



High School Partnerships – College in the High School

Summer Institute 2026: Veteran Refresher

CWU | CREATE YOUR FUTURE

Zane Morrison, Program Support Supervisor

Veteran Refresher Agenda

- Program Updates 2026-27
- Pre-Requisites
- MyCWU account access, differences between CiHS vs MyCWU
- Registration Reminders
- Common pitfalls and how to avoid them

New updates for 2026-27

Staff Changes – New Director of Concurrent Enrollment, Angelia Riveira

NACEP Reaccreditation – Submitted this week

Fall Registration Period is now earlier
Registration is from **Monday August 31st, 2026 to Saturday September 20th, 2026.**



Pre-Requisites

CWU English 101 Eligibility

English Directed Self-Placement is the only way to get into ENG 101.

<https://www.cwu.edu/general-education/directed-self-placement>

- Students must take survey
- Conversation with students about results to ensure readiness
- Talk with Josh Aubol about details
- Do not use Accuplacer Testing for ENG

ENG 101 Self-Placement Cont.



CWU Directed Self-Placement

Jon Salazar ,

You selected answer #3 or #4 for each question a total of 16 times.

If you selected answer #3 or #4 for a question 9 times or more, AWI is probably the right choice for you. Print or screenshot this message, meet with your advisor, and then register for an AWI course (5 credits).

You selected answer #1 or #2 for each question a total of 1 times.

If you selected answer #1 or #2 for each question 9 times or more, ENG 101A/101B Stretch is probably the best choice for you. Print or screenshot this message, meet with your advisor, and then register for a ENG 101A/101B course (10 credits: 5 credits for each course).

If you selected answer #1 or #2 for each question 9 times or more and you are in the College in the High School program or the Running Start program AWI is not the best choice for you at this time. Print or screenshot this message, meet with your advisor, and discuss the results.

A copy of the results have been emailed to you at: jonathandsalazar@outlook.com

Do you accept and agree with this recommendation

Do you accept and agree with this recommendation

No

Yes

Which option do you want to take?

Stretch ENG 101A/B (over two quarters)

AW1 course (over one quarter)



CWU Testing - Math

- Your High School can be set up as a CWU Accuplacer Next-Generation site
- Remote Accuplacer Testing is also available

Benefits of using CWU Testing:

- Costs covered by CWU CiHS again this year
- Testing takes place at your high school
- CWU has records of their test scores

Please contact Bill Thelen to get set up as an Accuplacer Testing Site:

William (Bill) Thelen
Bouillon Hall 125
400 East University Way
Ellensburg, WA 98926-7427
Phone: (509) 963-1860
E-mail: William.Thelen@cwu.edu

CWU Testing – MATH Cont.

The **ONLY** Accuplacer test that your proctor(s) will administer for placement will be:

* **CWU Math Exam_NG**

This exam consists of two Math tests

All students will start with the **Next-Generation Quantitative Reasoning, Algebra and Statistics**

After completing the first test students will complete either:

Next Generation Arithmetic (Placement score not accepted for placement)

Next Generation Advanced Algebra and Functions

Students must complete **BOTH** tests every time they take the test

Students can take this exam three times

* **If you administer any other exams, they may not be valid for placement**

Courses that have pre-requisites

- ENG 101 – Directed Self Placement
- ENG 102, 105, 263 – Prior course(s)
- ECON 130 – Math placement
- ETSC 265 – Prior course
- *FIN 174 – Math placement
- HUM – Prior course
- *MATH – Math placement or prior course
- PEAQ 112 & 113 – individual ability demonstrated
- *PHYS – Math placement or prior course
- *World Languages (152 & 153) – Prior course

*This is where COUs might come into play. Please be sure to fill them in completely if you need to submit one for a student. Get them back to your Reviewer for upload.

See Course Descriptions and Prerequisites guide within packet, pages 8-12

Faculty MyCWU Access

And the differences between MyCWU and CiHS

MyCWU Access

MyCWU access is only active during the term in which you are teaching a course

Meaning we must receive a section request, and your requested course(s) must be built by our Office of the Registrar. Important to complete section request on time

Access is granted roughly **10-14 days** before the start of a term and lasts until the grading deadline at the end of the term.

MyCWU access is crucial as this is where you will enter grades and can access the CWU library and other resources

Multifactor Authentication & Password Reset

All MyCWU accounts are required to use Multifactor Authentication (MFA) prior to signing into their accounts.

Most common MFA method is the Microsoft Authenticator App

<https://www.cwu.edu/about/offices/information-services/security-services/mfa/index.php>

If you have a new phone or if MFA is not working for you, please contact our Service Desk

Phone: 509-963-2001

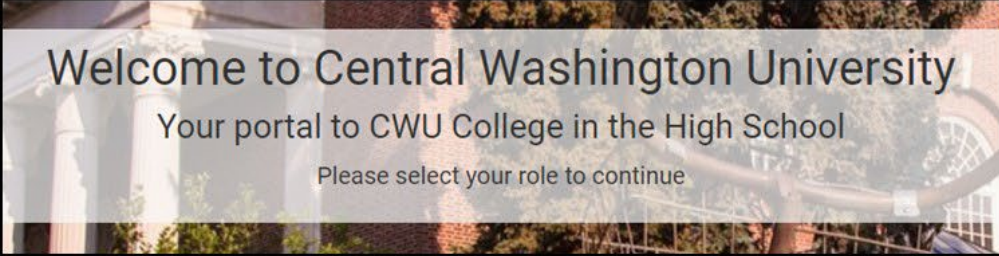
Email: CWUServiceDesk@cwu.edu

Their hours are Monday-Friday 7 am to 5 pm.

<https://wildcatpassword.cwu.edu/> - Where you'll go if you need to reset password

Two accounts – same sign in

Registration



<https://cihs.cwu.edu/>

then

Resources



<https://my.cwu.edu/>

Add class periods, class schedule, upload syllabi, access forms, track student registrations, verify class rosters.

Official permanent roster, grading roster



CiHS Account

Monitor the intake

Within your CIHS.cwu.edu Instructor Account

My Classes:

- See your classes
- Check your “working roster” in real time.

Withdrawal Requests:

- Submit a withdrawal request

My Files:

- Your application (if done online), any material you add

CIHS Adjunct Application:

- Apply for a new discipline or additional courses

Shared Docs:

- COUs, parent consent forms in English and Spanish
- Syllabus template, upload instructions and more

Announcements:

- Reminders and Deadlines, etc.



Withdrawal Requests

Continue

To get set up for Registration:

Get your class listed in CiHS platform

Respond to the section request emails – **See Deadlines on page 4**

Check the platform before registration opens

Get prerequisites and/or testing lined up well in advance

Accuplacer Next Generation for math

Need an AAF or a QRAS score

English Self-Placement for ENG 101

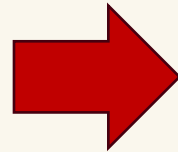
Transcripts for “prior coursework”

Have your syllabus ready to upload

Look in Shared Docs

Most of our forms and guides are in CiHS.cwu.edu under Shared Docs

- Consent Forms
- Process Guides
- COUs
- How-to's for students, instructors, and reviewers

The screenshot shows the CWU CiHS website interface. On the left is a dark grey sidebar with the CWU logo at the top. The sidebar contains links: Home, My Classes, Withdrawal Requests, My Files, My Events, CIHS Adjunct Application, Shared Docs. (highlighted in red), and Logout. A red arrow points from the 'Shared Docs.' link to the main content area. The main content area has a white background with a 'Documents' header. Below the header, it says 'This page details your class information.' and displays a table of documents.

File	Description
Download File	CIHS Teacher Account Overview Describes the online system account for teachers
Download File	Course Pre-Req guide Details all the courses we offer and if applicable
Download File	CIHS Syllabus Upload Directions Directions on how to upload syllabi.
Download File	CIHS Roster Verification Direction Directions on how to verify your roster.
Download File	How to submit drop/withdrawal re

CIHS registration info for students

Share information about the registration process and the online platform with your students and families before the window opens.

Refer to materials in your handbook, share links and hand-outs.

Deadlines are firm.

Use our deadlines to create internal deadlines

Do not wait until the very last minute

The grace period when we accept Late Registration Requests also has firm deadlines.

Remind your students:

New-to CWU students start an account in cihs.cwu.edu

Returning students log in.

Do not start a new account in CiHS, call our office for assistance if needed.

Use a personal email address

Just because the class is free, does it make sense to register?

Are they prepared for the rigor and have clear expectations

Will they be successful? Consider grades and permanent transcripts

Academic advising is available

How to get the required parent consent

1. Through the email sent to the parents
 - Students need to have an accurate email address for their parent/guardian.
2. By having their student login to their account
3. Paper Consent form (in Shared Docs)
 - Get the paper signed and then deliver it to your Reviewer who needs to upload it.
 - Let us know it's been done so we can check it off as received
4. Call our office
 - English speakers: 509-963-1351
 - Spanish speakers: 509-963-1731
5. Other situations

More tips for students

Students should write down their log-in information (email and password) someplace safe so they can find it later.

To know what school* they go to

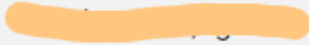
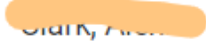
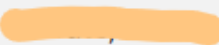
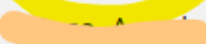
To know what CWU class & number to sign up for (i.e. Biology 101),
and

To know what their teacher's name* is

*Seriously

Roster Status

- Applied: Student has signed up
- Approved: Reviewer has done their part
- Not Approved: Reviewer determined student is not approved to take course
- Pending Review: COU needs faculty approval
- Registered: Ready to be enrolled (or already enrolled)
- Withdrawn
- Dropped
- Application Not Processed – See Notes: Can't move student's app forward
- Corrections Required, See Notes: Something needs the school's attention

Registered on 03/29/2024 02:51:32 PM	 @ Chiawana SA PC	Chiawana Rubalcava, Anton
Not Approved on 03/28/2024 01:53:40 PM	 @ Chiawana SA PC	Chiawana J, Daysee
Registered on 04/08/2024 12:00:53 PM	 @ Chiawana SA PC	Chiawana Rubalcava, Anton
Registered on 03/29/2024 03:06:23 PM	 @ Chiawana SA PC	Chiawana Rubalcava, Anton
Approved on 03/29/2024 10:31:06 AM	 @ Chiawana SA PC	Chiawana Rubalcava, Anton
Registered on 03/29/2024 02:52:26 PM	 @ Chiawana SA PC	Chiawana Rubalcava, Anton
Registered on 04/08/2024 08:22:22 AM	 @ Chiawana SA PC	Chiawana J, Daysee

After student registration period...

When we are done processing all the student registrations, you will receive a roster verification email.

Pay attention to the status of each student

Only students with “Registered” status will be enrolled

Check your official MyCWU roster

Confirm names, class period etc.

Students who are missing at this time cannot be added

Should have been looking at working/live class roster during registration period

NACEP Syllabus Alignment

National Alliance of Concurrent Enrollment Partnerships (NACEP)
Standards for Accreditation

1. CWU Course Title
2. CWU Course Descriptions
3. CWU Outcomes and Objectives
4. Instructor Name and Contact Information
5. Course term and dates (change each time)

The Syllabus Template is found in [CiHS.cwu.edu](https://cihs.cwu.edu), under “Shared Docs”

Student's Rights & Responsibilities

Prohibited Conduct:

- ❖ Academic Dishonesty - CWU
- ❖ Cheating
- ❖ Plagiarism
- ❖ Forgery
- ❖ Personal Offenses - Bullying

Academic Rights:

- ❖ Request hardship withdrawal prior to finals.
- ❖ Receive appropriate advising resources.
- ❖ Not take a test that is more than 20% of the course grade the week before finals.
- ❖ Know the grading policy used by an instructor at the outset of a course and have it applied consistently

Student's Rights & Responsibilities Continued

They need to manage their information in their MyCWU accounts:

- ❖ Check Grades
- ❖ Order Transcripts
- ❖ Enable Authorized User
- ❖ FERPA Waiver
- ❖ Brooks Library and other resources

Family Educational Rights and Privacy Act (FERPA)

While a student is in high school:

Parents have access and control over records such as report cards, transcripts, disciplinary records, etc.

While a student is in college:

When a student turns 18 years old or enters a postsecondary institution at any age, the student gets control over their records.

FERPA (continued)

Your FERPA relationship with your students/parents does not change.

The student needs to manage their CWU account and records.

Students may waive their FERPA rights, give permission to authorized users.

Our ability to disclose records with a FERPA waiver is dependent on what the student indicates on the waiver form.

Known Issues

Username Letters – students need to watch for them and keep them in a secure place. They need their credentials.

Advanced Placement – please clarify for your families the differences and the CWU is not College Board AP

Extended Absences – Teachers out for ten consecutive instructional days

Student Library Access – Students need to be enrolled and have signed into a class before they can access library

Important Websites (Bookmark)

Informational Website/Home:

www.cwu.edu/academics/specialized-programs/college-high-school/index.php

CiHS Registration platform:

<https://cihs.cwu.edu/>

MyCWU:

<https://www.cwu.edu/about/offices/information-services/enterprise-application-services/mycwu.html>

High School Partnerships Staff

- **Angelia Riveria** – Director of Concurrent Enrollment (Angelia.Riveria@cwu.edu)
- **Sarah Maes** – Assistant Director of College in the High School (Sarah.Maes@cwu.edu)
- **Danielle Booze** – Assistant Director of Running Start (Danielle.Booze@cwu.edu)
- **Zane Morrison** – Program Support Supervisor, College in the High School (Zane.Morrison@cwu.edu)
- **Jonathan (Jon) Salazar** – Outreach Coordinator, College in the High School (Jonathan.Salazar@cwu.edu)
- **Chuck Dickson** – Program Coordinator, High School Partnerships (Charles.Dickson@cwu.edu)
- **Chelsea Braun** – Advisor, High School Partnerships (Chelsea.Braun@cwu.edu)
- **Arviso Alvord** – Fiscal Specialist, High School Partnerships (Arviso.Alvord@cwu.edu)
- **Scott Landwehr** – Fiscal Specialist, High School Partnerships (Brendan.Landwehr@cwu.edu)

Q&A

Breakout Sessions (Pick 2)

Frequently Asked Questions from Students/Parents – Presenter: Zane Morrison, Program Support Supervisor. **Room: 128**

Withdrawals 101: Deadlines, Rosters & Student Support – Presenter: Jon Salazar, Outreach Coordinator. **Room: 131**

Maximizing CiHS Course Success – Presenter: Angelia Riveria, Director of Concurrent Enrollment. **Room: 137**