

# Academic Information

## Advisers

Degree-track students are assigned advisers within their specific departments. Non-degree undergraduate students are assigned to the Center for Advising and Career Services (Knight Hall, Room 222).

To change your adviser, college or major, you should: 1) obtain a Change of Major form from the Office of the Registrar or from an adviser; 2) pick up adviser folder from former adviser and obtain appropriate signature on the Change of Major form; 3) report to the department office of your new major for adviser assignment and appropriate signature on the Change of Major form; 4) leave adviser materials with new adviser; and 5) submit the Change of Major form to the Office of the Registrar.

## Auditing a Course

Auditing is subject to the same fee schedule as credit courses and carries full rights of class participation, but carries no credit and does not count toward full- or part-time status. This noncredit enrollment is available upon approval of the academic adviser and the instructor, except in activities courses where the approval of the Division of Kinesiology and Health Education is necessary. If you register for a course for Audit, it is your responsibility to discuss your status with the respective instructor to understand the requirements for an auditor to receive a satisfactory grade. Auditors are expected to attend class regularly and complete such graded work as required by the instructor. Subsequent credit by special examination is not available. Grades for auditing a course are either satisfactory (AU/SA) or unsatisfactory (AU/UA).

## Credit Hour Limits

An undergraduate student may register for no more than 12 semester hours during the summer session; graduate students are restricted to 8; and those with graduate assistantships are limited to 6 hours. A petition for overload may be approved by a student's academic dean if the student has demonstrated superior academic performance.

## Credit Hour Requirements

Undergraduate students who first entered the university or other collegiate institutions **prior to** the fall semester of 2015 must complete a minimum of 48 upper-division (3000+ level) semester credit hours, 30 of which must be from the University of Wyoming. Students who first entered the university or other collegiate institutions **on or after** the fall semester of 2015 must complete a minimum of 42 upper-division (3000+ level) semester credit hours, 30 of which must be from the University of Wyoming. Students should read this bulletin or the *University Catalog* to be fully aware of additional degree requirements.

## Drops/Adds/Withdrawals/Termination of Enrollment

Students are responsible for making any adjustments to their registration within the time periods shown in the schedule on page 1.

## Employee Registration

Eligible employees of the university are allowed to enroll in university credit courses as part of the tuition remission program. Approval of the immediate supervisor or appointing authority is required. The tuition remission form (issued from the Human Resources Department) must be secured in advance of the intended registration date. Faculty and staff enrolling for courses must be admitted to the university as either a degree seeking or non-degree seeking student. Please contact either the Admissions Office (for undergraduates) or the Graduate School (for graduate students) for further information.

## Class Listings/Course Levels

The Class Listing is arranged alphabetically by colleges with departments alphabetized within each college. Courses are listed by number, with the level of the course indicated by the numbering system below:

0000-0999	Preparatory Courses (no credit)
1000-2999	Primarily for Freshmen and Sophomores
3000-4999	Primarily for Juniors and Seniors
5000-5999	Primarily for Graduate Students
6000-6999	College of Law and Doctor of Pharmacy Students

## Grades

Students may access their grades through WyoRecords. **No grade report will be mailed.** Grades are posted throughout the summer as they are received from instructors. The following grading system is used:

Grade	Grade Points	Definition
A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	
C-	1.67	
D+	1.33	
D	1.00	
F	0.00	Failure
S	0.00	Satisfactory
U	0.00	Unsatisfactory
W	0.00	Withdrawal from class or termination of term enrollment
I	0.00	Incomplete
SA	0.00	Satisfactory - Audit
UA	0.00	Unsatisfactory - Audit
***	0.00	Semester in progress or grade not yet submitted

## Incompletes

A grade of (I) indicates incomplete course work. The student must make arrangements with the instructor to complete the required course work within authorized time limits and petition for an I grade. **Students should not reregister in a course simply to remove an I grade.** I grades revert to failing grades if the work is not completed and graded by the fixed deadline.

## Satisfactory/Unsatisfactory

S/U grades affect credit hours earned but do not count in grade point calculation. Students may not use courses taken for S/U to satisfy University Studies Program requirements, except for courses offered for S/U credit only. Students may repeat a course for S/U credit only if the original grade was U or the course is offered for S/U only; if a U is received in the repeated course, the original grade stands.

Students must make the S/U selection at the time of registration.

If you change your major, there is a possibility that previously taken S/U courses will not apply toward the new field or degree. Be sure to check with your new academic adviser.

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## **Minimum Enrollments**

University regulations require minimum student enrollments in classes offered during the summer session as well as during the regular academic year. In the event that a class must be canceled, students are urged to register for an alternative course after consultation with an adviser.

## **Repeated Courses**

All grade entries remain on the record card, but only the last grade earned will be calculated in the UW cumulative grade point average. 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.

## **Transcript Requests**

Official transcripts of individual academic records at UW are sent from the Office of the Registrar upon written authorization signed by the individual. Usually, 10 days are needed at the close of a semester to record semester grades and issue transcripts. However, the highest volume of transcript requests is received during August and September. As this is also the time period in which the Office of the Registrar is preparing for fall registration, transcripts with courses that end after August 12 may not be available until mid-to-late September.

Students may also request official transcripts through WyoRecords utilizing their User Name and Password. Transcripts may be released only after all financial obligations with the university have been met.