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Mission Statement of Avila University

Avila University, a Catholic University sponsored by the Sisters of St. Joseph of Carondelet, is a values-based community of learning providing liberal arts, professional, undergraduate and graduate education to prepare students for responsible lifelong contributions to the global community. (adopted 1986; reviewed 1995; revised 2005)

Value Statements of Avila University

THE AVILA COMMUNITY VALUES . . .

- Excellence in teaching and learning
- The Catholic identity of the University
- The sponsorship and contribution of the Sisters of St. Joseph
- The worth, dignity, and potential of each human being
- Diversity and its expression
- Commitment to the continual growth of the whole person
- Interaction with and service to others


Purposes of Avila University

- Pursue academic excellence by providing an educational experience rooted in the Catholic tradition and in the spirit of the Sisters of St. Joseph, both of which emphasize collaboration, examination of social justice issues, responsiveness to needs of others, and respect for the worth and dignity of each individual.

- Offer liberal arts and professional undergraduate and graduate programs grounded in scholarship with well-defined educational outcomes which emphasize communication and thinking skills, knowledge, and personal, social and spiritual development of each student.

- Strive for excellence through responsiveness to on-going assessment, evaluation, and self-reflection.

- Promote student learning by emphasizing teaching-learning strategies which actively engage the student in the learning process.

- Foster development of the whole person for life-long learning and service to the global community through curricular and co-curricular programs.

- Serve a community of learners with diverse backgrounds and needs by providing a variety of educational formats.

- Address the broader educational needs of the greater Kansas City area by exploring, initiating, and supporting partnerships within the community. (adopted 1996; revised 2005)
The Sisters of St. Joseph were founded in LePuy, France, in 1650 to serve their neighbors by responding to the needs of society. In 1836, six Sisters arrived in America and traveled up the Mississippi to St. Louis, Missouri, and settled in a small town south of the city known as Carondelet. These women established several schools and were soon known as the Sisters of St. Joseph of Carondelet.

In 1866, five Sisters came to Kansas City and opened the first private high school for young women, St. Teresa's Academy. In 1916, the academy administration chartered the first private college for women in Kansas City, the St. Teresa College, and offered a two-year program leading to an Associate of Arts Degree. Fifteen years later, St. Joseph's Hospital School of Nursing became affiliated with the college and nursing students were enrolled in basic science and humanities courses.

In 1940, the college was expanded to a four-year liberal arts college with professional programs in nursing, education and business. It was fully accredited by the North Central Association of College and Secondary Schools in 1946 and was called the College of St. Teresa.

The college established Kansas City's first baccalaureate degree program in nursing in 1948 and was accredited by the National League of Nursing in 1966. Additional programs in allied health, social work, and special education were developed to complement strong programs in the liberal arts.

The growth of the college resulted in a move to its present campus in 1963, which is located in suburban South Kansas City, three miles from Interstate 435. Seeking to serve a diverse population, the college became coeducational in 1969, established graduate programs in business, education and psychology in 1978 and began Kansas City's first Weekend College in 1984. The Avila Advantage Program, an adult degree completion program, began in the Fall of 1997.

Since its founding in 1916, Avila University has been committed to excellence in teaching and learning in an environment that respects the uniqueness of each person and stresses responsible service to others.
Academic Programs

Undergraduate Programs

The Avila Advantage Undergraduate Program is an accelerated adult degree completion program leading to a Bachelor of Arts in Business Administration, a Bachelor of Arts in Corporate Communication, a Bachelor of Arts in Human Resources, a Bachelor of Arts in Psychology, a Bachelor of Science in Healthcare Management, and an online Bachelor of Science in Nursing.

Undergraduate Core Curriculum

The Core curriculum is divided into three groups of requirements and is designed to be completed over the period of time needed to meet the requirements for the baccalaureate degree.

- The **Foundations** requirements provide the basic skills essential for effective participation in other classes as well as the professional world.

- The **Pillars and Levels** requirements address the breadth of knowledge expected of a liberal arts education and challenges students to integrate prior knowledge and create new ideas through higher levels of coursework.

- The **Core Component Designations** requirements incorporate assignments and experiences focused on developing and deepening student understandings to prepare students for responsible lifelong contributions to the global community.

Undergraduate Double Majors

Advantage undergraduate students may choose to pursue more than one bachelor’s degree. Students must complete ALL requirements from both degrees. However, the core and professional studies courses overlap for many of our business-related majors. Students are required to complete an “add major” form to add an additional major. Questions regarding double majors should be directed to the student’s academic advisor.

Graduate Programs

Avila Advantage offers two master degrees and a number of graduate certificates. Most classes are offered evenings, weekends, or online in a convenient eight-week format. You have the flexibility to make your own schedule to fit
your busy life. The Avila Advantage Program offers a Master of Science in Organizational Development and a Master of Arts in Management.

**Master of Science in Organizational Development**

The Avila Advantage Master of Science in Organizational Development program is designed to help students learn what it takes to strategically motivate and manage individuals, teams, and organizations. Students are empowered to become facilitators of change and to learn from and train under top industry leaders. You can choose from 12 credits hours as a concentration in Organizational Dynamics or four career enhancing 12 credit hour concentrations/ certificates to help build your portfolio of skills as an MSOD student. The following are offered as graduate certificates or concentrations in the MSOD program:

**Strategic Human Resources**

Impact talent management and align your organization to be prepared to address Human Resources issues.

**Coaching Certification**

Learn to adopt a coaching approach to problem solving.

**Executive Leadership**

Using the best practices in Leadership, learn how to inspire and influence those under your leadership and hone your decision making skills.

**Instructional Design and Technology**

Students will have the opportunity to choose a graduate certificate in Instructional Design and Technology. The 13 credit hour ID & T certificate will prepare students to skillfully master the latest technologies to implement learning systems and to adapt methods in innovative ways to respond to learning demands. The graduate certificate 13 credit hours rolls easily into the Master of Science in Organizational Development degree. Students will have the flexibility to complete the Master’s degree or graduate certificate.
Graduate Programs

Master of Arts in Management

Concentration in Fundraising

The Master of Arts in Fundraising is an innovative, research and knowledge-based program born out of a partnership between Avila University and Hartsook Companies, the industry leaders in fundraising. You will gain knowledge and understanding of areas such as branding, donor behavior and relations, and planned giving. The degree combines experience with research and its application. The option to pursue a 13 credit hour graduate certificate in Fundraising will also provide fundraising professionals with the knowledge of research and theories of non-profit fundraising. The classes can be taken in class or completely online.

Concentration in Instructional Design and Technology

Students will have the opportunity to choose a graduate certificate in Instructional Design and Technology. The 13 credit hour ID & T certificate will prepare students to skillfully master the latest technologies to implement learning systems and to adapt methods in innovative ways to respond to learning demands. The graduate certificate 13 credit hours rolls easily into the Master of Arts in Management degree. Students will have the flexibility to complete the Master’s degree or graduate certificate.

Concentration in Project Management

The Master of Arts in Management will go beyond preparing you to work with numbers. With a Master of Arts in Management, Project Management, you will gain a broader perspective of management, critical thinking and communication skills. We are a Registered Education Provider through PMI. A Registered Education Provider or REP is the premier, comprehensive, continuing education program for the field of project management. The concentration or 13 credit hour graduate certificate in Project Management will prepare you to be a vital team player and assist you in learning how to implement projects with careers in government, global business, and internet technology. The classes can be taken in class or completely online.
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.

Final admissions decisions are made after completion, submission and evaluation of all required materials. Students will receive an official acceptance packet from their advisor once fully accepted.

An applicant of the Avila Advantage program who does not meet the standard admission criteria (listed below) but shows promise for academic success, may be considered for acceptance with provisions. If the student does not meet the admissions provisions, after nine credit hours, the student’s records will be reviewed by the Avila Advantage Admissions Committee. The decision concerning status will be mailed to the student.

Admissions Requirements and Procedures to the Avila Advantage Undergraduate Program

RN to BSN

1. Possess a minimum cumulative 2.7 grade point average
2. Possess an unencumbered RN License
3. Be eligible for Missouri and/or Kansas licensure
4. Complete nursing pre-requisites with a minimum grade of C
5. Be a diploma nurse OR have an Associate’s Degree in Nursing from a regionally accredited institution
6. Apply for Admission (Application is free) (http://www.avila.edu/advantage/apply.asp)
7. Submit official transcript(s) of all college-level work completed*

Previous Nursing Enrollment at Avila

Students will not be considered for admission to the RN to BSN program if they have been dismissed from Avila University’s pre-licensure program.
Admissions Requirements and Procedures for Avila Advantage Undergraduate Programs

1. Have a minimum of one year of full-time work experience.
2. Possess a minimum cumulative 2.0 (“C”) grade point average
3. Apply for Admission (Application is free) ([http://www.avila.edu/advantage/apply.asp](http://www.avila.edu/advantage/apply.asp))
4. Submit official transcript(s) of all college-level work completed*
5. Submit official high school transcript (ONLY for applicants with NO college credits)

*Students may enroll in a maximum of 9 credit hours by providing unofficial transcripts. However, these students will be enrolled under a “conditional” status and cannot receive financial aid until official transcripts have been received from ALL previously attended regionally accredited schools. Students with no college credit must present an official copy of their high school transcript and/or diploma. Students enrolled without official transcripts are not considered as fully admitted students and therefore are not eligible for financial aid until they are officially admitted.

Admission Requirements and Procedures for Admissions to the Avila Advantage Undergraduate Programs for International Students

1. Apply for Admission (Application is free) ([http://www.avila.edu/advantage/apply.asp](http://www.avila.edu/advantage/apply.asp))
2. Schedule an on-campus interview or telephone interview (if currently living out of state prior to enrolling)
3. Submit official translated transcripts
4. Demonstrate English proficiency with a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) (If bachelor’s degree is from United States TOEFL is not required)
5. Submit a bank statement from sponsoring individual(s) attesting to financial support
6. Submit one of the following: Visa, Permanent Resident card
7. Submit passport personal information page
Admissions Requirements and Procedures for Admission to the Avila Advantage

**Graduate Programs**

1. Possess a bachelor’s degree from a *regionally* accredited institution

2. Possess a minimum 3.0 grade point average on a 4.0 scale for at least the last 60 hours of undergraduate coursework.

   *Students with less than a 3.0 may be considered for admission and additional application information might be requested.*

3. Apply for Admission (Application is free) ([http://www.avila.edu/advantage/apply.asp](http://www.avila.edu/advantage/apply.asp))

4. Submit official transcript of school granting your undergraduate degree
Re-admit Students

Former Avila Advantage students who have not attended for two full years 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 and Major requirements according to the current catalog if they have been out for more than two years. Students may choose to change to newer catalogs, which will require 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.

Admission Requirements and Procedures for Admissions to the Avila Advantage Graduate Programs for International Students

1. Apply for Admission (Application is free) (http://www.avila.edu/advantage/apply.asp)
2. Schedule an on-campus interview or telephone interview (if currently living out of state prior to enrolling)
3. Submit official translated transcripts
4. Demonstrate English proficiency with a minimum score of 550 on the Test of English as a Foreign Language (TOEFL) (If bachelor’s degree is from United States TOEFL is not required)
5. Submit a bank statement from sponsoring individual(s) attesting to financial support
6. Submit one of the following: Visa, Permanent Resident card
7. Submit passport personal information page
Enrollment Procedures

Admissions Advisors
Each prospective student will schedule an appointment to meet with an Admissions Advisor. The Admission Advisor assigned is determined based on the program of interest. The role of the Admissions Advisor is to help with understanding of policies and procedures of the Avila Advantage program. They will also assist in first semester enrollment.

Academic Advisors
After students are officially admitted into the program (the University has received all required documents and the student’s file has been officially evaluated by the registrar’s office), students will work with their Academic Advisor. Students will receive an acceptance letter in the mail from the Associate Dean and Director of the School of Professional Studies noting that they have been officially admitted into the program.

The role of the Academic Advisor is to assist students throughout the program. Academic Advisors are available for questions about enrollment, course schedules, degree completion, and anything else pertaining to the Advantage program or classes.

It is highly recommended that new students schedule a time to meet with their Academic Advisor shortly after receiving their acceptance packet in order to create a degree completion plan and review possible course options for the next semester(s).
Enrollment Checklist – What should I do after I’m enrolled in classes?

- **Transcripts** - Send official transcripts from each college attended or a copy of your high school transcript if you do not have any previous college credits.
- **Set up student accounts** – Admissions Advisors will provide instructions on setting up your student email account, My AU account and Canvas account. There are also instructions included in this handbook.
- **Complete Form and Verify Form Section in MyAU** – See below
- **Financial Aid** – Submit your FAFSA and call the Financial Aid office at 816-501-3600 to make sure all paperwork has been received for your final loan packaging.
- **Tuition Reimbursement** – Should you choose to seek tuition reimbursement through your employer you may complete the Tuition Reimbursement form on your My AU account and pay the $50 applicable fee (for the deferred payment plan only). Call the business office at 816-501-3700 with any questions.
- **Access Course Guides** (through Canvas) – Download your course guides for your upcoming courses. Instructions will be provided by your Admissions Advisor and are also included in this handbook.
- **Student ID/Parking Pass** - You must get a student ID and a parking pass prior to your first night of class. You may apply online for these items at https://www.avila.edu/campus-resources/campus-safety. You may also come to the campus safety office (located in Whitfield) to receive these items. Please contact the campus safety office at 816-501-2466 to make sure they are open as their hours may vary.

The cost of textbook rental, along with other campus activity fees, are included in the tuition (EaglesIn). Once books are shipped, students will receive an e-mail in their Avila account. The e-mail will provide delivery details. If a student needs to change their delivery location, they can do so by submitting a form on MY AU. Books can be delivered to a home address or to work or to anywhere else. Within a week after the class ends, students will need to send the books back (postage is pre-paid). If a student drops the class, again they will send the books back. There are also provisions in place for those who want to keep the books.

**A Guide to Completing MyAU “Forms”**

1. Log into MyAU using your student username and password (https://myau.avila.edu)
2. Click Forms
   a. Click “Emergency Contact Info” (left-hand side)
      i. Provide three names of individuals who could be contacted in case of emergency on campus.
   b. Click “Notification Alert Info” (left-hand side)
      i. Provide personal contact information so that you may receive notifications such as closures due to inclement weather or other emergent situations.
   c. Click “Textbook Delivery Address”
      i. Verify your shipping address to ensure textbooks are shipped to the correct address. Changes and updates to your shipping address must be made here. This action will NOT update your permanent billing address. This is only for textbook shipment. (Changes to permanent address should be done under “personal info” at the top of your MyAU page).
New Student Orientation

New student orientation is provided for all students at the beginning of each semester. We strongly encourage students to attend. You will receive correspondence from your advisor regarding the time, date and location of new student orientation. Here are some of the topics covered in New Student Orientation:

- Campus Life
- Accessing Student Accounts
- Payment Options
- Academic Advising
- Obtaining Student ID & Parking Pass
- Student Resources

Student Resources

There are many student resources available on Avila’s campus. Advantage students are encouraged to pursue any and all resources as needed.

- **Tutoring** – Located in the Hodes Center. Students can receive up to two hours of free tutoring each week. Online tutoring is also available through Canvas; students simply click on the “Tutor Me” link located on the left-hand side of the current Canvas course.

- **Career Services** – Located in the Hodes Center. Staff are available to assist students in professional development. Students can receive assistance with resume/cover letter writing, job searching, interview skills and much more. For additional information on career services please visit the website: [http://www.avila.edu/careers/index.asp](http://www.avila.edu/careers/index.asp).

- **Learning Commons** – Avila’s Hooley-Bundschu library includes many resources for students. Students can visit the physical location located in the upper level of Whitfield. Students can print for free using print credits associated with their student ID number. The library also contains a large online database full of resources to assist in learning. [https://www.avila.edu/hbl/library/index.aspx](https://www.avila.edu/hbl/library/index.aspx).

- **Student workshops** – Writing workshops are offered several times a year through Advantage staff. Topics include, but are not limited to: plagiarism, APA format, key principles of grammar, and effective research papers.

- **Sporting and Theater Events** – Students are welcome to attend sporting and theater events held on campus throughout the year. Limited tickets are available for certain events. Contact JoAnn Immele in the Athletics department at 816-501-3634 or the Campus Box Office for theater events at 816-501-3699.

- **Mentor program** – See next page
Mentor Project

The mentoring project can help students understand administrative issues like:

- School policies for registration
- Finding classrooms
- Finding offices on campus
- Understanding Course Guides
- Office hours
- Grades
- Financial aid

Most students find their way to the office of university staff and professors by first talking to more experienced students. In other words, the experienced students serve as guides for new students. The mentoring project brings an additional resource for new students. It provides an internal organizational structure and benefits the students.

The mentoring relationship is unique based on each participant’s experiences, personality and professional development. The willingness to invest time and energy, the respect and trust for each participant, expertise and individuality are the ground conditions for a successful relationship.

The main idea of the project is to enhance the communication between students, valuing the experience of the mentors and giving them the opportunity to grow in areas like coaching and leadership. All the objectives of the project are designed in the benefit of the mentees, and are aimed to give the mentees the opportunity of an additional resource in their initial contact with the university setting. Having an additional resource in the relationship with their colleagues (mentors), the mentees benefit from the mentoring project at different levels: individual, community and networking.

The best mentees have a clear plan for what they want to get out of their relationship with a mentor. They show up for the mentor meetings with a specific list. They work with the mentor to set expectations about how frequently they would like to plan meetings.

**What a Mentor can do for you?**

- Assist with on-line classes (Canvas)
- Answer questions pertaining to Avila’s systems

**When can I sign up for mentoring?**

- As a new student
- At any time you find yourself in need of assistance
For more information contact Sarah Sullivan: 816-501-0429

Student Appreciation

Each semester, the Advantage office staff and Advantage student mentors host a student event called Student Appreciation Week. We like to show our students how much we appreciate them! It is usually a great time to catch up with your advisor or ask the staff any questions that you may have. The week is designed to help current students become familiar with their mentors and staff while learning of new opportunities and important announcements…plus there is usually a tasty treat or Avila give-away. Each semester the event is posted on Facebook and notification is sent via the Avila student email account. Look for notification of Student Appreciation Week and plan to attend!

Social Media

Staying connected to Avila Advantage is as easy as “Liking” us on Facebook. Follow us for updates and notifications as well as advising tips, job postings, contests and more: www.facebook.com/AvilaAdvantage.

Our LinkedIn page has access to job postings, upcoming events and networking groups. Join our network of followers on LinkedIn through our company page “Avila University.”

Another social media resource that the Mentoring Project provides is the Mentor Blog. This can be found by logging on to www.Avila.edu, clicking on “Avila Advantage – Adult”, this will take you to our webpage. On the left side you will find the “Advantage Mentor Project”, click and you will be directed to set up an account. Once you have an account you will be able to meet and connect with the mentors, as well as view how-to videos through the share tab for various tasks you will utilize throughout your college journey.
EaglesIN
At Avila, inspiration is found both in and outside of the classroom. That’s why we have launched EaglesIN fall semester 2016, a value added experience included in tuition and fees that gives you the tools and experiences necessary to succeed in your studies and enhance your life as a student. EaglesIN is designed to save you money over your time at Avila. With EaglesIN, you get more than an education. You get an Avila education.

Activities Included:

• All required books and learning materials
• As a central part of EaglesIN, all books and group-assigned content will be bundled up and ready for pickup at the beginning of term, so you can head into your first day of class confidently ready to learn (supplies not included).

• Lightning fast Wi-Fi
• Google Fiber provides connection speeds up to 1,000 mbps. Connect virtually anywhere on campus.

• Campus parking
• Parking is available in any of 11 campus parking lots with a permit from Campus Safety.

• Access to Learning Commons and Hooley-Bundschu Library services
• Services include computer access, laptops available for checkout, an IT help desk, library access and group study rooms.

• Private academic tutoring and learning services
• Services include tutoring and reading and writing assistance.

• Access to the Fitness Center
• Mabee Fieldhouse houses a fitness center with fitness equipment and an indoor track.

• Health and wellness services
• Services include basic health services, health counseling, non-prescriptive medication and more.

• Valuable career services and mentoring
• Services include career counseling, mentoring, job boards and tips on resume writing and job interview skills.

• Counseling services
• Confidential counseling for all students is included to promote quality of life and personal wellness.

• Print and scan services
• Services allow you to print at least 200 pages per semester or scan an unlimited number of pages.

• Admission to athletic events
• All Avila home games for men’s and women’s sports are included.

• Admission to campus theatre, music and art events
• Admission to a variety of theatre productions, music performances and art exhibits are included.

• Admission to special campus events
• Annual events such as the Ethnic Food Festival, Harry S Truman Lecture Series and many other student experiences are included.

• EaglesIN will help you succeed at Avila University. Go Eagles!

Financial Information

Expenses and Fees

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate Tuition per Credit Hour</strong></td>
<td>$399.00</td>
</tr>
<tr>
<td><strong>Graduate Tuition per Credit Hour</strong></td>
<td>$486.00</td>
</tr>
<tr>
<td><strong>EaglesIN fee</strong></td>
<td>$73.00 per credit hour</td>
</tr>
<tr>
<td><strong>Deferred Payment Plan</strong></td>
<td>$50.00 per semester</td>
</tr>
</tbody>
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There is neither an application fee nor a tuition deposit.

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

Tuition

Tuition Payment in Full

Avila University accepts MasterCard, Visa, American Express or Novus Network (Discover) credit cards, cash, personal checks, and money orders. Tuition is due in full at the time of registration or the evening of the first class.
Tuition Payment Per Class

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

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 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) in order to pay tuition and fees after the completion of a course rather than 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 the 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 held release of transcripts until accounts are paid in full.

6. For additional information or instructions on how to set up your tuition reimbursement plan, please contact the Business Office at 816-501-3700.

Late Payment Penalties

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:

1. late payment penalty
2. a hold on the student’s record
3. cancellation of the student’s registration
A student may be reinstated by paying a reinstatement fee; however, the original classes cannot be guaranteed. All questions about payments and/or late fees should be directed to the Business Office at 816-501-3700.

**Financial Aid and Loans**

1. Avila Advantage students who register for at least six (6) semester hours in the undergraduate program and at least three (3) semester hours in the graduate program 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. (website: [www.fafsa.ed.gov](http://www.fafsa.ed.gov))

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. This document is typically sent to the student’s Avila email account.

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 loans will be made available after the student has attended 2 weeks of their sixth-hour course. A check request must be on file in the Business Office indicating whether the student will pick up or have the check mailed.

7. All questions about financial aid should be directed to the financial aid office at 816-501-3600.
Drop Policy

Students who wish to withdraw from a class must contact their advisor or drop online prior to 5:00 p.m. on the first night of class in order to avoid a penalty. All requests submitted to advisors must be put in writing.

1. Students who drop after the 1st class meeting (online classes during the first week of the course) will receive no letter grade and forfeit 25% of the tuition and forfeit 100% of the EaglesIN fee.

2. Students who drop after the 2nd class meeting (online classes during the second week of the course) will receive a “W” (withdrawal) and forfeit 50% of the tuition and forfeit 100% of the EaglesIN fee.

3. Students who drop after the 3rd class meeting (online classes during the third week of the course) will receive a “W” (withdrawal) and forfeit 100% of the tuition and forfeit 100% of the EaglesIN fee.

4. Students may drop prior to the 1st class meeting for a weekend intensive course (1 credit hour).

5. Dropping a weekend course before the class begins cancels the tuition and fees charge.

6. Attendance at Avila Advantage classes is required. If an emergency arises, one absence may be allowed at the discretion of the faculty.
Class Format

Classes are offered in a variety of different formats:

On-Campus Classes
Classes are held one night a week from 6-10 pm. The class will be on the same night of the week (Monday, Tuesday, Wednesday or Thursday) for the entire 8-week session.

Online Classes
Classes are offered online, also in the 8-week format. Some courses may require use of a device capable of recording and uploading. Online classes are accessed through Canvas (https://avila.instructure.com/login). Once students have enrolled into Canvas and determined notification preferences, they will be notified that the course has been published. Students are able to log in to their classes at their convenience (there is no set time required for login). However, students are encouraged to login often to check on assignments and discussion boards and make postings as often as determined by the course instructor.

Blended Classes
Classes are offered as a combination of on-campus and online. Typically classes are four weeks in the campus and four weeks online, but this may vary per instructor.

Weekend Classes
Weekend classes are offered for the Master’s programs and consist of a Friday meeting from 6:00-10:00p.m and a Saturday meeting from 8:30am- 5:00pm.

The suggested closing date for registration in a Weekend Intensive course is one week prior to the beginning of the course. This will allow adequate time to complete the assignment that is required on the first night of class. The pre-assignments are available through Canvas. 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 ensure 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.
Time Commitment

In-campus classes consist of eight four-hour instructional meetings held once weekly (with the exception of Math Fundamentals which consists of sixteen four-hour instructional meetings). This highly accelerated pace requires students to take a great deal of responsibility for their own learning outcomes. While in class, you are expected to participate actively in discussions and group activities. Outside of class, you should expect a **minimum of 15 hours per week** of study, homework assignments, and/or group projects.

Online classes require a similar time commitment of study and homework assignments, but students should also expect to spend a **minimum of four hours per week online**. The total estimated time commitment for online classes is around **20 hours per week**.

Advantage wants their students to be successful in the program. If students have any questions about the time commitment they are encouraged to speak with their Academic Advisor.

**Student Referrals**

Avila appreciates student referrals!

Avila Advantage appreciates that many of their students tell others about their programs and would like to thank those who refer new students to Avila Advantage. To show their appreciation, current students will receive a premium gift item (a purple perk) for each new student they refer to the Avila Advantage program. That’s right! It is their way of saying “THANKS!” Come to the Advantage office or request a “Purple Perks” form from your advisor.
1. Password Setup

Before you can access any of the resources you must change your password. Please follow the guide below:

1. Go to www.avila.edu and click on the "A" located on the top-right of the page as shown below:

2. Click on the "IT Services" link located on the left side of the page as shown below:

3. Click on the "Password Reset" link located on the left side of the page as shown below:

4. Login with your current username and password by using the login box located on the left side of the page as shown below:

   User name: last name + student ID number (Example: jones654321)

   For New Students, your initial password is:
   Last 6 digits of your SSN followed by '@AVILA'
International Students’ initial password: Student ID # followed by '@AVILA' (Example: 654321@AVILA)

Please read the instructions for password requirements to avoid issues in changing your password. Once you change your password the next steps will guide you in creating security questions so that you may unlock or change your own password at any time by answering the security questions.

2. Avila Email
Your Avila Email (Eagle Mail) is where you will receive all official Email correspondence from the University. You may also use it to communicate with fellow students, instructors, staff etc.

You will use your Avila User name and Password when accessing your Avila Email account.

You may access Eagle Mail from the main Avila webpage at http://www.avila.edu. Click on the AU icon in the top right of the website to show you the Online Tools.
3. **MyAU**

You will log into MyAU with your Avila student user name and password to view your class schedule, grades, unofficial transcript, tuition balance, make online payments to your account, etc.

**REMEMBER!! If you need helpdesk assistance you can:**

1. E-mail helpdesk@avila.edu

2. Fill out the online helpdesk web support ticket by clicking IT Services under the Online Tools. Click the “Submit an IT Ticket” button

3. Call helpdesk at 816-501-2900, Monday - Friday 8:30 AM to 6:30 PM
Canvas

To log in to Canvas you can either type in avila.instructure.com in to your browser or visit the Avila website (www.avila.edu) and click on the “A” which is located at the top right side of the page to open the menu and then click on the “Canvas” icon which is located under the “Online Tools” menu as it is shown at the following Picture.

Once you are in the Canvas Log in Page, enter your Avila username and password and Log in. 
(The same user name and password that you are using for your email)
Once you login to Canvas you can access all your courses through user **Dashboard**

Click on a course to access the **Course Home Page**
If you need any help with Canvas please click the “Help” button and you can find all the video tutorials and informational guides which is especially helpful to you as you become acquainted with the Canvas features.

Also the link below takes you directly to the same page for “Video Guide” and “Student Guide”.

https://community.canvaslms.com/community/answers/guides
Advantage Course Guides in Canvas

How to register, preview, and download your Advantage course syllabi

Students must download Course Guide prior to the beginning of the course for pre-work assignment information. After your student account in Canvas is active, you can self-register in the Avila Advantage Course Guides & Resources group by following the Self-Registration directions listed below. If you have not self-registered within one week of your account activation, the Advantage office will register you for this course guide in Canvas.

Self-Registration

Follow these instructions to join the Avila Advantage Course Guides & Resources group in Canvas where you can preview and download Course Guides for classes you are enrolled in.

- Go to https://avila.instructure.com/enroll/E4JYLP.
- Enter Avila username. For example: lastname123456
- Enter your Avila password and click Enroll in Course
- Canvas will show you a prompt (see below) if you are successful.
- Clicking Go to the Course will take you to the Course Guides & Resources group (course).
Preview Course Guides
Within the Files section you can browse the academic term folder and select a Course Guide to preview in the right screen.

Download Documents
Also located in course folders are other readings besides the Course Guide. Click the course folder in the left panel to display documents in the right panel. Click a document name to download it.

If you have any issues or questions in Canvas please contact Helpdesk at 816-501-2900 or Helpdesk@avila.edu
Online Course Preparation

Practice Makes Perfect

Prepare for your first online course by practicing on the Canvas Learning Management System. You can verify personal computer capabilities, view videos and attempt to upload “play” assignments.

Here’s how:

1. Log on to Canvas ([www.avila.edu](http://www.avila.edu), click on the Canvas icon)


3. Select “Preparing for your First Online Course”:

   Explore the Canvas Learning Management System prior to beginning your Advantage courses and get acclimated to the many features and functions!

Contacting the Helpdesk

If you need helpdesk assistance you can:

1. Visit the IT Services Desk located in the Hooley-Bundschu Learning Common. Once you enter, walk straight ahead, IT Helps is located directly across from the circulation desk. The helpdesk is staffed Monday – Friday 8:30 – 4:30 (Fall and Spring semesters). Limited hours during the summer semester (call helpdesk). Your student ID/ID number may be required to access your personal account information.

2. E-mail helpdesk@avila.edu.

3. Call helpdesk at 816-501-2900, Monday - Friday 8:30 AM to 6:30 PM

4. Fill out an online helpdesk web support ticket at: [http://www.avila.edu/support](http://www.avila.edu/support). Click the ”IT Direct Tab” link. You will be prompted to enter your user name and password which are the same credentials to log into Avila email.
Directory
Avila Advantage Faculty and Staff

Main Advantage Office Phone Number .............................................................................. 816.501.3737

Shari Blank .................................................................................................................. 816.501.2443
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Shari.Blank@Avila.edu

Jessica Burson .................................................................................................................. 816.501.2482
Graduate Admission Advisor
Jessica.Burson@Avila.edu

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Sarah Sullivan .........................................................................................816.501.0429  
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Sarah.Sullivan@Avila.edu

Marchita Stanton .....................................................................................816.501.2443  
Lead MSOD Faculty  
Marchita.Stanton@Avila.edu

Department Contacts

Avila Advantage ......................................................................................816.501.3737
Avila Advantage Fax ..............................................................................816.941.4650
Bookstore ..............................................................................................816.501.3630
Box Office-Theater ................................................................................816.501.3699
Business Office ......................................................................................816.501.3700
- Advantage Contact – Sarah Hendricks ..............................................816.501.3735
Campus Safety (parking permit & campus ID) ....................................816.501.2466
Disability Services ..................................................................................816.501.2427
Financial Aid .........................................................................................816.501.3600
- VA Representative – Paula Tarwater .................................................816.501.3781
Learning Center (tutoring & career services) .....................................816.501.3666
Library ......................................................................................................816.501.3621
Nursing Department ...............................................................................816.501.3672
Registration/Student Records ...............................................................816.501.2410
Student Life ...........................................................................................816.501.3660
IT Services Help Desk ...........................................................................816-501-2900
Getting Around…

1) Blasco Hall – Registration, Financial Aid, Traditional Admissions, Business Office
2) O’Rielly Hall – Computer Lab, Vending Machines
3) Hooley-Bundschu Learning Commons (Library) / Whitfield Center – Subway Restaurant
4) Mabee Fieldhouse
5) Schlumpberger Facility
6) Goppert Theatre / Borserine Center – Nursing Simulation Laboratory
7) Marian Center – Dining Room, Bookstore, Barefoot Conference Room
8) Carondelet Hall – Avila Advantage Offices / Hodes Education Centre – Learning Services (tutoring), Career Services, Student Life
9) Ridgway Hall / Dallavis Center / Thornhill Gallery
10) Foyle Hall / Orschelin Memorial Chapel
11) Jeanne Collins Thompson Hall
12) Wylie Hall
13) Athletic Pavilion
Parking