



**SETON HILL UNIVERSITY  
COLLEGE IN HIGH SCHOOL**

**NEW 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 GriffinGate by using this link:

<https://griffingate.setonhill.edu/ICS/>

2) If this is your first time enrolling in the College in High School program, select “Create Account” from the homepage.



**3) Please fill out the form with your personal information. This information will be used to create your student account with Seton Hill University. Please be mindful if you have already filled this form in previously as it could result in a duplicate student account.**

**Use your personal email account. There will also be a field where you can enter your parent/guardian email account. Do not use your school email here, as most schools prohibit receiving email from outside the school district.**

### College in High School

Please fill in your information below provided you are a new student to College in High School registration you with the email address you provided. When you receive this email, please allow at least 15 minutes for  
If you are a returning student, or a new student who has just received your login credentials email, please "Continue".

A personal email address should be used as some high schools block receipt of external email to student s Hill University and the student.

**First Name:\***

**Middle Name:**

**Last Name:\***

**Address Line 1:\***

**Address Line 2:**

**City:\***

**State:\***

**Zip:\***

**Home Phone:**

**Mobile Phone:**

**Student Personal Email:\***

**Confirm Student Personal Email:\***

**Parent or Guardian Email:\***

**Confirm Parent or Guardian Email:\***



4) After you complete the form, an email will be sent to the student email address provided to Seton Hill University. This may take up to 15 minutes for the account to be fully processed.

5) The email will have your username. You will be able to set up your own password. Please save your login information for future use.

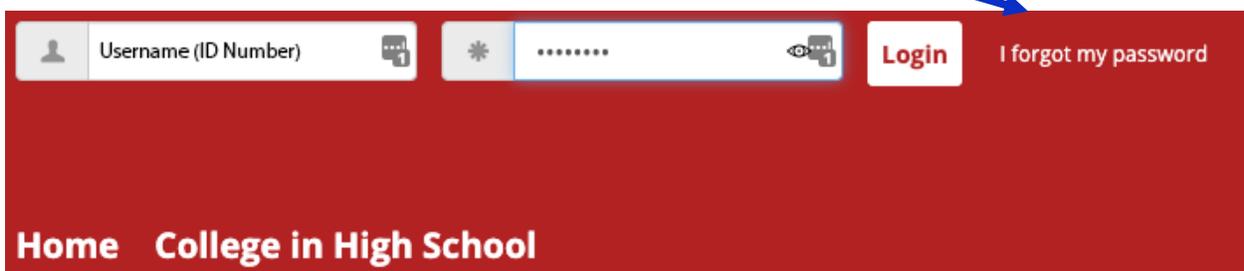
6) After the 15 minutes have passed, you will want to log back into the GriffinGate portal - <https://griffingate.setonhill.edu/ics>.

7) Insert the Username sent to you in the SHU email. The Username will be a six-digit number, which is also your Seton Hill student ID number.



A screenshot of the GriffinGate login page. The page has a dark red background. At the top, there is a white input field with a person icon on the left, the text "Username (ID Number)" in the center, and a speech bubble icon with the number "1" on the right. To the right of the input field is a white button with the word "Continue" in red. Below the input field and button, the text "Home College in High School" is displayed in white.

8) Select "I forgot my password." A password reset link will be emailed to the student's personal email only; nothing will be sent to the parent/guardian email account.



A screenshot of the GriffinGate login page, similar to the one above but with a password field. The password field is a white input field with a asterisk icon on the left, a speech bubble icon with the number "1" on the right, and a white button with the word "Login" in red. To the right of the "Login" button is a link that says "I forgot my password". A blue arrow points from the text in the previous block to this link. Below the input fields and buttons, the text "Home College in High School" is displayed in white.

## 9) After your initial login, you will be prompted to set up two (2) security challenge questions and answers.

### Login - Modify Challenge Questions

Please choose and answer challenge questions in the event you ever forget your password. If you click the Later button, you will be asked the next time you log into the portal.

In what city or town was your first job?

In what city or town did your mother and father meet?

## 10) 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.*



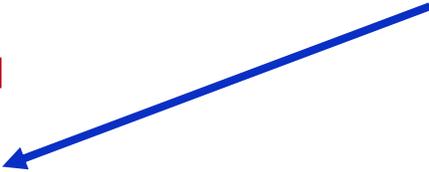
11) Next, select the appropriate term (either Fall 2024 or Year-Long classes).

### Course Registration



### Course Search

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



12) 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)



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

Course Schedules Non Traditional

Search Results

Search Again

Term: [2020-2021 Academic Year - College in High School Year Long]

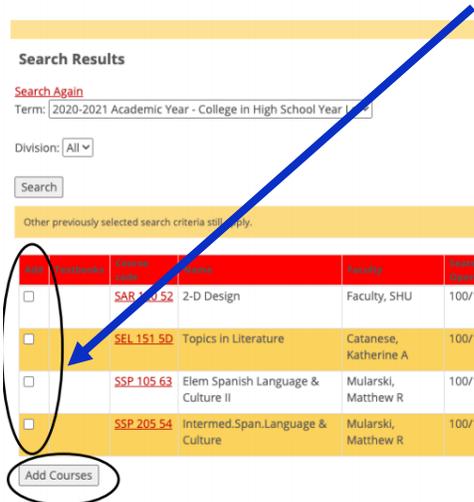
Division: [All]

Search

Other previously selected search criteria still apply.

Check	Course Code	Course	Instructor	Prereq	Units	Status	Notes	Prereq	Prereq	End Date
<input type="checkbox"/>	SAR 100.52	2-D Design	Faculty, SHU	100/100	Open	Course arranged with instructor; Seton Hill University	3.00	9/1/2020	5/17/2021	
<input type="checkbox"/>	SEL 151.50	Topics in Literature	Catanese, Katherine A	100/100	Open	Course arranged with instructor; Seton Hill University	3.00	9/1/2020	5/17/2021	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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



14) 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
<input type="checkbox"/>	SAR 120 52	2-D Design	Course arranged with instructor	Seton Hill University	3.00	Undergraduate Credits	Undergraduate
<input type="checkbox"/>	SEL 151 5D	Topics in Literature	Course arranged with instructor	Seton Hill University	3.00	Undergraduate Credits	Undergraduate

[Drop Course\(s\)](#)  
[My Account Info](#)

15) Please review our Family Educational Rights and Privacy Act (FERPA) Policy by clicking the FERPA link for Students and Parents.

**Home College In High School**

You are here: [College In High School](#)

**College In High School -**

- Home
- FERPA**

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!**

#### 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 this link to the GriffinGate portal:  
<https://griffingate.setonhill.edu/ICS/>.

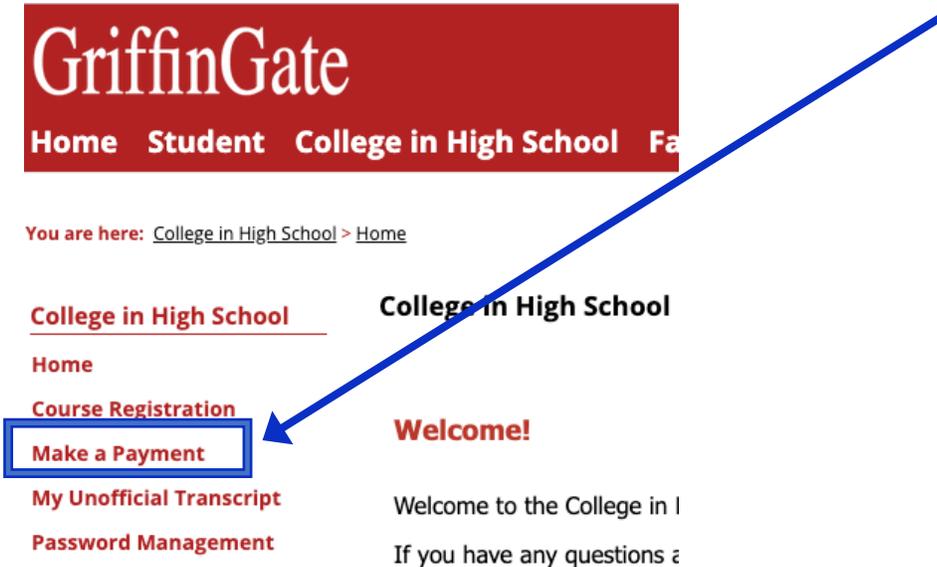
2. You will need the same login information you used when registering for College in High School classes.

3. From the homepage, select College in High School

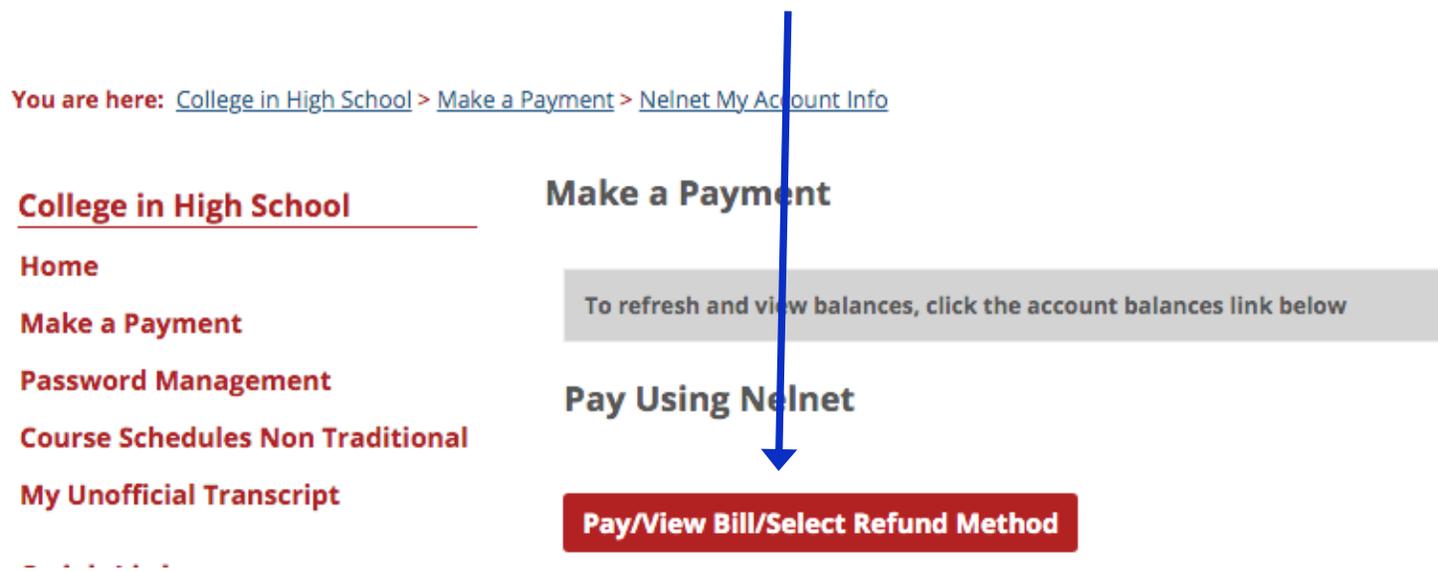


You are here: [Home](#) > [Home](#)

4. Select the “Make a Payment” link from the College in High School portal.



5. Click on the red rectangle “Pay/View Bill/Select Refund Method.”



6. Review the form with your personal information on the following page if this is your first time logging in to the Nelnet portal.

Add another address line

City*	<input type="text" value="Nowhere"/>
State*	<input type="text" value="Pennsylvania"/>
Zip*	<input type="text" value="15601"/>
Time Zone*	<input type="text" value="Eastern Time"/>

E-mail

E-mail 1\*

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	<input type="text" value="US"/>	<input type="text" value="(724) 222-3222"/>	Ext. <input type="text"/>
Evening Phone	<input type="text" value="US"/>	<input type="text"/>	Ext. <input type="text"/>
Mobile Phone	<input type="text" value="US"/>	<input type="text"/>	

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.



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:

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.



# Hello Me

 **Payment Activity** [View Details](#)

Me 20 ID: 325214

Current Balance **\$0.00** [Transaction Details](#)

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 Select A Payment 2 Payment Method 3 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	\$ 230.00
Seton Hill University	College in High School Full Year 2223CA	\$230.00	\$ 230.00
Seton Hill University	University Students Fall 2022 (2223FA)	\$0.00	\$ Enter Amount

PAYMENT AMOUNT **\$460.00**

[Cancel](#) [Next - Payment Method](#)

**12. You will be asked to select your payment method on the next page.**

Seton Hill  
UNIVERSITY

Home My Profile Financial Accounts

**Make A Payment**  
Me 20 ID: 325214

**Payment Method**

Bank Account

Credit / Debit Card

**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](mailto:beckel@setonhill.edu).**