

INSTRUCTIONS FOR STUDENTS STUDYING OFF CAMPUS IN THE FALL ***Messiah University Agape Center for Local and 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:

❖ **April 15, 2024, 2:00-3:00 p.m. - Off-Campus Programs Health & Safety Session- Boyer 131**

2. Students studying off campus should complete an Off-Campus Study Course Approval Form

To determine whether the courses you take will meet General Education/QuEST (Gen Ed) or major requirements, complete

this form, which is available 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.
- Have your academic advisor evaluate major-related courses.
- Submit the form to have the Registrar evaluate General Education/QuEST (Gen Ed) courses.
- Once evaluated, a copy will be forwarded to the Agape Center for Local & Global Engagement and recorded as completed in Terra Dotta.
- NOTE: For many off-campus programs, you will finalize your course selections once you are abroad. If these courses vary 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 General Education/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

Even though you will be studying off campus, you still need to participate in Messiah 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 April 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

Temple Rome	1200
CIEE Shanghai	1201
ISA/Veritas: New Zealand	1202
Uganda Studies Program	1203
London Internship	1204
Veritas London	1205
Contemporary Music Center	1206
University of Granada	1207
Scholars Semester in Oxford	1208
LLI Ecuador	1209
Gordon in Orvieto	1210
ISA/Veritas: American Bus Paris	1211
Baltimore Urban Studies	1214