

### **Information to Complete Pre-Enrollment Checklist**

1. Touring the Institution: If you attended courses online during your first term of enrollment, then you were enrolled in AA 100 Program Orientation Workshop in DIAL. If you have viewed the two Orientation Videos ([Introduction to Core 1](#) and [OGS Mission, Vision, and Core Values](#), then you may check this box. If you have not viewed them yet, then please view before checking this section.
2. Please see this link to the [2023-2024 Academic Catalog](#) before checking this section. You may request a hard copy of the Catalog to be sent to you. If you desire this, please send requests to registrar@ogs.edu.
3. Please review the [2023-2024 Academic Catalog](#) before checking this section.
4. Please review the information on timeframe to complete studies for your specific degree program [here](#) before checking this section.
5. Please see information on tuition and fees [here](#). REFUND POLICY -An enrollment agreement detailing financial obligations is signed prior to attendance of each term's core. Signing the enrollment agreement demonstrates the student's intent to make payments of tuition required to complete the courses enrolled in for the term. The monthly payment structure is based on the individual courses. Title IV funds received will be distributed evenly for each term. If the student withdraws prior to completion of the duration of the current term and the amount of tuition paid (from Title IV funds) equals or exceeds the total duration of enrollment, refunds will be calculated as follows:
  - a. Within 12 days of the start of the term (10% of the period of enrollment): 75% of tuition paid less \$100 administrative fee.
  - b. After 12 days of the start of the term (10% of the period of enrollment) but within 30 days (25% of the period of enrollment): 25% of tuition paid less \$100 administrative fee.
  - c. After 30 days of the start of the term (25% of the period of enrollment): 0% of tuition paid less \$100.
6. Please see information on costs [here](#) before checking this section.
7. A laptop/notebook is essential for completing your work as an online adult graduate student. On the trip to the Library of Congress, or should there be occasion to come to campus for a residency, please bring a laptop/notebook.
8. Please complete Health Information Form inside the Student Enrollment Forms packet. This information will be used only in the event of a health emergency while you are on campus or attending a research trip. Once complete, please check this section.
9. Please complete the Transferability of Credit Disclosure Form in the Student Enrollment Forms packet before checking this section.
10. The address of the Tennessee Higher Education Commission ([THEC](#)) is: 312 Rosa L Parks Ave 9th Floor, Nashville, TN 37243. The phone number is: 615-741-3605.
11. The most recent copy of the Annual Performance Report from THEC is attached to the Student Enrollment Forms Email. Please review before checking this section.
12. Please review the Student Grievance Procedure on pages 12-13 of the Academic Catalog before checking this section.



**OMEGA** GRADUATE  
SCHOOL

AMERICAN CENTRE FOR RELIGION/SOCIETY STUDIES (ACRSS)

## **Enrollment Information and Forms**

Omega Graduate School  
500 Oxford Drive - Dayton, TN 37321 USA  
Telephone: 423-775-6596 - Fax: 423-775-6599 - Web: [www.ogs.edu](http://www.ogs.edu)

# OMEGA GRADUATE SCHOOL PRE-ENROLLMENT CHECKLIST

TO BE PLACED IN STUDENT'S FILE WHEN COMPLETED, SIGNED, AND DATED

Registration date: \_\_\_\_\_

Name \_\_\_\_\_ SS Number \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_ Country \_\_\_\_\_

Telephone number: \_\_\_\_\_  
Home Work Fax Cell

Email Address: \_\_\_\_\_

Program name (MLitt, DPhil, DSL or Gracism Certificate) \_\_\_\_\_

Please make a check mark by each section when completed.

1. \_\_\_\_\_ Toured the Institution or Watched Program Orientation Workshop Videos (if courses were online during first term of enrollment);
2. \_\_\_\_\_ Received an institution catalog. If provided electronically, understand that student may request a hard copy of the catalog at any time;
3. \_\_\_\_\_ Had time and opportunity to review institutional policies in catalog;
4. \_\_\_\_\_ Received information on timeframe (academic terms and calendar time for full time/part time) for completion of program of studies;
5. \_\_\_\_\_ Informed of total tuition and fee costs, and policies for cancellation or refund; Have been given a copy of the instruction refund policy (located on second page of Tuition Agreement);
6. \_\_\_\_\_ Informed of estimated costs of materials and supplies;
7. \_\_\_\_\_ Informed of need for laptop/notebook while attending campus residency;
8. \_\_\_\_\_ Submitted health information form;
9. \_\_\_\_\_ Received and signed the Transferability of Credit Disclosure form in compliance with T.C.A. § 49-7-144 and understands the specific limitations should the institution have articulation agreements.
10. \_\_\_\_\_ Given the address and telephone number of Tennessee Higher Education Commission (in institutional catalog). Understands that any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization

11. \_\_\_\_\_ Received the most recent copy of the Annual Performance Report created by the Tennessee Higher Education Commission

12. \_\_\_\_\_ Informed of grievance procedures at Omega Graduate School and the Tennessee Higher Education Commission, Nashville, TN 37243-0830, (615) 742-5293 (in institutional catalog)

*Eugen Hebler*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

# OMEGA GRADUATE SCHOOL

## SOLIDARITY OF FAITH

The founders and faculty of Omega Graduate School stand in solidarity with the historic Christian faith as founded in Scripture and embodied in the Apostles' Creed and the Nicene Creed and popularly expressed by the following statements:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His Ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

I have read the above statement and agree to respect its content.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*Eugene Heffler*

# A PHILOSOPHY AND POLICY FOR FACULTY-STUDENT RELATIONSHIPS AND UPHOLDING THE ACADEMIC VALUES OF OMEGA GRADUATE SCHOOL

*Affirmed by the Board of Regents, January, 2020 (formal adoption scheduled for April, 2020)*

Omega Graduate School affirms an atmosphere of academic safety (“a safe place to think”) which promotes respect for human dignity, synergistic relationships, and personalized learning. Omega Graduate School does not tolerate disrespect or mistreatment of its students, faculty, administration, or stakeholders. Omega Graduate School affirms the autonomy of adult learners within reasonable boundaries of an accredited graduate institution and seeks to consistently affirm the goals, objectives, and creativity of adult learners in its programs, courses, and classrooms. Faculty are expected to strive to foster the individual goals of adult learners within the boundaries of established program and course outcomes.

Omega Graduate School affirms andragogy as a learning methodology, which includes a focus primarily on the educational process rather than academic content. Andragogy (Knowles, 1984) encompasses the following principles: (1) Adult Learning must be relevant, (2) Adult Learning should be experiential, (3) Adult Learning should be driven toward problem-solving, and (4) Adult Learners thrive when learning has immediate value. Based upon these principles, Omega Graduate School rejects any educational practices that inhibit the academic and professional respect of the adult learners who have entrusted their graduate education into the care of our institution.

We recognize that adult learners choose our institution to serve their needs and our orientation toward students is motivated by a philosophy of Servant Leadership. While we understand that faculty may fall short of this ideal, we will use this philosophy and policy as a measure of faculty performance. In cases where experiences have interpreted as violations of this philosophy or policy, students may engage in due process as stated in the Catalog, and inasmuch as possible, Omega Graduate School commits to strive toward mutually beneficial reconciliation in the spirit of Christian love.

This Educational Philosophy informs the internal policies of Omega Graduate School with regards to faculty-student interactions, grading, and assignment design, delivery, and differentiation. These policies are documented in the *Faculty Handbook*. Student related policies, such as “Due Process” can be found in the *Catalog*.

**AUTHORIZATION TO RELEASE PERSONAL INFORMATION**

**Omega Graduate School** does not release faculty, student, or alumni contact information unless specifically authorized in writing by the individual. Please indicate your preference below. This information will be used to determine whether or not to release the information requested. It is not Omega Graduate School’s practice or intent to release faculty, student, or alumni information for solicitation or other marketing purposes. **Note: Your social security number or equivalent registry in your country of origin will not be released except where required by law.**

**Section 1: Personal Information**

I, \_\_\_\_\_, **DO NOT authorize** Omega Graduate School to release personal information except as required by law.

OR

I, \_\_\_\_\_, **authorize** Omega Graduate School to release the following information. Your initials below indicate your permission. Please print clearly.

Yes	No	Personal Information	Add appropriate information below
		Email Address:	
		Home Telephone Number:	
		Cell Phone Number:	
		Mailing Address:	
		Educational Enrollment Verification requested by employers or potential employers	

I authorize the release of the above information to the following individuals or groups associated with Omega Graduate School. Your initials below indicate your permission.

Yes	No	Group
		Current Students
		Alumni
		Members of the Board of Regents

## Section 2: Use of Audiovisual Material and Social Media Communication

I, \_\_\_\_\_, **understand** Zoom class sessions held during online Cores at Omega Graduate School are recorded and may be used for faculty/staff training purposes.

There may be exciting opportunities to feature video recordings or photographs of you, or your written materials, in social media or other OGS promotional communications. If you are interested in participating, please complete the statement below.

I, \_\_\_\_\_, **authorize** Omega Graduate School to communicate with you using the following social media sources and feature you in OGS media communications. You will be contacted for approval regarding any social media posts. Your initials below indicate your permission.

Yes	Yes, with Approval	No	Information	Add appropriate information below
			Photos for Promotional Materials (Brochures, Website, etc.)	
			Audiovisual Recordings of Zoom Class Sessions for Promotional Materials	
			Audiovisual Recordings of Topic Talk Thursday Sessions for Promotional Materials	
			Audiovisual Recordings of Testimonials for Promotional Materials	
			Written Testimonies for Promotional Material	
			Instagram Account Name:	
			Twitter Account Name:	
			Facebook Account Name:	
			LinkedIn Account Name:	
			Other (list)	

**I understand that, should I wish to change this authorization, I must notify the school. I may do so by either requesting another form to complete and return, or in writing with my signature, the effective date of authorization change, and the options I wish to change.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Information Concerning Transferability of Credits

Credits earned at Omega Graduate School may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Omega Graduate School. You should obtain confirmation that Omega Graduate School will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Omega Graduate School to determine if such institutions will accept credits earned at Omega Graduate School prior to executing an enrollment contract or agreement. The ability to transfer credits from Omega Graduate School to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Omega Graduate School if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Omega Graduate School and of any other educational institutions you may in the future want to transfer the credits earned at Omega Graduate School before you execute an enrollment contract or agreement.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

*Eugene Nebel*

\_\_\_\_\_  
Date

**HEALTH HISTORY**  
**CONFIDENTIAL INFORMATION**  
**PLEASE PRINT ALL INFORMATION**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**Personal Physician:** \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

**Health/Hospital Insurance Information:**

Company: \_\_\_\_\_

Subscriber #: \_\_\_\_\_

Group # or Code: \_\_\_\_\_

If no changes, date and initial:	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**PLEASE ANSWER ALL QUESTIONS**

Do you require a special diet? \_\_\_\_\_ If so, please explain on reverse side.

List any known drug or food allergies: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Blood factor sensitivities? \_\_\_\_\_

Have you been under a physician's care during the past five years for any serious health problems?  
\_\_\_\_\_ If yes, please explain on second page.

Do you have a disability which affects class attendance and participation (such as vision, hearing, or walking disability)? \_\_\_\_\_ If yes, please explain on second page.

Check if you have or have had any of the following?

- |                       |                     |                               |
|-----------------------|---------------------|-------------------------------|
| _____ Tuberculosis    | _____ Heart Trouble | _____ Abnormal Blood Pressure |
| _____ Diabetes        | _____ Convulsions   | _____ Epilepsy                |
| _____ Fainting Spells | _____ Paralysis     | _____ Hepatitis C             |

Any communicable disease? \_\_\_\_\_ If so, what? \_\_\_\_\_

List medications, if any, you are currently taking: \_\_\_\_\_

\_\_\_\_\_  
Any special considerations? \_\_\_\_\_  
\_\_\_\_\_

Explanations continued from front page: (diet or other problems): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>IN CASE OF EMERGENCY, NAME OF CONTACT PERSON</b>	
Linda Heflin/spouse	
_____ (Name and Relationship)	
_____ (Address)	
( ) _____ Home Telephone	( ) _____ Mobile Telephone

Signature: \_\_\_\_\_ *Eugene Heflin* \_\_\_\_\_ Date: \_\_\_\_\_

**Tennessee Higher Education Commission - Division of Postsecondary State Authorization**  
**Annual Performance Report, Reporting Year 2022-2023**  
**Omega Graduate School, Dayton, TN (1452)**

	Overall	Family Life Education (), Master of Letters (MLitt)	Gracism Studies (), Graduate Certificate	Integration of Religion and Society (), Doctor of Philosophy	Organizational Leadership (), Master of Letters (MLitt)	Social Leadership, Doctor of Social Leadership
Program Enrollment	91	0	2	43	17	29
Number Still Enrolled	73	0	1	39	10	23
Percent Still Enrolled	80.2%	N/A	50.0%	90.7%	58.8%	79.3%
<b>WITHDRAWAL SUMMARY</b>						
Special Circumstance Withdrawals	0	0	0	0	0	0
Number of Withdrawals	14	0	0	3	5	6
Withdrawal Rate	15.4%	N/A	0.0%	7.0%	29.4%	20.7%
<b>COMPLETION SUMMARY</b>						
Number Not Currently Enrolled	18	0	1	4	7	6
Number of Completions	4	0	1	1	2	0
Completion Rate	22.2%	N/A	100.0%	25.0%	28.6%	0.0%
<b>PLACEMENT SUMMARY</b>						
Special Circumstance Non-Placements	0	0	0	0	0	0
Placed In-Field Withdrawals	0	0	0	0	0	0
Number Placeable	4	0	1	1	2	0
Total Placed In-Field	0	0	0	0	0	0
In-Field Placement Rate	0.0%	N/A	0.0%	0.0%	0.0%	N/A
Number Placed	0	0	0	0	0	0
Placement Rate	0.0%	N/A	0.0%	0.0%	0.0%	N/A
<b>STUDENT DEMOGRAPHICS</b>						
<b>Race</b>						
Caucasian	35	N/A	N/A	18	6	11
Percent Caucasian	38.5%	N/A	N/A	41.9%	35.3%	37.9%
African-American	19	N/A	N/A	11	2	5
Percent African-American	20.9%	N/A	N/A	25.6%	11.8%	17.2%
Hispanic	2	N/A	N/A	0	2	0
Percent Hispanic	2.2%	N/A	N/A	0.0%	11.8%	0.0%
Other/Unknown	35	N/A	N/A	14	7	13
Percent Other/Unknown	38.5%	N/A	N/A	32.6%	41.2%	44.8%
Subtotal Race	91	N/A	N/A	43	17	29
<b>Gender</b>						
Male	51	N/A	N/A	21	13	16
Percent Male	56.0%	N/A	N/A	48.8%	76.5%	55.2%
Female	40	N/A	N/A	22	4	13
Percent Female	44.0%	N/A	N/A	51.2%	23.5%	44.8%
Subtotal Gender	91	N/A	N/A	43	17	29
<b>Age</b>						
Under 25	0	N/A	N/A	0	0	0
Percent Under 25	0.0%	N/A	N/A	0.0%	0.0%	0.0%
25 and Over	91	N/A	N/A	43	17	29
Percent 25 and Over	100.0%	N/A	N/A	100.0%	100.0%	100.0%
Subtotal Age	91	N/A	N/A	43	17	29

NOTE: Reporting year spans July 1, 2022 thru June 30, 2023. N/A: Not applicable for less than 10 students enrolled in program.  
 Report Date: 1/19/2024