

## NON-DEGREE AND EXCHANGE STUDENT INFORMATION

**AUGUST 2022-MAY 2023**

### CONTACT INFORMATION

<b>Full Name of the College</b>	Carroll College
<b>Inbound Student Exchange Coordinator</b>	Julia Malmo, jmalmo@carroll.edu
<b>Inbound Student Academic Advisor</b>	Shannon ACKERET; sackeret@carroll.edu
<b>Outbound Student Exchange Coordinator</b>	Shannon ACKERET; sackeret@carroll.edu
<b>Office Postal Address</b>	1601 N. Benton Ave, Helena, MT 59625
<b>Office Physical Campus Address</b>	Julia-O’Connell Hall 258 Shannon-Borromeo Hall 110
<b>Telephone Number</b>	Julia +1-406-447-5575 Shannon +1-406-447-4469
<b>Fax Number</b>	+1-406-447-4533
<b>Website</b>	<a href="https://www.carroll.edu/admission-aid/international-students">https://www.carroll.edu/admission-aid/international-students</a>
<b>Emergency Contact</b>	Carroll College community living assistant on call phone number is +1-406-459-0450.
<b>US Emergency Number from any phone</b>	9-1-1

### ADMISSIONS PROCEDURE

<b>Application Deadline</b>	For August Start Date: 15 April; For January Start Date 15 October
<b>Application Documents</b>	Non-degree application, financial statement, official transcripts and letter of recommendation. IREX, UGRAD and ISEP students apply through that organization and do not have to submit financial documents.
<b>Language Requirement</b>	TOEFL = 80 (20 in each band) IELTS = 6.5
<b>Minimum GPA Requirement</b>	2.8 on a US Scale of A-F

### VISA

All international non-degree students require a student visa. Except in the case of IREX, UGRAD or ISEP, the immigration form is issued by Carroll upon receipt of official confidential financial documents, a signed confidential financial statement and the \$750 enrollment deposit. Students who do not obtain a visa are eligible for a refund of the \$750 enrollment deposit. Other students who have paid the deposit, but do not attend are not eligible for a refund unless it is deemed medically impossible to participate in the exchange. In order to maintain lawful status in the US, students must take a course load of at least 12 US credits.

## ACADEMIC CALENDAR FOR 2022-23

### SEMESTER 1: AUGUST 20 – DECEMBER 15, 2022

<b>Official arrival date</b>	August 20
<b>Mandatory orientation for exchange students</b>	August 21- 23
<b>Course registration and add/drop period</b>	August 21 -31
<b>Term dates</b>	August 24 - December 15
<b>Examination period</b>	December 12-15
<b>Term breaks</b>	October 14 - 18 (Fall break) November 23 - 25 (Thanksgiving break)

### SEMESTER 2: JANUARY 18 – MAY 10, 2023

<b>Official arrival date</b>	January 15
<b>Mandatory orientation for exchange students</b>	January 16
<b>Course registration and add/drop period</b>	January 15-25
<b>Term dates</b>	January 18 - May 12
<b>Examination period</b>	May 8 - 11
<b>Term breaks</b>	March 13 - 17 (Spring break) April 7 - 10 (Easter break)

## EXCHANGE BENEFITS

<b>Tuition and undergraduate fees</b>	International non-degree and exchange students will not be assessed tuition for a course load of between 12-19 US credits. Any credits that exceed the full time load of 12-19 will be assessed at the per credit rate of approximately \$1,575/credit. <b>Mandatory fees are not a benefit of your exchange and are currently \$600 each semester.</b> Please be prepared to pay these fees before arriving on campus. See how to pay below. UGRAD and IREX students are exempt from this payment as the fees are paid by the sponsor.
<b>Orientation Fee</b>	All students arriving in the fall semester are required to pay the \$100 orientation fee.
<b>Room and board</b>	Students must apply for housing and a meal plan using the <i>Community Living Application and Housing Agreement</i> and the <i>Meal Plan Application and Agreement</i> . Exchange students are not allowed to live off campus and <b>on-campus housing in Carroll residence halls is guaranteed.</b> All applications regarding housing can be found on the admitted student webpage.
<b>Class fees</b>	Any classes that carry an additional class fee, such as a lab fee or other participation fee are the responsibility of the student. These fees range from \$20-\$500 depending upon the class. All class fees are posted in the schedule of classes in the fees column.

## FEE PAYMENTS & ENROLLMENT DEPOSIT

Except in the case of ISEP, IREX and UGRAD, all international non-degree and exchange students, are required to pay a \$750 enrollment deposit. In addition to the enrollment deposit, students are required to pay for any fees as outlined above. The enrollment deposit is not an additional fee, but goes towards any fees owed to the college.

To pay your fees online, please go to: <https://www.carroll.edu/business-office/pay-your-bill>. You will need your Carroll College ID number to pay your fees on-line.

Course registration information is sent to the student in mid-May for August start students and mid-November for January start students. Regardless of the registration date, all fees are due by 1 July for classes starting in August and 1 January for classes starting in January. Fees that are paid after these dates will incur a \$100 late fee.

### **INTERNATIONAL STUDENTS ARE NOT ALLOWED TO SIGN UP FOR THE CARROLL PAYMENT PLAN POLICY.**

Students who do not obtain a student visa are eligible for a refund of the enrollment deposit. Other students who have paid the deposit, but do not attend are not eligible for a refund unless it is deemed medically impossible to participate in the exchange.

## ESTIMATED LIVING COSTS

<b>Food / Meals</b>	Unlimited meals/week = approximately \$2758/semester. All students who live on campus are required to purchase a meal plan.
<b>Academic expenses</b>	\$500-\$800/semester for books and supplies
<b>Transportation</b>	There is a shuttle bus that runs Monday through Friday and stops at Carroll as well as shopping areas and the hospital.
<b>Other</b>	\$500/semester for personal expenses (estimated)

## ACCOMMODATION

<b>On-campus accommodation</b>	Double room residence halls with shared baths = approximately \$2500/semester. Some apartments might be available, but they are <i>extremely limited</i> and cost more than the traditional double room.
<b>Fees and method of payment</b>	Except in the case of UGRAD, IREX and ISEP, students must pay for housing before arrival.
<b>Meal plan</b>	Meals are provided in the St. Thomas Aquinas Commons—Unlimited meals a week are included in the full meal plan. There is also a small coffee shop and fast food restaurant where students can buy additional items.
<b>Are on-campus rooms available upon arrival?</b>	Yes on the official arrival dates.
<b>Residence hall room amenities, Wi-Fi and email.</b>	Non-degree students are normally housed in St. Charles Hall. No phones are provided in residence hall rooms, and the campus is completely wireless. All halls are heated and have full kitchens and laundry rooms. Most students buy a cell phone soon after arrival and purchase a phone/text only plan and text using Wi-Fi rather than data plans. Unlocked phones are recommended so that a sim card can be purchased in Helena. Should a student purchase a sim card in advance, please note that Helena's only wireless providers are AT&T

	(limited), T-Mobile (limited) or Verizon. Sprint is not available at all in Montana and a sim card using the Sprint network will not work. All exchange students are assigned a Carroll email account after course registration, which takes place about a month before the start of the semester.  Carroll provides exchange students sheets, blanket and pillow on a <i>loan</i> basis so that students do not have to bring these with them.
<b>Community Living Website</b>	<a href="https://www.carroll.edu/campus-life/housing-dining">https://www.carroll.edu/campus-life/housing-dining</a>

## ACADEMIC INFORMATION

<b>Level</b>	Non-degree status
<b>Duration of exchange</b>	One semester or a full academic year
<b>Programs</b>	All majors except nursing; education with prior permission
<b>Language of instruction</b>	English
<b>Number of hours per week per course</b>	3-4 depending upon the class
<b>Number of weeks of study</b>	15-16
<b>Required number of courses</b>	4-5 (12-15 US credits)
<b>Language facilities and support</b>	Free tutoring in most subjects and free help with writing at the Writing Center.
<b>Courses not open to exchange students</b>	Non-degree students are not allowed to register for nursing or anthrozoology courses. Education courses must be approved by the department before registration.
<b>Courses available to exchange students</b>	Our entire course catalogue can be found here: <a href="https://www.carroll.edu/academics/academic-catalog">https://www.carroll.edu/academics/academic-catalog</a>  Course schedules for the upcoming semester can be found here: <a href="https://www.carroll.edu/academics">https://www.carroll.edu/academics</a>
<b>Course registration period</b>	Students can pre-register using the exchange student pre-registration form that is sent to them a few months before arrival. Non-degree students cannot register for classes until approximately 6 weeks before the start of the upcoming semester.
<b>Course syllabus</b>	Syllabi are provided to students <b>IN CLASS</b> and not before
<b>Credit system</b>	US credits (3 hours /week *15 weeks = 45 hours of class time and 3 US credits)
<b>Grading system</b>	A-F (some instructors use the +/- system as well)
<b>Transcripts</b>	Must be requested by the <b>STUDENT</b> at the end of the exchange period. Transcripts cost \$10 for US mailing and are higher for international mailing. Students are responsible for this payment.

## AIRPORT PICK-UP

New students arriving on the official arrival date will be met at the Helena Regional Airport by a current Carroll student or staff member. **The airport code is HLN**; please share this with your travel agent when booking your tickets. The person greeting you at the airport will be holding a sign with your name on it.

All flights to Helena arrive via Denver Colorado; Salt Lake City, Utah; Seattle, Washington; Portland, Oregon or Minneapolis, Minnesota. Students will be asked to provide travel details at least 2 weeks in advance to receive this free service.

Students are asked to call in case of travel delays so they can be sure to meet you at the airport. You will be provided the phone number of the person meeting you at the airport so that you can call or text in case of delays.

## **MANDATORY HEALTH / MEDICAL INSURANCE**

Students must provide their own insurance that meets the US State Department requirements for J1 visa holders:

- Lifetime maximum: \$300,000 (some companies offer up to \$1,000,000)
- Per event maximum: \$200,000 (some companies offer up to \$500,000)
- Medical evacuation: \$50,000 (some companies offer an unlimited amount)
- Repatriation of remains: \$25,000 (some companies offer up to \$250,000)

Students must also consider the following:

- Deductible, which is the amount per event that a student is required to pay
- Co-insurance, which is the amount that you pay for any treatment
- Network coverage, which offers less expensive treatments by seeing a network doctor or going to a network hospital
- Will the coverage apply to you while in your home country or just inside the US?
- If you are going to play competitive sports, will this plan cover you?
- What are the exclusions, meaning what will the company NOT pay for?

## **EMPLOYMENT**

<b>Employment Opportunities for Exchange Students</b>	The food service and language tutoring center are the most common places for international students to work.
<b>Employment Regulations</b>	Students cannot accept on-campus work without prior approval. Students who are approved cannot work more than 20 hours each week. Academic training may be available to students after their exchange period has ended. Students cannot accept any position that is a WORK STUDY position. These jobs are only open to qualified US citizens and permanent residents.

## **DRIVING**

Students must have an international driver's license to drive a car in Montana. Most car rental companies in the US will not rent a car to those under 25. Carroll does not recommend that you drive while a student here. The campus is centrally located and many students will have cars and will offer you rides if necessary.

Global Learning Office  
 1601 N Benton Avenue  
 Helena, MT 59625 USA  
 +1-406-447-4469  
[sackeret@carroll.edu](mailto:sackeret@carroll.edu)