

## Welcome to the Wildcat Family!

### Step Two: Registration Complete! What's Next?

#### Important Information

College in the High School (CiHS) is a dual credit program enabling students to earn college credits during high school. Grades will appear on both high school and Central Washington University transcripts. CiHS students can utilize college resources, including the library, online tutoring, and online advising services, just like any other CWU on-campus student, they also can provide feedback through an electronic Student Evaluation of Instruction (SEOI) at the end of each term.

#### Watch Your Mailbox

If you are registering for the first time, you will receive a username letter from CWU which contains your **Username and ID number**. You will receive this once. So, **Keep this letter in a secure place for future reference.**

This information is your portal to everything related to your experience as a CWU student, and you must set up your [MyCWU](#) Account online. Check on [CWU Username Letter](#) example for a step-by-step guide on how to set up your [MyCWU](#). Once it's all set up, familiarize yourself with the [MyCWU](#) website, especially your Student dashboard.

#### Log In & Use MyCWU

When you log in, you have access to:

- Your enrollment – check this to make sure you're signed up
- Online payment of fees (if any apply)
- Check your grades
- Additional perks (library, tutoring, etc.)
- Confirm and update your contact information
- Order a transcript and start the credit transfer process
- Student Evaluations of Instruction

#### Additional Questions

However, you're still in high school! You have unique circumstances compared to on-campus students, and you most likely have questions. For additional information and support, students can see the online [Student Participation Guide](#) for more information about meeting prerequisites, testing, student responsibilities, etc.

#### 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).



Central  
Washington  
University

## Establish Your Role

It's your responsibility to communicate with us, **not your parent/guardian**. The Family Educational Rights & Privacy Act (FERPA) mandates CWU to treat enrolled students as adults, discussing personal information exclusively with the student unless written permission is granted. You can opt to designate a parent/guardian as an **"Authorized User"** on your [MyCWU](#) account, allowing them to log in, access your account.

However, they won't have access to academic records or other personal information unless you explicitly grant permission. To grant permission to your parent/guardian check on our [Assign Guest User](#) form, which can be found under Videos/Guides Forms for more information.

## What If...

**"I can't remember how to log in" or "I forgot my username"** Check on [Changing Your MyCWU Password](#) for a step-by-step guide. This link will give you options for changing your password, recovering an account and more help. If you continue to experience issues, reach out to the IT Service Desk at (509) 963-2001.

**"I want/need to withdraw"** Should you wish to withdraw from a class, instruct your teacher to get in touch with us to initiate the online withdrawal process. It's important to understand that withdrawing results in receiving a 'W' on your CWU transcript instead of a grade. While no credits are earned, this action doesn't impact your GPA. CWU offers various academic support services, including tutoring, study groups, library access, and more for students facing challenges, and CiHS students can take advantage of these resources. Once the withdraw request is processed, check [MyCWU](#) unofficial transcript to conform the request was successfully processed.

**"What do I need to do to prepare for college?"** Tips, links, and additional content about preparing for college, transferring credits, and more for current CWU CiHS students and future Wildcats is found on our [Preparing For College Guide](#).

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