

Glossary of Registration Terms

Any questions or suggestions? Email us at registration@weber.edu

A

Academic Calendar: The Calendar shows the dates and deadlines for the semester. In the A-Z Search, click on 'A' for 'Academic Calendar' or 'C' for 'Calendars'. There is a choice from the drop-down arrow (at the top) to see another semester at certain times during the year. Check the dates and deadlines before the semester starts so there will be no surprises and always check the 'Cashier's Office' page for more details on 'Refund Dates'. The 'New Academic Calendar' (located on the purple menu bar) shows registration calendars for the next seven years!

Add a Class: See 'Registration'

Additional Credit Hours: See 'Overload Registration'.

Admissions: You must apply and be admitted through the Admissions Office before you can register for classes. On the home page (at the top right-hand corner) you can click on Apply to start the process or 'A' in the 'A-Z Search' for the Admissions Office.

Admittance to Classes: See 'Admissions' if you haven't applied to be admitted to WSU yet. See 'Registration' if you need information about registering for classes.

Advisors: In the A-Z Search, click on 'A' for Advisement for information about getting an advisor for your specific Program of Study.

Appointment Registration: To find out the dates of registration, check the 'Academic Calendar'. Registration is done on an appointment basis for the first two weeks. 'Appointment' simply means that Graduates get the chance to register first, then Seniors, Juniors, Sophomores, and then Freshmen so that those that are getting closer to graduation will be sure to get into classes that must be taken. Go online and log into your Student Portal, go into the Student Services Tab, and under the Registration Heading choose 'Registration Time'. It will tell you the first day that you can begin to register. Remember that the appointment is calculated by how many credits you have earned (so the current semester will not count because it is not finished yet).

Audit a Class: Auditing a class allows the student to attend a class without receiving a letter grade. Students who are auditing a class are considered regular students in determining part-time or full-time registration and are charged regular tuition and fees. Some courses may not be open to auditing students because of classroom limitations. Students must get permission from the instructor to take a class as 'Audit'. Audit forms can be obtained at the Registrar's Solution Center in the Student Services Center or online under 'R' for 'Registration' in the A-Z Search and choose 'Audit Form'.

Available Classes: See 'Class Schedule'

B

Block 1 or Block 2: There are classes that run the whole semester, the first half, and the second half. Classes that run for the first half of the semester are BLOCK 1. Classes that run the second half of the semester are BLOCK 2.

C

Calendar: The Calendar shows the dates and deadlines for the semester. In the A-Z Search, click on 'A' for 'Academic Calendar' or 'C' for 'Calendars'. There is a choice from the drop-down arrow (at the top) to see another semester at certain times during the year. Check the dates and deadlines before the semester starts so there will be no surprises and always check the 'Cashier's Office' page for more details on 'Refund Dates'. The 'New Academic Calendar' (located on the purple menu bar) shows registration calendars for the next seven years!

Canceled Class: A class may cancel for various reasons. The most common reason is that not enough students registered to allow the class to run. When a class cancels, you will receive an email from the academic department. You may choose to register for another class or get a full refund.

Campus Map: See 'Map of Weber State University'.

Capacity (Cap): The capacity shows the maximum enrollment allowed for a class.

Catalog: The WSU Catalog lists all the courses that can be taught at WSU and a description of each course. It is available online and can also be purchased at the WSU Bookstore. In the A-Z Search, click on 'C' for 'Catalog', click on the 'Current Year' (in the purple menu bar) and choose the information wanted.

CatTracks: CatTracks is an easy way to find out how close (or how far away) students really are to completing a degree. This web-based tool can help students and advisors monitor progress in an easy-to-read worksheet, which is available through the eWeber portal. The program combines degree requirements with the coursework already completed to show what requirements are left.

Class Schedule: Every semester each academic department will input the classes that will be taught. In the A-Z Search, click on 'C' for 'Class Schedule' which is dynamic and has the latest information available. Choose the semester and the academic department of the class wanted. Notes or information from the instructor are located under the title of the class, if any. Click on the title to see if the class is open or closed. The crn (course reference number) is located in the title. The 'Class Schedule' can also be found under 'Current Students' on the WSU Home Page (at the top left-hand corner). Also see 'Class Schedule (pdf)'.

Class Schedule (pdf): Every semester each academic department will input the classes that will be taught. In the A-Z Search, click on 'C' for 'Class Schedule (pdf)' which is the Class Schedule but in a pdf format to be able to see the entire class schedule in one document. It is updated at the beginning of each month during registration for possible

changes that may have occurred (the online Class Schedule is dynamic and has the latest information available). Notice that there are three documents to choose from for each semester. The Complete Class Schedule shows all classes taught during the semester. 1st Block and 2nd Block refer to the classes taught during the first half and the second half of the semester and those class schedules will only list the classes in that specific Block for your convenience. The 'Class Schedule (pdf)' can also be found under 'Current Students' on the WSU Home Page (at the top left-hand corner).

Closed Classes: There is a maximum enrollment capacity put on each class and once it is reached the class is full or 'closed'.

Closed Reserved: Academic departments can reserve a portion of the enrollment for specific groups. If you get an error message of 'Closed Reserved' the class is actually closed and the open seats are reserved for a specific group of students.

Commencement: The graduation ceremony or Commencement is held in April and December. In the A-Z Search, click on 'C' for 'Commencement' for more information.

Concurrent Enrollment: Concurrent Enrollment allows high school juniors and seniors to enroll in college courses at their high school. In the A-Z Search, click on 'C' for 'Continuing Education' for more information.

Concurrent Nursing Students: WSU does all of the Nursing registration and tuition for the state of Utah. Nursing students at every college or university will register for their nursing classes according to their college advisor. Additional non-nursing class credits must be reported so that the tuition will include these additional credits (if only taking the nursing classes, you do not need to email WSU). Email cstevens@weber.edu with the following information: your name, your W#, your university, amount of credits for the nursing classes, and the amount of credits for the additional classes taken at your university. Please use your secure weber email account or your own university's secure email account. You will receive a reply to your email within one working day. If you do not receive a reply, it was not received. Please resend your email.

Continuing Education: In the A-Z Search, go to 'C' for 'Continuing Education' to check out all the programs associated with CE, such as Independent Study, Study Abroad, WSU Online, etc.

Corequisites: Some classes require a co-requisite along with the class, such as a laboratory that must accompany a lecture class. As you register you may get a corequisite error message which just means that you must register for both of the crn's at the same time. Enter both of the crn's in the Worksheet and Submit to register.

Counselors: See 'Advisors'.

Course Requirements: Many classes require pre-requisites, co-requisites, approval, admission to the program, etc. The catalog description outlines the requirements for each course. The online Class Schedule lists the requirements for each class. Check with the specific academic department for any clarifications on the requirements for their classes.

Credit/No Credit Registration: Taking a class as Credit/No Credit allows a student to enroll in classes outside of their major/minor on a pass (CR) or fail (NC) basis without affecting their GPA. Credit/No Credit forms can be obtained at the Registrar's Solution Center in the Student Services Center or online under 'R' for 'Registration' in the A-Z Search and choose 'Credit /No Credit Registration' for the form. Turn in completed forms to the Registrar's Solution Center, located in the northeast corner of the Student Services Center or send to registration@weber.edu using your secure weber email account.

CRN (Course Reference Number): The 5-digit number located in the title of the class (in the online Class Schedule) and at the beginning of the Class Search and Class Schedule (pdf) entries, is used for registration purposes. If there are twenty sections of 1010 classes, the crn will show the specific section that you are interested in. In the online registration process, you may enter the crn's in the Worksheet, and then Submit for a quick way to register.

Cross-listed Classes (XL): Classes may be cross-listed into groups in order to allow the system to 'juggle' the enrollment between several classes until the maximum is reached. For example: an art class may have 20 stations in the classroom and there are three classes that can enroll (beginning, intermediate, and advanced). By cross-listing this group of three classes, when 20 students have enrolled, all three classes will close.

Current Classes: See 'Class Schedule'

Current Students: A 'current student' has been admitted to WSU for the current or next semester. If you miss a semester, contact the 'Admissions Office', to reapply. There is also a link called 'Current Students' on the WSU Home Page (at the top left-hand corner). Click on 'Current Students' to find just about everything you need to know to get started at WSU and all on one page!

D

Dates: In the A-Z Search, click on 'A' for 'Academic Calendar' or 'C' for 'Calendars'. Check the dates and deadlines before the semester starts so there will be no surprises and always check the 'Cashier's Office' page for more details on 'Refund Dates'.

Days of the Week: In the Class Schedule, the abbreviations for the days of the week are, M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday.

Deadlines: In the A-Z Search, click on 'A' for 'Academic Calendar' or 'C' for 'Calendars'. Check the dates and deadlines before the semester starts so there will be no surprises and always check the 'Cashier's Office' page for more details on 'Refund Dates'. There will be deadlines associated with your classes so check the instructor's 'Syllabus' for those deadlines.

Drop a Class: 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 on Submit. 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.

E

Early College: Early College is a WSU program for high school juniors and seniors capable of university work. In Early College, you come to campus and take classes with university freshmen and sophomores for both university and high school credit. Early College permits you to graduate from high school with your classmates and to earn up to two years of university credit at the same time. In the A-Z Search, click on 'E' for 'Early College' for more information.

Email: Use your weber email account for all communication with WSU Offices. To set-up an account (after you have been accepted to WSU), click on 'W' for 'Wildcat Mail Account Setup'. You may contact the Registration Office using any email account at registration@weber.edu for general answers to your registration questions. However, if you are requesting our office to change your academic records for you, you must use your secure weber email account because the email communication will become a legal document authorizing us to change your academic records. Please include your name, W#, the semester, and your request, clearly stated. You will receive a reply within one business day. Make sure that when you send us an email that you also check for our reply. If you do not receive a reply, we did not get your email. Please resend. Contact the specific academic department for requests on registering for closed, prerequisite, or classes that require their approval.

There are four ways to communicate with students to give us legal authorization to change your academic records for you.

- 1-WSU student email account ending with **@mail.weber.edu**
- 2-Come in-person with **picture ID** to the Registrar's Solution Center SC102
- 3-Send a **signed** written request via fax (801-626-6679)
- 4-Mail a **signed** request (WSU Registration, 1102 University Circle, Ogden, UT, 84408).

End of Term Testing: See 'Final Exams'.

Enrolling: See 'Admissions' if you haven't applied to be admitted to WSU yet. See 'Registration' if you need information about registering for classes.

Error Messages: As you register for classes online you may encounter an Error Message. This will be located on the left-hand side and marked with a red sign. Look under the red sign to see the problem. The most common are listed here:

CLASS RESTRICTION (or major, or program): Contact the academic department of the class you want to register for.

CLOSED SECTION: The class is full or 'closed'.

COREQ REQUIRED: Some classes require a co-requisite along with the class, such as a laboratory that must accompany a lecture class. You must register for both of the crn's at the same time. Enter both of the crn's in the Worksheet and Submit to register.

INSTRUCTOR CONSENT REQUIRED: Contact the academic department or the instructor of the class to get permission to register for the class.

MAXIMUM HOURS EXCEEDED: You may register for 20 credit hours per semester. If you wish to petition to take more credit hours see 'Overload Registration'.

PREREQ & TEST SCORE ERROR: A search of your transcript does not show the classes or test scores required as pre-requisite. Prerequisite classes must have a passing grade to count.

F

FAFSA: This is the form to apply for federal aid. In the A-Z Search, click on 'F' for the 'Financial Aid' website.

Fall Semester: Fall Semester runs from August through December. Check the 'Academic Calendar' to find the dates of each semester.

FAX: You may fax a signed written request at 801-626-6679 concerning Registration, Records, Graduation, or Registrar's Office.

Final Exams: In the A-Z Search, click on 'F' for 'Final Exam Schedule' to see when final exams will be given. Check the instructor's syllabus for more information as to how, when, and where the exam will take place.

Financial Aid: In the A-Z Search, click on 'F' for 'Financial Aid' to apply for aid at WSU.

G

Grades: On the Thursday after the semester ends, grades will post to the student portal. Log in to your student portal and the Student Services Tab and click on 'Grades'.

Graduation: In the A-Z Search, click on 'G' for 'Graduation' for information on how to apply and your checklist toward graduation. The graduation ceremony or Commencement is held in April and December. Click on 'C' for 'Commencement' for more information.

Grants: In the A-Z Search, click on 'F' for 'Financial Aid' and check out the ways you can apply to help pay tuition.

H

Holds: There are several possible Holds that may stop you from registering for classes, getting your transcript, etc. When you see a Hold on your account, the office that put the Hold on (and usually their phone number) is listed right there in your student portal.

I

Inactive Students: If you have missed a semester you will need to reactivate your admissions file. You can choose 'Update Student Records' in your student portal or contact the 'Admissions Office'.

Independent Study: You can begin a course at any time during the year and take up to six months to complete your course. Contact Continuing Education at 801-626-6600.

J

K

L

Lecture and Lab: Many classes require a lecture and a lab to be taken together. Please notice the instructions listed under the blue title in the 'Class Schedule' to be sure that you register for the correct lec/lab that go together!

Locations: See 'Map of Weber State University'.

M

Map of Weber State University: In the A-Z Search, click 'M' for 'Map of WSU'. Click on the purple menu bar for addresses, directions, locations or to see the Ogden campus map. As you are registering, take special care to notice the location of the classes. There are classes offered at the Ogden Campus, the Davis Campus in Layton, the West Center in Roy, and the Morgan Center plus other sites associated with WSU.

N

No Letter Grades: See 'Credit/No Credit' or 'Audit a Class'.

NR: When you are in the 'Class Search' and you see a 'NR' notation by a class, it means that you are not allowed to register for that specific class.

Nursing Concurrent Students: WSU does all the Nursing registration and tuition for the state of Utah. Nursing students at every college or university will register for their nursing classes according to their college advisor. Additional non-nursing classes must be reported so that the tuition will include these additional credits (if only taking the nursing classes, you do not need to email WSU). Email cstevens@weber.edu with the following information: your name, your W#, your university, amount of credits for the nursing classes, and the amount of credits for the additional classes taken at your university. Please use your secure weber email account or your own university's secure email account. You will receive a reply to your email within one working day. If you do not receive a reply, it was not received. Resend your email.

O

Observe a Class: See 'Audit a Class'.

Open Registration: When the appointment (priority) registration is over (about 2 weeks) it is referred to as 'Open Registration' and all admitted students can access the registration portal.

Overload Registration: In order to take Overload Registration (more than 20 credits per semester), you must fill out a 'Petition to Take Additional Hours of Credit'. Forms can be obtained at the Registrar's Solution Center in the Student Services Center, in the Academic Departments, or online under 'R' for 'Registration' in the A-Z Search and choose 'Overload Registration'. After it has been approved, take the form to the Registrar's Solution Center to add the additional credits.

Override: When you get an 'error message' in the process of registering for a class, look below the red stop sign error to see the message. If you feel you should be allowed to register for the class, contact the academic department of the specific class for help. If you are given permission to get into the class, the department can either give you a STAMPED Permission Form to bring to the Registrar's Solution Center (Student Services Bldg, northeast corner) or they can do an Override into the system that will allow you to register online for the class. If you get an override from the department, enter the crn in the Worksheet box and Submit.

P

Pass/Fail Grade: See 'Credit/No Credit'.

Password: Once you are admitted and accepted as a WSU student you can set up your 'Wildcat Username and Password' to log in to your Student Portal. Logging in to your student portal allows you to access all your student information and processes. If you have any problems setting up your Username, Password, or accessing your student portal, contact Computing Services at 801-626-7777.

Pell Grants: See the Financial Aid website for information.

Permission to Add a Class: When you get an 'error message' in the process of registering for a class, look below the red stop sign error to see the message. If you feel you should be allowed to register for the class, contact the academic department of the specific class for help. If you are given permission to get into the class, the department can either give you a STAMPED Permission Form to bring to the Registrar's Solution Center (Student Services Bldg, northeast corner) or they can do an Override into the system that will allow you to register online for the class.

Petitions: See 'Overload Registration' if you want to petition to take additional hours of credit (over 20 credit hours per semester). If you are petitioning for an exception to clear a registration, records, or graduation problem, click on 'R' for 'Registrar's Office' and

'Exception to University Policy'. If you are petitioning for refunds or cashiering problems, click on 'C' for 'Cashier's Office', 'Tuition and Fees' tab, and 'Student Financial Petition'.

Prerequisites: Many classes require a prerequisite that must be taken previously with a passing grade. As you register you may get a 'prerequisite or test score error' message which means that a search of your transcript does not show the requirements. If you feel that information is incorrect, please contact the specific academic department for help.

Priority Registration: Registration is done on an appointment basis or 'Priority' for the first two weeks. 'Appointment' simply means that Graduates get the chance to register first, then Seniors, Juniors, Sophomores, and then Freshmen so that those that are getting closer to graduation will be sure to get into classes that must be taken. Go online and log into your Student Portal, go into the Student Services Tab, and under the Registration Heading choose 'Registration Time'. It will tell you the first day that you can begin to register. Remember that the appointment is calculated by how many credits you have earned (so the current semester will not count because it is not finished yet).

Program of Study: Choose your major by visiting the Academic Department to declare your Program of Study.

Q

R

Records: In the A-Z Search, go to 'R' for the 'Records Office' to get information on transcripts and grades.

Refunds: Please check the 'Refund Deadlines' each semester! Go to the A-Z Search, 'R' for 'Refunds', 'Tuition and Fees' tab, and 'Refund Dates'. 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.

Registrar's Solution Center (RSC): The 'RSC' is located in the Student Services Center on the north-east corner. Visit them for help with Academic Records, Adding/Dropping Classes, Address/Name Changes, AP/CLEP Forms, Graduation Application, Registration Changes, Transcript Requests, Enrollment Verifications, and general information. Contact them at 801-626-6100 or fax-801-626-6679.

Registration: Registration refers to registering or adding classes for a specific semester. To find out the dates of registration, check the 'Academic Calendar'. Registration is done on an appointment (priority) basis for the first two weeks. 'Appointment' simply means that Graduates get the chance to register first, then Seniors, Juniors, Sophomores, and then Freshmen so that those that are getting closer to graduation will be sure to get into classes that must be taken. Go online and log into your Student Portal, go into the Student Services Tab, and under the Registration Heading choose 'Registration Time'. It will tell you the first day that you can begin to register. Remember that the appointment is calculated by how many credits you have earned (so the current semester will not count because it is not finished yet). Choose '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. See 'Error Messages' if you encounter any errors that need to be clarified.

Remaining (Rem): Refers to the amount of open spaces remaining in a class.

Reserved Seats: Academic departments can reserve a portion of the enrollment for specific groups. If you get an error message of 'Closed Reserved' the class is actually closed and the open seats are reserved for a specific group of students.

S

Schedule: See 'Class Schedule'. You may also view and print your own schedule of the classes you are registered for by choosing 'View My Detailed Schedule' or 'View My Schedule by Day and Time' in your student portal in the Registration menu.

Scholarships: In the A-Z Search, click on 'S' for 'Scholarship Office' and check for scholarships you may be able to apply for to help pay tuition.

Special Approval (SPECAPPR): 'Special Approval' refers to a class that requires 'Instructor or Department Approval' before registering for a class.

Spring Semester: Spring Semester runs from January through April. Check the 'Academic Calendar' to find the dates of each semester.

Student Portal: Once you are admitted and accepted as a WSU student you can set up your 'Wildcat Username and Password' to log in to your Student Portal. Logging in to your student portal allows you to access all your student information and processes. If you have any problems setting up your Username, Password, or accessing your student portal, contact Computing Services at 801-626-7777.

Summer Semester: Summer Semester runs from May through August. Check the 'Academic Calendar' to find the dates of each semester.

Syllabus: Your instructor will provide a syllabus for the class which is an outline or statement of the main points of the course, deadlines, assignments, etc.

T

Testing: See 'Final Exams'. Each course will also include quizzes and other testing during the course of the semester.

Total Withdrawal from the 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 on 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.

Transcripts: An unofficial transcript of the classes and grades you have received at WSU can be obtained through your student portal. For an official transcript request, go to the A-Z Search and choose 'T' for 'Transcripts, Official'.

Tour of the Campus: To schedule a tour of the campus, go to the A-Z Search and click on 'T' for 'Tour WSU'.

Tuition and Fees: Go to the A-Z Search and click 'T' for 'Tuition and Fees'.

U

Username: Once you are admitted and accepted as a WSU student you can set up your 'Wildcat Username and Password' to log in to your Student Portal. Logging in to your student portal allows you to access all your student information and processes. If you have any problems setting up your Username, Password, or accessing your student portal, contact Computing Services at 801-626-7777.

V

W

W#: A W# is a randomly generated number assigned to students by Weber State to limit the use of social security numbers. Your W# is located in your student portal, Student Services tab, and underneath your name in your Personal Profile.

Waitlisting: 'Waitlisting' lets you get on a list for a class that is closed. If a space opens up, the first student on the waitlist will receive an email and get 24 hours to register for the open space. Go to the A-Z Search, 'W' for 'Waitlisting' for a Tutorial and a FAQ.

Wildcat Email: To create your email account, go to the A-Z Search, 'W' for 'Wildcat Mail Account Set Up'. You can access it by clicking on 'W' for 'Wildcat Mail'. In your student portal and in the Student Services Tab, you can also click on Wildcat Mail in the upper right-hand corner.

Wildcat Username and Password (WCID): Once you are admitted and accepted as a WSU student you can set up your 'Wildcat Username and Password' to log in to your Student Portal. Logging in to your student portal allows you to access all your student information and processes. If you have any problems setting up your Username, Password, or accessing your student portal, contact Computing Services at 801-626-7777.

Withdrawal: 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 on 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.

X

XL (Cross-listed Classes): Classes may be cross-listed into groups in order to allow the system to 'juggle' the enrollment between several classes until the maximum is reached. For example: an art class may have 20 art stations in the classroom and there are three classes that can enroll (beginning, intermediate, and advanced). By cross-listing this group of three classes, when 20 students have enrolled, all three classes will close.

Y

Z