

Registration Information

Registration for Students Enrolled Spring Semester

Students registered for on-campus courses during the spring 2016 semester may register for fall classes beginning at their designated time during March or April as indicated by their adviser. NOTE: All registration holds must be cleared before you can complete any registration activity.

Registration for New or Re-enrolling Students

Individuals who have been fully admitted (have received a final admission letter from the Admissions Office) and students who are re-enrolling and have completed the necessary paperwork with the Admissions Office may register for classes beginning May 2. All students must first see their academic adviser for planning their schedule. The academic adviser will provide each student with his or her PERC (Personal Electronic Registration Code).

If you plan to come to campus for advising during the semester, please contact your adviser to ensure that advising will be available.

UWC and Outreach Students

If you normally enroll for classes through the University of Wyoming at Casper and/or the Outreach School but want to register for a class in Laramie, it's quite easy to do. Simply call the Office of the Registrar at (307) 766-5272, and tell them you are a UWC or Outreach student and now want to register for a Laramie class. You will be given instructions on how to obtain your PERC, and you may then register for your classes through WyoRecords. Or, your adviser or someone in the UWC or the Outreach School office may call the Office of the Registrar for you.

Advising

The University of Wyoming has a mandatory advising policy for all students except Non-Degree Graduate students. You will need to see your adviser for assistance in selecting which courses for which to register and to obtain your PERC number.

PERC

You will be required to enter your PERC number as part of the registration process the first time each semester you make registration changes through WyoRecords.

MMR Immunization

The University of Wyoming has implemented a policy to protect the University community against measles (rubeola), mumps, and rubella. All new on-campus students must provide proof of immunity to measles, mumps, and rubella prior to registration. The Student Immunization Form (available on the web at www.uwyo.edu/shser/_files/docs/mmr_student_immunization_form1.pdf) can be completed, verifying compliance with this requirement, and sent to the Student Health Service prior to registration. Two doses of MMR vaccine are required. Other acceptable methods to comply with the requirement are detailed on the Form. Please note that the Form must be verified and signed by a health care clinician. Alternatively, a verified copy of an immunization record can be appended to the Form.

The only contraindication to the MMR immunization is a previous severe allergic reaction to the vaccine or vaccine component (neomycin, gelatin). Relative (temporary) contraindications include: pregnancy; persons with immunosuppressive illnesses or treatment; moderate or severe acute illness; and recent receipt of blood products. If you are uncertain as to whether you should receive the immunization, please talk with your health care clinician.

Exemptions may be granted to the requirement in two instances: a medical exemption for a contraindication noted above, and a religious exemption. A medical exemption requires completion of the Medical Exemption Form with a notation of the reason for the exemption and a medical clinician signature. To claim a religious exemption, a notarized form must be completed and submitted. If an outbreak of one of these illnesses occurs on campus, students granted an exemption may be excluded from campus for the duration of the outbreak. Exemption forms can be found on the Student Health Service website (www.uwyo.edu/ShSer).

For students unable to verify MMR vaccinations, the vaccine is available at the Student Health Service for a nominal charge. It will be administered prior to registration for any eligible student, without an appointment, during office hours. Do not wait until registration to comply with the MMR immunization requirement, as this will delay the process.

In addition to the MMR requirement, international students are required to undergo tuberculosis screening prior to registration. Based on screening, a tuberculosis (Mantoux) skin test or blood test may be performed, and, if positive, a chest x-ray obtained with consultation with a Student Health Service physician. The student is responsible for the costs incurred for these tests.

Method of Registration

Students may register for their classes through WyoRecords. WyoRecords provides an easy-to-use, visual mode of registration as well as other features that assist in the registration process.

Course Reference Numbers

Course Reference Numbers (CRNs) are five-digit numbers issued to each class and section being offered during a semester. These numbers are listed in the extreme left-hand column of the Class Schedule. If an asterisk (*) appears next to the CRN, you must contact the respective academic department to obtain permission to enroll.

Linked Activities

Some academic departments have indicated courses which require labs and/or discussion sections as Linked Activities. This means that when you register for the primary activity (normally the lecture), you will be prompted to also register for the linked activity (normally a lab or discussion). You must enroll for the primary-level activity (e.g., lecture) at the same time that you enroll for the secondary-level activity. In order to switch sections of a linked class, you must commit the drop and add actions simultaneously. Select drop and enter the CRN you wish to add and submit changes only once.

The Outreach School will also use Linked Activities to indicate Locations for specific courses.

Registration Information

Wait Lists

If a department has established a waitlist for a course, you will be asked whether you would like to be placed on a waitlist when the section you desire is closed. Follow the directions given through WyoRecords to add yourself to a course waitlist. Registration will not be allowed for courses with active waitlists.

Some departments may utilize Automatic Waitlisting while others will use a different process. **It is your responsibility to monitor your enrollment status. You will be charged tuition and given a grade of F if you are enrolled in a course which you do not attend.** If you place yourself on a wait list and then determine that you do not want to be enrolled in the course, please be sure to drop yourself from the wait list before the published deadline so that others may enroll.

Time Conflicts

You may not register for two courses that meet at the same time or for courses with overlapping meeting times. If you want the second course instead of the one you are registered for, you must drop the first one before adding the second course. If you want to register for two time-conflicting courses, you will need to obtain a Time Conflict form from the Office of the Registrar, obtain the approval signatures of the two respective instructors and return the form to the Office of the Registrar for processing. You will then be granted permission to add the course through WyoRecords.

Change of Registration (Drop/Add)

Adding, dropping or changing grading options (e.g., A-F to S/U) in classes constitutes a registration change. WyoRecords may be used to add or drop anytime after your initial registration until the end of the respective add/drop time period. The add/drop deadline is strictly enforced.

For justifiable reasons, departmental and deans' offices may initiate changes in registration. It is the responsibility of the respective academic unit to notify students of any changes to their schedules. In these instances students do not need to complete the add/drop process unless they need to add a course to replace the course that has been dropped.

Withdrawing from a Course

Failure to attend a class or failure to pay tuition does not constitute withdrawal from a class or from the university. Students wishing to withdraw from some but not all course work may do so through WyoRecords. See the Deadlines section below. A class withdrawal is not official unless filed with the Office of the Registrar. Unauthorized discontinuance of enrollment or unofficial abandonment of classes will result in a failing grade. Financial aid recipients who wish to withdraw or reduce credit hours must consult with a financial aid counselor regarding repayment of financial aid funds if applicable.

Withdrawal from the University

Withdrawal from the university is the official termination of student status prior to the end of a term. Students wishing to withdraw from all on-campus classes should initiate the procedure with the Dean of Students Office. Withdrawal from the university is not permitted during the last 15 days of a term. (*See number 4 below for more information and deadlines.*)

Deadlines

1. Adding, dropping, and changing grading options in courses (without record on transcript) or switching sections of the same course:
 - September 8, 2016, (eight class days after the semester begins) for regular semester classes (this deadline will be strictly enforced);
 - September 1, 2016, (four class days after the semester begins) for blocked courses that begin at the start of the semester;
 - October 27, 2016, (four class days after the second blocked session begins) for blocked courses that begin the second eight weeks.
2. Withdrawing from courses (with record on transcript):
 - November 10, 2016, (15 class days after mid-semester) is the deadline for withdrawing from individual regular semester courses. A mark of "W" will be assigned for the withdrawal.
 - September 30, 2016, (five days after the middle of the course) for blocked courses that begin at the start of the semester. A mark of "W" will be assigned for the withdrawal.
 - November 18, 2016, (five days after the middle of the course) for blocked courses that begin the second eight weeks. A mark of "W" will be assigned for the withdrawal.
 - With the exception of a student's last course, withdrawals may be processed online through registration tools channel in WyoRecords or in person in the Office of the Registrar.
4. Withdrawing from the university:
 - November 23, 2016, (15 calendar days prior to the end of the semester) is the deadline to withdraw from the university for Fall 2016. Marks of "W" will be assigned to all courses. Forms for withdrawing from the university are available in the Dean of Students Office, 128 Knight Hall, (307) 766-3296. Outreach students should contact the Outreach School to withdraw.

Student Registration

Registration for Classes

1. Meet with your adviser to plan courses for Fall 2016.
2. Receive your 6-digit PERC (Personal Electronic Registration Code) and your registration date and time (some exceptions apply).
 - Do not lose this number. It will be required for Fall 2016 class registration.
3. At or after your designated time, go to WyoWeb at: wyoweb.uwyo.edu.
 - Under WyoRecords, click on Students to enter your user ID and password (the same user ID and password that you use to log on to UW computers).
 - If you have not received your user name and password, go to WyoWeb and click on the “Obtain Username and Initial Password” link. The first time you log in, you will be asked several questions to assist with resetting your password if you forget it in the future.
4. Click on the ‘Registration’ tab
 - Find the ‘Prepare for Registration’ link.
 - You may be asked to select a role if you have been assigned multiple roles; select ‘Student’ and press Ok to continue.
 - Choose the Fall 2016 semester
5. On the ‘Registration Status’ page, items with a green ‘check-box’ are complete. Items marked with a yellow triangle must be completed before registration will be permitted. The items you will need to complete will include most/all of the following:
 - Click on ‘Health Insurance Coverage’ to make a decision regarding Student Medical Insurance.
 - Select Yes if you want the Student Medical Insurance (you will be charged for this coverage.)
 - Select No if you do not want the Student Medical Insurance.
 - Once this is done, your response will be verified. Click the ‘Registration Status’ link at the bottom of the page.
 - Click on the link to verify/update your UW Alert cell phone number and to opt-in to receive a text message for wait-listed course seat availability.
 - Click on ‘Addresses and Phone Numbers/Emergency Contacts’ to update this information.
 - Click on ‘Student Financial Responsibility Agreement’.
 - Once all items are marked with checked boxes, click the ‘Register for Classes’ link at the bottom of the list.
6. Enter your Fall 2016 PERC number (you will only need to enter a PERC number one time per semester)
7. Click on ‘Register for Classes’. Choose Fall 2016 from the drop down list of Terms Open for Registration.
 - At this point you can choose to register for classes in several ways; Find Classes, Enter CRNs, Plans, Block
 - Find Classes: Search for courses using the standard search options or using the Advanced Search options.
 - Enter CRN’s: If you know the CRN number of the course you can enter it directly.
 - Plans: If you or your advisor had previously created a Plan go to this option to select your plan.
 - Block: If block registration has been enabled you’ll be directed to this option first. You need to enroll in the block courses before you can make any other registration changes.
 - Regardless of what option you use above, to add the course click on ‘Add’. The selected course will then populate in the Summary Panel on the bottom right with the default action, “Registered via Web”. To finalize registration you must now hit ‘Submit’. If registration is successful the Status will change from ‘Pending’ to ‘Registered’.
8. Registration Cont. - Registration Errors/Waitlists
 - Once you hit ‘Submit’ you might receive an error message. The message will appear in a separate window and will indicate what is causing the error to occur.
 - If you receive a waitlist error you may choose to add yourself to the waitlist by selecting, ‘Waitlisted’ from the Action column and hitting, ‘Submit’. If this is successful the Status column will change from ‘Errors Prevent...’ to ‘Waitlisted’.
9. Registration Cont. – Linked Classes
 - If a course is linked to a corresponding lab, lecture, location, discussion, etc. there will be a ‘View Linked’ option next to ‘Add’. If you select ‘View Linked’ you can search the combination and decide to ‘Add All’ when you’ve found the one that works for you. When you select ‘Add All’ this moves all linked components to the Summary Panel where you can choose to register by clicking ‘Submit’.
10. Registration Cont. – Schedule and Options
 - You can send or print your class schedule through the ‘Schedule and Options’ tab. When appropriate you also make changes to the credit hours and grade mode through the ‘Schedule and Options’ tab.

Go to www.uwyo.edu/registrar to access additional resources related to Registration.

Registration Holds/PERC/W Numbers

Offices to Contact if You have a Registration Hold

Admissions Hold:

Undergraduates: Admissions Office, Room 150 Knight Hall, (307) 766-5160

Financial Hold/Bursar's Hold:

Accounts Receivable Office, Room 250 Knight Hall, (307) 766-6232

Student Financial Operations, West Wing Knight Hall, (307) 766-3214

MMR Immunization Hold:

Student Health Service, Student Health/Nursing Bldg., (307) 766-2130

Athletic Hold

Athletic Academic Support (307) 766-5385

PERC Information

Your PERC (Personal Electronic Registration Code) is a 6-digit number that you will enter one time each semester to clear the Adviser Approval hold prior to registering for each term (some exceptions apply).

- Your PERC will change every semester
 - You will get your new PERC from your adviser each term during advising week or prior to registering
 - You will need to use your PERC number when you register for the first time each semester.
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“W” Numbers

What is a “W” Number?

Your “W” number is your student identification number. It is a randomly assigned 8-digit number preceded by a W.

How do I find my “W” Number?

Your “W” number may be found through WyoRecords. Go to the “Student Records” or “Registration” tabs and click any of the buttons. Your “W” number may be found beneath your name in the upper right corner of the screen.

How is my “W” Number used?

Your “W” number replaces your social security number as your student identification number. You will need it whenever you fill out petitions, cash a check at the Cashier’s Office, speak to Student Financial Aid, and speak to the Office of the Registrar. You do not need to know your “W” number to enroll in classes.
