A Complete Guide to Registration

Once you’re logged into WyoRecords, click on Registration

*Slides will forward after 6 seconds or by mouse click.*
You’ll be redirected to this page. Click on Register for Classes.

Register for Classes – Search and Register for an upcoming semester
Browse Classes – Search Only, registration not available through this link
Browse Course Catalog – Catalog search only, semester schedule not available through this link
Prepare for Registration – Clear any outstanding holds related to registration
Plan Ahead – Make a plan for registration prior to your registration date and time
View Registration Information – View past and current registration details
You may be asked to choose a role if you have more than one. To register for classes, select the Student role and then Ok.

Select a Term Open for Registration from the drop down menu and then hit Continue.
You’ll be re-directed to the Registration Status page. Before you can register all items must be listed with a green checkmark.

Click on **Health Insurance Coverage**
Make Health Insurance Coverage selection by clicking Yes or No.

Then indicate if you have other Health Insurance

Finally, click on the Registration Status link to return to that page.
Click on UW Alert Cell Phone

Next, enter a cell phone number where text messages can be sent in an emergency. You can also choose to opt into Waitlist notification. Finally click on Registration Status.
Click on Addresses and Phone Numbers/Emergency Contacts

Make sure the addresses listed are accurate and up to date, then Submit any changes. Once changes have been made click, “I verify that these addresses and phone numbers are correct.”

Verify that the Emergency Contact information is correct.
Click on Student Financial Responsibility Agreement

Read through the agreement and then click “I Agree”.

Student Financial Responsibility Agreement

TERMS AND CONDITIONS OF YOUR REGISTRATION

By enrolling in classes at the University of Wyoming (UW), a student makes a financial commitment to pay tuition and fees and agrees to abide by that commitment.

The following terms and conditions are financial requirements of each student’s enrollment related to their registration at the University of Wyoming. The payment of tuition and fees is the responsibility of the student. By enrolling in a course register to an academic student registration area, a student acknowledges they have read and agree to the following terms and conditions:

1. Tuition and fees are due by the first Friday of the semester.
   - Installment payment agreements will be accepted with a minimum but non-refundable set-up fee for any charges not paid in full by the first Friday of the semester.
   - Any student with a delinquent balance after the due date will be administratively dropped from the University’s enrollment system.
   - The first installment due is 10% of the current term’s charges due prior to 4:00 p.m. on the first Friday of the semester.
   - The second installment payment is due six weeks after the first installment date.
   - A $15.00 installment plan fee is charged to all unpaid balances on the third Friday of the semester.
   - You will have a financial hold placed on your account if there is an outstanding balance due after the final payment date. The financial hold will restrict your ability to register, add-drop classes, request transcripts, receive diplomas, etc.

2. Tuition and fees may be pro-rated any time at the University’s discretion to penalize or refund charges.
   - In the event that you become delinquent in paying charges or default in paying charges you may be liable for attorney fees, collection fees, and other costs incurred by the University which may include, but are not limited to, court costs and collection agency costs.

3. Students withdrawing after the stated refund dates remain liable for full tuition and fee charges.
   - The University accepts payments via student financial aid and third-party sponsorships, but the responsibility for payment remains with you. It is your responsibility to keep your account balances and any financial aid you receive or grants or loans from third parties current with the University at all times.

4. By clicking “I agree” below, I certify that I have read the above terms and conditions and agree to abide by and be bound to the above terms and conditions.

Do you agree to the terms of the Student Financial Responsibility Agreement?

[I Agree]
Once all Registration Status items have been completed and have green check marks next to them you can proceed to Registration by clicking the link “Register for Classes”.
You’ll be directed to this landing page. Choose Register for Classes. You may be prompted again to choose a role.
Select a Term Open for Registration from the drop down menu

There are 2 ways to search and register for courses. If you know the CRN number choose that option.

Find Classes  Enter CRNs
Using Advanced Search

Advanced Search allows you to search for courses using a variety of filters.

The example on the right is a search using the Attribute filter. By selecting one of these attributes you could search for courses that meet specific University Studies Program (USP Requirements).
The **Register for Classes** screen will display three panels. These are outlined in red below. Search Results will be on the top, the schedule on the left and the Summary panel on the bottom right.

Once you find a course you’d like to enroll in click the Add button for the course. This adds the course to your Summary panel. You are not fully registered in a course until you hit Submit and the Status column changes to Registered.
Summary panel

The Summary panel lists your registration information. There are several columns; Title, Details, Hours, CRN, Schedule Type, Status, and Action.

**Status** indicates your actual enrollment status in the course. A status of Registered indicates successful registration.

**Action** is a drop down menu with further registration options/actions available to you. Once you select an option from the Action column you must hit Submit to take that action.
Enter CRNs
You can also add courses by entering the CRNs. Enter the CRN and click Add to Summary. The course will appear in the Summary panel with the Status of Pending and the Action Registered via Web.

Registration is not complete until you hit Submit. If registration is successful, the status will change from Pending to Registered.
Registration Errors
If you encounter errors when attempting to register they will display in the Status column and in a notification on the top right of the screen.
To drop a course select **Drop via Web** from the Action column and then hit **Submit**. Successful drop will display as Deleted.
**Wait List**

If a course is closed/full, but has a waitlist you’ll receive a notification. In this example GEOG 1010 is Closed and there are 0 students currently waitlisted.

To add yourself to the Waitlist, choose **Wait Listed** from the Action Column menu and hit **Submit**.

The Status column indicates Waitlisted when you are successfully on the Wait List.
Linked Classes

Some courses are linked together, meaning that registration in both components is required. In this example a Lecture and a Lab are linked.

View Linked will display search results for each combination of linked courses.

There could be a long list of combinations displayed when you click View Linked. Click Add all to add the group of linked courses to Summary.
Display options

If your Search Results yield a high number of courses you may want to view that panel alone. You can control how the panels display through the small arrow and circle icons in grey.

You may also choose to display more results on the page through the Per Page drop down menu.
Class Details

Course titles are also hyperlinks. When you click on a course title another window will appear with class details, including a link to the Bookstore with information about required materials.
Schedule and Options
Once you’ve registered you may want to review your schedule. Under the Schedule and Options tab you can view different versions of your class schedule, print your schedule, and send it to an email address.

*Email Schedule and Downloadable Calendar File
This new feature allows students to email their class schedule along with a downloadable calendar file.
QUESTIONS?

For additional assistance with registration contact the Office of the Registrar:

registrar@uwyo.edu
307-766-3137