

Fall 2025 Trimester

Calendar College in the High School

Deadline Date	Action	Note
8/15/2025	Section request deadline	Instructors must submit to us what courses they are teaching for Fall term by this deadline to ensure their course(s) are built prior to registration period opening
9/8/2025 – 10/3/2025	Student registration period	This is the student registration window for trimester schools. Registration opens at midnight on the first day and closes at 11:59pm on the close date
10/3/2025	Drop	Drops completed prior to this date or by the close of business on this date will not appear on CWU transcript or have tuition assessed. Students must do this within their CIHS account
10/10/2025	High School Review	High school review of applications is due by this date
10/17/2025	Parental Consent	Parental Consent is due by this date. Application(s) will be marked not processed and students will not be enrolled without consent
Variable	Teacher Roster Verification	No specific date as we will not activate the roster verification until registration is completed by CWU. Teachers, please look for an email requesting this and respond within 5 business days
10/6/2025 - 10/10/2025	Late Registration Request	Before this date, student can request a review of a late registration by turning in all required documents. A review will be done of the request and the student notified of the decision
10/10/2025	Uncontested Withdrawal	Removed from requested CWU course. 'W+' on CWU transcript and course fees are still applicable
11/7/2025	Complete Withdrawal	Removed from all CWU courses for the term (if only in one course it is automatically a complete withdrawal). 'W' on CWU transcript and course fees are still applicable
11/7/2025	Hardship Withdrawal	A hardship is determined by the Registrar's office and often requires documentation of the hardship. 'HW' on CWU transcript and course fees are still applicable
12/5/2025	Grades Due	Instructors must have grades in MyCWU by 5:00pm
8/25/2025 – 11/28/2025	Course Dates	Approximate dates the course(s) run at the high school. Used internally at CWU

Winter 2026 Trimester

Calendar College in the High School

Deadline Date	Action	Note
11/21/2025	Section request deadline	Instructors must submit to us what courses they are teaching for Winter term by this deadline to ensure their course(s) are built prior to registration period opening
11/17/2025 – 12/5/2025	Student registration period	This is the student registration window for trimester schools. Registration opens at midnight on the first day and closes at 11:59pm on the close date
12/5/2025	Drop	Drops completed prior to this date or by the close of business on this date will not appear on CWU transcript or have tuition assessed. Students must do this within their CIHS account
12/12/2025	High School Review	High school review of applications is due by this date
12/19/2025	Parental Consent	Parental Consent is due by this date. Application(s) will be marked not processed and students will not be enrolled without consent
Variable	Teacher Roster Verification	No specific date as we will not activate the roster verification until registration is completed by CWU. Teachers, please look for an email requesting this and respond within 5 business days
12/8/2025 – 12/12/2025	Late Registration Request	Before this date, student can request a review of a late registration by turning in all required documents. A review will be done of the request and the student notified of the decision
1/16/2026	Uncontested Withdrawal	Removed from requested CWU course. 'W+' on CWU transcript and course fees are still applicable
2/20/2026	Complete Withdrawal	Removed from all CWU courses for the term (if only in one course it is automatically a complete withdrawal). 'W' on CWU transcript and course fees are still applicable
2/20/2026	Hardship Withdrawal	A hardship is determined by the Registrar's office and often requires documentation of the hardship. 'HW' on CWU transcript and course fees are still applicable
3/20/2026	Grades Due	Instructors must have grades in MyCWU by 5:00pm
12/1/2025 – 3/13/2026	Course Dates	Approximate dates the course(s) run at the high school. Used internally at CWU

Spring 2026 Trimester

Calendar College in the High School

Deadline Date	Action	Note
3/6/2026	Section request deadline	Instructors must submit to us what courses they are teaching for Spring term by this deadline to ensure their course(s) are built prior to registration period opening
3/16/2026 – 4/3/2026	Student registration period	This is the student registration window for trimester schools. Registration opens at midnight on the first day and closes at 11:59pm on the close date
4/3/2026	Drop	Drops completed prior to this date or by the close of business on this date will not appear on CWU transcript or have tuition assessed. Students must do this within their CIHS account
4/10/2026	High School Review	High school review of applications is due by this date
4/17/2026	Parental Consent	Parental Consent is due by this date. Application(s) will be marked not processed and students will not be enrolled without consent
Variable	Teacher Roster Verification	No specific date as we will not activate the roster verification until registration is completed by CWU. Teachers, please look for an email requesting this and respond within 5 business days
4/6/2026 - 4/10/2026	Late Registration Request	Before this date, student can request a review of a late registration by turning in all required documents. A review will be done of the request and the student notified of the decision
5/8/2026	Uncontested Withdrawal	Removed from requested CWU course. 'W+' on CWU transcript and course fees are still applicable
5/29/2026	Complete Withdrawal	Removed from all CWU courses for the term (if only in one course it is automatically a complete withdrawal). 'W' on CWU transcript and course fees are still applicable
5/29/2026	Hardship Withdrawal	A hardship is determined by the Registrar's office and often requires documentation of the hardship. 'HW' on CWU transcript and course fees are still applicable
6/19/2026	Grades Due	Instructors must have grades in MyCWU by 5:00pm
3/16/2026 – 6/12/2026	Course Dates	Approximate dates the course(s) run at the high school. Used internally at CWU

Additional Deadline Information

Definitions:

Section Requests: CWU Registrar requires this information early so submit your course builds prior to this deadline to ensure the opportunity for your students.

Registration Period: The time allotted for the students to register, which opens at midnight on the first day and closes at 11:59 p.m. on the closing deadline. The online system automatically shuts down at that time, which means no additional registrations can be submitted through the online platform.

Drop: Students may change their minds and drop a class with no penalty if they, or their school, notify CWU CiHS in writing or through the registration portal before the Drop deadline. Typically, the date is the same as the last date of the registration period. The class will be removed from the CWU transcript, and no fees will be assessed.

Reviewer Recommendation: The high school review is due by this date. Counselors or administrators have until this date to add required information within the cihs.cwu.edu registration platform.

Parental Consent Deadline: Parents or Guardians must give consent by this date. All registrations require parent/guardian consent.

Roster Verification by Teacher: Once a class is completely enrolled, teachers will receive a note to log into their cihs.cwu.edu "My Classes" and verify the roster within five business days.

Late Registration: Students may submit a request for late registration if they have missed the registration deadline because of extenuating circumstances. The request must be submitted within the establish late registration period and schools are responsible for submitting the required documentation as one document (pdf preferred).

Individual/Uncontested Withdrawal: Applies when students have remained enrolled past the drop deadline and wish to withdrawal from a class but remain enrolled in at least one CWU course. Students will receive a +W on their transcript per withdrawn course and if applicable, the student/school will be invoiced for the class.

Complete Withdrawal: Applies when students are withdrawing from all enrolled CWU courses for the term. Students may withdraw from all classes for the enrolled term at any time prior to the established deadline. A complete withdrawal from the courses will be noted on the student's transcripts with a W per withdrawn course. If applicable, the student/school will be invoiced for the class(s).

Hardship Withdrawal Petition: Applies when the individual course withdrawal deadline has passed, and the students is requesting to be withdrawn from an individual course but remain enrolled in at least one CWU course. Hardship withdrawal petitions should only be submitted if the student has experienced extenuating circumstances/presents a hardship that affects their ability to finish the course. If approved, they will receive a HW on their CWU transcript and if applicable, the student/school will be invoiced for the class.

Grades Due: Instructors must post their CWU grades in their faculty MyCWU grade roster by 5:00 pm on this deadline.

Course Dates: Approximate dates the course will run. These dates are set by the Office of the Registrar to accommodate semester, trimester, and quarter term schools. These dates are used internally at CWU.

It is the Student and High School's responsibility to provide the CWU High School Partnerships Office prompt notification when a student has dropped or withdrawn from a CWU course.

CWU encourages all students who are considering Withdrawal to seek advising. Once withdrawn a student cannot be reenrolled for the same class/term. 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 online system.

2) The student contacts CWU High School Partnerships Office directly. Phone 509-963-1351 or email hspartnerships@cwu.edu