

University in the High School Program
Student Application & Payment Instructions
Full Year course with **D’Ammassa, Gina**

If you intend to enroll in a University in the High School Program course, you must complete the UHS application & payment process by **January 30, 2019**.

- Please be sure the printer you are using is operable before you begin the application & payment process. **Also, make sure your email address will accept emails from uhs@albany.edu. Please use personal email addresses.**
- 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.” At the bottom of the page, it will say “The University in the High School Application & Payment Center is closed.” **Click the period at the end of that sentence to access the Payment Center.**
- Select this button for UHS Courses:**
- Please select the following course:
AITA 103 – Intermediate Italian I
- Do not change the Quantity. Select “Add to Cart”
- Review the information and then click “Checkout”
- Be sure to type accurately on the **Buyer Information** page. The information you type in these fields will become a **permanent part of your academic record at the University at Albany. The enrollment form will be sent to the student and parent email addresses within ten business days.**



Buyer Information

[Home](#) | [Cart](#) | [Buyer Information](#) | [Address](#) | [Payment Methods](#) | [Review](#) | [Receipt](#)

University in the High School Program Buyer Information

Please enter the Buyer Information requested for University in the High School Program.

***Indicates required information**

* High School Name: **Floral Park Memorial High School**

* High School CEEB Code: **331912**

* Teacher's Name: **D'Ammassa, Gina**

* Class Number: **2540**

* Session: **Full Year (September - June) HYR 2018-2019 School Year 2190**

- Carefully enter your email address on the Delivery Address page then click “Continue Unregistered”.** An order confirmation will be sent to this email after your order is processed.

Delivery Address

[Home](#) | [Cart](#) | [Buyer Info](#) | **[Address](#)** | [Payment Methods](#) | [Review](#) | [Receipt](#)

Contact Information	
Please enter the email address for this Order.	
Email:*	<input type="text"/>

*Indicates required information

 **Continue Unregistered**

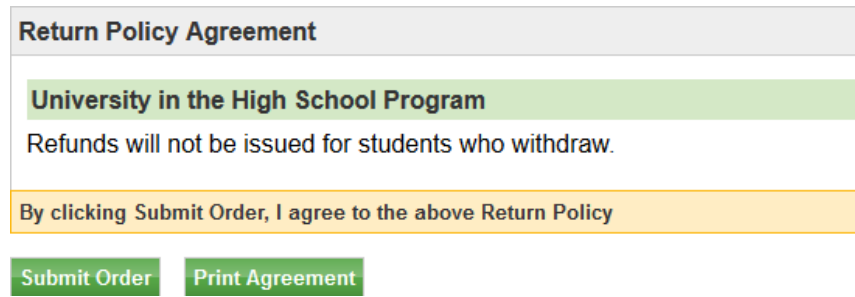
- On the **Payment Methods** page, please enter the “Promotional Code” given to you by your teacher, and then click the “Apply” button.

Promotional Code
You can use one code per Cart.
<input type="text"/>
Apply

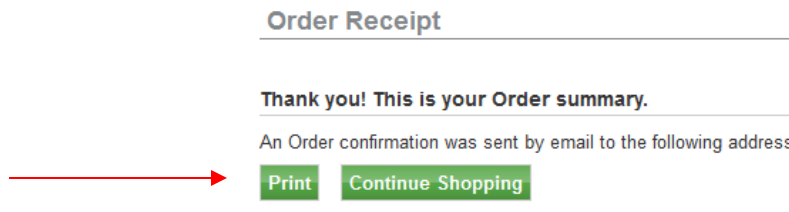
** If you are eligible for the Free/Reduced Lunch Program, you must have the bottom of your enrollment form signed by your Principal or Guidance Counselor.*

- Fill out all the required Credit Card Information, then click “Continue.”
- The system might bring you back to the Buyer Information page and Delivery Address page so that you can review your order. If everything is fine, click “Continue.”

- After you have reviewed your order, select “**Submit Order.**”



- It is very important that you **print the order summary/confirmation email and keep it for your records.** This is your proof/receipt of when you successfully completed the online application and payment process.



- 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 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, complete, and send the **Enrollment Form** to the UHS Office by **February 8, 2019.**

Please send the form via email to kbischoff@albany.edu, if possible. The UHS office will always confirm receipt of forms sent via email.

If you do not receive your Enrollment Form, you must notify the UHS office within three weeks from the date of your application and we will send you a replacement form free of charge. If you do not notify the UHS office within three weeks from your application, you will need to return to the online application and payment center and purchase a replacement registration for \$25.

In order to complete the registration process, the enrollment form must be returned to the UHS Office for enrollment. Once a completed enrollment form is submitted to the UHS Office with appropriate signatures, the student is considered registered for the course. Once enrolled, please note that a grade will be recorded and the student will have a permanent transcript on file. Since registration is voluntary, it is not required that all students in a class register through the UHS Program for University credit.

If you are enrolled in a course and you would like to be withdrawn, you have to go to www.albany.edu/uhs, click on “Students & Parents,” and then click on “Withdrawal Information” to access our Withdrawal Form. **The deadline to withdraw from a Full Year course is February 8, 2019.**

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!

Benefits of Participation with the University in the High School Program at the University at Albany

Additional Benefits:

- Graduate from college in a shorter time frame.
 - Earn college credit for approved courses while still in high school.
 - Save money.
 - A much less expensive program fee is paid, not tuition.
 - A 3 credit class costs around \$1,000 at the University at Albany, which is lower than most institutions. The cost of the same course through the UHS program is \$160 (or \$80 for those who qualify for free or reduced lunch).
 - Enjoy smaller class sizes.
 - Explore your area of academic interest before deciding to major or minor.
 - Testing is not required beyond the course requirements in order to receive credit.
 - This option may be particularly useful for students who do not do their best work on standardized tests.
 - UHS courses allow more time for course study without the need to prepare or pay for additional testing.
 - UHS courses transfer to colleges and universities throughout the United States and beyond.*
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- The more credit you earn before going to college, the more time and resources you may have to do other things once you get there, for example, study abroad, double major, participate in extracurricular activities, etc.
 - University studies look great on college résumés. Participating students may have a better chance of being admitted into universities/colleges and receiving scholarships.
 - Students gain knowledge and skills such as time management and independence.
 - Students experience college level coursework before actually going to college.
 - Students gain a relationship with the University at Albany, and may fortify this relationship by visiting the campus and attending (approved) events.
 - Some colleges/universities compute advanced standing based on credits. Students who are admitted with college credits may register earlier than others in their cohort/year, or sign up for housing earlier.
 - For teachers currently offering IB and/or AP, please contact our office to discuss how UHS courses may be offered simultaneously, giving your students this

The benefits of UHS are not minimized by the availability of the Excelsior scholarship. Acceptance into SUNY and CUNY 2 and 4 year degree programs is likely to become more competitive with the expected rise in college applications to these schools. Please note that college credits received while in High School will count toward the 30-credit per year requirement for the scholarship.

*Please note eligibility requirements and additional information at www.albany.edu/uhs. UHS course credits are widely accepted; however, in advance of registering for course credits, students should confirm with prospective colleges/universities that UHS course credits will be accepted. Questions should be directed to uhs@albany.edu or 518-442-4148.