Mount Aloysius College

# Welcome to the Mount!

We are happy that you have selected Mount Aloysius College for your College in High School (CHS) courses.

Academic Year 2026-2027
Application: August 1st- Wednesday, September 30th
Registration: Monday, August 1st - Friday, October 9th
Tuition Due: Friday, October 30th

**College in High School benefits:**

- ✓ Save Money – only $74 per credit
- ✓ Save Time – get ahead & earn college credits before starting college
- ✓ Earn College Credit – credit can be applied towards a MAC degree or may be transferable to other colleges
- ✓ Learn leadership and critical thinking skills
- ✓ Develop time management skills

Fall 2026 - Spring 2027:

Please note that Mount Aloysius College is moving to one enrollment period and will no longer offer a Spring 2027 enrollment period individually. We will continue to follow the registration process implemented in 2024 but students will register for all Winter Term and Fall Term courses during open enrollment. Instructions can be found on the CHS website: https://www.mtaloy.edu/college-in-high-school/ or by contacting your high school teacher or school counselor. Instructions have been sent to your school.

With the new process, you will be asked to:

1. Create an account
2. Claim your account
3. Add your courses
4. Pay your invoice

Highlights of the new process include:

- ✓ The ability to set up payment plans for College in HS courses
- ✓ Access to Mount Aloysius library resources
- ✓ The ability to access unofficial transcripts at any time
- ✓ Creation of MAC student account streamlines process for future CHS courses/enrollment
- ✓ The ability to track Mount Aloysius courses completed & the grades awarded
- ✓ Helpful information regarding learning management systems & scheduling for future use

***Mount Aloysius College: Jump-Starting Futures for High School Students!***

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# College in High School Checklist

☐ **APPLY DEADLINE: 9/30/2026** STEP 1

**(NEW STUDENTS ONLY)**

**Returning Students - Proceed to Registration**

Make sure to fill in all fields, including your Social Security Number! Please use an accessible email to the STUDENT - parents should avoid doing this for students.

Make sure you fully submit your form!

☐ **NEW STUDENTS: CLAIM YOUR ACCOUNT** STEP 2

**DEADLINE: 10/9/2026**

Check your inbox and spam folders for your email!!

Username: _____

Password: _____

☐ **REGISTRATION DEADLINE: 10/9/2026** STEP 3

☐ **PAYMENT DEADLINE: 10/30/2026** STEP 4

Your balance will need to be paid in full or you need to be enrolled in a payment plan.

*If consistent payments are not made, this will result in removal of course(s)*

For any questions regarding scheduling, please contact CHSHELP@mtaloy .edu or call 814-886-6400 for help.

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# College in High School Application Process

## NEW STUDENTS

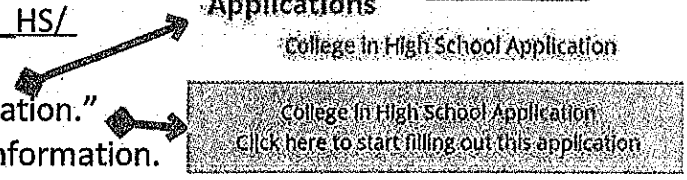
Welcome Mounties!! Thanks for choosing Mount Aloysius College for your College in High School experience. Follow the steps below to submit your application, claim your account, register your courses, generate your tuition invoice, and make your payments.

RETURNING STUDENTS SKIP TO STEP 3

### Step 1: Submit Your Application by 9/30/2026

1. Visit https://portal.mtaloy.edu/ICS/College_in_HS/
2. Select "Apply Online."
3. Select "Click here to start filling out this application."
4. Complete the application with the student's information.
   Move forward by using the "Next Page" link at the bottom right hand corner.
5. Complete "Personal Information" then review your application.
6. **Submit your application.**

*Upon completion, your application will be sent to the Registrar's Office for approval*




Upon approval you will receive an email to claim your account. Click on the link in the email to complete claiming your account.

*This will be sent to the email address provided on the contact email provided on the main application - The email should be accessible to the STUDENT*

### Step 2: Claim Your Account by 10/9/2026

1. Please check the email address used on the main application

*The email you received an acknowledgement to will NOT be saved*

2. Copy and Paste the Claim Number in the Hyperlink Provided
3. Set your password
4. Write down Username provided in email and password created for Future Use: Checklist attached.

Continue to Step 3: Registration Process

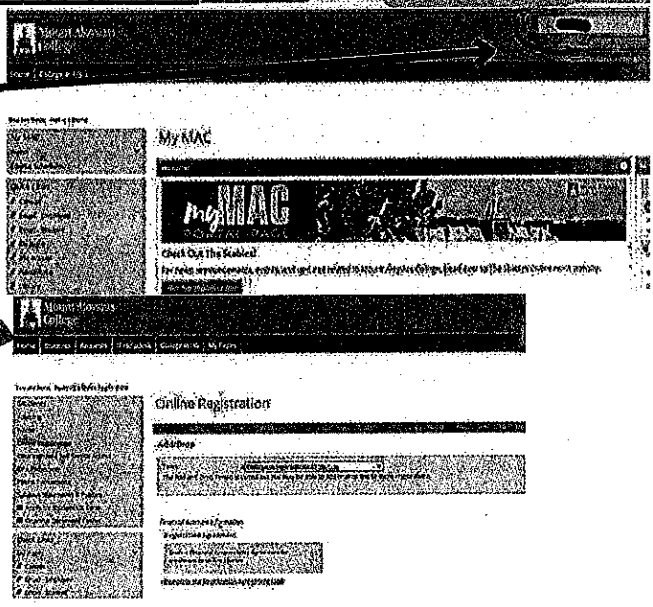
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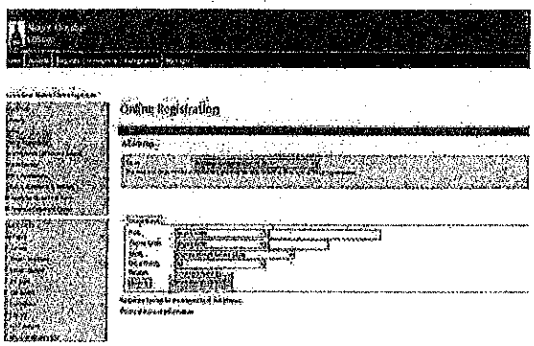
# College in High School Registration Process

## Step 3: Register your courses by 10/9/2026

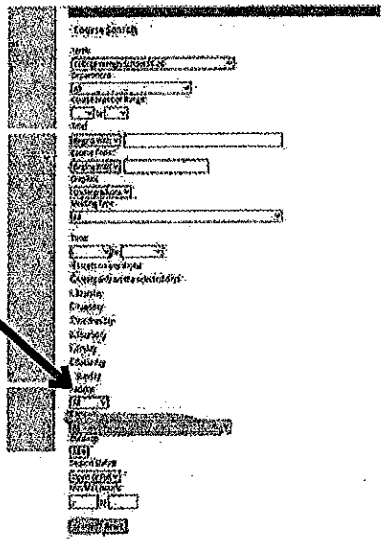
NEW & RETURNING STUDENTS

1. Once you've claimed your account, you can log in at portal.mtaloy.edu
   a. Top Right-Hand Corner
2. Click Students
3. Select Online Registration
4. Select College in High School CH Term
   a. Please let screen load
5. Select Complete the Registration Agreement Form




6. Once Agreement is signed - **select More Search Options**
   a. Do NOT try to use search codes



7. Under Campus - Select School District (Fourth Box from the Bottom of Screen)
8. Select Search
9. Put Check Mark in White Box Next to Course(s) you wish to add
10. Select Add Courses

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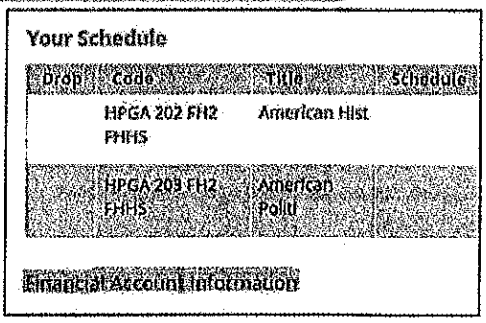
Continue to Payment Process

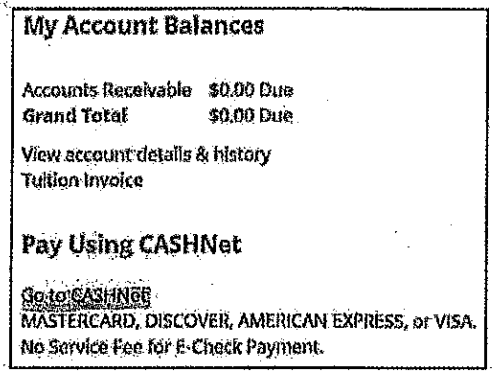
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# College in High School Payment Process

## Step 4: Generate and Pay Your Tuition by 10/30/2026

1. Once your classes are added, Select **Financial Account Information**
2. Select **Click for Current Semester Balances**
3. Select **Go To CASHNet**
4. From the menu on the left-hand side, select **Make a Payment** and follow the prompts. When prompted for the term, please select the term that includes "**College in High School**"
5. If you would prefer a monthly payment option, from the menu on the left-hand side, select **Payment Plans** select the plan that includes "**College in High School**" in the description and follow the prompts




A paper invoice will not be mailed.

## Pay close attention to payment due dates!

**Failure to make payment arrangements by the due date will result in your registration being dropped.*

*There is a non-refundable fee of $25.00 for the payment plan.*

Billing and financial information can NOT be given to parents/guardians unless FERPA permission is granted by the student.

## Contact us!


Administration Building 124

Phone: 814-886-6368 | Fax: 814-886-4655

CHSHELP@mtaloy.edu