



## Information for High School Students

### Taking Courses at UNH Manchester

#### Packet of Information:

You will find accompanying this letter a number of other materials: descriptions of the three courses available; a UNH Manchester registration form; a FERPA release form that allows UNH Manchester to communicate with your school and parents about your academic experience; a release of transcript form that allows us to send your transcript, upon completion of your course, to your school; an information guide about the information UNH Manchester is allowed and not allowed to release; and a photo release form.

You will need to provide UNH Manchester with a high school transcript, a letter of validation from a school official, for example a teacher, counselor or principal, affirming your interest and qualifications for the course you wish to take, a completed registration form, the \$100 dollar course fee, and the completed FERPA, transcript and photo release forms.

#### Course Information:

All courses begin the week of January 21 and end the week of May 6. Courses are three hours long and you are expected to arrive before the start time for the course. Any student who misses the first class session will be dropped from the course to allow a student on the waitlist the opportunity to take the course. Students are responsible for their own transportation to and from their courses.

Courses will earn dual credit, counting both toward your high school record and providing college credit. This is your opportunity to begin building a college transcript and the academic credit and grade you earn will be part of your permanent college record whatever college or university you choose to attend in the future. Therefore make a firm commitment that you will finish the course and do your best academically.

#### Resources

Students will be provided with a UNH Manchester Community Card which will allow use of the UNH Manchester Library, Center for Academic Enrichment, and Computer Labs. UNH Manchester will hold two orientation sessions, one on January 15, 3-4, and the second on January 16, 3-4 in the Pandora building, 88 Commercial Street, room P101. At the orientation session students will meet with representatives from the Office of Admissions, Security, the Library, the Center for Academic Enrichment, and Information Technology to receive important information. Please plan to attend one of the sessions if you wish to take the course.

## **BUS 400 - Introduction to Business**

*Professor Carlisle, Saturday 9-12, January 26-May 11*

This course introduces the study of business: examines the origins and development of American business, its place in a global economy, and its legal and ethical roles in modern society. The course includes an overview of the functional areas of business such as finance, marketing, and organizational behavior. This course is designed for business majors as well as for students considering a major in business.

## **CIS 405 - Introduction to Internet and Web Authoring**

*Professor Sogu, Wednesday 3-6, January 23-May 8*

This course introduces the fundamental technologies, protocols, and practices that make up the Internet. The Internet is a global information system that has transformed the current business environment. Additional topics include: Internet structure; applications; business uses; legal and ethical issues introduced by networked computers such as privacy, fraud, and security. A significant portion of the course covers Web authoring procedures and languages. Students create a Web site using XHTML language and are introduced to JavaScript. No prior computer experience is required. Students cannot receive credit if credit earned for CS 403.

## **UMST 599 - Special Topics: Introduction to C++**

*Dean Rafieymehr, Tuesday 3:30-6:30, January 22-May 7*

Students will learn the history and the essentials of programming. This course will introduce problem solving to the students. Using C++ programming language and simple game development library, students learn the fundamentals of programming, decision structures and Boolean logic, repetition structures, functions, arrays, input/output handling, animation, and some concepts of object oriented programming.

# REGISTRATION FORM – UNIVERSITY of NEW HAMPSHIRE at MANCHESTER

**COMPLETE ALL ITEMS**

<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>
Student ID Number or Social Security Number*	Full Last Name	Full First Name	M. Initial	Today's Date

\* SSN required of all new students for government reporting purposes. Returning students enter student ID #.

Other names used previously within the University System: \_\_\_\_\_

Male <input type="checkbox"/>	NH Res. <input type="checkbox"/>	<b>FOR OFFICE USE</b> Level Campus College <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>	VETERAN STATUS <input type="checkbox"/>	Vet using benefits <input type="checkbox"/>	Birthdate**	Month <input style="width: 20px;" type="text"/>	Day <input style="width: 20px;" type="text"/>	Year <input style="width: 20px;" type="text"/>
Female <input type="checkbox"/>	Non Res. <input type="checkbox"/>		Vet using benefits <input type="checkbox"/>	Dependent using benefits <input type="checkbox"/>	<small>** Birthdate is requested for identification purposes only.</small>			

**ETHNIC BACKGROUND:**  
For federal government stats only

1. Hispanic or Latino?  yes  no

2. Am. Indian-Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Non-resident Alien

Local Mailing Address

City/Town  State  Zip  -

Home Phone    Cell Phone    Business or other daytime phone     Ext.

E-mail address

Are you currently admitted to a degree program at Manchester or Durham?  No  Yes \_\_\_\_\_  
Campus Degree Sought

Have you previously taken a course at Manchester or Durham?  No  Yes \_\_\_\_\_  
Approximate Date and Campus

What degree do you hold?  Associate  Bachelor's  Master's  Doctoral  None

Have you ever pleaded guilty or been adjudicated guilty or convicted of a misdemeanor, felony, or other crime or are you currently under any court-imposed sanctions?  No  Yes

Course Dept.	Course No.	Credit Course Title	Course Ref. No. (CRN)	No. of Credits

**Advisor's Signature** \_\_\_\_\_

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**RAC#** \_\_\_\_\_

**For Office Use**

**Total due:**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Payment:  Cash  Check (checks payable to UNHM)  Credit Card

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Cardholder's Billing Address (if different from above) \_\_\_\_\_

Account Number      Exp. Date   Auth. Code

Specify:  VISA  MasterCard  Discover



UNIVERSITY of NEW HAMPSHIRE at MANCHESTER  
 400 Commercial Street, Manchester, NH 03101  
 603-641-4136 | fax: 603-641-4125

manchester.unh.edu



## Photographic and Video Release Agreement & Consent

I hereby grant permission to the University of New Hampshire at Manchester to take photographs, video recordings, and/or sound recordings of me and to use my image with or without the use of my name for educational and promotional purposes such as recruitment, retention and informational purposes that may include placement on the college's website, brochures, slide shows, and other publications at the discretion of University administration.

I understand that all such photographs, video recordings and/or sound recordings of me, in whatever medium, shall remain the property of the University of New Hampshire at Manchester, and I waive any rights, claims or interests I may have to control the use of my identity or likeness in them and agree that any uses described herein may be made without compensation or additional consideration of me.

I have read and understand the contents of this RELEASE and I am signing this as a free and voluntary act, irrevocably binding myself and my heirs.

Print Name: \_\_\_\_\_

Major (students only): \_\_\_\_\_

Signature & Date: \_\_\_\_\_

If the subject of the photographs, video recordings and/or sound recordings is a minor (under the age of 18) I, being the **parent or guardian of the above named minor**, hereby consent to and join in the foregoing release and consent on behalf of said minor.

Authorized Signature & Date: \_\_\_\_\_



*University of New Hampshire Manchester  
Office of the Registrar  
400 Commercial Street, Manchester, NH 03101  
(603) 641-4136; [unhm.registration@unh.edu](mailto:unhm.registration@unh.edu)*

## **GUIDE TO RELEASE OF STUDENT INFORMATION**

1. **Directory Information.** According to the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended, the following information is NOT confidential and may be released to third parties by the University of New Hampshire:
  - a. Name, address, telephone number, email address
  - b. Date and place of birth, photographs
  - c. Participation in officially recognized activities and sports
  - d. Field of study
  - e. Enrollment status (full-time, part-time, undergraduate, graduate)
  - f. Dates of attendance
  - g. Date of graduation
  - h. Degrees and awards or honors received
  - i. Most recent previous school attended by the student
  - j. Grade level

(The above information may be released by the University of New Hampshire at any time to any persons or agencies deemed to have a legitimate interest).

2. **\*Restricted Information.** (See “availability of restricted information”)
  - a. Social Security Number or Student Identification Number
  - b. Courses elected
  - c. Schedule of classes
  - d. Grades, academic evaluations, GPA, number of courses completed
  - e. Academic transcripts
  - f. Financial aid or account information
  - g. Information not specified as “Directory Information”

\*AVAILABILITY OF RESTRICTED INFORMATION – Educational records are considered confidential and may be viewed by the student. Except for the directory information listed in #1 above, educational records cannot be released to a third party without written consent from the student indicating which records are to be released, to whom, and for what purpose. This includes copies of grade reports and various other documents.



*Registrar's Office  
University of New Hampshire-Manchester  
400 Commercial Street, Manchester, NH 03101, (603) 641-4136*

**AUTHORIZATION TO RELEASE GRADES/TRANSCRIPTS  
FOR DUAL-ENROLLED STUDENTS**

_____	_____	_____
Last Name (Student)	First Name	Student Identification Number
_____		_____
Student's High School		Student's University

I hereby authorize the Registrar at UNH Manchester to send an official copy of my

- Fall             January Term             Spring             Summer

grades and/or transcript to my high school at the conclusion of the semester. I understand that my high school counselor and/or principal require this official documentation of my college work in order to determine its applicability towards my high school graduation requirements.

I understand that this authorization is good for one official copy of my grades and/or transcript each semester and that the grade report or transcript must be sent from UNH Manchester, directly to the high school. I further understand that any additional copies that I want for my own personal use must be requested in person.

_____	_____
Date	Student Signature

-----  
**AUTHORIZED RECIPIENT:**

_____	_____
High School	City, State, Zip

_____	_____	_____
Last Name	First Name	Telephone

\_\_\_\_\_  
Title

**\*\*Once completed and signed by the dual-enrolled student, mail this form to the  
UNH Manchester Registrar's Office**



**Release Of Student Information  
Buckley Amendment  
FERPA Waiver**

Office of the Registrar • UNH Manchester • 400 Commercial Street • Manchester, NH 03101 • (603) 641-4136

I, \_\_\_\_\_  
Name of Student Student ID #

Authorize access of my (check one or both) \_\_\_\_\_ Academic \_\_\_\_\_ Financial Information

I understand that this release of information does NOT allow access to the Student Information System (WEBCAT- Student records via the Internet) or official transcripts.

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Name Relationship

\_\_\_\_\_  
Student Signature Date

**Please return to the Office of the Registrar**  
400 Commercial Street  
Manchester, NH 03101

----- OFFICE USE ONLY -----

\_\_\_\_\_  
Entered in SOAHOLD by: Date



UNIVERSITY of NEW HAMPSHIRE at MANCHESTER  
400 Commercial Street, Manchester, NH 03101 | 603-641-4189

[manchester.unh.edu](http://manchester.unh.edu)