

# New Student Orientation

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Harrison Graduate School

## **WELCOME!**

We are so glad you are part of the HGS family! This guide contains helpful information that will equip you to be successful in your graduate school journey. Please refer to the [\*\*Graduate Catalog\*\*](#) for more information or you can contact the Harrison Graduate School directly. We are happy to answer any questions you may have. You can contact us at [\*\*grad@sagu.edu\*\*](mailto:grad@sagu.edu) or **972-825-4814**.

-HGS Team

## Mission

Southwestern Assemblies of God University exists to equip students spiritually, academically, professionally, and cross-culturally for their God-given careers and callings.

## Vision

SAGU will be a distinguished, Christian university that equips Spirit-empowered leaders with career and ministry skills by providing affordable education, hands-on training opportunities, and innovative academic programs.

**Bible-based Education**  
**Pentecostal Distinction**  
**Spiritual Formation**  
**Academic Excellence**  
**Missions-mindedness**  
**Servant Leadership**  
**Community and Personal Wellness**

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**Read more about our [core values](#).**

**The graduate catalog is published every school year. It serves as a contract between the university and the student concerning important policies and procedures.**

**Please read each of the following carefully and make sure you fully understand each policy.**

- **Academic Policies (p. 38-44)**
- **Graduation (p. 44-45)**
- **Graduate Programs (p. 46-91)**

All SAGU students receive a lionmail (student email account). Due to federal privacy regulations ([see FERPA](#)), **this is the only way that SAGU personnel can communicate with students via email.** It is important to check your lionmail account regularly for university updates, and personalized messages from both staff and faculty.

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Students will need to use the mySAGU Student Portal for a variety of important tasks including the following:

- **Select courses each semester & view current course schedule.**
  - **Accept any available Financial Aid & make payments towards your school bill.**
  - **Review your progress of courses completed and those still remaining (Degree Audit tab).**
  - **Access your final grades for completed courses & view or print your unofficial transcript.**
  - **Update contact information.**
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**Student passwords are synchronized for the [mySAGU Student Portal](#), [LionMail](#), and [Blackboard](#).** You can reset your password for all of these sites at any time through your mySAGU portal. After providing your username (first name, middle initial, last name) you can select the forgot password option if necessary.

## MySAGU & LionMail

Below are the steps that each SAGU student needs to take in order to log in to their MySAGU Student Portal and SAGU email. **Make sure to use a laptop or desktop to complete these steps.** Please email [ithelpdesk@sagu.edu](mailto:ithelpdesk@sagu.edu) with any questions.

### 1. Activate your MySAGU Student Portal

- Access MySAGU from the SAGU homepage at [www.sagu.edu](http://www.sagu.edu).  
**Click on the link for  MY sagu at the top right corner.**
- Select "**MySAGU**" from the options.
- Click on "**Activate New Account**"
- Fill in the information it asks for and click on "Submit". This will give you your MySAGU student portal username and password.

### 2. Log in to the MySAGU Student Portal

- Access MySAGU from the SAGU homepage at [www.sagu.edu](http://www.sagu.edu).  
**Click on the link for "MySAGU" at the top right corner.**
- Select "**MySAGU**" from the options.
- **Use the username and password you created above to log in.**

### 3. Log in to SAGU Email (LionMail)

- **To log in, use the same username and password as MySAGU. Your email address will be your username@lionmail.sagu.edu. Your password is the same as your MySAGU account.**
- Access **MySAGU** from the SAGU homepage at [www.sagu.edu](http://www.sagu.edu).
- **Click on the link for "MySAGU" at the top right corner.**
- Select "**LionMail**" from the options.
- It is important to note that your SAGU LionMail account is powered by Google. So, you will have access to Gmail, Google Drive, Sheets, and other google apps with your login.
- Make sure you can login to your SAGU email (LionMail). It's important to regularly check your SAGU email for announcements, updates, and communication from SAGU faculty and staff.
- If you already have a personal Gmail account, you will need to log out of your personal account and log in using your LionMail credentials. You can also click on your profile icon in the upper right corner and click, "Add Another Account," to add your student LionMail.

At SAGU, your privacy is our priority. In order to protect your student rights, we have enabled you to establish a privacy password in your [mySAGU portal](#) under the **My Privacy tab**. From there, you will be given the option to assign another individual to have access to your account. We advise that you grant at least one person this permission so that any SAGU personnel may speak to them on your behalf in the event of an emergency.

When you or the person you have allowed access to your account calls the university we will ask for that password before any of your student information can be disclosed (see FERPA information). Furthermore, when communicating via email, students are required to message all SAGU staff and faculty using **only their university given lionmail email** address.

SAGU personnel are not permitted to send any personal student information to any other email address in efforts to protect your sensitive information by using your secure student email only. That being the case, be sure that you keep your login password private.

**These privacy policies are respectfully observed with your best interest in mind.**

All master's level courses at HGS are delivered through an online platform called [Blackboard](#).

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You can log in to **Blackboard** through the Student Portal on the [SAGU website](#) or through your

**MY** [sagu portal](#).

**You can access Blackboard by using the same username and password that you use for mySAGU and LionMail.**

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**More detailed information on how to use Blackboard will be provided once you begin your first course. For help with blackboard you can contact the [help desk](#).**

**After your first semester, registration is facilitated online through your [MySAGU](#) Student Portal.**

**Registration primarily consists of two steps,  
1) course selection and  
2) financial registration.**

## **Step 1 : *Course Selection***

1. You will be notified through your lionmail when course selection becomes available each semester.
2. Log into your mySAGU portal to view current course offerings and make your selection online.

**It is recommended that students enroll in no more than 6-9 credit hours.**

***Students who desire to take more than 9 hours must have the approval of the Graduate School.*** The [Graduate Catalog](#) will specify what is considered half-time and full-time for each program.

3. Your request will be reviewed by the Registrar's Office to ensure that the courses you requested meet your program requirements bringing you that much closer to graduation.

4. After your selection has been approved log back into your [mySAGU](#) portal and approve your bill.
  5. Proceed to order your textbooks before the semester begins at the SAGU [bookstore](#).
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**We highly recommend that you stay in contact with your program coordinator at the beginning of each semester to aid you in the course selection process.**

They will have access to the projected course rotations and help you develop and maintain a personalized degree plan that matches your desired pace in relation to anticipated required course offerings. This is especially important for Behavioral Science students.

***(The M.O.L. and D.Min. courses are prescriptive and will be selected on behalf of the student before each semester).***

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**Please refer to your specific program on the NSO page for coordinator information.**

## Step 2 : *Financial Registration*

1. Review your course selection, to ensure all your desired courses are listed, as well as the tuition charges and fees associated.
2. Review and accept your financial aid, if applicable. ***If your expected Financial Aid is not in your mySAGU portal during registration, contact the [Financial Aid Office](#) directly.***
3. If your financial aid does not cover the required payment you will have the option to pay the remainder of the bill immediately or choose the deferred payment plan.
4. Read through the terms and conditions and click on “**I Agree.**” Once you click on “**I Agree**”, your registration is complete.
5. You will receive a copy of your bill through your lionmail.

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**If the financial registration is not completed by the beginning of the semester courses will be removed and the student will be un-enrolled.**

- Annually apply for Financial Aid (FA) noting that your total FA is divided between fall and spring semesters. Excess funds can be applied to summer semesters as well.
- Grants & scholarships are considered “free money” while loans must be repaid. ***For that reason, only take out the amount of loans that you need, apply for as many scholarships as possible and choose the highest grant you are eligible for, if applicable.***
- In order to qualify for FA you must be enrolled in at least half-time, if not full-time, in some cases. ***The Graduate Catalog outlines what is considered half-time and full-time for each program.***
- Apply for FA at **[www.fafsa.gov](http://www.fafsa.gov)**. Additionally, all students must complete a Master Promissory Note (MPN) & Entrance Counseling at **[www.studentloans.gov](http://www.studentloans.gov)**.
- Additionally, it would be advantageous to research websites such as **[www.fastweb.com](http://www.fastweb.com)**, **[www.finaid.org](http://www.finaid.org)**, & **[www.collegeboard.com](http://www.collegeboard.com)** for more financial opportunities.

- An outstanding balance from the previous semester must be paid in full prior to starting a new semester.
  - After the semester begins, refunds can be awarded for tuition only (***first week is 100%, second week is 75%, third week is 50% and the fourth, and final week is a 25% refund***).
  - Such refunds, and/or funds distributed for excess financial aid or over-payment received will be sent to the student within 14 business days, if not sooner.
  - Finally, all students are able to charge up to \$500 at the SAGU **Bookstore** on credit, adding these expenses to their semester bill.
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## Before the Semester Starts

- Course select through your mySAGU Portal
  - Complete financial registration
  - Order textbooks from the SAGU Bookstore
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## During the Semester

- Carefully read each syllabus
- Create a personal academic planner to assist with completing course assignments in a timely manner
- Submit Progress Reports 1 & 2 (***failure to do so will result in automatic withdraw***).
- Thoughtfully submit course evaluation

- [SAGU Main Page](#)
- [Academic Calendar](#)
- [Financial Aid](#)
- [Course Selection/Schedule](#)
- [Transcripts](#)
- [Library](#)
- [Bookstore](#)
- [Technical Support](#)
- [Graduation Information](#)

## Contact professor directly regarding

- Course requirements, assignments details, course grades, etc.
- Requesting an incomplete for a course

## Contact your program coordinator regarding

- Course advisement
- Program-specific requirements (*including the Comprehensive Exam required for some programs*)

## Contact the HGS office regarding

- Application & acceptance questions
- Concerns & complaints
- Academic suspension appeal

## Contact the registrar's office regarding

- Adding, dropping or withdrawing from a course
- Updating contact information
- Official transcripts
- Graduation requirements

# Congratulations!

You have completed the  
Harrison Graduate School  
New Student Orientation.

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Please send an email to  
**grad@sagu.edu**  
(from your @lionmail account)

**Copy and paste the following statement:**

"I have completed the NSO requirements and am  
ready to select courses"

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Your admissions counselor will respond with further  
instructions for course selection.