

# HOW TO SEARCH FOR COURSES ON YOUR myCWI AND FILL OUT THE REGISTRATION FORM

## 1) LOG IN TO MYCWI:

- Go to <https://my.cwi.edu>
- Log in with your username and password:
  - Username: first name + last name (EX: johnsmith)
  - Initial password is: First Initial Capitalized + Last Initial Capitalized + logon + last 4 of social (EX: JSlogon1234). If you did not provide a social security number you will use the last 4 digits of your CWI student ID number.
  - You will be required to create a new password. Write this down.

*If you forget or lose your password, or have trouble logging in to your account, you must contact the Help Desk to reset it (208.562.3444). The Dual Credit office cannot reset it.*



## IMPORTANT DATES

SPRING REGISTRATION:  
**November 25 - January 10, 2020**

SPRING SEMESTER BEGINS:  
**January 13, 2020**

LAST DAY TO DROP  
(WITH A REFUND):  
**January 27, 2020**

LAST DAY TO WITHDRAW  
(WITH A "W" GRADE):  
**April 10, 2020**

Fees for online courses, special course fees, and textbooks are not covered by Fast Forward Funding. Students should expect to pay for these fees out of pocket.

# 5 EASY STEPS TO SEARCH FOR AVAILABLE CLASSES:

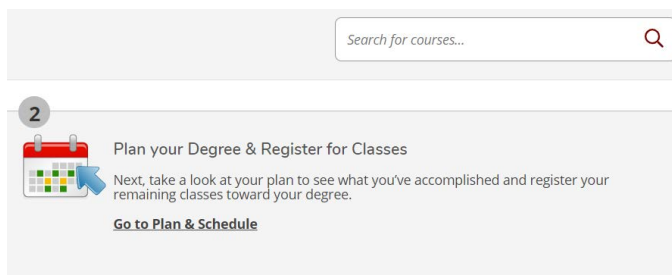
*Decide which courses you want to take for the upcoming semester.*

1) Log in to your MYCWI account and click on "My Toolkit for Students"

2) Click on "Plan & Register" twice

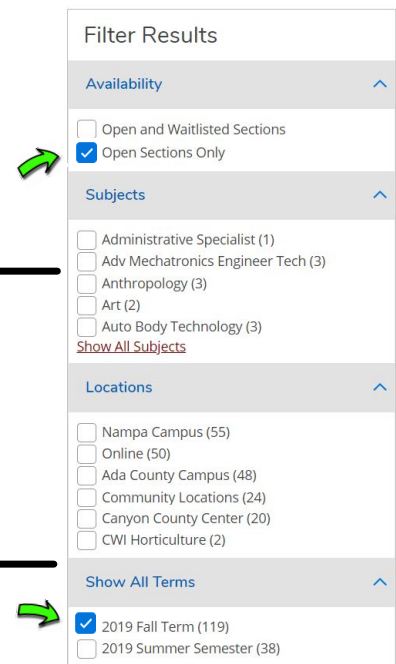


3) Search for a class in the top right corner



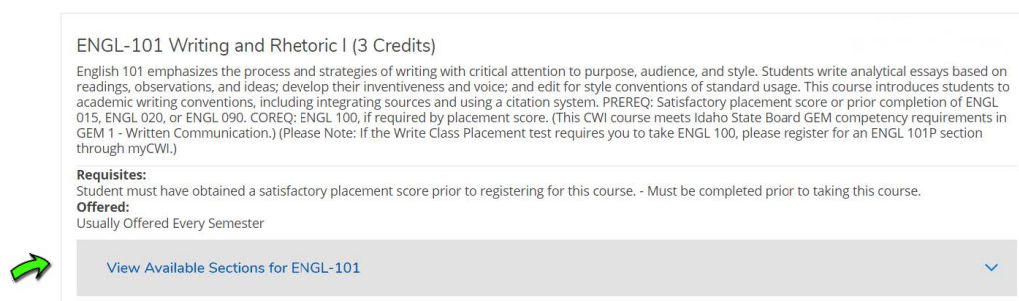
4) Filter: on the left-side of the page, choose "Open Sections Only" and the correct "Term" (aka: semester).

*You will need to do this for each individual class search.*



5) 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 it may be full.*



# REGISTRATION FORM:

Please make sure that you have *all required signatures* and *course information* listed on your Registration Packet/Form. This information is required to register you for any CWI course.

## After you have...

- Searched for a course within your myCWI student portal
- Filtered your options
- Clicked on "View Available Sections for \_\_\_\_\_,"

## **STEP 1: Click on desired section title... you should see a result that reflects the following:**

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

English 101 emphasizes the process and strategies of writing with critical attention to purpose, audience, and style. Students write analytical essays based on readings, observations, and ideas; develop their inventiveness and voice; and edit for style conventions of standard usage. This course introduces students to academic writing conventions, including integrating sources and using a citation system. PREREQ: Satisfactory placement score or prior completion of ENGL 015, ENGL 020, or ENGL 090. COREQ: ENGL 100, if required by placement score. (This CWI course meets Idaho State Board GEM competency requirements in GEM 1 - Written Communication.) (Please Note: If the Write Class Placement test requires you to take ENGL 100, please register for an ENGL 101P section through myCWI.)

#### Requisites:

Student must have obtained a satisfactory placement score prior to registering for this course. - Must be completed prior to taking this course.

#### Offered:

Usually Offered Every Semester

View Available Sections for ENGL-101			
2019 Fall Term			
<b>Writing and Rhetoric I 009</b>			
Seats	Times	Locations	Instructors
3	M/W 7:00 AM - 8:15 AM 8/19/2019 - 12/14/2019	Nampa Campus, Academic Building 301 Lecture	Ascuena, A

## **STEP 2: After clicking on the title of the course to see all course information, a box will pop open with all the information you will need for the Registration form**

### Section Details

**ENGL-101-009 Writing and Rhetoric I**  
2019 Fall Term

**Instructors** Ascuena, A ([andreaascuena@cwi.edu](mailto:andreaascuena@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

**Grading** Graded

**Requisites**

Student must have obtained a satisfactory placement score prior to registering for this course. - Must be completed prior to taking this course.

Close

## **STEP 3: Based on the course information above, please fill in the course information on your Registration Form, as shown below:**

Subject	Course #	Section	Course Title	Credits
ENGL	101	009	Writing and Rhetoric I	3