

Welcome to Castleton University's Online Portal!

The Castleton portal is a shared portal with other institutions of the Vermont State College Systems (VSCS). Professors, school administrators, and several campus offices utilize the portal to communicate to prospective students and current students. It's important that you set up your connection now as it will help you in the future!

ACTIVATE YOUR ACCOUNT

To activate your account, navigate to: <u>castleton.edu/activate</u> and follow the instructions on the page. You will create your User ID, password, and set your security questions. To activate you will need the following information:

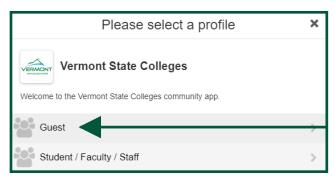
- First Name (or preferred name if you have reported a preferred name to us)
- Last Name
- Birth Date
- College ID (this can be found in your acceptance letter)

Make sure to check the box to agree to receive text messages on your mobile device. You will then select where you want the pin for verification sent to. Once you receive the pin you will enter the 6 digits and create your password and security questions should you need to reset your password if you forget what your password is.

<u>Please note:</u> If you have applied to another VSCS and have already activated your account, you won't need to activate again and can log in with the same user info as the other colleges.

Once your account is activated note your User ID and password for future use.

If you have any trouble activating your account, please contact the Castleton Admissions Office at: 1-800-639-8521, Monday through Friday, 8 a.m. - 4 pm.





After you have activated your account, you will have access to the Vermont State Colleges portal, where you can see important information, such as Financial Aid. For access to the portal, visit: castleton.edu/portal.

You will land on the Vermont State Colleges portal. As an admitted student not yet attending, you will **select Guest profile**. When you progress to becoming a Castleton student, you will use Student profile.

Admitted Students will then select the Admitted Students tile.

You will then see options to:

- View your Financial Aid Notice and/or Financial Aid Document Status under Check Your Financial Aid
- Transfer students can view Program Evaluation under Student Academic Planning

Selecting these options will ask for you to log in to view information. Use your UserID and password (from when you activated your account) to log in.

TO VIEW YOUR FINANCIAL AID NOTICE AND/OR FINANCIAL AID DOCUMENT STATUS

- Select the Year (2022/2023 for students entering fall 2022)
- Select our Financial Aid office (CSC Castleton University)
- Click SUBMIT
- Accept Title IV release (for viewing Aid Notice)
- Click SUBMIT.

COST OF ATTENDANCE OVERVIEW

We encourage you to review your estimated total cost of attendance for the academic year using our Cost of Attendance and Funding Options worksheet at <u>castleton.edu/cost-worksheet</u> or <u>castleton.edu/rhm-worksheet</u> for students in our Resort & Hospitality Management program. These worksheets are designed to help you estimate your annual expenses and resources related to attending Castleton University. This page will give you the net cost of attendance and allow you to estimate what might be needed for additional financing.

TO VIEW PROGRAM EVALUATION (FOR TRANSFER STUDENTS)

- Select your intended program of study in the 'What if I change my program of study' drop-down box
- (An active program will populate according to your application information, but please note it is not active until after you have registered, so applicants must use the 'What if I change my program of study' tool. Note that Castleton's academic programs begin with 'C.' For example, if you're majoring in nursing, select 'C.BS.NUR Nursing'.)
- Click 'SUBMIT'
- You likely will be prompted to choose a catalog year. Make sure to select the most recent (or current year, as the next year catalog becomes available in the summer months).
- Click 'SUBMIT'
- This will give you a preliminary summary of how your completed transferable credits fit into your intended program and degree requirements. Other transferable credits you have completed also appear at the bottom of the report. Our evaluation of transfer credits is based on official transcripts of previously completed college coursework; full policy can be found in the academic catalog.

Admissions is always here to help!

Please reach out to us if you have any questions along the way.

1-800-639-8521 | <u>INFO@CASTLETON.EDU</u>

