

# CONCORDIA UNIVERSITY

## WISCONSIN & ANN ARBOR

Students in Michigan: [CUAA Pre-College Website](#)

All other students: [CUW Pre-College Website](#)

*Concordia University is a Lutheran higher education community committed to helping students develop in mind, body, and spirit for service to Christ in the Church and the World.*

## PRE-COLLEGE HANDBOOK

Concordia's Pre-College program is managed by the Office of Continuing and Distance Education (OCDE). The [OCDE handbook](#) contains ALL policies related to Pre-College and online learning. This Pre-College handbook serves as a supplement to the OCDE handbook highlighting specific Pre-College policies.

### ACCREDITATION

Concordia University is accredited by the Higher Learning Commission, [www.hlcommission.org](http://www.hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education.

### LOCATIONS AND ORGANIZATION

Concordia has one president and governing body presiding over all operations of residential campuses in Wisconsin and Michigan, satellite center campuses, and an online learning community reaching students worldwide.

### GOALS FOR CONCORDIA PRE-COLLEGE

Concordia offers Pre-College courses to:

- Help fulfill the Concordia University mission.
- Provide greater accessibility to higher education.
- Facilitate enhanced partnerships with the high schools.
- Ease the student transition to higher education.
- Deliver honors options for high school students.

### STRUCTURE OF COURSES

- All course syllabi and instructors are approved by Concordia University program directors.
- Students are high school students from Christian, private, public and home school environments.
- Courses are not self-paced but have weekly deadlines. Fall and spring courses follow the 15-week traditional undergrad student calendar. Summer online courses are condensed into a 10-week schedule.
- Online courses are typically capped at 17 students.

### COURSE OFFERINGS

Concordia's program provides high school students the opportunity to earn college credits in a variety of formats.

- **Online:** Students are led by an instructor through readings, videos, assignments, and discussions using learning management software. Students have weekly deadlines but may login anytime during the week. The Pre-College webpages ([cuw.edu/precollege](http://cuw.edu/precollege) or [cuaa.edu/precollege](http://cuaa.edu/precollege)) list online courses available. Course offerings vary each term based on demand.
- **Blended:** High schools with highly qualified teachers who are approved by Concordia as adjunct instructors, may offer Concordia courses in a face-to-face setting at the high school taught by the high school teacher.
- **Face-to-face:** Students may take an introductory level undergraduate course in person at either the Mequon or Ann Arbor campus. This expands the course offerings available to high school students.

# ADMISSIONS

## ADMISSION REQUIREMENTS

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Concordia's Pre-College Program is designed for honors-level high school students. Students should have self-discipline, motivation and available time to complete college-level coursework.

### Minimum Pre-College admission requirements:

1. 3.0 grade point average in high school level classes including success in core academic subjects.
2. Students must be of traditional high school age. Students in grade 9-12 are eligible.
  - a. Traditional undergraduate students are not eligible to take Pre-College courses.
  - b. Typically juniors and seniors enroll but advanced freshmen and sophomores may be admitted.
  - c. Seniors MAY enroll in a summer course the summer following their high school graduation.
3. Returning students must earn at least a 'C' grade in courses to re-enroll in a Pre-College class.

Notes: For state of MI funding, a qualifying college entrance test score must be submitted.

Individual high schools may use higher requirements and may limit which courses students may take.

Pre-College acceptance does not guarantee subsequent undergraduate acceptance at Concordia.

(Optional benchmark standardized test score) ACT composite 23 or SAT CR + M test 1050.

## ADMISSION DEADLINES

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Exact dates will be listed on [cuw.edu/precollege](http://cuw.edu/precollege) [cuaa.edu/precollege](http://cuaa.edu/precollege)

- Fall courses run late August to mid-December. Register by July 1.
- Spring courses run late January to mid-May. Register by December 1.
- Summer courses run mid-June to mid-August. Register by May 1.

## ADMISSION PROCESS

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Direct admissions questions to [precollege@cuw.edu](mailto:precollege@cuw.edu).

### Step 1: Online Application for New Pre-College Applicants

New students must complete an online application to the Pre-College program.

- Students from Michigan use: [cuaa.edu/apply](http://cuaa.edu/apply)
- All other students use: [cuw.edu/apply](http://cuw.edu/apply)

Select the NON-DEGREE option for Pre-College admission from the options listed.

### Step 2: Course Enrollment Request Form or ECCP Form

- a. WI students using state funding request courses using the [ECCP Form](#).
- b. All other students complete the fillable pdf [Course Enrollment Form](#).

Students may sign-up for one or multiple semesters using one form.

- **Student/Parent Section:** The student completes this section, prints the form, adds student AND parent signatures, and gives the printed form to the high school representative.
- **High School Section:** The high school representative (the parent if a homeschool student) completes the school portion, scans, and emails the form to the address on the form.
  - a. New students must include a copy of the student's high school transcript.
  - b. Michigan funded students must submit a qualifying standardized test score.

**Step 3: Online Orientation Course (Required for new students)** The zero credit, free, self-paced, 2 hour course will give students tips for online learning and practice with the Learning Management Software, Blackboard.

- The course must be completed before the term begins.
- The course may be completed in one sitting or in saved increments.

## COURSE LOAD

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- Students can take up to 6 credits each semester (unless an overload is approved by the director).
- The Concordia Promise scholarship funds a student for a maximum of 36 credits.

## INTERNATIONAL STUDENTS

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Students enrolled in an international high school or in a U.S. high school as international student MAY enroll in Pre-College courses. If the student later pursues future undergraduate enrollment, students must meet international admission requirements. Contact the [Concordia International Center](#) for more information.

## TIPS FOR SUCCESS and GETTING HELP

Students should follow these tips to enhance their online learning experience.

### 1. Login to your course and check your Concordia email 4-5 times per week

All communication from the instructor, advisor, and Concordia offices will be through Concordia email.

- The email address will typically be assigned as: [first.last@cuw.edu](mailto:first.last@cuw.edu) or [first.last@cuaa.edu](mailto:first.last@cuaa.edu)
- An initial password will be sent to the student's personal email.

### 2. Submit all required assignments by the assignment deadline

Students are expected to submit all required assignments by the posted deadline. Skipped or late assignments will result in grade reductions and will diminish the effectiveness of the course.

### 3. Viewing Grades

- Current Course Grade** In the Blackboard left menu pane, click MY GRADES.
- Final Grade(s)** Final grades can be viewed on the portal 7-10 days after the course completion date. Login to the portal ([my.cuw.edu](http://my.cuw.edu) or [my.cuaa.edu](http://my.cuaa.edu)) and click the **Student** tab.
  - Use the **Student Grades** channel (in the left column) to view course grades. –OR–
  - Use the **Banner Self-Service** channel (middle column). Click *Student>Student Records>Final Grades*.


### 4. Archive (Backup) Your Work

Students are encouraged to save a backup copy of coursework and syllabus on a USB drive, iCloud, or Google Drive. Documents may be needed in later years for portfolios or capstone projects.

### 5. Address your instructor as "Professor" or "Doctor"

Please use the instructor's formal title unless instructed to use another title in the course introduction. Instructors with a Ph.D., Ed.D. or Phar.D. are Doctors.

### 6. Concordia's [Learning Resource Center](#) offers these free resources to assist online students:

- The OWL – Online Writing Lab:** Concordia's [Writing Center](#) offers writing consultants who can help proofread, MLA or ALA citations, and improve the structure of student papers. It usually takes 3-5 days for a consultant to review your writing and respond.
- Smarthinking online tutoring:** Smarthinking connects students to live educators for free online tutoring 24 hours a day. Click on the TUTORING RESOURCES link in Blackboard's left menu pane of your course. 
- Disability Support Services - Learning Accommodations:** Students with a diagnosed learning or physical disability or impairment must contact [Disability Support Services](#) to request course accommodations. The student will submit documentation related to the requested accommodations. If approved, the Director will provide the student with a letter explaining accommodations which the student may share with the instructor. Accommodations only become active if the student chooses to share the letter with his/her instructor(s). Accommodations cannot be applied retroactively.
  - For online courses contact CUW: [dss@cuw.edu](mailto:dss@cuw.edu) or 262-243-4299.
  - For face-to-face CUA A courses contact: [ARC@cuaa.edu](mailto:ARC@cuaa.edu) or 734- 995-7460.

### 7. Library

Some Pre-College courses will require a student to access online databases or journal articles using a Concordia library login. For library login assistance contact the online advisor, [katherine.klein@cuw.edu](mailto:katherine.klein@cuw.edu) or Karen Nowak, Coordinator of Library Services, [karen.nowak@cuw.edu](mailto:karen.nowak@cuw.edu) or 262.243.4379. For detailed library help, refer to the [Library Handbook for Off-Site Students](#).

Students with a @cuw.edu email, use:

**Rincker Memorial Library (CUW)**

**Phone:** 262.243.4330

**Portal:** [my.cuw.edu](http://my.cuw.edu) (click the Library tab)

Students with a @cuaa.edu email, use

**Zimmerman Library (CUAA)**

**Phone:** 734.995.7454

**Portal:** [my.cuaa.edu](http://my.cuaa.edu) (click the Library tab)

# TECHNOLOGY

## THE CONCORDIA PORTAL

The portal is a single sign-on system giving students access to a webpage with links to campus resources. Links are provided for **Billing, Transcripts, Blackboard, Library, and Email** through the portal.

Students with a @cuw.edu email use: [my.cuw.edu](http://my.cuw.edu)

Students with a @cuua.edu email use: [my.cuua.edu](http://my.cuua.edu)

- The username is the student ID (FOO+6 digits) number. The password will be emailed to the student.
- For **password help**, go to the portal and click the link for *Trouble Logging In?* or contact the OSSA.

## ACCESSING A COURSE IN BLACKBOARD LEARN *(Concordia's learning management system)*

All course content, grades, and postings are managed through online Blackboard software.

Course content is only viewable to students after the course start date.

Blackboard works best with Google Chrome or Mozilla Firefox.

Students access the Blackboard main page in two ways:

- **Directly:** <http://concordia.blackboard.com>  
Click the BLACKBOARD SINGLE SIGN-ON button.
- **Portal:** [my.cuw.edu](http://my.cuw.edu) or [my.cuua.edu](http://my.cuua.edu).  
Click the STUDENT tab and find the BLACKBOARD ACCESS channel. Click the sign in link shown in the channel.



Students will login using their username (FOO) and password that was emailed to them.

This opens the Blackboard MY INSTITUTION page for the student.

### How to find and open a Pre-College course

1. All online courses (current and past) taken by a student will be viewable in Blackboard for 2 years.
  - Option 1: On the MY INSTITUTION tab, locate the MY COURSES section.
  - Option 2: On the Blackboard MY INSTITUTION page click COURSES in the top gray menu bar.
2. Click on the course name to open the course.

### How to use the course menu (left menu pane in a course)

- SYLLABUS: To view or download the course syllabus. Read the syllabus before starting the course.
- HOME PAGE: The landing page for a course showing announcements and instructor contact info.
- **CONTENT (use this item most often):** Access to all the units and course content
- DISCUSSION: Used to post discussion threads and respond to posts of the instructor or other students.
- TOOLS: View additional tools like Collaborate, Calendar, Blogs, and Wikis available in Blackboard.
- TUTORING RESOURCES: Link to the free Smarthinking tutoring website.

## BLACKBOARD SUPPORT

- **Email Support** Submit Blackboard help requests by email to [blackboardsupport@cuw.edu](mailto:blackboardsupport@cuw.edu).
- **Phone Support:** Call Concordia's Blackboard Support at 262.243.4327 (option 1) or 888.377.7447. Team members may be able to troubleshoot issues immediately over the phone. If no answer, please leave your name, phone number, student ID (FOO) number, and your issue. A return call will be provided.
- **HELPSPOT** [helpspot.cuw.edu](http://helpspot.cuw.edu)  
HelpSpot provides how-to videos, documents and help forums related to:

Accessing CU Systems    Blackboard Learn    Online Learning  
Password Change    Mobile Devices    Student Email

Students may submit help requests, or check the status of a previous help request, on the HelpSpot page.

## FINANCES

### TUITION PAYMENT

Self-paying students will be billed by the University for Pre-College classes AFTER the course begins. Concordia will work to secure funding from the state for WI or MI state funded students.

- **Account Balance and Payment History:** On the portal under the *Student* tab, check the *My Statement* channel to view your account balance and your statement and payment history.
- **Payments:** Student can pay online using the Portal and the **Pay Your Bill Online** channel.
  - Debit/credit: (Visa, MasterCard, Discover), please allow 2-3 business days to post.
  - Phone: You may pay by phone at 262-243-4360. Payments are posted within 24 hours.
  - Check by Mail: Please include your student ID (FOO) number and the course name(s) on the check, and mail to: Cashier's Office at 12800 North Lake Shore Drive, Mequon, WI 53097.
- **Overpayment:** For reimbursement of a balance, email [cashrelease@cuw.edu](mailto:cashrelease@cuw.edu) or call 262.243.4318.

### 1098T-FEDERAL TAX FORM

Concordia provides a 1098T form for each tuition-paying student showing tuition paid for courses taken in the previous calendar year. Families should consult a tax professional to determine if they have a tax benefit.

### TUITION RATES AND DISCOUNTS

The Pre-College program charges a reduced tuition rate of \$150 per credit (effective Aug. 2018). Students may qualify for one of these programs to reduce the cost:

- **Concordia Promise Scholarship** Students enrolled in Christian high schools or homeschool environments (who are not eligible for state or district funding) qualify for the Concordia Promise scholarship reducing the cost to \$50 per credit. The Concordia Promise scholarship funds a student for a maximum of 36 credits.
- **State Funding:** Students in Wisconsin (Early College Credit Program) and Michigan (PSEO) may be eligible for state or district funding to fully cover the cost reducing the tuition cost to \$0.
- **Concordia Promise Plus:** The Concordia Promise Plus grant is awarded to former Concordia Promise students who enroll at Concordia Mequon or Ann Arbor after high school. The grant-back program credits former Pre-College Promise students the Pre-College tuition paid while in high school (up to \$50 per credit).

### TECHNOLOGY PURCHASE DISCOUNT

Pre-College students qualify for technology hardware and software purchase discounts.

Links for Dell, Apple, WAICU, and the Academic Superstore are posted on the Portal under the STUDENT tab.

- *Example: Students may be able to purchase Microsoft Office Pro 2016 for as low as \$30.*

### DROP/WITHDRAWAL and REFUND POLICY

Students should consult with their OSSA online student success advisor ([Katherine.klein@cuw.edu](mailto:Katherine.klein@cuw.edu)) to discuss options regarding a drop or withdraw. A drop/withdraw cannot be overturned.

- **Student initiated request:** Both the student and the student's high school representative must verify a request for withdrawal through the student success advisor.
- **Administrative Withdrawal:** A student may be administratively withdrawn from a class for disciplinary reasons OR if absent for 2 weeks (no assignments or discussion posts made).

**Refund Policy:** Students who drop a class will receive a pro-rated refund according to this schedule:

Before Day1	Week 1	Week 2	Week 3	Week 4	Week 5	Wk 6-10	Wk 11-16
100% refund No transcript	80% refund 'W' grade	75% refund 'W' grade	60% refund 'W' grade	40% refund 'W' grade	20% refund 'W' grade	0% refund 'W' grade	0% refund 'F' grade
<i>A 'W' grade (Withdraw) shows on the transcript but is NOT counted in the college GPA. An 'F' grade shows on the transcript and WILL be counted in the college GPA.</i>							

## POLICIES

Students are to comply with the entire [Code of Student Conduct](#), especially these policies related to Pre-College.

### ACADEMIC INTEGRITY POLICY

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Concordia University expects all students to display honest, ethical behavior at all times and under all circumstances.

Academic dishonesty is defined as follows:

- **Cheating:** includes, but not limited to: a) the use of unauthorized assistance in taking any type of test or completing any type of classroom assignment; b) assisting another student in cheating on a test or class assignment, including impersonation of another student.
- **Plagiarism:** includes, but not limited to: a) failure to give full and clear acknowledgement of the source of any idea that is not your own; b) handing in the same assignment for two different courses without the consent of the instructors.
- **Fabrication:** the forgery, alteration, or misuse of any University document, record, or instrument of identification.
- **Academic Misconduct:** intentionally interfering with teaching, research, and/or other academic functions.
- **Sanctions:** Faculty members who find evidence of academic dishonesty have the discretion to determine the penalty. Penalties can include a grade reduction or removal of the student from the course. Stronger penalties including suspension or expulsion from the university. Additional sanctions will be imposed when a student is found to have violated the academic integrity policy more than once.

### ATTENDANCE FOR ONLINE CLASSES

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Class attendance is counted each time a student posts an assignment or discussion item in Blackboard.

Logging into a course, without posting, does not qualify as attendance.

- **Attendance expectations:** Online courses do not have specific times for students to be logged on but students should expect to be active in a course 4-5 times per week.
- **Vacations and Breaks:** Students are expected to submit work even if the high school breaks or family vacations do not match the course schedule. Students should communicate, in advance, any requests for scheduling accommodations directly to the university instructor.

### CONCORDIA PROMISE PARTNER SCHOOLS

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Christian high schools who have students participating in Pre-College are considered Promise Partner Schools.

Concordia will periodically offer Partner Schools access to professional development, leadership events, and access to Concordia's free non-credit online courses.

### COURSE EXTENSIONS

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If a student is unable to submit work due to an extended illness or hospitalization, an extension of up to one week may be granted by the instructor with approval from the Director.

- A written medical excuse may be required.
- No extension will be granted past December 31 for fall term, June 30 for spring term, or August 31 for summer.
- Extensions MUST be requested from the instructor prior to the scheduled end of the course.
- A course may not be dropped during an extension.

### DISABILITY POLICY

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In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Vocational Rehabilitation Act of 1973, individuals with disabilities are protected from discrimination and assured services and accommodations that provide equal access to the activities and programs of the university.

Students with a documented disability who require accommodation in order to obtain equal access to this course should inform the instructor, and must also contact Disability Support Services:

Mequon: [dss@cuw.edu](mailto:dss@cuw.edu) , (262)243-4299, or [www.cuw.edu/dss](http://www.cuw.edu/dss)

Ann Arbor campus: [ARC@cuaa.edu](mailto:ARC@cuaa.edu) (734)995-7327 or [www.cuaa.edu/arc](http://www.cuaa.edu/arc)



## FERPA and PRIVACY (The Federal Family Educational Rights and Privacy Act)

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Pre-College students are considered university students and have privacy rights through FERPA.

- **Student:** Grades and conduct are confidential and will not be shared with parents by the university unless the student waives their right to privacy.
- **School Reps:** University personnel will only communicate with the student and the high school representative about grades and conduct.
  - For homeschool students, the parent who signed the Course Enrollment Form is the school rep.
  - A student has the option to share grade and conduct information with a parent.
- **Demographics:** Student demographic information (name, email, attendance dates, photo) is considered public directory information and may be disclosed by Concordia at its discretion.
- **Minor Students:** If the student is under 18, the parents retain FERPA rights at the high school and may review any records sent by Concordia to the high school.
- **Conduct:** Concordia's Student Life Office will notify the high school representative if the student has been found responsible for a violation of the [Code of Student Conduct](#) (including school policy violations and any criminal activity off site). The notification will include the student's name, the code violated, any penalties, and the date of the violation. Concordia University reserves the right to impose penalties in addition to any action or inaction the high school or local legal system might take. The high school will recognize the student's privacy and will keep the conduct incident private.
- **High School:** The high school will notify the Concordia University Dean of Students if the student is found in violation of a policy of the high school and/or involved in criminal activity.

For more information about FERPA, see: <https://www.cuw.edu/about/offices/registrar/ferpa.html>

## HIGH SCHOOL POLICIES

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High schools may establish local policies regarding Pre-College. A high school may:

- have higher admission requirements (grade level, GPA, or test score) for their students.
- determine if the Pre-College grade will be included on the high school transcript or weighted.
- decide to allow an additional study period or waive credit required for graduation.
- approve the Pre-College class for both high school and college credit.
- only approve the class for college credit (if the high school already offers an equivalent course).

Local high school incentives, such as final exam exemptions, do not apply to Pre-College students.

## TRANSCRIPTS

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A student may generate a grade transcript to give to their high school or to another university.

Transcripts must be requested by the student through the Portal or the Registrar's Office.

A student should wait until final course grades are posted before requesting an official transcript.

**1. Unofficial Transcripts (free)** Faxed, emailed, or downloaded without a signature or seal of the registrar.

a) Self-serve: Students can view and print through the portal ([my.cuw.edu](http://my.cuw.edu) or [my.cuaa.edu](http://my.cuaa.edu)).

In the STUDENT menu, locate the ACADEMIC ADVISING channel and click the link for UNOFFICIAL TRANSCRIPT.

b) Registrar: One transcript will be faxed by the registrar. Request using the [Transcript Request Form \(pdf\)](#).

**2. Official Transcripts (\$8 each):** An official transcript (*with a seal and signature*) will be mailed directly to an institution (not to the student). Students request using the [Transcript Request Form \(pdf\)](#).

CUW email students: Registrar Concordia Univ. WI 12800 North Lakeshore Drive Mequon, WI 53097-2402

Fax: 262.243.2610 Phone: 262.243.4345 Email: registrar@cuw.edu

CUAA email students: Registrar Concordia University Ann Arbor 4090 Geddes Road Ann Arbor, MI 48105

Fax: 734.995.7448 Phone: 734.995.7413 Email: cuaaregistrar@cuaa.edu

## TRANSFER CREDITS

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Concordia is an accredited university and most Pre-College credits should transfer, but the receiving university will ultimately determine if and how transfer credits will be counted in a specific student's major.

*Tips:* 1) *Keep copies of the course syllabi which may be requested by the receiving university.*

2) *Check with the receiving university in advance to verify acceptance of credit.*

## Concordia University WI & Ann Arbor Pre-College Contact List

Concordia University (CUW) 12800 North Lakeshore Drive Mequon, WI 53097-2402 262.243.5700  
Concordia University (CUAA) 4090 Geddes Rd, Ann Arbor, MI 48105 734.995.7300

**CUW On-campus and online Admissions (Sarah Kitterman)** – [sarah.kitterman@cuw.edu](mailto:sarah.kitterman@cuw.edu) 262-243-4542

- Approves applications in Recruiter for online, ECCP students and face-to-face CUW students.
- Assists online and CUW students, parents and high school reps with the application process.
- Enrolls students in CUW on-campus Pre-College Courses (Face-to-face)

**CUAA On-campus Admissions (Beth Strom)** – [elizabeth.radecki@cuaa.edu](mailto:elizabeth.radecki@cuaa.edu) 734.995.7219

- Approves applications in Recruiter for face-to-face CUAA students.
- Assists CUAA students, parents and high school reps with the application process.
- Enrolls students in CUAA on-campus Pre-College Courses (Face-to-face)

**Online Student Services Assistant (OSSA) (Katy Klein)** – [katherine.klein@cuw.edu](mailto:katherine.klein@cuw.edu) 262-243-2115

- Enrolls new students in the online student orientation course.
- Enrolls students in online courses and processes drop requests.
- Monitors student progress for current courses. Communicates with student and high school rep.
- Assists students with Pre-College questions (not related to course content).

**Director of Pre-College Programs (Tim Gieschen)** – [timothy.gieschen@cuw.edu](mailto:timothy.gieschen@cuw.edu) 262.243.2077

- Coordinates Concordia Promise Partnerships with high schools.
- Communicates information regarding state funding (ECCP and PSEO).
- Promotes the Pre-College program with high schools and homeschool families.
- Serves as instructional designer for online Pre-College courses.
- Supervises and supports online instructors.
- Establishes and enforces Pre-college policies and procedures.
- Secures course and instructor approvals from program directors and department chairs.

**High School Counselor/Representative** - (a high school staff member)

- Helps students determine availability and eligibility for Pre-College courses.
- Provides transcripts and test scores during the application process.
- Serves as a liaison between Concordia and Pre-College parents.
- Implements local high school policies regarding Pre-College.

**Blackboard Support** - [blackboardsupport@cuw.edu](mailto:blackboardsupport@cuw.edu) 262.243.4327 (option 1) 888.377.7447

- Provides technical help with login, course access, broken links, upload, or test taking issues.

**Coordinator of Library Services (Karen Nowak)** – [karen.nowak@cuw.edu](mailto:karen.nowak@cuw.edu)

- Assists online students with access to online library resources and journals.

**Online Instructor** (instructor contact information is listed in the course)

- Assesses student assignments, papers, and discussions providing feedback for student growth.
- Communicates directly with students and the Concordia Pre-College advisor and director.

**Registrar**

CUW email students: Fax: 262.243.2610 Phone: 262.243.4345 Email: [registrar@cuw.edu](mailto:registrar@cuw.edu)  
CUAA email students: Fax: 734.995.7448 Phone: 734.995.7413 Email: [cuaaregistrar@cuaa.edu](mailto:cuaaregistrar@cuaa.edu)

- Records student grades on university transcripts.
- Generates official student transcripts for distribution to academic institutions for credit transfer.

**Billing (CUAA and CUW)** – Cashier's Office 262-243-2609

- Sends invoices to students for tuition payment.
- Processes phone and online payments through the portal link and by phone.
- Posts state payments and student payments to the student account.