sections
- HA1, HA2, etc.- Asynchronous Hybrid
- HS1, HS2, etc. - Synchronous Hybrid *Students expected to be logged in to Zoom and actively participate
- OA1, OA2, etc.- Asynchronous Online
- OS1, OS2, etc. - Synchronous Online *Students expected to be logged in to Zoom and actively participate.

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.).

How will academic advising and class registration work for the fall?

Academic advising and registration will look very similar to previous years. Academic advising week begins Monday, March 29. Students are required to schedule a time to meet with their advisor (remotely or in-person) prior to their registration appointment time. Registration appointments are scheduled for Wednesday, April 7 through Friday, April 16. Students will be able to register at their appointed time as long as they have met with their advisor and there are no other holds on their account.

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 or 717-691-6004
- Primary Advisor- contact academic advisor
- Engle Center- contact the Engle Center, englecenter@messiah.edu or 717-691-6035

When can students register for summer 2021 courses?

Students can register for summer courses at the same time they register for their fall 2021 courses in April. They must select the correct term (summer 2021) in the registration menu to register for summer courses. More information can be found on the summer online website [here](#).

What are the dates of the summer 2021 term?

The summer term offers two six-week terms (courses are offered online):

- Early 6-Week: May 16-June 26 (course section numbers, E1, E2, etc.)
- Late 6-Week: July 5-August 14 (course section numbers, L1, L2, etc.)

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

They must complete the appropriate electronic form to apply for a directed or independent study, honors project or practicum. These forms can be found 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?

They must complete the appropriate electronic form to request to change their major, minor or concentration. These forms can be found 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?

They 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 is different about the QuEST Arts requirement?

- **The list of courses fulfilling QuEST arts will change starting in fall 2021. Please search The View to ensure students register for an approved QuEST arts course.** Please note:
 - The QuEST arts requirement has been updated to mainly include arts courses without a hands-on component. Some courses that previously fulfilled QuEST Arts no longer fulfill the requirement.
 - If a student has already met the QuEST Art course requirement, this change does not impact him/her. Even if the course that the student completed is no longer on the QuEST Art list, the student will **not** need to retake the requirement.

If they have completed a transfer course that may equate to the new QuEST Arts requirement that does not include a hands-on component, their degree audit is currently being re-evaluated in accordance with the new requirements. Please contact Dr. Kate Oswald Wilkins, Asst. Dean of General Education & Common Learning, if you have questions.

How do students meet their ELI requirement?

If students plan to enroll in an ELI approved experience that is NOT embedded in a catalog course (i.e., the ELI box on their degree audit does not show as “in progress” when they enroll in the course), they must register for the ELIR course prefix corresponding to the ELI experience type. This includes:

- Individual service learning experience (ELIR 010)
 - Leadership experience qualifying as ELI (**December graduates only*; ELIR 020)
 - Individual practicum experience (ELIR 030)
 - Individual research project (ELIR 040)
- *Students must speak with the educator overseeing the ELI experience to obtain the instructor permission override required to register for the ELIR course.*

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 fall term 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 and students living in Oakwood Hills 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 fall 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.