SETON HILL UNIVERSITY

COLLEGE IN HIGH SCHOOL
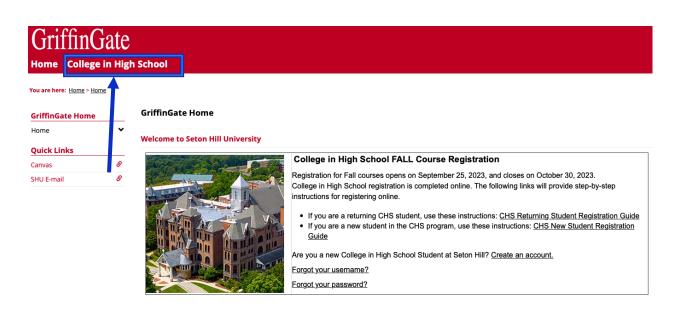
NEW STUDENT
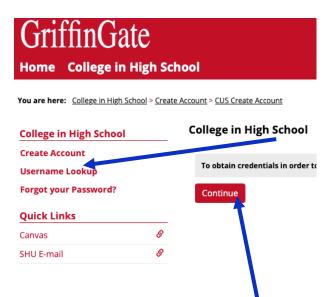
ONLINE REGISTRATION GUIDE

Online registration opens: January 22, 2024
Online registration closes: February 26, 2024

1) You will start your online registration by navigating to GriffinGate by using this link:

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

2) The first step is to click on the "College in High School" tab.

3) Next, select "Create Account"

4) Click on the red "Continue" button.

5) Complete the form with your personal information. Please use your personal email account and there will also be a field to enter your parent/guardian email account. DO NOT USE A SCHOOL EMAIL here, as most schools prohibit receiving email from outside the school district. Please USE A PERSONAL EMAIL on this form for the student.

6) After completing the form, an email from Seton Hill University will be sent to the student email address provided. The account can take up to 30 minutes to fully process.

7) The email will have the username and system-generated password information. Please save your login information for future use.

8) After the 30 minutes have passed, you will want to log back into GriffinGate - https://griffingate.setonhill.edu/ics.

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

10) Enter the system-generated password and select the "Login" button.

11) TIP: Retain your username and password for future use.

12) select the "College in High School" tab again after logging in.

13) To register for class(es), select the "Course Registration" link on the left-hand side.

14) Click "More Search Options" in the Course Search box.

Course Schedules Non Traditional

Add/Drop

Term: 2021-2022 Academic Year - College in High School Year Lo

The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Course Search

Term: 2021-2022 Academic Year - College in High School Year Lo

Search   More Search Options

15) Make sure to select the correct term by dropping down the window. You will choose:

        2023-2024 Academic Year – College in High School Spring

16) Next, drop down the search for your high school and locate the high school name. Then click the "Search" button.

Course Schedules Non Traditional

Course Search

Term:

2021-2022 Academic Year - College in High School Year Lo

High School

All

Search   Reset

Please be sure to select the correct term from the dropdown

Please be sure to select the correct High School from the dropdown

17) Locate the course(s) you want to register for and check the box(es).

18) 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 Lo ⌄

Division: All ⌄

Search

Other previously selected search criteria still apply.

Add	Textbooks	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

19) View all the classes added to your schedule on the screen. This is your confirmation of enrollment.

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

How to make your tuition payment

March 18, 2024, is the deadline for Spring 2024 semester tuition payments
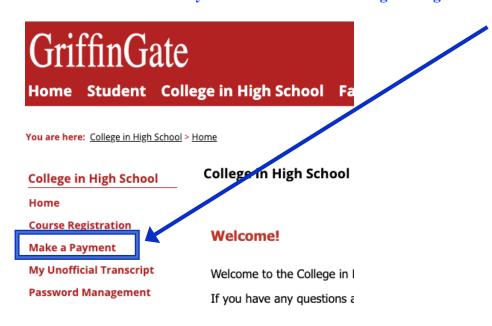
1. Click this link to the GriffinGate portal: https://griffingate.setonhill.edu/ICS/. Or, if you are already logged into the GriffinGate portal jump to #4.

2. You will need the same login information you used when registering for College in High School classes.
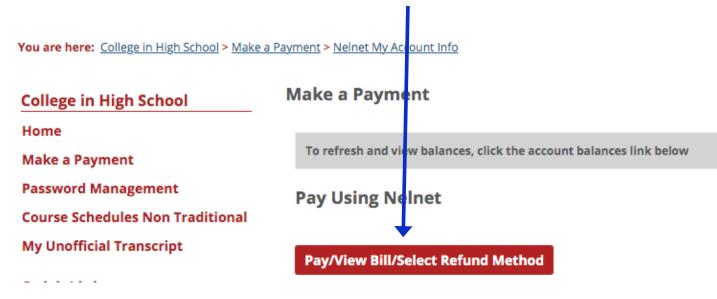
3. From the homepage, select College in High School

GriffinGate

Home   **College in High School**   **My Pages**

You are here: Home > Home

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

GriffinGate

Home   Student   College in High School   Fa

You are here: College in High School > Home

College in High School

Home

Course Registration

Make a Payment

My Unofficial Transcript

Password Management

College in High School

Welcome!

Welcome to the College in I

If you have any questions a

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

You are here: College in High School > Make a Payment > Nelnet My Account Info

College in High School

Home

Make a Payment

Password Management

Course Schedules Non Traditional

My Unofficial Transcript

Make a Payment

To refresh and view balances, click the account balances link below

Pay Using Nelnet

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.
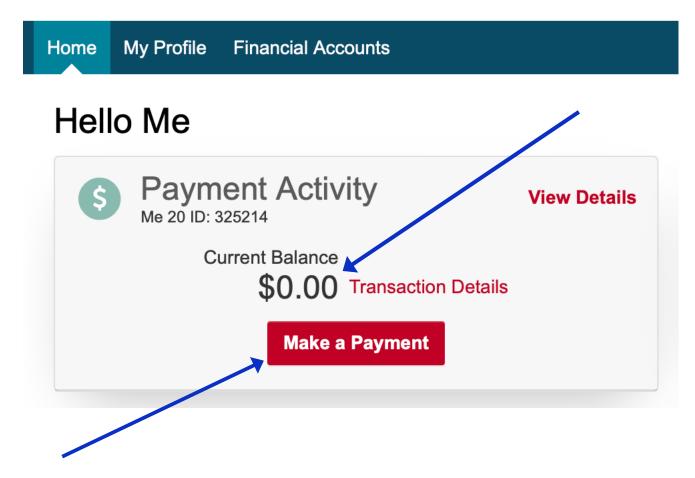
7. After completing the form, click "Submit."

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

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.

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.
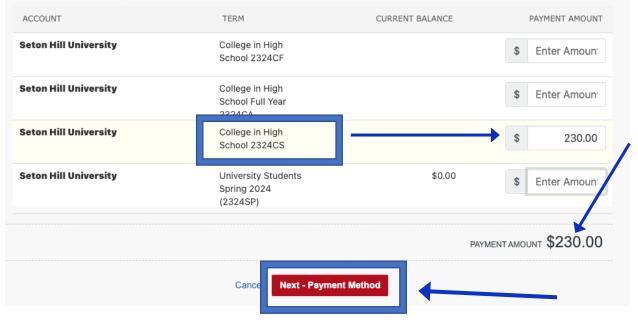

10. Click on "Make a Payment"

11. You will enter the tuition amount due for College in High School Spring 2324CS.

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

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 2324CF		$ Enter Amount
Seton Hill University	College in High School Full Year 2324CA		$ Enter Amount
Seton Hill University	College in High School 2324CS		$ 230.00
Seton Hill University	University Students Spring 2024 (2324SP)	$0.00	$ Enter Amount

PAYMENT AMOUNT $230.00

Cancel   **Next - Payment Method**

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

Seton Hill
U N I V E R S I T Y ®

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 email collegeinhighschool@setonhill.edu.

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