



Month \ Role	District Admin	School Admin	Reviewer-Counselor	Instructor	Instructor Applicant	Student
<b>July &amp; August</b>	Sign ILA and return to CWU, share with school admin/staff.	Notify us of any staffing changes.		Submit Section Request (AKA Course Build) if not done earlier. Summer Institute.		
<b>September</b>		Plan and offer parent info night  Add Reviewers.	Inform students. New Reviewers request access. Prereq proof ready, math testing done.	Inform students and families. Upload syllabus, check in with Liaison.		Seated in the correct course with the right teacher, meets prerequisites. Creates cihs.cwu.edu account or logs in and applies for classes.
<b>October</b>	Receives, reviews and confirms monthly report, notify of any errors	Support program, consider new teachers & classes.	Review student applications, submit proof of prerequisites, approval.	Inform class about registration process. Watch your roster. Remind for parent consent.	Application window opens for new teachers.	Parent consent required by deadline.  Check withdrawal deadlines
<b>November</b>	Receives, reviews and confirms monthly report, notify of any errors.	Receives, reviews and confirms enrollment report.	Receives, reviews and confirms monthly report, notify of any errors. Prep for 2nd term.	Verify fall roster. Watch deadlines. Winter trimester registration window opens.	CWU Faculty reviews applications and notifies applicants as needed	Check MyCWU for enrollment. Winter Trimester registration and parent consent window.
<b>December</b>			Review for winter trimester.	Winter registration closes. Grades for fall term due.		Check MyCWU for fall grades.
<b>January</b>	Review and confirm enrollment report, notify of any errors.	Plan for growing CiHS in your school, encourage new teachers to apply. Confirm enrollment report.	Be aware of withdrawal deadlines. Review and confirm enrollment report, notify of any errors.	Verify roster. Be aware of withdrawal deadlines.		Be aware of withdrawal deadlines.
<b>February</b>	Consider expanding the program for next year. Suggest new teachers.	Plan and offer another parent info night.	Pre-registration for next year, placing students in appropriate classes.			
<b>March</b>			Student registration.	Winter grades due by deadline.		Spring term registration window. Parent consent. Check MyCWU for winter grades.
<b>April</b>			Review student applications, submits proof of prerequisites, approval.	Spring Registration. Watch your roster.		
<b>May</b>	Review and confirm enrollment report, notify of any errors.	Review and confirm enrollment report, notify of any errors.	Complete math placement testing for next year. Review and confirm enrollment report, notify of any errors.	Watch deadlines for withdrawal. Verify roster.	Teacher application window closes.	Check withdrawal deadlines.
<b>June</b>		Remind teachers to get CWU grades in before deadline, and before they leave for the summer.		Submit spring grades before deadline. Attend Summer Institute if required.	Training for new approved teachers, Summer Institute required (or in August) .	Check grade in MyCWU, seniors order transcripts.

**2024-25 Trimester Deadlines**

<i>Deadlines are firm</i>	<b>Fall 2024</b>	<b>Winter 2025</b>	<b>Spring 2025</b>
<i>Term Dates</i>	8/26/2024 – 11/29/2024	12/2/2024 – 3/14/2025	3/17/2025 – 6/13/2025
<i>Registration</i>	9/9/2024 – 10/4/2024	11/18/2024 – 12/6/2024	3/17/2025 – 4/4/2025
<i>Drop</i>	10/4/2024	12/6/2024	4/4/2025
<i>High School Review</i>	10/11/2024	12/13/2024	4/11/2025
<i>Parent/Guardian Consent</i>	10/18/2024	12/20/2024	4/18/2025
<i>Roster Verification &amp; Enrollment Report</i>	TBD	TBD	TBD
<i>Late Registration Request</i>	10/7/2024 – 10/11/2024	12/9/2024 – 12/13/2024	4/7/2025 – 4/11/2025
<i>Uncontested Withdrawal</i>	10/11/2024	1/17/2025	5/9/2025
<i>Complete Withdrawal</i>	11/8/2024	2/21/2025	5/30/2025
<i>Hardship Withdrawal</i>	11/8/2024	2/21/2025	5/30/2025
<i>Grades Due</i>	12/6/2024	3/21/2025	6/20/2025

# CWU CiHS – School Role Calendar—Trimester Schools

## Notes

### Student

**September:** Seated in the correct course with the right teacher. Meets prerequisites before registering. Creates a cihs.cwu.edu account, or logs in if they already have one. Applies for class(es).

**October:** Parent consent is due, added in the registration platform. Students need to check their application for completeness. Confirms with teacher that they are listed on the teacher roster. Activates or checks their MyCWU account for enrollment.

**December:** Register for winter term. Right teacher, right course, prerequisites met. Gets parent consent before deadline. Confirm with teacher you're on the roster.

**March:** Register for spring term. Confirms with teacher they're on the class roster. Parent consent added. Check MyCWU for winter grades.

**June:** Check their spring grade(s) in their MyCWU account. Seniors order transcripts.

### District Administrators

**August:** Your ILA should have been received. Fill it out completely and return. More information about ILAs: <https://www.cwu.edu/college-hs/administrator-participation-guide>

**November:** Review the Enrollment Report. This is a list of all the students at your school who are completely enrolled at CWU. We provide this report to school personnel who verify the accuracy, once the registration process for all schools is complete. Teachers will receive their roster verification request at roughly the same time. Contact us with any corrections.

**February:** Consider expanding opportunities for your students next year. New teacher applications are due in May. <https://www.cwu.edu/college-hs/instructor-application-process>

**April:** Enrollment reports are sent each term. Please review them and confirm that they are accurate.

### School Administrators

**August:** Notify us of any staffing changes. New counselor, teacher? Let us know so we can keep accurate contact information.

**September:** Plan and offer parent info night. Schedule a time and place to distribute information to students and families, call the CiHS office if you would like us to present. Prepare students to knowingly register for classes where they are eligible.

Add Reviewers – make sure you have enough people to manage the review process effectively.

**October:** Support the program. Allow time for participation, training new reviewers, registration, and processing. Be knowledgeable about deadlines and responsibilities of your staff. Consider expanding the program, encourage teachers to apply to offer new classes next year.

**November:** Review the Enrollment Report. This is a list of all the students at your school who are completely enrolled at CWU. We provide this report to school personnel who verify the accuracy, once the registration process for all schools is complete. Teachers will receive their roster verification request at roughly the same time. Contact us with any corrections.

**January:** Plan to grow the program. Encourage teachers who are qualified to apply. Check minimum qualifications <http://www.cwu.edu/college-hs/instructor-minimum-qualifications> and share application process: <https://www.cwu.edu/college-hs/instructor-application-process>

**February:** Plan and offer a Parent Info Night or similar function to support preregistration for next year's classes. Review and confirm the winter Enrollment Report.

**June:** CWU grades are due. Seniors are ordering transcripts. Remind your instructors they must submit grades before deadline and before they are gone for the summer. Review and confirm the spring Enrollment Report.

### Reviewer or Counselor

**September:** Inform students and families. Share the link to the [Student Participation Guide](#) and the Student Registration Process ([graphic PDF](#)). Offer an Info Night. Let us know if you would like us to present a program or meet using Zoom.

*New reviewers:* Request access to the CiHS.cwu.edu registration platform and see materials to support the Reviewer Process (info in [Reviewer Guide](#)). Call us with any questions.

Have all placement testing for math-based courses done, with

scores handy. Gather other student information needed to complete the registration review. Start reviewing as soon as students start registering. Make sure all students are seated in the right class with the right teacher and meet prerequisites. Add proof of prerequisites met along with other student information required.

**October:** Finish reviewing student registrations including those needing corrections.

**November:** Prepare for winter registration. Make sure teachers and students have information they need, including deadline reminders. Review the enrollment report.

**December:** Winter term registration review. Be aware of deadlines for withdrawal.

**January:** Watch for winter enrollment report, send any corrections.

**February:** Plan pre-registration for next year, and a possible parent info night, to allow students to make an informed decision and be eligible for the CiHS class next fall.

**March:** Spring term registration. Make sure teachers and students have information they need, including deadline reminders. Review before April deadline.

**May:** Complete placement testing for next year.

### Instructor

**August:** Reply to Section Request (aka Course Build) email if you haven't already. This allows us to build the registration platform so your class is available to choose when registration is open. Notify us of any changes in the class schedule, such as your administration decided to offer a different class, and you will be teaching something else instead. Attend Summer Institute if required.

**September:** Provide information to your students about the program, about being eligible (have they met the prerequisite?), deadlines and how to register. Send a link to the Student Participation Guide <https://www.cwu.edu/college-hs/student-participation-guide> and the graphic PDF "[How Students Register](#)".

#### September/December/March: Registration

Pay attention to registration and parent consent deadlines. See: [All Deadlines](#)

Provide time in class for the students to register if possible.

Watch your roster closely to prevent errors and make sure everyone has signed up that should. If a student doesn't show on your roster, they didn't complete the registration process.

Monitor parent consent and send reminders to the parent/guardian. Ensure that everyone that's on your roster is actually in your class.

Check your roster, monitor changes in parent consent, right student in right class, etc. *Students cannot be added after the Late Registration Request deadline.*

Reply to the Roster Verification email, and send any corrections needed to our office right away.

**November & February:** Remind your class about registration process, rights and responsibilities of taking university coursework. Allow time if possible in class for them to register. Check your roster for accuracy to make sure everyone signed up that should. Watch for parent consent and send reminders.

**December:** Grades are due for fall classes, submit them in MyCWU before deadline. Wrap up registration for winter classes.

**March:** Grades due for winter term. Registration for spring classes.

**April:** Reply to the Roster Verification email, confirming that all the information on your roster is accurate.

**June:** Submit spring grades before deadline. Don't leave for the summer until your grades are in. Attend Summer Institute if required.

### New Instructor Applicant

**October through May:** Application window is open for new teachers. See [Teacher Application Process](#). Application is done online at CiHS.cwu.edu.

CWU Faculty reviews applications as needed and notifies teachers if they are approved or declined.

**June:** New approved instructors must attend Summer Institute in June or August, before they are allowed to teach for CWU credit.

Liaisons must observe new teachers during their first year teaching.