Administration and Staff

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University in the High School (UHS) courses are college courses; therefore, all Farmingdale State College (FSC) course pre-requisites apply. UHS courses with pre-requisites are listed on the UHS webpage under the dropdown menu “UHS Courses.”

Pre-requisite requirements may be a standardized test score (i.e. NYS Regents Exam) or successful completion of another college-level course.

There are two cases when a student and a high school instructor/administrator must verify that a pre-requisite has been met:

1) Providing a standardized test score/report (see Appendix A)
2) Providing evidence of successful completion of the pre-requisite course from another college (see Appendix B)

In these instances, high school teachers/administrators must verify that students meet pre-requisite requirements by including the specific relevant information on the student’s UHS registration form and signing the form.

Students will not be registered for UHS courses without verification that they met the pre-requisite requirement(s). In addition, students/instructors/administrators may be asked to provide additional information in the form of standardized test reports or of college transcripts as further evidence that the pre-requisite(s) have been met.

FSC academic departments reserve the right to override course pre-requisites, if/when appropriate for a particular student. This is consistent with on-campus practice.
Teacher Instructions for the University in the High School Program

Year 2017-18 / Fall 2017 Courses

1. Please use only the registration forms provided. Reproduce back-to-back, as a single, two-sided page.

2. Program fees are payable by check or money order only. We cannot accept cash. The program fee for each course is listed on the front of the registration form.

3. Be sure to review completed forms to verify that all required information (First and Last Name, DOB, SSN, etc.) is accurate and legible.

4. For Free/Reduced Lunch program students, a school official must complete the verification statement on the reverse side of the form.

5. For sophomores, registration forms must be accompanied by a verification letter. It is permissible to include multiple sophomores in the same verification letter.

6. If there are any corrections on the registration forms, please let us know as soon as possible.

RETURN COMPLETED FORM AND PAYMENT TO YOUR TEACHER BY:

Fee: $200 per course or $100 per course, if qualified (see back of form)

Please make checks payable to: Farmingdale State College.

Include student’s full name on signed check or money order and attach here.
CONSENT FORM

I, ________________, wish to participate in the University in the High School program sponsored by Farmingdale State College. I agree to be bound by all terms and conditions of my high school as well as those set forth by Farmingdale State College.

HIGH SCHOOL High School  □ Junior □ Senior □ Sophomore **(need verification)**
Name of high school

Name of student – Please Print  Signature of student  Date

Name of parent/guardian – Please Print  Signature of parent/guardian  Date

NOTE: The course information, i.e., credits and final grades, will be recorded on an official Farmingdale State College transcript that can either be used to pursue a degree at Farmingdale (the GPA is started) or sent to any other college the student wishes to attend.

UHS will not process any registration forms that are received after the registration deadline. Any students who submit registration forms after the deadline will not be registered for UHS credit. In addition, UHS never allows retroactive registration.

Prerequisite: MP3 (NYS Algebra2/Trig Regents Score of ≥ 70)

Student's Regents/Test Score: ________

TEACHER'S NAME
Name of Instructor  Signature of Instructor  Date

UHS Instructors: By signing above, you verify that this student is eligible to take the course, and has met all prerequisites needed to enroll. Any applicable prerequisites are listed above.

***Students who are eligible to participate in the program through the free or reduced lunch program MUST HAVE the appropriate school administrator verify by signing below.***

______________ is eligible for a reduced fee ($100 per course) because he/she is enrolled in our free/reduced lunch program.

Name and Title of Verifying Agent  Signature of Verifying Agent  Date
Teacher Instructions for the University in the High School Program

Year 2017-18 / Fall 2017 Courses

1. Please use only the registration forms provided. Reproduce back-to-back, as a single, two-sided page.

2. Program fees are payable by check or money order only. We cannot accept cash. The program fee for each course is listed on the front of the registration form.

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4. For Free/Reduced Lunch program students, a school official must complete the verification statement on the reverse side of the form.

5. For sophomores, registration forms must be accompanied by a verification letter. It is permissible to include multiple sophomores in the same verification letter.

6. If there are any corrections on the registration forms, please let us know as soon as possible.

Return all the completed registration forms by mail to:

Dr. Francine Federman, Assistant Dean
University in the High School
Thompson Hall, Room 129
Farmingdale State College
2350 Broadhollow Rd.
Farmingdale NY 11735

*Forms must be postmarked no later than two weeks after they were received.

Please direct any questions or concerns to our Office Assistant, Mr. Ryan Mannix, at 631-420-2199 or ryan.mannix@farmingdale.edu.

Regards,
Francine Federman, Ph.D.

NOTE: There will be NO late registrations granted after November 17th, 2017.

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Appendix B

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<thead>
<tr>
<th>Official Use Only: UHII</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRN#:</td>
</tr>
<tr>
<td>Prerequisites:</td>
</tr>
<tr>
<td>RAM#:</td>
</tr>
<tr>
<td>FRL:</td>
</tr>
</tbody>
</table>

| Student's Social Security #: | __ __ - __ __ - __ __ __ |
| Date of birth: M M D D Y Y Y Y |
| Gender: Male_____ Female_____ |
| Last name: __________________ |
| Full FIRST name (no nicknames): __________________ |
| Middle name or initial__________ |
| Home phone number: (___ ___) ___ ___ - ___ ___ |
| Student Email: __________________ |
| Home street address: __________________ |
| City: __________________ State: _____ Zip: ________ |
| Have you taken Farmingdale State College classes before? Yes ___ No ___ |
| Are you taking more than one Farmingdale State College class this semester? Yes ___ No ___ |

Course: HIS 270 - Genocide  Credits: 3

RETURN COMPLETED FORM AND PAYMENT TO YOUR TEACHER BY:

Fee: $150 per course or $75 per course, if qualified (see back of form)

Please make checks payable to: Farmingdale State College.

Include student's full name on signed check or money order and attach here.
CONSENT FORM

I, ___________ wish to participate in the University in the High School program sponsored by Farmingdale State College. I agree to be bound by all terms and conditions of my high school as well as those set forth by Farmingdale State College.

HIGH SCHOOL High School □ Junior □ Senior □ Sophomore
Name of high school (need verification)

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Prerequisite: Any 100-level or higher HIS or POL course

Was this prerequisite met? □ Yes □ No

If so, where? Farmingdale State College □ Another School* □

*Attach a transcript demonstrating that the prerequisite(s) have been met.

TEACHER’S NAME

<table>
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<tr>
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<th>Signature of Instructor</th>
<th>Date</th>
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***Students who are eligible to participate in the program through the free or reduced lunch program MUST HAVE the appropriate school administrator verify by signing below.***

__________ is eligible for a reduced fee ($75 per course) because he/she is enrolled in our free/reduced lunch program.

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