

WyoRecords Registration

Registration for Classes through WyoWeb – The University of Wyoming Portal

1. Meet with your adviser to plan courses for Spring 2016 (not required for Outreach Students).
2. Receive your 6-digit PERC (Personal Electronic Registration Code) and your registration date and time
 - Do not lose this number. It will be required for Spring 2016 class registration.
3. At or after your designated time, Log in 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 the WyoWeb log in screen 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 ‘Add or Drop Classes’ tab.
5. In the ‘Add or Drop Classes’ tab
 - Select ‘Spring 2016,’ press submit.
6. 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.
 - 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 or update your UW Alert Cell Phone number.
 - Click on ‘Addresses and Phone Numbers/Emergency Contacts’ to update this information.
 - Click on ‘Student Financial Responsibility Agreement’ and follow the steps.
 - Once all items are marked with checked boxes, click the ‘Add or Drop Classes’ link at the bottom of the list.
7. Enter your Spring 2016 PERC number (you will only need to enter a PERC number one time per semester)
8. On the Add Classes Worksheet
 - Enter the 5-digit Course Reference Number (CRN) for each course in the boxes provided. Press ‘Submit Changes’.
 - You may enter one course at a time or several, but linked courses (e.g. lecture/lab) must be entered together.
 - To select S/U or audit grading, click on the “letter grade” link and select the desired grade mode. Press ‘Submit Changes’.
 - If a course is offered for variable credit, the credit hours will appear as a link. To change the credit hours, click on the link and select the desired number of hours. Press ‘Submit Changes’.
 - If a class is closed and a waitlist is available, you will be given the option of adding yourself to the waitlist. Click on waitlist and press submit.
9. To search for available classes, click on the ‘Class Search’ link at the bottom of the screen – you may also register directly from the ‘Class Search’ class listings by clicking on the Select box to the left of the course listing and submitting your changes. If the check box is replaced by a ‘C’, the course is closed.
 - Click ‘Advanced Search’ for more search options, such as searching for a specific course number.
10. Once your registration is complete, click on the ‘Home’ link in the upper left corner of your screen
11. Click on the ‘Registration’ tab and then ‘Schedules’ to view your schedule
12. Click on the ‘Add or Drop Classes’ under the ‘Registration’ tab to drop a class
 - Choose the correct term.
 - Select ‘Drop via Web’ in the Action field on the ‘Add Classes Worksheet’ - Press ‘Submit Changes’.
13. Once posted, your mid-term and final grades will appear in the ‘Student Records’ tab in WyoWeb