Welcome to Weber State University’s Entrepreneurship Certificate program! If you are a degree-seeking Weber State student, you will automatically receive an Entrepreneurship Certificate when 10 credits in the program are completed with a C- or better. The following instructions only apply to those NOT seeking a degree.

If you are not a current Weber State student working towards a degree and just desire to complete the Entrepreneurship Certificate, you will find step-by-step instructions below on how to register for courses. If you have already been admitted to Weber State University, you can skip STEPS 2-3.

**Computer Prerequisites**: You will need a device with a modern web browser, such as a computer or mobile tablet. An internet connection is required (high speed recommended).

***NOTE***: To learn more about the internet browser requirements for the Canvas learning management system, please visit: <http://guides.instructure.com/m/4214/l/41056-which-browsers-does-canvas-support>.

**STEP 1**: For a listing of available courses in the Entrepreneurship Certificate, scroll half-way down this page under the heading 'Select From These Available Courses.'

***NOTE***: You must complete 10 credits and pass each course with at least a C- grade to receive the Certificate. You can spread the courses out multiple semesters instead of taking all at once, unless you have ample time. The grades you earn will also be recorded on your Weber State University transcript.

**STEP 2**: You must apply for admission to Weber State University at [getintoweber.com](http://getintoweber.com/).

***NOTE:*** If you are new to Weber State University, you'll need to apply and register for courses as a new student even if you are not seeking a degree. When applying for the Entrepreneurship Certificate program, please mark **non-degree seeking**. You may get an email requesting high school transcripts, which can be ignored. There may be some minor registration fees involved with registration.

Once you have been admitted, you will receive a W#. This is a private 8-digit identity number that never changes, which Weber State uses to identify you in administrative databases.

**STEP 3**: You will need to activate a WSU Wildcat online account.  A Wildcat account is your personal and private key to electronic access to Weber State University.  Your Wildcat account will allow you to complete WSU online class work, and perform many other activities vital to your education at the University. To activate your Wildcat account and set up a username and password go to: <https://portalapps.weber.edu/getwcid/>.

***NOTE:*** Your Wildcat account username is not the same as your W#.

**STEP 4**: **Two Ways To Register**:

1. **Phone**. Call Continuing Education at 800-848-7770, option 4 or (801-626-6600) for Utah residents.
2. **In Person**. Come to the Continuing Education registration office located just inside the front doors of the [Hurst Center](http://www.weber.edu/weberstatemap). Payment is due at the time of registration.

Payment is due at the time of registration for certificate classes.

You must provide the course record number (CRN)s listed below when calling the phone number above or when going to the Hurst Center Continuing Education building in person to register. If you do a course search any other way, you'll end up in the wrong courses, even though the names are the same.

|  |  |  |  |
| --- | --- | --- | --- |
| **Subj** | **Num** | **CRN** | **Course Title** |
| ENTR | 1002 | *Please reach out to the* | Startup Innovation |
| ENTR | 2006 | *Entrepreneurship* | E-Commerce for Small Business |
| ENTR | 2007 | *program for current CRN* | Product Design & Prototyping |
| ENTR | 2008 | *information at* | Legal Foundations Small Bus. |
| ENTR | 2009 | *entrepreneurship@weber.edu* | Money Management Small Bus. |
| ENTR | 2010 |  | Funding For Small Business |
| ENTR | 2011 |  | Results-Focused Leadership |
| ENTR | 2012 |  | People Mgmt for Small Business |
| ENTR | 2005 |  | Product to Market |
| ENTR | 2002 |  | Marketing Strategy Small Bus |
| ENTR | 2004 |  | Branding for Small Business |
| ENTR | 2003 |  | Marketing Execution Small Bus |
| ENTR | 3002 |  | Scale & Exit |

To access your WSU Online course, you can login through the eWeber portal and select the Canvas app or go to: [http://canvas.weber.edu](http://canvas.weber.edu/). Simply enter your Wildcat username and password to login. From the Courses & Groups list (mouse over Courses & Groups) select the name of your class to access the course materials.

***NOTE***: The course and its content may not be available until the first day of class**.**

**For Further Assistance:** If you experience problems logging into your course, please contact the **Canvas Help Desk**: [801-626-6188](tel:801-626-6188) or [877-215-0831](tel:877-215-0831). If after 5:00 pm or on weekends, please send an email to [LMSsupport@weber.edu](mailto:LMSsupport@weber.edu).

**General Technology Issues, Log-In and Technical Support:**Registration, Payment, General Questions call [801-](tel:801-395-3406)626-6600 (Continuing Education).

You will want to login to the course and get going during the first week of class.  If you experience any difficulties, please contact Weber State immediately.

Thank You for choosing Weber State University to meet your educational needs!