From: oce@francis.edu
To: the parent email on the student registration form
Date: today's date
Subject: Saint Francis University College in High School Program

Congratulations on successfully completing the application process for the Saint Francis University College in High School Program. This email includes important information regarding course registration, tuition costs and payment options. If you have any questions, please contact the Adult Degree and Continuing Studies Office at 814-472-3012.

Course Registration Information:

Now that you have successfully completed the application process, you are now ready to begin the registration process and will need to obtain your Saint Francis University username and password by logging into the My.Francis.Edu portal home page at http://my.francis.edu (please note that it takes 48 hours from the date of this email to create your username and password, so please do not try to log in until that time). To obtain your username and password, please follow these directions or you can view the YouTube how to video at https://goo.gl/uryWLk

1. Log into http://my.francis.edu
2. In the center of the page where it says "First Time Users" click here, please click
3. Follow the directions in the column on the left of the page

Once you have your username and password, follow these directions to complete the Registration Agreement and to complete your course registration or you can view the YouTube how to video at https://goo.gl/b9WpsU

1. At the top right corner of the my.francis.edu page, enter your username and password, then click Login
2. Click on the Current Students tab on the top bar
3. Under the Records and Academics section, click on the first link (online schedule, registration, etc.)
4. Click on the Complete the Registration Agreement Form link, read the agreement and at the bottom, select agree and submit.
5. After submitting the Registration Agreement, scroll mid-way down the page until you see Course Scheduling
6. Click on the Add/Drop Courses link
7 Use the drop down arrow (looks like a blue v) to choose the Term FA 2017
8 Use the drop down arrow (looks like a blue v) to choose the Course Program Undergraduate
9 Click on the Add by Course Code tab
10 Enter the appropriate course codes (which you will have received from your high school guidance counselor)
11 After you have entered all courses, click on the Add Course(s) box
12 Once you have added the course(s), your schedule will appear at the bottom of the page

The registration period for College in High School courses taken during the 2017-2018 academic year is September 1 – October 31, 2017.

Payment Information:

Once you have completed the registration process, you will follow these directions to access your online tuition bill and make your payment through the My.Francis.Edu portal vial CashNet, a secure website. Please be aware that your bill will not automatically generate, and you will not see a balance due for approximately 30 days after the date you register, but you can PRE-PAY your tuition by following these directions:

1. Log into http://my.francis.edu with your username and password
2. Click on the Current Students tab on the top bar
3. Under the Financial Aid and Billing section, click on Account Balance link
4. This now brings you to the Student Finances page where you can see the Student Account Balance and where you can log in to your account and make a payment.
5. Under the Student Finance Center, click on Pay My Bill
6. In the Your Account box, click on the Click Here to Make a Payment Link
7. Fill in the amount of the payment then click on Add to Shopping Account (tuition amounts listed below)
8. Click on Checkout
9. Follow the instructions by entering your banking information and confirming payment
10. Once this information has been submitted, you will receive a confirmation email with your payment receipt

If you prefer to pay by check, please make your check payable to Saint Francis University and mail it to Saint Francis University, Business Office, P.O. Box 600, Loretto, PA 15940. Be sure to include your son/daughter's name on the check.

Payment is due in full by November 30, 2017, or interest charges will be applied.

The costs for college in high school courses are **$65** per credit, for a total of $195 for a three credit course and $260 for a four credit course. There is no registration fee!

Once again, any questions or concerns, please contact the Adult Degree and Continuing Studies Office at 814-472-3012 or via email to oce@francis.edu.

Thank you and welcome to College in High School through Saint Francis University!