

## College in High School Application Process

### Welcome, Mountie!

Thanks for choosing Mount Aloysius College for your College in High School experience. Follow the steps below to create your account, claim your account, and add your courses.

### Step 1: Create & Claim Your Account

1. Visit [https://portal.mtaloy.edu/ICS/College\\_in\\_HS/](https://portal.mtaloy.edu/ICS/College_in_HS/)
2. Select the application under “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. Make sure to enter a valid email address to receive acknowledgement of your submitted application.
6. Upon completion, your application will be sent to the Registrar’s Office.

#### Applications

College in High School Application

College in High School Application  
Click here to start filling out this application

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 in the application\*

### Step 2: Registration Agreement Form

1. Log In to the MyMAC portal with your Username and Password once your account is claimed: <https://portal.mtaloy.edu/ICS/>
2. Select the “Course Schedule” link from the left menu.
3. Select the most current **Spring Alternate** option under "Term". Please let this load.
4. Click “Complete the Registration Agreement Form,” select “Yes,” then “Submit.” Please refresh your page. This may take you back to the Home Page. That is OK!

Continue to Step 3: Adding Your Courses



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### Step 3: Adding Your Courses

1. Log In to the MyMAC portal with your Username and Password once your account is claimed:  
<https://portal.mtaloy.edu/ICS/>
2. Select the "Students" tab at the top of the page, then select "Online Registration" from the left menu.
3. You are now on the Course Search page. Select the "More Search Options" link at the bottom of the course search box.
4. All high school students will select the most current **Spring Alternate** option under "Term". Select your school district under "Campus".
5. Check the add box next to the course/courses that need registered. Scroll to bottom of the page and click "Add Courses."
6. Continue on to the last step to submit payment and set up your billing.

For any questions regarding scheduling, please contact [CHSRegistrar@mtaloy.edu](mailto:CHSRegistrar@mtaloy.edu) or call 814-886-6400 for help.

**Course Search**

**Term:** 2024-2025 - Spring Alternate

Department: All

Course Number Range: [ ] to [ ]

Title: Begins With [ ]

Course Code: Begins With [ ]

Division: Undergraduate

Meeting Type: All

Time: [ ] To: [ ]

Meets on any day(s)

Meets only on the selected days

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Faculty: All

**Campus:** All

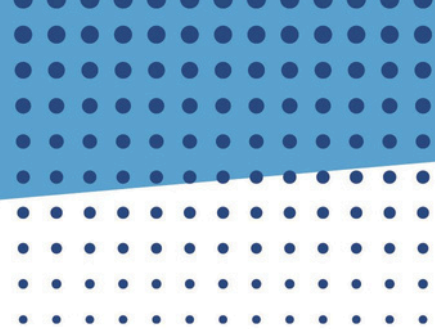
Building: All

Section Status: Open or Full

Min/Max Hours: [ ] to [ ]

Search Reset

Continue to Billing Information →



## College in High School Application Process

### Billing Info - Manage Your Account Online!

Once you have registered for your courses, a tuition invoice will be generated. Please follow the steps listed below to access your invoice and make payment arrangements. A paper invoice will not be mailed.

#### View Your Tuition Invoice Online

1. Log in to your **MyMac Portal** at <https://portal.mtaloy.edu/>
2. Select the **Student** tab
3. Scroll to the **My Account Info** section
4. Select **Tuition Invoice, Generate Tuition Invoice, and View Tuition Invoice**

#### Pay Your Invoice or Set Up a Payment Plan Online

1. Follow Steps 1, 2, & 3 above
2. Select **Go To CASHNet**
3. From the menu on the left-hand side, select **Make a Payment** and follow the prompts
4. Or from the menu on the left-hand side, select **Payment Plans** and follow the prompts

*\*If someone will be making payments on your behalf, you can invite them as a payer in Cashnet.*

**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 are granted by the student.

## Contact us!

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