



Associate of Science/Associate of Art General Studies Syllabus weber.edu/ssc

Contact Information:

Student Services Center room 140
1132 University Circle
Ogden, Utah 84408-1132
Phone: 801-626-6752 (option 5)
Email: studentsuccess@weber.edu
Fax: 801-626-7678
Find us on Facebook: WSU Student Success Center

Office Hours:

Monday-Thursday 8:00 am to 5:00 pm
Friday 8:00 am to 4:30 pm
Evening appointments available (by appointment only)

Quick Advise:

An advisor at the reception desk can answer quick questions. *Some questions require an appointment.*

Policies and Procedures for Advising:

- When scheduling an appointment, have your W number ready and call our office.
- If you are unable to keep your appointment, please call to cancel or reschedule.
- Arrive 10 minutes early with your picture ID for your appointment. If late, you must reschedule.
- Federal Privacy laws require that you give written consent to any parent/spouse/3rd party for information to be released on your behalf.

Appointment Scheduling:

Student appointment availability is limited immediately before each semester and during peak registration times. If possible, please schedule appointments during off-peak times for discussing the AA/AS degree and goal setting, reviewing policies and procedures, and completing graduation sign-offs.

Vision Statement: The Student Success Center, through highly-trained professional advisors, will focus on empowering our students in increasingly effective ways with knowledge and skills to help them achieve their educational, professional, and personal goals at Weber State University.

Advisor Responsibilities

Your Advisor is expected to:

- Treat you as a responsible student
- Create a positive, safe environment in which you feel comfortable expressing concerns and asking questions
- Explain and effectively communicate the requirements of the General Studies degree
- Assist in your understanding of the purposes and goals of General Education requirements
- Provide information about campus resources and services
- Keep accurate records of scheduled one-on-one advising appointments
- Maintain confidentiality, based on advising ethics and federal privacy laws

Student Responsibilities

You are expected to:

- Schedule a periodic appointment with a General Studies advisor, optimally starting with your first semester
- Arrive on time for appointments and sessions, with your cell phone turned off
- Come prepared with questions and any materials needed for advisement
- Treat your advisor with respect
- Learn to generate and effectively utilize WSU's degree evaluation tool and transcript
- Be an active participant by taking notes and asking questions during your appointment
- Follow through on decisions made and accept responsibility for them

Student Learning Outcomes

As a result of the advising experience, you will:

- Understand the importance of obtaining academic advisement
- Understand the information provided in the Student Success Center AA/AS General Studies Syllabus
- Understand the requirements for the AA/AS degree in General Studies
- Understand the overall goals of general education and how these courses contribute to your university experience
- Be aware of the resources and services available on campus to assist in achieving academic, personal, and career goals
- Earn the AA or AS in General Studies in a timely manner based on your educational plan

Student Advising Calendar/Checklist

Visit weber.edu/calendars for WSU's academic calendar

Before First Semester Begins:

- Gain admission to WSU
- Investigate financial aid/scholarships
- Setup WSU student portal and Wildcat email account
- Take Accuplacer tests if needed
- Attend WSU New Student Orientation
- Register and finalize class schedule
- Obtain Wildcard (WSU ID card)
- Purchase textbooks

Mid-Semester:

- If you are facing academic difficulties, meet with a General Studies advisor for assistance and referrals
- Research potential scholarships for the next semester
- Use University support services
- Use Quick Advise at the Student Success Center for brief questions
- Use Career Services to explore majors
- Review the academic calendar for important dates

Beginning of First Semester:

- Meet with a General Studies advisor to discuss AA/AS degree, general education, class options, and questions
- Access the academic calendar online for dates on canceling/withdrawing, tuition refunds, etc.
- Get involved with clubs and organizations
- Explore university support services such as tutoring to enhance academic performance
- Manage and use your Wildcat email account
- Know how to find your transcript and use CatTracks degree evaluation

Month Before Semester Ends:

- Look on eWeber Student Portal for registration dates
- If you have any holds, check student portal and contact the phone number listed
- Register for classes
- Take note of final test dates and times
- If you are facing academic difficulties, meet with a General Studies advisor for assistance and referrals
- If needed, make an appointment to discuss academic performance strategies with a General Studies advisor

Frequently Used Services

Office	Services Offered	Website	Location	Phone
Admissions	Recruitment, New Student Orientation, Admissions, Incoming Transcripts, Transfer Articulation	weber.edu/admissions	SC 201	801-626-6743
Career Services	Major and career exploration, internships, resume review	weber.edu/careerservices	SC 230	801-626-6393
Cashier's	Tuition and fees, fines, payment plans	weber.edu/bursar	SC 209	801-626-8006
Counseling and Psychological Services	Individual, couple, and group therapy/coping strategies	weber.edu/counselingcenter	SC 280	801-626-6406
Financial Aid and Scholarships	Financial Aid and Scholarships	weber.edu/financialaid	SC 120	801-626-7569
Parking Services	Parking permits and parking ticket payments	weber.edu/parking	Annex 5	801-626-6533
Police (WSU)	24-hour patrol protection	wsupolice.com	Annex 4	801-626-8925
Registrar's Solution Center	Registration, enrollment/degree verification, name changes, NCAA eligibility, Records (outgoing transcripts), Graduation	weber.edu/registrar	SC 102	801-626-6100
Student Health Center & Pharmacy	Treatment of illness or injury and prescriptions filled	weber.edu/healthcenter	SC 190	801-626-6459
Student Success Center	Academic advisement for AA/AS General Studies students	weber.edu/ssc	SC 140	801-626-6752 (option 5)
Testing Centers	WSU-administered tests (e.g., Accuplacer tests)	weber.edu/testingcenter	See website for specific center	See website for specific center
Tutoring Services	Learning assistance by certified tutors	weber.edu/tutoringservices	See website for specific center	See website for specific center