

Dear Student/Parent,

We are glad you have decided to take advantage of this wonderful opportunity to start or continue your college experience and earn valuable college credits. Please refer to the information listed in the packet as they contain information regarding registration, course offerings, and policies and procedures.

To register for a SUNY New Paltz University in the High School course, please follow these steps:

1. Complete the ENTIRE Registration Form (Front and Back)
  - a. Any missing information could delay your registration being process, which could result in late registration fees
2. Sign the bottom of the form
  - a. This is your contract to enroll in the select course(s). Not signing could delay your registration being process, which could result in late registration fees.
3. Include a payment of \$175 per course (or \$75 if you are on the school lunch free/reduced lunch program: **proof is required**).
  - a. If you are taking a science course, the accompanying lab is included in the \$175 fee.
  - b. Tuition fees are non-refundable.
4. Please make sure to return all your registration information/payments to your teacher **by the date listed below**.
5. Payments can be made in cash or check. Please make checks out to SUNY New Paltz. Payment must accompany the registration form.

<b>University in the High School Calendar Registration Calendar</b>	
September 12, 2018	<b>Registration Packets submitted to Schools:</b> Registration fees per course are \$175.00 or \$75.00 with signed lunch verification form.
September 26, 2018	<b>Registrations due to Teacher:</b> Registration Forms, Lunch Verification Forms, & Payment are due to instructors.
October 10, 2018	<b>Registrations due to SUNY New Paltz</b>
October 10, 2018-October 24, 2018	<b>Late Registration:</b> Registration fees plus \$25.00 late registration fee.
October 10, 2018-October 30, 2018	<b>Course Withdrawal Period</b> A student may withdraw from a course that started at the beginning of the semester. There are no refunds for withdrawn courses.
<b>Missing Information on registration forms can delay registrations and incur late registration fees.</b> <b>Make sure to complete the registration form in its ENTIRETY</b>	

## **Policies and Procedures:**

- A. **Eligibility:** Courses are intended for students who are in their junior and senior years of high school. Certain students are accepted at the discretion of the high school teacher. Certain courses require prerequisites and students **WILL NOT** be registered for courses unless they have taken the prerequisites and received a "C" or better.
- B. **Course Workload:** University in High School is intended to be a part-time program therefore University in the High School students may NOT register for more than 11 credit hours during a single semester.
- C. **Withdrawal:** A student intending to withdrawal from a UHS course MUST notify the UHS Program Assistant, Dylan Hurley, of their intent to withdraw before the posted withdrawal date in the registration packet. Notifying your guidance counselor or teaching and not notifying the program assistant is not sufficient to constitute a withdrawal. Failure to withdraw properly from a course will result in a grade of "F." There are NO tuition refunds for withdrawals.
- D. **Transferability:** While no guarantee can be offered, we have found that credits earned in the UHS with a grade of "C" or better are usually accepted by American colleges and universities. Students interested in attending a particular college or university are advised to inquire about the transferability of SUNY New Paltz credits to that particular college or university prior to enrolling in a University in the High School course.
- E. **Transcripts:** Students can request copies of their transcripts through their my.newpaltz.edu account. Access to that account is given when a student's UHS ID is first created. Transcripts will not be released if the student has an outstanding balance of hold on his or her account.
- F. **Grading Policy:** SUNY New Paltz reports GPA (grade point average) on a 4.0 scale. The top grade is an A, which equals 4.0. This is the standard scale at most colleges, and many high schools use it. If your high school uses a different or weighted system, your grade will be converted to a 4.0 scale. *Grading Appeals should be made within the academic year in which the student took the course.*
- G. **Retroactive Registrations:** Students may be retroactively registered for courses within the year they are offered, at the discretion of the Office of Graduate and Extended Learning and their high school teacher. A fee of \$25 will be applied to the registration fee. Email [hurleyd@newpaltz.edu](mailto:hurleyd@newpaltz.edu) for more information.

**Please keep a copy of these policies for your references.**

## **Useful information for University in the High School Students**

### **How do I get access my.newpaltz.edu account?**

- a. First Time Students: You are created in the system using the information provided on your registration form. Once created you will receive an email from SUNY New Paltz to the “Personal Email” you listed on your registration form. It will contain information on how to set up your my.newpaltz.edu account.
- b. Returning Students: You already have access to my.newpaltz.edu, however if you do not remember your password or have not set up your account you would select the “Forgot username/password” below the login box. You would either put in your:
  - a. NPCUID
  - b. Personal Email address (the one you’ve included on your initial registration form)

An email from SUNY New Paltz on how to set up your account will be sent to your personal email address.

### **How do I request transcripts?**

1. You would login to my.newpaltz.edu.
2. Under the “Resources” tab on the left hand side, select “Academic”
3. On the right hand side of the screen, you can either select “Official Transcript Request” or “Unofficial Transcript Request.”

### **Will I be receiving information from the college?**

Yes, the Office of Graduate and Extended Learning will send out e-newsletters to UHS student notifying them of any information regarding the UHS program, any events on campus, or miscellaneous information. Emails will be sent to your personal email address.

UNIVERSITY IN THE HIGH SCHOOL  
NEW PALTZ HIGH SCHOOL  
2018-2019

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SUNY New Paltz is pleased to offer college credit at your high school for the following courses.  
For more information about these classes please contact:

Dylan Hurley  
Program Assistant  
Graduate and Extended Learning  
845-257-3299  
hurleyd@newpaltz.edu

Full Year Courses					
Course #	Course Name	CR.	Start Date	End Date	Instructor
SPA201	Intermediate Spanish I	3	Sept. 2018	June 2018	M. Knittel
SPA201	Intermediate Spanish I	3	Sept. 2018	June 2018	R. Castro
SPA202	Intermediate Spanish II	4	Sept. 2018	June 2018	M. Knittel
SPA202	Intermediate Spanish II	4	Sept. 2018	June 2018	R. Castro
SPA301	Communication and Culture in Spanish	4	Sept. 2018	June 2018	R. Castro
SPA201	Intermediate Spanish I	3	Sept. 2018	June 2018	E. Huie
ARB102	Elementary Arabic II	4	Sept. 2018	June 2018	S. Kurzban

**Please be advised that there are (3) course sections for Intermediate Spanish I and (2) course sections for Intermediate Spanish II. Please fill out the registration form with the correct instructor.**

**Please be advised you must have taken the level "I" course before you can take the level "II" course, i.e. students who have not taken SPA201 CANNOT take SPA202.**



## CREDIT COURSE REGISTRATION & STUDENT CENSUS

Office of Graduate and Extended Learning, SUNY New Paltz, 1 Hawk Drive, New Paltz, NY 12561-2243 845-257-3299

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Social Security Number (NEW STUDENT)

N									
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Student ID Number (RETURNING STUDENT)

OFFICE USE ONLY:

☐ Fall ☐ Spring ☐ Full Year 20\_\_\_\_\_

**PLEASE PRINT CLEARLY**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Date of Birth \_\_\_\_\_

Have you changed your name since last registration? ☐ No ☐ Yes If yes, previous name: \_\_\_\_\_

### Current Permanent Mailing Address:

Apartment, number and street \_\_\_\_\_

City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) \_\_\_\_\_  
Telephone Number

**Email (REQUIRED).** You will receive an email at this address containing your new student ID.  
Additional program information will be sent to this address.

### DESIRED PROGRAM

Indicate below the SUNY New Paltz courses you wish to take for college credit.

CRN	COURSE NO.	SEC. NO.	COURSE TITLE	CR	SCHOOL	INSTRUCTOR

I hereby accept the charges associated with this registration. Full payment of tuition must accompany this form.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Gender:**

- ☐ Male  
☐ Female

**Ethnicity:**

Are you Hispanic/Latino? ☐ yes ☐ no

If Hispanic/Latino, is your background:

*select one*

- ☐ Central American  
☐ Dominican  
☐ Mexican  
☐ Puerto Rican  
☐ South American  
☐ Other Hispanic/Latino

All applicants, please indicate your race:

*select one or more*

- ☐ American Indian or Native Alaskan  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☐ White

**Veteran Status:**

Indicate if you are one of the following:

- ☐ U.S. Veteran (A Veteran is a person who has served in the U.S. Armed Forces)  
☐ Military Service Member (Active Duty, Reserve or National Guard)  
☐ Dependent of a Military Service Member or U.S. Veteran (Dependent is defined as either spouse or child)

**RESIDENCE:**

☐ I have been a permanent resident of New York State for the last twelve months and of \_\_\_\_\_ County.

☐ I am a permanent resident of a state or territory of the U.S. other than New York: \_\_\_\_\_

☐ I am not a U.S. Citizen. My country of citizenship is \_\_\_\_\_ . My Visa type is:

71 ☐ Student (F-1 or 1-20)

75 ☐ Visitor for Pleasure (B-2)

81 ☐ Political Refugee

72 ☐ Exchange Visitor (J-1)

80 ☐ Permanent Resident

78 ☐ Other \_\_\_\_\_

**WHO TO CONTACT IN CASE OF AN EMERGENCY:**

\_\_\_\_\_  
Last Name First MI

\_\_\_\_\_  
Apartment, number and street

\_\_\_\_\_  
City/Town

\_\_\_\_\_  
State Zip Code

\_\_\_\_\_  
Phone Number

☐ Parent ☐ Guardian ☐ Other \_\_\_\_\_



Graduate and Extended Learning

## University in High School Reduced Lunch Verification Form

The State University of New York at New Paltz offers a special tuition rate for students taking SUNY New Paltz University in the High School (UHS) courses at their high school for college credit.

Those students who qualify for the reduced lunch program at their high school will qualify for the reduced tuition rate for SUNY New Paltz UHS courses. That rate is \$75 per student for a three or four credit college level course.

A school official **MUST** complete this form in order for the student to qualify for the reduced lunch program.

The student listed below qualifies for the reduced lunch program for the 2018-2019 academic year.

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Student Name

Date of Birth

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Signature of School Official

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Title of School Official

Date

If you have any questions or concerns regarding this form, please contact Dylan Hurley at: 845-257-3299 or by email at [hurleyd@newpaltz.edu](mailto:hurleyd@newpaltz.edu)