SETON HILL UNIVERSITY

COLLEGE IN HIGH SCHOOL

RETURNING STUDENT

ONLINE REGISTRATION GUIDE

For year-long and fall 2024 classes:
Online registration opens: September 25, 2024
Online registration closes: October 31, 2024
Online registration for Spring 2025 classes will open on January 20, 2025

1) You will start your online registration by navigating to the GriffinGate portal by using this link:
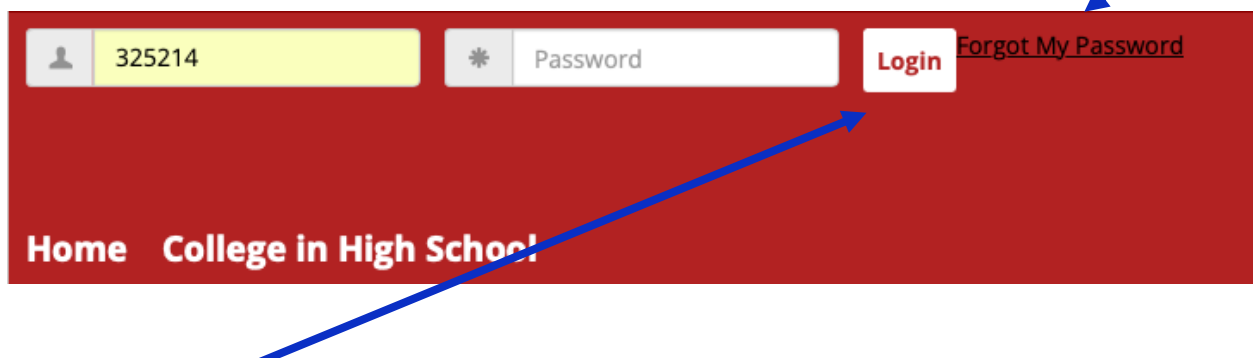
https://griffingate.setonhill.edu/ICS/

2) Enter your username based on when you last registered with Seton Hill. This will be six-digits and is also your Seton Hill student ID. Select "Continue".

3) Enter your saved password from the previous semester. If you do not remember the password, use the "Forgot My Password" link and follow the prompts.

4) Click the "Login" button

5) Once logged in, select "Register for Classes Here"

College In High School -

Welcome to College In High School!

Register!

- **Register For Classes Here**

Need A Transcript?

- **Request A Transcript Here**

    Seton Hill University offers online ordering for official transcripts through the National Student Clearinghouse (NSC).

    An official transcript is the University's verified statement of the student's academic record.

    There will be a fee for each transcript ordered through the NSC site.

6) Next, select the appropriate term (either Fall 2024 or Year-Long classes).

Course Registration

Course Search

2024-2025 Academic Year - College in High School Fall
✓ 2024-2025 Academic Year - College in High School Year Lo

7) Select the high school you attend from the drop-down list.

High School

✓ All
Armstrong Junior-Senior High School/Kittanning High School, KITTANNING PA (392055)
BEAVER AREA HIGH SCHOOL, BEAVER PA (390200)
BERMUDIAN SPRINGS HIGH SCHOOL, YORK SPRINGS PA (395450)
CHARLEROI AREA HIGH SCHOOL, CHARLEROI PA (390615)
CONNELLSVILLE AREA SENIOR HIGH, CONNELLSVILLE PA (390810)
FOX CHAPEL AREA HIGH SCHOOL, PITTSBURGH PA (393620)
FRANKLIN REGIONAL SENIOR HS, MURRYSVILLE PA (392835)
GATEWAY SENIOR HIGH SCHOOL, MONROEVILLE PA (392708)
GEIBEL CATHOLIC HIGH SCHOOL, CONNELLSVILLE PA (390815)
Greater Latrobe Senior High Sc, LATROBE PA (392170)
GREENSBURG CENTRAL CATHOLIC HS, GREENSBURG PA (391574)
GREENSBURG-SALEM HIGH SCHOOL, GREENSBURG PA (391575)

8) Locate the course(s) you want to register for and check the box(es). After selecting all the correct courses, click on "Add Courses."

Course Schedules Non Traditional   ⚙ 🖨 ❓

Search Results

Search Again

Term: 2020-2021 Academic Year - College in High School Year Lo ∨

Division: All ∨

Search

Other previously selected search criteria still apply.

Add	Preregd	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
☐		SAR 120 52	2-D Design	Faculty, SHU	100/100	Open	Course arranged with instructor; Seton Hill University	3.00	9/1/2020	5/17/2021
☐		SEL 151 5D	Topics in Literature	Catanese, Katherine A	100/100	Open	Course arranged with instructor; Seton Hill University	3.00	9/1/2020	5/17/2021
☐		SSP 105 63	Elem Spanish Language & Culture II	Mularski, Matthew R	100/100	Open	Course arranged with instructor; Seton Hill University	3.00	9/1/2020	5/17/2021
☐		SSP 205 54	Intermed.Span.Language & Culture	Mularski, Matthew R	100/100	Open	Course arranged with instructor; Seton Hill University	3.00	9/1/2020	5/17/2021

Add Courses

9) You can view all the classes added to your class schedule on the screen for the College in High School program. This is your confirmation of enrollment. An email confirmation will be sent to the student's email account.

Add/Drop

Term: 2020-2021 Academic Year - College in High School Year Lo ∨
Add Period Open / Drop Period Open
You are currently registered for **6 credits**.

○ **Messages**

SAR 120 52 - Successfully added to registration record.
SEL 151 5D - Successfully added to registration record.

Course Search

Title:	Begins With ∨	
Course Code:	Begins With ∨	
Term:	2020-2021 Academic Year - College in High School Year Lo ∨	
Department	All ∨	
Division:	All ∨	
Search	More Search Options	

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
☐	SAR 120 52	2-D Design	Course arranged with instructor	Seton Hill University	3.00	Undergraduate Credits	Undergraduate
☐	SEL 151 5D	Topics in Literature	Course arranged with instructor	Seton Hill University	3.00	Undergraduate Credits	Undergraduate

Drop Course(s)

My Account Info

10) Please review our Family Educational Rights and Privacy Act (FERPA) Policy by clicking the FERPA link for Students and Parents.
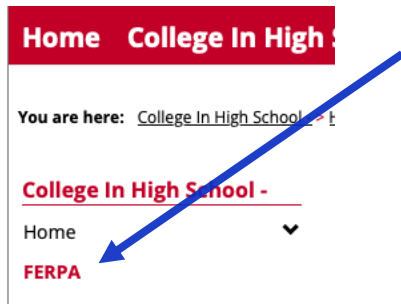
Because you are registering for college in high school courses through SHU, you have certain rights under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) – a Federal law that protects the privacy of your student education records.

**FERPA expressly states that when a student reaches the age of 18 or is attending a post-secondary educational institution, the rights of access to Student Educational Records
"transfer from the parents to the students."**

**While any third party (including parents and guardians) may have an interest in your Seton Hill University educational records, in most cases such information can only be
provided by SHU with your consent (for more information about your rights under FERPA please review the Seton Hill University's Student Educational Records Privacy (FERPA) Policy.**

Under FERPA, we must have the student's written permission to release any information from their education record.

Written consent is not needed for the disclosure of information that is considered to be "directory" information.

Using the Set FERPA Permissions feature at the bottom of the page, you will have the opportunity, should you choose to do so, to designate a third-party (such as your parent or guardian) to whom you authorize consent for SHU to disclose your educational records, or information from your educational records.

If you choose to designate such an individual, you will be asked to provide a "passcode" that Seton Hill officials will use to confirm the identity of the person you designate. Please make sure you share that passcode with the person you designate.

* Completing your FERPA contacts is a mandatory part of the registration process for the College in High School program at Seton Hill University.

Regardless of whether you wish to restrict SHU from releasing any directory information contained in your educational record, you must provide consent to disclose your education records to a third party.

How To Define Your FERPA Permissions

- You can add, view, update, or remove your FERPA contacts at any time using the "Define New Permissions" button below.
- Remember to provide a passphrase that your FERPA contact will be asked to **verbally** provide when inquiring about your financial or academic information.
- Your passphrase **should not be a password**!

❷ Set FERPA Permissions

No Current or Future Permissions Defined

Define New Permissions

Online registration for Spring 2025 classes will open on January 20, 2025

How to make your tuition payment

1. Click on this link to go to the GriffinGate portal:
https://griffingate.setonhill.edu/ICS/.

2. You will need <u>the same login information</u> you used when registering for College in High School classes.

3. From the homepage, select College in High School

4. From the College in High School portal select the "Make a Payment" link.

5. Next, click on "Pay/View Bill/Select Refund Method"

6. On the next page review the form with your personal information if this is your <u>first time</u> logging in to the Nelnet portal.

Add another address line

City*   Nowhere

State*   Pennsylvania

Zip*   15601

Time Zone*   Eastern Time

E-mail

E-mail 1*   chstest3@setonhill.edu

Add another e-mail address

All correspondence will be sent via e-mail only.
Correspondence will be sent to all e-mails provided.

Phone Numbers

At least one phone number is required.

Daytime Phone   US   (724) 222-3222   Ext.

Evening Phone   US   Ext.

Mobile Phone   US

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By clicking 'Submit' below, you agree to such contact related to your account.

Submit

7. After completing the form, click "Submit"

8. If this is your first time logging in, you will be asked to designate a 4-digit PIN; after creating your PIN, click OK.

Review Items

The following item(s) require your attention before proceeding.

Create A 4-Digit PIN To Continue

The 4-Digit PIN will be used to validate your identity when you make inquiries by telephone. Choose something you will easily remember.

*4-Digit PIN:

OK

9. This window will display the Current Balance. PLEASE NOTE: The Current Balance may take up to 24 hours to show after registration. The system will process charges overnight. You can still pay on a zero balance – calculate your balance by taking the number of classes and multiplying by $230. There is no charge for a one-credit science lab. If you prefer, you can wait until the next day to pay the tuition.

Home   My Profile   Financial Accounts

Hello Me

$ **Payment Activity**
Me 20 ID: 325214

View Details

Current Balance
$0.00 Transaction Details

Make a Payment

10. Click on "Make a Payment"

11. Enter the tuition amount due for Fall 2024 College in High School (2425CF) AND/OR Full Year 2024-2025 College in High School (2425CA), depending on how you registered for your classes.   At the bottom of the screen, select "Next – Payment Method".

 Please do not use any of the University Students payment box options.

At the bottom of the screen, select "Next – Payment Method".

Please review general notices under the Bell Icon at the top of the Nelnet page for important information.

Home My Profile Financial Accounts		🔔 🔒 Signed in as Me	

Make A Payment
Me 20 ID: 325214

1	2	3
Select A Payment	Payment Method	Receipt

Want to designate another payer?

The balance displayed is your overall balance due at Seton Hill University for tuition and fees. It may contain multiple terms and years. The open term name may not coincide with the term that you are currently enrolled in at Seton Hill University when you are enrolled in multiple terms. The default term is simply the most recently opened term for all students. Your last statement displays the balance due only at the time it was delivered. To view your eBill, click on View Last Statement. To review all transactions, including transactions received after your last statement, please go to Transaction Details to view a term by term list of transactions that include each year and term.

Select Accounts to Pay

ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
Seton Hill University	College in High School Fall 2223CF		$ 230.00
Seton Hill University	College in High School Full Year 2223CA		$ 230.00
Seton Hill University	University Students Fall 2022 (2223FA)	$0.00	$ Enter Amount

PAYMENT AMOUNT $460.00

Cancel   **Next - Payment Method**

12. On the next page, you will be asked to select your payment method.

13. After selecting the payment method, you will be prompted to enter your bank account details or your credit/debit card.

14. If you have any questions, please contact Connie Beckel, Assistant Director of College and High School, at beckel@setonhill.edu.