CWU High School Partnerships
College in the High School

Teacher Registration Process 2022-23

1. Inform your class and their parent/guardian about enrolling in a CWU College in the High School (CiHS) class, and include information about challenge, starting a transcript, and beginning a successful college journey.
   - Use the "Letter to Parents" or create something similar.
   - Share the link to the Student and Parent Participation Guide on the CWU CiHS website
2. Coordinate with the main reviewer for College in the High School at your high school. This is typically a counselor or administrator with access to student records.
3. Plan ahead to meet our registration deadlines. The CiHS Online registration portal closes at the end of the date stated for deadline. Any late registrations may be approved on a case-by-case basis and may incur late fees.

Registration Windows	Fall	Winter	Spring
Semester	9/12/22-10/7/22		2/6/23-2/24/23
Trimester	9/12/22-10/7/22	11/21/22-12/9/22	3/20/23-4/7/23
Quarter	9/12/22-10/7/22	1/3/23-1/23/23	3/20/23-4/7/23

4. Inform your class about the opportunity and requirements of CiHS. Clarify for students: which ones are responsible for their own fees, and which ones receive support from the OSPI state grant, if it applies.
5. Review class description and course syllabus with students before they log into cihs.cwu.edu. Provide a copy of your approved CWU syllabus to the students.
   - Confirm that the students meet prerequisites. See "Course Descriptions and Prerequisites." If needed, prepare a "Contract of Understanding" (COU) for Math, World Languages, Finance, or Physics students.
6. Share the "Student Registration Guide"
   - Email the pdf to students and parents, and
   - Take a few minutes to go through the Guide during class.

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

7. Monitor your class registration progress in your Instructor Portal
    - Make sure everyone has enrolled who is supposed to.
    - Note who does or does not have parent/guardian consent, and remind them.
    - Pay extra attention if you are teaching more than one course. Check all of your rosters.
    - Monitoring your rosters and student status will prevent forgotten registrations, missed deadlines and potential late registrations & fees.
    - Your roster in cihs.cwu.edu will include all students that tried to register, and the students' status will change from Applied, to Approved or Not Approved, Pending, and finally Registered.
    - Only students with the status of Registered will be enrolled with CWU.
8. Upload a PDF copy of your course syllabus for each course.
    - Make sure the dates are accurate for this term, and that the content is accurate and approved by your liaison. If it needs approval, upload it and our system will notify your liaison.
9. When your class has been fully enrolled, you will receive notification and be asked to provide final verification.

Important notes

The registration portal cihs.cwu.edu is separate from MyCWU. Students register in cihs.cwu.edu, and access their permanent records in their MyCWU account. They have two accounts: **cihs.cwu.edu** for registration, and **my.cwu.edu** for resources.

Double check your final official roster by logging into your MyCWU faculty account. Only students with the cihs.cwu.edu roster status of Registered will be enrolled and show (within a couple of days usually) on your official CWU grade roster. Notify us of any discrepancies immediately.

Registrations must be received by the posted dates, which are set with the Office of the Registrar well in advance. Our Registrar may or may not process late registrations, and/or charge late fees per registration.

Reach out to the College in the High School staff if you have any questions.

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