MyCarlAlbert Student Guide

Last Updated: 06/01/2022

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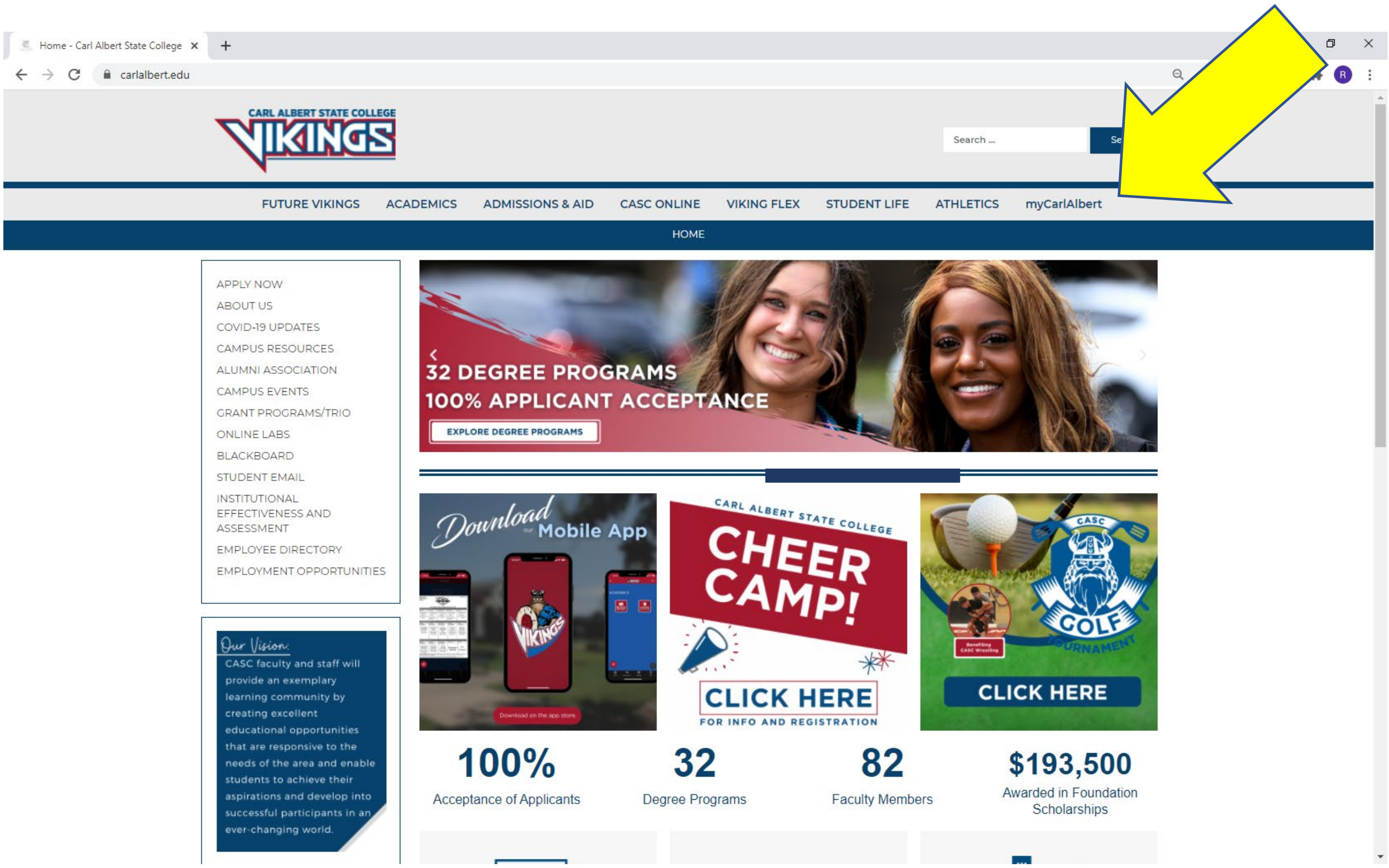
Logging in to Self Service

1. **Log in to Self Service** by going to www.carlalbert.edu. Then, select "myCarlAlbert" at the top of the page.

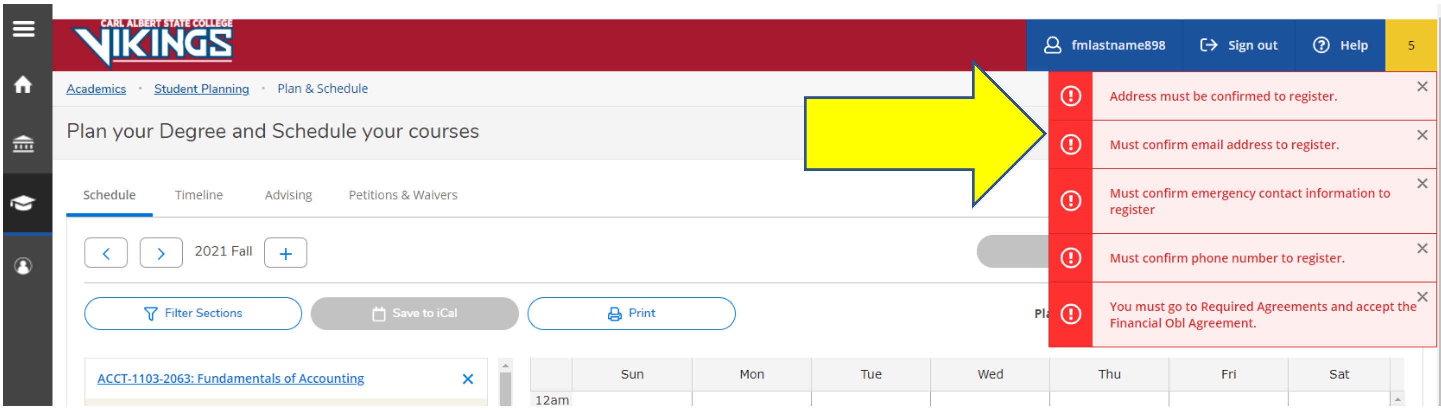


a) You will use your single sign-on credentials to log in to your "myCarlAlbert" account
Important: If you haven't set up your myCarlAlbert account yet, access your username and student ID number from your admissions acceptance letter. Then click on the reset password link to activate your accounts.

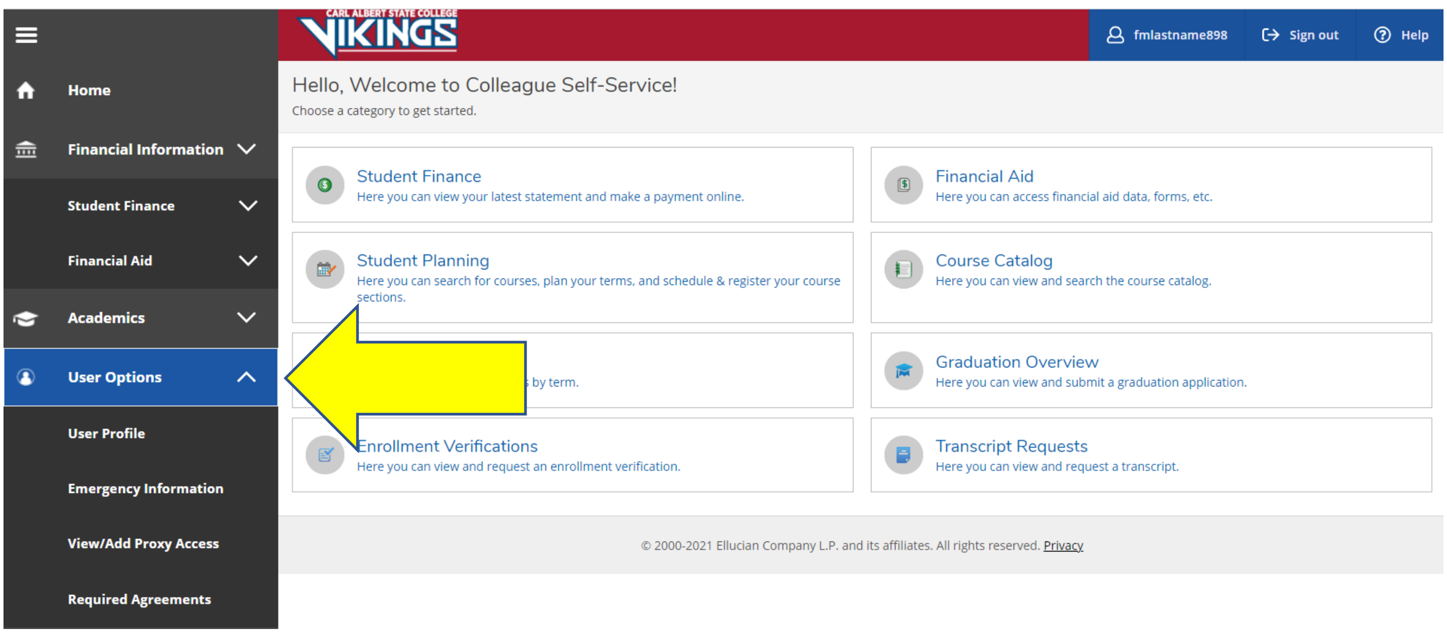
b) This will activate all of your Carl Albert accounts (myCarlAlbert, Blackboard, and Student Email)

Clearing Notifications for Registration

1. If you receive an email notification stating that your advisor cleared you for registration but the "Register" button is still grayed out, check to see if you have any notifications that need to be taken care of first! Once you address all notifications, you will be permitted to enroll!



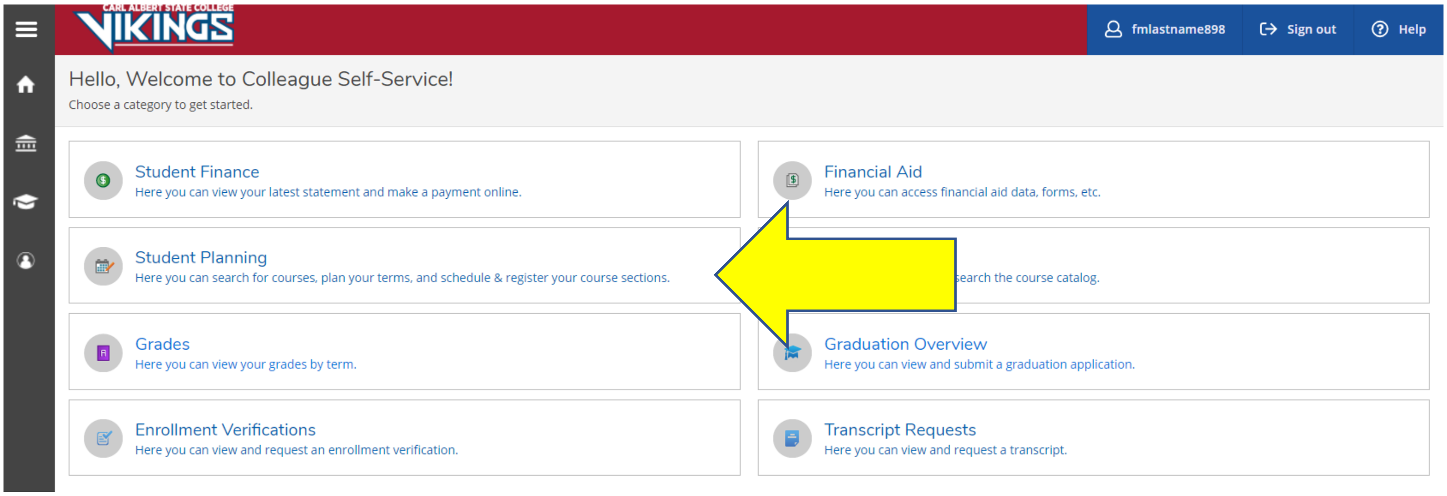
2. You may need to confirm your demographic information, add/confirm emergency contact information, add/confirm proxy access, and acknowledge any required agreements by clicking the "User Options" tab



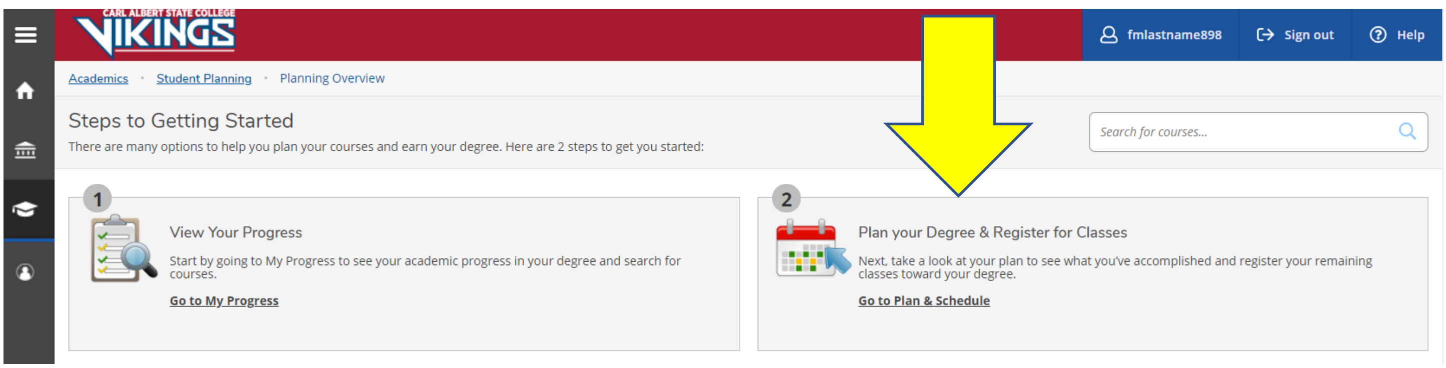
a) Your address, phone number, and email address can be confirmed by clicking on "User Profile"
b) Emergency Contact Information can be added and confirmed under "Emergency Information"
c) Give individuals proxy access under "View/Add Proxy Access"
d) View and accept any required agreements under "Required Agreements"

Locating Your Advisor

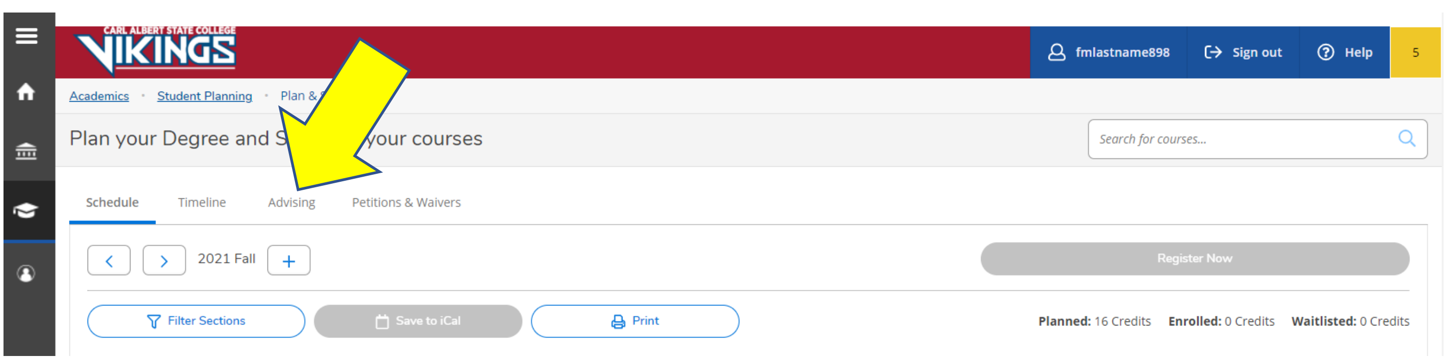
1. From your home screen in Self -Service, **Go to Student Planning**



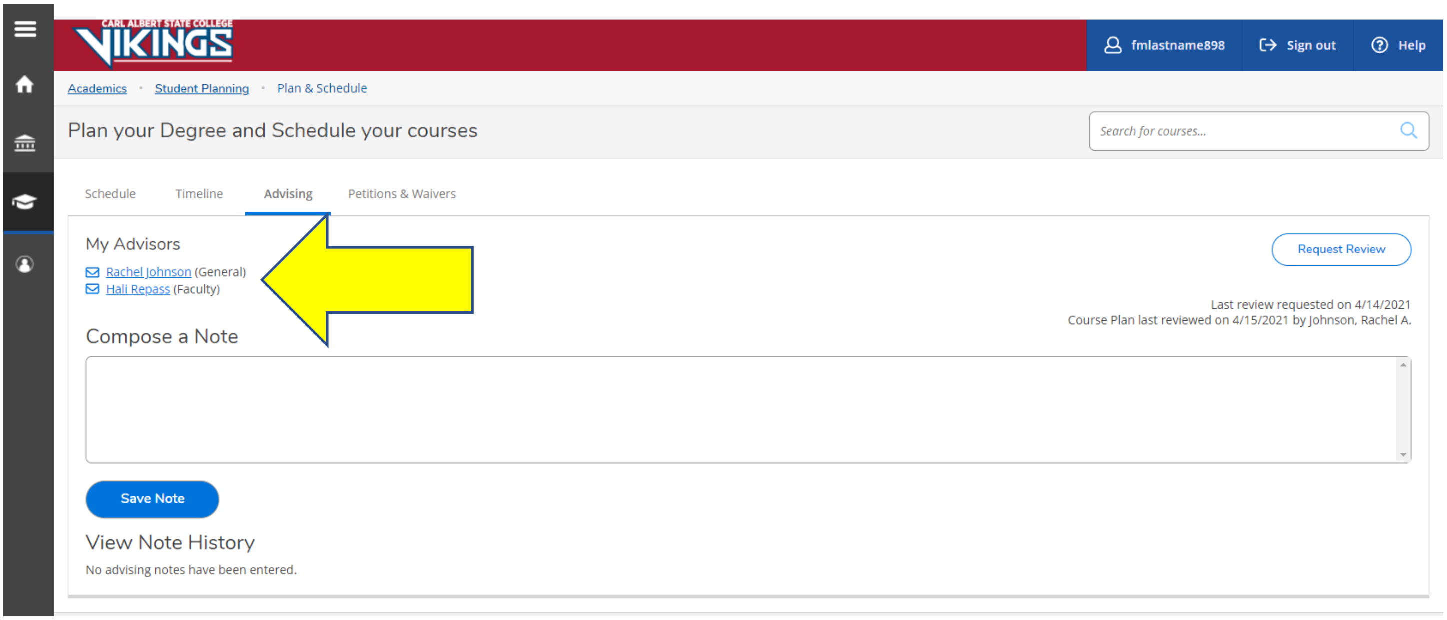
2. **Go to Plan & Schedule**



3. Next, **click on the "Advising" tab**



4. Your advisor(s) will be listed under **"My Advisors"**

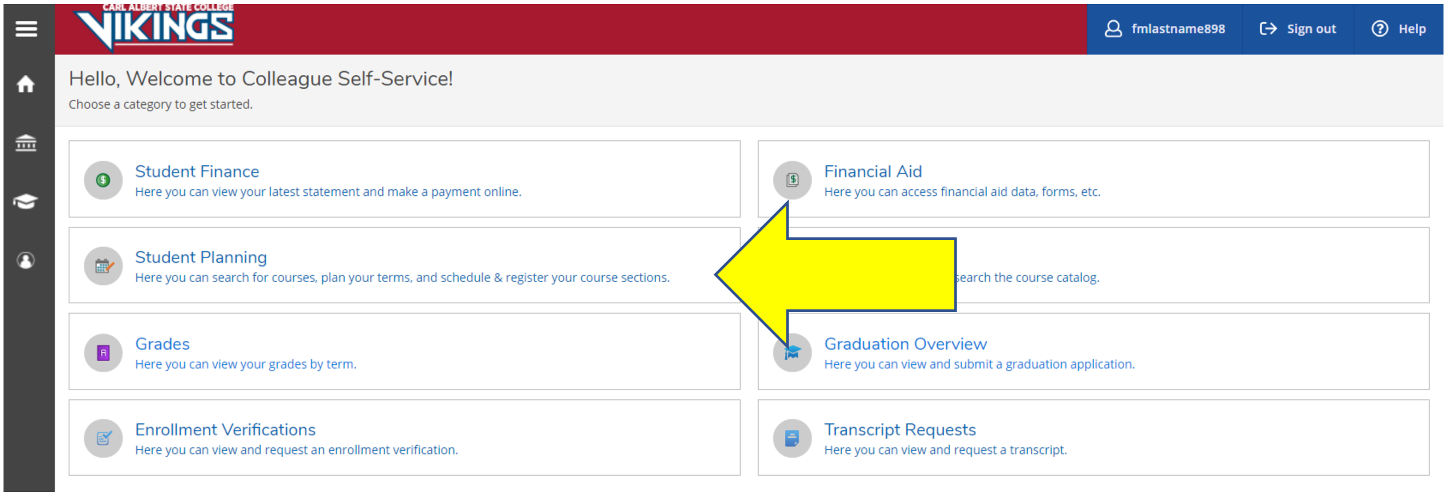


a) **General Advisor:** This advisor is one of the Advisement Specialists that make up Enrollment Management. They will help you enroll for your first semester as well as teach your Freshman Orientation class. This advisor is available to help you any questions or concerns you may have throughout your time at Carl Albert.

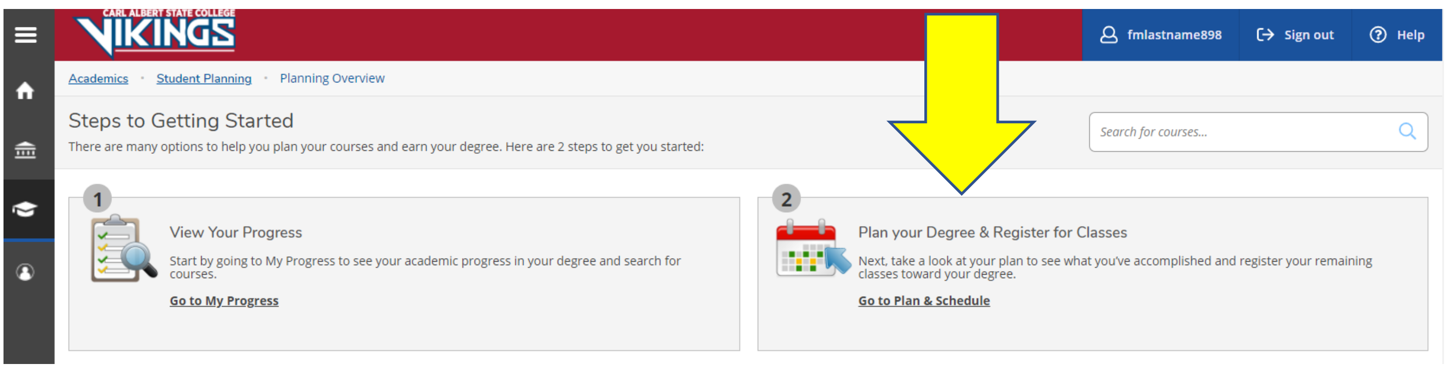
b) **Faculty Advisor:** This advisor is a faculty member within the college of the major you are pursuing. They are equipped to advise and enroll you after your first semester at CASC. They will assist you with all things related to advisement and enrollment.

Planning Your Courses

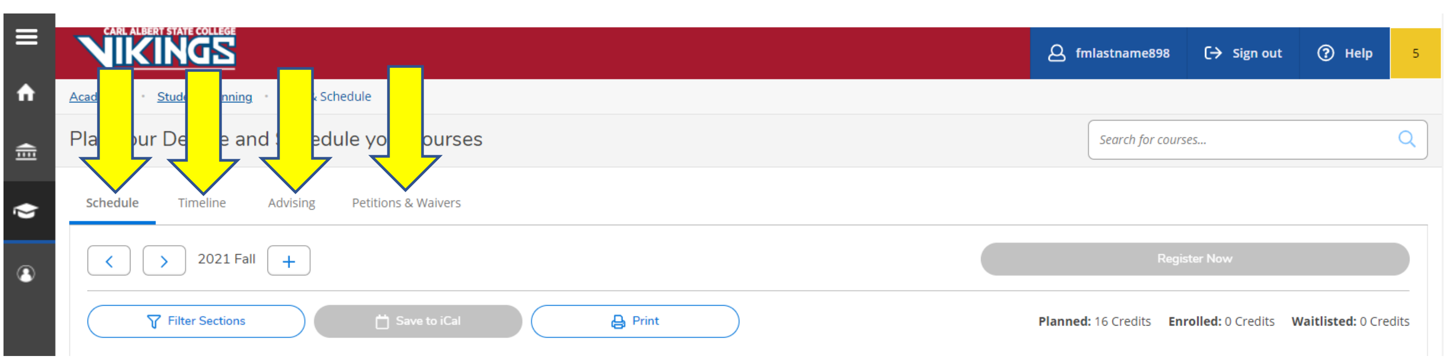
1. From your home screen in Self -Service, **Go to Student Planning**



2. **Go to Plan & Schedule**



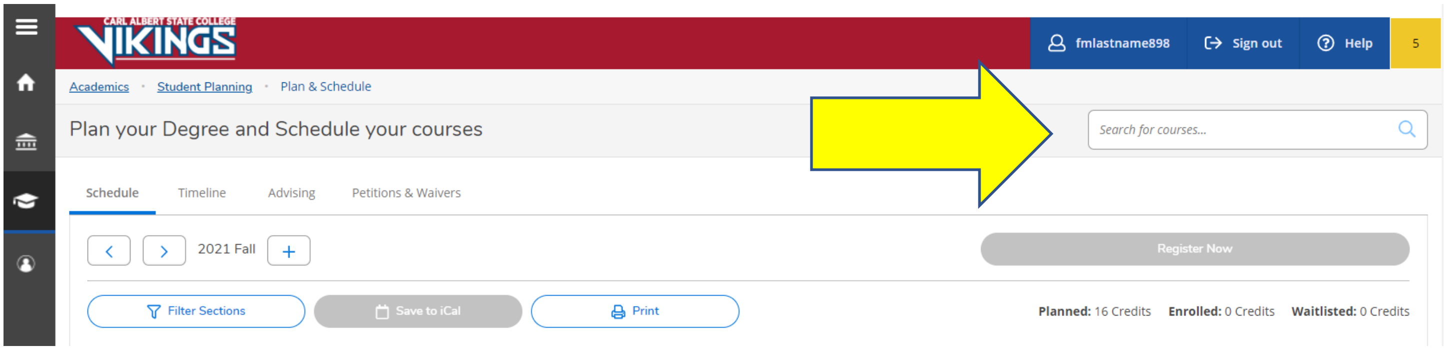
3. Next, you will be given four different tab options



a) SCHEDULE gives you an overview of the courses you have planned or are enrolled in
b) TIMELINE shows you an overview of courses for previous and upcoming semesters
c) ADVISING is where you will request a review of your academic plan each semester and compose notes to your advisor or see notes from your advisor

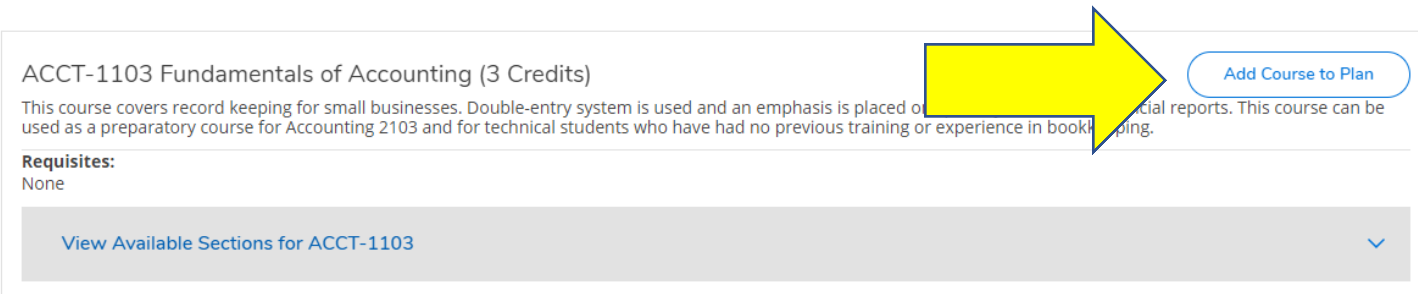
d) PETITION & WAIVERS is only needed if a course requires permission for enrollment

4. **To find courses** for your upcoming semester, search for them in the search bar in the top right-hand corner

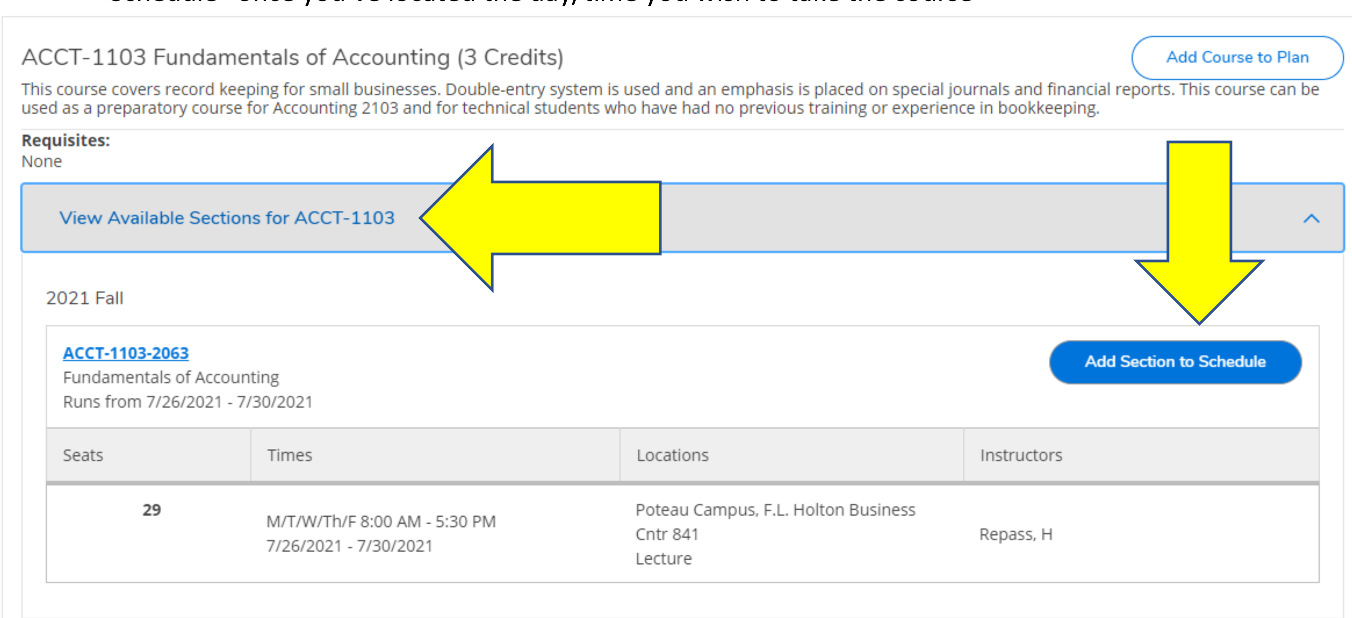


a) You can search by course prefix (ENGL, SPCH, HIST)
b) Or by course subject (English, Speech, History)
c) Or by keyword (Composition, Communication)
d) Or by the course ID if you know it (ENGL 1113, SPCH 1113, HIST 1483)

5. Once you've found the correct course, you can simply **click "Add Course to Plan"**



a) Or you can "View Available Sections" to find a specific section with a day/time, then click "Add Section to Schedule" once you've located the day/time you wish to take the course

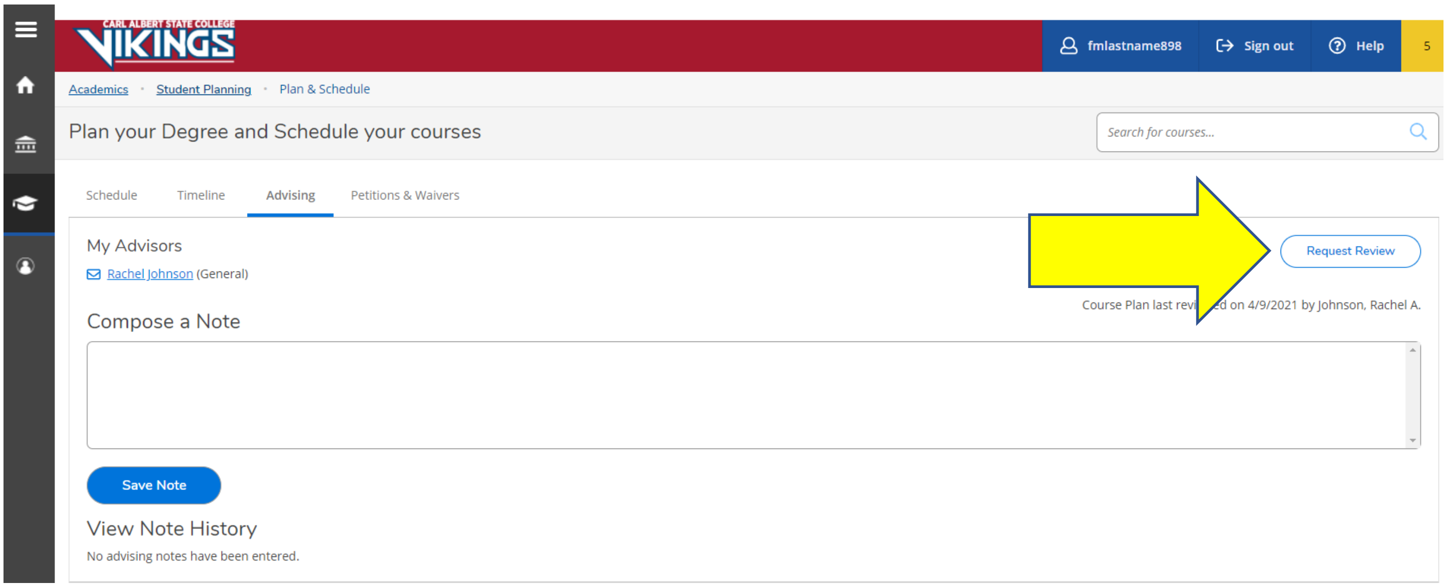


b) If you only choose add course to plan, a specific time/date will not be selected and you will eventually need to choose a section before you **register**

c) If you do choose to "View Available Sections", then you can make sure the specific section is added to your plan. **Adding a course to your plan does NOT register you**

Requesting a Review

1. Once you've picked out the courses you would like to take, you will need to make sure your advisor approves the courses you have chosen. **Go to the ADVISING tab and select "Request Review"**

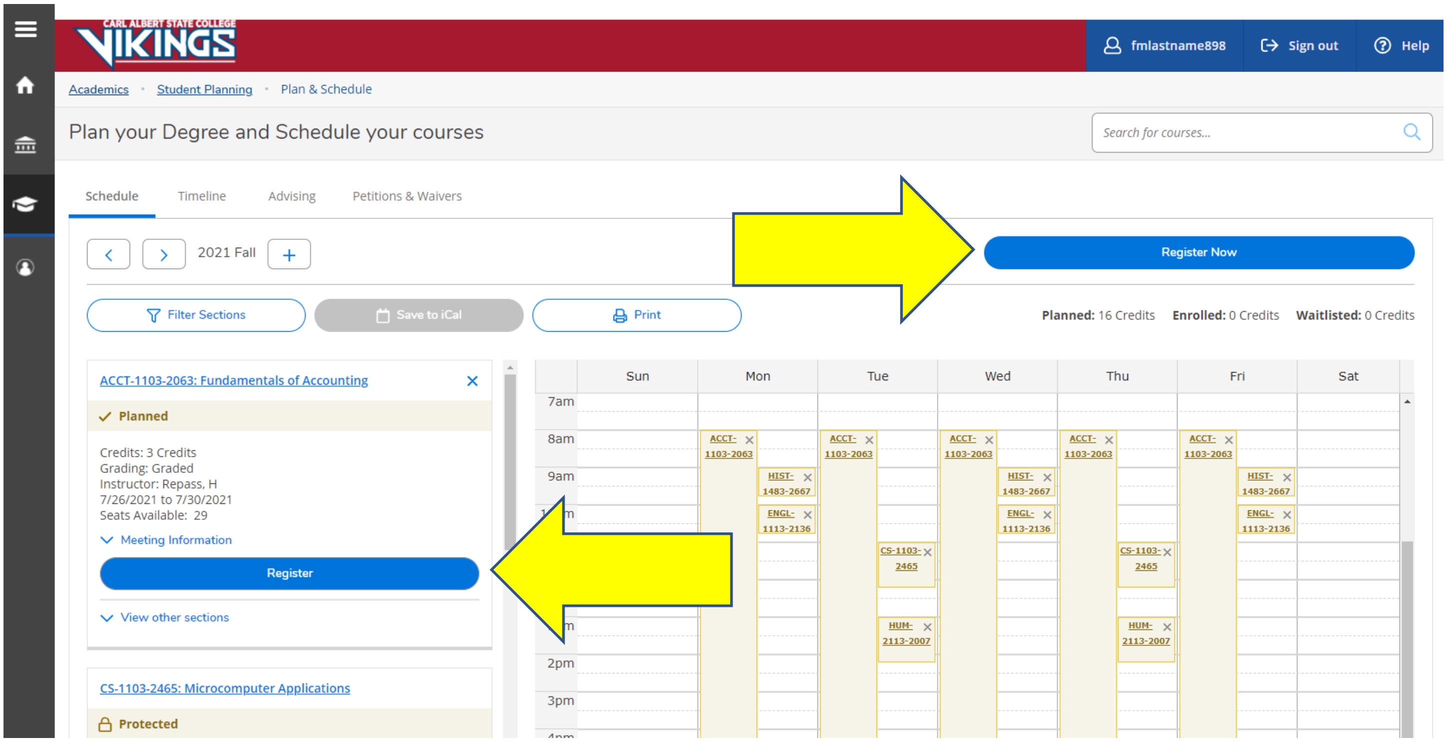


a) "Request Review" will send your advisor an email notifying them of your request. Once they have approved your plan, then you will receive an email notification

b) After your review is complete and your advising hold is removed, then you are able to **Register** for the courses

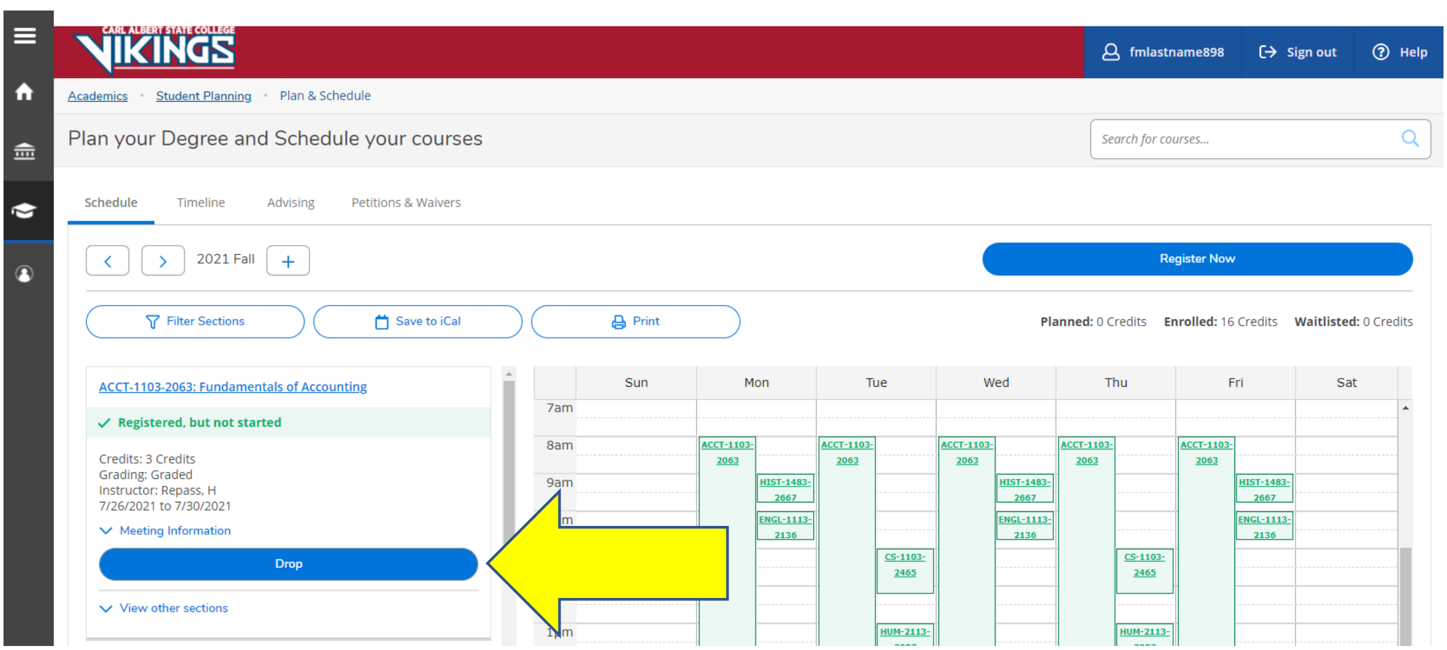
Registering for Courses

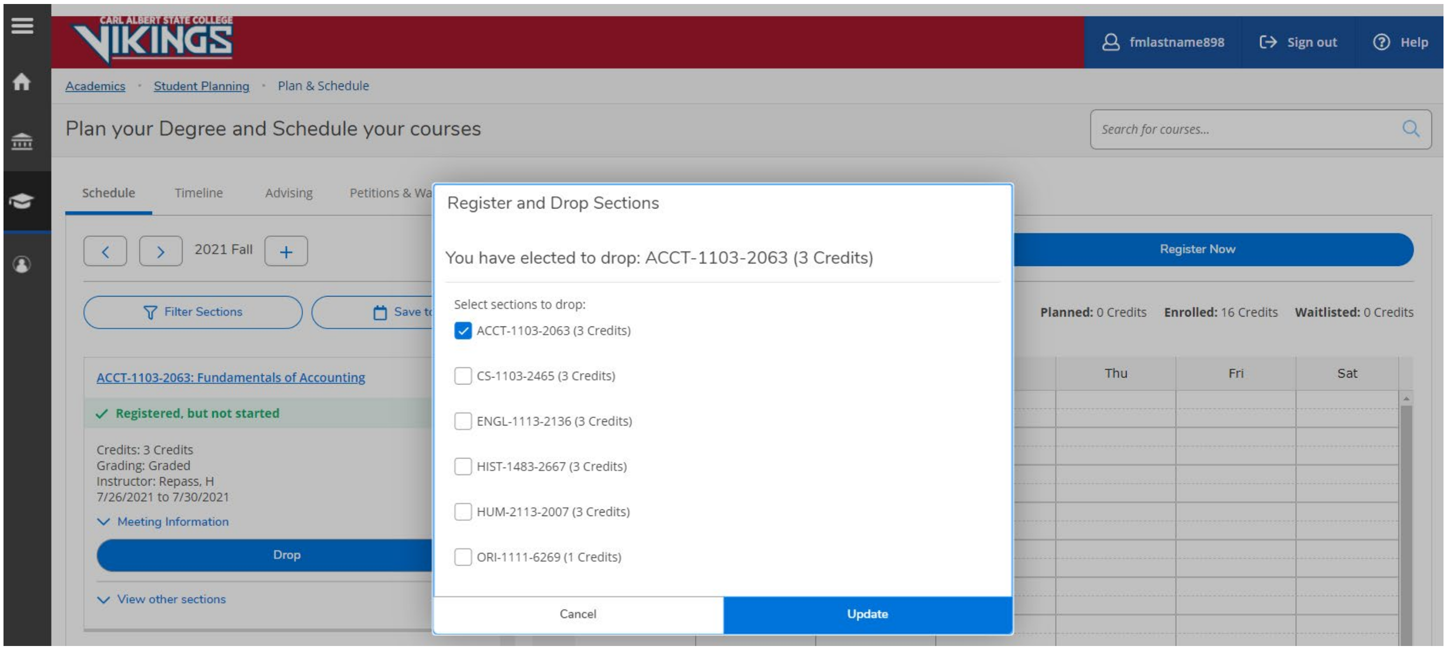
1. Adding courses to your plan does NOT register you for courses! To register, you will go back to the Plan and Schedule tab, then **click "Register Now"** to register for all courses you have planned.



a) You can also register for individual courses by clicking "Register" under each course to the left

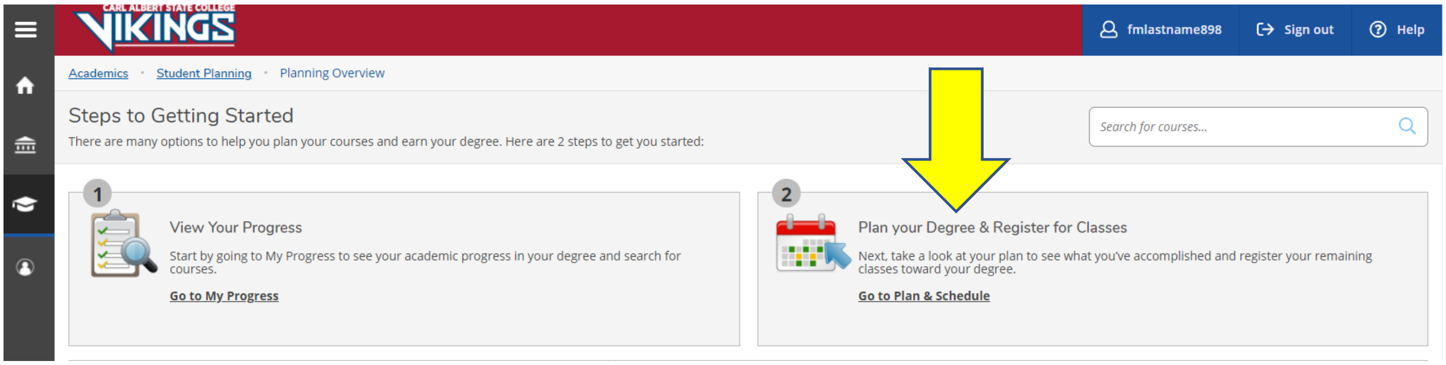
2. You can simply click the "drop" button on each course and then "update" to drop a course



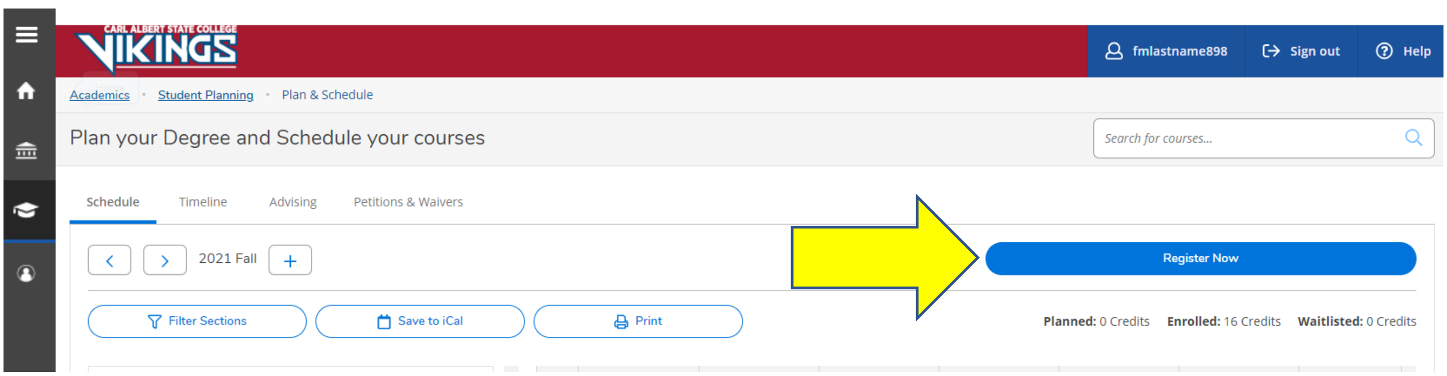

CARL ALBERT STATE COLLEGE
VIKINGS
fmlastname898
Sign out
Help
Academics
Student Planning
Plan & Schedule
Plan your Degree and Schedule your courses
Search for courses...
Schedule
Timeline
Advising
2021 Fall
Filter Sections
Register Now
Planned: 0 Credits Enrolled: 16 Credits Waitlisted: 0 Credits
ACCT-1103-2063: Fundamentals of Accounting
Registered, but not started
Credits: 3 Credits
Grading: Graded
Instructor: Repass, H
7/26/2021 to 7/30/2021
Meeting Information
Drop
View other sections
Thu
Fri
Sat
Register and Drop Sections
You have elected to drop: ACCT-1103-2063 (3 Credits)
Select sections to drop:
ACCT-1103-2063 (3 Credits)
CS-1103-2465 (3 Credits)
ENGL-1113-2136 (3 Credits)
HIST-1483-2667 (3 Credits)
HUM-2113-2007 (3 Credits)
ORI-1111-6269 (1 Credits)
Cancel
Update

Verifying and Printing Your Schedule

1. To verify/print your schedule, log in to myCarlAlbert and click on **“Go to Plan & Register”** listed under Student Planning



2. From there, **click the “print” button** to see a clear presentation of your Fall 2021 schedule



3. **Every course should say “Registered, not started” beside it**. If any do not, then you are not registered for that course. See below where the student is registered for everything except ACCT 1103. That course is JUST planned.

2021 Fall **Planned:** 3 Credits **Enrolled:** 13 Credits **Waitlisted:** 0 Credits

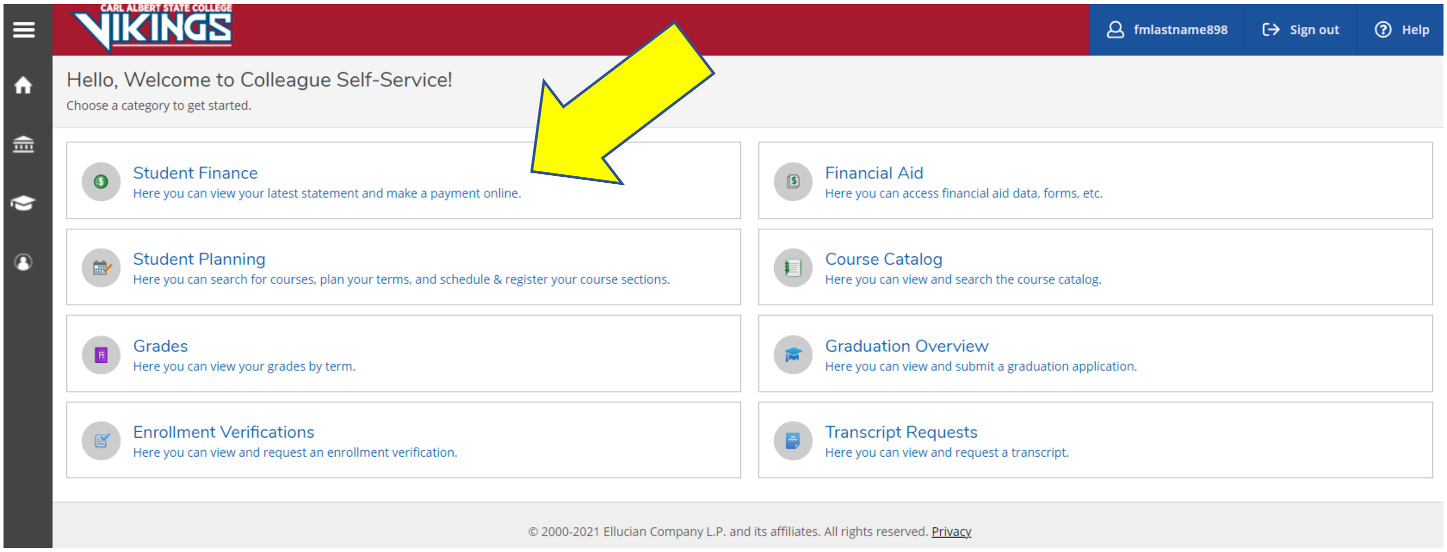
Schedule Details

Status	Course Title	Time	Location	Instructor
Planned	ACCT-1103-2063: Fundamentals of Accounting	MTWThF 8:00 AM - 5:30 PM 7/26/2021 - 7/30/2021	F.L. Holton Business Cntr, 841	Repass, H
Registered, but not started	CS-1103-2465: Microcomputer Applications	TTh 11:00 AM - 12:15 PM 8/11/2021 - 12/10/2021	F.L. Holton Business Cntr, 833	Knight, S
Registered, but not started	ENGL-1113-2136: Freshman Composition I	MWF 10:00 AM - 10:50 AM 8/11/2021 - 12/10/2021	Ollie Cntr for Academic Exce, 1222	Yandell, S
Registered, but not started	HIST-1483-2667: American History 1492-1865	MWF 9:00 AM - 9:50 AM 8/11/2021 - 12/10/2021	Ollie Cntr for Academic Exce, 1122	TBD
Registered, but not started	HUM-2113-2007: General Humanities I	TTh 1:00 PM - 2:15 PM 8/11/2021 - 12/10/2021	Ollie Cntr for Academic Exce, 1321	Hill, S
Registered, but not started	ORI-1111-6269: Freshman Orientation	TBD	TBD	Bailey, K Willis, M

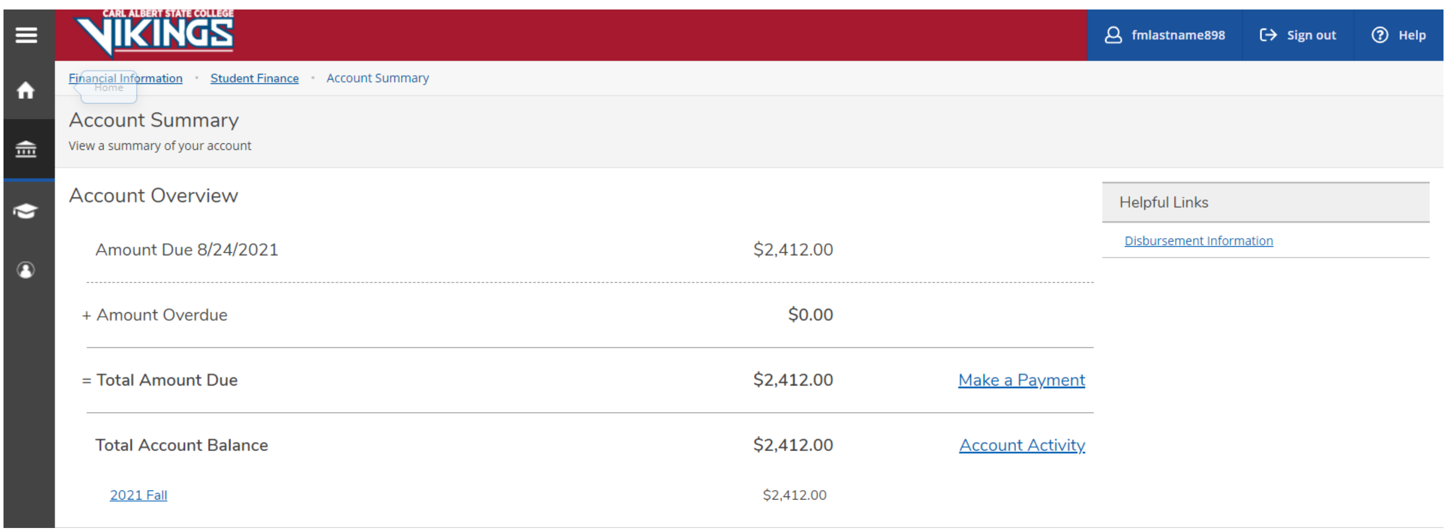
4. It is important you know how to access/print a copy of your schedule so you can **verify your courses**, **purchase your books**, **get your student ID**, and many other reasons!

Accessing Your Bill

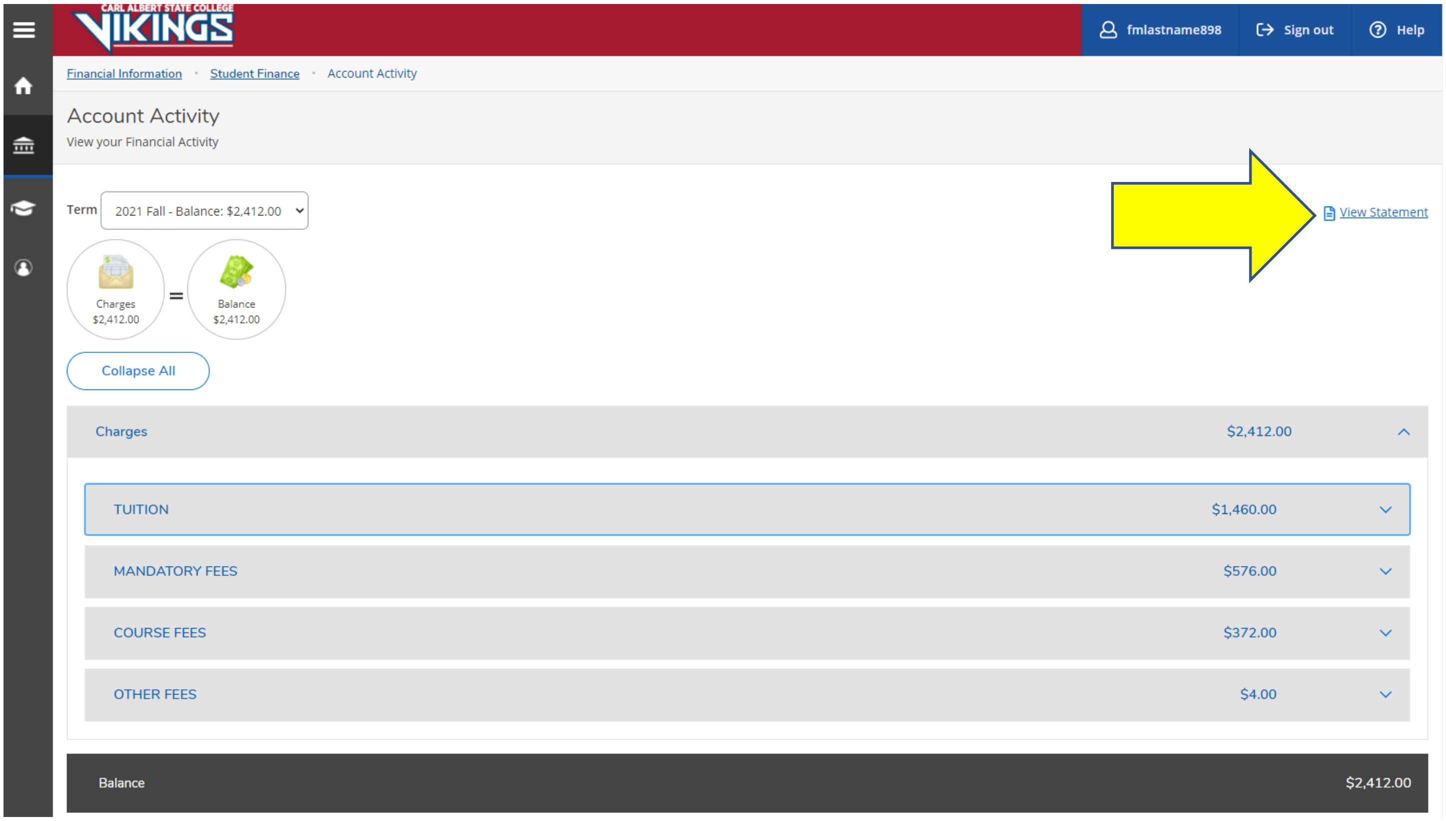
1. **Go to "Student Finance"** to access all things related to your bill or statement



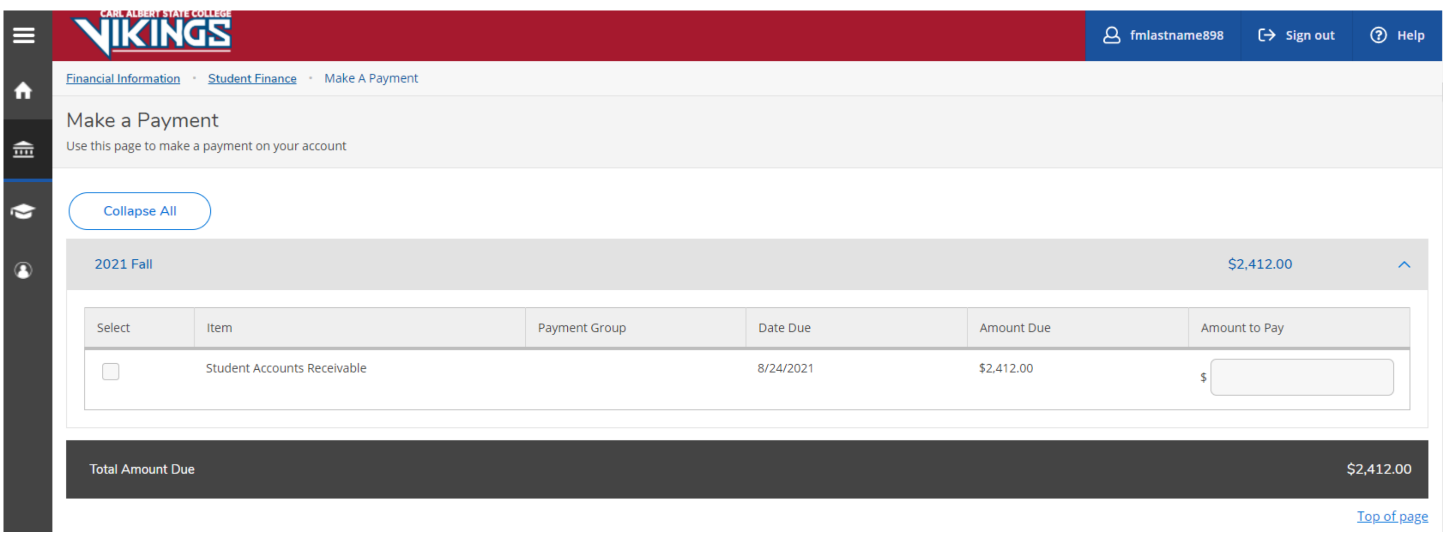
a) Account Summary: Shows you an overview of your total account balance



b) Account Activity: Gives you a detailed list of your charge types/amounts and is where you can download your statement

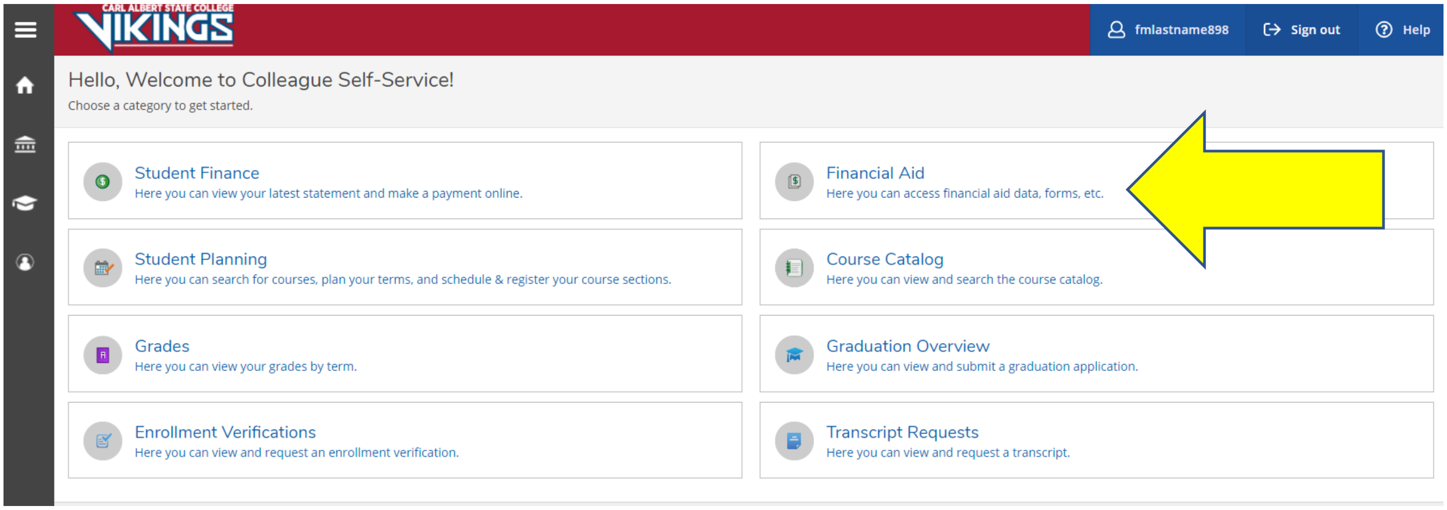


c) Make a Payment: Set up payment plans and make payments through this page



Accessing Your Financial Aid Information

1. From your self-service home screen, **click on "Financial Aid"**



2. You can **view your financial aid package** for the current academic year, **submit your FAFSA** Application for the upcoming academic year, and easily **see if you are missing any required documents** listed under "Checklist"