

Avila Advantage Student Guidebook

2006-08

ENTRANCE REQUIREMENTS

- Must be a minimum of 23 years of age or provide documentation of a minimum of three full years of work experience.
- A minimum cumulative 2.0 (“C”) grade point average.

DEGREE REQUIREMENTS

- Completion of at least 128 semester hours of academic work with a minimum grade point average of 2.0 (“C”).
- Completion of the Core Curriculum and Communication Intensive Course requirements.
- Completion of a major of not fewer than 27 semester hours in one subject area including 21 semester hours in courses numbered 200 or above; a minimum grade of “C” in each upper-division course in the major.
- Completion of at least 12 upper-division hours in the major at Avila University.
- Completion of any additional course requirements specified by the major degree program.
- Completion of the final 30 hours at Avila University.

TRANSFER POLICIES:

- Avila University accepts transfer credits from other institutions as recommended in the transfer credit practices directory published by the American Association of Collegiate Registrars and Admissions Officers.
- Of the minimum 128 semester hours required for graduation, at least 64 semester credit hours must be from an accredited four-year institution.
- Remedial course work is not accepted at Avila University.

The Avila Advantage Program is part of Avila University and therefore all policies of the University apply.

METHODS OF TUITION PAYMENT

Tuition is due on the first night of class. The following options are available:

- 1) Total tuition payment
- 2) Tuition voucher for direct company billing
- 3) Financial Aid
- 4) Tuition reimbursement

For details regarding tuition refer to the fee schedule.

FINANCIAL AID

Avila Advantage students who register for at least six (6) semester hours may be eligible for financial aid, consisting of deferred student loans. All aid applicants must be accepted for admission to the program before an award is made. The Free Application for Federal Student Aid (FAFSA) form must be completed. Financial Aid must be fully processed and loan checks or disbursing dates must be on record in the Business Office at class start time. If the process is not completed and approved, the student will be responsible for payment.

FORMAT

- Most Avila Advantage courses are three (3) credit hours. (Some courses with a lab will be four (4) credit hours).
- 5-week and 8-week classes are offered year round in either weeknight, weekend or online formats.
- Avila Advantage students may satisfy core or general elective requirements by enrolling in weekend intensive courses or the traditional undergraduate courses.

Admissions Policies

The admission policies and procedures of the Avila Advantage Program parallel those of Avila University and are designed to assist those students who can profit from and contribute to the educational opportunities offered by a program designed for adult students.

Admissions decisions are made on a “rolling admissions” basis. After completion, submission and evaluation of all required materials, an admission notification letter is sent.

Requirements for Admission to the Avila Advantage Program

1. A minimum of 23 years of age or documentation of three full years of work experience.
2. A minimum cumulative 2.0 (“C”) grade point average.

An applicant of the Avila Advantage program, who does not meet the standard admission criteria (listed above) but shows promise for academic success, may enroll as an enrichment student for up to nine credit hours. Upon successful completion of these nine hours, the student may apply for admission to the Avila Advantage Program. If the student does not meet the admissions standards after those nine credit hours, the student’s records will be reviewed by the Avila Advantage Admissions Committee. The decision concerning admission will be mailed to the student.

Procedure

Avila Advantage applicants must submit:

1. Application for Admission (there is no application fee).
2. Official transcript(s) of **all** college-level work completed.

Re-admit Students

Former Avila Advantage students who have not attended for one full year or more and want to rejoin the Avila Advantage program will need to re-apply for admission. They must submit an application form and official transcripts of all college-level work completed since their last Avila enrollment. The Avila Advantage personnel will request the Avila transcripts and any prior college-level transcripts from the Avila Registration and Student Records Office.

Current Avila students who decide to seek their degree through the Avila Advantage Program will need to apply for admission to the Avila Advantage Program. They must submit an Avila Advantage application form and meet the requirements of the program. Students are required to meet the Core requirements according to the catalog when they began their career at Avila University, following the policies as outlined in the Avila University catalog. The major requirements may be adjusted to meet the Avila Advantage degree requirements. Students may choose to change catalogs, which requires a new transfer evaluation. This request must be made in writing.

Admission Information and Applications

For admission information and application materials, please contact the Avila Advantage office at Avila University, Avila Advantage Program, 11901 Wornall Road, Kansas City, MO 64145, or by e-mail Advantage@Avila.edu, or call the Advantage office (816) 501-3737, or by FAX (816) 941-4650.

Financial Information

Expenses and Fees

Tuition per Credit Hour	\$385.00
Deferred Payment Plan	\$ 50.00 per semester (Fall, Spring, and Summer)
Drop Fee (if never attended & dropped after 5 p.m. of first night of class)	\$ 50.00
Lab Fees	\$ 25.00 per credit hour (online courses)

There is neither application fee nor a tuition deposit.

Tuition and fees are the same for audited and credit courses.

Tuition Payment in Full

Avila University accepts Mastercard, VISA or Novus Network (Discover) credit cards, cash, personal checks, and money orders. Tuition in full is due at the time of registration or the evening of the first class.

Tuition Voucher

The student is responsible for the total tuition and other miscellaneous charges even though a third party may reimburse the student or pay the university directly. If a student's company reimbursement occurs at the completion of the course, the student is responsible to pay the tuition and fees the evening of the first class. With an authorization to bill an outside source, the Avila Business Office will bill the student's company after the first night of the class and the student is not responsible to pay the evening of the first class. This authorization to bill an outside source does not create a credit balance.

Tuition Payment Per Class

Students may choose to pay for each class on the first night of that particular class. There is no fee for this option.

Tuition Reimbursement

For students who participate in a company tuition reimbursement program, the Avila Advantage program offers the Tuition Reimbursement Program Agreement. The following guidelines apply:

1. Student agrees to pay Avila University a fee of \$50 per trimester (Fall, Spring, and Summer) for the privilege of paying tuition and fees **after** the completion of a course rather at the beginning of the course.
2. Student shall be solely responsible for paying Avila University the amount, which represents the tuition, fees and other charges for those courses for which he or she is registered. Said payment shall be paid in full by student within **45 days** of completing those courses even if the Employer should fail to reimburse for any reason. Student will be assessed a late fee of \$20.00 if Avila has not received payment by the extended due date.
3. Student agrees to pay any balance due in accordance with the withdrawal and payment policy as published in the Avila University catalog, should he/she withdraw from any classes.

4. Student shall pay the tuition, fees, and any other charges owed to Avila University as it applies in accordance with the normal payment policies of Avila University for any classes not covered by the Employer's Tuition Reimbursement Program. Payment is due and payable on the first evening of that particular class.
5. Student is responsible for remitting payments on time in accordance with terms of the agreement. Student understands that delinquent accounts will result in the discontinuation of further enrollment and release of transcripts until accounts are paid in full.

Tuition Adjustments and Withdrawals

To add, drop, or withdraw from a class, the student must contact an Advantage advisor.

1. Dropping a course before the class begins cancels the tuition and fees charge.
2. Students who drop a course after 5 p.m. of the first night of class are assessed a charge of \$50.
3. Students who drop a course after the first night of class but before the second night will receive no letter grade and forfeit 25% of the tuition.
4. Students who drop a course after the second night of class but before the third night will receive a "W" (withdrawal) and forfeit 50% of the tuition.
5. Students who drop a course after the third night of class but before the fourth night will receive a "W" (withdrawal) and forfeit 100% of the tuition.
6. There is no tuition reimbursement after the third night of class and students will receive a "W" (withdrawal).
7. Students may withdraw from a 5-week course with a grade of W before the fourth class meeting. Students may withdraw from an 8-week course with a grade of W before the sixth class meeting.
8. The Weekend Intensive class policies concerning withdrawals and refunds are in the Avila University catalog.
9. Attendance at Avila Advantage classes is required. If an emergency arises, one or two absences **may** be allowed at the discretion of the faculty. A third absence will result in an automatic withdrawal from the class. This applies to both 5- and 8-week courses.

Late Penalties Payments

Failure to make arrangements for any payment due on a campus account by the due date will result in one or more of the following actions:

- a) late payment penalty
- b) a hold on the student's record
- c) cancellation of the student's registration

A student may be reinstated by paying a reinstatement fee; however, the original classes cannot be guaranteed.

Financial Aid and Loans

1. Avila Advantage students who register for at least six (6) semester hours may be eligible for financial aid consisting of deferred student loans. All aid applicants must be accepted for admission to the program before an award is made. The Free Application for Federal Student Aid (FAFSA) form must be completed, coding in Avila University (002449) in Section H.
2. The financial aid award letter that will be sent to the qualified student with an estimate of the types and amounts of financial assistance available to him/her must be signed and returned within two weeks of receipt.
3. All documents requested with the financial aid award letter (example: copy of federal tax return for previous year) must be submitted.
4. Financial Aid, including loans, must be fully processed and loan checks or disbursing dates must be on record at registration time to be considered as reducing the balance due. If this is not the case, the student will be responsible for payment on the due date.
5. Where loans are involved, the proceeds must be applied to any balance due. A postcard will be mailed to the student from the Financial Aid Office when the loan proceeds are received.
6. Excess funds from Stafford loans will be made available after the student has attended 60% of the first 5 or 8 week course. Students taking other Avila courses (e.g. weekend course) that start before the 60% is completed will have checks available after the second course has started. A check request must be on file in the Business Office indicating whether the student will pick up or have the check mailed.

Academic Programs

Avila Advantage Program

The Avila Advantage Program is an accelerated adult degree completion program leading to a Bachelor of Arts in Business Administration degree, a Bachelor of Arts in Psychology degree, or a Bachelor of Science in Health Care Services degree. The program is taught in five and eight-week classes from 6:00 p.m. to 10:00 p.m. Monday through Thursday, providing students with options of multiple start dates and a supportive adult learning environment. Online and weekend intensive classes are also available. Applicants must have a minimum of three years of work experience, or be 23 years of age.

Weekend Classes

Avila University's weekend intensive classes are designed for students who find the weekend a convenient and attractive time for learning and study. They are designed to serve students who, because of job and family responsibilities, find weekend classes compatible with their lifestyle and goals. Avila Advantage students may join traditional Avila students in taking advantage of this weekend format for classes.

1. The closing date for registration in a Weekend Intensive course is one week prior to the beginning of the course. This is so that the student has adequate time to complete the assignment that is due the first class. The pre-assignments are available via the school website, www.avila.edu. **Instructions for download are included in the appendix of this guidebook.**
2. Dropping a weekend course before the class begins cancels the tuition and fees charge.
3. Students may withdraw from a three-credit Weekend course after the first weekend but before the second weekend with a 50% tuition reimbursement. A withdrawal (W) will be recorded on the transcript.
4. Students are required to attend all sessions of a Weekend Intensive course. If students miss any part of the class, the final course grade may be reduced, possibly even to an "F."

Permission to Attend Another Academic Institution

Students needing to take a course at another academic institution while still working on their degree at Avila require written approval of their academic advisor and the Registration and Student Records Office. This request might not be granted if the student is within thirty hours of a degree. The purpose of this permission form is to insure that Avila will accept the course and to identify the Avila equivalent course. Students not obtaining written permission prior to studying off campus may risk not receiving credit at Avila University. In this case, students should complete the Request to Enroll at Another University form identifying the Avila equivalent course and requesting that the course be added to their Avila transcript. These forms may be obtained from the Avila Advantage office.

DIRECTORY

Avila Advantage Program

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Directory of Offices

Avila Advantage	501.3737	College Skills (tutoring)	501.3666
Avila Advantage Fax	941.4650	Financial Aid	501.3600
Bookstore	501.3630	Library	501.3621
Box Office-Theater	501.3699	Registration/Student Records	501.2410
Business Office	501.3700	Public Safety	501.2466
Student Life (ID card)	501-3660		



Campus Web and you

The Campus Web allows you to access your current schedule, grades from the previous term, to request an update to your personal information, view course schedules for coming semesters, check financial information and even pay online.

What you need:

You will need to have your Avila Student ID number as well as your PIN number handy to use as your username and password respectively.

Should you need your ID or PIN number, you may request this information from the Registration office at studentrecords@mail.avila.edu. Remember you must have a current email on file in order to receive this information.

Where to go:

Go to Campus Web on the Avila Homepage: www.avila.edu.

Module Download Instructions

For Avila Advantage Courses

Following are the instructions for accessing your modules:

Go to: www.avila.edu

Click on CURRENT STUDENTS

Click on ANGEL under Online Services

This will take you to a technical support page. **CLICK HERE TO LOGIN** at the bottom of the page will take you to the Angel Course Management Login page.

User Name: advantageBU (for Business courses)
 advantagePY (for Psychology & OD courses)
 advantageHC (for Healthcare courses)
 advantage (for all other courses, including Acct. & Econ.)

Password: eagles

Click:

Go to: Files (halfway down the page) and Click

If the folder with your course number is marked REVIEWED, be sure it is for the semester in which it is offered; that will indicate your module is okay to print.

Select the folder with your course number and title.

Select your course number and title again.

Go to: File

Select Print.

Internet Access Instructions for On-line Courses

There is no pre-assignment for on-line courses as there is for other Advantage and weekend classes.

Go to: www.avila.edu

Under Current Students, drop down to Angel. This will take you to a technical support page. “Click here to login” at the bottom of the page. At the Angel Course Management site you will need to enter the following:

User Name: first name.last name.first two digits of your id number

Password: angel + your I.D. number

Select your course number and title under the heading, Find a Course.

If you have any questions or need some assistance, please phone the Advantage Office at 816-501-3737.

ACCESSING WEEKEND INTENSIVE READINGS

Readings for the weekend intensive courses may be accessed through the Avila University Library via the internet. You will need to acquire this material prior to the first class meeting as you may be tested on it the first night.

Go to: www.avila.edu

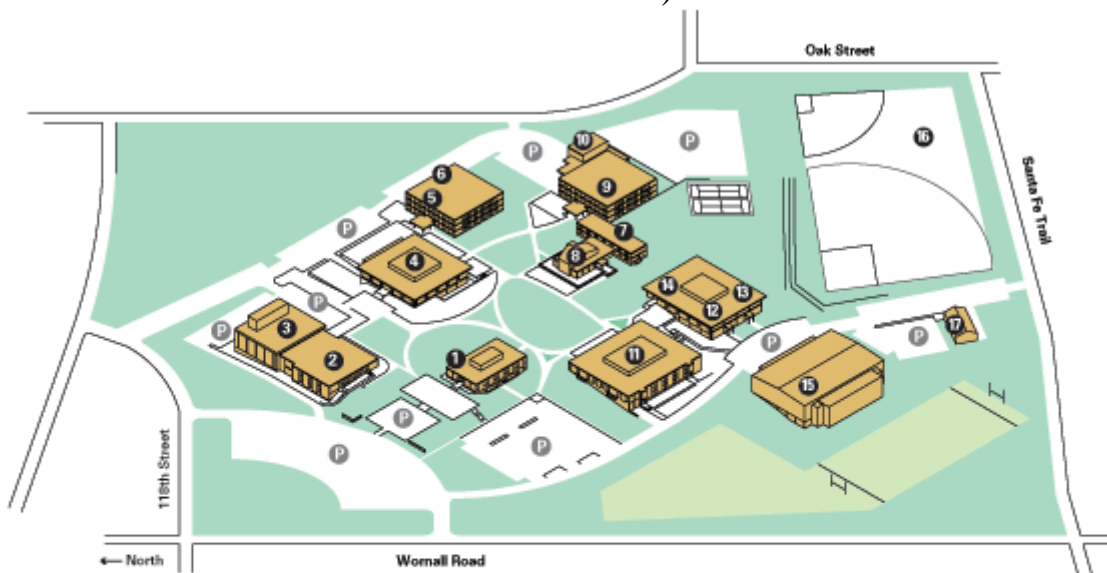
Click on Academics, then click on Hooley-Bundschu Library;

Click on Weekend Intensive;

Click on Electronic Reserve and Course Materials;

Select a Department (choose AU Weekend Intensive) and click View;

Click on the course number, then click on course title (if a password is required, the password is the instructor's last name in lower case letters)



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| 1. Blasco Hall | 10. Dallavis Center |
| 2. Borsierine Centre | 11. O'Rielly Hall |
| 3. Goppert Theatre | 12. Whitfield Centre |
| 4. Marian Centre | 13. Thornhill Gallery |
| 5. Carondelet Hall | 14. Hooley-Bundschu Library |
| 6. Hodes Education Centre | 15. Mabee Fieldhouse |
| 7. Foyle Hall | 16. Thomas R. Zarda Family Athletic Complex |
| 8. Orscheln Memorial Chapel | 17. Schlumpberger Facility |
| 9. Ridgway Hall | Ⓟ Parking |

*The bookstore, cafeteria, and student services offices are located in Marian Centre.