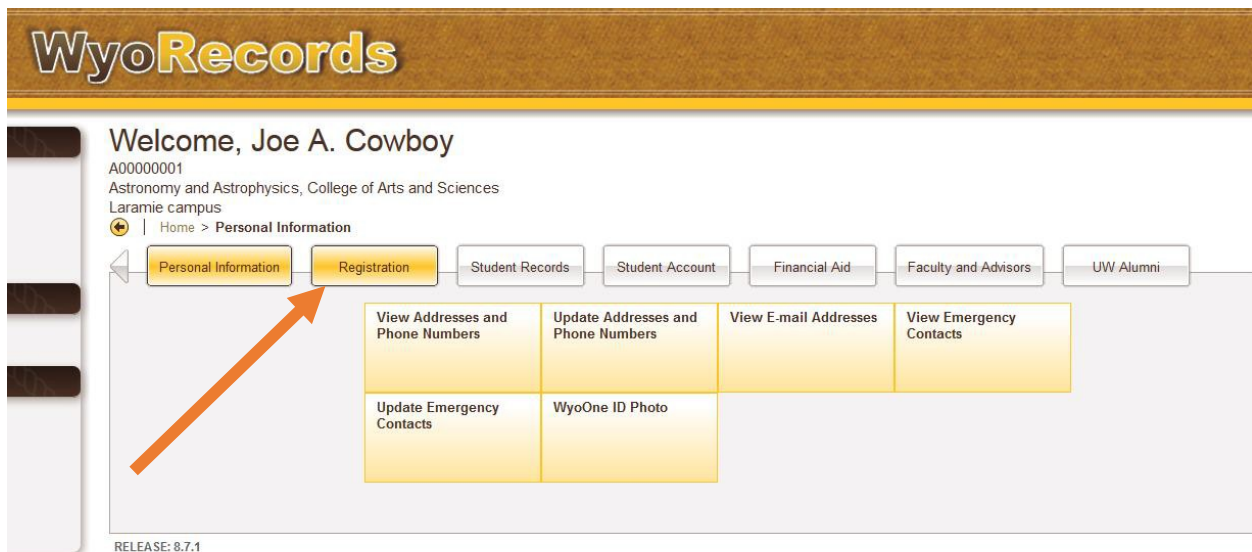# The Registration Process

Introduction

As a new student to the University of Wyoming and the College of Business, you will be required to register for classes on your own for the upcoming semester. Using the recommendations from your academic advisor, you will use **WyoRecord**s to accomplish this.

This 12-page document will go into detail describing each process, and what to expect to see when searching, selecting, and registering for classes that you can take based on meeting the prerequisites for each. It will also explain potential errors you could encounter.
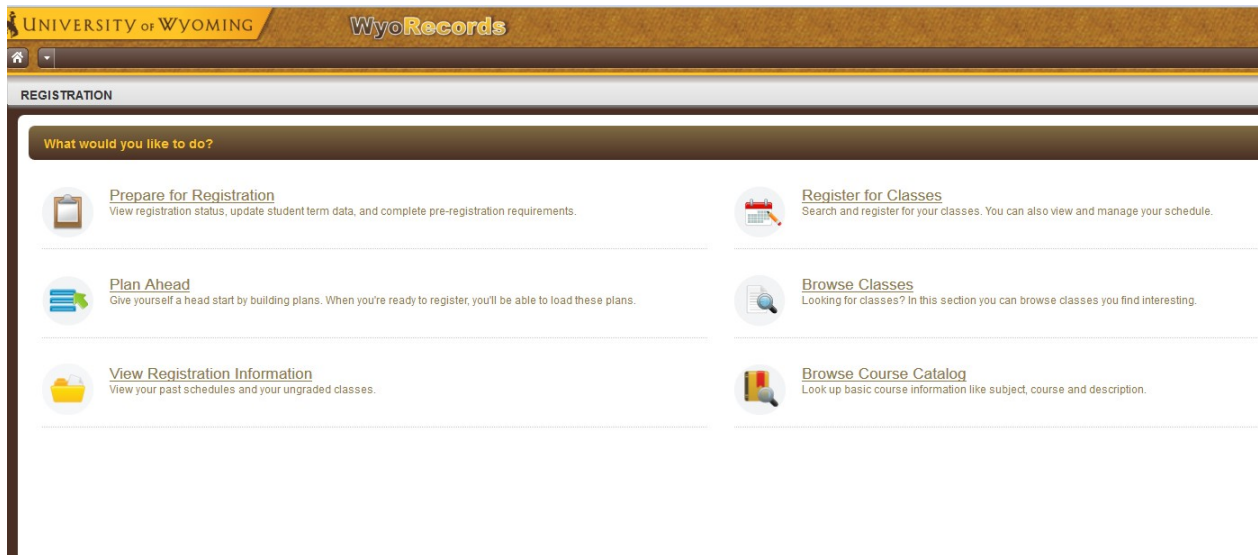
Please use this document to supplement the Office of the Registrar's "***Start to Finish Guide to Registration 2016***" and "***A How-To Video of the Registration Process.***" You find the links for each of these in the middle of this webpage (http://www.uwyo.edu/registrar/).

How to Register for Courses in *WyoRecords*

Once you have access to your account in **WyoRecords**, click on the *Registration* button:

The *Registration* window will open (see next page).

From this window, you can perform the following:

> **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 before your registration date and time
> **View Registration Information** – View past and current registration details

When you click on **Register for Classes** link, you will be prompted to **Select a Term**. From the pull-down menu, select the term to register for classes, and enter your **PERC** (Personal Electronic Registration Code) number.

You may be asked to answer/complete items in the **Registration Status** window before you can choose your courses (a green checkmark will signify this is completed for each item).

Once all items have a green checkmark, click on the **Register for Classes** link (see below).

Suppose you are redirected back to the **Registration** window within **WyoRecords**, click on the **Register for Classes** icon, and then select the term you wish to register. In this case, you will not need to reenter your PERC number.
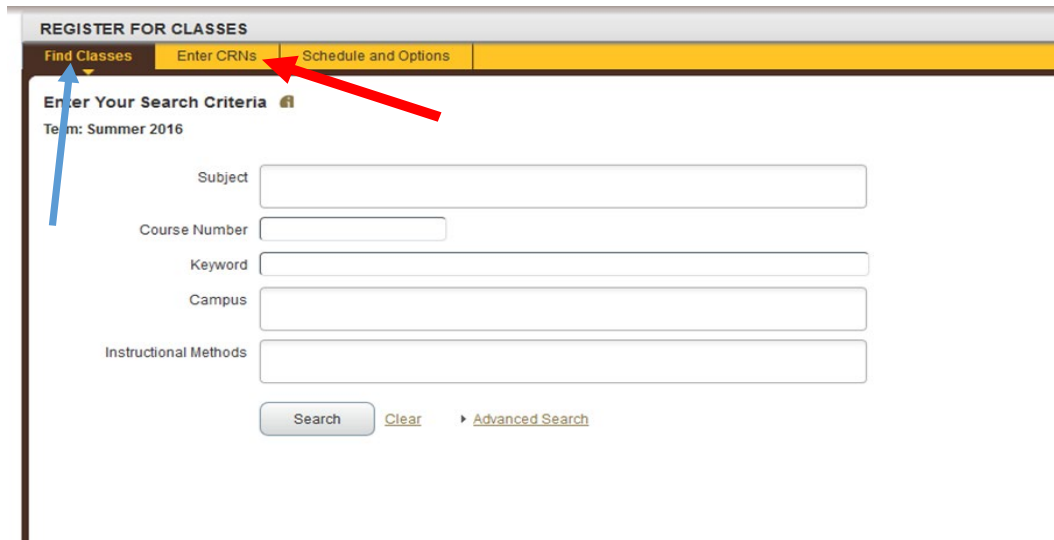
Course Registration

To register for courses, you can do it one of two ways:

Find Classes - search by subject and course number

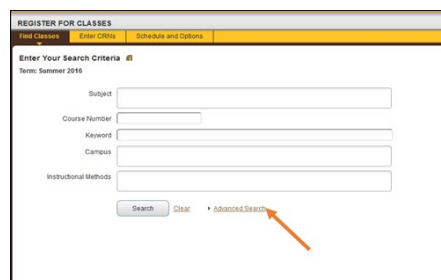**CRN –** entering the Course Registration Number

Find Classes (search)

Using the **Find Classes** search option, you can enter the course name in the subject box (example, Marketing or MKT), and all Marketing classes will appear. You can also use the Advanced Search option.

The Advanced Search option allows you to search for courses using various filters to include and not limited to Subject, Course Number, Attribute, and Department. This is useful for your **University Studies Program (USP)** classes. On the next page is an example of a search by Attribute.

By selecting one of these attributes, the student can search for courses that meet specific **USP** subjects to fulfill your graduation requirements.

For our example, searching for MGT-1040 will display all available classes for the semester.
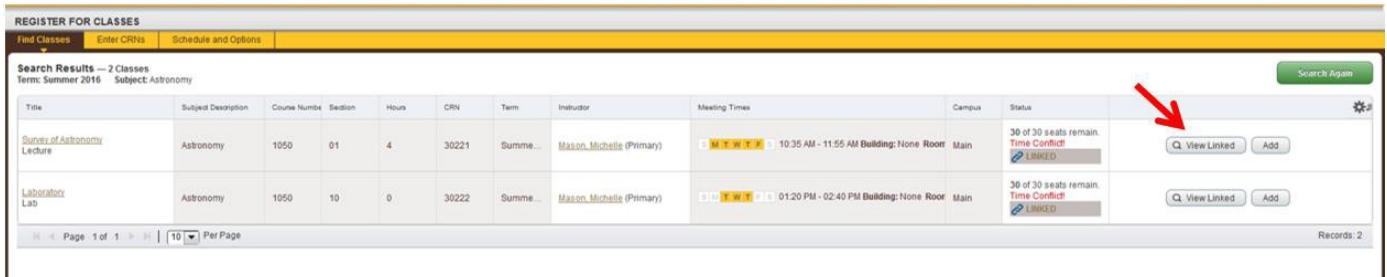
You will find the Title, Subject Description, Course Number, Section, Hours, CRN, Instructor, Meeting Times, Status, and Linked Courses if needed from the snapshot below. As you move your mouse over each area, a small window/box will display additional information on this specific subject.

Search Results — 2 Classes
Term: Spring 2021   Subject: Management   Course Number: 1040

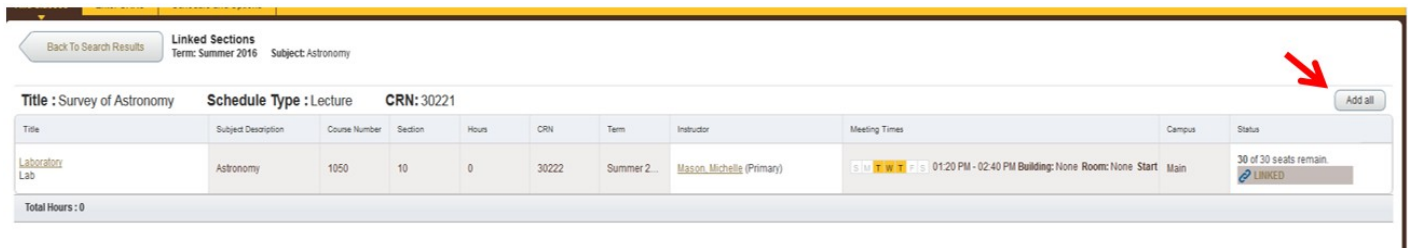| Title	Subject Description	Course Nu	Section	Hours	CRN	Instructor	Meeting Times
Legal Environment of Business Lecture Online-Asynchronous	Management	1040	01	3	21709	Frome, Casey (Primary)	S M T W T F S - Type: Class Building: None Room: No
Legal Environment of Business Lecture Online-Asynchronous	Management	1040	02	3	21710	Frome, Casey (Primary)	S M T W T F S - Type: Class Building: None Room: No

Linked Classes

As you search for courses to take, there will be additional sections you must take with the primary course (they are labs or discussions for Math or Physical and Natural Science classes). You will see a button called **View Linked**. When you click on this button, you will be directed to the page displaying those linked courses to the primary class.
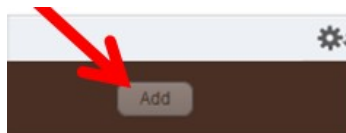

As seen below, the linked courses are listed, and if you wish to add this Lecture and Lab, click on the **Add all** button.

Once you found the class you wish to take, and clicked on the **Add** button, the course will be added to the **Summary Panel** (to be discussed later in this paper)

Enter CRNs to Register

You can also add courses by entering the CRN (from a previous search or meeting with your advisor). As seen below, you enter in the CRN and click **Add to Summary** button. The course will then appear in the **Summary Panel**, with the status of this action being **Pending** (as will be discussed soon).

Register for Classes screen

Once you have completed your search for courses, you will select the *Register for Classes*, which will display three panels: **Find Classes Panel**, **Summary Panel**, and the **Schedule Panel** (see below).

- *Search Results* will be on top (we have already discussed this)
- *Summary Panel* is on the bottom right. It will list your registration information. There are several columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action.

- *Schedule Panel* is on the bottom left. It will display the Class Schedule for the semester you have registered.

Status indicates your actual enrollment in the course(s) (pending in the example above).

Action is a drop menu with registration options available to you. Once you select an option from the Action Column, you must click on the **Submit** button for that action to take place (for example, Register or Drop).

Schedule Displays both the current semester's schedule.

Course Registration

Once you have completed your search for courses, you will select the *Register for Classes*, which will display three panels: **Find Classes Panel**, **Summary Panel**, and the **Schedule Panel,** as discussed previously.

By doing either a **Course Search** or entering the **CRN**, once the course is displayed in the top window, you will click on the **Add** button with the selected class shown in the *Summary Panel* and **Pending** in the **Status** column. However, you are ___not fully registered___ in these courses at this point.

Once all courses have been selected for the upcoming semester, to remove the **Pending** status and register for classes, you must click on the **Submit** button.

Once the Submit button has been used, all courses should have *Registered* in the Status column.

CRN	Schedule Type	Status	Action
30590	Lecture	*Registered*	None ▾

Registration Errors

If you encounter errors when attempting to register, you will find error messages in the Summary Panel and the top right of the screen.

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Personal Finance	FCSC 3110, 40	3	30375	Lecture	Errors Preventing Regis...	Remove ▾
Coll Comp/Rhet	ENGL 1010, 01	3	30662	Lecture	*Registered*	None ▾
1st Yr French I	FREN 1010, 01	4	30590	Lecture	*Registered*	None ▾

Student | Joe A. Cowboy | 🔒 Sign Out | 2 Notifications

❶ FCSC 3110 CRN 30375: Class Restriction

❶ FCSC 3110 CRN 30375: Field of Study Restriction - Major

This will provide you information about the error and a solution to fix the problem.

Waitlist

If a course is closed or full, it may have a waitlist. You will receive a notification in both the Summary Panel and in the upper right of the screen.

Student | Joe A. Cowboy | 🔒 Sign Out | 1 Notifications

❶ GEOG 1010 CRN 30547: Closed - 0 Waitlisted

You can add yourself to the waitlist using the pull-down menu in the **Action** column and selecting **Waitlist** (as seen above). Once done, the course's status is displayed in the Status column as Waitlisted (as seen below).
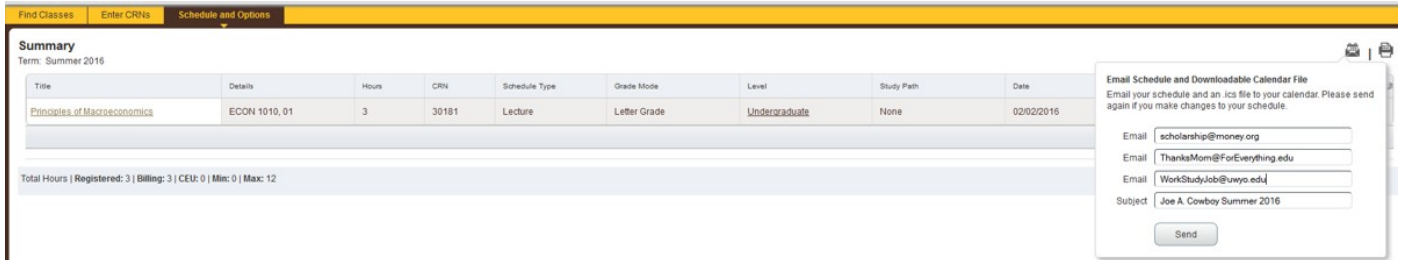

Drop Classes

If you wish to drop a class during registration, before the start of the semester, or before the Add/Drop deadline, go into the **Summary Panel** and select *Drop via Web* from the Action column.

After the Registration Process is Completed

After you have complete your registration for the upcoming semester, you can go to the *Schedule and Option* screen. You can review your schedule, print it out, download a calendar file to your cellphone, or email it.

Recap

As a new student to the University of Wyoming and the College of Business, you will required to register for classes on your own for the upcoming semester. Using the recommendations from your academic advisor, you use WyoRecords to accomplish this.

This document was created to assist you guide through this new process to familiarize yourself with this new interface and assist you with the registration process.