



| Role Month | District Admin | School Admin | Reviewer-Counselor | Instructor | Instructor Applicant | Student |
|--------------------------|--|---|---|--|---|--|
| July & August | 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. | | |
| September | | Plan and offer parent info night. Add Reviewers. | Inform students. New Reviewers request access. Prereq proof ready, math testing done. | Inform students and families about registration process. Watch your roster. Upload syllabus. | | Seated in the correct course with the right teacher, meets prerequisites. Creates cihs.cwu.edu account or logs in and applies for classes. |
| October | | Support program, consider new teachers & classes. | Review student applications, submit proof of prerequisites, approval. | Check in with Liaison. Remind for parent consent. Watch your roster | Application window opens for new teachers. | Parent consent required by deadline. |
| November & December | Receives, reviews and confirms enrollment report, notify us of any errors. | Receives, reviews and confirms enrollment report. | Finish reviews that need corrections. Be aware of withdrawal deadlines. | Reply to Roster Verification email. Send any corrections. Be aware of withdrawal deadlines. | Once complete applications are received, faculty review & notification takes 2-3 weeks. | Check their registration for completeness and status. Activates & checks their MyCWU account. Be aware of withdrawal deadlines. |
| January (Semester Break) | | Plan for growing CiHS in your school, encourage new teachers to apply. | Get set for 2nd semester registration & review. | Submit fall grades before deadline. Prep for 2nd semester registration. | | Seated in the right course with the right teacher for spring, prerequisites met. |
| February | 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. | Informs class about registration process, allows time. Checks their roster. | | Applies for classes for second semester, parent consent. |
| March | | | Review student applications, submits proof of prerequisites, approval. | Watching the roster, send corrections. Gives deadline reminders. | | Check their registration for completeness and status. |
| April | Receives, reviews and confirms enrollment report, notify of any errors. | Receives, reviews and confirms enrollment report, notify of any errors. | Receives, reviews and confirms enrollment report, notify of any errors. Be aware of withdrawal deadlines. | Confirm roster accuracy. Be aware of withdrawal deadlines. | | Be aware of withdrawal deadlines. |
| May | | | Complete math placement testing for next year. | | Application window closes. Faculty review of applicants and notification. | Complete math placement testing for next year. |
| June | Review final enrollment report after all grades are in from teachers. | Review final enrollment report after all grades are in from teachers. | | 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. |

2025-26 Semester Deadlines

| DEADLINES ARE FIRM! | Fall 2025 | Spring 2026 |
|----------------------------------|--------------------|--------------------|
| <i>Term Dates</i> | 8/25/25-1/23/26 | 1/26/26 – 6/12/26 |
| <i>Section Requests</i> | 8/15/25 | 1/16/26 |
| <i>Registration</i> | 9/8/25 – 10/3/25 | 2/9/26 – 2/27/26 |
| <i>Drop</i> | 10/3/25 | 2/27/26 |
| <i>High School Review</i> | 10/10/25 | 3/6/26 |
| <i>Parent/Guardian Consent</i> | 10/17/25 | 3/13/26 |
| <i>Roster Verification</i> | TBD | TBD |
| <i>Late Registration Request</i> | 10/6/25 – 10/10/25 | 3/2/26 – 3/6/26 |
| <i>Uncontested Withdrawal</i> | 11/14/25 | 4/10/26 |
| <i>Complete Withdrawal</i> | 1/9/26 | 5/29/26 |
| <i>Hardship Withdrawal</i> | 1/9/26 | 5/29/26 |
| <i>Grades Due</i> | 1/30/26 | 6/19/26 |



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 added in the registration platform.

November: Checks their application for completeness. Confirms with teacher that they are listed on the teacher roster. Activates or checks their MyCWU account.

January: Prepped for registration for second semester. Right teacher, right course, prerequisites met.

February: Applies for classes for second semester, gets parent consent. Check fall grades in MyCWU.

March: Checks their registration, confirms with teacher they're on the class roster.

June: Check their 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/academics/specialized-programs/college-high-school/district-and-school-administrator-materials/index.php

November: Review the Enrollment Report for fall. 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/academics/specialized-programs/college-high-school/district-and-school-administrator-materials/index.php

March or April: Review the Enrollment Report for spring. 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.

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 for fall. 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 https://www.cwu.edu/academics/specialized-programs/college-high-school/information-for-instructors/instructor-minimum-qualifications.php

and share the application process: https://www.cwu.edu/academics/specialized-programs/college-high-school/information-for-instructors/instructor-application-process.php

February: Plan and offer a Parent Info Night or similar function to support preregistration for next year's classes.

March or April: Review the Enrollment Report for spring. 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.

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.

June: Final enrollment report, after all grades are in from all teachers.

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 work a table 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.

October: 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.

November: Finish reviewing student registrations which have required corrections.

January: Get organized for 2nd semester registration. Make sure teachers and students have information they need, including deadline reminders.

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: Finish reviewing second semester registrations. Check parent consent, send reminders if necessary.

March or April: 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.

May: Complete math 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, or if 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/academics/specialized-programs/college-high-school/how-students-participate/index.php and the graphic PDF "How Students Register".

Upload your syllabus within the cihs.cwu.edu platform so the liaison can approve or ask for corrections. Add your class schedule to the platform and plan a liaison observation (if required this year). Liaison Contact Info

October: 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. Monitor parent consent and send reminders to the parent/guardian. Ensure that everyone that's on your roster is actually in your class. Be aware of withdrawal deadlines. See: All Deadlines

November: Check your roster, monitor changes in parent consent, right student in right class, etc. Reply to the Roster Verification email, and send any corrections needed to our office right away.

January: Grades for fall semester are due, submit them in MyCWU before deadline.

Prepare for registration for second semester.

February: Inform 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.

March: Continue to watch your roster.

April: Reply to the Roster Verification email, confirming that all the information on your roster is accurate. Be aware of withdrawal deadlines.

June: Submit spring semester grades before deadline or your access will be denied. Don't leave for the summer until your grades are in. Attend Summer Institute if required.

New Instructor Applicant

October: Application window opens for new teachers. See Teacher Application Process. Application is done online at CiHS.cwu.edu.

May: Application window for new teachers closes. CWU Faculty reviews and notifies applications as needed if they are approved or declined. This may take a few weeks.

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.

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