

2025/2026

WELCOME TO MOUNT ALOYSIUS COLLEGE!

This handbook has been developed by the staff and administration of Mount Aloysius College to serve as a guide to the policies and procedures concerning the College in High School program (previously Dual Enrollment) at Mount Aloysius College. The handbook is divided into two sections.

Section 1 includes helpful information for students and families.

Section 2 provides useful information for administrators and teachers. Special attention is given to the College in High School course approval process, student registration, deadlines and fees.



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SECTION 1: HELPFUL INFORMATION FOR STUDENTS & FAMILIES

What is College in High School?

The College in High School program (formerly Dual Enrollment) at Mount Aloysius College allows students in high school to take college-level courses taught directly from their high school teachers. Students can earn credits through Mount Aloysius and their high school at the same time. Currently, Mount Aloysius partners with 75 high schools for this program.

Credits earned through this program can be applied to a Mount Aloysius degree, or may be transferable to other colleges and universities (at the discretion of the receiving college or university).

What are the Benefits of College in High School?

1. Save Money – College in High School courses cost significantly less compared to standard college courses.
2. Save Time – High school students can get ahead and earn college credits before they start

college.

3. Earn College Credit – College in High School credit can be applied towards a Mount Aloysius degree or may be transferable to other colleges and universities.
4. Learn leadership and critical thinking skills
5. Develop time management skills

Who is Eligible for College in High School courses?

Students who are high school sophomores, juniors, or seniors are eligible to register for College in High School courses through Mount Aloysius College. High school counselors will notify students if they are eligible for College in High School courses. Once students are deemed eligible by their school counselors, students can register for the Mount Aloysius College in High School program. To earn college credit, the student must register and pay the course fee by the deadline, earn at least a C or better in the course, and attend school regularly.



What are the Fees associated with College in High School?

Beginning with the 2025-2026 academic year, the cost for a College in High School course is \$72 per credit, which is a significantly discounted rate compared to traditional college courses.

How do Students Register for College in High School courses?

Registration for College in High School courses is open to high school students in the fall semester. The registration period is typically the month of September. Please refer to this link: <https://www.mtaloy.edu/college-in-high-school/> for specific dates. Due to various Mount Aloysius processes, students are not permitted to register for a course after the registration deadline.

The steps to register are listed below.

1. Work with your teacher and/or school counselor to determine in which classes you are approved to enroll. Determine the name of the Mount Aloysius College in High School course (the college course name is needed, not the high school course name). Your teacher and/or school counselor should have this information.
2. Have the social security number of the student available to use in the registration process. The social security number is required.

WHY IS MY SOCIAL SECURITY NUMBER (SSN) OR INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN) REQUIRED FOR THE 1098-T TAX FORM?

- *Federal regulations require students to furnish their Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) for federal reporting requirements.*
- *These requirements apply to any student, regardless of whether the student seeks or intends to seek the American Opportunity Tax Credit (formerly “Hope credit”) or Lifetime Learning Credit.*
- *It is the student’s responsibility to ensure that their information is accurate.*
- *A student who does not provide their SSN or ITIN upon request by the educational institution can be subject to a fine imposed by the IRS.*

3. Go to <https://www.mtaloy.edu/college-in-high-school/> This page has general information about our College in High School program, but also includes instructions to enroll and pay for a course. Click on the instruction document to register and pay for classes.



4. Complete the “Consent to Release Educational Records authorization” within the application. A sample of this form is in the Appendix section of this handbook.

(The Family Educational Rights and Privacy Act or FERPA provides certain rights for parents regarding their children’s education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student.)

5. Upon completion, your application will be sent to the Registrar’s Office. Once approved an email will be sent 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.**

6. Once you have claimed your account log into the MyMAC portal with your username and password to complete the registration process: https://portal.mtaloy.edu/ICS/College_in_HS/

7. Once you register for classes you must pay your bill.

What if a Student Needs to Drop/Withdraw from a College in High School course?

A student will receive a full refund if they drop/withdraw from a College in High School course before the following deadlines:

- November 1 (for any course that begins before January 1 of the academic year)
- April 1 (for any course that begins after January 1 of the academic year)
- April 15 (last day to withdraw from any College in High School course)

If a student withdraws from a class after the established deadline, no refund will be issued

What is the Difference between a Drop and a Withdrawal from a College in High School course?

A student may drop a College in High school course for any reason between the open application date and the official drop deadline. If a student chooses to drop a course, a full refund will be given and Mount Aloysius College will have a record of the dropped course.

However, if a student does not wish to take a course for which they registered, and it is AFTER the drop deadline, the student will be withdrawn from the course and receive no refund. The student will have a transcript from Mount Aloysius College that indicates the course was withdrawn.

Does Mount Aloysius College partner with other High Schools?

Mount Aloysius College partners with 75 secondary schools in Pennsylvania for the College in High School program. A list of all our partner schools can be found in the Appendix.

How do Students Request Transcripts?

A transcript request is required each time you are in need of a transcript. Requests for transcripts can be made at any time and a “**hold for final grades**” option on the form can be selected. Your request will be held until all grades are submitted. It is usually mid to late June for College in High School courses.

You can request an official transcript through the National Student Clearinghouse at www.getmytranscript.com. When you get to the Clearinghouse website, use the drop-down area to select Mount Aloysius College and then complete the form. When asked for a student ID #, just skip that box if you don't know it. When asked for dates of attendance, enter first and last year of high school and ‘Yes’ for currently enrolled. Be sure to sign the consent at the end of the form.

A faxed transcript is unofficial.

An E-mailed transcript that is sent to a 3rd party is an official transcript.

Mailed transcripts are official.

Included in the Appendix, is a sample Transcript Request form (for unofficial transcripts only).

If you have any questions, please contact the Registrar's Office at Mount Aloysius College.

Phone: 814-886-6400

Email: registrar@mtaloy.edu

Do MAC College in High School credits Transfer to all Colleges and Universities?

Credits earned through our College in High School program have transferred to many colleges and universities. However, students are responsible for determining if the college or university in which they are interested in attending accepts the credits. The best way to do this is to contact

the Admissions Office of the prospective college. Transfer credits are at the discretion of each receiving college or university. You can request a copy of the Mount Aloysius College syllabus from your school counselor if required by the college or university you plan to attend.



Who do I Contact for More Information?

| | |
|--|--|
| <i>College in High School Application</i> | Students or parents with questions about applying for College in High School credits, can contact the Registrar Office at 814-886-6400 or emailing CHSRegistrar@mtaloy.edu . |
| <i>Course Registration & Transcripts</i> | Questions concerning College in High School registration, current or previously completed courses, as well as transcripts, can be directed to the Registrar's Office by emailing CHSRegistrar@mtaloy.edu or by phone at 814-886-6400. |
| <i>Fees</i> | Students or parents with questions about College in High School tuition can email the Mount Aloysius College Business Office at businessoffice@mtaloy.edu or call 814-886-6368. |
| <i>Roster Verification Grade Sheets</i> | School counselors or teachers with questions concerning roster verification or grade sheets can contact the Registrar's Office at 814-886-6400 or email CHSRegistrar@mtaloy.edu . |
| <i>Course Offerings Approval Process</i> | School administrators or school counselors with questions about offering courses for College in High School credit, please contact Ms. Jeanine Farabaugh at 814-886-6417 or email jfarabaugh@mtaloy.edu . Ms. Farabaugh can assist with the necessary paperwork and the approval process. |
| <i>Additional questions</i> | All other inquiries, please contact Dr. Cathleen Golden by emailing cgolden@mtaloy.edu or by phone at: 814-886-6572. |

SECTION 2: HELPFUL INFORMATION FOR ADMINISTRATORS & TEACHERS

College in High School Course Approval Process

We are pleased you are interested in adding a course for your high school students through the College in High School program. This is a tremendous opportunity for your students to purchase college credits at a significantly discounted rate, and enable them to begin their college career early.

The first step in the process is to contact Ms. Jeanine Farabaugh, Administrator Coordinator of Health Sciences and Educational Partnerships at Mount Aloysius College. Please provide the high school course title and number you would like to offer, and the college course you would like to have it affiliated with.

The contact information is:

Email: jfarabaugh@mtaloy.edu

Phone: 814-886-6417

Fax: 814-886-6419

Ms. Farabaugh will then send an approval form for the instructor to complete and a syllabus that the college uses. The following steps should be taken and submitted to Ms. Farabaugh.

1. Instructor and Course Approval Form – A sample of the approval form is in the Appendix of this handbook. This form must have all of the fields completed and some comments in #5 of how the course objectives will be met (stating “per the syllabus” will not be approved).
2. The instructor must hold a minimum of a Master’s degree, preferably in the field of study correlating with the course they are being reviewed to teach. Teaching experience in the field of study should be added in #6 on the approval form.
3. A complete copy of the proposed instructor’s undergraduate and graduate transcripts with the date of conferral on the transcripts will need to be submitted.
4. A copy of the college syllabus will be sent by Ms. Farabaugh to you. The instructor is welcome to use the college syllabus with the school and instructor information changed to reflect your school. If the instructor chooses to use their own syllabus all of the course objectives that



Mount Aloysius
College

have been set by the college for the course must be met, and needs to include the following information:

- Instructor name
- Textbook used
- Grading scale
- How the grades are determined (percentage of grade from exams, quizzes, homework, etc.)
- If there is a lab component, an outline is required

Once this information is received it will be forwarded to the appropriate Department Chair at the College and reviewed. Ms. Farabaugh will notify the school counselor of the decision.

Fall Registration Process

High school students register for College in High School courses through an online application process. In the past, there were two available time periods for registration. This is no longer an option. All students will be registered in the fall registration period. Please refer to this link: <https://www.mtaloy.edu/college-in-high-school/> for specific dates and deadlines.

Block Scheduling : If a school has block scheduling, a separate communication from the College will be sent to the school, including instructions on how to register students for spring courses. Schools can also contact the Registrar Office with block scheduling questions at CHSRegistrar@mtaloy.edu or by phone at 814-886-6400.

Roster Verification

Class rosters will be sent to each high school approximately one week after the registration deadline. You will receive an email from Dr. Cathleen Golden which will include specific dates and deadlines for roster verification. Through this process, the College determines if students are enrolled in the proper courses. The roster verification process is paramount to several Mount Aloysius College processes.

Grading Scale and Grade Sheets

Final grade sheets are sent to each high school the first week of May and are due the first week of June. The completed grade sheets require a letter grade for each student. Percentages cannot be used. Meeting grading deadlines is imperative to ensure students' transcript requests are processed in a timely manner.

Grading Scale

During the approval process for the course and the instructor, a copy of the syllabus the college uses will be sent to the instructor. Within each syllabus is a specific grading scale for that course, which is to be used by the instructor.

Dates and Deadlines

| | |
|---------------------------------------|--|
| August 25, 2025 to September 26, 2025 | College in High School Application opens |
|---------------------------------------|--|

| | |
|---------------------------------------|--|
| October 1, 2025 | College in High School registration closes. Rosters are sent to the school counselor at each school by Dr. Cathleen Golden via email. cgolden@mtaloy.edu . |
| Approximately, second week of October | Roster verification from high schools due to the Registrar's Office. |
| November 1 | Deadline to drop a course |
| November 2 | Withdrawal period begins |
| April 15 | Withdrawal period ends/last day to withdraw from a course |
| First week of May | Grades sheets sent to all schools by Dr. Cathleen Golden via email. |
| First week of June | Completed Grade sheets due to the Registrar's Office at registrar@mtaloy.edu . |

College in High School Application Process

Welcome, Mountie!

Step 1: Create & Claim Your Account

1. Visit

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

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

College in High School Application Process

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."

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

6. Continue on to the last step to submit payment and set up your billing.

Continue to Billing Information

College in High School Application Process

Billing Info - Manage Your Account Online!

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**

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 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,

You may, at your discretion, grant the College permission to release information about your student records to a third party, parent, or guardian by completing the section below; Student Consent to Release Educational Records authorization.

- I give consent to release all information as necessary from the Business Office and Registrar to (Third party/Parent/Guardian):

Third Party/Parent/Guardian

Name: _____

Address: _____

Phone Number: _____

Pin (Last 4 of third party/Parent/Guardian social security #):

Third Party/Parent/Guardian Name:

Address: _____

Phone Number: _____

Pin (Last 4 of third party/Parent/Guardian social security #):

- I decline to give consent



Dear School Counselor:

We are pleased you are interested in adding a course for your high school students through the Mount Aloysius College “College in High School Program”. This is a tremendous opportunity for your students to purchase college credits at a significantly discounted rate, and enable to them to begin their college career early.

The first step in the process is to contact Ms. Jeanine Farabaugh, Administrator Coordinator of Health Sciences and Educational Partnerships at Mount Aloysius College. Please provide the high school course title and number you would like to offer, and the college course you would like to have it affiliated with.

The contact information is:

Email: jfarabaugh@mtaloy.edu

Phone: 814-886-6417

Fax: 814-886-6419

I will then send an approval form for the instructor to complete (sample on next page), and a syllabus that the college uses. The following steps should be taken and submitted to me.

1. Instructor and Course Approval Form – This form must have all of the fields completed and some comments in #5 of how the course objectives will be met (per the syllabus will not be approved).
2. The instructor must hold a minimum of a Master’s degree, preferably in the field of study correlating with the course they are being reviewed to teach. Teaching experience in the field of study should be added in #6 on the approval form.
3. A complete copy of their undergraduate and graduate transcripts with the date of conferral on the transcripts will need to be submitted.
4. A copy of the college syllabus will be sent to you. The instructor is welcome to use the college syllabus with the school and instructor information changed to reflect your school. If the instructor chooses to use their own syllabus all of the course objectives that have been set by the college for the course must be met, and needs to include the following information:
 - Instructor name
 - Textbook used
 - Grading scale
 - How the grades are determined (percentage of grade from exams, quizzes, homework, etc.)
 - If there is a lab component an outline is required

Once this information is received it will be forwarded to the appropriate Department Chair at the college and reviewed. I will then notify the School Counselor of the decision.

We thank you for your dedication and appreciate all of the work you do for the College in High School Program. If I can be of any assistance please do not hesitate to contact me.

Jeanine Farabaugh

Mount Aloysius College
Instructor and Course Approval Form for College in High School Program

High School Name

1. Mount Aloysius College Course Number

2. Mount Aloysius College Course Title

3. High School Course Number

4. High School Course Title

5. Briefly describe how the course objectives will be met by the high school.

6. Additional instructor experience in the field of study:

7. Items Submitted.

| | |
|--|--|
| Undergraduate transcripts with date of conferral on transcript | |
| Graduate transcripts with date of conferral on transcript | |
| Syllabus | |
| Approval Form | |

INSTRUCTOR EMAIL:

Signatures:

High School Faculty Member Date Mount Aloysius College Department Chair Date

Dr. Cathleen Golden

Frequently Asked Questions

Why aren't my classes showing in the course search?

- Make sure you've selected the proper term and your high school for the courses to be displayed. Do not use a course code or a course number.

What do I do if I haven't received an email to claim my account? • This email can take up to two business days to be sent to the email provided in the College in High School app. If it has been two days, first check your Spam folder. If the email isn't in your Spam folder, please either email chsregistrar@mtaloy.edu or call (814) 886-6400 for assistance.

Are applying for College in High School courses and registering for College in High School course the same thing?

- No, applying and registering for College in High School courses are two different steps. The College in High School process includes **four steps** for students: **apply**, **claim** the account, **register** for a course/courses, and **submit** payment.

Do I need to complete an application if I've previously taken courses? • If you have taken courses before Fall 2024, you must apply.

- You do **not** need to apply if you have taken a course or courses during or after Fall 2024.

Do I need to keep my login information?

- Yes, you will need to have this information if you plan to register for courses in the future.
- The login information can also be used to access unofficial transcripts.

Can I apply for College in High School courses after the deadline? • Unfortunately, no as the College is not able to extend any College in High School deadlines.

Can I submit payment for my courses over the phone?

- As of July 1, 2025, the College is unable to accept any type of credit/debit card payments over the phone.

MTALOY.EDU/CIHS

Allegheny-Clarion Valley High School

Altoona Area High School

Apollo-Ridge High School

Armstrong Junior-Senior High School

Belle Vernon Area High School

Bellwood-Antis High School

Berlin Brothersvalley High School

Bishop Carroll Catholic High School

Bishop Guilfoyle Catholic High School

Bishop McCort Catholic High School

Blacklick Valley High School

Brockway Area Junior-Senior High

School Cambria Heights High School

Central Cambria High School

Central High School

Chestnut Ridge High School

Clarion-Limestone High School

Claysburg-Kimmel High School

Clearfield Area Junior-Senior High

School Conemaugh Township Area High
School

Conemaugh Valley High School

Connellsville Area High School

Derry Area High School

DuBois Area High School

Elk County Catholic High School

Ferndale Area Junior-Senior High School

Forest Hills Junior-Senior High School

Frazier High School

Geibel Catholic Junior-Senior High

School Greater Latrobe Senior High
School
Greensburg Central Catholic Junior-Senior High
School Hollidaysburg Area Senior High School
Homer-Center Junior-Senior High School
Huntingdon Area High School
Indiana Area Senior High School
Jeannette Junior-Senior High School
Johnstown Christian School
Juniata Valley High School
Laurel Highlands High School
Ligonier Valley High School
Marion Center Junior-Senior High
School McKeesport Area High School
Meyersdale Area High School
Moshannon Valley Junior-Senior High
School Mount Pleasant Area Senior High
School Mount Union Area High School
North Star High School
Northern Bedford County High
School Northern Cambria High
School
Penn Cambria High School
Penns Manor Area Junior-Senior High
School Penns Valley Area High School
Penn-Trafford High School
Philipsburg Osceola Senior High School
Portage Area Junior-Senior High School
Purchase Line Junior-Senior High
School Redbank Valley High School
Saint Joseph's Catholic Academy
Saint Marys Area High School
Shade-Central City Junior-Senior High
School Shanksville-Stonycreek High School
Somerset Area Senior High School
Southern Huntingdon County High School
Southmoreland High School
Steel Valley High School
Turkeyfoot Valley Area High School
Tussey Mountain High School
Tyrone Area High School
Union High School
Uniontown Area High School
United Junior-Senior High School
West Branch High School
Westmont Hilltop Junior-Senior High
School West Shamokin Junior-Senior High
School Williamsburg High School
Windber Area High School
Yough Senior High School