**College in High School Program**
Career and Business Development
454 Delhi Drive,
Bush Hall 226 - Delhi, NY 13753
Phone: 607-746-4545     Fax: 607-746-4547 or 607-832-7548   www.delhi.edu

# Credit Registration for High School Students (please print clearly)

**Last Name:**_____**First:**_____**Middle Initial:**_____

**Address:**_____**City, State:**_____**ZIP:**_____

**Phone: (___  _)_____        E-Mail (Required)** _____

1. **Social Security Number** (for registration purposes): _____ - _____ - _____ **Are you a US Citizen?** ☐Y     ☐N

2. **Birth Date**: month_____day____year_____

3. **Gender:**  male☐          female☐

4. **Ethnicity** (optional):        ☐White/Non-Hispanic                    ☐Asian/Pacific Islander
                                    ☐Native American/Native Alaskan     ☐African American/Black/Non-Hispanic
                                    ☐Hispanic

5. **Have you ever been convicted of a felony?**  Yes☐      No☐

6. **Have you ever taken a college level course through SUNY Delhi?** Yes☐     No☐

7. **High School Name**_____Year Graduating_____

8. **High School Cumulative GPA (Required)** _____  **Counselor Signature** _____

| | | | |
|---|---|---|---|
| Example: | *ENGL 100*          *Freshman English* | *3* | *CRN – office use* |
| 1. Course No:_____ | Title:_____ | Credit Hours:____ | *CRN_____* |
| 2. Course No:_____ | Title:_____ | Credit Hours:____ | *CRN_____* |
| 3. Course No:_____ | Title:_____ | Credit Hours:____ | *CRN_____* |
| | | *Total Credits*:____ | |

**Cost:** Please see attached information sheet for costs
**Payment:** ☐Credit Card          ☐Check Enclosed (payable to SUNY Delhi)

**Authorization for Use of Credit Card**
I authorize SUNY Delhi to charge my:
☐Visa            ☐American Express
☐Mastercard    ☐Discover                              Print Name: _____

Expiration Date:____/_____

Card Number:_____Amount:_____  Signature:_____Date:_____

By completing and signing this registration form, I am authorizing SUNY Delhi to register me in the college-level course(s) indicated above. I understand that full payment is due with this form.  I understand that should I decide to withdraw from the course (no longer wish to seek college credit) I must complete a **College in High School Drop Form.** Failure to do so will result in a grade of "F" on my transcript.  I also understand SUNY Delhi's refund policy indicated on the College in High School Information Sheet.

_____          _____
Student Signature        Date                          Parent (if student is under 18)        Date

This form is available online at www.delhi.edu/highschool

Revised 10/21/15

**Information for High School Students Enrolling in
SUNY Delhi's College in High School Program**

**SPRING 2016**

**DEADLINES:  (NO EXCEPTIONS)**

**CJUS 100, Intro to Criminal Justice:** Last Day to Register is January 22, 2016

**Online or College Campus:**  Last day to register is January 29, 2016

**Traditional College in High School: (Classes taught in High School or Via DL)**
Last Day to register is February 12, 2016

**Cost:** Our program offers a significantly reduced rate to New York State high school students - the current tuition for part-time (up to 11 credits) high school enrollment is $50 per credit hour (80% savings over the regular $270/per credit rate). Most courses are worth 3 credits, and some (such as Calculus and Physics) are worth 4 credit hours. SUNY Cost for tuition is $50 per credit; college fee of $0.85 per credit and a **$5.00 One Time transcript fee per semester.** See fee schedule below.

| | | |
|---|---|---|
| 2 credits = $106.70 | 6 credits = $310.10 | 10 credits = $513.50 |
| 3 credits = $157.55 | 7 credits = $360.95 | 11 credits = $564.35 |
| 4 credits = $208.40 | 8 credits = $411.80 | |
| 5 credits = $259.25 | 9 credits = $462.65 | |

Important - Students may register for no more than 11 credits per semester at the high school rate.

 Please Note - Classes taken on campus may have additional lab fees.

**Payment**: *Payment is due at the time of registration*. If the registration form is received without payment, it will be held until payment is received. Payment may be made by check (payable to "SUNY Delhi") or by credit card. Please check with your school to ask if registration forms and payment are submitted by the school or mail to **College in High School, SUNY Delhi, 226 Bush Hall, 454 Delhi Drive, Delhi, NY 13753**.

**Withdrawing/Dropping Course:**  Sometimes students decide that they do not want to take a course for college credit AFTER they've already registered.  You must complete a **College in High School Drop Form** to formally drop a course. **Please see drop dates on next page**. Failure to do so will result in a grade of F on your official transcript. Drop Forms may be obtained by calling 607-746-4545, emailing communityservices@delhi.edu or online at www.delhi.edu/highschool.
*You will receive an email confirmation upon receipt of the completed Drop Form. It is your responsibility to be sure you receive this confirmation.*

**Transferring your College Credit:**  Most colleges will accept transfer credits for classes in which a C or better is earned.  To transfer your credit after you complete the course, *you must request a transcript from SUNY Delhi to be sent to the college you plan to attend.*  This transcript is at no additional cost to you, as the transcript fee is included in your tuition bill. Colleges will generally NOT accept transfer credit from a high school transcript – an official SUNY Delhi transcript must be obtained.  Transcripts may be requested by calling Records and Registration at (607) 746-4560.

**Accessing Online Information:** A variety of information is available on our website at www.delhi.edu. An ID number and PIN will be mailed to you after your registration is complete. If you have previously registered, our ID and PIN remain the same. By using your ID and PIN number, you may access Bronco Web, where you can check your account, see your schedule and grades, and request transcripts.

You may check final grades online at www.delhi.edu:
- Click on Delhi Log Ins (top of page)
- Choose BroncoWeb Online
- Username: Your ID Number (800xxxxxx) (will be mailed following registration)
- Password: Your General Delhi Pin (6 digit date of birth, then follow directions to reset)

Click on **Student Services and Financial Aid**, then **Student Records**, then **Display Grades**.

**Parking:** If you are taking a course on campus and plan to park a vehicle on campus, you must obtain a parking permit. The cost is $6.25 per credit hour plus tax. Print a copy of your schedule and take to University Police. Please call 746-4700 in advance to be sure someone is available to assist you.
To print a schedule from BroncoWeb:
- Click on **Student Services and Financial Aid,** then **Registration,** then **Select Term,** then **Student Detail or Week at a Glance**

## Accommodations for students with disabilities

It is the College's policy to provide, on an individual basis, reasonable accommodations to students with disabilities which may affect their ability to fully participate in program or course activities or to meet course requirements. To receive academic accommodations, students must identify a qualifying disability, provide appropriate documentation of the disability (prepared by a qualified professional), and work with the Coordinator and classroom faculty to develop an appropriate and reasonable plan for accommodations. All information provided concerning a disability is confidential and is released only with the student's consent.
If you need accommodations for your summer classes please submit all your information to the Coordinator of Access and Equity Services, at the time of registration for your classes. Visit the webpage for more information:
http://www.delhi.edu/academics/learning_center/disabilities_services/index.php

**Contact Information:**
**Linda Weinberg, Coordinator of Access and Equity Services**
**Phone:** 607-746-4593
**Email:** weinbell@delhi.edu
Notice of requested accommodation(s) must be provided to faculty members in a reasonable period of time in advance of need each semester.

## Deadlines:

### Students Taking Classes on Campus or Online:

Spring 2016 – Classes begin January 25, 2016
November 30, 2016 – First day for high school students to register for an on-campus class
January 29, 2016 – Last day to register for spring course
January 29, 2016 – Last day to drop a spring course without a grade of "W" (w/full refund)
February 19, 2016 – Last day to drop a spring course with a grade of "W" (no refund, no drop fee)
April 8, 2016 – Last day to drop a spring course with a grade of "W" (no refund, $20 drop fee*)

* Drop fees are per class

### Traditional College in High school (Classes taught in the high school or via DL)

Spring 2016
February 12, 2016 – Last day to register for a spring course **(exception: CJUS 100, Registration deadline is January 22, 2016)**
February 19, 2016 – Last day to drop a spring course without a grade of "W" (w/full refund)
March 4, 2016 – Last day to drop a spring course with a grade of "W" (no refund, no drop fee)
April 8, 2016 - Last day to drop a spring course with a grade of "W" (no refund, $20 drop fee*)

* Drop fees are per class