

# COLLEGE OF ADULT & GRADUATE STUDIES **REGISTRATION GUIDE** 2020/21



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**CAGS** EVANGEL  
UNIVERSITY  
COLLEGE OF ADULT AND GRADUATE STUDIES



# WELCOME

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## Welcome to the College of Adult and Graduate Studies at Evangel University!

I'm so excited you've chosen to continue your education. On behalf of the faculty and staff, we're pleased to partner with you in your academic pursuits, and we want you to know we're here to help! We've designed this registration guide to assist you as you navigate these first few steps and have included information we hope will help answer some of your questions.

Our goal is to help you achieve your goals, both personally and professionally. We don't believe you're here by accident. We believe the Lord has orchestrated your steps. That's why we're already looking forward to what He has in store for you, both during your program, and after completion of your time with us. Before you know it, you'll be graduating, diploma in hand, with new opportunities awaiting you, and you'll be so thankful you said yes to your education today.

Evangel understands the demands of family, career, and education on our students, so we have created an atmosphere that makes it convenient for you to access the services you need. We encourage you to utilize the expertise of your faculty and advisers for direction. Your success is ours, and we look forward to partnering with you as you pursue your calling.



May the Lord bless you richly!

A handwritten signature in black ink, appearing to read 'Lisa Tyson'.

Lisa Tyson, Ph.D.  
Dean, College of Adult & Graduate Studies





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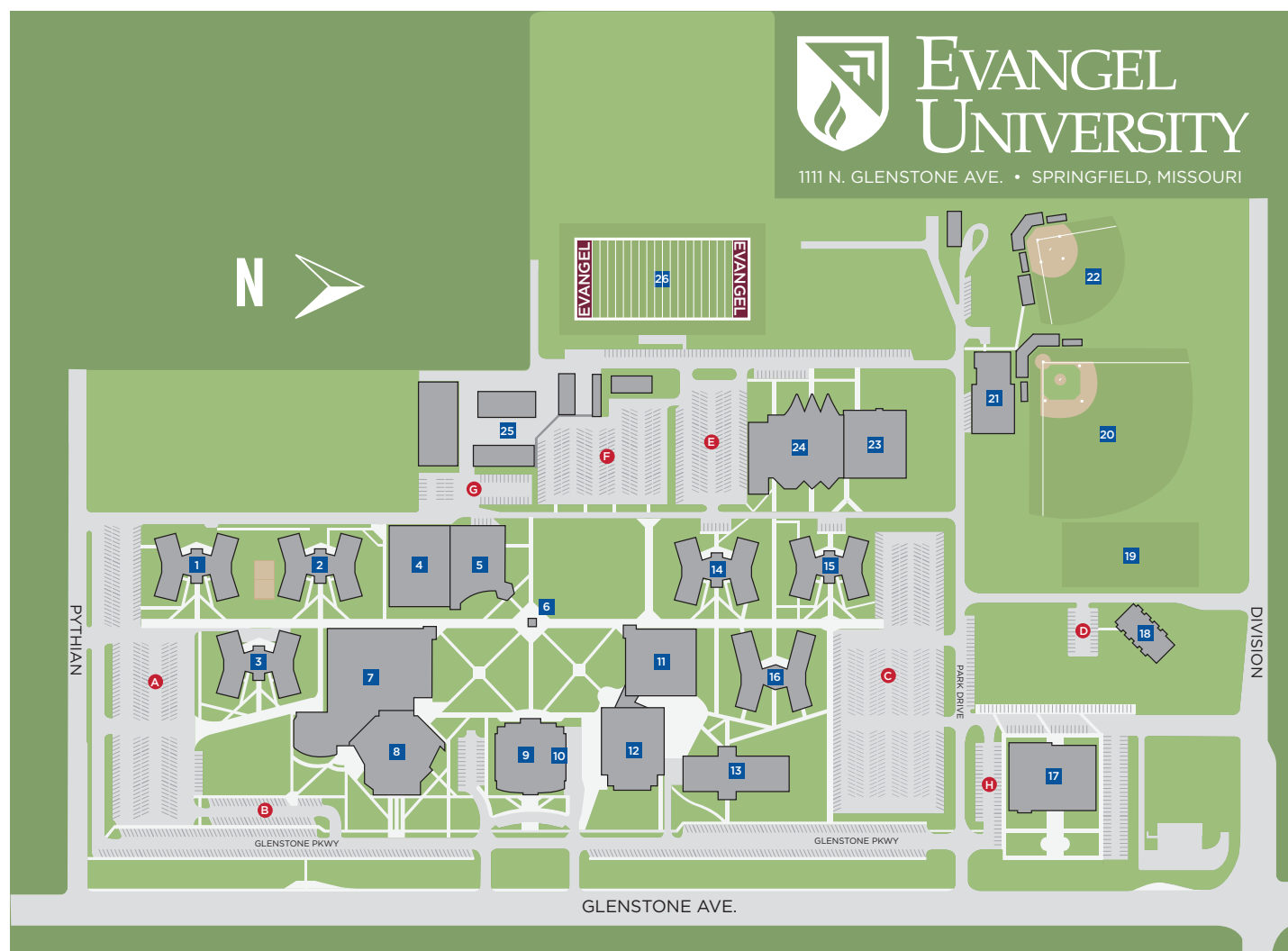
EVANGEL  
UNIVERSITY

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YOUR CALLING. OUR PASSION.



## CAMPUS MAP



- 1 SPENCE HALL
- 2 WALTHER HALL
- 3 SCOTT HALL
- 4 CRUSADER DINING HALL
- 5 JOUST-STUDENT UNION
- 6 CLOCK TOWER
- 7 BARNETT FINE ARTS BUILDING
- 8 SPENCE CHAPEL
- 9 RIGGS ADMINISTRATION BUILDING
- 10 SECURITY
- 11 TRASK HALL
- 12 ZIMMERMAN HALL
- 13 KLAUDE KENDRICK LIBRARY
- 14 KRAUSE HALL
- 15 BURGESS HALL
- 16 LEWIS HALL
- 17 AGTS

- 18 PERKIN APARTMENTS
- 19 LOWER INTRAMURAL FIELD
- 20 BASEBALL FIELD
- 21 BASEBALL FIELDHOUSE
- 22 SOFTBALL FIELD
- 23 MABEE STUDENT FITNESS CENTER
- 24 ASHCROFT CENTER
- 25 PHYSICAL PLANT
- 26 CORYELL FIELD

### PARKING LOTS

- A SOUTH STUDENT
- B SOUTH GENERAL
- C NORTH STUDENT
- D PERKIN
- E WEST STUDENT
- F WEST GENERAL
- G PHYSICAL PLANT
- H AGTS



# CAGS ACADEMIC CALENDAR

## FALL 2020 SEMESTER

June		Fall Academic Registration Opens
August 20	Thursday	Graduate Counseling—New Student Orientation
August 24	Monday	Graduate Classes Begin
August 26	Wednesday	Adult Studies Classes Begin
September 7	Monday	Labor Day (No classes. Offices are closed.)
October		Spring Academic Registration Opens
October 19–20	Monday–Tuesday	Fall Break (No classes. Offices are open.)
November 23–27	Monday–Friday	Adult Studies Thanksgiving Break (No classes. Offices are closed.)
November 25–27	Wednesday–Friday	Grad Studies Thanksgiving Break (No classes. Offices are closed.)
December 15	Tuesday	Fall Semester Ends
December 24–January 1	Thursday–Friday	Offices Closed

## SPRING 2021 SEMESTER

January 11	Monday	Graduate Classes Begin
January 13	Wednesday	Adult Studies Classes Begin
January 18	Monday	Martin Luther King Jr. Day (No classes. Offices are closed.)
March		Summer Academic Registration Opens
March 15–19	Monday–Friday	Spring Break (No classes. Offices are open.)
April 2	Friday	Good Friday (No classes. Offices are closed.)
May 5	Wednesday	College of Adult & Graduate Studies Baccalaureate & Awards Service
May 7	Friday	Commencement
May 7	Friday	Spring Semester Ends

## SUMMER 2021 SEMESTER

May 10	Monday	Graduate Classes Begin
May 12	Wednesday	Adult Studies Classes Begin
May 31	Monday	Memorial Day (No classes. Offices are closed.)
May 31–June 17	Monday–Thursday	Literacy Lab
June		Fall Academic Registration Opens
June 3–5 & 10–12	Thursday–Saturday	Ed.D. Residency
July 2	Friday	Independence Day (No classes. Offices are closed.)
August 19	Thursday	Summer Semester Ends

# REGISTRATION PROCESS

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## Account Creation

- **Locate your account information.** You received an email titled "Evangel University – Network Account Creation." Included in that email are your username, student ID, student email, and temporary password. You will use this information to log in to your network accounts. Store this information in a safe place for future reference.
- **Set up your permanent password.** For security reasons, your temporary password can only be used to create a new password one time. Your new password will be used for all of your network logins (student portal, student email, etc.) Your new password must be at least nine characters long and should contain a combination of uppercase letters, lowercase letters, and numbers/special characters. You will create your new password using your student email and the temporary password provided to you in the email you receive about network account creation.
- **Check your email often.** EU offices are required to use the EU email address to communicate with students. It is imperative that you set up your account and check your email often. Instructions for forwarding your EU email to an email account you read frequently are included in the portal.

## Admissions

- **Send us your final, official transcripts.** Please send us your official transcripts with your final cumulative GPA. You may hand deliver the transcript in a sealed envelope, or have your high school or college mail the transcript directly to the College of Adult and Graduate Studies Admissions Office.

## Financial Aid

If you haven't already, and would like to apply for need-based federal and institutional aid, please file your Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov). Have your results sent to Evangel by entering school code 002463.

- **Accept and/or decline awards.** You will receive a letter in the mail with your list of federal and institutional awards. Once you've reviewed them, you will need to login to your student portal, visit the My Financial Aid section, and go to the "Accept Awards" tab to accept and/or decline your awards.
- **Complete financial aid documents.** Upon accepting and/or declining your awards, you will need to complete the required documentation. Go to the "Documents" tab in the My Financial Aid section of your student portal to complete your documents.
- **Verification.** When you are selected for verification, you will receive information via your student email and postal mail. You may also find the verification forms under the "Documents" tab on the My Financial Aid page.
- **Financial aid questions.** Please contact the Office of Financial Aid at [finservices@evangel.edu](mailto:finservices@evangel.edu) or 417-865-2815 x7300





# REGISTRATION CHECKLIST

## Complete the Registration Checklist

The tasks listed below are required. To access your checklist:

- Log into your student portal
  - Select "Registration Checklist"
  - Find the appropriate list: "Evangel Adult Studies" or "Evangel Graduate Studies"
  - Select your entrance term
- **Course schedule.** Work with your academic advisor to create your course schedule.
  - **Complete your financial aid information.** Accept and/or decline your financial aid awards.  
See page 6 for additional information.
  - **Register your vehicle and reserve your student parking sticker if you are a local student or plan to visit EU's campus.**  
Every student receives a parking pass, which is included in your student fees. To obtain that pass, visit the Public Safety Department and provide the following information about your vehicle: Year / Make / Model / Color / License Plate
  - **Complete your personal information.** Verify your records to ensure we have the most up-to-date contact information.
  - **Complete bill and payment options.** You will have the ability to view your bill and select a payment option.  
Payment is due at financial registration.
  - **Watch your email for information regarding orientation for your program.**
  - **Order your textbooks.** (See page 8 for bookstore information.)

## Housing

Evangel has rental properties available for a limited number of graduate students. Contact the Evangel rental property manager in the Housing Office at 417-865-2815 x7852 for an application and additional information.

## Dining Information

Crusader Dining Hall and The Joust are located in Crusader Hall.

### Block Meal Plans

45-block plan: \$400

75-block plan: \$590

Block meal plans expire at the end of the semester. However, a second block plan purchased in the fall semester will roll over for students returning in the spring semester.

### Crusader Bucks

Crusader Bucks are a great addition to your student account. They can be used just like cash at all dining locations. Crusader Bucks can be charged to your student account. They are non-refundable and expire at the end of the academic year. Purchase at least \$50.00 and receive bonus cash!

The Barracks Coffee Shop is located in Cantrell Student Union and provides Starbucks coffee and baked goods. Crusader Bucks may be used for purchases.

## Crusader Dining Hall Schedule

<b>BREAKFAST</b>	M-F Sunday	7:15–8:45 a.m. 8:30–9:30 a.m.
<b>CONTINENTAL BREAKFAST</b>	M-F	8:45–10 a.m.
<b>LUNCH</b>	M-F Sunday	11 a.m.–1:30 p.m. 11:45 a.m.–1:30 p.m.
<b>BRUNCH</b>	Saturday	10:30 a.m.–12 p.m.
<b>DINNER</b>	M-F	4:30–6:30 p.m.
<b>*DINNER</b>	Sat. & Sun.	4:45–6 p.m.

## GENERAL INFORMATION

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### Disability Services

The Center for Student Success assists students with documented disabilities (under federal law, section 504 of the 1973 Rehabilitation Act, 1990 Americans with Disabilities Act) and provides reasonable academic accommodations.

For special accommodations related to academic life, contact Disability Services Coordinator Stephen Houseknecht at 417-865-2815, x8271 or [houseknechts@evangel.edu](mailto:houseknechts@evangel.edu).

For special housing accommodations and information about service or assistance animals contact Housing Director Pam Smallwood at 417-865-2815, x7335 or [smallwoodp@evangel.edu](mailto:smallwoodp@evangel.edu).

### Center for Student Success

The staff at the Center for Student Success can help with study strategies, tutoring, academic accommodations, career services, and/or time management.

### SmartThinking

SmartThinking Tutoring Service provides adult studies students with 24/7, on-demand tutoring and resources for a variety of subject areas. Students can find the link to this resource within their courses in Course Commons.

### The Write Place

Located in Trask Hall 202, The Write Place is a free service offered to students who desire to hone their writing skills. From brainstorming to completing the final draft, The Write Place staff offers coaching and support through the writing process. Tutors are able to assist students in a variety of ways, most frequently by suggesting improvements for both the content and the structure of a paper. Although The Write Place is not an editing service, tutors do teach correct grammar and punctuation, which the student may then apply to their paper. Students must be present to receive assistance and take an active role in the process.

### College of Adult and Graduate Studies Lounge

Located in Zimmerman 212, the lounge is a great place to check your email or print homework before a class. It's also a comfortable place to meet classmates for a study session or to relax and eat dinner after work.

### Graduate Assistantships and Scholarships

Awarding of assistantships and departmental scholarships are determined based on a combination of the following factors:

- Superior academic record
- Strong GRE scores as required
- Previous grants, published works, or membership in professional organizations

The application for Graduate Studies assistantships and scholarships are in the student portal.

Steps to finding the application for your area of interest are below:

1. Student Portal
2. Select "Money" link on left
3. Scholarships Tab
4. Select Departmental

### Student ID Card and Parking Permit

If you are a local student or plan to visit EU's campus, visit the Department of Public Safety to get your Crusader Card (also known as a prox card) and parking permit once you have completed financial registration. You should keep your Crusader Card with you at all times as you will need to scan it to enter the Mabey Fitness Center, eat in the dining hall, check out library books, and enter some campus buildings after 5 p.m.

To get your Crusader Card and/or your car registered, bring your driver's license (or state ID, passport, military ID), along with a financial registration receipt to the Department of Public Safety (open 24/7) in the Riggs Administration Building, Room 208. Hats are not permitted for ID photos. For a parking permit, you will also need your vehicle's license plate number. A parking permit must be properly displayed on all motor vehicles, motorcycles, and bicycles.

If you are a distant student, submit a personal photo on a white background (no hats or sunglasses allowed) to your Advisor via email from your student email account. A cell phone photo is acceptable; JPG image similar in size to a passport photo (2 x 2 inch or 35 x 45 mm); we can resize if not exact.

### IT Helpdesk Support

The IT Helpdesk provides support for students regarding Evangel email access, Microsoft Office, minor hardware services, and advice for computer-related questions.

#### *Free Microsoft Office*

As a student, you have access to a free copy of Microsoft Office 365 that can be installed on your personal computer. This provides Microsoft Word, PowerPoint, Excel, and 1TB of OneDrive storage, amongst many other software options.

To activate your account, visit the following link and log in using your Evangel email: <http://bit.ly/EvangelOffice365>

Other software may be available to you based on your specific degree program. Please contact your academic department to see if more software is available.

#### *Computer Labs & Internet Access*

If need a computer or printer to complete your classwork, computer labs are available around campus for all students. A computer lab is located in the second floor lobby of each residence hall.



## GENERAL INFORMATION

### Bookstore

The bookstore is located on the first floor of the Cantrell Student Union and is open 9 a.m.-5 p.m. weekdays. You may also place your order online at [evangel.edu/student-resources/campus-bookstore](http://evangel.edu/student-resources/campus-bookstore).

### Tuition Refund Policy

Students who withdraw from Evangel may receive a partial refund of tuition and room and board. For further details refer to the EU catalog.

#### MODULE COURSE TUITION REFUND POLICY

REFUND	REFUND TIMELINE
100%	Before the first week of class
75%	Before the second week of class
50%	Before the third week of class
0%	After the third week of class

NO DROPS AFTER FOURTH WEEK OF CLASS

#### SEMESTER-LONG COURSE TUITION REFUND POLICY

REFUND	REFUND TIMELINE
100%	On or before the first day of classes
75%	First full week of classes
50%	Second full week of classes
25%	Third full week of classes
0%	After the fourth week of classes



# GENERAL INFORMATION

## Question & Answer Section

1. May I purchase a meal plan?  
Of course! See page 7 for details or contact Dining Director Joey Roberts at [robertsj@evangel.edu](mailto:robertsj@evangel.edu)
2. Is career counseling and job search assistance available?  
Career Services offers a variety of resources to assist with the job search and career development process. Resources include: career-related workshops, individual career counseling and job search assistance, career and strengths assessments, career-related workshops, on-campus recruitment and career fair opportunities, cover letter and resume writing assistance, online tools, and more. For more information contact Shannon McClure at [McClureS@evangel.edu](mailto:McClureS@evangel.edu)
3. What opportunities are there for involvement in campus life?  
You are welcome to be involved in campus activities as much as you like. Depending on your work and class schedule, you may find the following of interest:
  - Chapel: Tuesdays, Thursdays, and Fridays from 10-10:50 a.m. in Spence Chapel or watch on demand at [evangel.edu/virtualchapel](http://evangel.edu/virtualchapel)
  - Special Conferences & Workshops hosted by EU or CAGS throughout the year:  
Watch your student email for this information.
  - Athletic Events: See the website for event schedules. EU students are admitted free of charge with ID.
  - Global Connections Cultural & Ministry Opportunities: Students are invited to participate in opportunities to travel yearly (domestic and/or abroad). Trips may be cultural/academic, service learning, or ministry focused.
4. Where can I find out about disability services?  
Support for students with disabilities is available in the Center for Student Success. For additional details see page 8.
5. Where can I get academic support?
  - The Center for Student Success and The Write Place provide academic support for all Evangel University students. For additional details please see page 8.
  - SmartThinking, our online tutoring program, is built into every Adult Studies class for easy access.
6. How can I get Internet connection while on campus?  
For students who don't have their own computer or printer, computer labs are available around campus to all students. For students who do have their own computer, WiFi Internet access is available in the lobbies of all buildings on campus. Directions for accessing Evangel WiFi can be found at the Student Portal -> IT Help Desk -> Connecting to Evangel WiFi. There is also a wired network port in Perkin apartments with a separate wired port for gaming systems. No router is needed.
7. What if I'm sick and can't attend class?  
Contact your professor immediately and refer to the syllabus for the attendance policy for that particular class.
8. Are children allowed in class?  
Classes are intended for students only. Please make outside arrangements for the care of your children.

## Postal Services

Evangel University's post office is set up for all your postal needs: shipping, receiving, stamps, envelopes, and all postal supplies.

Note: All residential students are assigned a post office box and will receive departmental, faculty, and staff mail.





## EVANGEL UNIVERSITY OFFICES

Campus offices are open Monday–Friday, 8 a.m. to 4:30 p.m. Public Safety is open 24/7.

### BOOKSTORE

Cantrell Student Union  
First Floor  
bookstore@evangel.edu  
Phone: 417-865-2815 x7343

### BURSAR/STUDENT BILLING

Riggs Hall, Suite 204  
Phone: 417-865-2815 x7700

### CENTER FOR STUDENT SUCCESS

(Career services, disability services,  
student retention)

Zimmerman Hall, Room 208  
studentsuccess@evangel.edu  
Phone: 417-865-2815 x8215

### COLLEGE OF ADULT & GRADUATE STUDIES

Zimmerman Hall, Suite 201  
cagsadmissions@evangel.edu  
Phone: 417-865-2815 x8269

### COMMUNITY LIFE

Cantrell Student Union, Room 203A  
communitylife@evangel.edu  
Phone: 417-865-2815 x7317

### DINING SERVICES

Crusader Hall  
robertsj@evangel.edu  
Phone: 417-865-2815 x7252

### HOUSING

Riggs Hall, Suite 302C  
smallwoodp@evangel.edu  
Phone: 417-865-2815 x7335

### IT HELPDESK

Riggs Hall, Suite 102  
helpdesk@evangel.edu  
Phone: 417-865-2815 xHELP(4357)

### MAIL & PRINT CENTER

Riggs Hall, Suite 201  
print@evangel.edu  
Phone: 417-865-2815 x7240

### OFFICE OF FINANCIAL AID

Riggs Hall, Suite 202  
finservices@evangel.edu  
Contact: 417-865-2815 x7300

### PUBLIC SAFETY

Riggs Hall, Room 208  
publicsafety@evangel.edu  
Phone: 417-865-2815 x7000

### RECORDS AND REGISTRATION

Riggs Hall, Suite 104  
Phone: 417-865-2815 x7460

### SPIRITUAL LIFE

Chapel, North Side  
morelands@evangel.edu  
Phone: 417-865-2815 x7396

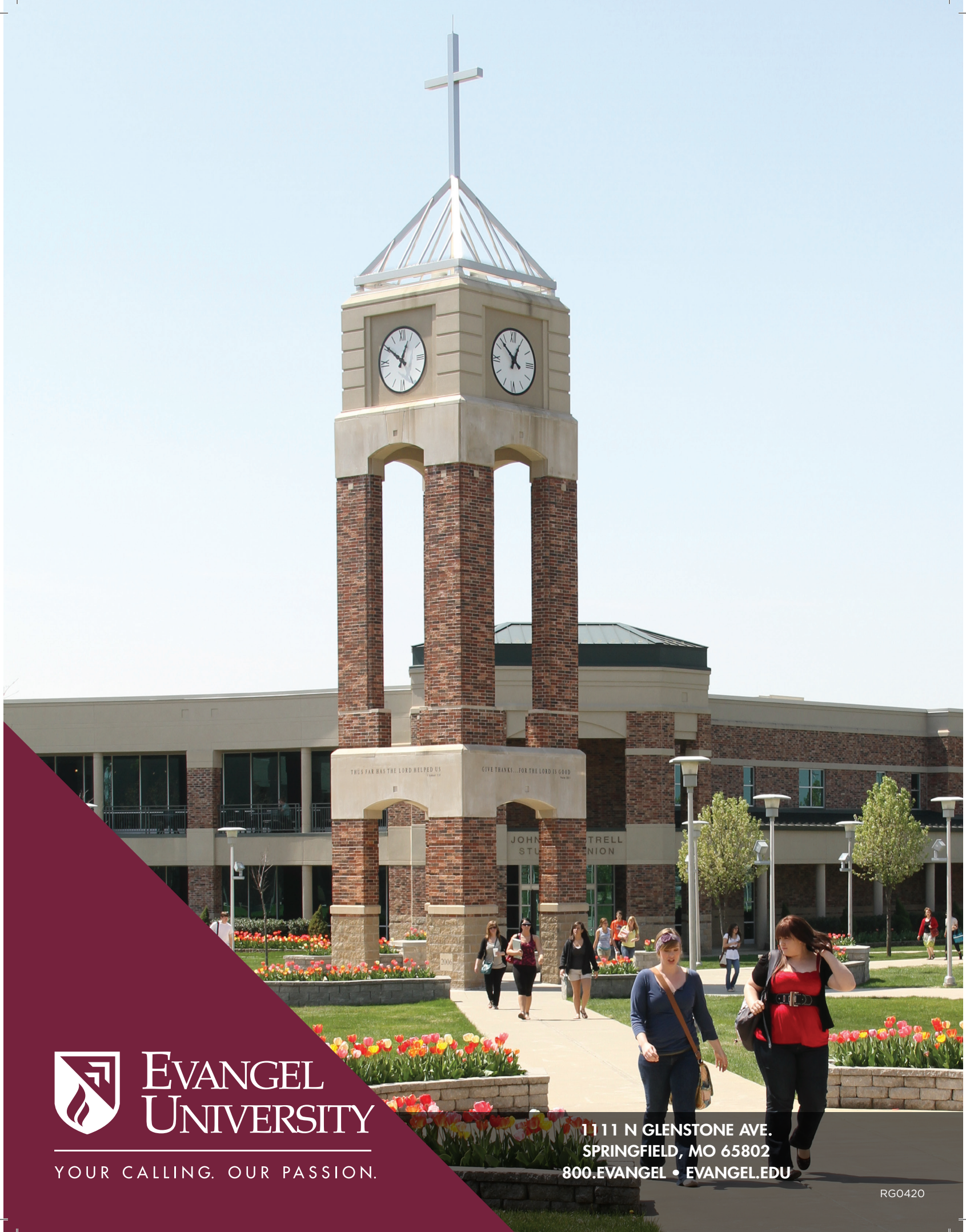
### WELLNESS CENTER

(Health services, counseling services-  
Graduate Students only)

Cantrell Student Union, Suite 106  
Phone: 417-865-2815 x7280







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