



University in the High School Program Student Registration Instructions Full Year Science Research Course with **Fleming, Kimberly B**

Please keep a copy of these Instructions for your records

Registration Dates: September 9, 2021 – November 8, 2021

LAST DAY TO REGISTER: November 8, 2021

(You must register online and pay for the class by the last date. Late registrations will not be accepted.)

*If you are experiencing extenuating circumstances or financial difficulty and are unable to pay the course fee at this time, please contact our office prior to the Registration Deadline of 11/8/2021. We will do our best to assist you in determining a timely payment schedule.

UHS offers a reduced program fee of \$80 for students who are eligible for and participate in the Federal Reduced/Free Lunch program. Students who wish to receive the UHS Reduced Program Fee must complete a Verification Request Form. The online form can be found on our website at www.albany.edu/uhs (Scroll down to the bottom of the page and click “UHS REDUCED PROGRAM FEE VERIFICATION REQUEST FORM”)

PLEASE NOTE: If you wish to receive the discounted program fee, you **MUST** complete this process prior to registering online. This means you must complete this step well in advance to the Registration and Payment Deadline. Late registrations will not be accepted. Not receiving the code in time will not be accepted as a valid reason for a late registration.

- ☐ Make sure you have an operable printer before you begin the registration process.
- ☐ Add uhs@albany.edu to your email contacts so that you can receive pertinent information from the University in the High School Program and our emails do not go to your Junk/Spam folder.
- ☐ When entering your email address, during registration, please use a valid personal email address. Do not use your school email address.
- ☐ Visit the UHS website at www.albany.edu/uhs. Scroll down and click “**UHS Student/Parent Guide.**”
*Be sure to read the complete [Student/Parent Guide](#) before proceeding with the registration & payment process. This guide contains critical information regarding UHS courses and you will need to confirm it has been read.
- ☐ Once you have read the Student/Parent Guide, click on “**Register and Pay For Your Course.**” This will take you to the Registration and Payment Center.
- ☐ Select this button for Science Research Courses:
- ☐ Select the following course:
ACAS 210 Advanced Methods of Research
- ☐ Do not change the Quantity. Select “**Add to Cart.**”
- ☐ *If you have a promotional code, enter it and click “**Apply.**” You must make sure that the correct price shows before continuing. *Promotional codes are only provided to eligible students directly from UHS.
- ☐ Click “**Checkout.**”



Promotional Code

Apply

- ☐ Be sure to type accurately on the **Buyer Information** page. **The information you type in these fields will become a part of your permanent academic record at the University at Albany.**
- ☐ Enter the information exactly as specified below:
 - * High School Name: **White Plains High School**
 - * High School CEEB Code: **335955**
 - * Teacher's Name: **Fleming, Kimberly B**
 - * Class Number: **1020**
 - * Session: **Full Year (September - June) HYR 2021 - 2022 School Year 2220**
- ☐ Enter your Mentor Information – **THESE ARE REQUIRED FOR SCIENCE RESEARCH COURSES**
 - **Name of Mentor**
 - **Institutional Affiliation of Mentor**
 - **Phone Number of Mentor**
 - **Email Address of Mentor**
 - **Arrangements for Contact with Mentor**
- ☐ Once you have entered all of your information accurately, click “Continue.”
- ☐ **Carefully enter your email address on the Delivery page under “Contact Information,” then click “Continue as Guest.”** If you register an account, you will be able to view your order history for future reference, but is not required.
- ☐ Fill out the required Credit Card Information, then click “Continue.”
- ☐ Review your order carefully. Make sure you have selected the correct course and that your contact information is correct.
- ☐ Please read the “**Return Policy Agreement**” carefully and click the box stating that you agree to all of the terms listed.
- ☐ Once everything is correct, you have read the agreement and checked the acknowledgement box, you can click “**Submit Order.**”
- ☐ It is very important that you **print the order summary/confirmation and keep it for your records.** You can also print the “Return Policy Agreement” for future reference. This is your proof/receipt of when you successfully completed the online registration and payment process.

Once the online Registration and Payment has been completed, you will receive a confirmation email. If you do not receive this, check your junk/spam mail. If you do not find it, please email uhs@albany.edu as your order may not have gone through.

Within two weeks of your registration, you will receive an email with the following. If you do not receive these items, please contact us at uhs@albany.edu:

- **A Welcome Letter**
 - This letter will include your Albany ID # and important information regarding UHS. Please keep this for your records. You will need your Albany ID # to request a transcript in the future.
- **Your UHS Registration Summary**
 - This document will show the course that was purchased and other information you entered on your registration. You should receive one for each class you purchase. Please check this document for accuracy.
- **Your University at Albany ID Card**
 - These ID cards allow students on-site use of University library resources and student admission to sporting, cultural, and other University-sponsored events. Please keep for your records.

YOU NO LONGER NEED TO SEND IN AN ENROLLMENT FORM. Your registration is an agreement of your intent to enroll. Your teacher will need to approve your registration, via their roster, before you will be enrolled. If you have any questions regarding this approval, please contact your teacher.

REFUND POLICY:

There is a two-week Grace Period in which you may cancel your registration, if it is prior to the Registration Deadline. You must cancel your registration within two weeks of your registration date AND prior to the registration deadline, to get a full refund. If you choose to cancel your registration prior to the Registration Deadline, but after the two-week Grace Period, you will receive a 50% refund. **NO CANCELLATIONS OR REFUNDS WILL BE CONSIDERED AFTER THE REGISTRATION DEADLINE. FOR THE CURRENT TERM, HAS PASSED.** Any student who doesn't wish to continue with the class after the Registration Deadline, for that term, must submit a formal withdrawal.

Withdrawal Information:

If you wish to withdraw from a course, you must submit a formal withdrawal request in writing. You can go to www.albany.edu/uhs, click on “**Students & Parents**,” and then click on “**Withdrawal Information for UHS Courses**” to find the Withdrawal Form and information regarding deadlines.

The deadline to withdraw for a Full Year course: December 10, 2021

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!