



## PRECOLLEGE PROGRAMS - RUSH-HENRIETTA REGISTRATION DIRECTIONS

### ALL STUDENTS – RETURNING & NEW

#### STEP 1: COMPLETE & SUBMIT RUSH-HENRIETTA'S U of R PRE-COLLEGE PROGRAMS APPLICATION FORMS

The REQUIRED forms needed for completing a U of R PreCollege Programs application are available on Rush-Henrietta's website: [www.rhnet.org](http://www.rhnet.org) > *College&Careers* > *Tuition Free – U of R*

- After ELECTRONICALLY completing the REQUIRED forms, the student will need to EMAIL completed forms TO: Torrey Pietarinen ([tpietarinen@rhnet.org](mailto:tpietarinen@rhnet.org)), with CC to Yajaira Nguyen ([ynguyen@rhnet.org](mailto:ynguyen@rhnet.org)) & Ashley Wowkowych ([awowkowych@rhnet.org](mailto: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.

- After Mrs. Pietarinen has reviewed the student's submitted forms, they will then ELECTRONICALLY sign off on *The Rush-Henrietta SHS College Program Tuition Waiver* (allowing at least **2 weeks for processing**) and email the completed forms TO: U of R Pre-College Programs Department ([precollege@rochester.edu](mailto:precollege@rochester.edu)), CC'ing in Student, Yajaira Nguyen & Ashley Wowkowych ([awowkowych@rhnet.org](mailto:awowkowych@rhnet.org))

**IMPORTANT:** STUDENTS are responsible for completing all required parts of their Online Application and for confirming the status of their application

#### PLEASE NOTE –

- Students may take 1 course their first experience (Summer Non-Credit Offerings & Credit Courses are 2 separate programs, so having participated in a Non-Credit Offering does NOT count as having taken a course previously); thereafter, students may apply for up to 2 courses each semester as long as the requirements are met, which are listed within the *RHSHS College Program Tuition Waiver* AND/OR the student did NOT receive a grade of "F" or "W". 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.
- If graduating, start date of a summer class must be BEFORE the date of Rush-Henrietta's graduation  
If a rising Junior, start date of a summer class must be AFTER the date of Rush-Henrietta's graduation

### RETURNING CREDIT STUDENTS ONLY

#### STEP 2: EMAIL COURSE REQUEST(S) TO U of R PRECOLLEGE PROGRAMS

**IMPORTANT:** If you are a returning Credit student do not open or complete a new application

In addition to completing Rush-Henrietta's U of R PreCollege Programs Application Forms (see STEP 1), please send an email TO: [precollege@rochester.edu](mailto:precollege@rochester.edu) with the following information:

- Your U of R Student ID #
- Course(s) that you would like to enroll in for the new semester

## NEW CREDIT & NON-CREDIT STUDENTS ONLY

### STEP 2: CREATE U of R PRE-COLLEGE ONLINE ACCOUNT

- Go to <http://enrollment.rochester.edu/precollege/>
- Click on “Apply Now”
- Click “Create an Account” for first-time users

### STEP 3: COMPLETE U of R PRE-COLLEGE ONLINE APPLICATION

Select the *Term & Year* you are applying for, then select *PreCollege Programs* and click *Open Application...*

#### ➤ **STUDENT INFORMATION**

- Complete all required fields with YOUR information

#### ➤ **PARENT / GUARDIAN INFORMATION**

- Complete all required fields with your PARENT information, ensuring THEIR contact info is what’s entered

#### ➤ **FINANCIAL ASSISTANCE**

- Select “Yes” for “Have you been given an application fee waiver?”
- Enter **URRH** when prompted to “Please enter your Fee Waiver code”
- Select “Rush-Henrietta” under “Is the student part of one of the organizations listed below?”

**\* IMPORTANT: Ensure that your Parent / Guardian completes the “Parent / Guardian Permissions Form” that will be emailed to their email address provided above, as if this is not received despite submitting your application it will NOT be submitted for review**

#### ➤ **ADDITIONAL INFORMATION**

- Complete all required fields

#### ➤ **COURSES (AFTER reviewing the offerings and determining your selection(s))**

- Select your choices from the drop-down under “Please choose the Program & Term / Session you are applying for”
- For Credit Course(s) type in Course Title, Course Code & # of Credits
- For Non-Credit Course(s) select from the drop-down

#### ➤ **TRANSCRIPT**

- Follow directives for uploading RH Transcript

#### ➤ **SIGNATURE**

- Type YOUR full, **legal** name and click “Confirm”

#### ➤ **REVIEW**

- Once you submit your online application, you will NOT be able to make any changes
- After submitting your online application, you may Log In and view your status at any time

For general questions regarding your U of R status, email [precollege@rochester.edu](mailto:precollege@rochester.edu)