



PRECOLLEGE PROGRAMS - RUSH HENRIETTA REGISTRATION DIRECTIONS

ALL STUDENTS – RETURNING & NEW

STEP 1: COMPLETE & SUBMIT RUSH HENRIETTA'S U of R PRE-COLLEGE PROGRAMS APPLICATION FORMS

The REQUIRED forms needed for completing a U of R PreCollege Programs application are available on Rush Henrietta's website:

www.rhnet.org > College&Careers > Tuition Free – U of R

- After the student has ELECTRONICALLY completed the REQUIRED forms, the student will need to EMAIL completed forms TO: Mrs. Torrey Pietarinen (tpietarinen@rhnet.org), CC'ing in your R-H Counselor & Ashley Wowkowych (awowkowych@rhnet.org)

IMPORTANT: You must first "Save As" the PDF Fillable Forms PRIOR to completing; after saving, open & complete, then click "Save" – if you do not do this, the information that you type will not be saved.

- After Mrs. Pietarinen has reviewed the student's submitted forms, they will then ELECTRONICALLY sign off on *The Rush Henrietta SHS College Program Tuition Waiver* (allowing at least **2 weeks for processing**) and email the completed forms TO: U of R Pre-College Programs Department (precollege@rochester.edu), CC'ing in Student, R-H Counselor & Ashley Wowkowych (awowkowych@rhnet.org)

IMPORTANT: STUDENTS are responsible for completing all required parts of their Online Application and for confirming the status of their application

PLEASE NOTE –

- Students may take 1 course their first experience (Summer Non-Credit Offerings & Credit Courses are 2 separate programs, so having participated in a Non-Credit Offering does NOT count as having taken a course previously); thereafter, students may apply for up to 2 courses each semester as long as the requirements are met, which are listed within the *RHS SHS College Program Tuition Waiver* AND/OR the student did NOT receive a grade of "F" or "W". If a student registers for a course prior to receiving their previous semester's final grade and s/he receives an "F" or a "W", enrollment will be cancelled.
- If graduating, start date of a summer class must be BEFORE the date of Rush-Henrietta's graduation
If a rising Junior, start date of a summer class must be AFTER the date of Rush-Henrietta's graduation

RETURNING CREDIT STUDENTS ONLY

STEP 2: EMAIL COURSE REQUEST(S) TO U of R PRECOLLEGE PROGRAMS

IMPORTANT: If you are a returning Credit student do not open or complete a new application

In addition to completing Rush Henrietta's U of R PreCollege Programs Application Forms (see STEP 1), please send an email TO: precollege@rochester.edu with the following information:

- Your U of R Student ID #
- Course(s) that you would like to enroll in for the new semester

NEW CREDIT & NON-CREDIT STUDENTS ONLY

STEP 2: CREATE U of R PRE-COLLEGE ONLINE ACCOUNT

- Go to <http://enrollment.rochester.edu/precollege/>
- Click on “Apply Now”
- Click “Create an Account” for first-time users

STEP 3: COMPLETE U of R PRE-COLLEGE ONLINE APPLICATION

Select the *Term & Year* you are applying for, then select *PreCollege Programs* and click *Open Application...*

➤ **STUDENT INFORMATION**

- Complete all required fields with YOUR information

➤ **PARENT / GUARDIAN INFORMATION**

- Complete all required fields with your PARENT information, ensuring THEIR contact info is what’s entered

➤ **FINANCIAL ASSISTANCE**

- Select “Yes” for “Have you been given an application fee waiver?”
- Enter **URRH** when prompted to “Please enter your Fee Waiver code”
- Select “Rush-Henrietta” under “Is the student part of one of the organizations listed below?”

*** IMPORTANT: Ensure that your Parent / Guardian completes the “Parent / Guardian Permissions Form” that will be emailed to their email address provided above, as if this is not received despite submitting your application it will NOT be submitted for review**

➤ **ADDITIONAL INFORMATION**

- Complete all required fields

➤ **COURSES (AFTER reviewing the offerings and determining your selection(s))**

- Select your choices from the drop-down under “Please choose the Program & Term / Session you are applying for”
- For Credit Course(s) type in Course Title, Course Code & # of Credits
- For Non-Credit Course(s) select from the drop-down

➤ **TRANSCRIPT**

- Follow directives for uploading RH Transcript

➤ **SIGNATURE**

- Type YOUR full, **legal** name and click “Confirm”

➤ **REVIEW**

- Once you submit your online application, you will NOT be able to make any changes
- After submitting your online application, you may Log In and view your status at any time

For general questions regarding your U of R status, email precollege@rochester.edu