

The Registration Process

Introduction

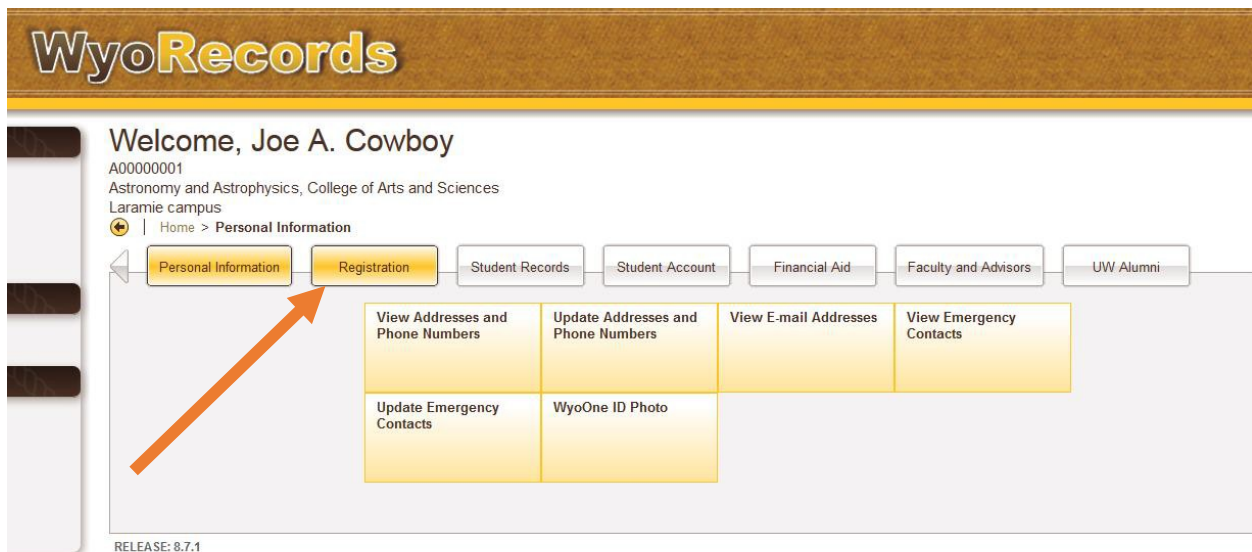
As a new student to the University of Wyoming and the College of Business, you will be required to register for classes on your own for the upcoming semester. Using the recommendations from your academic advisor, you will use **WyoRecords** to accomplish this.

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.

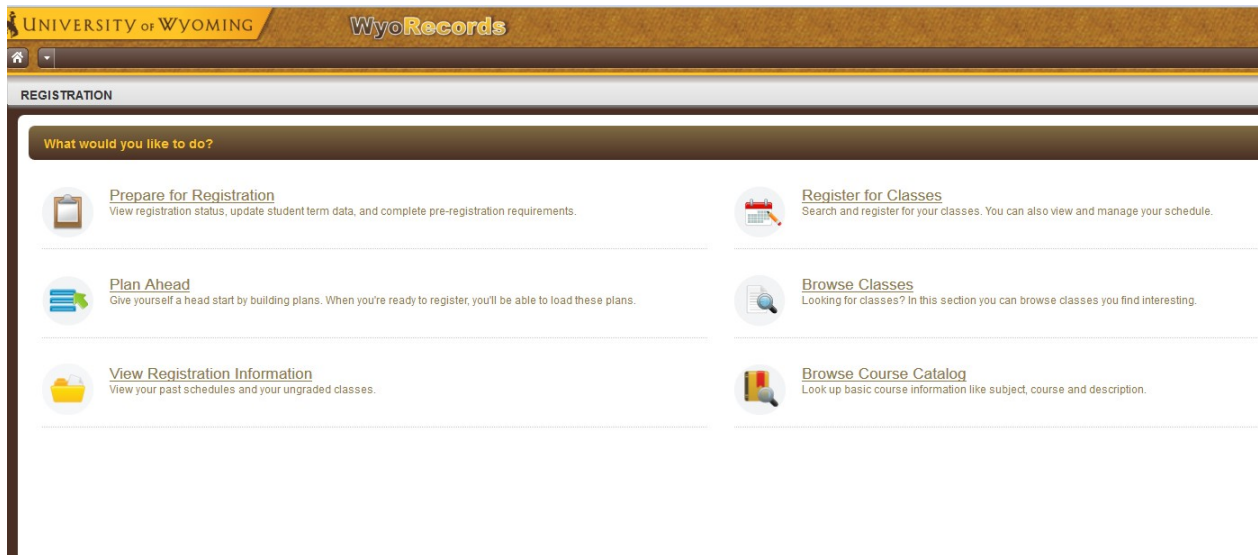
Please use this document to supplement the Office of the Registrar's "***Start to Finish Guide to Registration 2016***" and "***A How-To Video of the Registration Process.***" You find the links for each of these in the middle of this webpage (<http://www.uwyo.edu/registrar/>).

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).

WyoRecords

Personal Information | Registration | Student Records | Student Account | Financial Aid | Faculty and Advisors | UW Alumni

Registration Status

Home > Registration Status

- ✓ You have no Registration Time Ticket. You may register at any time.
- ✓ You have no Holds which prevent registration.
- ⚠ You must make a selection on [Health Insurance Coverage](#).
- ⚠ You must verify/update your [UW Alert Cell Phone number](#) or your desire not to have one.
- ⚠ You must verify/update your [Addresses and Phone Numbers/Emergency Contacts](#).
- ⚠ You must complete the agreement on [Student Financial Responsibility Agreement](#).
- ✓ Your Academic Standing is Academic Reinstatement which permits registration.
- ✓ Your Student Status permits registration.

If all of the above items on this page have a checkmark beside them, you may go to [Register for Classes](#) to proceed with registration.

Make your voice heard. Register to vote. For information about registering to vote in the state of Wyoming review the Wyoming Secretary of State website at <http://sosw.state.wy.us/Elections/RegisteringToVote.aspx>

Earned Credit

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

WyoRecords

Personal Information | Registration | Student Records | Student Account | Financial Aid | Faculty and Advisors | UW Alumni

Registration Status

Home > Registration Status

- ✓ You have no Registration Time Ticket. You may register at any time.
- ✓ You have no Holds which prevent registration.
- ✓ You have submitted your Health Insurance Coverage selection, indicating that you DO NOT want coverage.
- ✓ You do not need to [verify or update your UW Alert Cell Phone number](#) at this time.
- ✓ You do not need to verify or update your [Addresses and Phone Numbers/Emergency Contacts](#) at this time.
- ✓ You have already completed the Student Financial Responsibility Agreement. To review the agreement go here [Student Financial Responsibility Agreement](#).
- ✓ Your Academic Standing is Academic Reinstatement which permits registration.
- ✓ Your Student Status permits registration.

If all of the above items on this page have a checkmark beside them, you may go to [Register for Classes](#) to proceed with registration.

Make your voice heard. Register to vote. For information about registering to vote in the state of Wyoming review the Wyoming Secretary of State website at <http://sosw.state.wy.us/Elections/RegisteringToVote.aspx>

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.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Banner Self-Service | Student | Registration | Select a Term

SELECT A TERM

Terms Open for Registration
Summer 2016

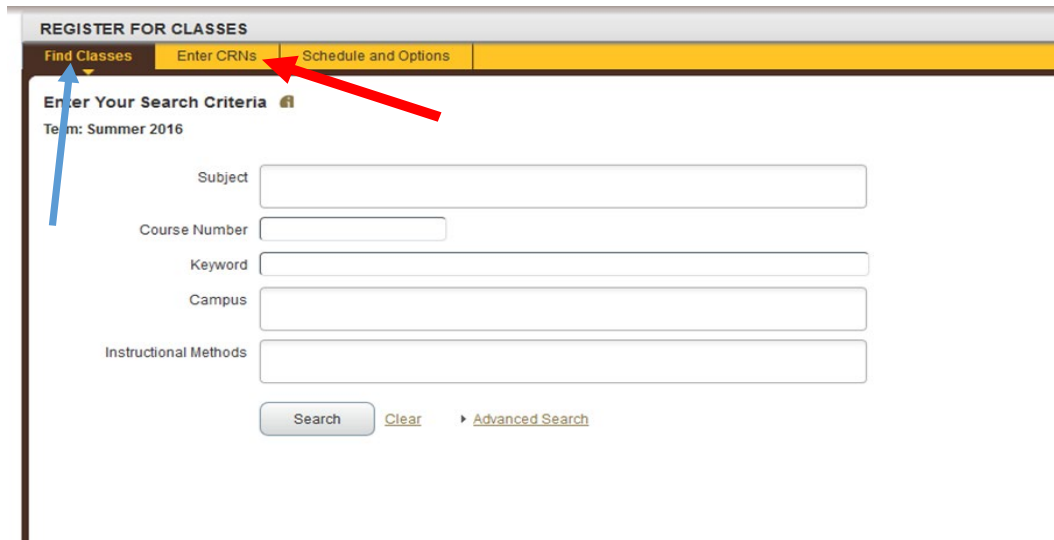
Continue

Course Registration

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

Find Classes - search by subject and course number

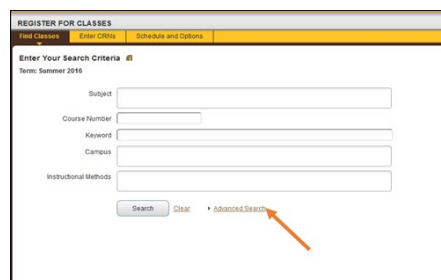
CRN – entering the Course Registration Number



The screenshot shows the 'REGISTER FOR CLASSES' interface. At the top, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. A blue arrow points to the 'Find Classes' tab, and a red arrow points to the 'Enter CRNs' tab. Below the tabs, the 'Enter Your Search Criteria' section is visible, with the term set to 'Summer 2016'. There are five input fields: 'Subject', 'Course Number', 'Keyword', 'Campus', and 'Instructional Methods'. At the bottom, there are three buttons: 'Search', 'Clear', and 'Advanced Search'.

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.



This screenshot is similar to the one above, but with an orange arrow pointing to the 'Advanced Search' link at the bottom of the search criteria section.

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.

The screenshot shows a search interface with the following fields and options:

- Keyword:
- Campus:
- Instructional Methods:
- Instructor:
- Subject and Course Number:
- Keyword (With All Words):
- Keyword (With Any Words):
- Keyword (Exact Phrase):
- Keyword (Without The Word):
- Attribute:
 - Level:
 - USP15-C1 Communication 1
 - USP15-C2 Communication 2
 - Buildings:
 - USP15-C3 Communication 3
 - USP15-FY First Year Seminar
 - USP15-H Human Culture
 - USP15-PN Physical & Natrl Wrld
 - USP15-Q Quantitative Reasoning
 - USP15-V U.S. & WY Constitution

At the bottom left, there is a "Panels" button with a dropdown arrow.

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.

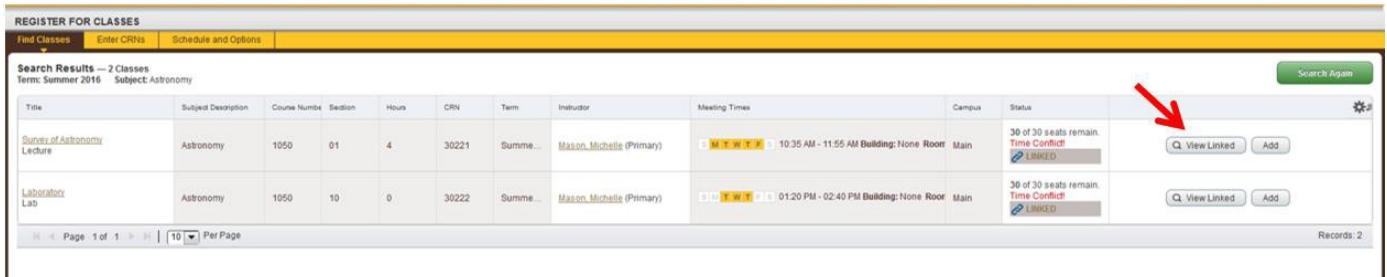
You will find the Title, Subject Description, Course Number, Section, Hours, CRN, Instructor, Meeting Times, Status, and Linked Courses if needed from the snapshot below. As you move your mouse over each area, a small window/box will display additional information on this specific subject.

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

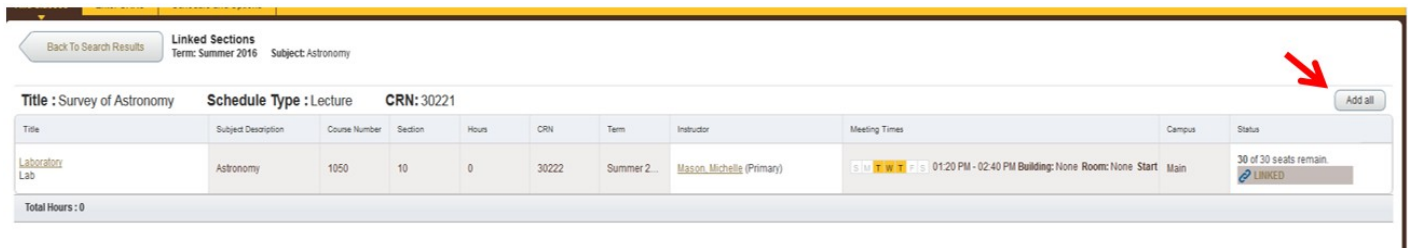
As you search for courses to take, there will be additional sections you must take with the primary course (they are labs or discussions for Math or Physical and Natural Science classes). You will see a button called **View Linked**. When you click on this button, you will be directed to the page displaying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



Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Survey of Astronomy Lecture	Astronomy	1050	01	4	30221	Summe...	Mason, Michelle (Primary)	M T W T F 10:35 AM - 11:55 AM Building: None Room: Main	Main	30 of 30 seats remain. Time Conflict: LINKED
Laboratory Lab	Astronomy	1050	10	0	30222	Summe...	Mason, Michelle (Primary)	T 01:20 PM - 02:40 PM Building: None Room: Main	Main	30 of 30 seats remain. Time Conflict: LINKED

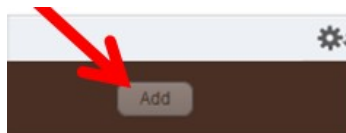


As seen below, the linked courses are listed, and if you wish to add this Lecture and Lab, click on the **Add all** button.



Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Laboratory Lab	Astronomy	1050	10	0	30222	Summer 2...	Mason, Michelle (Primary)	T 01:20 PM - 02:40 PM Building: None Room: None Start	Main	30 of 30 seats remain. LINKED

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)



The screenshot shows the 'REGISTER FOR CLASSES' interface. At the top, there are navigation tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this is a search results table with columns for Title, Subject Description, Course Number, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, and Status. The table lists several French courses, including '1st Yr French I Lecture' (CRN 30590) and '1st Yr French II Lecture' (CRN 30428). To the right of the table is a 'Summary' panel with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The summary panel shows the selected course '1st Yr French I' with a status of 'Pending' and an action of 'Registered via Web'. At the bottom of the interface, there are 'Panels' and 'Submit' buttons.

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).

This close-up screenshot shows the 'REGISTER FOR CLASSES' interface with the 'Enter CRNs' tab selected. It displays the text 'Enter Course Reference Numbers (CRNs) to Register' and 'Term: Summer 2016'. Below this is a text input field for 'CRN' containing the value '30682'. To the right of the input field is a red arrow pointing to the 'Add to Summary' button. There is also a '+ Add Another CRN' link.

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.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<u>1st Yr French I</u>	FREN 1010, 01	4	30590	Lecture	Pending	Registered via Web

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Submit

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.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am		1st Yr French I	1st Yr French I	1st Yr French I	1st Yr French I		
10am							
11am							
12pm							
1pm							
2pm							

Open and close bottom panels to display extra registration information.

Panels ▾

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.

The screenshot displays the 'REGISTER FOR CLASSES' interface. The top panel, 'Search Results', lists five classes for the Summer 2016 term with subject French. The first row is highlighted, showing '1st Yr French I Lecture' with CRN 30590. A red arrow points to the 'Add' button for this class. The bottom panel is split into two sections: 'Schedule' on the left, which shows a weekly grid with the first four days shaded, and 'Summary' on the right. The 'Summary' section shows the selected class '1st Yr French I' with a status of 'Pending', circled in red. A red arrow points to the 'Submit' button at the bottom right of the interface.

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.

This is a close-up of the 'Summary' panel from the previous screenshot. It shows a table with columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The row for '1st Yr French I' has a 'Pending' status, which is circled in red. A red arrow points to the 'Submit' button at the bottom right of the panel. Below the table, there is a summary line: 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0'.

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

FCSC 3110 CRN 30375: Class Restriction

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

GEOG 1010 CRN 30547: Closed - 0 Waitlisted

Intro Phys Geog	GEOG 1010, 01	4	30547	Lecture	Errors Preventing Regis...	Remove
1st Yr French I	FREN 1010, 01	4	30590	Lecture	Registered	Remove Registered via Web Wait Listed

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).

Details	Hours	CRN	Schedule Type	Status
GEOG 1010, 01	0	30547	Lecture	Waitlisted
FREN 1010, 01	4	30590	Lecture	Registered

Drop Classes

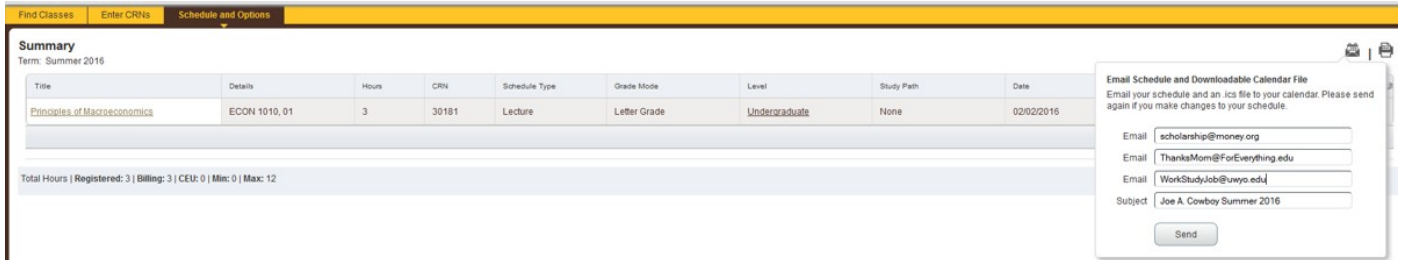
If you wish to drop a class during registration, before the start of the semester, or before the Add/Drop deadline, go into the **Summary Panel** and select **Drop via Web** from the Action column.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
1st Yr French I	FREN 1010, 01	4	30590	Lecture	Registered	None
Coll Comp/Rhet	ENGL 1010, 01	3	30662	Lecture	Registered	Drop via Web None Drop via Web

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	
1st Yr French I	FREN 1010, 01	4	30590	Lecture	Registered	
Coll Comp/Rhet	ENGL 1010, 01	0	30662	Lecture	Deleted	

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.



The screenshot shows a web interface with a yellow navigation bar at the top containing 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below the navigation bar is a 'Summary' section for the term 'Summer 2016'. It features a table with the following data:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date
Principles of Macroeconomics	ECON 1010, 01	3	30181	Lecture	Letter Grade	Undergraduate	None	02/02/2016

Below the table, it states 'Total Hours | Registered: 3 | Billing: 3 | CEI: 0 | Misc: 0 | Max: 12'. To the right of the table is a pop-up window titled 'Email Schedule and Downloadable Calendar File'. It contains the following text: 'Email your schedule and an ics file to your calendar. Please send again if you make changes to your schedule.' Below this text are four input fields: 'Email' (with 'scholarship@money.org' entered), 'Email' (with 'ThanksMom@ForEverything.edu' entered), 'Email' (with 'WorkStudyJob@uwyo.edu' entered), and 'Subject' (with 'Joe A. Cowboy Summer 2016' entered). A 'Send' button is located at the bottom of the pop-up.

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.