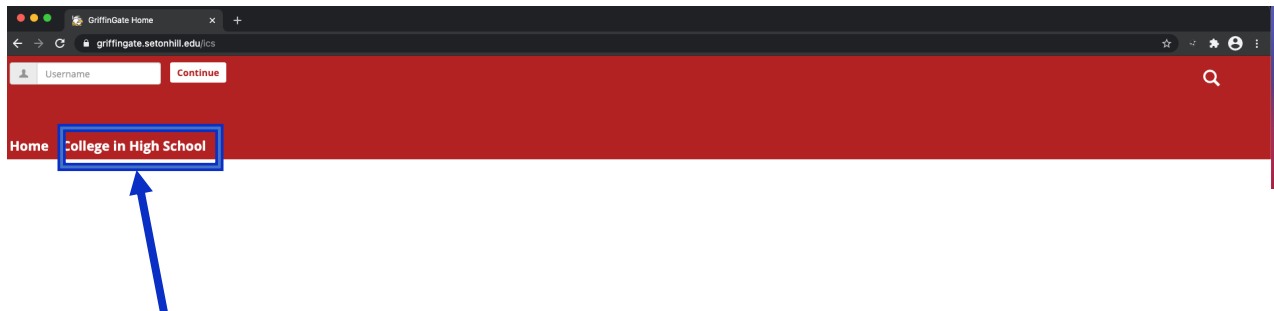# SETON HILL UNIVERSITY

COLLEGE IN HIGH SCHOOL

NEW STUDENT
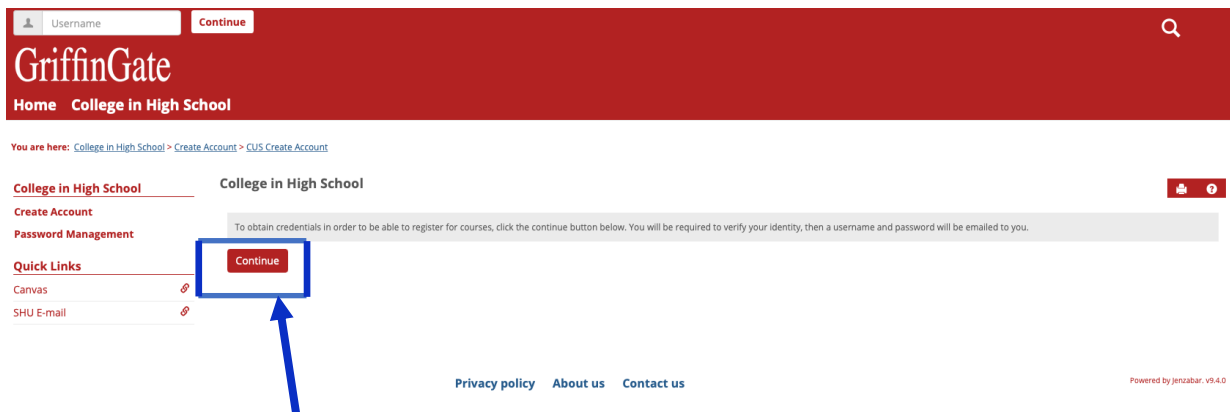
ONLINE REGISTRATION GUIDE

For year-long and fall 2023 classes:
Online registration opens: September 25, 2023
Online registration closes: October 30, 2023

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) **Click on the red "Continue" button.**

4) 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.
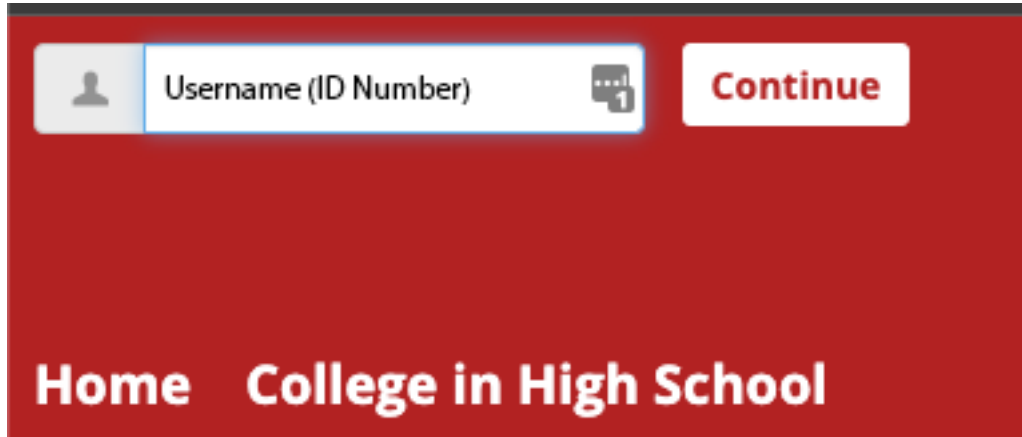

5) <u>DO NOT USE A SCHOOL EMAIL</u> here, as most schools prohibit receiving email from outside the school district. Please <u>USE A PERSONAL EMAIL</u> on this form for the student.

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 10 minutes to fully process.

7) The email will have the username and system-generated password information. <u>Please save your login information for future use.</u>
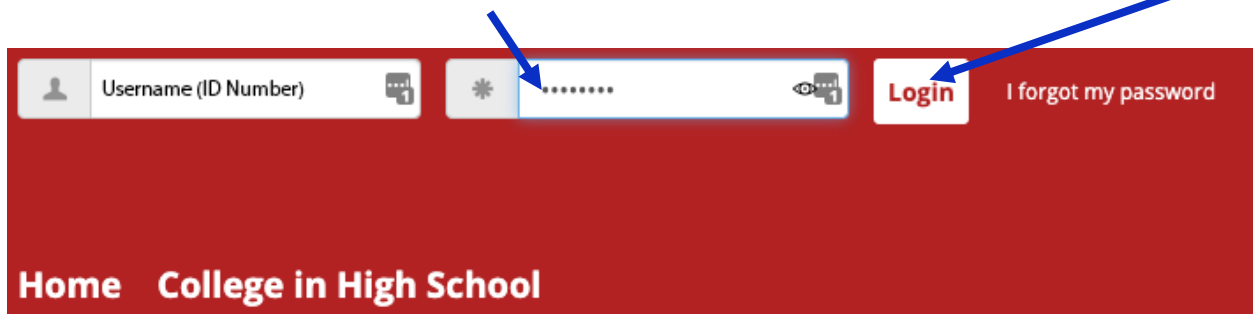
8) After the 10 minutes have passed, you will want to log back into GriffinGate - https://griffingate.setonhill.edu/ics. Go to page 3.

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.

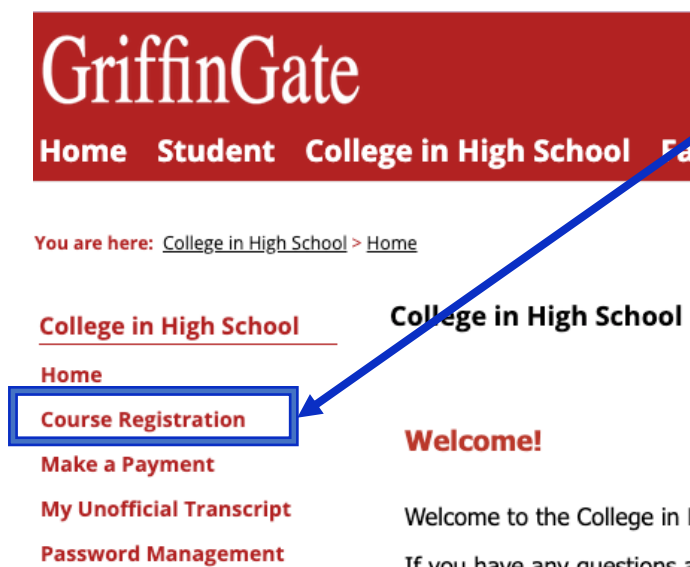# 11) TIP: Retain your username and password for future use.

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

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

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 <u>correct term</u> by dropping down the window. You will either choose:

2023-2024 Academic Year – College in High School Year Long
- - OR - -
2023-2024 Academic Year – College in High School Fall.

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."

19) 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.

Online registration for Spring 2024 classes will open on January 22, 2024

How to make your tuition payment

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 <u>the same login information</u> 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. 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 <u>first time</u> logging in to the Nelnet portal.

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

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.

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.*

Home	My Profile	Financial Accounts

Hello Me

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

View Details

Current Balance
$0.00 Transaction Details

Make a Payment

10. Click on "Make a Payment"

11.   Enter the tuition amount due for Fall 2023 College in High School AND/OR Full Year 2023-2024 College in High School, depending on how you registered for your classes.   At the bottom of the screen, select "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 contact Connie Beckel, Coordinator of College and High School, at beckel@setonhill.edu.