



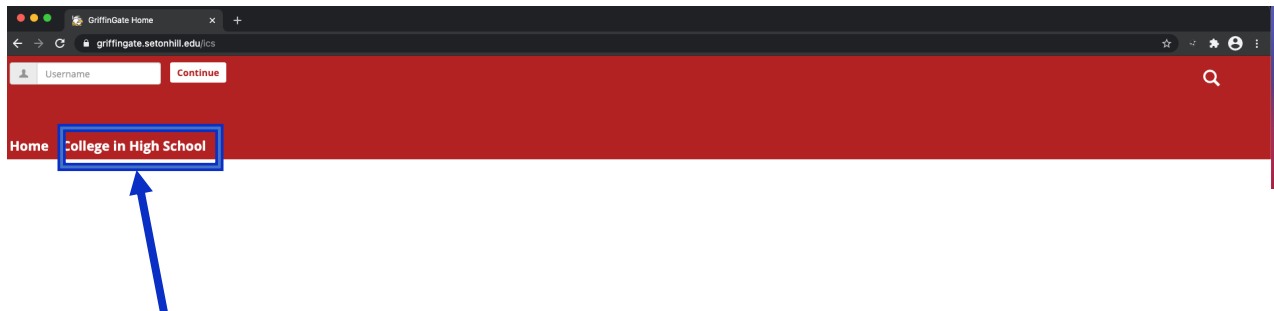
**SETON HILL UNIVERSITY
COLLEGE IN HIGH SCHOOL**

**NEW STUDENT
ONLINE REGISTRATION GUIDE**

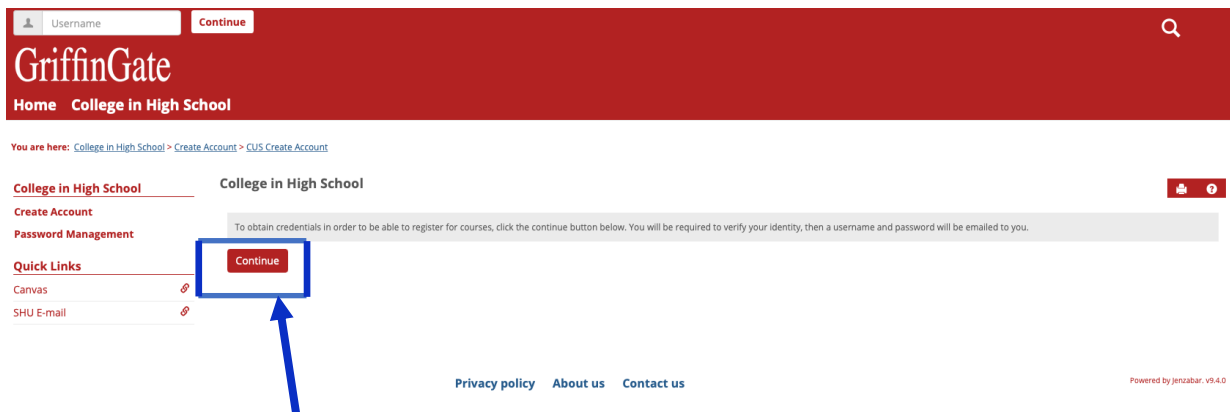
**For year-long and fall 2023 classes:
Online registration opens: September 25, 2023
Online registration closes: October 30, 2023**

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.

Username

GriffinGate

Home College in High School

You are here: [College in High School](#) > [Create Account](#) > [CUS Create Account](#)

College in High School

Create Account

Password Management

Quick Links

Canvas

SHU E-mail

College in High School

To obtain credentials in order to be able to register for courses, fill in the information below, enter the ReCaptcha text, then click continue. In the following screen, your identity will be verified.

First Name:*

Middle Name:

Last Name:*

Address Line 1:*

Address Line 2:

City:*

State:*

Email:*

Confirm Email:*

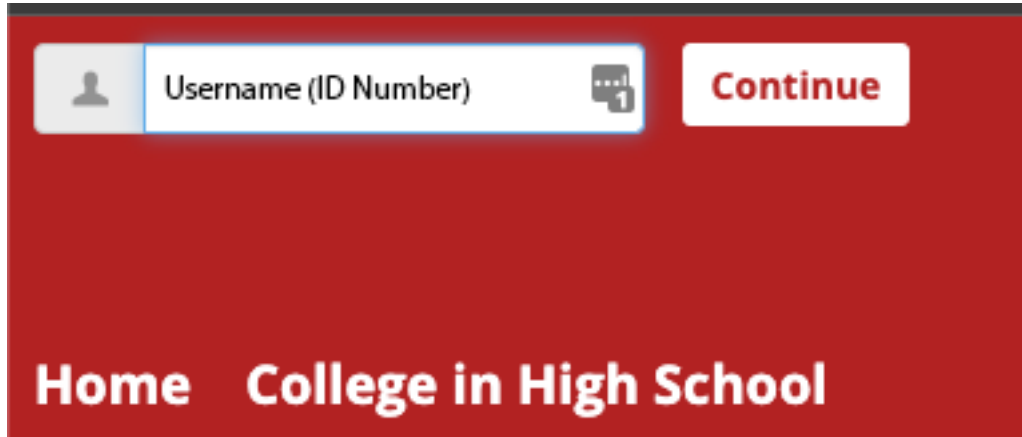
5) DO NOT USE A SCHOOL EMAIL here, as most schools prohibit receiving email from outside the school district. Please USE A PERSONAL EMAIL on this form for the student.

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 10 minutes to fully process.

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

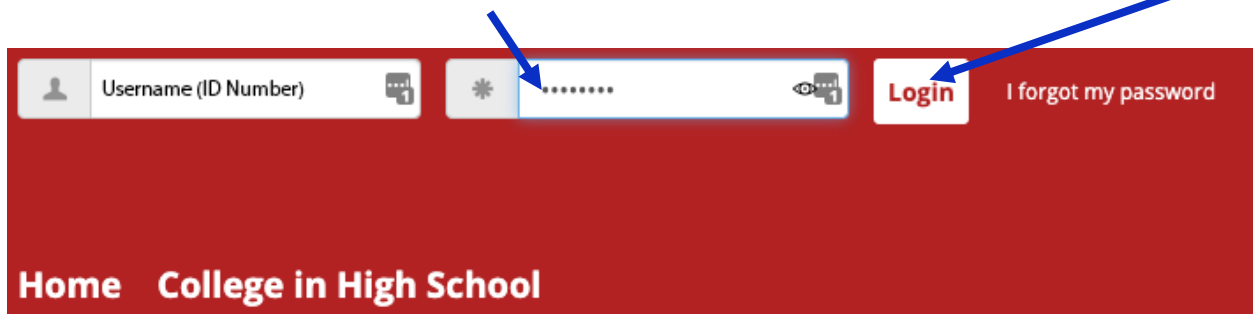
8) After the 10 minutes have passed, you will want to log back into GriffinGate - <https://griffingate.setonhill.edu/ics>. Go to page 3.

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.



A screenshot of a login interface with a red background. At the top, there is a white input field labeled "Username (ID Number)" with a person icon on the left and a speech bubble icon on the right. To the right of the input field is a white button with the text "Continue" in red. Below the input field, the text "Home College in High School" is displayed in white.

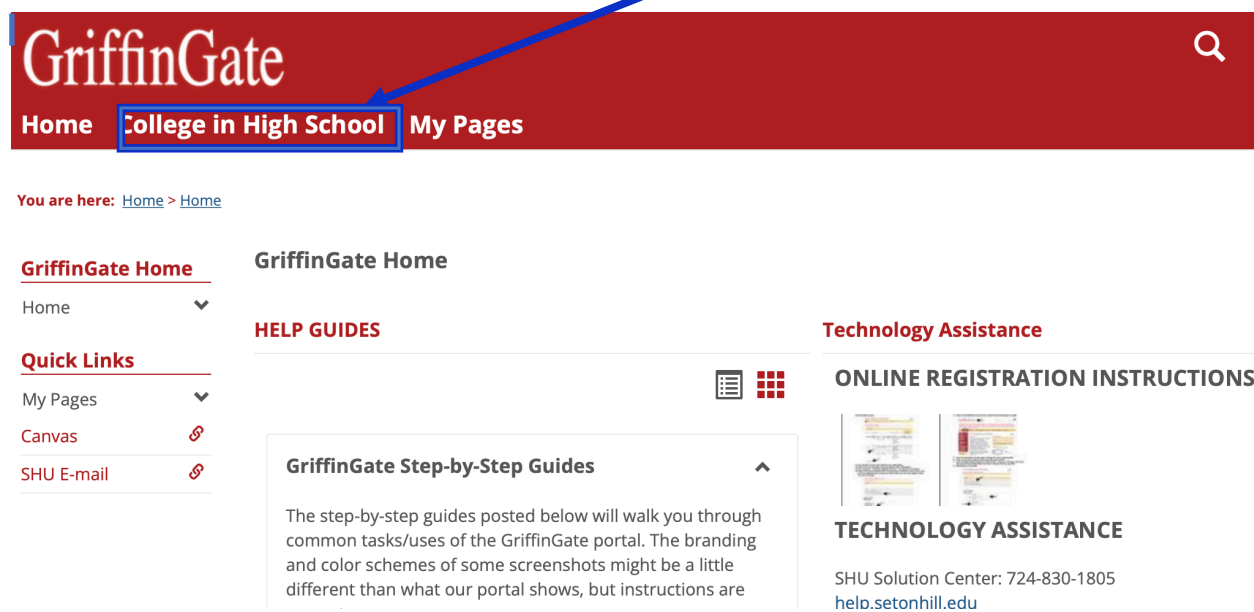
10) Enter the system-generated password and select the “Login” button.



A screenshot of the same login interface, but now with a password field. The password field is a white input field with a speech bubble icon on the left and a speech bubble icon on the right. A blue arrow points to the password field. To the right of the password field is a white button with the text "Login" in red. To the right of the "Login" button is a link that says "I forgot my password". Below the password field, the text "Home College in High School" is displayed in white.

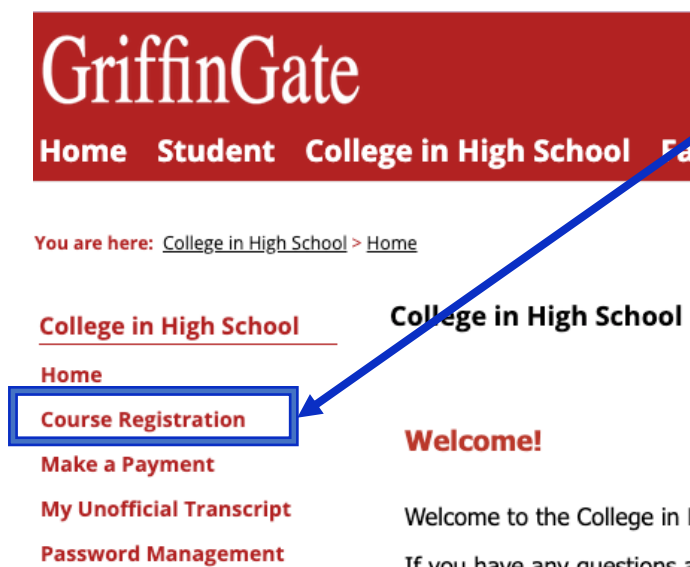
11) TIP: Retain your username and password for future use.

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



The screenshot shows the GriffinGate Home page. The top navigation bar is red with the GriffinGate logo on the left and a search icon on the right. Below the logo are three tabs: Home, College in High School (highlighted with a blue box and a blue arrow pointing to it), and My Pages. Below the navigation bar, the breadcrumb trail reads "You are here: Home > Home". On the left side, there is a sidebar with "GriffinGate Home" and "Quick Links" (Home, My Pages, Canvas, SHU E-mail). The main content area is titled "GriffinGate Home" and contains a "HELP GUIDES" section with a "GriffinGate Step-by-Step Guides" link and a "Technology Assistance" section with "ONLINE REGISTRATION INSTRUCTIONS" and "TECHNOLOGY ASSISTANCE" links.

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




The screenshot shows the GriffinGate College in High School page. The top navigation bar is red with the GriffinGate logo on the left and a search icon on the right. Below the logo are four tabs: Home, Student, College in High School (highlighted with a blue box and a blue arrow pointing to it), and My Pages. Below the navigation bar, the breadcrumb trail reads "You are here: College in High School > Home". On the left side, there is a sidebar with "College in High School" and a list of links: Home, Course Registration (highlighted with a blue box and a blue arrow pointing to it), Make a Payment, My Unofficial Transcript, and Password Management. The main content area is titled "College in High School" and contains a "Welcome!" message and a "Welcome to the College in High School" 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 correct term 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 

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 ▾

Other previously selected search criteria still apply.

<input type="checkbox"/>	Course Code	Course Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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

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.

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:

Course Code:

Term: 2020-2021 Academic Year - College in High School Year Lo ▾

Department: All ▾

Division: All ▾

[More Search Options](#)

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	SAR 120.52	2-D Design	Course arranged with instructor	Seton Hill University	3.00	Undergraduate Credits	Undergraduate
<input type="checkbox"/>	SEL 151.5D	Topics in Literature	Course arranged with instructor	Seton Hill University	3.00	Undergraduate Credits	Undergraduate

[My Account Info](#)

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 the same login information you used when registering for College in High School classes.

3. From the homepage, select College in High School



You are here: [Home](#) > [Home](#)

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

The screenshot shows the GriffinGate website header with navigation links: Home, Student, College in High School, and Faculty. Below the header, a breadcrumb trail reads "You are here: College in High School > Home". The left sidebar contains links: Home, College in High School, Course Registration, Make a Payment (highlighted with a blue box and a blue arrow), My Unofficial Transcript, and Password Management. The main content area displays "College in High School" and a "Welcome!" message.

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

The screenshot shows the "Make a Payment" page. The breadcrumb trail is "You are here: College in High School > Make a Payment > Nelnet My Account Info". The left sidebar lists: College in High School, Home, Make a Payment, Password Management, Course Schedules Non Traditional, and My Unofficial Transcript. The main content area has the heading "Make a Payment", a grey instruction box, and the heading "Pay Using Nelnet". A blue arrow points from the instruction box to a red button labeled "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.

Add another address line

City*

State*

Zip*

Time Zone*

E-mail

E-mail 1*

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.

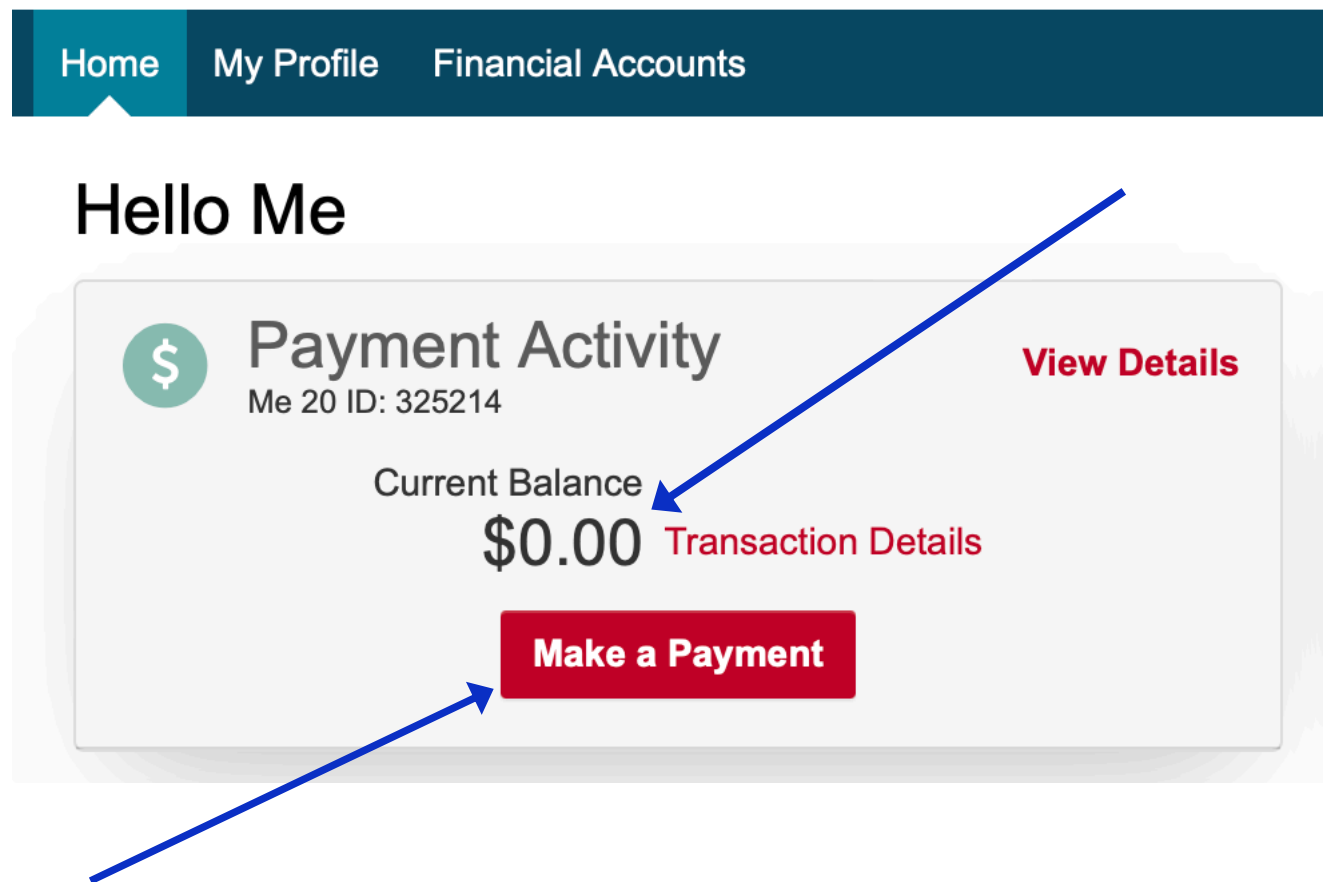
Daytime Phone	<input type="text" value="US"/>	<input type="text" value="(724) 222-3222"/>	Ext. <input type="text"/>
Evening Phone	<input type="text" value="US"/>	<input type="text"/>	Ext. <input type="text"/>
Mobile Phone	<input type="text" value="US"/>	<input type="text"/>	

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.

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.*



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”.

Home
My Profile
Financial Accounts

Signed in as Me

1

2

3

Select A Payment
Payment Method
Receipt

Make A Payment

Me 20 ID: 325214

Want to designate another payer?

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 Fall 2223CF		\$ 230.00
Seton Hill University	College in High School Full Year 2223CA		\$ 230.00
Seton Hill University	University Students Fall 2022 (2223FA)	\$0.00	\$ Enter Amount

Cancel
Next - Payment Method

PAYMENT AMOUNT \$460.00

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

Seton Hill
UNIVERSITY

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.