



# "How do I get into a



WEBER STATE UNIVERSITY  
Concurrent Enrollment

# CE class?"



- ① Become a WSU **Concurrent Enrollment student**. *\*Already admitted to WSU as a CE student? Skip to step #3.\**
  - ✓ Be prepared with a debit or credit card and the student's social security number.
  - ✓ **Go to [LHS >Parents and students > Concurrent Enrollment > Enroll as a CE student > WSU > Enroll and Register](#).**
  - ✓ Scroll down and click on the **CE Admissions Process** CE Admission Process button
  - ✓ Complete Step 1: *Be admitted to WSU Concurrent Enrollment* **Apply Now** **(First time applicants only)**.
  - ✓ Click create a new application.
  - ✓ Pay a one-time **\$30** college application fee. Your application is not complete until payment is submitted.
  - ✓ Once your application has been approved you will receive a WSU acceptance letter.



## ② Create your eWeber account *(First time applicants only)*

- ✓ Now that you have your WSU acceptance letter, it is time to create your eWeber account.
- ✓ Be prepared with the student's birthdate and social security number that was entered on step #1.
- ✓ **Go to [LHS >Parents and students > Concurrent Enrollment > Enroll and Register as a CE > WSU > Enroll and Register](#).**
- ✓ Scroll down and click on the **CE Admissions Process** CE Admission Process button
- ✓ Complete Step 2: *Create your eWeber account* *(First time applicants only)*.
- ✓ This will become your ID and password for all things Weber State University. Including in step #3 below.

## ③ Register for the CE course

- ✓ **[LHS >Parents and students > Concurrent Enrollment > Enroll and Register as a CE > WSU > Enroll and Register](#).**
- ✓ Scroll down and click on the **Register for CE classes** Register for CE Classes button
- ✓ Click on **Register for Concurrent Enrollment Classes** Register for Concurrent Classes
- ✓ Complete both agreements and choose if you want to grant parental access. Now **Proceed to Registration**
- ✓ Choose Layton High School. In the search bar, enter the CRN #. **Add** Add the CE course(s).

## ④ Make a payment for the CE courses

- ✓ **Option A for making a CE payment:** click **Register & Pay** Register and Pay. Click the **Add** add button. Click **Continue** continue.
- ✓ Pay for CE credit and applicable fees. Students are **not in the CE class until the full registration amount is paid**. If the amount is **not paid within 48 hours**, you will be removed from the class.
- ✓ **Option B for making a CE payment:** go back to the **Register for CE classes** register button. Click on **Pay for Concurrent Enrollment Classes** and Scroll down to **Tuition and Fees**.

SRS, Complete the Status Switch by December 1<sup>st</sup> of SR year

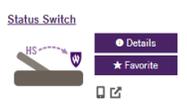
For CE Support and Advising

- ⑤ As a new student at WSU, visit the [Student Success Center https://weber.edu/ssc](https://weber.edu/ssc) page for information.
- ✓ Click on the **Concurrent Enrollment Advising drop down menu** and learn about CE [academic advising, scholarship](#) opportunities, obtaining a [certificate of completion](#), and help on being a student at **WSU**.
  - ✓ Complete the new student orientation

⑥ Meet with a College Advisor about your Certificate of Completion (COC) progress.

- ✓ Email [ceadvising@weber.edu](mailto:ceadvising@weber.edu) to schedule your appointment.
  - This email is best sent using your [WSU Wildcat](#) mail found in your WSU portal.
- ✓ During this appointment, you will meet with a WSU CE advisor who will make sure you are on track for your Certificate of Completion Credential and/or Associates degree. They will help you develop a plan for completion of these plus review how the classes fit into your degree options.
  - Bring your unofficial high school transcript and this school year's course schedule.
- ✓ Once a student completes their WSU General Education course requirements, they will want to contact [ceadvising@weber.edu](mailto:ceadvising@weber.edu) for the **Certificate Of Completion Credential** application.
  - This student will receive a certificate and the completion of credits will be recorded on their transcripts.
  - A student can continue working on their credential at WSU even after they graduate from high school.
  - Receiving this credential at WSU will protect the general ed credits from getting lost in the event they choose to go to another Utah Higher Ed public school.
  - If a student transfers schools before finishing the credential, some Gen Ed credits might not be counted at the other institution. The only way to ensure that a student will keep all their hard-earned General Ed

**Complete the Status Switch by December 1<sup>st</sup> of your Senior Year:**

- ✓ Complete the [Status Switch](#)  through your eWeber Portal **by December 1<sup>st</sup>**.
  - Upon graduation this changes you from a CE student to a college student making it so you can transfer your records to other colleges and eligible for scholarships.
  - The Status Switch can be done after December 1<sup>st</sup> but the student will miss the priority deadline for scholarship applications.
- ✓ Complete the [Weber State University Specialized Scholarship Application](#) to be considered for