



**SETON HILL UNIVERSITY
COLLEGE IN HIGH SCHOOL**

**RETURNING 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 the GriffinGate portal by using this link:

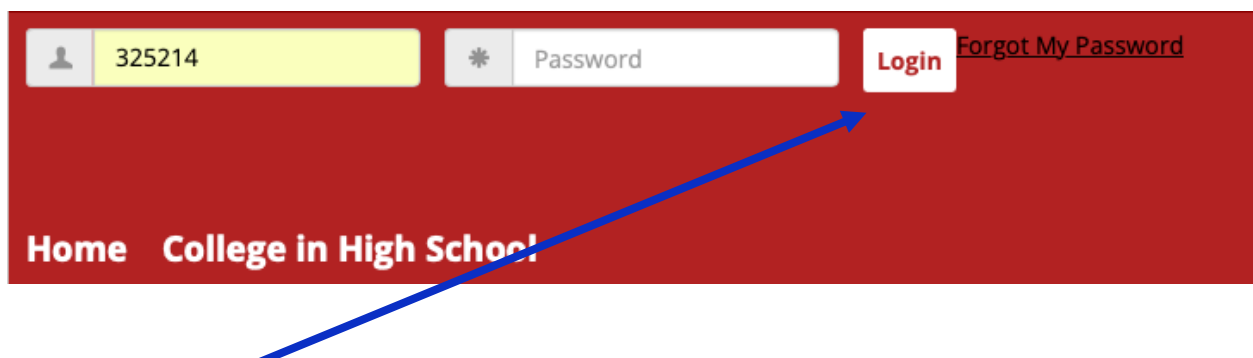
<https://griffingate.setonhill.edu/ICS/>



A screenshot of the GriffinGate login interface. It features a red background with a white header bar. The header bar contains a user icon, a text input field labeled "Username (ID Number)" with a speech bubble icon, and a "Continue" button. Below the header, the text "Home College in High School" is displayed. Two blue arrows point from the text in step 2 to the "Username (ID Number)" field and the "Continue" button.

2) Enter your username based on when you last registered with Seton Hill. This will be six-digits and is also your Seton Hill student ID. Select “Continue”.

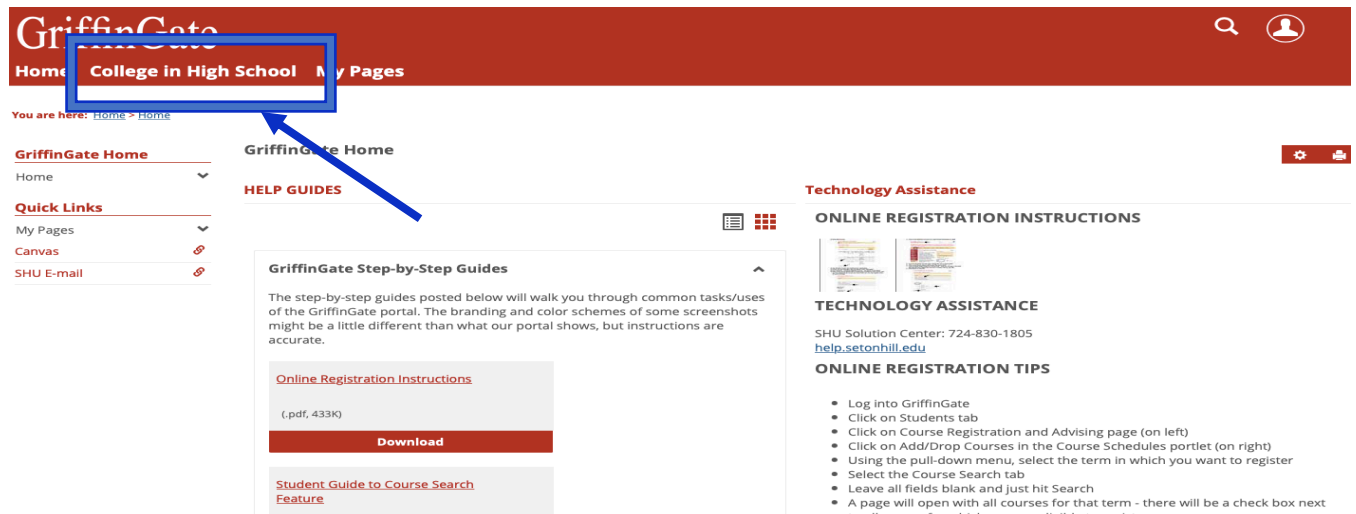
3) Enter your saved password from the previous semester. If you do not remember the password, use the “Forgot My Password” link and follow the prompts.



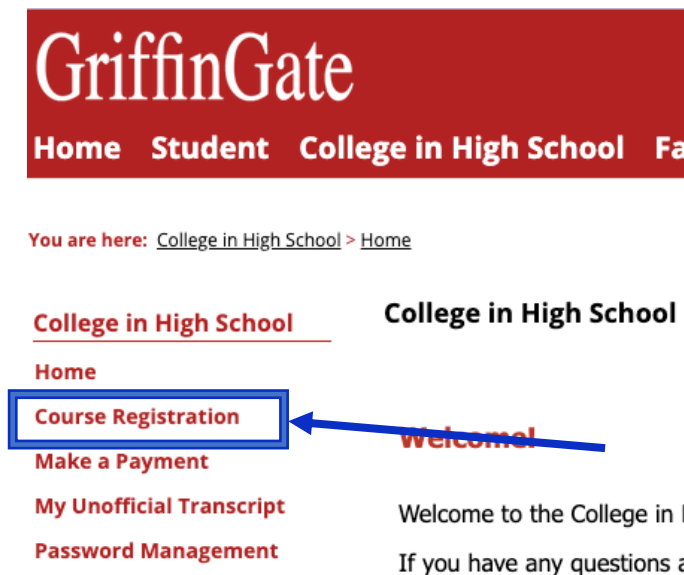
A screenshot of the GriffinGate login interface, showing the password field. The header bar now includes a user icon, a text input field containing "325214", a password input field with a masked character and labeled "Password", a "Login" button, and a "Forgot My Password" link. The text "Home College in High School" remains at the bottom. Two blue arrows point from the text in step 3 to the "Password" field and the "Login" button. A third blue arrow points from the text in step 3 to the "Forgot My Password" link.

4) Click the “Login” button

5) Once logged in, click on “College in High School” tab.



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



7) Click on “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

8) 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.

9) 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

Search

Please be sure to select the correct term from the dropdown

Please be sure to select the correct High School from the dropdown

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

11) After selecting all the correct courses, click on “Add Courses”.

Course Schedules Non Traditional

Search Results

[Search Again](#)

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

Division: All

Search

Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Seats	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

Add Courses

12) 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: Begins With

Course Code: Begins With

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

Department: All

Division: All

Search

[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

Drop Course(s)

[My Account Info](#)

How to make your tuition payment

1. Click on this link to go 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. From the College in High School portal select the “Make a Payment” link.

GriffinGate

[Home](#) [Student](#) [College in High School](#) [Faculty](#)

You are here: [College in High School](#) > [Home](#)

College in High School

[Home](#)

[Course Registration](#)

[Make a Payment](#)

[My Unofficial Transcript](#)

[Password Management](#)

Welcome!

Welcome to the College in High School portal.

If you have any questions or need assistance, please contact your advisor.

5. Next, click on “Pay/View Bill/Select Refund Method”

You are here: [College in High School](#) > [Make a Payment](#) > [Nelnet My Account Info](#)

College in High School

[Home](#)

[Make a Payment](#)

[Password Management](#)

[Course Schedules Non Traditional](#)

[My Unofficial Transcript](#)

Make a Payment

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

Pay Using Nelnet

[Pay/View Bill/Select Refund Method](#)

6. On the next page review the form with your personal information 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 you have created 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.*

The screenshot shows a user interface with a dark teal header bar containing three navigation links: 'Home', 'My Profile', and 'Financial Accounts'. Below the header, the text 'Hello Me' is displayed. The main content area features a light gray box titled 'Payment Activity' with a green circular icon containing a white dollar sign. Below the title, it says 'Me 20 ID: 325214'. The 'Current Balance' is shown as '\$0.00'. To the right of the balance is a red link 'Transaction Details'. A red button labeled 'Make a Payment' is at the bottom of the box. A red link 'View Details' is in the top right corner of the box. Two blue arrows are overlaid on the image: one points from the top right towards the 'Current Balance' text, and another points from the bottom left towards the 'Make a Payment' button.

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

Make A Payment

Me 20 ID: 325214

1

2

3

Select A Payment
Payment Method
Receipt

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

PAYMENT AMOUNT \$460.00

Cancel
Next - Payment Method

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

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.