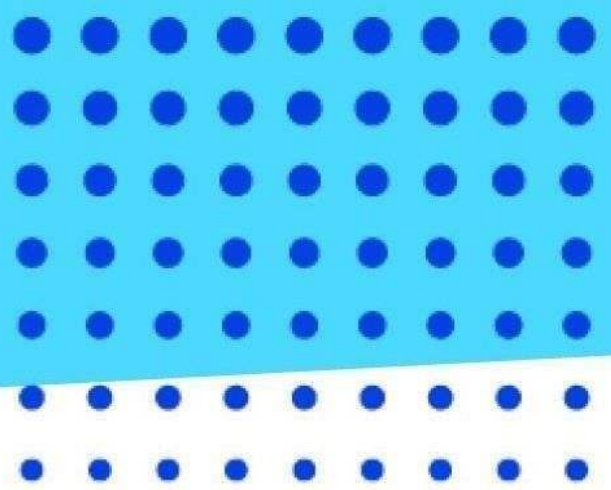


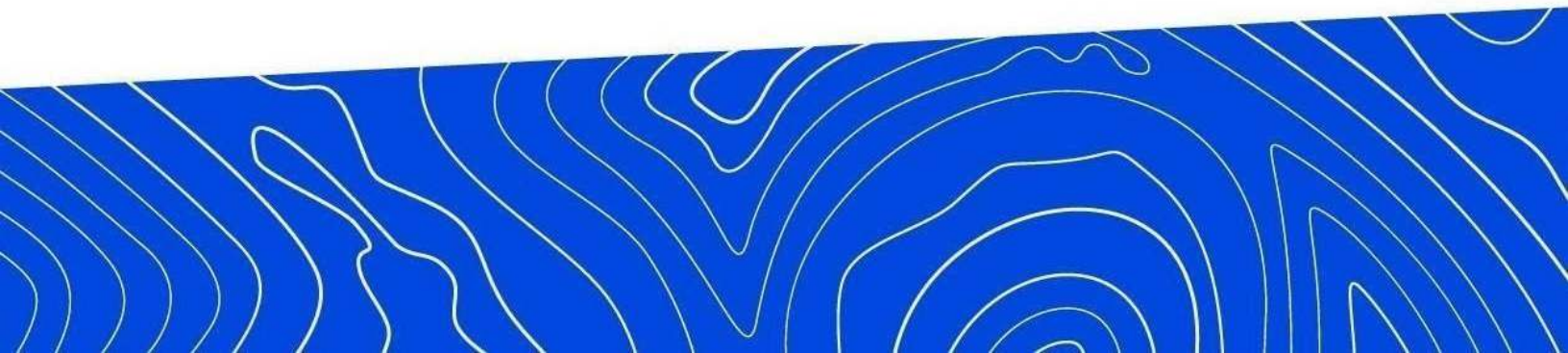


Mount Aloysius
College



COLLEGE IN
High School
HANDBOOK

2026/2027



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 81 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 2026-2027 academic year, the cost for a College in High School course is \$74 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. Failure to set up payment plan or full payment prior to deadline will result in removal of courses. Consistent payments must be maintained to remain enrolled (past due or missed payments may result in removal of courses).

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. Schools are responsible for notifying Mount Aloysius College of any changes in enrollment status.

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 by the appropriate deadline, 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 81 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 CHSHelp@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 CHSHelp@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. Carol Eberhart at 814-886-6459 or email ceberhart@mtaloy.edu . Ms. Eberhart can assist with the necessary paperwork and the approval process.
<i>Additional questions</i>	All other inquiries, please contact Celeste Kopnick by emailing ckopnick@mtaloy.edu or by phone at: 814-886-6492 OR Dr. Christopher Lovett by emailing clovett@mtaloy.edu or by phone at: 814-886-6458.

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. Carol Eberhart, Administrator Executive Assistant of Academic Affairs 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: ceberhart@mtaloy.edu

Phone: 814-886-6459

Fax: 814-886-2978

Ms. Eberhart 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. Eberhart.

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. Eberhart 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. Ms. Eberhart 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. Sample instructions are attached at the end of handbook.

Roster Verification

Class rosters will be sent to each high school approximately one week after the registration deadline. You will receive an email from Celeste Kopnick 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. *All grades must be submitted using the Mount Aloysius College Grade Scale – See syllabus for further details*

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 1, 2026 to September 30, 2026	College in High School Application opens
October 9, 2026	College in High School registration closes. Rosters are sent to the school counselor at each school by Celeste Kopnický via email ckopnický@mtaloy.edu .
Approximately, second week of October	Roster verification from high schools due to the Registrar's Office.
November 1 (Courses Beginning before January 1 st)	Deadline to drop a course
November 2	Withdrawal period begins
April 15 (Courses Beginning After January 1 st)	Withdrawal period ends/last day to withdraw from a course
First week of May	Grades sheets sent to all schools by Celeste Kopnický via email.
First week of June	Completed Grade sheets due to the Registrar's Office at CHSRegistrar@mtaloy.edu .



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. Carol Eberhart, Executive Assistant for Academic Affairs 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: ceberhart@mtaloy.edu

Phone: 814-886-6459

Fax: 814-886-2978

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.

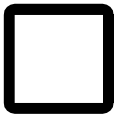
1. Instructor and Course Approval Form – This form must have all of the fields completed and some comments in #5 of how the course objectives will be met (per the syllabus will not be approved).
2. The instructor must hold a minimum of a Master's degree, preferably in the field of study correlating with 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.



College in High School Checklist



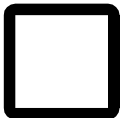
APPLY DEADLINE: 9/30/2026
(NEW STUDENTS ONLY)

STEP 1

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!



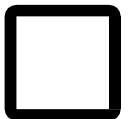
NEW STUDENTS: CLAIM YOUR ACCOUNT
DEADLINE: 10/9/2026

STEP 2

Check your inbox and spam folders for your email!!

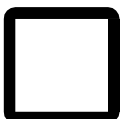
Username: _____

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.



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.

Applications

College in High School Application

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

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 →



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

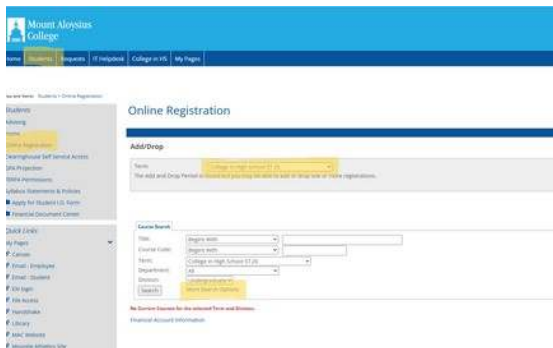
3. Select Online Registration

4. Select College in High School CH Term

a. Please let screen load

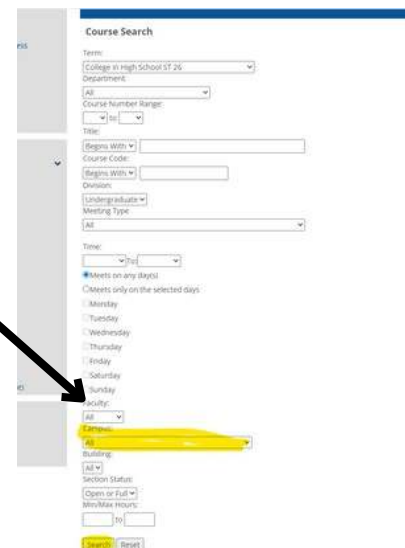
5. Select Complete the Registration

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

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

Continue to Payment Process



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

Your Schedule			
Drop	Code	Title	Schedule
	HPGA 202 FH2 FHHS	American Hist	
	HPGA 203 FH2 FHHS	American Politi	

Financial Account Information

My Account Balances	
Accounts Receivable	\$0.00 Due
Grand Total	\$0.00 Due
View account details & history Tuition Invoice	
Pay Using CASHNet	
Go to CASHNet	
MASTERCARD, DISCOVER, AMERICAN EXPRESS, or VISA. No Service Fee for E-Check Payment.	

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

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



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. Christopher Lovett

Academic Dean of Continuing Education and Strategic Partnerships

Date

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 CHSHelp@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.



Mount Aloysius College

Allegheny-Clarion Valley High School
Altoona Area High School
Apollo-Ridge High School
Armstrong Junior-Senior High School
Baldwin 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 Junior-Senior High School
Brockway Area Junior-Senior High School
Cambria Heights High School
Central Cambria High School
Central High School
Chartiers Valley 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
Glendale Area 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 Senior High School
Turkeyfoot Valley Area High School
Tussey Mountain High School
Tyrone Area High School
Union High School
Uniontown Area High School
United 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

Contact:

Administration Building 124

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

BusinessOffice@mtaloy.edu