

RIT COLLEGE PROGRAM

RUSH HENRIETTA SENIOR HIGH SCHOOL COUNSELING CENTER

RH HOMESCHOOL & PRIVATE SCHOOL STUDENTS – please call the RH SHS Counseling Center @ 359-5221 for registration details and requirements

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 cancelled at any time
- 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

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:

1. **Complete ELECTRONICALLY** ALL necessary fields on the RIT College Program registration forms -
(DO NOT print, write and then scan forms as Counselors will be unable to complete their portion electronically as required)
**** 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 ****
2. **EMAIL** ALL electronically, completed forms **TO:** Your RH Counselor, **CC’ing** in Carolyn Simonelli (csimonelli@rhnet.org), **allowing at least 2 SCHOOL DAYS for processing**
**** Students will need to indicate in the body of their email if they are submitting 1st & 2nd choices for courses. ****

RH COUNSELORS 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:** Melissa Christman (mgcrqr@rit.edu) AND Tina Sturgis (tmscst@rit.edu) @ RIT
CC’ing in Carolyn Simonelli (csimonelli@rhnet.org) & Student

RIT WILL THEN:

1. **Process electronically** registration forms
2. **EMAIL confirmation** of registration **TO:** Student, **CC’ing** in RH Counselor & Carolyn Simonelli
*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).

FYI - While Rush Henrietta students taking college courses at RIT are qualified to PURCHASE a RIT Recreation Membership (without needing a RIT sponsor), this is NOT a free membership. You may inquire directly with the RIT Recreation Department for further details.