

## **University in the High School (UHS) Registration Guide**

It is important that you understand that once you register for a UHS course, you have started a college transcript. The class will become part of your permanent academic record. You may choose to continue your education at Farmingdale State College (FSC), or use the FSC transcript to apply for transfer credit at another institution.

We recommend that you discuss the UHS Program with your parent(s) or guardian(s), and teacher(s) or guidance counselor. Carefully consider the cost, workload, and information in the Student Handbook.

### **Student Eligibility**

You were placed in a college-level class by your high school; however, to participate in UHS, you must have a recommendation from your teacher and/or school administrator by way of signature(s) on the registration form. Your teacher/administrators' signatures indicates that you have met the prerequisites for the course.

Your high school may have other eligibility requirements for participation in UHS. You should speak with your teacher and/or guidance counselor to learn of any other requirements.

All FSC prerequisites apply.

### **RAM IDs**

The first time a student registers for a UHS course (or applies to Farmingdale State College), he or she is assigned a FSC identification number, known as a RAM ID. UHS instructors must provide UHS students with their RAM ID number. When available, use your RAM ID for registration.

### **Registration & Fees**

It is critically important that all students follow the registration procedures outlined in this book. Every semester UHS registration forms are distributed one of two ways:

- In person by UHS personnel
- Sent as a .pdf file via e-mail, for the UHS instructor or administrator to hand out in class

Once registration forms are distributed, students have two weeks to return completed forms to their UHS instructor

You must use blue or black ink to complete your registration form. You must include all required information (i.e. First and Last Name, DOB, SSN, required signatures, proper form of payment).

If the form and/or check is illegible, it may be considered invalid, and you will not be registered for the course.

Registration forms must not be altered. If the UHS Office receives a form that has been altered, the form will be considered invalid, and you will not be registered for the course.

**IMPORTANT:** The UHS Office will not accept any new registration forms after November 15th for Fall/Year class, or April 15th for Spring classes. See below for registration and payment timeline.

## Signatures

Registration forms must be signed by the student, parent/guardian, and UHS instructor. Students will not be registered unless all required signatures have been obtained.

UHS instructors must sign all forms to verify that the students are eligible to take the course. If a non-upperclassman fulfills the prerequisite requirements for taking the course, additional verification must be submitted for that student.

UHS registration takes place during your high school district's Fall/Spring semesters.

## Registration and Payment Timeline

When does this class meet?	Semester you will register	Registration and Payment Deadline
Fall Only (September – January)	Fall (September – mid November)	November 15
All Year (September – June)	Fall (September – mid November)	November 15
Spring Only (February – June)	Spring (February- mid April)	April 15

You may only register for Fall classes in the Fall, and Spring classes in the Spring. You may only register for Year-long courses in the Fall. You **MAY NOT** register after the deadline. You **MAY NOT** register for classes after the semester ends.

## 2017-18 Fees

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

Students who qualify for the free/reduced lunch program are eligible to pay a reduced UHS fee. A high school administrator must complete the verification statement on the form.

Number of Credits	Full Registration Fee	Free/Reduced Lunch Registration Fee
1	\$50	\$25
2	\$100	\$50
3	\$150	\$75
4	\$200	\$100

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