

NON-DEGREE AND EXCHANGE STUDENT INFORMATION

AUGUST 2024 - MAY 2025



1601 N Benton Avenue
Helena, MT 59625 USA
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CONTACT INFORMATION

Full Name of the College	Carroll College
Inbound Student Exchange Coordinator	Julia MALMO jmalmo@carroll.edu
Inbound Student Academic Advisor	Shannon ACKERET; sackeret@carroll.edu
Outbound Student Exchange Coordinator	Shannon ACKERET; sackeret@carroll.edu
Office Postal Address	1601 N. Benton Ave, Helena, MT 59625
Office Physical Campus Address	Julia: O'Connell Hall – Admissions Office Shannon: Borromeo Hall 115
Telephone Number	Julia: +1-406-447-5575 Shannon: +1-406-447-4469
Fax Number	+1-406-447-4533
Website	https://www.carroll.edu/admission-aid/international-students
Emergency Contact	Carroll College community living assistant on call phone number is +1-406-459-0450.
US Emergency Number from any phone	9-1-1

ADMISSIONS PROCEDURE

Application Deadline	For August Start Date: 15 April For January Start Date 15 October
Application Documents	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.
Language Requirement	TOEFL = 80 (20 in each band), IELTS = 6.0 or higher Duolingo = 105 or higher
Minimum GPA Requirement	2.8 on a US Scale of A-F (4.0 Scale)

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 document and a signed confidential financial statement. The \$750 enrollment deposit is waived for exchange students.

In order to maintain lawful status in the US, students must take a course load of at least 12 US credits.

ACADEMIC CALENDAR FOR 2025-26

SEMESTER 1: LATE AUGUST – MID DECEMBER

Official arrival date	TBD – usually near August 17
Mandatory orientation for exchange students	TBD – usually around August 19 - 21
Course registration and add/drop period	Students will be registered in late April – add drop is the first week of class.
Term dates	Late August – Mid December
Examination period	Last week of class
Term breaks	Mid October (Fall break) Late November (Thanksgiving break)

SEMESTER 2: MID JANUARY – MID MAY

Official arrival date	TBD – usually around January 12
Mandatory orientation for exchange students	TBD – usually around January 12
Course registration and add/drop period	TBD – usually around January 13-21
Term dates	Mid January - Mid May
Examination period	Mid May
Term breaks	March (Spring break) End of March or early April (Easter break)

EXCHANGE BENEFITS

Tuition and overload fees	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 an overload fee. Please be prepared to pay these fees before arriving on campus
Orientation Fee	All students arriving in the fall semester are required to pay the \$100 orientation fee.
Room and board	All incoming exchange students are housed in St. Charles Hall – double room and the Silver meal plan. <i>Housing Agreement</i> and <i>the Meal Plan Application and Agreement</i> . Exchange students are not allowed to live off campus and on-campus housing in Carroll residence halls is guaranteed.
Class fees	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.

ESTIMATED LIVING COSTS

Food / Meals	Unlimited meals/week = approximately \$2926/semester. All students who live on campus are required to purchase a meal plan.
Academic Expenses	\$500-\$800/semester for books and supplies
Transportation	There is a shuttle bus that runs Monday through Friday and stops at Carroll as well as shopping areas and the hospital.
Other	\$500/semester for personal expenses (estimated)

ACCOMMODATION

On-campus accommodation	Most exchange students are housed in St. Charles Hall - double room = approximately \$2765/semester.
Fees and method of payment	Except in the case of UGRAD, IREX and ISEP, JSAF students must pay for housing before arrival.
Meal plan	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 store where students can buy additional items.
Are on-campus rooms available upon arrival?	Yes, on the official arrival dates.
Residence hall room amenities, Wi-Fi and email.	<p>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.</p> <p>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.</p>
Community Living Website	https://www.carroll.edu/student-life/housing-dining

ACADEMIC INFORMATION

Level	Non-degree status
Duration of exchange	One semester or a full academic year
Programs	All majors except nursing; education and anthrozoology with prior permission
Language of instruction	English
Number of hours per week per course	3-4 depending upon the class
Number of weeks of study	15-16
Required number of courses	4-5 (12-15 US credits)
Language facilities and support	Free tutoring in most subjects and free help with writing at the Writing Center.

Courses not open to exchange students	Non-degree students are not allowed to register for nursing courses. Education and Anthrozoology courses must be approved by the department before registration.
Courses available to exchange students	Our entire course catalogue can be found here: https://www.carroll.edu/academics/academic-catalog Course schedules for the upcoming semester can be found here: https://sfss.carroll.edu/Student/Courses
Course registration period	Students can pre-register using the exchange student pre-registration form that is sent to them upon acceptance. The Global Learning Office will work with exchange students to register for classes.
Course syllabus	Syllabi are provided to students IN CLASS and not before
Credit system	US credits (3 hours /week *15 weeks = 45 hours of class time and 3 US credits)
Grading system	A-F (some instructors use the +/- system as well)
Transcripts	ISEP students must complete the transcript request form before the end of the term and their transcripts will be sent electronically to ISEP. All other students must order a transcript for a minimal fee through the National Student Clearinghouse site.

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

Employment Opportunities for Exchange Students	The food service and language tutoring center are the most common places for international students to work.
Employment Regulations	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
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