

Instructions for Students Studying Off-Campus
Messiah University Agape Center for Local & 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 off-campus are required to complete pre-departure trainings via Terra Dotta.

2. Students studying off campus must complete an Off-Campus Programs Course Approval Form

To determine whether the courses you take will meet QuEST/Gen Ed or major/minor requirements, complete the Off-Campus Study Course Approval Form 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 Falcon Link.
- Talk to your academic advisor about courses and have your department chair approve major-related courses not already in the Course Equivalency Database.
- Submit the form to the Registrar's Office for assistance in evaluating QuEST/Gen Ed courses.
- Once evaluated, a copy will be forwarded to the Agape Center and recorded as completed in Terra Dotta.
- NOTE: For many off-campus programs, you will finalize your course selections once you arrive at your program. If these courses are different 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

- 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 complete Messiah registration for EXPR 012 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

ext. 7255

External Program CRNs

Subj	No	CRN	SEC	Title
EXPR	012	1316	CIA	Temple Rome
EXPR	012	1317	CPT	ISA/Veritas South Africa
EXPR	012	1318	DUD	ISA/Veritas New Zealand
EXPR	012	1320	FCO	Gordon in Orvieto
EXPR	012	1321	GRX	University of Granada
EXPR	012	1322	ICN	ISA/Veritas South Korea
EXPR	012	1325	LHR	Veritas London
EXPR	012	1328	PVG	CIEE Shanghai
EXPR	012	1329	SXA	Acces France
EXPR	012	2322	MFR	Oregon Extension
EXPR	012	2321	MVY	Contemporary Music Center