

CWU College in the High School Late Registration Request Instructions

CWU College in the High School (CiHS) can receive late registration requests from students when it is supported by their high school administration (Reviewer) and the course instructor. The request must be for the current term. Please see deadlines for this request for each term. <https://www.cwu.edu/academics/specialized-programs/college-high-school/process-deadlines/deadlines.php>

All requests for a qualified student to enroll late must be documented using the attached forms. Please type all forms to ensure accuracy of data input. No late registrations can be accepted through the CiHS online registration system.

Late Registration Form- Reviewer

This form needs to be completed first and needs to be filled out by the High School's Reviewer or a High School Administrator (Principal, counselor, registrar, etc). The purpose of this form is to ensure the student seeking a late registration meets the course pre-requisites. This form reflects the online registration path and requires the same information (prerequisites, student GPA, student grade level etc.) as our review process. **One form for each course the student is trying to register for must be submitted.**

- Do not leave any fields blank.
- Prerequisites must be met and documented on the form before submission. Supporting documents (if required, such as a COU or a transcript) must be submitted with the form.
- This form must be signed and dated by the high school reviewer, the course instructor, and the student.

Late Registration Form – Student

This form reflects the student online registration process and requires the same information. Students fill out this form if they meet the course pre-req. **One form for each course must be submitted.**

- All fields must be filled out on this form.
- Student Agreement must be signed and dated by the student.
- Parent/Guardian Consent must be signed and dated by the parent/guardian.

Late Registration Writing Response – Student

This form is required for all students to complete for the student's late registration request to be considered. Student will read each prompt and provide a typed response to each prompt in the space provided on the form. If the student needs additional space, they may send us a word document or pdf answering each prompt.

Include the following for a complete Late Registration Requests

- ✓ Late Registration Form – Reviewer (One form for each course must be submitted)
- ✓ Late Registration Form – Student (One form for each course must be submitted)
- ✓ CIHS Late Registration Writing Response Form - Student (One writing prompt will suffice if there are multiple late registration enrollments)
- ✓ If applicable, any proof of pre-requisite or other supporting documentation

All materials need to be emailed to hspartnerships@cwu.edu by the late registration deadline to be considered. Once received, the request will be dated, processed, and evaluated based on the rubric. Incomplete late registration requests or requests without the correct documentation will be denied. If 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, the student has all the rights and responsibilities of a CWU student.

Questions? Email hspartnerships@cwu.edu or phone (509) 963-1351.