REGISTERING FOR CLASSES

Students can register in two ways:

- Online through myCWI
- In-person at any One Stop Student Services location by completing and submitting a Registration Exception Form

Before You Register

Registration is the official process of enrolling in classes. Students are expected to be officially enrolled in order to attend classes. CWI One Stop Student Services and advisors are available to help both new and continuing students plan and prepare for a successful start to each semester.

Schedule of Classes

The schedule of classes is available online prior to each registration period and contains detailed information about courses offered (e.g., dates, times, instructor, delivery method, location, special course fees). Registering as early as possible provides students with a greater selection of available courses.

> Note: The most up-to-date course offering information can be found online at myCWI.

Holds

Students with holds that impact registration cannot register until the holds have been resolved and removed. Student hold notifications can be viewed in myCWI. Students are advised to resolve holds prior to attempting to register.

Registration Periods

The registration periods for fall, spring, and summer are:

- Fall - Opens the second Monday in April
- Spring - Opens the last Monday in October
- Summer - Opens the last Monday in February

The registration period for each semester closes the Friday before classes begin. Students are expected to register prior to the first day of class. Official registration deadlines are published in the academic calendar, including deadlines for courses offered during shorter-length sessions that start later in the semester.

Priority Registration

Priority registration provides an opportunity for students closest to graduation to register first. Students are assigned a registration time based on the number of credits they have earned. (Institutional and transfer credits are included; in-progress credits are not included.) Continuing student veterans are assigned the first registration times. Students can register any time on or after their assigned time. After the priority registration period has ended, all students can register during open registration. Priority registration is enabled during fall and spring registration periods; summer is open registration. See the academic calendar for priority and open registration dates.

Schedule Changes/Late Registration

At times, students may need to modify their schedule after classes begin. Changing sections of the same course or registering late or during the first week of classes requires the submission of a Registration Exception Form and instructor permission. It is the individual instructor's decision as to whether or not to grant the student permission. The completed form and instructor permission must be submitted to the Registrar's Office. Students entering late must make up all work missed, though points may not be awarded for missed assignments. Adding a course is not permitted after the first week of class.

> Important: All class registrations must be officially recorded by the College using either the online registration system or by completing a Registration Exception Form and submitting it to the Registrar's Office.

Career and Technical Education Major Restriction for Registration

Enrollment in Career and Technical Education (CTE) courses is restricted to students who have the correlating program as their declared, active major. If students wish to add a specific CTE course without declaring the applicable program as their major, they can request the course instructor's permission to be added to the course. Students would need to fill out a Registration Exception Form and turn it into any One Stop Student Services location after obtaining instructor permission.

Course Waitlists

A course waitlist is a list of students who want an opportunity to register for a section that is full when, and if, a seat becomes available.

Waitlists, Registration, and Attendance

- Waitlisted students are not officially enrolled, nor eligible to receive grades in waitlisted courses.
- Waitlisted course credits do not count toward enrollment, full-time/part-time status, graduation requirements, billing, or financial aid requirements.
- Being on a waitlist does not guarantee registration in the class or that a new section will be added for the same meeting pattern or instructor.
- Waitlisted students may not regularly attend waitlisted courses because they are not officially enrolled.
- Instructors may not override students into waitlisted courses.

Waitlist Eligibility

- Students who wish to add a course that is full may choose to waitlist for one section of the course, provided a waitlist is available for that course.
- Students must be eligible to register in order to waitlist for a course. This includes:
  - No registration holds exist on the student's record (i.e. business office hold, academic suspension).
  - All registration requirements are met (i.e. course prerequisite or satisfactory placement score).

Waitlist Availability

- Waitlists for eligible course sections are available once a course reaches full capacity.
- Waitlisted students may be offered a seat in a class through the end of the registration period for the semester.
- Waitlists are closed before the first week of class begins.

Waitlist Process

- Students are waitlisted in the order in which they attempted to register for a full class and selected the waitlist option.
- When a seat in a waitlisted section becomes available, the first student on the waitlist will be "offered a seat" by notification to their CWI student email account.
- Students who are "offered a seat" will have 48 hours to officially register for the course in myCWI. Students are **NOT** automatically registered for a waitlisted course.
- Students are responsible for checking the status of the waitlist, monitoring their CWI email account, and officially registering when, and if, the opportunity arises.
- Students may remove themselves from waitlists by using "Manage My Waitlist" in myCWI.

Waitlist Exclusions

- The following course sections may not be available for waitlisting:
  - Courses requiring a lab corequisite
  - Courses requiring permission of the instructor as a prerequisite to registration
  - Late-start classes that begin after the first day of the semester (i.e. Second 8-week classes)
  - Courses taught off-site at community locations (i.e. internship, independent study, clinical, etc.)

Auditing a Class

During open registration periods, students may be able to register for courses under audit status, if there is space available in the class and the instructor gives permission. Auditing a class means that the student does not receive credit or a grade. Regular tuition and fees apply. The transcript will show an audit (AU) grade, which is generally interpreted as having enrolled in the class but may or may not have completed assignments or participated in-class activities.

Audited courses yield no points for GPA calculation but are counted as part of the academic load. A student registered for a course under audit status is permitted to change to credit (or vice versa) with the instructor's permission by the deadline shown in the academic calendar.

Prerequisites/Corequisites

Many courses have requirements (or requisites) that must be met in order to enroll in the course. These types of requirements are known as prerequisites, corequisites, and pre/corequisites.

- **Prerequisites:** Must be completed *prior to* registering for another course; designated in a course description as PREREQ.
- **Corequisites:** Must be completed *concurrently with* another requirement or course; designated in a course description as COREQ.
- **Pre/corequisites:** May be completed either *prior to* or *concurrently with* another course; designated in a course description as PRE/COREQ.

If a course has a prerequisite or corequisite, students will not be able to register for the course unless those requirements are in-progress (not yet graded) or have been met.

Prerequisite course(s) must be completed with a passing grade in order to be considered met. A grade of D is considered passing in most courses. A course requiring a prerequisite of C or higher will be designated in the course description.

When students register for a course with an in-progress prerequisite, they must successfully complete the course to remain registered. The Registrar will administratively drop students when necessary.

When students drop or withdraw from a course that has a corequisite, they must drop both courses. The Registrar will administratively drop students when necessary.

Students can check the Course Description section of the current catalog or talk to their advisors if they have questions about specific requisites.

Credit Enrollment Limits

Every student has a unique set of circumstances: academic preparation, skills and abilities, drive and self-motivation, family and work responsibilities, etc. The number of credits a student should enroll in depends on many of these factors as well as on the type and level of difficulty of classes in which they intend to enroll. For some students, 15 credits could be considered a full load while in a 16-week session, while others may be able to successfully complete more credits each semester. Registering for too many credits may result in lower performance.

- Students who want to register for more than 20 credits during a 16-week session will need the approval of their advisor. Students who fail to obtain the necessary permission may be administratively dropped from one or more classes.
- Students who want to register for more than 10 credits in an 8-week session will need the approval of their advisor. Students who fail to obtain the necessary permission may be administratively dropped from one or more classes.

Course Delivery Styles

A course delivery style is an instructional method used to teach a class. CWI offers multiple course delivery styles that students may choose during registration in order to meet their individual scheduling needs.

- **In-Person:** Courses are offered in-person at regularly designated meeting times in a physical classroom environment.
  - *Benefits:* Students will experience face-to-face learning, during regularly scheduled meeting times on campus.
  - *How to Register:* In-Person sections are designated with a section number only (e.g. ENGL-101-001).
- **Online:** Courses are offered entirely online through technology with no designated meeting times.
  - *Benefits:* Students will work independently to complete learning activities, assignments, and meet deadlines determined by the instructor. Online courses are facilitated through technology by instructors to engage students in the class.
  - *Note:* Students are not expected to come to a physical location except to take proctored exams when requested by their instructors. Students at a significant distance from CWI facilities may arrange proctored exams at approved locations in their own communities.
  - *How to Register:* Online sections are designated with a "W" at the end of a section number (e.g. ENGL-101-001**W**).
- **Hybrid:** Courses are offered by combining in-person learning and online learning.

- *Benefits:* Students are able to experience in-person courses at designated meeting times, while part of the course is delivered through online technology.
    - *Note:* The number of scheduled in-person meetings are reduced due to the addition of the online component.
    - *How to Register:* Hybrid sections are designated with an "H" at the end of a section number (e.g. ENGL-101-001**H**).
- **Remote:** Courses are offered entirely online through technology with designated meeting times.
    - *Benefits:* Students who prefer class at a regularly scheduled time with instructor-led, real-time instruction via technology (e.g. Teams, Zoom, Collaborate, etc), like this style. Students log in at the same time each class time.
    - *Note:* The frequency of designated meeting times varies by course and meeting times may be substituted with online learning.
    - *How to Register:* Remote sections are designated with an "R" at the end of a section number (e.g. ENGL-101-001**R**).
- **Hyflex:** Courses are offered with added flexibility allowing students to *choose* between in-person or virtual (remote or online as designated by the class schedule).
    - *Benefits:* Students are able to attend class in-person or virtually. Virtual may be remote (designated meeting times) or online. Hyflex enables students to participate in class, in-person or virtually, without sacrificing learning outcomes.
    - *Note:* For those students that choose the virtual option, they will refer to the class schedule to determine if it is remote or online. The frequency of designated meeting times may vary by course and meeting times may be substituted with online learning.
    - *How to Register:* HyFlex sections are designated with an "F" at the end of a section number (e.g. ENGL-101-001**F**).

Computer Literacy

The College of Western Idaho recognizes and advocates the critical need for computer literacy. Basic computer literacy at CWI is defined as a demonstrated ability to use technology to access, manipulate, evaluate, use, and present information. Students who do not have a confident ability to access and provide information via the Internet and email and to use word processing, spreadsheet, and presentation applications are encouraged to take advantage of college resources that support and develop these skills. Resources include:

- Skill development workshops (schedule varies - see the Student Workshops web page for more information)
- Information Technology Application Management (ITAM) courses for 1 credit or 3 credits

Dropping a Course/Withdrawing from a Course

Dropping a course (or withdrawal) is the process of officially removing yourself from one or more of the courses you have registered for during any given term. The impacts of withdrawing from courses depend on when it is done; a description of the effects of withdrawing before and after the census date for each term can be found below.

Dropping Courses Before the Term Census Date (Drop)

Students may drop any or all courses that are a full semester in length through the census date (the tenth day of instruction for fall and spring semesters and the fifth day of instruction for the summer semester).

Official deadlines are published in the academic calendar for each semester.

Students dropping courses **prior** to the census date are entitled to a 100% refund of tuition and fees. Students who have signed Tuition and Fee Payment Plans are entitled to a 100% refund of tuition and fees, less the administrative fees associated with their payment plans. A dropped course does not generate a permanent academic transcript record.

> Important: All class drops must be officially recorded by the College using either the online registration system or by completing a Withdrawal Form and submitting it to any One Stop Student Services location. Students MUST drop classes in one of these two ways in order to be eligible for a refund of tuition and fees. Classes may NOT be dropped by telephone or email. Failing to drop using one of the official methods may result in an outstanding debt to the College that may be sent to a collection agency for recovery as well as a permanent academic transcript record with a failing grade.

Dropping Courses After the Term Census Date (Withdrawal)

Once the census date has passed, students may officially withdraw from individual courses or completely withdraw from all courses that are a full semester in length until 75 percent of the course meetings have elapsed (Friday of the twelfth week of class for fall and spring semesters or Friday of the sixth week of class for the summer semester). Official deadlines are published in the academic calendar for each semester.

Students who withdraw from courses **after** the census date are **NOT** entitled to a refund of tuition and fees; the full balance owed remains due and payable to the College of Western Idaho (CWI). Failure to make payment for balances owed may result in outstanding debts being sent to collections for recovery.

A withdrawn course generates a permanent academic transcript record with a grade of W but does not impact the GPA.

Withdrawing from one or more courses or completely withdrawing from the College may affect a student's financial aid or veterans benefits. Students should meet with their advisor prior to withdrawing when possible.

> Important: No course may be withdrawn from after 75 percent of the course or 12 weeks of the term has elapsed, whichever is earlier. Once 75 percent of the course has elapsed, students are responsible for the grades earned in their courses as determined by their instructors. The final grade assigned by the course instructor will become part of the student's permanent academic record.

Incapacitated Student Withdrawal

When a College official is made aware that a currently enrolled student has become incapacitated due to injury or illness, the Registrar may initiate a complete withdrawal on the student's behalf with sufficient documentation.

Unofficial Withdrawal

Students who stop attending classes and receive failing or non-passing grades are considered unofficial withdrawals. Instructors are required to report the last date of attendance for these students. Students who stop attending and fail courses without officially withdrawing will receive X (stopped attending) grades that adversely affect their GPA.