

## **INSTRUCTIONS FOR STUDENTS STUDYING OFF CAMPUS IN THE SPRING** ***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 attend the following pre-departure orientation session:**

- **November 20, 2024, 3:30-4:30 p.m. Off-Campus Programs Health & Safety Session- Boyer 130**

### **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 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 FalconLink.
- 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 be registered 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](mailto:agapecenter@messiah.edu)

ext. 7255

## **External Program CRNs**

Baltimore Urban Studies	4201
ISA/Veritas New Zealand	4204
Gordon in Orvieto	4206
ISA/University of Granada	4207
LLI Ecuador	5224
Contemporary Music Center	4210
CIEE Shanghai	5223