



OFFICE OF THE
REGISTRAR

Student-Fall FAQs

What are the class delivery modes for the fall?

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

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

Where do I 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 fall?

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. You will be able to register at your appointed time as long as you have met with your advisor, completed your Financial Responsibility Agreement (FRA), and there are no other holds on your account.

What is a Financial Responsibility Agreement (FRA)?

Beginning this Spring 2023, Undergraduate, Graduate and ADP 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 do I sign my Financial Responsibility Agreement (FRA)?

From Falcon Link, type in “Financial Responsibility Agreement” and click on the card. You 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 registration holds?

From Falcon Link, type in “Self-Service Main Menu”. 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
- Financial Responsibility Agreement (FRA) – contact Student Financial Services, studentfinsvcs@messiah.edu
- Primary Advisor- contact your academic advisor
- Engle Center- contact the Engle Center, englecenter@messiah.edu or 717-691-6035

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 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 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 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 change my fall term schedule?

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

What is important to know about scheduling language classes?

If you are planning to fulfill your QuEST Languages & Cultures requirement with a language other than Spanish, please take into consideration the frequency in which these courses are offered so that you can successfully complete this requirement in time for graduation. CHIN 101, FREN 101, and GERM 101; and 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 if I 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 fall 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) or Student Success (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.