

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 **one to four** courses for the Year 2020-21 term, depending on their high school's offerings

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. It may take up to a day to receive your confirmation*

Note: *If possible, please register for all courses at once. Do not submit the registration form multiple times*

Note: *If you need to change or update your registration, you may either use the link provided in your confirmation email or contact the UHS Office directly. See below*

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*