



# **MyCarlAlbert Student Guide**

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# Student Instructions

**Logging In to Your MyCarlAlbert Account**

**Clearing Notifications for Registration**

**Locating Your Advisor**

**Planning Your Courses and Requesting a Review**

**Registering For Classes**

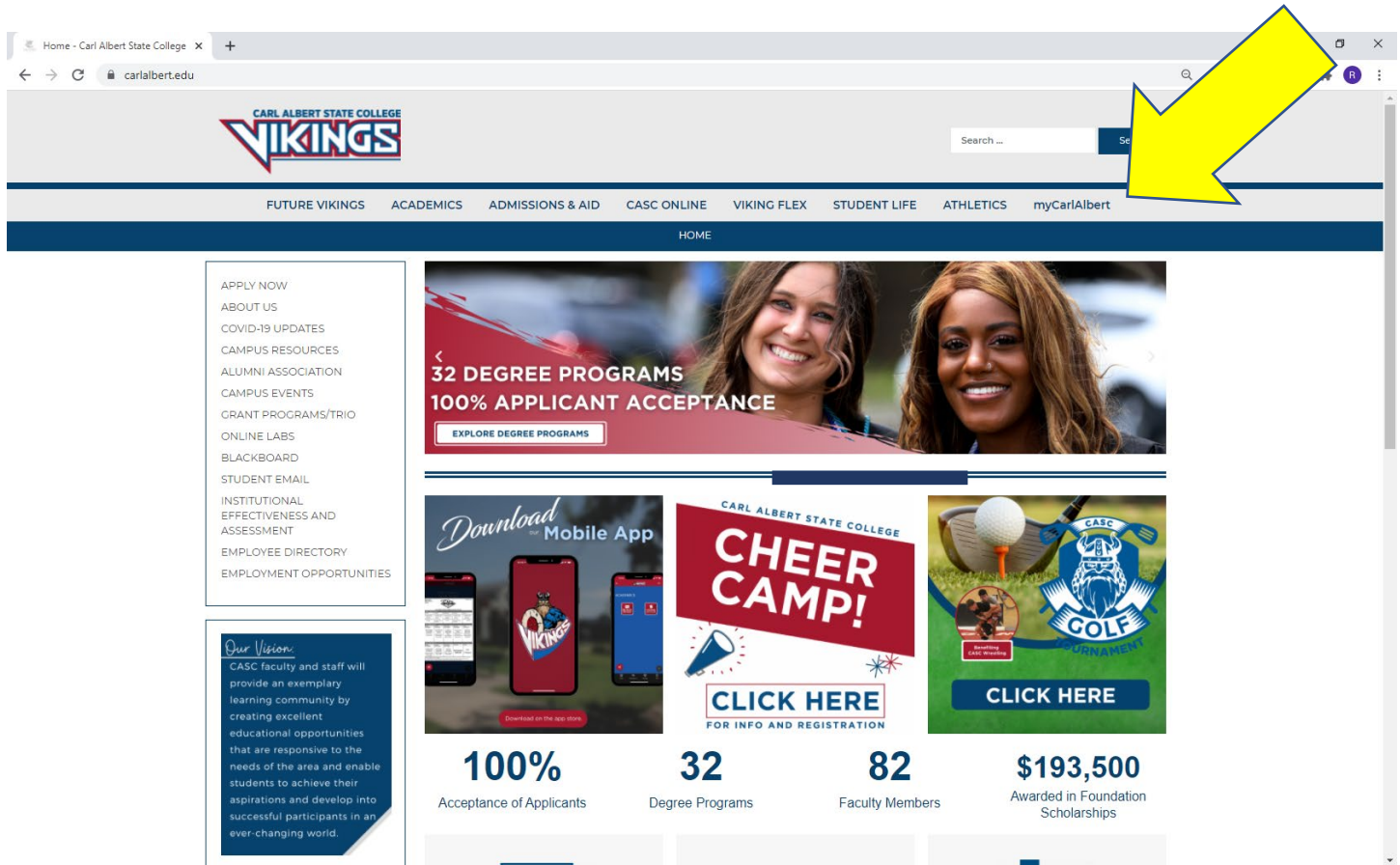
**Verifying and Printing Your Schedule**

**Accessing Your Bill**

**Accessing Your Financial Aid Information**

# Logging in to Self Service

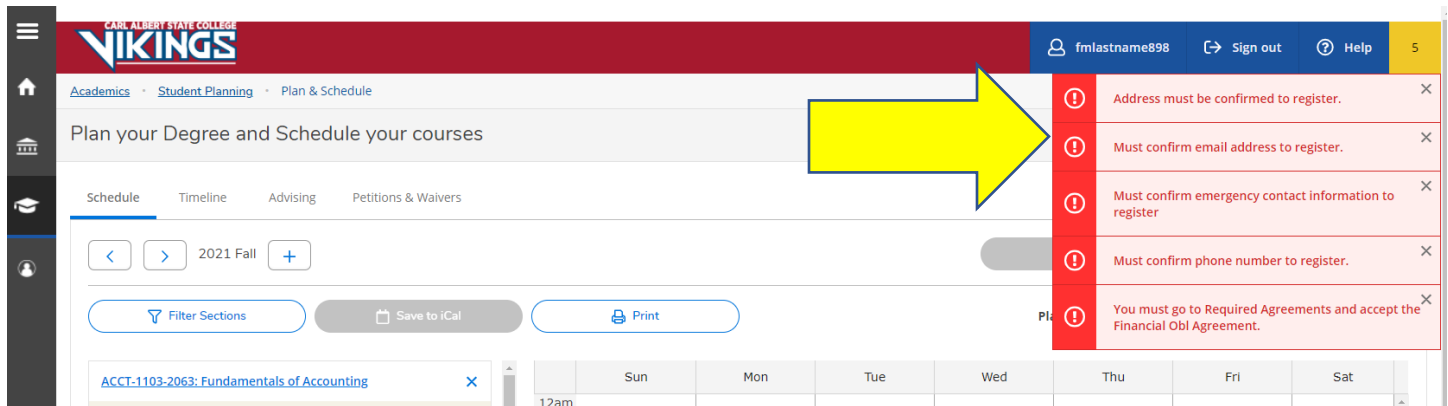
1. **Log in to Self Service** by going to [www.carlalbert.edu](http://www.carlalbert.edu). Then, select “myCarlAlbert” at the top of the page.



- 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!

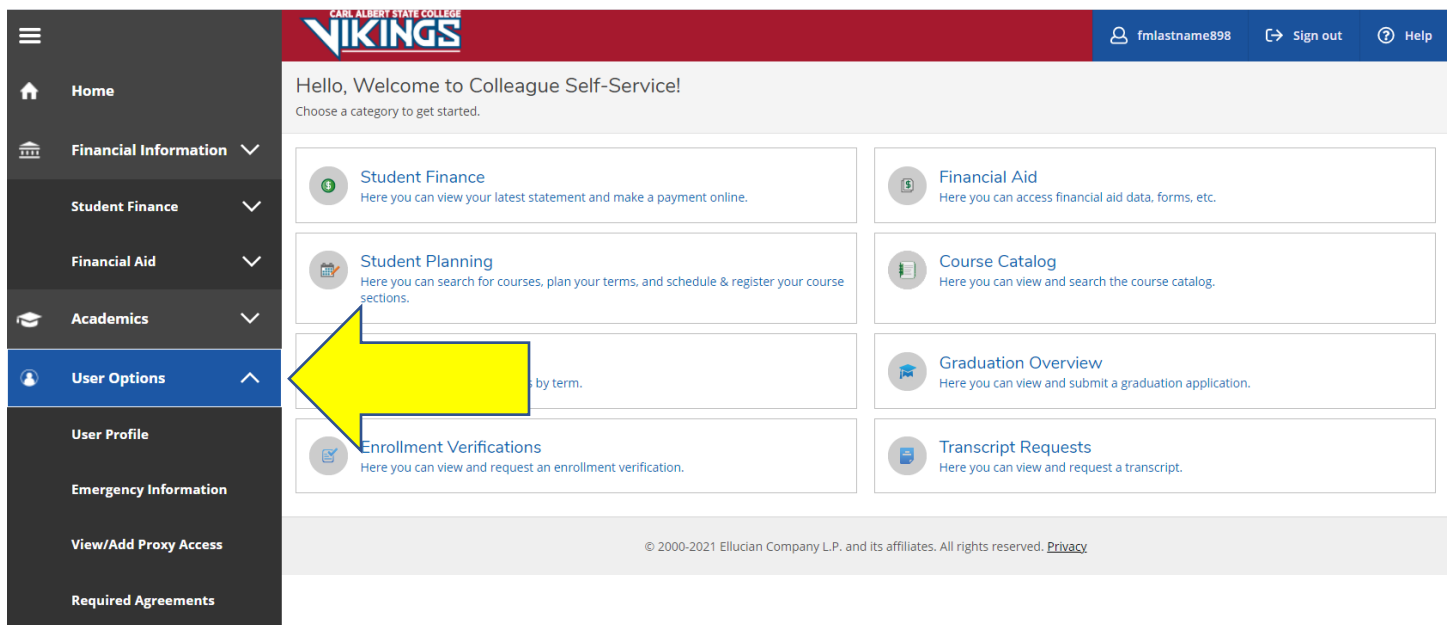


The screenshot shows the registration interface for Carl Albery State College. The user is logged in as 'fmlastname898'. The main heading is 'Plan your Degree and Schedule your courses'. A notification panel on the right side of the page contains five red error messages, each with an 'X' icon to close it:

- Address must be confirmed to register.
- Must confirm email address to register.
- Must confirm emergency contact information to register.
- Must confirm phone number to register.
- You must go to Required Agreements and accept the Financial Obl Agreement.

A yellow arrow points from the 'Plan your Degree and Schedule your courses' header to the notification panel.

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



The screenshot shows the 'Colleague Self-Service' dashboard for Carl Albery State College. The user is logged in as 'fmlastname898'. The dashboard displays a welcome message and a grid of service tiles:

- Student Finance: Here you can view your latest statement and make a payment online.
- Financial Aid: Here you can access financial aid data, forms, etc.
- Student Planning: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog: Here you can view and search the course catalog.
- Graduation Overview: Here you can view and submit a graduation application.
- Enrollment Verifications: Here you can view and request an enrollment verification.
- Transcript Requests: Here you can view and request a transcript.

The left sidebar contains the following menu items: Home, Financial Information, Student Finance, Financial Aid, Academics, **User Options** (highlighted), User Profile, Emergency Information, View/Add Proxy Access, and Required Agreements. A yellow arrow points to the 'User Options' tab.

- Your address, phone number, and email address can be confirmed by clicking on “User Profile”
- Emergency Contact Information can be added and confirmed under “Emergency Information”
- Give individuals proxy access under “View/Add Proxy Access”
- View and accept any required agreements under “Required Agreements”

# Locating Your Advisor

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

The screenshot shows the home screen of the Carl Albert State College Self-Service portal. The header includes the college logo and navigation links for 'fmlastname898', 'Sign out', and 'Help'. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and lists several service categories. A yellow arrow points to the 'Student Planning' category, which is described as: 'Here you can search for courses, plan your terms, and schedule & register your course sections.'

2. **Go to Plan & Schedule**

The screenshot shows the 'Steps to Getting Started' page. It provides two steps for getting started: 1. 'View Your Progress' and 2. 'Plan your Degree & Register for Classes'. A yellow arrow points to the second step, which includes the instruction: 'Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.' and a link to 'Go to Plan & Schedule'.

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

The screenshot shows the 'Plan your Degree and Schedule your courses' page. The 'Advising' tab is highlighted with a yellow arrow. The page includes a search bar, navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers', and a 'Register Now' button. At the bottom, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print', along with a summary of course status: 'Planned: 16 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

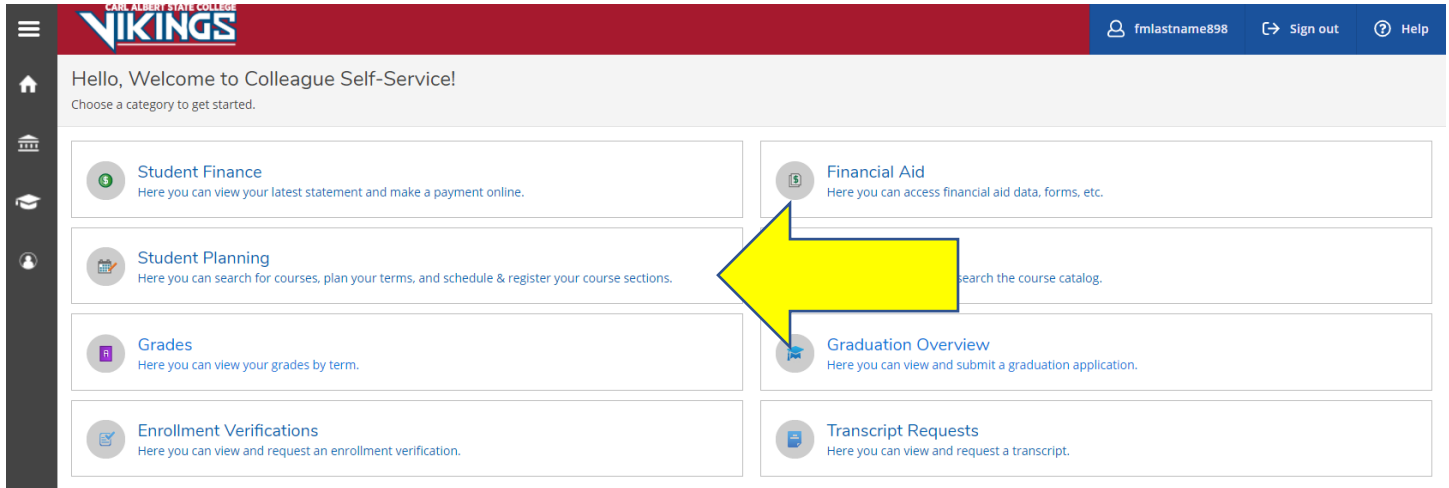
4. Your advisor(s) will be listed under “My Advisors”

The screenshot displays the 'My Advisors' section of the Carl Albert State College portal. The header includes the college logo and navigation links. The main content area shows a list of advisors: Rachel Johnson (General) and Hali Repass (Faculty). A yellow arrow points to the 'My Advisors' section. Below the list is a 'Compose a Note' section with a text area and a 'Save Note' button. A 'View Note History' section is also present, indicating that no advising notes have been entered. A 'Request Review' button is visible in the top right corner of the advisor list.

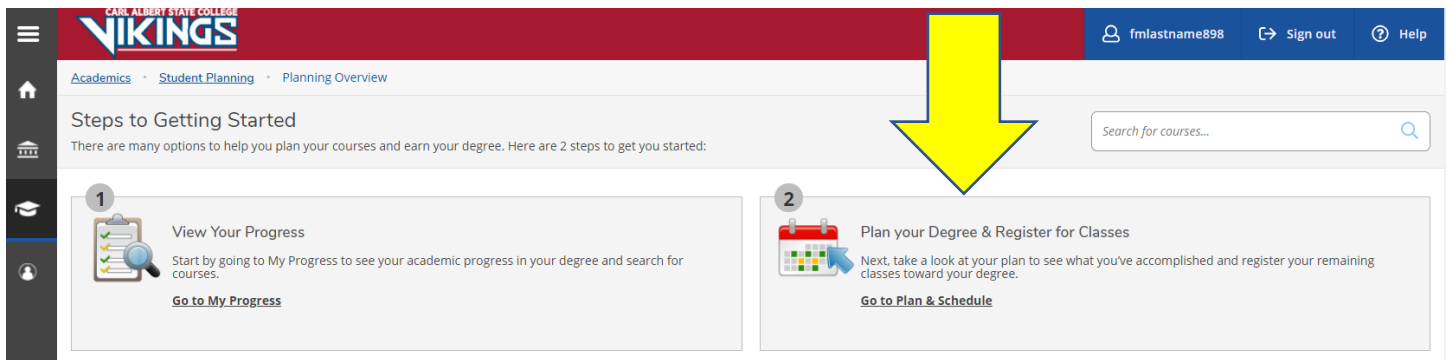
- a) **General Advisor:** This advisor is one of the Advisement Specialists that make up Enrollment Management. They will help you enroll for your first semester as well as teach your Freshman Orientation class. This advisor is available to help you any questions or concerns you may have throughout your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

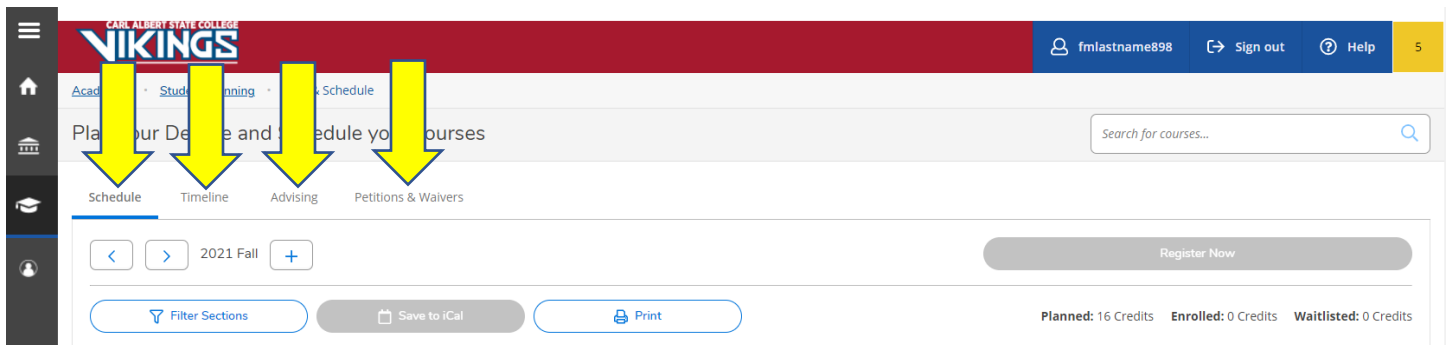
1. From your home screen in Self -Service, **Go to Student Planning**



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

The screenshot shows the 'Plan & Schedule' page for a student. At the top right, there is a search bar with the placeholder text 'Search for courses...'. A large yellow arrow points to this search bar. Below the search bar, there are navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Schedule' tab is selected. Below the tabs, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. On the right side, there is a 'Register Now' button and a summary of credits: 'Planned: 16 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

- 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"

The screenshot shows the details for the course 'ACCT-1103 Fundamentals of Accounting (3 Credits)'. Below the course title, there is a description: 'This course covers record keeping for small businesses. Double-entry system is used and an emphasis is placed on special journals and financial reports. This course can be used as a preparatory course for Accounting 2103 and for technical students who have had no previous training or experience in bookkeeping.' Below the description, there is a 'Requisites:' section with 'None' listed. At the bottom, there is a button labeled 'View Available Sections for ACCT-1103'. A large yellow arrow points to the 'Add Course to Plan' button in the top right corner.

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

The screenshot shows the details for the course 'ACCT-1103 Fundamentals of Accounting (3 Credits)'. Below the course title, there is a description: 'This course covers record keeping for small businesses. Double-entry system is used and an emphasis is placed on special journals and financial reports. This course can be used as a preparatory course for Accounting 2103 and for technical students who have had no previous training or experience in bookkeeping.' Below the description, there is a 'Requisites:' section with 'None' listed. Below the requisites, there is a button labeled 'View Available Sections for ACCT-1103'. A large yellow arrow points to this button. Below the button, there is a section for '2021 Fall' with a table of available sections. A large yellow arrow points to the 'Add Section to Schedule' button in the top right corner of the section details.

Seats	Times	Locations	Instructors
29	M/T/W/Th/F 8:00 AM - 5:30 PM 7/26/2021 - 7/30/2021	Poteau Campus, F.L. Holton Business Cntr 841 Lecture	Repass, H

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”**

The screenshot shows the user interface of the Carl Albert State College advising system. The top navigation bar includes the college logo, user information (fmlastname898), and links for Sign out, Help, and a notification bell. The main content area is titled 'Plan your Degree and Schedule your courses' and features a search bar. Below this, the 'Advising' tab is active, showing 'My Advisors' with a list containing 'Rachel Johnson (General)'. A 'Request Review' button is highlighted with a yellow arrow. Below the advisor list is a 'Compose a Note' section with a text input field and a 'Save Note' button. A status message indicates 'Course Plan last reviewed on 4/9/2021 by Johnson, Rachel A.' and 'View Note History' shows 'No advising notes have been entered.'

- 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.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface for the 2021 Fall semester. The top navigation bar includes 'Academics', 'Student Planning', and 'Plan & Schedule'. The user is logged in as 'fmlastname898'. The interface displays a course plan for 2021 Fall with a total of 16 planned credits. A yellow arrow points to the 'Register Now' button in the top right. Another yellow arrow points to the 'Register' button for the 'ACCT-1103-2063: Fundamentals of Accounting' course in the left-hand panel.

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

The screenshot shows the same course registration interface, but the 'ACCT-1103-2063: Fundamentals of Accounting' course is now registered. The status is 'Registered, but not started'. A yellow arrow points to the 'Drop' button in the left-hand panel. The 'Planned' credits are now 0, and 'Enrolled' credits are 16.



# 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

The screenshot shows the 'Steps to Getting Started' section on the myCarlAlbert website. A yellow arrow points to the second step, 'Plan your Degree & Register for Classes', which includes a 'Go to Plan & Schedule' link. The first step is 'View Your Progress'.

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

The screenshot shows the 'Plan & Schedule' page on the myCarlAlbert website. A yellow arrow points to the 'Print' button in the bottom navigation bar. The page also shows a 'Register Now' button and a 'Filter Sections' button.

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

The screenshot shows the top navigation bar with the Viking logo and user information (fmlastname898, Sign out, Help). Below the header, a welcome message reads "Hello, Welcome to Colleague Self-Service! Choose a category to get started." A grid of service tiles is displayed, with a yellow arrow pointing to the "Student Finance" tile. The tiles include: Student Finance (view statement, make payment), Financial Aid (access aid data), Student Planning (search courses, schedule), Course Catalog (view and search), Grades (view grades), Graduation Overview (submit application), Enrollment Verifications (request verification), and Transcript Requests (request transcript). The footer contains copyright information: © 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

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

The screenshot shows the "Account Summary" page. The breadcrumb trail is "Financial Information > Student Finance > Account Summary". The page title is "Account Summary" with the subtitle "View a summary of your account". The main content is an "Account Overview" table showing the following data:

Amount Due 8/24/2021	\$2,412.00	
+ Amount Overdue	\$0.00	
= Total Amount Due	\$2,412.00	<a href="#">Make a Payment</a>
Total Account Balance	\$2,412.00	<a href="#">Account Activity</a>
<a href="#">2021 Fall</a>	\$2,412.00	

On the right side, there is a "Helpful Links" section with a link to [Disbursement Information](#).

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

The screenshot shows the 'Account Activity' page. At the top, there is a navigation bar with the Vikings logo and user information. Below the navigation bar, the page title is 'Account Activity' with a subtitle 'View your Financial Activity'. A dropdown menu shows the term '2021 Fall - Balance: \$2,412.00'. Below this, there are two circular icons: 'Charges \$2,412.00' and 'Balance \$2,412.00'. A 'Collapse All' button is visible. The main content area is a table of charges:

Charges	\$2,412.00
TUITION	\$1,460.00
MANDATORY FEES	\$576.00
COURSE FEES	\$372.00
OTHER FEES	\$4.00

At the bottom of the charges table, there is a 'Balance' row showing '\$2,412.00'. A yellow arrow points to the 'View Statement' link in the top right corner.

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

The screenshot shows the 'Make a Payment' page. At the top, there is a navigation bar with the Vikings logo and user information. Below the navigation bar, the page title is 'Make a Payment' with a subtitle 'Use this page to make a payment on your account'. A 'Collapse All' button is visible. The main content area is a table with one row for 'Student Accounts Receivable' with a due date of 8/24/2021 and an amount due of \$2,412.00. A 'Total Amount Due' of \$2,412.00 is shown at the bottom.

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input type="checkbox"/>	Student Accounts Receivable		8/24/2021	\$2,412.00	\$ <input type="text"/>

At the bottom of the table, there is a 'Total Amount Due' row showing '\$2,412.00'. A 'Top of page' link is visible in the bottom right corner.

# Accessing Your Financial Aid Information

1. From your self-service home screen, click on “Financial Aid”

The screenshot shows the home page of the Carl Albert State College self-service portal. The header includes the college logo and a user profile with the name 'fmlastname898' and options for 'Sign out' and 'Help'. The main content area is titled 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' There are ten tiles arranged in a 5x2 grid. The 'Financial Aid' tile, located in the top right of the grid, is highlighted with a large yellow arrow pointing to it. The other tiles include Student Finance, Student Planning, Grades, Enrollment Verifications, Course Catalog, Graduation Overview, and Transcript Requests.

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”

The screenshot shows the 'Financial Aid' page. The header includes the college logo and a user profile with the name 'fmlastname898' and options for 'Sign out' and 'Help'. The breadcrumb trail is 'Financial Information > Financial Aid > Financial Aid Home'. The main content area is titled 'Welcome to Financial Aid!' and 'Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.' There is a dropdown menu for 'Select an Award Year:' set to '2021/2022 Academic Year' and a 'Contact Financial Aid Office' link. The page is divided into two main sections: 'FAFSA Application' and 'Student Finance Account Summary'. The 'FAFSA Application' section states that there is no current application and provides a link to 'Submit a Free Application for Federal Student Aid (FAFSA)'. The 'Student Finance Account Summary' section shows a table of account details:

Amount Due	\$2,412.00
Amount Overdue	\$0.00
<b>Total Amount Due</b>	<b>\$2,412.00</b>

Below the table is a link to 'Go to Account Summary'. At the bottom of the page, there is a 'Checklist' section with the following items:

Icon	Status	Action
⚠️	Action Needed	<a href="#">Submit a Free Application for Federal Student Aid (FAFSA)</a>
✅	Completed	Complete required documents
🔄	In-Progress	<a href="#">Your application is being reviewed by the Financial Aid Office</a>
🔔	Not Available	<a href="#">Review and accept your Financial Aid Award Package</a>
🔔	Not Available	<a href="#">Review and sign your Financial Aid Offer Letter</a>

There is also a 'Resources' section with helpful links: 'Master Promissory Note', 'FAFSA Application', 'NSLDS Information', and 'Entrance Counseling'.