

# UWHS Student/Parent Fact Sheet

## UW Educational Outreach Registration Services

P.O. Box 45010  
Seattle, WA 98145-0010  
phone: (206) 543-2310 or (800) 543-2320  
fax: (206) 685-9359 email: [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu)

### Course Information

Qtr: 201301      Reg. #: 128158      Course: CSE 142  
Title: *Computer Programming I ~ King's, Private*  
Credits: 4      Instructor: Mikel Thompson  
Course Dates: 1/28/2013 - 6/14/2013

### Before Registration

Courses offered through UWHS are official UW courses and therefore demand considerable work outside of the classroom. Successful students are self-motivated and willing to dedicate more time than the typical high school course demands. By registering for a UWHS course, students establish a permanent UW record. Participating students will receive a permanent UW student ID number and their UW grades are recorded on their official UW transcript.

### Registration

Registration forms are to be completed and submitted to the instructor no later than February 15, 2013. Full payment for the course must also be submitted at this time, and payment plans are not available. If the registration and course fees will be paid either partially or in full by another entity (e.g. the high school), check the "Third party payer" box on the Registration Form and include documentation regarding the third party's payment of the fees. (Payments made by a third-party may affect your household's taxes; contact a tax adviser for additional information.) Once all registration forms have been collected, the instructor will forward forms and payment to UW Educational Outreach. If a problem occurs with a student's registration, UW Educational Outreach will contact the student directly via phone or email.

Once students are registered for the course, they will receive a transaction summary in the mail, which serves as confirmation that they have been registered for the course. Retain this paperwork as it includes the student's UW student ID number. *It is the student's responsibility to ensure that his or her registration has been received and that he or she is registered for the course. If the transaction summary is not received by March 15, 2013, contact the Registration Office using the contact information at the top of this page.*

### Grading and Student Records

UWHS courses are graded using UW's numeric grading system in which the instructor may report grades from 0.7 (the lowest passing grade) to 4.0 in 0.1 increments, or the failing grade of 0.0. If a student misses the drop/withdrawal deadlines listed on the back of this page, a failing grade may be recorded on the student's transcript. Grades for UWHS courses will be posted approximately three weeks after they have been sent by the instructor.

Final and quarterly grade reports are not mailed to students. Grades are accessed online through MyUW at <http://myuw.washington.edu/>. To access this system students will need to set up their UW NetID using their UW student ID number and Private Access Code (PAC), which is sent with the transaction summary at the time of registration. The UW NetID also enables the student to access some UW resources, including the Library System.

### Transcripts and Credit Transfer

An official UW transcript is established when students register for UW credit; all future UW credit course activity (both other UWHS courses and coursework completed as a student at UW) is recorded on this permanent record of academic work. To transfer UW credit to another college or university, it is usually required that the student have an official UW transcript sent to that institution for review. There is a \$9 charge per official transcript copy. Transcripts can be requested by mail, in person, or online. For additional information contact (206) 543-5940 or visit: <http://www.washington.edu/students/reg/transcripts.html>

**PLEASE SEE THE BACK OF THIS PAGE FOR ADDITIONAL INFORMATION**

## Refunds

There are no refunds for this course.

## Drop/Withdrawal

Students who decide not to complete a UWS course must make an official withdrawal request in writing to UW Educational Outreach Registration Services by the deadlines outlined below, which override any posted dates for UW on-campus courses. Failure to withdraw from a course by the appropriate deadline may result in a permanent UW grade of 0.0 recorded on their UW official transcript.

Students who are enrolled in multiple courses that start in the same UW quarter have the option to use their "Annual Drop" for one of their classes and maintain enrollment in their other courses. The request to drop one class must be made by the equivalent of the seventh week of the quarter (this date is adjusted for the longer length of UWS courses as shown below). After this date, the only option available to students is to withdraw from all of their courses that started in that UW quarter. Students can use this "Annual Drop" only once during the academic year. However, if a student withdraws from all of their courses in one quarter, they can also withdraw from all of their courses in another quarter during the same academic year.

Students are charged a \$20 fee when using their "Annual Drop." No fees are charged for withdrawing from all courses in a quarter. Students who drop/ withdraw from a course are not eligible for a refund.

### UW Winter Quarter UWS Second Semester Courses

Enrollment	Drop Deadline (one course)	Use of Annual Drop (one course out of more than one in same quarter)	Withdrawal Deadline (all courses)
Enrolled in one second semester course	N/A	No	The last day of class at the high school or June 14, 2013, whichever comes first
Enrolled in two or more second semester courses	May 3, 2013	Yes	The last day of classes at the high school or June 14, 2013, whichever comes first

To make an official withdrawal request, students must email [uweoreg@pce.uw.edu](mailto:uweoreg@pce.uw.edu) with their full name, UW student ID number, course name, the course's five-digit registration number and a statement indicating that they wish to withdraw from the course. This information can also be faxed or mailed using the contact information at the top of the other side of this fact sheet. Only the student can make this request; neither the student's parent/guardian nor the instructor can officially withdraw the student.

Once the request is processed, students will receive a transaction summary in the mail. A "W," along with the equivalent week of the quarter in which the student was dropped from the class, will follow the course title on the student's UW transcript. A numeric grade will not appear on the transcript.

## Additional Information

For additional information regarding the UW in the High School program, visit the website at:  
<http://www.uwhs.washington.edu>

You can also contact the UW in the High School program with questions at [uwhs@pce.uw.edu](mailto:uwhs@pce.uw.edu) or (206) 685-6404.

Please retain this document for your records