

# REGISTRATION PACKET INSTRUCTIONS

## PAGE 1: REGISTRATION FORM

- ▶ Include all required personal information.
- ▶ Check the box of the semester you want to attend.
- ▶ Include ALL specific course information: subject, course number, section number, title, and amount of credits. See the next page for how to search for available courses and what to include on your registration form.
- ▶ Your high school counselor (or any high school official) **must** sign and date the bottom Page 1. Home school students must have the signature of the education provider/administrator, such as a parent/guardian.



*If this is your first time registering for a CWI course, you will not have the resources required to search for available courses. Please contact our office to speak to someone who can help you identify which course you would like to take and if it is available: 208.562.3371.*

## PAGE 2: REGISTRATION FORM (CONT.)

- ▶ Provide your mailing address and phone number.
- ▶ Include your signature and the date, as well as a parent or guardian signature and date if you are under 18.

## WHERE DO I SEND MY REGISTRATION?

The registration packet must be emailed directly from your official CWI or high school email address. If you email your registration packet from a personal email address, you must include a copy of a government issued form of ID (example: driver's license/permit, school ID, passport, etc.).

*Email your Dual Credit registration packet to:  
[dualcredit@cwi.edu](mailto:dualcredit@cwi.edu)*

## PAGE 3: RECORDS RELEASE & CONSENT FORM

This form is optional, but it allows students to give permission to anyone, other than themselves and their high school, to have access to their student account information. Most students add their parents or guardians under "Recipients". **If a parent/guardian is not included under "Recipients", CWI cannot release any student information to the parent/guardian.**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law limiting the amount of information that can be released about students without their specific written consent, regardless of a student's age.

**Please include all information for recipients, such as a parent/guardian, otherwise this form will be void and NOT accepted:**

- ▶ Include specific beginning and ending dates for each recipient (mm/dd/yyyy). For example: 10/15/2025 -10/15/2026
- ▶ Check the boxes for the type of information you want released to Recipients.
- ▶ Check the boxes for why you want the information released to Recipients.
- ▶ Include your signature and the date.

## PAGE 4: SOPHOMORE BY EXCEPTION FORM

- ▶ This form is only required if you are 15 years old or younger. This form must be signed by a school official and parent or guardian in order for the student to complete the registration process.

# SEARCH FOR A COURSE

1

## VISIT CWI WEBSITE

- Go to: cwi.edu
- Hover your mouse over "Students"
- Click on "Registration & Records"

2

## PREVIEW CLASS OFFERINGS

- Click on "Register for Classes" 
- Scroll down and click on "Preview Class Offerings" 

3

## SEARCH FOR A COURSE

## FILTER RESULTS

4

- On the left-hand side of the page, filter results by checking the boxes: "Open Sections Only" and the correct "Term" (semester).
- Repeat this for each, individual course search.

### Filter Results

#### Availability

Open and Waitlisted Sections  
 Open Sections Only

#### Terms

2022 Spring Semester

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## FIND COURSE INFORMATION REQUIRED FOR REGISTRATION PACKET

- After filtering your options, you should see the course listed at the top of the page.
- Click on "View Available Sections for \_\_\_\_\_"
- If the course is not listed, it is not available for that semester or may be full.

### ENGL-101 Writing and Rhetoric I (3 Credits)

English 101 emphasizes the process and strategies of writing will develop their inventiveness and voice; and edit for style convention a citation system. PREREQ: Satisfactory placement score or prior Idaho State Board of Education GEM competency requirements for an ENGL 101P section through myCWI.)

#### Requisites:

Students must have obtained a satisfactory placement score prior

#### Offered:

Usually Offered Every Semester

 View Available Sections for ENGL-101

# INCLUDE COURSE INFORMATION ON REGISTRATION FORM

## After you have...

1. searched for a course in Student Planning,
2. filtered your course options,
3. and clicked on "View Available Sections for \_\_\_\_\_"

### CLICK ON SECTION TITLE:

1

- Click on the desired section title to see additional course information.
- For example, click on the link: "ENGL-101-009".

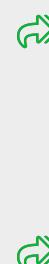


View Available Sections for ENGL-101			
ENGL-101-009 Writing and Rhetoric I			
Seats	Times	Locations	Instructors
16	M/W 7:00 AM - 8:15 AM	Nampa Campus, Academic Building 301 Lecture In-Person	Ascuna, A.

2

### WRITE DOWN SPECIFIC COURSE INFORMATION:

- After clicking on the section title, a pop-up box will open with the course information listed at the top.
- **Subject:** ENGL  
**Course #:** 101  
**Section #:** 009  
**Title:** Writing & Rhetoric I  
**Credits:** 3



Section Details	
ENGL-101-009 Writing and Rhetoric I	
Instructors	Ascuna, A. (andreascuena@cwi.edu, 208-562-3309)
Meeting Information	M, W 7:00 AM 8:15 AM 8/19/2019 - 12/14/2019 Nampa Campus, Academic Building 301 (Lecture)
Dates	8/19/2019 - 12/14/2019
Seats Available	3 of 14 Total
Credits	3

3

### INCLUDE COURSE INFORMATION ON THE REGISTRATION FORM:

- Based on the course information above, fill in the following course information on your registration form:

SUBJECT	COURSE #	SECTION #	COURSE TITLE	CREDITS
ENGL	101	009	Writing & Rhetoric I	3

# CREATE/RESET YOUR CWI PASSWORD

## [STEP 1] Enroll Your CWI Account.

Visit [logonhelp.cwi.edu](http://logonhelp.cwi.edu), select **Enroll**, and enter your username and password.

*You only need to enroll your account once. If you have previously enrolled through the Logon Help system, please skip to STEP 2.*

- ▶ **Username:** first name + last name (example: johnsmith)
- ▶ **Password:** The temporary password is first initial capitalized + last initial capitalized + 'logon' + the last four digits of your Social Security Number (e.g., FLlogon1234).

If your SSN was not provided for registration, please use the last four digits of your CWI student ID number. If you do not know your student ID number or receive an error message, contact the Help Desk to reset your password at 208.562.3444.

- ▶ Follow the prompts to set up security questions.
- ▶ Reset your password to a custom password of your choosing.

## [STEP 2] Reset your password.

If you have forgotten your password, visit [logonhelp.cwi.edu](http://logonhelp.cwi.edu) and select **Reset Password**.

- ▶ Enter your username from Step 1.
- ▶ Answer security questions.
- ▶ Create new password, and click **Finish**.

## [STEP 3] Visit [my.cwi.edu](http://my.cwi.edu).

Log in to your myCWI account with your username and password.