A Complete Guide to Summer 2016 Registration

Once you’re logged into WyoRecords, click on Registration
You’ll be redirected to this page. Click on Register for Classes.

Register for Classes – Search and Register for an upcoming semester
Browse Classes – Search Only, registration not available through this link
Browse Course Catalog – Catalog search only, semester schedule not available through this link
Prepare for Registration – Clear any outstanding holds related to registration
Plan Ahead – Make a plan for registration prior to your registration date and time
View Registration Information – View past and current registration details
You may be asked to choose a role if you have more than one. To register for classes, select the Student role and then Ok.

Select a Term Open for Registration from the drop down menu and then hit Continue.
You’ll be re-directed to the Registration Status page. Before you can register all items must be listed with a green checkmark.

Click on Health Insurance Coverage
Make Health Insurance Coverage selection by clicking Yes or No.

Then indicate if you have other Health Insurance

Finally, click on the Registration Status link to return to that page.
Click on UW Alert Cell Phone

Next, enter a cell phone number where text messages can be sent in an emergency. You can also choose to opt into Waitlist notification. Finally click on Registration Status.
Click on **Addresses and Phone Numbers/Emergency Contacts**

Make sure the addresses listed are accurate and up to date, then Submit any changes. Once changes have been made click, “I verify that these addresses and phone numbers are correct.”

Verify that the Emergency Contact information is correct.
Click on **Student Financial Responsibility Agreement**

Read through the agreement and then click “I Agree”.

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**Student Financial Responsibility Agreement**

By enrolling in classes at the University of Wyoming (UW), a student makes a financial commitment to pay the tuition and fees associated with enrollment.

The following terms and conditions are financial requirements of each student’s education related to their registration for a term at the University of Wyoming. The payment of tuition and fees is the responsibility of the student. By processing a course registration to an academic student registration area, a student acknowledges they have read and agree to the following terms and conditions:

- **Registering constitutes a financial agreement between you (“Student”) and the University of Wyoming (‘UW’). Tuition, fees, and other charges you incur, including but not limited to housing, meals, and bookstore charges (“Charges”), shall be paid to your student account.
- **Once you formally register for classes, you are responsible for the University’s official policies concerning schedule changes, satisfactory academic progression, and financial aid policies of the University as described in the University’s Catalog.
- **All Charges are due by the third Friday of the semester.
- **Installment payments will be automatically assessed at a non-refundable setup fee for any Charges paid in full by the third Friday of the semester.
  - Any student with an unearned balance after the due date of the final installment payment date shall be automatically enrolled in the University’s installment payment plan. Failure to make the final installment payment in full by the final installment due date will result in additional charges.
  - The second installment payment due on the first day of the semester.
  - The third and final installment payment due six weeks after the first installment date.
  - A $15.00 installment plan fee will be charged to all unpaid balances as of the third Friday of the semester.

If you have any financial hold placed on your account, there will be a financial hold placed on your account.

Charges may be prorated at any time if it is in the student’s best interest or by any other account associated with the University, which includes but are not limited to, court costs and collection agency costs.

Students withdrawing after the start of the first term or exceed the withdrawal period (full tuition and fees), the University reserves the right to charge to the student account the cost of the course(s) if the student incurs charges, such as books, fees, room and board, and other related expenses.

By clicking “I agree” below, I certify that I have read the above terms and conditions and agree to abide by and be responsible for the above terms and conditions.

Do you agree to the terms of the Student Financial Responsibility Agreement?

![Agree button](I Agree)
Once all Registration Status items have been completed and have green check marks next to them you can proceed to Registration by clicking the link “Register for Classes”.
You’ll be directed to this landing page. Choose Register for Classes. You may be prompted again to choose a role.
Select a Term Open for Registration from the drop down menu

There are 2 ways to search and register for courses. If you know the CRN number choose that option.

Find Classes  Enter CRNs
Using Advanced Search

Advanced Search allows you to search for courses using a variety of filters.

The example on the right is a search using the Attribute filter. By selecting one of these attributes you could search for courses that meet specific University Studies Program (USP Requirements).
The **Register for Classes** screen will display three panels. These are outlined in red below. Search Results will be on the top, the schedule on the left and the Summary panel on the bottom right.

Once you find a course you’d like to enroll in click the Add button for the course. This adds the course to your Summary panel. You are not fully registered in a course until you hit Submit and the Status column changes to Registered.
Summary panel
The Summary panel lists your registration information. There are several columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action.

**Status** indicates your actual enrollment status in the course. A status of Registered indicates successful registration.

**Action** is a drop down menu with further registration options/actions available to you. Once you select an option from the Action column you must hit Submit to take that action.
Enter CRNs
You can also add courses by entering the CRNs. Enter the CRN and click Add to Summary. The course will appear in the Summary panel with the Status of Pending and the Action Registered via Web.

Registration is not complete until you hit Submit. If registration is successful, the status will change from Pending to Registered.
Registration Errors
If you encounter errors when attempting to register they will display in the Status column and in a notification on the top right of the screen.
To drop a course select **Drop via Web** from the Action column and then hit **Submit**. Successful drop will display as Deleted.
Wait List
If a course is closed/full, but has a waitlist you’ll receive a notification. In this example GEOG 1010 is Closed and there are 0 students currently waitlisted.

To add yourself to the Waitlist, choose **Wait Listed** from the Action Column menu and hit **Submit**.

The Status column indicates Waitlisted when you are successfully on the Wait List.
Linked Classes
Some courses are linked together, meaning that registration in both components is required. In this example a Lecture and a Lab are linked.

View Linked will display search results for each combination of linked courses.

There could be a long list of combinations displayed when you click View Linked. Click Add all to add the group of linked courses to Summary.
Display options

If your Search Results yield a high number of courses you may want to view that panel alone. You can control how the panels display through the small arrow and circle icons in grey.

You may also choose to display more results on the page through the Per Page drop down menu.
Class Details
Course titles are also hyperlinks. When you click on a course title another window will appear with class details, including a link to the Bookstore with information about required materials.
Schedule and Options
Once you’ve registered you may want to review your schedule. Under the Schedule and Options tab you can view different versions of your class schedule, print your schedule, and send it to an email address.

*Email Schedule and Downloadable Calendar File
This new feature allows students to email their class schedule along with a downloadable calendar file.
QUESTIONS?

For additional assistance with registration contact the Office of the Registrar: registrar@uwyo.edu
307-766-3137