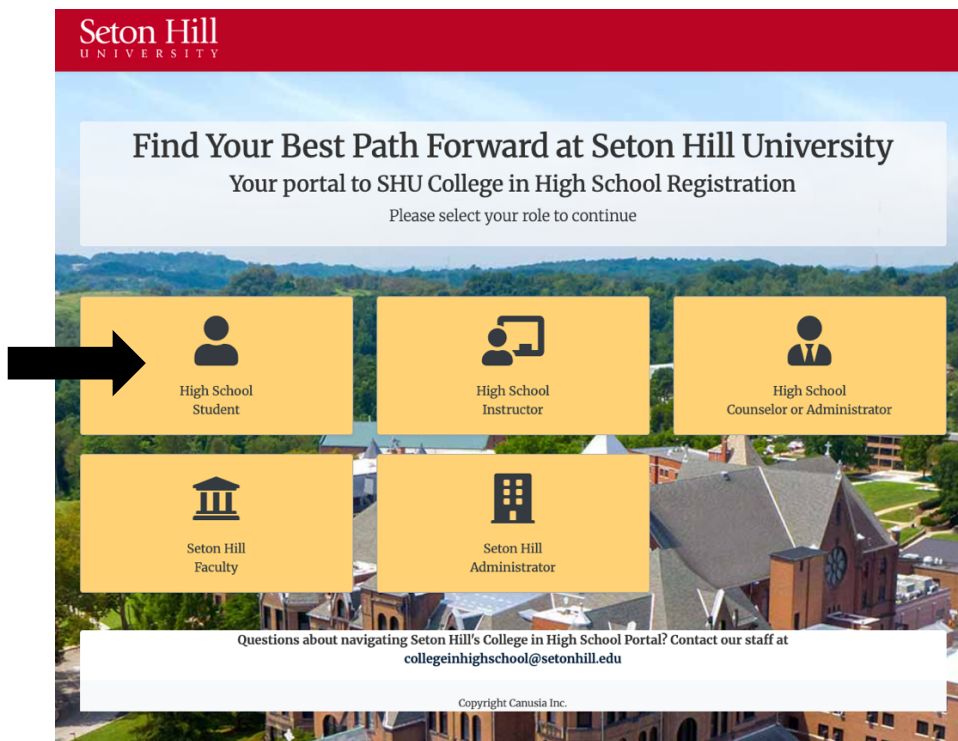


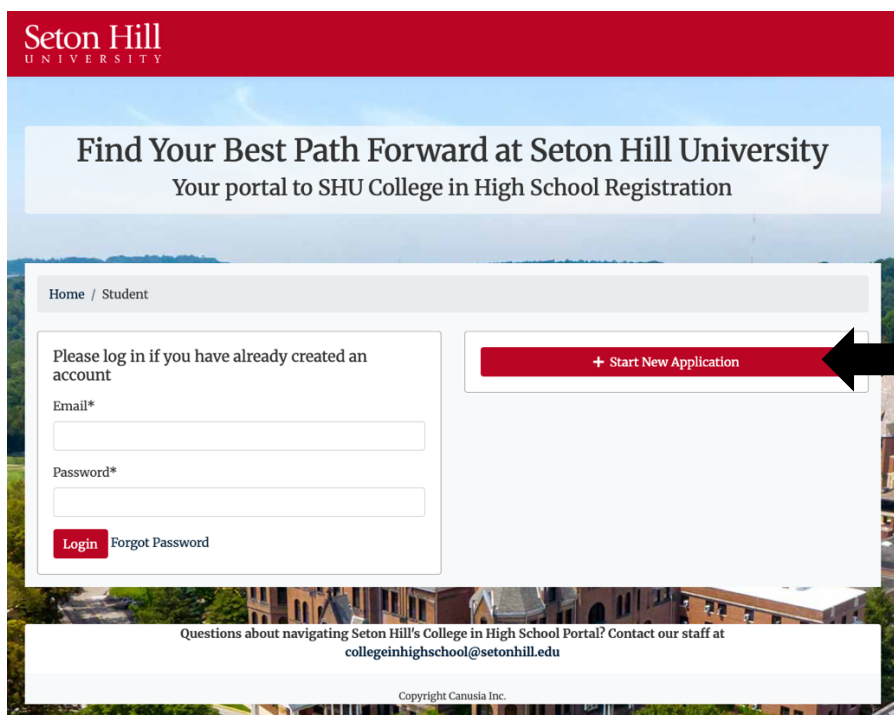
# Seton Hill College in High School- Online Student Registration Guide:

## Part I: Submitting an Application

Welcome to your portal to SHU College in High School Registration. To get started with your application, navigate to [chs.setonhill.edu](https://chs.setonhill.edu) and select “High School Student” tile.



To begin, click the “Start New Application” button. Once you’ve submitted your application and created your account, you’ll be able to log in through the left side of this screen.



To verify your email, fill in the required fields and submit this form.

The screenshot shows the 'Email Verification' form on the Seton Hill University website. The form is titled 'Email Verification' and includes the following sections:

- Instructions:** 'Please enter student's legal first and last name and student's personal email. We require a personal email account and not your high school email. Most high schools block external senders. Before you begin the application, please have the following information available: 1. Student Social Security Number 2. Student personal email address; do not use the school-issued email. We require a student personal email account and not the high school email because most high schools block external senders. 3. At least one parent/guardian email address and mobile phone number'.
- Important Note:** 'Important: Please enter the student's email address (not the parent's). A verification link will be sent to the student's email. The student must open that email and click the link before the application can continue.'
- Form Fields:** 'Student's Legal First Name\*', 'Student's Legal Last Name\*', 'Middle Name or Initial', 'Student's Personal Email\*', and 'Confirm Email\*'. Each field has a corresponding text input box.
- Security:** A checkbox for 'I'm not a robot' and a CAPTCHA logo.
- Submit:** A red 'Submit' button.
- Footer:** 'Questions about navigating Seton Hill's College in High School Portal? Contact our staff at collegeinhighschool@setonhill.edu' and 'Copyright Canusia Inc.'

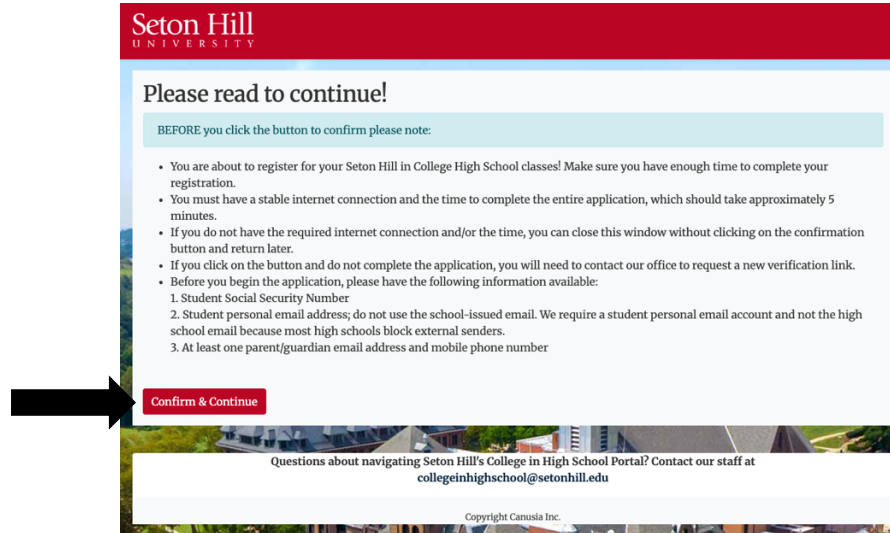
★ ★ Please Note: If you are opening your personal email for the verification on a personal device you will need to complete the application process on that device.

An email will be sent to your email with further instructions.



★ Before you start the application be sure you have your:

Social Security Number, Student's personal email (not a school email), Parent/ Guardian email, and Parent/ Guardian phone number. Click Confirm & Continue to move on.



Please fill out the entire application, being sure to answer the required fields with the asterisk \* in the application. When creating a password, you'll need to use a minimum of 12 characters, including one uppercase letter, one lowercase letter, 1 number, and 1 special character.

Be sure to retain your username and password.

When entering your phone number, make sure to include the area code.

Click "Submit" once completed to go to the next step.

A screenshot of the Seton Hill University registration portal. At the top is the Seton Hill University logo. Below it, the heading "Welcome to Seton Hill's College in High School Portal" is displayed, followed by "Your portal to dual enrollment". A light blue box contains the text "Please complete the form to start your application". Below this is a blue banner that says "Your email has been successfully verified. Please continue". The registration form includes the following fields: "Student's Legal First Name\*" with the value "John", "Student's Legal Last Name\*" with the value "Smith", "Student's Middle Name or Initial" (empty), "Suffix (if applicable)" with a dropdown menu showing "Select", "Student's Personal Email Address\*" (redacted), "Password\*" (with a strength indicator), "Retype Password\*" (empty), and "High School\*" (dropdown menu). A note below the password field states: "Passwords must be at least 12 characters long and include one uppercase letter, one lowercase letter, one number, and one special character."

Parent/Guardian 1 Highest Level of Education\*  
 Select

Parent/Guardian 2 Highest Level of Education  
 Select

Parent/Guardian 1 Interest in Seton Hill's Online Bachelor's, Certificate, or Graduate Programs?  
 Select

Parent/Guardian 2 Interest in Seton Hill's Online Bachelor's, Certificate, or Graduate Programs?  
 Select

**Submit**

Questions about navigating Seton Hill's College in High School Portal? Contact our staff at [collegehighschool@setonhill.edu](mailto:collegehighschool@setonhill.edu)

Copyright Canasia Inc. Courses...

You must complete the FERPA Release before you can go any further in the application process. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, the University cannot release student grades, schedules, or financial information to parents, guardians, or others, without the student's consent. If you would like to authorize up to two parents or guardians to access your education records (including course grades and billing/payment details), please enter their names on this screen and assign each a unique PASSCODE for verification.

Click Submit to move to the signature page.

Seton Hill UNIVERSITY

FERPA Release - A federal government-required form

Home / FERPA

Please review this information

What is FERPA?  
 The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. This form is for defining your FERPA contacts and their permissions. You can update, remove, or add FERPA contacts at any time. You will need to set each contact's academic and financial permissions separately. These permissions will expire at the end of the academic year.

Please Select\*

Do you authorize Seton Hill University to release your academic and/or financial information to the person(s) listed below (typically a parent or guardian)? If yes, please complete the information table below.  
 Do you wish to restrict all access to your academic and financial information (i.e., not grant permission to anyone)?

Name of Person(s)	Relationship to Student	Passphrase	Permissions(s)
Name	relationship	pass phrase	<input type="checkbox"/> Academic Information <input type="checkbox"/> Financial Information
Name	relationship	pass phrase	<input type="checkbox"/> Academic Information <input type="checkbox"/> Financial Information

By signing below I understand that:  
 - This authorization to release information will remain in effect for the academic year from the signature date unless I revoke the authorization

Please type your name

**Submit**

Type Student's name and click Submit Student Agreement & Continue to take you to the "Apply for Classes" page.

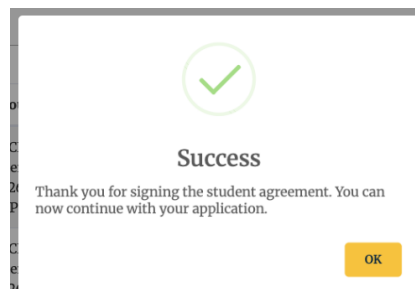
Dual Credit Permission

By signing, I request application and registration for Seton Hill University course(s) and understand that I am responsible for following University academic policies, paying any related tuition not covered by a third-party, and upholding academic expectations such as attendance, participation, and integrity.

Signature of Student\*

Please type your name in the box

**Submit Student Agreement & Continue**



## Part 2: Completing Your Application- Applying for Classes

★ ★ Please Note: If you are on a mobile device for the application process due to the verification, you can now move to your school device to log into the registration platform to register for classes.

If you have accidentally navigated away from this area, you can get back by clicking on the “Apply for Classes” tile on your home screen or tab in the left sidebar.

You’ll find some tabs to help you apply for classes. The “Classes in your High School” tab displays a list of all classes available through your high school. You can search for classes using keywords or course prefixes with the Search bar in the upper right corner. To apply for specific classes, select those checkboxes (For certain Science courses be sure to select the corresponding Lab) and click “Request Classes”.

Term	Course / Section
<input checked="" type="checkbox"/> Academic Year - Fall 2025-2026	SCH 140 (4 credits) General Chemistry I 82680 - 56 AP Chemistry (Derry)
<input checked="" type="checkbox"/> Academic Year - Fall 2025-2026	SCH 141 (1 credits) General Chemistry I Laboratory 82681 - 56 AP Chemistry (Derry)
<input type="checkbox"/> Academic Year - Fall 2025-2026	SEL 105 (3 credits) Composition and Culture Part A 81300 - 5B AP Eng Lang and Comp (Derry)
<input type="checkbox"/> Academic Year - 2025-2026	SEL 151 (3 credits) Topics in Literature 80762 - 55 AP English Literature &Comp (Derry)
<input type="checkbox"/> Academic Year - 2025-2026	SMA 120 (4 credits) Precalculus 81260 - 5L MTH 133 AP Precalculus (Derry HS)

Request Classes

Success

Successfully added SCH 140 - 82680/56  
Successfully added SCH 141 - 82681/56  
Successfully added SEL 151 - 80762/55  
Are you done selecting classes?

No Yes, I am done

\*On the Apply for Courses tile or tab on the bar to the left the “My Courses” tab lists the classes that you have applied for and their status.

After clicking “Yes, I am done” it will take you to the Bill Payment page. Double-check that all the courses you have selected are on the “Classes” and “Charges”. You can download a copy of the invoice using the “Download Account Statement” button. Then click Pay Tuition.

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Logged in as arc1absc-sts@gmail.com

### Bill Payment

Tuition for Fall or Year-long classes is due by November 17, 2025. If your tuition will be paid by a third party (such as a school district or diocese), you do not need to take any action.

Home / Tuition Payment

[Download Account Statement](#)

#### Classes

Term	Course	Instructor	Status
Academic Year - Fall 2025-2026	SC1 140 (4.0 credits) AP Chemistry (Derry)	None	Requested
Academic Year - Fall 2025-2026	SC1 141 (1.0 credits) AP Chemistry (Derry)	None	Requested
Academic Year - 2025-2026	SEL 151 (3.0 credits) AP English Literature &Comp (Derry)	Deemer, Heather	Requested

#### Charges

Date	Description	Charge
Sept. 17, 2025, 11:40 a.m.	Student Tuition for SEL 151 / 80762	\$235.00
Sept. 17, 2025, 11:40 a.m.	Student Tuition for SC1 141 / 82641	\$0.00
Sept. 17, 2025, 11:40 a.m.	Student Tuition for SC1 140 / 82680	\$235.00

#### Payments / Tuition Assistance(s) / Refund(s)

Date	Description	Amount
No payments found		

#### Make Payment

Payment Amount:

[Pay Tuition](#)

CONGRATULATIONS! You have completed your application for College in High School Courses. Your requests will be reviewed.

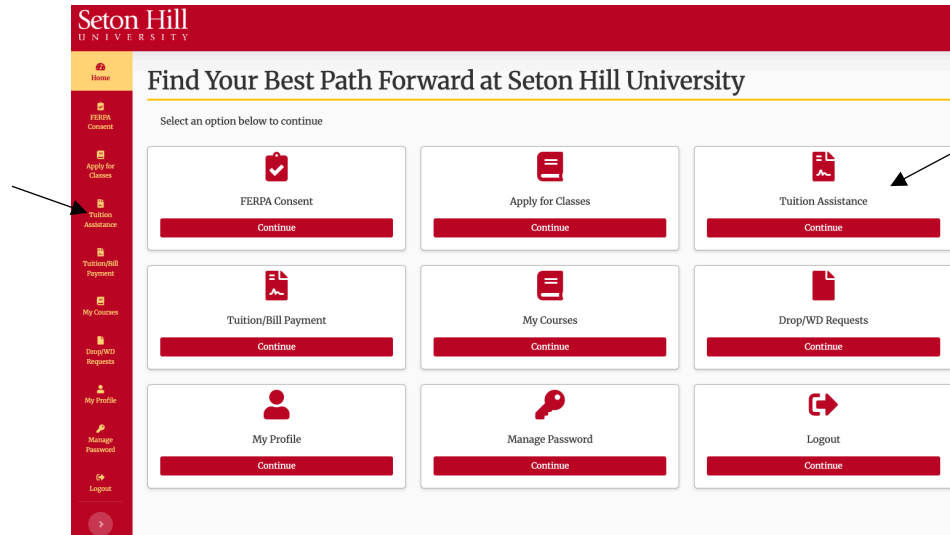
## ADDITIONAL TIPS:

### 1. Verification Email

Your verification email/link is good for 3 days then it will expire. You will need to start over after this amount of time has passed.

### 2. Tuition Assistance

If you have selected that you think you might be eligible for tuition assistance, please go to the “Tuition Assistance” tile or tab on the left sidebar to complete the application to be considered.

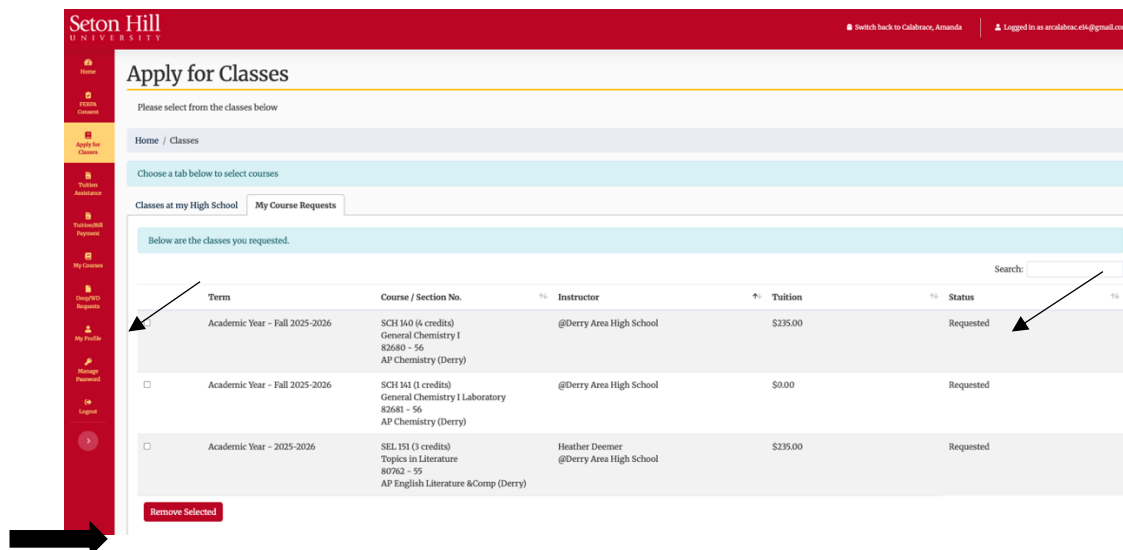


### 3. Can not find course

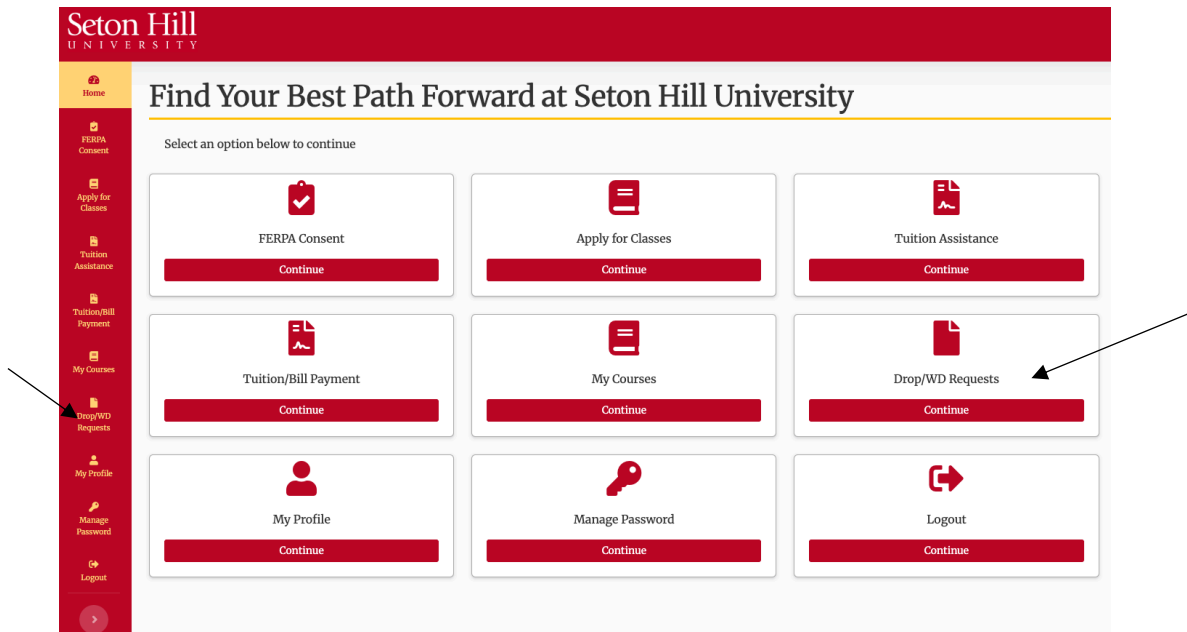
If you cannot find a specific class first double check that you have the correct high school in your profile. If you are a 9<sup>th</sup> grader, please contact your counselor regarding eligibility.

### 4. Changing or removing already requested courses

If you no longer wish to register for a class, go to the “Apply for Classes” tile or tab on left sidebar. If the status of the course is still “Requested”, select the checkbox next to that course and click the “Remove Selected” button.



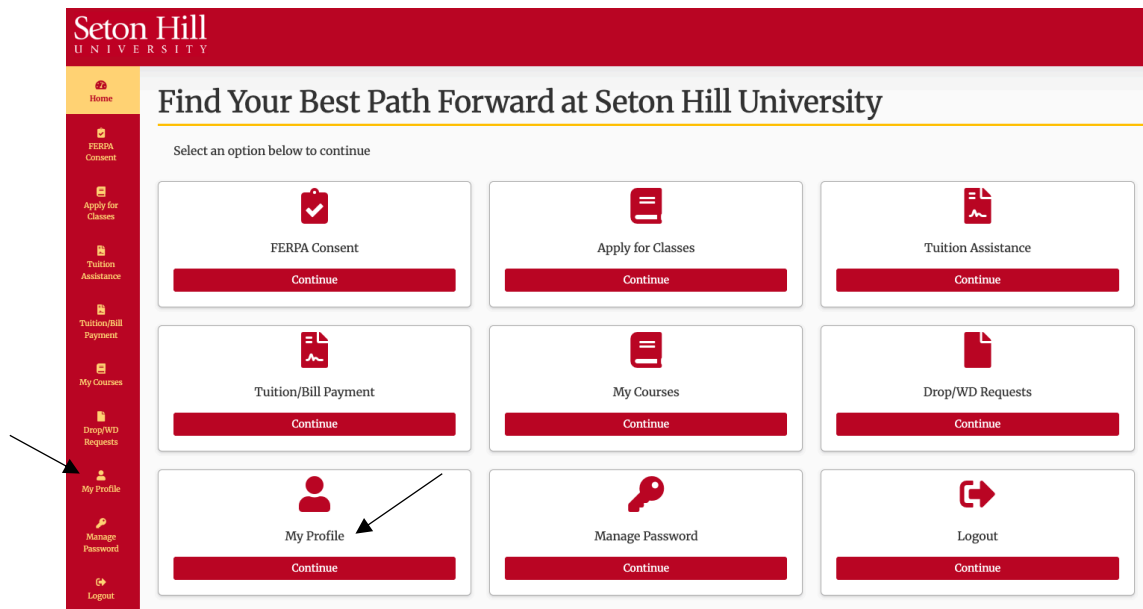
If the status is no longer “Requested” you must then fill out a “Drop/WD Request”.



5. My Profile- changes or updates to your profile

If you need to update or make changes to information in your profile you will need to go to the “My Profile” tile or the tab on the left sidebar. When you have finished click “Update Profile” at the bottom of the page.

★ **NOTE:** For changes to your Name, Social Security Number and Date of Birth you will need to contact [collegeinhighschool@setonhill.edu](mailto:collegeinhighschool@setonhill.edu)



## 6. Manage Password

If you need to update your password, you can do so through the “Manage Password” tile or tab on the left sidebar. When you’re finished, click the “Update Password” button at the bottom of the page.

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### Manage Password

Select an option below to continue

Home / Manage Password

Please use the form to change your password. Upon successful password change you will be forced to log back in

Current Password\*

New Password\*

Retype New Password\*

Update Password

With additional questions please contact us [collegeinhighschool@setonhill.edu](mailto:collegeinhighschool@setonhill.edu)