

**2015-2016**

## **EARLY COLLEGE SYLLABUS & PROGRAM GUIDELINES**

[weber.edu/earlycollege](http://weber.edu/earlycollege)

### **Contact Information**

Student Services Center Room 140  
3885 West Campus Dr., Dept. 1132  
Ogden, Utah 84408-1132  
Phone: 801-626-8953  
Email: [earlycollege@weber.edu](mailto:earlycollege@weber.edu)  
Fax: 801-626-7678  
Find us on Facebook for important updates:  
Weber State University's Early College Program

### **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)

### **Policies and Procedures for Advising**

- 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 will need to reschedule)

### **Appointment Scheduling**

- Have your W# ready and contact your Early College Advisor
- Identify yourself as an Early College student
- Identify your school district or high school
- Book your appointments as far in advance as possible (appointment availability is limited immediately before each semester and during peak registration times)

Student Success Center 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 asking questions
- Effectively communicate the General Studies degree requirements
- Help you understand the purposes and goals of General Education requirements
- Provide information about campus resources
- Keep accurate records of your one-on-one advising appointments
- Maintain confidentiality, based on advising ethics and federal privacy laws

### **Student Responsibilities**

*You are expected to:*

- Treat your advisor with respect
- Arrive on time for appointments, with your phone off
- Attend New Student Orientation and your required Early College New Student Appointment
- Schedule at least one appointment each semester with your Early College Advisor (know your advisor's name and how to contact him/her)
- Come prepared with questions/materials for advisement
- Take notes and ask questions during your appointment
- Follow through on your decisions and accept responsibility for them
- Contact your advisor when you are facing challenges

### **Early College Learning Outcomes**

*It is important that you understand the following Early College Program information.*

- Information provided in the Student Success Center AA/AS Early College Syllabus & Program Guidelines
- Eligibility requirements for the Early College Program
- Benefits of participating in the Early College Program
- Importance of obtaining academic advisement to learn General Studies degree requirements
- Differences between Concurrent Enrollment, AP, and traditional university classes
- How to access eWeber Student Portal to locate your W#, view your detailed schedule, add/drop courses, view grades, generate and use your WSU transcript and CatTracks degree evaluation, and locate the WSU Scholarship Application and accept an award
- WSU resources and services available to assist in achieving academic, personal, and career goals
- Early College registration steps and how to create a registration plan, including information on High School Counselor Contract
- Pertinent WSU deadlines, policies, and procedures
- Your responsibility to pay your WSU tuition and fees
- Scholarship opportunities available during and after participating in Early College
- Steps necessary to earn the General Studies associate degree in a timely manner based on your educational plan

*In your required Early College New Student Advising Appointment, your Early College Advisor will go over a checklist of information that includes most of this material. It is your responsibility to ask questions about anything you don't understand. We are here to support you and enjoy doing so!*

## Early College Academic Standards

Early College students are required to maintain a minimum cumulative Weber State University grade point average (GPA) of 2.0 and earn passing grades in all WSU classes. (Note: Passing grades for General Education requirements differ; consult the catalog for specific grade requirements.) Students who earn an E (failing grade) or UW (unofficial withdrawal) or who fail to earn at least a 2.0 GPA are placed on Early College Program Probation and are required to repeat the failed class and/or raise their cumulative GPA to at least 2.0 the following semester. Failure to repeat the class and/or raise the cumulative GPA to at least 2.0 will result in dismissal from the Early College Program.

### Student Calendar/Checklist

Visit [weber.edu/calendars](http://weber.edu/calendars) for WSU's academic calendar

<b>Before First Semester Begins</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend required Early College Information Session</li> <li><input type="checkbox"/> Gain admission to WSU's Early College program</li> <li><input type="checkbox"/> Schedule required Early College New Student Advising Appointment</li> <li><input type="checkbox"/> Setup WSU student portal and Wildcat email account</li> <li><input type="checkbox"/> Attend required WSU New Student Orientation</li> <li><input type="checkbox"/> Purchase textbooks</li> <li><input type="checkbox"/> Accept scholarship</li> <li><input type="checkbox"/> Arrange for payment</li> </ul>	<b>Beginning of First Semester</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Access the academic calendar on <a href="http://weber.edu">weber.edu</a> for cancelation/withdrawal deadlines, tuition refunds, and other important dates and note these in your planner along with assignment due dates and test dates</li> <li><input type="checkbox"/> Manage and use your Wildcat email account</li> <li><input type="checkbox"/> Know how to find your transcript, add/drop classes, and use CatTracks degree evaluation</li> <li><input type="checkbox"/> Explore WSU support services such as tutoring to enhance academic performance</li> </ul>
<b>Mid-Semester</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule your required mid-semester advising appointment with your Early College Advisor to complete your Priority Registration Form and check on your progress toward a successful semester</li> </ul>	<b>Month Before Semester Ends</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be registered for classes on the Priority Registration date to try to get your first choices</li> </ul>

### Frequently Used Services

Office	Early Services Offered	Website	Location	Phone
<b>Early College Program (Student Success Center) Advisor:</b>	Early College Program advisement, General Studies associate degree advisement	<a href="http://weber.edu/earlycollege">weber.edu/earlycollege</a>	SC 140	801-626-8953
<b>Admissions</b>	Incoming Transcripts, Transfer Articulation, AP/CLEP credit	<a href="http://weber.edu/admissions">weber.edu/admissions</a>	SC 201	801-626-6743
<b>Career Services</b>	Major/career exploration, internships, resume review	<a href="http://weber.edu/careerservices">weber.edu/careerservices</a>	SC 230	801-626-6393
<b>Cashier's</b>	Tuition and fees, fines	<a href="http://weber.edu/bursar">weber.edu/bursar</a>	SC 209	801-626-8006
<b>Counseling &amp; Psychological Services*</b>	Individual, couple, and group therapy/coping strategies	<a href="http://weber.edu/counselingcenter">weber.edu/counselingcenter</a>	SC 280	801-626-6406
<b>Parking Services</b>	Parking permits, ticket payments (Parking is free after 4:00 p.m.)	<a href="http://weber.edu/parking">weber.edu/parking</a>	Public Safety Building	801-626-6533
<b>Police (WSU)</b>	24-hour patrol protection	<a href="http://wsupolice.com">wsupolice.com</a>	Public Safety Building	801-626-8925
<b>Registrar's Solution Center</b> (your Early College Advisor will process your Priority Registration form)	Registration, enrollment/degree verification, Records (outgoing transcripts), Graduation	<a href="http://weber.edu/registrar">weber.edu/registrar</a>	SC 102	801-626-6100
<b>Services for Students with Disabilities</b>	Specialized services, technology, and advisement for qualified disabled students	<a href="http://weber.edu/ssd">weber.edu/ssd</a>	SC 181	801-626-6413
<b>Student Health Center &amp; Pharmacy*</b>	Treatment of illness/injury, prescriptions filled	<a href="http://weber.edu/healthcenter">weber.edu/healthcenter</a>	SC 190	801-626-6459
<b>Testing Centers</b>	WSU-administered tests (e.g., Accuplacer tests)	<a href="http://weber.edu/testingcenter">weber.edu/testingcenter</a>	See website for specific center	See website for specific center
<b>Tutoring Services</b>	Learning assistance by certified tutors	<a href="http://weber.edu/tutoringservices">weber.edu/tutoringservices</a>	See website for specific center	See website for specific center

\*Requires Parental Informed Consent Agreement (available online)