



University in the High School Program

Student Registration Instructions

Summer Science Research Course with **Fleming, Kimberly B**

Please keep a copy of these Instructions for your records

Step 1: Application & Payment.

Application & Payment Dates: **June 1, 2020 – July 17, 2020**

LAST DAY TO APPLY & PAY: **July 17, 2020**

(You must apply online and pay for the class by this date. Late applications 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 Application & Payment Deadline of July 17, 2020*. We will do our best to assist you in determining a timely payment schedule.

- ☐ Make sure the printer you are using is operable before you begin the application & payment process.
- ☐ Add uhs@albany.edu to your email contacts so that you can receive pertinent information from the University in the High School Program. **Please use a valid personal email addresses. Do not use your school email address.**
- ☐ Visit the UHS website at www.albany.edu/uhs. Click on “Students & Parents” and then “Student/Parent Guide.”
***Be sure to read the complete Student/Parent Guide before proceeding with the application & payment process. This guide contains critical information regarding UHS courses.**
- ☐ Once you have read the Student/Parent Guide, click on “How to Register.” The link to the **University in the High School Application & Payment Center** will be located at the bottom of the page.

- ☐ Select this button for Science Research Courses:

- ☐ Select the following course:

ACAS 109 Intermediate Science Research



- ☐ Do not change the Quantity. Select “Add to Cart.”

- ☐ *If you have a promotional code, enter it and click “Apply” and discount will be reflected. Promotional codes are distributed by the teacher, for students who qualify for Federal Reduced/Free Lunch.

*** If you are eligible for the Federal Reduced/Free Lunch Program, you must have the bottom of your enrollment form signed by your Principal or Guidance Counselor. Failure to do so will result in an incomplete enrollment form which will not be accepted.**

- ☐ 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: **1183**

* Session: **Summer (July - August) HSR 2020-2021 School Year 2210**

☐ Enter your Mentor Information

- **Name of Mentor**
- **Institutional Affiliation of Mentor**
- **Phone Number of Mentor**
- **Email Address of Mentor**
- **Arrangements for Contact with Mentor**

☐ **Carefully enter your email address on the Delivery Address page then click “Continue as Guest.”**
If you register an account, you will be able to view your order history for future reference. An order confirmation will be sent to the email you enter on this page after your order is processed.

☐ Fill out all the required Credit Card Information, then click “Continue.”

☐ Review your order. Once everything is correct, select “Submit Order.”

☐ It is very important that you **print the order summary/confirmation and keep it for your records**. This is your proof/receipt of when you successfully completed the online application and payment process.

REFUND POLICY:

There is a two-week “Grace Period” to allow students to cancel an application, if necessary. You must cancel your application within two weeks of when you complete your online application. If you choose to cancel your application after the two-week period or don’t return your Enrollment Form, you will only receive a 50% refund.

Step 2: Enrollment. Submit completed enrollment form.

Enrollment Final Deadline: **August 17, 2020**

(We must receive your Enrollment Form by this date for you to be enrolled in the class. Late forms will not be accepted.)

☐ An **Enrollment Form** will be sent via email within ten business days to the student and parent email addresses provided in the application. **Check your SPAM/JUNK folder as well!** The subject line of the email with the enrollment form attached will be: “**University in the High School Program – Enrollment Form & ID Card.**”



- ☐ Print the **Enrollment Form** and verify all the information is correct.
- ☐ Obtain signatures. **Due to schools being closed because of COVID-19, you may send the Enrollment Form without your teacher's signature. We will obtain this later. The student and parent signatures are REQUIRED. Failure to obtain all necessary signatures will result in an incomplete enrollment form which will not be accepted.**
**If you do not have access to a printer, please contact us at uhs@albany.edu for a legal alternative to the student/parent signatures.*
- ☐ Make a copy of the completed enrollment form for your records.
- ☐ Send the **Enrollment Form**, via email, to the UHS Office **no later than August 17, 2020.**
Forms received after this date will not be accepted.

IMPORTANT

Send the form via email to uhs@albany.edu. Send as a .pdf attachment; we will not accept photos of enrollment forms.

If you do not receive your Enrollment Form within two weeks of applying, you must notify the UHS office via email: uhs@albany.edu to receive a replacement form.

If you want to withdraw from a course, go to www.albany.edu/uhs, click on “**Students & Parents**,” and then click on “**Withdrawal Information for UHS Courses**” to find the Withdrawal Form.

Deadline to Withdraw for a **Summer** course: **August 17, 2020**

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 summer!