



OFFICE OF THE
REGISTRAR

Student-Spring FAQs

How will I 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-Mar. 6)
- L1, L2, etc.- Late 8-Week Term face-to-face sections (Mar. 16-May 7)

Where do I 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](#). The View provides you the opportunity to search classes by subject, attribute type, part of term, etc. Under the “Attribute Type” search box, you can filter your class search by General Education category (i.e. 24GE: Christian Beliefs/QuEST/GenEd: Christian Beliefs, 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 begins 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. You will be able to register at your appointed time as long as you have met with your advisor and there are no other holds on your account.

Where can I view my registration holds?

Login to Self-Service Banner through Falcon Link (search for the Self-Service Main Menu card in Falcon Link). Access the *Student Tab*, *Student Records* and then *View Holds*. The Registrar’s Office is not permitted to remove any registration hold. Contact the appropriate office/persons about your hold(s) if you have questions:

- Unpaid Account Balance- contact Student Financial Services, studentfinsvcs@messiah.edu or 717-691-6004
- Primary Advisor- contact your academic advisor
- Advisor Evaluation – student must complete advisor evaluation available on FALCON link.
- Engle Center- contact the Engle Center, englecenter@messiah.edu or 717-691-6035
- Financial Responsibility Agreement (FRA), studentfinsvcs@messiah.edu

Where can I view my class registration appointment time?

Login to Self-Service Banner through FALCON link (search for the Self-Service Main Menu card in Falcon Link). Access the *Student Tab*, click *Registration* and then *Registration Status*.

How do I apply for a directed study, independent study, honors project or practicum?

Please complete the appropriate electronic form to apply for a directed or independent study, honors project or practicum. These forms can be found via FALCON link by searching Undergraduate Registrar Forms, 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 I declare a new major, declare a minor, or change my concentration?

Please complete the appropriate electronic form to request to change your major, minor or concentration. These forms can be found via FALCON link by searching Undergraduate Registrar Forms, or on the Registrar website, [Forms for Current Students](#).

I need to register for more than 18 credits. How do I gain permission for a credit overload?

Please complete an academic policies petition to request for an overload of credits. The electronic form can be found on the Registrar's website, [Forms for Current Students](#). Additional tuition will be charged if your registration exceeds 18 credit hours.

What do I need to take into consideration if/when I make changes to my schedule?

Before dropping or withdrawing from any course, please consult your academic advisor, Student Financial Services and Financial Aid. Registration changes may impact your financial aid and have potential billing adjustments.

How can I update the credits for a variable credit course, i.e. music ensembles, applied lessons and research?

To change the amount of registered credits for a variable credit course (i.e. applied music lessons, music ensembles, research) 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 you 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.