

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 WyoRecords 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
3. Click the ‘Add or Drop Classes’ tab
 - Select ‘Summer 2016’ and submit
4. 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.
4. 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.
5. 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.
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 provides 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 WyoRecords

***Summer 2016 grades are not due until August 18, 2015.
Instructors are encouraged to submit grades as soon as possible
after a course is complete.***

Holds/W Numbers

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

"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 on WyoRecords. Go to the "Student Records" tab and click the "View Student Information" button. 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.

***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.***