REGISTRATION + ORIENTATION GUIDE

2020/21

Evangel University
Your Calling. Our Passion.
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EU Launch is Evangel’s new student welcome and orientation week. The goal is to prepare incoming freshmen and transfer students for life-changing experiences by connecting them with faculty, staff, and other students.

Parents and families are welcome and encouraged to attend EU Launch, and special events are scheduled for them Friday through Sunday afternoon. For a complete list of all EU Launch events and additional details, download the CORQ app at corqapp.com.

All meals during EU Launch are complimentary to new students whether they have a meal plan or not.

### NEW STUDENT AND FAMILY LAUNCH SCHEDULE

**EU Launch**

Youth Calling. Our Passion.

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**FRIDAY AUGUST 21, 2020**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 8 a.m. - 4:30 p.m. | Information Station & The Barracks coffee shop  
We are here to answer your questions about EU Launch, the campus, or the Springfield area. (student union, 1st floor lobby) |
| 8 a.m. - 12 p.m. | Resident student check-in/move-in                                          |
| 12 – 2:30 p.m.   | Commuter student check-in                                                  |
| 11 a.m. - 12 p.m.| Campus tours                                                              |
| 11 a.m. - 1 p.m.| Lunch  
Complimentary for new students and their family members             |
| 1 – 2 p.m.       | Campus tours                                                              |
| 1 – 2:45 p.m.    | Unpack and errands                                                       |
| 2:45 – 3:45 p.m. | Launch kick-off session                                                   |
| 3:45 – 4 p.m.    | Alumni family photo                                                      |
| 4 – 5:30 p.m.    | Faculty Meet & Greet  
Visit with professors from academic departments of choice                |
| 5 – 7 p.m.       | Dinner  
Complimentary for new students and their family members               |
| 7 – 8:30 p.m.    | Meet your Launch leader  
Connect with a smaller group of new students led by current students    |
| 7 – 8 p.m.       | Parent come & go dessert reception                                         |
| 8:30 – 9:15 p.m. | Worship at Sunset                                                        |
| 9:15 – 10 p.m.   | AGCU Custard on the Quad                                                  |
**SATURDAY**  
**AUGUST 22, 2020**  
8 – 8:45 a.m.  Breakfast  
9 a.m. – 2 p.m.  Community engagement  
9 – 10 a.m.  Parent Open House w/complimentary coffee & pastries  
10:15 – 11:45 a.m.  Parent Experience session  
3:30 – 4:30 p.m.  Tips & Tricks tour (optional)  
5 – 6 p.m.  International and MK student mixer with dinner  
5 – 7 p.m.  Dinner  
7 – 8:15 p.m.  Improv Comedy: Slap Happy Comedy  

**SUNDAY**  
**AUGUST 23, 2020**  
8:30 – 9:30 a.m.  Breakfast  
10:30 – 11:30 a.m.  All-Evangel worship service  
11:30 a.m. – 1:30 p.m.  Goodbye Celebration BBQ  
3 – 4 p.m.  Tips & Tricks tour (optional)  
4:45 – 6 p.m.  Dinner  
6 – 7:15 p.m.  New student residence hall meetings  
6 – 7:15 p.m.  New student commuter meeting  
7:30 – 8:30 p.m.  CROSSwalk worship service  
8:45 – 10:15 p.m.  Playfair: The Ultimate Ice Breaker  

**MONDAY**  
**AUGUST 24, 2020**  
8 – 9:15 a.m.  Breakfast  
9:30 – 10 a.m.  Academic Success session  
10 a.m. – 12 p.m.  Academic meetings with faculty advisors  
11 a.m. – 1 p.m.  Lunch  
12 – 1 p.m.  First Generation student luncheon  
1:10 – 2:45 p.m.  Campus Engagement: “What You Need to Know”  
Activities & Involvement  
Community Life & Dining Services  
Personal & Campus Safety  
Technology & Student Success  
4:30 – 6:30 p.m.  Dinner with your Launch group  
6:30 – 10 p.m.  Launch Out  
Check out Springfield with your Launch group  

**TUESDAY**  
**AUGUST 25, 2020**  
7 – 10 a.m.  Breakfast  
10 – 11 a.m.  New student chapel service  
11 a.m. – 1 p.m.  Lunch  
4:30 – 6:30 p.m.  Luau on the Lawn & dinner  
6:30 – 9 p.m.  Free time  
9 – 10 p.m.  igNIGHT – opening ceremony
TRADITIONAL UNDERGRADUATE ACADEMIC CALENDAR
FALL 2020 SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>Monday</td>
<td>Online financial registration opens</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration fee waived through Wednesday, July 31</td>
</tr>
<tr>
<td>August 21</td>
<td>Friday</td>
<td>Residence halls open for new students at 8 a.m.</td>
</tr>
<tr>
<td>August 21-25</td>
<td>Friday-Tuesday</td>
<td>EU LAUNCH</td>
</tr>
<tr>
<td>August 22</td>
<td>Saturday</td>
<td>Residence halls open (8 a.m.)</td>
</tr>
<tr>
<td>August 23</td>
<td>Sunday</td>
<td>Worship service - chapel (10:30 a.m.)</td>
</tr>
<tr>
<td>August 25</td>
<td>Tuesday</td>
<td>Finalize financial registration</td>
</tr>
<tr>
<td>August 26</td>
<td>Wednesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>August 27</td>
<td>Thursday</td>
<td>Convocation</td>
</tr>
<tr>
<td>Aug. 26-Sept. 4</td>
<td>Wed.-Friday</td>
<td>100% drop/add</td>
</tr>
<tr>
<td>September 7</td>
<td>Monday</td>
<td>Labor Day observed</td>
</tr>
<tr>
<td>September 8-11</td>
<td>Tuesday-Friday</td>
<td>Spiritual Emphasis week</td>
</tr>
<tr>
<td>September 17</td>
<td>Thursday</td>
<td>Constitution Day observed</td>
</tr>
<tr>
<td>October 12-16</td>
<td>Monday-Friday</td>
<td>Mid-term exams</td>
</tr>
<tr>
<td>October 19-20</td>
<td>Monday-Tuesday</td>
<td>Fall break</td>
</tr>
<tr>
<td>October 22-24</td>
<td>Thurs.-Saturday</td>
<td>Homecoming</td>
</tr>
<tr>
<td>October 26</td>
<td>Monday</td>
<td>Spring academic pre-registration begins</td>
</tr>
<tr>
<td>October 30</td>
<td>Friday</td>
<td>Last day to withdraw (W)</td>
</tr>
<tr>
<td>November 25-27</td>
<td>Wed.-Friday</td>
<td>Thanksgiving break</td>
</tr>
<tr>
<td>November 30</td>
<td>Monday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>December 4</td>
<td>Friday</td>
<td>Last day to WP/WF</td>
</tr>
<tr>
<td>December 9</td>
<td>Wednesday</td>
<td>Study day</td>
</tr>
<tr>
<td>December 10-12</td>
<td>Thurs.-Saturday</td>
<td>Final exams</td>
</tr>
<tr>
<td>December 12</td>
<td>Saturday</td>
<td>Fall semester ends at 5 p.m.</td>
</tr>
<tr>
<td>December 13</td>
<td>Sunday</td>
<td>Residence halls close at noon</td>
</tr>
</tbody>
</table>

SPRING 2021 SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11</td>
<td>Monday</td>
<td>Residence halls open at 9 a.m.</td>
</tr>
<tr>
<td>January 11-12</td>
<td>Monday-Tuesday</td>
<td>EU LAUNCH</td>
</tr>
<tr>
<td>January 13</td>
<td>Wednesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 13-22</td>
<td>Wed.-Friday</td>
<td>100% drop/add</td>
</tr>
<tr>
<td>January 19-22</td>
<td>Tuesday-Friday</td>
<td>Spiritual Emphasis week</td>
</tr>
<tr>
<td>January 18</td>
<td>Monday</td>
<td>Martin Luther King Jr. Day observed</td>
</tr>
<tr>
<td>February 22</td>
<td>Monday</td>
<td>Fall 2020 online pre-registration begins</td>
</tr>
<tr>
<td>March 8-12</td>
<td>Monday-Friday</td>
<td>Midterm exams</td>
</tr>
<tr>
<td>March 15-19</td>
<td>Monday-Friday</td>
<td>Spring break</td>
</tr>
<tr>
<td>March 26</td>
<td>Friday</td>
<td>Last day to withdraw (W)</td>
</tr>
<tr>
<td>April 2</td>
<td>Friday</td>
<td>Good Friday observed</td>
</tr>
<tr>
<td>April 23</td>
<td>Friday</td>
<td>Last day to WP/WF</td>
</tr>
<tr>
<td>May 3-5</td>
<td>Monday-Wed.</td>
<td>Final exams</td>
</tr>
<tr>
<td>May 3-7</td>
<td>Monday-Friday</td>
<td>Financial registration for summer session</td>
</tr>
<tr>
<td>May 6</td>
<td>Thursday</td>
<td>Awards, Baccalaureate at EU and parent’s reception</td>
</tr>
<tr>
<td>May 7</td>
<td>Friday</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 7</td>
<td>Friday</td>
<td>Spring semester ends at 5 p.m.</td>
</tr>
<tr>
<td>May 8</td>
<td>Saturday</td>
<td>Residence halls close at noon</td>
</tr>
<tr>
<td>May 31</td>
<td>Monday</td>
<td>Memorial Day observed</td>
</tr>
<tr>
<td>June 18</td>
<td>Friday</td>
<td>Final exams, summer session begins (most courses)</td>
</tr>
<tr>
<td>July 4</td>
<td>Sunday</td>
<td>Independence Day observed</td>
</tr>
<tr>
<td>July 15</td>
<td>Thursday</td>
<td>Summer session ends</td>
</tr>
</tbody>
</table>

SUMMER 2021 SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 3-7</td>
<td>Monday-Friday</td>
<td>Summer financial registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration fee waived through Mon., May 10</td>
</tr>
<tr>
<td>May 17</td>
<td>Monday</td>
<td>Summer classes begin</td>
</tr>
<tr>
<td>May 31</td>
<td>Monday</td>
<td>Memorial Day observed</td>
</tr>
<tr>
<td>June 18</td>
<td>Friday</td>
<td>Final exams, summer session begins (most courses)</td>
</tr>
<tr>
<td>July 4</td>
<td>Sunday</td>
<td>Independence Day observed</td>
</tr>
<tr>
<td>July 15</td>
<td>Thursday</td>
<td>Summer session ends</td>
</tr>
</tbody>
</table>
REGISTRATION PROCESS

STEP 1
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. Make sure you store this information in a safe place for you to reference when needed.

Set up your permanent password
For security reasons, your temporary password can only be used once. Your new password will be used for all of your Evangel logins (student portal, student email, etc.). Your new password must be at least 17 characters long and should contain a combination of uppercase letters, lowercase letters, and numbers. You will create your new password using your student email and the temporary password provided to you in the email you received 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.

STEP 2
Admissions

Send us your final, official transcripts
Please send us your official high school and/or college transcripts. High school transcripts must include your final cumulative GPA, high school graduation date, and class rank. You can hand deliver the transcript in a sealed envelope, or have your high school or college mail or FAX the transcript directly to the Admissions Office at 417-575-5478.

STEP 3
Financial Aid

If you haven’t already, and would like to apply for need-based federal and institutional aid, please file the 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 log into your student portal, visit the My Financial Aid section, and select “Accept Awards” from the menu 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” page 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. You can also find the verification forms under the “Documents” section on the My Financial Aid page. If you have any questions, please contact the Office of Financial Aid: finservices@evangel.edu or 417-865-2815 ext. 7300.
Complete the registration checklist
The tasks listed below are required. To access your checklist:
• Log into your student portal
• Find the “Evangel Undergraduate” list

Pay your enrollment deposit
You can pay your $200 enrollment deposit via your student portal, or you can call us at 417-865-2815 ext. 7308 to pay by phone.

Deposit refund cancellation deadline
The cancellation deadline for an enrollment deposit refund is May 1 for the fall semester and December 1 for the spring semester. Deposits received after May 1 for the fall semester and December 1 for the spring semester are non-refundable.

Complete your housing forms
Resident students
Complete the housing application online and select a preferred residence hall. The housing application can be found in your student portal.

Housing, per semester
• Double Room $2,216
• Single Room $3,325

Commuter students
Complete the off-campus housing questionnaire in your student portal. If you are under the age of 24, you must also submit the parental endorsement form, found on the student portal. Forms may be returned by fax, mail, email, or in person to the Housing Office as directed on the form.

Choose a meal plan
When selecting housing, you will also be prompted to select a meal plan from among three options. Commuter students may choose a block plan if desired. See page 7 for more information.

Complete the academic survey
Upon completion of the academic survey, you will be assigned an academic advisor in your designated program area and your schedule will be created. You will receive an email from your advisor when your schedule is complete so you may review it.

Complete your financial aid information
Accept and/or decline your financial aid awards. See page 5 for additional 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.

Complete your personal information
Verify your EU records to ensure that we have the most up-to-date contact 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 Department of Public Safety with the following information about your vehicle:
Year / Make / Model / Color / License Plate

Complete your consent forms, add permission for information release to parent(s)/guardian(s) and sign the EU community covenant.

Complete your health information
Complete and submit the following:
1. Health history form: You may receive this form in the mail, or it can be downloaded from the health section of your registration checklist.
   a. The form must be completed with your handwritten signature.
   b. You may FAX your information directly to the Wellness Center at 417-575-5496
2. Immunization records: Acceptable documentation includes medical records, school records, official signed immunization cards or insurance receipts showing the required immunizations.
3. Online TB screening survey: This is also located in the health section of your registration checklist.

Before each semester begins, you will complete the registration steps online using the student portal.
Evangel Dining Options
Resident students have three meal plan options: 10 meals per week, 15 meals per week with 75 Bonus Bucks, or 20 meals per week with 100 Bonus Bucks for use in the Crusader Dining Hall and the Joust. Meal swipes may be used at The Barracks for pre-packaged grab-and-go meals, for example: entree salads, sandwiches, and wraps. Bonus Bucks can be used at The Barracks, excluding bottle beverage purchases. Please note, food service is not available during Thanksgiving, Christmas, and spring break.

Dining Services is happy to work with all students that require dietary restrictions. We will meet with you in person and sit down to put a plan together that meets your personal needs. Are you a vegetarian? We also offer several options to meet those needs as well. Contact Joey Roberts, dining director, at robertsj@evangel.edu, 417-865-2815 ext. 7252, or see her at the Crusader Dining Hall for a consultation. If food service is unable to accommodate a severe medical dietary need, a review panel may suggest other alternatives. In these rare cases, students may contact the housing director (in Riggs Hall, 302C) to apply for a partial or full meal plan exemption.

Meal Plans (For resident students, per semester)
- 10-Meal plan: $1,854
- 15-Meal plan: $2,039 with 75 Bonus Bucks*
- 20-Meal plan: $2,172 with 100 Bonus Bucks*

*Bonus Bucks may be used at the Joust, The Barracks coffee shop, or in the dining hall. Please note that Bonus Bucks expire at the end of each semester and may not be used for the purchase of bottle beverages at any location.

Students considering a 15-meal plan should note that the 20-meal plan is only $133 more and includes free Bonus Bucks valued at $100.

Block Plans (For commuter students)
- 45-block plan: $400
- 75-block plan: $590

Block 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
- 150 Crusader Bucks* ($172.50 value for $150)
- 100 Crusader Bucks* ($110 value for $100)
- 50 Crusader Bucks* ($55 value for $50)

*Crusader Bucks are discounted dollars loaded onto your student ID (prox) card. Crusader Bucks may be used at the Joust, The Barracks, or in the dining hall. If you purchase Crusader Bucks when you sign up for your meal plan, you have the advantage of getting spending dollars that are tax exempt. Crusader Bucks expire at the end of each academic year.

Crusader Dining Hall Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
<td>M-F</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
</tr>
<tr>
<td>7:15–8:45 a.m.</td>
<td>M-F</td>
</tr>
<tr>
<td>8:30–9:30 a.m.</td>
<td>Sunday</td>
</tr>
<tr>
<td>CONTINENTAL BREAKFAST</td>
<td>M-F</td>
</tr>
<tr>
<td>LUNCH</td>
<td>M-F</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
</tr>
<tr>
<td>11:00–1:30 p.m.</td>
<td>M-F</td>
</tr>
<tr>
<td>11:45 a.m.–1:30 p.m.</td>
<td>Sunday</td>
</tr>
<tr>
<td>BRUNCH</td>
<td>Saturday</td>
</tr>
<tr>
<td>10:30 a.m.–12 p.m.</td>
<td>Saturday</td>
</tr>
<tr>
<td>DINNER</td>
<td>M-F</td>
</tr>
<tr>
<td></td>
<td>Sat. &amp; Sun.</td>
</tr>
<tr>
<td>4:30–6:30 p.m.</td>
<td>Sat. &amp; Sun.</td>
</tr>
<tr>
<td>*DINNER</td>
<td>Sat. &amp; Sun.</td>
</tr>
<tr>
<td>4:45–6 p.m.</td>
<td>Sat. &amp; Sun.</td>
</tr>
</tbody>
</table>

Students may eat any of the meals offered each week until they have reached their limit. Meal plans expire on Sunday and the new count begins on Monday. You can also purchase meals using Crusader or Bonus Bucks or purchase food/snacks at the Joust and The Barracks.
Use of Meal Plans
All resident students must participate in an approved meal plan, except for student teachers and upper-class nursing students, who may be exempt. Inquire at the Housing Office for additional options. Students may change meal plans until Friday, September 4, 2020 for the fall semester and Friday, January 22, 2021 for the spring semester. After this deadline, you may not reduce your meal plan; however, you may increase your meal plan if you find that you need more meals. Students will be required to pay cash for any meal they wish to eat after their meal plan runs out for that week.

Eco To-Go Meal Option
Enroll in our Eco To-Go meal option for an $8 annual fee. You will receive a reusable to-go container that may be filled with one meal at the dining hall or the Joust. When you’re ready for your next to-go meal, simply return your used container (we’ll take care of the washing!) for a clean container, or receive a wooden coin that may be redeemed for a clean to-go box at any time. Help us cut down on extra waste by utilizing this eco-friendly option! Enroll at the cashier’s stand in the dining hall or the Joust.

What Is Meal Equivalency?
Meal equivalency is exchanging one of your all-you-care to eat meals in Crusader Dining Hall to an entree, side, and drink in the Joust. Equivalency hours for the Joust are Monday–Friday:

- Lunch hours: 10:30 a.m.–3:45 p.m.
- Dinner hours: 4–7:30 p.m.

Special Accommodations
We believe you should never have to worry about what you are going to eat. We offer bag lunches for students who need to take lunch with them and accommodations for students with special dietary needs. If you are feeling ill and cannot or should not visit a dining location, we are happy to provide you with a “sick lunch” to go. Please contact the dining hall staff with specific questions concerning these accommodations.

Menu Inquiries
View daily menu options at evangel.edudine.com, check out the dining kiosk in Crusader Dining Hall, or pick up a copy of the EU Dining newsletter.

Earn Extra Spending Money
Dining services is a major employer of students on campus. Work schedules can be arranged around classes and allow for flexibility in hours. Whether you can work two or twenty hours per week, we have a job that fits your busy schedule. Applications may be filled out online at OnThePlateCareers.com. Please use your on-campus address when searching and applying for positions. You may also contact Dining Services or Career Services for openings.

Speak Up
We want your feedback and suggestions on ways we can improve your dining experience. You can make your voice heard by responding to our online surveys provided each semester, emailing our dining director, joining the Food Committee, or through comment cards.

Evangel University Dining Services Staff
Food Service Director: Joey Roberts
417-865-2815 ext. 7252 / robertsj@evangel.edu

Operations Manager: Kat Douglas ext. 7252
Office Manager: Bradley Jent ext. 7463
Executive Chef: Michael Bleil
Catering Manager: Gina Davis ext. 7428
Residence Halls:
Each residence hall has a microwave, ice machine, and free laundry facilities for student use.

Each room has the following:

- Carpeting
- Air-conditioning
- Sink and vanity
- Two twin beds
  Mattresses are either standard or extra-long twin, with most male beds being extra long. Sheets purchased through the Residence Hall Linens Company ocm.com/evc will fit both standard and extra-long twin mattresses. Extra tall students (5'10" or taller) should notify the Housing Office to reserve an extra-long mattress.
- Two desks with chairs
- One four-drawer dresser
- Two closets (each closet is 46 inches by 21 inches and has two shelves)
- Standard window (opening is 34 inches by 44 inches)

Existing furnishings must remain in rooms and may not be removed.

A bathroom with a tub/shower and a toilet connects the two rooms in each suite.

View a residence hall room layout at evang.ledu/roomlayout

Checklist: What to Bring

Necessities:
- Mattress cover, any type (REQUIRED)
- Sheets that fit both standard and XL mattresses
- Pillowcases
- Blankets
- Bedspread
- Clothes hangers
- Towels
- Cleaning supplies
- Laundry detergent
- Wastebasket
- Personal hygiene items
- Plastic storage containers
- Laptop/PC

Electrical items (OPTIONAL):
- Hair dryer
- Curling iron
- Razor
- Coffee pot
- Popcorn popper
- Clock
- Lamp
- Radio/stereo
- Fan
- Headphones
- Small microwave*
- TV, DVD player
- Hot pot (no open or exposed heating element)
- Refrigerator (smallest size only—approximately 3-4 cubic ft)

*Please coordinate with your roommate as there is only room for one microwave or refrigerator in each room.

Note: All appliances must use a power strip with an electrical breaker switch.

Miscellaneous:
- Pictures, posters, etc. (hang with command strips because nails are not allowed)
- Air fresheners, potpourri, etc. (no open flames of any kind)
- Small sofas, couches or chairs
- Small aquarium fish (no other pets permitted)

What Not to Bring
- Candles/incense
- Hot plates, toasters, fryers or any cooking device with high heat settings or exposed heating coils other than those listed above
- Wax warmers
GENERAL INFORMATION

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. Additionally, staff at The Write Place can help students hone their writing skills from brainstorming ideas to final project details.

Crusader 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.–5 p.m. weekdays. You can also order online at evangel.edu/student-resources/campus-bookstore.

Break Period Housing
Students needing Christmas break accommodations should contact the Housing Office at 417-865-2815 ext. 7335 after the start of the semester. An additional fee of $250 is required. Students may remain on campus during fall and spring breaks. Meal service is provided during fall break, but not during spring break. However, there are several dining options nearby, including Taco Bell, Schlotzskys, Panda Express, and Rib Crib.

Campus Employment
Evangel University Career Services, located in the Center for Student Success, 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, graduate school exploration, online tools, and more.

Campus jobs are competitive and many students secure the same position for all four years of attendance. Students can view work study and other on-campus positions, as well as off-campus jobs and volunteer opportunities at joinhandshake.com.

The Federal Work-Study (FWS) program is a student employment program through which the federal government subsidizes earnings for hours worked in campus employment positions. It is a need-based program, meaning students must demonstrate financial need on their FAFSA in order to work and earn FWS dollars that will assist in educational and living expenses while attending school. It is not an automatic financial award, but rather an opportunity to earn the award by taking the initiative to find a job on-campus and earn wages. Due to funding restrictions, FWS positions may not be available to all eligible students.

Students interested in directly depositing their paycheck into their student account may opt for voluntary payroll deduction (contact the Human Resources Office for additional information). This form needs to completed and signed each academic year.

Campus Tours
The Admissions Office will provide campus tours during move in and orientation week.

Clubs and Organizations
CROSSwalk Student Ministries and the Evangel Student Government Association (Activities Board, Class Councils & Senate) are student-led organizations that are open to the campus student body. Students also have a variety of departmental clubs, interest groups, and honor societies to choose from. Options include Art Group, Psychology Club, ENACTUS, student media, and musical ensembles. A complete list can be found at evangel.edu/clubs-and-organizations.

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 Director Stephen Houseknecht at 417-865-2815 ext. 8271 or houseknechts@evangel.edu.

For special housing accommodations, and information about service or assistance animals, contact Housing Director Pam Smallwood at 417-865-2815 ext. 7335 or smallwoodp@evangel.edu.

Health Services
Students who become ill or injured may be treated in the Health Services Department, located in the student union suite 106. Enrolled students who have paid the general student fee may schedule appointments with our certified family nurse practitioner. The nurse practitioner can diagnose and treat most common, non-emergency health conditions that students experience during their college years. Students may be seen for an unlimited number of appointments without office visit charges or copays. Nominal fees are charged for immunizations, laboratory tests, medications, and some procedures. Office hours are 8 a.m.–4 p.m. weekdays. Call 417-865-2815 ext. 7280 to schedule appointments.
Information Technology
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

Other software may be available to you based on your specific degree program. Please contact your academic department for additional information.

Computer Labs & Internet Access
If you 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 on the second floor lobby that is open 24/7.

WiFi internet access is available in all residence hall rooms and in all buildings on campus. There is also a wired network port in each residential dorm and Perkin apartment with a separate wired port for gaming systems. No router is needed.

Ministry Opportunities
Crosswalk Student Ministries
Crosswalk is the student ministry organization of Evangel, which seeks to support students by cultivating a spiritually transformative community on campus. Crosswalk offers opportunities for holistic discipleship on and off-campus so students can enhance their relationships with God, deepen their relationships with others, and engage in hands-on ministry. During EU Launch, and in the first few weeks of school, you will have an opportunity to meet Crosswalk leaders and learn about the many ministries and activities available to you.

On campus
• Residence halls: Attend weekly devos on your floor and monthly chapels with all the residents of your hall.
• Athletics: Join your teammates for devos led by Crosswalk discipleship leaders, and worship at monthly chapels with athletes from other teams across campus.
• Commuters: Participate in small groups with other commuter students and worship together in monthly chapels led by and for other commuters.
• Diversity & inclusion: For the Culture and The Hope Project are campus teams that focus on cultural diversity and mental health awareness through a Kingdom lens.

Community Engagement
• Outreach: Partner with various organizations to serve the Springfield community and beyond.
• Mission trips: Minister cross-culturally with Global Connections on one of our short-term missions trips around the world.
• Impact teams: Performance ministry teams travel in the U.S. ministering through preaching, worship, and creative arts.

Money
Students can cash checks at the cashier’s window in Riggs Hall ($200 daily limit). There is also an ATM located in the student union, sponsored by the Assemblies of God Credit Union. For your convenience, AGCU will be on campus during EU Launch for students who would like to open a local account. A Central Bank ATM is also located in the west lobby of the Riggs Administration Building.

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

If you reside on campus, you have an assigned mailbox. Your box number will be your residence hall followed by your room number. For example, if you live in Burgess 304 your box number will be “Burgess 304”.

Note: All residential students are assigned a post office box and will receive departmental, faculty, and staff mail.
Student ID Card and Parking Permit
Once you have completed financial registration, visit the Department of Public Safety to get your Crusader Card (also known as a prox card) and parking permit. Keep your Crusader Card with you at all times as you will need to scan it to enter your residence hall or the Mabee 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. 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.

Tuition Refund Policy
Students who withdraw from Evangel may receive a partial refund of tuition and room and board. See the catalog for details.
Campus offices are open Monday–Friday, 8 a.m. to 4:30 p.m. Public safety is open 24/7.

**BURSAR/STUDENT BILLING**
Riggs Hall, Suite 204
417-865-2815 ext. 7700

**CENTER FOR STUDENT SUCCESS**
(Career services, disability services, student retention)
Zimmerman Hall, Room 208
studentsuccess@evangel.edu
417-865-2815 ext. 8215

**COMMUNITY/RESIDENCE LIFE**
Cantrell Student Union, Room 203A
communitylife@evangel.edu
417-865-2815 ext. 7317

**CONFERENCES AND EVENTS**
Riggs Hall, Suite 304B
417-865-2815 ext. 7981

**COUNSELING SERVICES**
Cantrell Student Union, Suite 106
417-865-2815 ext. 7222

**CRUSADER BOOKSTORE**
Cantrell Student Union, First Floor
bookstore@evangel.edu
417-865-2815 ext. 7343

**DINING SERVICES**
Crusader Hall
robertsj@evangel.edu
417-865-2815 ext. 7252

**DINING SERVICES**
Crusader Hall
robertsj@evangel.edu
417-865-2815 ext. 7252

**OFFICE OF FINANCIAL AID**
Riggs Hall, Suite 202
finservices@evangel.edu
417-865-2815 ext. 7300

**FOOD SERVICE**
Crusader Hall
robertsj@evangel.edu
417-865-2815 ext. 7252

**HEALTH SERVICES**
Cantrell Student Union, Suite 106
417-865-2815 ext. 7280

**IT HELPDESK**
Riggs Hall, Suite 102
helpdesk@evangel.edu
417-865-2815 ext. HELP(4357)

**HEALTH SERVICES**
Cantrell Student Union, Suite 106
417-865-2815 ext. 7280

**IT HELPDESK**
Riggs Hall, Suite 102
helpdesk@evangel.edu
417-865-2815 ext. HELP(4357)

**HOUSING**
Riggs Hall, Suite 302C
smallwoodp@evangel.edu
417-865-2815 ext. 7335

**MAIL AND PRINT CENTER**
Riggs Hall, Suite 201
print@evangel.edu
417-865-2815 ext. 7240 or ext. 7239

**UNDERGRADUATE ADMISSIONS**
Riggs Hall, Suite 203
admissions@evangel.edu
417-865-2815 ext. 7300

**PUBLIC SAFETY**
Riggs Hall, Room 208
publicsafety@evangel.edu
417-865-2815 ext. 7000

**RECORDS AND REGISTRATION**
Riggs Hall, Suite 104
417-865-2815 ext. 7460

**SPIRITUAL LIFE**
Chapel, North Side
417-865-2815 ext. 7396

**STUDENT ACTIVITIES**
Cantrell Student Union, Suite 204G
rowdenc@evangel.edu
417-865-2815 ext. 7318