University in the High School

Instructions on How to Create an

Online Registration Request

Spring 2024

Farmingdale State College
State University of New York

UHS Course Selection

Select the number of courses. Make sure the selection(s) match your high school course(s) and teacher(s).

*Note: Math students **must meet the** [prerequisite requirements,](#) and submit a high school transcript to complete the registration request. If a transcript is not available, log back into the portal and submit a copy to complete your request.*

Course Confirmation

UHS Course Selection(s) Confirmation

Course Title	Subject	Course Number	Instructor	Credits	Term	Cost
Class A	ABC	123	Teacher	#	Term	$
Class B	DEF	456	Teacher	#	Term	$
Class C	GHI	789	Teacher	#	Term	$

Total Credits #

Payment Due: Total $

[Term] **Payment Deadline:** *[Deadline Date]*

Continue

The **Course Confirmation** page provides the following information:

* Requested registration (Courses)

* Total Credits

* Total Payment Due

* Payment Deadline

Deleting a Course Selection

UHS Course Selection(s) Confirmation

Course Title	Subject	Course Number	Instructor	Credits	Term	Cost
Class A	ABC	123	Teacher	#	Term	$

Registered UHS Courses Widget Prev Next ✕

Should you need to remove this course, please select delete below.
Any changes will be reflected once you refresh.

Save   Delete   Cancel

Click on the course you would like to delete from your Course Confirmation page. *Text will turn blue*.

All course deletions must occur prior to submitting the form.

If you want to drop/delete a class after submitting the registration form, contact UHSoffice@farmingdale.edu

Click "Delete" and the system will remove the course from your Couse Confirmation page. You may need to refresh the page to see the update

Digital Signature

You must submit a digital signature to complete the registration request. By providing a digital signature you acknowledge your academic and any financial responsibilities as a UHS student.

If you do not submit your digital signature or any other required documentation, you will see an error message appear (in red) on the Review page. Errors will not allow you to submit your registration request.

Review Page

Home
Term Selection
Course Selection
Course Confirmation
Signature

Review

Review

If you are satisfied with your application and are ready to submit it, click Submit Application.

[Submit Application]   [Save for Later]

If you are satisfied with your course selection(s) and do not see any error messages, click "**Submit Application**."

If you are unsure about your course selection(s), you can click "**Save for Later.**" To complete your application, log back into your UHS portal. *Refer to Slides 2 & 5.*

To honor your registration request, you <u>must</u> submit your application prior to the deadline of February 9, 2024.

UHS Portal

2023-2024 University in the High School Portal

Spring 2024 Term

Requested Courses

Course Title	Subject	Course Number

All UHS registration requests will appear in this field

Register for Additional Courses

After you have submitted your UHS application, you will be directed to your portal, where you will also see:

* UHS Student Handbook

* Transcript request form

* Links to UHS's website

* Information about academic integrity

* Prerequisite Guide

* An option to register for additional courses

See slides 8 and 9 to request registration for an additional course.

Registering for an Additional Course (Step1)

You've Registered For:

Course Title	Subject	Course Number	Instructor	Credits	Term
Class A	ABC	123	Teacher	#	[Term]
Class B	DEF	456	Teacher	#	[Term]
Class C	GHI	789	Teacher	#	[Term]

Add Course

Please select your course:

Please note: Math courses require a pre-requisite. You will be able to submit your documentation on the following page.

Register Cancel

Make sure the selection matches your high school course and teacher.

Check the drop down box to add the additional course and click **"Register."**

Note: All requests for additional courses must be made prior to the registration deadline, February 9, 2024.

Continue to next slide for more information about registering for additional courses

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State University of New York

Registering for an Additional Course(s) (Step 2)

Additional Course Selection Confirmation

Your name, email, and term will appear in this field.

Course Title	Subject	Course Number	Instructor	Credits	Term

All your previous registration requests and the new registration request(s) will appear in this field.

Payment Due
(New) $ Amount

[Term]   **Payment Deadline:**   Month Day, Year

Submit   Cancel

To complete the request for an additional UHS course, you **must** click "**Submit.**"

Upon clicking submit, you will be directed back into your FSC portal (slide 7), where you will see the additional course listed.

To register for another course, repeat this process (slides 7, 8, and 9).

Complete

Once all of your course registration requests and any other necessary documentation are in your portal, your registration request is complete when submitted. However, payment for all registration requests must be made by February 14, 2024, to be officially enrolled into the course(s).

Self paying students will be sent an email with directions and a link to pay.

If you are having trouble with payment and/or any other aspects of this registration process, please contact the UHS office as soon as possible by email (UHSoffice@Farmingdale.edu) or by phone (934-420-2199).

Thank you!