

COURSE REQUESTS: www.crk.umn.edu/units/college-high-school/course-requests

FINAL GRADES & CLASS ROSTERS: www.myu.umn.edu

UMC CIHS Dates and Deadlines

2019 - 2020 SCHOOL YEAR	2019 FALL	2020 SPRING	YEARLONG
NEW SCHOOL SIGN-UP New schools wishing to take part in the CIHS program at UMC must complete the Prospective High School Application form and have their contract signed and all supporting materials submitted to UMC by this date.	March 11, 2019	October 7, 2019	March 11, 2019
INSTRUCTOR QUALIFICATION SUBMISSION All instructors wishing to teach in the CIHS program at UMC must submit their qualifications for approval to UMC by this date.	March 11, 2019	October 7, 2019	March 11, 2019
REQUEST NEW COURSE Instructors wishing to teach courses not yet approved by UMC CIHS must complete the Prospective Course/Instructor Application form.	March 11, 2019	October 7, 2019	March 11, 2019
COURSE REQUEST FOR SEMESTER SCHEDULE Instructors request for courses that are already approved by UMC, and must submit course syllabus using UMC Syllabus Template	April 3, 2019	October 21, 2019	April 3, 2019
REGISTRATION - START & END DATE All CIHS Student Registrations must be submitted to UMC by this date. New students wishing to enroll in the CIHS program must obtain permission for admission and registration from their high school.	April 17 - May 8, 2019	Nov. 4-25, 2019	April 17 - May 8, 2019
LAST DAY TO ADD WITHOUT PETITION To add student to the course, or register new students, go to this link: CIHS Registration Page	Sept. 27, 2019	Feb. 3, 2020	October 25, 2019
LAST DAY TO DROP WITHOUT "W" GRADE Complete the CIHS Registration Form , and submit to the CHIS Coordinator via email.	Sept. 27, 2019	Feb. 3, 2020	October 25, 2019
LAST DAY TO DROP WITHOUT PETITION (WITH "W" GRADE) Complete the CIHS Registration Form , and submit to the CHIS Coordinator via email.	October 25, 2019	March 11, 2020	January 24, 2020
FINAL GRADE SUBMISSION To find help with grading, go to this link: Grading Resources	January 29, 2020	June 8, 2020	June 8, 2020

Please attach this to your plan book as a reference.