CWU CiHS—School Role Calendar—Semester Schools

Role / Month	District Admin	School Admin	Reviewer-Counselor	Instructor	Instructor Applicant	Student
July & August	Sign ILA and return to CWU, share with school admin/staff.	Notify us of any staffing changes.		Submit Section Request (AKA Course Build) if not done earlier. Summer Institute.		
September		Plan and offer parent info night. Add Reviewers.	Inform students. New Reviewers request access. Prereq proof ready, math testing done.	Inform students and families. Upload syllabus, check in with Liaison.		Seated in the correct course with the right teacher, meets prerequisites.
October		Support program, consider new teachers & classes.	Review student applications, submit proof of prerequisites, approval.	Inform class about registration process. Watch your roster. Remind for parent consent.	Application window opens for new teachers.	Creates cihs.cwu.edu account or logs in and applies for classes. Parent consent.
November & December	Receives, reviews and confirms monthly report, notify us of any errors.	Receives, reviews and confirms monthly report.	Finish reviews that need corrections.	Check your roster, reply to Roster Verification email. Send any corrections.	Once complete applications are received, faculty review & notification takes 2-3 weeks.	Check their registration for completeness and status. Activates & checks their MyCWU account.
January (semester break)		Plan for growing CiHS in your school, encourage new teachers to apply.	Get set for 2nd semester registration & review.	Submit fall grades before deadline. Prep for 2nd semester registration.		Seated in the right course with the right teacher, prerequisites met.
February	Consider expanding the program for next year. Suggest new teachers.	Plan and offer another parent info night.	Preregistration for next year, placing students in appropriate classes.	Informs class about registration process, allows time. Checks their roster.		Applies for classes for second semester, parent consent.
March			Review student applications, submits proof of prerequisites, approval.	Watching the roster, send corrections.		Check their registration for completeness and status.
April	Receives, reviews and confirms monthly report, notify of any errors.	Receives, reviews and confirms monthly report, notify of any errors.	Receives, reviews and confirms monthly report, notify of any errors.	Confirm roster accuracy.		
May			Complete math placement testing for next year.		Application window closes. Faculty review of applicants and notification.	
June				Submit spring grades before deadline. Summer Institute if required.	Training for new approved teachers, Summer Institute required (or in August).	Check grade in MyCWU, seniors order transcripts.

2023-24 Deadlines

Fall	8/28/23 – 1/19/24	Spring	1/22/24 – 6/7/24
Registration	9/11/23 – 10/6/23	**Student Registration**	2/5/24 – 2/23/24
Drop	10/6/2023	**Drop**	2/23/2024
Parent/Guaridan consent	10/20/2023	**Parent/guardian consent**	3/8/2024
Late Regsitration Request	10/9/23 - 10/13/23	**Late Regsitration Request**	2/26/24 - 3/1/24
Reviewer Recommendation	10/13/2023	**Reviewer recommendation**	3/1/24
Roster Verification by teacher	TBD	**Roster Verification by teacher**	TBD
Uncontested Withdrawal	11/17/2023	**Uncontested Withdrawal**	4/12/2024
Complete/Hardship Withdrawal	1/12/2024	**Complete/Hardship Withdrawal**	5/31/2024
Grades	2/2/2024	**Grades Due**	6/21/2024

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Notes

Student

September: Seated in the correct course with the right teacher. Meets prerequisites before registering.

October: Creates a cihs.cwu.edu account, or logs in if they already have one. Applies for class(es). Parent consent is added in the registration platform.

November: Checks their application for completeness. Confirms with teacher that they are listed on the teacher roster. Activates or checks their MyCWU account.

January: Prepped for registration for second semester. Right teacher, right course, prerequisites met.

February: Applies for classes for second semester, gets parent consent. Check fall grades in MyCWU.

March: Checks their registration, confirms with teacher they're on the class roster.

June: Check their grade(s) in their MyCWU account. Seniors order transcripts.

District Administrators

August: Your ILA should have been received. Fill it out completely and return. More information about ILAs: https://www.cwu.edu/academics/specialized-programs/college-high-school/participation-guides/administrator-participation-guide.php

November: Review the Monthly Report*. This is a list of all the students at your school who are completely enrolled at CWU as of the first of each month. There may be some students who are still in process and will not show on the list (check again next month). Confirm that all students are seated in the right class, names are spelled correctly, etc. Ask your teachers and counselors. Reviewers and instructors can check the registration platform to see students who are still in process. Notify us of any corrections.

February: Consider expanding opportunities for your students next year. New teacher applications are due in May. https://www.cwu.edu/academics/specialized-programs/college-high-school/participation-guides/administrator-participation-guide.php

April: Monthly reports are sent every month. Please review them every month and confirm that they are accurate. The information will change depending on the time of year and the registration period and the status of each student. It is a snapshot of the situation as of the first of each month.

***Monthly report:** CiHS sends it every month. Confirm it's accurate or send corrections, please.

School Administrators

August: Notify us of any staffing changes. New counselor, teacher? Let us know so we can keep accurate contact information.

September: Plan and offer parent info night. Schedule a time and place to distribute information to students and families, call the CiHS office if you would like us to present. Prepare students to knowingly register for classes where they are eligible.

Add Reviewers – make sure you have enough people to manage the review process effectively.

October: Support the program. Allow time for participation, training new reviewers, registration, and processing. Be knowledgeable about deadlines and responsibilities of your staff. Consider expanding the program, encourage teachers to apply to offer new classes next year.

November: Review monthly report*. This is a list of all the students at your school who are completely enrolled at CWU as of the first of each month. There may be some students who are still in process and will not show on the list (check again next month). Confirm that all students are seated in the right class, names are spelled correctly, etc. Check your registration platform to see students who are still in process. Notify us of any corrections.

***Monthly Report:** CiHS sends it every month. Please review them every month and confirm that they are accurate. The information will change depending on the time of year, the registration period, and the status of each student. It is a snapshot of the situation as of the first of each month.

January: Plan to grow the program. Encourage teachers who are qualified to apply. Check minimum qualifications https://www.cwu.edu/academics/specialized-programs/college-high-school/instructor-development/instructor-minimum-qualifications.php and share application process: https://www.cwu.edu/academics/specialized-programs/college-high-school/instructor-development/instructor-application-process.php

February: Plan and offer a Parent Info Night or similar function to support preregistration for next year's classes.

June: CWU grades are due. Seniors are ordering transcripts. Remind your instructors they must submit grades before deadline and before they are gone for the summer.

Reviewer or Counselor

September: Inform students and families. Share the link to the Student Participation Guide and the Student Registration Process (graphic PDF). Offer an Info Night. Let us know if you would like us to present a program or work a table or meet using Zoom.

New reviewers: Request access to the CiHS.cwu.edu registration platform and see materials to support the Reviewer Process (info in Reviewer Guide). Call us with any questions.

October: Have all placement testing for math-based courses done, with scores handy. Gather other student information needed to complete the registration review. Start reviewing as soon as students start registering. Make sure all students are seated in the right class with the right teacher and meet prerequisites. Add proof of prerequisites met along with other student information required.

November: Finish reviewing student registrations which have required corrections.

January: Get organized for 2nd semester registration. Make sure teachers and students have information they need, including deadline reminders.

February: Plan preregistration for next year, and a possible parent info night, to allow students to make an informed decision and be eligible for the CiHS class next fall.

March: Finish reviewing second semester registrations. Check parent consent, send reminders if necessary.

May: Complete math placement testing for next year.

Instructor

August: Reply to Section Request (aka Course Build) email if you haven't already. This allows us to build the registration platform so your class is available to choose when registration is open. Notify us of any changes in the class schedule, such as your administration decided to offer a different class, or if you will be teaching something else instead. Attend Summer Institute if required.

September: Provide information to your students about the program, about being eligible (have they met the prerequisite?), deadlines and how to register. Send a link to the Student Participation Guide https://www.cwu.edu/academics/specialized-programs/college-high-school/participation-guides/student-participation-guide.php and the graphic PDF "How Students Register".

Upload your syllabus so the liaison can approve or ask for corrections. Add your class schedule to the platform and plan a liaison observation (if required this year). Liaison Contact Info

October: Provide time in class for the students to register if possible.

Watch your roster closely to prevent errors and make sure everyone has signed up that should. Monitor parent consent and send reminders to the parent/guardian. Ensure that everyone that's on your roster is actually in your class. Pay attention to deadlines. See: All Deadlines

November: Check your roster, monitor changes in parent consent, right student in right class, etc. Reply to the Roster Verification email, and send any corrections needed to our office right away.

January: Grades for fall semester are due, submit them in MyCWU before deadline.

Prepare for registration for second semester.

February: Inform your class about registration process, rights and responsibilities of taking university coursework. Allow time if possible in class for them to register. Check your roster for accuracy to make sure everyone signed up that should. Watch for parent consent and send reminders.

March: Continue to watch your roster.

April: Reply to the Roster Verification email, confirming that all the information on your roster is accurate.

June: Submit spring semester grades before deadline. Don't leave for the summer until your grades are in. Attend Summer Institute if required.

New Instructor Applicant

October: Application window opens for new teachers. See Teacher Application Process. Application is done online at CiHS.cwu.edu.

May: Application window for new teachers closes. CWU Faculty reviews and notifies applications as needed if they are approved or declined. This may take two or three weeks.

June: New approved instructors must attend Summer Institute in June or August, before they are allowed to teach for CWU credit.

Liaisons must observe new teachers during their first year teaching.