



OFFICE OF THE  
REGISTRAR

# Advisor-Spring FAQs

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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 (Jan. 12-March 6)
- L1, L2, etc.- Late 8-Week Term face-to-face sections (March 16-May 7)

Where is the best place to view the schedule of classes?

The most up-to-date schedule of classes is available at [The View: Course Schedule](#). The card in Falcon Link is titled, The View- Course Schedule. The View provides the ability to search classes by subject, part of term, etc. Under the “Attribute Type” search box, you can filter your class search by General Education category (i.e. 24GE: Bible; QuEST/GenEd: Bible; 24GE: Social Sci Ways of Knowing; QuEST/GenEd: Social Science, etc.). 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 spring?

Academic advising week will begin on Monday, November 3. Students are required to schedule a time to meet with their advisor prior to their registration appointment time. Registration appointments are scheduled for Monday, November 10 through Wednesday, November 19. Students will be able to register at their appointed time if they have met with their advisor, completed their advisor evaluation in Falcon Link, completed their Financial Responsibility Agreement, 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 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](mailto:studentfinsvcs@messiah.edu) or 717-691-6004
- Student Financial Responsibility Agreement (FRA) Hold, Falcon Link, [studentfinsvcs@messiah.edu](mailto:studentfinsvcs@messiah.edu)
- Primary Advisor- contact academic advisor

- Advisor Evaluation- students must complete their advisor evaluation.
- Engle Center- contact the Engle Center, [englecenter@messiah.edu](mailto: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.