

YOU ARE ENROLLED! WHAT NOW?

Cowley Student ID & Username

After you apply to Cowley College, we'll email you your Student ID and username. Your username is made from your last name, the first letter of your first name, and the last four digits of your ID number. If your last name has a hyphen or apostrophe, those characters will be removed.

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 You will also receive a new password to log into all Single Sign-On Portals.

(If you need help accessing your account, email: helpdesk@cowley.edu)

Don't Forget to **LIKE US** on social media for News & Events



CowleyGo our mobile app for everything Cowley. Pay your bill, view schedules, add/drop classes, school cancellations, etc.

Download it today!

Locations & Hours

Fall & Spring Office Hours

Monday – Friday
8:00 am – 4:30 pm

Summer Office Hours

Monday – Thursday
7:00 am – 4:30 pm
Friday Closed

Main Campus
125 S Second St,
Arkansas City, KS 67005
Phone: 620.442.0430

Sumner Campus
2208 Davis-White Loop
Wellington, KS 67152
Phone: 620.441.6555

Mulvane SEA Center
430 E Main St
Mulvane, KS 67110
Phone: 316.777.3092

Wichita Center
7330 W Maple St
Wichita, KS 67209
Phone: 316.683.6013



COWLEY
COLLEGE

For Your Information...

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

Need HELP!!

If at any point you have difficulty accessing your student portal: Cowley Connect, Cowley Email, Blackboard, or your financial aid portal, you can request assistance by emailing: helpdesk@cowley.edu

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 **Cowley email** and **password**.

Your Student Portals

Go To: 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 where your online courses are housed. Not taking an online or hybrid course? Instructors also use Blackboard to post materials online, creating a complete virtual learning environment.

- Your courses will NOT be visible in your Blackboard account until the start date of each course, and you must have completed the Ultra Blackboard Orientation.

Payment Options

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/paying-for-college/how-to-pay/payonline

Pay in Person: Come into the Admissions offices in Arkansas City, Mulvane, Wellington, or Wichita during business hours (cashless payments only)

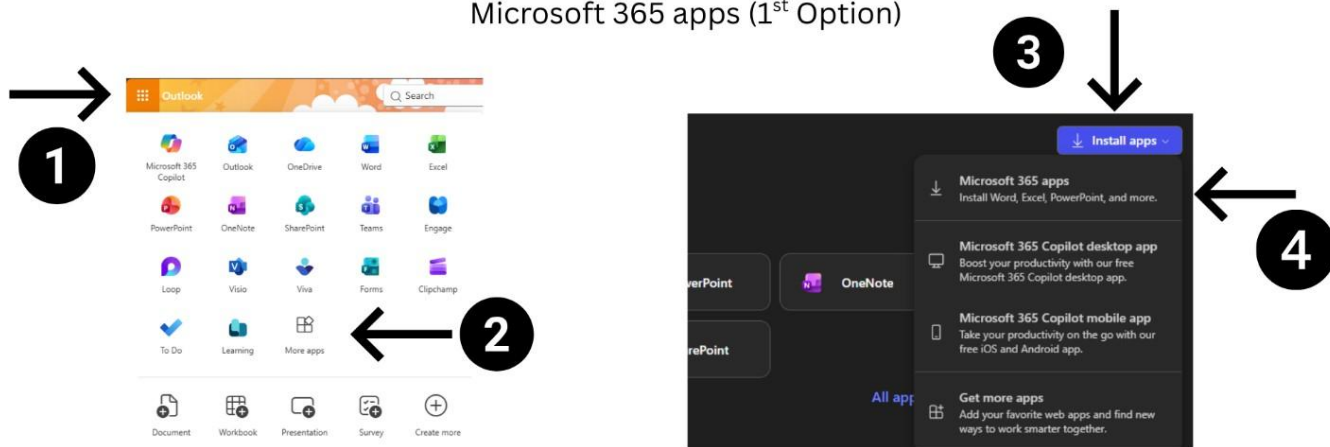
Pay by Phone: Call our business office at 620-441-5586.

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 the person signing the check, and students Cowley ID number in the memo line

Installing Microsoft Office 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 More Apps Icon. Click on the blue Install apps button in the top right corner. Select Microsoft 365 apps (1st Option)



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.

COWLEY BOOKSTORE

207 W. Fifth Avenue | Arkansas City, KS 67005 | 620.441.5277 | bookstore@cowley.edu

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 in to 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. 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**.

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 you submit your online order, 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 small 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 inventory availability, 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 8:00 am-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 from the convenience of your home or office and have your course materials shipped to you for a flat UPS Ground rate.

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 – 4:30 pm

Friday Closed

FAFSA Checklist

2026-2027

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

For Help: 800-433-3243

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 2026–27 FAFSA form, every contributor (you, your spouse, a biological or adoptive parent, or your parents' 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 and select Create Account.

To start the online 2026–27 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 2026–27 FAFSA® Form

You may need the following information or documents as you fill out the 2026–27 FAFSA form:

- 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

Scholarships

Cowley awards hundreds of scholarships each year based on a multitude of talent, skills, interests, or needs. **Visit:** <https://cowley.edu/paying-for-college/scholarships>

