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/college-hs

hspartnerships@cwu.edu

(509) 963-1351

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 funding designation, 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. No links to drives, please.

Additional communication pathways are important. Notifications are generated by the online system to remind and update reviewers, teachers, students, and the student parent/guardian.

- 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 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
- Funding model for each student: Private pay by family, private pay by school, or OSPI CES Dual Credit Equity grant?

Prerequisites required for classes offered by your school
- Information for prerequisites for each class is available here: https://www.cwu.edu/college-hs/sites/cts.cwu.edu.college-hs/files/documents/Course-desc-prereq.pdf

Prerequisite proof can be collected in advance of registration.   Proof may include:
- Test score reports
- For Accuplacer Next Generation English or 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 source other than CWU Testing Services.*
- For AP, SAT, ACT or other scores, upload a 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
- Student Schedules
- Previous coursework (college courses)

Contracts of Understanding (COUs) are found in Shared Docs within the CiHS.cwu.edu platform, if needed for Math, Physics, Finance or World Language classes. COUs need to be filled out by the instructor, signed by the student, and then be provided to the Reviewer. Scan and upload to each student's Supporting Docs.
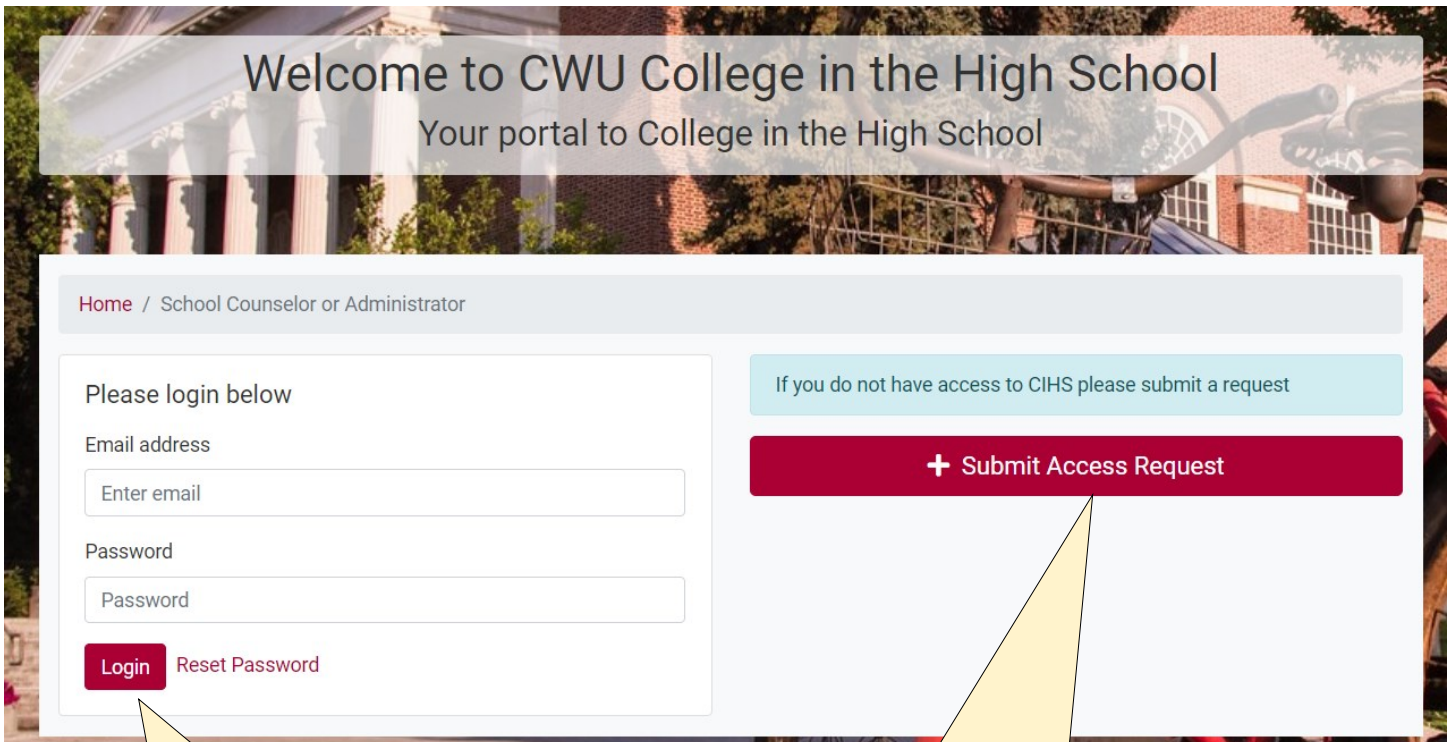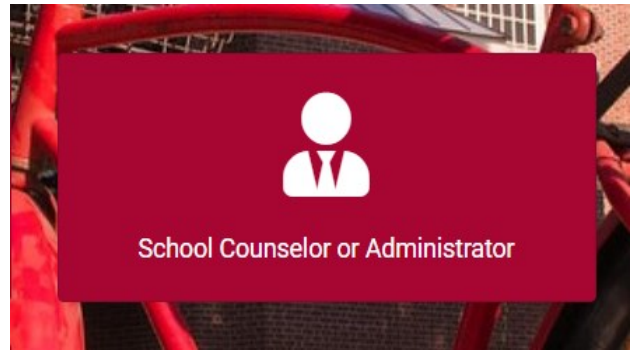
Upload documents in PDF, Word or Excel format only. No JPGs, google docs or links to drives. CiHS staff double checks and confirms every score, transcript, or other document.

Go to cihs.cwu.edu

Click on

School Counselor or Administrator

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"

Welcome to CWU College in the High School
Your portal to College in the High School

Home / School Counselor or Administrator

Please login below

Email address
Enter email

Password
Password

Login   Reset Password

If you do not have access to CIHS please submit a request

+ Submit Access Request

Returning Reviewers:

Enter your email and password, then hit Login.

Is it time to set a new password?

Make a note 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.

You can find registration system guides, COUs, and consent forms in English and Spanish (for when technology fails the family).

Timely reminders.

This is your portal to all items related to CWU C__ __e High School Registration and your school.

Students
Continue

Student Notes
Continue

Course Search
Continue

Shared Docs.
Continue

Reports
Continue

School Personnel
Continue

Manage Password
Continue

Logout
Continue

Sidebar:
ents
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Announcement(s)

Administrator/Counselor Tips and Reminders

1. Please review the courses that are being offered at your high school for accuracy. You can do this by clicking the "Course Search" tile. If there is a course that needs to be removed or added, please contact o__ office right away at HSPartnerships@cwu.edu or give us a ca__ at 509-963-1351
2. If the "Students" tile is highlighted in Red, that means that there are student applications that need to be reviewed
3. You do not need to wait for a student to receive Parental Consent (PC) to review a student's application. CWU staff does not review any "Approved" student's applications until the student has receive__ parental consent
4. Please check your shared documents folder for enrollment guides and helpful

Click "Students" to begin the process for reviewing student applications.

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

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

This is your portal page for all things related to your __ __o are engaging with CWU College in the High School.

Home / Students

| Pending Recommendation | Registrations by Term | Students by Term |

Below is the list of students who need their applications reviewed.

Show 10 entries   Search:

Name ↑↓	High School ↑↓	Student Agreement ↑↓	Parent Consent ↑↓	↑↓	↑↓
Maximoff, Wanda		Received	Pending		Submit Rec.

Showing 1 to 1 of 1 entries

Previous 1 Next

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

SA PC

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

SA PC

Review can happen even if parent consent hasn't been received yet.

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

> If the student is eligible (in the right class and has met prerequisites) select "Approve" to see additional fields.

Course	Instructor / High School	Status	Recommen...
ENG 101, Comp I: Critical Read/Respond Prerequisite: 500 or higher on the Old SAT, 26+ on the SAT Writing and Language Test and 27+ on the SAT Reading Test, or Evidence-Based Reading and Writing 560+, or 19+ on the ACT English, or 86+ on the Accuplacer Reading Comprehension and 5+ on the Accuplacer Writeplacer, or 236+ on Next Gen Accuplacer Reading and 5+ on the Accuplacer Writeplacer, or 3+ on the Smarter Balance.	Chris	Approved Funding Type - Cornerstone School Pay Class Period - Period 1 Pre-req met by - Met by testing through CWU	Submitted
MATH 172, Calculus I Prerequisite: Student must have already passed MATH 154 with a grade of a C or higher, or 152+ on the MPT Advanced Math, or 100+ on the Accuplacer College Math Exam, or 280 or higher on Accuplacer Next-Generation Advanced Algebra and Functions, or 76% on the ALEKS.	Diane	Applied	Select

Approved

Funding Type*

Select

| Select |
| CES Subsidy |
| School Pay - Cornerstone |
| Student Pay - Cornerstone |

Please upload pre-req documentation in the 'Supporting Docs' tab for all testing scores and courses not taken through CWU

Class Period*

Period 6

If a student changes class periods at the high school it is important that this be updated here.

> Choose funding type—is this student/family responsible for the bill, or is the school covering the fee?

> Class period is required.

Breaking News!

WA State Legislature passed SB5048 which eliminates course fees for CiHS public school students. At the time of printing materials for Summer Institute 2023, the registration system had not been revised on this particular process. CWU CiHS will send updates as soon as information is available.

Approved

Funding Type*

Select

Pre-req met by*

Select

| Select |
| **Select** |
| Met by testing through CWU |
| Met by taking and passing prior course |
| Course does not have a pre-req |
| Met by other testing/course |

Period 6

If a student changes class periods at the high school it is important that this be updated here.

How did the student meet any required prerequisites?

Met by testing through CWU—Accuplacer through CWU Testing Services

Met by taking and passing prior course—means CWU class

Course does not have a pre-req—not all classes have prerequisites

Met by other testing/course—the placement test or prior course was not provided by CWU (additional documentation needs to be uploaded)

Add student GPA.

Add student grade level .

Student GPA*

Select

Grade Level of student when taking the above course(s)*

Senior

Please select the test(s) that you want to enter scores. Please be aware that not all tests are accepted 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   ☐ ACT English
☐ Accuplacer Math   ☐ HL IB
☐ Accuplacer NG - English   ☐ MPT
☐ Accuplacer NG - Math   ☐ SAT Writing and Language
☐ Aleks   ☐ SAT Reading
☐ AP English   ☐ SAT (old)
☐ AP Math   ☐ 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 ... HS courses. Some pre-reqs may also require you to attach a high school transcript.

If the prereq was met through testing, select the test, additional related fields will show.

☑ Accuplacer NG - English   ☐ MPT
☑ Accuplacer NG - Math   ☐ SAT Writing and Language
☐ Aleks   ☐ SAT Reading
☐ AP English   ☐ SAT (old)
☐ AP Math   ☐ 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 score(s)

Enter the test date

Adding test score reports to meet the prerequisite:

- For Accuplacer Next Generation English or 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.

If a student has previous high school coursework that satisfies a prereq, add that information here. Make sure all pertinent details are entered. Then upload transcript.

If applicable to the course and the cou...........e provide student course and grades for English and Mathematics HS courses. Some pre-reqs may also require you to attach a high school transcript.

HS English/Mathematics Course	Grade

Submit Recommendation

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.

👤 Details	≣ Class(es)	≣ Supporting Docs.	✎ Notes	🗀 Fall 2019 Class(es) Recommendation

Uploaded On	Uploaded For	File
No files found		

Upload File

Type of Document*

Accuplacer Score Report

File to upload*

[Choose File] No file chosen

[Upload File]

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

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

Upload File

Type of Document*

Accuplacer Score Report

- Accuplacer Score Report
- Accuplacer Next Gen Score Report
- ACT Score Report
- ALEKS Score Report
- AP Score Report
- College Transcript
- CWU Contract of Understanding
- High School Transcript
- MPT Score Report
- New SAT Score Report
- Old SAT Score Report
- **SBA Score Report**

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

Double check the information on all the tabs.

Click on the tabs to see details

👤 Peter Parker

| 👤 Details | ☰ Class(es) | ☰ Supporting Docs. | ✎ Notes | 📁 Fall 2019 Class(es) Recommendation |

Uploaded On	Uploaded For	File	
Sept. 1, 2021, 10:26 a.m.	Fall 2019	CWU Contract of Understanding Math_Next_Gen_COU_21-22.pdf	Delete

Upload File

Type of Document*

Accuplacer Score Report

File to upload*

When all student information is complete and accurate, and any needed files have been uploaded, hit Submit Recommendation.

If a student signs up for another class later, you will see another Pending Recommendation for them.

Submit Recommendation

Good job! The recommendation has been submitted. CWU CiHS will receive notification and double check prerequisites and other information, and let you know if anything is missing. Then the student will move forward to enrollment.

Successfully submitted recommendation.

Click on the tabs to see details

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

Please complete any student recommendation step and save 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.

Deadlines are firm.

We are able to accept Late Registration Requests, but not in the online registration system. Requests can be made by submitting paper forms from the student and school, and a writing exercise from the student, prior to the Late Registration Request deadline. All Late Registration Requests may not be granted.

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. We set the student status to Corrections Required—See Notes, and use the Notes tab. When each student is accurate and complete, we move students forward to the status Registered, and then they'll be enrolled by the CWU Registrar.

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 can 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 need to access their faculty MyCWU account to update their password when necessary and add grades at the end of the term.