

UHS How-tos and FAQs

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How-tos

Starting the Registration Request

- Click the link to access the 2023-24 UHS registration page.
[2023-24 UHS Registration](#)
- Make sure to review the 2023-24 UHS Student Handbook: [Click here](#)
- Input all the required information and the click “Register Now”

University in the High School Application

This registration request form is for the Fall 2023 and Year 2023-24 terms only. If you are registering for a course(s) for the Fall term and also for a course(s) in the Year term, then you must fill out a separate application for each term.

You must submit all required demographic information, select desired course(s), and accept application fees related to your registration request(s). If you have previously taken a course(s) through UHS, please include the email address previously used and your existing RAM ID (only if available).

Payments can be made through your SUNY Farmingdale portal or using the link provided in the payment reminder email. Payments not made by the payment deadline () will result in registration requests not being honored.

If you are having problems with your registration request, contact UHSoffice@farmingdale.edu.

Make sure to read through the UHS 2023-24 Student Handbook.

For more information about our program, visit our website: University in the High School

Student Information

First Name

Preferred Name

Middle Name

Last Name

Birthdate

Email Address

Alternate Email Address

Phone Number

Mailing Address

Country

United States

Street

City

State

Select State

Postal Code

Legal Sex

Gender

Social Security Number (no dashes)

RAM ID, if applicable (for previous applicants, leave blank if not applicable)

Make sure you read through the UHS application directions and Student Handbook. They provide important information about the UHS program.

An alternate email is not required. However, UHS strongly urges students to provide an alternate email address different from their high school email address to ensure all UHS email correspondence is received.

If you do not know your Social Security Number, leave it blank. DO NOT put 123-45-6789 or 999-99-9999, etc.

Leave blank if you are a new UHS student or do not remember your RAM ID number. New students will have a RAM ID issued 24-48 hours after successfully submitted a registration request. Contact UHSoffice@farmingdale.edu for more information about your RAM ID.

Parent/Guardian Information

Parent/Guardian First Name

Parent/Guardian Last Name

Parent/Guardian Email

Parent/Guardian Phone Number

High School Information

When will you graduate high school?

High School

Additional Information

Do you qualify for the Federal Reduced Price Meal program?
What is the Federal Reduced Price Meal Program?

Are you a participant in a Third-Party Payment program (e.g., Smart Scholars, P-Tech, etc.)?

Review

Click on the **Select Courses Now** button to continue the registration process.
 NOTE: Do not click the "Select Courses Now" button more than once. The system will take a few moments to process your request.

Select Courses Now

Students **must** provide parent/guardian information. To successfully complete a registration request, a parent/guardian must verify the request. An email is sent out to the parent upon the student's registration request.

Students that select "Yes" for Federal Reduce Price Meal **must** provide official documentation from their school (district) that highlights their qualification status (i.e., email or letter). Students that do not qualify for the program will pay the full cost per credit. Students will have the option to submit their documentation "now" or "later" directly into the application. However, if a student selects "later" the application will calculate the price per credit at \$50. Use the link to find out more about the [Federal Reduce Price Meal Program](#).

3rd Party pay students will have some or all of their program fees covered by a grant, scholarship, or school district. *Self-pay* students are responsible for all the program fees related to their registration request.

Students must click on the "Select Courses Now" button to continue with their registration request.

- Note: Students **must** select their desired courses to continue the registration request.

Selecting Your Courses

UHS Course Selection

John Doe
 University in the High School Fall 2023
 Not John Doe? [Click here](#)

John Doe - | **[High School]**

How many courses would you like to register for?

Course 1

Please select your first course:

Course 2

Please select your second course:

Continue

Number of courses a student can choose is relative to the number of approved courses per high school

Course selections will show name of the course, number of credits and the approved instructor. Note: If a course requires a prerequisite, the student will have to upload the proper documentation to be verify by UHS staff (i.e., high school transcript).

Students **must** continue to the Course Selection Confirmation page to complete the registration process.

Course Selection(s) Confirmation

John Doe
 University in the High School Fall 2023
 Not John Doe? [Click here](#)

Course Title	Subject	Course Number	Instructor	Credits	Term	Cost
[Course 1]	UHS	101	Dr. Federman	3	Fall 2023	\$150
[Course 2]	UHS	102	Dr. Federman	3	Fall 2023	\$150

Total Credits: 6

Payment Due
 \$300.00

Fall 2023 Payment Deadline: October 9, 2023

Submit Request

Students' course selections will appear, providing them with an itemized view of the courses they selected for the specific term

Self-pay students will see a total fee cost. **Third-party** paying students will see a \$0 balance (initially). UHS staff must first have confirmation from the partner school the desired course(s) are third-party pay courses. An updated balance may need to be issued if the course is not supported by a grant, scholarship, or school

When the student clicks the "Submit Request" button the registration request is complete.

Submitting Payment

Course Selection(s) Confirmation

Dear John,

Thank you for taking the time to fill out the UHS registration request form! To complete the registration process, all self-paying students must submit payment and a parent/guardian must verify the request. No action is required at this time for 3rd party paying students. An email has been sent to you with instructions on how to access your RAM Portal and how to submit your payment. A separate email has been sent to your parent/guardian to verify the registration request.

Pay Here

All information regarding prerequisites, free/reduced lunch, and/or 3rd party payment will be reviewed by UHS staff. Additional correspondence may follow related to total payment due and/or registration request(s). If you have any questions, please email UHSoffice@farmingdale.edu.

Sincerely,

University in the High School
SUNY Farmingdale State College

After a student has completed their registration request, they will see this confirmation page. Third-party paying students will not see an option to pay now. However, all self-pay students will see the option to pay now. A supplemental email is sent to all students (self-paying and third-party) that have outstanding program fee balances

Submit Payment

Payment Details

Description	Application Fee
Amount Due	\$300.00

Submit Payment

Program fees can be paid by clicking the "Submit Payment" button

If you have any questions about the UHS registration process, please contact UHSoffice@farmingdale.edu.

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