Central Washington University

College in the High School

Reviewer Guide

Reviewers may be the high school counselor, registrar, principal/vice principal, or other administrator or staff member, who has access to student records.

Typically, between 2 and 5 reviewers are sufficient for each school. Larger schools with bigger enrollments may want to consider having more.

CWU College in the High School

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

hspartnerships@cwu.edu

(509) 963-1351

Updated 8/2023

Prior to reviewing and approving student registrations, you should know how the online registration system works.

Reviewers will need to gather information about their students, and be able to add that into the Cihs.cwu.edu Counselor portal.

Reviewers are responsible for confirming a student's personal data, adding information such as graduation year, class period, GPA, and adding test scores or other proof of prerequisites met.
All documents are electronic only. No paper forms. PDF is preferred. No JPGs.

Additional communication pathways are important. Notifications are generated by the online system to remind and update reviewers, teachers, students, and in some cases (as in when consent is still needed) the student parent/guardian.
To make the process as efficient as possible:

- Have your district IT people add domains **@cwu.edu** AND **@cihs.cwu.edu** to acceptable domain list
- Check your email for daily reminders:
  - Pay attention to notes added to students accounts that require action/information
  - Student applications that need to be reviewed
- If possible, create a group or target your school messaging system for the CiHS classes/ teachers who have the opportunity to participate. Use this for deadline reminders or other pertinent information.

Watch the Reviewer Process Video https://youtu.be/Rh1LJN43HgM

Gather up these things for easy access. It helps to bookmark sources or create a file specifically to support your review efforts.

You will need to confirm or add details from the list below, depending on the class or student:

- Student grade level, graduation year, and GPA.
- Student class schedules (during what period is the student attending the class?)
- Student information such as date of birth, mailing addresses, etc., in case you spot errors in the student information.

Prerequisites may be required for classes offered by your school

- Information for prerequisites for each class is available here: www.cwu.edu/academics/specialized-programs/college-high-school/_documents/course-desc-prereqs-23-24.pdf
- Be aware of which classes require prerequisites that are being offered each term.

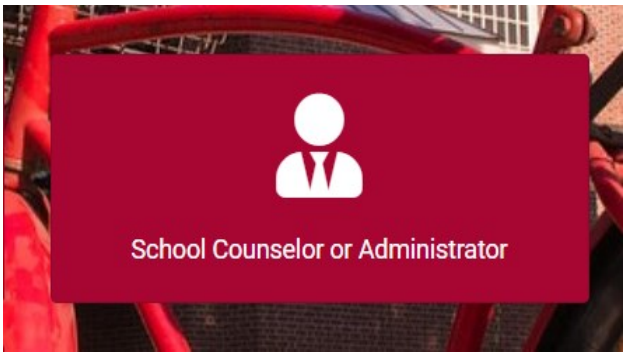
Prerequisite proof can be collected in advance of registration. Proof may include:

- Test score reports
    - For Accuplacer Next Generation Math tests that are taken through the CWU Testing Services, you will select the appropriate test name and type in the numerical score for each student. *You do **not** need to upload an individual pdf for each student's Accuplacer NG score report UNLESS the test was taken through a source other than CWU Testing Services.*
    - For AP, ACT or other scores, upload a pdf of the branded individual score report for each student showing the prerequisite has been met.
    - Individual test scores stick with the student record, not the class record.
- Transcripts—high school or college
- Student Schedule (for Physics co-requisite)
- Previous coursework (college courses)
- Contracts of Understanding (COUs) are found in "Shared Docs" in the CiHS registration platform, if needed for Math, Physics, Finance or World Language classes. COUs need to be provided to the Reviewer once they have been signed by the Instructor. The Reviewer uploads a scanned pdf copy.

Students should meet eligibility BEFORE they register.

Upload documents in PDF, Word or Excel format only. No JPGs, google docs or links to drives. CiHS staff double checks and confirms every score, transcript, or other document.

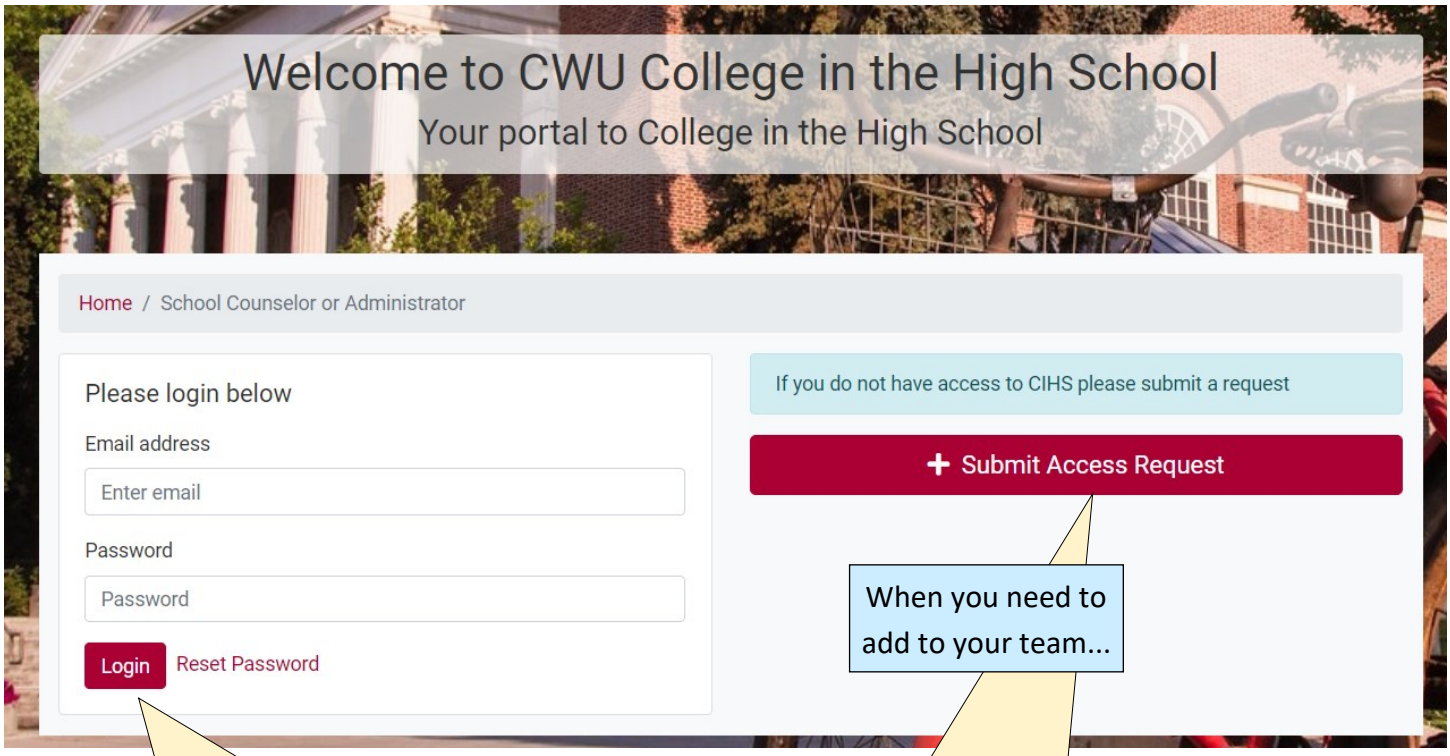
Go to cihs.cwu.edu



Click on

To Start Reviewing:

New reviewers need to request access to the CiHS Online Registration system. This is done by accessing cihs.cwu.edu, clicking on School Counselor or Administrator, and then "Submit Access Request"



If you have access already: enter your email and password, then hit Login.

You may need or want to reset your password.

Note your password and keep it in a safe place for future reference.

NEW counselors or administrators need to submit an access request.

Do not start a new account if you already have one.

If you have access questions, reach out to us at hspartnerships@cwu.edu

Once you log in as a Reviewer, you will see this dashboard. If you have action items needing your attention, you will see that here.

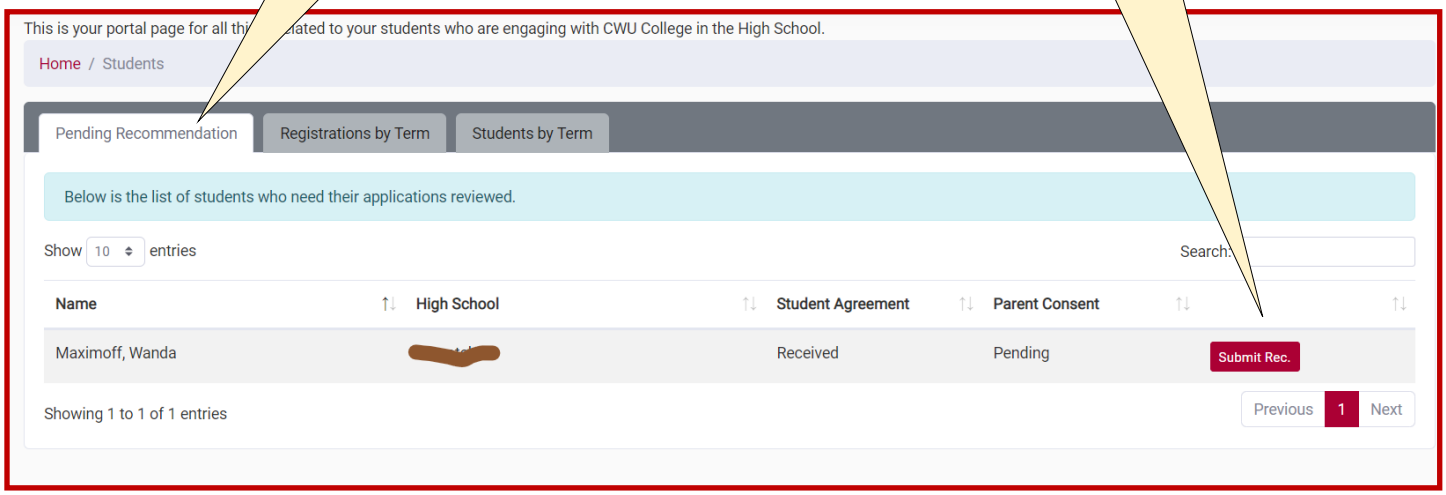
Click here to enter the process for reviewing student applications.



COUs, paper consent forms in English and Spanish plus guides and additional forms are available under Shared Docs

Students will be listed that have chosen classes, and are pending your recommendation.

Start process for each student approval (or not) here.

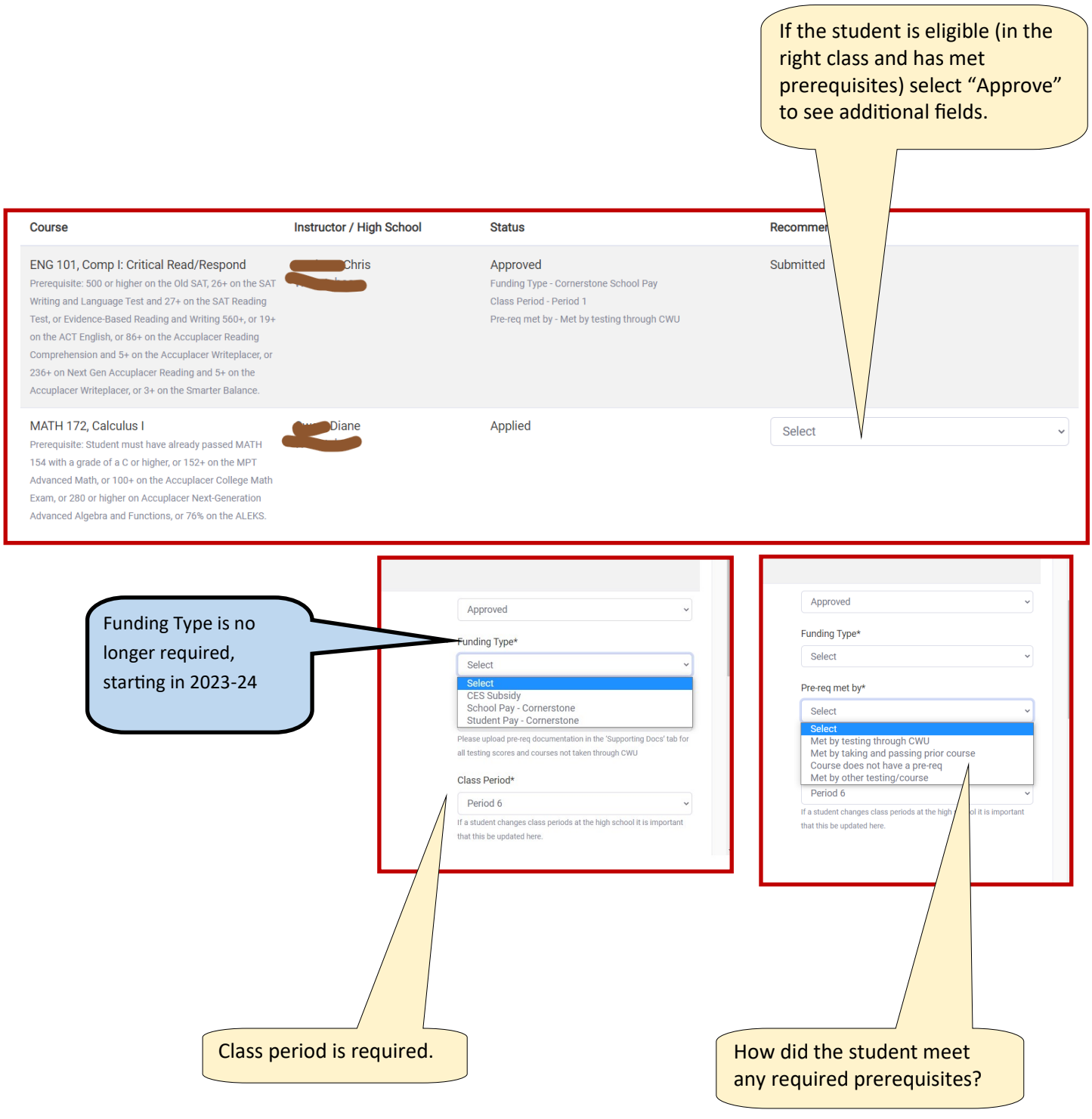


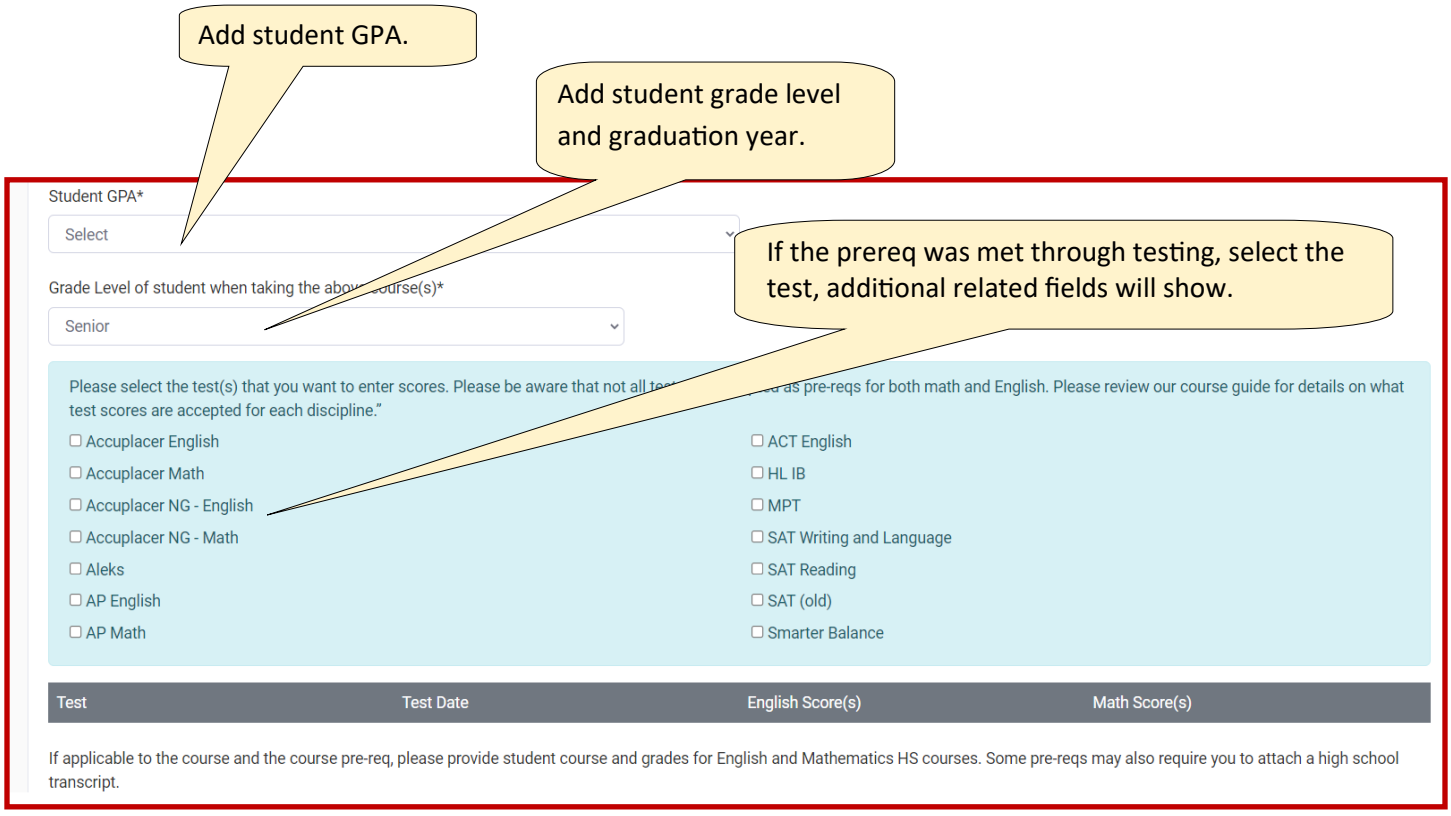
Log in, navigate to your list of students that have applied, and start the approval process.

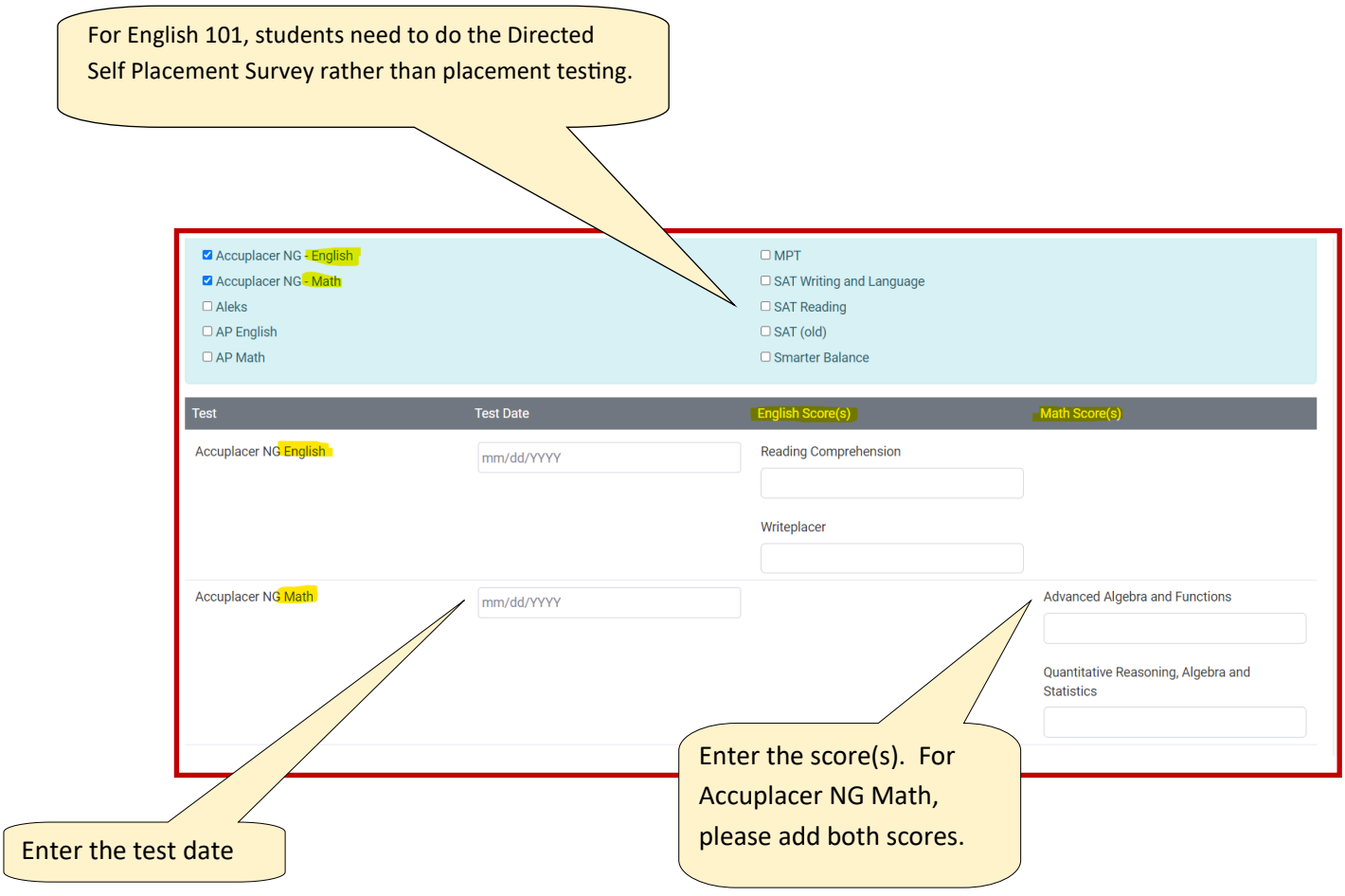
You will be able to see which ones are still waiting for parent consent.

PC (red) = parent consent needed, PC (green) = parent consent received

SA PC SA PC

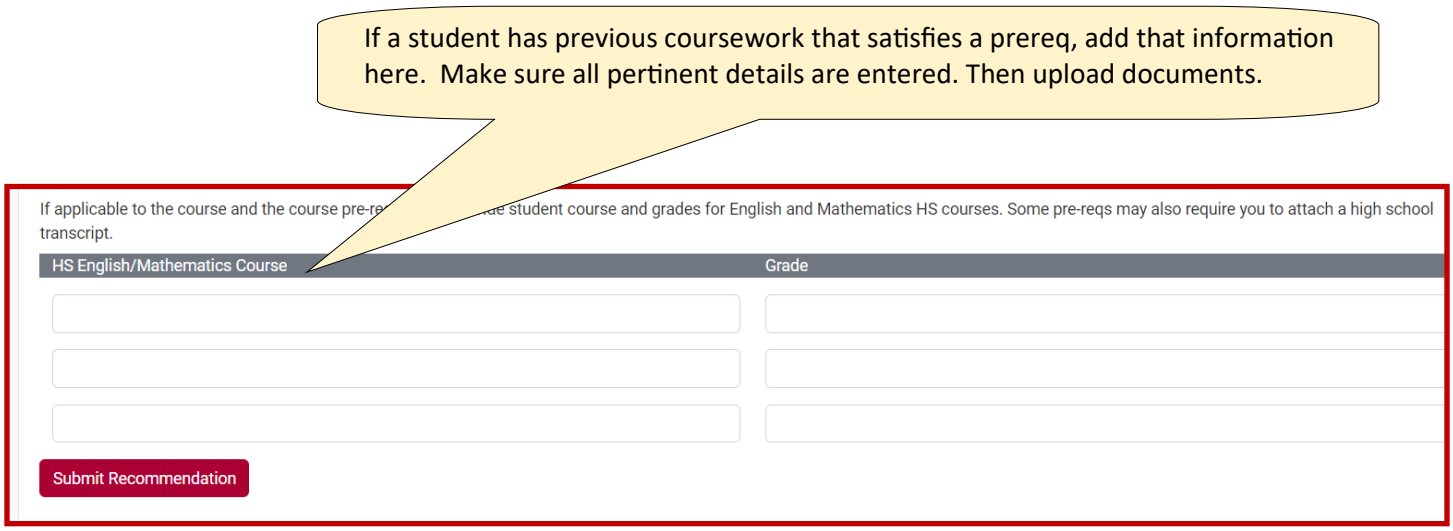



Add student GPA.
Add student grade level and graduation year.
If the prereq was met through testing, select the test, additional related fields will show.
Student GPA*
Select
Grade Level of student when taking the abov urse(s)*
Senior
Please select the test(s) that you want to enter scores. Please be aware that not all tes d as pre-reqs for both math and English. Please review our course guide for details on what test scores are accepted for each discipline."
Accuplacer English
Accuplacer Math
Accuplacer NG - English
Accuplacer NG - Math
Aleks
AP English
AP Math
ACT English
HL IB
MPT
SAT Writing and Language
SAT Reading
SAT (old)
Smarter Balance
Test
Test Date
English Score(s)
Math Score(s)
If applicable to the course and the course pre-req, please provide student course and grades for English and Mathematics HS courses. Some pre-reqs may also require you to attach a high school transcript.


For English 101, students need to do the Directed Self Placement Survey rather than placement testing.
Accuplacer NG - English
Accuplacer NG - Math
Aleks
AP English
AP Math
MPT
SAT Writing and Language
SAT Reading
SAT (old)
Smarter Balance
Test
Test Date
English Score(s)
Math Score(s)
Accuplacer NG English
mm/dd/YYYY
Reading Comprehension
Writeplacer
Accuplacer NG Math
mm/dd/YYYY
Advanced Algebra and Functions
Quantitative Reasoning, Algebra and Statistics
Enter the test date
Enter the score(s). For Accuplacer NG Math, please add both scores.

Adding test score reports to meet the prerequisite:

- For Accuplacer Next Generation Math tests that are taken through the CWU Testing Services, you will select the appropriate test name and type in the numerical score for each student. *You do **not** need to upload an individual Accuplacer NG score report UNLESS the test was taken through a different venue than CWU*.
- For AP, SAT, ACT or other scores, upload an individual score report for each student showing the prerequisite has been met. Score reports need to be branded and include the student's name, score, and date of test.
- Individual test scores stick with the student record, not the class record.



Adding prior course work to satisfy the prerequisite:

If adding information about a high school class:

For example, to enroll in Physics, a student:

A. Previously has successfully completed a year-long high school pre- or calculus class, OR

B. Currently is enrolled in a year-long high school precalculus or calculus class.

If A, then we need the student HS transcript, showing the class and grade.

If B, then we need a copy of the student schedule for this year, showing the math class enrollment.

If adding information about a CWU class:

Select "Met by taking and passing prior course"

We look them up in our system, add the information in the Notes, and move them forward.

If adding information about a non-CWU college class:

Select "Met by other testing/course" and upload a pdf of the student's college or university transcript (not the HS transcript). Unofficial transcripts are fine but they must be branded with college name/logo, include the name of the student, class name/number/grade earned, and date when the student participated.

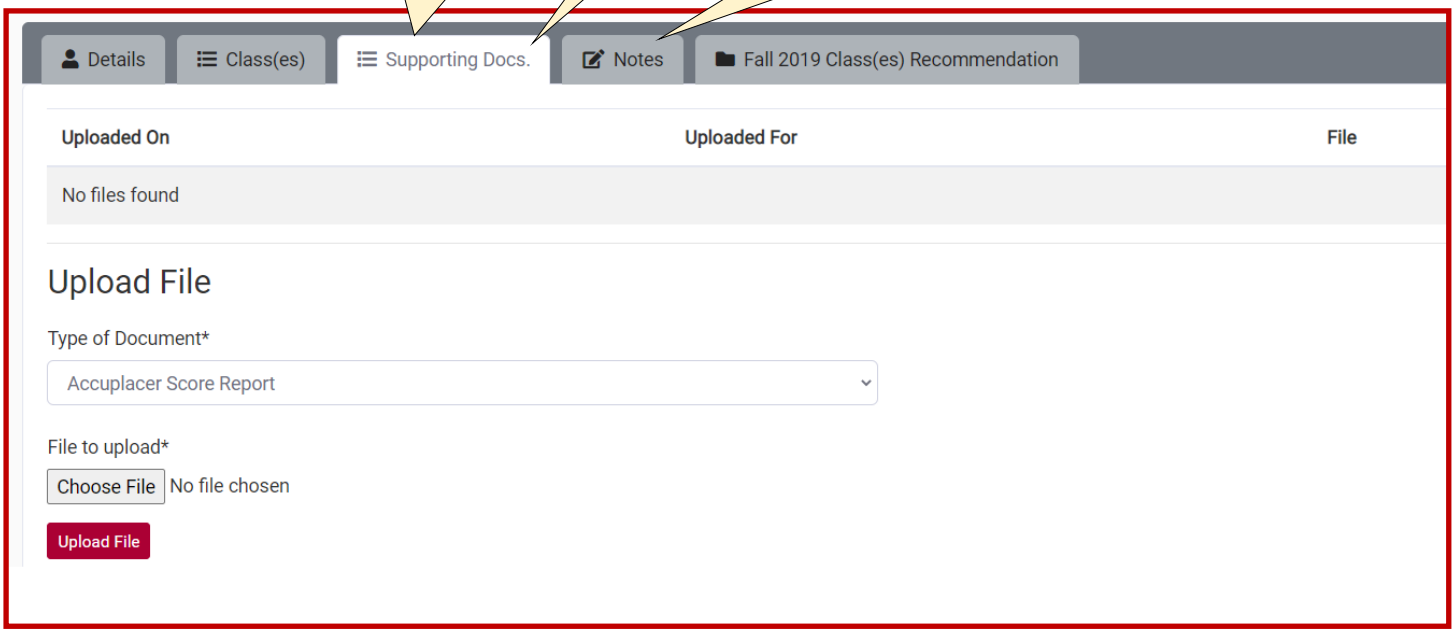
We add information in the Notes, naming college, class and grade, and move them forward in the process.

Uploading Supporting Documents

Upload any proof documents, including test reports, under the Supporting Docs tab.

If coursework wasn't done through CWU (e.g. they took English 101 through Running Start at a community college, or they have taken HS precalculus or calculus to be eligible for Physics) a transcript is required.

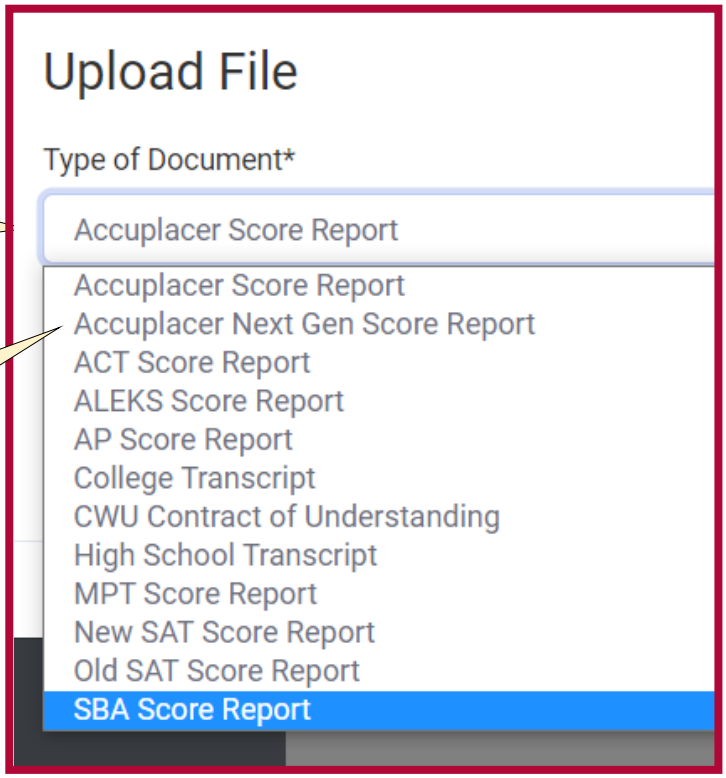
Use the "Notes" tab for communications regarding a specific registration. CiHS may clarify a process or delay or identify a need that must be satisfied before enrollment can be finalized. Reviewers are encouraged to respond if necessary.

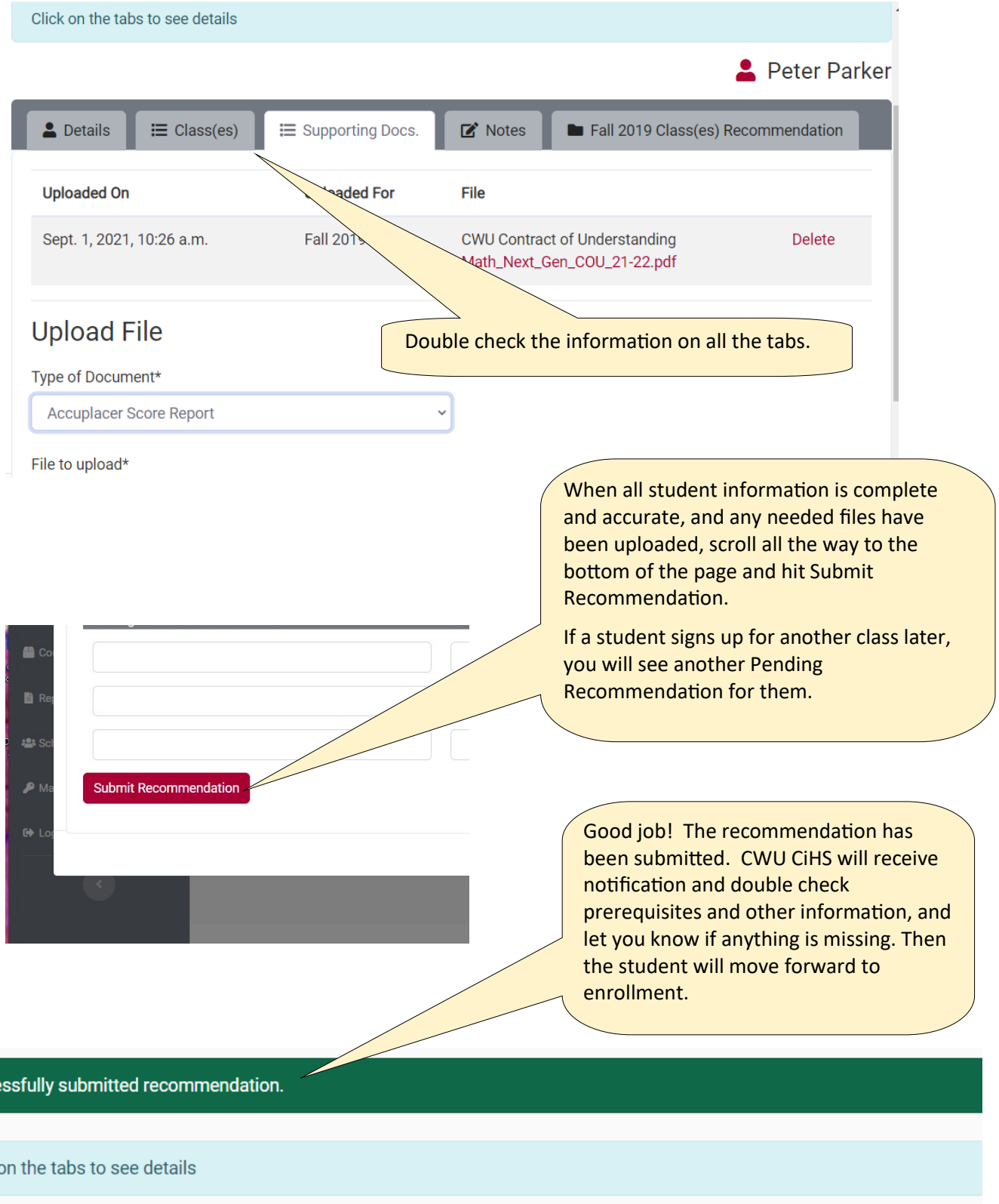


Choose the type of document—score report, college or HS transcript, COU.

You can add multiple documents but they need to be uploaded individually.

If your students tested through the CWU Testing Center, enter the Accuplacer Next Gen Math scores but you don't have to upload an individual score report.





Once a registration is set to Approved by the school, and it also has parent consent, CWU CiHS staff will check the details and move it forward to enrollment, or set the status to "Corrections Required—See Notes".

The Corrections Required status means that information is missing or the wrong information was provided. In the Notes tab, we will specify what kind of correction or additional information is needed. Please do not reapprove an application until the correction has been made.

There's a few things that will help if you know in advance:

Please complete any student recommendation and hit Submit Registration before leaving your recommendation portal. If you stop partway through a student's process, the changes may not be saved. We apologize, but interruptions are bad things.

Parent/guardian consent must be indicated in the system before the deadline. Both students and their parent/guardian receive an email when consent is received.

Review and approval must happen before the "Recommendation Due" date. Students who are not approved by the recommendation deadline are unable to be enrolled. Recommendations can begin as soon as your first student applies, and should be ongoing, until all students are approved or not approved.

Students must apply, parents must consent, and reviewers must approve, all before the respective deadlines, in order for CWU to enroll them.

There is no online late application process.

Students who miss the deadline may submit (with teacher and administration approval) a Late Registration Request, which includes a student form, a reviewer form, and an essay response to a writing prompt. Late Registration Requests must be emailed to the CiHS office.

What happens next?

Teachers teach, and students learn.

CWU CiHS staff double checks all registrations that have parent consent and reviewer approval. We confirm details, and communicate with the reviewer if there are any discrepancies, delays or missing information, using the Notes tab. When each student is accurate and complete, we move students forward in the process to enrollment.

Students receive notification once they're fully enrolled, and new-to-CWU students will receive an email and a letter via USPS, informing them of their MyCWU student account details. This is their access to all CWU resources including tutoring, library access, online bill pay, requesting transcripts, etc.

Teachers should be reminded to monitor their class list progress and status in real time, and they receive a notification that it's time to check their final rosters in the online system, which reflects the official CWU Class Roster. Teachers still need to access their faculty MyCWU account to update their password when necessary and add grades at the end of the term.