

High School Partnerships

CWU College in the High School

Student Handbook

2020-2021



Central Washington University

High School Partnerships

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LETTER FROM THE DIRECTOR OF CONCURRENT ENROLLMENT

Greetings from Central Washington University!

The decision to start college early is an important one. There are many reasons students do not start or finish college, even though they may be academically prepared. The social and emotional experiences can be an over-whelming adjustment. In addition, the generational, demographical, and financial reasons are becoming more prevalent on a national scale. Our goal is to help students overcome as many of those obstacles as possible while they are still in the comfort zone of their high school.

With an increased focus on creating pathways and college access for students across the state of Washington, CWU is proud of its dual credit offerings through our College in the High School program. We take great pride in our service of helping students as well as the mentorship and professional development we provide for our high school teachers. Our dedicated and distinguished faculty and staff truly consider this program a partnership in our journey to educate the next generation while increasing college access.

We offer our dual credit at a discounted price of \$55 per credit. Our Cornerstone funding model is a very affordable option for students looking to get a jump-start on their college education while eliminating future student loan debt. The College in the High School state subsidy is available for those districts that apply through the Office of Superintendent of Public Instruction (OSPI) and receive the funding.

CWU College in the High School is an opportunity for students who are self-motivated and excited to get a head start on their academic career. It is also a great professional growth opportunity for teachers within your high school and district. If you feel this program would benefit your students and teachers, please reach out and we can answer any questions you may have.

Regards,

Kyle Carrigan

Kyle Carrigan
Director of Concurrent Enrollment
Central Washington University

HIGH SCHOOL PARTNERSHIPS MISSION AND VISION

Mission Statement:

Mission Statement: The mission of the Central Washington University High School Partnerships Department is to provide high school students with rigorous and rewarding low cost dual credit opportunities that will allow students to graduate from high school and earn college credit at the same time, overcome barriers to participating in higher education, and get an early start on their long term academic and career goals.

Vision Statement:

The vision of the High School Partnerships Department is to be a statewide leader in providing affordable, rigorous, and inclusive dual credit opportunities to every high school student in Washington State.

HIGH SCHOOL PARTNERSHIPS CONTACT INFORMATION

Name/Position	Phone	Email
Main Office	(509) 963-1351	hspartnerships@cwu.edu
Kyle Carrigan Director of Concurrent Enrollment	(509) 963-1796	kyle.carrigan@cwu.edu
David Welz Program Support Supervisor 1	(509) 963-1381	david.welz@cwu.edu
Angelia Riveira Associate Director of Running Start	(509) 963-1947	angelia.riveira@cwu.edu
Chelsea Braun Running Start Advisor Sammamish	(425) 392-2110	chelsea.braun@cwu.edu
Sarah Maes Program Coordinator	(509) 963-1652	sarah.maes@cwu.edu
Zane Morrison Program Coordinator	(509) 963-1663	zane.morrison@cwu.edu
David Parker Fiscal Specialist	(509) 963-1723	david.parker@cwu.edu

Mailing address:

Central Washington University
High School Partnerships
400 E. University Way
Ellensburg, WA 98926- 7431

PROGRAM OVERVIEW

College in the High School courses are paid by the State of Washington. The Office of the Superintendent of Public Instruction established a tier-based system for the awarding iGrants to subsidize credits for those that qualify.

The same courses are offered at schools without iGrant support through the Cornerstone funding model, where fees are paid by a student/parent or a third party.

Funding Model	
College in the High School	Cornerstone
State Funded	Private Pay
11 th & 12 th Grade	10 th 11 th & 12 th
10 Credits Per Year	15 Credits Per Term
Student Signature	Parent & Student Signature
Invoice School District	Invoice Student or Third Party

Students are allowed to take up to 15 credits per grading term, without needing to get overload approval from the Director of Concurrent Enrollment and Associate Provost of Extended Learning and Outreach.

CWU currently collaborates with 140 high schools across the state of Washington to offer college classes taught in high school classrooms by qualified high school instructors.

WHAT ARE THE BENEFITS OF THE PROGRAM?

- Students can accelerate their academic studies by earning college credit while attending high school without giving up their high school experience.
- Allows students the opportunity to experience college level work in a familiar environment.
- Completing rigorous high school coursework and earning college credit can strengthen the student's application as well as help meet basic college and university requirements.
- Cornerstone is \$55 per credit.
- Students applying to CWU prior to high school graduation will be given a \$500 award, the Early Scholar Tuition Waiver, toward CWU tuition, provided they have earned a 3.00 cumulative GPA or higher in their CWU courses.
- The undergraduate CWU application fee will be waived for students who participated in the CWU CiHS program. (Certain restrictions apply, please ask for additional details.)
- If your school is awarded the College in the High School state subsidy, your students have the potential to earn free college credit.

OUR WEBSITE

<http://www.cwu.edu/college-hs>

Our website is a good tool for teachers, administrators, students, and parents to use. We highly recommend becoming familiar with the site. The website includes information about the program, important dates, how to make payments, etc.

PROGRAM COMPARISON

	CWU CiHS	Running Start	AP Courses
Learning environment	High school	College campus	High school
Students remain with high school peers and friends	Yes	Maybe	Yes
Courses conflict with other high school programs	No	Maybe	No
Programs conflict with district academic calendar	No	Likely	No
Homework time available in class	Likely	Unlikely	Likely
State revenue lost to your school districts per FTE	No	Yes	No
Teacher qualifications	Approved by CWU, professional development required.	Approved University or College Faculty	Approved by district
College credit earned	By meeting CWU course standards; assignments, quizzes and exams	By meeting individual teacher's course objectives	By score on one final standardized test
Teacher evaluation	By high school, students and site visits and observations by CWU liaison	By college department and students	By high school
Student eligibility	Placement test, or successfully passing previous coursework	Placement test, space available, GPA, etc.	Teacher discretion
Age limitations	Sophomore, junior or senior standing	Junior or senior standing	None
Tuition	\$55 per credit	None	None
Credit transferability	Accepted by most regional colleges and Universities	Accepted by most regional colleges and Universities	Most regional colleges require score of 3 or higher on AP test
Other costs	\$15 placement test fee, if required	Additional fees for transportation, books, registration, courses & technology, parking	\$94 AP Test Fee
Other considerations	No tuition increases for 2020-21, no textbook purchase	College classes do not restrain content to accommodate high school students	Every college/university has different AP Test acceptance policy

CWU COURSE OFFERINGS

ANTH 107 GENERAL ANTHROPOLOGY
ART 103 ART APPRECIATION
ASL151 AMERICAN SIGN LANGUAGE
ASL152 AMERICAN SIGN LANGUAGE
ASL153 AMERICAN SIGN LANGUAGE
BIOL 101 FUNDAMENTALS OF BIOLOGY
BIOL 201 HUMAN PHYSIOLOGY
DNCE 141 JAZZ DANCE
DNCE 150 PILATES
ECON 101 ECONOMIC ISSUES
ECON 102 WORLD ECONOMIC ISSUES
ECON 130 FOUNDATIONS FOR BUSINESS ANALYTICS
EFC 250 INTRODUCTION TO EDUCATION
ENG 101 ACADEMIC WRITING I
ENG 102 ACADEMIC WRITING II
ENG 105 LITERARY IMAGINATION
ENST 201 EARTH AS AN ECOSYSTEM
ENST 202 ENVIRONMENT AND SOCIETY
ETSC 101 MODERN TECH
ETSC 145 WOODWORKING
ETSC 160 DESIGN & DRAFT
ETSC 265 MODELING
ETSC 277 INTRO TO ROBOTICS
FIN 174 PERSONAL FINANCE
FR 151 FIRST YR FRENCH
FR 152 FIRST YR FRENCH
FR 153 FIRST YR FRENCH
GEOL 101 INTRO TO GEO
GERM 151 FIRST YR GERMAN
GERM 152 FIRST YR GERMAN
GERM 153 FIRST YR GERMAN
HIST 144 US HISTORY SINCE 1865
HUM 101 CULTURES IN ANCIENT WORLD
HUM 102 CULTURES 16-19TH CENTURY
HUM 103 CULTURES MODERN SOCIETY
IT 111 YOUR DIGITAL FOOTPRINT AND THE WEB
IT 202 CHANGE READY: TECHNOLOGY SKILLS FOR CIVIC AND COMMUNITY LEADERS
JAPN 151 FIRST YR JAPANESE
JAPN 152 FIRST YR JAPANESE
JAPN 153 FIRST YR JAPANESE
MATH 101 MATH IN MODERN WORLD
MATH 102 MATH DECISION MAKING
MATH 130 FINITE MATH
MATH 153 PRECALC I
MATH 154 PRECALC II
MATH 172 CALC I
MATH 173 CALC II
MATH 211 STATISTICAL CONCEPTS AND METHODS
MATH 265 LINEAR ALGEBRA
MATH 272 MULTIVARIABLE CALC I
MATH 273 MULTIVARIABLE CALC II
MSL 314 MILITARY HISTORY
MUS 101 HISTORY OF JAZZ
MUS 102 INTRODUCTION TO MUSIC
MUS 103 HISTORY OF ROCK AND ROLL
PEAQ 111 BEGINNING SWIMMING
PEAQ 112 SWIMMING
PEAQ 113 ADVANCED SWIMMING
PEAQ 221 LIFEGUARD
PEF 110 CONDITIONING
PEF113 WEIGHT TRAINING
PEF115 JOGGING
PEF 122 DANCE FUSION
PEF 129 AB STRENGTH
PEF 131 FRISBEE
PEF 150 BEGINNING YOGA
PEID 115 BEGINNING GOLF
PEID 123 BEGINNING TENNIS
PEID 134 BICYCLING
PEID 137 HIKING
PEID 150 ARCHERY
PEID 110 BEGINNING BADMINTON
PETS 110 BASKETBALL
PETS 113 SOCCER
PETS 114 SLOW PITCH
PETS 120 TABLE TENNIS
PETS 122 TOUCH RUGBY
PHYS 101 INTRO TO ASTRONOMY
PHYS 103 PHYSICS OF MUSIC
PHYS 111 INTRO PHYSICS I
PHYS 112 INTRO PHYSICS II
PHYS 113 INTRO PHYSIC III
PHYS 181 GEN PHYSICS I
PHYS 182 GEN PHYSICS II
PHYS 183 GEN PHYSICS III
POSC 101 INTRO TO POLITICS
POSC 210 AMERICAN POLITICS
POSC 270 INTERNATIONAL RELATIONS
PSY 101 GENERAL PSYCH
SOC 101 SOCIAL PROBLEMS
SOC 107 PRINCIPALS OF SOCIOLOGY
SPAN 151 FIRST YR SPANISH
SPAN 152 FIRST YR SPANISH
SPAN 153 FIRST YR SPANISH
TH 107 INTRO TO THEATRE

PLACEMENT TESTING

Currently, CWU offers the Accuplacer Next Generation exam for placement testing. This exam can be used to place into a variety of math classes and English 101. Students can also submit SBAC, SAT, ACT, AP, ALEKS, and APTP scores to meet the prerequisite for some classes. Please see our Course Description and Prerequisite guide for more details on the cut-off scores.

Location: The Accuplacer exam may be offered at your high school. See your teacher/counselor/administrator for more information.

Cost: The cost of the Accuplacer test is \$15 per test (when taken at your school) and CWU invoices the school district for this cost. CWU will cover the cost for those students who qualify for the Free and Reduced Lunch.

HOW DO STUDENTS SIGN UP?

Talk to a high school teacher or counselor to see if CWU College in the High School is offered in their class/school, how the classes match with individual students' graduation needs, and what kind of prerequisites may be required.

Fill out the appropriate registration (see the high school teacher). Teachers submit registration forms to High School Partnerships. HSP processes enrollment with assistance from the CWU Registrar's office.

Each student will receive a letter from CWU with their CWU ID and username after the first time they register. They need to set up their MyCWU account by following the directions in the letter.

Go to class!

ACADEMIC TRANSFER IN WASHINGTON STATE

Colleges in Washington State have agreements to make transfer easier for students. Schools offer a variety of pathways for students who wish to transfer from one school to another. Students can transfer from a:

- Community or technical college to a four-year college or university.
- Four-year College or university to a community or technical college.
- Four-year College or university to another four-year college or university.
- Community or technical college to another community or technical college.

In addition to state-level agreements, schools may have more requirements. Students who want to transfer from one school to another should

- Talk to academic advisors at both their high school and their intended college/university.
- Make sure they understand their transfer rights and responsibilities.
(<http://www.wsac.wa.gov/sites/default/files/Transfer.Student.Rights.Responsibilities.pdf>)

The Washington Student Achievement Council (WSAC) is the state's transfer liaison. The agency is a single statewide point of contact for transfer issues. WSAC also stores and maintains transfer agreements. (Washington Student Achievement council, www.wsac.wa.gov/transfers)

ABOUT CENTRAL WASHINGTON UNIVERSITY

Welcome to Central Washington University, home of the Wildcats.

We are a public, four-year university located in historic Ellensburg, WA.

Central's commitment to hands-on learning and discovery and individual attention takes students beyond the limits of the classroom and books. Students get to do what they are studying in the real-world and professional settings, which makes learning exciting and relevant.

Each year CWU graduates thousands of well-educated citizens who are ready for high-demand careers in the workforce: construction management, accounting, engineering technology, teacher education, wine business, Para medicine, aviation, and more.

CWU prepares students to succeed in a global economy through strong partnerships with 30 colleges and universities around the world. Last year we welcomed more than 400 students from 36 countries to our campus.

Central Washington University's Ellensburg residential campus encompasses 380 acres. There are also six university centers (Des Moines, Lynnwood, Pierce County, Moses Lake, Wenatchee, and Yakima) and two instructional sites (Joint Base Lewis-McChord and Sammamish).

Quick facts:

About 2,000 graduates each year

Enrollment numbers 2018-19: 12,342

On-campus residents: 2,800

Male/female ratio: 47/53

Students of color: 33%

- Faculty recognized regionally and/or nationally for collegiate teaching in mathematics, physics, geology, music, and chemistry.
- Average class size: 20
- Student to faculty ratio: 18-to-1

Where Wildcats are from:

Washington State: 94%

- King County: 3,034
- Pierce County: 1,949
- Snohomish County: 1,269
- Yakima County: 1,310
- Kittitas County: 1,189

Housing:

Residence halls: 17

Apartment complexes: 5

Living Learning and Theme communities: 14

Student Life:

More than 125 clubs, organizations, and associations

13 varsity athletic teams

More than 30 percent of students participate in intramural sports

Approximately 500 students participate in 23 sports clubs

Estimated costs for 2017-18:

Full price basic tuition, for 10 - 17 credits: \$6,037

Room and board: \$10,864

Number of students receiving State Need Grants: 2,850

Wildcat Athletics:

Competes in the Great Northwest Athletic Conference (GNAC)

Men's varsity sports: 6

Women's varsity sports: 7

Nationally ranked football, basketball and rugby teams.

Academic:

- More than 135 majors
- Nationally and/or regionally distinguished programs in music, geology, para medicine, physics, and education

MISSION AND VISION OF CWU

MISSION

The mission of Central Washington University is to prepare students for enlightened, responsible, and productive lives; to produce research, scholarship, and creative expression in the public interest; and to serve as a resource to the region and the state through effective stewardship of university resources.

VISION

Central Washington University (CWU) is a dynamic, creative, and inclusive environment that promotes engaged learning and scholarship. It is distinguished regionally for the rigor of its curriculum and scholarship, for the excellence of its pedagogy, for the vibrancy of its co-curricular and residential experiences, for its commitment to providing access to higher education, and for its efforts to advance the social and economic health of the region. It is typified by an entrepreneurial spirit that establishes it as a national leader in higher education. It has a strong commitment to engaged learning and scholarship, internationalism, sustainability, inclusiveness, and life-long learning.

CWU POLICY

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

CWU is required to comply with [FERPA \(Family Education Right to Privacy Act\)](#) including access to student records. FERPA mandates that any student enrolled in college be treated as an adult for privacy purposes. We are not allowed to give information concerning a student's attendance or progress (even if the student is under 18 years of age).

CWU staff will not discuss a student's progress with anyone without the student's permission.

Parents or guardians wishing to contact the university regarding a student's conduct, academic, or financial information must be on a release of information form. This release states that the student gives a specific individual(s) permission to access certain information regarding his/her student records. Without a release of information on file, no university official can share any information with anyone other than the student. Release of Information forms can be obtained through the Dean of Student Success Office in Bouillon 204 or on the Student Success website under "Forms" (<https://www.cwu.edu/student-success/>). Students can also release their information through their [MyCWU](#) account.

RELEASE OF INFORMATION

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DISABILITY SUPPORT

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, discuss your concerns with the instructor. Students with disabilities should contact [Disability Services](#) to discuss a range of options to removing barriers, including accommodations. Student Disability Services is in Hogue Hall 126. Call (509) 963-2214 or email ds@cwu.edu for more information. High school 504 and IEP plans do not carry over to the university. If you already have a 504 and/or IEP at your high school and are taking a CWU class, you may use those learning plans that have already been set in place.

REPETITION OF COURSES

Some CWU courses are approved for repetition with credit awarded each time the course is taken and passed. Such approval is indicated in the course description in the university catalog (<https://www.cwu.edu/registrar/catalogs>). Full tuition is assessed for all repeated courses. Other courses may be repeated under the following conditions:

- Students can take a course a second time. Students attempting to take the same course a third time may do so only with permission of the course instructor and the department chair. Unless otherwise designated as repeatable, courses may not be taken more than three times without permission of the dean of the college and department chair.
- Credit will be awarded only once, including credit for transfer courses that are repeated at CWU.
- When a course is repeated, only the last grade earned will be used in the computation of the cumulative and major grade point averages. All grades will remain in the student's official record.

Any CWU course repeated at another institution is subject to the following requirements:

- May be transferred in for CWU credit.
- Will be used in calculating both the CWU and the transfer GPA.

Repetition of Courses:

http://catalog.acalog.cwu.edu/content.php?catoid=37&navoid=1537&hl=%22incompletes%22&returnto=search#repe_of_cour

GRADING POLICIES AND REGULATIONS

SCHOLASTIC STANDARDS

Academic standards are established by the faculty. The dean of student success has responsibility for implementing these standards. A student's academic standing appears on the quarterly grade report or unofficial transcript located on Safari. Questions about academic standing should be directed to the Office of Student Success (Bouillon Hall, room 204).

Good Standing: A student is in good standing when both the quarterly and cumulative grade point averages (GPA) are 2.0 or higher.

Academic Warning: A student who has been in good standing will be placed on academic warning when the GPA for the previous quarter is below 2.0.

Academic Probation: A student who has been on academic warning will be placed on academic probation if either the quarterly or the cumulative GPA is below 2.0.

Academic Suspension: A student who has been on academic probation will be placed on academic suspension if the GPA for the previous quarter is below 2.0. If the GPA for the previous quarter is 2.0 or above, but the cumulative GPA remains below 2.0, the student will remain on academic probation.

Letter	Grade	GPA Credit	Transcript Explanation	Definition of letter grade/Policy statement
A		4.0	Excellent	Meets all objectives of the course and fulfills all requirements; performs at a level that reflects excellence
A-		3.7		
B+		3.3	Good	Meets all objectives of the course and fulfills all requirements; performs at a high level
B		3.0		
B-		2.7		

C+	2.3	Satisfactory	Meets all objectives of the course and fulfills all requirements; performs at a satisfactory level
C	2.0		
C-	1.7		
D+	1.3	Marginal Pass	Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level
D	1.0		
D-	0.7		
F	0	Failure	Fails to meet the course objectives; does not fulfill course requirements

WITHDRAWING FROM OR DROPPING A COURSE

Uncontested Withdrawal

The student took a portion of the class and will receive a **+W** on their transcript and the student/school will be invoiced and reported monthly for months prior to the withdrawal. Within the Uncontested Withdrawal period, students can elect to withdraw from individual classes.

Complete Withdrawal

Within the complete withdrawal period, students must withdrawal from all CWU classes. This withdrawal is for reasons of illness or extenuating circumstances. A complete withdrawal from the CWU will be noted on the student's transcripts with a **W** and the student/school will be invoiced and reported monthly for months prior to the withdrawal.

Hardship Withdrawal Policy

After the Uncontested Withdrawal Period ends, hardship withdrawals will be granted only for reasons of hardship and then only upon written petition to and written approval of the registrar.

The student must have discussed the reasons for the withdrawal with the affected faculty member and have obtained the faculty member's signature on the hardship withdrawal petition. Approved hardship withdrawals will be noted on the student's transcript with "HW."

Hardship Withdrawal Petition

Students may request to be withdrawn from one course late in the term if they have experienced extenuating circumstances that present a hardship and affect their ability to finish the course. Students need instructor signature and Director of Concurrent Enrollment approval. If approved, they will receive a **HW** on their CWU transcript and the tuition will still have to be paid. This will also continue to be reported on the monthly reports.

Please see our important dates online <https://www.cwu.edu/college-hs/withdrawal-policy-and-deadlines>

The following symbols are also used. No "grade points" are assigned.

W	Complete withdrawal from the university
+W	Uncontested withdrawal from a course
HW	Hardship withdrawal from a course
I	Incomplete
IP	In Progress
NR	No grade reported
NS	No show

"Dropping" a CiHS class at CWU happens during a very limited time frame, early each term. If registration forms for a class are received early, *in advance of the CiHS registration deadline*, and a student changes their schedule or moves (for example), also *in advance of the registration deadline*, they may "drop" the class. This notice needs to be received by the office PRIOR to the REGISTRATION DEADLINE in order to be considered a "drop" and no fees are due.

CWU STUDENT RESOURCES

ACADEMIC SUCCESS CENTER

As a CWU student, you have access to the Academic Success Center (<https://www.cwu.edu/academic-success/>) which includes the University Math Center, The University Writing Centre and PALS (Peer assisted Labs). These services are located in the Brooks Library and online. To learn more about online services please visit <https://www.cwu.edu/academic-success/online-tutoring/online-tutoring> Please make sure to use your CWU email address when emailing the tutoring services.

ADVISING

CWU College in the High School students may need assistance with how to transfer CWU credits, how to track college credits while in high school, understand how your financial aid could be impacted, how to apply for college, or understanding the ever changing education policies and practices in higher education. All of these things make transitioning from high school to college or a career a challenge. Making this transition also includes strategic planning, setting goals, and monitoring progress.

Students may seek academic advising through Central Washington University's highly qualified advisors. We are here to help you succeed! To begin a conversation with an advisor please [click here](http://www.cwu.edu/college-hs/request-advising) (<http://www.cwu.edu/college-hs/request-advising>) and fill in the information. You may also call 509-963-1351 to speak to an advisor.

BROOKS LIBRARY

Students have access to the [CWU Brooks Library](#). They can chat with a librarian if they have questions about citations, etc. They can look up scholarly articles and save them to their own account. This is an incredible resource and students are encouraged to use it. Their website is <https://www.lib.cwu.edu/>

WILDCAT SHOP

The [CWU Wildcat Shop](#) is where you can buy textbooks, supplies, electronics, CWU Swag, clothing, etc. Their website is <https://wildcatshop.net/>

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. Their website is <https://www.cwu.edu/disability-support/>

CAREER SERVICES

Career Services emphasizes a holistic approach to career and life planning. They are committed to empowering individuals to enter the competitive and evolving global arena with confidence and competence. Their team-identified values, listed above, serve to guide them in their work (<https://www.cwu.edu/career/>).

ATHLETICS

As a CWU student, you can attend [CWU Athletics](#) events. All you need is your CWU Connection Card and to pay the appropriate student fee for the event. Their website is <https://wildcatsports.com/>

CASE MANAGEMENT SERVICES

The primary role of Central Washington University Case Management Services is to coordinate follow-up care for students in crisis or for students with higher needs and to provide assessment and referral for students to appropriate resources and services. Case Management Services focus on connecting students with appropriate resources and support to minimize the impact of an incident or behaviors on the specific student, other students, and faculty/staff, in order to balance an individual's needs with those of the surrounding community. Their website is <https://www.cwu.edu/student-success/case-management>

PROGRAM PARTNER RESPONSIBILITIES

CENTRAL WASHINGTON UNIVERSITY RESPONSIBILITIES

1. Offer authorized and approved CWU courses at high school locations, taught by approved instructors.
2. Determine final teacher appointment for each course.
3. Provide a College in the High School or Cornerstone Registration Form for participating students. Appropriate placement testing scores may be required. (Please see registrar catalog (<http://catalog.acalog.cwu.edu/>) for official requirements for all courses) Students will be admitted as non-degree seeking, non-matriculated students.
4. Provide clear documentation of academic expectations for students enrolled in each approved course offered at the high school location. The documentation will provide guidelines, as delineated by the course syllabus, for College in the High School/Cornerstone students taking college courses.
5. Coordinate team/individual meetings with school district teacher(s) to ensure adherence to syllabi and expected rate of student progress.
6. Provide recommendations to remedy any inadequate teacher performance issues to the designated high school official within 60 days of classroom observation.
7. Remove from the program any instructors who have failed to comply with College in the High School/Cornerstone policies or procedures. Noncompliance issues will be handled in consultation with the School District.
8. Arrange to have each participating instructor evaluated using the CWU evaluation process.
9. Solicit input from participating instructors appropriate for development of course final exam.
10. Provide each student the opportunity to visit the CWU campus upon mutual agreement between the School District and CWU.
11. Provide each eligible student with a CWU student ID card if requested.
12. Send a one-time administrative reimbursement to the School District at the end of the academic year, based on the following:
 - a. Based on end of term enrollments, CWU recognizes that some of the duties connected to this program can require more or less work depending on the number of students in that particular period (i.e. the registration process, grading, etc.). The administrative reimbursement is broken down by class size to reflect that additional work. Because additional periods of the same course do not require any extra team meetings or training time the additional reimbursement is meant to reflect further work done by the teacher (i.e. the registration process, grading, etc.).
 - b. The administrative reimbursement will be paid in the amount of \$35 per student, up to a 15-student per-period.
 - c. Based on the Interlocal Agreement with each District, different restrictions or compensations may apply.
13. Send school district yearly Interlocal Agreement (Appendix A)

HIGH SCHOOL PARTNERSHIPS RESPONSIBILITIES

OUTREACH

The most important aspect of High School Partnerships is making sure everyone has accurate, up-to-date information. We coordinate with the University, School District administrators, Teachers, Parents and Students and provide over 4000 students annually with opportunities to earn college credits. We provide informational brochures, forms, website links and personalized service to support the school and the students.

INFORMATION NIGHTS

The office of High School Partnerships is happy to participate in Information Nights. We are also happy to visit prospective/current schools and meet with students and parents, or teachers and administrators.

High School Partnerships works closely with our partner high schools to provide a high level of service in the areas of faculty mentoring, student admission, registration, and transcript processing.

To schedule a presentation or visit, please contact your Program Coordinator at (509) 963-1351

ADMINISTRATION, ENROLLMENT, PROCESSING

In Academic year 2019-20, CWU College in the High School processed over 9,700 registration forms, enrolling over 5,500 unique students into 789 CWU classes. Each registration form has multiple fields that are checked first by our staff and again at the Registrar's office. This ensures that the students are earning credit in the right class at the right time.

When there is missing, illegible, or inaccurate information included on a form, our team follows up with students or teachers, and makes corrections. When every form in the class is correct, the class gets enrolled.

FINANCIALS, BILLING

College in the High School is funded by Washington State and is available for schools that applied for and received the iGrant subsidy. This grant typically opens in May and closes in July each year. For more on the iGrant:

<https://eds.ospi.k12.wa.us/igrants/>

Cornerstone is the exact same model of education, with the payment being made by a private party, usually the parent/guardian of the students.

There are exceptions, where, for instance, a school has private funding to support the program and offer scholarships to students. In general, those exceptions are handled the same as any Cornerstone registration, with accommodations made to the school or district for unique billing situations.

All of these different modalities of billing and accounting are processed and managed in our office, with additional support from the University.

Any questions about invoices, payments, etc. can be directed to our Fiscal Specialist

CWU FACULTY LIAISON RESPONSIBILITIES

1. Attend and provide discipline specific training of at least 1-3 hour(s) in duration at Summer Institute Trainings. Separate workload contracts will be issued for Summer Institute Training events.
2. In addition to the Summer Institute, provide discipline-specific professional development to high school instructors during their site visit.
3. Conduct a minimum of one (1) site visit and evaluation (Appendix B) for one class period of all new high school instructors, during their first year.
 - a. Provide copies of evaluation to the high school instructor
 - b. Provide copies of evaluation to the Office of High School Partnerships
4. Conduct a site visit and evaluation every two years (at a minimum) to all veteran high school instructors.
 - a. Review previous site visits and evaluations-available in High School Partnerships Office
 - b. Provide copies of the latest evaluation to the high school instructor and the High School Partnerships office.
5. Provide course syllabi, of all approved courses, to high school instructors and the High School Partnerships office no later than September 20th.
 - a. Ensure that the high school syllabus mirrors the On-Campus syllabi.
6. Provide minimum departmental qualification and expected competencies for all new teaching applicants.
 - a. Review high school teacher applications as needed and approve or deny
 - i. Send denied applications back to the High School Partnerships office
 - b. Forward approved applications to Department Chair for approval/denial
 - i. Send denied applications back to the High School Partnerships office
 - c. Forward approved applications to the Dean of the respective college
 - i. Send application (denied or approved) back to the High School Partnership's office
7. As the subject matter expert, provide academic support to high school instructors when requested.
8. Assist the High School Partnerships office in accreditation process by supplying required documentation as requested.
9. See "Forms" a sample liaison contract with the High School Partnerships office.
10. Attend relevant High School Partnership meetings

SCHOOL DISTRICT RESPONSIBILITIES

- 1) Suggest qualified instructors apply to teach CWU classes. Please see our qualifications here <https://www.cwu.edu/college-hs/forms>
- 2) Obtain final approval from CWU of instructor appointment.
- 3) Supervise and evaluate instructors per the School District collective bargaining agreement.
- 4) Ensure each School District teacher completes or provides the following for each approved course:
 - a) Provide a professional and prepared classroom environment.
 - b) Collect and submit student registration forms and evaluations to CWU.

- c) Attend individual/team meetings as designated or requested by CWU.
 - d) Allow CWU to conduct classroom observation at least once per year for each approved course.
 - e) Coordinate completion of student evaluations in accordance with the CWU student evaluation process.
 - f) Provide input to CWU faculty on the development of the course final.
 - g) Ensure students complete course requirements as indicated in the course syllabi.
 - h) Assign grades for classes in accordance with the university established deadlines.
- 5) Respond to recommendations regarding inadequate performance as identified by CWU in accordance with the School District collective bargaining agreement. Instructors found to be in non-compliance will be removed from the program.
 - 6) For mixed enrollment classes, maintain documentation that differentiates instruction and class requirements between high school class and approved CWU course.
 - 7) Remit payment within 30 days of receipt of invoice or invoice date, whichever is later.
 - 8) Participate in relevant NACEP Surveys.
 - 9) Follow CWU's policy
 - 10) Submit a signed Interlocal Agreement yearly (Washington Administrative Code (WAC) 392-725-050) <https://apps.leg.wa.gov/WAC/default.aspx?cite=392-725-050>
 - 11) Inform parents about what their students are signing up for (Appendix C contains a welcome letter that can be handed out to enrolled CWU students. This letter can also be found on our website.)
 - 12) Inform the High School Partnership office if an instructor resigns, retires, takes leave (absent longer than ten days) or is no longer affiliated with the district.

INSTRUCTOR RESPONSIBILITIES

1. Work with their CWU liaison to create a syllabus that meets all of NACEPs syllabus requirements for every course taught (syllabus template Appendix E).
2. Work with their CWU Liaison on how to meet their specific course outcomes/learning objectives
3. Work with their liaison to select a textbook (if required by the discipline) that reflects current information relevant to the discipline. The high school is responsible for purchasing the course textbooks.
4. Meet with their CWU Liaison during the academic year. Coordinate a time with their liaison to have their class observed. After the observation have a follow up meeting about the observation.
5. Attend annual Summer Institute (First year adjunct faculty must attend the Summer Institute prior to their first year, and at minimum, every 3rd year after. Attending Summer Institute yearly is not required but highly recommended).
6. Participate in relevant NACEP Surveys
7. Provide completed, legible registrations to the High School Partnerships office by their respective due date including proof of meeting the prerequisite.
8. Encourage students to participate in the Student Evaluation of Instruction (SEOs) at the end of each term. These are sent to each student's personal email.
9. Follow CWU's policy.
 - a. Go over CWU College in the High School important dates with students which can be found on our website <https://www.cwu.edu/college-hs/>

10. Maintain regular contact with both their liaison and the High School Partnership staff by checking their emails on a frequent basis and reply to any emails or phone calls from the High School Partnerships staff and their faculty liaison.
11. Adhere to all Family and Educational Rights and Privacy Act (FERPA) guidelines.
12. Review class lists in MyCWU and communicate all changes/discrepancies in a timely manner.
13. Submit grades at the end of each term.

STUDENT RESPONSIBILITIES

As a student at Central Washington University, you have the responsibility to be familiar and comply with all university policies and procedures, specifically those governing student behaviors. Failure to comply with these expectations may result in university contact and action to address the behavior, which could include removal from the institution.

<http://www.cwu.edu/student-rights/student-responsibilities-university-policies>

- Provide accurate and up-to-date information on all registration forms.
- Students taking Cornerstone courses are required to have a parent or guardian's signature.
- Follow CWU's policy for Withdrawals
- Students wishing to drop or withdrawal from a course must notify, in writing, Central Washington University either through their adjunct faculty member or through direct contact with High School Partnership staff.
- Participate in relevant NACEP Surveys
- Participate in Student Evaluation of Instructor (SEOI). This CWU survey is sent to the student's personal email account (Appendix C).
- Be Aware of Central Washington Universities Students Rights and Responsibilities (<http://www.cwu.edu/student-rights/>)
- Be aware of the learning and student support services available (See section "Student Participation")

STUDENT PARTICIPATION GUIDE

STUDENT RESPONSIBILITIES & UNIVERSITY POLICIES

As a student at Central Washington University, you have the responsibility to be familiar and comply with all university policies and procedures, specifically those governing student behaviors. Failure to comply with these expectations may result in university contact and action to address the behavior, which could include removal from the institution.

<http://www.cwu.edu/student-rights/student-responsibilities-university-policies>

ELIGIBILITY

Students who are in the 10th, 11th and 12th grades are eligible for the private pay Cornerstone model. Students who are in the 11th and 12th grades are eligible for the College in the High School state-pay model (if your school applies for and receives state subsidies). Additionally, students must maintain CWU Academic Good Standing, a 2.0 GPA or higher to participate in the programs. Students interested in participating in CWU College in the High School or need to speak with their high school counselor or teacher to find available courses. CWU registration will take place once students are enrolled in the correct high school class.

REGISTRATION

- Talk to high school teachers/counselors/administrators to see if CWU College in the High School is offered in your class/school
- Fill out the appropriate registration (see your high school teacher) Examples: Appendix D
- You will receive a letter in the mail and an email from CWU with your CWU ID and username. You then need to set up your MyCWU account. Keep this letter in a safe place so you can refer to it later.
- Go to class!
*Please see the Student Application Process Document **Appendix C**.

PRE-REQUISITES

In order to register for a particular class, students must meet the eligibility laid out in the CWU catalog and the Course Description and Prerequisite Requirement document (please visit our website for the most up-to-date version). Requirements usually vary between classes, but two common requirements are either successfully passing pre-requisite course work and/or placement testing. See Appendix D.

TESTING

Ask your teacher/counselor if your school is set up to offer the ACCUPLACER (Next Gen) placement test through CWU. These exams are computer-adaptive tests designed to assist accurate placement into appropriate courses for math and English. You will receive your test results immediately upon completion of testing. Talk with the proctor or your teacher about qualifying scores. Students who are using CWU Testing Services do not need to provide copies of their scores.

www.cwu.edu/college-hs/testing-information

Any student(s) who are utilizing test scores from an outside agency must provide a copy of their results with their registration, examples include SBAC, AP, SAT, ACT, ALEKS, APTP, Compass, Accuplacer (if not taken through CWU).

MYCWU

The first time a student enrolls in a CWU class the High School Partnerships office will mail and email Username Letters. These letters provide students their [MyCWU](#) username, Student ID, and directions on how to set up their [MyCWU](#) account. See sample Username Letter in Appendix C.

Students are encouraged to create their [MyCWU](#) account right away. The [MyCWU](#) account allows students to access to their classes, final grades, transcripts (both official and unofficial), make a payment, etc.

The High School Partnerships office does not maintain usernames or passwords for students. If a student loses this information, they must contact Information Services to have their account “unlocked.” Please contact IS Services at 509-963-2001 to unlock the account or go to <https://wildcatpassword.cwu.edu>

WITHDRAWAL, OR DROPPING A CLASS

It is the student’s or High School’s responsibility to inform the High School Partnerships office when a student is no longer in a CWU course.

If a student needs to withdraw from a class, an email from the teacher, counselor, or business manager is appropriate and must include student’s full given name as it appears on their registration form(s), course name and section, last date of class attendance, teacher name and type of withdrawal. This information must be emailed to our office and received before deadline.

Please be aware of the CWU College in the High School deadlines listed. <https://www.cwu.edu/college-hs/>Also, be aware, that once a student is enrolled, the class fees are due, even if the student withdraws from the class.

"Dropping" a CiHS class at CWU happens during a very limited time frame, early each term. If registration forms for a class are received early, *in advance of the CiHS registration deadline*, and a student changes their schedule or moves (for example), also *in advance of the registration deadline*, they may "drop" the class. This notice needs to be received by the office PRIOR to the REGISTRATION DEADLINE in order to be considered a "drop" and no fees are due.

GRADES

Grades are not mailed to students' homes. Students can access grades via their MyCWU account and may request an official copy of their transcript by contacting the Registrar’s office. <http://www.cwu.edu/registrar/request-transcripts>

CWU College in the High School students are held to the same grading policies and regulations as all other CWU students. See “Grading Policies and Regulations” in General Information for All Partners. http://catalog.acalog.cwu.edu/content.php?catoid=44&navoid=2230#grad_poli_and

PAYMENTS

Students using the funding model, **Cornerstone**, will receive an invoice during the first week or two of each month, after they are enrolled. CWU does not accept payments over the phone. A payment can be made by sending a check/money order or by making a payment online through the student’s MyCWU account or by adding an authorized user to the students account.

TO PAY BY CHECK

A return envelope is included with the invoice for those who elect to pay by check. If you are writing a check, please make sure to include a copy of the invoice and/or put the student ID associated with the payment on the memo line of the check.

Send Checks to:

Central Washington University
High School Partnerships
400 East University Way
Ellensburg, WA 98926- 7431

TO MAKE A PAYMENT ONLINE

Go to <http://www.cwu.edu>> At the top of the screen click the paw print/MyCWU -> Sign into MyCWU -> At the top click Student -> Click Financial on the menu on the left -> Click Make a Payment and follow prompts.

ADDING AN AUTHORIZED USER

Students can add authorized users to their MyCWU account so that others can make payments. To do this please visit this website and follow the directions: <https://www.cwu.edu/student-accounts/online-payments>

LATE PAYMENTS

Interest fees (1% of balance) will accrue 60 days from the date the charge(s) was/were posted. If the invoice is not fully paid the principal will continue to accrue interest monthly until the invoice is fully paid (interest is based on the principal balance. For example, if you owe \$275.00 then \$2.75 is added each month the invoice is not paid after 60 days). Interest fees may be waived in extenuating circumstances, however, a formal application process must be followed (This is a student accounts process and we have no ability to intervene) (<https://www.cwu.edu/student-accounts/1-interest-waiver-petition-form>)

PREPARING FOR COLLEGE

TRACK YOUR CREDITS

Keep all your information organized using the Dual Credit Tracking Sheet found under Student Forms <https://www.cwu.edu/college-hs/forms>. Include any college credit earned from any institution. This will make it easier to complete college applications and order the transcripts they require. **Appendix C.**

APPLICATION FEE WAIVER

Participants in CWU High School Partnership programs are eligible to have their [application fee waived](https://www.cwu.edu/college-hs/forms) (<https://www.cwu.edu/college-hs/forms>) when they apply to attend CWU after graduation from high school and submit the fee waiver application BEFORE sending your application to CWU. **Appendix C.**

EARLY SCHOLAR SCHOLARSHIP

CWU High School Partnership participants who maintain a 3.0 GPA in CWU classes are automatically eligible for the \$500 Early Scholar Scholarship. This will be applied to your student account automatically.

IMPACT ON FINANCIAL AID

It is important to consider that by participating in High School Partnership programs, there may be a [potential impact on access to financial aid](#) (<https://www.cwu.edu/college-hs/forms>). Details and links can be found in **Appendix C**.

Regardless of the number of college credits completed, students earning college credit in high school will be considered freshmen for admissions purposes as long as they do not take coursework after graduation from high school (excluding summer).

ORDER TRANSCRIPTS

If you are applying for a college other than CWU, log into MyCWU or visit the registrar's office online to order your official CWU transcript. Instructions and the form will be found in at this link: <http://www.cwu.edu/registrar/request-transcripts> be sure to contact the admissions office of the college you are planning to attend to find out how your CWU credits will transfer.

ARRANGE A CAMPUS TOUR

Check in with CWU Admissions to arrange a campus tour. www.cwu.edu/programs/visit-cwu

CWU COLLEGE IN THE HIGH SCHOOL RESOURCES

EEO/AA/TITLE IX INSTITUTION FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU

MYCWU ACCOUNT

You should have been sent a letter with your [MyCWU](#) username, CWU ID# and instructions to set up your account after signing up for your first class. If you have not received 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.

<https://my.cwu.edu/>

SCHOLARSHIP RESOURCES

First-time freshmen, who participated in CWU College in the High School will be given a \$500 tuition award, provided they earned a 3.00 cumulative GPA or higher in their CWU courses.

CWU APPLICATION FEE WAIVER DIRECTIONS

Students that apply to CWU as a freshman and participated in CWU's College in the High School program, can have their \$50 application fee waived. Please [click here](#) for directions. It is very important to follow the directions.

<https://www.cwu.edu/college-hs/forms>

DUAL CREDIT TRACKING SHEET

Please [click here](#) for a Dual Credit Tracking Sheet. This was designed to help students keep track of their credits (AP, College in the High School, Running Start, etc.). This will help them when it comes time to transfer the credits and remembering what they took and where. Our sheet also has the website for requesting a CWU Official Transcript. <https://www.cwu.edu/college-hs/forms>

THINGS FOR STUDENTS TO CONSIDER

By [clicking here](#) you will have access to an information sheet that goes over important things to consider while participating the CWU College in the High School program such as transferring credits, setting up your MyCWU account, ordering transcripts, etc. <https://www.cwu.edu/college-hs/forms>

POTENTIAL IMPACT ON FINANCIAL AID

By participating in a dual credit option, there are important things to consider such as the potential impact on future financial aid. We have created an important document that details important financial aid information. Please [click here](#) for more information. <https://www.cwu.edu/college-hs/forms>

BROOKS LIBRARY

The [Brooks Library](#) provides access to a myriad of academic resources, technological support, and staff who can help students with their studies. <http://www.lib.cwu.edu/>

ACADEMIC SUCCESS CENTER

The Academic Success Center 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. <https://www.cwu.edu/academic-success/>

CWU WILDCAT SHOP

The [CWU Wildcat Shop](#) is where you can buy textbooks, supplies, electronics, CWU SWAG, clothing, etc. <https://wildcatshop.net/>

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. <https://www.cwu.edu/disability-support/>

CWU ATHLETICS

As a CWU student, you can attend [athletic events](#). All you need is your CWU Connection Card and to pay the appropriate student fee for the event. <https://wildcatsports.com/>

CWU CAREER SERVICES

[Career Services](#) emphasizes a holistic approach to career and life planning. We are committed to empowering individuals to enter the competitive and evolving global arena with confidence and competence. Our team-identified values, listed above, serve to guide us in this work. <https://www.cwu.edu/career/>

CASE MANAGEMENT SERVICES

The primary role of Central Washington University Case Management Services is to coordinate follow-up care for students in crisis or for students with higher needs and to provide assessment and referral for students to appropriate resources and services. Case Management Services focus on connecting students with appropriate resources and support to minimize the impact of an incident or behaviors on the specific student, other students, and faculty/staff, in order to balance an individual's needs with those of the surrounding community. <https://www.cwu.edu/student-success/case-management>

STUDENT HANDBOOK

The CWU College in the High School student handbook is available as a printable pdf online. This handbook details, a students' role, responsibilities, etc. Visit <https://www.cwu.edu/college-hs/forms>

STUDENTS

“Can I get a refund if I drop a class?” No. The registration due date is well into your course and past our refund date.

“What if I am not doing well in the course and want to drop?” You have the right to withdraw from a course(s) and receive a W on your transcript up to a certain date each term. Please remember, there will still be a charge for the course. Please see our website for important dates <https://www.cwu.edu/college-hs/>

“How do I get my CWU ID number and username?” The first time a student enrolls in a CWU class the High School Partnerships office will mail Username Letters. These letters provide students their MyCWU username, Student ID, CWU email address, and directions on how to set up their MyCWU account. Students are encouraged to create their MyCWU account right away. The MyCWU account allows students to access to their classes, final grades, transcripts (both official and unofficial), make a payment, etc.

The High School Partnerships office does not maintain usernames or passwords for students. If a student loses this information, they must contact Information Services to have their account “unlocked.” Please contact IS Services at 509-963-2001 to unlock the account or go to: <https://wildcatpassword.cwu.edu>

PARENTS

“What is CWU College in the High School?” This is a dual credit option where your student is earning college credit while in their high school class. Your student is developing a CWU transcript while simultaneously building their high school transcript. These credits transfer and there is no requirement to attend CWU.

“Why would my student choose this over the AP option?” College in the High School allows a student to build a cumulative grade, as opposed to grading on the results of a one-time test. Students can still take the AP exam at the end of the term. When your student heads off to college, their college will accept one score or the other – not both (double dipping). It is often easier to transfer a grade than the score.

“I just got an acceptance letter for my student, what is this? He is going to another college/university...” Your student signed up for a CWU course, which is why they received the letter. However, they have no obligation to attend CWU and are encouraged to work with their preferred university/college to transfer these credits.

“How do I pay for this course?” The first/second week of every month, we mail out paper invoices to all of our students. We include a postage-paid-return-envelope for your convenience. You also have the option to pay online through MyCWU. Your student will receive a welcome letter from CWU with information on how to set up their MyCWU account (student’s responsibility to create account call 509-963-2001 for tech help). When paying online there is a 2.75% service charge. Unfortunately, CWU does not take payments over the phone.

“How do I withdraw my student from this course?” We can only accept a withdrawal request from the student/instructor/school. FERPA does not allow us to withdraw a student based on a parent’s request. Once we have received your student’s registration this serves as a contract between CWU and your student. They will be responsible for course fees (if Cornerstone) and will have a CWU transcript. If your student withdraws, they will receive a “W” on their transcript. This does not affect their GPA; however, there is still a balance owed for course fees.

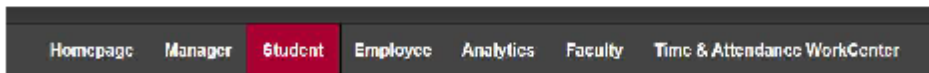
“What if I don’t pay?” Depending on the amount owed and how long the balance has been carried, consequences apply. Interest (1% of the balance) will be applied to the principal balance each month. A “Hold” may be placed on the account, meaning your student may be unable to enroll in another course, transfer credits or order transcripts. Attempting to clear the balance by employing a collection agency is a possibility.

Release of Information

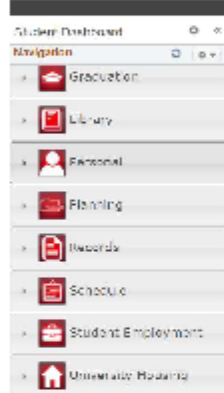
The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing access to student education records. FERPA stipulates conditions for release of information from education records and affords students the opportunity to review and seek revision of those records. Central Washington University (CWU) accords all the rights provided by the law, and reserves for itself the right to use and release student education records under the conditions specified by the law. For more information about FERPA [go here. \(https://www.cwu.edu/registrar/family-educational-rights-and-privacy-act\)](https://www.cwu.edu/registrar/family-educational-rights-and-privacy-act)

Directions for Releasing Information in MyCWU

1. Login to your [MyCWU](#) account (Mycwu.edu)
2. Once in your MyCWU, Click on your 'Student' Tab



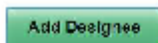
3. Once in your 'Student Tab', on the left-hand side under Student Dashboard, click on Personal



4. Then click on 'Release of Information'



5. Carefully read all the information and if you want, add a designee at the bottom



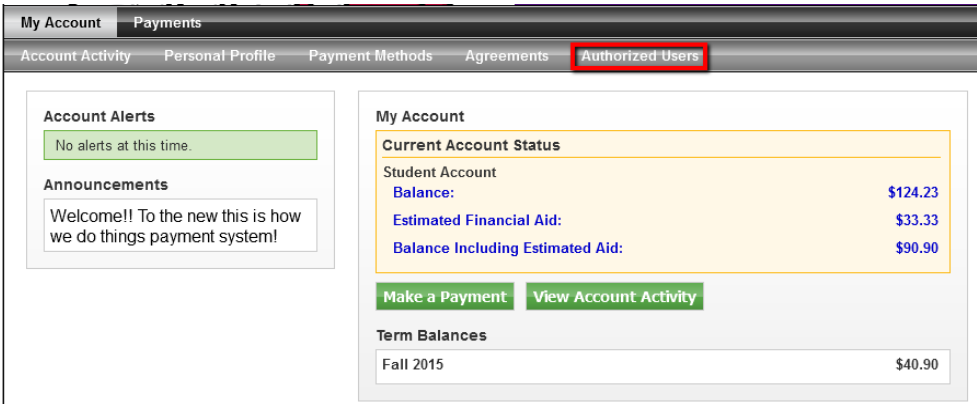
6. Fill in designee information and follow directions.

HOW TO ASSIGN A GUEST USER FROM MYCWU

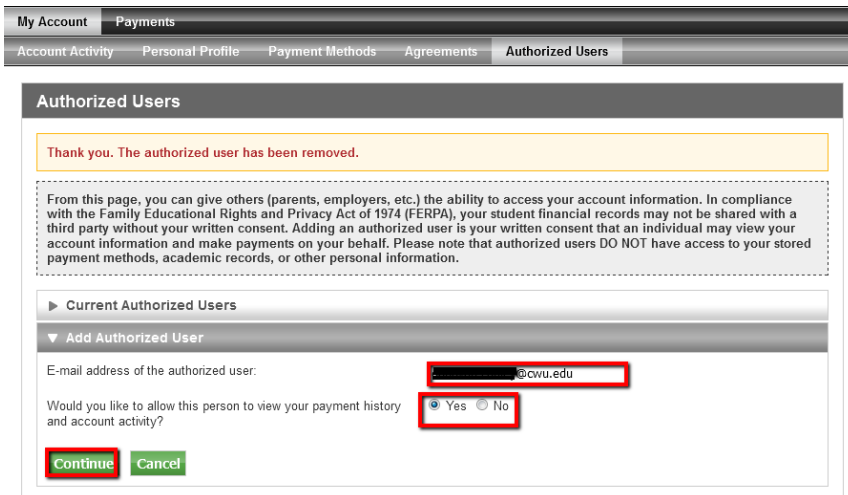
From your MyCWU account:

Step 1. From the homepage, in the Financial Aid Toolbox section, select 'Make A Payment'

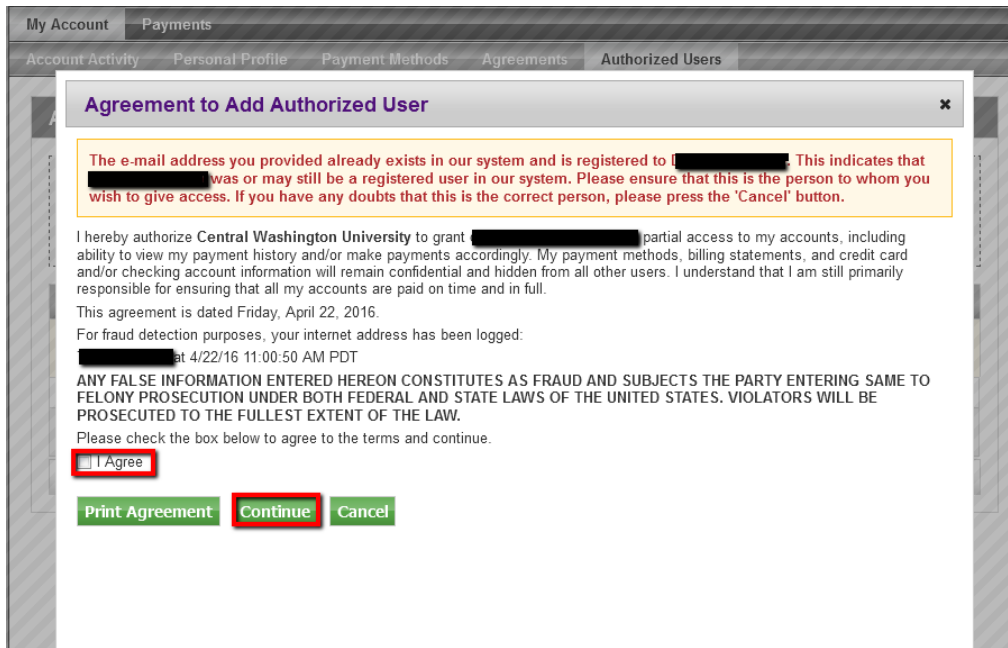
Step 2. Select 'Authorized Users'



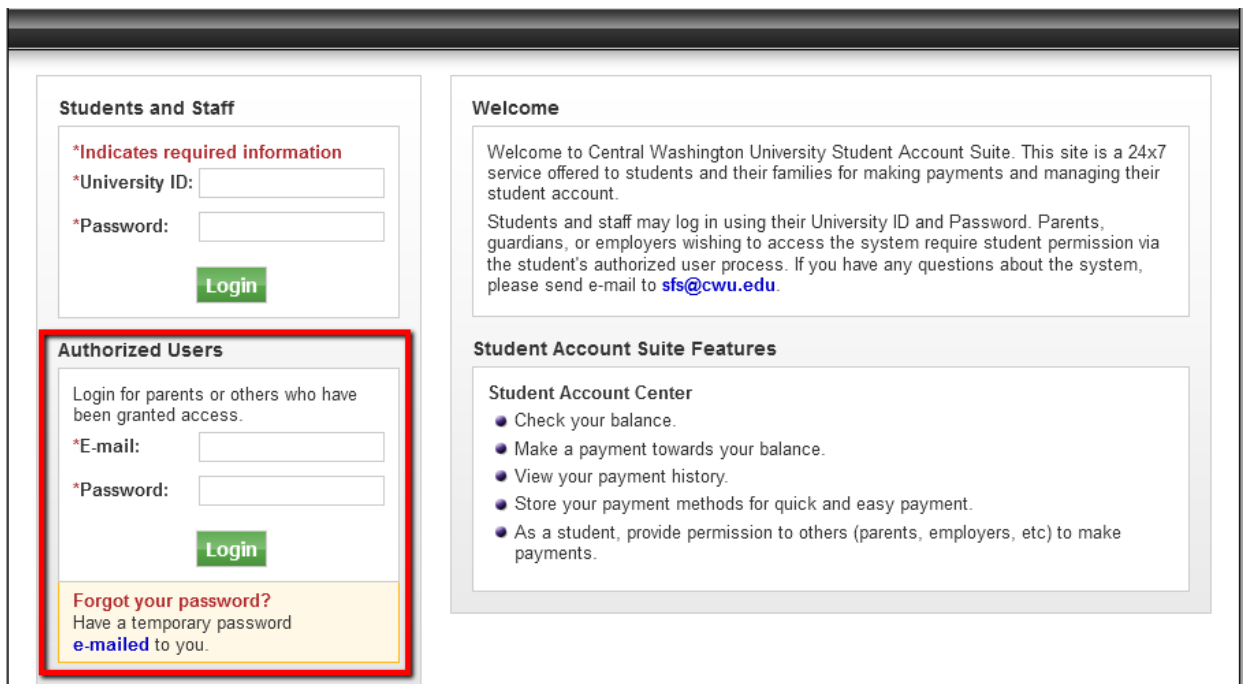
Step 3. Click on the 'Add Authorized User' dropdown, enter the email address and select whether you would like the authorized user to be able to view your payment history and account activity.



Step 4. Select the 'I agree' checkbox to agree to the terms. Then select 'Continue'.



Step 5. The owner of the email address that you are authorizing will be sent two emails. One contains the username, the other contains their temporary password. When they select the link, they will be taken to TouchNet, where they will enter their username and temporary password.



Step 6. They will then enter a new password and retype the password. Then select 'Save'.

Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

****Indicates required fields**

Your login ID:

*First Name:

*Last Name:

E-mail address:

Alternate e-mail address:

Password Change

*Enter your new password:
(minimum 7 characters and at least one number or special character)

*Confirm your new password:

Step 7. They will be directed to the account that they are an authorized user on. From here they can make a payment or view account history (if they were given permission earlier)

My Account
Payments

Account Activity
Personal Profile
Payment Methods
Select Student

Profile changes were saved.

Account Alerts

No alerts at this time.

Announcements

Welcome!! To the new this is how we do things payment system!

My Account

Current Account Status

Student Account	
Balance:	\$124.23
Estimated Financial Aid:	\$33.33
Balance Including Estimated Aid:	\$90.90

Term Balances

Fall 2015	\$40.90
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MAKING A PAYMENT THROUGH YOUR MYCWU

Step 1. Hover your cursor over the wildcat paw/MyCWU icon. Click on MyCWU.

CENTRAL WASHINGTON UNIVERSITY | Central Today | Campus Map | Make a Gift | **MyCWU** | A-Z Index | Feedback |

WELCOME	ADMISSIONS	ACADEMICS	ABOUT	STUDENT SUCCESS	LIFE ON CAMPUS
VISIT	APPLY TO CWU	DEGREES & PROGRAMS	QUICK FACTS	HOUSING	DINING
VIRTUAL TOUR	UNDERGRADUATE	ONLINE PROGRAMS	TUITION	ADVISING	ATHLETICS
CAMPUS LOCATIONS	TRANSFER	HONORS COLLEGE	INTERNATIONAL PROGRAMS	FIRST YEAR EXPERIENCE	RECREATION
LOCAL COMMUNITY	GRADUATE	UNDERGRADUATE RESEARCH	VETERANS PROGRAM	ORIENTATION	THE BURG
BOOKSTORE	ONLINE	SUMMER COURSES	DIVERSITY	CAREER SERVICES	TICKETS
CAMPUS SAFETY	PAYING FOR COLLEGE	MASTER'S PROGRAMS		STUDENT CLUBS	NEWS & EVENTS
				PARENT AND FAMILY PROGRAMS	

Our Secret Formula? Small classes + professors passionate about teaching + hands-on experience—in the field and around the world.

EXPLORE PROGRAMS | TOP VALUE | TOP FACULTY

Step 2. Hover your cursor over 'Sign In' then click 'Full Site'

MyCWU | **Sign In** | **Help** | **Feedback**
Full Site | **Student Mobile**
help me choose

Campus Announcements

CWU | Central Washington University

Service Interruption

When	All MyCWU Systems Down	
Service Paused: Thursday, April 13 th at 5pm	Campus Solutions <ul style="list-style-type: none">• Admissions• Degree Progress• Financial Aid• Student Financials• Student Records	
Service Restored: Monday, April 17 th	Financial Management <ul style="list-style-type: none">• Accounts Payable• Asset Management• Expense Reports• General Ledger	Human Resources <ul style="list-style-type: none">• Absence Management• Core HR• ePerformance• Manager Self-Service
Service Paused: Friday, April 14 th at 5pm		
Service Restored: Monday, April 17 th		

Campus FYI

- Alumni and Community Volunteers needed to speak with CWU Business Seniors at LAUNCH Conference 2017
- LatinX Presents: Torta Thursday
- Upcoming Change to CWU Account Payment Method
- Chinese Bridge Competition
- Spring Recreation Memberships on Sale NOW!

https://my.cwu.edu/ppp/PAPRD/EMPLOYEE/EMPLU/h?tab=CW_NEW_HOME

Step 3. Enter your Username and Password



Username

> Forgot your password?

Password

> Need Help?

Login

NOTICE: You are logging in to one or more web applications via the CWU single sign on service. When you have finished using these applications, in order to log out fully you MUST close all browser windows and tabs and exit your browser (Chrome, Firefox, Internet Explorer, Safari, etc.). Failure to do so may allow other users of this computer to access your personal information.

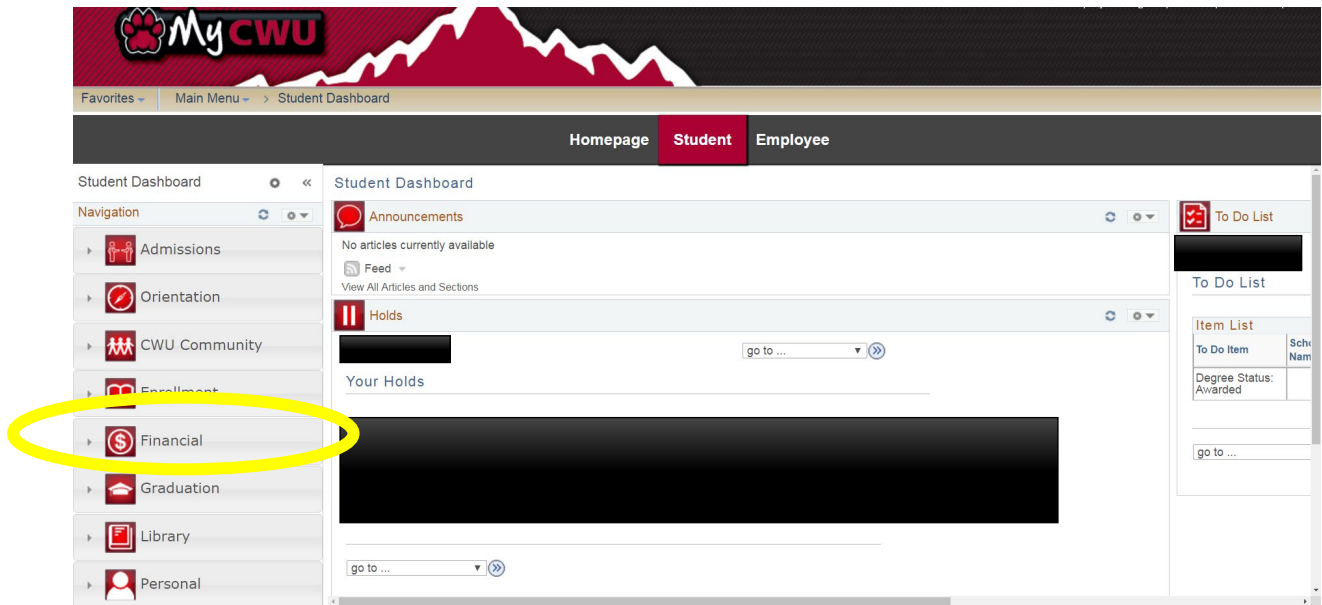
Step 4. Click 'Student'

The screenshot shows the MyCWU dashboard. At the top, there is a navigation bar with 'Home', 'Student', and 'Employee' options. The 'Student' option is circled in yellow. Below the navigation bar, there are several widgets: 'My Profile', 'FMS Approvals', 'Classifieds', 'Service Interruption', 'Applications', and 'Other Links'. The 'Service Interruption' widget is expanded, showing a table of system downtime.

When	All MyCWU Systems Down
Service Paused: Thursday, April 13 th at 5pm	Campus Solutions <ul style="list-style-type: none">• Admissions• Degree Progress• Financial Aid• Student Financials• Student Records
Service Restored: Monday, April 17 th	
Service Paused: Friday, April 14 th at 5pm	Financial Management <ul style="list-style-type: none">• Accounts Payable• Asset Management• Expense Reports• General Ledger• Purchasing• Requisitions• Travel Authorizations Human Resources <ul style="list-style-type: none">• Absence Management• Core HR• ePerformance• Manager Self-Service• Payroll (no access to W2's)• Recruiting Solutions• Time and Labor• Training
Service Restored: Monday, April 17 th	

Note: You will still be able to use 25 Live, Canvas, Curriculog, CWU.edu, Faculty 180, Qualtrics, SEOIs, and SPOL.

Step 5. Click the 'Financial' tab on the left hand side.

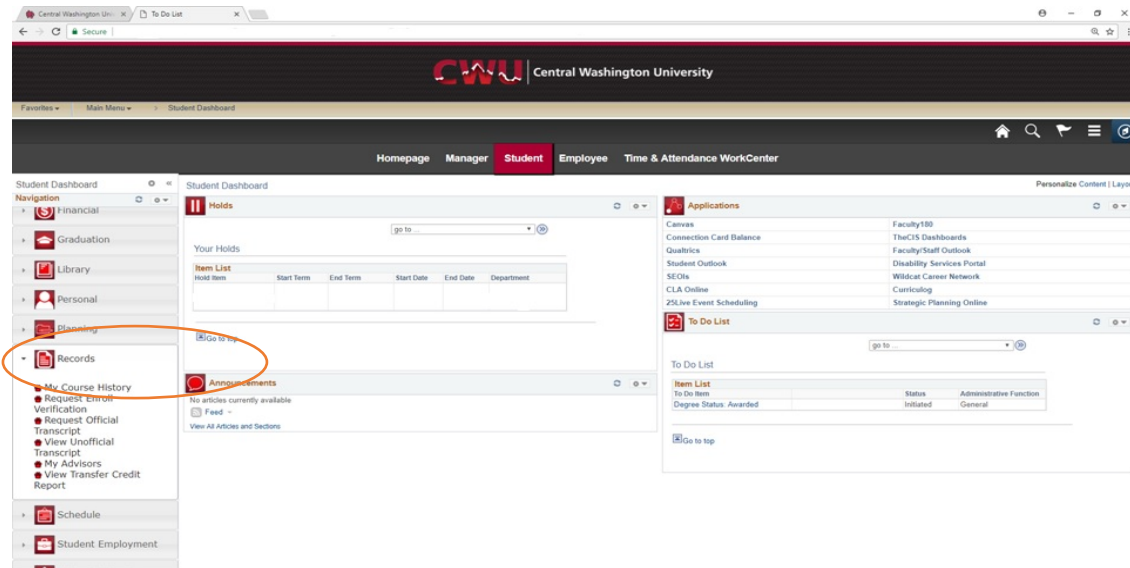


Step 6. Follow the prompts to make a payment.

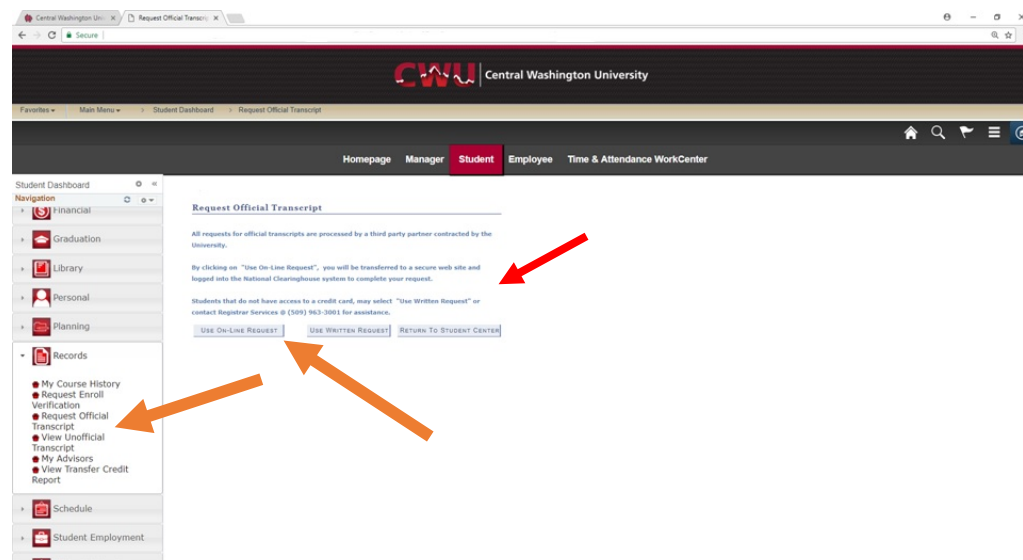
HOW TO GET OFFICIAL AND UNOFFICIAL TRANSCRIPTS

To access official and unofficial transcripts log in to your MyCWU account and follow the prompts or go to <https://www.cwu.edu/registrar/request-transcripts>

Step 1. Click the Records tab

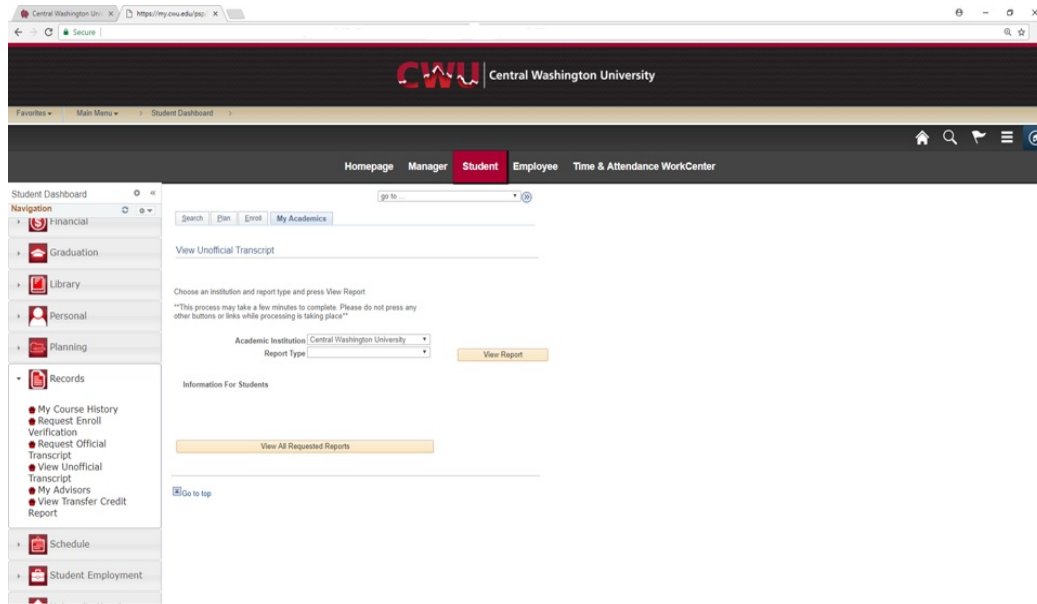


Step 2. Click either View Unofficial or Request Official Transcripts



*For OFFICIAL TRANSCRIPTS, follow the screen's prompts

Step 3. For a look at your UNOFFICIAL transcript, click on Report Type and Click "Unofficial".



Step 4. Click "View Report". You can print this report.

STUDENT APPLICATION PROCESS



LEARN. DO. LIVE.

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.

Get the registration form from the teacher or counselor. Fill it out electronically if possible; if that option isn't available use black ink and your very best penmanship. Make sure all the required fields are accurately filled in on the form, including parent/guardian signature (if required). Submit the completed form to your teacher, and they will get it to us.

3. Notification

CWU will process the registration. The *first* time you register, you will receive a letter in the mail which contains your CWU Username and ID number. Use the information to set up your MyCWU Account online. This is a portal to 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: RunningStart3@cwu.edu • Web: cwu.edu/runningstart

EO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

This is an electronic communication from Central Washington University.



MY CWU USER LETTER



May 1, 2020

Cooper [REDACTED]

Dear Cooper:

Thank you for choosing to enroll with Central Washington University! The friendships and professional relationships that you develop during your time with Central will remain valuable assets to draw upon as you pursue your education and professional interests. At Central Washington University, student success is our highest priority and we strive to provide students with exciting, diverse, personalized, and distinctive opportunities for learning and recreation.

Included in this letter is your MyCWU User Name and ID. You should have already received an email with information to activate your user account. If you did not receive that email this letter will provide the same instructions. If you did not receive an email with your account activation information, please verify your home email address within MyCWU once you have activated your account.

CWU User Name: [REDACTED] CWU Identification Number: [REDACTED]

To activate your account please visit wildcatpassword.cwu.edu select the 'Create New CWU Account' option and follow the instructions.

You will receive a message verifying the password you chose was successful. Once you have created your password, you can login into your account by going to my.cwu.edu. Enter your newly created User Name and Password.

If you have any questions, please contact the High School Partnerships office at 509-963-1351 or HSPartnerships@cwu.edu.

Good luck with your studies and I hope you enjoy your experience with Central Washington University!

Sincerely,

Arturo Torres
Registrar
Phone: (509) 963-3001
req@cwu.edu

NEXT STEPS AFTER REGISTRATION



LEARN. DO. LIVE.

CWU College in the High School

Next Steps for Students After Registration

Watch your mailbox

IMPORTANT! Your Username and ID number will arrive via USPS and email when you register the *first* time as a new CWU student. Use the information to set up your MyCWU Account online. Familiarize yourself with the MyCWU website, especially the Student dashboard. *Keep that letter in a secure place for future reference.*

Log in and use MyCWU

When you log in, you will have access to

- Verify your enrollment
- Associated fees (if any) and online payment option
- Check your grades
- Additional perks (library, tutoring, etc.)
- Confirm and update your contact information
- Order a transcript & start the credit transfer process

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 account. This would enable them to log in, access your account and pay the bill online. They won't have access to academic records or other personal information.

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/its/

"I want/need to withdraw" Check the deadline. www.cwu.edu/college-hs/forms/ Contact us, or have your teacher contact us, in writing, before the deadline. Be aware that any unpaid class fees will be due, even if you withdraw.

"I want to pay my bill" Log into MyCWU > At the top click Student -> Click Financial on the menu on the left -> Click Make a Payment and follow prompts. to pay online or add an authorized user, or mail a check to the address below (include your student ID number on the check). We cannot receive payments over the phone. "When is payment due?" Generally, bills go out in the mail the first week of every month. The due date will be on the bill.

"I want to transfer credits" Instructions, links, and additional content about preparing for college are at www.cwu.edu/college-hs/preparing-college

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: www.cwu.edu/hspartnerships
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU

HSP Student Next steps



LEARN. DO. LIVE.

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/college-hs/forms 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 High School Partnership programs, including Running Start, College in the High School and Cornerstone, are eligible to have the application fee waived when they apply to attend CWU.

Before applying to Central, follow this link www.cwu.edu/college-hs/forms for instructions and submit the fee waiver application. The fee cannot be refunded if you pay it with your application.

Early Scholar Scholarship

CWU High School Partnership 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. <https://www.cwu.edu/scholarships/fall-2020-merit>

Potential impact on financial aid

It is important to consider that by participating in CWU High School Partnership programs, there may be a potential impact on access to financial aid. Details and links to additional information can be found <http://www.cwu.edu/college-hs/sites/cts.cwu.edu/college-hs/files/documents/fin-aid-for-dually-enrolled.pdf>

Order Transcripts

If you are applying for a college other than CWU, log in to MyCWU or visit the registrar's office online to order your official CWU transcript. Instructions and the form will be found at www.cwu.edu/registrar/request-transcripts. 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/programs/visit-cwu to arrange a campus tour. While you're here, come see us at High School Partnerships, in Hebel Hall, and get some swag! We love meeting our partners.



High School Partnerships

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Hebel Hall, Room 122 • Email: hspartnerships@cwu.edu • Web: cwu.edu/hspartnerships
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU

INSTRUCTIONS FOR CWU APPLICATION FEE WAIVER

Students who have participated in the Running Start, Cornerstone, and College in the High School programs through Central Washington University may have the CWU application fee waived. To have your fee waived, please do the following:

Fill out the application at www.cwu.edu/admissions/apply

At the end when it asks if you have a fee waiver, say yes.

If you say no and it does not allow you to change your response, you have to send an email to help@gocwu.edu, which is the email for Limitless Discovery. CWU admission staff do not have access to help with this issue. It can only be done by email.

When you click YES, it will allow you to upload a document. Please upload a document providing your CWU student ID number and the program you participated in.

Example: "I am eligible to have my fee waived due to my participation in the Running Start program at CWU. My ID number is 12345678." This will automatically allow you to submit without payment. *If you pay the application fee it will not be refunded.*

If you need assistance accessing your CWU student ID number, please call the Running Start office at 509-963-1351

FINANCIAL AID IMPACT

Financial aid eligibility of dually enrolled students while in high school:	Students participating in dual enrollment programs are not eligible for federal or direct state financial aid.
Financial aid eligibility of former dually enrolled students:	<p>Basic eligibility for federal and state need-based aid is dependent on the student and family's income and family size, not participation in dual enrollment. Credits earned through participation in dual enrollment, however, affect the length of time a student can continue to receive state and federal financial aid, the satisfactory academic progress evaluation, and the annual maximum award amounts for federal student loan programs.</p> <p>Students with questions about the effect dual credit programs on their student aid or scholarship packages should always check directly with the admissions, financial aid, and scholarship offices of the college they are planning to attend upon graduation from high school.</p>

Maximum Timeframe

Many types of financial aid have a maximum timeframe for eligibility that limits the length of time to receive aid. The limitation depends on the state, federal, and institutional policy, but is generally either 125 or 150 percent of the program length.

For example, if a student has earned 90 quarter credits through participation in dual enrollment:

And the four-year institution's maximum timeframe policy is:	And the minimum credits required to complete a bachelor's degree is:	The maximum credits that can be earned before potentially jeopardizing student aid eligibility is:
150%	180 quarter/120 semester	270 quarter/180 semester
125%	180 quarter/120 semester	225 quarter/150 semester

Appeals of the Timeframe

Depending on the college, individual students may be allowed to appeal the overall time limit. Appeals, if accepted, are based on each student's individual circumstances. Appeals often revolve around changes to the student's major, reconsideration of earlier remedial coursework, or unavoidable circumstances that extend the student's course of study.

Satisfactory Academic Progress

One of the requirements for financial aid eligibility is that students maintain satisfactory academic progress (SAP). Poor academic performance, including withdrawing from courses, can negatively impact student aid eligibility. SAP is a measurement of academic performance in terms of GPA and completed credits. Specific standards may vary by institution. All prior college coursework, including that taken through a dual enrollment program, will be evaluated for SAP.

Scholarships

Many four-year colleges and universities allow students who participated in dual enrollment programs to apply for scholarships. Students should check with the scholarship office of the institution in which they are enrolling upon graduation from high school to understand the college or university policy. It is up to each scholarship donor or each higher education institution to determine how dual enrollment credits impact consideration for scholarships that are reserved for freshmen.

Effect of the Year-in-College on Maximum Annual Federal Student Loan Amounts

The federal student loan programs permit higher awards for second- and third-year college students than for first-year students. Running Start student who achieve third-year college status at the end of their dual enrollment program will qualify for the higher loan amounts right out of high school.

CWU GENERAL EDUCATION PROGRAM AND GRADUATION REQUIREMENTS (ADVISING WORKSHEET)

CWU General Education Program and Graduation Requirements, 2019-2020

I. Engage: First Year Experience Students must complete these requirements by the end of the quarter in which they complete 60 credits.

Graduation Requirements In addition to the General Education courses students must complete the requirements below.

First Year Experience	
Academic Writing I (Must earn C- or better prior to enrolling in Academic Writing II)	
Quantitative Reasoning	

UNIV 101: Transition to CWU (Must be completed in the first quarter at CWU)		
World Language (Two years of high-school language or one year of college language)		
Total Credits: /180 min	Upper Division: /60	Residency: /45
CWU GPA (2.0 minimum):		Major GPA:

II. Explore and Connect These courses can be taken any year. Students must take one course in each of the eight Knowledge Areas. Students may take courses from a single department or interdisciplinary program in no more than two Knowledge Areas. Students are required to take at least three courses in the same Pathway. Students can choose to take five or more of their courses in the same Pathway to earn a transcript milestone.

Pathways

	P1. Civic & Community Engagement	P2. Health & Well-being	P3. Perspectives on Current Issues	P4. Social Justice	P5. Sustainability	P6. Ways of Knowing
Knowledge Areas K1. Academic Writing II (Must complete by 90 credits)						
K2. Community, Culture, & Citizenship						
K3. Creative Expression						
K4. Global Dynamics						
K5. Humanities						
K6. Individual & Society						
K7. Physical & Natural World						
K8. Science & Technology						

III. Connect, Create, & Empathize: Culminating Experience Students will be required to complete one of the culminating experience options during their junior or senior year.

To learn more about the general education policies and the courses that fulfill each requirement please visit: <http://www.cwu.edu/general-education/>

Culminating Experience	
------------------------	--

Updated 4/11/19

Pathways

	P1. Civic & Community Engagement	P2. Health & Well-being	P3. Perspectives on Current Issues	P4. Social Justice	P5. Sustainability	P6. Ways of Knowing	
Knowledge Areas	K1. Academic Writing II	ENG 104, MGT 200, PHIL 153	ENG 103, MGT 200, PHIL 152	ENG 103, PHIL 151, (STEP 101, 102, 103)*	ENG 102	ADMG 285, ENG 104, (STEP 101, 102, 103)*	ENG 102, HIST 302, (STEP 101, 102, 103)*
	K2. Community, Culture, & Citizenship	ABS 210, ANTH 137, ART 333, COM 202, ECON 101, EFC 250, ENG 243, FR 200, GEOG 250, LAJ 102, PHIL 107, POSC 210, PUBH 311, 351, RUSS 200, SOC 109, 305, WGSS 201	ECON 101, ENST 360, GEOG 250, HIST 143, LAJ 210	ABS 210, AIS 103, ANTH 137, ART 333, COM 202, EDL 250, ENG 243, HIST 144, LAJ 102, LIS 245, LLAS 102, POSC 210, RUSS 200, WGSS 201	ABS 210, AIS 103, ANTH 137, COM 202, ECON 101, EDL 250, EFC 250, ENG 243, ENST 360, FR 200, HIST 144, LAJ 210, LIS 245, LLAS 102, PSY 310, PUBH 311, RUSS 200, WGSS 201	GEOG 250, HIST 143, MKT 360	AIS 103, ART 333, BUS 241, EFC 250, LAJ 102, MKT 360
	K3. Creative Expression	ART 103, EDLT 219, ENG 264	DNCE 161, ENG 265, FILM 150, FR 201	ART 103, DNCE 161, MUS 101, MUS 103	EDLT 219, FILM 150, MUS 101, MUS 103	ENG 264	ART 103, DNCE 161, EDLT 219, ENG 264, FILM 150, MUS 102, 103, TH 101, 107
	K4. Global Dynamics	ECON 102, IEM 330	ECON 102, ENST 310, GEOG 101, HIST 101, IDS 343, PHIL 106, PUBH 317	ANTH 130, AST 102, COM 302, ECON 202, EDLT 217, ENG 347, GEOG 101, HIST 103, IDS 343, IEM 330, MGT 384, MUS 105, POSC 270, PUBH 317, WGSS 340, WLC 311	ANTH 130, COM 302, ECON 102, EDLT 217, ENG 347, GEOG 101, HIST 103, IEM 330, MUS 105, POSC 270, WGSS 340, WLC 311	ECON 202, ENST 310, MGT 384, PHIL 106	ANTH 130, AST 102, COM 302, ECON 202, EDLT 217, ENST 310, HIST 101, MUS 105, RELS 103, WLC 311
	K5. Humanities	ABS 110, ENG 106, LAJ 215, WLC 250	ENG 107, HIST 102, MGT 395, PHIL 105, WLC 250	ABS 110, AIS 102, ENG 109, HIST 301, HUM 101, 102, 103, PHIL 104, RELS 102, WLC 341	ABS 110, AIS 102, ENG 108, HUM 101, 102, 103, MGT 395, PHIL 103, 104, POSC 280, RELS 102, SPAN 456	ENG 106, HIST 102, 301, RELS 102	AIS 102, ENG 105, HIST 102, HUM 101, 103, LAJ 215, PHIL 101, RELS 101, WLC 341
	K6. Individual & Society	ANTH 180, ENTP 287, GEOG 273, IDS 357, MGT 380, POSC 260, (YESS 101, 102, 103)*	ANTH 107, ASP 305, COM 222, FCL 101, GEOG 273, HED 101, HRM 381, POSC 101, PSY 101, PSY 205, PUBH 209, SOC 327	ATM 281, COM 222, ECON 201, FCL 234, HED 101, IDS 357, LAJ 216, MGT 380, 389, POSC 260, PSY 242, PUBH 209, SOC 101, 107, 327, WGSS 250, (YESS 101, 102, 103)*	ASP 305, ATM 281, FCL 234, GEOG 208, HRM 381, IDS 357, LAJ 216, MGT 386, POSC 101, PSY 333, PUBH 209, SOC 101, SOC 107, SOC 327, WGSS 250	AIS 101, ANTH 107, BUS 389, ECON 201, GEOG 273, HED 101, SCED 305, SOC 322	ATM 281, COM 222, ECON 201, FCL 101, GEOG 208, MATH 120, MGT 380, POSC 101, PSY 101, PSY 205, SCED 305, SOC 107, 307, WGSS 250, (YESS 101, 102, 103)*
	K7. Physical & Natural World	ANTH 314, BIOL 200, PHYS 106, SCED 101	ANTH 314, BIOL 101, CHEM 113/LAB, EXSC 154, GEOL 303	ANTH 110, BIOL 101, ENST 201, GEOG 107, GEOL 107, IEM 103, PHYS 101, SCED 102	ANTH 314, BIOL 200, GEOL 107, GEOL 303	ANTH 110, BIOL 200, ENST 201, GEOG 107, GEOL 107, 303, IEM 103, SCED 101, 102	ANTH 110, BIOL 101, CHEM 111/LAB, CHEM 181/LAB, ENST 201, GEOG 107, GEOL 101/LAB, GEOL 103/101LAB, IEM 103, PHYS 101, 103, 106
	K8. Science & Technology	BIOL 204, 300, IT 202, SCED 103, (STP 201, 202)*	ACCT 301, ANTH 120, BIOL 201, 205, CS 102, FIN 101, GEOL 302, IT 105, NUTR 101, SHM 102	BIOL 201, 205, CS 107, ENST 202, ETSC 101, FIN 101, GEOG 111, GEOL 108, 302, IEM 302, IT 105, 111, MATH 210, NUTR 101, PHYS 304	BIOL 201, 302, EET 101, ENST 202, GEOG 111, GEOL 108, (STP 201, 202)*	ANTH 120, BIOL 204, 302, CHEM 101, ENST 202, GEOL 108, IEM 302, PUBH 320, SCED 103, SHM 102	ACCT 301, ANTH 120, BIOL 205, 300, CS 105, EET 101, ETSC 101, FIN 101, GEOG 111, GEOL 302, IEM 302, IT 111, MATH 210, NUTR 101

Updated 4/11/19

*All courses within parentheses must be taken to fulfill the requirement.

SAMPLE STUDENT EVALUATION OF INSTRUCTOR (SEO)

Course: _____ Instructor: _____

Time of day: _____

STUDENT LEARNING ENVIRONMENT					
1- To what extent do you agree or disagree that [InstructorName]...	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
a. fostered a fair and respectful learning environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
seemed genuinely concerned with whether you learned?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
clearly communicated and enforced standards of behavior?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. met class at scheduled times unless otherwise arranged?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Yes	No			
Did you seek help from [InstructorName] outside of class during the course?	<input type="radio"/>	<input type="radio"/>			
	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
3- If YES, was [InstructorName] available to provide help?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Teaching for Student Learning					
4- To what extent do you agree or disagree that the...	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
a. course objectives were clearly communicated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. overall course content was presented in an understandable sequence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. instructor used a variety of methods, as needed, to make content clear?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. assignments and tests were connected to course content?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. evaluation and grading techniques were clearly explained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. instructions for class activities were clearly communicated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. instructor provided useful feedback on student work?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. instructor provided timely feedback on student progress?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. class sessions were well organized?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. out-of-class work was useful in understanding course content?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. instructor encouraged students to connect course content to issues beyond the university classroom?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. course activities challenged students to think critically?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

GENERAL INFORMATION					
5- How would you compare this course with other courses of similar credits at this level (i.e., 100, 200, 300, etc.) taken at CWU? Was the...	Much more than most courses?	More than most courses?	About average?	Less than most courses?	Much less than most courses?
a. amount of work OUTSIDE of class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. level of engagement/active learning IN class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. intellectual challenge presented to you	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6- For this class, about how many hours outside of class did you spend in a typical 7-day week studying, reading, conducting research, writing, doing homework or lab work, analyzing data, rehearsing, and other academic activities?

- 0 hours per week
- 1-3 hours per week
- 4-6 hours per week
- 7-10 hours per week
- 11-15 hours per week
- 16-20 hours per week
- 21+ hours per week

7- Why did you take this course?

- Major requirement
- Minor requirement
- Certificate requirement
- Fulfills General Education requirement
- Reputation of instructor
- Time of day
- General interest
- Other

8. What is your class standing?

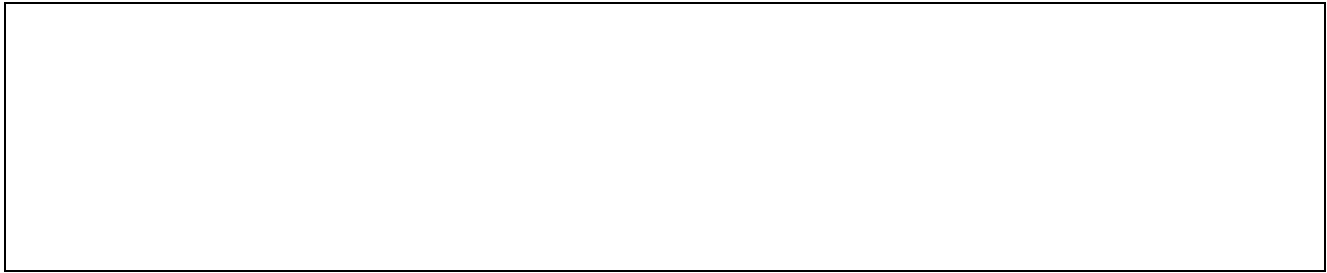
- Freshman (0 – 44 credits)
- Sophomore (45 -89 credits)
- Junior (90 -134 credits)
- Senior (135 or more credits)
- Graduate Student
- Other (e.g. post -baccalaureate)

9. What grade do you expect to earn in this class?

- A
- B
- C
- D
- F
- Other (Pass/Fail, etc.)

10. What aspects of the teaching or content in this course do you feel were especially good?

11. What changes could be made to improve learning in this course?



COLLEGE OF THE SCIENCES

ANTH 107: Being Human: Past and Present (5). Exploration of being human throughout the world from the earliest human ancestors to today using archaeological, biological, cultural and linguistic anthropology methods and perspectives.

BIOL 101: Fundamentals of Biology (5). Introduction to scientific inquiry and basic principles of biology at molecular, cellular, organismal, community, and ecosystem levels as applied to humans, society, and the environment.

BIOL 201: Human Physiology (5). An introduction to the function of human cells, organs, and organ systems as it relates to health and well-being, current developments, and society.

ENST 201: Earth as an Ecosystem (5). Introduction to the concept of our planet as a finite environment with certain properties essential for life and will explore dynamic nature of the earth's physical, chemical, geological, and biological processes and their interrelated "systems".

ENST 202: Environment and Society (5). The physical and cultural dimensions of environmental problems with particular emphasis given to the interaction between ecosystems, basic resources, population dynamics, and culture.

GEOL 101, 101L: Introduction to Geology (5). An introduction to geology emphasizing the origin and nature of the common rocks, plate tectonic theory, earthquake and volcanoes, and geologic time. **Co-requisite:** GEOL 101 Lab.

MATH 101: Mathematics in the Modern World (5). Selected topics from the historical development and applications of mathematics together with their relationship to the development of our present society. **Prerequisite:** Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school calculus with B average, or have already passed a higher level math course.

MATH 102: Mathematical Decision Making (5). Selected topics from the historical development and applications of mathematics together with their relationship to the development of our present society. **Prerequisite:** Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school calculus with B average, or have already passed a higher level math course.

MATH 130: Finite Mathematics (5). Selected topics from the historical development and applications of mathematics together with their relationship to the development of our present society. **Prerequisite:** Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school calculus with B average, or have already passed a higher level math course.

MATH 153: Pre-calculus Mathematics I (5). A foundation course which stresses those algebraic and elementary function concepts together with the manipulative skills essential to the study of calculus. **Prerequisite:** Student must score 148+ on the MPT General Math, or 145+ on MPT Advanced Math, or 85+ on the Accuplacer Elementary Algebra Exam, or 35+ on the Accuplacer College Math Exam, or 240-263 on Accuplacer Next-Generation Advanced Algebra and Functions, or 270+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 51% on the ALEKS, or 1 year high school calculus with B average.

MATH 154: Pre-calculus Mathematics II (5). A continuation of MATH 153 with emphasis on trigonometric functions, vectors, systems of equations, the complex numbers, and an introduction to analytic geometry. **Prerequisite:** Student must have already passed MATH 153 with a grade of a C or higher, or 150+ on the MPT Advanced Math, or 65+ on the Accuplacer College Math Exam, or 264-279 Accuplacer Next-Generation Advanced Algebra and Functions, or 61% on the ALEKS.

MATH 172: Calculus I (5). Theory, techniques and applications of differentiation and integration of the elementary functions. **Prerequisite:** Student must have already passed MATH 154 with a grade of a C or higher, or 152+ on the MPT Advanced Math, or 100+ on the Accuplacer College Math Exam, or 280 or higher on Accuplacer Next-Generation Advanced Algebra and Functions, or 76% on the ALEKS.

MATH 173: Calculus II (5). Theory, techniques and applications of differentiation and integration of the elementary functions. **Prerequisite:** Student must have already passed MATH 172 with a grade of a C or higher, or 3+ on AP Calculus AB.

MATH 211: Statistical Concepts and Methods (5). An introduction to statistics for any student. Topics include exploratory data analysis, regression, sampling distributions, hypothesis testing and confidence intervals. Course emphasizes applied data analysis and includes use of a software package. **Prerequisite:** Student must score 250+ on the Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school calculus with B average, or have already passed a higher level math course.

MATH 265: Linear Algebra I (4). **Description:** Vector spaces, linear systems, matrices, and determinants. **Prerequisite:** Student must have already passed MATH 173 with a grade of C or higher or scored a 3+ on AP Calculus BC.

MATH 272: Multivariable Calculus I (5). Differential and integral calculus of multivariable functions and related topics. **Prerequisite:** Student must have already passed MATH 173 with a grade of a C or higher or 3+ on AP Calculus BC.

MATH 273: Multivariable Calculus II (5). Differential and integral calculus of multivariable functions and related topics. **Prerequisite:** Student must have already passed MATH 272 with a grade of a C or higher.

PHYS 101: Introductory Astronomy I (5). An inquiry-based introduction to celestial motions, celestial objects, observational astronomy and the physics associated with each. Emphasis on stars and planets. **Prerequisite:** Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school calculus with B average, or have already passed a higher level math course.

PHYS 103: Physics of Musical Sound (5). Basic principles of acoustics applied to the production of sound by musical instruments and the human voice. Related topics include musical scales, human hearing, sound synthesis, and recording technology.

Prerequisite: Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school calculus with B average, or have already passed a higher level math course.

PHYS 111: Introductory Physics I (5). An integrated experimental and analytical investigation of topics including kinematics and dynamics. This integrated lecture/laboratory course includes the analysis of physical systems using algebra and trigonometry along with inquiry-based activities and experimental investigation.

Prerequisite: Eligible to enroll in MATH 172 OR successful completion of a comprehensive year-long high school pre-calculus course, or equivalent, the year prior to enrollment in PHYS 111. **Co-requisite:** Concurrent enrollment in a comprehensive year-long high school pre-calculus course, or equivalent.

PHYS 112: Introductory Physics II (5). An integrated experimental and analytical investigation of topics in rotational dynamics, wave mechanics, and conservation principles. This integrated lecture/laboratory course includes the analysis of physical systems using algebra and trigonometry along with inquiry based activities and experimental investigation. **Prerequisite:** PHYS 111

PHYS 113: Introductory Physics III (5). An investigation of topics in electricity, magnetism, and optics. This integrated lecture/laboratory course includes the analysis of physical systems using algebra and trigonometry along with inquiry-based activities and experimental investigation. **Prerequisite:** PHYS 111

PHYS 181: General Physics I (5). An integrated experimental and analytical investigation of topics including kinematics and dynamics. This integrated lecture/laboratory course includes the analysis of physical systems using algebra, trigonometry, and calculus along with inquiry-based activities and experimental investigation. **Co or Prerequisite:** MATH 172.

PHYS 182: General Physics II (5). An integrated experimental and analytical investigation of topics in rotational dynamics, wave mechanics, and conservation principles. This integrated lecture/laboratory course includes the analysis of physical systems using algebra, trigonometry, and calculus along with inquiry based activities and experimental investigation. **Prerequisite:** PHYS 181 and Math 173.

Co-requisite: MATH 173

PHYS 183: General Physics III (5) An integrated experimental and analytical investigation of topics in electricity and magnetism. This integrated lecture/laboratory course includes the analysis of physical systems using algebra, trigonometry, and calculus along with inquiry-based activities and experimental investigation. Formerly PHYS 213, students may not receive credit for both. Prerequisites: PHYS 181 and MATH 173. Corequisite: MATH 173.

POSC 101: Introduction to Politics (5). This course explores the meanings of power, political actors, resources of power and how they are being used for what purposes, under what ideological, institutional and policy processes affecting our quality of life.

POSC 210: American Politics (5). Origin and development of the United States government; structure, political behavior, organizations, and processes; rights and duties of citizens.

POSC 270: International Relations (5). This course explores political issues and theories in international relations. This class will focus on issues of war and peace, international law and organization, foreign policy, diplomatic history, and international political economy.

PSY 101: General Psychology (5). The study of the basic principles, problems and methods that underlie the science of psychology, including diversity, human development, biological bases of behavior, learning, sensation and perception, cognition, personality, and psychopathology.

SOC 101: Social Problems (5). An introduction to the study of contemporary issues such as poverty, military policies, families, crime, aging, racial, ethnic conflict, and the environment.

SOC 107: Principles of Sociology (5). An introduction to the basic concepts and theories of sociology with an emphasis on the group aspects of human behavior.

COLLEGE OF THE ARTS AND HUMANITIES

ART 103: Art Appreciation (4). Art Appreciation is an introduction to artistic styles, periods of art, and artistic techniques and processes. It introduces students to the visual components of art, and considers the cultural, economic, and societal significance of art.

ASL 151: American Sign Language (5). Conversational approach with intensive visual/manual drill. Firm foundation in basic signs and structural principles of the language. Courses must be taken in sequence.

ASL 152: American Sign Language (5). Conversational approach with intensive visual/manual drill. Firm foundation in basic signs and structural principles of the language. Courses must be taken in sequence.
Prerequisite: ASL 151

ASL 153: American Sign Language (5). Conversational approach with intensive visual/manual drill. Firm foundation in basic signs and structural principles of the language. Courses must be taken in sequence.
Prerequisite: ASL 152

ENG 101: Academic Writing I, Critical Reading and Responding (5). Develops skills necessary for academic writing, including summarizing, reading sources critically and responding to them, synthesizing multiple perspectives, and using academic writing conventions. **Prerequisite:** 500 or higher on the Old SAT, 26+ on the SAT Writing and Language Test **and** 27+ on the SAT Reading Test, or Evidence-Based Reading and Writing 560+, or 19+ on the ACT English, or 86+ on the Accuplacer Reading Comprehension **and** 5+ on the Accuplacer Writeplacer, or 236+ on Next Gen Accuplacer Reading **and** 5+ on the Accuplacer Writeplacer, or 3+ on the Smarter Balance.

ENG 102: Academic Writing II, Reasoning and Research on Social Justice (5). Develops skills in research-based academic argument through assignments involving evaluation, analysis, and synthesis of multiple sources. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or score 3+ on AP English Language and Comprehension Test, or 4+ on the HL IB Exam.

ENG 105: The Literary Imagination, An introduction to Literature (5). Human experience as it is imagined, interpreted, and made significant in the poetry, prose, fiction, and drama. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or 3+ on AP English Language and Comprehension Test, or 4+ on the HL IB exam.

FR 151: First-year French (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence.

FR 152: First-year French (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence.

Prerequisite: FR 151.

FR 153: First-year French (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence.

Prerequisite: FR 152.

GERM 151: First-year German (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence.

GERM 152: First-year German (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence. **Prerequisite:** GERM 151.

GERM 153: First-year German (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence. **Prerequisite:** passed GERM 152.

HIST 144: U.S. History Since 1865 (5). Themes include Imperialism, progressivism, World War I, Great Depression, World War II, the Civil Rights and Women's Movements, the Vietnam War, recent U.S. Foreign policy and political movements.

HUM 101: Exploring Cultures in the Ancient World (5). An interdisciplinary exploration from literature, history, philosophy, and the arts of selected major ancient civilizations in Asia, Africa, Europe and the Americas from their beginnings through the 15th century. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or score 3+ on AP English Language and Comprehension Test, or 4+ on the HL IB English Exam.

HUM 102: Exploring Cultures from 16th through 19th centuries (5). An interdisciplinary exploration of selected literature, history, philosophy, and the arts in Asia, Africa, Europe and the Americas from the sixteenth through the nineteenth centuries. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or score 3+ on AP English Language and Comprehension Test, or 4+ on the HL IB English Exam.

HUM 103: Exploring Cultures in Modern and Contemporary Societies (5). An interdisciplinary exploration of literature, history, philosophy, and the arts of selected world civilizations of the twentieth and twenty-first centuries. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or score 3+ on AP English Language and Comprehension Test, or 4+ on the HL IB English Exam.

JAPN 151: First-year Japanese (5). Conversational approach with intensive oral-aural drill. Foundation in basic structural principles of the language. Courses must be taken in sequence.

JAPN 152: First-year Japanese (5). Conversational approach with intensive oral-aural drill. Foundation in basic structural principles of the language. Courses must be taken in sequence. **Prerequisite:** JAPN 151.

JAPN 153: First-year Japanese (5). Conversational approach with intensive oral-aural drill. Foundation in basic structural principles of the language. Courses must be taken in sequence. **Prerequisite:** JAPN 152.

MUS 101: History of Jazz (5). History of artistic, cultural and technological developments in Jazz, focusing on important players and performances.

MUS 102: Introduction to Music (5). Landmark composers, styles, and works of Western music history from the Middle Ages to the present.

MUS 103: History of Rock and Roll (5). History of Rock and Roll, America's second indigenous musical art form, after Jazz. Emphasis is placed on artists, music genres and cultural/societal forces shaping rock's evolution, 1950s to present.

SPAN 151: First-year Spanish (5). Develop elementary skills in listening, speaking, reading and writing. Courses must be taken in sequence.

SPAN 152: First-year Spanish (5). Develop elementary skills in listening, speaking, reading, and writing. Courses must be taken in sequence. **Prerequisite:** SPAN 151, or by placement exam.

SPAN 153: First-year Spanish (5). Develop elementary skills in listening, speaking, reading and writing. Courses must be taken in sequence. **Prerequisite:** SPAN 152, or by placement exam.

TH 107: Introduction to Theatre (4). Overview of the basic elements of the theatre arts and dramatic structure, and the environment for production of plays.

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES

DNCE 141: Jazz Dance 1 (1). Emphasis on American Jazz Dance.

EFC 250: Introduction to Education (4). Introduction to teaching as career, foundations and overview of American public education, effective teachers, responsibilities of schools in democratic society, essential professional competences, preparation, and certification. Culturally anchored, and offers a framework of equity pedagogy.

ETSC 101: Modern Technology and Energy (5). A study of how basic scientific principles are applied daily in industrial societies through a survey of transportation, energy and power, construction, and consumer product technologies.

ETSC 145: Machine Woodworking (4). Machine and tool operations, wood technology, designing and construction principles, finishing methods and materials.

ETSC 160: Computer-aided Design and Drafting (4). Hands-on training in the operation of AutoCAD's design and drafting software system with emphasis on features, limitations, and dimensioning strategy.

ETSC 265: Three-dimensional Modeling (4). Design of parts, assemblies, and working drawings using 3-D solid modeling software, basic theory of threaded fasteners and gears, welding representation, geometric dimensioning, and tolerancing. **Prerequisite:** Student must have already passed ETSC 160 with a grade of a D- or higher.

ETSC 277: Introduction to Robotics (4). An applied introduction to robotics with focus on programming pre-configured robotic systems using LabVIEW.

IT 111: Your Digital Footprint and the Web (4). Examines impact of online activities on personal, academic, and professional lives, plus the global impact of technology and our interactions with that technology. Maintain and leverage digital footprints, critically evaluate online content, and cultivate e-professionalism.

IT 202: Change Ready: Technology Skills for Civic and Community Leaders (4). Learn to maximize software applications and collaborative tools to support community and civic projects. Emphasis on using technology to facilitate project design, organization, communication, presentation, and building stakeholder support.

MSL 314: Military History of the United States (5). A comprehensive and systematic survey and analysis of the American military experience from colonial times through the Vietnam War.

PEAQ 110: Springboard Diving (1). Springboard diving provides an introduction to beginning diving including proper technique and safety factors using both the one- and three- meter diving boards.

PEAQ 111: Beginning Swimming (1). Beginning swimming is designed to develop basic swimming skills to improved physical fitness through swimming and to introduce swimming as a lifetime activity offering fun and fitness.

PEAQ 112: Swimming (1). Swimming is designed to refine basic swimming skills, basic swim strokes and to improve physical fitness through swimming. **Prerequisite:** Student must be able to swim 50 yards.

PEAQ 113: Advanced Swimming (1). Refinement of standard strokes and dives. **Prerequisite:** Student must have the ability to swim 200 yards continuously, employing at least three strokes.

PEAQ 221: Lifeguard Training (3). American Red Cross approved course for which certification may be granted. The course will include rescue technique, preventative lifeguarding and conditioning.

PEF 110: Conditioning Exercises (1). Conditioning is designed to introduce the student to the basic principles and training methods for body conditioning so the student can establish an exercise program, which enhances overall well-being. Includes: Warm-ups designed to elevate body temperature and prepare the body for more vigorous exercise, aerobic conditioning routines, strength conditioning routines, muscle toning routines, flexibility routines and components of a conditioning diary.

PEF 113: Weight Training (1). Weight training is designed to enhance the student's knowledge and practices regarding the basic techniques of weight training using weight machines and some free weights. Includes: Myths of weight training, safety techniques, weight room etiquette, dress code, basic weight training exercises of major muscle groups, scientific basis of weight training, muscle hypertrophy and develop a personal program to meet individual needs and goals.

PEF 115: Jogging (1). Jogging is designed to provide the student with a basic grounding in the skills and knowledge required to participate in a safe and varied recreational jogging program. Including, for example: The role of warm-up prior to more vigorous activity.

PEF 122: Dance Fusion (1). Combines elements of traditional high and low-impact aerobics with Zumba, jazz, power yoga, and sport movements into basic combinations.

PEF 123: Aerobic Walking (1). Assessment of present level of cardio respiratory fitness and prescription of an individualized aerobic walking exercise program for increasing and maintaining fitness.

PEF 129: Abdominal Strength Conditioning (1). Course emphasizes strengthening and conditioning the abdominals and core muscles for appearance and for performance. Use of equipment for fun and effectiveness.

PEF 131: Frisbee (1). Encourages positive social interaction, develops eye-hand coordination skills, is recreational, and may be an avenue to encourage students to become more active in a gentle way.

PEF 150. Beginning Yoga (1). Participation in strengthening and then holding a variety of yoga postures. Will include demonstrations, benefits contraindication, and precautions of each posture.

PEID 110: Beginning Badminton (1). Beginning badminton is designed to introduce the student to the knowledge and basic skills of badminton and to develop those skills to a level that enables the student to participate in the sport at a beginning level.

PEID 123: Beginning Tennis (1). Beginning tennis is designed to introduce the student to the basic skills and knowledge of tennis and to develop that skill to a level that enables them to participate in the activity at a beginning level.

PEID 137: Hiking and Orienteering (1). This class provides the tools necessary to participate safely in outdoor hiking pursuits including: the "10 essentials," clothing and equipment selection, basic survival skills, general first aid, basic map and compass reading, and basic packing techniques. This course also includes several short hikes as well as field experience in orienteering.

PEID 150: Archery (1). The course teaches the fundamentals of safe archery practice and basic of the archery equipment.

PETS 110: Basketball (1). Basketball is designed to improve basketball skills and knowledge and to provide an awareness of basketball as a lifetime sport offering fun and fitness.

PETS: 113: Soccer (1). Soccer is designed to introduce to the student the skills and knowledge necessary to participate successfully and enjoyably in the activity of soccer and to appreciate, by working within, the principles of team organization.

PETS 114: Softball, Slow Pitch (1). Softball is designed to introduce to the student the skills and knowledge necessary to participate successfully and enjoyably in the team activity of softball and to appreciate, by working within the principles of team organization. By the end of this course the student will be expected to demonstrate an understanding of and basic competence in the understanding rules of the games.

PETS 120: Table Tennis (1). Table tennis will teach skills used during pair and partner play that will increase the players ability to play faster with more accuracy.

COLLEGE OF BUSINESS

ECON 101: Economic Issues (5). For the student who desires a general knowledge of economics. Applications of economic principles to current social and political problems. ECON 101 cannot be substituted for either ECON 201 or 202.

ECON 102: World Economic Issues (5). An introduction to current international issues related to international trade and finance, economic development and comparative economic systems.

ECON 130: Foundations for Business Analytics (5). Role of mathematics, statistics and software to business and economics applications including indexing, percentage changes, compounding, financing, and accounting; probability theory and descriptive statistical analysis; modelling. Includes a lab component.
Prerequisites: Prerequisite: Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school calculus with B average, or have already passed a higher level math course.

FIN 174: Personal Finance (5). This course addresses the broad spectrum of financial issues encountered by individuals throughout their lives. Topics include but are not limited to: Preparing a personal budget, money management, investments, retirement planning, educational planning and insurance. **Prerequisites:** Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school calculus with B average, or have already passed a higher level math course.

This catalog and its contents shall not constitute a contract between Central Washington University and prospective or enrolled students. The information contained in this catalog reflects the current policies and regulations of the university. Access the official CWU Course Descriptions Catalog online at <http://catalog.acalog.cwu.edu/content.php?catoid=64&navoid=4106> The university reserves the right to make changes in its policies and regulations at any time. Accordingly, if policies or regulations of the university at any time conflict with information contained in the catalog, the policies and regulations will govern, unless expressly determined otherwise by the CWU Board of Trustees.



College in the High School Registration Form High School Partnerships

Complete electronically, then print, sign, and submit.
Keep a copy for your records

HSPartnerships@cwu.edu (509) 963-1351 www.cwu.edu/college-hs

Course Information	
High School	Instructor
City	Term
Subject/Credits	

Student Information		
Last Name	First Name	MI
Date of Birth	Gender (optional) <input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> T	
Mailing Address		Apt. No.
City	State	Zip
Phone ()		Email
Grade (select one) <input type="checkbox"/> Senior <input type="checkbox"/> Junior		Graduation Year 20 <input type="text"/>
Ethnicity (required for State and Federal statistics and requested on a voluntary basis)		

Disclosure for Program Participants
<p>The grade received and credits earned will be included on the student's CWU transcript.</p> <p>CWU reserves the right to determine admission and enrollment, and if admitted, the student has the same rights and responsibilities as any CWU student. Once admitted in any college/university, federal law regards the student as an adult, and FERPA (privacy) laws regarding personal information apply. The student's CWU records and their MyCWU account are not accessible by parent/guardian without student's explicit permission.</p> <p>It is the responsibility of the student to inform the parent/guardian of progress toward high school graduation, including grades and policies as they apply to concurrent enrollment.</p>
<p>Student Agreement:</p> <p>I have read and understand the disclosure. I understand it is my responsibility to adhere to all established CWU policies. I am responsible to be aware of deadlines and schedules, and to notify the High School Partnership administrative office of any changes, additions or withdrawals to my account information or enrollment.</p>
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 10%;"></div> <div style="width: 40%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Signature Date </div>

CORNERSTONE REGISTRATION FORM



Cornerstone Registration Form CWU High School Partnerships

Complete electronically, then print, sign, and submit.

Keep a copy for your records

HSPartnerships@cwu.edu (509) 963-1351 www.cwu.edu/college-hs

Course Information		
High School	Instructor	City
Term	Subject/Credits/Fees	

Student Information		
Last Name	First Name	MI
Date of Birth	Gender (optional)	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> T
Mailing Address		Apt. No.
City	State	Zip
Phone ()	Email	
Grade (select one)	<input type="checkbox"/> Senior <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore	Graduation Year 20
Ethnicity (required for State and Federal statistics and requested on a voluntary basis)		

Parent/Guardian Information				
Last Name		First Name		
Same as above <input type="checkbox"/>	Mailing Address		Apt. No.	
	City	State	Zip	<input type="checkbox"/> Yes, I want to receive email notices
Phone ()		Email		

Disclosure for Parents and Students	
<p>The grade received and credits earned will be included on the student's CWU transcript. There are fees related to enrollment in CWU Cornerstone classes (\$55.00 per credit) for which the student/parent/guardian has financial responsibility. Once enrolled, in the event that the student withdraws or fails the class, the fee is still applicable. Past due accounts may prevent a student's future enrollment in college classes or transcript requests, and/or accrue additional financial penalties.</p> <p>CWU reserves the right to determine admission and enrollment, and if admitted, the student has the same rights and responsibilities as any CWU student. Once admitted in any college/university, federal law regards the student as an adult, and FERPA (privacy) laws regarding personal information apply. The student's CWU records and their MyCWU account are not accessible by parent/guardian without student's explicit permission.</p> <p>It is the responsibility of the student to inform the parent/guardian of progress toward high school graduation, including grades and policies as they apply to concurrent enrollment.</p>	
<p>Student Agreement: I have read and understand the disclosure. I understand it is my responsibility to adhere to all established CWU policies. I am responsible to be aware of deadlines and schedules, and to notify the High School Partnership administrative office of any changes, additions or withdrawals to my enrollment or account information.</p> <p>_____ Signature</p> <p>_____ Date</p>	<p>Parent/Guardian Agreement I have read and understand the disclosure. I understand that my student is enrolling in CWU Cornerstone classes, that a fee of \$55.00 per credit will be assessed, and that enrollment obligates me to make payment of fees due upon receipt of invoice.</p> <p>_____ Signature</p> <p>_____ Date</p>

OFFICE USE ONLY					
Signatures Verified	CWU ID Number				Pre-Req
Notes					Score

