



USING THE WRITE CLASS FOR ENGLISH COMPOSITION PLACEMENT AT CSI

Interim procedure – Early Spring 2017

[THEWRITECLASSCSI.COM](http://thewriteclasscsi.com)

1. To complete THE WRITE CLASS for CSI, students must be admitted and have a CSI ID#.
2. *The placement tool is not an exam.*
 - a. THE WRITE CLASS gathers information from students about previous writing experiences and gives students a clear set of expectations for each of the composition courses offered at CSI.
 - b. Honest and careful completion of the tool results in a computer-generated placement after which students may enroll in the course.
3. To complete the placement tool, students log in with name, DOB, email address, and CSI ID# at <http://thewriteclasscsi.com>
4. English Language Learners (international students, etc.) are identified early in THE WRITE CLASS instrument.
 - a. Many of them (most, in fact) will not complete the full placement instrument, but will be advised to complete the ESL vocabulary and writing sample exams in the testing center and be referred to Daryl Weber dweber@csi.edu for final placement.
5. After completing the placement instrument, a student may register for the course into which they placed by selecting a section of that course from the online catalog and using their Eaglemail to send name, CSI ID# and desired section to the Department of English, Languages, and Philosophy.
 - a. Departmental designees are:
Clark Draney cdraney@csi.edu
Deb Matier dmatier@csi.edu
Judy Hansen jhansen@csi.edu
Kim Madsen kmadsen@csi.edu
 - b. The department will verify placement and forward the email to the Registrar's office and the course will be added to the student's schedule (assuming there are open seats in that section).
6. Questions may be directed to Dr. Clark Draney, Department Chair, English – cdraney@csi.edu, 208-732-6810, Shields 112E.