



# REGISTRATION & ORIENTATION GUIDE

2026-2027



# 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. 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.



## 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 to Evangel University Admissions, 1111 N Glenstone, Springfield MO 65802 or email to [admissions@evangel.edu](mailto:admissions@evangel.edu).

*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 [studentaid.gov](http://studentaid.gov). Have your results sent to Evangel by entering school code 002463.*



## FINANCIAL AID

### 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](mailto:finservices@evangel.edu) or 417.865.2815 ext. 7300.**

# COLLEGE OF ONLINE LEARNING

## ACADEMIC CALENDAR

### FALL 2026 SEMESTER

August 18	Tuesday	Graduate Classes Begin (Master of Leadership)
August 19	Wednesday	Online Undergraduate Classes Begin (First Block)
August 17–19	Monday–Wednesday	DSL Residency
September 7	Monday	Labor Day Holiday (No classes. Offices are closed.)
October 7–13	Wednesday–Tuesday	Online Undergraduate No Classes, Offices Open
October 19	Monday	Online Undergraduate & Graduate Spring & Summer Academic Registration Opens
October 14	Wednesday	Second Block Online Undergraduate Begins
November 23–27	Monday–Friday	Thanksgiving Break (Offices closed Wednesday - Friday)
December 8	Tuesday	End of Fall Term
December 21 – January 4	Monday–Thursday	Offices Closed for Christmas

### SPRING 2027 SEMESTER

January 12	Tuesday	Graduate Classes Begin (Master of Leadership)
January 13	Wednesday	Online Undergraduate Classes Begin
January 18	Monday	Martin Luther King Jr. Holiday (No classes. Offices are closed.)
March 3–9	Wednesday–Tuesday	Online Undergraduate No Classes (Offices are open.)
March 8	Monday	Online Undergraduate & Graduate Fall Academic Registration Opens
March 10	Wednesday	Second Block Online Undergraduate Courses Begin
March 26	Friday	Easter Break (offices closed Good Friday)
April 27	Tuesday	End of Spring Term
May 6	Thursday	Commencement @ Great Southern Bank Arena at 6:30 p.m.

### SUMMER 2027 SEMESTER

May 10	Monday	Online Undergraduate Classes Begin (First Block)
May 11	Tuesday	Graduate Classes Begin (Master of Leadership)
May 31	Monday	Memorial Day Holiday (No classes. Offices are closed.)
July 5	Monday	Independence Day Holiday (No classes. Offices are closed.)
July 5	Monday	Second Block Online Undergraduate Courses Begin
August 20	Sunday	End of Summer Term

# REGISTRATION CHECKLIST

## Complete the registration checklist

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

- Log into your student portal
- Select "Registration Checklist"
- Select your entrance term

- 1. Course schedule** Work with your academic advisor to create your course schedule.
- 2. Complete your financial aid information** Accept and/or decline your financial aid awards.
- 3. Complete your personal information** You will have the ability to view your address and contact information and make updates.
- 4. 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.
- 5. Watch your email for information regarding orientation for your program**
- 6. Order your textbooks.**

## Tuition Refund Policy

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

## COURSE TUITION REFUND POLICY

### Refund Refund Timeline

- 100% On or before the first day of class
- 75% On or before the second week of class
- 50% On or before the third week of class
- 0% After the third week of class

*\*No drops after fourth week of class*

**[CLICK HERE TO GO TO YOUR STUDENT PORTAL](#)**

*\*Before each semester begins, you will complete the registration steps online using the student portal.*

# EVANGEL UNIVERSITY OFFICES

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

## **CAMPUS RECREATION (Fitness Center & Intramurals)**

Mabee Fitness Center  
417.865.2815 ext. 7745

## **CENTER FOR COMPASSION**

Trask Hall, Suite 208  
centerforcompassion@evangel.edu  
417.865.2815 ext. 8210

## **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 104  
417.865.2815 ext. 7981

## **COUNSELING SERVICES**

Cantrell Student Union, Suite 107  
417.865.2815 ext. 7222

## **CAMPUS STORE**

Cantrell Student Union, First Floor  
417.865.2815 ext. 7343

## **DINING SERVICES**

Dining Hall  
dining@evangel.edu  
417.865.2815 ext. 7252

## **FACILITIES/SCHOOL DUDE**

417.865.2815 ext. 7236  
After hours, 417.865.2815 ext. 7000

## **HEALTH SERVICES**

Cantrell Student Union, Suite 106  
417.865.2815 ext. 7280

## **INTERNATIONAL STUDENTS AND THIRD CULTURE KIDS (TCK)**

AGTS  
417.865.2815 ext. 8841

## **IT HELPDESK**

Riggs Hall, Suite 102  
helpdesk@evangel.edu  
417.865.2815 ext. HELP(4357)

## **HOUSING**

Riggs Hall, Suite 103  
chatfieldj@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

## **OFFICE OF FINANCIAL AID**

Riggs Hall, Suite 202  
finservices@evangel.edu  
417.865.2815 ext. 7300

## **PUBLIC SAFETY**

Riggs Hall, Room 208  
publicsafety@evangel.edu  
417.575.8911

## **RECORDS AND REGISTRATION**

Riggs Hall, Suite 304  
417.865.2815 ext. 7460

## **STUDENT DEVELOPMENT OFFICE**

Cantrell Student Union,  
First Floor  
417.865.2815 ext. 7316

## **STUDENT ENGAGEMENT**

Cantrell Student Union, Suite 204G  
rowdenc@evangel.edu  
417.865.2815 ext. 7318

## **STUDENT MINISTRIES**

Cantrell Student Union,  
Second Floor, Room 203  
marshd@evangel.edu  
417.865.2815 ext. 7674

## **UNDERGRADUATE ADMISSIONS**

Riggs Hall, Suite 203  
admissions@evangel.edu  
417.865.2815 ext. 7300





EVANGEL  
UNIVERSITY

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