CONCORDIA UNIVERSITY
WISCONSIN & ANN ARBOR

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.

Complete and current precollege course information and links can be found on the precollege webpage
visit the **CUW Precollege Webpage**
Email general precollege questions to **precollege@cuw.edu**

PRECOLLEGE HANDBOOK

Concordia's Precollege program is managed by the university Extended Campus Office (ECO). This handbook serves as a supplement to the ECO handbook that contains ALL online learning policies.

ACCREDITATION

Concordia University is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education.

LOCATIONS AND ORGANIZATION

Concordia has one president and governing body presiding over residential campuses in Mequon, Wisconsin (CUW) and Ann Arbor, Michigan (CUAA), and an online learning community reaching students worldwide.

GOALS FOR CONCORDIA PRECOLLEGE

Concordia offers Precollege 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.
- 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 14-week schedule.

COURSE OFFERINGS

The precollege webpage (cuw.edu/precollege) courses available.

High school students may enroll in a college course in one of these formats.

- **Online:** Students are led by an instructor through readings, videos, assignments, and discussions using learning management software. Students may login anytime during the week to meet deadlines. Courses may be filled or dropped based on demand. Early enrollment is encouraged.
- **Blended/Embedded:** High schools with a teacher with a minimum of 18 graduate credits in the subject taught may offer a Concordia course in a face-to-face setting at the high school taught by the high school teacher. A high school may ask Concordia to provide an adjunct instructor to teach a course at the high school.
- **Face-to-face (on-campus):** Students may take an introductory level undergraduate course in person at our Mequon campus. This expands the course offerings available to high school students. Students may be required to purchase textbooks. Precollege students can only enroll in courses with seats available and are not guaranteed enrollment. Not all on-campus courses are available to precollege students.

ADMISSIONS

ADMISSION REQUIREMENTS

Honors-level grade 9-12 students of typical high school age are eligible to apply.
Students should have self-discipline, motivation and available time to complete college-level coursework.

Minimum precollege admission requirements:

1. Students must have a 3.0 grade point average in high school core academic subjects.
2. Typically, juniors and seniors enroll but freshmen and sophomores with an 11th grade reading and writing skills may be admitted. A writing sample or test score may be required for younger students.
3. Returning students must earn at least a 'C' grade in college courses to continue in the program.
4. (Optional) Benchmark standardized test scores for success: ACT composite 23 or SAT CR + M test 1050.

ADMISSION DEADLINES Exact dates will be listed on https://www.cuw.edu/admissions/undergraduate-admissions/precollege/index.html

- Fall courses run late August to mid-December.
- Spring courses run early January to early May.
- Summer courses run mid-May to mid-August.

Early College Credit Program (ECCP) applicants must meet earlier deadlines for school district funding approval set by the local high school (Typically March for fall courses and Oct for spring courses).

ADMISSION PROCESS Direct admissions questions to precollege@cuw.edu

Step 1: Complete an online application providing demographic information and course requests.

- NEW students from other states use: cuw.edu/apply Select the Dual Enrollment option
- RETURNING students can should connect with Amanda Saugstad (Amanda.saugstad@cuw.edu) regarding future registration.

New students or the counselor must submit a high school transcript to precollege@cuw.edu

Step 2: Account set up and course registration.

- Students will receive an email from our IT office 24-48 hours after acceptance. Students will need to set up student account using ID and temporary password the IT office has assigned them. Students are required to submit the registration link Amanda has sent in their acceptance email. From there, our office will work to register a student for the course selected.

ECCP students (WI state funding): Students should check with their local high school to determine requirements and deadlines for funding approval through ECCP. Students may use the Concordia ECCP Form.

CREDIT LOAD LIMITS

- It is highly recommended that new students take 1 class only.
- 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

Students enrolled in an international high school or in a U.S. high school as international student MAY enroll in Precollege 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

1. **MEMORIZE OR WRITE DOWN YOUR F00** You will need your F00+6-digit Concordia ID number as your login ID. Use F + zero + zero (don't use the letter 'O').

2. **CONCORDIA SINGLE-SIGN ON**
   Concordia uses a single sign-on system allowing students to login into Canvas, the Portal, email, and the library using the same login ID and password. You should only need to remember one password for all Concordia logins.

3. **CONCORDIA EMAIL** (first.last@cuw.edu)
   During a course, communication from the instructor and precollege office will be through Concordia email. Students should check their Concordia email at least 3 times per week during a term.
   New Students – Set-up your Concordia email and password

   a. For new students, Concordia's IT Office creates an email account (either @cuw.edu).
   b. An initial temporary password will be sent to the student's personal email (provided during the admission process) with directions for setting up the email password through the Portal.
      - Visit the portal at **my.cuw.edu**
      - Enter your Student ID (F00...) as your username
      - Login with the temporary password we emailed to you after being accepted
      - Set a permanent password
   c. If you need help with a password, contact the IT Helpdesk at 262-243-4357 or ITHelpdesk@cuw.edu
      You will need to provide your F00, date of birth, a personal email address, and the last 4 of your SSN.

   How to Access Your Email Account

   An email video tutorial is available at **Access Concordia email Video**
   [3:14] **Option 1 Through the Concordia Portal:**
   - Login **my.cuw.edu** using your Concordia login credentials (F00# and password).
   - Click on the envelope icon in the upper right corner of the portal .
   - **Option 2 Accessing Email directly**: Students from both campuses visit **outlook.office365.com**

   Accessing Concordia Email Through A Mobile Device (optional)
   Concordia email is a Microsoft Exchange account and can be added to any device with a compatible email app.
   This would eliminate the need to login to email through the Portal or Office 365.
   If your device has an Outlook app or the option to use exchange from Gmail or the default email app, use that.
   - If no existing Outlook or Gmail option on your device, in your device settings, find where to add an email account, and choose to add a new account. Select type as Exchange.
   - Username is the entire Concordia email address (not just your user name)

   If it fails to automatically find the settings, on the settings page:
   - Server is outlook.office365.com
   - Domain is blank
   - The rest of the settings can stay the same.

   You can reference **Microsoft's Outlook Help Page** for additional help.
   If you need assistance, give the IT helpdesk a call, 262-243-4357.

4. **RESET/CHANGE YOUR PASSWORD**
   If you have already created your password, you can reset your password using the **Self-Serve Password** option.
   Use **domain CUWS** for email ending @cuw.edu
   You can also reset your password on the Portal **my.cuw.edu**, and before signing in, select the "Click Here for Help" link. Follow the directions for changing your password.

5. ACCESSING A COURSE IN CANVAS (*The learning management system used by Concordia)*

Logging into your course. Complete the following steps when you are ready to begin'

1. Go to https://cuwaa.instructure.com/
2. Click on CANVAS SINGLE SIGN-ON
3. You will need to authenticate using DUO.
4. Once in Canvas, click on your Dashboard in the left-hand column. Your current course(s) will appear.

First Assignment/Enrollment Verification in Canvas. All students need to complete the First Assignment/Enrollment Verification. Complete the following steps:

- Click on Modules in the left-hand menu.
- Click on First Assignment/Enrollment Verification.
- Follow the instructions provided to complete the activity. Click *Mark Done* once you are finished.
- **Helpful Instructional Videos and Articles.**
  - Getting Started in Canvas
  - Submitting Assignments in Canvas
  - Discussion Participation in Canvas

  Personalizing Your Notifications. Once in Canvas, you can personalize how you receive course notifications, such as timing and delivery preferences.
  1. In the far left-hand menu, click on Account > Notifications.
  2. Review the following information: How do I manage my Canvas notification settings?

  Contact and Support. For 24/7 Canvas support, click Help & Support in the far left-hand column or call 1 (866) 426-0157.

6. SUBMIT ALL REQUIRED ASSIGNMENTS BY THE DEADLINE

Students are expected to submit all required assignments by the posted date and time (Central Time).

- No late submissions on the initial discussion post will be graded. A student who misses the deadline for the initial post may reply to posts from others to earn some points for the week.
- For non-discussion items, points will be deducted for late work:
  1-2 days late: 33% reduction, 3-4 days late: 66% reduction, 5 or more: no credit, grade of zero.
- No work will be accepted after the posted last day of class. Instructors have strict deadlines to submit final grades and late work cannot be graded after the course end date.

- **VIEWING GRADES**
  - **a. Current Course Grade** can be found in your course on Canvas.
  - **b. 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*) 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.*

- **ARCHIVE (BACKUP) YOUR WORK**

  Students are encouraged to save a backup copy of coursework and syllabus on a USB drive, iCloud, or Google Drive. The document will be available for a re-submission if needed.

- **CONCORDIA'S Learning Resource Center** offers these free resources to assist online students:
  - **a. 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.
  - **b. Disability Support Services - Learning Accommodations:** Students with a learning or physical disability or impairment who require accessible accommodations in order to obtain equal access to a course should contact the Director of the Academic Resource Center (ARC) & Accessibility Services:
    Mequon campus: (262)243-4299 or www.cuw.edu/arc

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.

- **LIBRARY**

Access to Concordia's online library is required in some course to access academic research resources.

Students with a @cuw.edu email, use:

Rincker Memorial Library (CUW) Portal:

my.cuw.edu (click the Library tab)

For library login assistance contact the online success advisor listed in the course or 262.243.4379

THE CONCORDIA PORTAL PAGE

The portal gives a student access to multiple campus resources all on one webpage that requires only a single login.
Students with a @cuw.edu email use: **my.cuw.edu**

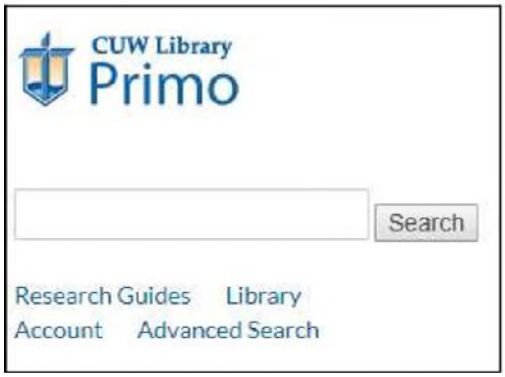
- The username is the student ID (FOO+6 digits) number. The password is the same as the canvas password.
- For password help, go to the portal and click the *CLICK HERE FOR HELP* link.

On the Portal webpage under the STUDENT **Student** menu you can:

- **Access email:** Click the envelope icon in the upper right corner.
- **Login to Canvas:** Locate Canvas under the student links tab on the main page of your portal.
- **Pay your Bill Online:** Use the PAY MY BILL ONLINE panel or go under student links tab.
- **View your Payment History:** Use the MY STATEMENT panel or go under student links tab.
- **View your Final Grade:** Use the STUDENT GRADES panel.
- **View your Academic Transcript or Class Schedule:**
  a. In the Banner Self-service box click BANNER SELF-SERVICE.
  b. Click STUDENT.
  c. Click STUDENT RECORDS to view
     - Academic Transcript
     - Class Schedule

Library

On the Portal webpage click the LIBRARY menu to access the Concordia online library.
Search using the PRIMO panel or use the LIBRARY TUTORIALS AND GUIDES.



Technology Requirements

Concordia online learners need to have access to a reliable computer and internet connection with enough bandwidth to view course materials and videos.

Students can purchase hardware and software at a discount through Concordia's Portal.

Hardware

Chrome Books, ipads, tablets and handhelds may be used to navigate the course but for quizzes, tests, and uploading assignments, a laptop or desktop is recommended.

- Mac OS X (10.12 or higher) or Windows PC (min. 7 or higher, 8 or higher is recommended)
- 4GB RAM (8GB RAM or more is recommended)
- 20GB of available hard-drive space or a USB drive or external hard drive to save and backup work
- Screen resolution set to 1280x1024.
- Broadband Internet access; minimum speed of 1.5 Mbps download, 750 Kbps upload.
- (In some courses) Webcam and microphone are needed for video conferencing with the instructor.
- Speakers or headphones

Web Browser Requirements

Check your browser settings at bit.ly/cuwaacheck

Browser: Firefox or Chrome are recommended.
Safari, Edge, and Internet Explorer are not compatible with some Blackboard modules.

Required browser plug-ins and settings:

1. **Disable pop-up blockers:** To allow exams and video windows to open.
2. **Cookies Enabled:** Blackboard uses cookies. Your browser likely already has cookies enabled.
3. **Java enabled:** Some features require Java.
4. **Flash enabled:** Some courses may include animations that require the Flash plug-in.
5. **Acrobat Reader** (or another pdf reader)
6. **Trusted domains:** If you will be accessing the course through a school network, for full functionality, the concordia.blackboard.com domain needs to be a trusted domain.

Software

1. Word Processor: Online courses require a word processor. Microsoft Office, Apple Pages, Google docs, or an equivalent is required. Concordia students are given free access to an Office 365 account while enrolled. See the Software Supplied Free section for activation instructions.
2. Presentation/Video software ***(In some courses)***: Media-based projects require PowerPoint or video recording/editing software. Links to free options are included in the courses that require a media presentation.
3. Anti-Virus Software: Activate a free or paid version to protect your computer and files.

Optional, but recommended

- USB Storage Device or cloud storage account for backup of important assignments.

Software supplied free

1. To access Office 365 visit **www.office.com** and login with your Concordia F00 and password. You may also view these **(download / instructions)**
2. Zoom for video meetings **(download / instructions)** Some instructors may use virtual office hours and video conference with students using Zoom.
3. Respondus Lock Down Browser (download / instructions) *(Only used in some courses for test taking)*

Mobile App

If using a mobile device to access the course, students should download the latest version of Bb Learn for Students from the itunes store or Google Play.

After download, open the app and search for "Concordia University – Wisconsin". Log in using your Concordia single sign-on credentials.

FINANCES

TUITION PAYMENT

Self-paying students will be billed for precollege classes AFTER they are enrolled in the class by Concordia.
State or district funded students may get an invoice, but should not pay. Concordia bills the state or school district.

- **Account Balance and Payment History:** Students can view statements on the Concordia Portal.
- **Payments:** Student can pay online using the Portal under the ***Pay Your Bill Online*** channel.
  - Debit/credit: (Visa, MasterCard, Discover), allow 2-3 business days to post.
  - Phone: Pay by phone through 262-243-4360. Payments are posted within 24 hours.
  - Pay by Mail: Mail a check with the student ID (F00) 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*** or call 262.243.4318.

TUITION RATES AND DISCOUNTS

The Precollege program charges a reduced tuition rate of $160 per credit. Students may qualify for more reductions:

- **Concordia Promise Scholarship** Students enrolled in a homeschool or Christian high school (who are not eligible for state funding) qualify for the Promise scholarship reducing the cost to $80 per credit for a maximum of 36 credits. The Promise rate cannot be used for Applied Music (private lessons) courses.
- **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.
- **Audit (no grade, no credit):** A dual credit on-campus student may audit a course, if approved by the department. The course fee is $80 per credit. The audit option is not available for online dual credit courses.

TEXTBOOKS

Most online courses, designated as dual credit, do not require a separate textbook purchase.

- On-campus courses and some online courses will require the student to purchase a textbook or e-text license.
- Concordia's bookstore website has textbook cost and information. If ordering on your own through another textbook site, be sure you have the exact ISBN number of the book to make sure you have the correct version. For math books, make sure the book also includes an access code to online material associated with the text.

DROP/WITHDRAWAL and REFUND POLICY

Students should consult with their online student success advisor to discuss options regarding a drop or withdraw.
A processed drop or withdraw cannot be overturned.

- **Student initiated request:** Both the student and the high school rep must approve the request.
- **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:

Semester 15-week course	Summer 14-week course
Drop before 1st submission 100% refund 'W' grade Drop week 1 100% refund 'W' grade Drop week 2 100% refund 'W' grade Drop week 3 100% refund 'W' grade Drop week 4 100% refund 'W' grade Drop week 5 100% refund 'W' grade Drop week 6-10 100% refund 'W' grade Drop week 11-15 100% refund 'F' grade	Drop Week 1 100% refund W Drop Week 2 100% refund W Drop Week 3 100% refund W Drop Week 4-7 100% refund W Drop Week 8-14 100% refund F
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.	

POLICIES

Students are to comply with the entire Code of Student Conduct, especially these policies related to Precollege.

ACADEMIC INTEGRITY POLICY

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

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 are 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

Christian high schools who have students participating in Precollege are considered Promise Partner Schools.

COURSE EXTENSIONS

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.

- Proof of illness or a 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

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

Students with a disability who require accessible accommodations in order to obtain equal access to a course should contact the Director of the Academic Resource Center (ARC) & Accessibility Services:

Mequon campus: (262)243-4299 or www.cuw.edu/arc

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

Precollege 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

High schools may establish local policies regarding Precollege. A high school may:

- have higher admission requirements (grade level, GPA, or test score) for their students.
- determine if the Precollege 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 Precollege 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 Precollege students.

TRANSCRIPTS

Students can view and print a list of grade through the portal (my.cuw.edu)
Transcripts must be requested by the student through the transcript request webpage.
A student should wait until final course grades are posted before requesting an official transcript.

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

TRANSFER CREDITS

Concordia is an accredited university and most Precollege 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 Precollege Contact List

Concordia University (CUW) 12800 North Lakeshore Drive Mequon, WI 53097-2402 262.243.5700

Precollege Program Coordinator and Advisor, CUW On-Campus and Online Admissions
Amanda Saugstad Amanda.saugstad@cuw.edu 262.243.4542

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

Online Student Services Assistant (OSSA) - Contact information listed in the course

- Enrolls students in online courses and processes drop requests.
- Assists students with questions (not related to course content).

High School Counselor/Representative - (an administrator or counselor at the high school)

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

Canvas Support For 24/7 Canvas support, click Help & Support in the far left-hand column or call 1 (866) 426-0157

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

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 Precollege advisor and director.
- **Address your instructor as "Professor" or "Doctor" or "Reverend"** unless instructed to use another title by your instructor. Instructors with a Ph.D., Ed.D. or Phar.D. should be addressed as "Doctor".

Registrar

CUW email students: Fax: 262.243.2610 Phone: 262.243.4345 Email: registrar@cuw.edu

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

Tuition Payment – 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.