**Enrollment Services and Information**

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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Information on records, grading and transcripts; academic standards and eligibility; credit by examination or petition; and graduation requirements is provided in this catalog under the Academic Information section beginning on page 31.

** 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 selected 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/visittcampus.xml.

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

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 E-mail 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 Sit: 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 as well as unofficial transcript evaluations. 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 towards students’ majors or minors. Those types of evaluations must be done by the individual departments. The focus of this office is on general education.

Admission Process

Admissions Director: Christopher C. Rivera
Location: Student Service Center, Room 101
Telephone Contact: Janet Shaner 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, submit a completed application form along with a $30 non-refundable processing fee 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 2002-2003 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 ACT, SAT or COMPASS placement test scores. These scores are required of all freshman applicants regardless of whether they have previously completed any college-level course work. These tests are available at the WSU Testing Center in the Student Service Center, Room 262. For more information call 801-626-6003.
4. 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.
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 1000 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 Utah System of Higher Education 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.
2. A $45 non-refundable application fee.
3. Official transcripts in English showing degrees, diplomas, and certificates received from each secondary school, college, or university attended. Transfer applicants from U.S. colleges or universities must have attended the prior school and transferred a minimum of 30 semester hours and must meet current transfer student admission requirements.
4. Evidence of English proficiency. English proficiency may be satisfied by presenting a TOEFL score of 500 (written) or 173 (computer based) or above. Test results should be sent directly from The College Board to the Admissions Office.
5. Although a TOEFL score is not required for admission to WSU, international students who do not have a TOEFL score will be assigned to the WSU English as a Second Language Program (ESL). International students transferring from another college or university who have not completed the equivalent of WSU's English EN1010, Introduction to Writing, with a grade of "C" or better and do not have a TOEFL score will also be assigned to the WSU English as a Second Language Program (ESL).
6. A financial statement indicating the availability of at least $20,000 for school and living expenses during the first year at WSU, and adequate funds for the full length of time of anticipated enrollment.
7. An immunization form signed by a health care provider showing current evidence of immunity from DPT, MMR, and Tuberculosis.

If applying to one of the WSU Master's Degree programs, you must contact that department directly and meet their requirements. You will need to be admitted to their program before you can be admitted to WSU.

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 in the Student Affairs section of this catalog). The International Student Advisor gives assistance to students in meeting U.S. Immigration and Naturalization Service 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 the WSU student 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 (M.P.Acc), 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 John B. Goddard School of Business & Economics, and the College of Social and Behavioral Sciences sections of this catalog. Students should contact the Teacher Education Department at 801-626-6278, 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 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 freshmen students, and transfer students with less than 30 semester credit hours, will be admitted to the University tier 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 on page 14.)
• An admission index number of 85 or greater calculated from the American College Test (ACT) or Scholastic Aptitude Test (SAT) composite scores and cumulative high school grade point average.
• 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 will be admitted to the University tier on the basis of the following:
• An associate degree earned at an accredited institution with a cumulative GPA of 2.00 or above.
• A cumulative college-level GPA of 2.25 or above.

College Tier
Students who apply for admission and do not meet the requirements for admission to the University tier will automatically be considered for admission to the College tier. ACT, SAT or COMPASS placement test scores will be used for the purpose of placement and advising.

Freshman Students
New freshmen students, and transfer students with less than 30 semester credit hours, will be admitted to the College tier 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 on the next page.)

Transfer Students
Transfer students with more than 30 semester credit hours but without an associate degree and with a cumulative GPA of 2.00 to 2.24 will also be admitted to the College 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:
• Quantitative Literacy which is met by achieving one of the following:
  1. A score of 65 or greater on the COMPASS college algebra exam.
  2. A grade of “C” (2.00) or better in Math QL1050 or Math QL1080 or any mathematics course having either course as a prerequisite.
  3. A grade of “C” (2.00) or better in Math QL1030 or Math QL1040.
  4. A score of 3 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 EN2010.
• 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 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);
• Passed English ND0960, Developmental Writing, with a grade of “C” (2.00) or above.

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Math Placement
To enroll in Math QL1030 - QL1080, a student must first:
• **Within the past 24 months** scored a 23 or above on the enhanced ACT Mathematics test; or
• **Within the past twelve months** passed the COMPASS Math Placement test (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
• **Within the past twelve months** passed Math 1010, Intermediate Algebra, with a grade of "C" (2.00) or above

* 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 the Retention Assistance/Information Office in the Student Service Center, Room 150 (telephone 801-626-6082).

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 22 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.

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.

**SPECIAL ADMISSION PROGRAMS**

**Early College**
Location: Promontory Tower, Room 211
Telephone: 801-626-7362
The Early College program gives high school juniors and seniors an opportunity to participate in the college environment while continuing their high school courses and activities. Students can earn up to two years of college credit while completing high school graduation requirements. The Early College program is designed for students who are seeking additional challenges and academic enrichment. For updated information, see [www.weber.edu/ce/earlyaccess.asp](http://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. The Program assists students in making progress toward fulfilling the following education and personal goals:
• developing academic and intellectual competence
• establishing and maintaining effective interpersonal relationships
• exploring appropriate career choices
• understanding campus resources
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 not renewable. Students are automatically considered for scholarships upon completion of an Admission Application. Continuing students are also automatically considered for merit based scholarships, and are encouraged to update their personal information on the web each year.

The priority deadline for scholarships is:

- New Freshman, Continuing Students: 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, Governor's Scholarship, Governor's Honors in Vocational/Technical Education, and National Merit. Awards may consist of full or half tuition and are based upon the admissions index or upon completion placement 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).

Academic activities 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. Advise contact prior to January 15, audition only, call 801-626-6437.
- Debate - contact WSU Communication Department, 801-626-6426.
Student Loans are available for eligible students achieving educational goals. The following sources of financial aid are available for students based on 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.

### Tuition-By-10, a monthly payment plan, is available through KeyBank.

Call KeyBank at 1-800-KEY-LEND for details.

### Employment - FWSP (Federal Work-Study Program)

This program provides jobs for undergraduate and graduate students who meet the basic eligibility requirements. Federal work-study 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.)
2. Complete the WSU Supplemental Application for Financial Aid form (available at weber.edu/financialaid).

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**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

**Director:** Richard Effiong  
**Location:** Student Service Center, Room 120  
**Telephone:** 801-626-7569 or 800-848-7770 ext. 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 3.

### 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.
- 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 on the next page.)
- Have a correct Social Security Number.
- Have financial aid transcripts from previously attended colleges and/or universities mailed directly to the WSU Financial Aid Office if you are a mid-year transfer student.

### 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
- Federal SEOG (Supplemental Educational Opportunity Grant)
- LEAP (formerly SSIG - State Student Incentive Grant)
- UCOPE (Utah Centennial Opportunity Program for Education)
- Utah Code 53-34-2.4 (100 Mile Tuition Reduction)
- Federal Perkins Loan (formerly National Direct Student Loan)
- Federal Family Education Loan (FFEL)
- Federal Parent Loan for Undergraduate Students (FPLUS)
- Work-Study - employment opportunities that allow students to earn funds to help pay for school.
- Scholarship Waivers
- 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.

**Tuition-By-10, a monthly payment plan, is available through KeyBank.**

Call KeyBank at 1-800-KEY-LEND 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.)
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. 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 required.

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
- Suspension: 8 or more deficit hours

Students who receive financial aid and have 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 at W SU 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 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 2002/2003 academic year.

<table>
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<th>Sample Budget: 2002-2003 Undergraduate - 9 months</th>
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<th>NON-RESIDENT</th>
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*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 costs can vary greatly depending on whether or not students live in the dorms and what meal plan they select.
The Academic Advisement Center works to ensure that undecided or undeclared students at Weber State University achieve academic success. The Academic Advisement Center

- Assists undecided students with scheduling courses and planning their academic careers.
- Helps students establish a sense of direction and identify possible majors.
- Helps students understand issues pertaining to graduation requirements, policies, and procedures.
- Provides students with information about campus support services (academic and non-academic) appropriate to their needs.
- Coordinates campus-wide advisement.
- Assists students in developing a clear understanding of general education requirements.
- Assists students in understanding their status on College or University Tier.
- Provides counsel and assistance to undeclared students on probation.
- Provides counsel and assistance to student athletes.
- Offers advising information to all students in the First-Year Experience Program through class involvement.

Office hours at Ogden 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 for an appointment

Office hours at Davis Campus
9:00 a.m. - 6:00 p.m. Monday - Thursday
Please call 801-444-3581 for an appointment

One-Stop-Shop
Coordinator: Casey Allen
Location: Student Service Center, Room 140
Telephone: 801-629-7913 or 1-800-848-7700 ext. 7913
Internet Address: http://weber.edu/onestop
E-Mail: advise@weber.edu

The One-Stop-Shop, under the direction of the Academic Advisement Center, provides services for students enrolled in night courses, individuals seeking WSU information, or people for whom regular business hours are not convenient. The services provided include
- Academic Advising for general education issues
- Admissions Advising, the "how to" and "what next" of admission to WSU
- Financial Aid Counseling, how to apply for aid and document drop off site for new applicants
- Graduation sign off for AS/AA degree in General Studies and document drop off site for other degree applicants
- Scholarship advising, general information, how to apply and document drop off site

Program of Study

**Contact:** Department Office for Major and Minor or Academic Advisement (for associate degree program in general studies)

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 intended degree, major and minor if applicable, and catalog year. (Refer to Changes in Graduation/Catalog Requirements.)

Students may declare or change their program or major any time. Students must have declared a major or program of study by the following deadlines:

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<tr>
<th>INTENDED DEGREE</th>
<th>CREDIT HOURS COMPLETED</th>
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<td>Inst. Certificates</td>
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<td>Graduate</td>
<td>first term enrolled</td>
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</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.

Registration

**Registrar:** L. Winslow Hurst
**Supervisor:** Jennifer Evans
**Location:** Student Service Center, Room 109
**Telephone:** 801-626-6589/7585 or 800-848-7770 (option 1).
**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 semester is available on the WSU home page (weber.edu). The 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*).

* 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.

5. 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 in the next column.

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 classes 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.

4. 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 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/acct/ascash.htm to obtain information about payment deadlines.
- Courses will be dropped if payment is not received by the posted deadlines.

Second Registration Phase
(Open Registration)
Once appointment registration is complete, “open registration” continues and all students are allowed 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 by 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.
- During the second week of the semester, students may drop classes at the registration windows (main campus and Davis campus) at their own discretion, but classes can only be added with instructor approval.
- Classes may 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., through the first week of the semester, or a course may be changed to CR/NC within the first eight 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 who stop attending classes for which they have registered CR/NC, without officially withdrawing, will be given an unofficial withdrawal (UW) grade which is counted as an E in GPA calculations.
• 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 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 audit within the first eight weeks of the semester with the consent of the instructor.

The deadlines for the summer term will vary.

Please Note:
• 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 a class for a $10.00 fee per semester, on a space available basis, by applying at the Admissions Office.

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 eighth 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 instruction prior to final exam week. 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 completed 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

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.

Courses that fill University or General Education requirements are identified by prefixes to the course number (AI, CA, CV, DV, EN, HL, HU, HV, LS, LV, MH, PD, PS, PV, QL, SB, S, SS, SV, TA, TB, TC, TD, TE, TF, TH, and TI). Refer to the WSU Degree and General Education Requirements section of this catalog.
**Davis Campus and Additional Locations**

In addition to classes taught on the main campus, course work is also available at several off-campus locations. Each class schedule contains a complete list of all locations.

- WSU Davis Campus, 2750 N. University Park Blvd, Layton
- WSU Morgan Center, 241 E. Young St., Morgan
- WSU North Center, 1590 W. Park Circle, Suite 100, Pleasant View
- WSU West Center, 5627 S. 3500 W., Roy
- Clearfield High School, 938 S. 1000 E., Clearfield
- Davis High School, 325 South Main, Kaysville
- Davis Area Technical College, 550 E. 300 S., Kaysville
- North Layton Junior High, 1100 W. 2000 N., Layton
- Northridge High School, 2430 N. 400 W., Layton
- Roy High, 2150 W. 4800 S., Roy

*New Davis Campus address as of August 2003.

**Tuition and Fees**

- Tuition is established by the Utah State Board of Regents and is subject to change without notice.
- Part-time students (less than 12 credit hours) are assessed tuition on a per credit hour basis.
- Tuition and fees may be paid by cash, check, VISA, Discover, or Mastercard.
- Payment by tuition-by-10, a monthly payment plan, is available through KeyBank. Call KeyBank at 1-800-KEY-LEND for details.

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</table>

**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 the Retention Assistance/Information Office in the Student Service Center, Room 150 (telephone 801-626-6082).

**Course (Lab) Fees**

- Some courses require additional fees for materials and/or resources. These are described in the class schedule.

**Refunds**

- The refund schedule is set by the Utah State Board of Regents. Current refunds 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.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
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<th>NONRESIDENT</th>
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<tr>
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<tr>
<td>2</td>
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</table>

- A $16.50 non-refundable processing fee is assessed for all refunds. The refund schedule for the summer term will vary. Refer to the class schedule or contact the Registration Office.

- 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.

- Surcharges

The Utah State Board of Regents recently passed a policy designed to encourage students to make reasonable progress toward completion of degree requirements. The new policy, effective Summer of 2003, 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.

- Surcharge

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; or
- 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/surcharges.xml or by contacting the Registrar's Office at (801) 626-6046 (SC 201).