

University in the High School

How to Register for UHS
Concurrent Enrollment Classes



The State University
of New York

**Farmingdale
State College**
State University of New York

UHS Registration Login Page

You can access the login page by clicking [UHS Login Page](#)
University in the High School Application Management

Applications for Fall 2024 and Year 2024-25 registration requests will open [Monday, September 16th, 2024](#).

Fall 2024 Term (September - January): The deadline for registration requests is [Friday, September 27th, 2024](#). All payments for Fall courses must be received by [Wednesday, October 2nd, 2024](#).

Year 2024-25 Term (September - June): The deadline for registration requests is [Friday, October 11th, 2024](#). All payments for Year courses must be received by [Wednesday, October 16th, 2024](#).

NOTE: Registration for Spring 2025 courses will open at the beginning of the Spring term.

Welcome to your University in the High School (UHS) login page. Here you can start a new application, request registration into a UHS course(s) offered at your high school, and access your portal page. If you are a returning UHS student with an existing account, you can log in using your email address on file.

If you have any questions, please contact UHS at UHSoffice@farmingdale.edu.

Returning UHS students, please [log in here](#)

New UHS students, please [create an account here](#)

If you are a returning UHS student, click here and use the email address and password you use for previous applications.

See next slide if you have forgotten your password

If you are a new UHS student you will have to create a new account. UHS advises students to use their personal email accounts, if possible.

Forgotten Password

Step 1

Click on “Log In Here”

If you have any questions, please contact UHS at UHSoffice@farmingdale.edu.

Returning UHS students, please [log in here](#) New UHS students, please [create an account here](#)

Step 2

Click “Forgot Your Password”

Login
If you have already set-up your Farmingdale Email address, [login here](#).
If not, please login below using the email that you used to apply.
If you have questions about resetting your Temporary PIN or RAM Portal password, please contact the Office of Admissions at 934.420.2200 or admissions@farmingdale.edu.

To log in, please enter your email address and password.

Email Address

Password

[Forgot Your Password?](#)

Step 3

Input your email address and birthday. An email will be sent to you with a temporary PIN to reset your password.

Note: You must use the email address you currently have on file with UHS.

Reset Password
If you have forgotten your password, you may request a new password by email.

Email Address

Birthdate

New to UHS

After you click on Create an Account Here, you will be prompted to fill some quick information.

If you have any questions, please contact UHS at UHSoffice@farmingdale.edu.

Returning UHS students, please [log in here](#)

New UHS students, please [create an account here](#)

Make sure to use your legal first and last name.

The email address you enter will be your primary email address our system has on file for you. UHS recommends, but does not require, students to use a personal email address.

You will be sent an email with a temporary PIN to log in and update your password.

If you have any questions, please contact the UHS office (UHSoffice@Farmingdale.edu)

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

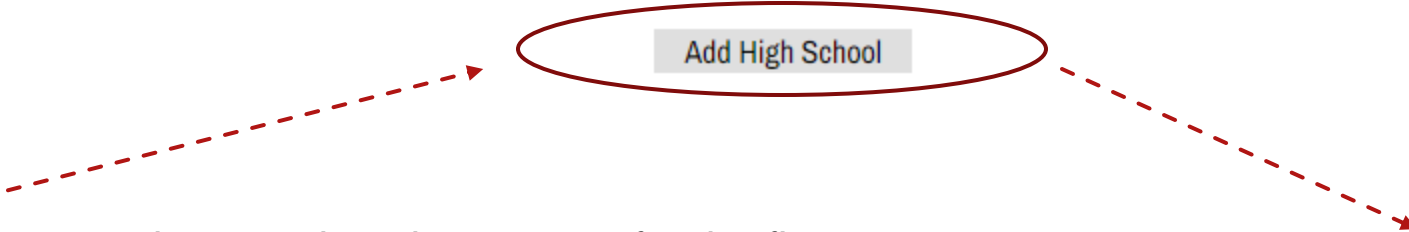
Birthdate

Continue

The email address must **NOT** be a shared email with another student.

Add Your High School

If you have any questions, please contact UHS at UHSoffice@farmingdale.edu.



Add High School

If you are a new student creating a registration request for the first time, you will be prompted to add a high school to your record. Click Add High School and select your school from the drop-down menu.

NOTE: If you have changed high schools, or if you attend a second school where you will be taking UHS courses (such as a BOCES school), please contact the UHS Office (UHSoffice@farmingdale.edu).

High School Information

High School

Add High School

Start an Application

After you have successfully logged into your account, click on “Start University in the High School Application.”

Note: When you return to your account, any applications you have started will appear under “Your Applications.”

University in the High School Application Management

Applications for Spring 2024 registration requests will open [Monday, January 29th, 2024](#). The deadline for registration requests is [Friday, February 9th, 2024](#). All payments must be received by [Wednesday, February 14th, 2024](#).

Click on “Start University in the High School Application” to get started. Your progress will be saved if you would like or need to return to the application at another time. However, to honor your request, all applications must be submitted by the deadline listed above.

If you have any questions, please contact UHS at UHSoffice@farmingdale.edu.

[Start University in the High School Application](#)

Your Applications				
Type	Status	Term	Started	Submitted
You have not yet started an application using this account.				

If you are returning to a specific application, **and still within the application window**, you can select the application and complete it.

Completing an Application

Student Information

First Name

Preferred Name

Middle Name

Last Name

Birthdate
 2024

Email Address

Alternate Email Address

Phone Number

Mailing Address
Country
 United States

Street

City

State
 Select State

Postal Code

Social Security Number (no dashes)
If you don't know your Social Security Number, please skip this question.

What year will you graduate high school?
 2024

Parent/Guardian Information

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian Email

Parent/Guardian Phone Number

High School Information

High School

Complete the application by filling in the required information. UHS cannot require, but recommends all students use their personal email as their primary email address. All student must submit Parent/Guardian information. It may take a few moments for the system to load after you click "Select Courses Now."

Term Selection/Free Reduced Lunch/Third Party

You must select the appropriate term you are requesting registration for (Fall, Year, Spring, or Summer). *If you are requesting registration into a Fall and Year term, you **must** complete two separate applications.*

If you qualify for the Federal Free/Reduced Meal plan, you must submit documentation from your school to receive the UHS reduction in cost per credit. *If your school offers this meal program to all students you should not see this option*

If your application fees are covered by your school/grant/scholarship, you will select "Yes" for Third-Payment. *If your school covers the application fee for all students, you should not see this option.*

The screenshot shows the 'UHS Term Selection' web form. On the left, a navigation menu contains links for 'Home', 'Term Selection', 'Signature', and 'Review'. The 'Review' link is circled in red, with a dashed red arrow pointing to a text box below. The main form area has the title 'UHS Term Selection' and instructions: 'Please select your term below. Please see our [Course Listing](#) to assist with making your selection.' The 'Course Listing' link is also circled in red, with a dashed red arrow pointing to another text box below. Below the instructions are two questions with radio buttons: 'Do you qualify for the Federal Reduced Price Meal program?' and 'Are you a participant in a Third-Party Payment program (e.g., Smart Scholars, P-Tech, etc.)?'. A 'Continue' button is at the bottom.

You can track the your application progression

Clicking on this hyperlink will open a new window where you view all the courses being offered at your high school before moving onto your registration request(s).

UHS Course Selection

[Home](#)

[Term Selection](#)

[Course Selection](#)

[Course Confirmation](#)

[Signature](#)

[Review](#)

UHS Course Selection

John Doe – High School - Term

How many courses would you like to register for?

Please note: Math courses require a pre-requisite. You will be able to submit your documentation on the following page.

Continue

Please select the appropriate number of courses you are requesting registration into. Make sure the selections align with the courses you are currently taking in your high school class and the respective teacher.

All students requesting registration into a math class must meet the minimum prerequisite requirements and submit their high school transcript in order to complete the registration request. If you do not have your transcript on hand, you can log back into your account after you have obtained a digital copy of it.

Course Confirmation Page

UHS Course Selection(s) Confirmation

Course Title	Subject	Course Number	Instructor	Credits	Term	Cost
Class A	ABC	123	Teacher	#	Term	\$
Class B	DEF	456	Teacher	#	Term	\$
Class C	GHI	789	Teacher	#	Term	\$

Total Credits #

Payment Due: Total \$

[Term] Payment Deadline: [Deadline Date]

Continue

This page allows you to review what courses you have requested registration into, the total (\$) cost, and the deadline by which payment need to be made in order to honor your registration request.

Deleting a Course Selection

UHS Course Selection(s) Confirmation

Course Title	Subject	Course Number	Instructor	Credits	Term	Cost
Class A	ABC	123	Teacher	#	Term	\$

Click on the course you would like to delete from your course confirmation page.

All course deletions must occur prior to completing the form.

If you want to drop a class after completing the registration form, you must contact the UHS Office (UHSOffice@farmingdale.edu)

Registered UHS Courses Widget

Prev Next X

Should you need to remove this course, please select delete below.
Any changes will be reflected once you refresh.

Click "Delete" and the system will remove the course from your Course Confirmation page. You can go back to "Course Selection" to add another course(s). You may need to refresh the page to see the update

Save

Delete

Cancel

Digital Signature

[Home](#)

[Term Selection](#)

[Course Selection](#)

[Course Confirmation](#)

[Signature](#)

[Review](#)

In place of your signature, please type your full legal name:

Confirm

You must submit a digital signature to complete the registration request. By providing a digital signature you acknowledge your academic and any financial responsibilities as a UHS student

[Home](#)

[Term Selection](#)

[Course Selection](#)

[Course Confirmation](#)

[Signature](#)

[Review](#)

Review

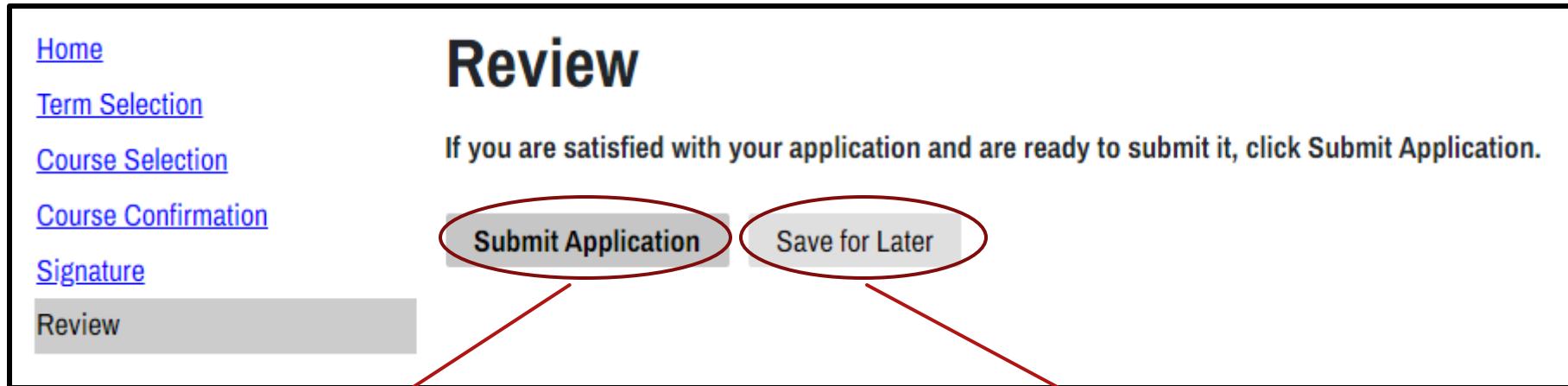
We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
Signature	Please complete prior to submission.

Save for Later

If you do not submit your digital signature or any other required documentation, you will see an error message appear on the Review page that will not allow you to submit your registration request.

Review Page



The screenshot shows a navigation menu on the left with links for Home, Term Selection, Course Selection, Course Confirmation, Signature, and Review. The main content area is titled "Review" and contains the instruction: "If you are satisfied with your application and are ready to submit it, click Submit Application." Below this instruction are two buttons: "Submit Application" and "Save for Later". Red ovals highlight both buttons, and red arrows point from each to explanatory text below the screenshot.

If you are satisfied with your course selections and have not received any error messages, you can click on “Submit Application.”

If you are unsure about your course selections, you can opt to complete the application later. **However, you to honor your registration request, you must submit your application prior to the deadline.** To complete your application at a later date, you simply need to log back into your UHS portal (refer to Slide 2 & Slide 6 of this document)

UHS Portal



University in the High School Portal

Fall 2024 Term

Requested Courses

UHS Fall 2024

Course Title	Subject	Course Number
Introduction to Legal Studies	POL	110

Register for Additional Courses

After you have submitted your UHS application, you will be directed into your SUNY Farmingdale Portal. Within the portal, you will see your current course registration requests. The portal also provides helpful UHS links (i.e., Student Handbook, SUNY Farmingdale transcript request, and more).

Another helpful feature of the portal is that you can register for an additional course(s) for the current term, **provided you are still within the registration window**. This feature makes it so that you do not have to complete another application to request registration into another course(s).

Registering for an Additional Course(s)

You've Registered For:

Course Title	Subject	Course Number	Instructor	Credits	Term
Class A	ABC	123	Teacher	#	[Term]
Class B	DEF	456	Teacher	#	[Term]
Class C	GHI	789	Teacher	#	[Term]

Add Course

Please select your course:

Please note: Math courses require a pre-requisite. You will be able to submit your documentation on the following page.

Register

Cancel

If there is another course(s) being offered at your high school that you would like to request registration into, click on the dropdown to view available courses. After you have made your selection you **must** click "Register."

Note: All requests for additional courses must be made prior to the registration deadline.

Continue to next slide for more information about registering for additional courses

Registering for an Additional Course(s) Continued

Additional Course Selection Confirmation

Your name, email, and term will appear in this field.

Course Title	Subject	Course Number	Instructor	Credits	Term
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All your previous and the new registration request(s) will appear in this field.

Payment Due

(New) \$ Amount

[Term] Payment Deadline: Month Day, Year

Submit

Cancel

The “Additional Course Selection Confirmation” Page will display your previous course selections as well as the additional course you requested. A new Payment Due amount will be calculated. ***If you are submitting an additional course registration request for a math class, you must submit your high school transcript.***

To complete the request for an additional UHS course, you **must** click “Submit.” Upon clicking submit, you will be directed back into your FSC portal, where you will see the additional course(s) listed.

Complete

Once all of your course registration requests are in and any other necessary documentation, your registration request is complete. However, payment for all registration requests must be made prior to the payment deadline to be officially enrolled into the course(s).

You will be sent an email with directions and a link to pay.

If you are having troubles with payment and/or any other aspects of this registration process, please contact the UHS office as soon as possible by email (UHSooffice@Farmingdale.edu) or by phone (934-420-2199).

Thank you for choosing University in the High School for all your concurrent enrollment needs.