

# FREQUENTLY ASKED QUESTIONS (Registration)

## **What is my W#?**

A W# is a randomly generated number assigned to students by Weber State to limit the use of social security numbers.

## **What is my Wildcat ID and how do I set up my student portal?**

Your Wildcat ID is your user name for your student portal. To set up your student portal go to weber.edu and in the A-Z Search, click on W for Wildcat Mail Account Setup, and Create Account Setup. If you need further assistance, contact Computing Support at 801-626-7777.

## **When am I eligible to register classes for the upcoming semester?**

Click on the Student Services tab in your student portal. Click on the "Registration Time/Check Registration Status" link located in the Registration box. Check the Academic Calendar to find the date this information will be available for each semester. If you have any questions concerning your registration appointment, contact the Registration Office at [registration@weber.edu](mailto:registration@weber.edu) or 801-626-6100.

### III REGISTRATION APPOINTMENTS

A. The Weber State University registration schedule is based on cumulative credit hour totals. Dependent on the student information system and technical load capacity, advising appointment capacity, etc., the university may spread each access over a few days based on number of credit hours.

1. First registration access: Seniors and Graduate students (90 credit hours)
2. Second registration access: Juniors (60-89 credit hours)
3. Third registration access: Sophomores (30-59 credit hours)
4. Fourth registration access: Freshmen (1-29 credit hours)
5. Fifth registration access: Open registration

Note: Students registered with the Students with Disabilities Office, Early College students, Veterans of the United States armed forces, and Continuing freshmen, sophomore, and junior student athletes, defined as those participating in varsity NCAA athletics, may be allowed to register with seniors and graduate students.

(PPM 6-3)

## **How do I register for my classes for the upcoming semester?**

Log in to your student portal, click on "Register for Classes" and by using the Class Search, find the classes you want to register for. If the class is open, click on the box on the left of the class, then Submit. For more detailed information, go the "Registration" website and click on the specific information needed under "Registration Tips".

## **How do I print a copy of my schedule for the upcoming semester?**

Click on the Student Services tab in your student portal. Click on "View Schedule by Day and Time" or "View My Detailed Schedule".

### **How do I drop individual classes?**

Log in to your student portal, click on the Student Services Tab, and click on 'Register for Classes (Add/Drop)'. Choose 'Web Drop' in the Action Column next to the class you want to drop and click Submit. You may drop your classes online as long as you are within withdrawal deadlines. Please be aware that classes that run during the first or second half of the semester (Block 1 and 2) will have different withdrawal and refund deadlines.

### **How do I totally withdraw from a semester?**

Log in to your student portal, click on the Student Services Tab, and click on 'Register for Classes (Add/Drop)'. Choose 'Web Drop' in the Action Column next to all of the class you want to drop and click Submit. You may drop all of your classes online as long as you are within withdrawal deadlines. Please be aware that classes that run during the first or second half of the semester (Block 1 and 2) will have different withdrawal and refund deadlines. When dropping classes, please take in consideration if you have financial aid, loans, a scholarship, etc., to find out how it will affect your standing.

### **If I don't pay for my classes will they be dropped?**

No. If you decide not to attend the classes you registered for, drop the classes before the semester begins to avoid tuition and late fees.

### **Where can I find all the registration deadlines I need to know?**

Go to [weber.edu](http://weber.edu) and in the A-Z Search, click on A or C for Academic Calendar.

### **How do I change my mailing address?**

Go to the Student Services tab in your student portal. Click on your address located in the Personal Profile box and change.

### **How do I change my name?**

Bring your social security card (with the new name) to the Registrar's Solution Center or fax to 801-626-6679 with your information included.

### **If you have any questions concerning registering for classes each semester, please contact us:**

- Registrar's Solution Center: 801-626-6100, Fax 801-626-6679, [registration@weber.edu](mailto:registration@weber.edu), Student Services Center room 109
- Cashier's Office: 801-626-8006, [cashiers@weber.edu](mailto:cashiers@weber.edu), Student Services Center room 209
- Financial Aid Office: 801-626-7569, [finaid@weber.edu](mailto:finaid@weber.edu), Student Services Center, room 120
- WSU-Davis Enrollment Services: 801-395-3480, room 241
- WSU-Davis Cashier's Office: 801-395-3579, room 240
- WSU-Davis Enrollment Services (Financial Aid by appointment): 801-395-3456, room 246