

CWI DUAL CREDIT ADMISSION AND GRADUATION NEXT STEPS:

For students graduating from high school end of Spring Semester

Ideal Timeframe: December – January

1. Admission STEP 1: Application

- Do you plan on receiving your Associate degree by the time you graduate from high school? If so, please submit the “**Dual Credit Short App.**” (Please contact the Dual Credit office for the application: 208-562-3371 or dualcredit@cw.edu)

2. Admission STEP 2: Submit your OFFICIAL in-progress High School Transcript

- Submit your in-progress high school transcript. Transcripts must show completion of at least 6 semesters.
- *Your Official transcript may be mailed, faxed, or e-mailed, as long as your transcript comes directly from the school. Transcripts may be submitted to CWI in person, as long as the transcript is in the original, **sealed** envelope from your high school. Opened transcripts will be considered **unofficial**.*
- Mailing Address:
One Stop Student Services
MS 3000, P.O. Box 3010
Nampa, ID 83653

Fax: 888-562-3216 (must include a school coversheet)

Email: onestop@cw.edu

3. Admission STEP 3: English and Math Placement Testing

- If you have completed a college-level English and Math course from a different college, please submit your OFFICIAL college transcript(s) to CWI to determine course transferability.
- If you have SAT/ACT Scores from within the last 3 years, these scores will fulfill the Math & English Admissions requirements. You may be placed into a Math and English class based on your scores, if the scores are sufficient.
- If you have not taken the Math Diagnostic and Write Class Placement test, and you have not completed a college-level English and Math course, please schedule an appointment to take these placement tests at: www.cw.edu/exam. Both English and Math placement are required for admission to CWI.
- Please send all official transcripts to the address below:
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Ideal Timeframe: January – February

1. Apply for SUMMER 2019 Graduation (available January 1st)
 - Apply for Graduation online: <http://cwi.edu/current-students/graduation>
 - Scroll down and click on “Applying for Graduation”
 - Click on “Graduation Application
 - Make sure to select the *Summer semester*
 - Monitor your myCWI email for Commencement information
2. Submit College Transcripts:
 - Submit official college transcripts to CWI (from all colleges attended)
 - If you are currently enrolled in a class this semester, from a college other than CWI, please request that your official transcript be sent “**after grades are posted;**” otherwise, you may be required to submit your official transcripts again.
 - **Transcripts submitted to CWI in person must be in the original, sealed envelope from the college. Opened transcripts will be considered **unofficial**.*
 - Please send all official transcripts to the address below:
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Ideal Timeframe: March-April

1. RSVP for Commencement (available mid-March)
 - The Graduation Ceremony (AKA: Commencement) will be in May – this is not required, but encouraged 😊
 - Please RSVP online: <http://cwi.edu/current-students/graduation>
2. Buy Graduation Cap and Gown (available April)
 - For information on where to buy your cap and gown, as well as additional goodies that show off your hard work, please go to: <http://cwi.edu/current-students/graduation>
 - Scroll down and click on “Cap and Gown/Announcements”

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Ideal Timeframe: May-June

***Diplomas will be received 3-5 weeks after CWI grades have posted; if you are completing a course through a different college, diplomas will be received 3-5 weeks after CWI receives your official transcript with all grades posted.*

1. Submit OFFICIAL High School transcript (YES. You must submit your transcript AGAIN)

- Please submit your **official** high school transcript to CWI, after you have officially graduated from high school. Your transcript **MUST** show that you have successfully graduated from high school.
- *Your Official transcript may be mailed, faxed, or e-mailed, as long as your transcript comes directly from the school. Transcripts may be submitted to CWI in person, as long as the transcript is in the original, **sealed** envelope from your high school. Opened transcripts will be considered **unofficial**.*
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