

## **INSTRUCTIONS FOR STUDENTS STUDYING OFF CAMPUS IN THE FALL** ***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 complete pre-departure trainings via Terra Dotta.**

### **2. Students studying off campus should complete an Off-Campus Study Course Approval Form**

To determine whether the courses you take will meet General Education/QuEST (Gen Ed) or major requirements, complete the approval form, which can be found 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 General Education/QuEST (Gen Ed) courses.
- Once evaluated, a copy will be forwarded to the Agape Center for Local & Global Engagement 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 General Education/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).

**NOTE: You must be registered by mid April 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:

**Agape Center for Local and Global Engagement**

[agapecenter@messiah.edu](mailto:agapecenter@messiah.edu)

ext. 7255

## **External Program CRNs**

1331	ISA/Veritas New Zealand
1332	Uganda Studies Program
1333	Gordon in Orvieto
1334	University of Granada
1335	London Internship
1336	Scholars' Semester in Oxford
1337	LLI Ecuador
1338	Contemporary Music Center
1339	CIEE Shanghai
1340	Baltimore Urban Studies
1341	ISA/Veritas:Amer Bus Paris