

CWU College in the High School Late Registration Request Instructions

CWU College in the High School (CiHS) can receive late registration requests **for students who missed our initial online registration deadline** when it is supported by their high school reviewer (administration) and the course instructor. All late registration requests must be for the current academic term. No late registrations can be accepted through the CiHS online registration system. Please see [deadlines](#) for the late registration deadline dates.

All requests for a student to enroll late must be documented using the following forms. **All forms must be typed to ensure accuracy of data input and all fields on the form must be completed.**

1.) Late Registration Form – Student

This form reflects the student online registration process and requires the same information as our online application. **The student will need to complete this form and we must receive one form for each class the student is registering for.**

- Student Agreement must be signed and dated by the student.
- Parent/Guardian Consent is required and must be signed and dated by the student's parent/guardian

2.) Late Registration Writing Response – Student

The student is also required to complete our writing response form. Student will read each prompt and provide typed responses in the space provided on the form. If the student needs additional space, they may provide us with a separate word document or pdf answering each prompt instead of completing this form. This writing response will be evaluated based on a rubric to determine if late registration is approved.

3.) Late Registration Form – Reviewer

This form needs to be completed last and this form must be completed by the High School's Reviewer. This is the student's high school administrator (Principal, counselor, registrar, etc.) who reviewed registrations within our online portal. **We must receive one form for each course the student is trying to register for.** The purpose of this form is to ensure the student seeking a late registration meets the course pre-requisites. This form reflects the online registration path and requires the same information (prerequisites, student GPA, student grade level etc.) as our online review process.

- Prerequisites must be met and documented on the form before submission. Supporting documents (if required, such as a contract of understanding (COU), college transcript, etc.) must be submitted with this form.
- This form must be signed and dated by the high school reviewer, the course instructor, and the student.

Include the following required materials for a complete Late Registration Request:

1. **Late Registration Form – Student** (Must receive one form for each course the student is trying to register for)
2. **Late Registration Writing Response – Student** (One writing prompt will suffice if the student is trying to register late for multiple classes)
3. **Late Registration Form – Reviewer** (Must receive one form for each course the student is trying to register for)
4. **If applicable, any proof of pre-requisite met or other supporting documentation** (ex: COU's, transcripts, copy of test scores, etc.)

All required materials need to be given to the high school reviewer so they can email them in one email attachment to hspartnerships@cwu.edu. All late registration requests must be received by the late registration deadline to be considered. Once received, the request will be dated, processed, and evaluated based on the rubric. Incomplete late registration requests (ex: missing fields on forms) or requests without proof of pre-requisites met will be automatically denied. If the late registration request is approved, the student will be enrolled late, and their course registration will be added to the CiHS online system manually by CiHS staff, which will trigger email status notifications to the student and school. Once enrolled into the CWU College in the High School course, the student has all the rights and responsibilities of a CWU student.

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