

## **University in the High School Online Registration/Payment Instructions**

### **REGISTRATION**

#### **Steps**

1. Open your web browser (Mozilla Firefox and Google Chrome are preferred) and copy/paste the link provided by your instructor into the address bar
2. Fill in the requested information for all sections

#### ***Parent/Guardian Information***

A different, valid email address is required in order to verify that you have permission to enroll for college credit

- If two or more siblings are registering for credit, there must be a **different** parent/guardian email address for each registration

#### ***Free/Reduced Lunch Program***

Students who participate in the Federal Free/Reduced Lunch Program are eligible for a 50% discount on program fees

- If you answered **"Yes,"** a bill will be issued once a high school administrator verifies your participation with the UHS Office

#### ***Third Party Payments***

Indicate if you participate in a Third-Party Payment program (e.g., Smart Scholars, P-Tech, etc.)

- This option will only appear if you attend a high school where this is offered
- If you answer **"Yes,"** a high school administrator must verify your participation
- No bill will be issued if you are verified
- If no verification is provided, a payment link will be sent at a later date

#### ***Course Prerequisites***

If prompted, upload documentation (a transcript, report card, etc.) in PDF format demonstrating that any UHS course prerequisites have been met

- You will not be registered for UHS courses without evidence that you have met the prerequisite requirement(s)
- 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 prerequisite(s) have been met

## ***Multiple Courses***

Students can register for **up to two** courses for the Fall 2020 term

## **Final Steps**

- Click the **“Submit”** button (this will automatically generate an email confirmation that will be sent to you and your parent/guardian)

*Note: You will not receive the confirmation email immediately*

## **PAYMENT**

If you are paying right away, click the link on the confirmation page, or via the Direct Payment link in the confirmation email

*Reminder: If you indicated that you are a Free/Reduced Lunch student, you will receive the Direct Payment link once a high school administrator verifies your participation*

*Reminder: If you indicated that you participate in a Third-Party Payment program, you will **not** receive a payment link, pending verification*

## **Steps**

1. Click **“Submit Payment”** to proceed to the payment page
2. Enter the credit card information under **Account Information**
3. Enter the billing address associated with the credit card under **Billing Information**
4. Enter **Contact Information** and click the **Continue** button to submit payment

*NOTE: A Notification of Payment will be sent to the email address entered in this section*

If you have questions regarding registration or payment, please contact the University in the High School Office by phone at (934) 420 - 2199 or via email at [uhsoffice@farmingdale.edu](mailto:uhsoffice@farmingdale.edu).