



Sign into Cor at cor.css.edu (see below), click on the OneStop tab and complete the items below:

- Pay Enrollment Deposit** (only applicable to programs that require a deposit-OT, DPT, PBN, GRD NSGing options)
From the Cor menu, select OneStop tab > checklist > step #8 or www.css.edu/paymentoptions.xml.
Upon entering the payment gateway, select "click here to make a payment" and choose the appropriate deposit.
- File the Free Application for Federal Student Aid (FAFSA)** at www.fafsa.gov. Title IV code 002343
- Complete the Financial Aid Application/Credit Notification Form**
From the Cor menu, select OneStop tab > checklist > step #2
- Calculate your net cost of attendance**
Use the Budget Calculator www.css.edu/budgetcalculator to estimate your College expenses for the academic year. This estimate is subject to change if information is entered incorrectly, financial aid has been adjusted, or if your enrollment has changed in a way that will affect tuition and fee costs.
From the Cor menu, select OneStop tab > checklist > step #3
- Sign up for monthly payment plan (optional)**
To assist with budgeting expenses, The College of St. Scholastica offers a monthly payment plan. The payment plan is designed to give you flexibility in meeting your financial obligation to the College.
From the Cor menu, select OneStop tab > checklist > step #5
- Receive student bill via CSS email account**
Student bills will be emailed to your CSS email account (paper bills are not mailed). To open your Schedule/Bill, click on the email attachment and open the pdf using the password instructions included in the email. *Please review your bill carefully.*
- Accept and apply for loans (optional)**
Student loans require an additional application (beyond completing the FAFSA). If you are planning to borrow, follow the instructions listed on Cor. We strongly recommend completing loan applications a minimum of 2 weeks prior to the start of the semester.
From the Cor menu, select OneStop tab > checklist > step #6
- Complete Authorizations as applicable**
From the Cor menu, select OneStop tab > checklist > step #7a-c
 - *Family Education Rights and Privacy Act (FERPA) agreement (optional)*
Any student 18 years of age or older has the right to privacy of educational records. This includes academic information such as grades, financial aid information, student account information, and academic progress reports. Federal law requires the College to protect this privacy for each student.
 - *Enroll in Student Health Insurance (optional)*
Student health insurance is available to all students who do not have coverage. Detailed insurance information is mailed to registered students before the semester begins.
 - *Complete Refund Authorization agreement*
According to federal regulations, The College of St. Scholastica must request an authorization form from students in order to use federal grants and loan funds to pay charges other than tuition, fees, and room and board. This voluntary authorization is valid for your entire academic career at The College of St. Scholastica. You may revise your authorization at any time. If your financial aid is in excess of your charges, you might be eligible for a refund. *Direct Deposit*
www.css.edu/directdeposit.xml is highly recommended. You will have quick access to your credit balance without having to worry about lost mail.
- Pay balance due (payment options)**
In addition to student loan options, the College offers several other options to pay your bill. We accept cash, personal checks, money orders, or cashier checks. For your convenience, there are two online payment options for students and their parents. One is a credit card and the other is an electronic check (ACH) form of payment. MasterCard, Discover, American Express, and Diners Club credit cards are also accepted. Visa does not participate in the program.
From the Cor menu, select OneStop tab > checklist > step #8 or www.css.edu/paymentoptions.xml.

Cor – Our Community Portal

Cor is Latin for “heart” and our portal is the heart of our online life at The College of St. Scholastica. Inside Cor you’ll find important news, daily announcements, and most importantly, links to information about the services and support available to you. Cor is always growing and evolving to meet the needs of our community.

Some useful features include:

- Single sign-on to Banner Web, Gmail and Blackboard online courses
- Manage student business and registration needs with OneStopStudent Services
- Access to student notices and reminders

Getting your Cor username and password:

To look-up your username and password visit www.css.edu/accountlookup.xml

St. Scholastica Cor - Novell - Gmail, ID Lookup (V or B number) and Library Number Lookup

Cor - Novell - Gmail Lookup
Once you are an official, registered student at St. Scholastica or a faculty or staff member, you will have a Cor, network and email account. If you are unsure what your username is on our system, enter your last name and our system will look it up for you.

ID Lookup (V or B number)
Once you have applied to St. Scholastica or are a faculty or staff member, you will have a St. Scholastica ID used to reference your account information. If you are unsure what your St. Scholastica ID is, use this form to look it up.

Library Number Lookup
Once you have enrolled in classes at St. Scholastica or are a faculty or staff member, you will have a St. Scholastica Library number for use at the library and on the Library's website. If you are unsure what your St. Scholastica Library number is, use this form to look it up.

Last Name:

Last 4 Digits of SSN:

Date of Birth (MMDDYY):

Richard, **ostom**

Type the two words:

Submit

You will be asked to enter the following information:

last name, last four digits of your Social Security Number, birth date and re-type the two words that appear in the CAPTCHA box and select submit.

Upon successful retrieval of your credentials, go to: Cor.css.edu. At the login screen, type your username and password (the number starting with “B” or “V”).

When you login, click on the OneStop tab in Cor.

The College of St. Scholastica

Help Password Reset Contact

User Name: Example: jdoe

Password: Example: B*****

LOGIN clear

[Login Help](#)

OneStop Student Services

OneStop Student Services delivers a seamless process to all students to self-manage the business of being a student. Register for classes, review grades, accept financial aid awards, view and pay bills and much more, all at one convenient online location.

OneStop counselors, cross-trained in financial aid, registrar and student accounts are available to assist students via email, phone or in person from 8:00 a.m. to 4:30 p.m. Monday through Friday with extended hours on Thursdays until 6:00 p.m. Contact OneStop by Phone: **(218) 723-6570** Toll Free: **(877) 287-8716** or Email: OneStop@css.edu

Course Registration:

Register for Classes
Add or drop a class
Review grades
Course and book information
View the academic calendar

Student Accounts:

Statement and payment information
Pay your bill online
Payment options

Financial Aid:

View and accept financial aid
Search scholarship opportunities

Other:

Frequently asked questions
Forms repository