



EVANGEL
UNIVERSITY

YOUR CALLING. OUR PASSION.



COLLEGE OF ADULT & GRADUATE STUDIES 2018/19
REGISTRATION GUIDE

WELCOME

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, so we look forward to partnering with you as you pursue your calling.

May the Lord bless you richly!



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



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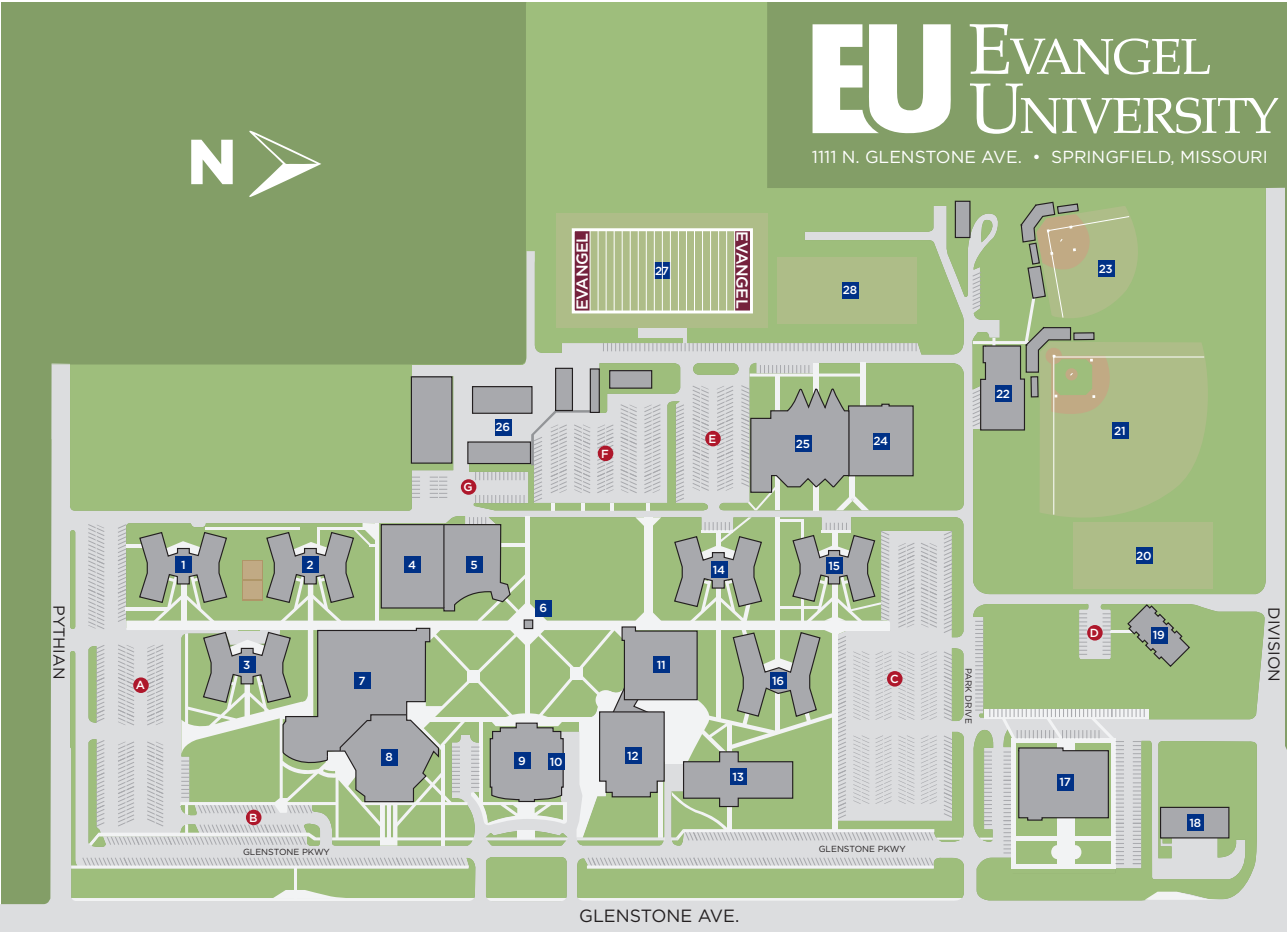


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CAMPUS MAP



- | | |
|----|---|
| 1 | SPENCE HALL |
| 2 | WALTHER HALL |
| 3 | SCOTT HALL |
| 4 | CRUSADER HALL CAFETERIA |
| 5 | JOUST-STUDENT UNION/THE BARRACKS COFFEE |
| 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 | AGTS GYMNASIUM |
| 19 | PERKIN APARTMENTS |
| 20 | INTRAMURAL FIELD |

- | | |
|----|------------------------------|
| 21 | BASEBALL FIELD |
| 22 | BASEBALL FIELDHOUSE |
| 23 | SOFTBALL FIELD |
| 24 | MABEE STUDENT FITNESS CENTER |
| 25 | ASHCROFT CENTER |
| 26 | PHYSICAL PLANT |
| 27 | CORYELL FIELD |

PARKING LOTS

- | | |
|---|-----------------------|
| A | SOUTH STUDENT |
| B | SOUTH GUEST & FACULTY |
| C | FACULTY & STAFF ONLY |
| D | ADMINISTRATION ONLY |
| E | NORTH GUEST & FACULTY |
| F | NORTH STUDENT |
| G | AGTS |
| H | PERKIN |
| I | MAINTENANCE |
| J | WEST FACULTY |
| K | WEST STUDENT |
| L | WEST GENERAL |

CAGS ACADEMIC CALENDAR

FALL 2018 SEMESTER

July 3-7	Monday-Friday	Fall academic registration opens
August 17	Friday	Graduate Counseling—New Student Orientation
August 20	Monday	Graduate classes begin
August 21	Tuesday	Adult Studies classes begin
September 3	Monday	Labor Day (No classes. Offices are closed)
October 15	Monday	Prayer retreat with CAGS spiritual coordinator
October 15-16	Monday-Tuesday	Fall break (No classes. Offices are open)
October 23	Tuesday	Spring academic registration opens
November 21-23	Wednesday-Friday	Thanksgiving break (No classes. Offices are closed)
December 11	Tuesday	Fall semester ends
December 24-January 1	Monday-Monday	Offices Closed

SPRING 2019 SEMESTER

January 2-5	Wednesday-Saturday	Master of Organizational Leadership winter residency
January 7	Monday	Graduate classes begin
January 9	Wednesday	Adult Studies classes begin
January 21	Monday	Martin Luther King Jr. Day (No classes. Offices are closed)
March 11	Monday	Prayer retreat with CAGS spiritual coordinator
March 11-15	Monday-Friday	Spring break (No classes. Offices are open)
March 19	Tuesday	Summer academic registration opens
April 19	Friday	Good Friday (No classes. Offices are closed)
May 1	Wednesday	College of Adult & Graduate Studies Baccalaureate & Awards Service
May 3	Friday	Commencement
May 3	Friday	Spring semester ends

SUMMER 2019 SEMESTER

May 6	Monday	Graduate classes begin
May 8	Wednesday	Adult Studies classes begin
May 27	Monday	Memorial Day (No classes. Offices are closed.)
June 3-4, 6-7	Monday-Tuesday, Thursday-Friday	Ed.D. residency
June 3-27	Monday-Thursday	Literacy Lab
June 4	Tuesday	Fall academic registration open
July 4	Thursday	Independence Day (No classes. Offices are closed.)
July 11-14	Wednesday-Saturday	Master of Organizational Leadership summer residency
August 20	Tuesday	Adult Studies summer semester ends
August 22	Thursday	Graduate summer semester ends

REGISTRATION PROCESS

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 9 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. 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 mail. You can also find the verification forms under the “Documents” tab on the My Financial Aid page. If you have any questions, please contact Student Financial Services: finservices@evangel.edu or 417-865-2815 x7300.
- **Financial aid questions.** Please contact Student Financial Services at finservices@evangel.edu or 417-865-2815 x7300
- **Course Schedule.** Work with your academic advisor to create your course schedule..



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" list
- Select your entrance term

- **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.** Every student receives a parking pass, which is included in your student fees. To obtain that pass, you will need to 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.
Payments are due at financial registration.

Now that you have completed registration, please complete the following to be ready for the start of class:

- Join the College of Adult & Graduate Studies community in Course Commons. When you receive the invitation to join, please accept to have access to helpful resources.
- Watch your email for information regarding orientation for your program.
- Order your textbooks. (See page 8 for bookstore information.)

Housing

Evangel has a number of rental properties available for traditional undergrad and, on a limited basis, to graduate students. Contact the Evangel rental property manager in the housing office at 417-865-2815x7852 for an application and additional information.

Dining Information

Crusader Dining Hall and The Joust are located in Crusader Hall, provide dining options available to all students.

Block Meal Plans

45-block plan: \$300

75-block plan: \$475

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 Dining Hall Schedule

Breakfast	Continental Breakfast	Lunch	Brunch	Dinner	*Dinner
M-F 7:15-8:45 a.m. Sun. 8:30-9:30 a.m.	M-F 8:45-10 a.m.	M-F 11 a.m.-1:30 p.m. Sun. 11:45 a.m.- 1:30 p.m.	Sat. 10:30 a.m.- 12 p.m.	M-F 4:30-6:30 p.m.	Sat. & Sun. 4:45-6 p.m.

The Barracks Coffee Shop is located in Cantrell Student Union and proudly serves Starbucks® coffee

GENERAL INFORMATION

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 Houseknechts at 417-865-2815, x8271 or 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.

Academic Support

The university has two centers to assist students. The staff at the Center for Student Success can help with study strategies, tutoring, academic accommodations, career services, and/or time management.

The Write Place

Located in Trask Hall 202, The Write Place is a free service offered to students wanting 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, the 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 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:

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

Student ID Card and Parking Permit

Once you have completed financial registration, you can go to the Department of Public Safety to get your Crusader Card (also known as a prox card) and parking permit. You should keep your Crusader Card with you at all times as you will need to scan it to enter your residence hall or The Mabey Fitness Center, eat in the cafeteria, check out library books, record chapel attendance, and enter some campus buildings after 5 p.m.

To get your ID card made and/or your car registered, bring your driver's license (or state ID, passport, military ID), along with a financial registration receipt (if you completed registration within the last 24 hours) 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.

IT Helpdesk Support

The IT Helpdesk provides support for students concerning 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>

GENERAL INFORMATION

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 get your classwork done, computer labs are available around campus for all students. Each residence hall has a computer lab located in the second floor lobby that is open 24/7. Lab locations can be found at: <http://bit.ly/EUComputerLabLocations>

Bookstore

Get the best deal when you buy or rent new, used, or digital textbooks for your courses with our Best Price Promise program, which allows you to compare and price match necessary textbooks. More details are available through the bookstore.

The bookstore is located on the first floor of the Cantrell Student Union and is open 9 a.m.-6 p.m. weekdays and 10 a.m.-2 p.m. on Saturdays. You can also order online for convenience at <http://bkstr.com/evangelstore/home>.

Tuition Refund Policy

Students who withdraw from Evangel may receive a partial refund of tuition and room and board. For details see the catalog. <http://www.evangel.edu/academics/graduate-studies/graduate-course-catalog/>

MODULE COURSE TUITION REFUND POLICY

REFUND	REFUND TIMELINE
100%	Before 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

ADULT STUDIES ONLY: 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?

Please see page 7.

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.

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
- 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.

6. How can I get Internet connection?

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. 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

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

BURSAR/STUDENT BILLING

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

CENTER FOR STUDENT SUCCESS (Career services, disability services, student retention)

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

COLLEGE OF ADULT & GRADUATE STUDIES (Admissions)

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

COMMUNITY LIFE

Located: Cantrell Student Union
Second Floor, Room 203A
Email: communitylife@evangel.edu
Phone: 417-865-2815 x7975

DINING SERVICES

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

HELPDESK

Located: Riggs Hall
First Floor, Suite 102
help.evangel.edu
Phone: 417-865-2815 x8368

HOUSING

Located: Riggs Hall
Third Floor, 302C
Email: smallwoodp@evangel.edu
Phone: 417-865-2815 x7335

MAIL & PRINT CENTER

Located: Riggs Hall
Second Floor, Suite 201
Email: po@evangel.edu
Phone: 417-865-2815 x.7240
or x.7239

PUBLIC SAFETY

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

RECORDS AND REGISTRATION

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

SPIRITUAL LIFE

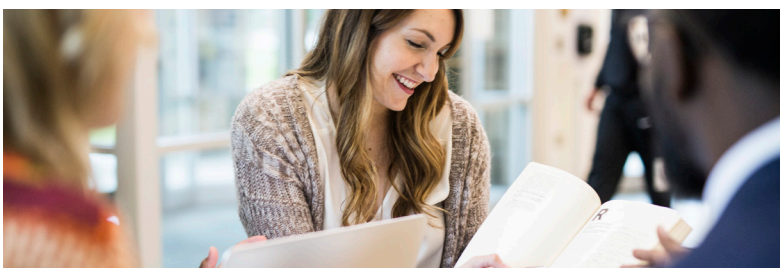
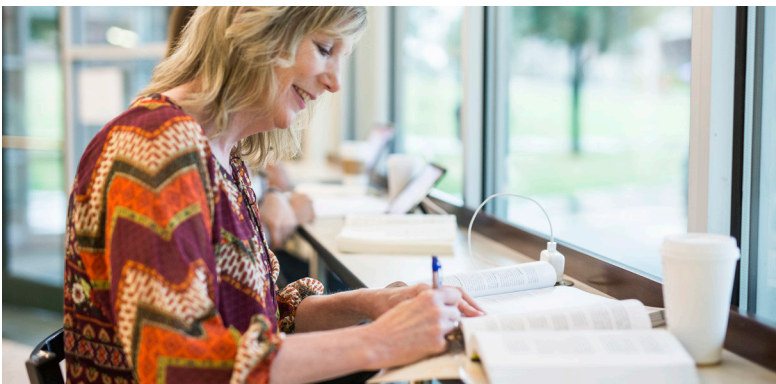
Located: Chapel, North Side
Phone: 417-865-2815 x7396

STUDENT FINANCIAL SERVICES

Located: Riggs Hall
Second Floor, Suite 202
Email: financeservices@evangel.edu
Contact: 417-865-2815 x7300

WELLNESS CENTER (Health services, counseling services-Graduate Students only)

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





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