REGISTRATION HINTS

1. Prepare for registration. All items in Registration Status must be listed with a green checkmark. You can then proceed to Registration by clicking “Register for Classes”.

2. Choose Register for Classes. Enter your PERC number. You are not fully registered in a course until you hit Submit.

3. For Business course error messages, such as prerequisite/test score, class restrictions, or special approval, go to https://bit.ly/305q42u; and Complete the College of Business Course Override Authorization.

4. To check your override status in WyoRecords, go to Registration, click on Prepare for Registration, select term and view Registration Permits and Overrides. COB will not notify or enroll you in the course(s). It is your responsibility to check your override status and to register yourself. As this is a manual process, please allow three business days for the override to be completed.

5. On campus, students can register for online Business courses beginning at 9:00 a.m. on December 4th for the Spring Semester.

   Enrollment in a course is based on completion of all course prerequisites.
   Failure to meet the requirements will result in an administrative drop prior to the first day of classes.

AUTOMATIC WAITLISTING

- Waitlisting is based on a first-come, first-served basis
- The student in the first position will be notified once a seat becomes available
- Notification will be sent to your UW email and optional text message
- Waitlisting is available up to the last day to add a class on WyoWeb
  Waitlisting does not guarantee a seat in the class or mean you are registered into the class
- Waitlisting holds a spot in line should a seat become available
- You will have a 24 hour time limit after email notification and you are NOT automatically enrolled in the course

ALL STUDENTS

Having trouble in a course?
Talk to your instructor

Your COB graduation GPA requirements are:

- Cumulative/Institution GPA: This 2.50 GPA includes all courses taken at UW
- College of Business GPA: This 2.50 GPA includes only business courses taken at UW
- Economics GPA: This 2.50 GPA includes all Economics courses taken at UW (with the exception of ECON 1200, 1300, and 1400)
- Minor GPA: This 2.50 GPA includes all minor courses taken at UW
- Grade of C or better (not C-) is required for ABS, CBK and Major Core business courses
- Final responsibility for meeting graduation requirements and deadline dates resides with the student

When to see Career Services:

- Assistance with resume, cover letter and professional profiles
- Assistance with internships, job applications
- Career fair and Handshake information
- Ideas for what careers you can have with your major and degree
Advising/Career/Exploratory Studies Center (ACES)
Virtual Assistance Only
307-766-2398
aces@uwyo.edu
Monday-Friday 8am-5pm
• Academic Advising for Undeclared Students
• Reinstatement Petitions
• Career Counseling
• Career Services
• Academic Coaching

HOPES Program
Half Acre Wellness Center
hopes@uwyo.edu
307-766-9355
• Campus-wide Presentations on Alcohol Abuse
• Prevention/Education
• Alcohol Screenings
• A-Team Coalition
• Alcohol.EDU/Haven
• Online Education
• Sexual Assault Prevention for Undergraduates
• Real Pokes Step Up! Bystander Intervention Training

Psychology Clinic
Biological Sciences Building Rm 307
uwpc@uwyo.edu
307-766-2149
• Psychotherapy
• ADHD Diagnostic
• Learning Disorder Assessment

PENJI Free Tutoring
Download “Penji” on mobile device
• STEP Tutoring Center
• Center for Assistance in Statistics & Math (CASM)
• Economics Help Center

Dean of Students Office
Knight Hall Room 128
dso@uwyo.edu
307-766-3296
Monday-Friday 8am-5pm
• All-school withdrawals
• Authorized absences
• Campus safety
• Consultation on policies
• Student welfare checks
• Stop Violence Program
• Women’s Center

Disability Support Services
Knight Hall Room 128
udss@uwyo.edu
307-766-3073
• Alternative Format Services
• Assistive Listening Devices
• Classroom Relocation
• Equipment Loan Opportunities
• Interpreter Services
• Lift Keys
• Note-Taking Services
• Priority Registration
• Testing Accommodations
• Temporary Impairments
• Transcriber Services

Oral Communication Center
Virtual Assistance Only
307-766-3815
Hours vary daily
• Alleviate public speaking fears
• Help practicing speeches with an audience
• One on one tutoring

Office of the Registrar
Knight Hall Room 165
rr-@services@uwyo.edu
307-766-5272
Monday-Friday 8am-5pm
• Registration Questions
• Changes of major
• Transcripts
• Enrollment Verifications
• Transfer credit evaluation
• Degree evaluation
• Diplomas

Student Health Service
Cheney International Center Lower level
No walk-ins, must call FIRST
307-766-2130
Monday-Friday 8am-5pm
• Evaluation of acute and chronic medical concerns
• Medical care of emotional illnesses
• Surgical procedures
• Laboratory evaluations
• Pharmacy
• Removal of MMR immunization holds
• Tuberculosis screening
• Nutrition counseling
• Outreach GYT STD testing

International Students & Scholars
Cheney International Center
Virtual Assistance Only
307-766-3152
uw_gcc@uwyo.edu
• Direct support to students on the F or J visa
• Advising on immigration matters
• Workshops for international students
• OPT/CPT

University Counseling Center
Virtual Assistance Only
307-766-2187
Monday-Friday 8am-5pm
• Adjustment to college life
• Relationship conflict
• Individual intervention services
• Alcohol or drugs
• Suicidal thoughts
• Academic concerns
• Test anxiety
• Eating concerns

Student Success Services
Virtual Assistance Only
307-766-4010
• A student centered and welcoming program
• Enhancing the student’s college experience and increase their academic confidence
• Assist the student to create and follow the ultimate path for their journey to college success
• Serving First-Generation, Low-Income, or Students with a Documented Disability
• Services provided include:
  • Academic support to include course planning
  • Understanding the college process
  • Individual Tutoring
  • Assistance with the FAFSA

University of Wyoming
College of Business
Peter M. & Paula Green Johnson Student Success Center