

College in the High School Process

- 1) To be considered for College in the High School class(es) students must be enrolled in a Regents level program and have an 80% average in the academic area in which he/she wishes to study. Students with an average of 75-79% can take the placement test, provided their application is received prior to the test date.
- 2) To apply for College in the High School class(es) students must complete the enclosed application, obtain their parent/guardian signature, and return to their high school guidance office as soon as possible.
- 3) After review of the application and High School transcript, by the Admissions Office, the student will receive one of three packets in the mail:
 - a. If approved for College in the High School class(es), student will receive the following in his/her acceptance packet:
 - o letter of acceptance indicating approved class(es)
 - o tuition bill and payment form
 - o affidavit for Certificate of Residence
 - o postage-paid return envelope
 - b. If the student is required to take the College Placement Test before a decision can be made, he/she will receive a letter indicating the date and time of the test. He/she must then call the Admissions Office to reserve a seat. If student does not take the test or does not score into college level classes on the test, he/she will then be denied.
 - c. If the student is not approved to take college level class(es), he/she will receive a letter indicating the reason why he/she has been denied.
- 4) Upon receipt of the acceptance packet the student must return the following to the Bursar's Office within 10 days:
 - a. payment form including payment in full for approved class(es)
 - b. completed affidavit for Certificate of Residence
 - c. copy of student's photo ID (Driver's License, Permit, High School ID)

If you have any questions, please call the Admissions office at 518-828-4181 ext. 5513.