Recent Participating High Schools Include:

- Barker High School
- Buffalo Academy of the Sacred Heart
- Cattaraugus Allegany BOCES
- Cheektowaga High School
- Clarence High School
- Dunkirk High School
- Eden Central School
- Ellicottville High School
- Grand Island High School
- Holland Central School
- JFK High School
- Lewiston-Porter High School
- Lockport High School
- Maryvale High School
- Mount Mercy Academy
- Mount Saint Mary Academy
- Niagara Catholic High School
- Niagara Falls High School
- North Tonawanda High School
- Orleans Niagara BOCES
- Royalton Hartland High School
- Starpoint High School
- Sweet Home High School
- Tapestry High School
- Williamsville East High School
- Williamsville South High School

NUSTEP Preregistration Worksheet
www.niagara.edu/nustep

The NUSTEP registration process is now online at the website noted above.

1. Your first step should be to go to the website and watch the video — located on the right hand side. It is about eight minutes long. Make sure your parents watch it, too.

2. Next, click on “Online Registration”.
   - Read the instruction page and check the box at the bottom of the page. Hit “Submit.” This will take you to the form itself.

3. Once you reach the form, you should type in the requested information.

4. Student Information
   a. First time NUSTEP students, please enter data for all fields such as name, address, date of birth, etc.
   b. Enter a valid email address. A copy of your registration information will be sent to the email address you indicate on the form.
   c. Select the correct high school. This data field must be received by Oct. 31, 2012, or you will be dropped from the course.
   d. For the Anticipated College Major field select a major that you might be thinking about studying in college. If you do not know what you wish to study, please select Undecided.

Registration and Advisement
Select the course(s) you wish to register for. If more than one instructor is teaching a course, the instructor’s last name will appear after the appropriate section.

Payment
Once you have selected all of your courses, you should select your method of payment:
- Credit/Debit card — select credit
- Check — select check
- Free or reduced lunch — select waiver
- Parent or guardian employed by Niagara University — select grant

If you are paying by check, have a free/reduced lunch waiver, your parent is an employee of NU, or not paid with a credit card, you will receive a bill in the mail.

5. Review
   a. Review the application to make sure all data is correct.
   b. Click the SUBMIT button.
      - An email will automatically be sent to your designated email address, and your completed application will also pop up on your screen.
      - You may go right to the payment screen at this point by clicking submit if you have your credit card information available.

Otherwise, you will need to go to: www.niagara.edu/nustep and select payment. You will need the transaction number from the email you received. It is a secure website, and this information will not be saved.

6. Payment
   a. If you are paying by credit card, you must pay online. You may pay through the link on the website, www.niagara.edu/nustep and click payments. You should do this immediately.
      - You will receive a bill in the mail if you do not pay by credit card.
   b. A bill will be sent to your address. Payments must be received by Oct. 31, 2012, or you will be dropped from the course.
      - If you are paying by check, attach it to the bill and mail it in the return envelope provided.
      - If you have approval for free/reduced lunch, attach a copy of your approval letter to the bill and mail it in the enclosed return envelope.
   c. If your parent is employed by Niagara University, please ask them to indicate on the bill what department they work in, their full name and mail it in the return envelope provided. The Human Resources Office will verify this information.
What Is NUSTEP?
NUSTEP is a cooperative program between Niagara University and selected high schools that enables qualified students to enroll in NU courses, earning college credits while remaining at their high school. The program, which serves as a bridge between high school and college, seeks to avoid duplication in secondary and postsecondary programs, to provide qualified students with the opportunity to accelerate their academic pursuits and to provide enriched instruction in the secondary school.

How Does NUSTEP Work?
NUSTEP courses are taught on the high school campus by certified high school instructors who use the course descriptions, outlines, syllabi, and exams constructed by the sponsoring college of the university. Examinations and term papers are graded by the high school instructor and forwarded to the appropriate Niagara University department chairperson for review. The instructor also completes the grade rosters and forwards them to the university. The grades are sent by the university to the student. If the student completes the course(s) successfully, he/she earns college credit(s).

Who Can Apply?
Students who are in their senior year of high school and who are academically prepared for college-level coursework will be notified by the course instructor of the opportunity to participate in the NUSTEP program. (Academically ready juniors will also be considered.) This decision is made by the guidance department in conjunction with the local high school instructors who will teach the NUSTEP courses. Students who are selected to participate register for the course(s) and pay the applicable tuition. If you choose to participate in NUSTEP, you should be prepared to work hard and be challenged, as college courses will make greater demands on you than high school courses.

What if I Don’t Do Well in the Course?
Your instructor will monitor your progress in the class, and provide information to you at mid-term. If it appears that you will not be able to successfully complete the course, you and your instructor will complete a withdrawal form and submit it to the university. The withdrawal policy is located on the website: www.niagara.edu/nustep. You will not receive any monies back.

Registration and Payment
A representative from Niagara University may visit your classroom at the beginning of the semester in which the class is being offered. The representative will explain the benefits of participating and review the online registration process.

NUSTEP courses are offered at a significantly reduced tuition rate. Current tuition is $60 per credit hour, therefore, a three-credit course costs $180 and a four-credit course costs $240. Please refer to the reverse side of this brochure for the various payment options that are available.

What if I Decide Not to Attend Niagara University?
The course credit that you will receive upon successful completion of the course is transferable to other colleges and universities. It is at the discretion of the other school to accept the course work for credit. You must complete a Transcript Request Form that is available online as well as from your high school instructor. You may also contact the Niagara University records office at 716.286.8731. This completed form, along with the required payment, must be sent to the records office at Niagara University. An official copy of your NU transcript will be issued and mailed to the school(s) of your choosing.

What if My College Will Not Accept My Niagara University Credits?
Most colleges and universities offer programs similar to NUSTEP and are very reciprocal in accepting credit from concurrent enrollment programs; however, it is not guaranteed. Even if they do not offer a similar program, most colleges accept these credits upon receipt of an official university transcript. It is at the discretion of the other school to accept the credit or not, and placement of the credit, if accepted, is also determined by the other school.

It is important that you follow through with your intended college regarding your Niagara University credits. You must (1) ensure that your NU transcript was received by your college (see above), (2) talk with the appropriate official at your college and explain your participation in the program, (3) provide the syllabus and/or course description (from the NU catalog) to your college if necessary, and (4) call the NU representative and request that he/she contact your college if you have difficulty with this process.

Some schools will not accept any college credits. You may be exempt from certain similar courses, or you may be allowed to take a higher level course as a result of your NUSTEP participation. It is entirely up to your college.

Will My Credits Be Wasted if They Are Not Accepted by My College?
Absolutely not. The credits are yours, you earned them, and if for some reason you transfer to another school, you may be able to transfer your NU credits. Additionally, the educational experience of participating in a college-level class in high school will serve you well regardless of whether your credits were accepted or not. They are your credits for life, and may come into play further in your educational career.

Where Can I Get More Information?
For more information, contact Christine Schwartz at the Office of Continuing Education, Niagara University, Dunleavy Hall, Niagara University, New York 14109; 716.286.8411, email: cds@niagara.edu or visit us at www.niagara.edu/nustep to view our video.

NUSTEP Advantages
• University Credit. University credit is awarded for all courses successfully completed in this program. Students wishing to transfer NUSTEP credit to another college or university should check with that particular institution to ensure that it will be accepted.
• Low Cost. High school students currently pay $60 per semester hour per course taken. That’s $180 for a three-credit-hour course, and $240 for a four-credit-hour course.
• Student Privileges. All participating students are registered as part-time nonmatriculated Niagara University students. You will receive an ID card and can use university resources such as the library, computer lab, and gym, and attend athletic events.
• Be sure to watch the informational video at www.niagara.edu/nustep.