Weber State University is continually working to make it easier for students to access information and receive the assistance they need. Students may apply for admission and access registration, transcripts, and a lot more on the Internet at weber.edu. Evening assistance is available at the One Stop Shop evening office, which is open until 8:00 p.m. Monday-Thursday (Student Service Center, Room 140). Academic advisement, admissions, registration and other enrollment services are also provided at the Davis Campus**. Class schedules are available in the Student Service Center, Union Building Bookstore, and at the Davis Campus, or one will be mailed upon request (call 801-626-6600).

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** Refer to page 358 for more information on the WSU Davis Campus.
The Office of Student Recruitment and Orientation Services is the liaison between prospective students and the University. Staff from this office arrange campus visits, and provide information to the community through various media. They also visit high schools and community colleges throughout the state and select schools in neighboring states. These visits are used to inform potential students, educators, and parents of the educational programs and opportunities available at Weber State University.

Campus visits may be scheduled through the Office of Student Recruitment and Orientation Services by phone or by visiting our web site at weber.edu/visitcampus.xml.

Orientation
Location: Student Service Center, Room 210
Telephone: 801-626-6050
Internet Address: weber.edu/orientation.xml

All new and transfer students should attend Orientation. It is designed to ease the transition of new students into the Weber State University community, and attain their desired outcomes. During Orientation, students will become familiar with:

- Student services, activities and the Weber State campus
- Procedures for obtaining parking permits, Wildcards, and Wildcat accounts
- Policies and procedures
- General Education requirements
- Degree specifications (i.e. BS, BA, BFA, BM & BIS)
- Requirements for Associate and Bachelor degrees
- College Tier/University Tier admissions status and the process to bridge from College to University Tier

Transfer Admissions Advisement
Location: Student Service Center, Room 210
Telephone/Appointments: 801-626-6050
E-Mail: transfer@weber.edu
Web Site: weber.edu/transferstudents.xml

Transfer students are strongly encouraged to contact the Student Recruitment and Orientation Services Office for valuable information and assistance while making the transition from another institution to Weber State University. This office provides advisement on general education requirements. In addition, students can contact this office before taking a course from another school to determine its transferability. This service is particularly helpful for those students who plan to transfer from out-of-state schools.

Please note that this office does not advise or evaluate credits. Those types of evaluations must be done by the individual departments.

Admissions Process
Admissions Director: Christopher C. Rivera
Location: Student Service Center, Room 101
Telephone Contact: Janet Shaner 801-626-6005
Internet Address: weber.edu/intlchecklist.xml

Before students may take classes at Weber State University, they must first be admitted. To apply for admission, submit a completed application form along with a $30 non-refundable processing fee and official High School/College transcripts to the WSU Admissions Office located in the Student Service Center, Room 101. This may also be done by mail:

Weber State University
Admissions Office
1137 University Circle
Ogden, UT 84408-1137

Application forms are available from the Admissions Office, Davis Campus and from all Utah high schools. In addition, students may complete an on-line application available by following the “apply” link from the WSU home page (weber.edu).

For more information visit the above Internet address or call 801-626-6050.

Refer to the Academic Calendar on page 2 of this catalog for semester dates.

Specific guidelines for international students are described on the next page.

Acceptance letters are sent to students for the academic semester indicated on their application. It is not required that students enroll in the semester listed in the acceptance letter as long as they notify the Admissions Office of the semester they wish to enroll instead.

Important: All information submitted for admission will be kept on file for one year. If applicants do not enroll within one year, the information will be discarded.

Freshman Students
Students will be considered freshman if they meet any of the following criteria:

- Students who have never attended any college or university.
- Students who graduated from high school in the 2003-2004 school year, even if they have completed college-level course work.
- Transfer students with less than 30 semester credit hours.

Application Steps for Freshman Admission
1. Submit an application for admission.
2. Pay the $30 application fee.
3. Submit an official transcript from the high school of graduation. The transcript should be sent directly from the high school to the WSU Admissions Office.
4. Submit an official transcript for any college-level course work completed through another institution. The transcript should be sent directly from the institution to the WSU Admissions Office.
5. Submit an official transcript for any college-level course work completed through another institution. The transcript should be sent directly from the institution to the WSU Admissions Office.

Transfer Students
Students who have attended another college or university after high school graduation, and have completed the equivalent of at least 30 semester credit hours, will be considered transfer students.

Students who have completed less than 30 semester hours will be considered freshman (see above). These students will also receive transfer credit based on the guidelines listed on the next page.
Application Steps for Transfer Students
1. Submit an application for admission.
2. Pay the $30 application fee.
3. Submit an official transcript from each college or university previously attended. The transcript must be sent directly to the WSU Admissions Office.

Transfer Credit
Students transferring to WSU with an Associate of Arts or an Associate of Science degree earned at any institution within the Utah System of Higher Education (USHE), will be considered as having met the WSU general education requirements. Students transferring from a college or university within the USHE after having met that institution’s general education requirements, upon certification of the registrar at that institution, will be considered as having satisfied the WSU general education requirements.

Credit for courses numbered 100 or above for a quarter course or 100 or above for a semester course are transferable to WSU when earned at a USHE institution. Credit will be carried on the student’s transcript by WSU but may not apply towards certain degree requirements. WSU Academic Departments will determine transfer credits acceptable toward their majors.

Credit for students transferring from accredited colleges outside the USHE system will be evaluated on a case-by-case basis.

International Students
International applicants with no prior college or university credit will be considered for admission by submitting evidence of the U.S. equivalent of a high school diploma with a cumulative grade point average equal to, or above, the U.S. equivalent of 2.50. International applicants who have attended a U.S. college or university and have at least 30 semester hours will be considered for admission as a transfer student.

Application Steps for International Students
The following must be submitted at least 60 days prior to the start of the semester in which the applicant plans to enroll.
1. An international application for admission filled out (print clearly). (See weber.edu/intlchecklist.xml)
2. A $45 USD non-refundable application fee (check or money order payable to Weber State University).
3. An Immunization Record (make sure that the amount being verified by the bank is listed in U.S. dollars ($)).
4. If you have a passport, include a copy of the main page (1st page) that lists your name, address, photo and other important information.
5. A Confidential Financial Statement. Make sure that the amount of support required for one year is verified by a letter as well as a bank statement from a banking institution that says the money is available for your use. You may submit this letter and bank statement from any banking institution in the world. Please make sure that the amount being verified by the bank is listed in U.S. dollars ($).
6. Official transcripts for certificates and diplomas from all high schools, colleges, and universities previously attended. To be considered official they must either be sent directly from the school to Weber State University or be in a sealed envelope. The transcripts must show course work taken and marks earned. Please send them in the original language as well as an English translation, if appropriate.

If you wish to receive credit for college/university course work completed outside the United States, you will need to have your course work evaluated by a company that evaluates international transcripts. You may request a list of companies from which WSU will accept evaluation reports. Once you receive the evaluation report, please send or bring a copy of the report to the WSU Admissions office so that this information can be added to your student record.

If you wish to apply for a graduate program at WSU, you will need to apply for admission with the graduate program in addition to applying to the University. Your academic credentials must be evaluated to verify that you have the equivalent of a bachelor’s degree. The WSU Admissions office will notify the graduate program once your credit evaluation report is received. You will need to meet the graduate program’s admission requirements before you can be issued an I-20.

If you are transferring from a college or university within the United States with at least 30 credit hours and a 2.5 GPA or higher, you will be considered a transfer student. You will need to inform the school you previously attended that you wish to transfer to Weber State University and submit a Transfer Authorization form. If you are transferring from a school outside of the U.S., you will be considered a freshman until your credit evaluation report is received and entered into your student record by the WSU Admissions office.

A TOEFL score is not required for admission to WSU; however, if you do have a TOEFL score of 500 (173 computer based) or higher, you will not have to take ESL courses. With no TOEFL score, or with a score below 500, you will have to take an achievement test to determine your English level.

Additional Requirements
International students must attend every semester and take at least 12 credit hours each semester. All international students are required to meet with the International Student Advisor immediately after enrolling in classes to receive individualized guidance (refer to Services for International Students in the Student Affairs section of this catalog). The International Student Advisor gives assistance to students in meeting U.S. Immigration and Customs Enforcement requirements concerning visas, passports, permits, permission to work, and related matters. Students are also assisted in making academic, social, and environmental adjustments to campus and community life.

International students must carry medical insurance each term unless they submit evidence of independent coverage.

Graduate Students
WSU offers graduate programs leading to a Master of Education Degree in Curriculum and Instruction (M.Ed.), a Master’s Degree in Professional Accountancy (MPAcc), a Master’s Degree in Business Administration (M.B.A.), and a Master’s Degree in Criminal Justice (M.S.C.J.). Information concerning admission to these programs is located within the Jerry and Vickie Moyes College of Education, the John B. Goddess School of Business & Economics, and the College of Social and Behavioral Sciences sections of this catalog. Students should contact the Teacher Education Department at 801-626-6728, the School of Accountancy at 801-626-6897, the M.B.A. Program at 801-626-7545, or the Criminal Justice Department at 801-626-6146 for application forms and additional information.

Departmental Admissions
For a number of programs, students must submit a separate application and fee and must meet additional admission requirements specific to that program. More detailed information is available in this catalog under the Admission Requirements listed for each program. Students should contact the academic department responsible for the program in which they are interested for more information about specific admission and/or prerequisite requirements.
ADMISSION REQUIREMENTS

Upon acceptance for admission, students will be placed in either the College tier or the University tier based on ACT/SAT and/or placement test scores. Students placed in the College tier may register for only lower-division courses (courses numbered 2999 or lower). These courses are generally required for diploma, certificate or associate degree programs. Students in the University tier may also register for upper-division courses ( courses numbered 3000 or higher) and required for bachelor degrees). Students initially placed in the College tier are advanced to the University tier upon completion of the requirements listed on the next page.

University Tier

Freshman Students

New freshman students, and transfer students with less than 30 semester credit hours, will be admitted to the University tier on the basis of the following:

- Minimum scores of 17 on the English and 23 on mathematics.
- Verification of high school graduation from an accredited high school or General Education Development test (GED) with scores established by the University. (See Applicants Without High School Diplomas on the next page.)
- Minimum scores of 17 on the English and 23 on mathematics sections of the ACT or their equivalents on the SAT or COMPASS placement tests.

Transfer Students

Transfer students with more than 30 semester credit hours but without an associate degree and with a cumulative GPA of 2.00 or above will also be admitted to the University tier. Transfer students with a cumulative GPA below 2.00 will be referred to the Admissions Committee and may be considered for admission to WSU on warning or probation according to the current Academic Standards policy.

Moving from the College Tier to the University Tier

Students who enter at the College tier will be notified and automatically advanced to the University tier upon completion of all of the following:

- A score of 65 or greater on the COMPASS college algebra exam.
- A grade of "C" (2.00) or better in Math QL1030 or Math QL1040.
- A grade of "C" (2.00) or better in Math QL1050 or Math QL1080 or any mathematics course having either course as a prerequisite.
- A score of 3.0 or above on either AP Calculus test or the AP Statistics test.
- English Competency which is met by achieving a grade of 2.0 or better in Engl EN1010 and Engl EN1020.

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WEBER STATE UNIVERSITY 2004 – 2005 CATALOG

General

Profile

Enrollment

Student Affairs

Academic Info

Degree Req

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HNRs

BS

URSCI

Intro Minors

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ISAT

Education

MEDUC

CHFAM

ATHL/JAT

Health/Nutr St

PE/ReC

EDUC

Health Professions

CLS

DENS

PARAMD

HTHSCI

HASS/HIM

NURNG

RADTEC

DMS

NUCMED

RadiTher

Science

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CHEM

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Math/MAthEd

MICRO

PASS

ZOO

Social & Behavioral Sciences

MCJ/ECN

ECON

GEOG

HIST

POLSCI

PHIL

PSYCH

SOCLWK

Geront

SOCOLY

Anthro

AEROSP

MILSCI

NAVSCI

Continuing Ed

Davis Campus

WEBER STATE UNIVERSITY 2004 – 2005 CATALOG
• Successful completion of 20 semester credit hours of course work with a cumulative GPA of 2.25 or better.

Placement
All students will be placed into English and Math courses according to their ACT, SAT or COMPASS placement test scores.

English Placement
To enroll in English EN1010, a student must have first:
• Achieved a score of 17 or above on the enhanced ACT English test; or
• Passed the COMPASS English Placement test (available at the WSU Testing Center); or
• Passed English ND0960, Developmental Writing, with a grade of "C" (2.00) or above

Math Placement
To enroll in Math QL1030 - QL1080, a student must have first:
• Scored a 23 or above on the enhanced ACT Mathematics test within the past 24 months;
• Passed the COMPASS Math Placement test within the past twelve months (available at the WSU Testing Center) with a score high enough to be placed in Math QL1030, Math QL1040, Math QL1050 or Math QL1080; or
• Passed Math 1010, Intermediate Algebra, with a grade of "C" (2.00) or above within the past twelve months

• A student may take the placement exam a maximum of three times within the previous three years.

Developmental Course Fee
Students who do not meet the requirements for enrollment in English EN1010 and Math QL1030-QL1080 (see above) will be charged an additional fee for each semester they are enrolled at WSU until these requirements are met. Further information is available from Academic Support Services, Student Service Center Room 160 (telephone 801-626-7847).

Applicants Without High School Diplomas
(Current high school students are not eligible.)
Applicants who are not high school graduates must present evidence of high school equivalency to be considered for admission. High school equivalency may be satisfied in one of the following ways:
• Passing the General Education Development test (GED) with an overall score of 45 or above with no individual score below 40. Applicants who satisfy high school equivalency via the GED must also submit ACT/SAT or Basic Skills placement test results.
• Passing the American College Test (ACT ) with a composite score of 25 or above (SAT score of 840 or above). Applicants will be placed in either the College tier or the University tier based on their test scores. Applicants who plan to submit GED scores in lieu of a high school diploma are not eligible to take the test prior to the graduation date of their high school class.

Readmitted/Reactivated Students
Students who interrupt their enrollment at WSU by not registering for one or more semesters, with the exception of summer term, must contact the WSU Admissions Office to reactivate their file.

• Students with less than one year’s absence, and who have not attended any other university or college during that time, may call the WSU Admissions Office at 801-626-6743 to reactivate their files.
• Students who have attended another school since last attending WSU will be considered transfer students and must submit an official transcript from each institution attended since last enrolling at WSU along with a $10 application fee.
• Readmitted students will be placed into the appropriate tier. All students admitted to WSU prior to the Summer of 1997 will be readmitted into the University tier.

Admission Appeal Process
An information sheet highlighting grounds for appeals to admission decisions is available at the WSU Admissions Office.

Utah Residency
The Admissions Office classifies all applicants as either resident or non-resident. Applicants whose credentials indicate out-of-state status are classified as non-residents. If there is doubt concerning resident status, an applicant is classified as a non-resident.

Non-residents who have reason to believe they can qualify for resident status should file a residency application with the Admissions Office. Applications are accepted only until the end of the third week of the current semester. Any application received after the third week will be considered for the following semester only.

Residency applications are available in the Admissions Office. Each application will be considered in accordance with the provisions of Utah Code Annotated 53B-8-102 and Utah State Board of Regents Policy and Procedures R-512 and WSU PPM 6-1.

SPECIAL ADMISSION PROGRAMS

Early College
Location: Promontory Tower, Room 211
Telephone: 801-626-7362

Early College allows students to fulfill both high school and university graduation requirements at the same time by attending classes at the university while they are still in high school. University faculty teach classes, and the credits/grades from the Early College program become part of the student’s permanent WSU transcript. Students are responsible for the university tuition and fees, and Utah colleges and most out-of-state and private universities will accept Early College credits.

For updated information see www.weber.edu/ce/earlyaccess.asp.

First Year Experience
Location: Student Service Center, Room 219
Telephone: 801-626-6081

The First Year Experience (FYE) Program is designed to help incoming students make a successful transition into the university community. In the FYE program, students are taught to:
• Master academic skills, such as note taking, textbook reading, test-taking, writing, and time management
• Gain a knowledge and use of campus resources
• Demonstrate effective interpersonal skills with a variety of people
• Develop a sense of belonging to the WSU community through the connections with other students, teachers, mentors and WSU employees.

The FYE Program is further explained under the Interdisciplinary Studies section of this catalog (page 43).
Honors Program
Location: Library, Room 225
Telephone: 801-626-7591

The Honors Program is designed to offer students of superior ability and motivation opportunities to broaden and enrich their academic program and accelerate their preparation for graduate work. The Honors Program is further explained on page 43.

Senior Citizen
Location: Student Services Center, Room 101
Telephone: 801-626-6743

Utah residents age 62 and over are permitted to enroll on a tuition-free, audit basis. Senior citizens will be required to complete an application for admission and register at the Registration Office on or after the first day of class. Where applicable, senior citizens will be charged a fee for use of consumable materials. A $10 per semester administrative fee will be charged and enrollment is limited to space availability.

Scholarships

Scholarship Supervisor: Charlotte Argyle
Location: Student Service Center, Room 101
Telephone: 801-626-6029
Internet Address: weber.edu/scholarships/

WSU awards scholarships for achievement of excellence in either academics or specific activities as described below. Unless otherwise specified, all scholarships are for one year and are renewable. New students are automatically considered for scholarships upon completion of an Admission Application. Continuing students must apply by January 15 for all scholarships, and are encouraged to update their personal information on the web each year.

The priority deadline for scholarships is:
- Continuing Students: January 15
- New Freshman: February 1
- Transfer Students: March 1
- Financial Need Based: March 1

Students may have only one full waiver per semester from academics or activity, or a combination of both.

Academic Awarding Categories

New Freshmen
Scholarships include F. Ann Millner Presidential Awards (a minimum of 4 years of tuition waiver), High Honors, Honors, Sterling Scholar, Regional Winners, Governor's Excellence in Vocational/Applied Technology, and National Merit. Awards may consist of full or half tuition and are generally based upon the admissions index or upon completion level.

Transfer Students
Scholarships are awarded based upon cumulative GPA and completion of 12 GPA hours of college credit. Scholarships include High Honors and Honors.

Continuing Students
Scholarships of full or half tuition are based upon the cumulative GPA. A minimum of 12 semester credit hours at Weber State University is required for this category. A maximum of 8 semesters is allowed. Scholarships include High Honors and Honors.

Wildcat Activity Award Categories

General Requirements
- Must maintain a minimum 2.50 cumulative GPA
- Must be registered full time (12 credit hours).

Activity scholarships are one-year awards waiving full or half tuition, and are based on the student's abilities or outstanding achievements. Activity scholarships (with the exception of leadership scholarships) may be renewed when the student meets the selection criteria established by the awarding department. A maximum of 10 semesters is allowed.

Scholarships for Specific Activities

With the exception of leadership, students are required to contact the activity area to get information about specific requirements and auditions. Scholarships are available in the following areas:

Performing Arts - Band, Orchestra, Dance, Theatre Arts, Piano.
Debate - contact WSU Communication Department, 801-626-6426.
Cheerleaders and Pro/Mo Dancers - audition only, contact WSU Athletics, 801-626-6500.
Rodeo - write to Rodeo Club, c/o Roger Johnson, WSU 3002 University Circle, Ogden, UT 84408-3002.
Signpost - Student newspaper. Contact WSU Communication Department, 801-626-6426.
KWCR Radio - Contact WSU Communication Department, 801-626-6426.
Visual Arts - Contact WSU Visual Arts Department, 801-626-6455.
Bowling - Contact Bowling Club at 801-626-7984.
Women's Soft Pitch - Contact 801-626-6005.

Leadership Scholarships
These scholarships are available only to graduating high school seniors and transfer students. Students need not be student body officers to be considered. In addition to the scholarship application, students applying for a leadership scholarship must submit the following:
1. A one-page resume of high school and community extra-curricular activities/experiences. Emphasis on leadership responsibilities.
2. Two signatures of recommendation from counselors and/or teachers.
3. Other information as requested.
Deadline is February 1 for new freshmen and March 1 for transfer students.

Donor Sponsored Departmental and Special Consideration Scholarships (Privately Funded)
Privately funded scholarships are awarded according to the donor's specifications, which can be major-specific (often referred to as departmental scholarships), need-based or special conditions.

General Requirements
- Maintain the minimum GPA specified by the scholarship (varies between 2.0 and 3.7)
- Register for the minimum number of credit hours specified by the scholarship (most scholarships require 12 credit hours)

Scholarships for Out-of-State Students
Non-resident students are eligible for scholarships in the categories outlined above. The waivers are equivalent to the in-state portion of the student's tuition; the student must pay the difference between in-state and the out-of-state tuition. Established policies and procedures are the same for resident and non-resident students.
International Students

International students who have completed 12 credit hours at WSU or another accredited U.S. university may apply for any non-resident scholarships. Donor specified selection criteria are the only limitations imposed upon international students for sponsor scholarship competitions.

Western Undergraduate Exchange (WUE)

This is a reciprocal tuition reduction program between 14 participating western states. Tuition for WUE students is the regular in-state tuition plus 50 percent of that amount. WSU excludes Teacher Education, Nursing and Dental Hygiene majors.

Participating states are: Alaska, Colorado, Hawaii (four-year college level only), Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming. For complete information on the Western Undergraduate Program write to: Student Exchange Programs, Western Interstate Commission for Higher Education, PO Drawer P, Boulder, CO 80301-9752, or call (303) 541-0214. The deadline for application for WUE is May 1.

Utah Code 53-34-2.4 (100 Mile Tuition Reduction)

This is a non-resident partial tuition reduction awarded initially only to an undergraduate student who has not previously been enrolled in a college or university in Utah and who has enrolled full-time and whose legal domicile is within approximately 100 highway miles of the Utah institution at which the non-resident student wishes to enroll. The reduction may not be more than one-half of the differential tuition charged to non-resident students. The deadline is May 1.

Scholarship Waivers

Any deferrals, exceptions or extended leaves of absence require a written request. Forms are available in the scholarship office.

FINANCIAL AID

Direct: Richard Effiong
Location: Student Service Center, Room 120
Telephone: 801-626-7569
Internet Address: weber.edu/financialaid/

The Financial Aid Program was established to assist students in achieving educational goals. The following sources of financial aid are available for eligible students:

Grants - funds that are considered gifts and do not have to be repaid if satisfactory progress is maintained.

Student Loans - funds that are loaned to students and must be repaid.

Work-Study - employment opportunities that allow students to earn funds to help pay for school.

Each form of financial aid has different regulations. The following is only a brief summary of the financial aid process. Students desiring financial aid should contact the Financial Aid Office as early as possible for guidance and assistance. Applications for financial aid need to be submitted by March 1.

General Eligibility Requirements

• Meet the admission requirements of WSU as described in the Admissions section of this catalog. (Conditional admission does not qualify for Federal aid.)

• Be enrolled or accepted for enrollment in a program that leads to a degree or certificate at WSU.

• Be a U.S. citizen, permanent resident, or other eligible non-citizen.

• Be registered with the Selective Service, if required.

• Be in good standing (not in default) on any student loan, federal loan or grant. (Any previous student loans must be within the annual limits.)

• Maintain satisfactory academic standing. (See Satisfactory Progress on the next page.)

• Sign a Statement of Educational Purpose/Certification outlining refund and default penalties.

Types of Financial Aid Available at WSU

Grants/Gifts

Grants are gifts that do not have to be repaid if satisfactory academic progress is maintained. All grants require a minimum GPA of 2.00 by the end of the second year whether attending full- or part-time. All grants require that the student demonstrate a financial need. The types of grants available are:

Federal Pell Grant - Available to undergraduate students. Awards may range up to $4,000 per year.

Federal SEOG (Supplemental Educational Opportunity Grant) - Awarded to help undergraduates pay for their education after high school. Awards may range up to $4,000 per year.

LEAP (formerly SSIG - State Student Incentive Grant) - Available only for Utah resident undergraduate students. The maximum yearly award varies.

UCOPE (Utah Centennial Opportunity Program for Education) - Available only for Utah resident undergraduate students. Maximum yearly award varies.

Students should contact the Financial Aid Office to see if they qualify for one of these grants.

Student Loans

Loans are aid that must be repaid. The types of loan programs available are:

• Federal Student Loan Programs
  Federal Perkins Loan (formerly National Direct Student Loan)
  Federal Family Education Loan (FFEL)
  * Subsidized Stafford
  * Unsubsidized Stafford
  * Federal Parent Loan for Undergraduate Students (FPLUS)

• Short-Term Loans

Short-Term Loans are available for the cost of tuition and fees through a variety of sponsors.

Detailed information on loan programs is available from the Financial Aid Office.

A monthly payment plan is available through Key Education. Call KeyBank at 800-KEY-LEND or call 801-626-7004 for details.

Employment - FWSP (Federal Work-Study Program)

This program provides jobs for undergraduate and graduate students who meet the basic eligibility requirements for financial aid and demonstrate financial need. Jobs are available both on-campus and off-campus. The Career Placement Center (Student Service Center, Room 230) has a listing of all available jobs and, where possible, will help students with employment that relates to their course of study. Work study earnings are not reported as income in the application for federal aid, which makes the student eligible for more grant money.

Application Process

Students should first determine if they are eligible for financial aid. Refer to the General Eligibility Requirements. The early application deadline is March 1; this does not guarantee receipt of any specific type or types of grants. Applications received after the deadline will be processed as quickly as possible with no guarantee that the award will be ready to meet fall semester tuition and fees payment deadlines.
**Application Steps**

The WSU FINANCIAL AID CODE IS 003680. This code will be needed to complete your application. All applications and forms are available at the Financial Aid Office.

1. **Complete the Free Application for Federal Student Aid (FAFSA)** or the Renewal Application (for continuing students). (Students should make a copy for their records.)
   
   Students apply for Federal Student Aid via the Internet at www.fafsa.ed.gov.

2. **Complete the WSU Supplemental Application for Financial Aid** form (available at weber.edu/financialaid).

3. **Submit a copy of the student’s personal 1040 tax return, if filed, and spouse and/or parent 1040 forms, if applicable.**

**Special Requirements**

- **Married students** under 24 years of age with no dependents must submit a copy of their marriage certificate.

- **Students applying as Separated/Divorced or with parents who are Separated/Divorced,** must also submit a copy of the Separation/Divorce Decree.

- **Students who are eligible non-citizens** must also submit a copy of their Alien Registration Receipt Card (forms I-151, I-551, I-1551C, or I-94 with proper endorsements).

Students are advised to apply online (see items 1 and 2 above for appropriate web sites). Applications will go through a Federal "needs analysis." The ability of a student and the student’s family to contribute, as well as other resources, will determine the need for financial assistance. Students will receive a Student Aid Report (SAR) which will provide information on family contribution and financial need. To make changes to the data, students should bring the SAR to the Financial Aid Office. When a student’s file is complete, an Award Offer will be sent to the student which will list the financial aid programs and the monetary amounts for which the student is eligible. It is important that the signed and dated Award Offer be returned to the Financial Aid Office within the specified time period. The returned Award Offer must include which awards are accepted or rejected. Continuing students should accept their award online at weber.edu/financialaid.

An award may be canceled if the Award Offer is not returned within the specified time period.

**Satisfactory Progress**

Students working toward a first bachelor degree may receive financial aid up to a maximum of 189 semester credit hours. For students enrolled in a two-year degree program the maximum credit hours will be prorated accordingly.

**Qualitative (Academic Standing)**

In addition to the University’s standards, all students who receive financial aid must maintain at least a “C” average cumulative GPA (2.00) by the end of their second year of attendance, or after attending four semesters. Students not meeting this requirement will be disqualified from financial aid until they bring their cumulative GPA to the minimum requirement.

**Quantitative (Completion Rate)**

Students who receive financial aid must satisfactorily complete (receive grades other than I, T, W, UW, NC, E, or AU) a specified minimum number of credit hours based upon their award level. Any exceptions to this requirement must be approved by the Financial Aid Committee. Only cases resulting from mitigating circumstances will be reviewed by the committee.

**Eligibility Status**

Students who receive financial aid and are under the minimum number of credit hours required by their award level will be put on probation or suspended from receiving financial aid based on the following:

- **Probation:** 1-7 deficit hours

  Students on probation are also placed on a satisfactory progress contract and their performance monitored each semester until the deficiency is corrected. While on probation, students must reduce the number of deficit hours by at least two credit hours each semester. Students may be on probation for a maximum of two consecutive semesters. If all deficit hours are not made up within the two semesters, the student will be disqualified from receiving financial aid.

- **Suspension:** 8 or more deficit hours

  Suspension will also occur if a student has been on probation and not corrected the number of deficit hours after two consecutive semesters. Students who are suspended will be sent information regarding the appeals process. Students may also enroll in the summer term without using financial aid in order to make up deficit hours. Credit hours transferred from other colleges/universities will be included in the total hour eligibility for satisfactory progress whether or not financial aid was received at the other institution(s).

If students change their program of study, credit hours completed for the previous major or majors will still be included in the total number of hours for financial aid eligibility even though the credit hours may or may not satisfy program requirements for the new major.

**Appeals & Reinstatement of Aid**

Students disqualified from financial aid can regain eligibility by making up deficit hours without using financial aid and/or by bringing their cumulative GPA to at least 2.00. Appeals for an exception from satisfactory progress requirements may also be made to the Financial Aid Committee.

**Refunds and Repayments**

Students who officially withdraw from school no later than the ninth week of the semester may be entitled to a proportionate refund of tuition and fees. All refunds and repayments are returned to the federal program from which they were paid. The amount is determined according to the federal return of Title IV funds policy. Students who withdraw completely from school may be required to repay a portion of the money received for living expenses. These students should contact the Financial Aid Office for more information.

**Student Expense Budget (Cost of Attendance)**

The cost of attending Weber State University includes direct educational costs such as tuition, fees, books and supplies, as well as living costs such as room and board. Following is a table that gives an approximate budget for students attending the 2003/2004 fall semester.

<table>
<thead>
<tr>
<th>LIVING</th>
<th>PARENTS</th>
<th>OTHER</th>
<th>NON-RESIDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/fees</td>
<td>$2,632</td>
<td>$2,632</td>
<td>$7,958</td>
</tr>
<tr>
<td>Books/supplies</td>
<td>900</td>
<td>900</td>
<td>900</td>
</tr>
<tr>
<td>Room/board**</td>
<td>2,835</td>
<td>6,030</td>
<td>6,030</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,108</td>
<td>1,108</td>
<td>1,108</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>1,275</td>
<td>2,614</td>
<td>2,614</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$8,750</td>
<td>$13,284</td>
<td>$18,610</td>
</tr>
</tbody>
</table>

*Based on attending full time. Please note that these figures are from last year. Current tuition and fee amounts by credit hour load are published on the web at weber.edu/costs.xml. Graduate tuition and fees vary by program and are published in each semester schedule.

**Room and board can vary greatly depending on whether or not students live in the dorms and what meal plan they select.**
ACADEMIC ADVISEMENT CENTER

**Director:** Jill Grob  
**Location:** Student Service Center, Room 140  
**Telephone:** 801-626-6752 (option 5) or 800-848-7770  
**Internet Address:** http://departments.weber.edu/aac  
**E-Mail:** advise@weber.edu

The Academic Advisement Center facilitates the academic success of two important student populations: (1) students who have not yet declared a major and (2) students who are pursuing an associate's degree in General Studies. The Center's advisors...  
• Assist undeclared/undecided students and General Studies students with academic career planning, including course selection  
• Consult with undecided students interested in learning more about the different majors available at Weber State  
• Help undeclared students and General Studies degree students understand their general education requirements  
• Clarify for students the difference between College Tier and University Tier status  
• Facilitate the movement of undeclared students and General Studies students who are on probation due to poor grades toward the achievement of "good standing"  
• Operate the One Stop Shop  
• Refer students to other campus support services that can also help meet their academic needs and non-academic needs

**Office hours at Osgen Campus**  
7:30 a.m. - 8:00 p.m. Monday - Thursday  
7:30 a.m. - 4:30 p.m. Friday  
Please call 801-626-6752 (option 5) for an appointment

**Office hours at Davis Campus**  
9:00 a.m. - 6:00 p.m. Monday - Thursday  
Please call 801-395-3459 for an appointment

**One Stop Shop**  
**Coordinator:** Jennifer L. Wright  
**Location:** Student Service Center, Room 140  
**Telephone:** 801-626-6752 (option 5)  
**Internet Address:** http://departments.weber.edu/onestop  
**E-Mail:** advise@weber.edu

The One Stop Shop provides enrollment services, including academic advisement, during evening hours.

**Hours of Operation**  
4:30 p.m. to 8:00 p.m. Monday - Thursday  
Appointments are recommended

**Program of Study (Major/Minor) Declaration**

**Contact:** Department Office for Major and Minor  
or Academic Advisement (for general studies Associate’s degree)

All degree-seeking students must select a program of study or a college major and/or minor. When students declare their program of study, they indicate their degree, major and minor if applicable, and catalog year. (Refer to Changes in Graduation/Catalog Requirements.)

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Students must have declared a major or program of study by the following deadlines:

<table>
<thead>
<tr>
<th>Intended Degree</th>
<th>Credit Hours Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degrees</td>
<td>48 semester hours</td>
</tr>
<tr>
<td>Associate Degrees</td>
<td>24 semester hours</td>
</tr>
<tr>
<td>Inst. Certificates</td>
<td>first term enrolled</td>
</tr>
<tr>
<td>Graduate Degrees</td>
<td>first term enrolled</td>
</tr>
</tbody>
</table>

To declare or change a program of study, students should contact the department office of their chosen major and minor. To declare the associate degree program in general studies, students should contact the Academic Advisement Center. Students who need to change their status from degree-seeking to non-degree-seeking should contact the Academic Advisement Center.

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**REGISTRATION**

**Registrar:** L. Winslow Hurst  
**Associate Registrar:** Delane B. Esplin  
**Supervisor:** Candace Stevens  
**Location:** Student Service Center, Room 109  
**Telephone:** 801-626-6589/6051  
**Internet Address:** weber.edu/Registrar (click on "registration")

The University offers classes during fall and spring semesters, and during a summer term. Students must register each semester to attend classes. Class schedule information for specific semesters is available on the WSJ home page (weber.edu). The web-based class schedule provides information about the dates and times classes are offered for the selected semester. See the Academic Calendar on page 2 of this catalog for registration dates and beginning and ending dates for each semester.

**Registration Process - New Students**

To register for classes, new students should:

1. Complete the admissions process — new students who have applied for admission (available on-line at weber.edu/admissions), but have not received an acceptance notice by mail, should contact the Admissions Office at 801-626-6050.  
2. Obtain a registration appointment by accessing the Internet at weber.edu (click on "current students" and then log in with your Wildcat e-mail username and password*) — see the calendar on page 2 of this catalog to determine when registration begins each semester; the system will be available to provide appointments one week prior to that date.  
3. Plan a course schedule — some alternate classes should be selected in case first selections are closed.  
4. At the correct appointment time access the Internet at weber.edu - click on "current students" and then log in with your Wildcat e-mail username and password*).  
5. Pay tuition and fees — log in to the WSU home page (weber.edu) or, contact the Cashier's Office at 801-626-7777.  
6. At the correct appointment time access the Internet at weber.edu - click on "current students" and then log in with your Wildcat e-mail username and password*.

* A Wildcat e-mail username and password are required before registering via the Internet. You can sign up for a Wildcat e-mail account via the web at weber.edu/eservices. For assistance contact Computing Support at 801-626-7777.

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**WEBER STATE UNIVERSITY 2004 - 2005 CATALOG**
Registration Process - Continuing Students

To register for classes, continuing students should:

1. Obtain a registration appointment by accessing the Internet at weber.edu (click on “current students” and then log in with your Wildcat e-mail username and password*) — see the calendar on page 2 of this catalog to determine when registration begins each semester; the system will be available to provide appointments one week prior to that date.

2. Plan a course schedule — some alternate courses should be selected in case first selections are closed.

3. At the correct appointment time access the Internet (weber.edu - click on “current students” and then log in with your Wildcat e-mail username and password)

   * A Wildcat e-mail username and password are required before registering via the Internet. You can sign up for a Wildcat e-mail account via the web at weber.edu/services. For assistance contact Computing Support at 801-626-7777.

Pay tuition and fees — log in to the WSU home page (weber.edu) under “current students” to pay tuition and fees online, or to obtain information about amount owed and payment deadlines; or, contact the Cashier’s Office at 801-626-8006. Depending on when you register, you may or may not receive a billing statement by mail — see “Registration Phase” information below.

Registration Appointments

- Registration appointments are issued to new and continuing students the week before registration begins each semester. During this week students may obtain a registration appointment by accessing the Internet at weber.edu (click on “current students” and then log in with your Wildcat e-mail username and password).

- Students are assigned a registration appointment time on the basis of the total number of credit hours they have completed.

First Registration Phase (Registration by Appointment)

- During this registration phase, students may register starting at their appointed time.

- On their assigned day and appointed time, students should access the registration system on the Internet at weber.edu (click on “current students” and then log in with your Wildcat e-mail username and password).

- Billing statements for tuition and fees are mailed following this phase.

Second Registration Phase (Open Registration)

- Once appointment registration is complete, “open registration” continues and all students are allowed access to register and/or make changes to their class schedules on a first-come-first-served basis.

- During the second phase of registration, all students may register or make changes by accessing the registration system on the Internet at weber.edu (click on “current students” and then log in with your Wildcat e-mail username and password).

- Billing statements will not be mailed following this phase. Students who register during “open registration” must pay in person at the cashier's windows, or by credit card, by the posted deadlines.

Late Registration Phase

- Students may register late, during the first week of classes, via the Internet or at the registration windows (main campus and Davis campus). There is a $15 late registration fee.

- After the first week of instruction students may add classes only with the approval of the instructor.

- Any additional tuition and fees owed for added classes are due the same day.

Changes in Registration

- Students may add and drop classes via the Internet or at the registration windows (main campus and Davis campus) during the first and second registration phases and during the first week of the semester.

- Students may add and drop classes at the registration windows (main campus and Davis campus) at their own discretion, but classes may only be added with instructor approval.

- Classes may also be dropped during the third week of the semester, but they may not be added.

- For information on dropping classes after the third week, see the instructions for Withdrawal.

- Students are strongly encouraged to plan their class schedules in consultation with an advisor to avoid unnecessary changes and ensure efficient progress toward completion of degree requirements.

- Students receiving financial aid should be careful not to reduce their credit hour load below the minimum number of hours required by their award level.

The deadlines for adding or dropping courses during the summer term will vary.

Closed Classes

- Only academic departments and instructors have the authority to admit students to closed classes.

- Students may contact the individual department and/or the instructor for specific procedures regarding admission to closed classes.

Credit/No Credit (CR/NC) Registration

- Students may choose to register for a class on a credit/no-credit basis within the following guidelines. (These restrictions do not apply to courses which are offered only on a CR/NC basis as listed in the course description.)

- Students who have completed less than 30 credit hours may register for only one CR/NC class per semester.

- Students who have completed 30 or more credit hours, and have a cumulative GPA of at least 2.00, may register for a maximum of two CR/NC classes per semester.

- The CR/NC option may be selected via the Internet or in-person at the registration windows during all phases of registration, i.e., during the first week of the semester, or a course may be changed to CR/NC within the first nine weeks of the semester at the registration windows in the Student Service Center, or at the Davis Campus.

The deadlines for the summer term will vary.

Please Note:

- CR/NC courses do not count toward general education or major/minor requirements.

- A maximum of 20 hours of CR/NC courses may be applied toward graduation.

- Credit (CR) will be recorded for earned letter grades of C- and above.

- No Credit (NC) will be recorded for grades below C-.
• Students may completely withdraw from the semester by
  withdrawing through the Registrar's Office for a CR to be changed to a
  letter grade.

Audit Course Registration
• Students may register to audit within the first nine weeks of the semester with the
  consent of the instructor.

Registration Credit Hour Loads
• It is recommended that undergraduate students planning to graduate with a bachelor's degree in four years, register for at
  least 15 credit hours per semester.
• Undergraduate students are classified as full-time if they register for 12 or more credit hours, as three-quarter time with 9 credit
  hours, and as half-time with 6 credit hours.
• Graduate students are classified as full-time if they register for 9 or more credit hours, and as half-time if they register for 5 or more
  credit hours.

Overload Registration
• Students may register for a maximum of 20 credit hours without
  special permission.
• Students with a cumulative GPA of 3.50 or better may petition for
  a maximum of 24 credit hours, and students with a cumulative
  GPA of 3.75 or better may petition for additional credit hours.
Petition forms are available from academic departments or the
Registration Office.

Withdrawal
• Students may drop classes via the Internet or at the registration
  windows (main campus and Davis campus) through the end of the
  first week of instruction. To drop courses after the first
  week of school students must contact the Registration Office.
  Courses dropped during the first three weeks will not appear
  on the transcript.
• From the fourth through the ninth week of the semester, students
  may withdraw from individual classes by completing a
  "Withdrawal from Class" form and submitting the completed
  form to the Registration Office. Courses dropped during this
  period will appear on the transcript with a "W" notation.
• Students may completely withdraw from the semester by
dropping all classes at the Registration Office or at the Davis
  Campus up to and including the last day of the ninth week of
  the semester. A "Complete Withdrawal" form must be com-
  pleted. The notation "Registered and Withdrew" will appear on
the transcript of students who completely withdraw after paying
tuition and fees.
Credit hours that do not count toward the 170 hours are concurrent enrollment, advanced placement, and credit by examination. Individuals are also exempt from the surcharge if:

- the credits are necessary for the student to complete the student’s program of study; and the excess credits are a result of circumstances where a substantial number of credits from a transferring institution could not be applied to the program of study;
- the excess credits are a result of a reasonable enhancement of the student’s major by the addition of a minor or emphasis to the program of study; or
- the excess credits are the result of a re-entry into the educational system by a student who may have accumulated a large number of credits, or even completed degrees, but where employment requirements obligate his or her return to college.

More information is available on the Internet at weber.edu/surcharge.xml or by contacting the Registrar’s Office at (801) 626-6046 (SC 201).

### Payment Schedule

- Payment deadlines are listed on the Internet at weber.edu/accounting/acct/acctash.htm.
- Tuition and fees may be paid by cash, check, VISA, Discover, or Mastercard.
- A tuition payment plan is available to help students who are not able to pay in full when tuition is due. Instead of one large payment, tuition is broken down into equal monthly payments.
  - Key Education will be available fall and spring semesters. Call KeyBank at 800-KEY-LEND or call 801-626-7004 for details.
  - The WSU Loan Office will be offering payment plans all year, including summer semester. Call 801-626-7004 for details.

Note: Students must make arrangements to participate in a tuition payment plan at least 2 months prior to the beginning of each semester.

### Developmental Course Fee

Students who do not meet the requirements for enrollment in English EN1010 and Math QL1030-QL1080 (see Placement on page 13) will be charged an additional fee for each semester they are enrolled at WSU until these requirements are met. Further information is available from Academic Support Services, Student Service Center Room 160 (telephone 801-626-7847).

### Course (Lab) Fees

Some courses require additional fees for materials and/or resources.

### Refunds

The refund schedule is set by the Utah State Board of Regents:

- 100% Prior to the first week of instruction
- 90% During the first week of school
- 70% During the second week of school
- 50% During the third week of school

No refunds after the first three weeks.

A $16.50 non-refundable processing fee is assessed for all refunds.

The refund schedule for the summer term will vary. Contact the Registration Office for details.

### Rentals and Deposits

Rentals and/or deposits are required on certain items and are paid to the cashier. Any applicable refunds must be obtained from the cashier prior to June 30.

### Surcharge

In 2003 the Utah State Board of Regents passed a policy designed to encourage students to make reasonable progress toward completion of degree requirements. The policy states that students who exceed 135% of the credits required for completion of their baccalaureate degree will be charged the full cost of instruction. For example, a student whose program of study requires 126 semester credit hours will be allowed a maximum of 170 semester hours in which to complete degree requirements (126 credits x 1.35 = 170 credit hours). Any work beyond the allowed 135% will be charged at the full cost of instruction which is an additional $60 per credit hour.

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### Weber State University 2004 - 2005 Catalog

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