



OFFICE OF THE  
REGISTRAR

# Advisor-Fall FAQs

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What are the class delivery modes for the spring?

<b>Face-to-Face</b>	The majority of courses will meet in person face-to-face.
<b>Synchronous- Online (OS)</b>	No physical classroom assigned. A standard meeting time is assigned for all class meeting sessions.
<b>Asynchronous- Online (OA)</b>	No physical classroom and no meeting time assigned.

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 22-Oct 13)
- L1, L2, etc.- Late 8-Week Term face-to-face sections (Oct 23-Dec 14)

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 on [The View: QuEST and Beyond](#). The card in Falcon Link is titled, The View- Course Schedule. The View provides you the opportunity to search classes by subject, part of term, etc. Under the “Attribute Type” search box, you can filter your class search by QuEST category (i.e. QuEST/GenEd: Language, 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 begins Monday, March 27. Students are required to schedule a time to meet with their advisor prior to their registration appointment time. Registration appointments are scheduled for Monday, April 3 through Monday, April 17. Students will be able to register at their appointed time as long as they have met with their advisor, signed their Financial Responsibility Agreement, and there are no other holds on their account.

What is a Financial Responsibility Agreement (FRA)?

Beginning this Spring 2023, Undergraduate, Graduate and Adult Degree Program students will be required to complete a “**Financial Responsibility Agreement**” before registering for courses each semester. The Financial Responsibility Agreement is between the enrolled student and the university. By signing the Financial Responsibility Agreement, the student is acknowledging they are fully responsible for paying their education cost while enrolled at Messiah each semester.

### How will a student sign their Financial Responsibility Agreement (FRA)?

From Falcon Link, the student will type in “Financial Responsibility Agreement” and click on the card. They will be able to review the Financial Responsibility Agreement form and acknowledge the agreement by checking the “Accept” box and submitting the form.

### 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 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, [studentfinsvcs@messiah.edu](mailto:studentfinsvcs@messiah.edu)
- Primary Advisor- contact academic advisor
- Engle Center- contact the Engle Center, [englecenter@messiah.edu](mailto:englecenter@messiah.edu) or 717-691-6035

### What if a student has a Business Office Hold?

A business office hold (BO hold) is placed on a student account due to an unpaid balance. The system places the BO hold onto the student’s account automatically. Once the balance is paid, or the student sets up a payment plan to cover the balance, the BO hold is removed. **While this hold is in place, the student is unable to register for a future term.**

### What if a student has a transcript/diploma hold?

A transcript/diploma hold (TD hold) is placed on a student account due to a minimum account balance of \$25. However, the “TD” hold **does not prevent a student from registering for courses**. This hold prevents a student from receiving a copy of their transcript and does not prohibit registration for a future term.

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

They must complete the appropriate electronic form to apply for a directed or independent study, honors project or practicum. These forms can be found on the Registrar website, [Forms for Current Students](#). **All courses taken by directed or independent study carry an additional fee of \$250 per credit.**

### How do students declare a new major, minor or concentration?

They must complete the appropriate electronic form to request to change their major, minor or concentration. These forms can be found 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?

They 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.

### What is important to know about scheduling language classes?

Students planning to fulfill their QuEST Languages & Cultures requirement with a language other than Spanish must take into consideration the frequency in which these courses are offered so that they can successfully complete their Languages & Cultures requirement in time for graduation. CHIN 101, FREN 101, and GERM 101; CHIN 201, FREN 201, and GERM 201 are only offered during fall semester. CHIN 102, FREN 102, and GERM 102 are only offered during spring semester. SPAN 101, SPAN 102, and SPAN 201 are offered every semester, fall and spring.

### 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 fall term 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.

### What if students have a face-to-face class scheduled back-to-back with a synchronous online class?

Commuter students who are registered for a face-to-face course scheduled back-to-back with a synchronous online or synchronous hybrid course are encouraged to identify a quiet place on campus (prior to the start of the semester) that permits attendance in the synchronous online or synchronous hybrid section and time to walk to their face-to-face course.

Some examples of quiet places on campus include Murray Library, the Commuter Lounge, and academic building lounges. If a student experiences difficulties in identifying a quiet place on campus that will facilitate their active participation in synchronous online or synchronous hybrid classes, they should contact the Registrar's Office ([registrar@messiah.edu](mailto:registrar@messiah.edu)) or Student Success ([studentsuccess@messiah.edu](mailto:studentsuccess@messiah.edu)) for assistance.

Back-to-back registration in synchronous online or synchronous hybrid and face-to-face courses is not justification for not attending face-to-face classes.