



AVILA UNIVERSITY

ENRICHMENT AND CERTIFICATE SEEKING PRE-REQUISITE COURSE OFFERINGS

DIRECTOR OF ENROLLMENT:

E: JULIE.ZAROBINSKI@AVILA.EDU

APPLICATION

LINK: [HTTPS://APPLY.AVILA.EDU/APPLY/?SR=B02444F2-2261-4AFA-9B10-9C06ED879113](https://apply.avila.edu/apply/?sr=B02444F2-2261-4AFA-9B10-9C06ED879113)



HEALTH SCIENCES OR ENRICHMENT – AVILA PREREQS

Applied Health Sciences Certificate

- Student seeking 4 or more pre-requisite courses
- Must take 16 credits (4 courses)
- Allows student to be considered for federal loan eligibility
- Student must provide proof of high school graduation/college official transcript/GED with 2.0 GPA
- Student will have to meet with Avila advisor to identify the four courses they want to complete, and when they are offered

Format of Avila Classes:

- 8-week courses - 100% Online
- \$275/credit hour
- Professor Led
- Canvas Learning Platform

Enrichment Application

- Student seeking 3 or less pre-requisite courses
- May not take more than 9 credits (3 courses)
- Does not qualify the student for financial aid
- No official transcripts of any kind are needed
- Student will not meet with an Avila advisor, but will be manually enrolled into the courses they request on their application

APPLIED HEALTH SCIENCE CERTIFICATE (2.0 GPA + HS GRADUATE)

Applied Health Science Certificate Requirements

Minimum of **16 hours** (most will be more)

Students must take the following courses: 8 Credit Hours		
BI 231	Anatomy & Physiology I	4
CH 131	Principles of Chemistry	4
Students must take 3 of the following courses: 8 - 11 Credit Hours		
BI 152	General Microbiology	4
BI 232	Anatomy & Physiology II	4
EC 240	Statistical Analysis	3
HE/NU 325	Understanding Pathophysiology	3
PY 208	Lifespan Development	3
HE/NU 111	Nutrition	3
HE/NU 124	Medical Terminology	2

** BI 220 – can equate to BI 231 and BI 232

Transfer Limitations: Incoming students can only transfer in 6 credits from other institutions. Transfer in courses must contain matching lab components. (i.e. – General Microbiology transferred in must be a course with a lab)



ENRICHMENT APPLICATION STEP-BY-STEP GUIDE

STEP 1: ES HAS PROVIDED LINK TO APPLICATION, STUDENT WILL CHOOSE "NURSING ENRICHMENT"

The screenshot displays the Avila University application management page. At the top, the university logo and navigation menu are visible. The main content area is titled "Application Management" and shows a table of "Your Applications". A modal window titled "Application Details" is open, showing the following information:

Type	Status	Started	Submitted
Nursing Enrichment	In Progress	12/06/2023	

The modal also displays the following details:

- Started: 12/06/2023
- Status: In Progress
- Program: Nursing
- Options:
 - Transfer Nursing (traditional, on campus)
 - Nursing Enrichment
 - Incoming Freshman Nursing (no college)

Buttons for "Open Application" and "Cancel" are located at the bottom of the modal.

STEP 2: STUDENT INPUTS ALL BIOGRAPHICAL INFORMATION, SSN IS REQUIRED

Lindsey Burns Logout

[Home](#)

Personal Background | Traditional

[Personal Background | Traditional](#)
[Additional Information | Nursing](#)
[Financial Aid Certification](#)
[Review](#)

Name

Prefix

First Name

Middle Name

Last Name

Suffix

Preferred First Name

Other Last Name(s) Used

Addresses

Please provide both mailing and permanent address

Address Type	Address Street 1	Address Street 2	Address Street 3	Address City	Address Region	Address Postal	Address Country
--------------	------------------	------------------	------------------	--------------	----------------	----------------	-----------------

[Add New](#)

Email Address

Email Address

Telephone Numbers

Primary Phone

Mobile Phone

Biographical Information

Birthdate

Sex

Demographic Information

Pronouns

Religious Affiliation

Race

Ethnicity

How did you hear about Avila?
ACT
Alumni
Avila Website
Capture

Citizenship Information

Primary Citizenship

Secondary Citizenship

Are you a DACA/undocumented student? Yes No
(Please note: we are not a reporting agency! This is purely for financial aid purposes!)

[Continue](#)

STEP 3:

STUDENT MUST SELECT *ENRICHMENT*, IDENTIFY THE SCHOOL THEY INTEND TO START THE ABSN/DEMSN PROGRAM WITH, THEIR START TERM, AND SUB TERM



GIVE NEWS CAMPUS CALENDAR LOGIN **APPLY** VISIT REQUEST INFO

Academics Admissions & Aid Avila Life About Alumni Athletics QUICK LINKS ▾

Lindsey Burns Logout

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- [Personal Background | Traditional](#)
- Additional Information | Nursing**
- [Financial Aid](#)
- [Confirmation](#)
- [Certification](#)
- [Review](#)

Additional Information | Nursing Enrichment

Student Type
 Adult Undergraduate

Please select one
 Applied Health Sciences Certificate
 Enrichment

At which school are you completing your ABSN program?
 Lourdes University
 North Park University
 Texas Lutheran University

If you've attended Avila University previously, how many hours have you completed?

When would you like to start classes?

Continue

Ex: Fall 2024, Term 1

Utilize the previously displayed chart to guide this decision



STEP 4:

AFTER SELECTING *ENRICHMENT*, IT WILL POPULATE ALL PRE-REQUISITES.
THE STUDENT MUST SELECT WHAT COURSE(S) THEY INTEND TO TAKE.

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[Personal Background |](#)

[Traditional](#)

**Additional Information |
Nursing**

[Financial Aid](#)

[Confirmation](#)

[Certification](#)

[Review](#)

Additional Information | Nursing Enrichment

Student Type

Adult Undergraduate

Please select one

Applied Health Sciences Certificate

Enrichment

At which school are you completing your ABSN program?

Lourdes University

North Park University

Texas Lutheran University

If you've attended Avila University previously, how many hours have you completed?

When would you like to start classes?

Please refer to our main apply page to find all course descriptions!

Select the courses you are interested in taking

BI 152

BI 231

BI 232

CH 131

EC 240

MA 120

NU 111

NU 114

NU 325

PY 208

As an Enrichment Student I understand I may enroll in credit courses for a grade until I have nine (9) credit hours. Graduate students must seek departmental approval to exceed nine a degree at Avila University, I understand I will need to formally apply to the Admissions Office. This may be done at any time prior to completing nine (9) course hours taken for credit (i.e.,

I have talked with a staff/faculty person and have reviewed the course description for the course to have the necessary background/prerequisites for the course.

I understand and agree to the above statements.

Yes

[Continue](#)

Additional Information | Nursing Enrichment

Student Type

Adult Undergraduate

Please select one

Applied Health Sciences Certificate

Enrichment

At which school are you completing your ABSN program?

Lourdes University

North Park University

Texas Lutheran University

If you've attended Avila University previously, how many hours have you completed?

When would you like to start classes?

Please select a Fall 2024 start date

Please refer to our main apply page to find all course descriptions!

Select the courses you are interested in taking

BI 152

BI 231

BI 232

CH 131

EC 240

MA 120

NU 111

NU 114

NU 325

PY 208

STEP 5: THE STUDENT MUST FILL OUT QUESTIONS RELATED TO FINANCIAL AID

- [Home](#)
- [Personal Background | Traditional](#)
- [Additional Information | Nursing](#)
- Financial Aid**
- [Confirmation](#)
- [Certification](#)
- [Review](#)

Financial Aid

Alumni

Are any of your family members Avila alum?

- Yes
- No

Veteran Status

Do you plan to use VA or TA benefits to partially or fully fund your degree?

- Yes
- No

Tuition Reimbursement

Do you expect to be receiving tuition reimbursement?

- Yes
- No

Continue

STEP 6: THE STUDENT MUST ANSWER CERTIFICATION RELATED QUESTIONS

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[Additional Information |
Nursing](#)

[Financial Aid](#)

Confirmation

[Certification](#)

[Review](#)

Certification

Felony

Have you ever been convicted of a felony?

▾

Institutional Actions

Have you ever had any institutional actions against you (expelled, academic probation, etc)?

▾

Certification Statement

By selecting "I agree", you certify that all information given on the application is complete and accurate to the best of your knowledge. You understand the undergraduate catalog and student handbook contain all pertinent information regarding the University's policies and procedures. You understand that you have a continuing responsibility to keep the university informed of information relevant to your application. The electronic submission of this form constitutes your official signature as stipulated by Avila University and the State of Missouri.

I agree to the statements above.

[Continue](#)

STEP 7: VIRTUALLY SIGN YOUR APPLICATION, AND PRESS SUBMIT! NO OFFICIAL TRANSCRIPTS ARE NEEDED FOR THE ENRICHMENT APPLICATION

 AVILA UNIVERSITY
Be Inspired.

GIVE NEWS CAMPUS CALENDAR LOGIN **APPLY** VISIT REQUEST INFO

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In place of your signature, please type your full legal name:

Confirm

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Academics Admissions & Aid Avila Life About Alumni Athletics QUICK LINKS

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Use the tabs below to find out more information about our campus!

Financial Aid Academics Campus Life About Avila

Meet your Avila Admissions Counselor!

You are currently being assigned an admissions representative! Please contact the main admissions office if you have any urgent questions/concerns: **816-501-2400** or admission@avila.edu

Additional Admissions Staff

Student ID:

Program:

Entry Term: Fall 2024

Most Recent Decision Status:

Scholarship Information
FAFSA Information
Outside Scholarships
Additional Information





APPLIED HEALTH SCIENCES CERTIFICATE APPLICATION STEP-BY-STEP GUIDE

STEP 1:

AFTER COMPLETING STEPS 1-2 ABOVE, THIS IS THE FIRST ALTERATION

Instead of clicking enrichment, the student will click "Applied Health Sciences Certificate," click their anticipated start term and sub term, NO course(s) will populate. The student will discuss what courses they'll take and when with their advisor at Avila University.

The screenshot shows the Avila University website header with the logo and tagline "Be Inspired." Navigation links include GIVE, NEWS, CAMPUS CALENDAR, LOGIN, APPLY, VISIT, and REQUEST INFO. A secondary menu contains Academics, Admissions & Aid, Avila Life, About, Alumni, Athletics, and QUICK LINKS. A user profile for Ann Burns is visible in the top right.

The main content area features a left sidebar with navigation links: Home, Personal Background | Traditional, Additional Information | Nursing (highlighted), Financial Aid, Confirmation, Certification, and Review.

The "Additional Information | Nursing Enrichment" section contains the following fields:

- Student Type: Adult Undergraduate
- Please select one: Applied Health Sciences Certificate, Enrichment
- At which school are you completing your ABSN program?: Lourdes University, North Park University, Texas Lutheran University
- If you've attended Avila University previously, how many hours have you completed?:
- When would you like to start classes?:
- Please select a Fall 2024 start date:
-

STEP 2: AFTER COMPLETING STEPS 3-7

The final part after the student submits their application will be for the student to provide proof of HS graduation.

Ex: HS transcript, a college level transcript, or their GED.

If you have any troubles uploading proof of HS graduation, you may email: jennifer.franklin@avila.edu, and she can upload your document.

The screenshot shows the Avila University website header with navigation links: GIVE, NEWS, CAMPUS CALENDAR, LOGIN, APPLY, VISIT, REQUEST INFO. Below the header are links for Academics, Admissions & Aid, Avila Life, About, Alumni, Athletics, and QUICK LINKS. A user profile for Ann Burns is visible in the top right.

Meet your Avila Admissions Counselor!

Additional Admissions Staff

Student ID:

Program:

Entry Term: Fall 2024

Most Recent Decision Status:

Application Checklist

Status	Details	Date
✘ Awaiting	Proof of HS Graduation	

Use the tabs below to find out more information about our campus!

Financial Aid | Academics | Campus Life | About Avila

- Scholarship Information
- FAFSA Information
- Outside Scholarships
- Additional Information

Drone Tour of Avila...

HOW TO REQUEST OFFICIAL TRANSCRIPT FROM AVILA UNIVERSITY



GIVE NEWS CAMPUS CALENDAR LOGIN **APPLY** **VISIT** **REQUEST INFO**

Academics Admissions & Aid Avila Life About Alumni Athletics **QUICK LINKS**

Request Avila University Transcript

Note: Transcripts may not be released to any other party without written consent of the student, per Family Education Rights and Privacy Act of 1974

Please allow up to five (5) business days for processing Official or Unofficial Transcripts after receipt of your request.

You have two options to order an Avila University Official Transcript:

a. **Online with credit card payment.**

Transcripts ordered online are \$2.50 per recipient plus \$8.00 per copy (credit card payment only).

Advancement Students- Please indicate the total credit hours or the *total number of courses* in the "Special Instructions" section of your transcript order.

Note: Current Students should log into **MyAU** to order Official transcripts rather than use the online link above.

b. Fax or mail with check or money order.

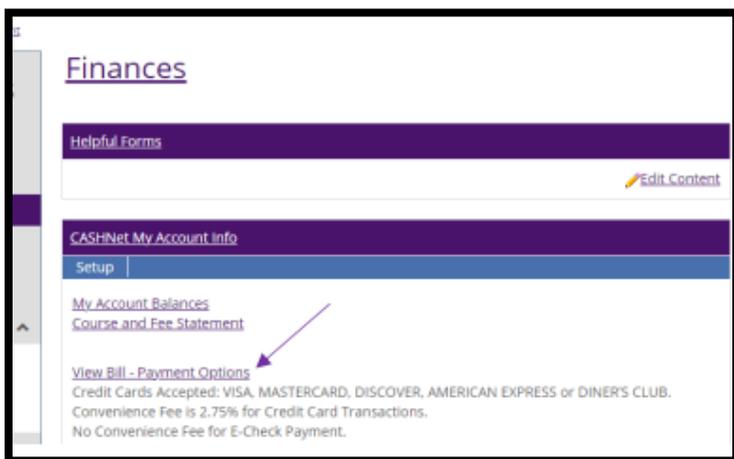
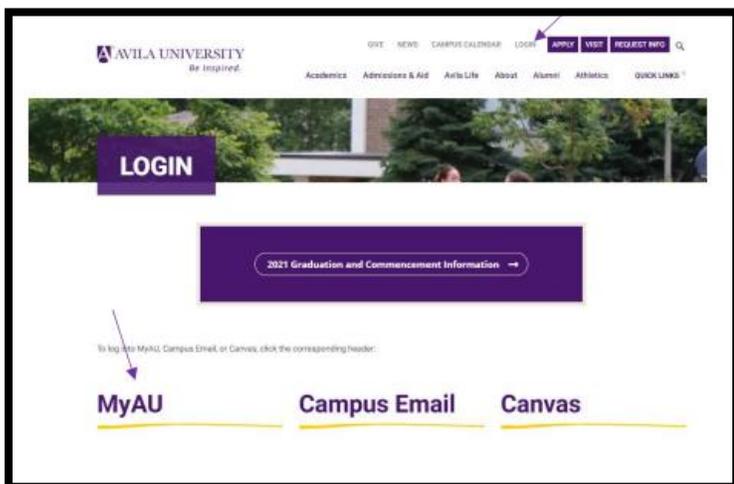
Mail an Avila Transcript Request Form to the address below with payment or Fax the form to (816) 501-2452 and mail an original signed copy with payment. The transcript will not be mailed until receipt of payment.

Official transcripts ordered by fax or mail are \$8.00 per copy made payable to Avila University (credit cards are not accepted).

Please Note: All official transcripts hand-carried or mailed to a student or alumnus are stamped "Issued to the Student" and may not be accepted as "Official" by other institutions, even if bearing the seal of Avila University. Check with the intended recipient first before hand-carrying or having transcripts sent directly to a student or alumnus.



FINANCIAL AID + BILLING GUIDE



FAFSA/Financial Aid

1.) Submit your FAFSA, including Avila University's school code: **002449**

IMPORTANT NOTE: Students must pay their term bill in FULL PRIOR to the start of each term, if certificate seeking, all FA process must be in place prior to start of class, or they'll be dropped for non-payment

2.) Once the student has been packaged via the financial aid office, please allow 72 hours/3 business days for FAFSA to be imported

3.) Log in to the "MyAU" portal from the AU home page [Pictured, top right]

4.) Click on the **Finances** tab

- On the lefthand side of your screen you'll see a tab that will allow you to view/accept/deny your Financial Aid Award
- Click on that tab, and then click on the three lines in the top right hand corner - this will allow you to accept or deny the aid you have qualified for
- Financial aid office best point of contact: **Paula Tarwater, 816-501-3600, Paula.Tarwater@avila.edu**

To Pay An Outstanding Bill / Setup a Payment Plan

1.) Log into the "MyAU" portal, click on the finances tab

2.) **View Bill-Payment Options** (this will appear in the middle of your screen)

- Here, you can see your current balance, make a payment, view your billing statement (once posted), enroll in a Payment Plan, and get your 1098T by navigating the panel on the left-hand side of your screen [Pictured, bottom right]
- Billing/business office best point of contact: **Lisa Vivian, 816-501-3700, Lisa.Vivian@avila.edu**