

PERC SHEET

REGISTRATION HINTS

1. Prepare for registration. All items in **Registration Status** must be listed with a green checkmark. You can then proceed to Registration by clicking "**Register for Classes**".
2. Choose **Register for Classes**. Enter your **PERC** number. You are not fully registered in a course until you hit **Submit**.
3. For Business course error messages, such as prerequisite/test score, class restrictions, or special approval, go to <https://bit.ly/305q42u>; and Complete the College of Business Course Override Authorization.
4. To check your override status in WyoRecords, go to Registration, click on Prepare for Registration, select term and view Registration Permits and Overrides. COB will not notify or enroll you in the course(s). It is your responsibility to check your override status and to register yourself. As this is a manual process, please allow three business days for the override to be completed.
5. On campus, students can register for online Business courses beginning at 9:00 a.m. on December 4th for the Spring Semester.

Enrollment in a course is based on completion of all course prerequisites.

Failure to meet the requirements will result in an administrative drop prior to the first day of classes.

AUTOMATIC WAITLISTING

- Waitlisting is based on a first-come, first-served basis
- The student in the first position will be notified once a seat becomes available
- Notification will be sent to your UW email and optional text message
- Waitlisting is available up to the last day to add a class on WyoWeb
- Waitlisting does not guarantee a seat in the class or mean you are registered into the class
- Waitlisting holds a spot in line should a seat become available
- You will have a 24 hour time limit after email notification and you are NOT automatically enrolled in the course

ALL STUDENTS

Having trouble in a course?

Talk to your instructor

Your COB graduation GPA requirements are:

- **Cumulative/Institution GPA:** This 2.50 GPA includes **all** courses taken at UW
- **College of Business GPA:** This 2.50 GPA includes **only** business courses taken at UW
- **Economics GPA:** This 2.50 GPA includes **all** Economics courses taken at UW
(with the exception of ECON 1200, 1300, and 1400)
- **Minor GPA:** This 2.50 GPA includes **all** minor courses taken at UW
- **Grade of C or better (not C-)** is required for **ABS, CBK and Major Core** business courses
- **Final responsibility for meeting graduation requirements and deadline dates resides with the student**

When to see Career Services:

- Assistance with resume, cover letter and professional profiles
- Assistance with internships, job applications
- Career fair and Handshake information
- Ideas for what careers you can have with your major and degree

PERC #: _____

Registration Date: _____

Registration Time: _____

**Please contact Advising in the
Green Johnson Student Success
Center if you have questions:**

**Office: Business Building BU 060
West**

Phone: 307-766-2063

E-mail: success@uwyo.edu

Office Hours: 8:00 a.m.– 5:00 p.m.

Monday-Friday

Advising/Career/ Exploratory Studies Center (ACES)

Virtual Assistance Only
307-766-2398

aces@uwyo.edu

Monday-Friday 8am-5pm

- Academic Advising for Undeclared Students
- Reinstatement Petitions
- Career Counseling
- Career Services
- Academic Coaching

HOPES Program Half Acre Wellness Center

hopes@uwyo.edu

307-766-9355

- Campus-wide Presentations on Alcohol Abuse
- Prevention/Education
- Alcohol Screenings
- A-Team Coalition
- Alcohol.EDU/Haven Online Education
- Sexual Assault Prevention for Undergraduates
- Real Pokes Step Up! Bystander Intervention Training

Psychology Clinic

Biological Sciences
Building Rm 307

uwpc@uwyo.edu

307-766-2149

- Psychotherapy
- ADHD Diagnostic
- Learning Disorder Assessment

PENJI Free Tutoring

Download “Penji” on
mobile device

- STEP Tutoring Center
- Center for Assistance in Statistics & Math (CASM)
- Economics Help Center

Dean of Students Office

Knight Hall Room 128

dos@uwyo.edu

307-766-3296

Monday-Friday 8am-5pm

- All-school withdrawals
- Authorized absences
- Campus safety
- Consultation on policies
- Student welfare checks
- Stop Violence Program
- Women’s Center

Disability Support Services

Knight Hall Room 128

udss@uwyo.edu

307-766-3073

- Alternative Format Services
- Assistive Listening Devices
- Classroom Relocation
- Equipment Loan Opportunities
- Interpreter Services
- Lift Keys
- Note-Taking Services
- Priority Registration
- Testing Accommodations
- Temporary Impairments
- Transcriber Services

Oral Communication Center

Virtual Assistance Only

307-766-3815

Hours vary daily

- Alleviate public speaking fears
- Help practicing speeches with an audience
- One on one tutoring

Office of the Registrar

Knight Hall Room 165

rr-service@uwyo.edu

307-766-5272

Monday-Friday 8am-5pm

- Registration Questions
- Changes of major
- Transcripts

- Enrollment Verifications
- Transfer credit evaluation
- Degree evaluation
- Diplomas

Student Health Service

Cheney International

Center Lower level

No walk-ins, must call
FIRST

307-766-2130

Monday-Friday 8am-5pm

- Evaluation of acute and chronic medical concerns
- Medical care of emotional illnesses
- Surgical procedures
- Laboratory evaluations
- Pharmacy
- Removal of MMR immunization holds
- Tuberculosis screening
- Nutrition counseling
- Outreach GYT STD testing

International Students & Scholars

Cheney International
Center

Virtual Assistance Only

307-766-3152

uw_geo@uwyo.edu

- Direct support to students on the F or J visa
- Advising on immigration matters
- Workshops for international students
- OPT/CPT

University Counseling Center

Virtual Assistance Only

307-766-2187

Monday-Friday 8am-5pm

- Adjustment to college life
- Relationship conflict
- Individual intervention services
- Alcohol or drugs
- Suicidal thoughts
- Academic concerns
- Test anxiety
- Eating concerns

- Identity issues
- Trauma
- Bereavement
- Consultants for mental health concerns

UW Writing Center

Visit [their website](#)

- Help with all types of academic and work-related writing
- Assist in all stages of the writing process from brainstorming to revising a final draft
- Meet with a trained consultant online, in-person, or submit a paper for review

Student Success Services

Virtual Assistance Only

307-766-4010

- A student centered and welcoming program
- Enhancing the student’s college experience and increase their academic confidence
- Assist the student to create and follow the ultimate path for their journey to college success
- Serving First-Generation, Low-Income, or Students with a Documented Disability
- Services provided include:
 - Academic support to include course planning
 - Understanding the college process
 - Individual Tutoring
 - Assistance with the FAFSA