

# General Information

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## 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, 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.

## 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 and registered for at least 1 class 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 further 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](mailto: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 Residency for Tuition Purposes go to [www.uwyo.edu/registrar/general\\_information/residency.html](http://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.

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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 one 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 Direct, and Federal Direct PLUS loans), and employment (Federal Work-Study).

The Scholarships and 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 December prior to the academic year for which aid is sought. Federal Pell Grants, Federal TEACH Grants and Federal Direct 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](http://www.fafsa.ed.gov) in October prior to the next academic year. Final responsibility for ensuring that all required documents are received in a timely manner rests with the applicant. Once school starts, students must begin and maintain active attendance in classes to remain eligible for financial aid.

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## 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 re-

quirement 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](http://www.uwyo.edu/sfa) for downloading and printing or directly from the Office. Contact the Office of Scholarships and 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.



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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.uwo.edu/sfa](http://www.uwo.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 3 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.

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## 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 one week 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), 224 Ross Hall, (307) 766-4221, or visit the Mathematics Department website at [www.uwo.edu/math](http://www.uwo.edu/math).

## 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 Distance Education 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.

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## 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, and other areas with their WyoOne card. Some professors request to look at your ID to verify your identity when taking an exam. 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. Distance Education students may obtain an ID card encoded "Distance Education Student." ID cards are available at the WyoOne Office, 28 Knight Hall. The first student card is free and it is \$20.00 to replace if it is lost, stolen, or damaged. Distance education students are charged \$5.00 for their first ID to have it sent to them. For further information, contact the WyoOne Office at (307) 766-5268 or [ido@uwyo.edu](mailto:ido@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](http://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 website at [www.uwyo.edu/tps](http://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 east and south of campus. Visit [www.uwyo.edu/roundup](http://www.uwyo.edu/roundup) for shuttle information and schedules. For additional information, please contact Transit and Parking Services at (307) 766-9800 or [tps@uwyo.edu](mailto:tps@uwyo.edu).

## 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](http://www.uwyostore.com).

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## 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 Scholarships and 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
3/4 time	at least 9 but fewer than 12 hours
1/2 time	at least 6 but fewer than 9 hours
Less than 1/2 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*
3/4 time	at least 7 but fewer than 9 graduate credit hours or certification the Office of the Registrar*
1/2 time	at least 4.5 but fewer than 7 graduate credit hours
Less than 1/2 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 Scholarships and 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 2018 midterm grades are due on October 24th and final grades are due January 2, 2018.