STUDENT SERVICES
We are proud to serve our students on a day-to-day basis with their academic needs. We provide transcripts, enrollment verifications, and host events like Registration Ready and Graduation Ready. Our goal is to provide students with the information, resources and tools they need to assist them in successfully beginning, continuing, or completing their academic journey.

MANAGE & FACILITATE STUDENT ENROLLMENT
We run term activation, assign enrollment appointments, apply and remove service indicators related to holds/notices, and validate student prerequisite requirements for courses.

TRANSFER ARTICULATION
We manage the transfer articulation process to determine course equivalencies using the Transfer Equivalency Site (TES) to assist students and recruiters with understanding how previously earned credits will transfer in to CWU.

MANAGE AUDIT & CONFERRAL PROCESS FOR UNDERGRADUATE GRADUATION
We perform three separate degree audits for each student prior to graduation in an effort to keep the student and their advisor informed of their graduation requirement progression. This also involves working continuously with students and advisors on course substitutions, form processing, and exceptions.

MANAGE & FACILITATE UNIVERSITY CURRICULUM WORKFLOW
In close collaboration with the Curriculum and General Education committees, we ensure an efficient process for tracking curriculum requests, and provide guidance to committee members regarding state and partner institution agreements/requirements, system capabilities, and historical curriculum data.

UPDATE & MAINTENANCE OF UNIVERSITY CATALOG
We facilitate the collection of all updates to any policies, curriculum or processes that are published in the university catalog.

COORDINATION & MANAGEMENT OF UNIVERSITY ACADEMIC CALENDAR
We collaborate with university administration and faculty to prepare term and multi-year academic calendars that meet Department of Education standards for term length and national holiday recognition.

COORDINATION & MANAGEMENT OF ACADEMIC COURSE SCHEDULE
We collect all course information from the academic departments and develop the schedule for each quarter based on that information.

ANALYZATION OF DATA
We analyze enrollment data and statistics to assist the administration and colleges in making informed decisions regarding our students.

CUSTODIANS OF STUDENT RECORDS & FERPA AUTHORITY
We ensure proper and accurate processing of transfer credit, term grade processing, petition requests, withdrawal processing, and residency review.