



ENROLLMENT & RECORDS

Office of the Registrar

AGENDA


- Student Campus Designation
- Enrollment Appointments
- Adding Class Permissions/Overload Approval
- Course Repeats
- Wait Lists
- MyCWU & Canvas
- Managing Class Enrollment
- Non-attendance Reporting



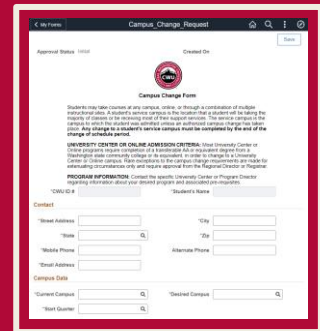
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- Student Withdrawals
 - Grading
 - Academic Standing
 - Post Enrollment Requisite Checking (PERC)
 - Academic Honors
 - Transcripts
 - Enrollment & Degree Verifications
 - Letters of Recommendation
 - Resources



- Students are assigned a service campus when they are admitted based on the campus selected on the admissions application. The service campus is intended to indicate at which campus the student is receiving their services. Service campus designation essentially has two primary impacts for students: mandatory fees and course reserve access.
- Some mandatory fees only apply to Ellensburg campus students (for example: Recreation Center, Student Union, etc.)
- Some departments choose to place course reserves based on service campus, while others will use online plan codes. Class reserves should be as simplified if possible. Many students already receive priority enrollment by default. For example, graduating seniors have higher priority over most other groups.
- Online campus vs. online major: Some academic departments require a certain campus designation before accepting students into certain majors, for example, online majors require an online service campus.
 - TIP: A student can have an online major even if they are an Ellensburg Campus student. For example, the student may be a single working parent, or may have a medical condition that limits their ability to attend in person.
- If a student's circumstances change, or if they feel that their campus designation is incorrect, the Office of the Registrar can process a campus change request. To determine the appropriate service campus, we use the best information available to us: physical location, attendance history, major/minor plans declared, and general education completion status.
- Some students will submit a campus change request to reduce their mandatory fees, or because they feel it will provide them better access to online instruction.

 We welcome any input or discussion regarding this process.

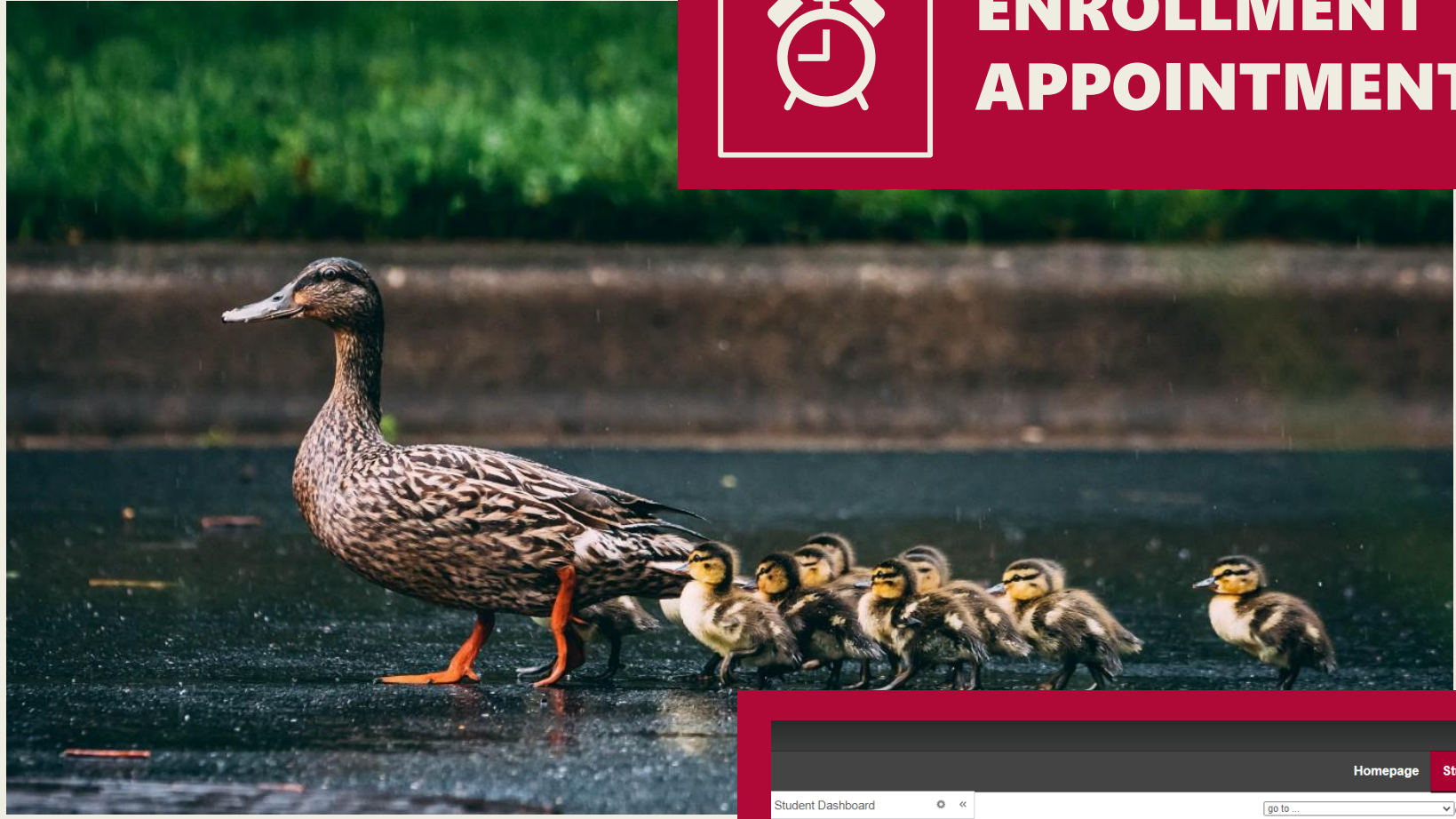
CAMPUS DESIGNATION & CAMPUS CHANGE FORM



- The Office of the Registrar assigns students early registration dates/times, which are referred to as Enrollment Appointments.
- Appointments determine when the student may start class registration for the upcoming term. Once started, students have until the end of the Change of Schedule Period to make changes on their MyCWU account.
- The Academic Calendar is available at <https://www.cwu.edu/registrar/academic-calendar>. This will detail when the term class schedule and student registration dates will be published on coinciding dates.
- Registration priority for the academic year can be found in the Academic Catalog under: Academic and General Regulations>Registration.



ENROLLMENT APPOINTMENTS



Priority Registration		
Date	Day	Category Eligible
May 2	Monday	Disability Support Students (as required by RCW 28B.10.92)
May 6	Friday	Graduating Students
May 9	Monday	Student Support Services/TRIO, STAR/STAR2 (FR/SO) and CAMP Students
		Veteran Students (as required by RCW 28B.15.625)
		Douglas Honors College Students
		Competing Student Athletes (Men's Basketball, Women's Basketball, Men's Cross-Country, Women's Cross-Country, Football, Women's Rugby, Soccer, Volleyball)
May 9	Monday	Graduate Students
May 9	Monday	Post-Baccalaureate Students
May 9-10	Monday - Tuesday	Seniors with 135 or more credits earned (use your unofficial transcript to find your total credits)
May 11	Wednesday	Sammamish Running Start Students
May 11-13	Wednesday - Friday	Juniors with 90 - 134.99 credits earned (use your unofficial transcript to find your total credits)
May 16-20	Monday - Friday	Sophomores with 45 - 89.99 credits earned (use your unofficial transcript to find your total credits)
May 23 - June 3	Monday - Friday	Freshmen with 0 - 44.99 credits earned (use your unofficial transcript to find your total credits)
August 1		Open Enrollment

Students can view their registration date & time in MyCWU:
Student>Enrollment>Enrollment Dates

The screenshot shows the MyCWU Student Dashboard. On the left is a navigation menu with options: Admissions, Orientation, CWU Community, and Enrollment. Under Enrollment, 'Enrollment Dates' is highlighted with a red box. On the right, the 'Enrollment Dates' section is visible, showing options for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this, there are links for 'My Class Schedule', 'Add', 'Drop', 'Swap', and 'Term Information'. The main content area displays 'Enrollment Dates' for 'Fall 2022 | Post Baccalaureate | Central Washington University'. It includes a table for 'Open Enrollment Dates by Session' and a table for 'Term Enrollment Limits'.

Session	Begins On	Last Date to Enroll
Regular Academic Session	August 1, 2022	
Intensive	August 1, 2022	

Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
18.00		18.00	25.00

Central Washington University™

ADDING CLASS PERMISSIONS

CLASS PERMISSIONS PATH

1. MyCWU
2. Faculty tab
3. Advising (under Faculty Dashboard)
4. Class Permissions/Blue Slip
5. Look up term (magnifying glass)
6. Search
7. Select course (results at bottom; only your courses show)
8. Enter Student ID Number
9. Click + to add a row (to add more students)
10. Save

IF A BOX IS CHECKED

Closed Class:

Allows student to bypass the wait-list and automatically enroll in the course.

**If the student is already wait-listed for the course before this override is coded, the student must drop off the wait-list and enroll again.*

Requisites Not Met:

Overrides prerequisites or co-requisites for the student.

Consent Required:

Allows student to enroll in a course that is scheduled as consent only.

Career Restriction:

Allows an undergraduate student into a graduate-level course.

Time conflicts, audit grading basis approval, and registration 6-10 days into the term cannot be coded in the Permission to Add screen. Repeat approval, credit overload approval, and registration beyond the 10th day of the term require additional layers of approval and also cannot be coded in this function. Please use the Change of Schedule Form or email reg@cwu.edu.

Class Permission

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution = CWU/JID

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Class Nbr =

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Class Search Mode = Search by Instructor

Case Sensitive

Search **Clear** **Basic Search** **Save Search Criteria**

Course ID 006214 Course Offering Nbr 1

Academic Institution Central Washington University

Term Summer 2021 Undergrad

Subject Area MATH Mathematics

Catalog Nbr 207 Mathematics Honors Semi - LL

Class Section Data

Session 1 Regular Academic Session Class Nbr 61732 Class Status Active

Class Section 001 Class Type Enrollment Section

Component Seminar Instructor

Units: 1.00

Class Permission Data

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction
1		22745641	Wilksat, Wellington	Not Used	08/23/2021		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save **Return to Search** **Notify**



If a box is checked, the restriction will be overridden. If the box is unchecked, the restriction will be enforced and not overridden.



All boxes are checked by default.

ADDING CLASS PERMISSIONS



- Permission to Add screen in MyCWU allows faculty to add class permissions for: closed course, requisites, class permission, and career restrictions. Coding permission for your students to enroll allows them to act on their own behalf and eliminates the need to reach out to our office and await our response.
- Once coded, students MUST enroll themselves into the course in MyCWU.
- Enrollment overrides are term and section specific.
- Only The Office of the Registrar can process time conflict overrides and late registrations with the appropriate consent(s).
- If applicable, students should obtain credit overload approval prior to being added to a waitlist.
- Our office can also accept emailed enrollment consent directly from faculty via CWU email.



Schedule Change Form

Term _____

Year 20 _____

Name: _____ Student ID#: _____

Class Standing
UGRD PBAC GRAD

Course(s) to Add: Reason for Signature: Please mark all that apply

Class No. (5digit)	Subject	Catalog Number	Section Number	Permission	Requisites	Closed	Audit	Time Conflict	Late Reg.	Instructor Signature
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Course(s) to Drop (not available after Schedule Change Period):

Class # (5 digit)	Subject	Catalog Number	Section Number	Instructor Signature (only needed for swaps)

- By signing this form, I acknowledge that registration obligates me for payment of all tuition & fees. I understand that if my balance is not paid by the due date, I may be assessed late penalties. I also acknowledge that if registration occurs after the published deadline, tuition and fees are due immediately and late registration fees will apply.
- Registration in 19 or more credits will result in additional tuition charges.
- Undergraduates: Advisor & Chair signature required for 19-20 credits. Dean signature required for 21+ credits.
- Graduates: Advisor & Chair signature required for 17-19 credits. Dean signature required for 20+ credits.

GPA: _____
Required for overload approval

Approval for Late Registration/Overload Approval:
Reason for Signature: Credit Overload Late Registration
Major Advisor: _____
Major Dept. Chair: _____
Dean: _____
Registrar: _____

Student Signature: _____ Date: _____

Submit to Registrar Services for Registrar Signature

OVERLOAD APPROVAL



- Undergraduate students enrolling in 19 credits or more would need additional approvals. Graduate students need additional approvals to take 17 or more credits.
- We accept overload approvals on a Schedule Change Form, or via email from the appropriate parties.
- Credits over 18 are billed at the overload tuition rate. See <https://www.cwu.edu/registrar/tuition-and-fees> for details.





Registrar Services, Bouillon Hall
REPEAT APPROVAL FORM

APPROVAL SIGNATURES REQUIRED FOR 3rd and 4th ATTEMPTS

CWU ID # _____ Date _____

Student Name _____

Email _____

Times Taken	Term	Department	Course	Section	Grade
First					
Second					

Third*					
--------	--	--	--	--	--

*Unless designated as "Repeatable for credit", the third enrollment for a course will require signed approval from both the course instructor, and the department chair.

Fourth**					
----------	--	--	--	--	--

**Unless designated as "Repeatable for credit", the fourth enrollment for a course will require signed approval from the course instructor, the department chair, and College Dean.

*Course Instructor Signature _____
 Approved subject to course enrollment limit Approved regardless of course enrollment limit

*Course Department Chair Signature _____

**Course College Dean Signature _____

- Unless "repeatable for credit," courses may not be taken more than two times without permission.
- Credit will be awarded only once, including transfer credits.
- All grades remain part of the student's official record, however only the **most recent grade earned** will be used in computation of the cumulative and major GPA.
- Credit will be excluded on all **un-approved** repeats taken 3 or more times.
- Failure to pass the most recent approved repeat will result in the **loss of credit for all times taken.**
- By signing, I am requesting enrollment in the course above and I acknowledge that registration obligates me for payment of all tuition & fees. I understand that if my balance is not paid by the due date, I may be assessed late penalties. I also acknowledge registration occurs after the published deadline, tuition and fees are due immediately and late registration fees will apply.

Student Signature _____

Non-Repeatable Courses:

Most CWU courses are not repeatable for credit. Students wishing to repeat a course may enroll for a second attempt without repeat approval. For a third attempt, Instructor and the Department Chair approval is required for enrollment. For the fourth+ attempt, Dean or Associate Dean approval is also required. Only the **most recent grade** will be included in credit hours and GPA calculation.

- Consent to repeat 3+ times can be granted on the Repeat Approval Form with appropriate signatures; form is submitted to our office for processing.
- Full tuition, and applicable fees are assessed for all repeated courses.
- Students receive error messages in MyCWU when enrolling in a course requiring Repeat Approval.
- Previous attempts are excluded from credit hours and GPA and are noted on the transcript: *"Course Repeated. Exclude GPA and Earned Hours."*
- The most recent attempt is included in credit hours and GPA calculation and is noted on the transcript: *"Course Repeat Approved."*

Repeatable Courses:

Some CWU courses are repeatable for credit. For these courses, students can earn credit up to the maximum amount allowed by curriculum.

- If course is repeatable for credit, but the student has exceeded the maximum credits allowed, course is excluded from credit and GPA and the course is noted on the transcript: *"Course Repeated - Not Approved."*

Transfer Course:

- All courses transferred in to CWU are subject to CWU repeat rules.
- Advising: Take caution when advising new students whose transfer credit may not be fully articulated. Unofficial transcripts, coupled with published course equivalencies may be used to ensure that students are not being advised to enroll in a course that they have already taken.

Repeat rule driver is run the day after grades are due to ensure that repeated courses are correctly calculated and noted. Grades for previously attempted non-repeatable course work will not be excluded from GPA calculation until the repeat process has been ran.

COURSE REPEAT RULES



Students seeking enrollment in full courses can place themselves on the wait list.

- Students can view their position on the list and the number of students currently on the wait list.

During a nightly process, students are automatically moved from the wait list into open seats, in order of position on the wait list, and based on enrollment eligibility. Students will receive an email if enrolled from the wait list.

- The course will open if the wait list process unsuccessfully attempts to enroll ALL waitlisted students.
- Instructors may, at any time, send enrollment requests to the Office of the Registrar for processing.
- All enrollment after the Change of Schedule Deadline must be processed by the Office of the Registrar.



--IMPORTANT CHANGE FOR 2022--

On the 3rd day of instruction, wait list rolls will be purged returning current or future open seats to enrollment availability through the change of schedule period.





WAIT LIST PURGE



- The decision to purge the wait list was made so that open seats in courses are not being held by waitlisted students.
- Prior to this change, wait list processing was halted, not purged. Because waitlisted courses only open if the wait list had unsuccessfully attempted to enroll all waitlisted students, courses who had students drop after the wait list process was halted, were remaining closed. Purging the wait list returns any current or future open seats to enrollment availability through the Change of Schedule Period.
- Faculty, Academic Departments, and Deans Offices, are encouraged to archive student/course specific wait list data should they feel the need to retain the information for future reference.

How did you feel about the wait list purge? We welcome any questions or comments about your experience with the wait list purge process.



A photograph of a modern, cozy cafe interior. In the foreground, a wooden bar counter is visible with a small bowl of blueberries. To the right, a table holds an open laptop, a cup of coffee, and another bowl of blueberries. The background features large windows with hanging plants and wicker pendant lights. A red rectangular box is overlaid in the center of the image, containing the text '-Questions- -Discussion-'.

**-Questions-
-Discussion-**

MyCWU & CANVAS



When a student is enrolled in a course via MyCWU, an overnight process will populate the course on the student's Canvas account.

- Student automatically receives access to the course's Canvas page the morning of the next day.
- Canvas is NOT an official record of enrollment. Grades entered in Canvas are not official and must be entered in MyCWU.
- Please be aware that The Office of the Registrar does **not** have access to Canvas. If issues with Canvas arise, it should first be confirmed that the student is fully enrolled, then contact the Multimodal Learning Center for support. They can be reached at [\(509\) 963-2343](tel:5099632343) or at online@cwu.edu.

The screenshot displays the Canvas Dashboard for a user. The top left shows the CWU logo and the word 'Dashboard'. Below this is a sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area features three course cards: 'Gradebook_DESIGN' (green), 'Intro to Canvas - 002' (pink), and 'Modules in Canvas' (blue). The 'Help' icon in the sidebar is circled in red with arrows pointing to it. On the right side, there is a 'To Do' list with three items, a 'Coming Up' section, and a 'Recent Feedback' section with a 'View Grades' button.

Adding Students Manually to Canvas

- Students enrolling after the course start date may be manually added to the Canvas course by the instructor. While this practice has the obvious benefit of faster access to the course, it is important to ensure that the student is officially enrolled in MyCWU. Use with caution and be sure that the student is officially enrolled.
- Students who are not officially enrolled will not be charged applicable tuition and **will not earn credit for their course work.**

MANAGING COURSE ENROLLMENT



- Adding or changing pre-requisites or co-requisites. Appropriately assigning requisites to the course's curriculum ensures that only the desired population has enrollment access.
- Courses that require permission (such as research, thesis, or practicum) can instead be scheduled with a viewable place holder section, while the enrollment sections are hidden from student search results. This prevents the need to schedule courses as consent only and eliminates the need for faculty to manually add permission or request enrollment overrides from our office. The faculty, chair, or their office support staff can simply provide the student with the 5-digit class number commensurate with the correct instructor, and the student can enroll on their own.
- Using both requisites and class permission can unnecessarily complicate enrollment for students; only one or the other should be required to achieve the desired results. In most cases, the use of requisites for enrollment management is preferred. For those courses that require term specific enrollment consent, the preferred method to manage enrollment would be to hide enrollment specific sections and providing the student with the appropriate class number.

SECTION ENROLLMENT SUMMARY



- When scheduling courses and/or sending our office Arranged Course Permits, faculty should contact their support staff to ensure that a class is not already scheduled prior to sending a request.
- Office support should periodically track the Section Enrollment Summary Screen to make sure all instructors and their courses are listed. Sections without instructors should be cancelled or reassigned to new faculty.
- Verify that schedule drafts are fully accurate and error free before submitting to the Academic Scheduling Office.
- Checking this screen often will prevent unneeded permits being sent through multiple departments. This can also prevent undue delays and late registration fees for students waiting for an unnecessary permit to be processed.
- Our office encounters this mostly with Thesis 700 and Research 595 courses.

Section Enrollment Summary

Class Sections

Course ID
Academic Institution Central Washington University
Term Fall 2022 Undergrad
Subject Area
Catalog Nbr

Course Offering Nbr 1

Class Sections Personalize Find View All First 1-8 of 15 Last

Class Status	Class Enrollment Limits															
Sec Nbr	Class Nbr	Component	Instructor	Min Units	Max Units	Auto Enroll	Class Status	Start Time	End Time	M	T	W	T	F	S	S
Regular	001	Practicum		1.00	4.00		Open									
Regular	002	Practicum		1.00	4.00		Open									
Regular	003	Practicum		1.00	4.00		Open									
Regular	004	Practicum		1.00	4.00		Open									
Regular	005	Practicum		1.00	4.00		Open									
Regular	006	Practicum		1.00	4.00		Open									
Regular	007	Practicum		1.00	4.00		Open									
Regular	008	Practicum		1.00	4.00		Open									

Return to Search Previous in List Next in List Notify

Section Enrollment Summary

Class Sections

Course ID
Academic Institution Central Washington University
Term Fall 2022 Undergrad
Subject Area
Catalog Nbr

Course Offering Nbr 1

Class Sections Personalize Find View All First 1-8 of 15 Last

Class Status	Class Enrollment Limits															
Sec Nbr	Class Nbr	Component	Instructor	Cap Enrl	Tot Enrl	Wait Cap	Wait Tot	Min Enrl	Res Cap	Res Enrl	Consent	Schd Print	Stdnt Perm	Facility ID		
Regular	001	Practicum		1		99					N		<input checked="" type="checkbox"/>		Combined Section	
Regular	002	Practicum		5		99					N		<input checked="" type="checkbox"/>		Combined Section	
Regular	003	Practicum		5	4	99					N		<input checked="" type="checkbox"/>		Combined Section	
Regular	004	Practicum		5		99					N		<input checked="" type="checkbox"/>		Combined Section	
Regular	005	Practicum		5		99					N		<input checked="" type="checkbox"/>		Combined Section	
Regular	006	Practicum		5		99					N		<input checked="" type="checkbox"/>		Combined Section	
Regular	007	Practicum		5		99					N		<input checked="" type="checkbox"/>		Combined Section	
Regular	008	Practicum		5		99					N		<input checked="" type="checkbox"/>		Combined Section	

Return to Search Previous in List Next in List Notify

ARRANGED COURSE PERMITS

CWU Central Washington University
 14900 300 1010
ARRANGED COURSE PERMIT
 THIS FORM MUST BE COMPLETED AND SUBMITTED PRIOR TO ADD/DROP DEADLINES
 Not valid for courses meeting on 9M, 10, 11, 12, or 13

Site: CWU-Elensburg CWU-Des Moines CWU-Lacey CWU-Pierce County
 CWU-Moses Lake CWU-Wenatchee CWU-Yakima CWU-Othello

Student's Printed Name: _____ DATE: _____
 CWU ID #: _____ Class Standing: Undergraduate (On BA or BS degree) Post Baccalaureate Graduate
 Subject: _____ Catalog #: _____ Section: _____ Units: _____ Term: _____ Year: _____ If Summer, what session?
 Course Title: _____ Class Number (Entered by Registrar Services): _____
 Instructor's ID #: _____
 Instructor's Signature: _____ Instructor's Printed Name: _____
 Department Chair's Signature: _____ Chair's Printed Name: _____
 Dean or Associate Dean's Signature: _____ Dean's Printed Name: _____
 Graduate Program Director's Signature: _____ Program Director's Printed Name: _____
(Graduate students must also obtain the approval of their Graduate Program Director before enrollment.)
 Rev 2/15/2017

- Used for classes that **already exist** curriculum but have no offerings for the term in question.
 - Example: MATH 101 is not offered next term, but a student really needs it so they can graduate, so a permit is created so the student can be enrolled into the course.
 - Does not include room or time assignment.
 - Departments can submit requests to convert regularly scheduled courses into Arranged courses due to low enrollment. However, these requests should be avoided after the term begins to minimize student impact.
- We will accept one permit with a list of Student ID Numbers for these requests, no need for multiple permits.

- Used for classes that **do not exist** in curriculum. Topic, coursework, and title is created by the instructor/department.
- Example: HIST 496 – Ancient Druids
- Does not include room or time assignment.
- Students cannot be enrolled in Internships with this permit. Internships require a Learning Agreement be submitted to Career Services for enrollment.

INDIVIDUAL STUDY PERMITS

CWU Central Washington University
 14900 300 1010
Individual Study Permit
 This form must be completed prior to registration and submitted prior to the end of Add/Drop.
 Not valid for courses meeting on 9M, 10, 11, 12, or 13

Site: CWU-Elensburg CWU-Des Moines CWU-Lacey CWU-Pierce County
 CWU-Moses Lake CWU-Wenatchee CWU-Yakima CWU-Othello

Student's Name: _____ CWU ID #: _____
 Term: _____ Session: _____ Year: _____ Class GPA: _____ Major: _____
 Subject: _____ Catalog Number: _____ Units: _____ Section Number: _____ Class Number: _____
 Course Title: _____ (Entered by Registrar Services)
 Instructor ID #: _____
 Instructor's Signature: _____ Instructor's Printed Name: _____

PLEASE NOTE: CWU Academic Policy requires that for each credit earned, students must engage in 30 hours of course work. Credits earned must comply with the standards and conditions listed below. Students will still need to meet the time requirement for each credit earned and must comply with the 30-hour rule for each credit earned.
 Some individual study permits may require the purchase of professional and/or medical malpractice liability insurance prior to registration and during the individual study. If you have questions regarding insurance requirements, please contact Business Services at 14900 300 1010. Information detailing the coverage and forms can be found at <http://www.cwu.edu/business-services/insurance-and-risk>.

1. Course description and outline: _____
 2. Brief rationale for offering an individual study: _____
 3. Rationale for the number of credits granted (include how student will complete 30 hours of work per credit): _____
 4. Evaluation of faculty member's role and responsibilities for project and how student's work will be evaluated: _____

APPROVED BY:
 Instructor: _____ Date: _____
 Chair: _____ Date: _____
 Dean or Associate Dean: _____ Date: _____
 Graduate Program Director: _____ Date: _____
(Graduate students must also obtain the approval of their Graduate Program Director before enrollment.)

Instructions: Faculty member requesting course submit this completed form to the Chair and Chair for signature. **DO NOT** the student may register for the course.
 Rev 01/18

NON-ATTENDANCE REPORTING



- It is the student's responsibility to drop unwanted courses prior to the Change of Schedule Deadline to avoid academic and financial responsibility for enrollment.
- Students are expected to participate in the course within the first three days of the term. Faculty can notify our office if they have not done so.
- If non-attendance is reported before the Change of Schedule Deadline: Student is fully dropped from the course=refund of the associated tuition will be issued.
- If reported after the Change of Schedule Deadline: No Show (NS) grade is posted to student's record=student is financially responsible for the course (no tuition refund).
 - > No-Show grades may affect Financial Aid eligibility, but do not impact GPA.
 - > Assigning "U" or "F" grades to students who have never participated can unnecessarily complicate financial aid revisions and/or the tuition appellate process.



**-Questions-
-Discussion-**





Electronic Forms development in progress!



Please refer to the Academic Calendar for all Withdrawal Deadlines.

WITHDRAWALS



Uncontested Individual Course Withdrawals

- Withdrawing from **some** of your courses during the term.
- This option is not available once it is past 60% of the term.
- Does not grant tuition reduction.
- Posts a +W grade on the transcript per withdrawn course.

Hardship Course Withdrawals for Individual Courses

- Withdrawing from **some** of your courses during the term.
- This option is available **only** once it is past 60% of the term. The deadline to submit petitions falls on the last day of instruction.
- A petition is submitted to our office with a statement and documentation verifying hardship due to extenuating circumstances. Approval is not guaranteed.
- Does not grant tuition reduction.
- Posts an HW grade on the transcript per withdrawn course if petition is approved.

Complete Term Withdrawals

- Withdrawing from all classes for the term (even if only enrolled in one class).
- Grants a 50% tuition reduction if the Complete Term Withdrawal occurs between the 6th and 30th calendar day of the term.
- If requested after the 30th day, no tuition reduction is granted.
- Posts a W grade on the transcript per withdrawn course.

Central Washington University™

GRADE POSTING

Your grade rosters will display a roster grade and an official grade column. Grades are entered in the roster grade column. Once saved, grades will post to the official student record in an overnight process at 3 a.m.

GRADE POSTING PATH

1. MyCWU
2. Faculty tab
3. Grade Roster (icon next to the appropriate class)
4. Click to pull up grade options
5. Select Grade
6. Save

After grades have posted to the official student record **or** the grading deadline has passed, you will not be able to make changes in MyCWU. Change of Grade Forms or signed grade rosters with the appropriate signatures will need to be submitted to the Office of the Registrar for grade entry.

Missing grades impact students' financial aid, academic standing, and honor roll status. Grades are due each term at 10 p.m. on the Tuesday after final exams week. Please refer to the Academic Calendars for specific term dates.

Faculty Dashboard

Faculty Schedule

Class	Class Title	Enrolled	Days & Times	Room
MATH 207-001 (61792)	Mathematics Honors Semi - LL (Seminar)	1	TBA	
MATH 207-001 (65056)	Mathematics Honors Semi - LL (Seminar)	1	TBA	
MATH 250-001 (56057)	Intuitive Geometry (Lecture)		TBA	
MATH 407-002 (56058)	Mathematics Honors Semi - UL (Seminar)		TBA	

Change Class

MATH 207-001 (65056)

Mathematics Honors Semester - Lower

Days and Times: TBA

Room: TBA

Instructor: A

Date: 09/22/2021 - 12/05/2021

Grade Roster Action

Save

Student Grade

ID: 1-22745641

Name: Wiscat, Wiscat

Official Grade: I

Grading Basis: ORD

Program and Plan: Undergraduate - IS: Social Sciences (Seniors/Who Tech & Ad Mgt BS Online/Accessibility Studies)

Level: Freshman

Select All

Clear All

Notify Selected Students

Notify All Students

Save

FOR MORE INFORMATION

- Office of the Registrar
- 509-963-3001
- reg@cwu.edu
- cwu.edu/registrar



Office of the Registrar

GRADE POSTING

CHANGE OF GRADE Date: _____

Student Name: (Please Print Clearly) _____ CWU ID #: _____

Department Name & Course Number: _____

Term Enrolled: _____ Change Grade From: _____ To: _____

****PLEASE NOTE:** Grades changed to an Incomplete must have the approval of the respective Dean. Statute of Limitations prohibits change from grade to grade that are not from the previous quarter. Exception to this policy will be allowed up to one calendar year with signature of Department Chair and Dean. Grade to grade changes prior to the last academic year are subject to the Registrar's approval.

Required Signatures: Incomplete to Grade = Instructor + Chair (+ Dean beyond 1 Year)
 Grade to Grade = Instructor + Chair (+ Dean beyond 1 Term)
 Grade to Incomplete = Instructor + Chair + Dean

Data Entry Error: The instructor's signature is all that is required for changes due to data entry errors that are corrected within seven working days of the deadline for grade entry.

Justification of Grade Change: _____

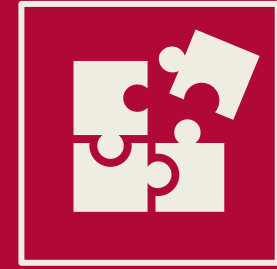
Printed Instructor Name _____ Printed Department Chair Name _____

Instructor Signature _____ Department Chair Signature _____

Dean's Signature When Required: _____

- Final grades are due no later than 10:00PM the Tuesday after final exams week. Summer term grades are due by 10:00PM the Tuesday after the session ends. Please refer to the academic calendars for term specific dates: <https://www.cwu.edu/registrar/academic-calendar>
- Grade rosters display a roster grade + official grade column. Faculty enters grades in the roster grade column. Once saved, grades fully post to the official student record in an overnight process at 3am. Faculty will not be able to enter or make grade changes in MyCWU once grades fully post.
 - Change of Grade forms or signed grade rosters with the appropriate signatures will need to be submitted to the Office of the Registrar for grade entry.
- Please contact reg@cwu.edu or (509)963-3001 if you are unable to access your grade roster or are unable to enter grades by the deadline.

INCOMPLETE, IN PROGRESS, & NO-SHOW GRADES



Incomplete Grade (I)

- Can be used when a student is not able to complete the course by the end of the term, even though instruction has been completed.
- Student has satisfactorily completed a sufficient portion of the course, as of uncontested withdrawal deadline, and can be expected to finish without having to re-enroll in the course. The student is responsible for making arrangements with the instructor to complete the coursework.
- Instructor designates what student must do to complete the course and sets a specific due date for completion, up to one calendar year. Instructors can email our office to record a deadline that is shorter than a year.
- Instructors may extend an incomplete grade for one additional term with approval from The Office of the Registrar.
- Our office automatically converts the "I" to an "F" (or Unsatisfactory if applicable) after one year, unless a Change of Grade is received in advance.
- Students should NOT re-enroll in a course for which they receive a grade of Incomplete.

In-Progress Grade (IP)

- The IP grade is used when the student is unable to be evaluated the end of term because instruction has not been completed. The IP is used for specific courses/programs such as Aviation, Cooperative Education, Thesis, and project studies that normally extend beyond one term.
- Use of IP grades must be approved by the Registrar.
- Except for 700 courses, all IP grades will convert to a failing or unsatisfactory grades at the end of the academic year.

Grading for I + IP

- Change of Grade forms need to be submitted to The Office of the Registrar before the conversion date to avoid lapse of the grade to failing or unsatisfactory.

No-Show Grade (NS)

- Used if student has NEVER attended or logged participation in a class. If the student has ever attended or logged participation, NS should not be issued.

ACADEMIC STANDING



After grades are submitted each term, the Office of the Registrar runs a process placing the appropriate academic standing on the student's academic record.

Warning or probation: Students receive a communication from the Office of the Registrar advising of their academic standing and its consequences.

Suspension: Students receive a communication from the Office of the Registrar on behalf of the Student Engagement and Success Office or designee(s).

- Suspended students are denied enrollment for one year. Suspended students will need to re-apply for admission to the university upon return. Readmission is not guaranteed and is contingent upon demonstrating the ability to succeed upon return.

Students may appeal academic suspension with the Student Engagement and Success Office.

- Presents evidence of extenuating circumstances.
- Academic Standing Committee makes final determination regarding the length of suspension. Students who successfully appeal their suspension will return to academic probation and may enroll in classes.
- Communications are sent to the student informing them of decision.
- Students who have not appealed or who's appeal has been denied, will be dropped from their courses for the next term by The Office of the Registrar.

Good

Both quarterly + cumulative GPAs are 2.0 or higher.

Warning

GPA for previous quarter is below 2.0. Requires development of academic improvement plan with academic advisor.

Probation

Quarterly GPA below is 2.0 for second consecutive quarter AND cumulative GPA is below 2.0. Students on warning whose quarterly GPA is above 2.0 but cumulative GPA is below 2.0 will remain on warning. Requires revising of academic improvement plan with academic advisor.

Suspension

Quarterly GPA is below a 2.0 while on academic probation. Unless the student successfully appeals; enrollment will be denied for one year and the student will need to re-apply for admission to the university. Readmission is not guaranteed and is contingent on demonstrating the ability to succeed upon return.



POST ENROLLMENT REQUISITE CHECKING



Each term, students are allowed to pre-enroll into courses while they are presently completing the pre-requisite class(s) in the current term. These enrollments are treated as conditional because the pre-requisite class(s) is not officially graded when enrollment for the upcoming term occurs.

After grades are posted each term, the Office of the Registrar will run post enrollment requisite checking (PERC). This process ensures that students are meeting the requisites for their enrolled classes for the following term.

- After running the requisite checks, the Office of the Registrar will drop students from the appropriate classes where pre/co-requisites are not being met.
- Students will receive an email notification advising of this action.
- Students who have had requisites overridden by the academic department/instructor will not be dropped.
- Post enrollment requisite checking will not drop students with No Record, Incomplete, or In Progress grades for their prerequisite courses.

ACADEMIC HONORS



Undergraduates and post-baccalaureate students who achieve a grade point average of 3.5 or higher for the term will be placed on quarterly Honor Roll. To be eligible, students must complete a minimum of 12 graded credits for the term. Quarterly honors are listed on the student's transcript and are typically posted the Friday after grades are due.

Quarterly Honor Roll vs. Commencement Honors: Honor Roll is posted each term based on the student's term GPA. Commencement Honors are awarded when students graduate with distinction.

Commencement Honors are calculated using the students overall CWU GPA. Below are the GPA requirements for Commencement Honors:

- 3.500 to 3.699 - cum laude
- 3.700 to 3.899 - magna cum laude
- 3.900 to 4.000 - summa cum laude
- President's Scholars are those students who, in the current academic year, have a cumulative GPA in the top 1% of their respective school or college class.
- Dean's Scholars are those students who, in the current academic year, have a cumulative GPA in the top 5% of their respective school or college class.

Quarterly Honor Roll can sometimes be mistaken for the Dean's Scholars. When students are placed on the quarterly honor roll, they receive a communication that they have made the Dean's List.

Homepage Student

Student Dashboard

Navigation

- Admissions
- Orientation
- CWU Community
- Enrollment
- Financial
- Graduation
- Library
- Personal
- Planning
- Records
 - Field Experience
 - Request to Apply/Drop Program
 - My Course History
 - Request Enroll Verification
 - Request Official Transcript
 - View Unofficial Transcript**

Search Plan Enroll My Academics

View Unofficial Transcript

Choose an institution and report type and press View Report

This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place

Academic Institution: Central Washington University
Report Type: Unofficial Transcript

View Report

Information For Students

This is an unofficial academic transcript. It is illegal to present this as an Official Academic transcript. This transcript is meant to be used for advising and verification purposes only.

NOTE: Please be aware that all transfer credits transferred from other institutions will display, but CWU does limit the total number of transferable credits from community colleges and universities. Please refer to the Transfer Credit section in the Undergraduate Catalog for more information. For a fee, official transcripts may be requested from the Request an Official Transcript link from your Student Center in MyCWU. Please call (509) 963-3030 with questions.

View All Requested Reports

Go to top

TRANSCRIPTS



Unofficial Transcripts

- Students may access their unofficial transcript on their MyCWU account free of charge.
- Student > Records > View Unofficial Transcript

Official Transcripts

- The link to request an official transcript can be accessed on MyCWU, or students can go directly to: www.parchment.com. Online orders are faster and more convenient for the student and can be delivered in either electronic or hard copy format. New users will be asked to create a login.
- The Office of the Registrar can also accept hard copy transcript requests directly. The transcript request form is available on our webpage at: <https://www.cwu.edu/registrar/request-transcripts>

parchment

Order Who We Serve Resources About

Turn Credentials Into Opportunities

More than 10,000+ members trust Parchment to help turn credentials like transcripts, diplomas or certificates into opportunities.

ORDER, CLAIM, MANAGE & VERIFY ACADEMIC RECORDS

I Would Like To...

- Order my transcript or credentials**
- Order records on behalf of others
- Learn about our academic solutions
- Learn about our professional solutions
- Track an order

STUDENTS, PARENTS & THIRD PARTIES

SCHOOLS, COLLEGES & ACADEMIC AGENCIES

PROFESSIONALS & OTHER ORGANIZATIONS

Many external entities such as loan servicers, insurance companies, etc., ask students to provide an official verification of enrollment.

Students may submit a verification request form to our Records Department via their MyCWU email to Transcript@cwu.edu, or in-person. The form can be found under Resources/Forms on our webpage.

Students may also obtain a Verification of Enrollment on their MyCWU account.

The online request in MyCWU will take students to a third-party page: the National Student Clearinghouse. Currently, this version may not be up to date if students need to show recent enrollment. CWU only transmits enrollment data to the National Student Clearinghouse on specific dates during the academic term.

Requesting a Verification of Enrollment directly with our office will provide the most up to date information. Only a CWU (non-Clearinghouse) version of the verification can include GPA data, and it will be printed on official, script safe paper.

CWU | Central Washington University
Verification of Enrollment/Degree Request Form

Please completely fill out this form and submit it to the Records Department.

To submit request, please select one:

1. Scan or take a picture and email it to transcript@cwu.edu.
2. Fax it to (509) 963-1230. Call Records at (509) 963-3030 to verify receipt of your fax.
3. Mail to: Central Washington University
Records Department
400 E University Way
Ellensburg, WA 98926-7465

Student Name: _____ Other Names: _____
Student ID#: _____ Date of Birth: _____
Telephone #: _____ Email: _____
Anticipated Graduation Date (required): _____ (Term) _____ (Year)

GPA: *Toll Free Fax#: _____
(Check box if needed) (Toll free Fax numbers are 800, 866, 877, etc.)

Mail To: _____ or Pick-Up: Yes _____ No _____

Student's Signature (required): _____ Date: _____
(Central Washington University does NOT email official, signed documentation.)

Other Information: _____

* \$18 fee due before non-toll-free faxes are processed. Please mail request to the address above with a check or money order included.
OR
Pay online via your MyCWU account then email or fax the request to our office. Please note that online payments may take up to three days to post.

ENROLLMENT & DEGREE VERIFICATIONS



Student Dashboard

Navigation

- Records
 - Field Experience
 - Request to Apply/Drop Program
 - My Course History
 - Request Enrollment Verification**
 - Request Official Transcript
 - View Unofficial Transcript

Request Enrollment Verification

All requests for enrollment verifications are completed by a third party partner contracted by the University.

By clicking on "Use On-Line Request", you will be transferred to a secure web site and logged into the National Clearinghouse system to complete your request.

Please contact Registrar Services @ (509) 963-3001 for assistance.

[USE ON-LINE REQUEST](#) [USE WRITTEN REQUEST](#) [RETURN TO STUDENT CENTER](#)



NEW AND IMPROVED

In coordination with the National Student Clearinghouse, we are in the process of implementing dramatic improvements to self-service enrollment/degree verification, including pre-registration reporting. This will save students time and will eliminate the need to submit forms to our office. Once implemented, students will be able to receive most of their enrollment and degree verification needs directly on their MyCWU account via the National Student Clearinghouse.

LETTERS OF RECOMMENDATION



To comply with FERPA, faculty and staff should only accept requests for letters of recommendation on a signed request form OR from the student's @cwu.edu email address. Requests should not be accepted from external email addresses.

The Letter of Recommendation request form can be found under the Resources/Forms link on our website.

For their records, faculty or staff should always keep a copy of the letter and the request for the letter.

The Office of the Registrar can accept Letters of Recommendation to be kept in the student's file. This practice, however; is not recommended because once received, the letter will be considered part of the official student record.

CWU Central Washington University
LEARN. DO. LIVE.

FERPA Release for Faculty/Staff Letter of Recommendation or Reference

Instructions: Students, please read and fill out the appropriate sections of this form before delivering it to the CWU faculty or staff member(s) whom you are asking to write a letter of recommendation or serve as a reference for you.

Non-directory information from student education records may not be included in a letter of recommendation without the student's written consent. Examples of non-directory information include GPA, grades/academic performance, performance in work/study positions or internships, etc.

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), I, the undersigned student, hereby authorize _____ (faculty/staff name) to write a letter of recommendation or otherwise serve as a reference in which the faculty/staff member may discuss information contained in my student education records (such as performance in classrooms, student activities, work/study employment, and internships).

The purpose of the information to be released (select all that apply):

Employment
 Admission to an educational institution
 Other (please specify) _____

The information should be released directly to: (name and address of receiving party provided by student):

To: _____ Phone: _____
_____ Fax: _____
_____ Email: _____

I understand further that (1) I have the right not to consent to the release of information from my student education records; (2) I have a right to receive a copy of the faculty/staff member's letter of recommendation upon request unless I waive that right; (3) and this consent shall remain in effect until revoked by me, in writing, and delivered to the faculty/staff member, but any such revocation shall not affect disclosures made by the faculty/staff member prior to the receipt of any such written revocation.

I waive my right to review a copy of the letter of recommendation at any time in the future.
 I do not waive my right to review a copy of the letter of recommendation at any time in the future.

Student ID _____ Student name (please print) _____ Student's signature _____ Date _____

Upon completion of this form, the student should submit it to the faculty/staff member.

Faculty/staff members must retain this form attached to a copy of the letter of recommendation for a period of five years or forward both the letter and this signed form to Registrar Services. This information is released subject to the confidentiality provisions of FERPA and other applicable laws. Any further disclosure of this information is prohibited without the specific written consent of the person to whom it pertains, or as otherwise permitted by such laws.

Resources/Forms

- Registrar Forms
- Tuition & Fees
- Residency
- Faculty & Staff Resources

Office of the Registrar
Bouillon Hall 140
Phone: (509) 963-3001
Fax: (509) 963-1230
reg@cwu.edu

D

- [Degrees Repeat Approval \(PDF\)](#)
- [Department Approved Elective \(PDF\)](#)
- [Duplicate Undergraduate Diploma Request \(PDF\)](#)
- [*Diploma Reorder for a Graduate Degree](#)

G

- [General Education Petition \(PDF\)](#)
- [Graduation Application \(PDF\)](#)
- [Graduation Application Withdrawal & Re-Application \(PDF\)](#)

I

- [Individual Study Permit \(PDF\)](#)

L

- [Late Graduation Application Petition \(PDF\)](#)
- [Leave of Absence \(PDF\)](#)
- [Letter of Recommendation \(PDF\)](#)

RESOURCES



- Various information for Faculty and Staff can be found on our website: <https://www.cwu.edu/registrar/faculty-staff-resources>
- Links to the grade entry guide and managing class enrollments (class permission entry) can be found under Faculty & Staff Resources.
- A link to this presentation will be available in the same location shortly after this conference.

The screenshot shows the 'Office of the Registrar' website. The main heading is 'Faculty & Staff Resources' with the tagline 'Helping you help your students.' Below this is a navigation menu for the 'OFFICE OF THE REGISTRAR' with the following items: Welcome, Academic Calendar & Catalogs, Registration, Residency, Transfer Students, Student Records, Graduation, Resources/Forms (highlighted with a red box and a red arrow), Registrar Forms, Tuition & Fees, Faculty & Staff Resources (highlighted with a red box), Academic Scheduling, and Our Staff. To the right, under 'CWU Faculty & Staff Resources', there is a list of resources with expandable icons: 'CWU & State Employee Tuition Exemption Request', 'Family Education Rights & Privacy Act (FERPA)', and 'Understanding Class Waitlists as a Faculty Member'. Below this is a section for the 'Registrar Operations Conference (ROC)' with a date banner for 'OCT. 11 2022' and the text 'TIME TO ROC OUT! REGISTRAR OPERATIONS CONFERENCE (ROC):'. A small text block below the banner states: 'This is an in-person event with links available for virtual participants. Registration is required through the ROC Conference Registration form for CWU administrators, faculty, and staff. We look forward to seeing you and working together to explore, adapt, and develop our path forward at CWU Office of the Registrar!'



Thank You



- Discussion -
- Questions -
- Suggestions -