



Key Terms and Helpful Information

Websites:

CiHS Registration Portal (<https://cihs.cwu.edu/>) – This is our registration website where all students will go to apply to enroll in your class(es). Teachers have access to this website with their MyCWU credentials. Reviewers must request access. This will allow you to see which students have applied for classes in real time, verify class rosters, submit course section requests, request student withdrawals, and upload your syllabi.

MyCWU (<https://my.cwu.edu/>) - Separate from our CiHS registration website, this is your faculty CWU account. You will use MyCWU to submit grades, view your official CWU class roster, receive and view SEO's, and access resources.

<https://www.cwu.edu/college-hs/> - This is CWU College in the High School's official website which is our information hub for all things CWU CiHS. Here you will find our deadlines, forms you or your students may use, outreach materials, and other resources.

[Instructor Participation Guide](#) - This guide on our website is a great resource to use which outlines the processes and responsibilities of an approved instructor.

Cost for Students to Participate:

9th-12th grade students who attend **public high schools** have no cost to take CWU CiHS courses. For students who attend **private high schools**, the cost for your students to take CWU CiHS courses is \$60 per credit or \$300 for a 5-credit course. CWU no longer invoices students directly for private pay courses and we will invoice your high school/school district at the end of each term.

Course Description Example:

MATH 153: Pre-calculus Mathematics I (5). A foundation course which stresses those algebraic and elementary function concepts together with the manipulative skills essential to the study of calculus.

Prerequisite: Completion of Math 152 with a C **OR** higher or placement test scores as follows: 148+ on the MPT General Math, **OR** 145+ on MPT Advanced Math, **OR** 85+ on the Accuplacer Elementary Algebra Exam, **OR** 35+ on the Accuplacer College Math Exam, **OR** 240-263 on Accuplacer Next-Generation Advanced Algebra and Functions, **OR** 270+ on Accuplacer Next-Generation Quantitative Reasoning, Algebra and Statistics, **OR** 51% on the ALEKS **OR** 1 yr high school precalculus with a B- average **OR** 1 yr high school calculus with C- average.

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 | Web: [www.cwu.edu/https://www.cwu.edu/academics/specialized-programs/college-high-school/](https://www.cwu.edu/academics/specialized-programs/college-high-school/)

Registration Periods: 2025-26 School Year

	Fall	Winter	Spring
Semester	9/08/25 – 10/03/25	N/A	2/09/26-2/27/26
Trimester	9/08/25 – 10/03/25	11/17/25 – 12/05/25	3/16/26-4/03/26

Students have until 11:59 pm on the last date of the registration period to create or log in to their account on <https://cihs.cwu.edu/> and select which course(s) they wish to register for. **Please be aware that the student's CiHS account is not the same as their MyCWU account. If students are unsure if they have a CiHS account, please have them call our office at 509-963-1351.**

Drop/Withdrawals:

It is the Student's **and** the High School's responsibility to provide the CWU High School Partnerships Office with timely notification when a student has dropped or withdrawn from a CWU course. Full academic and financial responsibility will apply unless notification is received. Drop/withdrawal requests will be processed in accordance with the appropriate calendar and the stated academic and financial consequences will apply.

Drop/Withdrawal requests may be submitted in two ways:

1) Preferred: The teacher submits via the CIHS registration portal. Please log in to your high school instructor account on <https://cihs.cwu.edu/> and click the "Withdrawal requests" tab on your dashboard and follow the prompts.

2) The student contacts CWU High School Partnerships Office directly.

To view all CWU deadlines: <https://www.cwu.edu/academics/specialized-programs/college-high-school/program-resources/process-deadlines/deadlines.php>

Testing Information:

Accuplacer Testing: Accuplacer testing is paid for by CWU College in the High School department for the Next Generation Accuplacer Math Placement exam. Proctors should only administer the Math Placement exam which is: **CWU Math Exam_NG**. Additionally, our approved Math instructors should not be proctoring this Accuplacer exam. To schedule CWU-Ellensburg on campus testing, set up your school as an Accuplacer testing location or to add/remove proctors for your school, please contact:

Bill Thelen, Director of Testing Services

Phone: (509) 963-1860 | Email: William.Thelen@cwu.edu | Website: [CIHS Testing Information](#)

ENG 101 Directed Self-Placement: CWU no longer accepts any outside testing (ex: SAT, ACT, Smarter Balance, Accuplacer, etc.) for placement into ENG 101. Before they register, students are required to take the English Directed Self Placement. For more information on the English Directed Self-Placement, please visit: <https://www.cwu.edu/academics/general-education/directed-self-placement-writing-tool.php>

Transcripts: Transcripts must be ordered from the Office of the Registrar at: <https://www.cwu.edu/about/offices/registrar/academic-information/request-transcripts.php> **OR** through the student's [MyCWU](#) account.

Contact Us: Email: HSPartnerships@cwu.edu | **Phone:** 509-963-1351 | **Office Hours:** Monday-Friday 8 am to 5 pm