

Late Registration Request Instructions

Late Registration Requests provide a pathway for students whose ability to register on time was impacted by unexpected, extenuating circumstances outside their control.

Because registration is an important student responsibility, this process is provided to make an exception for situations that are extraordinary and beyond the student's ability to anticipate or prevent.

Being busy with extracurriculars, employment, or travel are circumstances that students are expected to plan for and manage. Similarly, forgetting to register or overlooking the deadline are within the student's control.

School support and verification are required. When the instructor and reviewer submit the request, it has their support and acknowledgement of the circumstances outside the student's control.

Please note: Only requests for the current term will be considered. Retroactive enrollment for past terms cannot be accommodated.

How to Submit a Late Registration Request

Step 1: Complete the Student Late Registration Form

The student and parent/guardian must complete the [Student Late Registration Form](#), including all required signatures and consent sections.

Step 2: Complete the School Verification Form

The student's teacher, counselor, and/or designated administrator must complete the [Reviewer/School Verification Form](#) to confirm that the student is eligible for enrollment and meets any applicable course prerequisites. Include Accuplacer Next Generation Math test scores, prior courses or how the student plans to meet any applicable prerequisites.

Step 3: Submit Required Documentation

If the course requires prerequisites, additional documentation may be needed, such as test scores, transcripts, COUs or other supporting material. :

Step 4: Email All Materials Together PDF attachments are preferred. All materials must be received by the Late Registration Request Deadline ([View all deadlines for AY 26-27](#)).

Required Materials Checklist

- Student Late Registration Form (completed and signed)
- Reviewer/School Verification Form (completed and signed)
- Proof of prerequisites or other required documentation (if applicable)

Submit all completed forms and supporting documentation in a single email to:

hspartnerships@cwu.edu

What Happens Next?

Once received, CWU College in the High School staff will review the request and verify that all required documentation has been submitted. Students will be notified whether their request has been approved or denied after the review process is complete.

Requests may be denied if:

- Required signatures are missing
- Sections of the forms are incomplete
- Required supporting documentation is not provided
- Materials are received after the deadline

If Approved

If approved, the student will be manually added and enrolled in the course.

Once enrolled, students have the same rights and responsibilities as all CWU students. Learn more about [resources and services available to CIHS students](#).

CWU College in the High School Late Registration Form—School

Complete and sign, and submit along with the signed Student Form and any prerequisite documents.
Email to hspartnerships@cwu.edu before deadline. PDF preferred.
Keep a copy for your records

CWU High School Partnerships

HSPartnerships@cwu.edu

(509) 963-1351

<https://www.cwu.edu/academics/specialized-programs/college-high-school/>

Term	Year	High School
Legal Student Name	Student CWU ID number	
Student's GPA range	Student's Grade Level:	
1st Class: Teacher Name	CWU Course	
Test + score(s) or other prerequisite	Class Period	
Supporting Docs Attached:		
2nd Class: Teacher	CWU Course	
Test + score(s) or other prerequisite	Class Period	
Supporting Docs Attached:		

High School Reviewer / Administrator

I acknowledge that the student missed the CWU College in the High School deadline to register due to unforeseen circumstances outside the student's control. I attest that this student has been in the course in question since the beginning of the term at the high school. This student meets prerequisites if required to enroll and has parent/guardian consent.

Printed Name _____ Title _____

Signature _____ Date _____

Teacher

I acknowledge that the student missed the CWU College in the High School deadline to register due to unforeseen circumstances outside the student's control. I attest that this student has been in the course in question since the beginning of the term at the high school. This student meets prerequisites if required to enroll and has parent/guardian consent.

Printed Name _____

Teacher Signature _____ Date _____

Student

I acknowledge that I, the student, missed the CWU College in the High School deadline to register because of circumstances outside of my control. I attest that I have been in the course in question since the beginning of the term at the high school. I acknowledge that I have submitted to CWU all the required documents for a late registration review.

Printed Name _____

Student Signature _____ Date _____

CWU High School Partnerships Office Use Only

Date Received

Staff Initials

Approved / Denied

Date