

# WyoRecords for Students

Where to find the degree evaluation in WyoRecords:

- Click on Student Records
- Click on Degree Evaluation
- Make sure you allow for the pop-up screen

How to do a class search by USP category in WyoRecords:

- Click on Registration
- Click on Browse Classes
- Search by term
- Click on Advanced Search
- Enter Subject area (or multiple Subjects)
- Enter the USP category (or multiple categories) in the Attribute area

*Note: You can search all courses by leaving the Subject area blank and entering only the USPs.*

Where to find your transcript in WyoRecords:

- Click on Student Records
- Click on Transcripts
- Choose Academic Transcript
  - Notice that you can also order official transcripts through this drop-down menu

Where to find your transfer evaluation in WyoRecords:

- Click on Student Records
- Click on Transfer Evaluation

How to add a course in WyoRecords:

- Click on Registration
- Click on Register for Classes
- Select term
- Enter the course information (or perform an advanced search for more options)
- Click on Add (button to the far right of the course you want)
- Click Submit

How to drop or withdraw from a course in WyoRecords:

- Click on Registration
- Click on Register for Classes
- Select term
- In the Summary box, choose your action option from the drop down menu next to your class of choice
- Click Submit

Other features available in WyoRecords include, but are not limited to:

- Changing class options (grade mode or credit hours)
- Health insurance coverage (reviewing guidelines and giving acceptance of coverage)
- Viewing refund schedule
- Viewing your weekly schedule after you register for classes
- Viewing early alert, mid-term, and final grades
- Viewing holds on your account
- Viewing math placement exam results and other college entry exam scores
- Requesting enrollment verification
- Viewing Financial Aid information
- Making a payment to UW