



# YOU ARE NOW ENROLLED! WHAT NOW?

## Cowley Student ID & Username

When you apply to Cowley College, you'll receive an email with your Student ID and username, which is created from your last name, the first letter of your first name, and the last four digits of your ID number. *If your last name includes a hyphen or apostrophe, that will be removed from your username.*

**Example: Tank Tiger, ID 1203456 -your username will be: TigerT3456**

**(Password setup link sent via "Your New Cowley Connect Account Info" email)**

Once you are officially **ENROLLED**, your username will become your

Cowley email address: **TigerT3456@cowley.edu**

**(If you did not previously set up your password, please get in touch with  
tech@cowley.edu for help accessing your account.)**

## Using Computers on Campus or Access to Wireless Network

Students have access to computers on all Cowley Campuses. Students may use their personal computers to access the wireless network from various "hot spots" on the Cowley campuses. To do so, students will log in using their student usernames and given password.

### **HELP!!**

If at any point you have difficulty accessing your student portal: Cowley Connect, your Cowley Email, Blackboard, or your Financial aid portal you can request assistance by emailing: [tech@cowley.edu](mailto:tech@cowley.edu)

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## **Check your Student Portals through the Single Sign On**

Go To: [cowley.edu](http://cowley.edu) > **Login & Links (top of page) / Login**

**Cowley Connect** is your all access student portal. Here you can view your schedule, financial aid, billing, contact your advisor, etc.

**Cowley Email - Office 365** is one of the primary methods of communication with college personnel. It is vital to check it often! Office 365 also gives you access to Microsoft Word, Excel, PowerPoint, etc. for **FREE**.

**Blackboard Ultra** This is your learning management system (LMS) that you access on the Internet. It is where your online courses are housed. Not taking an online or hybrid course? Instructors also use Blackboard for posting materials online to a complete virtual learning environment.

- Your courses will **NOT** be visible on your Blackboard account until the start date of that course and you have completed the **Ultra Blackboard Orientation**. *Please complete assignments the first week.*
- The Blackboard Orientation is created to allow you to test drive an online course before taking your real classes! **Goal:** This unfacilitated and self-paced course will quickly increase your comfort level with online learning and provide practice with common course tasks. This course will remain available to you throughout your time at Cowley, so that you can always go back and review or access the materials.
- If you have questions regarding the course content, please reach out to your instructor via the message center of the course shell, or Cowley College email. If you have questions of a more technical matter, visit Assist from your Blackboard homepage for additional services such as our 24/7 Blackboard help desk, Academic and Disability Support Services, and even free tutoring through the Tiger Learning Center.

# COWLEY BOOKSTORE

207 W. Fifth Avenue | Arkansas City, KS 67005 | 620.441.5277 | [bookstore@cowley.edu](mailto:bookstore@cowley.edu)

[www.cowleycollegebooks.com](http://www.cowleycollegebooks.com)

*The Cowley College Bookstore offers convenient options for obtaining your required course materials. Whether you prefer to visit the Ark City Campus Bookstore or shop the online bookstore, the Cowley Bookstore staff is dedicated to providing a friendly and awesome shopping experience for Cowley College students and guests.*

## How do I find out which textbooks I will need and how much my course materials will cost?

- Textbooks are required for most Cowley College courses. Log into your Cowley Connect account. Once logged into your Cowley Connect account, simply select My Cowley Textbooks under the Student Tab on the left side. Your personalized course material list will automatically populate for you based on courses that you are currently enrolled in. (Winter sessions books please use the Bookstore website)
- Course material requirements, including price, are available on the Bookstore website [www.cowleycollegebooks.com](http://www.cowleycollegebooks.com). Click Shop Textbooks to select Buy or Rent. You will select the term, department, course number and section of the courses that you are currently enrolled in from your class schedule.

## What do I need to bring with me when purchasing course materials at the Cowley Bookstore?

Please bring your **Cowley Student ID Card** and a **PRINTED** copy of your course schedule.

## Can I order my textbooks online and pick them up when I arrive on campus?

Yes, you sure can! The Cowley Bookstore offers **FREE** in-store pickup at the Ark City Campus Bookstore. After your online order is submitted, allow 1-2 business days for processing. You will receive an email when your order has been processed and is ready for pickup.

## Can I order my textbooks online and have them delivered to a Cowley outreach location?

For a \$4.95 delivery fee, your order can be delivered to a Cowley campus location nearest you! Allow 1-3 business days for processing and delivery. Processing times may vary due to availability of inventory, especially during peak times of the semester. A Cowley representative will contact you when your order has been delivered and is ready for pickup hours of 8:00am-4:30 pm M-F. Spring and fall. Summer hours M-Th.

### Mulvane Campus

430 E. Main St.  
316.777.3050

### Sumner Campus

2208 Davis-White Loop  
620.441.6555

### Wichita Enrollment Center

7330 W. Maple St.  
316.941.5707

## Can I order my textbooks online and have them shipped to my home?

Absolutely! Shop [www.cowleycollegebooks.com](http://www.cowleycollegebooks.com) from the convenience of your home or office and have your course materials shipped to you for a flat UPS Ground rate of \$14.95!

## How can I pay for my textbooks at the Cowley Bookstore?

The Cowley Bookstore accepts cash, check, VISA, MasterCard, Discover, American Express and Cowley Gift Cards. In addition, the Cowley Bookstore also allows eligible students to charge to their Federal Financial Aid (FAFSA) account, Scholarship account or Third-Party Payee.

### Fall & Spring Store Hours

Monday – Friday  
7:30am – 4:30pm



### Summer Store Hours

Monday – Thursday  
7:00am – 5:00 pm

Friday  
Closed

# FAFSA Checklist 2025-2026

Apply Online: [Studentaid.gov](https://studentaid.gov)

For Help: 800-433-3243

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To apply for federal student aid, such as federal Pell grants, Loan funds, and Work-Study, you will need to complete the Free Application for Federal Student Aid (FAFSA) each year.

On the 2025–26 FAFSA form, every contributor (you, your spouse, a biological or adoptive parent, or your parent's spouse) who's required to provide information on the FAFSA form needs a StudentAid.gov account before accessing and completing their section of the online form. Create it now at [www.studentaid.gov](https://www.studentaid.gov) and select Create Account. Then please wait **3 days** to proceed.

To start the online 2025–26 FAFSA form, select **Log in** to Start New Form under the correct one that you want to complete to enter your account username and password. After logging in, you'll be given the option to select your applicable role to fill out the FAFSA form: "Student" or "Parent." You (the student) should select "Student." If a parent wants to start their dependent child's FAFSA form, they should select the "Parent" option.

## Gathering the Documents Needed To Apply for the 2025–26 FAFSA® Form

You may need the following information or documents as you fill out the 2025–26 FAFSA form:

- Your parents' SSNs if you're a [dependent student](#)
- Tax returns
- Records of child support received
- Current balances of cash, savings, and checking accounts
- Net worth of investments, businesses, and farm

## Enter Schools to send your FAFSA results to

Schools you list on the application will automatically receive your FAFSA results electronically

Note: Schools will not be able to see which other schools you listed on your FAFSA form

- **Cowley's school code is: 001902**

For FAFSA Help, please visit: [studentaid.gov/apply-for-aid/fafsa/filling-out/help](https://studentaid.gov/apply-for-aid/fafsa/filling-out/help)

## Scholarships

Cowley awards hundreds of scholarships each year based on a multitude of talent, skills, interests, or needs. **Visit:** [cowley.edu/apply-and-pay/scholarships](https://cowley.edu/apply-and-pay/scholarships)

## **The Bottom Line**

### **Have you thought about payment arrangements?**

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**-Payment Plan:** Log in to your Cowley Connect > Click Student Billing tab (Top of the page) > Payment Options > Set up payment plan with Nelnet

**-Pay online:** By credit card with our easy-to-use Online Payment Page [cowley.edu/apply-and-pay/how-to-pay](http://cowley.edu/apply-and-pay/how-to-pay)

**-Pay in Person:** Come into the Admissions offices in Arkansas City, Mulvane, Wellington, or Wichita during business hours

**-Pay by Phone:** Call our Business office at 620-441-5586.

**-Pay by Mail:** Payments via mail must be sent to Cowley College PO Box 1147 Arkansas City, KS 67005

**\*\*If enclosing a personal check, please include the driver's license number, phone number of person signing the check, and students Cowley ID number in memo line\*\***

## **REFUND POLICY**

Students should refer to their Cowley Connect / schedule to determine the last day to drop a class(es) and be eligible to receive a refund. If within the refund date, you can drop a class via your Cowley Connect account or by completing a drop-withdraw form. (\*Late enrollment does not extend the refund period). If it is past the refund date and students would like to withdraw from the course, submit a drop-withdraw form to the Admissions office or to your advisor. If the institution cancels a class, the student will receive a full refund regardless of the date. \*\* Failure to attend classes and/or telephone calls do NOT constitute a drop and does NOT entitle the student a refund.

Each student receiving and accepting goods and services (classes, housing, bookstore, etc.) from Cowley College will be responsible for paying for such goods and services by immediate payment, and/or deferred installment payment plan. If the Student defaults on such payment obligation, Cowley College reserves the rights to engage a collection service agency to collect outstanding debt and any other default payments owed to the college. The collection agency fees may be up to the State of Kansas maximum of 15% of unpaid debt after default, and the student will be responsible for paying the outstanding debt/default payments, and the collection fees assessed on such debts/default payments.

## **For Your Information...**

Students are advised to check their course schedule on Cowley Connect the first week of the semester to verify any schedule changes (courses, instructors, classroom, time, etc.)

# Enrollment Locations

## Fall & Spring Office Hours

Monday – Friday  
8:00am – 4:30pm



## Summer Office Hours

Monday – Thursday  
7:00am – 5:00 pm

Friday  
Closed

### Main Campus

125 S Second St Arkansas  
City, KS 67005 Phone:  
620.442.0430  
Email: [admissions@cowley.edu](mailto:admissions@cowley.edu)  
Fax: 620.441.5575

### Mulvane SEA Center

430 E Main St  
Mulvane, KS 67110  
Phone: 316.777.3092  
Email: [admissions@cowley.edu](mailto:admissions@cowley.edu)  
Fax: 316.777.3055

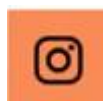
### Sumner Campus

2208 Davis-White Loop  
Wellington, KS 67152  
Phone: 620.441.6555  
Email: [admissions@cowley.edu](mailto:admissions@cowley.edu)

### Wichita Center

7330 W Maple St  
Wichita, KS 67209  
Phone: 316.683.6013  
Email: [admissions@cowley.edu](mailto:admissions@cowley.edu)  
Fax: 316.941.5708

***Don't forget to "Like Us" on Social Media for News & Events!***

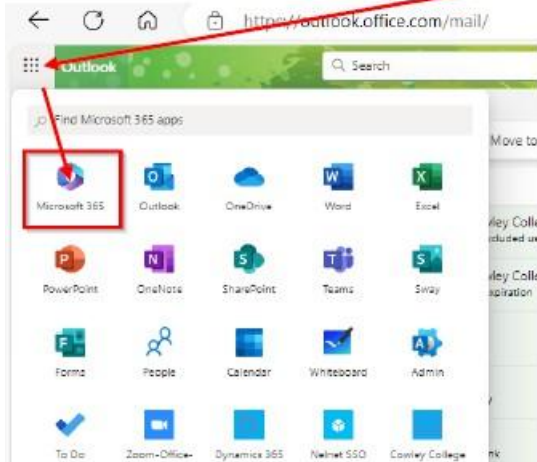


**CowleyGo** is our mobile app for everything Cowley. Pay bill, view schedule, add/drop classes, school cancelations, etc. **Download it today!**

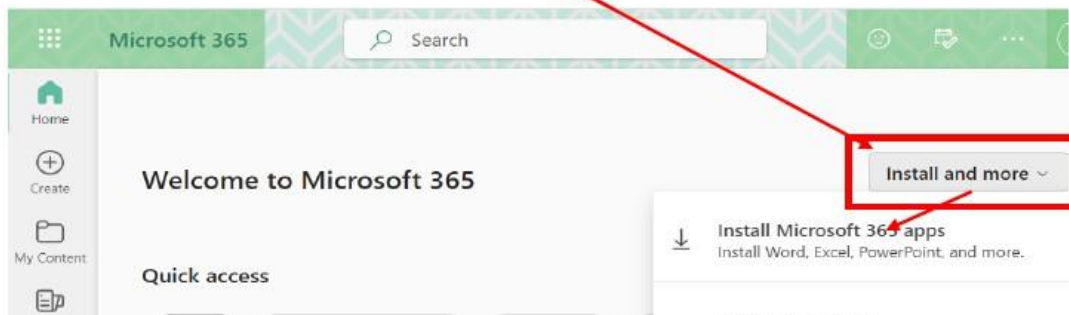


## Installing Microsoft Office applications on your personal device

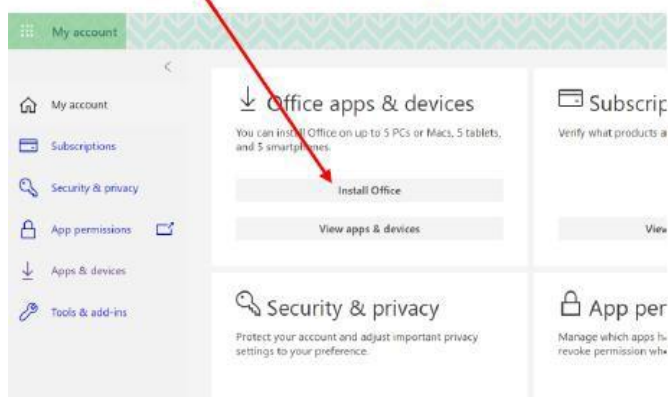
Log in to your Cowley College email account, click on the 9 dots in the upper left corner, then click on the "Microsoft 365" icon



In the next window, click on the "Install and more" drop-down menu and choose "Install Microsoft 365 apps"



Click on "Install Office" in the "Office apps & devices" section



When the download has finished go to your "Downloads" folder. On Windows PC double-click the "OfficeSetup.exe" file to install. For Macintosh computers double-click on the "Microsoft\_365...Installer" file.