Fall 2017 Dates to Remember

Calendar By Date

MARCH	27-31	Advising Week for Fall 2017
	29	Registration for Fall 2017 for continuing students begins (see page 20)
MAY	5	Registration for Fall 2017 for new or re-enrolling students begins (see page 20)
AUGUST	30	First day of classes
SEPTEMBER	4	Labor Day (offices closed)
	5	Last day to add, drop, change sections, or change grading options for courses which meet the first half of the semester
	11	Last day to add, drop, change sections, or change grading options semester courses - **strictly enforced**
	11	Last day to make changes to health insurance selection
	15	Tuition/Fees due, strictly enforced (see page 15)
	29	Last day to withdraw from courses which meet the first half of the semester
OCTOBER	20	Midsemester
	25	Midsemester grades must be loaded online (by noon)
	26	Last day to add, drop, change sections, or change grading options for courses which meet the second half of the semester
OCTOBER-NOVEMBER	30-3	Advising Week for Spring 2018
NOVEMBER	1	Priority Registration for Spring 2018 begins (see page 20)
	10	Last day to withdraw from individual semester courses
	10	Last day to withdraw from courses which meet the second half of the semester
	22-24	Thanksgiving Break - classes excused
	28	Last day to withdraw from the university for Fall 2017
DECEMBER	8	Registration for Spring 2018 for new or re-enrolling students begins (see page 20)
	11	Last day of classes
	15-16	Commencement
	13-19	Finals Week
JANUARY	2	Final grades must be loaded online (by noon)

Calendar By Event

Advising Week for Fall 2017	March	27-31
Advising Week for Spring 2018	Oct./Nov.	30-3
Add/drop deadline for courses that meet all semester	September	11
Commencement	December	15-16
Final grades must be loaded online (by noon)	January	2
Finals Week	December	13-19
First day of classes	August	30
Last day of classes	December	11
Last day to make changes to health insurance selection	September	11
Midsemester	October	20
Midsemester grades must be loaded online (by noon)	October	25
Registration for Fall 2017 for continuing students begins (see page 20)	March	29
Registration for Fall 2017 for new or re-enrolling students begins (see page 20)	May	5
Registration for Spring 2018 for continuing students begins (see page 20)	November	1
Registration for Spring 2018 for new or re-enrolling students begins (see page 20)	December	8
Tuition/Fees payment due; strictly enforced (see page 15)	September	15
Withdraw from individual semester courses	November	10
Withdraw from the university for Fall 2017	November	28

Notes

- *Above schedule is subject to change*
- *Deadlines to drop courses will be strictly enforced*
- *Tuition and Fees payment deadline will be strictly enforced*

FERPA

(Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of education records, establishes the students' rights to inspect their education records, provides guidelines for correcting inaccurate or misleading data through informal and formal hearings, and permits students to file complaints with the Family Compliance Office concerning alleged failures of the institution to comply with the Act.

The following items are considered directory information and may be disclosed by the university in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

1. Name;
2. Affirmation of whether currently enrolled;
3. School, college, department, major, or division;
4. Dates of enrollment;
5. Degrees received;
6. Honors received;
7. Full or part-time status;
8. Local address and phone number;
9. Home address (permanent);
10. E-mail address;
11. Participation in officially recognized activities and sports;
12. Weight and height of members of athletic teams.

The University of Wyoming has the responsibility for effectively supervising any access to and/or release of official data/information about our students. However, because Wyoming has a Public Records Act, the above information may be released to any outside entity that requests it *unless a student has requested that no information be released.*

If you do not want any of the indicated information to be released to anyone outside the university, you need to complete a Request for Privacy Flag form and submit it to the Office of the Registrar. This form must be submitted no later than the 10th class day of the fall semester in order for your information not to be released.

A Privacy Flag means that your name will not be included in any news releases (including honor rolls or graduation). Also, information will not be released to prospective employers, insurance companies, credit agencies, etc. without your signed approval.

A Privacy Flag may be removed at any time by submitting a written and signed request to the Office of the Registrar.

Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students may be used only by authorized university employees and only for clearly-defined educational purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists.

In this regard, the university is committed to protecting to the maximum extent possible the right of privacy of all individuals about whom it holds information, records, and files. Access to and release of directory information is restricted to the student concerned, to parents of dependent students (documentation must be provided), to others with the student's written consent, to officials within the university, agencies for the university such as the National Student Clearinghouse, to a court of competent jurisdiction, to authorized educational authorities at the local, state, and federal level, and otherwise pursuant to law.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The University of Wyoming is built upon a strong foundation of integrity, respect, and trust. All members of the university community have a responsibility to be honest and the right to expect honesty from others. Any form of academic dishonesty is unacceptable to our community and will not be tolerated.

Problem Resolution

Experience has shown that the best and quickest way to resolve a problem is to contact the person or office involved. We therefore recommend that if you have a problem you take it directly to the faculty member, department head, director, or manager of the unit involved. If you do not know with whom to discuss your problem or feel you need additional assistance, you may contact the Dean of Students Office, 128 Knight Hall, or phone them at (307) 766-3296. The Dean of Students Office staff will assist you and/or refer you to the proper person.

The University of Wyoming is an affirmative action/equal opportunity employer and institution and does not discriminate on the basis of race, sex, gender, color, religions, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief or other status protected by state and federal statutes or University Regulations in any aspect of employment or services. The institution's educational programs, activities, and services offered to students and/or employees are administered on a nondiscriminatory basis subject to the provisions of all civil rights laws and statutes. Evidence of practices that are not consistent with this policy should be reported to the Employment Practices Officer (307) 766-3459.

Admission Information

Admissions Office, 150 Knight Hall, Dept. 3435, Laramie, Wyoming 82071; 766-5160
www.uwyo.edu/admissions

I. Undergraduate Admission

UW welcomes all students to apply and will consider each student based on their individual academic achievement. Students may apply for admission up to one year before they intend to enroll online at www.uwyo.edu/apply. Admission decisions are made on a rolling basis as soon as all application materials are received in the Admissions Office. To avoid delays and complications, all application materials should be on file in the Admissions Office at least 30 days before the beginning of the semester.

Required Admission Application Materials

- Online application completed at www.uwyo.edu/apply
- $40 non-refundable undergraduate application fee
- Official high school and/or college transcripts
- Official standardized test scores (ACT or SAT)

ACT or SAT results are required for new freshman, applicants under 21 years in age, and used for admission, math placement, academic advising and academic scholarship consideration. High school students should take the ACT or SAT during the spring of their junior year or fall of their senior year. To be considered official, scores need to be submitted to UW directly from the testing agency or on the high school transcript. Writing sections in both the ACT and SAT are not considered as part of the admission requirements.

All official students transcripts must be sent directly to the Admissions Office by the originating institution. A final, official high school transcript indicating the graduation date is required post-graduation to complete admission requirements. UW Admissions only accepts faxed transcripts from Wyoming community colleges.

Orientation: All new freshmen and transfer students are strongly encouraged to attend new student orientation prior to their first UW semester. Sessions provide students with an opportunity to meet faculty and staff, plan an academic schedule, explore credit transfer, discuss college life, and register for courses. Additional information on orientation is available at www.uwyo.edu/orientation.

A. New Freshmen

1. Assured Admission

To qualify for assured admission to the University of Wyoming, high school graduates who are first-time college students or college transfers with fewer than 30 transferable semester credit hours, must meet the following minimum admission requirements.

1a. High School Graduates: Cumulative high school unweighted grade point average of 3.0 or above based on a 4.0 grading scale, and an ACT test score of at least 21 or a SAT test score (verbal and math scores) of at least a 980.

1b. Graduates with less than 30 transferable college credit hours: Cumulative transferable college GPA must be at least 2.0; submit your high school transcript, ACT or SAT test score, and meet 1a.

1c. Home Schooled must meet the same requirements as high school graduates; submit transcripts and ACT or SAT test scores. Home schooled students must also submit a Home School Credit Evaluation Form completed by their instructor and available at www.uwyo.edu/admissions/freshman/admission-requirements.html.

2. Completion of at least 19 high school units in the following pre-college curriculum (a unit=1 year):

English

Four units of English or their competency-based equivalents are required, of which at least three units must have a substantial writing component. Speech and other communication-based courses which contain "a substantial writing component" may be used to meet this requirement.

Mathematics

Four units of mathematics or their competency-based equivalents are required, to include the concepts of a college preparatory Algebra I, Algebra II, Geometry sequence. It is strongly recommended that Algebra II, Geometry or a higher level math course be taken during the senior year of high school.

Science

Four units of science or their competency-based equivalents are required. At least one of the units must be from the physical sciences--physics, chemistry, or a college preparatory physical science course. The other two units may be from any combination of biological, life, physical or earth/space science.

Social Science

Three years of social studies or their competency-based equivalents are required, to include a combination of the following subject matter: World History, American History, Geography, American Government; or Economic Systems and Institutions.

Foreign Language

Two sequenced years of the same foreign language.

Electives

Two units of additional coursework chosen from any of the following subjects: fine and performing arts, social and behavioral studies, humanities, additional foreign language, or career-technical course.

2. Admission With Support

Admission with support will be granted to first-time college students or students with fewer than 30 transferable semester credit hours who do not qualify for assured admission, but who satisfy the following requirements.

a. Submit official ACT or SAT test scores.
b. Graduates of state accredited high schools who have a cumulative unweighted high school grade point average of
   - 2.5-2.99

   OR
   - 2.25-2.49 with a minimum composite ACT test score of 20 or SAT score of 960 (math/critical reading combined)
c. Completion of the pre-college curriculum with no more than two deficiencies. In addition, no more than one deficiency can be in each of the pre-college curriculum categories.

Admission Information

Terms of Admission With Support

Space in the Synergy program is limited; applicants admissible under this category are encouraged to apply early.

Students admitted with support will be a part of the Synergy Program and may access information at www.uwyo.edu/synergy. It is strongly recommended that students stay within 12-15 credit hours in their first semester. Students who wish to go above 15 hours should contact the Synergy Coordinator at 307-766-4322 or synergy@uwyo.edu to discuss an exception.

Holistic Alternative Admissions Exception Process

Students who do not meet the qualification for assured admission or admission with support may be evaluated for admission under the Holistic Alternative Admission process. Please see www.uwyo.edu/admissions in the admission requirement section for more information.

B. Undergraduate Transfer Students

College transfer students with 30 or more transferable semester credit hours must have a 2.0 or higher cumulative grade point average for admission to UW. College students interested in transferring to UW should go online to www.uwyo.edu/transfer.

Applicants who have taken college-level course work and desire to transfer to the University of Wyoming should apply for admission and have one official transcript from each previously attended college or university sent directly to the Admissions Office. Course work from regionally accredited institutions will be evaluated by the Office of the Registrar.

Transfer students with less than 30 transferable semester hours must also have an official copy of their high school transcript sent directly to the Admissions Office by their former high school. Transfer students under age 21, who have less than 30 transferable credit hours, must also have their ACT or SAT results sent to the UW Admissions Office.

Admission Exception Process

College transfer students who do not meet the 2.0 grade point average requirement for admission to UW may initiate a request for admission by exception. Applicants should describe in writing the rationale for their specific exception request and send the request to the Admissions Office.

Students working toward a second bachelor's degree are considered undergraduate students and are subject to all undergraduate policies and regulations.

C. International Undergraduate Applicants

The University of Wyoming will admit international students who meet admission requirements. Application deadlines are June 1 for fall semester, November 1 for spring semester and April 1 for summer session. The $40.00 non-refundable undergraduate application fee must be received before the application will be processed.

1. Supply official, attested academic records and examination results. The records should be sent directly to the Admissions Office by the school attended. Applicants must also provide an English translation of all required academic records, and complete all applications and correspondence in English.
2. Provide proof of satisfactory English ability if student's native language is not English. This can be done by providing official score reports from TOEFL or IELTS. The minimum acceptable TOEFL score is 525 (71 iBT) for most majors or a 550 (80 iBT) for Engineering. The minimum acceptable IELTS score for most majors is 6.0 with a 6.5 required of prospective Engineering students. Contact Admissions (Admissions@uwyo.edu) to inquire about other possible alternatives to the TOEFL and IELTS.
3. Provide evidence of adequate financial resources to pay the total cost of their education. The Confidential Financial Statement for undergraduate international applicants can be found online at http://www.uwyo.edu/admissions/international/requirements-first-year.html.
4. Official ACT or SAT results are recommended, but not required for international applicants.
5. Proof of immunization for measles, mumps, rubella (MMR) and testing for tuberculosis are required prior to registration.

D. General Educational Development (GED) Certificate Holders

Undergraduate applicants with GED credentials should contact the University's Office of Admissions for specific application requirements.

E. Adult Nontraditional Students

Nontraditional admission requirements are:

1. Minimum age of 25;
2. Minimum of three years since last enrollment in college courses, except correspondence;
3. Send official copy of high school transcript or GED scores and any college transcripts directly to the UW Admissions Office by the previous institutions.
4. Students admitted under this policy are undeclared majors and will receive their initial academic advising from the Center for Advising and Career Services in 228 Knight Hall, (307) 766-2398.
5. Students considered for adult nontraditional admission must have had a 2.0 or higher grade point average in high school.
6. Neither ACT nor SAT scores are required for students over 21.

F. High School Guest Students

High school seniors and juniors will be considered for admission to UW as high school guests. The following requirements must be met:

1. Complete a UW High School Guest application;
2. Have an official copy of the most recent high school transcript, showing an overall GPA of at least 3.0 sent directly to the Admissions Office;
3. Submit a positive written recommendation from the high school counselor or principal;
4. Submit available ACT or SAT scores.

If high school guest admission is granted, it is for one semester at a time. Subsequent enrollment requires the most recent transcript and new written permission from the high school. High school guests may take up to 6 credit hours per semester. Advising will be provided by the Center for Advising and Career Services in 228 Knight Hall, (307) 766-2398.

Admission Information

G. Undergraduate Non-Degree Student

1. Must complete and submit a Non-Degree Student application and pay a non-refundable $40.00 application fee.
2. Transcripts and test scores are not required for non-degree status.
3. Non-degree students may enroll in a maximum of 8 credit hours per semester (maximum of two courses). Only 12 credit hours taken in this status may be used towards a UW degree.
4. Admission with non-degree status is not available to international students or students on suspension.
5. Students admitted with non-degree status are assessed tuition and fees at the same tuition rate as degree-seeking students.
6. Students admitted with non-degree status do not qualify to receive financial aid.

II. Graduate Admission

A. Graduate Applicants

Prospective students are encouraged to consult with their respective academic department regarding the admission process before making a formal UW application.

Applicants must submit the UW graduate application and the nonrefundable application fee. One set of official transcripts must be sent directly to the UW Admissions Office from each previous collegiate institution.

Domestic applicants must have completed at least a bachelor's degree from a regionally accredited institution. All applicants should have at least a 3.0 cumulative GPA (scale of 4.0).

Applicants whose department requires the Graduate Record Examination (GRE) must request official scores be sent to the Admisssions Office directly from the Educational Testing Service (ETS). Our institution code with ETS is 4855. A score of at least 150 on the verbal reasoning section and a score of at least 141 on the quantitative reasoning section is required, (for doctoral programs a score of at least 153 on the verbal reasoning section and a score of at least 144 on the quantitative reasoning section is required).

Some departments may require scores from the Graduate Management Admission Test (GMAT), rather than the GRE, with a minimum score of 500.

Please note that some departments require higher GRE/GMAT scores than what is required by the Admissions Office.

Letters of recommendation may also be required by some departments.

Graduate applicants should contact the respective academic departments for questions concerning application status, degree program requirements, deadlines, and supplemental application materials they may require.

Students admitted with graduate standing may elect to take any undergraduate or graduate courses for which they are prepared, subject to restrictions as outlined in the University Catalog. However, tuition will be assessed at the graduate level for all courses taken with graduate status. Admission to graduate study does not automatically make a student a candidate for an advanced degree.

Note: Students working toward a second bachelor's degree are not considered graduate students and are subject to all undergraduate regulations.

B. International Graduate Applicants

All graduate international students must also submit the following in additional to application materials required by the Academic Department.

1. Provide proof of satisfactory English ability if student's native language is not English. This can be done by providing official score reports from TOEFL or IELTS. The minimum acceptable TOEFL score is 540 (76 iBT). The minimum acceptable IELTS score is 6.5. Please note that some departments require higher TOEFL/IELTS scores than what is required by the Admissions Office.
2. As with the GRE/GMAT scores, many departments may require a higher level of English proficiency than what is required by the Admissions Office.
3. Provide evidence of adequate financial resources to pay the total cost of their education. The Confidential Financial Statement for undergraduate international applicants can be found online at www.uwyo.edu/admissions/international/requirements-first-year.html. Students who are awarded a full graduate assistantship may not need to provide this documentation.

C. Graduate Non-Degree Student

1. Must complete and submit a Non-Degree Student application including non-refundable $40.00 application fee.
2. Transcripts are required for proof of undergraduate degree for non-degree status, and must be submitted to the Admissions Office.
3. Non-degree students may enroll in a maximum of 8 credit hours per semester (maximum of two courses). Only 12 credit hours taken in this status may be used towards a UW degree. This 12-credit hour rule may be decreased if prior courses were reserved for graduate credit as either an undergraduate or as non-degree student.
4. Admission with non-degree status is not available to international students or students on suspension.
5. Students admitted with non-degree status are assessed tuition and fees at the same tuition rate as degree-seeking students.
6. Students admitted with non-degree status do not qualify to receive financial aid.
7. Non-degree graduate students who decide to pursue a degree must apply to and be accepted by their respective graduate program and the Admissions Office.

III. College of Law Admission

(307) 766-6416

E-mail: lawadmis@uwyo.edu

Web site: www.uwyo.edu/Law/

Admission to the professional curriculum of law is granted by the College of Law Admissions Committee. The College of Law reserves the right to restrict the number of entering students to a class size consistent with its facilities and its educational objectives. Additional information and requirements are provided on the College of Law website (www.uwyo.edu/law).

1. Complete the electronic University of Wyoming College of Law Application for Admission through LSAC between October 15 and June 10. Applications received by December 1 will be considered for early admission.
2. Submit the application fee online through the College of Law website or by sending a check or money order to the College of Law.

3. Applicants must have a bachelor's degree from an accredited college or university (subject to some limited exceptions).
4. Take the Law School Admission Test (LSAT) administered by the Law School Admission Council (LSAC) no later than the February administration. The LSAT is given four times each year at numerous locations within and outside of the United States. Information about the test, dates, test locations and application form may be obtained from LSAC, Box 2000, Newtown, PA 18940-0998, (215) 968-1001, or on the Web at www.lsac.org.
5. Register with LSAC's Credential Assembly Service (CAS) between September and January. Registration with CAS can be completed through the LSAC website (www.lsac.org). An official transcript from each college attended must be sent directly to CAS. It is advisable to register with CAS at the same time one registers for the LSAT. CAS prepares a report and forwards a copy to each law school to which application has been made. Applicants do not send transcripts directly to the College of Law until they are admitted. For more information about CAS, go to www.lsac.org.
6. International students must supply current TOEFL scores. Minimum scores required for admission are 600 on the written exam or 100 on the internet-based exam. International students must take the LSAT exam and register with the Law School Admissions Council (www.lsac.org). If a transcript analysis will not be provided by the LSAC for any foreign educational institutions attended, official transcripts must be provided with an English translation.

IV. WWAMI Medical Education Program

WWAMI is a contract program between the University of Wyoming and the University of Washington for medical education. Admission is twofold.

1. Applicants must be certified residents of Wyoming. To be eligible for certification, the applicant or parent or guardian must be a legal resident of the State of Wyoming for five continuous years immediately prior to enrolling at the University of Washington. Applications for certification are located at www.uwyo.edu/hs/wiche-wwami-wydent-program/index.html and are due no later than October 15 of the year preceding the anticipated start date of medical school. Participants pay reduced tuition and must either pay back the money expended on their behalf plus interest or practice medicine in Wyoming for three years.
2. Applicants apply to the University of Washington School of Medicine through the usual procedures and are subject to criteria established by the University of Washington.

Information may be obtained from the College of Health Sciences, Preprofessional Health Advising Office, Dept. 3432, 1000 E. University Ave., Laramie, WY 82071; (307)766-3499 or certoff@uwyo.edu.

V. WYDENT Dental Education Program

WYDENT is a contract program between the University of Wyoming and the University of Nebraska College of Dentistry and Creighton University School of Dentistry for dental education. Admission is twofold.

1. Applicants must be certified residents of Wyoming. To be eligible for certification, the applicant or parent or guardian must be a legal resident of the State of Wyoming for five continuous years immediately prior to enrolling in dental school. The application for certification is located at http://www.uwyo.edu/hs/wiche-wwami-wydent-program/index.html and is due no later than October 15 of the year prior to the anticipated start date in dental school. Participants pay reduced tuition and must either pay back the money expended on their behalf or practice dentistry in Wyoming for three years.
2. Applicants must apply to the dental schools through the usual procedures and are subject to admission criteria established by the dental schools.

Information is available from the College of Health Sciences; Preprofessional Health Advising Office; Dept. 3432, 1000 East University Ave.; Laramie WY 82071; (307) 766-3499 or certoff@uwyo.edu.

VI. School of Pharmacy Admission

Admission to the preprofessional pharmacy program is through the university admission process described previously.

Admission to the professional curriculum leading to the entry-level professional Doctor of Pharmacy (Pharm.D.) degree is granted by the Dean of the School of Pharmacy upon the advice of the School of Pharmacy Admissions Committee. The application process requires that students apply to the School of Pharmacy using Pharm CAS, for more information about PharmCAS log on to www.Pharmcas.org. The application deadline is March 1st for fall admission. Admission to the professional program is limited and competitive. For further information, contact the School of Pharmacy, Dept. 3375, 1000 E. University Ave., Laramie, WY 82071; (307) 766-6132.

VII. Other Information

Western Interstate Commission for Higher Education (WICHE)

The Western Interstate Commission for Higher Education (WICHE) was created in 1953 by the governors and legislators of the western states. The primary commitment is to provide access to educational programs through interstate cooperation. Wyoming provides opportunities for qualified residents in the following programs:

Professional Student Exchange Program (PSEP) offers certified Wyoming residents access to professional education in the fields of dentistry, medicine, occupational therapy, optometry, osteopathic medicine, physical therapy, physician's assistant, podiatry, and veterinary medicine. To be eligible for certification, the applicant or spouse must be a legal resident of the State of Wyoming for one year immediately prior to enrolling in professional school. Applications for certification are located at www.uwyo.edu/hs/wiche-wwami-wydent-program/index.html and are due no later than October 15 of the year preceding the anticipated start date of professional school. Applicants who are accepted to a professional program and who receive state support pay reduced tuition. In all fields except veterinary medicine, students receiving state support must either pay back the money expended on their behalf, or practice in their fields in the state of Wyoming for three years. State support is dependent on continued appropriations from the Wyoming State Legislature.

Admission Information

The *Western Regional Graduate Program (WRGP)* allows graduate students who are residents of member states of the Western Interstate Commission for Higher Education (WICHE) to enroll in approved graduate programs and pay resident tuition.

Residents from the following states are eligible to apply* for the WRGP (resident tuition) rate at participating programs at the University of Wyoming (or offered by another public institution outside of the resident's home state): Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington, the Commonwealth of the Northern Marianas Islands and Guam. The following graduate programs at the University of Wyoming participate in WRGP:

- American Studies/Historic Preservation
- Haub School of Environment and Natural Resources
- Infrared Astrophysics
- Nurse Educator
- Nursing Practice
- Social Work

*IMPORTANT NOTE: WRGP tuition waivers are limited. Applicants should apply for WRGP early for priority consideration. Academic eligibility requirements vary by program. Contact the department for more information on how to apply for the reduced rate.

Wyoming residents are eligible to apply for the WRGP resident tuition rate at participating programs located outside of Wyoming. For a full list of participating programs, visit http://www.wiche.edu/wrgp or http://wishe.edu/info/publication/wrgpHandout.pdf.

Western Undergraduate Exchange (WUE): allows residents of participating states and territories to attend a participating institution at reduced cost of 150% of the institution's resident tuition. Not all institutions in the participating states offer WUE opportunities.

The University of Wyoming invites competitive applicants from participating states and territories and awards WUE to highly qualified students. Information can be obtained from the UW Admissions Office.

Information about WICHE programs may be obtained from the WICHE Certifying Office; Dept. 3432, 1000 E. University Ave.; Laramie, WY 82071; (307)766-6704 or (307)766-3499 or certoff@uwyo.edu or WICHE Student Exchange Program, 3035 Center Green Drive, Suite 200; Boulder, CO 80301-2204, (303) 541-0214.

Wyoming Senior Citizen Policy

Wyoming senior citizens, age 65 and over, who have been admitted to UW may enroll in university courses on a space available basis at no cost upon presentation of evidence of age and Wyoming residence prior to the beginning of the term in which classes will be taken.

Since standard registration fees will not be assessed, additional student benefits will not be available under the senior citizen policy. Alternatively, full-time senior citizen students wishing to receive student benefits may enroll and pay regular registration fees. Scheduled Outreach School classes which meet minimum enrollment requirements are included in the courses available to senior citizens.

Board of Trustee Retirement Benefits

Beginning Spring 2002, official board retirees may attend University of Wyoming classes on a space available basis at no cost. To qualify for this benefit, you must be an official board retiree, 25 years of university service or age 60 with 15 years of immediately preceding university service.

Readmission

Readmission is the process for former University of Wyoming students to again be admitted to the university. Former UW students who have attended another college since their last UW enrollment must have one official transcript from each college sent directly to the UW Admissions Office. Undergraduate students who are returning to UW after an absence of one semester or longer should complete an application for admission at least 30 days prior to registration, thereby allowing sufficient time to avoid delays in registration.

Academic Reinstatement: Former students who are on academic suspension at UW must petition for reinstatement through the dean of their college. A petition for reinstatement must be submitted no later than 15 days before the beginning of the semester or summer term in which the student wishes to register. A petition received after this deadline may not be processed until after the regular registration period.

Academic Renewal: An undergraduate student who returns to UW and has not completed a college course at UW (excluding flexible enrollment [correspondence study]), during the previous five years, will have the option of continuing his or her earlier UW cumulative GPA or commencing a new cumulative GPA under the Academic Renewal policy. Interested students must submit the Academic Renewal Application Form (which can be obtained in the Office of the Registrar) to the registrar no later than ten class days before the last day of classes of the semester in which the student returns to UW.

The entire UW transcript will remain intact. A note indicating the policy will precede the new part of the UW transcript if the student opts for academic renewal. At the discretion of the academic department in which the student is enrolled, credit hours for which the student earned the grade of C or better may be applied toward the completion of the degree requirements. The list of any departmentally approved courses must be indicated on the Academic Renewal Application Form when initially submitted to the registrar. No further changes may be requested.

A student's GPA and completed courses that were applied to a baccalaureate degree are not eligible for academic renewal.

General Information

Abandonment of Classes

Failure to attend class or pay tuition and fees does not constitute withdrawal. Students who do not officially withdraw or drop their classes through the Office of the Registrar will be assessed full tuition and fees. WyoRecords may be used to drop all classes through the end of the drop time period. After the end of the drop time period, students must officially withdraw from the university through the Dean of Students Office. Financial aid recipients who withdraw or reduce credit hours must consult with a financial aid counselor regarding repayment of financial aid funds if applicable.

Some academic departments may drop students from individual classes if the students do not attend the first class meeting. Refer to any notes at the beginning of department class listings.

Changes in College, Major, or Adviser

Forms to change college, major, adviser, or graduate standing or to declare a minor may be obtained from an adviser, the Office of the Registrar, or online at the Registrar's web site. The student is responsible for obtaining all necessary signatures and returning the form to the Office of the Registrar.

Correspondence Study Courses

Students interested in earning credit through correspondence study courses should consult the Correspondence Study Office in Outreach Credit Programs, Wyoming Hall 340, (307) 766-5632. Tuition and fees for correspondence study is assessed at the per credit resident rate (regardless of residency). Current tuition and fees associated with correspondence study courses can be found at www.uwyo.edu/outreach/ocp. A student is allowed nine months from the date of enrollment for completion of a correspondence study course. Correspondence study courses are not eligible for financial aid and do not counts towards total semester credit hours, while a course is in progress. Correspondence Study courses will be posted to the transcript, and count for full degree credit, upon completion of the course.

Course Levels

University courses are distinguished by numbers indicating levels of instruction as follows:

0000-0999 Preparatory courses (non-credit)
1000-2999 Primarily for freshmen and sophomores
3000-4999 Primarily for juniors and seniors
5000-5999 Primarily for graduate students
6000-6999 Law, Pharm.D., and WWAMI courses

Prerequisites are the primary factor which normally govern whether or not a student may enroll for any particular course. However, individual departments and/or colleges may place additional restrictions on course enrollments (e.g., enrollment may be restricted by student classification). Refer to the University Catalog for all prerequisites. Law courses are normally open only to students approved for the law program.

Credit by Examination

The University of Wyoming recognizes the fact that students are from varying levels of society, have different backgrounds and schooling, and therefore possess different levels of preparation. In recognition of these factors, the university has developed a departmental credit-by-examination program. Students must be currently enrolled in order to qualify for a credit by exam. Students may not seek credit by exam for a course they are currently enrolled in or auditing, or for a course they have previously enrolled in for credit or audit. Please refer to the *University Catalog* for futher qualifications and information. An initial fee of $80.00 is required to sit for each examination. Upon successful completion of an examination, the credit will be posted to the student's academic records. Applications for departmental credit-by-examination are available in the Office of the Registrar. Eligibility approval must be received from the Office of the Registrar prior to taking the exam.

Disability Support Services

Students who need to review the accessibility of classrooms or who anticipate needing class-related accommodations due to physical, cognitive, sensory, or psychological disabilities should contact University Disability Support Services. Early notification and application for assistance is encouraged to ensure that services are provided in a timely manner. Contact University Disability Support Services, SEO [(307) 766-6189, TTY: (307) 766-3073], udss@uwyo.edu.

Employee Registration

Eligible employees of the university are allowed to enroll in university credit courses as part of the tuition and fees remission program. Approval by the immediate supervisor or appointing authority is required. The appropriate forms must be secured in advance of the intended registration date and are issued from the Human Resources Department. Faculty and staff enrolling for courses are expected to conform to established procedures and regulations pertaining to admission and registration (see UW Regulations 4-174 and 4-175).

Student Classification for Fee Purposes

Residing in Wyoming primarily as a student will not support a claim for resident status for tuition purposes. Qualifying for residency for tuition purposes at the University of Wyoming differs from what is normally required to be a "resident" of the State of Wyoming. A person may be considered a "resident" of Wyoming and still be a Non-Resident for tuition purposes at the University of Wyoming. To Petition for Residecy for Tuition Purposes go to www.uwyo.edu/registrar/general_information/residency.html and obtain an application.

The governing regulation for residency classification for tuition and fee purposes, as approved by the University of Wyoming Board of Trustees, is UW Regulation 8-1:

A. Residing in Wyoming primarily as a student will not support a claim for resident status for tuition purposes.

B. If the student provides sufficient documentation of the following, the student will be considered a resident for tuition purposes:

1. Any person who lives in Wyoming, including the spouse and any child (including a financial dependent who is under the age of 24) of that person if that person:

   a. Has his or her principal employment located within Wyoming and the income from his or her employment is the principal source of income for his or her family; and

   b. The individual pays Wyoming taxes as required by law; and

   c. He or she has been employed within Wyoming for at least a majority of the twelve (12) consecutive months immediately preceding the student's application for resident tuition.

2. Graduates of a Wyoming high school.

3. Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.

4. Graduate students for the duration of a University-funded fellowship.

5. Wyoming residents temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary absence.

6. Individuals who have attended a Wyoming Community College on a full-time basis for at least one semester (excluding summer), have been awarded resident tuition status by the Community College, and who subsequently attend the University within one year of leaving the Wyoming Community College. A legal dependent under the age of 24 of a Wyoming Community College graduate shall also qualify for resident tuition at the University. Aside from the above, attending the University of Wyoming and a Wyoming Community College simultaneously or not being enrolled on a full-time basis at a Wyoming Community College does not qualify a student for resident status for tuition purposes at the University.

7. The spouse or financial dependent of an individual who is determined to be a Wyoming resident pursuant to this Regulation.

8. Individuals with a permanent home in Wyoming. To determine if a permanent Wyoming home has been established, a variety of factors are considered, including evidence and supporting documentation of the following:

a. Any former home has been abandoned and the individual has cut all ties with their former state for at least one year immediately preceding filing for residency tuition.

b. If a home is owned in Wyoming, it shall be the owner's primary residence, the individual shall have over 50% ownership interest, and ownership must be dated at least one year immediately preceding filing for residency tuition.

c. One full year of continual presence in Wyoming immediately preceding the filing for residency tuition.

d. Financial independence and no reliance on resources outside the state of Wyoming for financial support for at least one year immediately preceding filing for residency tuition.

e. Wyoming vehicle registration at least one year immediately preceding filing for residency tuition.

f. Wyoming address on most recent federal income tax return for at least one year immediately preceding filing for residency tuition.

g. A valid Wyoming driver's license for at least on year immediately preceding filing for residency tuition.

h. Wyoming voter registration for at least one year immediately preceding filing for residency tuition.

No one factor determines residence status. However, to demonstrate a permanent home students must meet factor (d) above regarding financial independence and meet at least an additional four of the eight criteria in this paragraph to qualify for residency for tuition purposes.

9. Effective for the 2015 summer school session and each semester thereafter, an applicant for resident tuition who is a veteran or eligible individual, as described in 38 U.S.C. 3679(c)(2), shall qualify as a resident for purposes of tuition at the University of Wyoming if the applicant provides:
a. A certificate or other evidence of the veteran's qualifying service in the uniformed services of the United States;
b. Documented evidence at the time of enrollment at the University of Wyoming that:

(1) The applicant for resident tuition intends to live in Wyoming during the term of enrollment;
(2) The veteran was discharged or released from a qualifying period of service in the active military, naval or air service before the date of enrollment;
(3) If the applicant is a spouse or a child of the veteran, the applicant is a transferee pursuant to 38 U.S.C. 3311(b)(9) or 3319 of the veteran's eligibility for educational benefits.

c. A person who has qualified for resident tuition pursuant to the above requirements of this section, shall remain qualified in subsequent years if the person pursues one or more courses of education while remaining continuously enrolled, other than during regularly scheduled breaks, lives in the state during the term of enrollment, and, if the person is eligible through a transfer of eligibility pursuant to 38 U.S.C. 3319, the transfer has not been validly revoked.

C. The following students are considered non-residents:
1. Individuals who qualify under Section A above;
2. Individuals who do not qualify under Section B above; and
3. Individuals who are not U.S. citizens or permanent residents except as provided by Section B2 above.

Financial Aid Reminders

The Office of Student Financial Aid coordinates all student financial assistance available at UW. Available aid includes scholarships, grants (Federal Pell, Federal SEOG, Federal TEACH), loans (Federal Perkins, Federal Direct, and Federal Direct PLUS loans), and employment (Federal Work-Study).

The Student Financial Aid office will help all qualified applicants to secure aid, but resources are limited. All students who apply for financial assistance are expected to work and to save a major portion of their earnings to apply toward their educational expenses. Aid is offered first to those applicants whose materials are completed and received by March 1 prior to the academic year for which aid is sought. Federal Pell Grants, Federal TEACH Grants and Federal Stafford Loans are available to qualified applicants throughout the year.

Prospective students seeking scholarships should send an application for admission, the nonrefundable application fee, and a copy of their current high school or college transcript to the UW Admissions Office by December 1st. Students who have attended another college must have that college submit an academic transcript to the UW Admissions Office.

Students seeking financial aid or assistance based on their financial need must submit a Free Application for Federal Student Aid (FAFSA) directly to the federal student aid program processor. UW recommends filing the FAFSA online at www.fafsa.ed.gov in January prior to the next academic year. Final responsibility for ensuring that all required documents are received in a timely man-

ner rests with the applicant. Once school starts, students must begin and maintain active attendance in classes to remain eligible for financial aid.

Enrollment Requirements

Most scholarships require the recipient to be enrolled full-time. Hathaway Scholarships are available to students enrolled half-time (6 hours a semester). Federal Pell Grants, Federal TEACH Grants and veteran's benefits may be pro-rated for part-time enrollment. Pell Grant amounts will be adjusted for changes in enrollment only through the end of the drop/add period. Federal Direct Loans may only be obtained by students enrolled for at least half time (a minimum of 6 hours for undergraduate and pharmacy students; a minimum of 4.5 hours for law and graduate students). Federal Pell Grants and Federal SEOG Grants are available to undergraduate students who have not completed the requirements for their first undergraduate degree. Generally, Federal aid is not available for UW Correspondence Study, for continuous registration hours, or for audit hours. For details, ask a financial aid adviser.

Eligibility Requirements

To receive federal financial aid (such as Federal Pell and Federal SEOG grants, Federal Work-Study, Federal Perkins, Federal Direct [subsidized or unsubsidized], and Federal Direct PLUS loans) students must meet the following conditions and provide supporting documentation when requested to do so: have a high school diploma or its equivalent, be enrolled in a degree program, be a U.S. citizen or eligible non-citizen, have a demonstrated financial need if required, maintain reasonable academic progress, not be in default on a federal student loan or owe an overpayment of a federal grant at any institution (or, if so, have made satisfactory arrangements to repay or otherwise resolve the overpayment or default), not have borrowed in excess of the annual or aggregate loan limits of a federal loan program (loan borrowers only), agree to use funds received only for educational costs, register with the Selective Service if required, and not have had federal financial aid benefits suspended as result of a drug conviction. Aid recipients must make satisfactory academic progress toward their degree to receive federal aid. Academic progress is checked at the end of every semester.

Satisfactory Academic Progress (SAP)

Federal regulations require the University of Wyoming to establish satisfactory academic progress (SAP) standards for student financial aid recipients. The University of Wyoming standards of SAP measure a student's academic performance both qualitatively and quantitatively by reviewing the following three areas of performance: completion rate for all (cumulative) UW and transfer coursework, cumulative grade point average earned and the maximum time frame to complete a degree. Failure to comply with any one of the following requirements will result in a loss of federal student aid eligibility:

- The minimum cumulative GPA for undergraduates and professional students (J.D. or Pharm.D.) is 2.000. For graduate students, the minimum cumulative GPA is 3.000;
- Each student must complete at least 67% of all credit hours attempted cumulatively at all colleges attended;
- Undergraduate and graduate students must complete graduation requirements in no more than 150% of the average length of their program. Typically this is 180 credit hours for most undergraduate degree programs.

Satisfactory Academic Progress is reviewed at the end of every semester. Students not meeting the minimum cumulative GPA standard or the completion rate standard will be automatically placed on financial aid warning. Students who fail the third requirement will be immediately suspended from financial aid. Also, if a student receives all F grades, he/she will be immediately suspended from financial aid.

Financial aid warning provides an opportunity for students to correct deficiencies and re-establish compliance with the SAP standards by the end of the succeeding semester. Students remain eligible for federal financial aid during the financial aid warning. At the end of the warning period, the student will either be:

- Removed from warning status because all three components of the SAP policy are now met; or
- Suspended from receiving assistance from federal sources and will receive a Financial Aid Suspension notification via WyoRecords and email.

Suspended students are no longer eligible for federal financial aid until they have taken classes, using their own funding, and have raised their cumulative GPA or completion rate to meet the SAP standards. Suspended students may appeal their financial aid suspension. To do so a student must submit their appeal no later than the end of the Drop/Add period of the semester for which the appeal is submitted by providing the Office of Student Financial Aid with a signed SAP Appeal Form explaining why he/she should not be suspended. A student may appeal due to mitigating or extenuating circumstances that could not be influenced, planned for, or prevented by the student (e.g., hospitalization, prolonged illness, death in the immediate family). Documentation verifying the situation is required and must accompany the appeal. The outcome of a student's appeal depends upon why the student failed to make SAP, how well that is documented, and what has changed in the student's situation that would allow the student to demonstrate SAP at the next evaluation. An appeal may be approved only if the school: 1) has determined that the student will be able to meet SAP standards after the subsequent payment period; or 2) develops an academic plan with the student that, if followed, will ensure that the student is able to meet SAP standards by a specific point in time. The SAP Appeal Form is available on-line at the Office of Student Financial Aid's web-site, www.uwyo.edu/sfa for downloading and printing or directly from the Office. Contact the Office of Student Financial Aid for more information regarding SAP.

Funds Distribution

Each student who registers has his or her own student account with the university. Once a qualified student has registered for classes and has accepted his/her award(s) through WyoRecords, the Office of Student Financial Aid will authorize the electronic transfer of financial aid funds to the student's individual account at the university.

Federal Direct loans are made by the Department of Education. They electronically transfer loan proceeds to the university for direct deposit to student accounts. Federal Direct Loan amounts may be reduced by amounts up to 4 percent to be retained by the Department of Education as origination and guarantee fees. First-time borrowers of Federal student loans must participate in entrance loan counseling (Web presentation). All student loan borrowers must participate in an exit loan interview (on the Web) prior to leaving UW.

Federal Work-Study funds are paid as payroll checks twice a month. Payroll checks may direct deposited or mailed.

The university will automatically charge a student's account for tuition and fees based on the student's enrollment. This will be a subtraction entry. Likewise, if a student is living in a university residence hall, room and board charges will be placed on the student's account.

Any financial aid credited to a student's account will automatically pay tuition and fees and then charges for room and board in UW residence halls. Unless directed otherwise by answering the Title IV form in WyoRecords, any remainder will be applied to other university charges (but not short-term loans or University Store charges). If a balance is showing on the student's account, the student must pay the amount owed. If a credit results, a "credit balance refund" will appear on the student's account when the refund amount has been processed. The refund will be disbursed according to the student's preference. Refund processing begins the week prior to the start of a new term and continues throughout the term.

A scholarship awarded for the academic year will be split into two equal payments to the recipient's student account with one to be paid at the beginning of each semester unless the donor or selection committee specifically directs that it be paid differently.

Students enrolled in a domestic or international exchange program or a study abroad program approved by UW for academic credit are eligible to apply for federal student financial assistance. Likewise, students concurrently enrolled in classes at two or more eligible institutions of post-secondary education may apply for federal aid. A special consortium agreement between institutions must be completed prior to each semester a concurrently enrolled student seeks aid.

Information describing available aid, award criteria, rights and responsibilities of aid recipients, costs of attendance, refund and repayment policies, and schedules is available online at www.uwyo.edu/sfa.

Financial aid policies are subject to change without notice to reflect modifications in federal, state and institutional laws and regulations.

Full-Time Status

Undergraduate and Pharm.D. students enrolled for at least 12 semester hours are considered full-time students. This status entitles students to full benefits including admission privileges to cultural affairs, university theatre productions, and to intercollegiate athletic games, services of the Student Health Service and Wyoming Union, participation in the university short-term student loan program, access to the university microcomputer pods, membership in the Associated Students of the University of Wyoming (ASUW) and participation in its activities, and participation in the university's intramural and open recreation programs.

Undergraduate and Pharm.D. students enrolled for at least 12 semester hours of credit will have their enrollment verified as full-time to non-university entities for student loan deferments, insurance documents, veterans benefits, and similar programs.

Note: Correspondence courses are not officially posted to a student's record until grades have been received in the registrar's office, and the hours are not included in determining a student's full-time status until grades have been posted.

Graduate and Law students enrolled for at least 9 semester hours are considered full-time students. This status entitles graduate and Law students to the benefits indicated above regarding full-time undergraduate students. Graduate and Law students enrolled for fewer than 9 but at least 4.5 semester hours may apply for federal student loans.

Undergraduate and Pharm.D. students enrolled for fewer than 12 but at least 6 semester hours and graduate students enrolled for fewer than 9 but at least 4.5 semester hours will be charged for the Part-Time Benefit Package which entitles them to all the privileges of a full fee-paying student, as listed above. Graduate and Law students enrolled for fewer than 9 hours who choose to retain the Part-Time Benefit Package will have their enrollment verified as full-time to non-university entities for insurance documents. Other enrollment verifications for these students will reflect their actual enrollment level.

Graduate students who have completed all course work for a master's degree and are working full-time on their thesis (which must be certified by the student's academic adviser or department head in writing to the Office of the Registrar) may register for 1 semester hour of research and become eligible to purchase the Optional Fee Package, thereby becoming eligible for enrollment verification as full-time for needs such as student loan deferments and insurance documents. Other enrollment verifications for these students will reflect their actual enrollment level. These students are not eligible to borrow federal student loans. Students may apply a maximum of 2 times for this exception.

Graduate students who have completed their preliminary examination for a doctoral degree and are working full-time on their dissertation (which must be certified by the student's academic adviser or department head in writing to the Office of the Registrar) may register for 1 semester hour of research and become eligible to purchase the Optional Fee Package, thereby becoming eligible for enrollment verification as full-time for needs such as student loan deferments and insurance documents. Other enrollment verifications for these students will reflect their actual enrollment level. These students are not eligible to borrow federal student loans. Students may apply a maximum of 2 times for this exception.

In order to obtain student health insurance, the Optional Fee Package must be purchased by the last day of the registration period.

Grade Reporting

Instructors of all courses numbered below 5000 must submit midterm grades online. A grade of S (pass) will be assigned to those students performing at a C level or higher. A UK (unknown) may be assigned if an instructor is unable to make a determination of a midsemester grade due to lack of performance assessments such as exams, papers, homework, etc. Since midterm grades are not recorded on the permanent academic record, changes will not be made to them if an error has been made. The Office of the Registrar does not mail hard copies of midterm or final grades. Students may obtain both midterm and final grades via WyoRecords. Official transcripts contain final grades and may be requested through the Office of the Registrar or through WyoRecords.

General Information

Auditing a Course

The privilege of non-credit enrollment in a class is available, upon approval of the adviser and the instructor, to any university student. **The auditing privilege is subject to the same fee schedule as credit courses.** Auditors are expected to attend class regularly and complete such graded work as required by the instructor. It is the responsibility of the student to determine and fulfill the requirements for a satisfactory audit. **Though this auditing privilege carries full rights of class participation, it offers no academic credit, does not count toward full- or part-time status**, and will result in a mark of satisfactory (S) or unsatisfactory (U). Subsequent credit for the course by special examination is not available.

Mathematics Placement

All UW math courses have carefully stated prerequisites. The Department of Mathematics considers adherence to these prerequisites essential in assuring that each student has the best possible opportunity for academic success. In accordance with this policy, all students registering for a math course will have their records checked in order to determine whether the prerequisite is satisfied. A computerized prerequisite check is run approximately two weeks prior to the start of the fall and spring semesters. Students who register early for a math course but have not satisfied the prerequisites at the time of the check will be automatically dropped from the course.

Prerequisites may be satisfied in the following ways:

1. Passing the Math Placement Exam (MPE) at the appropriate level within one year prior to the start of the course.
2. Receiving a sufficiently high ACT math score or SAT quantitative score of 600 or above within the last three years.
3. Passing a prerequisite course with at least a C. High school courses and out-of-state non-credit courses are not counted as prerequisites. However, certain Wyoming community college courses will be considered.

Questions about math placement can be addressed to the Center for Advising on Math Placement (CAMP), 202 Ross Hall, (307) 766-6577, or visit the Mathematics Department website at www.math.uwyo.edu.

Prerequisites

While some prerequisites are included in the class listings, all students are responsible for referring to the University Catalog to verify all prerequisites for a course. Some departments will administratively drop students from a class for which they do not have the necessary prerequisites.

Removal of "I" (Incomplete) Marks

Students who have "I" (incomplete) marks recorded should make arrangements with instructors to complete the required work and have an "I" removal form filed in the Office of the Registrar. Under the provisions of UW Regulation 6-720, "I" marks revert to failing grades if not removed within authorized time limits (normally 120 days after the end of the semester). The provisions of this regulation apply equally to graduate and undergraduate students.

Students should not re-register in a course for "I" removal purposes.

Repeat Courses

All grade entries remain on the student's record, but only the last grade earned will be calculated in the UW cumulative GPA. Courses applied towards one completed degree may be repeated as part of a second degree; however, the grade and grade point average in the original degree will not be changed. When repeating a course which has variable credit, a student must have written confirmation from the instructor and department head verifying that the course being taken for a repeat is identical to the previously taken course and that it is allowable for the student to use this course as a repeat course. A student is limited to a maximum of three (3) attempts in any course at the University of Wyoming. An "attempt" includes any instance in which the student earns a grade for the course or withdraws from the course. The three-attempt limit does not apply to courses identified in the University Catalog as being appropriate for students to take multiple times. A student can petition for exceptions to this limitation through established university procedures (UW Regulation 8-238).

Reserving Courses for Graduate Credit

Undergraduate students taking graduate level courses which are not in any way a part of their undergraduate degree program have the option of later using such courses for graduate credit. Students may only reserve 6 credits for future use at the graduate level. Students need to first analyze their own circumstances and needs. If a student intends to pursue a graduate degree or needs courses noted on a transcript as "Reserved for Graduate Credit" for job classification (e.g., advancement on teacher salary schedules), the student should file the appropriate petition obtainable from the Office of the Registrar. The deadline for such petitions is by mid-term of the semester in which the course(s) is taken.

Senior Citizen Enrollment

Wyoming senior citizens age 65 and older who have been admitted to the University of Wyoming may enroll in university courses on a space- available basis at no cost. Person will need to present evidence of age and Wyoming residency to the Admissions Office prior to admission. Standard tuition and fees will not be assessed; however, special fees which are required in selected courses are not waived and must be paid by the student. Additional student benefits are not available under the senior citizen policy. However, full-time senior citizen students wishing to receive student benefits may enroll and pay regular university tuition and fees. Scheduled Outreach School classes which meet minimum enrollment requirements are included in the courses available to senior citizens without cost. Questions regarding this policy may be directed to the Office of the Registrar, 166 Knight Hall, (307) 766-5272, prior to the payment of fees.

General Information

Student Classifications and Codes

FR	Freshman - less than 30 hours
SO	Sophomore - 30 through 59 hours
JR	Junior - 60 through 89 hours
SR	Senior - 90+ hours
SPU	Special Undergraduate - no degree objective
SB	Second bachelors – degree-holders seeking a second undergraduate degree
HSN	High school guest - high school seniors concurrently registered at the university
NDS	Non-degree seeking undergraduate student
NON	Postbaccalaureate student not pursuing a degree
DR	Doctoral student admitted to degree candidacy
LW1	Law student (professional) first year
LW2	Law student (professional) second year
LW3	Law student (professional) third year
MD1	Medical student (professional) first year
PH1	Pharm.D. (professional level) first year (0-33 hrs)
PH2	Pharm.D. (professional level) second year (34-69 hrs)
PH3	Pharm.D. (professional level) third year (70-104 hrs)
PH4	Pharm.D. (professional level) fourth year (104+ hrs)

International Student Exchange Program

University of Wyoming students may earn academic credit through participation in an international exchange. Hundreds of exchange sites are available to UW students. Students considering an exchange should consult with International Programs Office, (307) 766-6681.

Transcripts

Official transcripts of UW academic work are available from the Office of the Registrar. There is no charge for transcripts. Please allow 1-2 days for processing. Same-day transcript service is available for $10 (limit 2). Federal law requires a student's signature before a transcript can be released or that the transcript be requested via WyoRecords. All financial obligations to the university must also be satisfied before transcripts are released. For further information, contact the Office of the Registrar at (307) 766-5274.

WyoOne Campus I.D. Cards

The ID card, also referred to as the WyoOne card, is the official identification card for the University of Wyoming. Students access their library privileges, residence hall, meal plan, check writing verification, recreational gymnasiums, athletic events and other areas with their WyoOne card. The WyoOne card may also be used as a debit card to make purchases on campus. Main campus students need to obtain an ID card early in the first semester of enrollment. Outreach students may obtain an ID card encoded "Outreach Student." ID cards are available at the WyoOne Office, 28 Knight Hall. For further information, contact the WyoOne Office at (307) 766-5268 or idoffice@uwyo.edu.

National Student Exchange (NSE)

NSE is a cooperative exchange program that provides an opportunity for students to capitalize on areas of academic specialization and strength. Exchange is made through a cooperative effort between institutions with the assurance of credit transferability. The university currently has an agreement with nearly 200 American colleges and universities. Students interested in the National Student Exchange Program should contact International Students and Scholars, Cheney International Center, Suite 5, (307) 766-5193 or check out www.nse.org.

Parking Information

Students may bring motor vehicles to the campus, but they are subject to traffic and parking regulations as designated by the university and Laramie city ordinances. If a student intends to utilize university parking areas, motor vehicles, including motorcycles and motorbikes, either owned or operated by a student must be registered at the time of enrollment, or upon arriving on campus. Please visit the Transit and Parking Services web site at www.uwyo.edu/tps for more information about parking on campus or to purchase a parking permit. The University Shuttle System, UWYO Roundup, is fare free and has remote park and ride lots at the east and south of campus. Visit www.uwyo.edu/roundup for shuttle information and schedules.

University Store

The University Store is a self-supporting, university owned organization founded in 1921. It provides students, faculty, staff members and campus visitors with a variety of products and services. The University Store stocks new and used textbooks, general reading books, school and office supplies, as well as computers and electronic devices from Apple and Lenovo. The University Store is also the campus destination for Wyoming Cowboy and Cowgirl fan apparel. Other services the University Store provides include book and thesis binding, special orders in all areas of the store, cap and gown rental, textbook buyback, UPS, and fax services.

The University Store is located on the main level of the Wyoming Union. Hours of operation during the academic year are: 7:30 am - 5:00 pm Monday through Friday. Saturday hours are based on campus events and vary by the weekend throughout the year. (Please see the web site for details.) For additional information, please call the University Store at (307) 766-3264 or visit them online at www.uwyostore.com.

General Information

Veterans Benefits

Students who have served in the armed forces may be allowed credit for courses taken in some military schools. Students who desire to apply for UW credit for classes taken at a military school should submit a copy of the CCAF Transcript, ACE Transcript, SMART Transcript, or DD-214 Form or its equivalent to the Office of the Registrar. Individual colleges will determine whether such courses will be applicable to degree programs. All veterans seeking educational benefits must register with the veterans' certification specialist in the Office of Student Financial Aid, 174 Knight Hall, 766-2525. This includes completing a veteran's registration card each semester. Those veterans not completing a veteran's registration card by the last day of the late registration period will be dropped from VA educational assistance at the university.

Class load requirements for veterans:

Undergraduate and Pharm.D.Veterans:

Full-time	12 or more credit hours
¾ time	at least 9 but fewer than 12 hours
½ time	at least 6 but fewer than 9 hours
Less than ½ time	registration credit-hour fee reimbursement only

Graduate and Law Veterans:

Full-time	9 or more graduate credit hours or certification by the Office of the Registrar*
¾ time	at least 7 but fewer than 9 graduate credit hours or certification the Office of the Registrar*
½ time	at least 4.5 but fewer than 7 graduate credit hours
Less than ½ time	registration credit-hour fee reimbursement only

*The final responsibility for seeing that the veterans' certification specialist has a certification from the Office of the Registrar rests with the student. It must be received by the last day of scheduled registration.

If any portion of a veteran's schedule is composed of courses which are less than the full semester in length (i.e., short courses, workshops, blocked courses), the rate of benefit payment may be affected. For questions or concerns contact the veterans certification specialist in the Office of Student Financial Aid, 174 Knight Hall, (307) 766-2525.

Withdrawal from a class or classes could reduce a veteran's benefits for that term. For details contact the veterans' certification specialist in the Office of Student Financial Aid.

Check your Grades through WyoRecords

Your midterm and final grades will be available through WyoRecords as soon as they are submitted by your instructor. They may be found on the "Student Records" tab.

Fall 2017 midterm grades are due on October 25th and final grades are due January 2, 2018.

Tuition, Fees, and Expenses

Credit Balance Refunds

Any financial aid credited to a student's account will automatically pay tuition and fees and then charges for room and board in UW residence halls. Unless directed otherwise by answering the Title IV form on WyoWeb, any remainder will be applied to other university charges (but not short-term loans or University Store charges). If a balance is showing on the student's account, the student must pay the amount owed. If a credit results, a "credit balance check" charge will appear on the student's account when the refund amount has been processed. Refunds will be disbursed via paper check and mailed to the current mailing address on file with the Office of the Registrar. Students have the ability to opt into receiving credit balance refunds via direct deposit into an existing bank account. Student can opt-in by visiting www.uwyo.edu/fsbo. Refund processing begins the week prior to the start of a new term and continues throughout the term. For more information on the refund process, please contact the Accounts Receivable Office, 172 Knight Hall.

Stafford Loans - UW will receive its student loan money for students in one electronic transfer of funds. Funds will be electronically credited to each student borrower's account at the university. Tuition and fee charges (and other university charges when authorized by students) will be deducted and any remaining funds will be refunded per the procedure described in the previous paragraph. Any amount owed the university will be retained from the student loan prior to any funds being released to the student, regardless of payment plans.

Billing and Payment of Tuition and Fees

All university charges are due prior to 4pm Friday, September 15, 2017. Students who are unable to pay the entire amount by September 15 will automatically be enrolled in the University's Institutional Payment Plan. Students not paid in full by September 15 will be charged a $15.00 installment plan fee. The payment due dates for the payment plan are 4pm September 15, 2017, 4pm October 6, 2017, and 4pm October 27, 2017. Students owing $100.00 or less will not be placed in the payment plan. Offered and accepted financial aid in an amount equal to or greater than the required payment amount will be treated as a payment on the plan. Please check your Student Account channel on WyoWeb to determine the amount due or contact Accounts Receivable at (307) 766-6232.

As with other university classes, confirmation of registration may be made by making a one-third payment by the deadline (and automatic enrollment in the University's Institutional Payment Plan) or with accepted financial aid in an amount equal to or greater than the required payment amount.

Semester Tuition & Fee Schedule 2017-18
(Subject to change)

The University of Wyoming semester fee schedules are shown below. Different fees are applicable for summer school as published in the Summer Bulletin. The University Trustees and the university administration reserve the right to change the amounts for tuition and fees at any time.

Undergraduate students enrolled for 12 or more hours are considered to be attending full-time. At the graduate level, 9 hours is considered full-time and less than 9 hours is classified as part-time. Fees do not include special fees. Undergraduate and graduate student fees were not available at the time of publication. Please refer to the Accounts Receivable web site for fee information.

Undergraduate	Resident	Nonresident
Tuition (per credit hour)	$TBA*	$TBA*
Fees (full-time students)	$TBA*	$TBA*

Graduate	Resident	Nonresident
Tuition (per credit hour)	$TBA*	$TBA*
Fees (full-time students)	$TBA*	$TBA*

Law	Resident	Nonresident
Tuition (per credit hour)	$TBA*	$TBA*
Fees (full-time students)	$TBA*	$TBA*

MBA	Resident	Nonresident
Tuition (per credit hour)	$TBA*	$TBA*
Fees (full-time students)	$TBA*	$TBA*

Pharmacy (Pharm.D.)	Resident	Nonresident
Tuition (per credit hour)	$TBA*	$TBA*
Fees (full-time students)	$TBA*	$TBA*

Nursing (DNP)	Resident	Nonresident
Tuition (per credit hour)	$TBA*	$TBA*
Fees (full-time students)	$TBA*	$TBA*

**Please note: tuition and fees for the 2017-18 academic year will be determined by the Board of Trustees during their March 2017 meeting.*

Please refer to the Accounts Receivable web site for fee information.

Tuition Waiver

If an employee, spouse of an employee, or cooperating agency waiver is used for payment of tuition and/or fees, the waiver must be submitted early enough to ensure an approved waiver is received by Accounts Receivable prior to the first day of the semester. Waivers will not be posted to the student's account until after the drop/add period.

Tuition, Fees, and Expenses

Financial Holds

A student failing to pay fees, charges, fines, penalties, deposits, or short-term loans as prescribed by the Trustees of the University of Wyoming shall be denied registration at the university and denied copies of academic transcripts and/or diplomas until such fees, charges, fines, penalties, deposits, or short-term loans are paid in full. A 10-day wait is required before a student loan hold can be removed if the debt is paid with a personal check. Contact Accounts Receivable or the Student Financial Operations Office in Knight Hall for information regarding financial holds.

Refunds/Cancellations

Tuition and course fees will be canceled or refunded to a student who officially drops a class or classes, withdraws from the university through the Dean of Students Office or changes enrollment status (i.e. non-resident to resident; full-time to part-time) in accordance with the institutional refund schedule below.

No tuition penalty will be assessed for dropping and adding during the drop/add period identified in the term's Class Schedule unless all classes are dropped. Students who withdraw from individual courses after the end of the drop/add period will have their charges canceled in accordance with the institutional refund schedule.

Mandatory fees, late registration fees, and service fees are not refundable after the drop/add period.

The portion of tuition refund/cancellation is computed from the first day of the term, not from the class meeting pattern. If a student's initial registration includes blocked classes or short courses that begin at a later date, the refund/cancellation will still be computed from the first day of the term. If a student's initial registration occurs during an approved late registration period, the date for computing a refund/cancellation will be the first day of the term.

Examples of these calculations are available in the Accounts Receivable office.

Fall 2017 Refund Schedule

August 30 - September 11, 2017	100%
September 12 - September 20, 2017	80%
September 21 - September 27, 2017	70%
September 28 - October 4, 2017	60%
October 5 - October 11, 2017	50%
October 12 - October 18, 2017	40%
After October 18, 2017	0%

Student Medical Insurance

The university makes available a basic Student Medical Insurance policy for all eligible students. Eligibility is determined by status and credit hour load – undergraduates taking 6 or more credit hours and graduates taking 4.5 or more.

Each enrolling student will be required, as part of the registration process, to make a Student Medical Insurance selection. If the eligible student selects "YES" to the question, the premium will be assessed on the student's account. If the student selects "NO," they will not be assessed for the premium. Part-time students who select "yes" for health insurance will also be assessed for the Part-time Student Benefit Package. Student medical insurance is mandatory for international students.

Graduate student taking fewer than 4.5 credit hours may petition for eligibility to purchase the part-time student benefit package. Those graduate students who successfully petition for the benefit-package may enroll in the Student Medical Insurance program only by contacting the Student Medical Insurance Office.

For questions regarding the Student Medical Insurance program, contact the Student Medical Insurance Advocate (248 Knight Hall) at (307) 766-3025 between 8 a.m. and noon weekdays.

Part-time Student Benefit Package

The Part-time Student Benefit Package includes the same benefits as those afforded full-time students including, but not limited to, the use of Student Health Services, use of recreation facilities, and the opportunity to apply for Short-term Emergency Student Loans.

To qualify for the part-time student benefit package, undergraduate students must be enrolled in 6.0 to 11.5 hours; graduate students must be enrolled in 4.5 to 8.5 hours. Students who chose to purchase the UW insurance and meet the required hours will be charged the part-time student benefit package. Graduate students taking less than half-time hours may fill out a petition for the part-time student benefit package (form available in Accounts Receivable). For all questions regarding the Part-time Student Benefit Package, contact Accounts Receivable (172 Knight Hall) at (307) 766-6232.

Visitor's Fee

Individuals who are not otherwise enrolled at the university and who are not university employees may visit classes taught as part of a university course. The privilege of visiting a class entitles the visitor to a seat in the class and the privilege of listening without class participation rights. The visitor receives no regular credit and subsequent credit by examination is not available.

A visitor's card may be purchased in the Office of the Registrar (West Wing of Knight Hall) for $25.00 per course. Approval of the respective instructor is required. Visitor's cards are not available until the first day of classes.

Tuition, Fees, and Expenses

Federal Return of Funds Policy

A student who receives federal financial aid (other than Federal Work- Study paychecks) and chooses to complete less than 60% of an academic term is considered not to have earned all the federal aid he or she has been awarded.

- If aid already disbursed is equal to earned aid, no further action is required.
- If aid already disbursed is less than earned aid, additional aid may be offered to the student after he or she withdraws.
- If aid already disbursed is greater than earned aid, UW and/or the student must return some federal funds.

To determine whether federal funds have been earned or must be returned, UW follows this procedure:

1. Determine the percentage of the term the student completed. This is calculated by dividing the number of calendar days (including weekends) in a term into the number of calendar days that the student was in attendance for that term.
2. Apply the percentage of time attended to the total amount of federal aid the student was eligible to receive for the term. This is the student's "earned aid."
3. Subtract the amount of earned aid from the amount of aid actually disbursed to the student. A positive remainder is the student's "unearned aid." A negative remainder is the student's "earned aid" that may still be offered to the student.
4. Determine the amount of unearned aid remaining that must be repaid by the student. Subtract the amount of unearned aid repaid by the institution from the total amount of unearned aid.

All unearned aid will be returned to the federal student loan lender or federal aid accounts in the following order: (1) Unsubsidized Stafford Loan, (2) Subsidized Stafford Loan, (3) Federal Perkins Loan, (4) Federal PLUS Loan, (5) Federal Pell Grant, (6) Federal SEOG Grant, (7) Federal Teach Grant, (8) Iraq Afghanistan Service Grant. Any amount owed by the student on a grant will be reduced by 50%.

The date of a student's withdrawal from UW will be the date of the student's notification to the Dean of Students Office of an intent to withdraw or the last date of documented academic activity. When a student fails to officially withdraw from UW, it will be assumed that the withdrawal date is the midpoint of the semester or the last date of documented academic activity.

UW will repay the lesser of (1) the total amount of unearned aid or (2) an amount equal to the student's institutional charges multiplied by the percentage of unearned aid. "Institutional charges" are defined as charges for tuition and fees, plus room and board charges for students living in UW residence halls and apartments. It does not include such charges as bookstore charges, student health insurance premiums, parking citations, or library fines.

UW must return the unearned aid for which the school is responsible by repaying funds to loans and/or grants. The amount of unearned aid returned by the school is owed by the student and must be repaid immediately. Any remaining loan funds must be repaid under the normal repayment terms of the loan.

Any amount of earned aid not yet disbursed to the student will be offered to the student. Such offers will cover any undisbursed grants first, followed by the undisbursed loans.

Examples of how the amount of unearned federal aid a student must return is calculated are available from a professional adviser in the office of Student Financial Aid. A chart detailing the percentage of earned and unearned aid, by calendar day of the semester, is provided below. In brief, to determine the percentage of earned federal aid, the calculation will use the total number of calendar days in the term divided by the total number of calendar days the student attended.

Interaction of Federal Return of Funds Policy and Institutional Refund Policy

When a student who receives federal financial aid withdraws from the university, he or she may owe a repayment of federal funds and/or be due a refund from UW or owe an additional amount to UW. The Federal Return of Funds policy will be applied before any refund due under the UW policy is disbursed. For details on the application of these policies to a specific situation, please consult with the Accounts Receivable Office, 250 Knight Hall, (307) 766-6232.

Tuition, Fees, and Expenses

Return of Unearned Federal Financial Aid

Fall 2017

Day	Withdrawal Date	Days Earned	Days Unearned	% of aid Earned	% of aid Unearned
1	8/30/17	1	106	0.9%	99.1%
2	8/31/17	2	105	1.9%	98.1%
3	9/1/17	3	104	2.8%	97.2%
4	9/2/17	4	103	3.7%	96.3%
5	9/3/17	5	102	4.7%	95.3%
6	9/4/17	6	101	5.6%	94.4%
7	9/5/17	7	100	6.5%	93.5%
8	9/6/17	8	99	7.5%	92.5%
9	9/7/17	9	98	8.4%	91.6%
10	9/8/17	10	97	9.3%	90.7%
11	9/9/17	11	96	10.3%	89.7%
12	9/10/17	12	95	11.2%	88.8%
13	9/11/17	13	94	12.1%	87.9%
14	9/12/17	14	93	13.1%	86.9%
15	9/13/17	15	92	14.0%	86.0%
16	9/14/17	16	91	15.0%	85.0%
17	9/15/17	17	90	15.9%	84.1%
18	9/16/17	18	89	16.8%	83.2%
19	9/17/17	19	88	17.8%	82.2%
20	9/18/17	20	87	18.7%	81.3%
21	9/19/17	21	86	19.6%	80.4%
22	9/20/17	22	85	20.6%	79.4%
23	9/21/17	23	84	21.5%	78.5%
24	9/22/17	24	83	22.4%	77.6%
25	9/23/17	25	82	23.4%	76.6%
26	9/24/17	26	81	24.3%	75.7%
27	9/25/17	27	80	25.2%	74.8%
28	9/26/17	28	79	26.2%	73.8%
29	9/27/17	29	78	27.1%	72.9%
30	9/28/17	30	77	28.0%	72.0%
31	9/29/17	31	76	29.0%	71.0%
32	9/30/17	32	75	29.9%	70.1%
33	10/1/17	33	74	30.8%	69.2%
34	10/2/17	34	73	31.8%	68.2%
35	10/3/17	35	72	32.7%	67.3%
36	10/4/17	36	71	33.6%	66.4%
37	10/5/17	37	70	34.6%	65.4%
38	10/6/17	38	69	35.5%	64.5%
39	10/7/17	39	68	36.4%	63.6%
40	10/8/17	40	67	37.4%	62.6%
41	10/9/17	41	66	38.3%	61.7%
42	10/10/17	42	65	39.3%	60.7%
43	10/11/17	43	64	40.2%	59.8%
44	10/12/17	44	63	41.1%	58.9%
45	10/13/17	45	62	42.1%	57.9%
46	10/14/17	46	61	43.0%	57.0%
47	10/15/17	47	60	43.9%	56.1%
48	10/16/17	48	59	44.9%	55.1%
49	10/17/17	49	58	45.8%	54.2%
50	10/18/17	50	57	46.7%	53.3%
51	10/19/17	51	56	47.7%	52.3%
52	10/20/17	52	55	48.6%	51.4%
53	10/21/17	53	54	49.5%	50.5%
54	10/22/17	54	53	50.5%	49.5%
55	10/23/17	55	52	51.4%	48.6%
56	10/24/17	56	51	52.3%	47.7%
57	10/25/17	57	50	53.3%	46.7%
58	10/26/17	58	49	54.2%	45.8%
59	10/27/17	59	48	55.1%	44.9%
60	10/28/17	60	47	56.1%	43.9%
61	10/29/17	61	46	57.0%	43.0%
62	10/30/17	62	45	57.9%	42.1%
63	10/31/17	63	44	58.9%	41.1%
64	11/1/17	64	43	59.8%	40.2%

National Guard Benefit

Active Wyoming National Guard Members in good standing and considered to be satisfactory participants may apply to participate in the Education Assistance Plan. The Plan provides 100% tuition and mandatory fee payment for all courses leading to one degree at UW, as long as the recipient continues to meet academic and service commitment requirements. Recipients must agree to serve the Guard for at least two years after earning their degrees. This benefit may be used concurrently with GI Bill benefits. For information and application packets, please contact the Wyoming National Guard Education Office at (800) 832-1959, ext. 5262, the UW Outreach School at (800) 448-7801, or the UW financial aid office at (307) 766-2525.

Degree Evaluations

The Office of the Registrar, in conjunction with all colleges, operates a computerized degree evaluation system through software called DegreeWorks. The DegreeWorks system contains many useful tools for tracking your progress towards degree and planning your path towards degree completion.

DegreeWorks includes a degree progress report/advising support system that matches your completed and current UW course work (and any transfer courses you might have) with your degree requirements to determine your progress toward earning your degree. The Degree Evaluation audit powered by DegreeWorks is available on WyoWeb to students and faculty advisors.

To access your Degree Evaluation, log on to WyoWeb under WyoRecords. A link for Degree Evaluation will be listed under the Student Records option. This link will open your Degree Evaluation in a new window.

The Degree Evaluation does not apply to students who entered the University prior to fall of 2009. These students should contact the Office of the Registrar to have the audit updated to reflect the requirements in affect from before fall 2009. If you have questions about your Degree Evaluation, please contact your advisor for assistance. You may also contact the Office of the Registrar by calling (307) 766-5272 or by coming to the West Wing of Knight Hall.

Be sure to notify the Office of the Registrar in writing of your anticipated graduation date. Please stop by our office to fill out an anticipated graduation date form. You will need to complete a new form if your anticipated graduation date changes.

Don't know who your adviser is?

Undergraduate students:

If you have not declared a major or if you are an exchange student or high school guest student, contact:

Center for Advising and Career Services

Rm 222 Knight Hall, (307) 766-2398

If you have declared a major or indicated a major on your application for admission, contact the respective college contact indicated below:

College of Agriculture and Natural Resources: Kerry Casper, Staff Assistant

Rm 160 College of Agriculture Building, (307) 766-4135

College of Arts and Sciences: Contact your academic department.

Undeclared students within A&S should contact:

Center for Advising and Career Services

Rm 222 Knight Hall, (307) 766-2398

Distributed majors:

Humanities/Fine Arts: Michell Anderson in the College of Arts and Sciences Dean's Office

Math/Science: Michell Anderson in the College of Arts and Sciences Dean's Office

Social Science: Becky Despain in the Center for Advising and Career Services.

College of Business: Academic Advising Office

Rm 3 College of Business, (307) 766-2063

College of Education: Undergraduate Studies

Rm 100 McWhinnie Hall, (307) 766-2230

College of Engineering and Applied Science: Contact your academic department.

College of Health Sciences: Contact your academic department.

Graduate students: Contact your respective academic department.

You may also locate the name of your adviser in WyoRecords

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 11, 2017, (eight class days after the semester begins) for regular semester classes (this deadline will be strictly enforced);
   - September 5, 2017, (four class days after the semester begins) for blocked courses that begin at the start of the semester;
   - October 26, 2017, (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 13, 2017, (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 29, 2017, (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 13, 2017, (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 16, 2017, (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 2017.

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 2017 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 2017 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 2017 PERC number (you will only need to enter a PERC number one time per semester)

7. Click on 'Register for Classes". Choose Fall 2017 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.

"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.

University Studies Program: 2015

Students who enter the University of Wyoming or a Wyoming community college beginning in fall 2015 will be required to meet the USP 2015 requirements for graduation. Requirements of the USP are divided into categories based on the student learning outcomes. All courses are mutually exclusive of each other; no single course may count in more than one category. USP designated courses are open to all UW students (with a few exceptions for the Synergy and Honors Programs).

A list of all currently offered courses approved for the University Studies 2015 Program is at the back of this Class Schedule.

University Studies 2015 Program Requirements:

Knowledge of Human Culture, the Physical & Natural World, and the U.S. & Wyoming Constitutions — Credits

Human Culture (H) — 6

Students will understand human behaviors, activities, ideas, and values in different situations and contexts.

Complete six approved credit hours of coursework.

Approved coursework does not include courses taken within the student's major department.

Physical & Natural World (PN) — 6

Students will understand the fundamental concepts of scientific and quantitative inquiry and develop the ability to understand the relevance of scientific, technological, and quantitative skills to contemporary society.

Complete six approved credit hours of course work.

Approved coursework does not include courses taken from the student's major department.

U.S & Wyoming Constitutions (V) — 3

Students will demonstrate an understanding of the U.S. and Wyoming constitutions in order to develop the combination of knowledge, values, and motivation to participate in and improve the life of our local and global communities.

Approved V courses fulfill both the U.S. and Wyoming Constitution requirements.

Intellectual and Practical Skills — Credits

Communication 1 (C1) — 3

Students will develop skills in written, oral, and digital communication as appropriate to specific disciplines and courses at the introductory, intermediate, and advanced level. Through repeated instruction, practice, and feedback, the communication sequence will emphasize and progressively develop transferrable skills for students' academic work and future professions. The introductory course (C1) will emphasize foundational skills for academic writing.

Communication 1 must be completed with a C or better.

Communication 2 (C2) — 3

Intermediate courses (C2) will emphasize foundational oral and digital communication skills and continue to build on writing skills.

Successful completion of C1 is required prior to enrolling in a C2 course. This category can be fulfilled by courses taken from the student's major department. Communication 2 must be completed with a C or better.

Communication 2 (C2) — 3

Advanced courses (C3) will emphasize using the discourse of a discipline or interdisciplinary field to communicate to academic or professional audiences through written, oral, and digital communication.

Successful completion of C2 is required prior to enrolling in a C3 course. This category can be fulfilled by courses taken from the students' major department.

First-Year Seminar (FY) — 3

Students will critically examine and evaluate evidence, claims, beliefs, or points of view about meaningful, relevant issues. Students will be introduced to active learning, inquiry of pressing issues, and individual and collaborative processing of ideas through the First-Year Seminar curriculum. These skills will be reinforced throughout the baccalaureate experience.

The First-Year Seminar will provide the skills and philosophy necessary for success as a student and life-long learner. Students will have an opportunity to select from a wide range of academic courses covering unique and interesting subject matter focused on developing critical thinking, communication, and information literacy skills. *Colleges, departments, and programs cannot require a particular FY class for a major. First-Year Seminar must be completed with a C or better.*

Quantitative Reasoning (Q) — 3

Students will reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations.

All students must fulfill the Q requirement, either by placing out of the course or through successfully completing the Q course.

Personal & Social Responsibility

No mandatory USP courses. Students will have varied experiences depending on coursework and co-curricular activities chosen by them.

Wyoming Community colleges have defined a Common General Education Core Curriculum as a component of an associate's degree. Per the articulation agreement, an AA or AS or AB degree from a Wyoming community college will satisfy the lower-division requirements of the University Studies Program. Students transferring to UW from any Wyoming community college without an associate's degree will have their transcript reviewed on a course-by-course basis.

Students who enrolled at the University of Wyoming or a Wyoming community college prior to the fall of 2015 and who maintained continuous enrollment have the option of satisfying USP 2003 or USP 2015 requirements.

University Studies Program: 2003

An education at the University of Wyoming is grounded in a broad understanding of human knowledge developed through a range of courses and co-curricular activities, the most important of which is the University Studies Program of general education, required of all UW students. The specialized knowledge of a major evolves from general education. These two components of an education are complementary, enhancing one another throughout a student's career.

The goal of the University Studies Program is to provide a general education that will help students develop for full participation in a technologically intricate world including:

1. The ability to express oneself in speech and writing;
2. The ability to locate, evaluate, and use information;
3. The ability to examine problems from quantitative, qualitative, and scientific perspectives;
4. Encouragement to become active citizens in a diverse society;
5. Gaining perspective to appreciate the viewpoints and deal with complex issues of others through multi- and inter-disciplinary inquiry;
6. Understanding the responsibility to participate in a democratic society;
7. Communicating clearly in a civic environment.

A list of all currently offered courses approved for the University Studies 2003 Program is at the back of this Class Schedule.

Requirements of the University Studies 2003 Program are:

Area		# of courses	Credit Hrs.
Intellectual Community		**1**	**1-3**
I	Intellectual community courses are offered in academic departments		
Writing			
WA	College composition	1	3
	Students must complete a WA course with a grade of C or better		
WB	One mid-level writing or writing-intensive course (2000-4999 level)	1*	3*
WC	One upper-division writing writing-intensive course (3000-4999 level)	1*	3*
Oral Communications		**1**	**3**
O	One approved course emphasizing oral communications skills		
Quantitative Reasoning			
QA	Quantitative Reasoning I	0 or 1	0-3
	All students must fulfill the QA requirement, either by placing into a QB course or through successfully completing a QA course		
QB	Quantitative Reasoning II	1	3

Area		# of courses	Credit Hrs.
Science		**1-2**	**4-8**
Two approved courses from one or more of the following categories:			
S	Integrated science course		
SB	Biological sciences		
SP	Physical sciences		
SE	Earth sciences		
Cultural Context		**3**	**9**
Complete nine approved credit hours, three from each of the three categories			
CH	Humanities		
CS	Social and behavioral sciences		
CA	Fine arts		
	OR		
Complete three hours of approved cultural coursework (C) plus three approved credit hours from two of the three categories.			
U.S. and Wyoming Constitution		**1**	**3**
V	Approved V courses fulfill both US and Wyoming Constitution requirements		
Information Literacy		**1***	
L	One approved course. An approved course in this category will simultaneously fulfill another requirement in the University Studies Program or the major.		
Diversity in the U.S.		**1***	**3***
D	One approved course. An approved course in this category may simultaneously fulfill another requirement in the University Studies Program or the major.		
Global Awareness		**1***	**3***
G	One approved course. An approved course in this category may simultaneously fulfill another requirement in the University Studies Program or the major.		
Physical Activity & Health		**1**	**1**
P	Complete an approved P course.		
Total :		**30-36***	

*courses may fulfill other USP or major requirements simultaneously.

Wyoming Community colleges have defined a Common General Education Core Curriculum as a component of an associate's degree. Per the articulation agreement, an AA or AS degree from a Wyoming community college plus three additional credits of mathematics will statisfy the lower-division requirements of the University Studies Program. Students transferring to UW from any Wyoming community college without an associate's degree will have their transcript reviewed on a course by course basis.

Students who enrolled at the University of Wyoming or an Wyoming community college prior to the fall of 2015 and who maintained continuous enrollment have the option of satisfying USP 2003 or USP 2015 requirements. Students who enter UW or a Wyoming community college beginning in fall of 2015 will be required to meet the USP 2015 requirements for graduation.

Fall 2017 Final Examination Schedule

Students with two exams at the same time or more than two exams in one day should request another exam time for one of their finals by completing the Final Exam Conflict form, available from the Office of the Registrar. This form must be submitted no later than two weeks prior to the end of finals week. Requests submitted after this date are left to the discretion of the instructor.

Final exam times are based on regular class meeting days and times. Courses starting any time after the hour, such as 9:10, 9:35, or 9:45, will be scheduled with the starting hour period. For the preceding example, final exams would be scheduled at the 9 a.m. time. The outline below will be updated with a document outlining exam rooms and times and will be published approximately 30 days prior to the first day of final exams.

If you have questions, refer to UW Regulation 6-403 at www.uwyo.edu/generalcounsel/_files/docs/uw-reg-6-403.pdf

Regular Final Examination Times

Regular Class Meeting Day	Regular Meeting Time	Final Examination Day	Final Examination Time
M-F or MWF*	8:00 - 8:50 am	Wednesday, December 13	8:00 am - 10:00 am
M-F or MWF*	9:00 - 9:50 am	Friday, December 15	8:00 am - 10:00 am
M-F or MWF*	10:00 - 10:50 am	Monday, December 18	10:15 am - 12:15 pm
M-F or MWF*	11:00 - 11:50 am	Wednesday, December 13	10:15 am - 12:15 pm
M-F or MWF*	12:00 - 12:50 pm	Friday, December 15	10:15 am - 12:15 pm
M-F or MWF*	1:10 - 2:00 pm	Monday, December 18	1:15 pm - 3:15 pm
M-F or MWF*	2:10 - 3:00 pm	Friday, December 15	1:15 pm -3:15 pm
M-F or MWF*	3:10 - 4:00 pm	Monday, December 18	3:30 pm - 5:30 pm
M-F or MWF*	4:10 - 5:00 pm	Wednesday, December 13	3:30 pm - 5:30 pm
MWF or M	4:30 & Later	Monday, December 18	7:00 pm - 9:00 pm
W	4:30 & Later	Wednesday, December 13	7:00 pm - 9:00 pm
F	4:30 & Later	Friday, December 15	7:00 pm - 9:00 pm
TR or T or R**	8:10 - 9:25 am	Thursday, December 14	8:00 am - 10:00 am
TR or T or R**	9:35 - 10:50 am	Tuesday, December 19	10:15 am - 12:15 pm
TR or T or R**	11:00 - 12:15 pm	Thursday, December 14	10:15 am - 12:15 pm
TR or T or R**	1:20 - 2:35 pm	Tuesday, December 19	1:15 pm - 3:15 pm
TR or T or R**	2:45 - 4:00 pm	Thursday, December 14	3:30 pm - 5:30 pm
T	4:10 & Later	Tuesday, December 19	7:00 pm - 9:00 pm
R	4:10 & Later	Thursday, December 14	7:00 pm - 9:00 pm

Final Examination Times for Courses that are Permanently Scheduled Group Examinations

Courses	Final Examination Days and Times	
ACCT 1010/ACCT 1020	Monday, December 18	8:00 am - 10:00 am
COSC 1200	Tuesday, December 19	8:00 am - 10:00 am
ES 1060	Monday, December 18	7:00 pm - 9:00 pm
ES 2110, 2120	Wednesday, December 13	7:00 pm - 9:00 pm
ES 2210	Thursday, December 14	7:00 pm - 9:00 pm
ES 2310	Tuesday, December 19	7:00 pm - 9:00 pm
ES 2330	Wednesday, December 13	7:00 pm - 9:00 pm
ES 2410	Monday, December 18	3:30 pm - 5:30 pm
LIFE 1010	Thursday, December 14	1:15 pm - 3:15 pm
LIFE 2022	Wednesday, December 13	3:30 pm - 5:30 pm
MATH 1400, 1405, 1450, 2200, 2205, 2210	Wednesday, December 13	1:15 pm - 3:15 pm
PHYS 1110	Monday, December 18	7:00 pm - 9:00 pm
SPAN 1010	Tuesday, December 19	7:00 pm - 9:00 pm
SPAN 1020	Thursday, December 14	7:00 pm - 9:00 pm

**M-F or MWF are classes with meeting days of M-F, MWF, MTWR, MTRF, MTW, MWRF, MW, WF, MF, MTWF, M, W, F*
***TR or T or R are classes with meeting days of TR, T, R, MR, TW*

Explanation of Class Schedule Entries

Building Access (Handicap Code [HC]), Abbreviation, and Name

HC	ABBR	BUILDING NAME
WC	AA	Arena-Auditorium
WC	AB	Animal Sci/Molecular Bio
WC	AC	Centennial Complex
I	AF	Agronomy Farm
WC	AG	Agriculture Bldg
	AH	Anthropology Storehouse
WC	AN	Archaeological & Anthropological Bldg
WC	AP	Albany Co. Public Health
WC	AS	Arts & Sciences Bldg
WC	AV	Aven Nelson Bldg
WC	BC	Berry Center
WC	BE	Beta House
WC	BKH	Bim Kendall House
	BL	Balloon Launch Site
WC	BS	Biosciences Bldg
WC	BU	Business Bldg
	CA	Casper
WC	CB	Corbett P.E. Bldg
	CG	Campus Greenhouse
	CH	Cheyenne, WY
WC	CIC	Cheney International Center/Student Health
WC	CL	Coe Library
P	CO	Cooper House
WC	CR	Classroom Bldg
WC	CV	Laramie Plains Civic Center
	DA	Drill Area
WC	EA	Education Annex
WC	EC	Early Childhood Education Center
WC	ED	Education Bldg
WC	EIC	Energy Innovation Center
	EM	Elk Mtn. Weather Res.
WC	EN	Engineering Bldg
WC	ESB	Earth Sciences Bldg
	FC	Fort Collins, CO
P	FH	Memorial Fieldhouse
WC	FN	Fieldhouse Addn. No.
P	GC	Golf Course
P	GE	Geology Bldg
P	GH	Foundation House
P	GS	Wyoming State Geological Survey
WC	GW	Marion H. Rochelle Gateway Center
P	HA	Half Acre Gymnasium
I	HI	History Building
P	HRH	Red House Honors Center
I	HJ	Happy Jack
WC	HO	Hoyt Hall
WC	HS	Health Sciences Bldg.
WC	IMH	Ivinson Mem. Hospital
WC	ITC	Information Technology Center
I	JO	Jelm Mtn. Observatory
WC	KH	Knight Hall
WC	LA	Library Annex
WC	LC	Livestock Center
	LP	Laramie Cnty. Pub. Hlth.
WC	LS	Law Bldg
I	LW	Lewis St. Bldg
	MB	Snowy Range Ski Area
WC	MG	Multi-Purpose Gym, UniWyo Sports Complex
I	MH	Merica Hall
	ML	Meat Lab, Animal Science/Mol. Biology
P	MW	McWhinnie Hall
	NH	NRRI Hangar
	NQ	NRRI Quonset Hut
	NR	Natural Resources
P	OM	Old Main
WC	PA	Buchanan Center for the Performing Arts
	PF	Paradise Farm
	PG	Plant Sci Greenhouse
WC	PS	Physical Sci Bldg
WC	RAC	Rochelle Athletic Center
WC	RH	Ross Hall
WC	SH	Student Health Bldg/ Cheney Intl. Center
WC	STEM	Michael B. Enzi STEM Facility
P	SV	State Veterinary/ Chemistry Lab
P	TC	Tennis Courts
	TK	Louis S. Madrid Sports Complex (Track)
WC	CRMC	Cheyenne Regional Medical Center
WC	VA	Visual Arts Center
	WA	Warren AF Base
WC	WC	Washakie Center
WC	WCO	Williams Conservatory
WC	WH	Wyoming Hall
WC	WMS	War Memorial Stadium
WC	WU	Wyoming Union
P	WV	Wyo Vet Research

Handicap Codes

I	=	Inaccessible
P	=	Partial Access
WC	=	Wheelchair accessible

Note: These access ratings are intended as a guide only. As campus barrier removal progresses, access ratings will change. A visit to each building rated "P" is advised to determine if individual needs may be met in that facility. Contact University Disability Support Services, SEO [(307) 766-6189, TTY: (307) 766-3073] for assistance with access to programs or classrooms in facilities coded "P" or "I."

Days

M	=	Monday
T	=	Tuesday
W	=	Wednesday
R	=	Thursday
F	=	Friday
S	=	Saturday
U	=	Sunday
MTWRF	=	Monday through Friday inclusive
MWF	=	Monday, Wednesday, and Friday
TR	=	Tuesday and Thursday

Hours

MWF 10:00am-10:50am means that the class meets Monday, Wednesday, and Friday from 10:00am to 10:50am. When days and times are left blank for a given class, it indicates that the meeting time is to be arranged with the instructor in conference with the students. Fifty-minute morning classes (including 12:00 noon) begin on the hour. Fifty-minute afternoon classes begin at 10 minutes after the hour.

Note: Courses offered for more than two credit hours and meeting only two days per week (e.g. TR, MW or MF) will generally be held for 75 minutes on the scheduled day. Students should plan their schedules accordingly. Some courses with variable credit may be shown with a fixed number of credit hours. This indicates the department has elected to offer the course only for a fixed number of credits for this term.

How to Read the Class Schedule

Most provisions in this schedule are subject to change without notice.

The class schedule is published each semester. It contains the list of courses to be taught in the term as well as information on deadlines and registration procedures. An illustration of the Class Schedule page entries is given below.

Course Reference Number (CRN) #: Indicates the number which is used with WyoRecords registration. If an asterisk (*) appears in this column after the CRN, the course is under Controlled Enrollment. You must contact the appropriate academic department to obtain permission to register for the course and for professor/section choice.

USP: Indicates which University Studies Program 2003 and/or 2015 requirements the course meets.

Course #: Indicates level of material covered: 000-999, no credit; 1000-2999, primarily freshmen and sophomores; 3000-4999, primarily juniors and seniors; 5000-5999, primarily graduate students; 6000-6999, law and pharmacy. Shown in ascending order.

Sec: Section number. A course may be taught at more than one time of day. The section number distinguishes separate offerings of the same course. Shown in ascending order.

Course Title: Title of course as it will appear on a transcript. For official description, look in the University Catalog under the department which offers the course.

Cr Hrs: Credit Hours. The credit a course carries may vary from 1 to 12 or more; usually it will be 2, 3, or 4. An entry such as 1-3 means the course has variable credit and a student may sign up for 1 or 2 or 3 credits (consult with your adviser or the instructor).

Meeting Times: If no day or time is listed, this information is to be arranged, consult with the instructor or department.

Bldg and Room: Denotes course meeting location

Instructor

CRN	USP 03<>15	Course #	Sec	Course Title	Cr Hrs	Days	Times		Bldg	Room	Instructor

Soil Science 766-2263

Prompt, accurate and personalized academic advising is a top priority at the University of Wyoming. If you need advising assistance or have advising concerns, please contact Department Head John Tanaka (766-2263).

*An asterisk (*) following the course reference number (CRN) indicates controlled enrollment. You must contact the appropriate academic department to obtain permission to register for the course and for professor/section choice.*

13500	SOIL	3130	01	Environmental Quality	3	TR	02:45pm	04:00pm	EN	2070	Zhu
10322	SOIL	4120	01	Soil Genesis & Morph	4	TR	09:35am	10:50am	PS	239	Vaughan
				Cross listed with: SOIL5120							
				Students must enroll in a laboratory section							
10323	SOIL	4120	10	Laboratory	0	T	01:20pm	05:10pm	AG	30	Vaughan
10326*	SOIL	4565	02	Res:Soil Physics	1-4						Staff
				Enrollment by instructor approval only.							

Contains special information about the course listed directly above the note. For example, if the note reads "Satisfactory/Unsatisfactory only," the course cannot be taken for an A-F grade.

If no day or time information is listed, this information is **To Be Arranged**; consult the instructor or department for more information.

"Staff" indicates that a specific instructor had not been assigned to teach when the class schedule went to print.

Online/Outreach Courses: These courses are offered through the University of Wyoming Outreach School via the internet are listed with other courses, but normally have notes indicating delivery method and section numbers greater than or equal to 40.

Please read notes as they will indicate if additional course fees apply, unusual meeting dates, lab/discussion requirements, and other important information.