



OFFICE OF THE
REGISTRAR

Advisor-Fall FAQs

[How will we know which courses are face-to-face, synchronous, asynchronous, hybrid, etc.?](#)

Most courses will meet in person, face-to-face. Sections are numbered to indicate the following:

- 01, 02, 03 etc.- Standard face-to-face sections
- OA1, OA2, etc.- Asynchronous Online
- OS1, OS2, etc. - Synchronous Online *Students expected to be logged in to Zoom and actively participate.
- E1, E2, etc.- Early 8-Week Term face-to-face sections (Aug. 25-Oct. 16)
- L1, L2, etc.- Late 8-Week Term face-to-face sections (Oct. 26-Dec. 17)

[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 by logging into FALCON link, search [The View: Course Schedule](#). You can also confirm the instructional method of a course by clicking on the course subject and course number. The instructional method is noted in red text for online and hybrid sections.

[How will academic advising and class registration work for the fall?](#)

Academic advising week begins Monday, March 23. Students are required to schedule a time to meet with their advisor prior to their registration appointment time. Registration appointments are scheduled for Monday, March 30 through Monday, April 13. 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 with 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
- Student Financial Responsibility Agreement (FRA) Hold, studentfinsvcs@messiah.edu
- Primary Advisor- contact academic advisor
- Engle Center- contact the Engle Center, englecenter@messiah.edu or 717-691-6035

[How do students apply for a directed study, independent study, honors project or practicum?](#)

Students must complete the appropriate electronic form to apply for a directed or independent study, honors project or practicum. These forms can be found by searching FALCON link for the

“Undergraduate Registrar Forms” card, or on the Registrar website, [Forms for Current Students](#). **All courses taken by directed or independent study carry an additional fee of \$260 per credit.**

[How do students declare a new major, minor or concentration?](#)

Students must complete the appropriate electronic form to request to change their major, minor or concentration. These forms can be found via FALCON link, “Undergraduate Registrar Forms”, or 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?](#)

The student 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. If your advisee double-majors or minors in a language program (Spanish, French, Chinese), it is important to consider the following:

- Talk to the Language Advisor: Please make sure your advisee talks with their secondary advisor in LLAW department to ensure they are on track to graduate with their intended double major/minor.
- Complete Prerequisites Prior to Study Abroad: Before students enroll in an international semester-long program to complete language major/minor requirements the **MUST** complete language level prerequisite course:
 - Chinese: CHIN 202
 - Spanish: SPAN 206
 - French: FREN 206
- Complete Off-Campus Programs Course Approval Form, available on the [Off-Campus Programs website](#) (Advisors tab): Students who wish to study abroad must submit approved course plan to the Registrar’s Office by the deadline:
 - Studying Abroad in Fall Semester: **Due April 1** of the prior Spring Semester
 - Studying Abroad in Spring Semester: **Due November 15** of the prior Fall Semester

[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 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.

[How can students change/update the credits for a variable credit course, i.e. music ensembles, applied lessons and/or research?](#)

To change the amount of registered credits for a variable credit course (i.e. applied music lessons, music ensembles, research) students may log into Self-Service Registration. In the registration menu, click the “Schedule and Options” tab. Click on the variable credit amount under the **Hours** column. Enter the credit amount they plan to complete. Click the **Submit** button (lower right). Students can only adjust the credits during the period of time that online add/drop is available.

[What resources are available for questions about waitlisting and which courses have waitlisting?](#)

Waitlisting is set up for Fall on several courses. Detailed information about waitlisting functionality and what courses have waitlisting as an option can be found on the registrar webpage under the Registration & Banner self-service tab.