



## CWU College in the High School

### Step One: Registration Online in [cihs.cwu.edu](https://cihs.cwu.edu)

#### How do I register?

Go to [cihs.cwu.edu](https://cihs.cwu.edu)

Click on the High School Student tile

If registering online for the first time, select "**Start New Application.**" Ensure accuracy in all details as you create your permanent CWU Transcript. **Don't create a new [cihs.cwu.edu](https://cihs.cwu.edu) account if you already have one.** Use your full legal name, provide a personal email (not school-assigned), set a password, add your mailing address as your home address and add parent/guardian information including an email address. Verify all details and click SUBMIT. Keep your password secure for future class registrations. Find our useful [step-by-step Registration Guide](#) under Student Forms.

#### If You're Returning

If you already have a [cihs.cwu.edu](https://cihs.cwu.edu) online registration account, then Log In (*this is not your MyCWU account*)

- If you have forgotten or lost your login information, let us know. **Do not start another account in [cihs.cwu.edu](https://cihs.cwu.edu).**
- Check all your personal information to make sure it's still accurate. If any information needs to be updated, please do so under My Profile tab.

#### Choose The Right Classes

Get ready to select classes

- Review and sign the Student Agreement regarding grades and policies.
- Pick your school, choose classes and the appropriate teacher.
- If you select the wrong class, you can choose it, delete it, and add the correct class.
- An example of choosing the right classes can be found in Student Registration Guide.
- Don't forget to click the "Apply for Selected" button at the bottom.
- **Confirm with your teacher that you show up on their roster after you register.**

#### Parent/Guardian Consent is Required

Parent/guardians can add their consent by either

- Adding their signature now if they are available, within your registration portal, or
- Responding to the "Request for Consent" email which contains a link. They will get a daily reminder until they sign or the deadline is reached, or
- By downloading the Parent/Guardian Consent Form, which can be found under the Student Forms.

Your school will process your registration, then the CWU team will review it.

#### High School Partnerships

400 E University Way • Ellensburg WA 98926-7431 • Office: 509-963-1351 • Fax: 509-963-1690  
Hebeler Hall, Room 122 • Email: [hspartnerships@cwu.edu](mailto:hspartnerships@cwu.edu)

Web: [www.cwu.edu/academics/specialized-programs/college-high-school/](http://www.cwu.edu/academics/specialized-programs/college-high-school/)  
EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION EMAIL: [DS@CWU.EDU](mailto:DS@CWU.EDU).