WyoWeb Registration

Registration for Classes through WyoWeb – The University of Wyoming Portal

1. At the designated time, Go to WyoWeb at: http://wyoweb.uwyo.edu, and click on the Students link under WyoRecords.
   - On the Wyo Login screen, 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 landing screen and click on the “Get Your Username and Initial Password” link. The first time you log in, you will be asked several questions for to assist with resetting your password if you forget it in the future.

2. Click on the ‘Registration’ tab
   - Find the ‘Add or Drop Classes’ tab

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   - Select ‘Summer 2014’ and submit
   - Click on the link to verify/update your UW Alert cell phone number
   - After verifying that all items have a checkmark beside them, click on the ‘Add or Drop Classes’ link

4. On the Add Classes Worksheet
   - Enter the 5-digit Course Reference Number (CRN) for each course in the boxes provided. Press Submit
   - You may enter one course at a time or several
   - 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 in the drop-down box and press submit.

5. To Search for available classes, click on the ‘Class Search’ link at the bottom of the screen.
   - Choose the course department you are looking for and click ‘Course Search’.
     - Click ‘Advanced Search’ for more search options, such as searching for a specific course number.
   - You may also register directly from the ‘Class Search’ listing by clicking on the Select box to the left of the course listing and clicking Register. If the check box is replaced by a ‘C’, the course is closed.

6. Once your registration is complete, click on the ‘Home’ link in the upper left corner of your screen

7. Click on the ‘Registration’ tab and then ‘Schedules’ to view your schedule
   - Concise Student Schedule provides a abbreviated listing of the courses in which you are registered; Student Detail Schedule provides a full listing of the courses in which you are registered; Week at a Glance provies a weekly class schedule; Final Exam Schedule will provide a listing of final exams for the semester, if applicable.

8. Click on the ‘Add or Drop Classes’ tab 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’

9. Once posted, your final grades will appear in the ‘Student Records’ tab in WyoWeb

   **Summer 2014 grades are not due until August 14, 2014. Instructors are encouraged to submit grades as soon as possible after a course is complete.**
Offices to Contact if You have a Registration Hold

**Academic Hold:**
Your adviser or dean’s office or the Center for Advising and Career Services, 222 Knight Hall, 766-2398

**Admissions Hold:**
Undergraduates: Admissions Office, Room 150 Knight Hall, 766-5160

**Bursar’s (Financial) Hold:**
Accounts Receivable Office, Room 250 Knight Hall, 766-6232
Student Financial Operations, West Wing Knight Hall, 766-3214

**Miscellaneous Hold:**
Office of the Registrar, West Wing Knight Hall, 766-5272

**Health Hold**
Student Health Services, Student Health Building, 766-2130;
MMR immunization records may be faxed to 766-2711

The university makes every effort to maintain this schedule, but sometimes changes are necessary.

If you are traveling to Laramie to take a specific course, you are encouraged to call 1-800-733-SUMR prior to coming to confirm the availability of the course.