



Office of the Registrar: Quick Start Guide

In this folder, you will find important faculty resources within our office. In addition, our website will provide you with the most up-to-date information and individual department resources you may need. It is also important to become familiar with the university catalogs. The catalog serves as a contract with our students and outlines the university rules, regulations, programs, and expectations.

Use the QR code below for quick access to the Office of the Registrar website and catalogs.



Class Rosters

Class rosters are available on MyCWU. You must be set up as the instructor of record on the "Schedule of Classes" for access to the class roster and student information.

If a student is attending your class and is not on the class roster, the student is not permitted to be in the classroom. Faculty have access to grant permission for a student to enroll in a course they are teaching. The Office of the Registrar will need to be informed of any NO-SHOWS before the end of the Change of Schedule period. **An instructor can notify our office to drop a student if they have not attended within the first 3 days of the quarter.** If the Office of the Registrar is notified **after the Change of Schedule period**, then a No-Show (NS) grade will be posted to the student's record and the student will be liable for tuition and fees.

To notify our office of no-shows, please email reg@cwu.edu with the student's name, class, and CWU ID. It is imperative to notify the Office of the Registrar of no-shows for financial aid purposes. A no-show can only be posted if a student has not attended ANY part of the class.

Change of Schedule Period

The change of schedule period is five (5) days long, starting with the first day of classes. Students that add classes after the fifth day of instruction must be signed in by the **instructor and department chair**. After the sixth week of instruction, late additions must be signed in by the instructor and dean. There is a late registration fee assessed to any student that adds after the Change of Schedule period.



Schedule Change Form

- ◆ Overloads
 - ◆ Undergraduate
 - 19-20 credits: Require Major Advisor and Major Department Chair approval
*For undeclared majors, Academic Advising Center approval is required
 - 21+ credits: Require Major Advisor, Major Chair, and Dean approval
 - ◆ Graduate
 - 17-19 credits: Require Major Chair or Dean approval
 - 20+ credits: Require Graduate Dean approval
- ◆ Audits require written permission from the instructor and must be added by the end of the Change of Schedule period.
- ◆ Only one class may be taken as Credit/No Credit (C/NC) each quarter. Courses must be selected from free electives; they must not be courses in general education, major or minor concentrations, or the professional education program. C/NC option may be declared through the last day of the Change of Schedule period.
- ◆ Courses added after the designated Change of Schedule period will be subject to a late registration fee charge.

Individual Study & Arranged Courses

An Individual Study Permit is used when a student and instructor have agreed to study a topic included within a department's approved curriculum. Completed forms will include a descriptive title that will be posted on the student's transcript and a course outline. The instructor, department chair, and dean must grant permission before the student can register.

An Arranged Course Permit is used when students wish to register for a class that is not listed in the schedule of classes, providing the class is shown in the current catalog. Any class that is currently being offered cannot be registered as an arranged course. Seminars, special topics, and workshop courses may not be registered as arranged courses. The instructor and department chair must grant permission.

Forms are available at the Office of the Registrar, Departmental, and University Center offices.

Grades

Grades are always due two working days after the last day of finals by 10:00 p.m. Grades are entered into MyCWU by faculty. **Grades must be entered by the deadline dates.** Otherwise, it will hold up degree posting, academic standing, and financial aid processing.

Incomplete Procedures

- ◆ Students DO NOT re-register in courses in which they have received an incomplete grade. A student must have completed enough of the course to not be expected to re-enroll.



- ◆ If a student is required to retake a course in its entirety, an incomplete assignment is not appropriate.
- ◆ When an incomplete is made up, submit the grade to our office on a **Change of Grade form** with the required signatures of the instructor and department chair.

Change of Grade Procedures

- ✓ This form is available from your departmental secretary. Please fill it out completely in order to expedite processing.
- ✓ We request that all required signatures be in place before forwarding the Change of Grade form to the Office of the Registrar.
- ✓ To ensure security, we will not accept a Change of Grade submitted by the student.

Repeat Policy

Some courses are approved for repetition with credit awarded each time the course is taken and passed. Review the catalog description. Full tuition is assessed for all repeated courses. Other courses may be repeated under the following conditions:

- ✓ Students are allowed to take a course a second time. Students attempting to take the same course a third time may do so only with the permission of the department chair. Unless designated as repeatable, courses may not be taken more than three times without permission of the college dean and department chair.
- ✓ Credit will be awarded only once
- ✓ 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:

- (1) May be transferred in for CWU credit.
- (2) The grade will be used in calculating the combined CWU/transfer GPA.
- (3) Under exceptional circumstances, it may be used to waive major or program requirements with permission of the department chair or the program certification officer.

Withdrawals

Peremptory (Uncontested) Withdrawal (+W)

Students have unlimited uncontested withdrawals. Students may withdraw from a course without the permission of the instructor before the seventh week of the term. There are no tuition refunds for uncontested withdrawals.



Hardship Withdrawal (HW)

Withdrawals after the sixth week of instruction will be granted only for reasons of extreme hardship. Failing the class does not constitute a hardship. A student wishing to withdraw during this period must present a written petition to the Registrar. If the Registrar determines there are extenuating circumstances beyond the student's control, the student will be withdrawn from the course(s) and an "HW" will be reflected on the academic transcript. There are no tuition refunds granted for hardship withdrawals.

Complete Withdrawal (W)

A student may withdraw from the academic term for reasons of illness or other extenuating circumstances at any time prior to finals week. An official withdrawal form is available at the Office of the Registrar or university center offices. A student may not withdraw from the university during finals week except with approval of the registrar. A complete withdrawal from the university will be noted on the student's transcript with a "W" and will not affect the student's grade point average.

CWU Academic Requirement (AR) Report

- ✓ Computerized Degree Auditing System for advising
- ✓ Tracks Student Progress toward graduation
- ✓ Online Access for faculty
- ✓ Allows faculty to run "What if" scenarios