

CWU College in the High School Section Request Guide

How To Submit a Section Request

- The CiHS office sends the Section Request email to every teacher prior to the start of the next term.
 - Deadlines apply. Missing the deadline for submitting your section request may result in loss of opportunity for your students
- A response is required for each term, NOT the whole year.
 - One for Fall, one for Winter (for trimester schools), and one for Spring.
- A response is required for every class you are approved to teach.
- Your responses are used to build your requested courses and ready our platform for student registration.
- When you receive this email, click on the link which will take you to your section request.
- Indicate for every class:
 - **I plan on teaching this course** or **I am not teaching this course**
 - For the immediate upcoming term ONLY
- Submit



Course Schedule Information

Dear [REDACTED]

Below are the courses you are currently approved to teach. Please use the form below to provide us with what course(s) you will be offering **Fall 2026 term**; this information is crucial to helping us create your course sections in the CWU system. Please make sure to indicate [I plan on teaching this course or I am not teaching this course for each course listed](#).

Please note this section request is only for the Fall 2026 term. We're not asking what courses you are planning to instruct for the entire academic year. Only complete this when you are teaching a course where the learning outcomes and objectives are being met during this term. Additionally if you are unsure what course(s) you are planning to teach, please do not feel obligated to complete this right away.

If you have trouble submitting your section request(s) or have any other questions please contact our office at 509-963-1351 or email us at HSPartnerships@cwu.edu

Course Section	High School		
ASL 151 American Sign Language	South Kitsap	I plan on teaching this course	I am not teaching this course
ASL 152 American Sign Language	South Kitsap	I plan on teaching this course	I am not teaching this course
ASL 153 American Sign Language	South Kitsap	I plan on teaching this course	I am not teaching this course

After you have added information for all the sections please click on 'Submit Course Schedule'.

Submit Course Schedule

Please read further for additional detailed instructions:

At the end of each term, you will receive an automated email from our CiHS registration platform to complete your section request. These emails are sent to your high school email address. The email subject will read **“CWU CIHS Course Section Information - High Importance - Please Read/Respond”**. This email will contain an individualized cihs.cwu.edu/ link that you will need to follow to submit your section request for the academic term we’re asking for (ex: Fall, Winter, Spring).

This link will take you to a list of every CiHS course that you are approved to teach. You will then be asked whether you “plan on teaching this course” or “not teaching this course”. You will select each option and then be asked to save each response. After you have made your selection for each course, you will select the “submit course schedule” button which will save your response for this term.

Please note that we are not asking you to tell us what course(s) you are teaching for the entire academic year. We are only asking which course(s) you are teaching for that specific term. Reminder, that all CWU courses must be taught within an academic term as CWU does not offer yearlong courses. When you are submitting a section request, you are indicating that the course’s learning outcomes and objectives of that course will be met by your students at the end of the academic term.

Additionally, we do have a section request deadline that must be adhered to. Failure to submit your section request by our established deadlines may result in your requested courses not being built. It is your responsibility as the course instructor to ensure that you are completing your section request on time. All registration deadlines can be found here: <https://www.cwu.edu/academics/specialized-programs/college-high-school/program-resources/process-deadlines/deadlines.php>

Lastly, once you have submitted your section request you will be unable to change it manually. If you have made a mistake filling out your section request or if there are any issues with your section request including courses missing or courses you are no longer teaching that you wish to be removed from your section request, please email us at HSPartnerships@cwu.edu to let us know.