

RIT COLLEGE PROGRAM
RUSH-HENRIETTA SENIOR HIGH SCHOOL COUNSELING CENTER

COURSES

- Students may take 1 course their first experience; thereafter, students may take up to 2 courses each semester as long as the requirements are met (listed within The Rush Henrietta SHS College Program Tuition Waiver) AND/OR the student did NOT receive a grade of "F" or "W".
- Be sure that you have read all information pertaining to the course(s) you have selected as some courses are restricted and/or have prerequisites.
- Course selections are subject to seat availability and registration is based on a first-come, first-serve basis.
- If graduating, start date of a summer class must be BEFORE the date of RH's graduation;
If a rising junior, start date of a summer class must be AFTER the date of RH's graduation.
- It is the student's responsibility to ensure that the courses selected are applicable to their program by consulting with their counselor.

PLEASE NOTE:

- If a student registers for a class without meeting prerequisites, enrollment in that course may be canceled at any time
If a student registers for a course prior to receiving their previous semester's final grade and receives an "F" or a "W", enrollment will be canceled

REQUIRED REGISTRATION PROCESS

It is important that each of the below steps are followed as outlined to ensure there isn't a delay or breakdown in communication amongst all parties for each

Student's registration - if there are any questions that come up at any point in the electronic process, please reach out so we may address accordingly.

STUDENTS NEED TO:

Complete ELECTRONICALLY ALL necessary fields on the RIT College Program registration forms –
(DO NOT print, write and then scan forms as your Counselor will be unable to complete the required forms electronically)

EMAIL ALL completed forms to your school counselor and copy in Mrs. Nguyen (ynguyen@rhnet.org) and 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 **

*** Students will need to indicate in the body of their email if they are submitting 1st & 2nd choices for courses.**

Your Counselor WILL THEN:

1. VERIFY ALL fields of submitted forms were fully completed electronically by student
2. ELECTRONICALLY sign off on The Rush Henrietta SHS College Program Tuition Waiver
3. EMAIL completed forms - TO: Ryan Reynolds (rprrrgr@rit.edu) @ RIT, CC'ing in R-H Counselor, Ashley Wowkowych & Student

RIT WILL THEN:

1. Process electronically registration forms
2. EMAIL confirmation of registration TO: Student, CC'ing in your R-H Counselor & Ashley Wowkowych
3. This will also include if RIT was unable to register the student

RIT Registrar's Office: 475-2821 ☎ Building #1 – George Eastman Building

REQUIRED REGISTRATION FORMS

The required RIT Registration Form and The Rush Henrietta SHS College Program Tuition Waiver are available on Rush Henrietta's website: www.rhnet.org > College & Careers > Tuition Free – RIT

**** Students need a completed Tuition Waiver for ALL courses they are looking to register for (this includes back-up choices) ****

PLEASE NOTE:

- It is strongly recommended that students have at least 1 alternate course selected, with paperwork completed as outlined above, in the event they are unable to get into their first choice(s).

If a Student wishes to discontinue a course after enrollment has occurred, they must communicate directly with RIT and receive confirmation of dis-enrollment, or a failing grade may be posted on their transcript due to lack of participation.