

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 abroad are required to complete pre-departure trainings via Terra Dotta.

2. Students studying off campus must complete an Off-Campus Study 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 November 18 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	Sec	CRN	Title
EXPR	012	BWI	4345	Baltimore Urban Studies
EXPR	012	CIA	5251	Temple Rome
EXPR	012	EBB	4349	Uganda Studies Program
EXPR	012	FCO	4347	Gordon in Orvieto
EXPR	012	GRX	4348	University of Granada
EXPR	012	PLQ	5250	LCC International University
EXPR	012	PVG	4351	CIEE Shanghai
EXPR	012	SXA	5252	Acces France