

Are you **READY...**



2025-26

WELCOME WORKBOOK



**CARTHAGE
COLLEGE**

Scan for Arrival and
Orientation Website



WELCOME TO CARTHAGE!

We are excited to welcome you to the Firebird family! This workbook will guide you through the steps you need to complete before the school year begins — from setting up your accounts to submitting important forms. Think of it as your personal roadmap to getting started at Carthage! We've broken everything down into manageable steps to make the process simple and stress-free, so you can focus on what really matters: Getting ready for an incredible college experience.

Questions? If you have questions, contact your Admissions director. We are here to help!

ONBOARDING CHECKLIST

What is “onboarding”? Onboarding is a set of important steps you'll complete to get ready for the upcoming year. Some tasks are required by law, while others help Carthage prepare for your arrival. You'll complete most steps online in a system called **Workday**, but a few steps involve filling out and returning forms. Use the checklist below to keep track of your progress!

PRE-ONBOARDING Pages 2-3

- ☐ Log into your Carthage email
- ☐ Access the OneLogin dashboard

WORKDAY ONBOARDING Pages 4-5

- ☐ Submit your Federal Student Aid Authorizations
- ☐ Create your Nelnet account
- ☐ Select your meal plan
- ☐ Complete Student Consent to Electronic Business
- ☐ Select your 1098-T preference
- ☐ Review your personal information
- ☐ Select your preferred name
- ☐ Review your home contact information
- ☐ Review and acknowledge the Community Code
- ☐ Add your emergency contacts
- ☐ Review and set your privacy settings
- ☐ Complete Student Authorizations to Discuss Records (FERPA)
- ☐ Sign the Statement of Financial Responsibility
- ☐ Complete the “Getting to Know You” Survey
- ☐ Request a parking permit
- ☐ Complete the Medical Forms Reminder

MEDICAL ONBOARDING Page 5

- ☐ Enter your Medical Emergency Contact Information
- ☐ Provide your health insurance details
- ☐ Complete your Medical History
- ☐ Respond to Meningococcal Meningitis/Hepatitis B form
- ☐ Submit your immunization history
- ☐ Provide Parent/Legal Guardian Consent (if under 18)

MISCELLANEOUS ONBOARDING Page 6

- ☐ Sign your Housing Contract (residential students only)
- ☐ Submit your Carthage Athletics Forms (student-athletes only)

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GETTING STARTED

1 PRE-ONBOARDING

KNOW THE DEADLINES

Take note of these two important deadlines:

July 18, 2025

- Deadline to submit your medical onboarding forms, which will be available in the medical forms portal starting June 1.

Aug. 1, 2025

- Deadline to complete all Workday onboarding steps.
- Deadline for payments for Fall 2025 tuition, room, board, and miscellaneous fees.

SET UP YOUR ACCESS

Your Carthage Email

You will need your Carthage email address to complete onboarding tasks. Most students received their Carthage email address at Firebird Launch pre-orientation. Your temporary password is the first initial of your first and last names, followed by your student ID number and the word “Carthage.” (Example: Ember Firebird would have a password of ef1234567Carthage) If you have already accessed your Carthage email and changed your password, the password should be the one you set up. If you do not know your Carthage email address or are having trouble logging in, please contact your Admissions director.

OneLogin

OneLogin is the secure login system Carthage uses to give you access to important online tools and resources. With one username and password, you can sign in to systems like your Carthage email, course materials, Workday and more, from a single dashboard.



HOW DO I SET UP ONELOGIN?

SET UP TWO-FACTOR AUTHENTICATION

The first time you log in to OneLogin — <https://carthage.onelogin.com> — you will need to set up two-factor authentication. Choose from the following options:

- **OneLogin Protect app (Preferred)** This method requires a mobile device, but you do not need to enter a phone number or alternate email address. We recommend first installing this app from the App Store (Apple iOS) or Google Play (Android). Then, when you log in to OneLogin for the first time (see below), you will select the OneLogin Protect app as your authentication method and scan the on-screen QR code using this app. Select “+” within the app, if necessary, before scanning the QR code.
- **SMS text** This method requires you to enter your cell phone number.
- **Alternate email address** This method requires you to enter an alternate email address into OneLogin manually.

We recommend setting up multiple authentication methods in case one is not working or you get a new phone. For example, set up the OneLogin Protect app on your phone (preferred) and add a second method (either SMS or alternate email).

LOG IN TO ONELOGIN FOR THE FIRST TIME

1. Navigate to <https://carthage.onelogin.com> OR go to www.carthage.edu and click on the “Tools” menu in the upper right. Then you’ll click on “OneLogin.”
2. Enter your Carthage username and password. Your OneLogin username is the first part of your Carthage email address (all characters before the @ symbol). Click “Continue.”
3. Confirm your identity through your preferred two-factor authentication method.

EXAMPLE:

Student Name: Ember Firebird

Username: efirebird

Password: ef1234567Carthage

OneLogin Website



CHANGE YOUR PASSWORD

We strongly suggest that you change your password once you have logged in for the first time.

1. Log in to OneLogin as explained above using the username and password given to you.
2. Click on your name at the upper right corner, then click “Profile” from the drop-down.
3. Click “Change Password” at the left.
4. Enter your current password and new password in the boxes. Note that the new password must be at least 15 characters long and can contain letters, numbers, spaces, special characters, etc.

OneLogin FAQ



2 WORKDAY ONBOARDING

Your next onboarding tasks will be completed in a system called **Workday**. Workday is Carthage's official student portal. It's where you'll complete many tasks related to your academic and financial life at Carthage. Workday is accessed through OneLogin using your Carthage username and password.

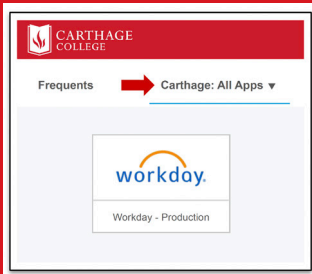
There are about a dozen onboarding action items in Workday, but they don't have to be completed in one session.

If you have any questions about the Workday onboarding process, please contact your Admissions director.

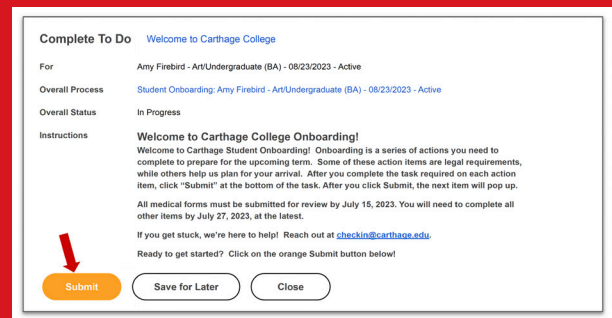
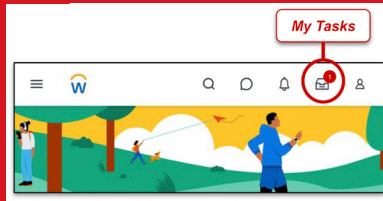
1. To get started with onboarding, open Workday from OneLogin. You may have to check the **"Carthage: All Apps"** tab to find the Workday tile. Then select the **"My Tasks"** inbox in Workday.

2. Your **"My Tasks"** inbox will have a **"Welcome to Carthage College"** action item. Read the instructions and click **"Submit"** to get started.

OneLogin



Workday



WORKDAY ONBOARDING ACTION ITEMS

■ Federal Student Aid Authorizations

If you would like to use Title IV funds (i.e., federal financial aid) to pay for certain non-tuition charges — such as books or parking — you must provide your authorization. This is a federal requirement and allows Carthage to apply your aid to those specific charges beyond tuition.

■ Create Your Nelnet Account

Nelnet is Carthage's system for tuition payments and payment plans. You will need to create an account and you can invite a parent or family member as an authorized payer. Your Workday inbox includes a reminder — click the blue button to complete this step and move on to your next task.

■ Meal Plan Selection

Choose your meal plan from a variety of options. Once you make a selection, the charge for your first semester meal plan will be added to your bill the next day.

■ Student Consent to Electronic Business

Federal law requires your consent to conduct business electronically, which includes receiving statements, grades, and more.

■ 1098-T

The IRS requires Carthage to provide all eligible students with a Form 1098-T for each calendar year with qualified charges or credits. Choose to receive your statement electronically or by mail. Your 1098-T will be provided by the end of January each year.

■ Review My Personal Information

Review and update your personal information, including preferred pronouns and gender identity.

■ Review Preferred Name

In Workday and other academic systems, only your preferred name will appear. You can use your legal name or specify a different preferred name by checking/unchecking the box. Only your preferred name will be shown on class rosters and used by faculty, so please choose carefully how you would like to be known to the college community.

■ Review My Home Contact Information

Review your home address, phone number(s), and non-Carthage email address for accuracy. Your home (primary) address is considered your permanent address for student employment tax purposes. You can also add another address if you are living in a local off-campus address.

■ Review the Community Code

Review the Community Code, and acknowledge that you have read and understand the current policies and regulations of Carthage College.

■ Emergency Contact

Provide a contact, such as a parent or guardian, in case of emergency.

WORKDAY ONBOARDING ACTION ITEMS (CONTINUED)

■ Manage My Privacy Settings

Most students choose “I want my directory information to be public” so their name is included in the student directory. You can also select “I do not want my directory information to be public” in which case Carthage will not include your name in the online student directory, Commencement program, or other materials (both print and online).

■ Student Authorizations to Discuss Records (FERPA)

If you want to grant Carthage permission to discuss academic, conduct, and financial information with someone other than you, complete this form to identify the person. If you do not want your information discussed with anyone else, select that option.

■ Review the Statement of Financial Responsibility

Review and acknowledge your financial responsibility for fees and expenses incurred.

■ Getting to Know You Survey

This questionnaire allows you to share more about your interests and goals. Your responses help Carthage share resources that are relevant to your experience.

■ Parking Permit

All students are required to have a parking permit if bringing a vehicle to campus. Students who aren't planning to have a personal vehicle must indicate that to the Carthage Office of Public Safety.

■ Medical Forms

Students are required to complete and submit medical forms using the Medical Form system. Your Workday inbox item is a reminder to do so, and you will need to click the blue button to remove it from your mailbox and finish your onboarding. All medical forms must be submitted for review by July 18, 2025.

3 MEDICAL ONBOARDING

Medical onboarding requires several action items. Some can be completed by you online; others require a medical professional to complete necessary forms for you. An Immunization Form has been inserted into this booklet.

Online forms will be available June 1, 2025, at www.carthage.edu/medical-forms.

Log in using your Carthage email/OneLogin credentials. If you are having trouble logging in, please contact your Admissions director.

All forms must be submitted for review by July 18, 2025. Please allow 5-7 business days for the Health and Counseling Center to process your documents.

ONLINE FORMS

- Health Insurance Information
- Medical History Information
- Meningococcal Meningitis/Hepatitis B Response**

TO BE COMPLETED BY PHYSICIAN & PARENT/LEGAL GUARDIAN

- Immunization History*
- Parent/Legal Guardian Consent***

* Your healthcare provider can use the Immunization History form, or you can provide a copy of your vaccination history to the Health and Counseling Center in place of the form. Vaccination records can be obtained from your doctor or high school. Wisconsin residents may be able to print records from the Wisconsin Immunization Registry website, <https://www.dhfs.wisconsin.gov/pr/clientSearch.do?language=en> International students must provide a TB blood test result. If the test is not available in your home country, contact the Health and Counseling Center for assistance obtaining the test when you arrive.

** Wisconsin State Public Health Law, Act 61, became effective January 1, 2004, and requires all colleges and universities in Wisconsin to inform students annually about the risks associated with meningococcal meningitis and hepatitis B, and the availability and effectiveness of vaccines against these diseases. It also requires students who live in residence halls to affirm that they have received the required information. This form will only appear if you will be living on campus and are at least 18 years of age. If you will be turning 18 years of age during the summer, you will need to complete the Meningitis/Hepatitis B Response form on or after your birthday, or submit a Parental Consent Form.

*** This form is only required if you are under age 18. Do not complete this form if you are 18 years of age or older.

Medical Forms



CAMPUS HOUSING (FOR RESIDENTIAL STUDENTS ONLY)

All incoming residential students will receive a letter from the Office of Admissions directing them to complete an online housing application.

If you have completed the application, you will receive notification during the summer from the Office of Residential Life with your roommate, residence hall, and room number.

All housing information is sent to incoming students' Carthage email addresses.

When will you receive your housing assignment?

- Students who submit their housing applications by May 15 will receive their housing information June 6.
- Students who submit their housing applications by June 30 will receive their housing information July 11.
- Students who submit their housing applications after June 30 will be placed on a rolling basis.

ENGINEERING COMPUTER PROGRAM

Carthage provides engineering students with a laptop computer tailored to the Engineering Department's curriculum for up to eight semesters, after which ownership transfers to the student. A required \$250 per semester computing fee covers the cost, with fall fees covering J-Term and spring fees covering summer.

Students with demonstrated financial need may receive additional aid to cover the fee. Participation is optional; students who opt out will not receive a laptop or be charged the fee.

Laptops can be picked up at Carthage's Hedberg Library during New Student Orientation.

CARTHAGE ATHLETICS FORMS (FOR STUDENT-ATHLETES ONLY)

Student-athletes will receive more information about required forms and action items from their respective coaches ahead of their arrival to campus.

J-TERM OR JANUARY TERM

If you had a month to learn anything, what would you choose? Would you dive into Shakespeare's world, create 4D art, or tackle global challenges as a future leader? Maybe you'd study the science behind magic or the pursuit of happiness.

J-Term, or January Term, is a special month-long period of study in which Carthage students take a single course on campus or participate in a faculty-led study tour around the world. On-campus courses meet for three hours a day, in the morning or afternoon, providing a focused, immersive experience. Many students use J-Term to explore subjects outside their majors or minors, discover new interests, and test their creativity. It's a month to experiment, create, and dream.

All students must successfully complete two J-Term courses during their time at Carthage. These can be on-campus courses, study tours, or a mix of both. Students must consult with their academic advisors to select their J-Term courses.

Tuition is included for up to two on-campus J-Term courses. Students will be responsible for room and board charges (if living on campus); see page 12 for more information. Study tour costs vary.

As a freshman, you're not required to take a J-Term course your first year. This allows you to pick the best time for you to complete your two J-Term requirements over your four years.

Housing Information



More information about campus housing and what to bring to campus can be found on the campus housing website www.carthage.edu/new-student-housing

Engineering Computer Program



Use the QR code to verify participation or opt out by August 1, 2025.

FINANCIAL AID AND PAYING YOUR BILL

At Carthage, students and families aren't solely responsible for covering the costs of education. We see paying for college as a collaborative effort. The following information aims to help you and your family understand how to manage college finances during your time at Carthage. Remember, the Office of Student Financial Services is here to support you every step of the way. If you have any questions or need help, don't hesitate to reach out to studentfinances@carthage.edu.

The table below outlines the activities initiated by the student, the typical timeline for each activity, and a short description. Charges may change based on the student's selections; students/families are encouraged to review the student account information after the onboarding/check-in activities are completed.

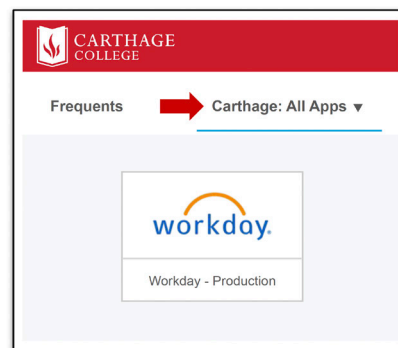
STUDENT ACCOUNT ACTIVITIES		
ACTIVITY	TIMELINE	DESCRIPTION
Submit FAFSA Note: You will need to do this each year	Typically completed between November and June.	If you have not already done so, complete your FAFSA form at: studentaid.gov
Fall Class Schedule	New students will be notified of their fall schedule in mid-July.	Tuition charges are assessed based on student credit load for the term: <ul style="list-style-type: none">• 0-11 credits, per credit fee• 12-18 credit, flat fee• 18+, overload fee
Housing Selection	Residential students who have filled out a housing application will be notified of housing arrangements starting June 6.	Residential students should make sure they have turned in a housing application.
Meal Plan Selection	Must be completed by Aug. 1.	Students can complete the check-in/onboarding activities and select a meal plan, and charges will appear on the bill the next day. Bills will not be accurate until this step is completed.
Slingshot Equitable Access and Required Course Materials More information on page 12	Must be completed by Aug. 1.	Students can update their Slingshot Equitable Access and required course materials preferences. Students are automatically enrolled in the Equitable Access program unless preferences are changed.
Pay Your Bill	Tuition, room and board, and miscellaneous fees for Fall 2025 semester are due Aug. 1, 2025.	Students can pay bills and set up payment plans in the Nelnet system starting May 1, 2025.

ACCESSING YOUR STUDENT ACCOUNT IN WORKDAY:

All student accounting tasks — financial aid and billing — are performed in Carthage's Workday system. You will:

- ▶ Accept or decline financial aid in Workday.
- ▶ Complete other action items in Workday's onboarding process.
- ▶ Pay tuition in Nelnet, accessible through Workday.


You can open Workday from OneLogin. You may have to select the "Carthage: All Apps" tab to find the Workday tile.




ACCEPTING OR DECLINING FINANCIAL AID AWARDS IN WORKDAY:

The first thing to do to ensure an accurate bill is to accept or decline financial aid awards. The general steps you take for accepting aid are as follows:

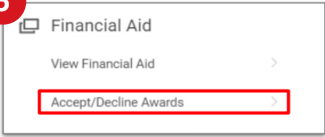
1



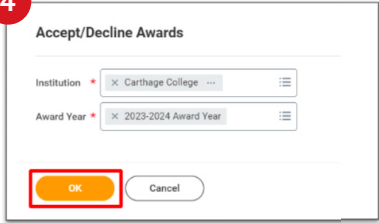
2



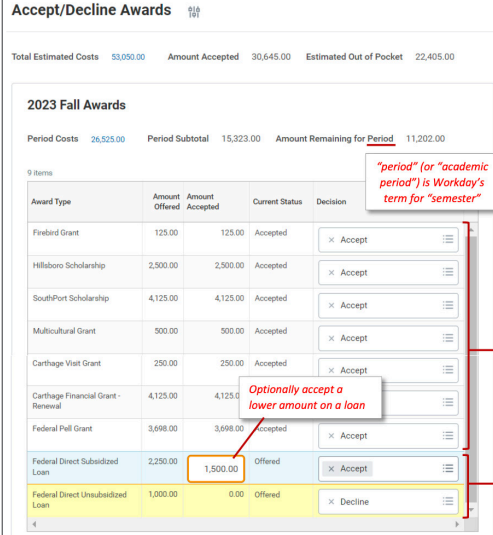
3



4



5



IMPORTANT INFORMATION ABOUT FINANCIAL AID

- ▶ Workday automatically accepts scholarships and grants (money you do not need to pay back) on your behalf; you only need to accept or decline loans and financial aid.
- ▶ You can choose to accept a lower amount than offered, if you prefer.
- ▶ Awards sponsored by the Department of Education will only appear after you have filed the FAFSA and resolved any Action Items assigned to you (Entrance Counseling, Verification, and Master Promissory Note).
- ▶ You should accept or decline awards for both fall and spring academic periods upfront.
- ▶ When accepting federal loans, the amount you receive as a disbursement will be slightly lower than the amount shown. This accounts for the origination fee that the Department of Education charges to process the loan. All federal loans have this fee for lender processing.
- ▶ You will need to accept your subsidized loan before you are able to accept your unsubsidized loan.
- ▶ After you have accepted your loan, you can update the decision in Workday. If you originally declined a loan but now wish to accept it, you must contact the Office of Student Financial Services for assistance.

DON'T SEE YOUR LOANS? CHECK THE FOLLOWING:

- ▶ Did you submit the FAFSA?
- ▶ Do you have Action Items from the Department of Education?

YOUR FINANCIAL AID AWARD LETTER

Your financial aid award letter should be used for planning purposes. This will provide information on loans, grants, and scholarships. This is not a bill but rather a breakdown of financial assistance. You will be able to find your bill in the Nelnet system or as a semester statement.

To print your award letter:

- Click the Print Award Letter button
- The PDF Award Letter will be available in your Workday notifications

Please note that the Cost of Attendance (COA) is not what you will actually pay. This is a regulatory notification of the maximum possible cost. This is not representative of charges and aid. Please see instructions on Nelnet to identify what you will need to pay for the academic period (semester).

Carthage College		Jack Firebird 1815 Elm Street Anytown, USA 54321	2023-2024 Award Year May 08, 2023 Student ID: 9999999 EPC: \$13,310.00 Admissions Counselor
Summary			
Estimated Financial Aid	31,500.00	Estimated Institutional Costs	48,450.00
Grants & Scholarships	24,000.00	Out of Pocket without Loans	25,450.00
Loans	7,500.00	Out of Pocket with Loans	17,950.00
Employment	0.00		
Awards			
Estimated Grants and Scholarships		Total: 24,000.00	
Carthage Financial Grant - Renewal	2023 Fall		2,250.00
Carthage Highest Honors	2023 Fall		6,000.00
Carthage Visit Grant	2023 Fall		250.00
Director's Grant	2023 Fall		500.00
Early FAFSA Grant	2023 Fall		250.00
Osborn-George & Hazel St.	2023 Fall		750.00
Trustee Grant	2023 Fall		1,500.00
2023 Fall Subtotal			12,000.00
Carthage Financial Grant - Renewal	2024 Spring		2,250.00
Carthage Highest Honors	2024 Spring		6,000.00
Carthage Visit Grant	2024 Spring		250.00
Director's Grant	2024 Spring		500.00
Early FAFSA Grant	2024 Spring		250.00
Osborn-George & Hazel St.	2024 Spring		750.00
Trustee Grant	2024 Spring		1,500.00
2024 Spring Subtotal			12,000.00
Estimated Loans		Total: 7,500.00	
Federal Direct Subsidized Loan	2023 Fall		2,250.00
Federal Direct Unsubsidized Loan	2023 Fall		1,800.00
2023 Fall Subtotal			3,250.00

VIEWING YOUR STATEMENT

All student bills are paid in Workday through the Nelnet link. Students are billed by the academic period (semester), not by the year. Please note that your bill will not be accurate if you have not completed the onboarding process. The most accurate way to view what is due for the fall is to click on "View Statement". This will provide charges, aid, and the total amount due for the term.

To view your statement, click the Workday tile in OneLogin. Follow Steps 1 and 2 on the page to the left. Then:

- Click the View Statement button as shown (right)
- Select the academic period
- Click the Generate PDF button

My Account

View Account Activity

View Account Activity

Student: Jack Firebird
Institution: Carthage College
Total Account Balance: 24,145.50
Due Now: 0.00

View Statement

Transaction Summary

Academic Period	Transaction Date	Due Date	Description
2023 Fall	04/17/2023	07/27/2023	Housing
2023 Fall	04/12/2023	07/27/2023	Tuition

GENERATED PDF

Carthage College

Student Statement

Jack Firebird
1815 Elm St.
Anytown, USA 54321

2023-2024
May 08, 2023
Student ID: 9999999
EPC: \$13,310.00
Admissions Counselor

Statement Summary

Category	Amount
Charges	\$13,310.00
Grants & Scholarships	\$24,000.00
Loans	\$7,500.00
Employment	\$0.00
Total	\$34,810.00

Transaction Details

Transaction Date	Description	Amount
04/17/2023	Housing	\$1,200.00
04/12/2023	Tuition	\$12,110.00

Payment Summary

Category	Amount
Payments	\$0.00
Outstanding Balance	\$13,310.00

WHAT DO THE NUMBERS MEAN?

- Total Account Balance** – This is the amount that Carthage has put on your statement. Charges are added and updated as you register for courses, select housing, and select your meal plans, if applicable. This total will not include financial aid and will only represent total charges on the account.
- Past Due Charges** – This shows charges that haven't been paid yet and were due in the past.
- Current Due Charges** – Current due charges will appear once a student is 30 days out from the due date. Students can see what they owe on the statement and in Nelnet.
- Anticipated Payments** – Anticipated payments include financial aid that hasn't disbursed to your account yet and any payment plans that have been established in Nelnet. If you have not yet accepted a loan, it will not show up.

Note: New charges and associated information will be reflected on your account the day after the charges are incurred.

PAY YOUR BILL IN NELNET

Nelnet is available 24/7 by logging into Workday, clicking on the Finances tab, and then selecting the Nelnet link.

This is the easiest way to know what amount you need to pay for the semester is to click on the Nelnet link. You can access, interact with, and see your bill via your Nelnet account. First-time users will be guided through account registration with on-screen instructions.



NAVIGATING NELNET

In Nelnet, students can access information by clicking on the following areas:

- **View Details:** View your payment plan schedule and filter by transactions, balances, and payments. Your home screen balance will reflect current charges minus any anticipated payments, which include any accepted aid and established payment plans. To ensure an accurate balance, please make sure that you have done the following:*

 - Submitted your FAFSA.
 - Accepted your loans in Workday.
 - Completed your housing application and meal plan selection (for residential students) and completed the onboarding process.

- * *If you have a 529 plan or receive veteran benefits, you may not see this reflected in the amount due, as there is a different timeline for processing. Please contact the Office of Student Financial Services if you are planning to use money from a 529 plan or veterans benefits to pay for charges.*
- **Transaction Details:** View tuition and fees, pending/applied financial aid, and processed payments. Filter by term if needed.
- **Make a Payment:** Pay using a credit/debit card or a bank account (ACH Payment).
- **Set up a Payment Plan:** Students and authorized parties can set up a payment plan for all or part of the total bill.
- **Manage Refunds:** Choose to receive refunds via direct deposit or paper check.
- **Add an Authorized Party:** Give access to a parent, guardian, or other third party to view your balance, submit payments, and set up payment plans. To start this process, click on **Add Authorized Party** in the lower right corner and follow the prompts. This will give authorized parties direct access to see statements and pay bills.

Want Mom, Dad, or legal guardian to be able to talk to a Student Financial Services representative about your financial aid or bill directly?

Make sure you indicate their ability to do so on your FERPA preferences during Workday onboarding.

HEALTH AND COUNSELING CENTER

The Health and Counseling Center offers various free health services for full-time undergraduate Carthage students.

HEALTH SERVICES

- Assessment and treatment of minor illness and injury, including basic wound care and suture removal
- Diagnostic testing services for strep throat, influenza, pregnancy, and urinary tract infections
- Complimentary over-the-counter medications after nursing assessment
- Referrals to off-campus healthcare providers

For more information about the Health and Counseling Center services and off-campus health partners, visit www.carthage.edu/health-counseling.



HOURS

Monday-Friday

8:30 a.m.-1 p.m. and 2-4 p.m.
when classes are in session

**Hours are adjusted during J-Term and any breaks during the semester. Health services are not available in the summer.*

CAMPUS PARKING

All students – full and part time – must register their motor vehicle with the Office of Public Safety and obtain and display a parking permit. This includes cars, trucks, and motorcycles.

The Carthage Parking Portal will open at noon on May 12, 2025 to purchase 2025-26 parking permits. Students can purchase a parking permit for the entire academic year at a discounted rate for most parking lots. Discounted parking permits are non-refundable. Permits may also be purchased by semester. Permit rates for the 2025-26 academic year are:

RESIDENTIAL STUDENTS

- **35th Street Lot:** Full year \$275 / Per semester \$150 *
- **14th Avenue Lot:** Full year \$275 / Per semester \$150 *
- **Tennis Center Lot:** Full year \$700 / Per semester \$375 *
- **Apartment Lot:** Full year \$700 / Per semester \$375 *
- **Pike River Lot:** Full year \$1,100 / Per semester \$600 *
- **South Lower Lot:** Full year \$1,800 / Per semester \$900

COMMUTER STUDENTS

- **South Lower Lot / North Lots 2 and 3:**
Full year \$400 / Per semester \$225
- **Straz Service Drive:**
Full year \$550 / Per semester \$300
– A limited quantity of assigned (numbered) spaces are available behind the Straz Center.

**Free transportation service is provided from these lots to campus facilities on the Carthage Firebird Shuttle. Yearly rates are non-refundable.*

Purchasing a Parking Permit: Parking permits can be purchased during Workday onboarding.

More Information About Parking:

Campus parking policies and parking maps can be found on the Office of Public Safety website www.carthage.edu/public-safety





FLAT FEE FOR ALL OF YOUR BOOKS!

Required Course Materials & Equitable Access Program

The Equitable Access Program allows all full-time Carthage undergraduate students to pay a flat fee of \$182 per semester to receive all of their required textbooks and course materials by the first day of class.

This program is open to all full-time undergraduate students regardless of major, format of materials, or financial aid status.

How it works: Equitable Access is like a Netflix subscription. Students receive all their materials for one low, predictable fee. These materials will be provided in the lowest cost format as a mix of physical and digital items, or for a small additional fee, students can choose a print upgrade option to secure only physical materials.

What's included: The Equitable Access program provides students with all the course materials they need including scrubs/PPE, art supplies, scientific calculators, coursepacks, and textbooks during the fall and spring semesters. Required course materials during J-Term and summer terms will be billed at cost to the student's account.

More Information and Opting Out: More information about the Equitable Access Program can be found on the bookstore website: www.carthage.edu/bookstore. If you would like to opt out of the Equitable Access program, please contact your Admissions director.



MEAL PLAN INFORMATION

Your meal plan and dining options are important parts of your college experience. Carthage offers several meal plan options for residential and commuter students. Our goal is to match each student with the perfect meal plan.

Residential students who do not make a meal plan selection in onboarding are automatically assigned the Standard Plan.

MEAL PLANS FOR FIRST-YEAR RESIDENTIAL STUDENTS

STANDARD PLAN:

\$2,400 per semester

Meal Swipes	210 (14 per week)
Birdie Bucks	\$300 in Birdie Bucks
Guest Passes (per year)	4 (can be used in fall or spring)
Parent Passes (per year, Freshman meal plans only)	2 (can be used in fall or spring)
Meal Exchanges	1 per day

PREMIUM PLAN:

\$3,100 per semester

Meal Swipes	Unlimited daily swipes in Caf
Birdie Bucks	\$180 in Birdie Bucks
Guest Passes (per year)	4 (can be used in fall or spring)
Parent Passes (per year, Freshman meal plans only)	2 (can be used in fall or spring)
Meal Exchanges	3 per day*

- Residential meal plans are purchased for the 15-week fall and spring terms. If your student is taking a J-Term please see the additional information below
- Meal Swipes are deposited weekly on Sundays; unused swipes expire on Saturdays at 11:59 p.m.
- Birdie Bucks included in meal plans are deposited on the first day of each semester; unused Birdie Bucks expire at the end of the academic year.
- Guest Passes and Parent Passes expire at the end of the academic year.

*3 daily Meal Exchanges are allowed. Limit one Meal Exchange per period. Daily meal periods are as follows:

Period 1 – 7-10:59 a.m. **Period 2** – 11 a.m.-4:29 p.m. **Period 3** – 4:30-7:29 p.m. **Period 4** – 7:30 p.m.-close

MEAL PLANS FOR FIRST-YEAR COMMUTER STUDENTS

COMMUTER PLAN A:

25 Meal Swipes for \$250

COMMUTER PLAN B:

50 Meal Swipes for \$450

Commuter Meal Plans can be purchased as needed in blocks of 25 or 50 meal swipes throughout the academic year including J-Term. Commuter Meal Swipes can be used in The Caf and Lentz Do Lunch. Commuter Meal Swipes expire at the end of the academic year.

OPTIONAL RESIDENTIAL J-TERM MEAL PLANS

10-Block Plan	10 Meal Swipes for \$90
25-Block Plan	25 Meal Swipes for \$225
50-Block Plan	50 Meal Swipes for \$450

- If residential students run out of swipes, they can purchase another plan.
- Unused Birdie Bucks from the Fall semester remain active and available to use during J-Term.
- At the conclusion of J-Term, unused meals will expire and students will resume their normal meal plan.

Birdie Bucks, J-Term Dining, and Additional Information

More information about campus dining, including FAQs, is available on the campus dining webpage www.carthage.edu/dining.



IMPORTANT DATES

FALL 2025

Aug. 27Classes begin
Sept. 1No classes in session (Labor Day)
Sept. 26-28 . . .Homecoming & Family Weekend
Oct. 6Advising for Spring and J-Term begins
Oct. 16-17 . . .Fall break
Nov. 21Residence halls close at 5 p.m.
Nov. 24-28 . . .Thanksgiving recess
Nov. 30Residence halls open at noon
Dec. 1Classes resume
Dec. 10-12 . . .Final exams
Dec. 12Residence halls close at 5 p.m.
Winter break begins

J-TERM 2026

Jan. 6Residence halls open at noon
Jan. 7Classes begin
Jan. 29J-Term ends

SPRING 2026

Feb. 3Residence halls open at noon
Feb. 4Classes begin
March 2Advising for Fall begins
March 6Residence halls close at 5 p.m.
March 9-13 . . .Spring recess
March 15Residence halls open at noon
March 16Classes resume
April 3-6Easter break
April 7Classes resume
May 18-20 . . .Final exams
May 20Residence halls close at 5 p.m.
May 23Commencement

For additional dates, please visit
carthage.edu/2025-2026-academic-calendar

OFFICE PHONE NUMBERS

Admissions (262) 551-6000
Advancement (262) 551-5700
Center for Student Success (262) 551-5800
Dean of Students (262) 551-5800
Health and Counseling Center (262) 551-5710
Hedberg Library (262) 551-5950
Public Safety (262) 551-5911
Registrar (262) 551-6100
Residential Life (262) 551-6169
Student Financial Services (262) 551-6002
Student Involvement (262) 551-5800



CARTHAGE
COLLEGE

CARTHAGE.EDU/ADMISSIONS

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