



College in the High School

Instructor Handbook

2023-24

Central Washington University High School Partnerships

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LETTER FROM THE DIRECTOR OF CONCURRENT ENROLLMENT

Greetings from Central Washington University!

The decision to start college early is an important one. There are many reasons students do not experiences can be an overwhelming adjustment. Also, the generational, demographical, and financial reasons are becoming more prevalent on a national scale. Our goal is to help students overcome as many of those obstacles as possible while they are still in the comfort zone of their current high school setting.

With an increased focus on creating pathways and college access for students across the state of Washington, CWU has emerged as the state leader in dual credit offerings through our NACEP Accredited College in the High School (CiHS) program. We take great pride in our service of helping students as well as the mentorship and professional development we provide for our high school teachers. Our dedicated and distinguished faculty and staff truly consider this program a partnership in our journey to educate the next generation while increasing college access.

During the 2023 legislative term, the State of Washington passed Senate Bill 5048 which eliminated the fee associated with College in the High School. This is a significant step toward making the program more accessible to all students across the state. The College in the High School program is great for students looking to get a jump start on their college education while eliminating future student loan debt. The program also allows them to gain the confidence that higher education could be an option for them after high school.

CWU CiHS is an opportunity for students who are self-motivated and excited to get a head start on their academic career. It is also a great professional growth opportunity for teachers within your high school and district.

If you feel this program would benefit your students and teachers, please reach out and we can answer any questions you may have.

Regards,

Kyle Carrigan

Kyle Carrigan

Director of Concurrent Enrollment and Continuing Education

Central Washington University

HIGH SCHOOL PARTNERSHIPS MISSION AND VISION

Vision Statement:

The vision of the CWU High School Partnerships office is to be a statewide leader in providing affordable, rigorous and inclusive dual credit opportunities to every high school student in Washington State.

Mission Statement:

The mission of the CWU High School Partnerships office is to provide high school students with rigorous and rewarding low-cost, dual credit opportunities that will allow students to graduate from high school and earn college credit at the same time, overcome barriers to participating in higher education, and get an early start on their long term academic and career goals.

HIGH SCHOOL PARTNERSHIPS CONTACT INFORMATION

Name/Position	Phone	Email
Main Office	(509) 963-1351	hspartnerships@cwu.edu
Kyle Carrigan Director of Concurrent Enrollment	(509) 963-1796	kyle.carrigan@cwu.edu
Zane Morrison Program Support Supervisor 1	(509) 963-1381	zane.morrison@cwu.edu
Angelia Riveira Associate Director of Running Start	(509) 963-1947	angelia.riveira@cwu.edu
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Sarah Maes Program Coordinator	(509) 963-1652	sarah.maes@cwu.edu
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Mailing address:

Central Washington University
High School Partnerships
400 E. University Way
Ellensburg, WA 98926- 7431

PROGRAM OVERVIEW

WHAT ARE THE BENEFITS OF THE PROGRAM?

- Students can accelerate their academic studies by earning college credit while attending high school without giving up their high school experience.
- College in the High School allows students the opportunity to experience college level work in a familiar environment.
- Completing rigorous high school coursework and earning college credit can strengthen the student's college or university application as well as help meet basic college and university requirements.
- Course fees for public high school students are paid for by Washington State.
- Students applying to CWU prior to high school graduation will be given a \$500 award, the Early Scholar Tuition Waiver, toward CWU tuition, provided they have earned a 3.00 cumulative GPA or higher in their CWU courses.
- The undergraduate CWU application fee will be waived for students who participated in the CWU CiHS program. (Certain restrictions apply, please ask for additional details.)
- CWU currently collaborates with 180 high schools across the state of Washington to offer approved CWU classes in high school classrooms by qualified high school instructors.

OUR WEBSITE

<http://www.cwu.edu/college-hs>

Our website is a good tool for teachers, administrators, students, and parents to use. We highly recommend becoming familiar with the site. The website includes information about the program, important dates, how to make payments, etc.

PAYMENT MODELS

Public high school students will have their fees paid by the state. There is no cost to the students.

Private high school students will have their fees billed to their school.

No student families will receive individual invoices, starting in 2023-24 academic year.

Under both models, students may:

- Take up to 15 CWU credits per term. Any credits attempted over the limit of 15 will need additional overload approval from the Director of Concurrent Enrollment and the Dean of Undergraduate Studies.
- Students in grades 9- 12 may participate.
- Students and parents must both acknowledge the agreement and responsibilities for enrollment.

PROGRAM COMPARISON

	CWU CiHS	Running Start	AP Courses
Learning environment	High school	College campus	High school
Students remain with high school peers and friends	Yes	Maybe	Yes
Courses conflict with other high school programs	No	Maybe	No
Programs conflict with district academic calendar	No	Likely	No
Homework time available in class	Likely	Unlikely	Likely
State revenue lost to your school districts per FTE	No	Yes	No
Teacher qualifications	Approved by CWU, professional development required.	Approved University or College Faculty	Approved by district
College credit earned	By meeting CWU course standards; assignments, quizzes and exams	By meeting individual teacher's course objectives	By score on one final standardized test
Teacher evaluation	By high school, students and site visits and observations by CWU liaison	By college department and students	By high school
Student eligibility	Placement test, or successfully passing previous coursework	Placement test, space available, GPA, etc.	Teacher discretion
Age limitations	Grades 9 through 12	Junior or senior standing	None
Tuition	No cost for public school students. \$60 per credit for private high school students.	None	None
Credit transferability	Accepted by most regional colleges and Universities	Accepted by most regional colleges and Universities	Most regional colleges require score of 3 or higher on AP test
Other costs	\$15 placement test fee, if required	Additional fees for transportation, books, registration, courses & technology, parking	\$97 AP Test Fee \$145 Capstone Test Fee \$40 Late Registration Fee, after Nov. 15.
Other considerations	CWU resources for success are available to teachers and students.	College classes do not restrain content to accommodate high school students	Every college/university has different AP Test acceptance policy

CWU COURSE OFFERINGS

ART 103 ART APPRECIATION	GERM 151 FIRST YR GERMAN	PEAQ 221 LIFEGUARD
ASL 151 AMERICAN SIGN LANGUAGE	GERM 152 FIRST YR GERMAN	PEF 110 CONDITIONING
ASL 152 AMERICAN SIGN LANGUAGE	GERM 153 FIRST YR GERMAN	PEF113 WEIGHT TRAINING
ASL 153 AMERICAN SIGN LANGUAGE	HIST 144 US HISTORY SINCE 1865	PEF115 JOGGING
BIOL 101 FUNDAMENTALS OF BIOLOGY	HUM 101 CULTURES IN ANCIENT WORLD	PEF 122 DANCE FUSION
BIOL 201 HUMAN PHYSIOLOGY	HUM 102 CULTURES 16-19 TH CENTURY	PEF 123 AEROBIC WALKING
COM 250 INTRO TO PUBLIC SPEAKING	HUM 103 CULTURES MODERN SOCIETY	PEF 128 GLUTE/ABDOMINAL CONDITIONING
DNCE 141 JAZZ DANCE	IT 111 YOUR DIGITAL FOOTPRINT AND THE WEB	PEF 129 AB STRENGTH
ECON 101 ECONOMIC ISSUES	IT 202 CHANGE READY: TECHNOLOGY SKILLS FOR CIVIC AND COMMUNITY LEADERS	PEF 131 FRISBEE
ECON 102 WORLD ECONOMIC ISSUES	MATH 101 MATH IN MODERN WORLD	PEF 150 BEGINNING YOGA
ECON 130 FOUNDATIONS FOR BUSINESS ANALYTICS	MATH 102 MATH DECISION MAKING	PEF 153 MAT PILATES
EDBL 250: ETHNIC AND CULTURAL MINORITIES IN AMERICAN EDUCATION: PAST AND PRESENT	MATH 130 FINITE MATH	PEID 110 BEGINNING BADMINTON
EFC 250 INTRODUCTION TO EDUCATION	MATH 152 FUNCTIONS AND REASONING	PEID 123 BEGINNING TENNIS
ENG 101 COMP I READING	MATH 153 PRECALC I	PEID 137 HIKING
ENG 102 COMP II RESEARCH	MATH 154 PRECALC II	PEID 150 ARCHERY
ENG 105 LITERARY IMAGINATION	MATH 172 CALC I	PETS 110 BASKETBALL
ENST 201 EARTH AS AN ECOSYSTEM	MATH 173 CALC II	PETS 113 SOCCER
ENST 202 ENVIRONMENT AND SOCIETY	MATH 211 STATISTICAL CONCEPTS AND METHODS	PETS 114 SLOW PITCH SOFTBALL
ETSC 101 MODERN TECH	MATH 265 LINEAR ALGEBRA	PETS 120 TABLE TENNIS
ETSC 145 WOODWORKING	MATH 272 MULTIVARIABLE CALC I	PHYS 101 INTRO TO ASTRONOMY
ETSC 160 DESIGN & DRAFT	MATH 273 MULTIVARIABLE CALC II	PHYS 103 PHYSICS OF MUSIC
ETSC 265 MODELING	MSL 314 MILITARY HISTORY	PHYS 106 PHYSICS INQUIRY
ETSC 277 INTRO TO ROBOTICS	MUS 101 HISTORY OF JAZZ	PHYS 111 INTRO PHYSICS I
FIN 174 PERSONAL FINANCE	MUS 102 INTRODUCTION TO MUSIC	PHYS 112 INTRO PHYSICS II
FR 151 FIRST YR FRENCH	MUS 103 HISTORY OF ROCK AND ROLL	PHYS 113 INTRO TO PHYSICS III
FR 152 FIRST YR FRENCH	PEAQ 110 SPRINGBOARD DIVING	PHYS 181 GEN PHYSICS I
FR 153 FIRST YR FRENCH	PEAQ 111 BEGINNING SWIMMING	PHYS 182 GEN PHYSICS II
GEOG 101 WORLD REGIONAL GEOGRAPHY	PEAQ 112 SWIMMING	PHYS 183 GEN PHYSICS III
GEOG 208 OUR HUMAN WORLD	PEAQ 113 ADVANCED SWIMMING	POSC 101 INTRO TO POLITICS
GEOL 101 INTRO TO GEOLOGY		POSC 210 AMERICAN POLITICS
		POSC 270 INTERNATIONAL RELATIONS
		PSY 101 GENERAL PSYCH
		PUBH 209 CONSUMER HEALTH
		SOC 101 SOCIAL PROBLEMS
		SOC 107 PRINCIPALS OF SOCIOLOGY
		SPAN 151 FIRST YR SPANISH
		SPAN 152 FIRST YR SPANISH
		SPAN 153 FIRST YR SPANISH
		TH 107 INTRO TO THEATRE

PLACEMENT TESTING

Currently, CWU offers the Accuplacer Next Generation exam for math placement testing. This exam can be used to place into a variety of math-based classes. Students can also submit, ACT, AP, ALEKS, or MPT scores to meet the prerequisite. Please see our Course Description and Prerequisite guide for more details on the cut-off scores.

Location: The Accuplacer exam may be offered at your high school.

Cost: Starting in the 2023-24 academic year, there will be no cost for CWU Accuplacer testing for College in the High School students for the MATH test.

For ENG 101 Placement, students need to take the Directed Self-Placement test. More information can be found here: <https://www.cwu.edu/general-education/directed-self-placement>

HOW DO STUDENTS SIGN UP?

Talk to a high school teacher or counselor to see if CWU College in the High School is offered in their class/school, how the classes match with individual students' graduation needs, and what kind of prerequisites may be required.

Registration is online at <https://cihs.cwu.edu/> and they create or log into their student registration account, choose classes, and get parent/guardian consent. Reviewers check for accuracy and completeness at the schools, and add proof of prerequisites, if required. Then the students are enrolled by CWU.

Each student will receive a letter from CWU and an email with their CWU ID and username after the first time they register. They need to set up their MyCWU account by following the directions in the letter.

ACADEMIC TRANSFER IN WASHINGTON STATE

Colleges in Washington State have agreements to make transfer easier for students. Schools offer a variety of pathways for students who wish to transfer from one school to another. Students can transfer from a:

- Community or technical college to a four-year college or university.
- Four-year College or university to a community or technical college.
- Four-year College or university to another four-year college or university.
- Community or technical college to another community or technical college.

In addition to state-level agreements, schools may have more requirements. Students who want to transfer from one school to another should:

- Talk to academic advisors at both their high school and their intended college/university.
- Make sure they understand their transfer rights and responsibilities.
(<http://www.wsac.wa.gov/sites/default/files/Transfer.Student.Rights.Responsibilities.pdf>)

The Washington Student Achievement Council (WSAC) is the state's transfer liaison. The agency is a single statewide point of contact for transfer issues. WSAC also stores and maintains transfer agreements. (Washington Student Achievement council, www.wsac.wa.gov/transfers)

ABOUT CENTRAL WASHINGTON UNIVERSITY

Welcome to Central Washington University, home of the Wildcats.

We are a public, four-year university located in historic Ellensburg, WA.

Central's commitment to hands-on learning and discovery and individual attention takes students beyond the limits of the classroom and books. Students get to do what they are studying in the real-world and professional settings, which makes learning exciting and relevant.

Each year CWU graduates thousands of well-educated citizens who are ready for high-demand careers in the workforce: construction management, accounting, engineering technology, teacher education, wine business, Para medicine, aviation, and more.

CWU prepares students to succeed in a global economy through strong partnerships with 30 colleges and universities around the world. Last year we welcomed more than 400 students from 36 countries to our campus.

Central Washington University's Ellensburg residential campus encompasses 380 acres. There are also six university centers (Des Moines, Lynnwood, Pierce County, Moses Lake, Wenatchee, and Yakima) and two instructional sites (Joint Base Lewis-McChord and Sammamish).

Quick facts:

About 3,200 graduates each year

Enrollment numbers: 10,327

On-campus residents: 2,800

Male/female ratio: 46/54

Students of color: 42%

- Faculty recognized regionally and/or nationally for collegiate teaching in mathematics, physics, geology, music, and chemistry.
- Average class size: 20
- Student to faculty ratio: 20-to-1

Where Wildcats are from:

Washington State: 94%

- King County: 1960
- Pierce County: 1334
- Snohomish County: 722
- Yakima County: 893

Housing:

Residence halls: 20

Apartment complexes: 5

Living Learning and Theme communities: 14

Estimated costs for 2022-23:

Full price basic tuition, for 10 - 17 credits: \$6,621

Room and board: \$13,787

Student Life:

More than 125 clubs, organizations, and associations

13 varsity athletic teams

More than 30 percent of students participate in intramural sports

Approximately 500 students participate in 23 sports clubs

Academic:

- More than 135 majors
- Nationally and/or regionally distinguished programs in music, geology, business, physics, education, and STEM.

Wildcat Athletics:

Competes in the NCAA Division II

Men's varsity sports: 6

Women's varsity sports: 7

VISION AND MISSION OF CWU

VISION

Central Washington University will be a model learning community of equity and belonging.

MISSION

In order to build a community of equity and belonging, Central Washington University nurtures culturally sustaining practices that expand access and success to all students. We are committed to fostering high impact practices, sustainability, and authentic community partnerships that are grounded in meaningful relationships.

CWU POLICY

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

CWU is required to comply with [FERPA \(Family Education Right to Privacy Act\)](#) including access to student records. FERPA mandates that any student enrolled in college be treated as an adult for privacy purposes. We are not allowed to give information concerning a student's attendance or progress (even if the student is under 18 years of age) to the parent or guardian, without the student's consent.

CWU staff will not discuss a student's progress with anyone without the student's permission.

RELEASE OF INFORMATION

Parents or guardians wishing to contact the university regarding a student's conduct, academic, or financial information must be on a release of information form. This release states that the student gives a specific individual(s) permission to access certain information regarding his/her student records. Without a release of information on file, no university official can share any information with anyone other than the student. Release of Information forms can be obtained through the Dean of Student Success Office in Bouillon 204 or on the Student Success website under "Forms" (<https://www.cwu.edu/student-success/>). Students can also release their information through their [MyCWU](#) account.

DISABILITY SUPPORT

Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning, discuss your concerns with the instructor. Students with disabilities should contact [Disability Services](#) to discuss a range of options to removing barriers, including accommodations. Student Disability Services is in Hogue Hall 126. Call (509) 963-2214 or email ds@cwu.edu for more information. High school 504 and IEP plans do not carry over to the university. If you already have a 504 and or IEP at your high school and are taking a CWU class, you may use those learning plans that have already been set in place.

REPETITION OF COURSES

Some CWU courses are approved for repetition with credit awarded each time the course is taken and passed. Such approval is indicated in the course description in the university catalog (<https://www.cwu.edu/registrar/catalogs>). Full tuition is assessed for all repeated courses. Other courses may be repeated under the following conditions:

- Students can take a course a second time. Students attempting to take the same course a third time may do so only with permission of the course instructor and the department chair. Unless otherwise designated as repeatable, courses may not be taken more than three times without permission of the dean of the college and department chair.
- Credit will be awarded only once, including credit for transfer courses that are repeated at CWU.

- 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:

- May be transferred in for CWU credit.
- Will be used in calculating both the CWU and the transfer GPA.

Repetition of Courses:

http://catalog.acalog.cwu.edu/content.php?catoid=37&navoid=1537&hl=%22incompletes%22&returnto=search#repe_of_cour

GRADING POLICIES AND REGULATIONS

SCHOLASTIC STANDARDS

Academic standards are established by the faculty. The dean of student success has responsibility for implementing these standards. A student's academic standing appears on the quarterly grade report or unofficial transcript located on Safari. Questions about academic standing should be directed to the Office of Student Success (Bouillon Hall, room 204).

Good Standing: A student is in good standing when both the quarterly and cumulative grade point averages (GPA) are 2.0 or higher (a "C" average or better).

Academic Warning: A student who has been in good standing will be placed on academic warning when the GPA for the previous quarter is below 2.0.

Academic Probation: A student who has been on academic warning will be placed on academic probation if either the quarterly or the cumulative GPA is below 2.0.

Academic Suspension: A student who has been on academic probation will be placed on academic suspension if the GPA for the previous quarter is below 2.0. If the GPA for the previous quarter is 2.0 or above, but the cumulative GPA remains below 2.0, the student will remain on academic probation.

Letter	Grade	GPA Credit	Transcript Explanation	Definition of letter grade/Policy statement
A		4.0	Excellent	Meets all objectives of the course and fulfills all requirements; performs at a level that reflects excellence
A-		3.7		
B+		3.3	Good	Meets all objectives of the course and fulfills all requirements; performs at a high level
B		3.0		
B-		2.7		
C+		2.3	Satisfactory	Meets all objectives of the course and fulfills all requirements; performs at a satisfactory level
C		2.0		
C-		1.7		
D+		1.3		
D		1.0	Marginal Pass	Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level
D-		0.7		
F		0		
			Failure	Fails to meet the course objectives; does not fulfill course requirements

WITHDRAWING FROM OR DROPPING A COURSE

Uncontested Withdrawal

The student took a portion of the class and will receive a **+W** on their transcript, which does not affect their CWU GPA. Within the Uncontested Withdrawal period, students can elect to withdraw from individual classes.

Complete Withdrawal

Within the complete withdrawal period, students must withdrawal from all CWU classes. This withdrawal is for reasons of illness or extenuating circumstances. A complete withdrawal from the CWU will be noted on the student's transcripts with a **W**.

Hardship Withdrawal Policy

After the Uncontested Withdrawal Period ends, hardship withdrawals will be granted only for reasons of hardship and then only upon written petition to and written approval of the registrar.

The student must have discussed the reasons for the withdrawal with the affected faculty member and have obtained the faculty member's signature on the hardship withdrawal petition. Approved hardship withdrawals will be noted on the student's transcript with "HW."

Hardship Withdrawal Petition

Students may request to be withdrawn from one course late in the term if they have experienced extenuating circumstances that present a hardship and affect their ability to finish the course. Students need instructor signature and Director of Concurrent Enrollment approval. If approved, they will receive a **HW** on their CWU transcript.

Please see our important dates online <https://www.cwu.edu/college-hs/withdrawal-policy-and-deadlines>

The following symbols are also used. No "grade points" are assigned.

W	Complete withdrawal from the university
+W	Uncontested withdrawal from a course
HW	Hardship withdrawal from a course
I	Incomplete
NS	No show

"**Dropping**" a CiHS class at CWU happens during a very limited time frame, early each term. A drop removes the course completely from the student's CWU transcript and removes all applicable charges. Students must do this within their [CiHS](#) account.

NS = No show is only used when the student has never attended a single class. If you have a student on your roster who isn't seated in the right class, please inform us immediately so we can make a correction before the end of the term.

RESOURCES FOR STUDENTS FROM CWU

ACADEMIC SUCCESS CENTER

As a CWU student, you have access to the Academic Success Center (<https://www.cwu.edu/academic-success/>) which includes the University Math Center, The University Writing Centre and PALS (Peer assisted Labs). These services are

location in the Brooks Library and online. To learn more about online services please visit <https://www.cwu.edu/academic-success/online-tutoring/online-tutoring> Please make sure to use your CWU email address when emailing the tutoring services.

ADVISING

CWU College in the High School students may need assistance with how to transfer CWU credits, how to track college credits while in high school, understand how your financial aid could be impacted, how to apply for college, or understanding the ever-changing education policies and practices in higher education. All of these things make transitioning from high school to college or a career a challenge. Making this transition also includes strategic planning, setting goals, and monitoring progress.

Students may seek academic advising through Central Washington University's highly qualified advisors. We are here to help you succeed! To begin a conversation with an advisor please [click here \(http://www.cwu.edu/college-hs/request-advising\)](http://www.cwu.edu/college-hs/request-advising) and fill in the information. You may also call 509-963-1351 to speak to an advisor.

BROOKS LIBRARY

Students have access to the [CWU Brooks Library](#). They can chat with a librarian if they have questions about citations, etc. They can look up scholarly articles and save them to their own account. This is an incredible resource and students are encouraged to use it. There website is <https://www.lib.cwu.edu/>

WILDCAT SHOP

The [CWU Wildcat Shop](#) is where you can buy textbooks, supplies, electronics, CWU Swag, clothing, etc. There website is <https://wildcatshop.net/>

DISABILITY SERVICES

While 504 and IEP plans do not transfer to CWU, the accommodations that you have with your school can be used while participating in CWU College in the High School classes. [CWU Disability services](#) is still available if you have any questions. There website is <https://www.cwu.edu/disability-support/>

CAREER SERVICES

Career Services emphasizes a holistic approach to career and life planning. They are committed to empowering individuals to enter the competitive and evolving global arena with confidence and competence. Their team-identified values, listed above, serve to guide them in their work (<https://www.cwu.edu/career/>).

ATHLETICS

As a CWU student, you can attend [CWU Athletics](#) events. All you need is your CWU Connection Card and to pay the appropriate student fee for the event. There website is <https://wildcatsports.com/>

PROGRAM PARTNER RESPONSIBILITIES

CENTRAL WASHINGTON UNIVERSITY RESPONSIBILITIES

1. Offer authorized and approved CWU courses at high school locations, taught by approved instructors.
2. Determine final teacher appointment for each course.
3. Provide participating students with a platform to register for CWU courses. Appropriate placement testing scores may be required. (Please see registrar catalog (<http://catalog.acalog.cwu.edu/>) for official requirements for all courses) Students will be admitted as non-degree seeking, non-matriculated students.
4. Provide clear documentation of academic expectations for students enrolled in each approved course offered at the high school location. The documentation will provide guidelines, as delineated by the course syllabus, for College in the High School students taking college courses.
5. Coordinate team/individual meetings with school district teacher(s) to ensure adherence to syllabi and expected rate of student progress.
6. Provide recommendations to remedy any inadequate teacher performance issues to the designated high school official within 60 days of classroom observation.
7. Remove from the program any instructors who have failed to comply with College in the High School policies or procedures. Noncompliance issues will be handled in consultation with the School District.
8. Arrange to have each participating instructor evaluated using the CWU evaluation process.
9. Solicit input from participating instructors appropriate for development of course final exam.
10. Provide each student the opportunity to visit the CWU campus upon mutual agreement between the School District and CWU.
11. Provide each eligible student with a CWU student ID card if requested.
12. Send a one-time administrative reimbursement to the School District at the end of the academic year, based on the following:
 - a. Based on end of term enrollments, CWU recognizes that some of the duties connected to this program can require more or less work depending on the number of students in that particular period (i.e. the registration process, grading, etc.). The administrative reimbursement is broken down by class size to reflect that additional work. Because additional periods of the same course do not require any extra team meetings or training time the additional reimbursement is meant to reflect further work done by the teacher (i.e. the registration process, grading, etc.).
 - b. The administrative reimbursement will be paid in the amount of \$35 per student, up to 15-students per-period.
 - c. Based on the Interlocal Agreement with each District, different restrictions or compensations may apply.
13. Send school district yearly Interlocal Agreement (Appendix A)

OUTREACH

The most important duty of the College in the High School office is making sure everyone has accurate, up-to-date information. We coordinate with the University, School District administrators, Teachers, Parents and Students and provide over 6,000 students annually with opportunities to earn college credits. We provide informational brochures, forms, website links and personalized service to support the school and the students.

INFORMATION NIGHTS

The office of College in the High School can provide Information Nights. We are also happy to visit prospective/current schools and meet with students and parents, or teachers and administrators.

CWU College in the High School works closely with our partner high schools to provide a high level of service in the areas of faculty mentoring, student admission, registration, and transcript processing.

To schedule a presentation or visit, please contact our office at (509) 963-1351.

ADMINISTRATION, ENROLLMENT, PROCESSING

In Academic year 2022-23, CWU College in the High School processed over 13,700 enrollments, from 7,800 unique students. Each registration has multiple fields that are reviewed first by the school and then by our staff, and again at the Registrar's office. This ensures that the students are earning credit in the right class at the right time.

When there is missing or inaccurate information on a registration, our team follows up with students or teachers, and makes corrections. When every item is correct, the student gets enrolled.

CWU sends a monthly report to contacts at the district and in the school which detail the list of students who are fully enrolled as of the first of each month. This monthly report needs to be reviewed and confirmed for accuracy by the school administration.

FINANCIALS, BILLING

Starting for the 2023-24 academic year, College in the High School is state funded, so that course fees for students at public high schools will be paid by Washington State.

Course fees for students at private high schools will be billed to the school.

Any questions about invoices, payments, etc. can be directed to our Fiscal Specialist

CWU FACULTY LIAISON RESPONSIBILITIES

1. Attend and provide discipline specific training of at least 1-3 hour(s) in duration at Summer Institute Trainings. Separate workload contracts will be issued for Summer Institute Training events.
2. In addition to the Summer Institute, liaisons provide discipline-specific professional development to high school instructors during their site visit.
3. Conduct a minimum of one (1) site visit and evaluation (Appendix B) for one class period of all new high school instructors, during their first year.
 - a. Provide copies of evaluation to the high school instructor
 - b. Provide copies of evaluation to the Office of High School Partnerships
4. Conduct a site visit and evaluation every two years (at a minimum) to all veteran high school instructors.
 - a. Review previous site visits and evaluations-available in High School Partnerships Office
 - b. Provide copies of the latest evaluation to the high school instructor and the High School Partnerships office.
5. Review syllabi from approved teachers and advise modifications to ensure alignment with CWU syllabus requirements.
6. Provide minimum departmental qualification and expected competencies for all new teaching applicants.
 - a. Review high school teacher applications as needed and approve or deny.
 - b. Forward approved applications to Department Chair for approval/denial.
 - c. Forward approved applications to the Dean of the respective college.
7. As the subject matter expert, provide academic support to high school instructors when requested.
8. Assist the High School Partnerships office in accreditation process by supplying required documentation as requested.
9. See "Forms" a sample liaison contract with the High School Partnerships office.
10. Attend relevant High School Partnership meetings

DISTRICT AND BUILDING ADMINISTRATOR RESPONSIBILITIES

1. Read, understand, and follow the School Administration Procedure and Practice Guide.
2. Suggest qualified instructors apply to teach CWU classes. Minimum qualifications are set by the CWU academic departments. Please see our qualifications here: <http://www.cwu.edu/college-hs/instructor-minimum-qualifications>
3. Obtain final approval from CWU of instructor appointment.
4. Supervise and evaluate instructors per the School District collective bargaining agreement.
5. Ensure each School District teacher completes or provides the following for each approved course:
 - a. Provide a professional and prepared classroom environment.
 - b. Submit course syllabus to CWU for approval.
 - c. Attend individual/team meetings as designated or requested by CWU.
 - d. Allow CWU to conduct classroom observation at least once per year for each approved course.
 - e. Coordinate completion of student evaluations in accordance with the CWU student evaluation process.
 - f. Provide input to CWU faculty on the development of the course final (Math).
 - g. Ensure students complete course requirements as indicated in the course syllabi.
 - h. Assign grades for classes in accordance with the university established deadlines.
6. Respond to recommendations regarding inadequate performance as identified by CWU in accordance with the School District collective bargaining agreement. Instructors found to be in non-compliance will be removed from the program.
7. For mixed enrollment classes, maintain documentation that differentiates instruction and class requirements between high school class and approved CWU course.

8. Participate in relevant NACEP Surveys.
9. Follow CWU's policy.
10. Submit a signed Interlocal Agreement yearly (Washington Administrative Code (WAC) 392-725-050)
<https://apps.leg.wa.gov/WAC/default.aspx?cite=392-725-050>
11. Inform parents about what their students are signing up for (Appendix C contains a welcome letter that can be handed out to enrolled CWU students. This letter can also be found on our website.)
12. Inform the High School Partnerships office if an instructor resigns, retires, takes leave (absent longer than ten days) or is no longer affiliated with the district.

INSTRUCTOR RESPONSIBILITIES

1. Read and understand the Instructor Procedure and Practice Guide.
2. Work with their CWU liaison to create a syllabus that meets all of NACEPs syllabus requirements for every course taught.
3. Work with their CWU Liaison on how to meet their specific course outcomes/learning objectives.
4. Work with their liaison to select a textbook (if required by the discipline) that reflects current information relevant to the discipline. The high school is responsible for purchasing the course textbooks.
5. Meet with their CWU Liaison during the academic year. Coordinate a time with their liaison to have their class observed. After the observation have a follow up meeting about the observation.
6. Attend annual Summer Institute (First year adjunct faculty must attend the Summer Institute prior to their first year, and at minimum, every 3rd year after. Attending Summer Institute yearly is not required but highly recommended).
7. Provide each enrolled CWU student with the approved CWU syllabus at the start of the term.
8. Participate in relevant NACEP Surveys.
9. Facilitate online registrations for students and confirm rosters.
10. Encourage students to participate in the Student Evaluation of Instruction (SEIs) at the end of each term. These are sent to each student's personal email.
11. Follow CWU's policy.
 - a. Go over CWU College in the High School important dates with students which can be found on our website
<https://www.cwu.edu/college-hs/>
12. Maintain regular contact with both their liaison and the High School Partnership staff by checking their emails on a frequent basis and reply to any emails or phone calls from the High School Partnerships staff and their faculty liaison.
13. Adhere to all Family and Educational Rights and Privacy Act (FERPA) guidelines.
14. Review rosters in the online registration platform and MyCWU and communicate all changes/discrepancies in a timely manner.
15. Submit grades at the end of each term.

STUDENT RESPONSIBILITIES

Read and understand the Student Participation Guide.

As a student at Central Washington University, you have the responsibility to be familiar and comply with all university policies and procedures, specifically those governing student behaviors. Failure to comply with these expectations may result in university contact and action to address the behavior, which could include removal from the institution.

<http://www.cwu.edu/student-rights/student-responsibilities-university-policies>

- Provide accurate and up-to-date information on all online class registrations.
- Students taking courses are required to have a parent or guardian's consent.
- Follow CWU's policy for withdrawals. Students wishing to drop or withdraw from a course must notify, in writing, Central Washington University either through their adjunct faculty member or through direct contact with High School Partnership staff.
- Participate in relevant NACEP Surveys.
- Participate in Student Evaluation of Instructor (SEOI). This CWU survey is sent to the student's personal email account (Appendix C).
- Be aware of Central Washington Universities Students Rights and Responsibilities.
[\(http://www.cwu.edu/student-rights/\)](http://www.cwu.edu/student-rights/)
- Be aware of the learning and student support services available.

INSTRUCTOR PROCEDURE AND PRACTICE GUIDE

ADJUNCT INSTRUCTOR APPLICATION PROCESS

All instructors for CWU College in the High School meet requirements set by CWU faculty, which include level of education, teaching experience, and possibly additional career experience as appropriate. If you are interested in becoming a CWU Adjunct instructor for College in the High School, this is the process:

First, check the minimum qualifications <http://www.cwu.edu/college-hs/instructor-minimum-qualifications>

If you meet the qualifications, submit your application.

Items you will need to prepare for the online application process include:

- Cover letter addressing academic program. If you are applying for more than one discipline (e.g. math and biology) you will need to provide a cover letter for each.
- Current resume or C.V. outlining specific content expertise.
- Three people to provide letters of recommendation, one from a current supervisor.
 - You will be providing the email addresses for the people who will be your recommendations. Please inform them that they will be getting an email where they will be asked to upload a letter of recommendation.
- Unofficial undergraduate and graduate transcripts.

The High School Partnerships office will contact the applicant via US mail upon completion of the review process. If approved, the candidate will be considered adjunct faculty at CWU.

The approved applicant will be required to attend a one-day College in the High School training workshop also known as Summer Institute. First year adjunct faculty must attend the Summer Institute prior to their first year of teaching our courses, and every 3rd year after the first year. Attending Summer Institute yearly is not required but highly recommended.

In order to maintain CWU adjunct faculty status, the faculty member must teach one course (minimum) within a three-year period. If after three years, a faculty member does not teach a certified CWU course they will have to either reapply, receive liaison approval or a combination of both, to teach CWU courses again. It will be up to each liaison to evaluate each unique circumstance to determine the best option. It is also the responsibility of the adjunct instructor to maintain communication with their department liaison.

OFFERING A NEW COURSE

If there is a course that we currently do not offer, and you would like to see if it is possible, please contact CWU's High School Partnerships office at (509) 963-1351 or hspartnerships@cwu.edu.

ACADEMIC LIAISON SUPPORT

Each high school teacher has a CWU faculty member who serves as their liaison to their academic department at CWU.

This ensures instructional quality, adherence to CWU learning outcomes, and most importantly liaison serve as colleagues and mentors.

Teachers engage with their liaisons to check textbooks, get syllabi approval, ask any curriculum questions, conduct classroom observations and collaborate in professional development and orientation.

Please see the directory of liaison contact information here: <https://www.cwu.edu/college-hs/liaisons-support-teachers>

REGISTERING STUDENTS

REGISTRATION WINDOWS FOR 2023-24 SCHOOL YEAR

	Fall	Winter	Spring
Semester	9/11/20-10/6/23	N/A	2/5/24-2/23/24
Trimester	9/11/20-10/6/23	11/20/23-12/8/23	3/18/24-4/5/24
Quarter	9/11/20-10/6/23	1/2/24-1/22/24	3/18/24-4/5/24

Students must log in or create their account on <https://cihs.cwu.edu/> and select the course(s) they wish to register for by the end of the Registration period. These deadlines are firm and must be adhered to. Students who may need accommodations need to reach out to the CWU College in the High School office prior to the end of the registration period. Students can email us at hspartnerships@cwu.edu or call us at (509) 963-1351.

BEFORE STUDENT REGISTRATION

Coordinate with the individual in the administration office that is serving as point person and/or Reviewer for CWU High School Partnerships registrations.

With the students, review the class description and course syllabus. Clarify the differences between AP classes and College in the High School.

Inform the parents. Use the "Parent Letter" (Appendix B) or something similar. In the case of private pay parents/guardians, make sure they are aware in advance that they are responsible for paying the class fee and will receive invoices from CWU unless otherwise stipulated on the annual ILA.

To register for a particular class, students must meet the eligibility laid out in the CWU catalog and the Course Description and Prerequisite Guide (found in Appendix D or online at www.cwu.edu/college-hs/forms). Requirements vary between classes, but common requirements are to successfully pass pre-requisite course work and/or placement testing.

- We encourage schools to have students take the Accuplacer Test through the CWU Testing Center. Additionally, we also find that if students take the test in the spring, they tend to perform better. If taking the test in the spring is not possible, CWU's Testing Center has resources, such as practice tests, that students are able to use over the summer. Check these resources out at www.cwu.edu/college-hs/testing-information
- For SBAC, ALEKS, SAT, ACT, or Accuplacer test results not from CWU: A copy of the official documented results must be uploaded to the Supporting Documents for each student registration.
- For ENG 101 Placement, students need to take the Directed Self-Placement test. More information can be found here: <https://www.cwu.edu/general-education/directed-self-placement>

REGISTRATION INSTRUCTIONS FOR STUDENTS:

Go to cihs.cwu.edu

Click on the High School Student tile.

If you are registering online for the *first time*, choose **Start New Application**.

- You are starting to create a permanent record, your CWU Transcript, and all information must be complete and accurate.
- Do NOT start a new cihs.cwu.edu registration account if you already have one.
- Enter your personal information.
- Use your full legal name, instead of a nickname.
- Add your personal email address, not the email that a school has assigned.
- Add a password, and note it, and keep that in a safe place with the email address you are using to register. You will need it next time you sign up for a class.
- Add your parent/guardian information including an accurate email address for an active inbox that they use regularly.
- Double check that everything is accurate and SUBMIT. Then select classes.

If you already have a cihs.cwu.edu online registration account, then **Log In (this is not your MyCWU account)**.

- If you have forgotten or lost your login information, let us know. Do *not* start another account in cihs.cwu.edu.
- Check all your personal information to make sure it's still accurate. Update anything that needs it under the My Profile tab.

Get ready to select classes.

- Read the Student Agreement about grades, fees, and policy, and add your signature.
- Choose your school, select classes and the right teacher, and "Apply for Selected". If you choose the wrong class, you can select that class and then delete it, and then add the correct class.

Parent/guardians can add their consent by either:

- Adding their signature now if they are available, within your registration portal, or
- Responding to the "Request for Consent" email which contains a link. They will get a daily reminder until they sign or the deadline is reached.

Your registration will be processed by your school, and then CWU enrolls all approved students.

LATE REGISTRATION POLICY

While our deadlines are firm and must be adhered to, CWU College in the High School is able to receive late registration requests, only when supported by the student's high school administration and the student's course instructor(s). Any late registration request must be made for the current registration term and must be received prior to the late registration deadline. Please see deadlines for this request for each term.

All requests for a qualified student to enroll late must include the following documentation:

- **Late Registration Form – Student** (One form for each course must be submitted)
- **Late Registration Form – Reviewer** (One form for each course must be submitted)

- **CIHS Late Registration Writing Prompt response** (One writing prompt response will suffice if there are multiple late registration enrollments)
- **If applicable, any proof of pre-requisite or supporting documentation.**

Once received, the request will be dated, processed, and evaluated based on the rubric. Incomplete late registration requests or requests received without the correct documentation will be denied. More specifics on this policy and the forms can be found at this link: <http://www.cwu.edu/college-hs/late-registration>

If late registration request is approved, the student will be enrolled late and be added to the CiHS online system manually by CiHS staff, which will trigger email status notifications to the student and school. Once enrolled into the CWU College in the High School course(s), the student has all the rights and responsibilities of a CWU Student.

All late registration materials must be emailed to HSPartnerships@cwu.edu.

Questions regarding this policy can be emailed to HSPartnerships@cwu.edu or give our office a call at 509-963-1351

OVERLOAD

If a student attempts to enroll in more than 15 credits in a term, this will require approval from the Director of Concurrent Enrollment and the Dean of Undergraduate Studies. This requires the high school principal to provide a letter of support for the overload and a copy of the student's unofficial high school transcript to show that they are capable of such a workload.

ENTERING GRADES

Each instructor, at the end of his or her respective term will have to enter grades online via their MyCWU account. Be aware, instructors will not have access while their classes are not in session. Please go to this website for a graphic guide on how to enter your grades in MyCWU: <https://www.cwu.edu/college-hs/instructor-participation-guide>

CHANGE OF GRADE

If an instructor has a valid reason for changing a student's grade, he or she may submit a Change of Grade form. The Change of Grade form must include a justification for the change, be signed by the instructor, and submitted to the High School Partnerships office. The form will then be forwarded to the appropriate department for approval or denial.

If approved, the student's grade will be manually changed by the Registrar's Office. If the grade change is denied, the instructor will be notified. A Change of Grade Form is available by contacting the High School Partnerships office.

INCOMPLETES

The "I" grade is used when the student was not able to complete the course by the end of the term but has satisfactorily completed a sufficient portion of it and can be expected to finish without having to re-enroll in it. The instructor will designate what a student must do to complete the course and set a specific date up to one calendar year for the completion of the coursework.

If the work is not completed within one (1) calendar year from the last day of the quarter in which the "I" was received, the registrar will automatically convert the "I" to an "F." However, instructors may require the work to be completed prior to the end of the calendar year. In these cases, the registrar will convert the grade according to the date indicated by the instructor. It is the student's responsibility to contact the professor and arrange to complete the course.

To earn a grade, the student must complete the work for the course as prescribed by the instructor by the indicated date on the incomplete. Students may not re-register for a course in which they receive a grade of incomplete.

All incomplete changes exceeding the one calendar year limit, including extensions, must be submitted by the instructor to Registrar Services for approval.

PROFESSIONAL DEVELOPMENT REQUIRED

All CWU College in the high school instructors are expected to attend Summer Institute for training and professional development. First year adjunct faculty **must** attend the Summer Institute New Partner Orientation prior to their first teaching CIHS year, and all instructors must attend every 3rd year after.

Attending Summer Institute yearly is not required but highly recommended. This day includes updates on NACEP guidelines and best practices, discipline-specific liaison mentor meetings, and networking opportunities as well as distribution of new materials, resources and breakout sessions.

Failure to attend at least every third year creates a situation that is non-compliant to NACEP requirements, and grounds for intervention up to and including disqualification.

Additional information regarding non-compliance is found below.

NACEP SYLLABUS ALIGNMENT REQUIREMENTS:

1. Course Title
2. Course Descriptions
3. Outcomes and Objectives
4. Instructor Contact Information
5. CWU name

-Do not include information about Advanced Placement, etc., the syllabus needs to be a CWU syllabus.

-While it is not required, we highly encourage our teachers to use our syllabus template found here because it already has the required statements, etc. for a CWU syllabus and all it requires is for you to fill in certain areas

<https://www.cwu.edu/college-hs/forms>

-Please visit this website for further details on a CWU syllabus <http://www.cwu.edu/resources-reports/cwup-5-90-040-academic-and-general-regulations#Syllabi>

-Please contact our office or your liaison for assistance, or to see a sample on-campus syllabus

<https://www.cwu.edu/college-hs/forms>

ABSENCE/LONG-TERM LEAVE FOR AN INSTRUCTOR

In the event an approved instructor is unable to continue teaching their CWU course for a period of 10 consecutive instructional days (an instructional day is defined as a day in which classes are officially being held at the school and count toward the state mandated 180 days of instruction as prescribed in RCW 28A.150.220), the School District must notify CWU. If the instructor is unable to continue, only an approved instructor, who has gone through the CWU application process and been approved by CWU, may continue teaching the course. If the original approved instructor is unable to continue teaching their CWU course, after missing 10 consecutive instructional days, and no other School District teacher has been approved to offer that CWU course, the course will be cancelled, all students will be dropped from their CWU class, and any charges assessed will be reversed.

NON-COMPLIANCE

If an instructor fails to comply with any of the High School Partnerships instructors' responsibilities, he or she will first be notified of their non-compliance in writing. If the instructor continues to be non-compliant, a warning letter will be sent to both the non-compliant instructor, the principal of the high school, and the school districts Point of Contact, found on the Interlocal Agreement.

If the instructor is still non-compliant after receiving a second warning, they will not be re-appointed to teach in the program, and an official notification letter from Central Washington University will be mailed to both the instructor, the principal of the high school, and the schools Point of Contact, found on the Interlocal Agreement.

CWU reserves the right to remove an instructor at any time.

APPENDICES FOR INSTRUCTORS

See additional materials for Instructors in Appendix B

GUIDES FOR TROUBLESHOOTING ONLINE USE

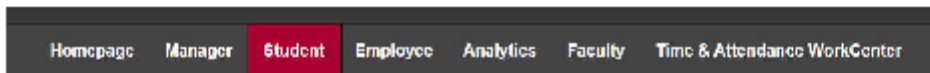
ONLINE MYCWU RELEASE OF INFORMATION

Release of Information

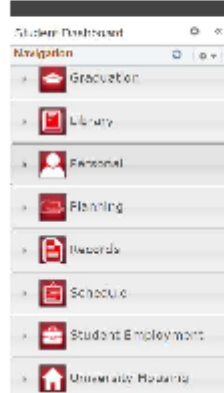
The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law governing access to student education records. FERPA stipulates conditions for release of information from education records and affords students the opportunity to review and seek revision of those records. Central Washington University (CWU) accords all the rights provided by the law, and reserves for itself the right to use and release student education records under the conditions specified by the law. For more information about FERPA [go here. \(https://www.cwu.edu/registrar/family-educational-rights-and-privacy-act\)](https://www.cwu.edu/registrar/family-educational-rights-and-privacy-act)

Directions for Releasing Information in MyCWU

1. Login to your [MyCWU](#) account (Mycwu.edu)
2. Once in your MyCWU, Click on your 'Student' Tab



3. Once in your 'Student Tab', on the left-hand side under Student Dashboard, click on Personal



4. Then click on 'Release of Information'



5. Carefully read all the information and if you want, add a designee at the bottom



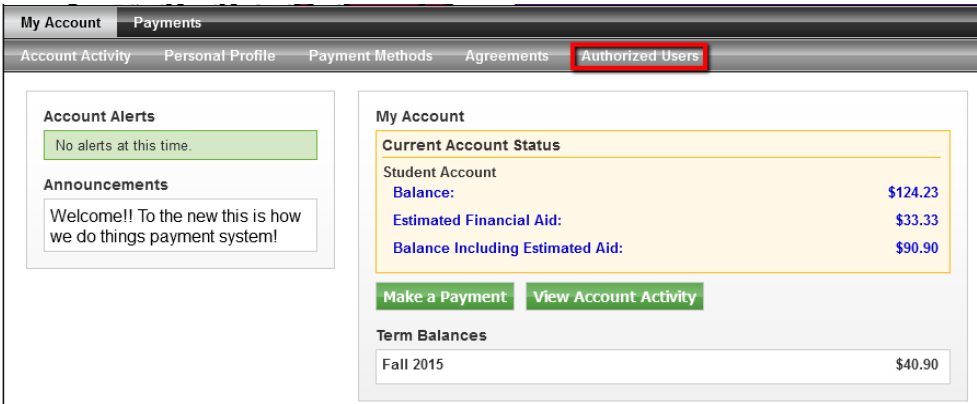
6. Fill in designee information and follow directions.

HOW TO ASSIGN A GUEST USER FROM MYCWU

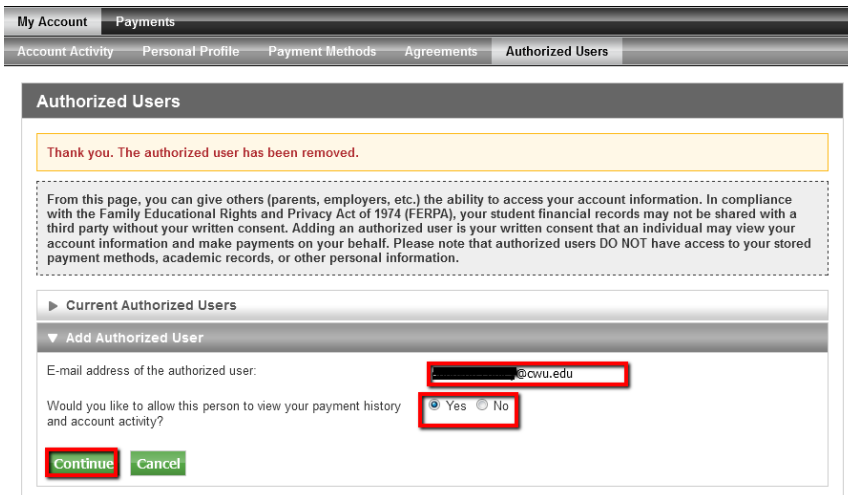
From your MyCWU account:

Step 1. From the homepage, in the Financial Aid Toolbox section, select 'Make A Payment'

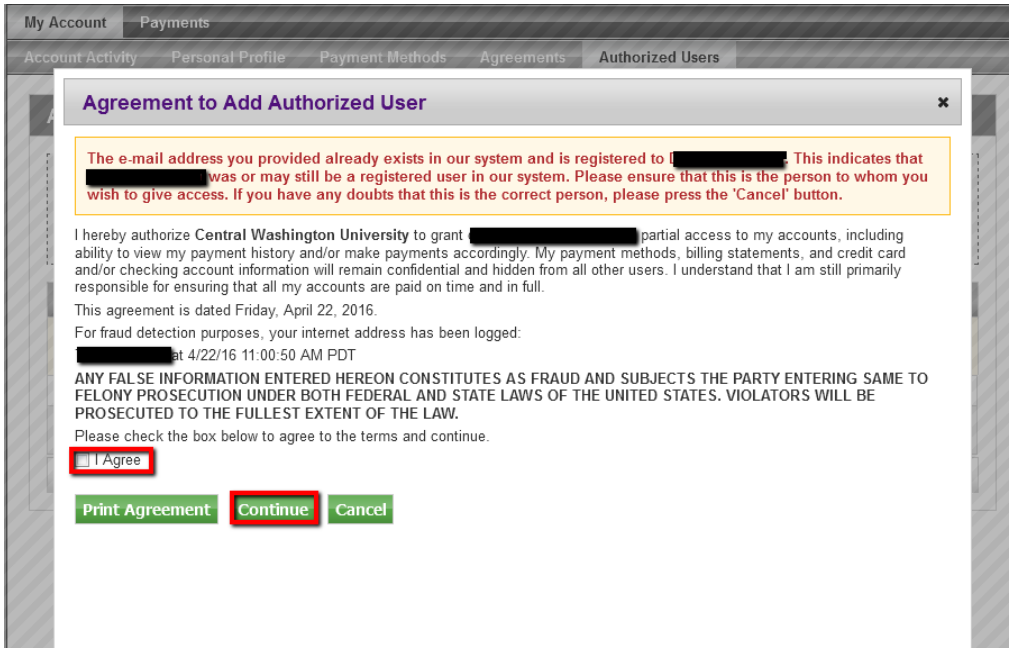
Step 2. Select 'Authorized Users'



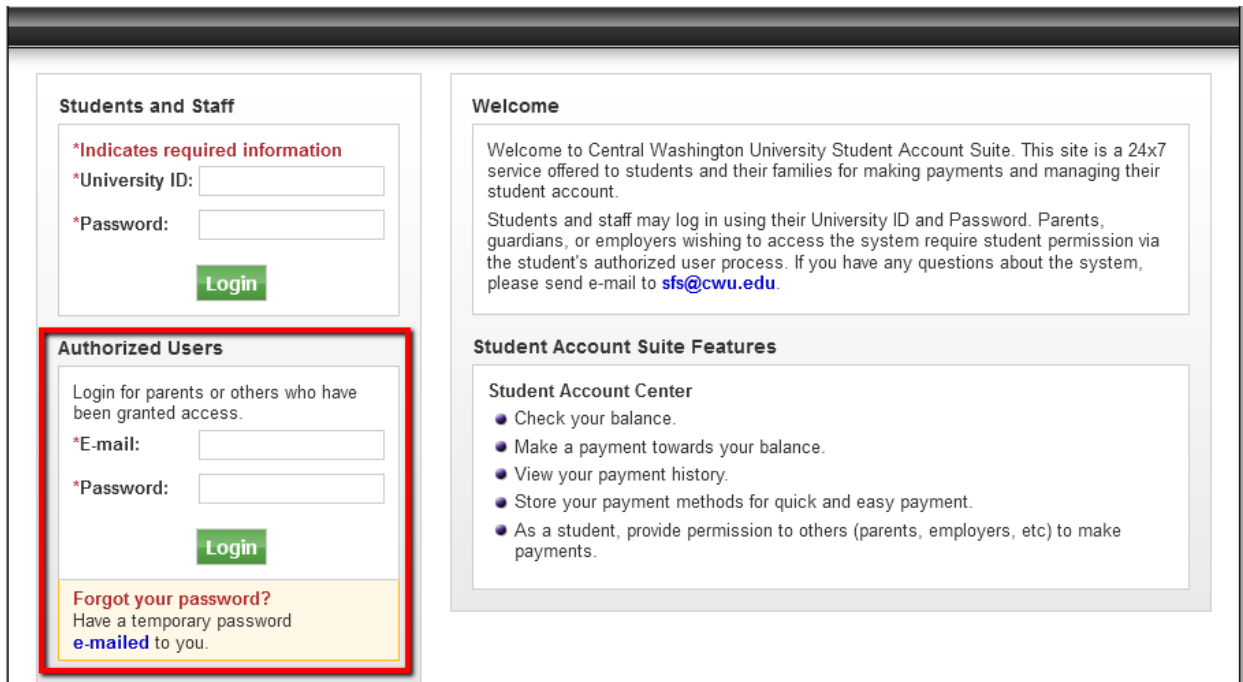
Step 3. Click on the 'Add Authorized User' dropdown, enter the email address and select whether you would like the authorized user to be able to view your payment history and account activity.



Step 4. Select the 'I agree' checkbox to agree to the terms. Then select 'Continue'.



Step 5. The owner of the email address that you are authorizing will be sent two emails. One contains the username, the other contains their temporary password. When they select the link, they will be taken to TouchNet, where they will enter their username and temporary password.



Step 6. They will then enter a new password and retype the password. Then select 'Save'.

Authorized User Profile Setup

Profile Setup

For security reasons, please change your password.

Name and E-mail Address

****Indicates required fields**

Your login ID:

*First Name:

*Last Name:

E-mail address:

Alternate e-mail address:

Password Change

*Enter your new password:
(minimum 7 characters and at least one number or special character)

*Confirm your new password:

Step 7. They will be directed to the account that they are an authorized user on. From here they can make a payment or view account history (if they were given permission earlier)

My Account
Payments

Account Activity
Personal Profile
Payment Methods
Select Student

Profile changes were saved.

Account Alerts

No alerts at this time.

Announcements

Welcome!! To the new this is how we do things payment system!

My Account

Current Account Status

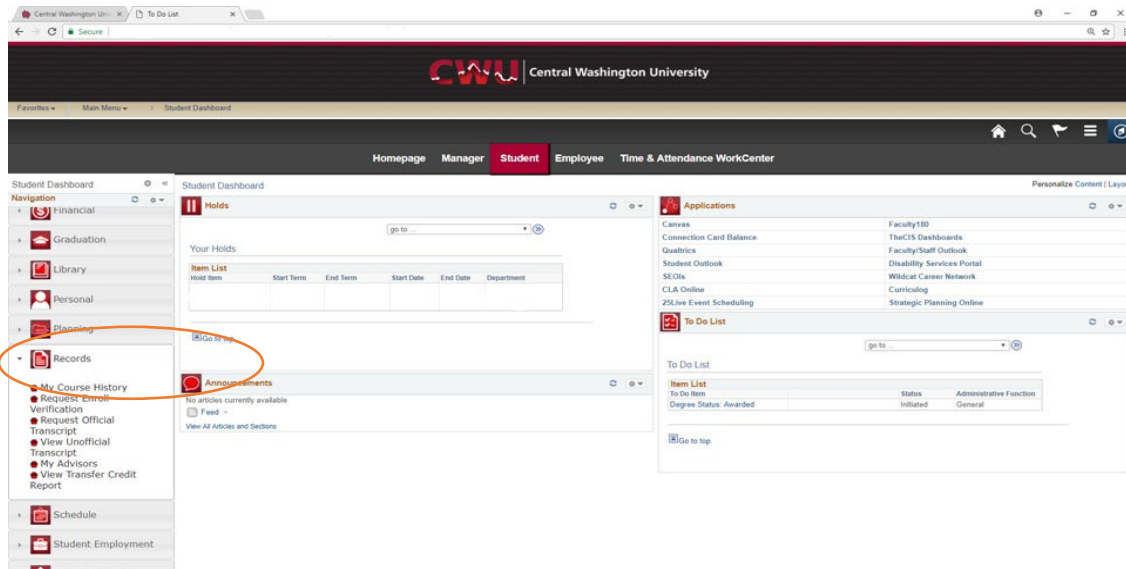
Student Account	
Balance:	\$124.23
Estimated Financial Aid:	\$33.33
Balance Including Estimated Aid:	\$90.90

Term Balances

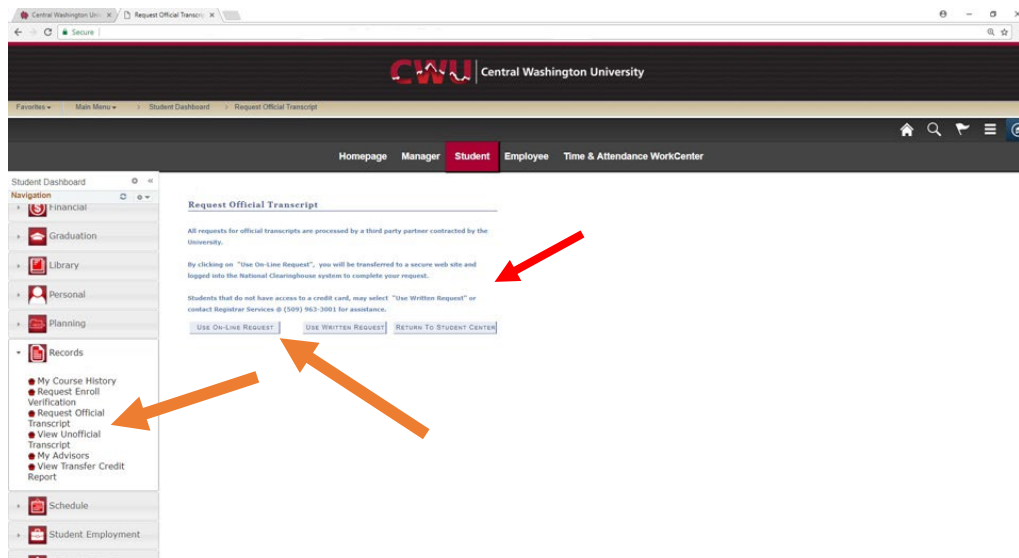
Fall 2015	\$40.90
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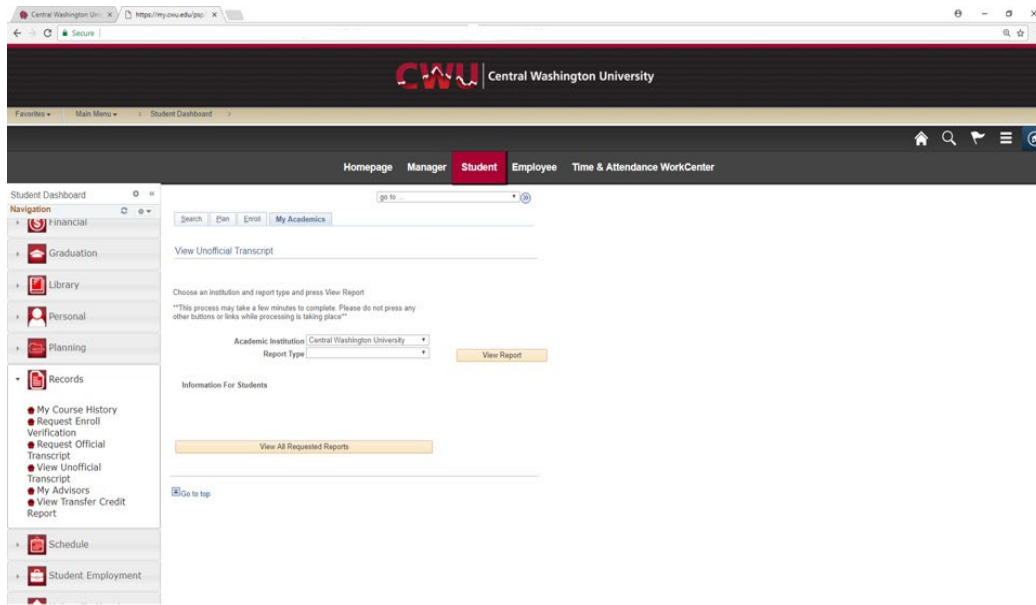


Step 2. Click either View Unofficial or Request Official Transcripts



*For OFFICIAL TRANSCRIPTS, follow the screen's prompts

Step 3. For a look at your UNOFFICIAL transcript, click on Report Type and Click “Unofficial”.



Step 4. Click “View Report”. You can print this report.

FORMS FOR TEACHERS - APPENDIX B

TEACHER SUPPORTING MATERIALS

PARENT LETTER



CWU College in the High School

Introduction for Parents

CWU College in the High School courses allow eligible students in grades 9 through 12 to earn university credit while at their high school campus, at no cost to public high school students. Eligible students are seated in an approved class with an authorized teacher, and meet prerequisites for the CWU course (if needed). CWU College in the High School courses will be included on an official CWU transcript and are transferable to other colleges (certain restrictions may apply, depending on the receiving college or university).

Getting started is a student responsibility

If they are registering online for the *first time*, they choose **Start New Application**.

- They are starting a permanent record, their university transcript, and all information must be complete and accurate. Students need to use their legal name.
- CWU CiHS needs accurate information for the parent/guardian, including an active email address, so we can get consent and send additional information.

If they already have an online registration account, then they log in to cihs.cwu.edu (*this is not their MyCWU account*).

- If they have forgotten or lost their login information, they need to call us. Do *not* start another account in cihs.cwu.edu. Double check that all information used previously is still accurate.

They accept responsibility, and then apply for classes.

- They need to read and understand the disclosure about CWU policy, grades, more rigorous classes and the added responsibility of college studies, and add their signature to the Student Agreement. Then they find and select their school, the CWU course and teacher, and apply for class.

Parent/guardians can add their consent by:

- Reading and understanding the parent disclosure on the registration
- Adding their signature if they are available while the student is registering (within the online portal), or by responding to the "Request for Consent" email which contains a link. They will get a daily reminder until they sign or the deadline is reached. Other accommodations are available.

Registration will be processed by your school, and then CWU enrolls all approved students. Students should verify their enrollment by checking their MyCWU account or asking their teacher.

Explore CWU College in the High School [Student Participation Guide](#)

Website home: <https://www.cwu.edu/college-hs/>

Student Participation Guide: <https://www.cwu.edu/college-hs/student-participation-guide>

Email: hspartnerships@cwu.edu

CWU High School Partnerships

400 E University Way • Ellensburg WA 98926-7431 • Office: 509-963-1351 • Fax: 509-963-1890
Hebeler Hall, Room 122 • Email: hspartnerships@cwu.edu • Web: www.cwu.edu/hspartnerships
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU



LEARN. DO. LIVE.

CWU College in the High School Teacher Application Process

1. Apply online

Upload your application materials to: cihs.cwu.edu > High School Instructor > Prospects/Applicants > Start new application

- Cover Letter addressing academic program
 - Current Resume outlining content expertise
 - Unofficial transcripts (copies are fine) for undergrad and graduate school
 - Email addresses for 3 people who will supply letters of recommendation (one needs to be a supervisor)
 - Supplemental materials as desired
 - Select all classes within a discipline that you wish to teach
- Applications must be complete and submitted by May 15. Incomplete applications will not be reviewed.**

2. Processing

Once all materials are submitted, we will process and forward your application to the appropriate academic department for review. This usually takes a few weeks.

3. Hiring Notice

Teachers will be notified of status by CWU HSP staff and invited to attend orientation and trainings.

4. Attend Summer Institute

Attend a new partners training put on by the HSP staff, and meet with your Liaison to review course objectives, discuss course materials, and confirm academic requirements. This is also a great opportunity for peer networking.

5. Add a Second Discipline?

Please start and submit another complete application with a new cover letter, references and resume highlighting expertise in that field of study.



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/hspartnerships
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: DS@CWU.EDU.

MINIMUM QUALIFICATIONS AND REQUIRED COMPETENCIES

Please visit our website for Minimum Qualifications <http://www.cwu.edu/college-hs/instructor-minimum-qualifications>

CWU SYLLABUS TEMPLATE

CWU College in the High School Syllabus Template

This template is designed to help you create your CWU syllabus, with all required statements and sections.

The CWU Syllabus for your class needs to be added to your CiHS class documents each term, for each class. You can easily upload a pdf of your document under the Syllabus Tab within your instructor portal at cihs.cwu.edu. Once your syllabus is complete and added to the cihs.cwu.edu system, your liaison will review it.

The CWU Syllabus for your class needs to be distributed to all the students who are enrolling for CWU credit.

To complete the CWU Syllabus template:

Part One is designed to be updated every time you teach your CWU course. The dates will certainly change and possibly other information.

Part Two will contain information that will change infrequently

Please enter or update the information in all the fields, replacing the **GREEN instructions or examples** wording with your own.

Upload your entire PDF syllabus to class documents in cihs.cwu.edu once it's complete.

Distribute your CWU Syllabus to all students who are enrolling for CWU credit, along with the "First Steps" document [available here](#).

When prerequisites or learner outcomes change (as advised by your liaison), your syllabus will need to be updated and re-approved by your liaison. Changes in your school or classroom policy may be updated at your discretion.

Add a Syllabus to your class documents in cihs.cwu.edu for each class, every term.

Part One: Update Part One each term (remove examples in green)

CWU Course and Number Math 153 pre-calculus i	Term Fall 2022
Instructor First and Last EINSTEIN, ALBERT	Term dates 9/1/2022 – 1/18/2023
Instructor email/website einstein.albert@highschool.org www.mathgenius.highschool.org	Instructor office phone number (206) 555-1234
Office hour/availability Monday to Thursday, 3:10 to 4:00 plus by appointment	
Textbook and/or other required materials: The best pre-calculus textbook, by Albert Einstein (1952) and a graphing calculator	

Calendar/schedule of topics (major assignments, due dates, test/quiz dates, withdrawal deadlines, etc.).

For example:

Date chapter topics

Date chapter quiz

Date project due

Date chapters 1-7 test

And so on...

Part two: update part two when needed, remove guidance (in green)

CWU COURSE NAME & DESCRIPTION:

Insert Course Description which can be found in the CWU Catalog here <http://catalog.acalog.cwu.edu/>

CWU PREREQUISITE REQUIREMENTS:

Insert course Prerequisite(s) which can be found in the CWU Catalog here <https://catalog.acalog.cwu.edu/>

CWU Learner Outcomes:

Insert course learning objectives/outcomes which can be found in the CWU Catalog here: <http://catalog.acalog.cwu.edu/>

CWU Course Expectations:

Insert course expectations.

ATTENDANCE POLICY

Insert your material

WORK POLICY (MAKE UP, EXTRA CREDIT, LATE, ETC.)

Insert your material

Grading Policy

Insert your grading policy but also include the CWU policy (below) as well:

Letter Grade	GPA Credit	Transcript Explanation	Definition of letter grade / Policy Statement
A	4.0	Excellent	Meets all objectives of the course and fulfills all requirements; performs at a level that reflects excellence
A-	3.7		
B+	3.3	Good	Meets all objectives of the course and fulfills all requirements; performs at a high level
B	3.0		
B-	2.7		
C+	2.3	Satisfactory	Meets all objectives of the course and fulfills all requirements; performs at a satisfactory level
C	2.0		

C-	1.7		
D+	1.3	Marginal Pass	Makes progress toward meeting the course objectives; fulfills course requirements at a substandard level
D	1.0		
D-	0.7		
F	0.0	Failure	Fails to meet the course objectives; does not fulfill course requirements

Student Rights and Responsibilities

Insert your own classroom rights and responsibilities but please include this CWU language as well:

As a student at Central Washington University, you have the responsibility to be familiar and comply with all university policies and procedures, specifically those governing student behaviors. Failure to comply with these expectations may result in university contact and action to address the behavior, which could include removal from the institution.

Please visit this website for a detailed description of all CWU student rights and responsibilities:

<http://www.cwu.edu/student-rights/>

Academic Integrity

Insert your own policy but include this CWU language as well:

Please refer to our website for CWUs Academic Integrity policy: <http://www.cwu.edu/student-rights/student-responsibilities-university-policies>

CWU Resources

Resource	Phone	Email	Website
College in the High School Office	509-963-1351	HSPartnerships@cwu.edu	https://www.cwu.edu/college-hs/
College in the High School Advising	509-963-1351	HSPartnerships@cwu.edu	http://www.cwu.edu/college-hs/request-advising
Library	509-963-1021	libraries@cwu.edu	https://www.lib.cwu.edu/
Transcripts	509-963-3001	reg@cwu.edu	http://www.cwu.edu/registrar/request-transcripts
Academic Success Center	503-902-5163	tutoring@cwu.edu	https://www.cwu.edu/academic-success/

Required CWU Statements

Include this CWU language:

-CWU expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events.”

-Central Washington University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any obstacles to learning, contact Disability Services to discuss a range of available options. Student Disability Services is located in Hogue 126. Call (509) 963-2214 or email ds@cwu.edu for more information.

-University Policy, CWUP 5-90-040(37), provides for reasonable accommodation of student absences for religious holidays in accordance with RCW 28B.137.010. Students seeking reasonable accommodations under this policy must provide written notice to their instructors within the first two weeks of class specifying the dates for which religious accommodations are requested. Contact the Dean of Student Success at (509) 963-1515 for further information.

-Central Washington University is committed to providing all community members with a learning and work environment that is free from sexual harassment and assault. Students have options for getting help if they have experienced sexual assault, relationship violence, and sexual harassment, or stalking. Information can be found at <http://www.cwu.edu/wecare> and in CWUP 2-35-050: Sexual Harassment. Faculty are required to report information regarding sexual misconduct or related crimes.

-Students may speak to someone confidentially by contacting the CWU Wellness Center, 509-963-3213, or the CWU Student Counseling Clinic, 509-963-1391.

CLASSROOM OBSERVATION

Instructor:

School:

Course observed:

Time:

Observed by:

Date:

Describe the classroom format. That is, what did you see take place (e.g. 50 minutes of lecture, 20 minutes of group work followed by 30 minutes of lecture and discussion, etc.)?

Did the students appear engaged and/or participating in the class?

Did the instructor appear well organized?

Did the instructor provide clear explanations of the subject matter appropriate for the level of students?

Did the instructor have clear objectives for the students?

Do these objectives meet those established for this course as it is taught in CWU IT Department? Explain and describe:

Additional comments and explanations:

COMPLIANCE

NON-COMPLIANCE LETTER

Date

First Name Last Name

High School

Mailing Address

City, State, Zip

Dear First Name,

We are writing to inform you that you have not attended CWU's yearly Summer Institute professional development as per our CWU Summer Institute policy (p. ____). This means that you are currently in noncompliance.

In order to continue offering your CWU course(s) List courses, you must attend the CWU Summer Institute.

If you are not compliant by the start of the _____ academic year, your courses will be suspended until you have satisfied your professional development obligations. If you feel that this is an error, please contact our office and your faculty liaison as soon as possible so that we can update our records.

Year	Attendance
2020	
2021	
2022	

Please scan and email to Kyle.Carrigan@cwu.edu the attached form indicating how you will make –up your required professional development. Once received, this form will be forwarded to your principal and your CWU faculty liaison.

It is important to attend your required professional development with your CWU faculty liaison and CWU High School Partnerships staff to stay informed of policy changes, department changes, and content updates. This is also required for our National Alliance of Concurrent Enrollment Partnership (NACEP) accreditation.

Sincerely,

Kyle Carrigan

Director of Concurrent Enrollment

CORRECTIVE ACTION PLAN/NON-COMPLIANCE

Instructor's name:

High School:

Liaison's name:

Non-Compliance issue (Please state the problem in as much detail as possible):

Potential impact and/or risk of non-compliance issue:

Expectations going forward:

How will the expectations listed about be evidenced?

(Documentation, observations, attendance at an annual meeting or professional development opportunity, etc.)

Due Date:	Probationary Status YES NO	Probationary status means that the instructor is temporarily unable to participate in the program
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PROFESSIONAL DEVELOPMENT PLAN

I, First Name Last Name, will make up the required CWU Summer Institute professional development in one of more of the following ways:

_____ Attend the _____ CWU Summer Institute.

_____ Work with my faculty liaison, First Name Last Name, to attend the next professional development opportunity before the end of the _____ academic year.

_____ I do not plan to offer my CWU College in the High School course (s) for the _____ academic year. (Please note, you will be required to attend the Summer Institute if you wish to be reinstated at a later date).

I understand that the failure to makeup the required Summer Institute by _____ will lead to the suspension of my course(s) and that I will have to attend the Summer Institute before I can be reinstated to teach my course(s).

Signature

Date

Return signed form to Kyle.Carrigan@cwu.edu by _____. A completed copy will be forwarded to your school principal and CWU faculty liaison.

COURSE DESCRIPTIONS AND PREREQUISITES 2023-24

College of the Sciences

BIOL 101/L: Fundamentals of Biology (5). Introduction to scientific inquiry and basic principles of biology at molecular, cellular, organismal, community, and ecosystem levels as applied to humans, society, and the environment.

BIOL 201: Human Physiology (5). An introduction to the function of human cells, organs, and organ systems as it relates to health and well-being, current developments, and society.

ENST 201: Earth as an Ecosystem (5). Introduction to the concept of our planet as a finite environment with certain properties essential for life and will explore dynamic nature of the earth's physical, chemical, geological, and biological processes and their interrelated "systems".

ENST 202: Environment and Society (5). The physical and cultural dimensions of environmental problems with particular emphasis given to the interaction between ecosystems, basic resources, population dynamics, and culture.

GEOG 101: World Regional Geography (5). An introduction to geology emphasizing the origin and nature of the common rocks, plate tectonic theory, earthquake and volcanoes, and geologic time. Includes weekly labs.

GEOG 208: Our Human World (5). Explores the historical diffusion and contemporary spatial distribution of cultures, religions, and languages. Evaluates how these features interact with economic and political systems to create distinctive places at scales ranging from local to global.

GEOL 101/L: Introduction to Geology (5). An introduction to geology emphasizing the origin and nature of the common rocks, plate tectonic theory, earthquake and volcanoes, and geologic time. Includes weekly labs.

MATH 101: Mathematics in the Modern World (5). Selected topics from the development and applications of mathematics together with their relationship to the development of our present society, designed to advance critical thinking and quantitative reasoning. **Prerequisite:** Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school precalculus with a C- average.

MATH 102: Mathematical Decision Making (5). Selected topics from probability, statistics and mathematical decision making with real-world application. **Prerequisite:** Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school precalculus with C- average.

MATH 130: Finite Mathematics (5). The language of sets, counting procedures, introductory probability, decision making, and introductory descriptive statistics. Meets General Education "reasoning" requirement and prepares student for introductory statistics courses in various departments. **Prerequisite:** Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+

on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school precalculus with C- average.

MATH 152: Functions and Reasoning (5). Develops precalculus readiness through increased understanding of algebraic concepts and skills by exploring real number algebra; rates of change; manipulation of quantities represented symbolically, graphically and in words; and linear and quadratic relationships to function.

Prerequisite: Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school precalculus with C-average.

MATH 153: Pre-Calculus Mathematics I (5). A foundation course which stresses those algebraic and elementary function concepts together with the manipulative skills essential to the study of calculus.

Prerequisite: Completion of Math 152 with a C or higher, or placement test scores as follows: 148+ on the MPT General Math, or 145+ on MPT Advanced Math, or 85+ on the Accuplacer Elementary Algebra Exam, or 35+ on the Accuplacer College Math Exam, or 240-263 on Accuplacer Next-Generation Advanced Algebra and Functions, or 270+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 51% on the ALEKS, or 1yr high school precalculus with B- average or 1 yr calculus with C- average.

MATH 154: Pre-Calculus Mathematics II (5). A continuation of MATH 153 with emphasis on trigonometric functions, vectors, systems of equations, the complex numbers, and an introduction to analytic geometry.

Prerequisite: Student must have already passed MATH 153 with a grade of a C or higher, or 150+ on the MPT Advanced Math, or 65+ on the Accuplacer College Math Exam, or 264-279 Accuplacer Next-Generation Advanced Algebra and Functions, or 61% on the ALEKS.

MATH 172: Calculus I (5). Theory, techniques and applications of differentiation and integration of the elementary functions. **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, or 1 yr high school calculus with B- average.

MATH 173: Calculus II (5). Theory, techniques and applications of differentiation and integration of the elementary functions. **Prerequisite:** Student must have already passed MATH 172 with a grade of a C or higher, or 3+ on AP Calculus AB.

MATH 211: Statistical Concepts and Methods (5). An introduction to statistics for any student. Topics include exploratory data analysis, regression, sampling distributions, hypothesis testing and confidence intervals. Course emphasizes applied data analysis and includes use of a statistical software package. **Prerequisite:** Student must score 250+ on the Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school precalculus with C- average.

MATH 265: Linear Algebra I (4). Vector spaces, linear systems, matrices, and determinants. **Prerequisite:** Student must have already passed MATH 173 with a grade of C or higher or scored a 3+ on AP Calculus BC.

MATH 272: Multivariable Calculus I (5). Differential and integral calculus of multivariable functions and related topics. **Prerequisite:** Student must have already passed MATH 173 with a grade of a C or higher or 3+ on AP Calculus BC.

MATH 273: Multivariable Calculus II (5). Differential and integral calculus of multivariable functions and related topics. **Prerequisite:** Student must have already passed MATH 272 with a grade of a C or higher.

PHYS 101: Introductory Astronomy I (5). An inquiry-based introduction to celestial motions, celestial objects, observational astronomy and the physics associated with each. Emphasis on stars and planets. **Prerequisite:** A math placement test score resulting in eligibility for MATH 101: Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school precalculus with C- average.

PHYS 103: Physics of Musical Sound (5). Basic principles of acoustics applied to the production of sound by musical instruments and the human voice. Related topics include musical scales, human hearing, sound synthesis, and recording technology. **Prerequisite:** A math placement test score resulting in eligibility for MATH 101: Student must score 60+ on the Accuplacer Elementary Algebra exam, or 100+ on the Accuplacer Arithmetic Exam, or 250+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, or 46% on the ALEKS, or 148+ on MPT General, or 145+ on MPT Advanced, or 1yr high school precalculus with C- average.

PHYS 111: Introductory Physics I with Lab (5). An integrated experimental and analytical investigation of topics including kinematics and dynamics. This integrated lecture/laboratory course includes the analysis of physical systems using algebra and trigonometry along with inquiry-based activities and experimental investigation. **Prerequisite:** Eligible to enroll in MATH 172 OR successful completion of a comprehensive year-long high school pre-calculus course, or equivalent, the year prior to enrollment in PHYS 111. **Co-requisite:** Concurrent enrollment in a comprehensive year-long high school pre-calculus course, or equivalent.

PHYS 112: Introductory Physics II with Lab (5). An investigation of topics in rotational dynamics, wave mechanics, and conservation principles. This integrated lecture/laboratory course includes the analysis of physical systems using algebra and trigonometry along with inquiry-based activities and experimental investigation. **Prerequisite:** PHYS 111

PHYS 113: Introductory Physics III with Lab (5). An investigation of topics in electricity, magnetism, and optics. This integrated lecture/laboratory course includes the analysis of physical systems using algebra and trigonometry along with inquiry-based activities and experimental investigation. **Prerequisite:** PHYS 111

PHYS 181: General Physics I with Lab (5). An integrated experimental and analytical investigation of topics including kinematics and dynamics. This integrated lecture/laboratory course includes the analysis of physical systems using algebra, trigonometry, and calculus along with inquiry-based activities and experimental investigation. **Pre-requisite or co-requisite:** MATH 172; AP Calc AB or BC score of 3 or higher; or concurrent enrollment in a high school course equivalent to AP calculus AB or BC.

PHYS 182: General Physics II with Lab (5). An integrated experimental and analytical investigation of topics in rotational dynamics, wave mechanics, and conservation principles. It includes the analysis of physical systems using algebra, trigonometry, and calculus along with inquiry-based activities and experimental investigation. **Prerequisite:** PHYS 181 and MATH 173 or PHYS 181 and AP Calc AB or BC score of 3 or higher. **Corequisite:** MATH 173 or concurrent enrollment in a high school course equivalent to AP Calculus AB or BC.

PHYS 183: General Physics III with Lab (5) An integrated experimental and analytical investigation of topics in electricity and magnetism. This integrated lecture/laboratory course includes the analysis of physical systems using algebra, trigonometry, and calculus along with inquiry-based activities and experimental investigation. **Prerequisites:** PHYS 181 and MATH 173 or PHYS 181 and AP Calc AB or BC score of 3 or higher. **Corequisite:** MATH 173 or concurrent enrollment in a high school course equivalent to AP calculus AB or BC.

POSC 101: Introduction to Politics (5). This course explores the meanings of power, political actors, resources of power and how they are being used for what purposes, under what ideological, institutional and policy processes affecting our quality of life.

POSC 210: American Politics (5). Origin and development of the United States government; structure, political behavior, organizations, and processes; rights and duties of citizens.

POSC 270: International Relations (5). This course explores political issues and theories in international relations. This class will focus on issues of war and peace, international law and organization, foreign policy, diplomatic history, and international political economy.

PSY 101: General Psychology (5). The study of the basic principles, problems and methods that underlie the science of psychology, including diversity, human development, biological bases of behavior, learning, sensation and perception, cognition, personality, and psychopathology.

SOC 101: Social Problems (5). An introduction to the study of contemporary issues such as poverty, military policies, families, crime, aging, racial, ethnic conflict, and the environment.

SOC 107: Principles of Sociology (5). An introduction to the basic concepts and theories of sociology with an emphasis on the group aspects of human behavior.

SOC 109: Social Construction of Race (5). Exploration of the social construction of race from antiquity to modern day. How did the idea of race come about? How did it evolve? What have been the social consequences of the idea of race?

College of the Arts and Humanities

ART 103: Art Appreciation (5). Art Appreciation is an introduction to artistic styles, periods of art, and artistic techniques and processes. It introduces students to the visual components of art, and considers the cultural, economic, and societal significance of art.

ASL 151: American Sign Language (5). Conversational approach with intensive visual/manual drill. Firm foundation in basic signs and structural principles of the language. Courses must be taken in sequence.

ASL 152: American Sign Language (5). Conversational approach with intensive visual/manual drill. Firm foundation in basic signs and structural principles of the language. Courses must be taken in sequence.
Prerequisite: ASL 151

ASL 153: American Sign Language (5). Conversational approach with intensive visual/manual drill. Firm foundation in basic signs and structural principles of the language. Courses must be taken in sequence.
Prerequisite: ASL 152

COM 250: Introduction to Public Speaking (4). Training in fundamental processes of public speaking including methods of obtaining and organizing materials, outlining, principles of attention and delivery, and practice in construction and delivery of various forms of speeches.

ENG 101: Academic Writing I, Critical Reading and Responding (5). Develops flexible writing knowledge to adapt to writing situations across disciplines and contexts. **Prerequisite:** Directed Self-Placement (students must take the survey) <https://www.cwu.edu/general-education/directed-self-placement>

ENG 102: Academic Writing II, Reasoning and Research on Social Justice (5). Develops skills in research-based academic argument through assignments involving evaluation, analysis, and synthesis of multiple sources. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or score 3+ on AP English Language and Comprehension Test.

ENG 105: The Literary Imagination, An introduction to Literature (5). Human experience as it is imagined, interpreted, and made significant in the poetry, prose, fiction, and drama. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or 3+ on AP English Language and Comprehension Test.

FR 151: First-year French (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence.

FR 152: First-year French (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence.
Prerequisite: FR 151.

FR 153: First-year French (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence.
Prerequisite: FR 152.

GERM 151: First-year German (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence.

GERM 152: First-year German (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence. **Prerequisite:** GERM 151.

GERM 153: First-year German (5). Conversational approach with intensive oral-aural drill. Firm foundation in the basic structural principles of the language. Courses must be taken in sequence. **Prerequisite:** GERM 152.

HIST 144: U.S. History Since 1865 (5). U.S. history from Reconstruction to the present. Themes include Imperialism, Progressivism, World War I, Great Depression, World War II, the Civil Rights and Women's Movements, the Vietnam War, recent U.S. foreign policy and political movements.

HUM 101: Exploring Cultures in the Ancient World (5). An interdisciplinary exploration from literature, history, philosophy, and the arts of selected major ancient civilizations in Asia, Africa, Europe, and/or the Americas from their beginnings through the 15th century. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or score 3+ on AP English Language and Comprehension Test.

HUM 102: Exploring Cultures from 16th through 19th centuries (5). An interdisciplinary exploration of selected literature, history, philosophy, and the arts in Asia, Africa, Europe, and the Americas from the 16th through the 19th centuries. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or score 3+ on AP English Language and Comprehension Test.

HUM 103: Exploring Cultures in Modern and Contemporary Societies (5). An interdisciplinary exploration of literature, history, philosophy, and the arts of selected world civilizations of the 20th and 21st centuries. **Prerequisite:** Student must have already passed ENG 101 with a grade of a C- or higher, or score 3+ on AP English Language and Comprehension Test.

MUS 101: History of Jazz (5). History of artistic, cultural, and technological developments in jazz, focusing on important players and performances. Introduction to fundamental musical concepts and methods; emphasis on active listening, social justice, current issues.

MUS 102: Introduction to Music (5). Landmark composers, styles, and works of Western music history from the Middle Ages to the present. Fundamental musical concepts (melody, harmony, rhythm, form, etc.) are emphasized to develop student understanding and listening skills.

MUS 103: History of Rock and Roll (5). History of Rock and Roll, America's second indigenous musical art form, after jazz. Emphasis placed on artists, music genres, and cultural/societal forces shaping rock's evolution, 1950s to present. Extensive listening, reading; required online discussion.

SPAN 151: First-year Spanish (5). Develop elementary skills in listening, speaking, reading, and writing. For students with the equivalent of fewer than two years high school Spanish. Courses must be taken in sequence.

SPAN 152: First-year Spanish (5). Develop elementary skills in listening, speaking, reading, and writing. For students with the equivalent of fewer than two years high school Spanish. Courses must be taken in sequence. **Prerequisite:** SPAN 151.

SPAN 153: First-year Spanish (5). Develop elementary skills in listening, speaking, reading, and writing. For students with the equivalent of fewer than two years high school Spanish. Courses must be taken in sequence. **Prerequisite:** SPAN 152.

TH 107: Introduction to Theatre (5). Overview of the basic elements of the theatre arts and dramatic structure, and the environment for production of plays. Attendance at assigned outside events is required.