

Welcome





“The secret of getting ahead is getting started.”

– Mark Twain

Read through this Welcome Brochure to gather insight that will assist you in accomplishing your educational goals and be a successful student at CWI. Use this guide as a reference throughout your first semester to learn how to access resources that will be helpful to you. In addition, utilize your CWI catalog, available online at catalog.cwi.edu.

CWID 101 – Connecting with Ideas

CWID 101 is CWI's student success course. By linking critical and creative thinking with writing and discussion, students will explore thematic content in an effort to develop their own perspectives on learning and success. The course addresses academic expectations and strategies, college resources and services, as well as personal responsibility and engagement in an effort to prepare students for navigating college life and life beyond college. Students seeking an Associate of Arts (AA) or Associate of Science (AS) degree are required to take this course during their first semester at CWI.

This course is part of CWI's General Education requirements and it is required for graduation. All new CWI students or students transferring in fewer than 18 credits need to take CWID 101. Some students who are transferring in more than 18 college-level credits may be able to substitute a General Education Elective course if they meet certain other requirements.

CWID 101 will be taught in a variety of modalities. Students who are taking any face-to-face classes should register for either a face-to-face or hybrid course. While a few online sections will be offered, these sections are designed for students taking all courses online.

Everything You Need to Get Started

>> **Course Options at CWI:**

Face to Face Courses - These courses meet in-person at a specific day(s) and time each week of the semester.

Hybrid Courses - Hybrid courses meet in person less often and move some of the instruction that normally would take place on campus in a face to face class into the online environment.

Online Courses - Fully online courses have moved all instruction and practice into the online environment. Students will access all instructional materials through Blackboard and other online tools as directed by their instructor. Online courses are not self-paced; there are usually weekly deadlines that all students must meet.



Student Tools

Access Your Accounts

Your username and password will allow you to log in to all CWI student accounts:

USERNAME:

- first name (or preferred name) [+]
 - last name
- For example: *johnsmith*

TEMPORARY PASSWORD :

- first initial capitalized [+]
- last initial capitalized [+]
- logon [+]
- last 4 of SSN

For example: *JSlogon1234*

Logging into a student computer or myCWI for the first time will prompt you to change password.

NEW Password must:

Be 8+ characters long

Not include your name

Use 3 different character types:

UPPER CASE

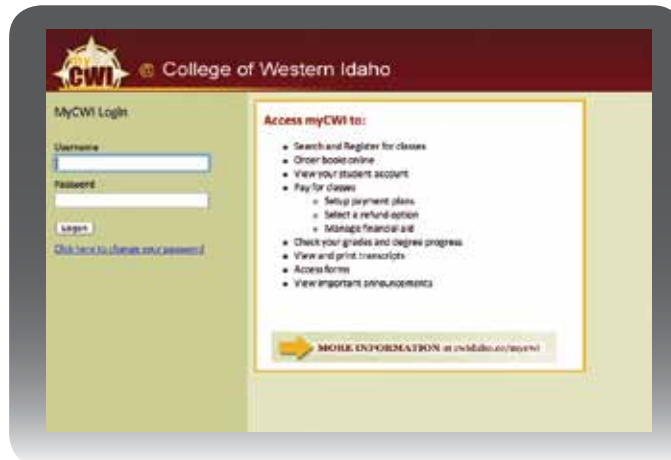
lower case

number (0123456789)

symbol (!@#%&*)



MYCWI & STUDENT PLANNING



- Provides access to financial aid, student account information, grades, unofficial transcripts, and Student Planning which includes: course planning, course registration, degree progress review, and much more.
- Access from the Current Students or Quick Links menus at **cwi.edu** or go directly to **my.cwi.edu**.
- Access to myCWI is granted approximately 48 hours after you are admitted.



BLACKBOARD



- Used to view the course syllabus, lecture notes, grades for assignments, and more. All online courses are accessed with blackboard.
- Access at **blackboard.cwi.edu**, through myCWI, or from the Current Students or Quick Links menus at **cwi.edu**.
- Blackboard access received 48 hours after you register for courses.
- Courses will appear in blackboard on the first day of the semester.



EMAIL



- Primary means of communication with the college and your instructors.
- Access through myCWI, **mail.cwi.edu**, or the Current Students or Quick Links menus at **cwi.edu**.
- Address format: first name + last name@my.cwi.edu; ex. johnsmith@my.cwi.edu.
- Live approximately 48 hours after you are admitted.

IT HELP DESK (COMPUTER/TECHNICAL HELP)



- Support resource for issues with your student tools or campus technology.
- Access from the Current Student page at **cwi.edu** or email a request to helprequest@cwi.edu. For urgent issues call Help Desk at 208.562.3444.
- Available to all current students with username and password.

Don't Get Locked Out

Visit **logonhelp.cwi.edu** to sign up for *password reset services*. This service will allow you to reset your password if you have forgotten it!

This is also where you go to change your current password, or to unlock your account.

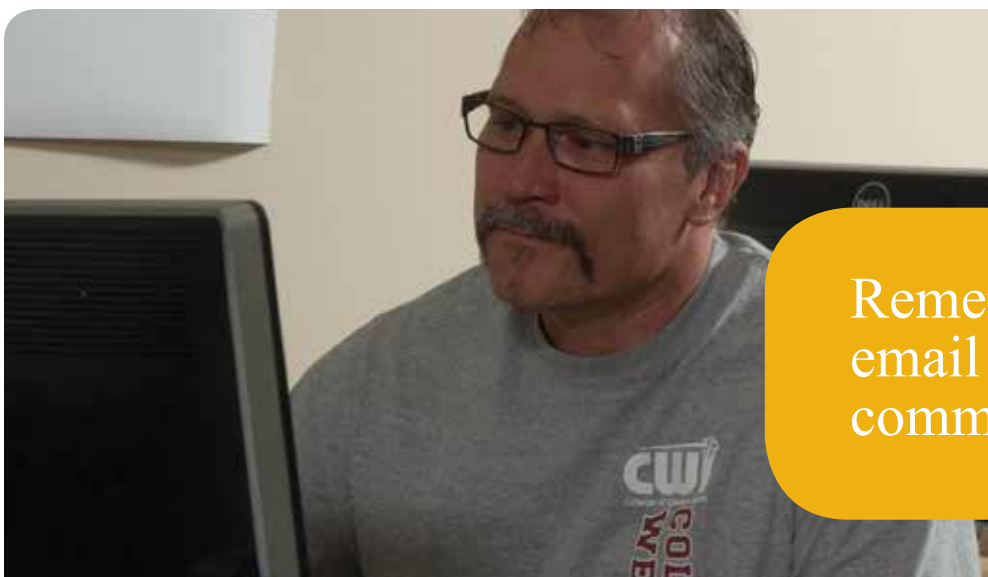
Contact the IT Help Desk at 208.562.3444 for assistance with any of your student tools



CAMPUS COMPUTERS



- Computers located in any of the CWI computer labs around campus are available for free, including printing.
- Available to all current students with username and password.



Remember: Your student email is how we communicate with you!

ADVISORS

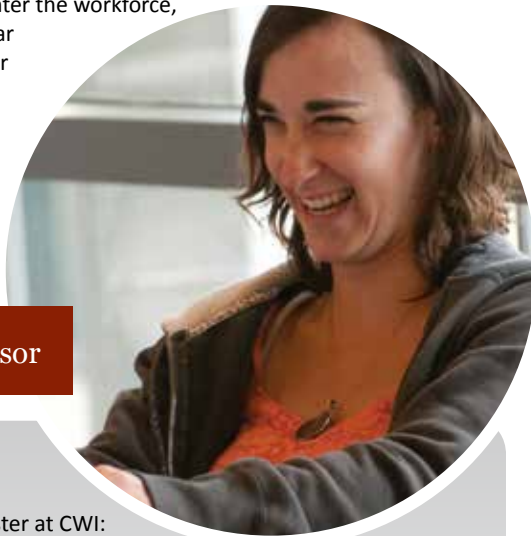


Connect with Your Advisor, Connect with Your Future

Your Advisor is here to assist you with more than just scheduling classes each semester. Through the advising process, we will focus on short-term actions to help meet your long-term educational goals. Whether your goal is to earn a certificate, gain specialized job training, complete an associate degree, enter the workforce, or transfer to a four-year institution, your Advisor will provide direction specific to your particular goal.

Learn more at
[cwi.edu/
advising](http://cwi.edu/advising).

Find Your Advisor



During your first semester at CWI:

- Students pursuing a technical certificate, an associate degree, or earning transfer credits you will be assigned an Advisor. The advising process begins by completing Student Online Advising and Registration (SOAR) and attending a Registration Session. During your first semester you will be contacted by your advisor to follow-up on your initial SOAR planning activities.
- Review Student Planning videos at cwi.edu/student-planning to learn how to start communicating with your Advisor.
- Setup a time to meet with your Advisor face-to-face and review your current plan and educational goals. Your Advisor is excited to meet you and assist you in reaching your goals and excelling as a student here at CWI and beyond!

WORKSHOPS



Discover Valuable Tips and Tools at Our Student Success Workshops

During your time here at CWI you will have access to a number of student success activities, beginning with Student Online Advising and Registration (SOAR). The SOAR program is designed to introduce you to CWI policy and procedures, guide you in planning your educational journey, and assist you with online registration through Student Planning.

Throughout each fall and spring semester you are invited to participate in our Student Success Workshops. Topics include: Being a Successful Online Student, Time Management, Stress Management, Organizational Skills, and more. You can find a schedule of Student Success Workshops at cwi.edu/student-workshops.

PLANNING FOR SUCCESS



Finish School on Track and on Time

With careful planning, most degrees and programs at CWI can be completed in two years, if you complete 15 credits each fall and spring semester, or if you plan on attending during the summer semester. There are, however, a number of things to keep in mind when creating your academic plan:

- Some classes have specific prerequisites. For example, you must complete ENGL 101 or 101P before you can register for ENGL 102.
- While some courses are offered each semester, others may only be available to take in the fall or spring.
- Some classes will be more time consuming or difficult for you based on several factors. Generally, a higher number course (ENGL 201) will be more demanding than a lower number course (ENGL 101). Also, some subjects may be more challenging for you. If your math skills are stronger than English, expect English classes to demand more time.
- The time you spend in class is only one part of your time commitment to school. For every hour you are in class, plan on two-to-three hours of homework and prep time outside of class. Before you enroll full time, be sure to consider work, family, travel, and other circumstances.

Consider these and other factors as you schedule classes each semester. Also be sure to consult your Advisor and use Student Planning to revisit your plan regularly to ensure it adapts to changes in your life.





ONE STOP STUDENT SERVICES

We're Here to Help

Personalized advising is just one resource available to support you as a student. One Stop Student Services locations are also here to serve you. These convenient locations are designed to be the only destination you need for support with applying, registration, financial aid, student identification cards, special services, and general questions.

We have locations at the Nampa Campus Micron Education Center and Ada County Campus Lynx Building.

LIBRARY



Get Easy Access to Learning Tools

- Research Assistance
- Online & Print Resources
- Study Space
- Located in the Nampa Campus Multipurpose Building and at Ada County Campus Pintail Building (with limited hours)
- cwi.edu/library

TUTORING SERVICES



Receive Free Academic Assistance

- Math Lab & Writing Lab
- Peer Tutoring
- Locations: Nampa Campus Multipurpose Building, Nampa Campus Micron Education Center, Canyon County Center, and Ada County Campus
- cwi.edu/tutoring

CAREER SERVICES



Be Prepared for What's Next

- Career Exploration
- Job Readiness Assistance
- Available Job Postings
- cwi.edu/ccte

VETERAN SERVICES



Transition Seamlessly to CWI

At CWI, we are striving to be a destination of choice for our nation's veterans and their dependents. Whether you are a new or continuing student, our Veteran Specialists can provide you a host of services in a comfortable and welcoming environment. It is our goal to make your transition into college as seamless as possible by providing assistance to prospective and enrolled student veterans and dependents. Our staff can assist you with accessing your GI benefits, completing the admission application process, reviewing requirements, and registering for courses.

For more information, please visit cwi.edu/veteran.

DISABILITY SERVICES



Expect a Fully Accessible Experience

Providing equal academic opportunities is a top priority for us at CWI, which includes supporting students with disabilities based on the principles of independent living, accessible universal design, and diversity. Our Student Disability Services unit works closely with staff and faculty to provide resources for individuals with disabilities. At CWI, we offer reasonable accommodations to all qualified students in accordance with the provision of Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990 and subsequent amendments. Accommodations may include: note takers, digitally recorded lectures, extended testing time, distraction-reduced test setting, readers/scribes for tests, and American Sign Language interpreters.

For more information, please visit cwi.edu/disability or schedule an appointment through One Stop Student Services.

Where to Start with Your Tuition Questions

- >> Need to pay your tuition and fees, check your student account balance, or enroll in a payment plan? Manage your student account online using the Student Accounts Information link located under “MyToolkit for Students” in myCWI.
- >> Need to talk to someone about setting up a payment plan? Stop by One Stop Student Services locations at the Ada County Campus Lynx building or Nampa Campus Micron Education Center to chat with one of our specialists.
- >> Need help determining the status of your financial aid or completing the FAFSA? Need to talk to someone about circumstances that may affect your financial aid situation? These services are available through our One Stop Student Services locations.

Financial Aid Tips

After submitting your FAFSA to CWI, there may be instances where CWI may be required to request additional documentation to complete the process. To help ensure your financial aid is processed in a timely fashion, it is extremely important that you respond to these requests promptly. Once all completed items have been submitted and reviewed, you will be sent an award notification to your myCWI email address. Your award notification, which outlines the aid you are eligible to receive, can be found online on myCWI.

1. How to Check on Requested & Received Documents on myCWI

MY TOOLKIT FOR STUDENTS

FINANCIAL AID

MY DOCUMENTS

On myCWI click the menu links shown here (to the left) and you will see a list of which documents are received, not received, waived, or incomplete. You can submit requested documentation at any One Stop Student Services location. Note: Financial aid documents are only requested once CWI has received your FAFSA.

2. How to View Your Financial Aid Award Notifications

FINANCIAL AID

AWARD NOTIFICATION

On myCWI click the menu links shown here (to the left) and select the appropriate academic year. If you have been awarded, you will be able to view your awards. Please check your CWI email for an award notification email. If you have not received an email, please check for missing documents (see above).

3. How to Accept/Decline Your Financial Aid Awards

FINANCIAL AID

ACCEPT (OR) REJECT

On myCWI click the menu links shown here (to the left) and choose the appropriate academic year. Review your award amounts carefully and determine what you will need to cover your educational costs. Then, you may choose to individually accept/decline each award using the drop down menus. Note: The awards you see are for the full academic year. To see by semester, choose “Financial aid Status by Semester”—but note that you will not be able to accept or decline aid on this page.





STUDENT GOVERNMENT

Get to Know Us

Your student government, the Associated Students of the College of Western Idaho (ASCWI) is committed to representing and serving all CWI students. Your student leaders present and resolve student concerns, seek out opportunities for improvement within the college, provide resources, and enhance student life and the community around us.

Student government is made up of a 12-member senate that is presided over by the ASCWI Executive branch, which is led by the ASCWI President, Vice President, Secretary, Treasurer, and Historian. Any student can run for election each Spring.

Meetings are held every Monday from 4 to 6 p.m. Students, faculty, and staff are welcome and encouraged to attend.

Get involved and let your voice be heard! For more information visit cwi.edu/student-government.

STUDENT LIFE

Get Involved

We will let you in on a secret—college isn't just about your classes, grade point average, and major. While those are all a huge part of defining your success as a student, you also have countless opportunities to enrich your education by getting involved outside the classroom. When you choose to explore extra-curricular activities you have an opportunity to develop interpersonal skills, connect with faculty in a different way, and find additional support as you pursue your educational goals.

By getting involved on campus, you can:

- Meet new people.
- Learn leadership skills and gain practical experience.
- Serve your community.
- Gain new experiences and information.
- Explore new ideas, career opportunities, and goals.

For more information visit cwi.edu/student-life.

STUDENT CLUBS

Join the Fun

Clubs at CWI are growing each year. We offer several major based clubs, like the History Club. The History Club has created a time capsule, completed countless hours of community service, and raised funds to spend a week in the nation's capital! This group of students has been able to experience American history beyond the textbook. Some of our other degree-related clubs have participated in national skills competitions and returned with prestigious recognitions, including national champion honors. In addition to academic focused groups, CWI students have special interest clubs dedicated to philanthropy, cultural appreciation, and celebrating talents and hobbies.

Clubs are a great way to meet new people! If you are not represented in the already established clubs, start your own! Your passion could influence students at CWI for years to come.

For more information visit cwi.edu/current-students/student-clubs.

“The instructors I had at CWI were amazing. Whether I was taking prerequisite classes or in the nursing program, instructors took the time to get to know me, and encourage me to learn and grow. My time on the speech and debate team gave me valuable experience that helped me succeed in my other course work, including the nursing program. My time at CWI gave me the confidence in my ability to continue my education in the Masters of Nursing program at NNU.”

– Jennifer Zieglmeier, CWI Alumna

Checklist for Success



CHECK THE ACADEMIC CALENDAR FOR IMPORTANT DATES.

The calendar can be found online (cwi.edu/academic-calendar) and in the CWI Catalog. It outlines key dates each semester such as:

- First and last day of registration.
- Financial aid priority deadline.
- Financial aid disbursement date(s).
- Tuition due date.
- Days campus is closed.



UNDERSTAND HOW TO ADD, DROP, OR WITHDRAW FROM A CLASS.

- Adding: Register for a class during open periods online through Student Planning, accessed through myCWI.
- Dropping: There is a limited amount of time you will have to drop a course each semester. Dropping clears the course off your official transcript and you will still be eligible for a refund.
- Withdrawing: After the drop period, you have the option to withdraw from a course. A withdraw is recorded on your transcript, but does not affect your GPA. Withdraws can affect your financial aid. Refunds are not issued for courses during the withdrawal period.
- Be sure you check the Academic Calendar (catalog.cwi.edu/academic-calendar) for the last day to add, drop, or withdraw from a course each semester.



KNOW YOUR CWI ID NUMBER AND GET AN ID CARD.

Your CWI ID number was listed on your acceptance letter. Also, once you have registered you can visit One Stop Student Services and get your ID card which will also have your ID number on it.

- You will use this CWI identification card for various college services, like the library and access to free bus service through Valley Ride.
- You can also find your student ID# through Student Planning under Your Profile tab.



KNOW YOUR CODE:

- CWI Code of Conduct
cwi.edu/handbook
- Your rights and protections under Title IX
cwi.edu/titleix
- Your rights and protections under FERPA
cwi.edu/ferpa-policies



VERIFY YOUR CREDIT REQUIREMENTS FOR FINANCIAL AID.

You do not have to be a full-time student to be eligible for financial aid. There are different levels of eligibility: full-time (12+ credits), three-quarter time (9-11 credits), half-time (6-8 credits), and less-than-half-time (1-5 credits). Read your financial aid terms and conditions very carefully. cwi.edu/financialaid



GET YOUR BOOKS.

Once you register for courses, you can find book information through Student Planning or go straight to the CWI Bookstore website and look up your courses (cwi.edu/bookstore). Approximately one week prior to courses starting each semester, you can charge your books against your accepted financial aid award.



ACCESS YOUR COURSEWORK ON BLACKBOARD.

All online courses are accessed through Blackboard blackboard.cwi.edu

- Remember, courses will not be active on Blackboard until the first day of the semester.



REVIEW YOUR TO-DO LIST BEFORE EVERY SEMESTER AND SCHOOL YEAR.

- Visit with your advisor, register for courses, check your financial aid status, and make payment arrangements.
- Each year, update your contact information and apply for financial aid (after October 1st).



REVIEW STUDENT PLANNING TUTORIALS.

- Student Planning is a great way to help students stay on track during their educational journey. Students will not only be able to register for classes but also create a degree plan, update personal information, and explore changing majors!

cwi.edu/student-planning



We're so glad
you're here. Enjoy!

*Achieve
More*

Questions? We're here to help.



208.562.3000



onestop@cwidi.edu or cwidi.edu

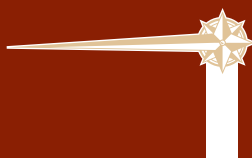


Visit a One Stop Student Services Location

NAMPA CAMPUS: Micron Center for Professional Technical Education, 5725 East Franklin Road, Nampa, ID 83687

ADA COUNTY CAMPUS: Lynx Building, 9300 West Overland Road, Boise, ID 83709

CANYON COUNTY CENTER: 2407 Caldwell Boulevard, Nampa, ID 83651



College of Western Idaho

*Achieve
More*