

Fall 2023 Trimester

Calendar College in the High School

Deadline Date	Action	Note
9/11/23 – 10/6/23	Student registration period	This is the student registration window for trimester schools. Registration opens at midnight on the first day and closes at 11:59pm on the close date
10/6/2023	Drop	Drops completed prior to this date or by the close of business on this date will not appear on CWU transcript or have tuition assessed. Students must do this within their CIHS account
10/13/23	High School Review	High school review of applications is due by this date
10/20/23	Parental Consent	Parental Consent is due by this date. Application(s) will be marked not processed and students will not be enrolled without consent
Variable	Teacher Roster Verification	No specific date as we will not activate the roster verification until registration is completed by CWU. Teachers, please look for an email requesting this and respond within 5 business days
10/9/23 - 10/13/23	Late Registration Request	Before this date, student can request a review of a late registration by turning in all required documents. A review will be done of the request and the student notified of the decision
10/13/23	Uncontested Withdrawal	Removed from requested CWU course. 'W+' on CWU transcript and course fees are still applicable
11/3/23	Complete Withdrawal	Removed from all CWU courses for the term (if only in one course it is automatically a complete withdrawal). 'W' on CWU transcript and course fees are still applicable
11/3/23	Hardship Withdrawal	A hardship is determined by the Registrar's office and often requires documentation of the hardship. 'HW' on CWU transcript and course fees are still applicable
12/1/23	Grades Due	Instructors must have grades in MyCWU by 5:00pm
8/28/23 – 11/17/23	Course Dates	Approximate dates the course(s) run at the high school. Used internally at CWU

Winter 2024 Trimester

Calendar College in the High School

Deadline Date	Action	Note
11/20/23 – 12/8/23	Student registration period	This is the student registration window for trimester schools. Registration opens at midnight on the first day and closes at 11:59pm on the close date
12/8/23	Drop	Drops completed prior to this date or by the close of business on this date will not appear on CWU transcript or have tuition assessed. Students must do this within their CIHS account
12/15/23	High School Review	High school review of applications is due by this date
12/22/23	Parental Consent	Parental Consent is due by this date. Application(s) will be marked not processed and students will not be enrolled without consent
Variable	Teacher Roster Verification	No specific date as we will not activate the roster verification until registration is completed by CWU. Teachers, please look for an email requesting this and respond within 5 business days
12/11/23 – 12/15/23	Late Registration Request	Before this date, student can request a review of a late registration by turning in all required documents. A review will be done of the request and the student notified of the decision
1/19/24	Uncontested Withdrawal	Removed from requested CWU course. 'W+' on CWU transcript and course fees are still applicable
2/23/24	Complete Withdrawal	Removed from all CWU courses for the term (if only in one course it is automatically a complete withdrawal). 'W' on CWU transcript and course fees are still applicable
2/23/24	Hardship Withdrawal	A hardship is determined by the Registrar's office and often requires documentation of the hardship. 'HW' on CWU transcript and course fees are still applicable
3/15/24	Grades Due	Instructors must have grades in MyCWU by 5:00pm
11/20/23 – 3/1/24	Course Dates	Approximate dates the course(s) run at the high school. Used internally at CWU

Spring 2024 Trimester

Calendar College in the High School

Deadline Date	Action	Note
3/18/24 – 4/5/24	Student registration period	This is the student registration window for trimester schools. Registration opens at midnight on the first day and closes at 11:59pm on the close date
4/5/24	Drop	Drops completed prior to this date or by the close of business on this date will not appear on CWU transcript or have tuition assessed. Students must do this within their CIHS account
4/12/24	High School Review	High school review of applications is due by this date
4/19/24	Parental Consent	Parental Consent is due by this date. Application(s) will be marked not processed and students will not be enrolled without consent
Variable	Teacher Roster Verification	No specific date as we will not activate the roster verification until registration is completed by CWU. Teachers, please look for an email requesting this and respond within 5 business days
4/8/24 - 4/12/24	Late Registration Request	Before this date, student can request a review of a late registration by turning in all required documents. A review will be done of the request and the student notified of the decision
5/10/24	Uncontested Withdrawal	Removed from requested CWU course. 'W+' on CWU transcript and course fees are still applicable
5/31/24	Complete Withdrawal	Removed from all CWU courses for the term (if only in one course it is automatically a complete withdrawal). 'W' on CWU transcript and course fees are still applicable
5/31/24	Hardship Withdrawal	A hardship is determined by the Registrar's office and often requires documentation of the hardship. 'HW' on CWU transcript and course fees are still applicable
6/21/24	Grades Due	Instructors must have grades in MyCWU by 5:00pm
3/18/24 – 6/14/24	Course Dates	Approximate dates the course(s) run at the high school. Used internally at CWU

Additional Deadline Information

It is the **Student and High School's responsibility** to provide the CWU High School Partnerships Office timely notification when a student has dropped or withdrawn from a CWU course. Full academic and financial responsibility will apply unless notification is received. Drop/withdrawal requests will be processed in accordance with the appropriate calendar and the stated academic and financial consequences will apply. Drop/Withdrawal requests may be submitted in two ways:

- 1) The teacher submits via the CIHS online system.
- 2) The student contacts CWU High School Partnerships Office directly.

509-963-1351

hspartnerships@cwu.edu

Definitions:

Late registration: Students may submit a request for late registration if they have missed the registration deadline. The request must be submitted within the establish late registration period and students are responsible for submitting the required documentation.

Drop: A drop removes the course completely from the students CWU transcript and removes all applicable charges. Students must do this via their CIHS account by the published calendar deadline.

Individual/Uncontested Withdrawal: Applies when students have remained enrolled past the drop deadline and wish to withdrawal from a class but remain enrolled in at least one CWU course. Students will receive a +W on their transcript per withdrawn course and the student/school will be invoiced for the class.

Complete Withdrawal: Applies when students are withdrawing from all enrolled CWU courses for the term. Students may withdraw from all classes for the enrolled term at any time prior to finals week. A complete withdrawal from the term will be noted on the student's transcripts with a W grades per withdrawn course. The student/school will be invoiced for the class(s).

Hardship Withdrawal Petition: Applies when the individual course withdrawal deadline has passed, and the students is requesting to be withdrawn from an individual course but remain enrolled in at least one CWU course. Hardship withdrawal petitions should only be submitted if the student has experienced extenuating circumstances, presenting a hardship that affects their ability to finish the course. If approved, they will receive a HW on their CWU transcript and the student/school will be invoiced for the class.