Through the UW in the High School (UWHS) program, high school students can complete University of Washington courses — and earn UW credit — in their own classrooms with their own teachers. Students and teachers use UW curriculum, activities, texts, tests, and grading scales. Students earn a final grade over time; a grade does not depend on one exam. Students receive recognition for their UW work at most public institutions and many private ones.

The program gives students a chance to test their readiness for higher education in a familiar environment. The program also can help strengthen upper-division high school offerings, establishing a collaborative relationship between the UW and high schools.

UWHS Website: http://www.uwhs.washington.edu

Administrative Notes 2010-11
August 2, 2010

These policies and procedures are for teachers in the UWHS program, and guide the administration of UWHS courses in the 2010-11 school year.

Contents
1. Registration
2. Fees
3. Withdrawal and Refunds
4. Teacher Payment and Resources
5. Grades
6. Course Materials
7. Academic Honesty
8. Program Evaluation
9. Additional Resources for Teachers and Students
10. Contacts at UW
1. Registration

This chart indicates the deadlines for registration, withdrawal, and grade rosters.

<table>
<thead>
<tr>
<th>Course Length</th>
<th>Registration Forms Mailed to Teachers</th>
<th>Registration Forms Due at UW</th>
<th>Drop/Withdrawal Date</th>
<th>Grade Rosters Mailed to Teachers</th>
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<tbody>
<tr>
<td>Sept - Jan (1st semester)</td>
<td>August 23, 2010</td>
<td>October 8</td>
<td>If taking only one UWHS course, Dec. 10. If taking two courses, and dropping one, Nov. 14.</td>
<td>January 3, 2011</td>
</tr>
<tr>
<td>Sept - June (span both semesters)</td>
<td>August 23, 2010</td>
<td>October 8</td>
<td>If taking only one UWHS course, Dec. 10. If taking two courses, and dropping one, Nov. 14.</td>
<td>May 16, 2011</td>
</tr>
<tr>
<td>Jan - June (2nd semester)</td>
<td>January 10, 2011</td>
<td>February 18</td>
<td>If taking only one UWHS course, March 11. If taking two courses, and dropping one, Feb. 20.</td>
<td>May 16, 2011</td>
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</tbody>
</table>

Notes:
- There are no refunds for dropped classes.
- Students are allowed only one drop per school year. Each academic year (September through August) a student may drop one course. Once this "annual drop" is used, no additional drops will be permitted until the next autumn quarter. A W grade will follow the course title on the student's academic transcript.
- A grade of "X" will appear on students' official records as a place holder until final grades are submitted. (Refer to the section on Student Grades on page 4.)

Students who register for a UWHS class are establishing a permanent UW record. They receive a permanent UW student ID number and any grades they receive are recorded on their UW official transcript. Failure to withdraw from a course by the last date (see chart above) may result in a permanent UW grade of 0.0. For this reason, teachers should encourage only students whose chances of success are high to enroll in the program. UWHS students are considered non-matriculated students by the University of Washington.

Registration occurs in class. You will receive registration forms and a return-mail envelope. Twenty forms will be sent; if you need more, please make the necessary copies. Students should register using their full legal names. They must write legibly, preferably in block letters. Each registration must be returned in a sealed envelope in accordance with cash handling policies. Students should write their names on the outside the individual envelope so that you can generate a list prior to submitting all registrations together to UWEO. Registration forms with partial payment will be put in a pending file or returned to the student.

Please note that receipt and processing of student registration forms will trigger teacher and student access to UW libraries. It is therefore advisable to submit registration forms as soon as possible, but no later than the dates indicated on page one.
Mail all forms and payment together to:
   UW Educational Outreach Registration Services
   PO Box 45010
   Seattle, WA 98145-0010

Target Enrollment
The program aims for at least 16 UW-registered students per course. For new courses, teachers should aim for at least 6 UW-registered students. For small class sizes, teachers should aim for at least 50% enrollment for UW credit. Enrollments for multiple sections of the same class are combined. If you anticipate fewer than 10 UW-registered students, please discuss the situation with UWHS Program Manager Tim Stetter before submitting the registration forms.

Transaction Summary
Once students are registered, they will receive a Transaction Summary, or confirmation, of their enrollment. They should keep this document. It contains the student’s permanent UW identification number, course information, and is a receipt for payment. It also provides access to the UW Libraries. See the sample Transaction Summary on page 12.

Student ID number, Private Access Code (PAC) and UW NetID
Upon enrollment, students will be assigned a UW student ID number and a private access code (PAC). The UW ID is a seven-digit number that is the student’s official University of Washington student identification number. The UW ID number is printed on the Transaction Summary mailed to students after registering for their class. Remind them to keep a copy of their numbers in a safe place. UW student ID numbers are not released over the telephone or via e-mail.

After registering, students will also receive a separate letter providing their private access code (PAC). These codes are used to establish their UW NetID, their personal network identification. Once their UW NetIDs are established, they may connect to MyUW to view their registration schedule and grades, and access information about University resources and activities. If they need help or have technical questions, they can e-mail help@cac.washington.edu. This is the best place for students to print an unofficial transcript. They will always have access to their grades and unofficial transcripts through MyUW, no matter their enrollment status. See the sample PAC letter on page 13.

Students and UW Library Cards
Students who want a UW library card will have to bring their Transaction Summary to the Cashier’s office in Suzzallo Library. This summary will indicate to the library the exact dates of the course so the students can be issued a card valid for the duration of the course. Often teachers bring their entire classes with them to get cards. It is recommended that the library be contacted before that time. The number of the Cashier’s office is (206) 543-1174. Please check that all students have their Transaction Summaries before departing for the UW Libraries.

Accommodations for Disabilities
When visiting campus, accommodations for disabilities are available. To make arrangements, contact UW Disabilities Services Office as soon as possible at 543-6450 (Voice); 685-3885 (FAX), 543-6452 (TTY) or email access@u.washington.edu.
2. Fees

UWHS is a self sustaining program that is fully funded through student fees. We have made every effort to keep fees low and currently UWHS’s five-credit courses are roughly one half of the cost on campus. Listed below are the fees for UWHS courses for 2010-2011. All courses are 5-credit courses, unless indicated otherwise.

$299  Astronomy 101  
     Comparative Literature 240  
     Computer Science 142 (Note: This is a 4-credit course.)  
     Computer Science 143  
     Earth and Space Science 101  
     English 111  
     English 131  
     Fluency in Information Technology 100  
     French 103  
     German 103  
     Japanese 113  
     Oceanography 101  
     Spanish 103

$308  French 201 or 202  
     History 235  
     Japanese 211  
     Math 120, 124, 125, or 126  
     Spanish 201 or 202

Students also pay a $35 registration fee for each course. If a student takes two or more courses beginning in the same quarter, she only pays this fee once.

UWHS cannot offer financial aid for course offerings. While most students pay the full fee, some schools and school districts find ways to subsidize this cost through alternate funding sources.

3. Withdrawal and Refunds

To withdraw, students must e-mail uweoreg@pce.uw.edu with their full name, UW ID, course name, 5-digit registration number, and a statement indicating they wish to withdraw from the course. The same information can also be faxed to UWEO Registration at (206) 685-9359 or mailed to UWEO Registration Services at PO Box 45010, Seattle, WA 98145-0010. For the last date students can withdraw from a course, refer to the chart on page 2.

Students do not receive refunds for UWHS classes from which they withdraw.
4. Teacher Payment and Resources

Contract
Teachers for UWHS courses do not sign a contract with the University of Washington. The UWHS contractual agreement is between the University of Washington Educational Outreach and the teacher’s high school.

Payment
Teachers are paid for their classroom teaching by their contract with their respective schools. UWHS compensates teachers for administrative work associated with UWHS student registrations and other administrative tasks at the rate of $275 for every 25 students they teach. Once teachers have submitted the registrations for their classes, their payment amount will be entered into the UW payroll system. Teachers are paid in a lump sum. For first semester and full year classes, you will be paid on December 10, 2010. For second semester classes, you will be paid on May 25, 2011.

Class Lists
Your class list will be available online through MyUW. (See Instructor Access to Course Information Online instructions on page 14.) Teachers should check the names on the class list against those noted earlier to make sure there are no discrepancies. If there are any, please contact the UWHS Program Coordinator to investigate. Proofing the list is important because it is the basis for the final grade roster you will receive at the end of your course. At that time, investigating missing names may delay the grade recording process.

Instructor Access to Course Information Online
You must have a UW NetID and password to access your class list online. Once you are added to the UW payroll system, you will be given an Employee Identification (EID) number which you will use to set up a UW Net ID. If you have questions about your EID, please contact UWEO Fiscal Specialist Josephine Billon at (206) 685-6540. In the event that you need a class list before you have an EID, please contact the UWHS Program Coordinator.

If you are new to the UWHS program, you will have access to the MyUW site only after you have received your EID (Employee Identification Number), which will be e-mailed to you by UWEO Accounting Division once the W-4 and I-9 payroll forms have been submitted. Instructions on setting up your MyUW net account can be found at this link: http://www.washington.edu/computing/uwnetid

If you already have a UW Net ID, you can access the MyUW site and your class list once student registrations have been processed.

Resume and Syllabus
As required of all UW instructors, UWHS teachers must submit a revised resume every two years. These resumes will be attached in the course approvals to be routed to the academic departments. In addition, teachers should submit their course syllabus to the UWHS program team for its records. Please email your syllabus and resume to the Program Coordinator, Melanie Querimit at mquerimit@pce.uw.edu
Instructor Access to UW Library

All UWHS teachers will have access to the UW Library’s unrestricted databases. To obtain a UW library card and gain access to the restricted databases, an instructor must bring a letter from UWEO to the Cashier’s office in Suzzallo Library. The number of the Cashier’s office is (206) 543-1174. If you would like a letter in order to obtain this expanded use of the library, contact Tim Stetter.

Support and Continuing Education

The success of the UWHS program depends entirely on our ability to create supportive and sustainable relationships between UW academic departments and high school teachers across the state. We strive to provide teachers with high quality training and comprehensive support throughout the year. Especially in their first year, teachers can expect to depend heavily on the following support:

UWHS Staff

UWHS is administered through UW Educational Outreach. Our staff is the first point of contact for prospective teachers and we offer continued support for all aspects of program administration throughout the year. Program staff includes a Program Director, Program Manager, and Program Coordinator. See contact information on page 9.

Department Coordinators and Liaisons

Every UW department participating in UWHS has appointed a representative to provide course specific training, guidance, and evaluation to participating teachers. For approved teachers, this Liaison becomes the first point of contact for any questions regarding content, course structure, and grading. Liaisons will also conduct one site visit per year to offer teachers critical feedback and support.

Orientation and Trainings

New teachers are required to attend an orientation and training before offering a course. To stay current with program and course changes, returning teachers are required to attend an orientation every other year. For attending the orientation, teachers receive a $50 stipend, which is paid after the orientation. You will fill out and sign a stipend form the day of the training. Some departments also offer optional cohort training (in addition to the orientation) once or twice each year (varies by department).

Teacher Cohort

New teachers participating in the UWHS program will have the benefit of joining a cohort of teachers returning to the program. Our hope is that each cohort can share best practices, while offering peer mentoring and other professional development.

5. Grades

Grade Rosters

Final grade rosters will be mailed according to the dates listed in the chart on page one. If you do not receive one by then, please contact Sarah Loewe in UWEO Program Central Support at (206) 685-6320 or sloewe@pce.washington.edu.
It is very important to verify the names of students in the class well before the time arrives to give final grades. This should be done when you initially access the list via your MyUW account. Please check the names on the final grade sheet carefully. Because UWHS operates a bit differently from other UW programs, it is best to write in the name of any student missing from the grade sheet and then contact the Program Manager or Coordinator to follow up with collecting the registration information/payment. Cases of post-course registration will be handled on an individual basis.

**Giving Grades**
You must give numeric grades, from 0.0 to 4.0. Percentages or letter grades cannot be recorded, and we do not have the authority to give a grade without consulting you. This can be problematic if you have not given numeric grades and have left town or the school before we can reach you. A grade conversion chart is available at http://faculty.washington.edu/scstroup/Gradescale.html. Some departments have their own grade conversion scale. Please check with your department liaison or coordinator. For more information on University of Washington grading policies, refer to http://www.washington.edu/students/gencat/front/Grading_Sys.html

**Student Access to Grades**
Students will access their course grade through their MyUW account. Grades are not mailed to students. Information on accessing the MyUW account is included in the Private Access Code (PAC) mailing. Final grades may not be posted until two weeks after the teacher has submitted them to UWEO. In the meantime, the student will see an “X” after the course name in MyUW. This is merely a placeholder until the final grade is recorded and has no permanent significance. Students in full-year classes will have an “X” until the final grade is submitted at the end of the school year.

**Transcripts**
As soon as UWEO receives final grades from a teacher, they are sent to campus for recording. Generally this process takes three weeks to post, but it can take longer. Therefore, it is advised that students check their MyUW to see if grades are posted prior to requesting an official transcript. There is a $9 fee for every official transcript. The number of the transcript office is (206) 543-8580 and the web site is http://www.washington.edu/students/reg/transcripts.html.

**Transferability of Credit**
The UW cannot guarantee that another institution will accept credits earned through UWHS. Students should contact the admissions office of the school they think they might attend to inquire about how UW credits would be accepted. Students should keep a portfolio of their work, a copy of the course syllabus and information concerning grading policies. In some cases, an institution may not give a student credit for the course but may recognize the student’s successful work in other ways: granting admission to a higher level course or waiving a course requirement.

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6. **Course Materials**

Schools are responsible for providing course textbooks and materials for UWHS courses. The integrity of the program depends on all schools using the same materials as those used on campus. Therefore, we will keep schools informed of any proposed changes to course materials as soon as we hear of them. All course resources like quizzes, tests, and syllabi are provided by the department.
When new editions or new textbooks are adopted on campus, high schools will not be expected to provide the new edition or new book in the first year of its adoption on campus. However, schools should be planning to make the switch as quickly as possible. Schools will be allowed a second year grace period, if necessary, to acquire the new materials. By the third year, all UWHS schools must have the on-campus materials to remain in the program. Schools new to the program must start with the materials used on campus in the year they join.

7. Academic Honesty

When you suspect cheating with a UWHS student, you should consult the policies of your school. They take precedence over those of the UW since students are enrolled in the program only because it is offered at your school. Academic honesty is a difficult issue but teachers have every right and, in fact, the obligation to ensure that students are doing their own independent work. For information on UW’s academic honesty policies, visit http://www.washington.edu/uaa/gateway/advising/help/academichonesty.php

8. Program Evaluation

For every course taught, a participating teacher can expect a site visit conducted by the Department Coordinator and/or Liaison, as well as a course evaluation completed during the last week of the course by participating students. Just as on campus, end-of-course evaluations are mandatory for all courses. The UWHS program also conducts annual and periodic surveys of students, teachers, and administrators.

Site Visit
The Coordinator/Liaison will visit your classroom at least once for a classroom observation. This visit is to help build connections between the course as taught on campus and the course as taught in your classroom. The Coordinator/Liaison will offer and hear your suggestions, answer questions, and serve as a resource for your professional development. The Coordinator/Liaison will contact you to schedule the visit.

Course Evaluations
Towards the end of your course you will receive a packet of student evaluations. These are the same forms that are used on campus. You should use them only with your UWHS students, not with students who are not enrolled for UW credit. The evaluations are a “bubble sheet” evaluation form, as well as a one-page, short-answer survey. The teacher should not be in the room while the students are completing the evaluation, which should take no more than 15 minutes. A student should be assigned to distribute and collect the evaluations, put them in the postage-paid envelope, and drop it in a mail box. If you have not received course evaluations two weeks before the end of your course, please contact Darian Smolar in UWEO Program Central Support at dsmolar@pce.uw.edu.
**UW in the High School Surveys**
Each December students who have taken a UWHS course the previous school year receive a survey at their home address. From its results we gather important information on improving the program and which institutions recognize UWHS coursework. Every five years students who took a UWHS class four years before are surveyed to see how the program has affected their post-secondary studies; this survey will next occur in 2012. Every five years UWHS teachers, principals and counselors are also surveyed; this survey will occur in 2010.

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**9. Additional Resources for Teachers and Students**

**UW Webpage**
This portal to the University of Washington includes events, news, research highlights, academic departments, maps, and academic and teaching resources.
http://www.washington.edu/

**Online Discussion**
Through MyUW Catalyst, you can set up a discussion forum where teachers can exchange ideas and materials. Forums for several UWHS courses have already been set up. The forum address can be obtained from the subject-area liaison. If you do not have a forum for your subject area and would like one, talk with your Coordinator/Liaison. You do not need a UW computer account to access such forums. Many of the materials you need for your course, including syllabi and tests, are online. Many require a password and log-in for access. Please contact your subject-area Coordinator/Liaison to obtain this information.
http://www.washington.edu/lst/

**Campus tours**
To arrange a campus tour, contact the Visitor’s Center (206) 543-9198 or uwvic@u.washington.edu. Be sure to find out about parking arrangements when you call, especially if you bring a bus. Go to http://www.washington.edu/commuterservices/parking/ for information about parking.

**Language Learning Center**
Tapes and CD’s for your foreign language texts can be copied for a nominal fee at the Language Learning Center (LLC) in Denny Hall on the UW Seattle campus. Pre-copied sets are also available for a higher fee. Once you adopt your text, however, you are permitted to copy tapes and CD’s for use with your students. The LLC closes for a few weeks at the end of summer term. If you need things copied, be sure to contact the LLC before then. It is also very busy at the beginning of the university quarters (the end of September, the beginning of January and the beginning of April).
http://depts.washington.edu/llc/

**World Languages Day**
World language instructors present various workshops on culture, history, music, cuisine, art or language lessons. Students visit regular language classes and are informed about the different languages departments, majors and minors. http://www.pce.uw.edu/course.aspx?id=3895
**Math Day**

Top faculty present cutting-edge topics in the mathematical sciences. Participants choose from sessions throughout the day covering topics ranging from string theory to the mystery of tilings. Panel discussions on careers using mathematics as well as on the experiences of undergraduate math students are also part of the day's activities.  [http://www.pce.uw.edu/course.aspx?id=5443](http://www.pce.uw.edu/course.aspx?id=5443)

**Math Study Center**

This is a comfortable place and a supportive atmosphere for students to come together and study, in groups or individually. It is not a tutoring center in the traditional sense. The Center has on staff a number of tutors (both graduate student TA's and advanced undergraduates) who will sit down with students and answer questions to help them get unstuck. They do not provide long blocks of uninterrupted one-on-one tutoring. Textbooks, calculators and other study materials are available to be checked out for in-room use.


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### 10. Contacts at UW

**UWHS Program Staff**

Mona Kunselman  
Program Director  
mkunselman@pce.uw.edu  
(206) 685-6514

Tim Stetter  
Program Manager  
tstetter@pce.uw.edu  
(206) 221-6223

Melanie Querimit  
Program Coordinator  
mquerimit@pce.uw.edu  
(206) 616-0783
# UWHS Coordinators and Liaisons

<table>
<thead>
<tr>
<th>Subject</th>
<th>First</th>
<th>Last</th>
<th>Liaison/Coordinator</th>
<th>Email</th>
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<tbody>
<tr>
<td>Astronomy</td>
<td>Julie</td>
<td>Lutz</td>
<td>Coordinator</td>
<td><a href="mailto:jlutz@astro.washington.edu">jlutz@astro.washington.edu</a></td>
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<td>Comparative Literature</td>
<td>Gary</td>
<td>Handwerk</td>
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<tr>
<td>Earth Science</td>
<td>Liz</td>
<td>Nesbitt</td>
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<td></td>
<td>Stu</td>
<td>Dick</td>
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<td><a href="mailto:sedick@comcast.net">sedick@comcast.net</a></td>
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<td>English Composition</td>
<td>Anis</td>
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<td></td>
<td>Dave</td>
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<td>Gigi</td>
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<tr>
<td>Spanish</td>
<td>Joan</td>
<td>Fox</td>
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<td><a href="mailto:reges@cs.washington.edu">reges@cs.washington.edu</a></td>
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Sample of Transaction Summary

Transaction Summary

Home: 123-555-5555 / Work: 123-555-5555
E-mail: iamthemascot@uw.edu

Harry Husky
Drumheller Fountain Way
Seattle, WA 98195

For changes/questions contact
UW Professional & Continuing Education
Registration Services
PO Box 45010
Seattle WA 98145-0010
E-mail: uweoreg@pce.uw.edu
Telephone: (206) 543-2310
Fax: (206) 685-9359
UW Student ID: 0000000

Course Summary for Autumn 2009 as of 07/30/10

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<td>ASTR 101 C ASTRONOMY ~ GO DAWGS HIGH SCHOOL, SEATTLE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Educational Units: 5.00 (Academic Credit) Grading:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Numeric</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Instructor: Husky Dawg</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Class: 08/24/2009 through 06/11/2010 Other Other</td>
</tr>
</tbody>
</table>

Financial Summary for Autumn 2009 as of 07/30/10

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Charges</th>
<th>Full Refund</th>
<th>Partial Refund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/08/2009</td>
<td>ASTR 101 C (#104464): Tuition</td>
<td>No Refund</td>
<td>No Refund</td>
<td>299.00</td>
</tr>
<tr>
<td>10/08/2009</td>
<td>Registration Fee</td>
<td>No Refund</td>
<td>No Refund</td>
<td>35.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Payment/Payer Description</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/08/2009</td>
<td>Payment #1234567</td>
<td>Credit Card #8910</td>
<td>334.00</td>
</tr>
</tbody>
</table>

IMPORTANT: If you have registered for credit courses, you must establish your UW NetID and email account as soon as possible. A NetID is required to access MyUW, where you can view your course schedule, access maps, and activate your email. Review your email frequently for updates or additional course fees that may be charged to you outside of UW Professional & Continuing Education fees. If you have not registered for any credit courses, a UW NetID is optional.

For information about setting up your NetID and using MyUW, go to http://www.washington.edu/computing/uwnetid.
To drop a course or change enrollment information, send e-mail to uweoreg@pce.uw.edu. Refund deadline dates are listed above. Official procedures are listed at http://www.pce.uw.edu/resource.aspx.
Maps to UW Professional & Continuing Education facilities and class location are at http://www.pce.uw.edu/maps.aspx.
Dear Harry,

Welcome to the University of Washington Educational Outreach. We hope you find your experience with us rewarding and challenging.

This important letter provides you with the information you need to set up a UW NetID and password and should be retained with your personal records. You receive only one UW NetID and it is active whenever you are enrolled or associated with the University. If you previously created a NetID and password, but have forgotten either, go to https://uwnetid.washington.edu/newid/ and follow the instructions. You can also call UW Technology Services at (206) 221-5000 between the hours of 8:00 a.m. and 5:00 pm (Pacific Time), Monday through Friday.

To create a NetID and password, you need your UW student ID number and Private Access Code (PAC), which are printed at the bottom of this letter. Directions for creating your NetID and password are included on the next page.

Once you have established your NetID, you will also receive the NetID services for which you are eligible: all students may connect to MyUW at http://myuw.washington.edu, where you can view your class schedule and get information about resources and activities. If you paid a technology fee or purchased a computer account when you registered, you will have access to computers in campus computing labs, a UW-based email account, and the UW dial-in modem pool.

If you have registration questions, or wish to purchase a computer account for the term, call UWEO Registration Services at (206) 543-2310.

Sincerely,

UW Educational Outreach Staff

UW Student ID No: 0000000
Private Access Code: 000000
**Step 1:** Your Employee Identification Number (EID) is . New instructors will receive an email with their EID number once Accounting processes their completed payroll forms.

**Step 2:** Create a UW NetID and Password
Create your UW NetID and password at the UW Technology site: [http://www.washington.edu/computing/uwnetid/](http://www.washington.edu/computing/uwnetid/).
Returning instructors: For help regarding password problems, contact UW Technology at 206-221-5000 or help@u.washington.edu. ONLY UW Technology can reset passwords. If you have forgotten your UW NetID, contact your payroll representative, Josephine Billon, at 206-685-6540 to reacquire your EID and then contact UW Technology.
New instructors: If you receive an error message stating that the birth date you entered does not match your EID, please contact Tim Stetter at tstetter@pce.uw.edu.

**Step 3:** Access your course
Log onto your MyUW page at [http://MyUW.washington.edu](http://MyUW.washington.edu) using your NetID and password. Once logged on you will be at MyFrontPage. Click the "Teaching" tab at the top of the page.

Under UW Educational Outreach Teaching Schedule, click the MyUWClass icon under the Syllabus column (the far right column).
To view a list of your students, go to Electronic Class List on the right and click Display on a Web Page. You can view the list online or print it. To return to the MyUWClass page, click the X in the upper right hand corner.

If you experience any problems while accessing your course pages, please contact Tim Stetter.