



Dual Enrollment

Application and Registration Instructions

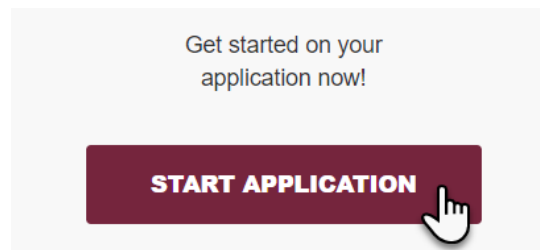
New Students – Start with Step 1 | Returning Students – Skip to Step 3

Step 1 – Fill out the Online Application for Dual Enrollment at Evangel

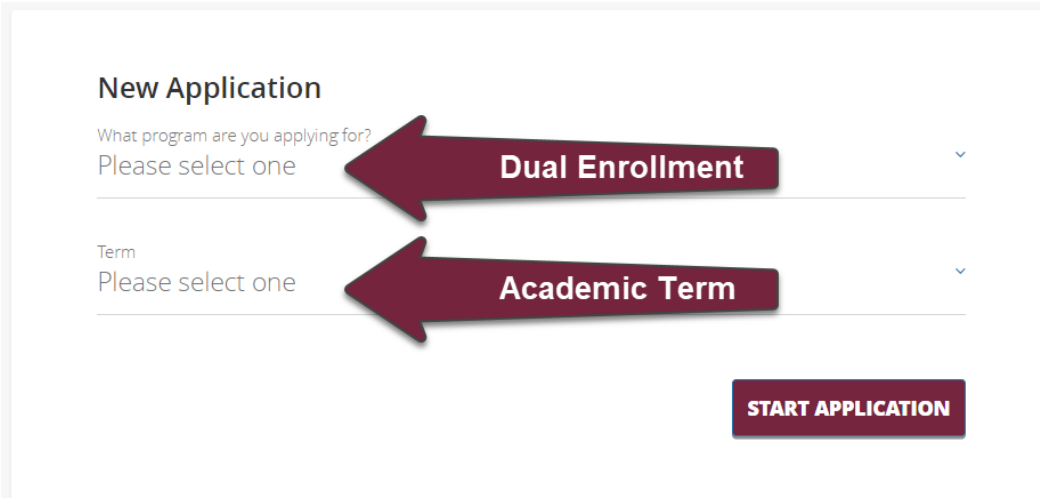
1. Go to <https://www.evangel.edu/apply/> and click the “Start or Finish Your Application” button.



2. Sign up or log in to start or continue your application. (If you sign up, you will receive an immediate email notification to complete your account setup.) Once signed in, click the “Start Application” button.



3. On the **New Application** page, select “Dual Enrollment” from the program drop-down menu, select the term for which you plan to enroll, and then click “Start Application.”



New Application

What program are you applying for?
Please select one

Term
Please select one

START APPLICATION

4. Complete all the required fields on the application, including the name of your high school counselor (or home school parent) and his/her email address.
5. Review and submit the dual enrollment application. Once Evangel has received confirmation from your counselor (or home school parent), you will receive an acceptance email from Evangel’s Office of Admissions.

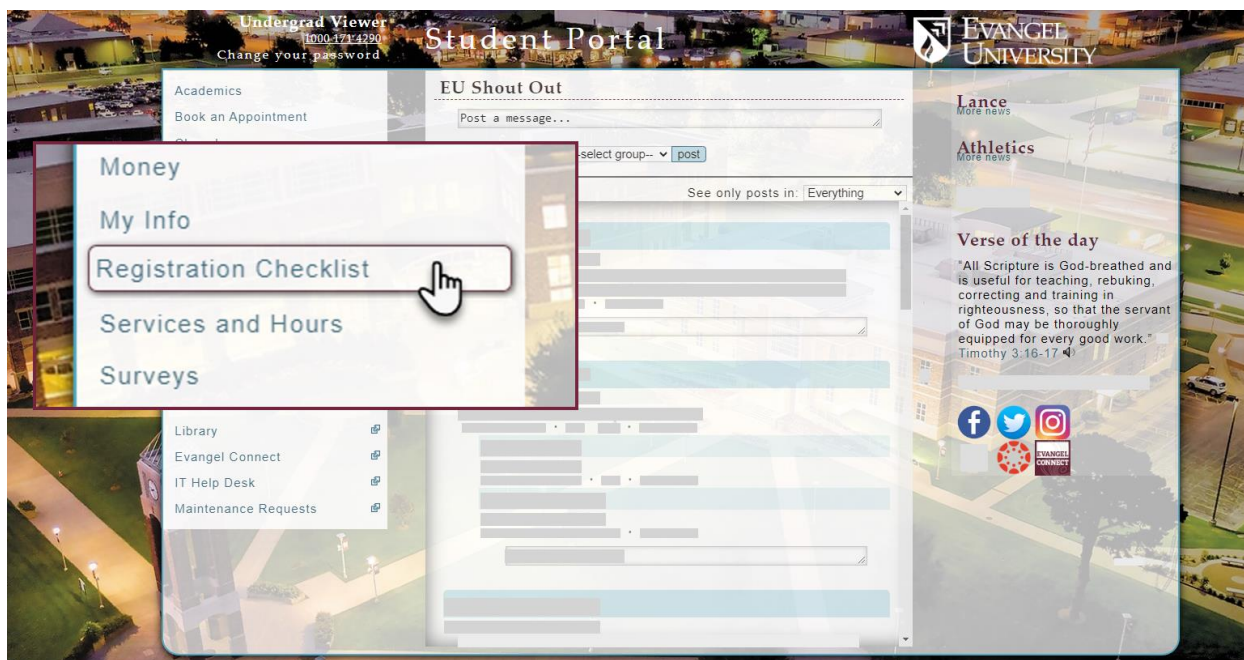
Step 2 – Activate Your Evangel University Student Account

1. When your Evangel Student account has been created, you will receive an email with the subject “Evangel University – Network Account Creation” from our Information Technology (IT) Department (help@evangel.edu). This is your Evangel Student account that you will use to log into all of our systems for as long as you are a student at Evangel. Included in that email are your username, student ID, student email, and temporary password. **Please make sure to check your spam or clutter folders for this notification.**
2. Follow the directions in the email to log into your EU Student account and create a permanent password. **The temporary password is valid for a one-time use only.**
3. To ensure account security, you will need to [set up multi-factor authentication \(MFA\)](#) for your Evangel Student account. Download the Microsoft Authenticator app and sign in using your username and password to set up MFA for your Evangel Student account.



Step 3 – Register for Dual Enrollment Courses

1. Log in to your [Student Portal](#) using your Evangel Student username and password. If you cannot log in, you can [reset your password](#).
2. Click the **Registration Checklist** link on the left-side menu.



3. Select the term for which you plan to register.
4. The **Registration Checklist page** will walk you through the process of selecting your courses and completing an online payment. Please work through all the steps to complete your registration.

Registration Checklist

Steps	Status	Help	Action	Comments
Sharing Your Info	Incomplete		Update	FERPA regulations require your permission to share your personal information with your parents (or anyone else). List who is allowed to view your financial, behavioral and academic student information here.
Update Personal Information	Not Started	?	Update	Verify our records to ensure we have the most up-to-date contact information
Register for Classes	Not Started	?	Update	
Bill Approval	Reviewing Bill	?	View	This step ensures your bill is ready to be reviewed and/or paid.
Billing Payment	Not Started		Register	Billing online payment for Dual Enrolled students, has no FRA.
Complete Financial Registration	Incomplete	?		Registration must be complete prior to moving into the dorms or beginning classes.

If you need help on a checklist item, click on the **?** icon above.

5. **Sharing Your Info:** This is required every semester as part of the Family Education Rights and Privacy Act (FERPA). From the Registration Checklist, click the "Update" link, enter the information requested, and click the "Continue" button.

Sharing Your Info

Evangel University does not share your information unless you tell us otherwise.

People who currently have access to your information

Name	Email	Financial	Social	Academic	Responsible for Bill	Active	Security Question Set
Parent, Fake		Y	Y	Y	Y	Y	Yes

- Edit the list of people who have access to my information.
 I have reviewed this item for SP-23 and am done making changes.

6. **Update Personal Information:** This information is to be updated every semester. Click the "Update" link, and then click the "Edit Personal Info" link. Make any necessary updates and then click "Submit Changes."

Personal and Emergency Info

Use this form to update your personal and emergency contact information. When you are finished, click the Submit link to send any changes.

Status: Not Submitted (10/26/2022)

Status Message: Your information has not been submitted. Please submit this form to the Post Office even if you didn't make any changes so we know you have reviewed it.

Actions

- [Edit personal info](#)
- [Submit changes](#)
- [Back](#)

7. **Register for Classes:** Click the "Update" link and then select your course(s) from the list of dual enrollment courses. You can search for courses by course code. Check the box in the "Add" column, and then click "Add Selected to Pre-Schedule." When you are done selecting your courses, click the "Submit" button. You will receive an email from Evangel's dual enrollment advisor, Dee Salmon (salmond@evangel.edu) when your schedule is approved.

Add	Course	Cr	Days	Time	Instructor	Req
<input checked="" type="checkbox"/>	BIBL 115 LEC ODE22 Old Testament Literature	3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	Fabian, Mark	
<input type="checkbox"/>	BIBL 115 LEC SDE23 Old Testament Literature	3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	Cooper, William	
<input type="checkbox"/>	BIBL 115 LEC SDE24 Old Testament Literature	3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	Pirot, Jonathan	
<input type="checkbox"/>	BIBL 116 LEC ODE22 New Testament Literature	3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	Brown, Wendy	
<input type="checkbox"/>	BIBL 116 LEC OLC22 New Testament Literature	3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	Brown, Wendy	
<input type="checkbox"/>	COMM 113 LEC ODE22 Introduction to Mass Communication	3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	TEL Ed., Online	
<input type="checkbox"/>	ECON 212 LEC ODE22 Principles of Macroeconomics	3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	Jacobs, Michelle	
<input checked="" type="checkbox"/>	ENGL 111 LEC ODE22 Composition	3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	TEL Ed., Online	

8. **Bill Approval:** This is a review done by the Billing & Financial Aid office. Please allow 24-48 hours from the time your schedule is approved to return to your checklist to make payment. If you cannot move to the Bill and Payment option, please email Bursar@evangel.edu or call 417.865.2815 x 7700.
9. **Bill and Payment Options:** Click the "View" link and then click "Billing Preferences." Select home address and then click the "Continue" button. Review your bill and then enter the amount of the *Registration Payment Due* and click the "Continue" button.

Payment in Full	
Semester Charges	\$390.00
Financial Aid	\$0.00

Sub Total	\$390.00
Prior Semester Balance	\$0.00
Less Payment Received	\$0.00

Registration Payment Due	\$390.00

Pay Online

Ledger Balance: 0

Amount to pay

You will verify the amount on the next page.

On the **Payment Options page**, select an option for payment and then click "Proceed" to complete the registration process and make payment through a secure site.

Make your payment for \$390.00

Payment Options

When you click "Proceed", you will be sent to a secure site to make your payment using any card with a Discover, MasterCard, or Visa symbol. When the payment transaction is complete you will be redirected back to Evangel's site.

Note: Please be sure to complete the transaction. You will be sent a receipt via email if you enter your email address in the field provided.

Do not backspace through the pages or we will not have immediate record of your payment and you may be double-billed.

If you lose connection during the transaction, call 417-865-2815, ext. 7308 and we will check to see if your transaction went through. Online payments may take 1-2 business days before they appear on your account. Only enter information one time. If an error occurs, please contact the Bursar Office at extension 7700.

- Option 1:** Pay directly from your checking account (ACH). No fees apply.
Amount: \$390.00
- Option 2:** Pay by debit or credit card. A 2% processing fee (\$7.8) will apply.
Amount: \$397.80

[Exit and return to checklist](#)

*If you exit without making a payment, you will not have completed financial registration.

Other payment options:

- Mail in your payment to: Evangel University, Bursar Office 1111 N. Glenstone Ave. Springfield, MO 65802
- Call the University Cashier at 417-865-2815 ext. 7308 (phone payments are subject to 2% processing fee).

Need Help?

If you have any problems or questions with your application or registration, please reach out to Evangel's Dual Enrollment Admissions Coordinator, Dee Salmon

- Phone: 417-865-2815 ext. 8274
- Email: SalmonD@evangel.edu

For billing questions, please contact Evangel's Bursar's office.

- Phone: 417-865-2815 ext. 7700
- Email: bursar@evangel.edu