Log In to Your Carroll Accounts

A network account has been created for you, which provides the following:

NETWORK LOGIN Your account is used to log-in to campus Wi-Fi, campus computers and the Carroll student portal.

CARROLL STUDENT PORTAL Carroll College uses a Carroll student portal to provide tile-based access to all your applications including Google Suite, Self Service, Moodle and more.

EMAIL A Carroll College @carroll.edu email account will be provided. Official college business communications are sent to your Carroll email address, please check your student email often.

SELF-SERVICE Access services including, Student Planning, advising, class schedule, grades, and the Saints' Student Account Center to view and pay your bill.

MOODLE The Carroll College learning management system, providing online content and resources for your Carroll College courses.

NETWORK PRINTING Free printing of up to 350 black and white pages on shared, high-quality printers.

First Steps:

Activate your network account. You will receive an email with detailed information to login and activate your student network account.

Once you have successfully changed your password, you will see the Carroll student portal. Tiles serve as links to all of your Carroll College applications as well as to Self-Service. You can access this portal at any time using the Carroll Apps link at the bottom of every page on the Carroll College website.

Plan now to bring your personal devices to campus in August.

- Wireless access is available across the campus, allowing you to connect your computer or mobile device almost anywhere. You will use your network account to access Wi-Fi.

- Most devices are supported. You will be able to connect your laptops, smartphones, tablets, gaming devices and television devices to Wi-Fi on campus.

- Laptop computer—It is highly recommended that you have a laptop as your primary computing device; many instructors expect you to have a laptop for class.

- Anti-virus software is required on computer systems in order to connect to the Carroll College network. Please make sure your laptop is current on its updates and has up-to-date anti-virus software.

We are happy to assist you with all your technology needs. To speak with someone, call the **Technology Support Center Help Desk** at **406-447-4357**.

Checklist

for New Students

- ☐ **Access Your Schedule** *Questions? Contact the Advising Office at advising@carroll.edu.*

- ☐ **Complete your housing and meal plan request**

- ☐ **Finalize Financial Aid**
  - Complete Federal loan promissory note(s) and counseling by January 1
  - Complete optional alternative/private loan applications by January 1
  - Submit outside scholarship documentation as soon as possible

- ☐ **Pay Your Bill**
  - Visit Saints' Student Account Center to view and pay your bill
  - Fall balance due in full by January 1, or enroll in the Fall Payment Plan

- ☐ **Send Us Your Final Transcripts**

- ☐ **Return Immunization Records Form**

- ☐ **Complete Required Title IX Training**

- ☐ **Purchase Your Textbooks**

- ☐ **Complete FERPA Forms** *(optional)*

- ☐ **Request Disability Services** *(optional)*

  If you wish to recieve support services for learning or other disabilities please email awalstad@carroll.edu.

- ☐ **Attend Orientation January 16**

- ☐ **Begin Your Semester January 18**

For a full detailed checklist, visit
www.carroll.edu/newstudent

Carroll College
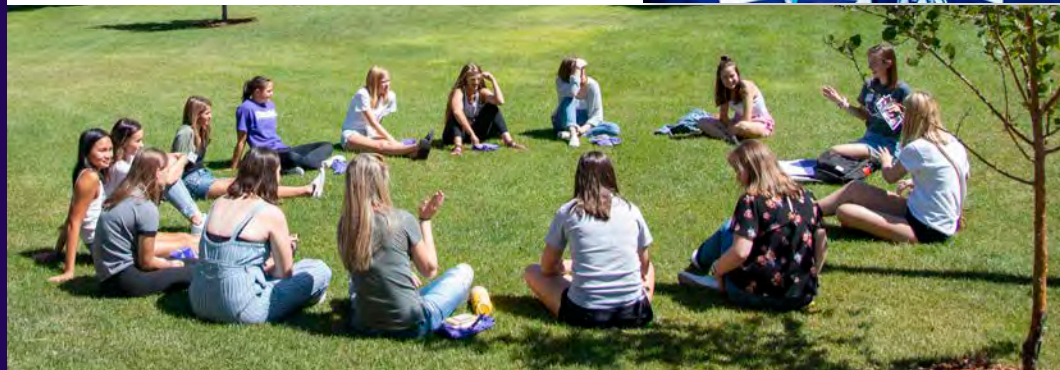
1601 N. Benton Avenue
Helena, MT 59625-0002

Office of Admissions
800.992.3648
406.447.4384
admissions@carroll.edu

www.carroll.edu

Looking forward to

Carroll College

Registration Confirmation Packet

Accessing Your
Class Schedule

Congratulations! You are registered for your first semester at Carroll College. To see your class schedule, go to Student Planning, in your Self-Service tile on the Carroll Student Portal. When you open the Calendar View, you can see that your planned schedule has turned green. This indicates that you are registered for these classes.

Note that we may not have been able to meet all your requests for class times and professors due to class size restrictions. If you have classes showing as waitlisted (in red on the calendar), please don't panic because we have every confidence we will get you into the classes you need. During the next few weeks we will be adding additional sections of some classes, adjusting schedules, etc. and we will move you off of the waitlist as soon as possible.

If you have any questions about your class schedule please contact us at advising@carroll.edu. Transfer students should contact Brandy Keely, at 406-447-4550, with their questions.

Classes begin **January 18**. We're excited to see you on campus! You will receive more detailed information about orientation soon.

In between your winter adventures, get ready for your arrival at Carroll this spring. On the following pages you will find information about your class schedule, setting up your Carroll network account, and bill payment. All forms and other documents referenced in this packet can be found online at **www.carroll.edu/newstudent**.

Carroll College

From the Office of Academic Advising
To access your schedule in Self-Service:

1 Complete the steps to set up your network access.

2 Go to your Carroll student portal **https://carroll.okta.com**

3 Sign in with your user name and password

4 Click the Carroll Self-Service icon

    Self-Service

5 Click the Student Planning tab

    Student Planning
    Here you can search for courses, plan your terms, and schedule & register your course sections.

6 Click "Plan Your Degree & Register for Classes"

    Plan your Degree & Register for Classes
    Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
    Go to Plan & Schedule

Important Financial Information

Account Payment Payment in full for fall semester is due by January 1. A $100 late fee will be added to your student account if payment is received in the Business Office after the semester due date. Spring semester due date is January 1. If partial or all payment is coming from a 529 fund or State fund that cannot be withdrawn prior to semester due date, please contact the Business Office at buor@carroll.edu.

Payment Methods
PAY ONLINE Pay by e-check or credit/debit card. See Make Payment under Features of Saints' Student Account Center

PAY IN PERSON with cash or check. The Carroll Business Office is open 9 to 4, Monday through Friday, in O'Connell Hall.

PAY BY MAIL, allowing for mail time, to: Carroll College, 1601 N. Benton Ave., Helena, MT 59625.

PAYMENT PLAN If you are unable to pay in full by the semester due date, enroll in a five month payment plan for the semester at Saints' Student Account Center. Please note that students on F1 and J1 visas or students studying abroad are not eligible for a payment plan.

Review your e-Bill Saints' Student Account Center shows real time activity on your student account which includes payments, charges and financial aid. Students wait-listed for classes are not charged until class enrollment is reserved. Full-time tuition entitles the student to take 12–19 semester credits. Additional charges for each semester credit over 19 are assessed at part-time tuition rates. Review your charges noting if your e-Bill has full or part time tuition, including room and board.

Credit Balances Students who receive financial aid greater than the cost of tuition, fees, room and board will automatically receive a refund. Refunds will be available within 14 days after January 18. Receive a refund direct deposited into your bank account by signing up for an Electronic Refund at Saints' Student Account Center.

Credit balances resulting from a Parent Plus loan will be refunded and mailed to the borrower. An estimated credit balance is calculated six weeks prior to the start of class. This estimated balance creates a textbook voucher, up to $400, for use to purchase textbooks at the online bookstore at the Carroll Saints' Shoppe . When a voucher is created a student will receive an email from MBS Direct. The voucher will be available until the **third day of class**. If the voucher is used it will reduce the student refund. Textbooks can be purchased through the Saints' Shoppe virtual bookstore at saintsshoppe. carroll.edu. Free shipping is offered for all orders placed prior to **December 19** when shipped to the Saints' Shoppe, simply order your textbooks and pick them up from the Saints' Shoppe on move-in day. Please contact the Saints' Shoppe at 406-447-5418 if you have any questions.

Add/Drop Classes Students have the first week of class to make changes to their class schedule and meal plans. The last day to add or drop a class is **January 25**.

Withdraw A student who withdraws from Carroll during the semester should be aware of Carroll's Tuition and Fee Refund and Withdrawal policy as well as the Return of Institution and Title IV Funds policy. The tuition and room/meal refund will be 0% for any classes dropped after Thursday, September 16. Please refer to Carroll's Refund and Withdrawal policy at **www.carroll.edu/admission-aid/admitted-students.**

VA Students To use your VA educational benefits, submit your Certificate of Eligibility/Award Letter to the Director of Veteran Services, prior to **January 10.** Students receiving VA Chapter 33 Benefits will not receive their aid package until the required documents are submitted to the Financial Aid Office. Questions? Contact Brandy, Director of Veteran Services, at 406.447.4550 or bkeely@carroll.edu.

Features
of the Saints' Student Account Center

Saints' Student Account Center Located in the Carroll student portal, is where you view and pay your bill, set up a payment plan, schedule payments, establish a parent or guardian as an authorized user, set up an e-refund account, and safely store payment methods for future use. In addition, students can purchase tuition insurance directly from GradGuard through the Saints' Student Account Center.

View Account Activity Select *View Activity*. Under Student Account Balance, select the term you would like to view. Click to expand charges to see detailed tuition, standard fees, course fees, and room and meal plan charges.

Enroll in a Payment Plan Select *Enroll in Payment Plan*, select the term. If you are unable to pay in full by the semester due date, you are **required** to enroll in a payment plan for the semester. Payment plans are designed for 5 monthly installments, fall semester installment due dates are *Jan 1, Feb 1, Mar 1, Apr 1 and May 1*. $50-per-semester setup fee is included in the payment plan balance. A $10 late fee will be charged to your student account if payments are received after the 10th of each month. Late enrollment is allowed; the number of remaining installments will be adjusted accordingly. You can schedule each monthly installment in advance to be paid automatically.

Make Payment Select *Make Payment*, select the term for which you are making a payment. Enter the amount you wish to pay. Choose your payment method and complete the required information.

E-Bill Statements Select *View Statements*. Select the statement you wish to view. An e-Bill statement will be loaded to your account at the beginning of each month. Your e-Bill statement includes activity, including payments, charges and financial aid since your last e-Bill statement. E-Bill statements are not in real time, the reflected balance will be current as of the statement date Please read important information at the bottom of your e-Bill statement.

My Profile Setup
- **AUTHORIZED USERS** In order for anyone other than you, to view and/or make payments on your account, you must set up an Authorized User. Choose *Authorized Users*. Enter the email address of your Authorized User. You can set up multiple Authorized Users on your account.
- **ELECTRONIC REFUNDS** If your financial aid, scholarships, loans, and/or private payments are more than your cost for tuition, fees, and room/meals for a semester, a refund will be available to you. You may sign up to receive e-refunds electronically to a designated checking or savings account. Choose *Refunds* tab and enter your account information.
- **PERSONAL PROFILE** You can add another email to receive student account messages, which include notices, deadline reminders and posting of payments. You can also opt in to receive text messages.

Questions? Contact the Business Office at 406.447.5429 or buor@carroll.edu.

Learn more about the Saints' Student Account Center and the topics listed above, go to www.carroll.edu/business-office/saints-student-account-center.