Central Washington University

CWU College in the High School

Student Application Process

1. What classes?

Talk to your teacher or guidance counselor, find out what classes are offered, and how to enroll. The CWU classes being offered are different for each school.

2. Registration

Find out if the class you want to take has prerequisites, and if they do, how to meet them. Your teachers and counselors will help you with this.

Go to cihs.cwu.edu and create or log into your student registration account. Fill all the fields completely. Make sure you enter an accurate email address for your parent/guardian, so they can add their consent online. The system will notify your school administration that you have applied, and when they have reviewed and approved your application, CWU will process it.

3. Notification

After the *first* time you register as a new CWU student, you will receive a letter in the mail and by email, which contains your CWU Username and ID number. Use the information to set up your MyCWU Account online. This is a separate but linked account. This is a portal to verify your enrollment, associated fees (if any), checking your grades and having access to additional perks (library, tutoring and more) as a CWU student.

4. Continue taking classes

You can continue to take more dual-credit classes while staying at your high school. Credits from CWU transfer to other in-state and many out-of-state colleges and universities. It is important to check with the admissions office of the university you plan to attend to confirm transference of **any** credit earned prior to your high school graduation.



Central Washington University
is proud to provide
College in the High School across the State of Washington.

For more information please contact us or visit our website.

High School Partnerships
400 E University Way • Ellensburg WA 98926-7431 • Office: 509-963-1351 • Fax: 509-963-1690
Hebeler Hall, Room 122 • Email: hspartnerships@cwu.edu • Web: cwu.edu/hspartnerships
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

Central Washington University

CWU Colegio en al Secundaria (College in the High School)

Proceso de Solicitud Estudiantil

1. ¿Qué Clases Sugieres?

Hable con su maestro o consejero, averigüe qué clases se ofrecen y cómo inscribirse. Las clases de CWU que se ofrecen son diferentes para cada escuela. Averigüe si la clase que desea tomar tiene requisitos previos y, si los tienen, cómo cumplirlos. Tus maestros y consejeros te ayudarán con esto.

2. Registración

Vaya a *cihs.cwu.edu* y cree o inicie la sesión en su cuenta de registro de estudiante. Por favor de llenar completamente los espacios vacíos. Asegúrese de ingresar el correo electrónico preciso de su padre o guardián, para que puedan agregar su consentimiento en línea. El sistema notificará a la administración de su escuela que ha presentado una solicitud, y cuando hayan revisado y aprobado su solicitud, CWU la procesará.

3. Notificación

Después de la *primera* vez que se registre como nuevo(a) estudiante de CWU, recibirá una carta por correo y por correo electrónico, que contiene su nombre de usuario y número de identificación de CWU. Utilice la información para configurar su cuenta de MyCWU en línea. Esta es una cuenta separada pero vinculada. Este es un portal para verificar su inscripción, las tarifas asociadas (si las hay), verificar sus calificaciones y tener acceso a beneficios adicionales (biblioteca, tutoría y más) como estudiante de CWU.

4. Continúe Tomando Clases

Puede continuar tomando más clases de doble crédito mientras permanece en su escuela secundaria. Los créditos de CWU se transfieren a otros colegios y universidades dentro del estado y a muchos colegios y universidades fuera del estado. Es importante consultar con la oficina de admisiones de la universidad a la que planea asistir para confirmar la transferencia de cualquier crédito obtenido antes de su graduación de la escuela secundaria.



La Universidad de Central Washington se enorgullece de ofrecer Colegio en la Secundaria (College in the High School) en todo el estado de Washington.

Para obtener más información, póngase en contacto con nosotros o visite nuestro sitio web.

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CWU College in the High School

First Step: Online registration in cihs.cwu.edu

How do I register?

Go to cihs.cwu.edu

Click on the High School Student tile

If you're new

If you are registering online for the *first time*, choose Start New Application.

- You are starting to create a permanent record, your CWU Transcript, and all information must be complete and accurate.
- Do NOT start a new cihs.cwu.edu registration account if you already have one.
- Enter your personal information.
- Use your full legal name, instead of a nickname.
- Add your personal email address, not the email that a school has assigned.
- Add a password, and note it, and keep that in a safe place with the email address you are using to register. You will need it next time you sign up for a class.
- Add your parent/guardian information including an accurate email address for an active inbox that they use regularly.
- Double check that everything is accurate and SUBMIT.

If you're returning

If you already have a cihs.cwu.edu online registration account, then Log In (this *is not your MyCWU account*).

- If you have forgotten or lost your login information, let us know. Do *not* start another account in cihs.cwu.edu.
- Check all your personal information to make sure it's still accurate. Update anything that needs it under the My Profile tab.

Choose the right classes

Get ready to select classes.

- Read the Student Agreement about grades and policy, and add your signature.
- Choose your school, select classes and the right teacher, and "Apply for Selected". If you choose the wrong class, you can select that class and then delete it, and then add the correct class.

Parent/ guardian consent is required

Parent/guardians can add their consent by either:

- Adding their signature now if they are available, within your registration portal, or
- Responding to the "Request for Consent" email which contains a link. They will get a daily reminder until they sign or the deadline is reached.

Your registration will be processed by your school, and then CWU enrolls all approved students.

Explore CWU College in the High School Student Participation Guide

Visit www.cwu.edu/academics/specialized-programs/college-high-school/

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CWU Colegio en la Secundaria College in the High School

Primer Paso: Registro en línea en cihs.cwu.edu

¿Como me registro?

Vaya a cihs.cwu.edu

Haga clic en donde dice estudiante de secundaria (High School Student)

Si eres nuevo(a)

Si se está registrando en línea por primera vez, elija Iniciar Nueva Aplicación (New Application)

- Está comenzando a crear un registro permanente, su transcripción de CWU y toda la información debe ser completa y precisa.
- NO inicie una nueva cuenta de registro cihs.cwu.edu si ya tiene una.
- Registra su información personal.
- Use su nombre legal y completo, en lugar de un apodo.
- Agregue su correo electrónico personal, no el correo electrónico que su escuela ha asignado.
- Agrega una contraseña (anótela) y guárdala en un lugar seguro con la dirección de correo electrónico que estás usando para registrarte. Lo necesitará la próxima vez que se inscriba en una clase.
- Agregue la información de sus padres/guardián, incluida una dirección de correo electrónico donde usan regularmente y miren sus mensajes en la bandeja de entrada.
- Compruebe que todo es correcto y pulsa el botón de enviar.

Si vienes de regreso

Si ya tiene una cuenta de registro en línea cihs.cwu.edu, inicie sesión (*esta no es su cuenta de MyCWU*).

- Si ha olvidado o perdido su información de inicio de sesión, háganoslo saber. No inicie otra cuenta en cihs.cwu.edu.
- Comprueba toda tu información personal para asegurarte de que sigue siendo igual. Actualice todo lo que necesite en la ficha Mi perfil (My Profile).

Elige las clases adecuadas

Prepárate para seleccionar clases.

- Lee el Acuerdo de Estudiantes sobre calificaciones, tarifas y política, y agrega su firma.
- Elija su escuela, seleccione clases y el profesor adecuado, y "Solicitar seleccionado" (Apply for Selected). Si eliges la clase incorrecta, puede seleccionar esa clase y luego eliminarla, a continuación, agregar la clase correcta.

Se requiere el consentimiento del padre o un guardián

Los padres/guardián pueden añadir su consentimiento en lo siguiente:

- Añadir su firma ahora si están disponibles, dentro de su portal de registro, o
- Responder al correo electrónico "Solicitud de Consentimiento" que contiene un enlace. Recibirán un recordatorio diario hasta que firmen o se cumpla la fecha limitada.

Su registro será procesado por su escuela, y luego CWU inscribe a todos los estudiantes aprobados. Las facturas de las tarifas de clase se envían después de que se realiza la matriculación.

Estudiantes HSP
Próximos Pasos

Explorar CWU Colegio en la Secundaria Guía de Participación Estudiantil
Visita www.cwu.edu/college-hs

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CWU College in the High School

Well Done, you've registered! What's next?

This is important

College in the High School (CiHS) is a dual credit program that allows students to earn college credits while still attending high school. Grades earned will be entered on a high school transcript as well as on a Central Washington University transcript. College in the High School students are able to access college resources such as the library, online academic tutoring and speaking with an advisor, just as any other CWU on-campus student. Students will have an opportunity to complete an electronic Student Evaluation of Instruction (SEOI) for each course at the end of the term.

Watch your mailbox

If you are registering for the first time, you will receive a formal-looking letter from CWU which contains your **Username and ID number.** You only get once. ***Keep this letter in a secure place for future reference.***

This information is your portal to everything related to your experience as a CWU student, and you must set up your MyCWU Account online. Familiarize yourself with the MyCWU website, especially your Student dashboard.

Log in and use MyCWU

When you log in, like all other CWU students, you have access to:

- Your enrollment– check this to make sure you're signed up
- Online payment of fees (if any apply)
- Check your grades
- Additional perks (library, tutoring, etc.)
- Confirm and update your contact information
- Order a transcript & start the credit transfer process
- Student Evaluations of Instruction

Go to the CiHS Website

But, you're still in high school! You're different than students on campus, and you probably have questions.

For additional information and support, students can see the online Student Participation Guide here:

www.cwu.edu/academics/specialized-programs/college-high-school/participation-guides/student-participation-guide.php

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Establish your role

You have the responsibility for communicating with us, not your parent/ guardian. Family Educational Rights & Privacy Act (FERPA) requires CWU to regard all enrolled students as adults and that we discuss personal information with *only* the student involved, unless written permission is received.

You can choose to designate a parent/guardian as an "Authorized User" on your MyCWU account. This would enable them to log in and access your account. They won't have access to academic records or other personal information, unless you specifically grant it to them.

What if...

"I can't remember how to log in" or **"I forgot my username"** **www.my.cwu.edu** > ***sign in*** *(upper right)* > ***forgot your password?*** This link will give you options for changing your password, recovering an account and more help. IS Service Desk can be reached at (509) 963-2001 or www.cwu.edu/academics/academic-resources/service-desk/

"I want/need to withdraw" Check the deadline. www.cwu.edu/academics/specialized-programs/college-high-school/process-deadlines/deadlines. If you need to withdraw, ask your teacher to submit a withdrawal request online. Withdrawing means that you will receive a W on your CWU transcript instead of a grade, and no credit will be earned. CWU provides academic support, tutoring, study groups, library access and more to students that struggle. CiHS students have access to this support.

"What do I need to do to prepare for college?" Tips, links, and additional content about preparing for college, transferring credits, and more for current CWU CiHS students and future Wildcats is found at www.cwu.edu/academics/specialized-programs/college-high-school/program-resources/preparing-college.php

Welcome to the Wildcat Family!

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CWU High School Partnerships

Provide for what comes after College in the High School

Track your credits

Keep all your information organized. Visit www.cwu.edu/academics/specialized-programs/college-high-school/program-resources/forms.php and find our Dual Credit Tracking Sheet in Student Forms. Include any college credit earned from any institution. This will make it easier to complete college applications and order transcripts they require.

Application Fee Waiver

Participants in CWU College in the High School are eligible to have the application fee waived when they apply to attend CWU.

Before applying to Central, follow this link www.cwu.edu/academics/specialized-programs/college-high-school/program-resources/forms.php for instructions and submit the fee waiver application. The fee cannot be refunded if you pay it with your application.



Early Scholar Scholarship

CWU CiHS participants who maintain a 3.0 GPA in CWU classes are automatically eligible for the $500 Early Scholar Merit Scholarship. This will be applied to your first quarter tuition as a new, incoming CWU freshman. Additional scholarships are available through CWU. www.cwu.edu/admissions-aid/financial-aid-scholarships/scholarships/

Potential impact on financial aid

It is important to consider that by participating in CWU College in the High School, there may be a potential impact on access to financial aid. Details and links to additional information can be found here: Potential Financial Aid Impact of Dual Enrollment

Order Transcripts

If you are applying for a college other than CWU, log in to MyCWU or visit the Office of the Registrar online to order your official CWU transcript. Instructions and the form will be found at www.cwu.edu/about/offices/registrar/transfer-transcript-information/request-transcripts.php. Be sure to contact the admission office at the college you are planning to attend to find out how your CWU credits will transfer.

Visit Campus

Check in with CWU Admissions www.cwu.edu/admissions-aid/visit/index.php to arrange a campus tour. While you're here, come see us at High School Partnerships, in Hebeler Hall, and get some swag! We love meeting our partners.

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Central Washington University

Dual Credit Tracking

Name: _____

How to use:

- Follow the example on the first line.
- For each class, record the information on a new line about the credits you have earned.
- This will make it easier to keep track, and transfer your credits later.

Credit type* AP, CHS, RS, IB, CTE, Other	Term/Year	Course Code	Course Title	Credits	Grade	College/ University
Example CHS	Fall 2023	ENG 101	Academic Writing 1: Critical Reading and Responding	5	B+	CWU

*Credit Type: **AP** = Advanced Placement **CHS** = College in the High School **RS** = Running Start **IB** = International Baccalaureate **CTE** = Career Technical Education

Created by CWU College in the High School 400 E. University Way Ellensburg WA 98926

509/963-1351 www.cwu.edu/hspartnerships

To order a CWU transcript, visit www.cwu.edu/registrar/request-transcripts

College in the High School
CWU Resources & Support

MyCWU Account

You will receive a letter in the mail with your **MyCWU** username, CWU ID# and instructions to set up your account after signing up for a CWU CiHS class the FIRST time only. If you do not receive this information, please contact us at (509) 963-1351. Through your MyCWU account, you are able to access many resources available to CWU students, such as your **student email**, making a payment, viewing your class schedule, accessing unofficial transcripts and requesting official transcripts. If you need assistance navigating **MyCWU** visit the **CWU Service Desk** for more information or call (509)963-2001.

Scholarship Resources

First-time CWU freshmen, who participated in CWU College in the High School or Running Start will be given the **Early Scholar Scholarship** $500 tuition award, provided they earned a 3.00 cumulative GPA or higher in their CWU courses. Additional scholarships are available.

CWU Application Fee Waiver

Students that apply to CWU as a freshman, and participated in Central's College in the High School program, can have the $60 application fee waived. Find the link to instructions at: www.cwu.edu/academics/specialized-programs/college-high-school/program-resources/forms.php#accordion-2791cd48-0a6e-437b-b8d8-8ef4b681458e-3 It is very important to follow the directions.

Brooks Library

The Brooks Library provides access to a myriad of academic resources, technological support, and staff who can help students with their studies.

Online Learning Commons

The Learning Commons provides tutoring and developmental education. Tutoring is available in a variety of formats, including the University Math Center, the University Writing Center, and PALs (support for historically difficult courses). All students are welcome to avail themselves of any of these free tutoring services offered.

CWU Disability Services

While 504 and IEP plans do not transfer to CWU, the accommodations that you have with your school can be used while participating in CWU College in the High School classes. CWU Disability services is still available if you have any questions via email at ds@cwu.edu.

CWU Career Services

The central purpose of Career Services is to help students prepare for academic and career success. We strive to serve the needs of the individual and create career-related programs and services that are responsive and accessible to our students and community

Students need to use their CWU credentials and @cwu.edu email address to access resources.

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