**INSTRUCTIONS FOR NEW COLLEGE IN HIGH SCHOOL STUDENTS:**

If you have not previously taken high school courses for credit through Saint Francis University, please follow the instructions below to begin the registration process:

1. Go to <http://my.francis.edu>
2. Click on the Future Students tab on the top bar.
3. At the bottom of the page in the lower right corner under the College in High School heading, click on the College in High School Online Application link.
4. Once the online application is completed in full, hit the submit button.

Once you submit the application, you will then receive a kick back email, which will be sent to the parent’s email address (this is a required question on the application). The email confirms that we have received your application and will give you instructions on how to complete the registration process and how to make payment.

Please remember that all information on the application must be complete before you hit submit or the application will not be processed and you will not have access to the registration portal.

Any questions or concerns, please contact the Adult Degree and Continuing Studies Office at 814-472-3012 or via email to [oce@francis.edu](mailto:oce@francis.edu). Our office hours are Monday-Friday, 8:30 a.m. – 4:00 p.m.

Thank you!!