ESF in the High School: 2013-2014

Registration for the ESF in the High School Program

- **Registration Process**: Online registration information and instructions are provided to students at their high school the first week of classes. High school course instructors will provide the necessary materials, as well as the contact information for Maura H. Stefl, ESF Outreach regarding any registration questions or concerns (see ESF Outreach Contact below).

- **Registration Confirmation**: A confirmation email will be sent automatically to the email provided on the online registration.

- **Registration Fee Payment**: Visa or MasterCard payments only are accepted via the online registration process. Fee payment by check may also be indicated at the time of registration. *Check payable to* information and mailing instructions are provided to the registrant on the online registration.

Registration / Fee Deadlines

- The last date academic year 2013-2014 ESF in the High School course registrations will be accepted is **November 12, 2013**.
- A **Late Fee of $15.00** will be applied to all registrations with a fee due on **October 25, 2013**.
- Registrations will be withdrawn if the fee is not paid in full by **December 12, 2013**. (Exceptions may apply to arrangements made prior to the deadline.)

NOTE: This information applies to courses that are taught as Full Academic Year (2013-2014) and One-half Year (Fall 2013) courses only. Deadlines for courses that will be offered as a One-half Year (Spring 2014) class are TBD.

Withdrawal from a course(s)

If a student chooses to withdraw from an ESF in the High School course, the student must submit a dated **written notification** to his/her teacher immediately. The teacher will notify ESF Outreach.

- **Withdrawal/Fee refundable**: Students are eligible for a full refund of the course fee **through November 7, 2013**. The SUNY ESF Registrar will designate that record as withdrawn (W).
- **Withdrawal/Fee NOT refundable**: Students who withdraw **November 8 - December 12, 2013** will NOT receive a course fee refund and will receive the Registrar designation of withdrawn passing (WP) or withdrawn failing (WF), depending on their course grade at the time of withdrawal.
- **Withdrawal for non-payment**: ESF Outreach will automatically withdraw students on **December 12, 2013** if the course fee is not paid in full on that date. The record designation will be withdrawn failing (WF). (Exceptions may apply to arrangements made prior to the deadline.)

Benefits of Enrollment in the ESF in the High School Program

- **Credits and grades earned**: recorded as part of each student’s permanent college academic record, which can be transferred to other colleges and universities throughout the U.S. Official Transcripts that indicate the courses completed are college-level courses with college credit, are available through the ESF Registrar’s office. While acceptance at other colleges and universities is not and cannot be guaranteed, credits earned with grades of C or higher typically can be applied to undergraduate degree requirements at many colleges and universities.

ESF Outreach Contact

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