AGENDA

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

- 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.
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-calender. 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.

Students can view their registration date & time in MyCWU:

Student>Enrollment>Enrollment Dates
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.
▪ 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.
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.
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.
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.
-Questions-

-Discussion-
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 or at online@cwu.edu.

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.
- 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.
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.
**ARRANGED COURSE PERMITS**

- 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.

**INDIVIDUAL STUDY 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.
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.
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.

Electronic Forms development in progress!

Please refer to the Academic Calendar for all Withdrawal Deadlines.
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 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 at 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.
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.
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.
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.
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
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.

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.
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.
Various information for Faculty and Staff can be found on our website: [https://www.cwu.edu/registrar/faculty-staff-resources](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.
Thank You

- Discussion -
- Questions -
- Suggestions -