



July 22nd, 2019

I want to thank you for your participation in Project Acceleration through Seton Hall University. Below are the necessary instructions for registration.

Registration Information and Credit Cost

The deadline for the fall 2019 Project Acceleration registration forms is October 28th. Any withdraws need to be made by November 4th. Forms should be handed into the high school or mailed to the Project Acceleration address. **Please ask your high school for instructions.** The mailing address is:

Seton Hall University
College of Arts and Sciences
ATTN: Project Acceleration
Fahy Hall RM 118
South Orange, NJ 07079

Students can call (973) 761-9224 for assistance in registration.

Common mistakes on the registrations include checks being made out to the high school rather than “**Seton Hall University,**” as well as an incorrect amount. **Each credit is \$100, meaning that a three credit course will cost \$300.**

Registration Process

Students will go to the following link and fill out the necessary form every semester that they want to participate:

<http://www7.shu.edu/admissions/project-acceleration.cfm>

The students will receive an email in 24 – 48 hours with a registration form, which they will be expected to print out, attach a check or money order, and mail the information to Project Acceleration.

If you do not, please contact our department immediately at projectacceleration@shu.edu with your full name, high school, and email address.

Students should consult their instructors for further information about a course's registration requirements, which includes understanding the length of time the course will run during any academic year. Some courses are sequential, requiring registration, and payment in both fall and spring semesters if students wish to receive credit for both semesters of the course. High school officials are encouraged to inform students of the courses that are available at their academic location.

Withdraw Process

Students may withdraw from the course and receive a refund of their tuition during the registration period only if they notify both their high school teacher and the Project Acceleration office in writing by the withdrawal deadline: October 22 (Fall); March 4 (Spring). An email must be sent to the Project Acceleration office at projectacceleration@shu.edu.

Transferring Credits

We cannot guarantee that all colleges and universities will accept the transfer of credits. Please contact the Registrar or Transcript office of the schools your student is interested in and ask what their policy is on dual enrollment credits.

We do not offer refunds if the credits do not transfer.

If the school requires a syllabus for said courses, please contact our office at (973) 761-9224 or at projectacceleration@shu.edu. We will email you an electronic copy of the necessary syllabus.

Transcripts

Seton Hall University utilizes an online transcript ordering service offered through National Student Clearinghouse. We **do not** accept written requests. This system allows for the convenience and efficiency of ordering official transcripts via the internet at any time, 24/7. You can order as many transcripts as needed in one online session using any major credit card at the cost of \$6 per copy.

To order your transcript visit <http://www.studentclearinghouse.org/>

Click on Order Track Verify
Click Order or Track a Transcript
Select Seton Hall University from the drop down menu
Click Submit

A Seton Hall ID number is not needed when filling out the transcript request form. This field can be left blank, but the Social Security number is mandatory.



Please try to be as specific as possible when entering the address of the college or university. The office intended for the transcript will ensure faster delivery and processing of the credits.

Do not order a transcript to be sent to the college or university of your choice until after the student has graduated. You may order an unofficial transcript for your own records before graduation, but it will not transfer the credits.

If you encounter any problems, you can contact the Transcript Office at 973-275-2285.

Sincerely,

Francesca Phillippy
Project Acceleration
Seton Hall University
(973) 275-2343

College of Arts and Sciences Project Acceleration

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