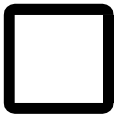




College in High School Checklist



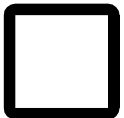
APPLY DEADLINE: 9/30/2026
(NEW STUDENTS ONLY)

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!



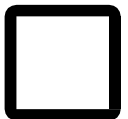
NEW STUDENTS: CLAIM YOUR ACCOUNT
DEADLINE: 10/9/2026

STEP 2

Check your inbox and spam folders for your email!!

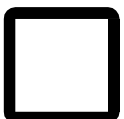
Username: _____

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.

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

**RETURNING
STUDENTS SKIP
TO STEP 3**

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

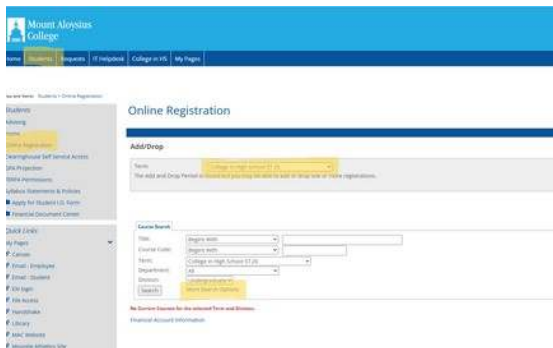
3. Select Online Registration

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**

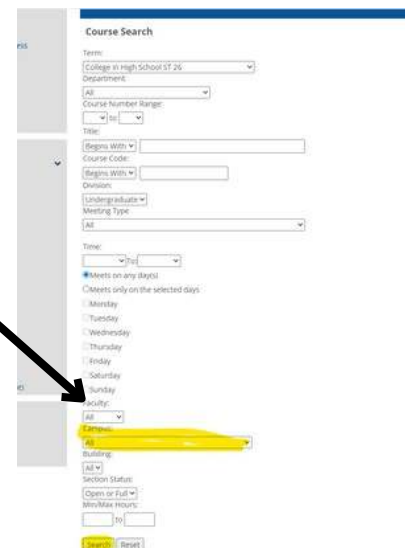
a. Do NOT try to use search codes

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