COLLEGE OF ARTS AND SCIENCES
SETON HALL UNIVERSITY

May 1st, 2026

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 Project Acceleration Fall Information Form will be open from August 10th through October 21st. The payment portal will close after October 28th. The link for the Information Form can be found below. You must complete this form to start the registration and payment process. Credits are $110 each, meaning a three-credit class is $330.

Students cannot purchase more than 18 credits per semester.

Students can call (973) 761-9224 or email projectacceleration@shu.edu for assistance in registration.

Registration Process

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

https://www.shu.edu/undergraduate-admissions/project-acceleration-application.cfm

The student/parent will receive the payment email five business days after completing the initial interest form. Please keep an eye on your Spam folder. The payment through our online portal will be the registration. We will run a report every week for new students that pay for credits.

Students are not registered until after we receive an online payment.

This payment email will have the student's Seton Hall Student ID number along with a link to pay for your credits online. Please have them pay for the credits ASAP or they will not receive credits from Seton Hall University.

If you previously took part in project Acceleration, but blocked Seton Hall's emails, then you will not receive the payment email.

If students overpay, register for an incorrect class, or register for the wrong semester, they will receive a refund; if students underpay, we will contact them directly about their bill. You will receive a receipt via email after completing the payment. Please keep this on file for record keeping purposes.

We will not be accepting any payments made after October 28thth at 11:59 P.M. Any payment made on October 29th will be refunded. If you have not completed your payment for Project Acceleration by then, we will not register you. There are no exceptions.

Each credit is $110, meaning that a three-credit course will cost $330.

If you do not receive the proper emails within a week, 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. 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 must inform students of the courses that are available at their academic location. If you cannot contact them, please see our online list of courses:

https://www.shu.edu/project-acceleration/current-courses.html

If your school pays for the credits, do not pay online.

Online Payment Information

Students will receive an email with detailed instructions for online payment five days after completing the initial information form. If they do not receive this communication, please email projectacceleration@shu.edu with the student's full name and high school. We will resend the payment process as soon as possible

Students will need to provide the following information, which can be obtained from the high school:

1. The name of the high school that they attend, selected from a drop-down menu
2. The name of the class at the high school, entered in a text box
3. The class code and credits, selected from a drop-down menu
4. The name of the high school teacher, entered in a text box

The "quantity" that you add to your cart in our payment portal is the amount of classes you are registering for, not the amount of credits. If you put a quantity of "3" into your cart because you are paying for one class that is three credits, the system will not allow you to continue.

Please complete this payment on a laptop or desktop computer. Students experience issues with the portal when completing payment on their phone.

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 21 (Fall); February 26 (Spring). An email must be sent to the Project Acceleration office at projectacceleration@shu.edu.

Social Security Numbers

The Bursar's Office will contact you via email for your Social Security Number. This is for tax purposes, so please respond to the instructions if you intend to claim these credits when filing.

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.

To order your transcript visit getmytranscript.org

Type Seton Hall University into the textbox and select our school
Click Submit
Enter personal information
If the system says "your record cannot be located, do you want to edit information?" select "no" and it will allow you to continue.
Complete request form

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. If the system says it cannot find you, say you do not want to edit the information and continue. This is because we do not have a Social Security Number on file for your child. We will find them manually.

Please try to be as specific as possible when entering the address of the college or university you are attending. If you are attending Seton Hall, you do not need to request a transcript.

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.

Transcript requests are processed as they are received. Please select "hold for grades" so that the transcript is sent after the grades are entered. If this option is not available, it means your grades are most likely in our system and you can send the document "as-is."

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

Sincerely,

Francesca M Phillippy

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Seton Hall University
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