

# Dual Credit Registration Packet

## College of Western Idaho

### 2020-2021 Academic Year

*Achieve More*

### Important Parent & Student Message!

In order to ensure the most successful and positive Dual Credit experience for you, **it is important that you read and understand all information and policies included in this packet.** Please ensure you familiarize yourself with all pertinent dates, deadlines, and policies.

### Did you know?

**High school students can take courses on the CWI campus or online for \$75 per credit.\***

Other course fees may apply and vary by course and delivery method.\*



*"Students attending public school in Idaho will be eligible for \$4,125.00 to use towards overload courses, dual credits, college credit-bearing examinations and professional certification examinations." (Idaho Code 33-4602)*

*Students should meet with their guidance counselor to develop a 4, 5, or 6 year learning plan that will help them maximize this benefits of this program according to the student's college and career interests. Intentional selection of coursework is a critical element of these programs.*

*All courses paid for by Advanced Opportunities must be transcribed on the student's public high school transcript. Students are allocated a total of \$4,125.00 to use in grades 7-12. Funds can be used towards:*

- *Overload courses; high school credits taken in excess of the full credit load offered by the public high school, up to \$225.00 per course. Definitions of full credit load may vary between schools.*

- *Dual credits; a maximum of \$75.00 per credit*
- *Examinations; Advanced Placement, International Baccalaureate, College Level Examination Program, Professional Technical*

**In order to receive Advanced Opportunities funding, please talk with your high school counselor in order to get approved and request the funding:**

**Please go to: [www.sde.idaho.gov/sectr/adv-opp/](http://www.sde.idaho.gov/sectr/adv-opp/) for registration instructions.**

### General Information and Policies

#### **Student Eligibility**

Eligible students must have reached junior standing, the minimum age of 16 years prior to the end of the term in which the student enrolls, or have successfully completed at least one-half of the high school graduation requirements as certified by the high school. Students who do not meet the above criteria must complete the Sophomore by Exception Form (included in this packet) or contact the CWI Dual Credit Office.

#### **Courses Offered**

Students may take courses at their high school, on the CWI campus, or online. Courses offered at high schools will vary by school and are registered online through the Dual Enroll Portal. Students should contact their high school counselor for a complete list of courses offered. Most CWI courses, online or at any of our campus locations, are available to Dual Credit students. All course prerequisites still apply for Dual Credit students.

#### **Placement Testing for Dual Credit Courses**

Placement test scores are used to ensure students register into appropriate coursework. If you do not have previous college coursework in math and English, you will need to take the **Math Diagnostic** and **English Write Class** Assessments before you can register for any math or English course on campus or online. For math, ACT/SAT scores may supplement the Math Diagnostic depending on the score. Visit the CWI Assessment Services website for additional information testing.

#### **Tuition and Fees**

CWI Dual Credit students are charged \$75 per credit for any dual credit course, regardless of whether the course is taken at the high school, online, or on campus. Some courses may have additional fees, i.e. lab fees, supplies and material fees. Online courses do assess an additional \$10 per credit fee. Advanced Opportunities funding will cover *tuition only*--additional fees are the student's responsibility to pay.

#### **Textbooks and Course Materials**

Although some high schools offering Dual Credit coursework may provide books and materials for their students, all materials or textbooks required for a course are the responsibility of the student.

#### **Student Attendance, Behavior, & Performance**

Students participating in the CWI Dual Credit program are subject to the same attendance and behavior policies required of all enrolled students. Disciplinary matters will follow procedures outlined in the College of Western Idaho's Student Handbook. It is the student's responsibility to read and understand the CWI Student Handbook. Students taking on campus or online courses may be exposed to discussions, readings, and visual material of a mature nature and will be expected to conform to the same performance standards as any other college student as set forth in course outlines and syllabi.



Questions? Contact Us:

Phone: (208) 562-3371

Email: [dualcredit@cwidi.edu](mailto:dualcredit@cwidi.edu)

Please scan in all forms and send to:

[dualcredit@cwidi.edu](mailto:dualcredit@cwidi.edu)

In person, deliver forms to:

CWI Dual Credit Office  
6042 Birch Lane NCMP Room 212  
Nampa, Idaho 83687





# DUAL CREDIT REGISTRATION FORM

Dual Credit - 208.562.3371 phone - dualcredit@cw.edu  
MS 1300 - P.O. Box 3010 - Nampa, ID 83653 - www.cwi.edu

College of Western Idaho

This form is used for current high school students registering for Dual Credit courses offered at any CWI campus location or online through CWI. **The acceptance of CWI credits as high school credits is at the discretion of the local secondary school district.** It is the responsibility of the student to ensure that the credits earned through this program will be accepted by their high school.

**In addition to this Registration Form, Dual Credit students must provide updated Privacy Release Forms each semester in which they are enrolled. If the student is out-of-district, a Certificate of Residency Form must be obtained and submitted to your local county clerk.**

## REQUIRED PERSONAL INFORMATION

LAST NAME _____	FIRST NAME _____	M.I. _____	CWI STUDENT ID -OR- SOCIAL SECURITY NUMBER _____
MAILING ADDRESS _____	CITY _____	STATE _____	ZIP _____ COUNTY _____
PHONE NUMBER (INCLUDING AREA CODE) _____	DATE OF BIRTH (MM/DD/YYYY) _____		CITIZENSHIP COUNTRY _____
EMAIL ADDRESS (REQUIRED FIELD – EMAIL IS AN OFFICIAL COMMUNICATION METHOD OF CWI DUAL CREDIT.) _____			CELL PHONE (OPTIONAL) _____
NAME OF HIGH SCHOOL _____			ANTICIPATED GRADUATION DATE: _____
SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			

## OPTIONAL INFORMATION

Are you Hispanic or Latino?  Yes  No

Race:  American Indian/Alaska Native  Asian  Black/African American  Hawaiian/Pacific Islander  White

## COURSES AND PAYMENT INFORMATION

Semester: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Subject	Course #	Section	Course Title	Credits

Dual Credit courses are currently \$75 per credit hour, additional course fees may apply. Online courses are also assessed a \$10 per credit fee. Payment deadlines are different for courses taken on-campus or online than courses taken at a student’s high school. For information on payment deadlines associated with courses taken on-campus or online, please view the CWI Academic Calendar located on p. 4 of the CWI Catalog or on the Dual Credit website. For more information concerning payment please contact the Dual Credit Office directly at (208) 562-3371.

**ADVANCED OPPORTUNITIES** - Idaho students in grades 7-12 and enrolled in a public school or public charter school are eligible for Advanced Opportunities funding through the State of Idaho’s Advanced Opportunities Program, which can be used to pay for Dual Credit courses. Advanced Opportunities funding solely covers the **tuition** of the class. Students will need to work with their high school counselor in order to request and be considered for Advanced Opportunities funding. **Students are responsible for all due dates associated with Advanced Opportunities and for fees not covered by Advanced Opportunities.**

## FOR HIGH SCHOOL OFFICIAL TO COMPLETE

I certify that the above student is at least 16 years of age, has completed at least half of his/her high school graduation requirements, or has completed and included the Sophomore by Exception form with all necessary supporting documents. Additionally, I certify that the student has at least a 2.0 cumulative GPA and the high school’s permission to enroll in the above CWI courses. I understand that it is the responsibility of the high school, not CWI Dual Credit, to apply the above classes toward high school graduation requirements.

_____ HIGH SCHOOL OFFICIAL’S SIGNATURE	_____ TITLE	_____ DATE
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(REGISTRATION FORM IS CONTINUED ON REVERSE)

**DUAL CREDIT PAYMENT AGREEMENT**

By signing at the bottom of this page, you acknowledge that you have read, understand, and agree to the terms outlined below.

**Personally responsible** – I understand that I am registering for these courses and am responsible for tuition and other fees associated with these courses, as well as any other obligations that become owed to the College. I must follow the add/drop and withdrawal procedures of the College as outlined in the CWI Dual Credit Registration Packet for the semester of the registration request. Non-attendance or non-completion of a course does not relieve me of my charges.

**Advanced Opportunities** - Advanced Opportunities does not cover the cost of textbooks or additional course fees. It can only be used to cover Dual Credit tuition up to \$75 per credit.

**Failure to Pay** – I understand that if my account becomes delinquent (which may include but is not limited to, tuition and other fees associated with the courses, Advanced Opportunities, student activity fees, and other campus and college fees), I will be liable for and agree to pay the College of Western Idaho all costs and expenses incurred by the College in seeking collection of the delinquent obligations, including but not limited to fees and other costs charged by third parties, such as reasonable attorney fees and costs. Further, I understand that the College of Western Idaho may refer my delinquent account to a third party collection agency. If that occurs, I agree to pay any fees and costs assessed by the collection agency, which may include a fee calculated on a percentage not to exceed 33% of the outstanding delinquency.

**Cosigner (REQUIRED FOR STUDENTS UNDER 18)** - The undersigned cosigner, often the parent or legal guardian, to the Dual Credit Payment Agreement (above) hereby agrees to be bound to all terms and conditions stated within the aforementioned Dual Credit Payment Agreement. The undersigned further acknowledges and agrees that, by signing this document, I am personally responsible for all amounts owed in accordance with this agreement.

**Drop for Nonpayment** – I understand and agree that if I fail to make any payment prior to the payment deadline, a \$50 late fee will be applied to my account and I **may** be dropped for non-payment after 5pm on the drop deadline. **Being dropped for non-payment is not a guarantee and will not replace my requirement to submit an Add/Drop Form to the Dual Credit Office for any course I intend to drop.** If you are dropped for non-payment, no grades or official academic transcripts will be awarded. Students seeking reinstatement after being dropped for non-payment will be charged a reinstatement fee of \$10 per credit up to \$120.

**Holds** – In the event of default, in addition to any other legal or equitable remedy allowed by law, which CWI hereby expressly retains, CWI reserves the right to withhold official academic transcripts, grades, diplomas, certificates, registration for subsequent semesters, payroll checks, or any other services not specifically listed herein.

**Dropping a Course/ Withdrawal** - I understand that if I choose to drop a course after signing this agreement, I am entitled to a 100% refund of the tuition if I do so **PRIOR** to the census date published in the official academic calendar for courses taken on-campus or online. For dual credit courses being taught within a high school location, this must be completed **PRIOR** to the drop and refund deadline given in the CWI Dual Credit Registration Packet. If I withdraw from a course after the drop and refund deadline, I will be held responsible for the full tuition and fees related to that course.

**Authorization** - I will inform CWI within ten (10) days of any changes in my home address, phone number, or status as a student at CWI. I hereby authorize the College of Western Idaho and its respective agents and contractors to contact me regarding my financial aid and/or student account, including but not limited to any balances that are becoming due or for delinquencies that are owed the College, at the current or any future number that I provide for my cellular phone or other wireless device, using automated telephone dialing equipment or artificial or pre-recorded voice or text messages, or otherwise.

**STUDENT CONSENT - PARENT (COSIGNER) CONSENT**

I have read all the information provided within the Dual Credit Registration Packet. I understand the conditions of enrollment and the expectation of participation within the dual enrollment courses. I understand that it is the responsibility of the student to make themselves aware of all CWI Dual Credit policies. To facilitate this program, I hereby give permission for CWI to release all student account information, including financial, academic, and enrollment records, to the student's high school, and the high school to release grades to CWI.

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE (COSIGNER SEE ABOVE)

DATE

MAILING ADDRESS

CITY

STATE

ZIP

PHONE NUMBER (INCLUDING AREA CODE)



# DUAL CREDIT STUDENT RECORDS RELEASE & CONSENT FORM

Dual Credit - 208.562.3371 phone - dualcredit@cw.edu  
MS 1300 - P.O. Box 3010 - Nampa, ID 83653 - www.cw.edu

Use this form to authorize the College of Western Idaho to release your specified student information to individuals you designate. This form must accompany the Dual Credit Registration Form and the Certificate of Residency/Affidavit every term the student registers for coursework. **This form must be COMPLETED in its entirety and signed by the student; otherwise it will be recorded as invalid and voided.**

## THIS FORM IS FOR HIGH SCHOOL STUDENTS PARTICIPATING IN DUAL CREDIT COURSEWORK ONLY.

STUDENT'S LAST NAME                      STUDENT'S FIRST NAME                      M.I.                      CWI STUDENT ID -OR- SOCIAL SECURITY NUMBER

PHONE NUMBER (INCLUDING AREA CODE)                      DATE OF BIRTH (MM/DD/YYYY)

### RELEASE EDUCATION RECORD INFORMATION TO: (RECIPIENT)

#### Recipient 1

LAST NAME                      FIRST NAME                      M.I.

RELATIONSHIP/ORGANIZATION

ADDRESS

CITY, STATE, ZIP

BEGINNING DATE                      TO                      ENDING DATE

**(Dates must be provided and may not exceed One Year.)**

#### Recipient 2

LAST NAME                      FIRST NAME                      M.I.

RELATIONSHIP/ORGANIZATION

ADDRESS

CITY, STATE, ZIP

BEGINNING DATE                      TO                      ENDING DATE

**(Dates must be provided and may not exceed One Year.)**

### EDUCATIONAL RECORD TO BE RELEASED

**This form will be voided if the section below is not completed.** Please indicate which record(s) you authorize to be released:

- Financial Records (Scholarship Awards, Business Statements, etc.)
- Academic Records (Grades, Transcripts, etc.)
- Schedule
- Enrollment Information

### PURPOSE OF RELEASE

**This form will be voided if the section below is not completed.** Please indicate the purpose of this release of records:

- Family Communication
- Admission to an Educational Institution
- Current/Potential Employer
- Emergency Contact Information

### STUDENT CONSENT AND SIGNATURE

I give permission to the College of Western Idaho to release the specified information to the recipient(s) listed above. I understand that this information is considered part of a student education and/or financial record. Further, I understand that by signing this release I am waiving my right to keep this information confidential under the **Family Education Rights and Privacy Act (FERPA)**. I certify that my consent for disclosure of this information is entirely voluntary. I understand this consent for disclosure of information can be revoked by me in writing at any time, but will not affect the information released under my previous consent. If I wish to make any changes to my consent for release, I understand I will need to complete and file a new form. I acknowledge that this form will be considered invalid upon the termination of my involvement in the CWI Dual Credit program, and that a Permission To Release Education Record Information form must be submitted through the CWI One Stop Services to authorize release of student information once I begin attending as a full-fee paying, traditional student.

STUDENT SIGNATURE

DATE



# DUAL CREDIT SOPHOMORE BY EXCEPTION – PARENT CONSENT

Dual Credit - 208.562.3371 phone - dualcredit@cw.edu  
MS 1300 - P.O. Box 3010 - Nampa, ID 83653 - www.cwi.edu

This form is **only** for high school students who do not meet the CWI Dual Credit eligibility criteria due to either age or grade level. Submission of this form does not guarantee approval of the applicant to participate in the Dual Credit program. Please submit this form in addition to the Registration Form(s), the Certificate of Residency, and the Privacy Release Form.

## REQUIRED STUDENT INFORMATION

LAST NAME	FIRST NAME	M.I.	STUDENT ID -OR- SOCIAL SECURITY NUMBER	
MAILING ADDRESS	CITY	STATE	ZIP	COUNTY
PHONE NUMBER (INCLUDING AREA CODE)			DATE OF BIRTH	CITIZENSHIP COUNTRY
NAME OF HIGH SCHOOL		PHONE	HIGH SCHOOL GRADUATION DATE (MM/YYYY)	

## PARENT ACKNOWLEDGEMENTS

- Courses will be more academically challenging than traditional high school courses
- Student may be exposed to discussions, readings, and visual material of a mature nature and will be expected to conform to the same performance standards as any other college student as set forth in course outlines and syllabi
- The student will not be allowed to continue in the dual credit program if he/she earns a grade of D or F in any Dual Credit class
- If a student plagiarizes a paper, or colludes or cheats in any dual credit class, the student will be subject to the disciplinary policies and procedures of the college up to and including failure of the course and suspension from the dual credit program.
- The college and its employees, faculty, agents, students, and trustees shall not be responsible for the supervision and individual monitoring of student while in attendance at the college.

## PARENT RESPONSIBILITIES

- Certify student is of sufficient maturity to complete college level material
- Certify student is able to study independently
- Certify student is able to interact socially with adult, college students and the college is not responsible for these interactions
- Follow up with students to be sure they complete and submit appropriate paperwork
- Remind students they will be developing a permanent college academic record
- Submit payment to CWI for all coursework taken

## PARENT/LEGAL GUARDIAN CONSENT

I, \_\_\_\_\_, hereby understand the parent acknowledgements and responsibilities and will adhere to them. Furthermore, I grant my child, \_\_\_\_\_, permission to enroll in the Dual Credit program at the College of Western Idaho.

\_\_\_\_\_  
Parent or Legal Guardian Signature \_\_\_\_\_  
Date

## HIGH SCHOOL SIGNATURE OF SUPPORT

By signing below, I confirm that the student has a minimum cumulative GPA of 2.5. Additionally, I give my support to this student to participate in the CWI Dual Credit Program.

\_\_\_\_\_  
HIGH SCHOOL OFFICIAL'S SIGNATURE \_\_\_\_\_  
DATE

\*Home school students must have signature of the home school education provider/administrator.

*CWI's Dual Credit program is accredited through the National Alliance of Concurrent Enrollment Partnerships (NACEP).*

# Accessing Your Student Accounts

@ College of Western Idaho

*Achieve More*

**0 Your User Name & Password** are used to login to MyCWI, Blackboard, MyCWI email, student computers and the IT Help Desk. Your MyCWI account will be created approximately 48 hours after you are admitted as a student; Blackboard and email accounts will be created within about 24 hours of class registration.

**User name:** First name + Last name; ex *JohnDoe*

**Temporary Password:** First Initial Capitalized + Last Initial Capitalize + logon + last 4 of SSN; ex *JDlogon1234*

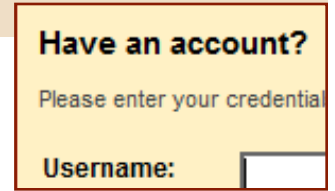
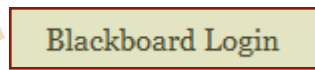
**! RESET YOUR TEMPORARY PASSWORD** before you access any of your student accounts. There are three ways for students to change their passwords:

- 1) Visit [logonhelp.cwidaho.cc](http://logonhelp.cwidaho.cc) and click the change password link.
- 2) Logon to a student computer and follow the password change prompt.
- 3) Logon to MyCWI (see below) and follow the password change prompt.

**1 MyCWI** will allow access to class planning, financial aid, unofficial transcripts, billing, program evaluations and much more. You can access MyCWI from [mycwi.cc](http://mycwi.cc) or from the Current Students webpage.

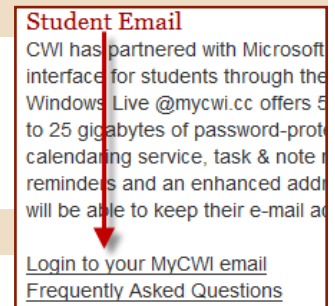


**2 Blackboard** is an online learning system used by instructors to post the course syllabus, lecture notes, grades, etc. Online courses will be accessed through Blackboard. You can access Blackboard from [blackboard.cwidaho.cc](http://blackboard.cwidaho.cc), the Current Students webpage or through MyCWI.



**3 MyCWI Email** will be your primary means of communication from the college and your instructors. You can access MyCWI email from [cwidaho.cc/information-technology/email.php](http://cwidaho.cc/information-technology/email.php), the Current Students webpage or through MyCWI.

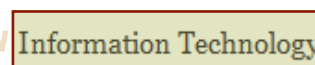
**MyCWI email:** First name + Last name@mycwi.cc;  
ex. *JohnDoe@mycwi.cc*



**4 Student Computers** may be used in any of the CWI computer labs, a great place to do your homework or receive FREE tutoring!

**5 IT HELP DESK** can be used if you are having issues with your student accounts or technology on campus. Submit a help request online at [helprequest.cwidaho.cc](http://helprequest.cwidaho.cc), by email at [helprequest@cwidaho.cc](mailto:helprequest@cwidaho.cc) or for urgent issues please call 562-3444.

Login using your MyCWI email address & password



## Information Technology Help Desk

[helprequest.cwidaho.cc](http://helprequest.cwidaho.cc) or 562.3444

# College of Western Idaho Dual Credit

*Achieve More*

(continued from front cover)

## Grades

Dual credit students are held to the same course content standards and standards of achievement as those expected of students in post-secondary courses. Dual credit students are assessed using the same methods (e.g. papers, portfolios, quizzes, labs, etc.) as their on-campus counterparts. Postsecondary courses administered through the Dual Credit program reflect the pedagogical, theoretical, and philosophical orientation of the sponsoring faculty and/or academic department at CWI. Any grade appeals follow the policies described in the CWI Catalog. Students may view their grades through the myCWI student portal. If you are receiving high school credit your school may require an official transcript as record of your grade and credit hours. Without a Dual Credit Student Records Release & Consent Form on file, the institution will not release academic information to parents. Please be aware that your grade does go on your permanent academic transcript.

## Drop and Withdrawal Procedures

**Dual credit students can only drop/withdraw from courses by submitting an Add/Drop form directly to the CWI Dual Credit Office.**

**Being dropped from a course for non-payment is not a guarantee.**

Students taking Dual Credit courses at a high school campus will have different drop and withdrawal deadlines than course taken on campus or online. Please review the included CWI Student Checklist for additional information. **Deadlines are published in the official academic calendar each semester for on campus and online courses and within this packet for courses offered at high schools.** Students dropping courses prior to the drop deadline are entitled to 100 percent refunds of tuition and fees. A dropped course does not generate a permanent academic record. All class drops must be officially recorded by the College by completing an Add/Drop form and submitting it to the Dual Credit Office. Classes may NOT be dropped by telephone or e-mail.

**Failing to drop by this method may result in an outstanding debt to the College as well as a permanent academic transcript record with a grade of "F".** Once the drop deadline has passed, students may withdraw from courses or completely withdraw from all courses taken on campus or online that are a full semester in length through Friday of the twelfth week of class for fall and spring semesters or Friday of the sixth week of class for the summer semester; courses offered at the high school will have until the withdrawal deadline provided in this packet. **A withdrawn course generates a permanent academic transcript record with a grade of "W". This is considered an unsuccessful attempt and can have impact on a student's financial aid eligibility. Students who withdraw from courses after the census date are NOT entitled to refunds and the full balance owed remains due and payable to CWI.**

## Payment Policies

1. Students will be charged the \$75 per credit tuition rate as established by the State Board of Education Council on Academic Affairs and Programs (CAAP) plus any additional online or lab fees associated with the courses for which they enroll.
2. Books and materials are the responsibility of the student.
3. Students who do not make payment in full by the appropriate deadline will be charged a \$50 late fee and may be dropped from courses for nonpayment.
4. Payment may be made online via myCWI, at any of the CWI One Stop Student Services locations, or by mail:  
College of Western Idaho  
Student Accounts MS 1000,  
PO Box 3010, Nampa, ID 83653
5. Students, and their cosigner if required, will be bound by the "Dual Credit Payment Agreement" that appears on the back page of the Dual Credit Registration Form included in this packet.

## Official Transcripts

Order official transcripts online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Please make sure to request these transcripts from the College of Western Idaho. Requests received without the appropriate fees will NOT be processed. Official CWI transcripts will not be released if there are HOLDS (financial or other) on the student's account. Until financial obligations are cleared by the student (or stayed by bankruptcy proceedings or discharged in bankruptcy) CWI will not issue official transcripts. Students have a right to review the records and to request a hearing if they believe that no debt is owed or the amount of debt is incorrect. CWI will not issue transcripts of work completed at other institutions, students need to order directly from the original source.

## Dual Credit Staff and Contact Information

### Stacy Smith

Admin. Assistant, Dual Credit  
Main Office: (208) 562-3371  
Office: (208) 562-3086  
stacysmith@cw.edu

### Stephen Crumrine

Director, Dual Credit  
Office: (208) 562-3172  
stephencrumrine@cw.edu

### Shannon Pape

Assistant Director, Dual Credit  
Office: (208) 562-3224  
shannonpape@cw.edu

### Randi Smith

Coordinator, Dual Credit  
Office: (208) 562-3149  
randismith@cw.edu

### Tenisha Eastman

Coordinator, Dual Credit  
Office: (208) 562-3072  
tenishaeastman@cw.edu

### Emily Thomas

Advisor, Dual Credit  
Office: (208) 562-3176  
emilythomas@cw.edu

### Natasha Montabello

Advisor, Dual Credit  
Office: (208) 562-3268  
natashamontabello@cw.edu

### Oster Hernandez

Sr. Transition Coordinator, CTE  
Office: (208) 562-3475  
osterhernandez@cw.edu

### Jessica Concie

Transition Coordinator, CTE  
Office: (208) 562-3151  
jessicaconcie@cw.edu



Earn College  
Credit  
in High School

Please scan in all forms and send to:

dualcredit@cw.edu

In-person, deliver forms to:

CWI Dual Credit Office  
6042 Birch Lane  
NCMP Room 212  
Nampa, Idaho 83687