



University in the High School Program Student Registration Instructions

Full Year Course with **Fracchia, Christian**

Please keep a copy of these Instructions for your records

Step 1: Application & Payment.

Application & Payment Dates: **September 9, 2020 – October 23, 2020**

LAST DAY TO APPLY & PAY: **October 23, 2020**

(You must apply online and pay for the class by this date. Late applications will not be accepted.)

*If you are experiencing extenuating circumstances or financial difficulty and are unable to pay the course fee at this time, please contact our office *prior to the Application & Payment Deadline of October 23, 2020*. We will do our best to assist you in determining a timely payment schedule.

- ☐ Please be sure the printer you are using is operable before you begin the application & payment process.
- ☐ Add uhs@albany.edu to your email contacts so that you can receive pertinent information from the University in the High School Program. **Please use a valid personal email addresses. Do not use your school email address.**
- ☐ Visit the UHS website at www.albany.edu/uhs. Click on “Students & Parents” and then “Student/Parent Guide.”
***Be sure to read the complete Student/Parent Guide before proceeding with the application & payment process. This guide contains critical information regarding UHS courses.**
- ☐ Once you have read the Student/Parent Guide, click on “**How to Register.**” The link to the **University in the High School Application & Payment Center** will be located at the bottom of the page.

- ☐ Select this button for UHS Courses:



- ☐ Please select the following course: **APHY 140 Physics I: Mechanics**
- ☐ Do not change the Quantity. Select “**Add to Cart.**”
- ☐ *IF you have a promotional code, enter it and click “**Apply**” and discount will be reflected. Promotional codes are distributed by the teacher, for students who qualify for Federal Reduced/Free Lunch.
*** If you are eligible for the Federal Reduced/Free Lunch Program, you must have the bottom of your enrollment form signed by your Principal or Guidance Counselor. Failure to do so will result in an incomplete enrollment form which will not be accepted.**

Promotional Code

Apply

- ☐ Click “**Checkout.**”
- ☐ Be sure to type accurately on the **Buyer Information** page. The information you type in these fields will become a **part of your permanent academic record at the University at Albany.**



- ☐ Please enter the information exactly as specified below:
 - * High School Name: **Monroe Woodbury High School**
 - * High School CEEB Code: **331297**
 - * Teacher's Name: **Fracchia, Christian**
 - * Class Number: **1285**
 - * Session: **Full Year (September - June) HYR 2020-2021 School Year 2210**
- ☐ **Carefully enter your email address on the Delivery Address page then click “Continue as Guest.”**
- ☐ An order confirmation will be sent to the email you enter on this page after your order is processed.
- ☐ Fill out all the required Credit Card Information, then click “Continue.”
- ☐ Review your order. Once everything is correct, select “Submit Order.”
- ☐ It is very important that you **print the order summary/confirmation and keep it for your records.** This is your proof/receipt of when you successfully completed the online application and payment process.

Step 2: Enrollment. Submit completed enrollment form.

Enrollment Final Deadline: November 24, 2020

(We must receive your Enrollment Form by this date for you to be enrolled in the class. Late forms will not be accepted.)

- ☐ An **Enrollment Form** will be sent via email within ten business days to the student and parent email addresses provided in the application. **Check your SPAM/JUNK folder as well!** The subject line of the email with the enrollment form attached will be: “University in the High School Program – Enrollment Form & ID Card.”
- ☐ Print the **Enrollment Form** and verify all the information is correct.
- ☐ Obtain signatures. The student, parent/guardian and teacher signatures are required for the enrollment form to be accepted. **If you are eligible for the Federal Reduced/Free Lunch Program, you must also have the bottom of your enrollment form signed by your Principal or Guidance Counselor.*

Failure to obtain all necessary signatures will result in an incomplete enrollment form which will not be accepted.

- ☐ Make a copy of the completed enrollment form for your records.



- ☐ Send the **Enrollment Form** to the UHS Office **no later than November 24, 2020.**
Forms received after this date will not be accepted.

IMPORTANT

Please send the form via email to uhs@albany.edu. Send as a .pdf attachment; we will not accept photos of enrollment forms. We cannot track enrollment forms that are sent by mail unless it is sent with tracking information. Mail at your own risk!

Some teachers may offer to submit the enrollment forms to UHS. Please confirm with your teacher if this is an option.

If you do not receive your Enrollment Form within two weeks of applying, you must notify the UHS office via email: uhs@albany.edu to receive a replacement form.

If you want to withdraw from a course, go to www.albany.edu/uhs, click on “Students & Parents,” and then click on “**Withdrawal Information for UHS Courses**” to find the Withdrawal Form.

Deadline to Withdraw for a **Full Year** course: **November 24, 2020.**

If you have any questions, you can call the UHS office at (518)442-4148, or send an email to uhs@albany.edu.

We hope you have a great year!