

**WEBER STATE UNIVERSITY
NONTRADITIONAL STUDENT CENTER AND
HOURLY CHILDCARE
PROGRAM REVIEW 2010**



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WEBER STATE UNIVERSITY MISSION STATEMENT

Weber State University offers associate, baccalaureate and master degree programs in a broad variety of liberal arts, sciences, technical and professional fields. The university provides excellent educational experiences for its students through extensive personal contact among faculty, staff and students in and out of the classroom. To accomplish its mission, the university, in partnership with the broader community, engages in research, artistic expression, public service, economic development, and community-based learning experiences in an environment that encourages freedom of expression while valuing diversity.

STUDENT AFFAIRS MISSION STATEMENT

The Division of Student Affairs promotes student learning, well being and success through comprehensive services and programs provided in an inclusive environment. Student Affairs serves the needs of a diverse student population by offering educational experiences, leadership opportunities, and academic support, which advances the social, intellectual, cultural, and civic development of students.

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NONTRADITIONAL STUDENT CENTER MISSION STATEMENT

The Nontraditional Student Center helps nontraditional students (25 years or older, married, have children, divorced or widowed) make a successful academic and social transition to Weber State University by meeting their diverse needs. The center is designed to support students' academic progress and social adjustment to the WSU environment by utilizing university offices, departments, faculty and staff, programs, and student organizations to provide assistance, such as childcare, and encouragement.

Vision Statement

It is our vision to assist nontraditional students with a variety of services in a welcoming, friendly, and comfortable environment. Our goal is to create a center that makes all students feel recognized, valued, and connected to the larger Weber State University community.

Outcomes

- To provide emotional support for nontraditional students returning to college
- To assist in the educational success of nontraditional students
- To build a strong network of nontraditional students committed to improving the educational climate at WSU
- To improve retention and graduation rates of nontraditional students.

Service Standards (Nontrad Staff Defined)

- Organize successful leadership opportunities for nontraditional students through Epiphany Literary Journal, Area Council, and volunteer opportunities offered in the center
- Inform students about Enrollment Services (Admissions, Registration, Financial Aid, etc)
- Provide educational workshops to assist in overcoming barriers (academic challenges, financial, personal, family, technology, career, health, etc.)
- Foster an environment where students feel comfortable to ask questions
- Create a formal environment for networking
- Increase students' awareness of the campus and resources available
- Give moral support and provide referrals when necessary
- Create a safe environment for students to communicate openly
- Assist students with technology through a computer lab

HISTORY OF THE DEPARTMENT

The Nontraditional Student & Hourly Childcare Center was conceived from an idea by WSU's Vice President for Student Affairs. A committee was formed to research the possibilities of such a center, and Jennifer Grandi was asked to become the Nontraditional Student Center's first coordinator in the fall of 2000.

Originally, funding for the Nontrad Center was provided partly from the Vice-President's Office, and partly from student fee allocation. Eventually the center became solely student fee funded. The childcare center originally operated on a nine-month basis, closing summer semester. A CCAMPIS (Child Care Access Means Parents in School) grant was received allowing the childcare center to operate year-round, to pay childcare workers at a competitive wage, and to also hire a secretary. This grant was awarded in 2001 on a four-year basis. The grant is offered through the Department of Education and is available every four years. The coordinator applied for this grant in 2009, and was declined. The grant will be available again in 2013.

The Nontrad Center has been relocated twice since it was established in 2000. With the renovation of the Shepherd Union Building in 2005, the center was temporarily relocated to the Student Service Center while childcare was relocated to the Wasatch Residence Hall. In the summer of 2007, the center transitioned back to the third floor of the Shepherd Union Building. In 2007, the Nontraditional Student Programs and Services name was changed to the Nontraditional Student Center. With this new, larger space, the new location has been able to provide additional computers, more study space, and a larger childcare center.

To accommodate the increase in students using the Nontrad Center, Childcare, and additional programming, additional funding was provided by Student Fees. In 2008, funding was provided to offer a Parenting Conference. In 2010, \$7500 was provided to hire more student employees. Hiring more work-study students versus hourly students, and creating additional revenue streams (see Financial Resource/ Budget) have allowed for the hiring of a part-time advisor in Fall 2010.

| Nontraditional Student Center Staff History | | | | |
|--|--|---|--|---|
| 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 | 2009-2010 |
| Coordinator * <i>Salaried</i> | Coordinator <i>Salaried</i> | Coordinator <i>Salaried</i> | Coordinator <i>Salaried</i> | Coordinator <i>Salaried</i> |
| Childcare Supervisor <i>Salaried</i> | Childcare Supervisor <i>Salaried</i> | Childcare Supervisor <i>Salaried</i> | Childcare Supervisor <i>Salaried</i> | Childcare Supervisor <i>Salaried</i> |
| Secretary <i>Salaried</i> | Secretary <i>Salaried</i> | Secretary <i>Salaried</i> | Secretary <i>Salaried</i> | Secretary <i>Salaried</i> |
| Peer Mentor <i>Tuition Waiver</i> | Peer Mentors/Advisors <i>Work-study / Hourly</i> | Peer Advisors <i>Work-study / Hourly</i> | Peer Advisors <i>Work-study / Hourly</i> | Peer Advisors <i>Work-study / Hourly</i> |
| | | 1 Office Aid <i>Work-study / Hourly</i> | 2 Office Aids <i>Work-study / Hourly</i> | 3 Office Aids <i>Work-study / Hourly</i> |
| | | **3 Pinnacle Honor Society Officers <i>Tuition Waiver</i> | **2 Pinnacle Honor Society Officers <i>Tuition Waiver</i> | 4 Epiphany Editors <i>Tuition Waiver</i> |
| | | | 1 Parent Advisory board Chair <i>Tuition Waiver</i> | 1 Student Specialist (Women's Center & Nontrad) <i>Work-study / Hourly</i> |

*During summer-fall semester 2005, the secretary under the direction of Dr. Jeff Hurst helped to manage the Nontraditional Student Center.

** Pinnacle Honor Society is now an honorary program. The tuition waivers were used for PHS until 2009-2010. In Spring 2009 additional tuition waivers were requested to fund the staff for Epiphany Literary journal. When the PHS officers diminished and there was little interest from students to continue, the coordinator decided to use the tuition waivers for the Epiphany editors.

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CORE PROGRAMS AND SERVICES

The Nontraditional Student Center develops programs to meet the diverse needs of the nontraditional students (25 and older, married, have children, divorced or widowed) at WSU while adhering to the university and division initiatives and priorities. The core values established for the Student Affairs division are posted in the Hourly Childcare Center and the Nontraditional Student Center. Many of the programs are designed to facilitate connections for the nontraditional students and their families as well as recruit and retain students. Outlined below are the programs and services.

I. Epiphany Literary Journal

Epiphany Mission

The mission of Epiphany Nontraditional Student Literary Journal is to provide a venue for talented, previously unknown nontraditional student writers to present their work for publication. The nontraditional students of Weber State University comprise over 50% of the student population. Our purpose is to provide a bi-annual journal for the nontraditional students at Weber State University that reflects the integrity and standard of excellence that can be found in this institution, as well as provide a competitive, real-world opportunity for nontraditional students to be published. The publication consists of fiction, flash fiction, poetry, and creative non-fiction.

The goals of Epiphany are to raise a standard of excellence in the writing of nontraditional students and to encourage the students to reach the highest levels of their potential. We encourage students to write with courage, integrity, and truth of feeling. Epiphany will support and promote other campus organizations that promote learning and creativity. We will celebrate the ideas and accomplishments of all nontraditional students, always remembering the experiences that have brought them to this point in their lives.

Epiphany Criteria

Student authors must be currently enrolled at WSU and *must be* nontraditional students. Entries are submitted either online or can be brought in person to the Nontrad Center on a flash drive. Students may submit pieces elsewhere after Epiphany either accepts or rejects them, so long as they are in accordance with copyright laws and guidelines of other publications. Students are not limited on the number of submissions. The winner in each category (fiction, flash fiction, poetry, and non-fiction) receives a \$50 bookstore gift card and an overall winner is awarded \$100 cash prize. All submissions are judged according to the editing process (Appendix A) and rubric (Appendix B).

Epiphany Staff

Editors are hired on a semester-to-semester basis. The three semesters they received tuition waivers. Beginning in spring 2010 the Managing Editor will receive a tuition waiver and the Assistant Editor and 2-3 review/ marketing editors will work as work-study/hourly employees. The staff is responsible for promoting the journal, collaborating with other student journals on campus, visiting English classes, reviewing submissions, publication of the journal, and meeting with the faculty and Nontrad advisors.

Submissions

The submissions are accepted from the beginning of the semester for a month. The winner in each category receives a cash prize of \$50 and the overall winner receives a cash prize of \$100. There are four categories, non-fiction, fiction, flash fiction and poetry. The first semester the publication started there were 60 submissions and 30 were published with a winner in each category. Spring 2010 there were 147 total submissions and 49 were published with a winner in each category. Fall Semester 2010 there were 106 submissions and 24 were published with a winner in each category and an overall winner was introduced and one student received this award.

II. Nontrad Center Lounge and Kitchen

The Nontrad Center provides an open study area with a study lounge and kitchen for students to study, relax or connect with other nontraditional students. The study lounge has couches, two round tables to study and eat, and massage chairs. There is a large book shelf for students to store their backpacks and bags while in the center. The kitchen is equipped with a refrigerator, microwave, toaster, and sink and hot drinks are available. The center, excluding Childcare, is open from 7am – 7pm, Monday – Thursday, and Friday, from 7:30am – 5:00pm. This allows for students who take night classes to use the center.

III. Hourly Childcare

The Hourly Childcare Center is a state-licensed facility (<http://health.utah.gov/licensing/childcareforms>) designed to provide flexible hourly or back-up childcare for the children of WSU students. The childcare program is specifically geared towards retaining parents and assisting them through graduation. The center and staff members are committed to Developmentally Appropriate Practices as defined by the *National Association for the Education of Young Children* (Appendix C). The staff strives to provide a safe, nurturing environment that promotes the physical, social, emotional, and cognitive development of young children while responding to the needs of their families. Our center is designed to value each child's individuality and help him/her function as part of a group. (Adapted from Hourly Childcare Parent Handbook and Program Policy Manual)

Children ages two through nine may attend. Children must be two years old at time of enrollment, and they must be potty-trained. A child may be at the center for a maximum of four hours each day while the parent is on campus attending class. Special arrangements can be made to accommodate the parent when the need arises to take tests, go to the Library or meet with an advisor. Curriculum is planned according to the needs and interests of individual children and represents a balance of physical, social, cognitive, and emotional skills.

Each semester we maintain a fairly consistent number of children enrolled in the childcare center and hours they utilize.

| Semester | Number of Parents | Number of Children | Semester Hours Used |
|--|-------------------|--------------------|---------------------|
| Summer 2005 | 20 | 33 | 764 |
| Fall 2005 | 35 | 43 | 2138 |
| Spring 2006 | 33 | 42 | 1805 |
| TOTAL | 88 | 118 | 4707 |
| Summer 2006 | 17 | 26 | 960 |
| Fall 2006 | 21 | 31 | 1844 |
| Spring 2007 | 23 | 33 | 2054 |
| TOTAL | 61 | 90 | 4858 |
| Summer 2007 <i>Move to the Union from Wasatch Halls</i> | 13 | 19 | 642 |
| Fall 2007 | 18 | 23 | 1335 |
| Spring 2008 | 19 | 28 | 2129 |
| TOTAL | 50 | 70 | 4106 |
| Summer 2008 | 15 | 21 | 881 |
| Fall 2008 | 28 | 39 | 2393 |
| Spring 2009 | 26 | 36 | 2279 |
| TOTAL | 69 | 96 | 5553 |
| Summer 2009 | 23 | 31 | 924 |
| Fall 2009 | 23 | 33 | 2255 |
| Spring 2010 | 24 | 36 | 2295 |
| TOTAL | 70 | 100 | 5474 |

IV. Purple Pals Kids Club

The Purple Pals Kids Club currently has 130 children enrolled in the program. The goal of Purple Pals Kids Club is to introduce children to the WSU campus and to build a network of children through participation in fun activities, while securing WSU as the school of choice when the children reach adulthood. The program demonstrates that WSU supports families by offering the activities for them and recognizes the support system at home that allows nontraditional students to go to college. The children of these students miss time with their

parents while they attend school, and this allows them an opportunity to share in the WSU experience along with their parents.

The children of nontrad students who are 17 years and younger can join the Purple Pals Kids Club yearly for \$5 for each child with no limit. An application (Appendix D) needs to be completed and turned in with the receipt to the Nontrad Center. Children receive an ID card (which they must have at each activity), a T-shirt, Fun Pack, game of bowling, three club activities, and a birthday card in the mail during the month of their birthday.

V. Pinnacle Honor Society

The Pinnacle Honor Society was established to *recognize and honor* the nontraditional student. In prior years, the PHS members have been involved in planning a service project once a semester. Due to a limited involvement with these projects and the interest more to be honored and recognized for graduation, the PHS is more of an honorary program today.

The students who join are recognized for achieving academic success while facing all the challenges associated with being nontraditional (over 25, married, have children, divorced or widowed). The student must be a junior or senior, have a minimum cumulative GPA of 3.0 or higher and have leadership and/or volunteer experience. This is a great way for a student to demonstrate their experience and leadership skills when it comes time for graduation. Students can join the Pinnacle Honor Society by filling out the application (Appendix E), and paying a one-time, \$30 fee at https://secure.touchnet.com/C20249_ustores/web/index.jsp. A medallion may also be purchased for \$8. Each member receives a certificate, pin and honor cord to wear at graduation.

At the end of fall 2009 the Nontraditional Student Center secretary began tracking the memberships from that time to present there are 92 members. Prior to this year, the membership file contained inconsistencies and was not reliable for data.

VI. Scholarships

The Nontraditional Student Center is responsible for awarding the “Walter C. Swanson” scholarship (Appendix F), and the “Rising Star Scholarship” scholarship (Appendix G). Both scholarships are awarded based on need. The scholarship committee, which consists of the coordinator, secretary, and students, reviews the applications and the student’s personal need letter. After that, the Nontraditional Student Center relies on the Scholarship office for the unmet need and eligibility of all candidates for both scholarships.

VII. Student Resource Guide

In fall of 2008, a student handbook was created to assist the staff in working with incoming freshmen. The handbook has evolved into the “Student Resource Guide” (Appendix H) for Fall Semester 2010. The guide is about two times as big as the handbook and incorporated some of the new policies and campus procedures including “Code Purple” and “PAWS” program.

VIII. Student Senator

The Nontraditional Student Senator position is an elected position that represents the nontraditional student constituency. The senator is required to follow the bylaws set forth by the student government. The Nontrad Student Senator holds a monthly area council meeting in the center where students can voice their views. These views are then shared with the other senators during Senate meetings each week. The senator is also responsible to plan activities (depends on the approved amount each year) for their constituency. Each semester the senator meets with the advisor to talk about goals and progress as set up by the Student Government advisor as well as the goals for the Nontraditional Student Center. Each senator’s level of leadership and commitment varies and the advisor works with these students to establish goals that are attainable for each student.

| Year | Name |
|-----------|------------------------|
| 2005-2006 | Jim West |
| 2006-2007 | Monique Bernard (Fall) |
| 2007-2008 | Ricardo Curletto |
| 2008-2009 | Steve Pearce |
| 2009-2010 | Steve Hansen |
| 2010-2011 | Jeromy Ivie |

IX. Outreach and Campus Relations

In 2007, the coordinator worked closely with the WSU West Center to establish some workshops and activities focused on nontraditional students. This included a financial aid workshop, relationship workshop, and Love Languages workshop. Today, the West Center staff continues this effort by offering workshops and activities each semester.

Each semester the coordinator is asked by the Writing Center coordinator to present to a group of tutors about nontraditional students on how they are motivated, why they chose to come to college, and the challenges they face in attending school while balancing multiple responsibilities.

In fall 2008, the Nontraditional Student Center Coordinator began efforts to offer a separate orientation for nontraditional students. The orientation was offered three times as a pilot program. After seeing there were enough students to attend, around 10-20 each session, the coordinator worked with the Orientation and Recruitment to formalize an orientation. The committee consisted of Ali Miller from the College of Science, Casey Bullock, former transfer advisor and current Assistant Registrar, and the Nontraditional Student Center Coordinator. Out of this collaboration, "Transition Day" was developed. Transition Days are offered for nontraditional and transfer students and is a condensed version of the traditional orientation program. The Student Recruitment and Orientation office is responsible for this program. The Nontraditional Student Center presents a 5-10 minute presentation about the services and programs offered through the Nontrad Center.

The Nontraditional Student Center Coordinator has presented to several tutoring classes each semester on the topic of "Challenges the Nontraditional Student Faces While Attending College." This is coordinated by the Director of the Writing Center. The Nontraditional Student Center staff also spends time recruiting and connecting with nontraditional students is through Major Fest, Wildcat Block Party, and the Student Services Fair.

Workshops / Activities

The Nontraditional Student Center is faced with the challenge of trying to reach out to 56% of the population as that is the percentage of students who self-identified as nontraditional. The coordinator and staff of the Nontrad Center are dedicated to creating workshops and activities (Appendix I) to meet the diverse needs of our students. We try to find ways to reach out to the families, singles, veterans, parents, grandparents, young couples, and all potential nontrad students.

Advertising

The Nontraditional Student Center is dedicated to creating unique advertising pieces for campus, nontraditional students, and outreach to the community. We advertise in the campus

calendar, campus marquee, bulletins, and Signpost (student newspaper) for events that are open to all students faculty, staff and community members.

Banners

There are two framed banners that serve as permanent fixtures in the Shepherd Union Building. The frame holds four banners advertising the Nontrad Center, Epiphany Literary Journal, Childcare, and Pinnacle Honor Society. A vertical banner was created and sits in the Union but is also transportable for events. Four banners were created to advertise Epiphany and are hung in the Shepherd Union Building

Posters

Posters were created by the student senator to be hung across campus during the 2009-2010 year for students to identify “What is a Nontrad Student”. These posters displayed singles, married couples, veterans, parents, and seniors to demonstrate the diversity of the nontrad population at WSU.

Activity Card

Every semester we publish an activity card with the upcoming events and activities. This is typically distributed to campus and students who come into the Nontrad Center. In Fall 2009, an activity card was mailed to all incoming and continuing nontrad students enrolled at WSU. Institutional Research compiled the mailing list based on nontraditional student status.

Newsletter

The Nontraditional Student Center has created a few newsletters over the years. These newsletters are created as an orientation for faculty and staff as well as students. They have been created as an educational piece for the regulars who come into the Nontrad Center. They are also created at times to support and comfort the nontrad student through the holidays.

Postcards

The Pinnacle Honor Society mails out a postcard (Appendix J) to all qualifying nontraditional students each year a month before graduation. The timing of this mailing is to reach nontraditional students who have an interest in obtaining credentials and honor cord for graduation. Institutional Research compiles the mailing list based on the requirements for Pinnacle Honor Society.

X. Collaborative Programs

Nontraditional Student Center

The Nontraditional Student Center strives to collaborate with other departments. From co-sponsoring movies like “UP” and “Toy Story” held at the Davis Campus, to helping with a “Fiesta night” sponsored by the Multicultural Center, we are constantly supporting departments and activities if they relate to nontraditional students.

Students have also been encouraged by the coordinator to attend events such as Academy of Leadership, Women's Empowerment Conference, and What A Woman Wants conference, as well as others.

Davis Campus Student Programs Coordinator

The Davis Campus Student Programs Coordinator does not report directly to the Nontraditional Student Center Coordinator directly. The two coordinators have struggled to find ways to collaborate, but in this past year have made strides to collaborate on advertising Purple Pals, Epiphany, Breakfast with Santa and other programs. The focus in the 2010-2011 year is to have our student employees, particularly Peer Mentors from Davis and Peer Advisors from Ogden work together more closely. The Davis Campus is hiring Peer Mentors in Fall 2010 and will plan a meeting with the Ogden Peer Mentor shortly after they are trained with the Ogden Peer Advisors.

Childcare Referral

When the Nontrad Hourly Childcare Center is unable to accommodate the students based on limited availability referrals are made to the Childcare Resource Referral at WSU. This office maintains a list of state-licensed childcare providers in the community. The Nontraditional Student Center has supported and attended events the CCRR have held to provide a venue for childcare centers to meet and support the WSU student population.

XI. Past Programs

Parenting Conference

The Parenting Conference (Appendix K) was held in the fall of 2007. The goal of the conference was to provide parents an opportunity to meet with other parents, while having a conference just for them. This conference also provided parents experience through workshops and activities to assist them in their role as a parent. The conference was funded from Student Fees in 2008. Approximately 75-100 parents attended sessions. The conference was dedicated to students at WSU, but others were welcome to sign up and the cost was free. The program was held during fall semester as to not conflict with the Families Alive Conference sponsored by the Child and Family Studies Department.

The conference included a Book Fair and Community Resource Fair. Although the Parenting Conference was funded by Students Fees (\$3000) in 2008, the coordinator decided to utilize this funding for summer programming by offering in 2009 a Family Games Day, and in 2010 a Kid's Art Party. The Nontrad Center continues to support parent programming and is looking into starting a Parent's Night in collaboration with the Women's Center.

Lessons in Leadership

The Lessons in Leadership Program (Appendix L) was created to address the need for more nontraditional, women, international, multicultural, veteran, & disability students' involvement in leadership experiences at Weber State University. The program was also developed to meet Student Affairs division goals, which encouraged increased leadership,

civic engagement, and involvement opportunities. The pilot program was implemented and ran from February 1 – March 29 2007. Students completed weekly feedback sessions, journal & post-assessment. The Nontraditional Student Center was directly involved in programming until 2008. The Lessons in Leadership program now continues under the direction of the founding chair.

Parent Advisory Board

The Parent Advisory Board was first established to provide parents an opportunity to be involved in the Hourly Childcare Center. Parents would meet monthly to discuss what areas can be improved with the childcare center, what workshops and activities they would like to see for parents, and how to help support parents who are in school. The interest and time of the parents has been a factor over the years in the continuation of this board. Although we were unable to get parents involved, in 2008-2009, there was a chair for the Parent Advisory Board who was able to obtain parking for parents, and create an educational newsletter to inform parents of upcoming changes in the childcare center.

HOURLY CHILDCARE PROGRAM

A. Enrollment

There are two types of care available. The first type of care is called “Permanent Semester Reservation” and is for routine childcare. A “Reservation Request” form is required (Appendix M) along with all required documentation listed on the form. The second type of care is called “Back-Up Care” and allows a parent to contact our center to check availability each day and to be used in case their primary care provider is not available. A “Back-Up Care” form is required (Appendix N) along with all required documentation listed on the form. Parents must apply each semester with new documentation.

Parents can use the center for off campus school-related functions (e.g. student teaching, clinical, etc.). This must be pre-approved by the supervisor and a Campus Leave Form (Appendix O)

In addition to the form, they need to pay a one-time, non-refundable \$15 application fee, which can be paid at online at https://secure.touchnet.com/C20249_ustores/web/index.jsp (Appendix P). Once they have turned in the Reservation Request or Back-up form, they are given an Enrollment Checklist (Appendix Q) with items they need to complete before they can bring their child to the childcare center. This includes the following documents:

- **Parent Contract** (Appendix R)
- **Class Schedule**
- **Enrollment Form** (Appendix S)
- **Green Emergency Card** (Appendix T)
- **Annual Health history signed by doctor (must be updated yearly)** (Appendix U)
- **Immunization Records** (Appendix V)
- **Background Information Form** (Appendix W)

After the childcare supervisor reviews their class schedule and records. Children are scheduled according to the class schedule. The maximum number of children that can be in the center according to state license is 13. Preference is given to parents who are currently using the childcare center to ensure retention and graduation of these students. Parents are notified by an acceptance letter (Appendix X), and are informed they must attend an orientation.

B. Childcare Orientation

The orientation is scheduled a week prior to the start of school. If they are unable to attend the scheduled orientation, they can meet with the childcare supervisor one-on-one. During orientation, parents are shown samples of activity and lesson plans, the sign-in and sign-out area, informed of the policies for payment, introduced to staff, informed about policy if an incident happens and how it is reported. The following is provided during childcare orientation:

- **Incident Report** (Appendix Y)

The incident report is used in case of emergencies or injury. Only parents or persons with written authorization from parents will be allowed to take a child from the center. In emergency situations, the parent may give verbal authorization to center caregivers. The verbal authorization includes confirmation of identity. Parents must also write a note as to who is picking up the child. Teachers will ID individuals picking up the child.

- **Parent Handbook** (Appendix Z)

The Parent Handbook is an outline of the policies for the childcare center, daily activity schedule, and overall guidelines for usage of the childcare center. The handbook is updated each semester.

- **Evacuation Plan** (Appendix AA)

- **Nontrad Brochure and Activity Card** (Appendix I)

The brochure outlines programs and services offered by the Nontraditional Student Center including scholarships, Purple Pals, etc. The Activity Card outlines workshops and activities planned each semester by the Nontrad Center.

Another aspect of the orientation is the parents are provided a tour of the center. The following is covered during this orientation tour:

- The evacuation route is posted by the front and back entrance.
- There is a purple bag used for evacuation and it contains all the children's green cards, flashlight, first aid kit, diaper, wipes, coloring books, and treats. The purple bag is also used for field trips. If children would like to participate in the field trips, there is a permission slip for parents to sign and extra copies are in the purple bag. The field trips are intended to provide education and enriching activities for the children.
- The state-license certificate is posted on the wall as you enter the childcare center. The County Health Inspector and WSU Fire Marshall visit the center on a regular basis to ensure compliance.
- Parents are asked to administer medication prior to the child arriving at the center. Medications are only administered if absolutely necessary. If medication is to be

(Appendix BB) administered, a release form must be completed and signed by the parent.

- Allergies of children and staff certifications for CPR, first aid, and food handler's permit are posted at the sign-in and out table.
- Snacks are provided morning and afternoon.
- All toys and play areas are disinfected.
- Each child is provided a space to put their belongings while in the childcare center.
- All cupboards with personal information and hazardous materials are locked.
- Children wash their hands before and after using the restroom. Children use the restroom alone, and teacher stands outside door; unless the child asks for assistance.
- Extra clothes are offered for children to use clothing gets wet from texture table.
- The children are not left on playground or alone at anytime and there are always two employees at all times.
- The playground is set up according to the US Consumer Product Safety Commission.
- Print materials are available to parents on topics such as Reporting Child Abuse, Anger and Parenting, So Many Goodbyes, and Domestic Violence.

C. Curriculum and Assessment

Short-term goals (Appendix CC) and weekly curriculum are derived from the following long-term goals, based on weekly assessments and needs of individual children.

Assessment is ongoing and informal, consisting of observations, anecdotal records, checklists, work samples, and photographs.

D. Childcare Fees

After parents attend orientation they must also pay a \$36 non-refundable deposit (pays for 12 hours of childcare) before the first day. This fee, and the hourly fee of \$3 per hour, can be paid at either the Shepherd Union Building, Information Booth, or online with a credit card. The weekly fees can be paid in amounts of 24 hours (\$72), 36 hours (\$108), 48 hours (\$144), and 60 hours (\$180). All balances must be paid in full by the 3rd of each month. A copy of a students' weekly bill is given to them one week prior to the due date. If a balance is not paid within one week of the due date, the child will not be allowed to come to the childcare until the balance is paid in full. All fees can be refunded in extenuating circumstances.

The Childcare Center has also worked with Parking Services in establishing a parking system for parents to drop off their children. The parents are allowed to park in the A2 lot located to the north of the Education Building. They are provided a special permit and allowed to park for 15 minutes. They then must move their vehicle to an “A” or “W” parking lot depending on which lot they have a parking pass.

LEADERSHIP AND STAFFING

The Nontraditional Student Center leadership consists of a full-time coordinator who oversees and supervises a full-time childcare supervisor, $\frac{3}{4}$ time secretary, two peer advisors, four office aids, and four childcare aids. The number of students working in the center varies depending on the semester. The coordinator has 18 years experience in higher education with experience in both Academic Affairs and Student Affairs. The supervisor for the childcare center has 15 years experience in childcare.

Staff is trained on an ongoing-basis, including weekly staff meetings and an annual retreat where goals and objectives are set for the upcoming year. The Nontraditional Student Center staff is encouraged to give input and take on responsibilities that not only focus on their strengths and abilities, but also challenge them to develop and grow and further their professional development and leadership. Each staff member participates in the activities and takes on responsibilities with assigned projects. Due to the number of students that work in the center and the hours that are kept into the evening, it is difficult to find a time when everyone can meet for staff meeting. If we are unable to hold staff meeting due to the student's schedules, assignments for projects are made on a one-on-one basis during the staff members shift. Although this is difficult, communication of information and procedures to staff is vital. The coordinator spends a great deal of time communicating with each staff member via email, in person or by phone to make sure all who need to be informed are involved in this communication.

Staff members' schedules are arranged by the coordinator and distributed to the Nontrad student employees, Nontrad professional and classified staff, the Dean of Students, Jeff Hurst, and to the Women's Center staff. An emergency contact list is also maintained including name, phone, email, name of individual to be contacted in case of personal emergency and their phone number. The list is distributed to just the Nontrad professional and classified staff, Jeff Hurst, and Carol Merrill in the Women's Center.

Coordinator

Debbie Cragun

The coordinator of the Nontraditional Student Center began at WSU in 1991 as a student worker in the Women's Center. After receiving her Associate's Degree, she was hired as a secretary for the First Year Experience Program. In 2000, she was promoted to a Freshman Academic Specialist. She earned her bachelor's degree in Technical Sales from Weber State University in December 2001 at which time she was hired as an academic advisor in the Academic Advisement Center, known now as the Student Success Center. She continued as an advisor until the fall of 2006, when she was hired as the Coordinator for the Nontraditional Student Center.

She attends conferences for professional development both regionally and nationally. She has participated in trainings offered through the WSU Office of Workplace Learning through the WSU Training Tracker system (Appendix DD).

Presentations have been given on the Nontraditional Student Center at Orientation, department staff meetings, tutoring groups, Student Affairs staff orientation, and at the West Center.

Secretary II

Cathy Barrow

The secretary of the Nontraditional Student Center has worked at Weber State since 1996. She began her work in the Zoology department as a Secretary to the chair for the pre-med programs. She has worked in the Nontraditional Student Center for 8 years. She provides secretarial support to the coordinator, childcare supervisor, and peer advisors. She promotes and supports in various ways the programs in the center with direct responsibilities with the Hourly Childcare Center, Pinnacle Honor Society, marketing and advertising materials, purchasing and payroll processes, and direct interaction with the nontraditional students who use the center. Her experience includes 20 years with the County of San Diego which includes 10 years as an Executive Secretary working for heads of departments in Emergency Medical Services, both Adolescent and Senior Psychiatric Wards, and Community Health Services fields. Cathy also worked on a temporary basis for about two months in the WSU Health Professions Department.

She has participated in trainings offered through the WSU Office of Workplace Learning through the WSU Training Tracker system (Appendix EE).

Childcare Supervisor

Arene Newman

The supervisor of the Hourly Childcare Center has 26 years experience in Early Childhood Development and Childcare Center. She supervises 4 -5 childcare aids, and Student Advisory Board Parent when applicable. She has worked at Your Community Connection, with children of domestic violence, children with troubled backgrounds and children of parents in transitional housing. She collaborates each semester with the Child Care Resource and Referral department for childcare assistance and training for staff (Appendix FF). She has continued to attend training through Salt Lake Community College, as well as regional and national conferences. She has participated in trainings offered through the WSU Office of Workplace Learning through the WSU Training Tracker system (Appendix GG)

Advisor

Sarah Stanton

The Advisor received her Master's in Social Work from the University of Utah in May 2009. Sarah traveled abroad with a non-profit organization and worked as a school teacher in Rural Kenya. In addition, she worked for Headstart as a Family Advocate for two years and has five years experience in meeting the needs of children and families with disabilities who have varying socioeconomic and ethnic backgrounds. Sarah worked for the Women's Center for one year prior to working for the Nontraditional Student Center. She coordinated and planned a single mom support group, facilitated a "Parenting with Love and Logic" class and coordinated and planned Domestic Violence Awareness

month. She has two years experience in crisis intervention and has worked with survivors of domestic violence and sexual assault, and students of all ethnic backgrounds. She has participated in trainings offered through the WSU Office of Workplace Learning through the WSU Training Tracker system. The coordinator does not have access at this time for list of trainings for Sarah.

Childcare Assistants

The childcare assistants are hired on a semester-to-semester- basis. The individuals hired for this position are either studying early childhood education or a related field. They are interviewed and hired based on previous experience. They must have demonstrated prior experience working with young children. They are required to complete a background check and must be current on CPR certification, first aid, and food handlers permit. We typically have 4-5 childcare assistants on staff (Appendix HH).

Office Aides

Office Aides are hired to cover the front desk in the Nontraditional Student Center. These students represent the Nontraditional Student Center and provide coverage to assist with the Women's Center as needed (Appendix II). Students who are on work-study are given preference when applying for this position. This position requires excellent customer service, and interpersonal communication skills. They are required to have competency with Word and Excel. They must demonstrate and understanding of the diverse population of nontraditional students and be able to handle a high volume of students while prioritizing projects. We typically have 4-5 childcare assistants on staff.

Peer Advisors

Peer Advisors are required to start in the center as an Office Aid for a minimum of one semester. This is to allow for the student to acclimate themselves to the center, students, and other staff. The center can have 4-5 Office Aids/ Peer Advisors during any given semester. It depends on the status of the student and where they are in their development. In addition, the student must be a junior or senior at WSU before they are advanced to a Peer Advisor. Peer Advisors are trained in the areas of financial aid, registration, and campus resources, and can assist in students understanding the campus environment and make appropriate referrals.

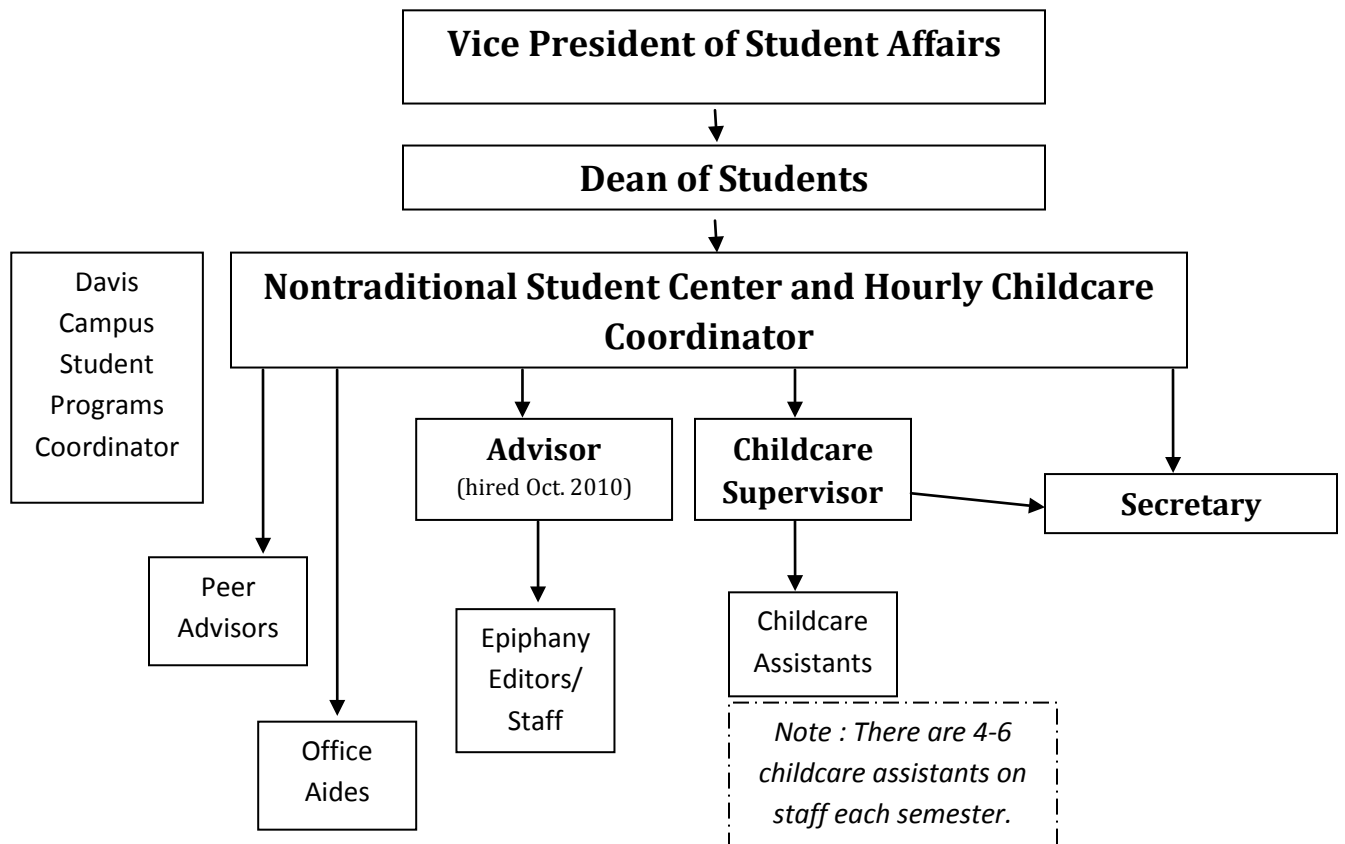
The Peer Advisors help to plan activities each semester and are provided the opportunity to take the primary role in leadership of these events. In their role as a Peer Advisor they learn a great deal about collaboration, communication, organization, time management, team development, and their personal leadership style (Appendix JJ).

These students can provide guidance in the following areas:

- Get involved on campus and in the community
- Navigate computers in the lab including the eWeber portal system
- Help register for classes after the student has met with their academic advisor
- Find resources to meet personal and academic goals

Epiphany Staff

The Epiphany staff is comprised of the Managing Editor and Review Board members (Appendix KK) Students have to apply (Appendix LL) and be interviewed for these positions. They must demonstrate prior working knowledge in writing and editing. In order to be eligible to apply, students must have completed an upper division English course. All applicants are interviewed. The editors and review board members receive a tuition waiver for each semester they are involved in Epiphany. They are required to attend training, serve in the center at least 10 hours a week during high peak times when submissions are being accepted, and sign a contract that they understand the responsibilities that must be met in order to receive the tuition waiver.



FINANCIAL RESOURCES / BUDGET

Student Fees

The Nontraditional Student Center is provided a Student Fee Budget to provide staffing, programming, activities, computer lab maintenance, materials, and overall departmental support. The coordinator manages the budget. If funding is needed by staff members beyond the areas described above, it is distributed appropriately. The Childcare Supervisor has rights to a portion of the budget and offers suggestions for funding childcare as needed (Appendix MM).

Revenue

Over the past four years the coordinator has created/and or increased several revenue streams (Childcare, Purple Pals, and Pinnacle Honor Society). The Pinnacle Honor Society revenue is tracked through a separate account (991600). Each member pays a \$30 membership fee and \$20 is sent to national headquarters for processing and \$10 is retained.

Revenue is used to create more programs (e.g. Epiphany), collaborate and support departments as previously mentioned, upgrade computers for staff and in the computer lab, and increase staffing.

Pinnacle Honor Society

Fall 2008 Pinnacle Honor Society increased \$6 fee medallion to \$8 total.

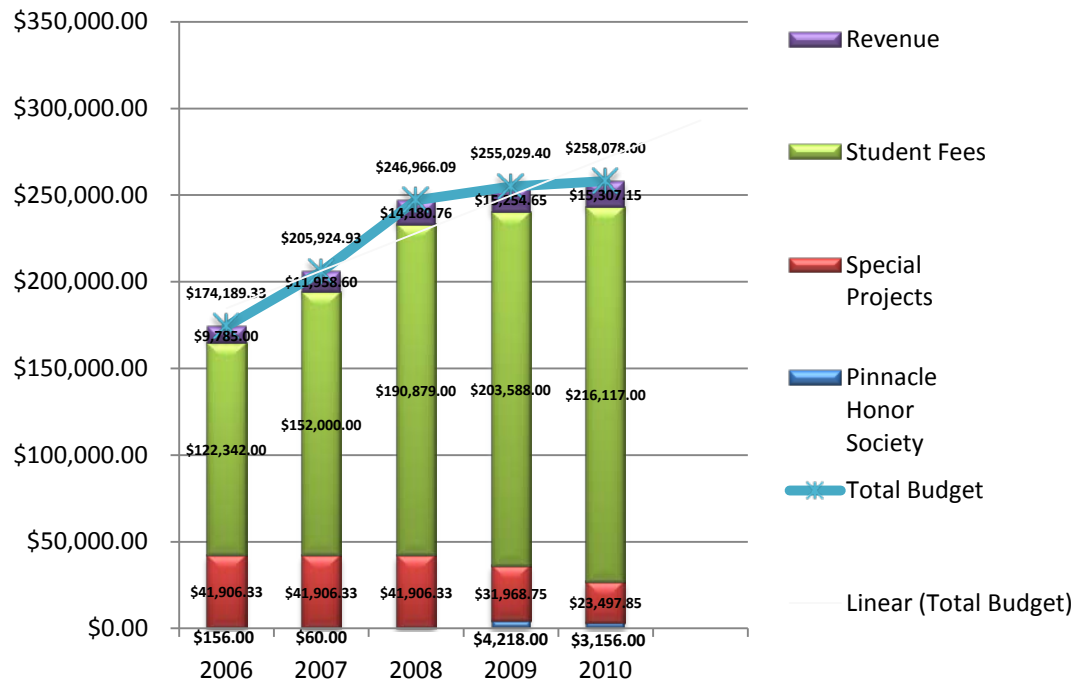
Childcare

In spring 2009, the coordinator implemented a \$15 one-time, non-refundable childcare application and a \$36 deposit total. This would allow the childcare center to have some funding when parents withdraw from the center and changes have to be made in the schedule.

Purple Pals

May 2010 implemented \$5 for Purple Pals membership fee.

In 2009-2010, the breakdown per student served (including Student Fees, and Revenue, and including salary) was \$105.12 and \$29.92 per session. This is based on a \$258,078 total budget with 2455 students served in 8623 sessions. Excluding salaries on a \$136,878 budget, the cost per student served was \$55.75 and \$15.87 per session. Priorities for funding are based primarily on programming, computer lab management, and staffing.



Note:

2006: Coordinator's salary was paid by Dean of Students.

2007-2008: Coordinator's salary was funded by Student Fees.

2009: Mailer was sent to all students who were eligible for Pinnacle Honor Society.

Childcare application fee of \$15 and \$36 deposit was added.

Pinnacle Honor Society Medallion cost went up from \$6 to \$8.

2010: Implemented Purple Pals Kids Club

Activity Waivers

The Nontrad Center has received funding for activity tuition waivers, which means students provide some work in return for tuition. The Nontrad Center has received funding since 1998. This past year the center received \$4400.

The way the tuition waivers are used has evolved over the past five years. From 2005-2006 the waivers were used for Peer Mentors who were students hired to assist in the office and work in the office with nontrad students for at least 10 hours a week. With the addition of more activities, later hours in the Nontrad Center, more students, and outreach with Orientation and other campus departments, and more importantly the need for more staff support, it became necessary to change the Peer Mentor positions to Office Aid positions and use the tuition waivers for other programs.

In summer of 2007, two office aides were hired on work-study to work in the office and the activity waivers were then used for Pinnacle Honor Society and the officers (president, vice president and service chair) who worked with PHS. In spring of 2009, the president resigned, and she was the only remaining officer, and a new president for PHS was appointed. This president was a Peer Advisor for the Nontrad Center and was not able to receive an activity waiver as well as work-study. At that time, the Peer Advisor acquired PHS as part of her role as a Peer Advisor.

Due to this change, in fall of 2009, the activity waivers were used for Epiphany Literary Journal and the Epiphany editors. In 2010, the activity waivers are being used for the Managing Editor, and Review Board Members of Epiphany Literary Journal.

FACILITIES, EQUIPMENT, AND TECHNOLOGY

Staff Offices

The Hourly Childcare Supervisor has an office located in the childcare center. The secretary has the front office to assist with any overflow from the front reception desk. Office Aides and Peer Advisors share the front desks (there are two). The part-time Advisor has an office. The Coordinator was provided an office in the back of the suite by the Women's Center to allow for more privacy. Students are always welcome to come to any of the nontrad staff offices. We have an open door policy, unless it is confidential, in which case privacy is respected.

Study Lounge/ Kitchen/ Computer Lab

The study lounge is located in the Nontrad Center is used by students to study, eat, meet and work on homework. The lounge is also used for functions including everything from Area Council meetings to a Mardi Gras party. Our kitchen is equipped with a refrigerator, microwave, toaster, and sink for the convenience of nontraditional students. We have hot drinks available daily.

The computer lab has nine computers that are available for students to use. Students must be currently enrolled in order to utilize the computer lab. Students can print 40 sheets a week for free. New computers are purchased each year to keep the equipment updated. The Student Affairs Technology department is the first source of contact for updating and maintenance of staff and student computers.

Hourly Childcare Center

The Nontraditional Student Hourly Childcare Center is located on the South end of the Nontraditional Student Center. The childcare center can admit up to 13 children at a time and has a supervisor office, restroom, storage closet, basin, and washer and dryer. The playground is located outside the childcare center.

Facebook

The Nontraditional Student Center has a Facebook page that is maintained by a Nontrad Peer Advisor. Recently, the Davis Campus Student Programs Coordinator has worked on a meetup.com website and will be including the Nontrad activities for both the Ogden and Davis campuses.

Website/ Online Submissions

The website for the past four years has been maintained and updated by the Coordinator. The coordinator has streamlined processes for Pinnacle Honor Society, Purple Pals, Childcare, and Epiphany. Each of these programs has the option to submit paperwork and

pay fees online via the nontrad website and through Marketplace (the online payment system). This has been a great option for nontraditional students considering their busy schedule and the limited amount of time they are on campus. Each year, the website is reviewed and updated. The website has become a vital part of disseminating the information to the nontraditional students. The following are available to the student through our website:

- Applications, parent forms, and other important documents for Childcare, Epiphany, and Purple Pals
- Fees for Childcare, Pinnacle Honor Society, and Purple Pals

Future plans for the website include more photos, virtual tour, chat room (as staffing allows), videos of activities, etc.

ETHICAL AND LEGAL RESPONSIBILITIES

Nontrad Staff

The Coordinator, Secretary and Childcare Supervisor have taken Non-violent Crisis Intervention Training and have been a part of the Student Affairs Academy (a four-day training about Student Affairs). Both the Coordinator and Secretary have taken supervisor training. The childcare assistants are certified in CPR, first-aid, and are fingerprinted prior to hiring. Each staff member is provided a 72-hour backpack purchased through the Red Cross. Additional bags are available in the storage closet if an emergency happens and there are students in the center during this crisis.

File Management and Student Confidentiality/ FERPA (Family Education Rights Privacy Act).

Full-time staff and student employees receive training at least once a year on the Family Education Rights Privacy Act. The Nontraditional Student Center deals with many situations with incoming and current nontraditional students. Nontraditional staff members are trained to utilize the campus services, including the Dean's office, Counseling Center, Campus Police, and the Registrar's office in dealing with issues that may arise in the center. The Coordinator has access to student records in order to verify GPA for scholarships, Pinnacle Honor Society, and Tuition Waivers. The Secretary has access to the tracking system for student data. The Hourly Childcare supervisor has access to SAWEB for parent record management. All files on parents are locked in a cabinet in the Hourly Childcare supervisor's office. All Nontrad Center files are saved to the G: drive and nontrad student files, or records, are kept in a locked office in either the Coordinator's office or Secretary's desk.

Hourly Childcare

The Hourly Childcare follows all state-licensing rules (<http://health.utah.gov/licensing/childcareforms>), including all previously mentioned areas, and adheres to the standards set by the National Association of the Education of Young Children. Any incident that occurs in the childcare center is documented and an (Appendix Y) is completed and put in the parent's file. All phone calls and conversations between parents and staff are documented and secured in the supervisor's locked file cabinet.

Epiphany Literary Journal

The Epiphany Literary Journal has a blind submission process. A numbering system is used and the authors are not revealed during the review process. All student submissions are maintained with the highest confidentiality.

ASSESSMENT AND EVALUATIONS

Staff Evaluations

Due to the constant communication by the Coordinator with staff either in person or via email, this is a vital component of assessing and evaluating progress of the staff. The Childcare Supervisor and Secretary are evaluated through the annual PREP (Performance Review and Enrichment Program).

Planting for Success Program

In spring 2010, the Nontraditional Student Center started a staff appreciation program called “Planting for Success”. This program is for each staff member to recognize each other by providing a ticket (Appendix NN) of recognition of accomplishments or assistance they have given each other. The ticket also has a place for them to circle one of the six values for the Student Affairs Division: Accountability, Integrity, Collaboration, Inclusion, Student-Centered, and Respect. After five tickets are collected, the staff member can redeem these to the Coordinator, who in turn, applies \$5 to their Wildcard.

Cohort Groups

There are five cohort groups we are tracking through the Student Affairs Assessment & Research department on a yearly basis for retention and graduation. The cohort tracking process is still in the early stages so conclusions cannot be drawn as of yet. We track the childcare parents and staff, and this year we included Purple Pals and Epiphany as well although no data is available yet (Appendix OO).

Surveys

In 2003-2004 and 2007-2008 (Appendix PP), a survey was administered to the nontraditional student population at WSU via a web-based program. The results of this survey formulated programming ideas, outreach and advertising to students, as well as establishing activities for children and programs such as Purple Pals Kids Club for children. The survey suggested students want to see more activities on the weekends, which we now try to plan one big event a semester usually on Friday night or Saturday. Although the survey suggested students want more information on financial aid and scholarships, when workshops were held, less than five students participated. This suggests the need for financial aid and scholarship assistance is there, however, a different avenue needs to be examined.

Student Tracking/ Data

The center usage is tracked through a swipe card system. All data from this swipe system are captured and maintained by Student Affairs Assessment & Research (Appendix QQ).

Nontraditional Student Center Tracking

| Year Move to Union was 2007-2008 | Total Unique Students July – June | Total Sessions |
|--|--------------------------------------|----------------|
| 2005 – 2006 | | |
| 2006 – 2007 | 1993 | 7052 |
| 2007 – 2008 | 635 | 4258 |
| 2008 – 2009 | 448 | 2895 |
| 2009 – 2010 | 2455 | 8623 |

Other Areas of Assessment

Observation of students interaction in the center, publication of the Epiphany Literary Journal (available in hard copy format), number in attendance at activities, and feedback have all provided valuable results in assessing how we are doing. Feedback from students was given on the need for more staff in the center to help (hiring more student workers, staying open until 7pm Mon – Thur), more opportunities for families (Purple Pals Kids Club), and more academic programs (Epiphany Literary Journal).

We do not evaluate individual programs or activities. The coordinator philosophy is the sum is greater than the parts. If one program is not successful, there is no reason to assess, evaluate and improve. An example would be Pinnacle Honor Society. The service projects only had 5-6 students attend, only one student was passionate about the projects, and a lot of money was wasted in trying to make this work. The decision was to find more programs, like Epiphany and Purple Pals to involve a greater number of students and let PHS exist on the basis of what worked for the students as an honorary program. Individual assessment of one program can be very subjective and not productive to assessing the entire goals of the center.

Learning Outcomes/Outcomes

The Nontraditional Student center has used the 6-column model to report learning outcomes and results of programs (Appendix RR). The Nontraditional Student Center strives to have a goal for every program, including engagement, connection, graduation, academic integration, and diversity, to name a few. Although not every program is assessed, each program is reviewed and evaluated based on attendance, input from students and Nontrad staff, and overall retention and graduation of students is considered when appropriate.

Childcare is a program specifically geared towards retaining parents and assisting them through to graduation. We developed Epiphany Literary Journal to help students feel more connected by being part of a publication at WSU. The Nontraditional Student Center Coordinator designs programs to connect students to the campus and help them feel comfortable, which research shows results in higher retention and faster graduation

rates. Indicators of success for programs comes from student attendance, return visits to center, continued enrollment in childcare, traffic flow of students, verbal feedback from the students, and satisfaction surveys as previously mentioned.

SUMMARY

The Nontraditional Student Center has evolved over the last five years to include more leadership opportunities within the Nontrad Center (Peer Advisors, Epiphany Editors/ Review Board, and collaboration with other departments) and diverse programming. Many strategic efforts have been made to implement programs to adhere to the university mission, 2030 plan, Student Affairs initiatives, and students overall needs. The efforts are reflected in the following areas.

- Increase in childcare enrollment, revenue and services.
- Increase attendance at activities to meet the needs of the diverse nontrad student population.
- Improvement to the Peer Advisor program including training, and leadership opportunities to allow a student to start as an office aid and move up to be a Peer Advisor.
- Collaboration and programming with Multicultural Center, Women's Center, Veteran's Services, Davis Campus, and West Center.
- Continual development and implementation of new programs such as Epiphany Literary Journal, Purple Pals Kids Club.

Although the student staff is adequate for coverage of the extended hours (7:30am – 7pm Mon-Thur), the need for additional professional staff has become more pressing over the last couple of years due to the development of new programming to meet the needs of the increased number of students who are utilizing the Nontrad Center, computer lab, and Hourly Childcare. Increased responsibilities have also emerged due to increased collaboration with other departments including the Women's Center and Davis Campus. The Coordinator has continued to manage all aspects related to the Center, including website, revenue streams, reports, committees, nontrad staff, student senator, Epiphany editors, students, activity planning, Purple Pals, Pinnacle Honor Society, collaboration with departments, outreach to Davis and West Center, computer lab maintenance, with only a ¾- time secretary. Programs and enrollment have increased in the Nontraditional Student Center. *As of October 2010, the Nontraditional Student Center was able to hire a part-time Advisor to minimize the impact on the Coordinator.*

The goal is to continue to meet the needs of this ever-changing population and recognize the economic and social impact this has on our students and the influence and role the Nontraditional Student Center has on their continued success and growth. The Nontraditional Student Center staff is committed to make sure every student is served to the highest standard and continue to offer support to these students who are in a time of

transition. Our goal is to be the place where students can come when they are not sure where to start and leave with more answers than questions.

Improvements/ Future Plans

It is always a priority and goal of the coordinator to recognize areas of improvement for staff and programs. The program review has provided an opportunity to evaluate the programs and services, and report on areas of success and improvement. The following areas could be evaluated and improved upon:

- Assess retention and student success of cohort groups and include in mission and goal for center.
- Work with the development office to develop a fund raiser “Little Hands Big Art” for scholarships along with creating interest for an evening childcare program.
- Work more closely with the Women’s Center staff to collaborate on programs and utilize resources, specifically, parenting programming. Combine Women’s Center and Nontrad Center materials and resources where applicable to better assist students coming into the suite. Plans to create one Student Resource Guide have already been discussed.
- Organize a men’s focus group to develop more programming specifically designed for men, single dads, and fathers.
- Work more closely with the Davis Campus Special Populations coordinator in facilitating services and programs to meet the needs of all nontraditional students. Initial discussions have begun to incorporate the Pinnacle Honor Society and Epiphany Literary Journal at the Davis Campus.
- Advertise more in mailers, brochure and marketing material that we are student fee funded. We tell students when they visit the center, but not on all printed material.
- Work with the Multicultural and Davis Campus Peer Mentors to develop programs and services to meet the needs of nontraditional students.
- Create student-friendly components on website, including virtual tour of Nontraditional Student Center and Hourly Childcare Center.
- Future programs include Culture Camp for Kids, tours on campus and to Davis Campus, activities for groups of nontrad students to attend together, Couples Night with Junction City Big Band, take students to Stress Lab, and work with Head Start on Fathers Involved in Shaping Head Start (FISH).

Editing Process



- I. Upon receiving the submissions, the Managing Editor will ensure that all qualifications have been met. She will ensure that there are both print and electronic copies of all submissions. Each submission will be recorded on an Excel file. The submissions will be separated from the cover sheets to ensure the anonymity of each piece.
- II. The submissions will be split evenly between the two Assistant Editors in their respective categories. The Assistant Editors will read all submissions and reduce them by half, bringing their recommendations to the Managing and Design Editors. (The Assistant Editors reserve the right to ask for input/help reading the first submissions from the Managing and/or Design Editors.)
 - a. All submissions will be judged against the established rubric and graded on the included numbering scale.
 - b. All submissions must be recorded on an Excel file that will include the title of the piece, the name of the author, category, and the recommendation from the editor.
- III. The Managing and Design Editors will read the submissions recommended by the Assistant Editors and make another cut. The amount of submissions published will depend on budget and on how many submissions were originally received. This number is subject to change on a semester basis.
- IV. There will be a final meeting with all editors to discuss the final decision for published submissions. This will be the editors' final opportunity to make a recommendation to the Managing Editor. The winners of each category and the overall winner will be decided also at this meeting. Any disagreements or censoring concerns will be brought to the advisors.
- V. The Managing Editor will send email notification to all authors who submitted.
- VI. Electronic copies of submissions to be published will be sent to the Design Editor to format the final draft of publication for printing. The final draft will be reviewed by both the Managing and Design Editors before being sent to printing.

Appendix B

Epiphany Literary Journal Rubric

| Rating 1weak---strong5 | Criteria <i>This submission:</i> _____ |
|---------------------------|--|
| 1 2 3 4 5 | Contains the fundamentals of writing. |
| 1 2 3 4 5 | Engages the reader. |
| 1 2 3 4 5 | Presents new ideas or a fresh perspective on old ideas. |
| 1 2 3 4 5 | Contains a unique voice. |
| 1 2 3 4 5 | Is of literary merit (there is more than what is on the surface-subtext). |
| 1 2 3 4 5 | Employs a consistency of ideas/devices used to play to the integrity of the piece. |
| 1 2 3 4 5 | Follows a pacing that matches or fits the piece. |
| 1 2 3 4 5 | Is well thought out and organized with appropriate word choice. |
| 1 2 3 4 5 | Is a polished final draft, absent of any grammar and spelling errors. |
| 1 2 3 4 5 | Leaves the reader with something more than they started with. |
| TOTAL ____/50 | |

| Rating 1weak---strong5 | Criteria <i>This submission:</i> _____ |
|---------------------------|--|
| 1 2 3 4 5 | Contains the fundamentals of writing. |
| 1 2 3 4 5 | Engages the reader. |
| 1 2 3 4 5 | Presents new ideas or a fresh perspective on old ideas. |
| 1 2 3 4 5 | Contains a unique voice. |
| 1 2 3 4 5 | Is of literary merit (there is more than what is on the surface-subtext). |
| 1 2 3 4 5 | Employs a consistency of ideas/devices used to play to the integrity of the piece. |
| 1 2 3 4 5 | Follows a pacing that matches or fits the piece. |
| 1 2 3 4 5 | Is well thought out and organized with appropriate word choice. |
| 1 2 3 4 5 | Is a polished final draft, absent of any grammar and spelling errors. |
| 1 2 3 4 5 | Leaves the reader with something more than they started with. |
| TOTAL ____/50 | |

Program Philosophy

Much of the following philosophy was taken directly from Developmentally Appropriate Practices: NAEYC Position Statement access on the web site www.naeyc.org.

Children and Families:

The following expresses in general terms the philosophy guiding program design for children and their families at the Weber State University hourly Childcare:

We are committed to Developmentally Appropriate Practices as defined by the *National Association for the Education of Young Children* (Further information on this can be found on the web site www.naeyc.org then click on NAEYC resources and go to position statements.)

The growth and development of young children is best facilitated by providing a safe and nurturing environment that promotes the physical, social, emotional, aesthetic, intellectual, and language development of each child while being sensitive to the needs and preferences of families. Young children actively learn from observing and participating with other children and adults, including parents and teachers. Play is an integral part of this process as it gives children opportunities to understand the world, interact with others in social ways, express and control emotions, and develop their symbolic capabilities.

Staff Interactions:

The following expresses the philosophy guiding staff interactions with one another, the parents and the children at Weber State University Hourly Childcare:

Developmentally appropriate practices result from the process of early childhood professionals making decision about the well-being and education of children based on at least three important kinds of information or knowledge:

- what is known about child development and learning – knowledge of age-related human characteristics that permits general predictions within an age range about what activities, materials, interactions, or experiences will be safe, healthy, interesting, achievable, and also challenging to children;
- what is known about the strengths, interests, and needs of each individual child in the group to be able to adapt to and responsive to inevitable individual variation; and
- knowledge of the social and cultural contexts in which children live to ensure that learning experiences are meaningful, relevant, and respectful for the participating children and their families.

Furthermore, each of these dimensions of knowledge – human development and learning, individual characteristics and experiences, and social and cultural contexts – is dynamic and changing, requiring that early childhood teachers remain learners throughout their careers.



Purple Pals

Kids Club

Get on track for fun!



Children ages 17 and under are eligible. Only WSU students may apply.

We accept applications on an on-going basis.

This application is available on our website at weber.edu/nontrad.

Parent's information:

Application Date: _____

Name _____ Address _____

City _____ State _____ Zip _____

WSU Email _____

(This is how all correspondence about the program will go out).

Home Phone _____

Cell Phone _____

W# _____

Benefits: As a member you will receive a T- shirt, "Fun Pack" including coupons, WSU Frisbee, free game of bowling/ shoes, free play of one arcade game, special activities (must have "Purple Pals" ID card to attend these activities), and a birthday card is mailed to you on your birthday including three games of bowling /shoes and small soda of choice in the Shepherd Union Building, Wildcat Lanes.

Pay non-refundable fee of \$5: Cashier's Office in the Student Service Center, Room 209, or at https://secure.touchnet.com/C20249_ustores/web/index.jsp. Please bring a copy of your receipt with this application to the Nontraditional Student Center, Shepherd Union Building, Room 322. You will receive your ID, T-shirt, and "Fun Pack" at that time.

| Name of Each Child: | Age: | Birth Date: |
|---------------------|------|-------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

Parent Signature (supervision required at activities)

Print Name

| |
|---|
| Office Use Only: ____ Amount Paid ____ Fun Pack ____ Added to List |
|---|

Pinnacle Honor Society for Nontraditional Students

Weber State University Chapter
 Nontraditional Student Center
 2128 University Circle Drive
 Ogden, Utah 84408-2128



Please print:

| | |
|---|---|
| Name _____ Address _____ City _____ State _____ Zip _____ Home Phone () _____ Email: _____ Cell: _____ W#: _____ | Honors & Awards _____ _____ _____ _____ _____ |
| Gender: Male / Female Birthday: _____ Marital Status: _____ # of Children: _____ | Leadership Positions _____ _____ _____ _____ |
| Degree currently seeking _____ Major _____ Minor _____ Cumulative GPA _____ Anticipated Graduation Date: _____ | Volunteer Service _____ _____ _____ _____ |
| <p>Students Please Note: Each member receives an honor cord at no charge. A Pinnacle Honor Society medallion to wear on your graduation gown can be purchased for \$8 in center. If interested, please see the Nontrad Secretary.</p> | Memberships _____ _____ _____ _____ |

Standards for Membership:

- Be a Nontraditional Student (at least 25 years of age, married or divorced, have legal dependent, physically challenged, or a veteran).
- Be Senior or Junior status
- Maintain GPA of at least 3.0
- Demonstrate leadership, persistence, and future promise
- Maintain the highest ethical standards

To Apply:

Please submit a completed application, \$30 (one-time membership fee/ can be paid online through the student portal under Wildcard/ Marketplace) and a copy of your most recent transcript to the Nontrad Center (SU 322). Call 801-626-7794 for more information.

 Advisor Signature

 Pinnacle Officer Signature

| |
|--|
| <p>Office Use Only: _____ _____ Approved _____ (Transcript Checked) _____ \$30 Membership Paid _____ \$8 Medallion Paid</p> |
|--|

Revised 11-21-08

Nontrad Resource Guide
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Nontraditional Student Center and Hourly Childcare Center

The Nontraditional Student Center and Hourly Childcare Center is located in the Shepherd Union Building RM 322. You can contact us by phone at 801-626-7794 or email us at nontrad@weber.edu.

You are a nontraditional student if you are:

- Over 25 years old
- Married
- Divorced
- Widowed
- A Parent

As a nontraditional student, the challenges you face may be different than those of traditional students. Balancing work, school, and family can seem daunting at times. With over 45% of the WSU population classified as nontraditional, you will find many students who are in the same season in life as yourself.

Hourly Childcare

The Hourly Childcare Center is designed to provide flexible hourly or back-up care for the children of WSU students. Children ages two to nine years old may attend. A child may be at the center for a maximum of four hours per day, while parents are attending classes, using the computer lab, studying, or using other campus resources. There is a \$15 application fee (one-time, non-refundable). Applications are accepted on an on-going basis. The hourly rate is \$3.00/ hour. Back-up care is based on availability. The items on the Enrollment Checklist (which can be found at weber.edu/nontrad) must be completed before starting the Hourly Childcare Center along with a \$36 deposit. There is a complete handbook available that outlines activities, programs, meals, and schedule for the day.

Peer Advisors

Our Peer Advisors are on staff to assist students in their transition into the university. They help students get involved on campus, find resources to meet personal and academic needs, assist with general computer questions in the lab, and plan and implement student programs. By offering respectful and friendly support to students with integrity and accountability, they maintain the Nontraditional Student Center's commitment to focus on the students.

Peer Mentors

Our Peer Mentors are on staff to assist the Peer Advisors in helping the students achieve their academic goals. They help plan nontraditional student activities and recruit, refer, and assist all nontraditional students. They are the students' first available resource in the computer lab and office.

Epiphany Literary Journal

Weber State University's nontraditional student *Epiphany Literary Journal* is a bi-annual publication that is uniquely geared toward nontraditional students. It is a collection of

fiction, flash fiction, poetry, creative non-fiction, and informative non-fiction articles that provide information to students about the various opportunities available to nontraditional students. The student editing staff works closely with English department faculty to publish submissions, which are all original works from undergraduate nontraditional students in all disciplines within the university.

It is the goal of *Epiphany* to provide a venue for talented, previously unknown nontraditional student writers to present their work for publication. Further, *Epiphany* hopes to provide an educational experience in real-world publication for the both the writers and student editors.

Pinnacle Honor Society

The purpose of the Weber State University Chapter of Pinnacle Honor Society for Nontraditional Students is to formally and nationally recognize qualifying Nontraditional students for their unique and outstanding accomplishments. Pinnacle Honor Society for Nontraditional Students is aware of the unique needs of the nontraditional student, including lack of spare time and finances. Therefore, the society will only require a one-time membership fee of \$30. Included in this cost is the official honor society pin and certificate. A Pinnacle Honor Society medallion is also available for an additional \$8 fee.

Qualifications:

- Qualify as nontraditional
- Be junior or senior student status
- Have a minimum overall GPA of 3.0
- Have leadership experience and have volunteered in community activities (past or present) which can include church and family

Purple Pals

Purple Pals allows parents and children 17 and under the opportunity to spend quality time on campus while participating in fun-filled activities the whole family can enjoy. There is only a \$5 membership fee per child which includes: ID card, T-shirt, WSU Frisbee, fun pack, free skating at The Ice Sheet, a free game of bowling, free play of one arcade game at Wildcat Lanes, special WSU activities, and personalized birthday card. Application can be found at: weber.edu/nontrad

Volunteers

Some of the events we plan each year require volunteers. Students who volunteer for these events not only have the chance to participate with nontraditional students, they build a network for themselves to utilize in their other experiences at WSU.

First Things First

Admissions

- The admissions and scholarship application is the same form the first year. Each subsequent year, students are encouraged to update their scholarship information through their student portal on the Weber State website under the financial services box.
- Apply one week prior to the first day of the semester if you are not going to need financial aid. If you do need financial aid, you should apply in enough time to fill out a FAFSA, get a pin number from that website, and submit that financial aid information to Weber State. (This whole process could take anywhere from 8 to 12 weeks.)
- Your “W number” is an ID number that is assigned when you are admitted.
- *Recommended:* Submit ACT/SAT scores with your application materials. Though the tests are not mandatory, the scores will help determine math and English class placement. The ACCUPLACER exam can be taken if needed for placement. You may receive academic credit for AP exams.
- If you have questions about being a Utah resident, go to weber.edu/admissions/Shared/utahresident.html.
- International students must download their application.
- **Admissions Checklist**
 1. Application Fee of \$30 (\$10 if transferring back to WSU)
 2. Application Form (Submit online, via mail, or by fax.)

Address: 1137 University Circle,
Ogden, UT 84408-1103

Phone: (801) 626-6005
Fax: (801) 626-6747
Email: admissions@weber.edu
 3. ACT Scores/ ACCUPLACER Scores are necessary for admission.
- **ACCUPLACER Exam**
 - There are three tests offered for ACCUPLACER: Math (\$10), Reading Comprehension (\$5) and Sentence Skills (\$5).
 - Take the ACCUPLACER if your ACT math score is 22 or below.
 - Take the ACCUPLACER if you have NO English score.
 - You will need a picture ID, and your “W” number.
 - Calculators are not allowed, but cratch paper will be provided.
 - It is recommended that you study for at least three hours at math.com for the math test.
 - The ACCUPLACER test is given at the following testing centers:

| Building | Room | Phone number |
|--|------|----------------|
| Student Services Testing Center | 262 | (801) 626-6803 |
| Social & Behavioral Science Testing Center | 36 | (801) 626-6847 |
| Science Lab Testing Center | 228 | (801) 626-7019 |
| Lampros Testing Center | 110 | (801) 626-6645 |
| Davis Testing Center | 214 | (801) 395-3495 |
| West Testing Center | 114 | (801) 689-4007 |
| Morgan Testing Center | | (801) 829-3136 |

Returning Students

If you have not attended any another school since you last attended WSU, you can update your student record online and then register for classes.

Below are the steps in the returning student process:

1. First login at eWeber. If you don't have a Wildcat ID CLICK the "Help" link on the eWeber login page, then CLICK "Get Your Wildcat Username."
2. After you have logged in, click on the "Student Services" tab at the top of the page.
3. Find the "Registration" box on the right hand side of the page.
4. CLICK on the "Registration Time/Check Registration Status" link.
5. Choose the term you want to resume taking classes at Weber State.
6. The page that comes up shows your registration status. CLICK on the "Click Here" link to update your student records.
7. CLICK on "Update Student Records" if you have not attended another school since WSU. If you have attended another school since attending WSU, click on "Returning Transfer Students" link.
8. Fill out the application and answer all questions as they come up. Some questions will be used to determine your residency status.

If you are having difficulty with any part of this process, please contact the Admissions Office at 801-626-6743.

Student Code

Weber State University recognizes students as adults pursuing their education and cannot assume the responsibility for the conduct of students. The underlying goals of the Weber State University Student Code (Student Code or Code) are to:

- 1) contribute to the development of appropriate individual and group behavior and
- 2) encourage responsible citizenship within the University community.

For a copy of the complete student code, please visit the following website:
departments.weber.edu/heda/studentcode.htm

Wildcat Account

The Wildcat account is accessed using the "Student Portal." To set up the account, go to weber.edu, click on [HELP](#) below the *eWeber* login. If you have problems with logging in to your account, contact Computing Support, 626-7777.

Accessing the computer system

New students must create a Wildcat ID (WCID) to register, view grades/transcripts, and access many other student services. Your Wildcat ID is NOT your "W" number. It is your personal and private key to electronic access to Weber State University. In the *eWeber* student portal, your Wildcat ID (WCID) will allow you to register online for classes, review your grades, do WSU Online class work and perform many other activities vital to your education at WSU. Using your Wildcat ID (WCID) user name and the account password you

set up, you will be able to do your University business online, anywhere, any time. If you encounter any problems with your account, call Computing Services at 801-626-7777.

“W” number

The “W” or Weber number is generated by the registration system and is comprised of the letter W followed by 8 numbers. Basically, it replaces your social security number when accessing services within the Weber State computer system. Please memorize your “W” number since it is needed to make payments at the Cashier’s Office, access on-line payments for tuition and fees, or when meeting with faculty or college advisors.

New students: Your “W” number is printed on your admissions letter. It is also displayed on the top portion of the registration web screens.

Current students: Your “W” number is displayed on the top portion of the registration web screens.

Navigating eWeber

WSU’s *eWeber* portal is a secure single sign-in web site that allows you to access your e-mail, personal information, grades and academic standing, as well as apply for scholarships, financial aid, and pay your tuition and fees. To get there, go to weber.edu, then log into *eWeber* with your Wildcat ID and password.

From the first page, click on the Student Services Tab near the top of the page. Most services that you will need to access will be under this tab.

Financial Aid

Priority deadline for all students to apply for financial aid is March 1st (Note: You should begin the financial aid application process a minimum of 2 weeks prior to March 1st).

To be considered for financial aid, you must apply for federal financial aid by submitting the **Free Application for Federal Student Aid (FAFSA)** before March 1st each year. You can still apply for financial aid after this date but your money may not be available in time for the beginning of class. The WSU Financial Aid and Scholarship Office suggests that students apply as early as possible as award offer processing time may take 8 to 12 weeks. If a student is requesting loan assistance, additional processing time will be required.

The FAFSA can be filled out online at fafsa.ed.gov. The first step is to apply for a pin which will take at least a week to be sent to you in the mail. Take this time frame into account when planning when to apply for federal financial aid.

Disbursement Information

Pell Grants, SEOG, LEAP, UCOPE, UHEAG, Perkins and Stafford Loans can be available no earlier than 10 days before the first day of class. Federal Work Study earnings are paid every two weeks.

You will receive a registration billing statement after you have registered. You are responsible to pay for any remaining charges that your federal financial aid does not cover. The WSU Financial Aid Office does not cover library fines, traffic fines, or other non-educational fees. Any residual money will be mailed to you in a check once tuition is paid.

Enrollment Level

Your enrollment level partially determines how much aid you are eligible to receive. If your enrollment level changes during a semester, your award will be affected. If you register for independent study classes, your financial aid may be reduced. Contact our office before you register for independent study for additional information.

If you register as a full, three-quarters or part-time student, you must complete the minimum number of credit hours with passing grades to maintain eligibility for financial aid. *Repeat courses do not count toward the minimums listed above.* See the Satisfactory Progress Policy on this site for further information regarding completion requirements.

Undergraduate enrollment level:

- Full time = 12+ credit hours
- Three quarters time = 9-11 credit hours
- Half time = 6-8 credit hours
- Less than half time (only applicable to Federal Pell Grants) = 1-5 credit hours

Graduate enrollment level:

- Full time = 9+ credit hours
- Half time = 5-8 credit hours

No federal assistance is available to graduate students who are enrolled less than half time (1-4 credit hours).

Income Adjustments

Your income last year may not accurately reflect your financial strength or your family's ability to contribute toward your college education. Under unusual and extenuating circumstances only, and with adequate documentation of those circumstances, a financial aid counselor may make adjustments to your income data to more accurately measure you or your family's ability to pay for educational costs.

If your earnings were drastically reduced during the year, please contact the WSU Financial Aid Office. Any adjustment requires a one-on-one meeting with a financial aid Counselor.

Remember, you must provide adequate documentation of your special circumstance before any adjustments will be made to your application data. Only one adjustment will be made per award year.

Scholarships

Application Deadlines

When you're admitted to Weber State University you're automatically considered for academic scholarships based on the information you provided during the application process. But you need to apply for needs-based and activity-based scholarships separately. It's important that you update your information in the student portal by the below priority dates to be considered for academic scholarships. Also, be sure to apply for all other scholarships before the following dates.

| | |
|-------------------------------------|------------|
| New Freshmen & Re-Admitted Students | January 11 |
| Continuing Students | January 11 |
| Transfer Students | March 1 |

Applying for scholarships after deadline dates

If you apply after the initial scholarship deadline, you're placed on an alternate list for any awarding that may become available. Generally, alternate awarding does not occur until the spring semester of the academic year.

Renewing scholarships

Scholarships are awarded on a year-to-year basis. You need to update your scholarship information annually. The only exceptions are the Ann Millner Presidential Scholarships, which are awarded for eight semesters.

Putting a scholarship on hold (deferment)

Once you are admitted to WSU and have accepted a scholarship, if there are extenuating circumstances, you can request to have a scholarship put on hold for you. You would need to fill out a deferment form. Deferments can be used for medical, community service or military service purposes. Deferments for work purposes or to attend another institution will be denied.

Using your scholarship to pay tuition

Once you have registered, as long as you have fulfilled the requirements to accept your particular scholarship, the scholarship is automatically deducted from your total billing at the cashier's office.

Accepting your scholarship

In some cases, after you have been awarded a scholarship, there are certain steps you need to take to accept it. For some scholarships you need to log into the student portal and fill out a form to accept your scholarship. For donor-based scholarships, sometimes a thank-you letter to the donor is required. Until you fulfill the necessary requirements to accept a scholarship, it will not be deducted from your tuition.

Declaring a major

If you have reached junior or senior status (60 or more semester hours by the end of fall semester) you need to declare a major to be considered for academic scholarships. Departmental scholarships are only available to you if your declared major is within the department. You can declare your major through your academic advisor or department secretary.

Receiving more than one scholarship

If you have multiple tuition waiver offers you can combine scholarships up to the value of full in-state tuition. But if the scholarship is an unrestricted scholarship, you can accept multiple offers up to the value of tuition, fees and books not to exceed 150 percent of tuition.

Applying for need-based scholarships

Many need-based scholarships go unused each year. We encourage you to apply via the eWeber portal even if you think you might not qualify.

Types of classes you can take using your scholarship

Tuition waivers do not waive tuition for distance learning, contract courses, credit/non credit courses, audit courses and most independent study or study abroad programs. Many of these are cash-only programs. Otherwise, all other programs — on-line courses, night courses, and off-campus courses — are open to scholarship usage.

Taxability of scholarship

The IRS states that only “qualified scholarships” can be excluded from income. Qualified scholarships generally cover tuition, fees, books and supplies or equipment required for a class. Some scholarship expenditures do not qualify and may not be excluded from a recipient’s gross income. You should check with the IRS or a qualified tax preparer before excluding any scholarship amounts from gross income.

Paying Tuition

Cashiers

The Cashier's Office is the central receipting area for tuition and fees, fines, auxiliary revenues, accounts receivable payments and petty cash reimbursements.

Tuition and Fees: Weber State University reserves the right to assess tuition and fees as approved by the Board of Regents. Current policies, procedures, tuition and fee tables, payment deadlines, refund schedules and other important information are available at weber.edu/cashiers.

Tuition and Fee Assessment and Refunds: Weber State University does not drop courses for nonpayment. Students are responsible for dropping courses if they do not attend. Tuition and fees are not waived for non-attendance. You may be charged an additional \$40 late fee if tuition is not paid before the deadline.

Once registered, each student is obligated to pay for their courses unless the student has dropped courses or the student completes a total withdraw from school during the 100% refund period (see refund deadlines). If a student drops courses or completely withdraws from school after the 100% refund period, the student is obligated to pay tuition and fees according to the current semester refund schedule. Also, a student must pay for or drop courses by the payment deadline to avoid late fees and interest.

Billing Statement: Tuition and fees statements are available on the eWeber student portal. Electronic statements and up to date balances are available in the student account at any time. Students are responsible for viewing up-to-date balance or e-statements in the student account. It is the student's responsibility to make sure account balances are paid in full and on time.

NOTICE: Paper billing statements will not be mailed to students. They can be printed through the student eWeber account. If a paper statement is required, they can be requested in-person at the main cashier's office.

Payment Plan: The Monthly Payment Plan is a program intended to help students who are not able to pay their account in-full by the tuition and fee deadline date. Instead of one large payment, tuition and fees are broken down into equal monthly payments.

Visit the following website for more information: weber.edu/cashiers

| Main Campus | Davis Campus |
|---|---|
| Student Service Ctr, Rm 209 1101 University Circle Ogden, UT 84408-1101 Phone: (801) 626-8006 Email: cashiers@weber.edu | (located in the Bookstore) 2750 N. University Parkway Layton, UT Phone: (801) 395-3487 |

Choosing Classes

Once you have been admitted into the university and have applied for financial aid, you will want to figure out what classes you are going to take and enroll in them. It is strongly recommended that you meet with your college advisor prior to registering so that you are able to verify what courses you have yet to complete.

Deciding on a Major

Interests and Values: To help you clarify your interests and values, meet with one of our qualified advisors for what we call a major exploration appointment. Student Success Center advisors serve as great resources, having a variety of major exploration tools and assessments at their disposal.

Email: advise@weber.edu

Phone: (801) 626-6752

Majors Available at WSU: Visit the link below for a list of the more than 200 majors available at Weber State University. After perusing online information on programs of interest, contact a college advisor for further information on gaining admission to that program. Visit weber.edu/programs_courses.xml to explore your program options.

Careers Related To a Specific Major: A great campus resource for all students is Career Services. Career counselors have access to the latest information on specific careers and the job market.

Email: careerservices@weber.edu

Phone: (801) 626-6393

Admissions Requirements: Meet with your college advisor for clarification of program admissions requirements and curriculum requirements. If the program has a competitive admission policy (it only admits people who have met requirements beyond university admission), you may need to submit some additional paperwork after completing some coursework or other requirements.

Seek Academic Advisement

- For information on program requirements and for help selecting appropriate courses, consult the online catalog (weber.edu/catalog) and your academic advisor.
- For information regarding course numbering and curriculum changes, the Student Success Center maintains a list of courses, cross-listing the old and new numbers.
- If you have declared a major other than General Studies, your advisor is in your college or major department. The following website will provide lists of academic advisors: weber.edu/AAC/AcademicAdvisors.html
- If you are pursuing an AA or AS in General Studies or have not yet declared a major, contact either the Student Success Center in Student Service Center room 140, (801)626-6752 (menu option 5) or WSU-Davis Enrollment Services, room 241, (801)395-3480.

WHAT IS WSU'S ACADEMIC ADVISING COMMUNITY?

Most narrowly defined, Weber State University's Academic Advisement Community consists of 170+ faculty and other academic advisors responsible for supporting you in pursuit of your Weber State University program of study. Faculty advisors are subject area specialists who serve in an academic advising role for their program on a part-time basis. Most of Weber's full-time academic advisors are members of the National Academic Advising Association (NACADA) who are bound by NACADA's Core Values that benefit you, Weber State University, and higher education.

HOW CAN YOU MAKE THE MOST OUT OF ACADEMIC ADVISEMENT?

Each college employs academic advisors who advise students about how to most effectively and efficiently complete their program of study (i.e., coursework towards students' major, general education, and minor [if applicable] requirements). To avoid misadvising yourself (sometimes your friends and family members don't know everything!), consider meeting with your academic advisor/s towards the beginning, middle, and end of your studies to make sure you are on track. If you are declared in multiple programs (e.g., an associate's and a bachelor's and/or a major and a minor), seek advisement from each program.

HOW DO I DECLARE MY MAJOR/MINOR?

All degree-seeking students must select a program of study. When you declare your program of study, you will indicate your degree type, major, (and minor if applicable), and catalog year. To declare or change your program of study, contact that department. It is best to declare as early as possible to avoid taking unnecessary classes. Catalog year identifies exact courses you need to complete and policies you need to follow in order to graduate. The academic year indicates specific year you were admitted or in which you declared your major. You must complete your major and minor requirements under a catalog no older than 6 years for a bachelor's degree or 3 years for an associate's degree. Courses taken will still count for credit, however, graduation requirements may change depending on the catalog year.

Unsure of what major to declare? Explore career fields before making a decision on a major and/or minor by contacting Career Services.

HOW DO I CONNECT WITH MY ADVISOR?

A first step towards learning how to navigate WSU's advising system is to know in which college your program is housed. WSU is comprised of seven academic colleges (College of Applied Science and Technology, Telitha E. Lindquist College of Arts and Humanities, John B. Goddard School of Business and Economics, Jerry and Vickie Moyes College of Education, Dr. Ezekiel R. Dumke College of Health Professions, College of Science, College of Social and Behavioral Sciences, Interdisciplinary Programs) that house most of WSU's majors and minors. To find out in which college your major resides, please visit the Majors, Minors, Certificates, and Degrees website and click on your major. In the case of a few interdisciplinary programs, they aren't housed in a college, but advisement for them is still easy to find. The academic advisors for General Studies associate degree majors, for instance, are in the Student Success Center. If, after viewing the advisor list you are still unsure of whom to contact for academic advising, contact the Student Success Center for your advisor's contact information.

Registering for Classes

Search the Class Schedule

- Courses offered for the semester are listed in the online Class Schedule (PDF format).
- Go to weber.edu.
- CLICK the current student link.
- CLICK class schedule in the purple bar.

Log in with your Wildcat ID

- Go to weber.edu/
- ENTER your Wildcat ID (WCID) name and password. If you don't have a Wildcat ID/account, follow the instructions to create one
- CLICK Submit.

Register

- CLICK the Student Services tab.
- Go to the Registration window to the right of the screen.
- CLICK Select Term.
- SELECT the term for which you want to register from the drop-down menu.
- CLICK the Submit button.
- CLICK Register (Add/Drop).
- CLICK Class Search.
- SELECT a Subject from the drop-down menu.
- ENTER a course number, or leave blank to view all courses offered by this department.
- Advanced Search Options (NOT REQUIRED): You may narrow your search by entering information into the remaining fields, but it may be easier to just scroll through the class listings in each subject area. The classes are listed in order of course number.
- CLICK Class Search. A list of the course(s) you requested will be generated.

You will see the following information for each course:

- Select:** Check box to choose course from list
CRN: Course reference number, click to view additional course information
Sbj: Department offering the course
Crse: Course number
Sec: Section number
Cmp: Campus where course is taught
Cred: Numbers of credits for course
Title: Description of course
Days: Day(s) course is offered
- (M)onday
 - (T)uesday
 - (W)ednesday
 - (R)hursday
 - (F)riday
 - (S)aturday
- Time:** Time(s) course is offered
Cap: Maximum number of students allowed in the class
Act: Current number of students registered
Rem: Number of available remaining seats
WL: Waiting list features
XL: Cross-listed courses
Instructor: Name of instructor teaching the course
Date: Beginning and end date(s) of the course
Location: Building and classroom where the class will meet
Attribute: Graduation requirements filled by this

WSU Campus Locations

There are several options available to WSU students to attend classes including multiple campuses and online classes. Please visit Continuing Education at the following website for more information: departments.weber.edu/ce/default.asp

Weber State University Ogden

3848 Harrison Blvd.
Ogden, Utah 84408
801-626-6000
Toll-free 1-800-848-7700

Weber State University Kaysville Center

Davis High School (room 1301)
325 So. Main
Kaysville, Utah
801-402-8961

Weber State University West Center

5627 South 3500 West
Roy, Utah 84067
801-626-8900

Weber State University Davis

2750 N. University Park Boulevard
Layton, Utah 84041-9099
801-395-3456
Toll-free Davis County 801-444-3581

Weber State University Morgan Center

241 East Young Street
Morgan, Utah 84050
801-829-3136

WSU Training & Learning Center

915 West Gordon Ave. (1000 North)
Layton, Utah 84041
801-547-1757

About Campus

Buying Books

There are several options for buying textbooks:

- You can purchase your textbooks from the WSU Bookstore on the first floor of the Shepherd Union Building at the Ogden Campus or Rm 201 at the Davis Campus.
- You can purchase your textbooks online from the WSU Bookstore. bookstore.weber.edu/
- You can look up exactly what books you will need for each class, then find those books for more economical prices elsewhere such as: Beat the Bookstore, Ebay, Amazon.com, or Half.com.
- Often, if you bring in proof that another bookseller has the exact version of the book you're looking for, the WSU Bookstore will match the price.

Parking

- For parking deadlines, process for obtaining a pass, and a map of the campus parking lots, visit the parking services website. departments.weber.edu/parking/
- To access the Parking Services web applications each person must log into their e-Weber account. This can be done from the Weber State homepage.
- After logging on, please click on the Student Services tab and then choose Lynx self-service.
- When that populates, select the Student and Financial Aid folder. At the bottom of the list you will find the Parking Services link.
- CLICK on that link and the page below will be displayed.
- CLICK on the "Parking Permit Registration" link shown below to select your parking permit and the vehicle it will be displayed in.
- After you have selected your permit, CLICK on the "Pay for Permit" button shown below to pay for your permit.

UTA Ed Pass

The UTA Ed pass will give you free transportation on all UTA buses, Frontrunner and TRAX. Ride to school, work, the mall or even Salt Lake or Provo. You won't have to worry about traffic or gas prices. You'll be contributing to a healthier environment and you'll get stuff done that you couldn't driving a car -- like studying, working on your lap top or taking a nap.

To participate in the Weber State UTA ED Pass program:

1. Take your Wildcat ID to the Shepherd Union Building [Information Center](#), Dee Events Center Ticket Office or Davis Campus Information Center. They will issue you a UTA ED Pass free of charge. (There's a \$50 charge to replace a lost or stolen pass.)

2. Ride! You will be required to show your Wildcat ID with the UTA ED Pass when you ride the UTA system, which includes UTA buses, Frontrunner and TRAX.

Restrictions Apply: Passes are only for full-time students, full-time faculty and full-time staff. The pass is non-transferable and spouses and dependents are not eligible. Passes

will not expire as long as the individual retains full-time status at WSU. So don't throw them away at the end of the year.

3. For routes and times, visit rideuta.com or call 1-888-RIDE-UTA.

Laptops and Wireless Access

The Weber State wireless network is available for use by current students, and employees. The WSU wireless network consists of two SSID's WSU Secure and WSU Guest. The WSU Secure network allows encrypted access to the Weber State websites and network resources. WSU Secure access is limited to students and employees of Weber State University with a valid Wildcat Username. The WSU Guest network is for guest access and is limited to Internet access only. Access to Weber State resources is not permitted from this network.

Registering for the WSU Secure network

Follow the steps below to register and create a password for the "WSU Secure" wireless network:

1. Access the WSU home page at weber.edu
2. Enter your Wildcat Username and password. (Don't have a Wildcat Username? Click on the "Get your Wildcat Username" link beneath the login button).
3. Once you have successfully logged in, select the "Student Services" tab.
4. CLICK on the "Wireless Access."
5. CLICK "Getting Help" in the purple bar to the left.
6. CLICK "Students" on the tabs near the top of the page.
7. Under "Wireless Access," choose your operating system. Then follow the set up instructions.
8. You should have access to the WSU Secure wireless within about 15 minutes.

If you experience any difficulties in this process, please call (801) 626-7777.

Code Purple

Code Purple is an emergency notification system that gives Weber State University the ability to communicate health and safety emergency information quickly--by text, voice, and e-mail message. By enrolling in Code Purple, you may receive safety-related information, regardless of your location.

WSU has contracted with the third-party firm Send Word Now to provide the infrastructure and equipment to support the Code Purple notification system. By participating in the Code Purple program, you are acknowledging that you have read and agree to the Code Purple terms and conditions and disclaimer posted on this Web site.

To review or update your contact information, please log in to the eWeber portal and click on the link under the WSU Code Purple channel on the main eWeber page.

If you do not wish to be notified by the Code Purple system in the event of an emergency, click the "deactivate my account" button at the bottom of the Code Purple registration page.

PAWS (Provisional Absence/Withdrawal Service)

PAWS is short for Provisional Absence / Withdrawal Service. PAWS can help you if you are either:

- withdrawing from this semester
- taking a break (paws) from your studies
- not planning to take any more classes at WSU

Maybe the cash is a little tight this semester.

Maybe you're leaving for religious or military service, or have a major event like a wedding or a child coming up in your life, or maybe you just need a break.

Or perhaps you don't plan to return soon because you are transferring to another school or possibly you just graduated with an associate's degree and that's enough for now.

Regardless, WSU wants to help you take your break in the smartest way possible, and if you are planning to return, to make that as easy as possible. Visit the website: weber.edu/Admissions/PAWS.html

Graduate Programs

Graduate degrees are becoming increasingly important in today's global society. A master's degree offers increased opportunities for career advancement, earning potential, and further education.

At Weber State University, we understand that students often need to balance work and family commitments while pursuing a master's degree. That's why many of our graduate degree programs offer courses at convenient times and locations to fit your busy schedule. You also will find:

- Our faculty members are experts in their disciplines—many have private sector experience—who work closely with students to provide a personalized educational experience.
- In all of our graduate programs, you will have opportunities to participate in lively classroom discussions—gaining insight from your fellow students' professional experiences and challenges.
- Our master's degree programs offer a tremendous learning experience, whether you plan to pursue a Ph.D. or enter the marketplace.

Outstanding faculty, limited class size and affordable tuition provide a world-class graduate education defined by quality, accessibility and flexibility.

Weber State offers the following graduate programs:

- Master of Accounting
- Master of Athletic Training
- Master of Business Administration (MBA)
- Master of Criminal Justice
- Master of Education
- Master of English
- Master of Health Administration
- Master of Nursing
- Master of Science in Radiologic Sciences

Visit the Graduate Programs website for more information: weber.edu/graduateprograms/

Honors Program

The Honors Program strives to create a small-college environment within the setting of a large university by:

- Offering small (15 students) individualized and personal classes;
- Providing more interaction between students and instructors;
- Encouraging intellectual creativity, initiative, and independence through innovative subject matter.

The Honors Program Offers:

- The opportunity to develop leadership skills and become involved with university activities;
- The opportunity to give back to the community through our Community Service activities;
- An environment where students can appreciate diversity, critical analysis, and can see the essential interrelatedness of things.

University Honors

To graduate with University Honors a student must complete a minimum of twenty-four (24) credit hours. University Honors includes a Senior Project completed over two semesters for a maximum of four (4) credit hours. Students must maintain a 3.5 GPA to graduate with University Honors.

Departmental Honors

The requirements for graduation with Departmental Honors vary depending on the student's departmental major. Each Department has different requirements for completing Departmental Honors. You can check the Honors Advisor for a copy of your department's requirements and your departmental major's specific advisor. Please make sure you check the University catalog for the individual Departmental Honors requirements in your particular area of study.

General Honors

To receive General Honors with a General Education Associate degree, students must complete Twelve (12) semester hours of University Honors core classes.

Student Affairs Division Specialized Student Services

Visit the following website for more information on the following centers:
weber.edu/studentaffairs/

The Women's Center

The focus of the Women's Center is to provide programs and opportunities to all Wildcats, with a special emphasis on the women on campus and in our community.

The Women's Center offers many programs that address the struggles and obstacles that women may face as they attempt to balance school with other attention demanding areas in their lives.

Domestic Violence

A student group that focuses on national safety awareness campaigns.

Sexual Assault

A student group that focuses on national safety awareness campaigns.

Single Mom United

To bring together single moms on campus and in the community for education, resources, and support, and to foster greater self-confidence and self-reliance among these women.

Visit the following website for further information: weber.edu/womenscenter

Multicultural Student Center

The Multicultural Student Center (MSC) provides services to students with various cultural and/or ethnic backgrounds. The Center provides Hispanic/Latino, American-Indian, African-American, and Asian/Pacific Islander counselors and advisors that advocate for you.

The Center offers cultural connections and guidance:

- Academic Advisement
- Orientation
- Mentoring
- Personal/Career Counseling
- Assistance in locating scholarships and financial aid
- Leadership and Community Service

Contact 626-7330 to set up an appointment with a counselor or just stop by and visit and hang out- Student Service Center, Suite #150.

Visit the following website for more information: weber.edu/sms/

International Student Center

International Student Services advises and assists international students with their personal, cultural, and academic adjustment to WSU. An orientation program is provided

for all new international students each semester. Advisement is available to assist students concerning immigration related questions and concerns.

Visit the following website for more information: weber.edu/SIS/default.html

Services for Students with Disabilities

Individualized Services

This department provides specialized services, technology, and advisement to meet the specific needs of each qualified disabled student. These services cover all generally acknowledged types of disabling conditions including certain cognitive and emotional problems (subject to documented verification) in addition to visual impairments, hearing impairments, and mobility impairments. Individualized service programs are designed specifically to fit each student's needs and abilities. SSD supports a strong philosophy of individual independence and self-determination.

Campus & Community Resource

SSD serves as a resource for both the campus and surrounding community. The staff is well versed on the ethical principles and established federal guidelines related to the rights and responsibilities of people with disabilities. Students as well as faculty and staff can request advisement from highly trained personnel about issues related to disabilities. We also provide a wide range of adaptive equipment and technology designed to assist people with disabilities. This equipment may be made available to the public on a limited basis.

Visit the following website for more information: weber.edu/ssd

Services for Veteran Students

The Services for Veteran Students Staff at Weber State University, are honored to assist military members and entitled family members in using their educational benefits. They help students through the process of eligibility, admissions, registration, and paying for their education. They provide information and referral to military resources.

Location: Student Services Building Rm 154 Ogden Campus

Visit the following website for more information: weber.edu/vetaffairs

Counseling Center

We all get temporarily frustrated, confused and disrupted by the circumstances of life. College alone can be stressful. Balancing your academic responsibilities with other roles and obligations can sometimes be overwhelming.

Our highly trained staff has years of education and experience in helping people like you develop effective coping strategies. Together, you and one of our caring professionals can identify your concerns and work toward resolution.

If you feel blocked on your journey toward health and wellness in emotional, social, educational, and/or career areas, you are not alone. Whether you are struggling with depression, anxiety, relationship problems, academic or career uncertainty, identity confusion, loneliness, grief, or other concerns, the WSU Counseling & Psychological Services Center can help. (801) 626-6406 Please visit the following website for more information: weber.edu/CounselingCenter/

Tutoring

Academic Support Services' mission is to promote students' academic success and life-skills development by providing tutoring, testing, technology, and college-readiness initiatives. Through collaborations on and off campus and implementation of best practices, they deliver effective learning support for all student populations. They work to support students by providing free drop-in and appointment tutoring during day and evening hours for subjects that range across the curriculum.

English

Drop-in English tutoring for students in Developmental English courses, 0900, 0955, 0960
New Location : EH 212

The Writing Center

One on one peer tutoring for all other papers.
Location: EH 210

Math

ASCP Drop In Math Tutoring supports the mission of Weber State University and the Student Affairs Division by providing quality, drop in learning assistance by certified tutors who encourage and guide students in the development of their potential as independent learners.

We have three convenient centers to provide
drop in math tutoring for current WSU students
enrolled in a math class:

Student Involvement

Weber State University offers many opportunities for students to get involved. For more information on student involvement, student government, the Diversity Center, Clubs and Organizations, Academy of Leadership, and the Community Involvement Center, please visit the following website: weber.edu/StudentInvolvement.

Last Thoughts

It can seem daunting at times to return to college life as a nontraditional student, but there is no need for you to feel intimidated. Know that half of the student population of Weber State is in a very similar circumstance. Take this handbook to be your roadmap for navigating through those first few scary weeks of coming back. You can do this. The staff of the Nontraditional Student Center is here to help. Good luck!

What's Next Checklist

Here are some helpful hints to get you through the admissions and registration processes and into class. You can contact the Student Recruitment and Orientation Office at (801) 626-6050 or the Nontraditional Student Center (801) 626-7794 with any questions.

- ❑ **Get Admitted and Apply for Scholarships** (if you have already attended WSU, please see Returning Students section)
 - Submit an application for Admissions and Scholarship.
 - Submit a \$30 non-refundable application fee.
 - Have official transcripts from all previously attended institutions mailed or faxed to the Admissions Office at:

Weber State University Admissions
1137 University Circle
Ogden UT 84408-1137
(801) 626-6747

- ❑ **Apply for Federal Financial Aid**
Complete the Free Application for Federal Student Aid (FAFSA) available through the Financial Aid Office, your local high school counseling office or online at FAFSA.ed.gov. The PRIORITY APPLICATION DEADLINE for Financial Aid is March 1st.
- ❑ **Sign up for a New Student Orientation**
Go to weber.edu/orientation/ or call (801) 626-6050 to sign up for a spring or summer orientation session.
- ❑ **Visit with Academic Advisors**
Make arrangements to visit with your major adviser or an adviser from the [Academic Advisement Center](#). This can be done individually, or as a part of a Transfer-Student Orientation.
- ❑ **Visit Campus**
Call Student Recruitment and Orientation and arrange a visit to campus at (801) 626-6050, at (800) 848-7770, ext. 6050, or at recruit1@weber.edu. You can also sign up for a visit online at weber.edu/recruitment.
- ❑ **Register for Classes**
You will receive a catalog and semester schedule as soon as they are available after you have been admitted. Establish a Personal Identification Number (PIN), review your records, obtain a registration appointment, and register for classes.
- ❑ **Pay Your Tuition**
READ the first pages of the registration schedule to determine when your tuition deadline to avoid your courses being dropped. We recommend that you take advantage of the Tuition-By-10 and Federal Financial Aid programs.
- ❑ **Attend Class**
We look forward to working with you!

Nontraditional Student Center-Hourly Childcare
(801)626-7798, SU322

Hours Requesting

This form does not guarantee a reservation. Children are scheduled based on availability. Our center will accommodate up to ten children at one time.

Please fill out your desired care schedule (limit 20 hours per week, 4 hours per day) and check which semester you are requesting:

Fall/ Spring (Hours of operation: 6:45am-3pm, Mon-Fri)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

Summer Semester Only (choose one) (Hours of operation: 6:45am-3pm, Mon-Fri)

4-Week Block:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

6-Week Block:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |

12-Week Block:

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
| | | | | |



| |
|--|
| <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____ |
|--|

Nontraditional Student Center - Hourly Childcare
Childcare Backup Request

Thank you for your interest in the Nontraditional Student Center Hourly Childcare. We are state licensed and will adhere strictly to the state licensing laws and federal regulations to ensure a safe environment and quality care for your child.

Attention WSU staff: If you are a WSU staff or faculty member, you are not eligible to apply.

Important Notice: A one-time, non-refundable application fee of \$15 must be paid to the Shepherd Union Building Information Booth. Please attach receipt to this application and return to the Nontraditional Hourly Childcare Center, SU 322. **A Childcare Enrollment Packet must be completed for every child using our facilities before he/she can use the facility. This is back-up only.** If time exceeds twelve hours, you will be required to pay \$36 deposit and will need to fill out the Childcare Eligibility Request form. **Children must be potty trained.*

Parent's Name: _____ Date: _____
 (Last) (First) (MI)

Address: _____

W#: _____ Wildcat Email: _____

Phone: _____ Alternate Phone: _____

Please list children's names and birthdates (*Must be 2-9 years of age during semester served*):

| Name of Each Child: | Age: | Birth Date: |
|---------------------|------|-------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

Notes/Comments/Anything else we should know about your child:

I agree information I have provided is accurate and correct to the best of my knowledge. I understand it is the right of the Nontraditional Student Center Childcare to deny my request if the information is not correct or does not meet the requirements.

Signature

Date

Nontraditional Student Center-Hourly Childcare
 (801)626-7798, SU Room 322

Revised 11/18/09

| |
|---|
| <p><u>OFFICE USE ONLY</u></p> <p><input type="checkbox"/> Request form complete</p> <p>Request approved by: _____</p> <p>Date request approved: _____</p> <p>Date called: _____</p> <p>Regarding: _____</p> <p><input type="checkbox"/> Packet filled out and complete</p> <p><input type="checkbox"/> Letter mailed</p> <p><input type="checkbox"/> Application Fee</p> |
|---|



**WEBER STATE
UNIVERSITY**

Nontraditional Student Center - Hourly Childcare
Campus Leave Form

If you are doing fieldwork or internships for your schooling, please complete the following and sign below.

Parent's Name: _____ Date: _____
(Last) (First) (MI)

Program: _____

Location: _____

Phone (where you can be reached): _____ Alternate Phone: _____

Child's Name: _____

I agree information I have provided is accurate and correct to the best of my knowledge. I understand it is the right of the Nontraditional Student Center Childcare to deny my request if the information is not correct or does not meet the requirements.

Signature

Date



WEBER STATE
UNIVERSITY

**Nontraditional Student
Hourly Childcare
Enrollment Checklist**

Parents,

Before you can bring your child to the Weber State Hourly Childcare Program, you must fill out and sign this checklist of our rules.

Thank you,
Hourly Childcare Staff

Please read and initial the following:

____ I must have the following documents before I bring my child to the daycare:

- Parent Contract
- Class Schedule
- Enrollment Form
- Green Emergency Card
- Annual Health History signed by doctor (must be updated every year)
- Immunization Records
- Background Information Form
- Emergency Release Form

____ Everyday when I sign my child in on the sign-in/out sheet provided, I agree to:

- Write a current number that I can be reached at while my child is at the center
- Write down what building (s) and room number (s) I will be in while my child is at the center

____ I agree to the following rules for paying my child's bill:

- All balances must be paid in full by the 3rd of each month
 - A copy of your bill will be given to you one week prior to the due date
- If balance is not paid off within 7 days after the 3rd, the child will not be allowed to come to the childcare until the balance is paid in full

____ I agree to pick up my child by 3:00pm every day.

____ I agree to the following conditions if I am late picking up my child:

- If I am late picking up my child (past 10 minutes) I will receive a warning letter from the staff. After 3 warnings, I will be charged a \$50 fine that must be paid in full prior to my child's re-admittance to the center. Every time that I am late after I have received the fine I will be given another \$50 fine. If I am later than 30 minutes, Social Services will be contacted.
- My child is allowed three excused absences per semester. I will be charged a \$50 fine if my child is absent more than three times.

Parent Name (printed): _____ Phone Number: _____

Email: _____ Semester: _____

Parent Signature: _____ **Date:** _____

Please keep for your records.



WEBER STATE UNIVERSITY

PARENT CONTRACT

Weber State University Hourly Childcare Nontraditional Student Programs

Child(ren)'s Name(s): _____

Complete Home Address: _____, _____, _____
Street City State. Zip

Home Phone: _____ Work: _____ Cell: _____

Payment Information:

Payments are made *in advance* at the Shepherd Union Building Information Desk or through the Market Place website. Hourly fees are automatically deducted from your account by computer. Any unused balance will remain in your account and can carry over to the next semester, but **no refunds will be given.** *You must have a positive balance in order to clock in on the computer. If you do not have a positive balance, you will not be able to clock in.* A non-refundable deposit of \$36 (\$3/hr/12hrs) must be paid online through your student portal (marketplace) before the first day of attendance.

Cost: The regular rate is \$3.00/hour for each child plus \$15 application fee

Cancellation and Late Fees:

One dollar (\$1.00) will be charged to your account for every five minutes late after scheduled pickup time. Daily cancellations must be made by 7 AM or you will be charged for the scheduled time. You are allowed three excused absences (one per semester) and charged for scheduled times thereafter.

Terms of Agreement:

I / We agree to participate in the Hourly Childcare Program as outlined in the Parent handbook. Specifically, I / we:

- Will attend orientation meetings and parent/teacher conferences
- Will allow my/our child to go on well-planned, supervised, on-campus field trips
- Will fulfill the requirements of the Parent Program as outlined in program policies
- Grant permission for school personnel to take whatever steps necessary to obtain emergency medical care if warranted
- Grant permission for my/our child to be photographed for the following purposes:
In class use only___ Signpost___ Childcare Website___ Printed Materials___
- Agree to pre-payment of fees at the Information Desk or through Marketplace and agree to remain current in payment to ensure continued services.
- Understand that failure to abide by these rules may result in termination of childcare services.
- Will complete and turn in enrollment packet before my/our child starts.

I / We have received, read, and understand the Parent Handbook. The terms of this contract are clear and acceptable to me/us.

Parent/Guardian Signature(s): _____ Date: _____

Weber State University Hourly Childcare Center Enrollment Form

Name of Child (include nicknames): _____
 Age: ____ Birth date: _____ Male: ____ Female: ____ Enrollment date: _____

Parent/Guardian Information:

| | |
|------------------------|------------------------|
| Mother: _____ | Father: _____ |
| Student W#: _____ | Student W#: _____ |
| Home Phone: _____ | Home Phone: _____ |
| Work/Cell Phone: _____ | Work/Cell Phone: _____ |
| Address: _____ | Address: _____ |

| | |
|----------------------------|----------------------------|
| Marital Status: _____ | Marital Status: _____ |
| Place of Employment: _____ | Place of Employment: _____ |

| | |
|----------------------------------|----------------------------------|
| Email (wildcat preferred): _____ | Email (wildcat preferred): _____ |
|----------------------------------|----------------------------------|

Name of child's physician/clinic: _____
 Does your child have any allergies or other medical conditions? If yes, please list: _____

Are your child's immunizations current? ____ (Please attach immunization report)

Please check the following to indicate your permission that these items may be applied to your child's skin: Diaper ointment ____ Lotion ____ Sunscreen ____

Persons authorized to pick up the child or who may be called in the case of illness or emergency if parent is not available:

| Name | Relation to Child | Address | Phone # |
|------|-------------------|---------|---------|
| | | | |
| | | | |
| | | | |

I attest that the above information is complete and correct.

| | |
|------------------------------------|---------------|
| _____ Parent/Guardian Signature | _____ Date |
|------------------------------------|---------------|

This form must be completed for each **individual** child enrolled, and must be reviewed annually by the parent/guardian, and any changed noted.

Emergency Authorization: In case of emergency or serious illness, when parent(s) cannot be reached immediately, I hereby authorize the child care staff to obtain emergency medical care and/or provide emergency medical transportation.

| | |
|------------------------------------|---------------|
| _____ Parent/Guardian Signature | _____ Date |
|------------------------------------|---------------|

Please have Child's Physician Complete

ANNUAL CHILD HEALTH HISTORY/ASSESSMENT

Child's Name _____ Date of Birth _____

Today's Date _____ Date of Enrollment _____

Please check all that apply and list any health information needed to care for your child.

| | | | |
|---------------------------------------|--------------------------|--------------------------|---------------------|
| Any known allergies/sensitivities to: | No | Yes | If yes, please list |
| Medications | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Foods | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

| | | | | | |
|--|--------------------------|--------------------------|----------------------|--------------------------|--------------------------|
| Any chronic illnesses or medical conditions: | No | Yes | Any disabilities: | No | Yes |
| Asthma | <input type="checkbox"/> | <input type="checkbox"/> | Hearing Impairment | <input type="checkbox"/> | <input type="checkbox"/> |
| Diabetes | <input type="checkbox"/> | <input type="checkbox"/> | Visual Impairment | <input type="checkbox"/> | <input type="checkbox"/> |
| Seizures | <input type="checkbox"/> | <input type="checkbox"/> | Developmental Delays | <input type="checkbox"/> | <input type="checkbox"/> |
| Heart Problems | <input type="checkbox"/> | <input type="checkbox"/> | Physical Impairment | <input type="checkbox"/> | <input type="checkbox"/> |
| Other _____ | | | Emotional Problems | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | Other _____ | | |

Any additional health information not listed above: _____

Medications your child takes: _____

Any instructions for your child's daily care: _____

Date of last physical examination: _____ Date of last dental examination: _____

Name of child's Medical Provider: _____

Address: _____ Phone: _____

Name of child's Dentist: _____

Address: _____ Phone: _____

Instructions for child's emergency care: _____

(Parent/Guardian Signature)

(Date)

Signature of Physician

Date

UTAH SCHOOL IMMUNIZATION RECORD

This record is part of the student's permanent school record (cumulative folder) as defined in Section 53A-11-301 of the Utah Code and shall transfer with the student's school record to any new school.

The State Department of Health and local health departments shall have access to this record.

INSTRUCTIONS: This form must be completed for enrollment in schools and licensed child care/preschool facilities. See reverse side for information concerning exemptions for medical, religious, or personal reasons.

Student Name _____ Sex: M F Birthdate _____ Date of Admission _____

Name of Parent or Guardian _____ Signature _____

Address _____ City _____ Telephone _____

Health Insurance Yes _____ No _____ Name of Insurance _____

| VACCINE | | | | | |
|---|-----|-----|---|-----|-----|
| | 1st | 2nd | 3rd | 4th | 5th |
| DTP, DTaP, DT, Td, (D = Diphtheria; T = Tetanus; P = Pertussis; aP = acellular Pertussis) | | | | | |
| Haemophilus influenzae b (Hib) | | | | | |
| Polio (OPV or IPV; specify) | | | | | |
| Measles, Mumps, and Rubella (MMR)* <small>1st dose must be received on or after 12 months of age</small> | | | * If vaccine is given in the completed form (MMR), enter the complete date in the appropriate MMR box. ** If vaccine is given as a single antigen, enter the date(s) in the appropriate boxes. | | |
| Measles (Rubeola-10 day, red measles)** | | | | | |
| Mumps ** | | | | | |
| Rubella (German Measles - 3 day measles)** | | | | | |
| Hepatitis B (HBV) | | | | | |
| Varicella (Chickenpox) | | | | | |
| Other (Specify): | | | | | |

**FOR USE BY
SCHOOLS AND CHILD CARE
FACILITIES**

(date)

1. Date of unconditional Admission ALL REQUIREMENTS MET _____

2. Date of conditional Admission _____

3. Exemption was granted for:

a. Medical reason _____

b. Religious belief _____

c. Personal belief _____

4. Immunizations were verified by:

a. Physician Record _____

b. Parent Record _____

c. Health Dept. Record _____

I have reviewed the records available and, to the best of my knowledge, this student has received the above immunizations.

Signed _____ Date _____

Physician School or Child Care Official Health Authority

WSU Hourly Childcare Background Information form

Child's Name:

We believe that each child is unique and should be valued and respected for his/her individuality. The information on this form will help us "get to know" your child better and make us aware of any special needs he/she might have. Information is treated confidentially. Feel free to use the back side of this sheet. Thank you for your time in filling this out as completely and accurately as possible.

Mother's Name: _____ Occupational Training:

Father's Name: _____ Occupational Training:

Names and ages of siblings:

Names and relationship (to child) of adults living in the home:

Any history of hyperactivity or learning disabilities?

List any allergies and describe any limitations:

Please describe any known handicap or special health problems, however minor, your child may have:

Is your child taking any medications for conditions other than childhood illnesses? Y / N
Describe the condition related to the medical and any side effects of that medication:

List other programs your child has been involved in and their age when they attended:

What is your child's routine? (bed time, waking time, meals, etc.):

How does your child act when tired?

Please describe your discipline techniques:

How does your child react to limits you set?

July 8, 2010

Dear _____:

This letter is to confirm your reservations for the Weber State University Hourly Childcare 2010 fall semester. Please review this confirmation carefully. If you notice errors or need to make changes before the beginning of the semester, please notify us as soon as possible. Our spaces are limited and early notification of cancellations allow other students to utilize these spaces.

Your child(ren) _____ is/are scheduled for the following days and times during fall semester 2010:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Please Note: Please make sure your physical, immunization papers and emergency information are complete, up-to-date, and signed by a doctor before your bring your children to school. Physicals are required annually.

Sincerely,

Arene Newman, Coordinator
WSU Hourly Childcare
(801) 626-7798
hourlychildcare@weber.edu
anewman@weber.edu

NOTES:**Description**

Weber State University's Hourly Childcare Center is a state licensed designed to provide flexible hourly or back-up care for the children of WSU students. **Children 2-9 years old may attend.** A child may be at the center for a **maximum of 20 hours a week, 4 hours per day**, while parents are attending classes, computer lab, or the library. We are willing to work with parents needing more time. Your child must be potty-trained and a parent must be a WSU student paying student fees. Employees of WSU cannot use this center.

***We must be able to locate a parent on campus.**

Philosophy

We are committed to Developmentally Appropriate Practices as defined by the **National Association for the Education of Young Children** (further information can be found on the web site then click on NAEYC resources and go to position statements). The growth and development of young children is best facilitated by providing a safe and nurturing environment that promotes the physical, social, emotional, aesthetic, intellectual, and language development of each child while being sensitive to the needs and preferences of families. Young children actively learn from observing and participating with other children and adults, including parents and teachers. Play is an integral part of this process as it gives children opportunities to understand the world, interact with others in social ways, express and control emotions, and develop their symbolic capabilities.

American's with Disabilities Act (ADA)

We are committed to supporting the right of all children, regardless of their diverse abilities, to participate actively in natural settings within their communities. A natural setting is one in which the child would spend time if he or she didn't have a disability. If your child has special needs we will attempt to meet them in accordance with the American's with Disabilities Act.

Closures

The childcare center will be closed on all holidays and breaks when Weber State University campus is closed.

Illness

If your child has any of the following illnesses, he/she may not attend our center:

- Temperature of 100 degrees or higher
- Diarrhea
- Unidentified or contagious rash
- Vomiting
- Eye infection
- Head lice



If your child develops any of these symptoms while in attendance, a parent will be notified to immediately pick up the child. If your child contracts a contagious illness soon after attending our program, you must notify the director within 24 hours.

Medication

We do not give medication to the children. **Please do not leave any kind of medication in your child's lunchbox or backpack.**

Grievance Policy

We encourage parents to express all concerns to the childcare supervisor or head teacher in the classroom as soon as possible. If difficulties and differences are not appropriately addressed and resolved, parents should contact the Coordinator of Nontraditional Student Center.

Discipline

Discipline strategies are employed in our classroom with the goal of helping children control their own behaviors and appropriately express their emotions. Positive guidance strategies are used to prevent most behavior problems. We strive to model positive behavior for the children through "using words" to solve problems. We coach children in addressing peers and teachers in an appropriate manner, without physical or verbal aggression. Children may be redirected to another area, restricted from playing in an area or removed from their activities for a short period. Based on current research, "Time Out" is only used when other means are ineffective.

Reservations

Two types of reservations are available: permanent, and back-up. To make a reservation call 801-626-7798.

Permanent: For parents using our services on a regular basis during a semester must make a permanent reservation (i.e. every MWF from 10-12 all semester) **before the semester begins.** Parents with children already using a permanent reservation receive priority scheduling for the next semester. To receive this priority, parents must turn in their reservation request and class schedule for the upcoming semester before the priority deadline. Deadlines will be posted for each semester. Requests are dated and slots are filled on a first come first serve basis. If there are no openings for the desired time, parents will be placed on a inquiry list.

Back-up: If you know ahead of time (even an hour) that your usual childcare arrangements will be unavailable or if your child has a permanent reservation and you need more time to study, take a test, or meet with groups, **please call 626-7798 and we will do our best to accommodate your need.**

Enrollment

Children must be enrolled and have a reservation in order to attend. Reservation Request forms and Enrollment Packets are available at the Hourly Childcare Center in the Shepherd Union Bldg. Rm #322F. All forms must be completed and signed by appropriate providers and returned before a child can attend. All immunizations must be current. Payments must be made at the Shepherd Building Information Booth or online in the eWeber Portal under Wildcat Cash Marketplace, and there must be a positive balance. A non-refundable deposit of \$36(\$3 per hour/12 hours) must be paid online through your student portal (Marketplace) before the first day of attendance.

Termination of Enrollment

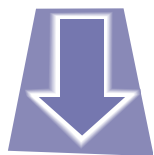
Enrollment may be terminated by the center for the following reasons:

- Miss one week without notice.
- Failure to make payment **within 24 hours of services rendered.**
- Failure to keep immunizations current.
- Failure to cooperate with staff in order to ensure needs of child.

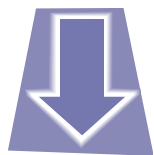
Parents may terminate the enrollment of their child at any time with no fiscal penalty, **although no refunds are given.** Please notify the supervisor of termination as soon as possible. Parents can request a copy of child's records.

Program Goals

Create a caring community of learners. All participants (children, staff, and parents) in our program treat each other with consideration and contribute to each other's well being and learning as they respect and acknowledge differences in abilities and talents. Each person (adult or child) is valued for his or her strengths. We all work together to provide a learning environment which protects children's physiological and psychological health and safety. Provide an environment which is dynamic and changing but predictable and comprehensible from a child's point of view, facilitates the development of responsibility and self regulation in children.



Enhance the development and learning of each child by providing a challenging, interesting, developmentally appropriate environment and curriculum extending your child's verbal and literacy skills; mathematical thinking, reasoning, and scientific exploration skills; social relationship and communication skills; creative expression and symbolic representation



Work in collaborative partnerships with families in order to support parents in obtaining information on parenting strategies and increase their knowledge about child development and quality childcare. Inform parents on the progress and development of their child. Create plans with parents to facilitate the development of each child on campus.

Staff

The Hourly Childcare is overseen by a qualified Childcare Supervisor and Teacher. Arene Newman has her CDA (Child Development Associates). She has ten years of experience as the Director of Your Community Connection Childcare Center and has also worked with Head Start. Teacher Aides are hourly student workers with experience and/or education in child development.



Parent Involvement

Parents are always welcome in our classroom and your suggestions are appreciated. If you have special contacts or interests that would help our program and enhance the experience for children, please inform the director. We also have a Parent Advisory Board. If you are interested in being involved in this capacity, please advise the childcare supervisor.

Parent teacher conferences will be held once a semester for children attending five or more hours a week. If your child is attending less than five hours a week we will prepare a conference at your request. We sponsor several parent workshops each semester. All parents must attend at least one workshop per semester. Parents are encouraged to get involved in the parent advisory board.

To receive priority scheduling, at least one parent or guardian from each family must complete all of the following each semester the child is in care:

1. Attend Back-to-School Parent Meeting (orientation)
2. Attend one Parent Teacher Conference for children attending over five hours per week.
3. Attend one workshop or parent meeting, or participate in the Parent Advisory Board.

Fees

The cost of childcare is \$3.00 per hour, per child. Payments are made at the Wildcat Information Desk in the Shepherd union Building. **There are no refunds for unused hours.** We ask that you be prompt in picking up your child at the end of the day. We close promptly at 3:00 pm unless special arrangements have already been made. If you are late picking up your child (past 10 minutes) you will receive a warning letter from the staff. After three warnings, you will be charged a \$50 fine that must be paid in full prior to your child's re-admittance to the center. Every time you are late after receiving the fine, you will be charged another \$50 fine. If you are later than 30 minutes, Social Services will be contacted.

Cancellations and Late Fee Policy

If you have a reservation for the semester, and need to cancel for the day, please cancel by phone or online by 7:00 a.m. the same morning or your account will be charged for the time. This will allow us to more effectively use the spaces in our program. Three excused absences are allowed; however, there will be a one-time non-refundable charge of \$50 if a child has been absent for one week without cancellation. This fee must be paid before re-admittance. If your fee has not been paid within one week, your reservation will be assigned to someone else.

Signing In and Out

Please sign the log when dropping off your child. The sign-in log is located on the counter. Please include a location where you can be reached if an emergency should occur. It is vital each child and parent be acknowledged upon arrival and departure. We ask that you approach a childcare teacher upon arriving and leaving. If someone other than yourself is picking up your child, you need to inform the teachers in writing. We will check the release form and ask for photo identification.

Releasing Children

Only parents, or those with written authorization from parents, will be allowed to take a child from the center. In an emergency situation, the parent may give verbal authorization to center caregivers. The verbal authorization includes confirmation of identity by picture ID.

Emergencies

In the event of an emergency where evacuation is needed, children will be taken to the Veteran's Center in the Student Service Building, room 154. You will be notified to pick up your child at this location.

Class Schedule

The following is an example of our centers' daily routine. Daily activities include stories, songs, and outside play (weather permitting). Parents are informed of weekly activities through a parent newsletter:

| | |
|---------------|--|
| 6:45 - 8:15 | Quiet centers/story time |
| 8:15 - 8:30 | story or quiet activities |
| 8:30 - 10:15 | Snacks/Discovery time centers/music & movement |
| 10:15 - 10:30 | Story time/outside time |
| 10:30 - 11:00 | Outside time/group activities |
| 11:00 - 12:00 | Lunch/story |
| 12:00 - 1:00 | Rest & quiet activities |
| 1:00 - 1:15 | Music & Movement |
| 1:15 - 2:30 | Snack and story time /Discovery time centers/outside |
| 2:30 - 3:00 | Quiet activities/cleanup |

Lunches and Snacks

Snacks are provided by our center at 9:00 and 1:00. Daily snacks may vary from what is posted in the weekly newsletter. If your child has a food allergy, notify the classroom teacher. If your child will be staying between 11:00-12:00, please include a nutritious lunch from home. We do not have facilities to refrigerate or heat up lunches. **Please do not include medications in your child's lunch. We do not give medications.**



What to Bring

Please dress your child in comfortable clothing including appropriate outerwear. We try to go outside every day unless it is raining or the temperature is below 30 degrees. Send a backpack with an extra set of clothing just in case your child needs a change (we paint and play in sand and water almost every day). If your child has a favorite blanket or snuggly toy that helps him/her separate from you more easily, include it in the backpack. Please keep other toys at home. If your child will be in our care between 11:00-12:00 he/she will need a lunch from home. **Mark everything your child brings with his/her name.**

Weber State University
Nontraditional Student Center Hourly Childcare
Emergency & Disaster Plan

Our center has an emergency and disaster plan which includes procedures for reporting emergencies and evacuating the facility. This written plan is at the center and immediately accessible to all staff, substitutes, and volunteers. Evacuation plans are posted in prominent locations of each room or area of the center. The center holds monthly fire drills and semiannual disaster drills which are documented. The center is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

Evacuation site: If there is an emergency or disaster which requires us to leave our center, we will evacuate to first the Veteran's Center in the Student Services Building (SC154), and as a backup to The Children's School, located in the Education Building. We will walk to the evacuation site.

- The person/position in charge:
 - Nontraditional Student Center Coordinator
 - Hourly Childcare Supervisor
 - We always have two teachers on duty. We only have 5-10 children at the center at one time.

- Persons with decision making authority:
 - Nontraditional Student Center Coordinator
 - Childcare Supervisor and Head Teacher in the classroom if Childcare Supervisor is unavailable.

- People who will be notified in an emergency (listed in order of priority):
 1. Campus Emergency Response 626-6460 or 911
 2. Childcare Supervisor 564-0672
 3. Parents of children/emergency contacts for children (green emergency cards in purple pack)
 4. Nontraditional Student Services Coordinator 626-7794 or 626-6077

- Emergency Telephone Numbers (in purple backpack):
 1. For all emergencies call Campus Crisis 626-6460 or 911
 2. Poison Control 1 (800) 222-1222 or 911

- Personnel Assignments for specific tasks during emergencies and disasters:
 1. Head Teacher/Assistant Teacher
Performing first aid, gathering first aid kit and roll, account for all children
 2. Supervisor
Contact emergency services and parents, caring for other children, preparing children for evacuation, monitor exits
 3. Childcare Supervisor or Nontrad Coordinator
Assist teachers in evacuating children, contact parents of children

- Procedure to turn off gas, electricity, and water:
 - Because we are housed in the Union Building on Weber State University Campus, all of the procedures are handled by the building manager or assistants (Chris Foote 725-4733) who are always on duty if people are in the building.

* The purple backpack contains all emergency/medical release forms, snack, water bottle, flash light, coloring books, crayons, diapers, and baby wipes, large zip lock bags. Teachers have cell phones used only in case of emergencies while at work.

Emergency & Disaster Procedures

Fire

1. Gather children inside the childcare center exit door.
2. Take clipboard, purple backpack, and sign-in sheet to take roll.
3. Evacuate building through fire exits.
4. Once again, take roll.
5. Proceed to the court yard on south side of building.
6. Take roll.
7. Use clipboard to notify all parents. (Emergency green cards in purple backpack)
8. Fire will be reported to 9-911 and Campus Crisis 626-6460

Flood

1. Gather children inside the childcare center exit door.
2. Take clipboard, purple backpack, and sign-in sheet to take roll.
3. Evacuate building through fire exits.
4. Take roll.
5. Proceed to a safe location to contact parents.
6. Contact Cathy Barrow, secretary at 626-7794.
7. Use clipboard to notify all parents.
8. Flood will be reported to Campus Crisis 626-6460.

Earthquake

1. Contact Campus Crisis at 626-6460 and Cathy Barrow 626-7794.
2. Gather children at the door.
3. Take clipboard, purple backpack, and sign-in sheet to take roll.
4. Evacuate building through fire exits.
5. Once again, take roll.
6. Proceed to Veterans Center in the Student Service Building or another safe location to contact parents.
7. Use clipboard to notify all parents.

Blizzard

1. Blizzard will be reported to Campus Crisis at 626-6460.
2. Children, staff, and parents who need shelter will remain in the center unless Campus Crisis directs otherwise.

Power Failure

1. If emergency light remains on, keep children inside classroom and involved with quiet activities such as stories and songs.
2. If room becomes totally dark, follow procedures for evacuation.
3. Power failure will be reported to Campus Crisis, 626-6460 and Lynn Kraalma 626-6930.
4. If emergency power is lost or if the room becomes too cold or too hot, notify all parents to pick up children.

Other Disasters (such as toxic spills, water and gas line breaks, etc.)

1. Health or safety hazard:
 - o Evacuate building if directed by Lynn Kraalma 626-6930.
 - o Disaster will be reported to 9-911 and Weber State University Emergency Response.
2. In case of evacuation:
 - o Head teacher responsible to get first aid kit, clipboard, and take roll.
 - o Assistant Teacher Responsible to watch exits and gather children by door.

- Children will be walked to Veteran’s Center in the Student Services Building (SC154)
- Head Teacher will contact Cathy Barrow 626-7794
- If the Veteran’s Center for some reason doesn’t work out, the back-up site is the Children’s School in the Education Building.

Missing Child

1. Contact supervisor immediately and Campus Crisis 626-6460.
2. Supervisor or Coordinator is responsible to contact child’s parents.
3. Organize a search of the area with any available teacher and follow directives of Campus Police.
4. Maintain complete supervision of other children at all times.

Responding to Medical Emergencies and Serious Injuries

1. Illness: If a child has any of the following he/she may not attend the center:
 - Temperature of 100 degrees or more
 - Diarrhea
 - Unidentified or contagious rash
 - Vomiting
 - Eye infection
 - Head lice

If a child develops any of these symptoms while in attendance he/she will be separated from the other children and parents will be notified to pick up their child immediately. Supervisor will be notified of any communicable diseases.

An underarm electronic thermometer is located in the first aid kit. The first aid kit is a clear plastic bin with a red label located in the upper shelving. Any vomiting, urine, or diarrhea must be cleaned up using the “bodily fluids clean-up kit” located next to the first aid kit. The latex gloves in the kit must be worn while cleaning up bodily fluids. Dispose of latex gloves, wash hands thoroughly for at least 20 seconds.

Medical Emergency or Injury Involving a Child

1. In case of a life threatening emergency:
 - Coordinator will contact emergency personnel (911) before contacting parents or legal guardian;
 - Coordinator is responsible for performing first aid if necessary; perform necessary first aid using latex gloves if blood is present.
 - Call Campus Emergency 626-6040. Other emergency numbers are posted by the telephone. Contact Arene Newman, Coordinator at (h) 732-1049 (c) 564-0672; Nontrad Secretary 626-7794; and child’s parent or emergency contacts.
 - If legal guardian or parents cannot be reached, coordinator will attempt to contact child’s emergency contact person.
 - Assistant Teacher is responsible for contacting medical personnel and Coordinator, if necessary, and care for other children.
 - If not administering first aid, or as soon as help arrives, access personal health form from files. If it is a child, their first name is listed on tabs.
 - Allow medical personnel to read health form.
 - Notify parents, guardian, or emergency contact and complete accident reports.
 - In the event of minor scrapes or bumps, please complete an “ouch note” (under “notes from School” in blue folders). Record how the injury took place and when. Also include how you treated it and how the child responded. Put white copy in the child’s cubby to give to the parent and put the yellow copy in child’s file..
 - If a child continues crying uncontrollably for over 20 minutes, staff **must** notify child’s parent.

Death of a Child or Staff Person

1. Call Campus Crisis 626-6460 or 911
2. Remove children from the center; take children to the Nontrad Center sitting room.
3. Notify Childcare Coordinator and Nontrad Coordinator Debbie Cragun 626-7794.
4. Notify parents or emergency contact for child or staff.
5. Write incident reports and give to personnel or place in proper files.
6. Report all information dealing with serious bodily injury to Utah Department of Licensing.

Medication Administration

Our center will only administer medication if it is absolutely necessary that the child takes the medication during the day. We ask that, if at all possible, medication be administered prior to the child's stay at the center. If medication is to be administered a release form must be completed and signed by the parent.

The medication form will be checked for completion by:

- Director
- Children's own caregiver
- Other _____

Our center will only have medication administered to children by a trained, designated caregiver. This caregiver will be trained to:

- Check the label and confirm the name of the child
- Read the directions regarding administration of medication
- Properly document administration of medication

We will maintain medication records for six weeks that include:

- Times, dates, and dosages of the medication given
- The signature or initial of the caregiver who administered the medication
- Any errors in administration and adverse reactions

The center director or designee will report any adverse reactions to a medication or error in administration to the parent or legal guardian. This will be reported immediately upon recognizing the error or reaction.

All medications will be secured from access to children. Medication stored in refrigerators will be in the covered container with a tight fitting lid. We do not give over the counter medications.

Goals in Specific Developmental Areas:

SOCIAL

- A. Each child will use adults as resources.
- B. Each child will gain attention, in acceptable ways, from adults and peers.
- C. Each child will cooperate with peers and play the roles of leaders and/or follower as situations demand.
- D. Each child will function at increasingly higher levels of play.
- E. Each child will acquire a basic respect for persons in authority.
- F. Each child will share, take turns and help others.
- G. Each child will consider the rights and feelings of others.
- H. Each child will demonstrate an ability to work and play within reasonable routines and limits
- I. Each child will show an increased understanding and appreciation for diversity especially with regard to gender roles, race, culture, disabilities and age

EMOTIONAL

- A. Each child will function apart from his/her parent(s).
- B. Each child will show self confidence in her/himself.
- C. Each child will demonstrate a positive attitude toward work by giving his/her best and completing tasks.
- D. Each child will demonstrate the ability to define and express both affection and disagreement toward adults and peers in socially acceptable ways.
- E. Each child will demonstrate a desire to grow up through verbal communications and role-playing.
- F. Each child will have his/her ideas about how to use various materials in many different situations and will use initiative in putting those ideas into action.

COGNITIVE

- A. Each child will develop both short-term and long-term memory ability.
- B. Each child will gain skills for bringing order to her/his world by:
 - 1. using the scientific method to make observations and hypotheses
 - 2. recognizing relationships, likeness and difference
 - 3. putting things into a physical or mental order
 - 4. understanding simple concepts of cause and effect
 - 5. developing beginning understanding of arithmetic and counting
 - 6. developing familiarity with social-arbitrary labels including color, words, shape words, etc.
- C. Each child will use the tools of his/her world.
- D. Each child will increase his/her ability to distinguish reality and fantasy.
- E. Each child will gain appropriate concepts relative to her/his own body (i.e. parts, functions, feelings, etc)

- F. Each child will gain beginning concepts of the community and immediate environment including social aspects, families, futures, workers, use of tools of the culture, things to be enjoyed, ecology, weather and simple scientific principles etc.

LANGUAGE AND LITERACY

- A. Each child will develop extensive language competency by expanding vocabulary and grammar mastery.
- B. Each child will demonstrate book awareness and appreciation.
- C. Each child will understand the relationship between thoughts, spoken words, writing and reading.
- D. Each child will show phonemic awareness.
- E. Each child will demonstrate an understanding of symbols.
- F. Each child will demonstrate comprehension of story.
- G. Each child will demonstrate good listening skills.

PHYSICAL

- A. Each child will gain an increasing awareness and control of his/her body.
- B. Each child will care for herself/himself in routine situations.
- C. Each child will gain skills using large muscles (running, balancing, climbing, kicking, etc.)
- D. Each child will gain skills using small muscles (coordinating eye and hand, buttoning buttons, etc.)
- E. Each child will be involved in physical activity daily.

*Developmental Goals adapted from the Melba S. Lehner Children's School
(Carol Haun, 1998)

Child Care
Supervisor/CCAMPIS

Department: Nontraditional Student Center

Job Grade: 3

Position Purpose

Provide direct child care services to students of Weber State University, to plan daily age-appropriate activities for children in the Hourly Child Care Center, manage records and paperwork, and hire and train student child care aides.

Duties and Responsibilities

| | | |
|----|---|--------|
| 1) | Provide direct child care services to children. | 60.00% |
| 2) | Plan daily age-appropriate activities for children. | 20.00% |
| 3) | Manage child care-related records and paperwork. | 5.00% |
| 4) | Hire and train student child care aides. | 10.00% |
| 5) | Supervise student or community volunteers. | 5.00% |

Budgetary Responsibilities

| | |
|----------|--|
| \$73,000 | Confer with the Coordinator for Nontraditional Student Center on expenditure decisions for the Hourly Child Care Center. |
|----------|--|

Supervisory Responsibilities

| Job Title | Professionals | Classifieds | Hourlys |
|----------------------------------|---------------|-------------|---------|
| Student Child Care Aides | 0 | 0 | 4 |
| Student or community volunteers. | 0 | 0 | 4 |

Context and Environment

1. Supervision is daily, direct supervision. Goals and expectations are discussed during training. Progress is assessed bi-weekly and a formal review is made each semester.
2. The coordinator of Nontraditional Student Center reviews progress and results. A formal review is given annually. An informal review is given monthly. Goals and tasks are discussed weekly. Supervision is indirect.
3. This position will give advice and guidance to WSU students who are the parents of children in the Hourly Child Care Center. Assistance involves information on easing the transition for children in the child care center. The frequency is daily.
4. This position recommends action to the Coordinator of Nontraditional Student Center on room arrangement, daily activities for children, center purchases, and advertising.
5. Direct child care services and weekly curriculum design are decisions made by this position.
6. Coordination with the WSU Children's School and the Child Care Resource and Referral.

Appendix MM

| | Pinnacle Honor Society | Special Projects | Student Fees | Revenue | Total Budget |
|------|------------------------------|---------------------|--------------|-------------|--------------|
| 2006 | \$156.00 | \$41,906.33 | \$122,342.00 | \$9,785.00 | \$174,189.33 |
| 2007 | \$60.00 | \$41,906.33 | \$152,000.00 | \$11,958.60 | \$205,924.93 |
| 2008 | | \$41,906.33 | \$190,879.00 | \$14,180.76 | \$246,966.09 |
| 2009 | \$4,218.00 | \$31,968.75 | \$203,588.00 | \$15,254.65 | \$255,029.40 |
| 2010 | \$3,156.00 | \$23,497.85 | \$216,117.00 | \$15,307.15 | \$258,078.00 |

Weber State University
Financial Summary by Org (48)
Non-Trad Student-Hrly Child Care
Through Period 14 '06 FY06

| | Original Budget | Current Budget | YTD Activity | Committed Funds | Budget Balance Available |
|--|--------------------|------------------------|----------------------|--------------------|--------------------------------|
| 991600 - FRS Index 162049 - Pinnacle Honor Society 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | 0.00 | 156.00 | 0.00 | 156.00 |
| 71000-72999 Current Expense | 0.00 | 433.32 | (37.29) | 0.00 | 470.61 |
| Total Expenses | <u>0.00</u> | <u>433.32</u> | <u>(37.29)</u> | <u>0.00</u> | <u>470.61</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>(433.32)</u></u> | <u><u>193.29</u></u> | <u><u>0.00</u></u> | <u><u>626.61</u></u> |

| | | | | | |
|---|--------------------|-------------------------|--------------------|--------------------|-------------------------|
| 992299 - FRS Index 165472 - Nontraditional Special Projects 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 71000-72999 Current Expense | 0.00 | 41,906.33 | 0.00 | 0.00 | 41,906.33 |
| Total Expenses | <u>0.00</u> | <u>41,906.33</u> | <u>0.00</u> | <u>0.00</u> | <u>41,906.33</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>41,906.33</u></u> | <u><u>0.00</u></u> | <u><u>0.00</u></u> | <u><u>41,906.33</u></u> |

| | | | | | |
|---|--------------------|-----------------------|-------------------------|--------------------|-------------------------|
| 992301 - FRS Index 165510 - Non-Trad Students Prog and Services 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 122,342.00 | 126,521.50 | 132,127.00 | 0.00 | 5,605.50 |
| 61050-61099 Unallotted Contract Salaries | 0.00 | 6,985.38 | 0.00 | 0.00 | 6,985.38 |
| 61500-61999 Staff Salaries | 54,123.52 | 50,543.87 | 37,823.42 | 0.00 | 12,720.45 |
| 62000-62399 Instructional Wages | 0.00 | 0.00 | 2,083.30 | 0.00 | (2,083.30) |
| 62400-62999 Hourly Wages | 7,000.00 | 23,936.58 | 28,009.11 | 0.00 | (4,072.53) |
| 63000-65999 Staff Benefits | 13,035.00 | 12,127.63 | 20,660.65 | 0.00 | (8,533.02) |
| 71000-72999 Current Expense | 46,183.00 | 30,963.00 | 24,659.71 | 0.00 | 6,303.29 |
| 75000-75999 Travel | 2,000.00 | 2,000.00 | 2,215.89 | 0.00 | (215.89) |
| 77000-77999 Capital Outlay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses | <u>122,341.52</u> | <u>126,556.46</u> | <u>115,452.08</u> | <u>0.00</u> | <u>11,104.38</u> |
| Account Total | <u><u>0.48</u></u> | <u><u>(34.96)</u></u> | <u><u>16,674.92</u></u> | <u><u>0.00</u></u> | <u><u>16,709.88</u></u> |

| | | | | | |
|---|--------------------|----------------------|----------------------|--------------------|----------------------|
| 992304 - FRS Index 165535 - Match for 630403 Closed 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 62400-62999 Hourly Wages | 0.00 | 771.36 | 0.00 | 0.00 | 771.36 |
| 63000-65999 Staff Benefits | 0.00 | 99.43 | 0.00 | 0.00 | 99.43 |
| 71000-72999 Current Expense | 0.00 | 0.00 | 343.54 | 0.00 | (343.54) |
| Total Expenses | <u>0.00</u> | <u>870.79</u> | <u>343.54</u> | <u>0.00</u> | <u>527.25</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>870.79</u></u> | <u><u>343.54</u></u> | <u><u>0.00</u></u> | <u><u>527.25</u></u> |

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|---|------------------------|------------------------|-------------------------|--------------------|--------------------------|
| 992306 - FRS Index 165536 - Match for 630404 Closed 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 7,499.00 | 7,499.00 | 7,499.00 | 0.00 | 0.00 |
| 61050-61099 Unallotted Contract Salaries | 0.00 | 6,603.96 | 0.00 | 0.00 | 6,603.96 |
| 61500-61999 Staff Salaries | 6,054.73 | 0.00 | 8,136.03 | 0.00 | (8,136.03) |
| 62400-62999 Hourly Wages | 0.00 | -671.79 | 1,582.73 | 0.00 | (2,254.52) |
| 63000-65999 Staff Benefits | 1,444.00 | 1,149.46 | 2,001.31 | 0.00 | (851.85) |
| 71000-72999 Current Expense | 0.00 | 1,515.55 | 0.00 | 0.00 | 1,515.55 |
| Total Expenses | <u>7,498.73</u> | <u>8,597.18</u> | <u>11,720.07</u> | <u>0.00</u> | <u>(3,122.89)</u> |
| Account Total | <u><u>7,498.73</u></u> | <u><u>8,597.18</u></u> | <u><u>11,720.07</u></u> | <u><u>0.00</u></u> | <u><u>(3,122.89)</u></u> |

Weber State University
Financial Summary by Org (48)
Non-Trad Student-Hrly Child Care
Through Period 14 '06 FY06

| | Original Budget | Current Budget | YTD Activity | Committed Funds | Budget Balance Available |
|---|--------------------|----------------------|----------------------|--------------------|--------------------------------|
| 630403 - FRS Index 220403 - terminated fy06 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | -53.44 | (53.44) | 0.00 | (106.88) |
| 61050-61099 Unallotted Contract Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 62400-62999 Hourly Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 63000-65999 Staff Benefits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 71000-72999 Current Expense | 0.00 | -1.01 | (1.01) | 0.00 | 0.00 |
| 75000-75999 Travel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 79000-79999 Overhead | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses | <u>0.00</u> | <u>(1.01)</u> | <u>(1.01)</u> | <u>0.00</u> | <u>0.00</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>(1.01)</u></u> | <u><u>(1.01)</u></u> | <u><u>0.00</u></u> | <u><u>(106.88)</u></u> |

| | | | | | |
|---|------------------------|------------------------|------------------------|--------------------|--------------------|
| 630404 - FRS Index 220404 - terminated fy06 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | 2,469.67 | 2,469.67 | 0.00 | 0.00 |
| 61050-61099 Unallotted Contract Salaries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 61500-61999 Staff Salaries | 2,895.63 | 0.00 | 0.00 | 0.00 | 0.00 |
| 62400-62999 Hourly Wages | 0.00 | 2,053.94 | 2,053.94 | 0.00 | 0.00 |
| 63000-65999 Staff Benefits | 0.00 | 54.90 | 54.90 | 0.00 | 0.00 |
| 71000-72999 Current Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 75000-75999 Travel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 79000-79999 Overhead | 0.00 | 168.72 | 168.72 | 0.00 | 0.00 |
| Total Expenses | <u>2,895.63</u> | <u>2,277.56</u> | <u>2,277.56</u> | <u>0.00</u> | <u>0.00</u> |
| Account Total | <u><u>2,895.63</u></u> | <u><u>2,277.56</u></u> | <u><u>2,277.56</u></u> | <u><u>0.00</u></u> | <u><u>0.00</u></u> |

| | | | | | |
|---|--------------------|----------------------|--------------------|--------------------|----------------------|
| 528480 - FRS Index 267170 - Nontrad Student Center - Closed 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 71000-72999 Current Expense | 0.00 | -0.17 | 0.00 | 0.00 | (0.17) |
| Total Expenses | <u>0.00</u> | <u>(0.17)</u> | <u>0.00</u> | <u>0.00</u> | <u>(0.17)</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>(0.17)</u></u> | <u><u>0.00</u></u> | <u><u>0.00</u></u> | <u><u>(0.17)</u></u> |

Weber State University
Financial Summary by Org (48)
Non-Trad Student-Hrly Child Care
Through Period 14 '07 FY07

| | Original Budget | Current Budget | YTD Activity | Committed Funds | Budget Balance Available |
|--|--------------------|-------------------|-----------------|--------------------|--------------------------------|
| 991600 - FRS Index 162049 - Pinnacle Honor Society 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | 0.00 | 60.00 | 0.00 | 60.00 |
| 71000-72999 Current Expense | 0.00 | 626.61 | 81.18 | 0.00 | 545.43 |
| Total Expenses | <u>0.00</u> | <u>626.61</u> | <u>81.18</u> | <u>0.00</u> | <u>545.43</u> |
| Account Total | <u>0.00</u> | <u>(626.61)</u> | <u>(21.18)</u> | <u>0.00</u> | <u>605.43</u> |

| | | | | | |
|---|-------------|------------------|-------------|-------------|------------------|
| ***** | | | | | |
| 992299 - FRS Index 165472 - Nontraditional Special Projects 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 71000-72999 Current Expense | 0.00 | 41,906.33 | 0.00 | 0.00 | 41,906.33 |
| Total Expenses | <u>0.00</u> | <u>41,906.33</u> | <u>0.00</u> | <u>0.00</u> | <u>41,906.33</u> |
| Account Total | <u>0.00</u> | <u>41,906.33</u> | <u>0.00</u> | <u>0.00</u> | <u>41,906.33</u> |

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|---|-------------------|--------------------|-------------------|-------------|------------------|
| ***** | | | | | |
| 992301 - FRS Index 165510 - Non-Trad Students Prog and Services 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 152,000.00 | 163,310.00 | 163,958.60 | 0.00 | 648.60 |
| 61050-61099 Unallotted Contract Salaries | 12,653.39 | 6,433.49 | 0.00 | 0.00 | 6,433.49 |
| 61500-61999 Staff Salaries | 43,178.31 | 69,104.04 | 69,104.13 | 0.00 | (0.09) |
| 62000-62399 Instructional Wages | 0.00 | 416.70 | 416.66 | 0.00 | 0.04 |
| 62400-62999 Hourly Wages | 7,000.00 | 31,405.47 | 29,114.22 | 0.00 | 2,291.25 |
| 63000-65999 Staff Benefits | 31,411.00 | 32,514.98 | 38,957.51 | 0.00 | (6,442.53) |
| 71000-72999 Current Expense | 55,757.00 | 35,018.79 | 26,891.65 | 0.00 | 8,127.14 |
| 75000-75999 Travel | 2,000.00 | 1,784.11 | 1,511.98 | 0.00 | 272.13 |
| 77000-77999 Capital Outlay | 0.00 | 3,342.00 | 3,342.00 | 0.00 | 0.00 |
| Total Expenses | <u>151,999.70</u> | <u>180,019.58</u> | <u>169,338.15</u> | <u>0.00</u> | <u>10,681.43</u> |
| Account Total | <u>0.30</u> | <u>(16,709.58)</u> | <u>(5,379.55)</u> | <u>0.00</u> | <u>11,330.03</u> |

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|---|-------------|---------------|---------------|-------------|-------------|
| ***** | | | | | |
| 992304 - FRS Index 165535 - Match for 630403 Closed 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 62400-62999 Hourly Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 63000-65999 Staff Benefits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 71000-72999 Current Expense | 0.00 | 527.93 | 527.93 | 0.00 | 0.00 |
| Total Expenses | <u>0.00</u> | <u>527.93</u> | <u>527.93</u> | <u>0.00</u> | <u>0.00</u> |
| Account Total | <u>0.00</u> | <u>527.93</u> | <u>527.93</u> | <u>0.00</u> | <u>0.00</u> |

| | | | | | |
|---|-------------|-------------------|-------------------|-------------|-------------|
| ***** | | | | | |
| 992306 - FRS Index 165536 - Match for 630404 Closed 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 61050-61099 Unallotted Contract Salaries | (12,653.39) | 0.00 | 0.00 | 0.00 | 0.00 |
| 61500-61999 Staff Salaries | 12,653.39 | 0.00 | 0.00 | 0.00 | 0.00 |
| 62400-62999 Hourly Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 63000-65999 Staff Benefits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 71000-72999 Current Expense | 0.00 | -4,638.17 | (4,638.17) | 0.00 | 0.00 |
| Total Expenses | <u>0.00</u> | <u>(4,638.17)</u> | <u>(4,638.17)</u> | <u>0.00</u> | <u>0.00</u> |
| Account Total | <u>0.00</u> | <u>(4,638.17)</u> | <u>(4,638.17)</u> | <u>0.00</u> | <u>0.00</u> |

| | | | | | |
|---|-------------|-------------|-------------|-------------|-------------|
| ***** | | | | | |
| 528480 - FRS Index 267170 - Nontrad Student Center - Closed 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 71000-72999 Current Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| Account Total | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |

Weber State University
Financial Summary by Org (48)
Non-Trad Student-Hrly Child Care
Through Period 14 '08 FY08

| | Original Budget | Current Budget | YTD Activity | Committed Funds | Budget Balance Available |
|--|--------------------|----------------------|------------------------|--------------------|--------------------------------|
| 991600 - FRS Index 162049 - Pinnacle Honor Society 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 71000-72999 Current Expense | 0.00 | 605.43 | (459.25) | 0.00 | 1,064.68 |
| Total Expenses | <u>0.00</u> | <u>605.43</u> | <u>(459.25)</u> | <u>0.00</u> | <u>1,064.68</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>605.43</u></u> | <u><u>(459.25)</u></u> | <u><u>0.00</u></u> | <u><u>1,064.68</u></u> |

| | | | | | |
|---|--------------------|-------------------------|------------------------|------------------------|-------------------------|
| 992299 - FRS Index 165472 - Nontraditional Special Projects 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 71000-72999 Current Expense | 0.00 | 41,906.33 | 9,937.58 | 4,905.00 | 27,063.75 |
| 77000-77999 Capital Outlay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses | <u>0.00</u> | <u>41,906.33</u> | <u>9,937.58</u> | <u>4,905.00</u> | <u>27,063.75</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>41,906.33</u></u> | <u><u>9,937.58</u></u> | <u><u>4,905.00</u></u> | <u><u>27,063.75</u></u> |

| | | | | | |
|---|--------------------|---------------------------|-------------------------|--------------------|-------------------------|
| 992301 - FRS Index 165510 - Non-Trad Students Prog and Services 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 190,879.00 | 124,551.00 | 137,642.76 | 0.00 | 13,091.76 |
| 61050-61099 Unallotted Contract Salaries | 0.00 | 6,433.01 | 0.00 | 0.00 | 6,433.01 |
| 61500-61999 Staff Salaries | 87,739.91 | 57,489.30 | 57,489.36 | 0.00 | (0.06) |
| 62000-62399 Instructional Wages | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 62400-62999 Hourly Wages | 20,000.00 | 20,181.25 | 17,174.49 | 0.00 | 3,006.76 |
| 63000-65999 Staff Benefits | 52,020.00 | 28,148.94 | 28,148.94 | 0.00 | 0.00 |
| 71000-72999 Current Expense | 28,119.00 | 19,338.94 | 19,338.94 | 0.00 | 0.00 |
| 75000-75999 Travel | 3,000.00 | 1,771.50 | 1,771.50 | 0.00 | 0.00 |
| 77000-77999 Capital Outlay | 0.00 | 2,518.00 | 1,259.00 | 0.00 | 1,259.00 |
| Total Expenses | <u>190,878.91</u> | <u>135,880.94</u> | <u>125,182.23</u> | <u>0.00</u> | <u>10,698.71</u> |
| Account Total | <u><u>0.09</u></u> | <u><u>(11,329.94)</u></u> | <u><u>12,460.53</u></u> | <u><u>0.00</u></u> | <u><u>23,790.47</u></u> |

| | | | | | |
|---|--------------------|--------------------|--------------------------|--------------------|--------------------------|
| 992302 - FRS Index 165511 - Non Trad Hourly Childcare 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | 78,328.00 | 67,417.00 | 0.00 | (10,911.00) |
| 61050-61099 Unallotted Contract Salaries | 0.00 | 0.39 | 0.00 | 0.00 | 0.39 |
| 61500-61999 Staff Salaries | 0.00 | 30,250.61 | 30,250.56 | 0.00 | 0.05 |
| 62400-62999 Hourly Wages | 0.00 | 15,580.86 | 15,580.86 | 0.00 | 0.00 |
| 63000-65999 Staff Benefits | 0.00 | 21,577.00 | 21,028.45 | 0.00 | 548.55 |
| 71000-72999 Current Expense | 0.00 | 10,919.14 | 9,572.87 | 0.00 | 1,346.27 |
| 75000-75999 Travel | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses | <u>0.00</u> | <u>78,328.00</u> | <u>76,432.74</u> | <u>0.00</u> | <u>1,895.26</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>0.00</u></u> | <u><u>(9,015.74)</u></u> | <u><u>0.00</u></u> | <u><u>(9,015.74)</u></u> |

Weber State University
Financial Summary by Org (48)
Non-Trad Student-Hrly Child Care
Through Period 14 '00 FY10

| | Original Budget | Current Budget | YTD Activity | Committed Funds | Budget Balance Available |
|--|--------------------|------------------------|------------------------|--------------------|--------------------------------|
| 991600 - FRS Index 162049 - Pinnacle Honor Society 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | 3,156.00 | 3,156.00 | 0.00 | 0.00 |
| 71000-72999 Current Expense | 0.00 | 4,970.40 | 4,720.20 | 0.00 | 250.20 |
| Total Expenses | <u>0.00</u> | <u>4,970.40</u> | <u>4,720.20</u> | <u>0.00</u> | <u>250.20</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>4,970.40</u></u> | <u><u>4,720.20</u></u> | <u><u>0.00</u></u> | <u><u>250.20</u></u> |

| | | | | | |
|---|--------------------|-------------------------|------------------------|--------------------|-------------------------|
| 992299 - FRS Index 165472 - Nontraditional Special Projects 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 71000-72999 Current Expense | 0.00 | 23,497.85 | 3,193.66 | 0.00 | 20,304.19 |
| Total Expenses | <u>0.00</u> | <u>23,497.85</u> | <u>3,193.66</u> | <u>0.00</u> | <u>20,304.19</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>23,497.85</u></u> | <u><u>3,193.66</u></u> | <u><u>0.00</u></u> | <u><u>20,304.19</u></u> |

| | | | | | |
|---|--------------------|---------------------------|---------------------------|--------------------|------------------------|
| 992301 - FRS Index 165510 - Non-Trad Students Prog and Services 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 147,649.00 | 158,004.00 | 158,109.68 | 0.00 | 105.68 |
| 61500-61999 Staff Salaries | 59,623.98 | 59,623.98 | 59,623.92 | 0.00 | 0.06 |
| 62400-62999 Hourly Wages | 18,014.00 | 22,055.51 | 24,365.23 | 0.00 | (2,309.72) |
| 63000-65999 Staff Benefits | 33,458.00 | 33,458.00 | 29,445.46 | 0.00 | 4,012.54 |
| 71000-72999 Current Expense | 33,553.02 | 57,836.20 | 59,761.98 | 0.00 | (1,925.78) |
| 75000-75999 Travel | 3,000.00 | 622.58 | 622.58 | 0.00 | 0.00 |
| 77000-77999 Capital Outlay | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenses | <u>147,649.00</u> | <u>173,596.27</u> | <u>173,819.17</u> | <u>0.00</u> | <u>(222.90)</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>(15,592.27)</u></u> | <u><u>(15,709.49)</u></u> | <u><u>0.00</u></u> | <u><u>(117.22)</u></u> |

| | | | | | |
|---|--------------------|------------------------|--------------------------|--------------------|--------------------------|
| 992302 - FRS Index 165511 - Non Trad Hourly Childcare 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 73,185.00 | 73,185.00 | 73,314.47 | 0.00 | 129.47 |
| 61500-61999 Staff Salaries | 31,158.13 | 31,158.13 | 34,792.02 | 0.00 | (3,633.89) |
| 62400-62999 Hourly Wages | 12,405.00 | 15,524.20 | 16,915.30 | 0.00 | (1,391.10) |
| 63000-65999 Staff Benefits | 25,196.00 | 25,196.00 | 22,284.65 | 0.00 | 2,911.35 |
| 71000-72999 Current Expense | 4,425.87 | 1,904.31 | 2,092.92 | 0.00 | (188.61) |
| Total Expenses | <u>73,185.00</u> | <u>73,782.64</u> | <u>76,084.89</u> | <u>0.00</u> | <u>(2,302.25)</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>(597.64)</u></u> | <u><u>(2,770.42)</u></u> | <u><u>0.00</u></u> | <u><u>(2,172.78)</u></u> |

| | | | | | |
|---|--------------------|------------------------|------------------------|--------------------|------------------------|
| 529878 - FRS Index 269110 - WSU Rising Star Scholar 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | 2,400.00 | 2,400.00 | 0.00 | 0.00 |
| 71000-72999 Current Expense | 0.00 | -150.00 | (150.00) | 0.00 | 0.00 |
| 76000-76999 Scholarships & Std Aid | 0.00 | 7,049.90 | 1,729.62 | 0.00 | 5,320.28 |
| Total Expenses | <u>0.00</u> | <u>6,899.90</u> | <u>1,579.62</u> | <u>0.00</u> | <u>5,320.28</u> |
| Account Total | <u><u>0.00</u></u> | <u><u>6,899.90</u></u> | <u><u>1,579.62</u></u> | <u><u>0.00</u></u> | <u><u>5,320.28</u></u> |

Weber State University
Financial Summary by Org (48)
Non-Trad Student-Hrly Child Care
Through Period 14 '01 FY11

| | Original Budget | Current Budget | YTD Activity | Committed Funds | Budget Balance Available |
|--|--------------------|-------------------|-----------------|--------------------|--------------------------------|
| 991600 - FRS Index 162049 - Pinnacle Honor Society 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | 68.00 | 68.00 | 0.00 | 0.00 |
| 71000-72999 Current Expense | 0.00 | 318.20 | (76.54) | 0.00 | 394.74 |
| Total Expenses | <u>0.00</u> | <u>318.20</u> | <u>(76.54)</u> | <u>0.00</u> | <u>394.74</u> |
| Account Total | <u>0.00</u> | <u>318.20</u> | <u>(76.54)</u> | <u>0.00</u> | <u>394.74</u> |

| | | | | | |
|---|-------------|------------------|-------------|-------------|------------------|
| 992299 - FRS Index 165472 - Nontraditional Special Projects 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 71000-72999 Current Expense | 0.00 | 20,304.19 | 0.00 | 0.00 | 20,304.19 |
| Total Expenses | <u>0.00</u> | <u>20,304.19</u> | <u>0.00</u> | <u>0.00</u> | <u>20,304.19</u> |
| Account Total | <u>0.00</u> | <u>20,304.19</u> | <u>0.00</u> | <u>0.00</u> | <u>20,304.19</u> |

| | | | | | |
|---|-------------------|-------------------|-------------------|--------------------|-------------------|
| 992301 - FRS Index 165510 - Non-Trad Students Prog and Services 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 216,989.00 | 216,989.00 | 221,314.50 | 0.00 | 4,325.50 |
| 61500-61999 Staff Salaries | 59,623.98 | 59,623.98 | 17,390.31 | 42,233.61 | 0.06 |
| 62400-62999 Hourly Wages | 18,854.00 | 18,854.00 | 8,437.97 | 0.00 | 10,416.03 |
| 63000-65999 Staff Benefits | 30,815.00 | 30,815.00 | 8,971.51 | 0.00 | 21,843.49 |
| 71000-72999 Current Expense | 104,696.00 | 104,578.78 | 15,847.82 | 0.00 | 88,730.96 |
| 75000-75999 Travel | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 |
| Total Expenses | <u>216,988.98</u> | <u>216,871.76</u> | <u>50,647.61</u> | <u>42,233.61</u> | <u>123,990.54</u> |
| Account Total | <u>0.02</u> | <u>117.24</u> | <u>170,666.89</u> | <u>(42,233.61)</u> | <u>128,316.04</u> |

| | | | | | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|
| 992302 - FRS Index 165511 - Non Trad Hourly Childcare 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | 0.00 | 557.75 | 0.00 | 557.75 |
| 61500-61999 Staff Salaries | 31,158.13 | 31,158.13 | 9,087.82 | 22,070.42 | (0.11) |
| 62400-62999 Hourly Wages | 0.00 | 0.00 | 6,261.88 | 0.00 | (6,261.88) |
| 63000-65999 Staff Benefits | 0.00 | 0.00 | 6,322.78 | 0.00 | (6,322.78) |
| 71000-72999 Current Expense | 0.00 | -2,172.78 | 2,913.38 | 0.00 | (5,086.16) |
| 75000-75999 Travel | 0.00 | 0.00 | 252.40 | 0.00 | (252.40) |
| Total Expenses | <u>31,158.13</u> | <u>28,985.35</u> | <u>24,838.26</u> | <u>22,070.42</u> | <u>(17,923.33)</u> |
| Account Total | <u>(31,158.13)</u> | <u>(28,985.35)</u> | <u>(24,280.51)</u> | <u>(22,070.42)</u> | <u>(17,365.58)</u> |

| | | | | | |
|---|-------------|-------------------|-----------------|-------------|-----------------|
| 529878 - FRS Index 269110 - WSU Rising Star Scholar 53400 - Non-Trad Student-Hrly Child Care | | | | | |
| 50000-59999 Revenue | 0.00 | 500.00 | 700.00 | 0.00 | 200.00 |
| 76000-76999 Scholarships & Std Aid | 0.00 | 5,820.28 | 1,505.40 | 0.00 | 4,314.88 |
| Total Expenses | <u>0.00</u> | <u>5,820.28</u> | <u>1,505.40</u> | <u>0.00</u> | <u>4,314.88</u> |
| Account Total | <u>0.00</u> | <u>(5,320.28)</u> | <u>(805.40)</u> | <u>0.00</u> | <u>4,514.88</u> |

Nontraditional Students

2005-2006 Headcount Report

| Date | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Year to Date |
|-----------------|------|-----|------|------|------|-----|------|------|------|-------|-----|------|--------------|
| Unique Students | | | | 303 | 261 | 226 | 229 | 287 | 226 | 201 | 111 | 66 | 1910 |
| Sessions | | | | 1014 | 1068 | 951 | 1392 | 1373 | 1257 | 1121 | 303 | 282 | 8761 |

Nontraditional Students

2006-2007 Headcount Report

| Date | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Year to Date |
|-----------------|------|-----|------|-----|-----|-----|-----|-----|-----|-------|-----|------|--------------|
| Unique Students | 71 | 141 | 252 | 193 | 174 | 138 | 198 | 183 | 201 | 198 | 163 | 81 | 1993 |
| Sessions | 222 | 390 | 925 | 827 | 768 | 432 | 887 | 734 | 640 | 668 | 372 | 187 | 7052 |

Nontraditional Students

2007-2008 Headcount Report

| Date | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Year to Date |
|-----------------|------|-----|------|-----|-----|-----|-----|-----|-----|-------|-----|------|--------------|
| Unique Students | 103 | 112 | 105 | 66 | 64 | 12 | 28 | 38 | 46 | 21 | 25 | 15 | 635 |
| Sessions | 260 | 344 | 634 | 590 | 581 | 202 | 179 | 426 | 415 | 394 | 120 | 113 | 4258 |

Nontraditional Students

2008-2009 Headcount Report

| Date | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Year to Date |
|-----------------|------|-----|------|-----|-----|-----|-----|-----|-----|-------|-----|------|--------------|
| Unique Students | 49 | 7 | 88 | 65 | 55 | 26 | 43 | 29 | 17 | 26 | 23 | 20 | 448 |
| Sessions | 225 | 51 | 278 | 428 | 281 | 125 | 351 | 400 | 218 | 268 | 118 | 152 | 2895 |

Nontraditional Students

2009- 2010 Headcount Report

| Date | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Year to Date |
|-----------------|------|-----|------|-----|------|-----|------|------|-----|-------|-----|------|--------------|
| Unique Students | 47 | 106 | 243 | 283 | 388 | 178 | 264 | 284 | 254 | 218 | 93 | 97 | 2455 |
| Sessions | 229 | 294 | 905 | 964 | 1302 | 432 | 1102 | 1188 | 921 | 725 | 242 | 319 | 8623 |



Welcome **Jessica Hickmott**.
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[ColumnKeeper for Services for Nontraditional Students](#)

[Department list](#)

[Report list](#)

[5 column view](#) | [Report view](#)

Services for Nontraditional Students Five-Column Model 2007-2008

Publish Status: **"Published"**

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| Division Goals and Strategic Initiatives Click Here to Add/Delete | Unit Goals/Objectives Click Here to Add/Delete | Method of Assessment & Criteria for Success Click Here to Add/Delete | Results of Assessment | Use of Results |
|---|---|--|--|--|
| Develop leadership skills Edit | 1. Demonstrate Leadership competenceis through the following methods: Work with committees in the Nontraditional Student Center and on campus. Organize a successful event with a committee of nontraditional students. Edit | a. PEERS Once a semester peer review through a paper evaluation. Once a year evaluation of Nontrad Center that would include questions about Peer Mentors performance. STAFF One-on-one monthly meeting with coordinator Observation through weekly staff meetings SELF Weekly 1-page report about self-rating turned into Coordinator Edit | a. The nontraditional student peer mentors have proven to be successful leaders in the events they have planned, in the individual meetings, etc. The feedback from the students is positive and observations have been that these students have developed their leadership skills over the past year. Edit | a. The students improved in these areas which afforded them the opportunity to be more involved in Transition Days (Orientations for Nontrads and Transfer Students). The weekly writings were eliminated based on the one-on-one interactions being more informative of their progress. Suvery was not administered this year due to some other priorities in the division and department. Based on their leadership experience, this next year they will be meeting with nontraditional students in one-on-one appointments and be serving at a Student Help Desk. This also address the Nowell Levitz survey results and division goals. One-on-one meetings with the |

| | | | | |
|----------------------|---|--------------------------|-----|---|
| | | | | peer mentors and coordinator will continue. Survey will be administered in Spring 2009. Edit |
| Edit | No related Objectives Add an objective | No Assessment to Display | N/A | N/A |



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WSU Student Affairs Division
Ogden, Utah

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Weber State University Student Affairs 6 Column Model

[Nontraditional Student Center and Hourly Childcare]

| Unit Goal(s) | Means to Achieving Goal (Activities/ Objectives) | Student Learning Outcome | Methods of Assessment | Results | Use of Results |
|---|---|--|--|---|--|
| Enhance transitional support services for Nontraditional Students | Staff at the Student Help Desk will be trained to provide quality service and support to students using the Nontrad Center. | Staff will be able to demonstrate proficiency by properly fulfilling the following tasks: general computer assistance, orientation to Center, referral to departments, and peer support. | Satisfaction survey will be consulted to see if students feel that the staff was helpful and knowledgeable. | Survey to be administered in April 2009. The survey was administered via StudentVoice PDA; however, due to PDA malfunction, the captured data was lost. | N/A |
| University Initiative 3-h | | | | | |
| Enhance transitional support services for Nontraditional Students | To increase the number of students using the childcare center by 20%. | N/A | Multiple marketing strategies will be implemented at the beginning of Fall and Spring Semester. Students will be contacted on the benefit of using the childcare center. Reports will be generated to see if there has been an increase. | Totals for semester enrollment in childcare center will be totaled in April. | The Nontraditional Student Center increased enrollment in the Childcare Center this year with 45% more students using the center and 34% more hours being used |
| University Initiative 3-h | | | | | |

Nontraditional Student Center

Print

| Goal | Means of Achieving | Outcome | Methods of Assessment | Results | Result Use |
|--|--|--|---|---|--|
| Educate nontraditional students about accessing scholarships and applying for scholarships. | After review of an experts materials on how to search and obtain scholarships, a workshop will be implemented to demonstrate how to access scholarships and apply for demographic specific scholarships. | Students will be able to go online and will know how to and where to apply for scholarships. | An email be sent to the students who attended the workshop with a survey asking how effective this workshop was in obtaining scholarships. We will also ask if they have received a scholarship as a result of this workshop. | 12/09/09 No one attended this workshop. | 12/09/09 No one attended this workshop. |
| Provide a publishing venue for nontraditional student writers through Epiphany literary journal. | Students will be offered the opportunity to submit multiple pieces that will be evaluated on a rubric and critiqued according to publication standards set by the staff. | Students will learn the process of publication. | The Epiphany Literary Journal will be published in Fall 2009 and Spring 2010. An email will be sent asking if this process was valuable to their educational experience. | 12/09/09 All students were offered the opportunity to have one-on-one time with the editors for feedback on their submissions and the process as a whole. One student came in for feedback. | 12/09/09 All submissions were reviewed and only a few submissions were not accepted. The editors concluded it is best to have one editor in charge of a focus area(e.g. poetry) and this will be implemented Spring 2010. Due to the success this semester, there are not other changes to the student submission part of the journal. |
| Provide accessible parking for parents using the hourly | Meet with Parking Services to arrange a drop off site | Parents will understand the requirements for parking | A survey will be developed to ask if the new | 12/09/09 Fall 2009 students are still not completely informed about the availability of parking for them | 5/13/10 Survey was not completed, but the students are using the parking. |

| | | | | | |
|--|---|--|---|--|--|
| childcare center. | for childcar. Set up guidelines and time for temporary parking. Create material to educate parents about parking and guidelines for temprary parking. | in the temporary spaces, and using the parking passes according to the set guidelines and overall have better access to get to the childcare center. | temporary spaces provide easier access, and create better accessibility to get to the center. | as parents of the hourly childcare center. The students were told at orientation in August but were not informed any other way. The survey will be administered in Sprng 2010 after more information is provided to them. | |
| | | | | Enter Results | Enter Use of Result |
| Educate students about managing a personal budget. | Develop a workshop on how to set up a personal budget as a result demonstrating skills by creating a personal budget. | Students will be able to formulate and utilize a personal budget. | A survey will be administered at the endof the workshop. Each student will have created a budget or the start of a budget by the end of the workshop. | 12/09/09 The students who attended this workshop printed their budgets. A survey was administered on a scale of 1-5 (5- Strongly Agree). Four students took the survey. Being able to effectively design and implement a personal budget, the mean score was 3, and for confidence in being able to make financial changes, the mean score was 3.5. Three of the four said they would like to see a second session of the budget workshop. | 12/09/09 Although the individuals who attended the workshop gained valuable and useful information. Due to the low number in attendance, this session will not be repeated. |
| The staff for Epiphany will learn fundamental skills of publication which will enhance | The staff of Epiphany will publish a bi-annual literary journal for nontraditional students. | The staff of Epiphany will be able to understand the process of publication, | The staff will write up a summary of their experience and this will be discussed and | 12/09/09 The Journal was published on November 10, 2009. The students will be working on their summary that will be evaluated and documented by | 12/09/09 The Epiphany Literary Journal was successful. The journal received 60 submissions and the staff evaluated these submissions using a ruberic. The journal will continue each |

| | | | | | |
|------------------------------|-------------------------------|---|---|--------------------|---|
| future career opportunities. | | editing and leadership, including team dynamics, in developing the journal. | evaluated by the Nontrad coordinator who advises the staff. | November 30, 2009. | semester. The students learned a great deal about working as a team, understanding the Editor-in-Chief and the roles as they relate to this position. As a result of this first semester, job descriptions, contracts, and other materials are being produced to make clear expectations and responsibilities of each student position. |
| Enter a goal | Enter means of achieving goal | Enter Student Learning Outcome | Enter Methods of Assessment | Enter Results | Enter Use of Result |