Looking forward to

Carroll College

Registration Confirmation Packet
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.
Complete the steps to set up your network access.

Go to the Carroll Apps page www.carroll.okta.com

Sign in with your user name and password

Click the blue Carroll Self-Service icon.

Click the Student Planning tab.

Click “Plan Your Degree & Register for Classes”.

We have created a class schedule for you based on your intended major, AP and/or IB credit, transfer credit, your responses on the academic questionnaire, and an evaluation of your high school credentials. You can access your schedule through our student portal, Carrol Self-Service.

This is the schedule that we feel is most appropriate to allow you to meet your goals while ensuring your success at Carroll. If you have questions or would like to see if we can change your schedule, please don’t hesitate to call Annette Walstad at 406-447-5434 or Jake Samuelson at 406-447-5451 or email advising@carroll.edu. Transfer students, please contact Jake Samuelson or Brandy Keely at 406-447-4550. Note that we may not be able to meet all your requests for class times and professors due to class size restrictions.

If you have classes showing as waitlisted, please don’t panic because we have every confidence that 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.

To add variety to your schedule consider adding a 1-credit activity course such as the Prospector, Carroll’s school newspaper. Or, for the musically inclined students options include Choir, Pep Band, Jazz Band, and Strings Ensemble.

Move-in day for new students is Sunday, January 12. Orientation information can be found online. Classes begin Monday, January 13. We’re excited to see you on campus soon!
Log In to Your Carroll Accounts

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

NETWORK LOGIN Your account will allow you to sign in and use both Wi-Fi and campus lab computers. Storage for your files is also provided, so there is no need to sign up for a separate service for data storage.

A Carroll College @carroll.edu EMAIL ACCOUNT. Official college business communications are sent to your Carroll email address rather than through traditional mail, so check your email often.

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

CARROLL SELF-SERVICE Campus portal for class registration, advising, grades and your class schedule.

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

APPLICATIONS, including Moodle, Handshake, Google Docs and Office 365.

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 be able to access your Carroll College email, Moodle and more. Links to these services are found at the bottom of every page of the Carroll College website.

- 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 on your computer.

- 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

If you have completed the steps on this page, you are ready to begin classes at Carroll.

- **Access Your Schedule**  Questions?
  Contact the Advising Office at 406-447-5434, 406-447-5451, or advising@carroll.edu.

- **Submit Campus Housing and Meal Plan Forms**

- **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**

- **Send Us Your Transcripts**

- **Return Immunization Records Form**

- **Complete FERPA Forms (optional)**

- **Request Disability Services (optional)**
  If you wish to receive support services for learning or other disabilities please email kagiilboy@carroll.edu.

- **Attend Orientation, Sunday, January 12, 2019**

- **Begin Your Semester, Monday, January 13, 2020**

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

Important

Account Payment Payment in full for fall semester is due by August 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 Students—View and pay your bill at Saints’ Student Account Center (access via your Carroll Apps) Parents—Parent must be setup as an Authorized User. Pay by electronic check—no fee. A $3 or 2.85% (whichever is greater) convenience fee will be added to credit and debit card payments. Go to www.carroll.edu/business-office/pay-your-bill.

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. Students in a credit balance will receive an email with a textbook voucher, up to $625, which may be used to purchase books online at MBS Direct through January 15th. Credit balances resulting from a Parent Plus loan will be refunded and mailed to the borrower. Refunds will be available within 14 days after January 13, 2020. Receive a refund direct deposited into your bank account by signing up for an Electronic Refund at Saints’ Student Account Center.

Add/Drop Classes Students have the first week of class to make changes to their class schedule and meal plans.

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 refund will be 0% for any classes dropped after Wednesday, February 5, 2020. 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 VA Service Coordinator, prior to Friday, December 27, 2019. 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

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 for which you are enrolling. 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. 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 from your checking/savings account. Spring semester installment due dates are Dec 1, Jan 1, Feb 1, Mar 1 and Apr 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 5th of each month.

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 each month. You and your Authorized Users will receive an e-mail when an e-Bill statement has been loaded. Your e-Bill statement includes activity, including payments, charges and financial aid since your last e-Bill statement. The 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, such as your parent, guardian, grandparent, or friend, 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.

NOTIFICATIONS 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.

Remember to check your carroll e-mail. Communications regarding your student account will be sent via your Carroll e-mail.

Questions? Contact Student Account Services 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.