

# Student Registration

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## Registration for Classes

1. Meet with your adviser to plan courses for Spring 2018.
2. Receive your 6-digit PERC (Personal Electronic Registration Code) and your registration date and time (some exceptions apply).
  - Do not lose this number. It will be required for Spring 2018 class registration.
3. At or after your designated time, go to WyoWeb at: [wyoweb.uwyo.edu](http://wyoweb.uwyo.edu).
  - Under WyoRecords, click on Students to 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 WyoWeb and click on the “Obtain Username and Initial Password” link. The first time you log in, you will be asked several questions to assist with resetting your password if you forget it in the future.
4. Click on the ‘Registration’ tab
  - Find the ‘Prepare for Registration’ link.
  - You may be asked to select a role if you have been assigned multiple roles; select ‘Student’ and press Ok to continue.
  - Choose the Spring 2018 semester
5. 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. The items you will need to complete will include most/all of the following:
  - 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/update your UW Alert cell phone number and to opt-in to receive a text message for wait-listed course seat availability.
  - Click on ‘Addresses and Phone Numbers/Emergency Contacts’ to update this information.
  - Click on ‘Student Financial Responsibility Agreement’.
  - Once all items are marked with checked boxes, click the ‘Register for Classes’ link at the bottom of the list.
6. Enter your Spring 2018 PERC number (you will only need to enter a PERC number one time per semester)
7. Click on ‘Register for Classes’. Choose Spring 2017 from the drop down list of Terms Open for Registration.
  - At this point you can choose to register for classes in several ways; Find Classes, Enter CRNs, Plans, Block
    - Find Classes: Search for courses using the standard search options or using the Advanced Search options.
    - Enter CRN’s: If you know the CRN number of the course you can enter it directly.
    - Plans: If you or your advisor had previously created a Plan go to this option to select your plan.
    - Block: If block registration has been enabled you’ll be directed to this option first. You need to enroll in the block courses before you can make any other registration changes.
  - Regardless of what option you use above, to add the course click on ‘Add’. The selected course will then populate in the Summary Panel on the bottom right with the default action, “Registered via Web”. To finalize registration you must now hit ‘Submit’. If registration is successful the Status will change from ‘Pending’ to ‘Registered’.
8. Registration Cont. - Registration Errors/Waitlists
  - Once you hit ‘Submit’ you might receive an error message. The message will appear in a separate window and will indicate what is causing the error to occur.
  - If you receive a waitlist error you may choose to add yourself to the waitlist by selecting, ‘Waitlisted’ from the Action column and hitting, ‘Submit’. If this is successful the Status column will change from ‘Errors Prevent...’ to ‘Waitlisted’.
9. Registration Cont. – Linked Classes
  - If a course is linked to a corresponding lab, lecture, location, discussion, etc. there will be a ‘View Linked’ option next to ‘Add’. If you select ‘View Linked’ you can search the combination and decide to ‘Add All’ when you’ve found the one that works for you. When you select ‘Add All’ this moves all linked components to the Summary Panel where you can choose to register by clicking ‘Submit’.
10. Registration Cont. – Schedule and Options
  - You can send or print your class schedule through the ‘Schedule and Options’ tab. When appropriate you also make changes to the credit hours and grade mode through the ‘Schedule and Options’ tab.

**Go to [www.uwyo.edu/registrar](http://www.uwyo.edu/registrar) to access additional resources related to Registration.**

# Holds/PERC/W Numbers

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## Offices to Contact if You have a Registration Hold

### **Admissions Hold:**

Undergraduates: Admissions Office, Room 150 Knight Hall, (307) 766-5160

### **Financial Hold/Bursar's Hold:**

Accounts Receivable Office, Room 250 Knight Hall, (307) 766-6232

Student Financial Operations, West Wing Knight Hall, (307) 766-3214

### **MMR Immunization Hold:**

Student Health Service, Student Health/Nursing Bldg., (307) 766-2130

### **Athletic Hold**

Athletic Academic Support (307) 766-5385

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## PERC Information

Your PERC (Personal Electronic Registration Code) is a 6-digit number that you will enter one time each semester to clear the Adviser Approval hold prior to registering for each term.

- Your PERC will change every semester
  - You will get your new PERC from your adviser each term during advising week or prior to registering
  - You will need to use your PERC number when you register for the first time each semester.
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## “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 WyoWeb by logging in. The “W” number will be found on the Welcome screen underneath your name.

### **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.

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