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 7:00 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 schedule information for specific semesters is available on the WSU Web site (weber.edu).
### Student Recruitment and Orientation Services

**Location:** Student Service Center, Room 210  
**Telephone:** 801-626-6050  
**E-Mail:** recruit1@weber.edu

The Office of Student Recruitment and Orientation Services is the liaison between prospective students and the University. Staff from this office advise students on admission, scholarships, programs and majors, and provide campus tours. They also visit high schools and community colleges throughout the state and region. 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/getintoweber.

### Orientation

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

All new students and new transfer students are expected to attend New Student Orientation. It is designed to help students connect with academic advisers, friends, and resources, easing the transition into the WSU community. During Orientation, students will become familiar with:

- Student services, student involvement and activities, and Weber State's campus
- Procedures for obtaining parking permits, Wildcards, and Wildcat accounts
- Policies and procedures
- Classroom expectations
- General Education requirements
- Program specific degree information

View dates and times for New Student Orientations and register online at weber.edu/orientation.

### Transfer Admissions Advisement

**Location:** Student Service Center, Room 210  
**Telephone/Appointments:** 801-626-6050  
**E-mail:** transfer@weber.edu  
**Internet Address:** weber.edu/transfer

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 assistance 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.

### Admission Process

**Admissions Director:** Christopher C. Rivera  
**Associate Director of Admissions:** Andrew S. Young  
**Location:** Student Service Center, Room 101  
**Telephone Contact:** 801-626-6005  
**Internet Address:** weber.edu/admissions

Before students may take classes at Weber State University, they must first be admitted. To apply for admission a student must submit a completed application for admission, 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, a student may complete an on-line application form 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 in this catalog for semester dates.

Specific guidelines for international students are described below.

**Acceptance letters** are sent to students for the academic semester indicated on their application. A student must inform the Admissions Office if they wish to begin school in a semester other than that listed on his/her acceptance letter.

**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 destroyed.

### Freshman Students

Students will be considered freshmen 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 2007-2008 school year, even if they have completed college-level course work.
- Transfer students with fewer than 30 semester credit hours.

### Application Steps for Freshman Admission

1. Submit an application for admission.
2. Pay the $30 application fee (non-refundable processing 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.

### 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 fewer than 30 semester hours will be considered freshman (see above). These students will also receive transfer credit based on the guidelines on the next page.**

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### Degree Req

- **General**
  - Profile
  - Enrollment
  - Student Affairs
  - Academic Info
  - Degree Req
  - Gen Ed

### Interdisciplinary

- **FYE**
- **RNRS**
- **BIS**
- **LIBS**
- **INTRD MINORS**

### Applied Science & Technology

- **AUSV/ATTC**
- **CEET**
- **CS**
- **MET**
- **CMT**
- **DGET**
- **ENG-E**
- **IDT**
- **SST**
- **STE**

### Arts & Humanities

- **MENG**
- **COMM**
- **ENGL**
- **FL**
- **DANC**
- **MUSC**
- **THEA**
- **ART/ARTH**

### Business & Econ

- **MBA**
- **MACC/ACTG**
- **BSAD**
- **FIN**
- **MGMT**
- **MKTG**
- **SCM**
- **ECON/QUAN**
- **BST**

### Education

- **MSAT**
- **MED**
- **CHF**
- **ATHL/AT**
- **HUTH/NUTR**
- **PE/PEP/REC**

### Health Professions

- **MHA**
- **MSN**
- **CLS**
- **DENT**
- **PAR**
- **FRHS**
- **HAS/HIM**
- **NSBG**
- **RADI**
- **DSM/NUCM**
- **RATH**
- **REST**

### Science

- **HTM**
- **CHEM**
- **GEO**
- **MATH/MTH**
- **MICR**
- **PHYS**
- **ZOO**

### Social & Behavioral Sciences

- **MCJ/CJ**
- **ECON**
- **GEOG**
- **HIST**
- **POLY/PHIL**
- **PSY**
- **SV/GER**
- **SOC/ANTH**
- **AERO**
- **MILS**
- **NAV**

### Continuing Ed

- **Davis Campus**
**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**
In compliance with the Higher Education Act, Weber State University only accepts transfer credit from regionally accredited colleges and universities. 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 1000 or above for a semester course is 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 regionally accredited colleges and universities outside the Utah System of Higher Education will be accepted and evaluated on a course-by-course basis.

For students who are transferring credit from non-accredited colleges please refer to Credit by Examination or Petition on page 34.

**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. A completed international application for admission. (See weber.edu/admissions/is Checklist.html)
2. A $45 USD non-refundable application fee (check or money order payable to Weber State University).
3. If you have a passport, include a copy of the main page (1st page) that lists your name, address, photo and other important information.
4. A Confidential Financial Statement. Make sure that the amount of support required for one year is verified by a letter as well as a bank statement from a banking institution that says the money is available for your use. You may submit this letter and bank statement from any banking institution in the world. Please make sure that the amount being verified by the bank is listed in U.S. dollars ($).
5. 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 USA 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 English as a Second Language (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 arriving on campus to receive individualized guidance (refer to Services for International Students). 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.

**Graduate Program Information**
WSU offers eight master’s degree programs. Information concerning admission to and requirements for these programs is located in the sections of this catalog for the colleges indicated below.

**Master of Arts Degree in English (MA)**
College of Arts & Humanities

**Master’s Degree in Accounting (MAcc)**
John B. Goddard School of Business & Economics

**Master’s Degree in Business Administration (MBA)**
John B. Goddard School of Business & Economics

**Master of Education Degree in Curriculum and Instruction (MEd)**
Jerry and Vickie Moyes College of Education

**Master of Science Degree in Athletic Training (MS)**
Jerry and Vickie Moyes College of Education

**Master’s Degree in Health Administration (MHA)**
Dumke College of Health Professions

**Master of Science Degree in Nursing (MSN)**
Dumke College of Health Professions

**Master of Science Degree in Criminal Justice (MSCJ)**
College of Social & Behavioral Sciences
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 Departmental 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

Freshman Students
New freshmen students, and transfer students with fewer than 30 semester credit hours, will be admitted to the University on the basis of the following:
• 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.)

Transfer Students
Transfer students will be admitted to the University on the basis of the following:
• More than 30 semester credit hours earned at an accredited institution with a cumulative college-level GPA of 2.00 or above.

All new students will be assessed based on their ACT sub-scores and then placed into developmental courses, if applicable, based on the information outlined in the WSU Assessment & Placement Standards document. The purpose of this policy is to help students succeed academically by matching their skills and knowledge with the appropriate academic course(s) in Math, Reading, and English. For specific information about the policy go to the online Policies and Procedures Manual (weber.edu/ppm/6-02.htm).

Developmental Course Fee
Students who do not meet the requirements for enrollment in English EN1010 and MATH QL1030-QL1080 will be charged an additional fee of $60 per semester for each course 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 2250 or above with no individual score below 410.
• Passing the American College Test (ACT) with a composite score of 25 or above (SAT score of 1030 or above).

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 re-application fee.

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 33B-8-102 and Utah State Board of Regents Policy and Procedures R-512 and WSU PPM 6-01.

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 weber.edu/cc/earlysuccess.asp.

First Year Experience
Location: Student Service Center, Room 140
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 45).
### 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 45.*

### 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

**Director:** Jed W. Spencer  
**Scholarship Senior Advisor:** Charlotte Argyle  
**Location:** Student Service Center, Room 120  
**Telephone:** 801-626-7569  
**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 not renewable. New students are automatically considered for scholarships upon completion of an Admission Application. Continuing students must apply by February 1 for all scholarships, and are encouraged to update their personal information on the web each year.

The priority deadline for scholarships is:

- **Continuing Students:** February 1  
- **New Freshman:** February 1  
- **Transfer Students:** February 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 the F. Ann Millner Presidential Awards (8 consecutive semesters of tuition waiver); High Honors, Honors, Sterling Scholar Winners, Governor's Excellence in Vocational/Applied Technology, and National Merit. Awards may consist of up to full tuition, and are generally based upon an index score (determined by the high school cumulative grade point average and the composite ACT/SAT score – see the Scholarship Index Score Chart on the next page) or upon competition placement level.

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

**Continuing Students**  
Scholarships are based upon the cumulative GPA. A minimum of 12 semester credit hours at Weber State University is required for this category. 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 up to full 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.

### 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, Vocal.  
Advising contact prior to January 15, audition only, call 801-626-6437

**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 Dennis Montgomery, WSU 3001 University Circle, Ogden, UT 84408-3001

**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

**Club Sports** – Contact Student Life 801-626-6349

### 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 portfolio:

1. A resume of high school and community extra-curricular activities/experiences. Emphasis on leadership responsibilities.
2. A letter of recommendation from a principal, counselor or teacher.
3. A one page essay regarding a leadership challenge faced by the applicant.

**Student must apply for admissions/scholarships by February 1. Portfolios are due March 15.**

### 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/International Students

Non-resident students are eligible for scholarships in the categories outlined above. Established policies and procedures are the same for resident and non-resident scholarships.
International Students

International students who have completed 12 credit hours at WSU or another accredited U.S. university may apply for 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 15 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. There are a limited number of these tuition wavers. Recipients must be full time (12 hours) and a minimum cumulative GPA of 2.0 maintained. This scholarship is renewable, but a written request must be submitted by April 1 in order to renew.

Participating states are: Alaska, California, 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 and must be submitted to the Scholarship Office.

Utah Code S3-34-2.4 (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, 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. There are a limited number of these tuition wavers. Recipients must be full time (12 hours) and have a minimum cumulative GPA of 2.0 maintained.

Scholarship Index Score Chart

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<tr>
<th>TEST SCORE</th>
<th>GPA</th>
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<tbody>
<tr>
<td>40-19</td>
<td>3.1</td>
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<td>20-19</td>
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<td>3.9</td>
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<td>12-11</td>
<td>4.0</td>
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</table>

Scholarship Waivers

Any deferrals, exceptions or extended leaves of absence require a written request. Forms are available in the Scholarship Office or online at weber.edu/scholarships.

FINANCIAL AID

Director: Jed W. Spencer
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. The priority deadline for financial aid is 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 a degree or certificate at WSU.

- Have a Social Security Number.

- Be registered with the Selective Service, if applicable.

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

- Be a degree or certificate at WSU.

- Have a Social Security Number.

- Be registered with the Selective Service, if applicable.

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

- Be a degree or certificate at WSU.

- Have a Social Security Number.

- Be registered with the Selective Service, if applicable.

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

- Be a degree or certificate at WSU.

- Have a Social Security Number.

- Be registered with the Selective Service, if applicable.

- Be a U.S. citizen, permanent resident, or other eligible non-citizen.
• Sign a Statement of Educational Purpose/Certification outlining refund and default penalties.
• 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 in the next column.)
• Have a correct Social Security Number.

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. 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 $4,310 per year.
Federal SEOG (Supplemental Educational Opportunity Grant) - Awarded to help undergraduates pay for their education after high school. Awards may range up to $1,500 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.
UHEAA GRANT

Student Loans
Loans are aid that must be repaid. The types of loan programs available are:
• Federal Perkins Loan (formerly National Direct Student Loan)
• Federal Family Education Loan (FFEL)
  * Subsidized Stafford
  * Unsubsidized Stafford
• Federal Parent Loan for Undergraduate Students (PLUS)

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 General Eligibility Requirements above. 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 online at www.weber.edu.

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.)


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 endorsement).

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 contact a Financial Aid counselor.

When a student's file is complete, an award notice will be e-mailed to the student directing them to the web site which will list the available financial aid programs and the monetary amounts for which the student is eligible. Students should accept their award online at weber.edu/financialaid.

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

Satisfactory Progress
Students working toward a first bachelor's 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. Students not meeting this requirement will be disqualified from financial aid until they bring their cumulative GPA to the minimum requirement. (This includes any transfer work.)

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 financial aid.

Students may reduce the deficit hours by taking extra credits each semester or enroll in the summer term without using financial aid. (Transfer work cannot be used to reduce a WSU deficit.)

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.

Withdrawals and Return of Title IV Funds

Up through the 60% point in each semester or period of enrollment, a pro rata schedule is used to determine the amount of FSA funds the student has earned at the time of withdrawal. After the 60% point in the semester or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. You may contact the Financial Aid & Scholarship Office for any questions at 801-626-7569 or e-mail financialaid@weber.edu.

WSU returns Title IV funds to the programs from which the student received aid during the semester or period of enrollment as applicable, in the following order.
1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans.
7. Other awards (e.g., LEAP, UCOPE, and UHEAA Grants).

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. Below is a table that gives an approximate budget for students attending the 2007/2008 fall and spring semesters. Students should use this only as an estimate when planning their education expenses.

**Sample Budget: 2007-2008 Undergraduate - 9 months**

<table>
<thead>
<tr>
<th>Description</th>
<th>Living with Parents</th>
<th>Other Resident</th>
<th>Non-Resident</th>
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</thead>
<tbody>
<tr>
<td>Tuition/fees*</td>
<td>$3,664</td>
<td>$3,664</td>
<td>$11,134</td>
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<tr>
<td>Books/supplies</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
</tr>
<tr>
<td>Room/board**</td>
<td>3,118</td>
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<td>6,634</td>
</tr>
<tr>
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<td>1,520</td>
<td>1,520</td>
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<tr>
<td>Miscellaneous</td>
<td>1,486</td>
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<td>2,892</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$10,988</td>
<td>$15,910</td>
<td>$23,380</td>
</tr>
</tbody>
</table>

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

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

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**ACADEMIC ADVISEMENT CENTER**

Director: Dr. Jill Grob
Location: Student Service Center, Room 140
Telephone: 801-626-6752 (option 5)
Internet Address: weber.edu/aac
E-Mail: advise@weber.edu

If you are earning an Associate of Arts or Associate of Science in General Studies, advisors in the Academic Advisement Center will help you with:

- Academic planning, including course selection
- Major exploration
- Graduation sign-offs for General Studies majors
- Referrals to other campus support services
- Basic enrollment services offered Monday through Thursday evenings through the One Stop Shop

Office hours at Ogden Campus (Student Service Room 140)
7:30 a.m. - 7:00 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 (Room 241)
7:30 a.m. - 7:00 p.m. Monday – Thursday
7:30 a.m. - 5:00 p.m. Friday
Please call 801-395-3480 for an appointment

**PROGRAM OF STUDY (MAJOR/MINOR) DECLARATION**

Contact: Department Office for Major and Minor

All degree-seeking students must select a program of study. When students declare their program of study, they indicate their degree, major, (and minor if applicable), and catalog year. To declare or change a program of study, students should contact the department office of their chosen major and minor. To declare an associate’s degree in general studies, students should contact the Academic Advisement Center.

**REGISTRATION**

Registrar: Mark Simpson
Supervisor: Candace Stevens
Location: Student Service Center, Room 109
Telephone: 801-626-6589/6051
Internet Address: weber.edu/registrar (click on ‘registration’)
E-Mail Address: registration@weber.edu

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 WSU 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 (see below*) — see the calendar in 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 (see below*).
5. Pay tuition and fees — log in to pay tuition and fees online, or to obtain information about amount owed and payment deadlines 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 the "Registration Phase" information section below.

* To log in, go to weber.edu, click on "current students" and then enter your Wildcat ID and password.

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

Registration Process - Continuing Students
To register for classes, continuing students should:
1. Obtain a registration appointment by accessing the Internet (see below*) — see the calendar in 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 (see below*).
4. Pay tuition and fees — log in to pay tuition and fees online, or to obtain information about amount owed and payment deadlines 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 the "Registration Phase" information section below.

* To log in, go to weber.edu, click on "current students" and then enter your Wildcat ID and password.

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

Registration Appointments
• Registration appointments are issued to new and continuing students one 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 ID and password).
• Students are assigned a registration appointment time on the basis of their earned hours. Earned hours include hours earned with a passing letter grade and hours earned through credit by examination.

First Registration Phase (Registration by Appointment)
• During this registration phase, students may register starting on their appointed day.
• 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 ID and password).
• Billing statements for tuition and fees are mailed following the first registration phase, and students may pay by mail, by credit card or on-line to avoid lines at the cashier's windows.

• Refer to weber.edu/accounting/cashiers/ to obtain information about payment deadlines and tuition and fee amounts. It is the student’s responsibility to understand the registration, payment, withdrawal, and refund schedule to avoid late fees or other charges.

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 ID and password).
• Billing statements will not be mailed following this phase. Students who register during "open registration" must pay tuition by the posted deadlines. Refer to weber.edu/accounting/cashiers/ to obtain information about payment deadlines and tuition and fee amounts. It is the student’s responsibility to understand the registration, payment, withdrawal, and refund schedule to avoid late fees or other charges.

Changes in Registration
• Students may add and drop classes via the Internet or at the registration windows (main campus, Davis campus, West center and Morgan center) during the first and second registration phases and during the first week of the semester.
• During the second and third weeks of the semester, students may drop classes at the registration windows at their own discretion, but classes can only be added with instructor approval. 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., through the first week of the semester, or a course may be
Students with a cumulative GPA of 3.50 or better may petition for additional credit hours.

From the 10th day prior to school until the end of the first week of the semester, classes (except the last) may be dropped via the Internet.

Students may drop classes during the second and third week of school at the Registration Office, the Davis Campus, by fax (801-626-6747), or by e-mail (registration@weber.edu) using your Wildcat Mail account only. However, tuition charges will be incurred. See the refund schedule under Refunds and Reimbursements on page 22.

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.

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.

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.

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 Office until 10 days prior to the first day of school.
- From the 10th day prior to school until the end of the first week of the semester, classes (except the last) may be dropped via the Internet.
- Students may drop classes during the second and third week of school at the Registration Office, the Davis Campus, by fax (801-626-6747), or by e-mail (registration@weber.edu) using your Wildcat Mail account only. However, tuition charges will be incurred. See the refund schedule under Refunds and Reimbursements on page 22.
- From the fourth through the ninth week of the semester, students may withdraw from individual classes by submitting a completed "Withdrawal from Class" form to the Registration Office. Courses dropped during this period will appear on the transcript with a "W" notation.
- Through the end of the ninth week of the semester, students may completely withdraw from the semester by dropping all classes at the Registration Office, the Davis Campus, by fax (801-626-6747), or by e-mail (registration@weber.edu) using your Wildcat Mail account only. A "Complete Withdrawal" form must be completed. The notation "Registered and Withdraw" will appear on the transcript of students who completely withdraw after paying tuition and fees.

Course Numbering System

0001-0999 Non-credit, Developmental (ND) (do not satisfy degree requirements and are non-transferable)

1000-2999 Lower division

3000-4999 Upper division

5000-5999 Post-baccalaureate

6000-6999 Graduate (Master's Degree)

Individual course descriptions are listed within each departmental section.

Davis Campus and Additional Locations

In addition to classes taught on the main campus, course work is also available at several off-campus locations including:

- WSU Davis Campus, 2750 N. University Park Blvd, Layton
- WSU Morgan Center, 241 E. Young St., Morgan
- WSU West Center, 5627 S. 3500 W., Roy
- Clearfield High School, 938 S. 1000 E., Clearfield
- Davis Area Technical College, 550 E. 300 S., Kaysville
- Kaysville Center at Davis High School, 325 South Main, Kaysville
- Roy High, 2150 W. 4800 S., Roy
- Salt Lake Community College, 4600 Redwood Rd., Salt Lake City

Audit Course Registration

- Students may register to attend a class on an “audit” basis, i.e., without earning credit or a grade, if there is space available in the course.
- A course may be selected for audit during registration or changed to CR/NC within the first nine weeks of the semester with the consent of the instructor.

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 who stop attending a class for which they have registered CR/NC, without officially withdrawing, will be given an NC grade entry for that class.
- Students who later change their program of study and need a letter grade for major or minor requirements may petition through the Registrar's Office for a CR to be changed to a letter grade.

Audit students failing to attend class may be issued a withdrawal (W) at the discretion of the instructor.

Tuition and fees must be paid according to the current schedule.

Some courses are not open to audit registration.

Senior Citizens (Utah residents ages 62 and over) may audit courses at the discretion of the instructor.

Some courses are not open to audit registration.

Senior Citizens (Utah residents ages 62 and over) may audit courses at the discretion of the instructor.

Through the end of the ninth week of the semester, students may completely withdraw from the semester by dropping all classes at the Registration Office, the Davis Campus, by fax (801-626-6747), or by e-mail (registration@weber.edu) using your Wildcat Mail account only. A "Complete Withdrawal" form must be completed. The notation "Registered and Withdraw" will appear on the transcript of students who completely withdraw after paying tuition and fees.

Class Standing

New Freshmen Students with 0 earned credit hours

Advanced Freshmen Students with 1-29 credit hours

Sophomores Students with 30-59 credit hours

Juniors Students with 60-89 credit hours

Seniors Students with 90 credit hours or more

Graduates Students who have previously received a bachelor’s degree

CR/NC courses do not count toward general education or major/minor requirements.
### Tuition, Fees and Refunds

**Bursar:** Cindy Brewer  
**Location:** Miller Administration, Room 204  
**Cashiers' Office:** Student Service Center, second floor (SC 209)  
**Telephone:** 801-626-8006  
**Internet Address:** Weber.edu/cashiers  
**E-Mail:** cashiers@weber.edu

#### Tuition and Fees

Weber State University reserves the right to assess tuition and fees as approved by the Board of Regents. Current policies, procedures, tuition and fee tables, payment deadlines, refund schedules, and other important information is available at weber.edu/cashiers.

- Tuition is established by the Utah State Board of Regents and is subject to change without notice.
- Full-time students (12-18 credit hours) are assessed full tuition.
- Part-time students (less than 12 credit hours) are assessed tuition on a per credit hour basis.

*Please also see Surcharge in the next column.*

#### Tuition and Fee Schedule for 2007-2008

Tuition and fees are established later in the spring. For reference purposes only, following is the tuition and fee schedule for the previous year. Current tuition and fees will be posted on the Internet at weber.edu/costs.xml.

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<th>Credit Hours</th>
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### MBA, MACC, MHA, MSN, Master of Criminal Justice

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**HIB248 Tuition Disclosure 2007-2008**

Full-time undergraduate resident students at Weber State University paying a semester tuition and fee amount of $1,831.49 (before any financial aid, scholarships, or waivers) contribute an estimated forty one percent to the full cost of instruction per full-time student of $4,493. The remaining support for the full cost of instruction is provided by $2,661 of state tax funds.

### Tuition and Fee for Online and Independent Study Courses

Refer to wsuonline.weber.edu/students/costs.asp for tuition and fee information for WSU Online and Independent Study courses, or call 1-800-848-7770 and choose "Online & Independent Study Students" from the phone menu.

### Developmental Course Fee

Students who do not meet the requirements for enrollment in English EN1010 and Math QL1030-QL1080 (see Assessment and Placement on page 13) will be charged an additional fee for each developmental course for materials and/or resources.

### Course (Lab) Fees

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

### 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 exceed 135% of the credits required for completion of their baccalaureate degree and will be charged at 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.

**WEBER STATE UNIVERSITY 2008 – 2009 CATALOG**
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 by contacting the Cashier's Office at 801-626-8006 (SC 209).

**Tuition Promissory Note**

When a student registers for courses at Weber State University the student agrees to the terms of the “Tuition Promissory Note.” The note states:

For value received, I promise to pay Weber State University (WSU), Ogden, Utah tuition and fees (principal) assessed to me for courses for which I have registered by the published payment due date for each semester. Also, I agree to pay for any additional fees and interest charges that are assessed to my account each semester. I hereby agree to pay a late payment fee of $40 if my account balance is not paid by the published payment due date. In the event I default on this agreement and it becomes necessary to place this account for collection, I also agree to pay collection fees, not to exceed 50.00% of the original principal balance, plus any court and/or attorney fees resulting from the enforcement of this agreement. Any collection costs stated above are in addition to the principal, fees and interest due on my account. In the event of default of any of the terms of this agreement, I hereby agree to give to WSU Controller, or his/her designee, Power of Attorney to apply all monies due me from WSU to any delinquent portion of this note until the principal, fees, interest and costs are paid in full. I agree that WSU may repay my account balance from any TITLE IV funds due me. I understand that the principal amount is calculated based on my class-load each semester at WSU. All outstanding tuition account balances are educational loans extended with the express understanding that future repayment shall be made to the university. I further understand that my acceptance of these terms represents an extension of credit as a loan for an educational benefit by Weber State University, and as such, is exempt from discharge under federal bankruptcy code 11 U.S.C. 523(a)(8).

**Billing Statement**

Tuition and fees statements are available on the eWeber student portal. Electronic statements and up to date balances are available in the student account at any time. Paper bills will be mailed once each semester one month prior to the start of each semester. Students are responsible for viewing up-to-date balance or e-statements in the student account if a paper statement is not received. It is the student's responsibility to make sure account balances are paid in full and on-time.

**Payment Schedule**

- Payment deadlines are listed on the Internet at weber.edu/cashiers.
- Tuition and fees may be paid by cash, check VISA, Discovercard, or Mastercard.
- Monthly payment plans are available to help students who are not able to pay in full when tuition is due. (See Monthly Payment Plan Option in the next column.)

**Late Payment Fee**

A $40 late payment fee will be assessed to all students who have not paid their tuition and fees in-full or have not signed up for a monthly payment plan. If a student has an outstanding balance after their financial aid or scholarships have been applied, the student is responsible to pay this amount by the payment deadline to avoid the late payment fee and interest charges. The $40 late payment fee and interest are nonrefundable and will not be waived.

If a student changes his/her schedule by adding classes, the student has until Friday at 4:00 p.m. each week to pay the balance or the $40 late payment fee will be assessed to the student account. Students should check their account balance each time a change is made to his/her schedule to determine the new balance due.

**Interest Assessment**

Interest will begin the fourth week of the semester. The annual rate is 12%. A student will not be assessed interest as long as the student is in a Monthly Payment Plan that covers all tuition and fees. Interest on unpaid balances will be assessed in addition to the late payment fee.

**Monthly Payment Plan Option**

The Monthly Payment Plan is a program intended to help students who are not able to pay their account in full by the tuition and fee deadline. Instead of one large payment, tuition and fees are broken down into equal monthly payments. Enrollment in a plan is available at the time of registration prior to beginning of each semester. See weber.edu/cashier for details about monthly payment plans.

**Personal Checks or eChecks**

Personal checks or eChecks returned by a financial institution for any reason are subject to a service charge and may result in the withholding of student records or dropping of courses.

**Delinquent Accounts**

Students with unpaid tuition and fees, room and board, parking fines, or other fees due to the University will have a hold placed on their records until such obligations are paid in full. The hold will prevent the student from registering for future semesters, viewing transcripts or grades, delay graduation, and limit use of the Wildcat and certain student services.

Unpaid accounts will be processed by University collections. In the event additional collection efforts become necessary, WSU may refer a past due account to an outside collection agency. All delinquent accounts are subject to collection fees, interest, plus all court costs and reasonable attorney fees. The collection agency and/or WSU will report delinquent accounts to a credit reporting agency.

**Third Party/Sponsored Payments**

Students are responsible for ensuring that appropriate documentation for third party/sponsored payments is submitted to the main cashier's office prior to the start of classes each semester. Students must comply with the terms of the agreement and verify that all tuition and fees changes are paid by the sponsor agreement. It is the student’s responsibility to verify that any course or tuition and fee changes will be paid by the sponsor and that these changes are reported to the accounts receivable office for proper processing. If the sponsor does not provide funding by the end of the semester, the student will be responsible for payment of tuition and fees. The account will be considered delinquent if unpaid at the end of the semester. (See Delinquent Accounts above.) Contact 801-626-6263 for information on how to submit vouchers or contracts.

**Refunds and Reimbursements**

Student fees and course fees are refunded based on the University refund schedule. Late fees and withdrawal fees are nonrefundable. In most cases, if a credit card is used to pay for tuition and fees, refunds and residual funds will be credited to the credit card.
All other refunds will be mailed to the student. Admission fees and recording fees are nonrefundable.

Refunds for dropped courses will be processed after the third week of class.

**Refund schedule**

The refund (reduction in tuition and fee assessment) schedule for a 15 week course is as follows:

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

*Please see the Tuition Refund Calculation examples below.*

There is no refund after the first three weeks. See weber.edu/cashiers for refund schedule for courses that are less than 15 weeks, independent study, on-line courses, and other distance learning programs.

A $17.50 nonrefundable processing fee is assessed for all withdrawals from school.

**Tuition Refund Calculation**

Refunds (reduction in tuition and fee assessment) are computed based on a percentage of the credit hours being dropped, and are not based on the dollar amount paid.

<table>
<thead>
<tr>
<th>Example 1:</th>
<th>Tuition &amp; Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered for 10 credits</td>
<td>$1,578.80</td>
</tr>
<tr>
<td><strong>Withdraw from 10 credits at 70%</strong></td>
<td></td>
</tr>
<tr>
<td>New tuition assessment will be 3 credits</td>
<td>$610.70</td>
</tr>
<tr>
<td>(10 credits x 30% = 3)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Refund</strong></td>
<td>$968.10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example 2:</th>
<th>Tuition &amp; Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered for 10 credits</td>
<td>$1,578.80</td>
</tr>
<tr>
<td><strong>Drop 5 credits at 50%</strong></td>
<td></td>
</tr>
<tr>
<td>New assessment is 7.5 credits</td>
<td>$1,233.05</td>
</tr>
<tr>
<td>(5 credits x 50% = 2.5)</td>
<td></td>
</tr>
<tr>
<td>(10 credits – 2.5 = 7.5)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Refund</strong></td>
<td>$345.75</td>
</tr>
</tbody>
</table>

Refer to weber.edu/cashiers for additional information about the refund policy and calculation.

**Financial Aid Withdrawals and Return of Title IV Funds**

See Withdrawals and Return of Title IV Funds in the Financial Aid section on page 17.