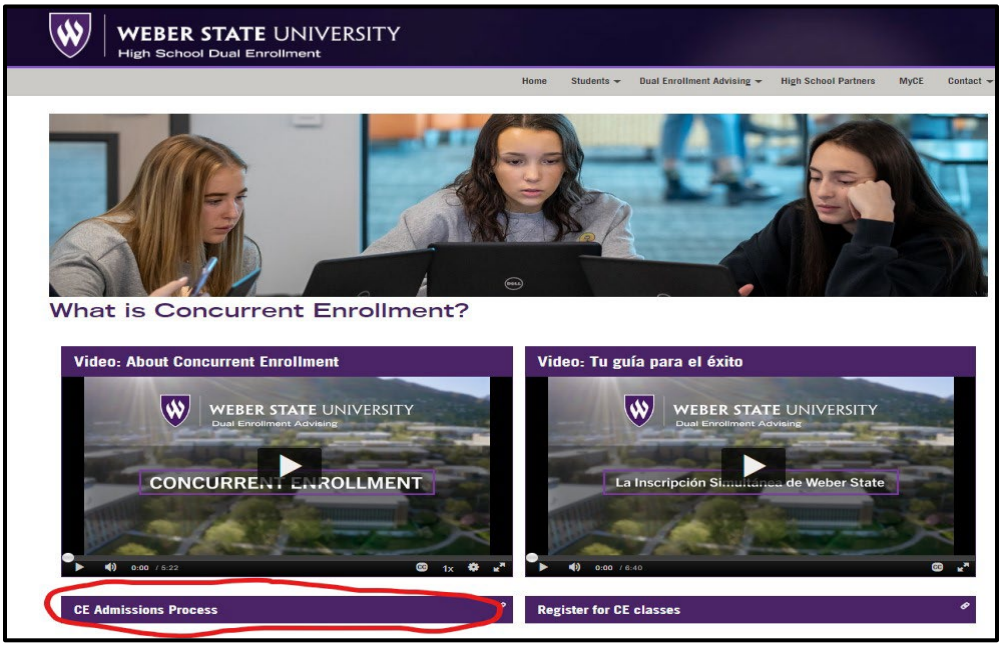
Weber State University

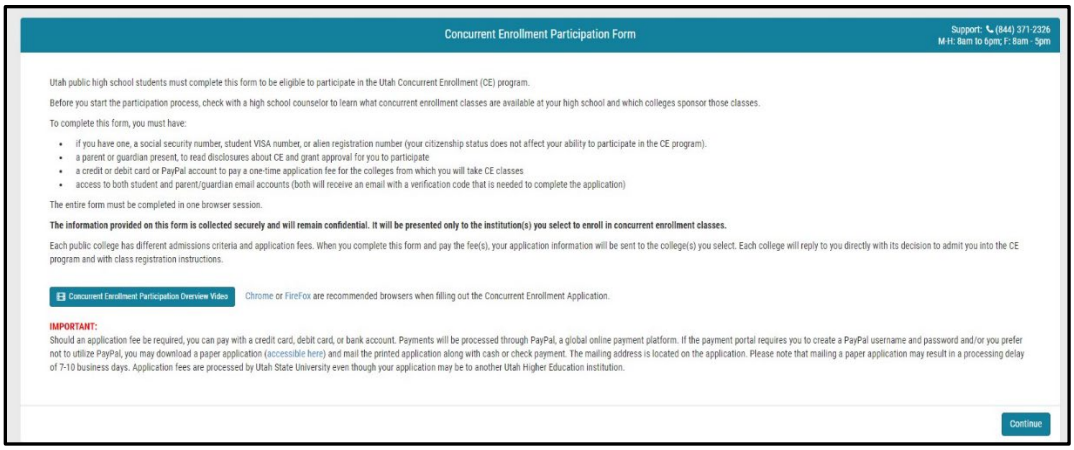
Concurrent Enrollment Instructions

WSU is the institution for most of our CE courses. See below for instructions.

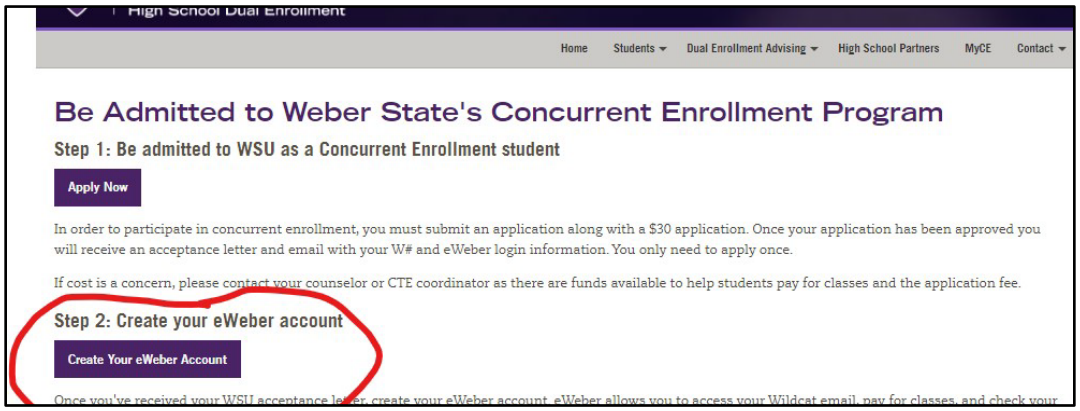
1. Go to the following URL: https://www.weber.edu/dual-enrollment/concurrent-enrollment.html Scroll down the page and click on "CE Admissions Process".

2. 

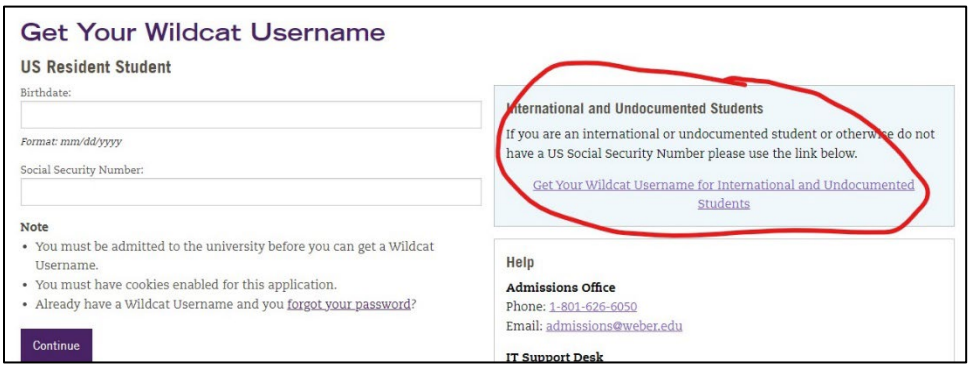
   a. Step 1: If you have **never** taken a class at Weber, you must apply and be admitted as a concurrent enrollment student. When you click on the **Apply Now** button it will take you to the Concurrent Enrollment Participation Form on the Utah System of Higher Education website. This is the form you need to complete when applying to any university in Utah for Concurrent Enrollment. (To apply, you will need your social security number. If you do not have a social security number, you will still be able to apply. Later you will receive an International PIN from the University.) Please pay your $30 application fee to complete the application process. You should be admitted within 5 business days. **The application is not complete if you do not pay the one-time application fee. If cost is a concern, please contact the CTE Coordinator as there are funds available to help pay.**



b. Step 2: Get your eWeber account. Once you have been admitted to the university you will need a Wildcat Username. Click on the "Create Your eWeber Account" button.

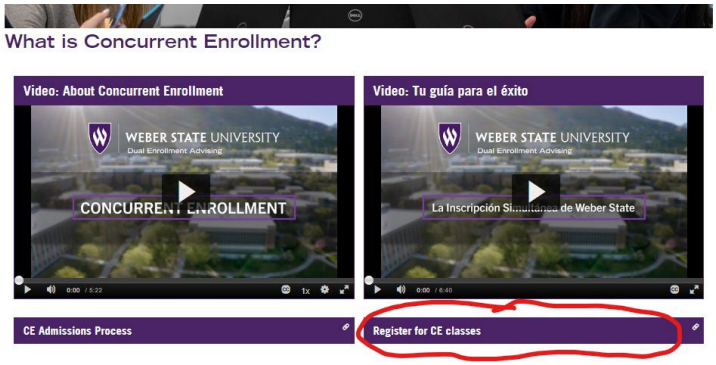


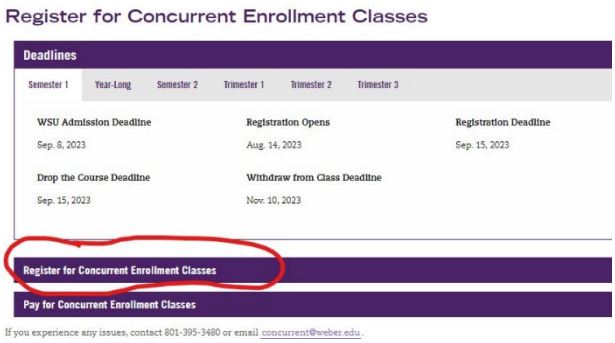
You will need to enter your birthdate and social security number. You will then be asked to enter a password recovery email. Weber will send you a verification email. Once you verify your email you will be given your username. Then an email will be sent requesting that you set your password. Please save this password somewhere because you will need to remember it to register for all future classes.



3. You must register for your current CE courses each semester (only in the fall for year-long classes). Click on the "Register for CE classes" button once you have your your Wildcat Username and password, then log into your Weber State University account. You will need to enter your Wildcat username (usually this is your first and last name with no spaces), and your password. There will be some user agreements to approve, then you can select the school where your courses are taught. Click the dropdown and choose Viewmont High School. (Please note* if you are taking the class through Davis Connect, or at a different high school, make sure you choose the school that you are taking the class through.)

Once you choose the school you will see a list of courses available. Your teacher should let you know what your CRN or Course Number is. Please remember that many times teachers teach multiple CE courses so please make sure that you are choosing the right class. If you aren't sure, please contact your teacher or CTE Coordinator in the Counseling Office. Click the add button next to the class that you want to register for. Do not forget to pay for those classes by clicking on the "Pay for classes" button (see above screenshot). **You will not be registered until you pay your fees. Classes cost $5 per credit hour.**





4. Finally, verify with your instructor that you show on their Weber rolls. Please contact Mrs. Williams or Mrs. Godfrey in the Counseling Office if you have any questions or problems.
5. See the deadlines below to avoid any late fees or not being able to register.
6. Please remember that you have signed up through this class through the university as well as through the high school. If you drop the class at the high school, it is your responsibility to also drop or withdraw from the class with the university before the deadline. If the class is not dropped or withdrawn in time, you will get an F on your college transcript. Please see Mrs. Godfrey or Mrs. Williams in the Counseling Office to have your Weber class dropped.

DEADLINES			
	Semester 1	**Year-Long**	**Semester 2**
WSU ADMISSION DEADLINE	Sep 8, 2023	Sep 8, 2023	Feb 2, 2024
REGISTRATION OPENS	Aug 14, 2023	Aug 14, 2023	Dec 11, 2023
REGISTRATION DEADLINE	Sep 15, 2023	Sep 15, 2023	Feb 9, 2024
DROP THE COURSE DEADLINE	Sep 15, 2023	Sep 15, 2023	Feb 9, 2024
WITHDRAW FROM CLASS DEADLINE	Nov 10, 2023	Feb 23, 2024	Apr 19, 2024