SETON HILL UNIVERSITY

COLLEGE IN HIGH SCHOOL
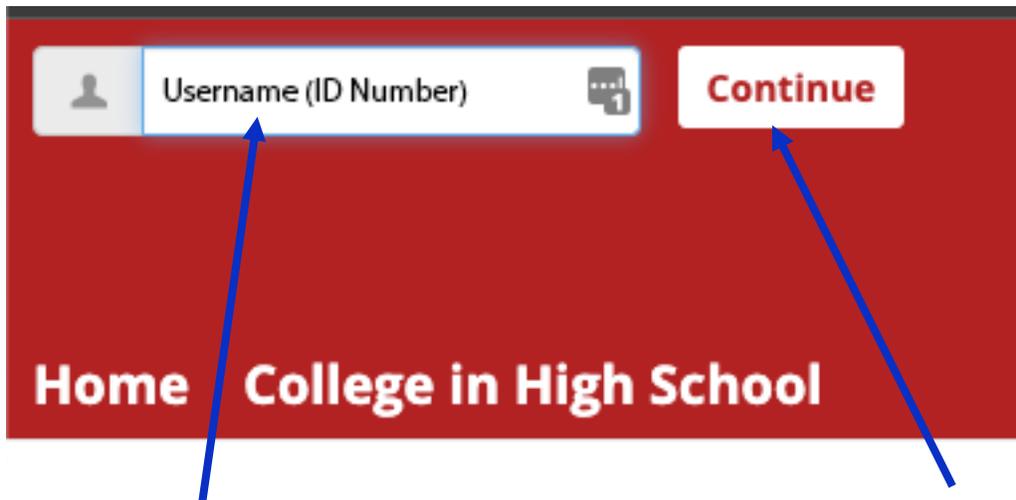
RETURNING STUDENT

ONLINE REGISTRATION GUIDE

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

You will start your online registration by navigating to the GriffinGate portal by using this link:

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

1) Enter your username. Based on when you previously registered with Seton Hill. The username will be six digits and is your Seton Hill student ID. Then select "Continue."
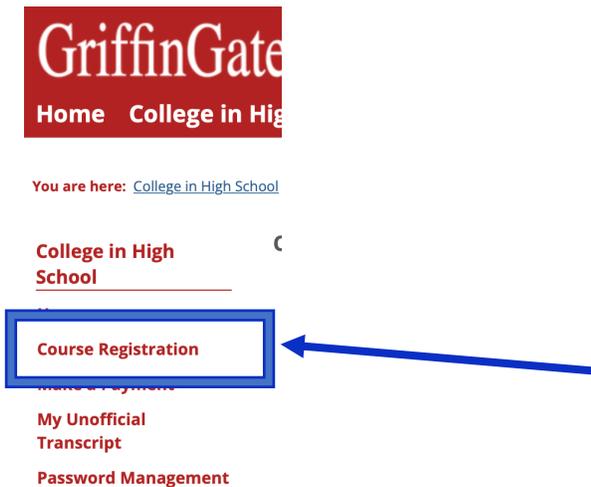
2) Enter your saved password from your previous registration. If you do not remember the password, use the Forgot My Password link.
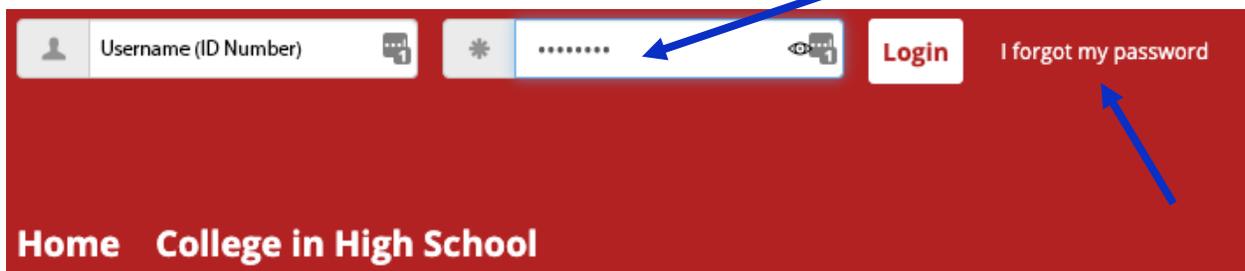
4) Once logged in, click on <u>College in High School</u> tab.
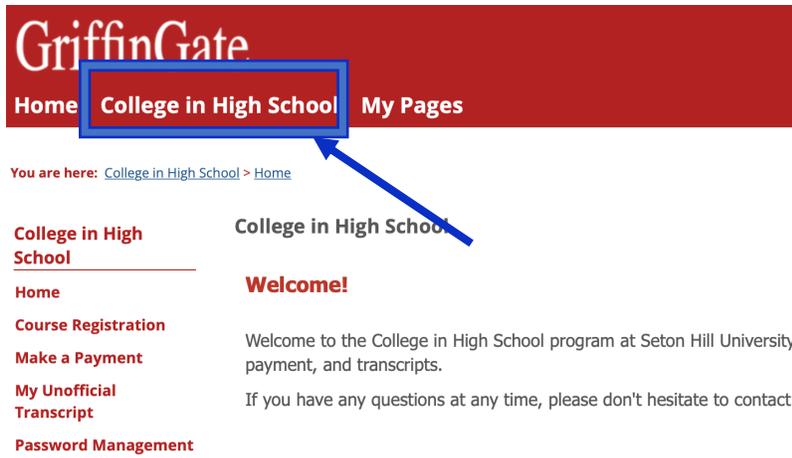
5) To enroll in your CHS class(es), select the link Course Registration from the left-hand side.

6) Click on <u>More Search Options</u> in the Course Search box.

Course Registration

Add/Drop

Term: 2022-2023 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

Title:	Begins With	
Course Code:	Begins With	
Term:	2022-2023 Academic Year - College in High School Year Lo	
Department:	All	
Division		
Search	More Search Options	

No Current Courses for the selected Term and Division.

7) Select the correct <u>Term</u> by dropping down the window. You will choose the <u>*2023-2024 Academic Year – College in High School Spring.*</u>

8) Next, drop down the search for your <u>High School</u> and locate the high school's name. Then click the <u>Search</u> 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

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

10) After selecting all the correct courses, click "Add Courses."

11) You will be able to see all the classes added to your class schedule on the screen. This is your confirmation of enrollment.

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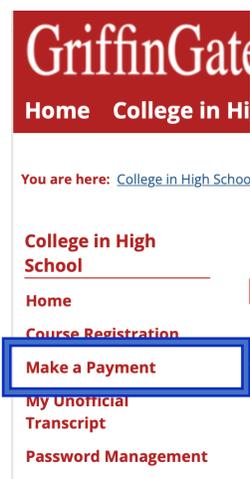
2. You will need the same login information you used when registering for College in High School classes.

3. From the homepage, select College in High School

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

5. **Next, click on the red rectangle** <u>Pay/View Bill/Select Refund Method</u>

College in High School

Home

Course Registration

Make a Payment

My Unofficial Transcript

Password Management

Make a Payment

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

My Account Balances

Pay Using Nelnet

Pay/View Bill/Select Refund Method

6. **The following window will display the Current Balance.**

PLEASE NOTE: The Current Balance may take up to 24 hours to display after your class 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. Or, you can wait until the next day to pay the tuition.

7. **To make your payment click on "Make a Payment."**

Home   My Profile   Financial Accounts

Hello Me

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

View Details

Current Balance
$0.00 Transaction Details

Make a Payment

6

8. 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**

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

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

11. If you have any questions, please email collegeinhighschool@setonhill.edu.