

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—Student

Complete, sign, and submit to your school.



CWU High School Partnerships

HSPartnerships@cwu.edu

(509) 963-1351

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

Student Information

Legal First Name		Legal Last Name	MI
Primary Email		Graduation Year	
Gender	M F NB	Cell Phone	Date of Birth
Mailing Address		City	Zip Code
Are you of Latino or Hispanic descent: Yes No		Ethnicity	

Course Information

Term: Fall / Winter / Spring	Year:	High School
Class 1/Subject:	Course Number:	Instructor:
Class 2/Subject:	Course Number:	Instructor:

Parent/Guardian Information

First Name	Last Name
Email Address	Parent Education Level

Disclosure for Parents and Students

Parent/Guardian Consent

I permit my student to enroll in university course(s) offered through the C.W.U. College in the High School Program. I understand my student is taking college coursework and is prepared to successfully take on this challenge.

I understand all grades become a permanent part of the student's college transcript and that poor performance may impact future academic pursuits.

Public School students have their course fees paid by the State of Washington for the 2026-27 school year.

Private School students are still responsible for the \$60 per credit cost. Students and parents need to work with their school to determine and understand their financial obligations for taking a course(s). All private schools are invoiced by CWU. It is between the school and parent to determine payment. I also understand that if my student withdraws or fails a class, these fees are still applicable. I confirm the enrollment and accept the financial obligations of such.

I understand that my student is included in the University's FERPA (Family Educational Rights and Privacy Act) policy. The student's education records will be kept confidential.

I understand that to transfer these credits, the student must request their official CWU transcript be sent from the CWU Registrar to their college of choice. It is the receiving college's policy that determines if and how CWU credits will be received and applied.

I understand that once my student is enrolled in the Central Washington University College in the High School program that they have the same rights and responsibilities as all CWU students.

I understand that my student must adhere to the established drop, withdrawal, registration, and other important deadlines as stated by Central Washington University.

I have read and understand this agreement.

Parent/Guardian Signature

Date

Student Agreement:

I have reviewed the information above, and it is accurate.

This information will be used to create a permanent university transcript.

The grade received, and credits earned will be included on the student's CWU transcript. There are fees (\$60.00 per credit) related to enrollment if you attend a private high school for which the student/parent/guardian has financial responsibility. For public school students, there are no fees for College in the High School.

Once enrolled, if a student attending a private school withdraws or fails the class, the fee is still applicable. Past due accounts may prevent a student's future enrollment in college classes or transcript requests, and/or accrue additional financial penalties.

CWU reserves the right to determine admission and enrollment, and if admitted, the student has the same rights and responsibilities as any other CWU student. It is my responsibility to inform my parent/guardian of progress toward high school graduation.

I understand it is my responsibility to adhere to all CWU policies, be aware of deadlines and schedules, and notify the CWU College in the High School office of any changes to my enrollment or account information.

I have read and understand this agreement.

Student Signature

Date

OFFICE USE ONLY

Date Received	CWU ID Number
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