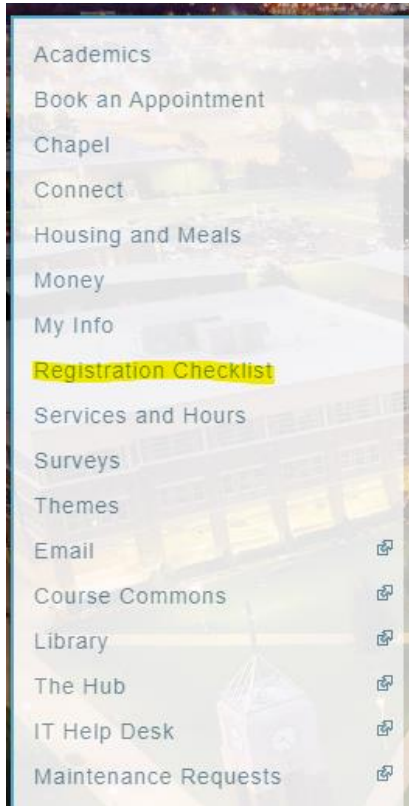


Online Registration Dual Enrollment

- Log in to your student portal
- From the left-hand side menu click on Registration Checklist



- Select Term (this is your term)

Academic and Financial Registration

Evangel Undergraduate

Spring 2022

Academic registration opens in October.
Financial registration opens in December.

Summer 2022

Academic registration opens in February.
Financial registration opens in April.

Fall 2022 (this is your term)

Academic registration opens in February.
Financial registration opens in June.

Spring 2023

Academic registration opens in October.
Financial registration opens in December.

Please work through the steps in order to complete your registration.

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	
Register Vehicle/Reserve Student Parking Sticker	Incomplete	?	Update	Register your vehicle online here, pick up the tags at the Public Safety Office after your registration is complete.
Bill Approval	Reviewing Bill	?	View	This step ensures your bill is ready to be reviewed and/or paid.
Bill and Payment Options	Not Started	?	View	This is where your bill is paid and registration is completed. Your schedule, financial aid, and housing will all need to be complete in order to access this step. Once those items are finished, please allow the Billing Office 48 hours to create and approve your bill based on the housing, scheduling, and financial aid information.
Complete Financial Registration	Incomplete	?		Registration must be complete prior to moving into the dorms or beginning classes.

Step 1: Sharing Your Info

This step is required for *Family Education Rights and Privacy Act (FERPA)*

- Under the action column click [Update](#)

Sharing Your Info	Start anytime	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.
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- Enter the information requested and click **Continue**

Step 2: Update Personal Information

This step is used to update your emergency contact information.

- Click Edit Personal info

Personal and Emergency Info FA-22

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 (07/19/2022)

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](#)

- Make updates to incorrect information and click Done

Vital Stats

Date Of Birth:
Marital Status:

To update Marital Status or DOB, please visit the Records Office.

Home Address (as printed for mailings)

Attention Commuters: Enter your local living address

Preferred Name

Addr Line 1

Addr Line 2

City

State

Zip

Country

Home Phone

Your Cell Phone

I have no cell phone

Personal Email

- Click Submit Changes

Personal and Emergency Info FA-22

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 (07/19/2022)

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](#)

Step 3: Register for Classes

Please review the online courses available for Dual enrolled students from this link

<https://www.evangel.edu/future-students/office-of-admissions-home/dual-enrollment-application-requirements/>

Some courses are specific to your High School offerings.

- Check mark the desired courses from the list
- Click Add Selected to Pre-schedule
- Click on a submit link

Class Schedule Signup: FA-22

Directions

Enter a pre-schedule before submitting it to your advisor.

1. Search for classes in the grid below.
2. Check the box next to the class you want.
3. Click on the "Add Selected" button (either above or below the grid).
4. When done creating your Pre-Schedule, a submit link will appear here and below your Pre-Schedule table once you select your class(es).

! indicates possible scheduling conflicts
 ? can be clicked for more details

Having trouble finding a class? Use "Advanced Filters" located above the grid on the right.

Pre-Schedule

Course	Cr	Days	Time	Del
You do not have any classes selected yet.				

Approved Schedule

Course	Cr	Days	Time
You do not have an approved schedule			

Credits: 0

Credits: 0

[Add Selected to Pre-Schedule](#)

Show 25 entries

[Advanced Filters](#)

Add	Course	e.g. BIBL 111	Search	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	?
<input type="checkbox"/>	ENGL 111 LEC SDE23 Composition			3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	Parke, Jessica	?
<input type="checkbox"/>	ENGL 111 LEC SDE24 Composition			3	N/A	08/24/2022 - 12/10/2022 12:00 AM - 12:00 AM	Gilson, Morgan	?

Please allow time for your schedule to be approved. You will receive an email from your advisor (Dee Salmon salmond@evangel.edu) when your schedule is approved.

Step 4: Register Vehicle/Reserve Student Parking Sticker

- If you do not have on-campus classes or do not plan to bring a car to campus, please change drop down to NO and submit.
- If you have classes on campus, and plan to bring a car please complete the motor Vehicle Regulations link
- Click submit

Vehicle Registration

Will you be driving a vehicle on the Springfield, MO campus? ▾

To register multiple vehicles, return to this page again for each additional vehicle.

I agree to the terms and conditions of the [Motor Vehicle Regulations](#).

[Back to checklist](#)

Step 5: Bill Approval

Please allow 24 to 48 hours from the time your schedule is approved. No action on your part. This is a review done by the Billing and Financial Aid office. If more than 48 hours passes and you cannot move to the Bill and Payment Option please email Bursar@evangel.edu or Call 417-865-2815 X7700

Step 6: Bill and Payment Options

- Click View
- Click on Billing Preferences and submit required information
Please select Home address. And continue

Billing Information

Where do you want Billing Information sent?

Home

[Update my Home Address](#)
304 New Address
Springfield, MO 65803

Mom Test (marshy@evangel.edu) is currently responsible for your bill.

[Click here to change your Billing Preference](#)

Local

No room assignment yet

- Click on Records Portal and submit required information
You can edit your Records portal information for this link or review and click continue

Sharing Your Info

Traditional Undergraduates

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
Test, Dad	dadtest@mail.com	Y	Y	Y	N	Y	Not set - please edit
Test, Mom	marshy@evangel.edu	Y	Y	Y	Y	Y	Yes

- Edit the list of people who have access to my information.
- I have reviewed this item for FA-22 and am done making changes.

- Once information is submitted, your semester bill is ready to review.
- Enter the amount of the Registration Payment Due and Click continue.

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.

- Select option for payment and click Proceed. When you click Proceed, you will be sent to a secure site to make you payment.
- Other options for payment are:
- Mail in your payment to:

Evangel University
Bursar Office
1111 N. Glenstone
Springfield, MO 65802

- Or call in your payment to the University Cashier at 417-865-2815 X7308. Phone payments are subject to 2% processing fee.

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.

Once payment is received please allow 24 to 48 hours for your data to update for Course Commons access. Payment will complete the registration process.

If you have additional questions please feel free to contact us at peeblesj@evangel.edu or 417-865-2815 x7346. For billing questions please email bursar@evangel.edu.