



**Central
Washington
University**

College in the High School

Instructor Guide

Instructor process for student registration

High School Teachers who are approved by CWU Faculty to teach courses for College in the High School have an important role in the registration process for their students.

Instructors are expected to monitor the progress of their class registrations in real time.

No paper forms are needed, all documentation is electronic.

CWU College in the High School

www.cwu.edu/college-hs

hspartnerships@cwu.edu

(509) 963-1351

Before you start:

Inform your students

Provide information about the program to the students and their families. Inform your class about the opportunity and requirements of CiHS. Use the “Letter to Parents” or create something similar for a message to the families.

Review the class description and course syllabus with students before they go online to register, and provide each with a copy of your syllabus.

Remind them parent consent is required, so an **accurate** parent/guardian address for an email inbox that is frequently checked is essential.

Encourage students to use a personal address such as @gmail, @yahoo, etc., instead of their school email. This will help reduce issues caused by district spam filters.

Get prepared in advance

Confirm that your class is in the online system as a choice for your students. We request “course build” information from each teacher prior to the registration period for students, and use that information to load your class so students can select it. Check in with the Reviewer(s) for your high school and make sure that they have access to all the prerequisites they may need.

Determine which students are eligible to enroll with help from your Reviewers.

You may need

Essential information and forms are found in the cihs.cwu.edu platform under your “Shared Docs” tile. Additional supporting guides, COUs, syllabus template, consent forms, etc. are available to you. Download the material and save it in a file for your use later.

Plan ahead to meet registration deadlines. Student registrations must be received before deadline.

Provide Student Guidance

You are their primary source of information about the program. Share these links for resources to students and parents:

Student Participation Guide: <https://www.cwu.edu/academics/specialized-programs/college-high-school/how-students-participate/index.php>

Student Process Enrollment Video: <https://cwu.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=ca639279-36ed-417c-b082-b0ba01299cd3>

Student Enrollment – Graphic instructions - <https://www.cwu.edu/academics/specialized-programs/college-high-school/documents/guide-student-illus.pdf>

Get started:

Go to cihs.cwu.edu

Click on



Welcome to CWU College in the High School

Your portal to College in the High School

Home / Instructor

 Current Instructors

 Prospects / Applicants

Current Instructors who are part of CIHS please login below

Please click below to login with your University login information

Login Now

Enter your CWU email and password, then hit Login

Single sign-on means the same ID and password works for the CiHS registration system and your Faculty MyCWU account.

You need to have your MyCWU account up and running—be logged in there—before the single sign-on can be most effective.

Remember MyCWU passwords expire every six months, and Multi-Factor Authentication is required.

Your CiHS.cwu.edu Instructor Dashboard:

My Classes—monitor your class, roster & student status, parent consent etc. in real time.

Withdrawal Requests—submit a withdrawal request on a student’s behalf.

My Files— documents such as your acceptance letter and bio form.

My Events—tracks your Summer Institute attendance

CiHS Adjunct Application—apply here if you’d like to teach an additional class or discipline.

Shared Docs—important CiHS forms schools may need (such as COUs) and guides to our processes, paper consent forms, etc.

Announcements (on the right) contains reminders and tips and this area is updated regularly to provide timely tips.

This is your portal to all items related to CWU College in the High School registration and your courses.

My Classes Continue

Withdrawal Requests Continue

My Files Continue

My Events Continue

CIHS Adjunct Application Continue

Shared Docs. Continue

Logout Continue

Announcement(s)

Instructor Reminders and Tips

1. Please go to your "My Classes" tile and make sure the classes that are listed are the courses you are offering for this term. If they are inaccurate, please email us at HSPartnerships@cwu.edu
2. Don't forget to upload your course syllabus for each course that is listed in the "My Classes" tile by clicking "View Details" and then selecting the "Syllabi" tab
3. For each class you are instructing, please fill out the Class Schedule boxes as this will help you liaison with scheduling observations
4. Once the registration window is open, you can monitor your student's applications anytime by going to the "My Classes" tile, then clicking "View Details" of the class roster you want to view

View applications for each class on your working roster in real time.

This is your portal to your courses through CWU College in the High School.

Term: Fall 2021

Show: 30 entries Search:

Term	Course	CRN	Roster Status
Fall 2021	ENG 101 Comp I: Critical Read/Respond	94911 / R52	PENDING VERIFICATION

Showing 1 to 1 of 1 entries Previous

In your “My Classes”:

Syllabi tab:

Upload your syllabus for each class, every term, with correct dates. Your liaison will review and approve it or indicate that changes are needed.

Class Roster tab

Student name, student email, class period, status, parent name and email, and a customized link to send to the parent/guardian to get consent if it hasn't already been provided.

Watch your class registrations and progress/status in real time during the registration window. This is important! Check to see whether all your students have signed up for classes. If they don't show on your list here, they haven't completed their registration. You can catch these issues before the registration period closes, and prevent students from missing the opportunity.

The online registration platform closes at 11:59 on the deadline day. No additional online registrations are possible. Students who missed the online registration deadline for good reason may submit a *Late Registration Request* during the one week grace period following the registration deadline. After that, they are unable to earn CWU credit for that term. Not all Late Registration Requests are granted.

Later in the term (when everything has been processed) you will be asked to verify your roster, confirming those who are registered, their class period, etc. You cannot add students at this time, but you can withdraw them.

Add your class schedule—what are the times/periods when this class is offered? This provides important information that may be needed to fix errors later and helps your liaison plan an observation visit, if needed.

The screenshot shows the 'My Classes' interface. A sidebar on the left contains navigation options: Home, My Classes, Drop/WD Requests, My Files, My Course Applications, Shared Docs, and Logout. The main content area shows details for 'ENG 101 / 94911 (R52)' in the 'Fall 2021' term at 'Yelm High School'. At the top of the main content area, there are three tabs: 'Class Roster', 'Syllabi', and 'Notes'. A callout bubble points to the 'Class Roster' tab with the text: 'Navigate to your roster to see which students are at which status'. Another callout bubble points to the 'Syllabi' tab with the text: 'Open your Syllabus tab to upload the syllabus for each class'. Below the tabs, there is a text box with instructions: 'This is where you verify your class roster. You will have a list of student names, the class period they are enrolled in at the high school for the class and the registration status. Registered means that CWU has approved their registration, Not Approved means the administration at the high school has denied them, and Approved means your administration has approved them but CWU is still working the registration. You will also notice PC and SC both in green and red. PC means Parent Consent and SC means Student Consent. Green means we have consent and red means we do not. This is to help inform you so you can provide a nudge to students who need consent. If you notice any discrepancies, please contact HSPartnerships@cwu.edu'. Below this text box is a dropdown menu labeled 'Is the roster accurate?*' with a 'Select' option and a 'Submit Response' button. At the bottom, there is a table with the following columns: Student, Class Period, Registration Status, and Parent.

Student	Class Period	Registration Status	Parent
Student name	3	Registered	Parent name
Student email	@gmail.com	SA PC	Parent email
ID number			3@outlook.com

Students need to get parent/guardian consent:

Follow up with parent/guardians may be necessary. If consent isn't received by the deadline, the student cannot enroll. Tell parents to watch for emails from @cihs.cwu.edu and a response is required.

- You can send a link to the parent/guardian in a reminder. Each link is individualized for each student.
- Students can log into their portal > Parental Consent (left hand menu) > Sign Parent Consent (top, right tab) and then put their device in front of their adult to get their signature right now, OR
- Students can log into their portal > Parental Consent (left hand menu) > Request Parent Consent (top, left tab) to send an email which contains a link to their parent/guardian, where consent can be added.
- Parent/guardian consent is required.
- If language or technology is a barrier for any parent, or if there are other issues (unhomed, over 18, other) please ask about accommodations. The parent consent indicator *must* be activated before we can enroll the student.

also notice PC and SC buttons are green and red. PC means Parent Consent and SC means Student Consent. Green means we have consent and red means we do not. This helps help inform you so you can provide a nudge to students who need consent. If you notice any discrepancies, please contact HSPartners@cwu.edu

Is the roster accurate?

Select [dropdown]

Submit Response

This student registered twice

The second registration is Not Approved, set by Reviewer

Student	Class Period	Registration Status	Parent
Alexander student email: [redacted]57@gmail.com student ID number: [redacted]	3	Registered SA PC	Alexander Parent name: [redacted] Parent email: [redacted]3@outlook.com
Alexander student email: [redacted]7@gmail.com student ID number: [redacted]	3	Not Approved SA PC	Alexander Parent name: [redacted] Parent email: [redacted]3@outlook.com
Archie student email: [redacted].com student ID number: [redacted]	None	Not Approved SA PC	Ward Parent name: [redacted] Parent email: [redacted]
Aquino student email: [redacted]@gmail.com student ID number: [redacted]	4	Registered SA PC	Aquino Parent name: [redacted] Parent email: [redacted]
Bailey student email: [redacted]ail.com student ID number: [redacted]	4	Registered SA PC	Barber Parent name: [redacted] Parent email: [redacted]

SA = Student Agreement

PC = Parent Consent

Green indicates acceptance

Red indicates still needed

Status is set by your school's reviewer or CiHS staff at CWU

Your Reviewer sets status to Approved if they belong in your class.

CWU sets status to Registered once all the details are confirmed, and the student goes forward to enrollment.

Car a 471	Student name student email student ID number	1	Registered SA PC	Ca C Parent name Parent email
Cha er 471	Student name student email student ID number	None	Not Approved SA PC	Va n Parent name Parent email Parent Consent Link is below https://cihs.cwu.edu/student/parent/23c
C 4	Student name student email student ID number	None	Not Approved SA PC	C Parent name Parent email Parent Consent Link is below https://cihs.cwu.edu/student/parent/936
	Student name student email student ID number	4	Registered SA PC	Go M Parent Parent email
Cu c 4/	Student name student email student ID number	1	Registered SA PC	Ci C Parent name Parent email
C 4	Student name student email student ID number	3	Registered SA PC	V Parent name Parent email

Parent Consent Reminders may be sent using the link.

Be aware, each link is individualized for each student.

Don't copy and paste the link, and then send to a group. Each reminder must be sent separately.

Instructors need to know:

- If their course has a prerequisite, and how to meet it. Do your students need to test, provide documents proving prior college course work, have a COU to make them eligible, or other?
 - Please see your Course Descriptions and Prerequisites Guide for complete information.
- Deadlines really are firm, for students, teachers, parents and reviewers.
 - See All Deadlines: <https://www.cwu.edu/academics/specialized-programs/college-high-school/program-resources/process-deadlines/deadlines.php>
- Your official roster where you enter grades is in your Faculty MyCWU account

Coordinate with your school Reviewer

Reviewers have a key role in the process

Reviewers are responsible for confirming a student’s personal data, adding information such as class period, GPA, and adding test scores or other proof of prerequisites met. If a student’s registration needs a COU, transcript, test score, or any other form such as parent consent, your Reviewer has the access to upload documents to a student account.

All documents are electronic only. No paper forms. PDFs preferred. No links to drives please.

Additional communication pathways are important. Notifications are generated by the online system to remind and update reviewers, teachers, students, and in some cases (as in when consent is still needed) the student parent/guardian.

To learn about your school’s Reviewer’s role:

Watch the Reviewer/Admin Video: <https://youtu.be/Rh1LJN43HgM>

See the Reviewer Guide—Illustrated: <https://www.cwu.edu/academics/specialized-programs/college-high-school/documents/guide-reviewer-illus.pdf>

Contact CWU College in the High School with any questions. We are here to support you and your students.

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