

# 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 R-H’s graduation**;  
If a rising junior, **start date of a summer class must be AFTER the date of R-H’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:

1. **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)  
**\*\* 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 completed forms to Yajaira Nguyen (ynguyen@rhnet.org) & Ashley Wowkowych (awowkowych@rhnet.org)

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

#### R-H 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:** Shannon Pascale (smprgr@rit.edu) @ RIT, **CC’ing** in Yajaira Nguyen, Ashley Wowkowych & Student

#### RIT WILL THEN:

1. **Process electronically** registration forms
2. **EMAIL confirmation** of registration **TO:** Student, **CC’ing** in Yajaira Nguyen & 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](http://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.

**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**