

Step 1: After meeting with your advisor and planning out a schedule, your registration hold will be lifted and/or you will be given a PERC number.

Step 2: Go to the WyoWeb homepage (<https://wyoweb.uwyo.edu/>).

Step 3: Click "Students" under "WyoRecords".

The screenshot shows the WyoWeb homepage for the University of Wyoming. At the top, there is a navigation bar with the university logo and links for WyoWeb, Giving, Athletics, Alumni, and Application Login. A search bar is also present. Below this, a main navigation menu includes links for Programs & Majors, Admissions, Cost & Financial Aid, Current Students, and an Apply to UW button. The WyoWeb logo is prominently displayed. A row of service icons includes WyoEvents, Campus Dining, Transit & Parking, Email, WyoCourses, Libs, Online Learning, Tutoring & More, WyoGroups, WyoRecords, Zoom, SOAR, and Navigate. Below the icons are four main content areas: Student Resources (with links like Online Tutoring, Pay UW Bill, etc.), WyoRecords (with a red circle around the 'Students' link and a red arrow pointing to it), Announcements (with links for Student, Faculty, Employee), and Faculty & Staff Resources (with links for WyoCloud, Financial Management & HCM, etc.).

Step 4: Login. Use the links provided on the webpage if you need help logging in.

The screenshot shows the Wyo Login page. At the top, there is a banner with the UW logo and the text 'Wyo Login'. Below the banner is a login form titled 'Enter Your User Name and Password'. The form contains two input fields: 'Username' (with the text 'jcowboy' entered) and 'Password' (with masked characters). A red circle highlights both the Username and Password fields. Below the password field, there is a checkbox for 'I want to change my password' and two links: 'I forgot my password' and 'Get help with logon problems'. A red arrow points from the text 'Click here for help logging in' to the 'Get help with logon problems' link. At the bottom of the form is a 'Logon' button. A footer note states: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.'

Step 5: Select "Register for Classes" under the "To-Do" list.



Welcome, Joe A. Cowboy

A00000001

Kinesiology and Health (KIN), College of Health Sciences
Laramie campus

Checklist

- Financial Aid Year 2023-2024 Requirements
- Financial Aid Year 2024-2025 Requirements
- [Financial Aid Year 2023-2024 Awards](#)
- Financial Aid Year 2024-2025 Awards

To-Do

- **Register for Classes**
- How to pay your bill
- Pay your bill
- Health Insurance
- Apps for Successful Students



Menu

- **Personal Information**
- **Financial Aid**
- **Faculty and Advisors**
- **UW Alumni**
- Registration
- **Student Records**
- **Student Account**
- Main Menu

Step 6: To sign up for classes, select the “Register for Classes” option. This is also where you can modify credit hours and grading methods for your classes. Should you need to drop or withdraw from a class, you can do so from here as well.



[Student](#) • [Registration](#)

Registration

What would you like to do?



[Register for Classes](#)

Search and register for your classes. Make changes to your current schedule (Add/Drop/Withdraw).



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.


If you are a graduate student who has a PERC number, skip to 7B. If you are an undergraduate or a graduate student with no PERC, continue to step 7A.

Step 7A: Select the semester you want to register for and then click "Continue".

Select a Term for Class Search

Spring 2025

Continue




Step 7B: (Skip if you have not been given a PERC number by your advisor.) Enter the semester you want to register for (1.) and your PERC number (2.). *Keep your PERC number in a safe spot as you may need to enter it again to make registration changes.* Click “Continue.”

1. Terms Open for Registration

Spring 2025

2. Enter department issued PERC number*

Continue



If you have completed your preregistration checklist, skip to step 18. For assistance with your registration checklist, continue to step 8.

Step 8: Before you can register you will need to verify your information and make a few decisions. Click each blue link to make your choices, starting with the “Health Insurance Coverage.”

Step 9: Make sure the current term is selected under the “Health Insurance Coverage” heading (1.). There are stipulations to qualify for student health insurance and a deadline to make changes to this selection (2.). Make sure to read all the details on this page before clicking your decision (3.). Click “Submit” when done.

[Select a Term](#) • [Registration Status](#) • [Health Insurance](#)

Health Insurance Coverage

1. Term *

As of this date, you have NOT responded to the question of Student Medical Insurance.

University of Wyoming Student Medical Insurance is provided by UnitedHealthcare StudentResources (UHCSR). You can find details about the insurance at the [Student Medical Insurance website](#). Premiums for the past two years for domestic students have been between \$820 and \$1,036 for fall semester and between \$1,224 and \$1,447 for spring and summer. [Current premiums are posted](#) as soon as they are available.

2. Undergraduate students must be registered in at least 6 credit hours to be eligible for the insurance.

Graduate students must be registered in at least 4.5 credit hours to be eligible for the insurance or be enrolled in 1 credit hour and complete Optional Fee Petition by the drop deadline on **Thu Jan 30 2025**.

Other students:The following students who elect to purchase the Student Medical Insurance will also be charged for the Part-Time Benefits Package:

- Part-time undergraduate students registered in 6-11.5 credit hours.
- UWC students.
- Part-time graduate students registered in 4.5-8.5 credit hours.
- Graduate students registered in 1 credit hour and who complete the Optional Student Fee Petition by the drop deadline on **Thu Jan 30 2025**.

Students not taking classes on campus: Students who are only taking home study, correspondence, online or distance courses are **not eligible for student health insurance** and will not be enrolled in the insurance. Students in the WWAMI, Dental Hygiene Sheridan, Brand, DNP or Teton Science School programs are eligible for student health insurance if they meet the other enrollment criteria.

You will be enrolled in the Student Medical Insurance and a charge for the insurance will be added to your student account if you choose to purchase the insurance and meet eligibility guidelines. The deadline to make changes to your insurance choice is the drop deadline on **Thu Jan 30 2025**.

Do you want to PURCHASE the Student Medical Insurance?

3. Yes
 No

Submit

Step 10: You will be taken to a page confirming your decision. If you need to change your decision you can do so by clicking "Change my selection" (1.). Otherwise, return to your checklist by clicking the "Registration Status" link near the top of the page (2.).

UW logo | Settings | Joe A Cowboy | 1

Select a Term • Registration Status • Health Insurance ✓ Selection saved successfully.

Health Insurance Coverage 2.

Term * Spring 2025 ▾

You have elected to DECLINE the purchase of Student Medical Insurance.

If your selection to decline the insurance is an error and you wish to purchase the insurance, please select the change button below or you can change your insurance selection in WyoRecords by selecting "Health Insurance" under the "To-Do" list on the home page after you have logged into WyoRecords.

All changes must be completed before the drop deadline on **Thu Jan 30 2025 at 11:59 pm (MT)**, after which no changes are allowed. You can contact the Student Insurance Specialist at stuins@uwyo.edu if you have any questions.

1.

Step 11: The next link on your registration checklist will likely be “UW Alert Cell Phone.” This system will send out texts to alert students of important campus notifications and/or emergencies.

UW logo

Registration • Select a Term • Registration Status

Registration Status

Term * Spring 2025 ▾

You may register during the following times

From Oct 29, 2024 8:00:00 AM
To May 8, 2025 11:59:00 PM

- ✓ You have no Holds which prevent registration.
- ✓ You have submitted your Health Insurance Coverage selection, indicating that you **DO NOT** want 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/Non-UW Email Addresses](#).
- ⚠ 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.

Step 12: Ensure that you are looking at the correct term (1.). If you wish to participate in this system, enter your phone number with *no hyphens* into the “Area Code” and “Phone Number” fields (2.). You may click the “Unlisted” box to keep your phone number private (3.). You can also click the box under “Status” to opt into the waitlist notifications as well (4.). This function will text you if a spot opens up on a waitlist you are currently registered for. Click “Save/Verify” when done. If you do not wish to participate in this system or the waitlist function, leave all fields blank and only click “Save/Verify” (5.). Return to the registration checklist via the “Registration Status” link near the top of the page as before.

View and Update UW Alert Cell Phone Number

1. Term

By providing your cell phone number below, you agree to the Rave Mobile Safety [Terms of Use](#) and [Privacy Policy](#), and you authorize the University of Wyoming to contact you via text for both operational and emergency notifications.

The number provided will be used in the UW Alert system for text notifications. More information on the UW Alert system can be found at: <https://uwyo.teamdynamix.com/TDClient/1940/Portal/KB/ArticleDet?ID=30905>.

If there is a pre-registration requirement you must click the Submit/Verify button to clear it.

Area Code

Phone Number

Unlisted

Options You Have Selected

Option	Description	Status
Waitlist	Check this box if you would like to receive a text message for waitlisted course seat availability	<input checked="" type="checkbox"/>

Step 13: The next link on your registration checklist will likely be “Addresses and Phone Numbers/Emergency Contacts/Non-UW Email Addresses.” Click the link to verify your personal information.

Registration Status

Term *

You may register during the following times

From Oct 21, 2024 8:00:00 AM

To May 8, 2025 11:59:00 PM

- ✓ 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 must verify/update your Addresses and Phone Numbers/Emergency Contacts/Non-UW Email Addresses.
- ⚠ 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.

Step 14: Ensure that you are looking at the correct term as before. If you need to change any information, you can do so with the “Update” button at the bottom of the screen (2.). Once all the information is

accurate, click “Verify” (2.). Return to the registration checklist via the “Registration Status” link near the top of the page as before.

UW Settings Profile Joe A Cowbo

[Select a Term](#) • [Registration Status](#) • [Addresses](#)

Verify Addresses

Term

Addresses

Type	Start Date	End Date	Address
Emergency Contact	Feb 9, 2020 12:00:00 AM		[REDACTED]
Financial Aid	Jun 17, 2024 12:00:00 AM		[REDACTED]
Mailing	Jul 4, 1976 6:00:00 AM	Feb 28, 2025 7:00:00 AM	[REDACTED]
Permanent	Jun 15, 2018 12:00:00 AM		[REDACTED]

Phone Numbers

Type	Primary	Unlisted	Phone Number
Cell	Y		[REDACTED]
Diploma Contact Phone			[REDACTED]
Mailing			[REDACTED]
Parents	Y		[REDACTED]

Email Addresses

Type	Preferred	Email Address
Parent 1 email	N	[REDACTED]

Emergency Contacts

Priority ...	Name	Type	Phone Number	Email	Address
1	Contact Person Name		[REDACTED]		[REDACTED]
2	[REDACTED]	Friend			[REDACTED]
3	[REDACTED]	Relative			[REDACTED]

1.

2.

Step 15: The final link on your registration checklist will likely be the “Student Financial Responsibility Agreement.” Click the link to see the terms and conditions of registration.

Registration • Select a Term • Registration Status

Registration Status

Term *

You may register during the following times
From Oct 21, 2024 8:00:00 AM
To May 8, 2025 11:59:00 PM

- ✓ 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/Non-UW Email Addresses at this time.
- ⚠ 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.

Step 16: Ensure that you are looking at the correct term as before. Read the information on the page before clicking “I Agree.” Return to the registration checklist via the “Registration Status” link near the top of the page as before.

Select a Term • Registration Status • Financial Responsibility

Student Financial Responsibility Agreement

Term *

TERMS AND CONDITIONS OF YOUR REGISTRATION

By enrolling in classes at the University of Wyoming (UW), a student makes a financial commitment to pay the tuition and fee charges associated with that enrollment.

The following terms and conditions are financial requirements of each student's education related to their registration for a term at the University of Wyoming. The payment of tuition and fees is the obligation of the student. **By processing a course registration either via the Web or by submitting a course request form to an academic student registration area, a student acknowledges they have read and agree to the following terms and conditions:**

- Registering constitutes a financial agreement between you ("Student") and the University of Wyoming ("University"). Tuition, fees and other charges you incur, including but not limited to housing, meal plans, interest, and bookstore charges ("Charges"), shall be added to your student account and are considered a loan for educational benefit.
- Once you formally register for classes, you assume the responsibility for understanding the University's official policies concerning schedule changes, satisfactory academic progress and the financial policies of the University as described in the "University of Wyoming's Catalog" for the term of enrollment.
- All fall semester charges are due on September 1, all spring charges are due by February 1, and all summer charges are due by June 1.
- Installation payment agreements will be automatic with a non-refundable setup fee for any Charges not paid in full by the due dates above.
 - Any students with an unpaid balance after the payment date will be automatically enrolled in the University's installment plan. A \$50.00 non-refundable late payment fee will be charged on any late monthly installments.
 - The first installment payment of all prior term charges plus 1/4 of the current term charges is due on September 15 (fall semester), February 15 (spring semester), and June 1 (summer semester).
 - The second installment payment is due on October 15 (fall semester), March 15 (spring semester), and July 1 (summer semester).
 - The third installment payment is due on November 15 (fall semester), April 15 (spring semester), and August 1 (summer semester).
 - The fourth (and final) installment payment is due December 15 (fall semester), and May 15 (spring semester).
 - You will have a financial hold placed on your account if you fail to pay any of the monthly payments or if there is a balance due after the final payment date. Interest will begin to accrue at 1.5% per month. This financial hold will restrict your ability to register, add/drop classes, request transcripts, receive diplomas, etc.
- Charges may be prepaid at any time in whole or in part without premium or penalty.
- You understand that administrative, clerical or technical billing errors by the University do not absolve you of your financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of your registration at the University.
- If payment is made on your account and the payment is returned to the University as a result of insufficient funds or otherwise, you agree to pay us the return payment fee in addition to the original amount within ten calendar days. Registered classes secured by a returned payment are subject to cancellation.
- In the event that you become delinquent in paying Charges or default in repaying Charges you may be liable to reimburse the University of Wyoming the fees of any collection agency, which may be based on a percentage of the debt up to 20%, and all costs and expenses, including, but not limited to, credit card convenience fees of 2.85 percent and reasonable attorneys' fees, the university may incur in such collection efforts in accordance to Wyoming state statutes.
- Students withdrawing after the stated refund dates remain liable for full tuition and fee charges. The refund schedule can be found in the Tuition and Fee section of the applicable course schedule found at www.uwyo.edu/registrar/class_schedules/index.html
- The University accepts payments via student financial aid and third party sponsorship, but the responsibility for payment remains with you. It is your responsibility to keep track of your account balance and any funding sources. If financial aid is not granted or if third party sponsors do not pay within a reasonable period, you will be required to pay the full amount due. Please be aware that you may still owe tuition even if you lose your financial aid because you dropped classes or did not attend. Check with Financial Aid before you drop.
- You must attend classes to be eligible for federal financial aid. Once aid has been disbursed, if you drop classes or fail to attend classes, you may immediately owe part or all of your federal financial aid back. This is true even if the financial aid disbursement covered your tuition bill and you did not receive a credit balance refund.
- In the event that you are also a University employee, the University may deduct the delinquent amount from your paycheck.
- You consent to receive email notifications to your @uwyo.edu email address of the availability of an e-bill (electronic billing statement) and consent to review billing statement information on the University's web payment system.
- You consent to receive your annual IRS Form 1098-T electronically from the University. You understand that you will not receive your 1098-T form via US mail and that your tax information is available electronically. You understand that you can withdraw this consent by visiting the Student Financial Services office in Knight Hall or emailing sfs@uwyo.edu.
- It is your responsibility to check your @uwyo.edu email account daily and maintain a current postal address to ensure receipt of all University correspondence.
- You authorize the university, the department, and their respective agents and contractors to contact me regarding my loan, student account or any balance owed to the university including repayment of my loan, student account, or any balance owed at my current or any future email address(es), cellular phone number(s), or wireless device(s) either provided or acquired for my cellular phone or other wireless device using an automated telephone dialing equipment or artificial or pre-recorded voice or text messages.
- You understand the university reserves the right to report both positive and negative payment histories to credit-reporting agencies and may obtain a credit report at any time in the future to review my account.

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

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

Step 17: Your Registration Status page should now look similar to the image below. You should now be able to move on to registering for classes by clicking the “Register for Classes” link.



Registration Status

Term *

You may register during the following times

From Oct 21, 2024 8:00:00 AM

To May 8, 2025 11:59:00 PM

- ✓ 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/Non-UW Email Addresses](#) 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.

If you know the CRNs for your classes (5-digit codes specific to each individual class listing) continue to step 18. If you do not know your CRNs, go to step 19.

Step 18: Click the “Enter CRNs” tab (1.). Enter your first CRN into the box (2.). To enter multiple CRNs, click the “+Add Another CRN” link (3.) and repeat the procedure until all your CRNs are on the screen. Once all of your CRNs are visible, click “Add to Summary” (4.).

Skip to step 22 if you have finished adding all your classes. If you need to search for more classes, move on to step 19.



[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

1. **Enter CRNs**

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

2. CRN Public Speaking COMM 2010, 01

CRN

3. **+ Add Another CRN** **Add to Summary**

4.

Step 19: You have many options for searching for your class. If you are browsing for classes in a particular subject, use the “Subject” box. Be sure to click the correct subject before moving on. If you are searching for classes taking place on a particular campus, use the “Campus” box. This will filter UW’s main campus, UW Casper, and online classes. If you know the subject and course number for your classes, use the “Subject and Course Number” box after clicking “Advanced Search.” You can enter more than one class here and see all your scheduling options at once. There are many other search options under the “Advanced Search” section as well. To search for a class that will satisfy a USP attribute, select the desired option in the “Attribute” dropdown menu.

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2024

Subject

Course Number

Keyword

Campus

Instructional Methods

[Clear](#) [▶ Advanced Search](#)

Step 20: After clicking “Search” you will see all of the classes that match your criteria. Classes can have various requirements for registering such as required lab sections, restrictions based on class level, or prerequisite classes. These can be seen by clicking the title of the class and going to the “Corequisites” or “Prerequisites” tabs on the left of the pop-up window.

Register for Classes

Find Classes

Enter CRNs

Search Results — 12 Classes
Term: Fall 2024 Subject: Comm

Title	Instructor
▶ Public Spe...	
▶ Public Spe...	
▶ Public Spe...	

Class Schedule for Fall 2024

	Sunday
6am	
7am	

Class Details for Public Speaking Comm & Jrnls (lower division) 2010 01

i Term: 202510 | CRN: 16023

- Class Details
- Bookstore Links
- Course Description
- Syllabus
- Attributes
- Restrictions
- Instructor/Meeting Times
- Enrollment/Waitlist
- Corequisites**
- Prerequisites
- Mutual Exclusion
- Cross Listed Courses
- Linked Sections
- Fees
- Catalog

Corequisites

No corequisite course information available.

Close

Step 21: Once you have found a class that works for you and your schedule, click “Add” (1.). You will see a preview of your weekly schedule below your search results (2.).

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 12 Classes
Term: Fall 2024 Subject: Comm & Jnlism (lower division) Course Number: 2010 [Search Again](#)

▶ Public Spe...	S M T W T F S	09:00 AM - 09:50 AM	23 of 24 s... 5 of 5 wai...	Program Fees - A&S USP15-C2 Communication 2	Add
▶ Public Spe...	S M T W T F S	10:00 AM - 10:50 AM	15 of 24 s... 5 of 5 wai...	Program Fees - A&S USP15-C2 Communication 2	Add
▶ Public Spe...	S M T W T F S	10:00 AM - 10:50 AM	18 of 24 s... 5 of 5 wai...	Program Fees - A&S USP15-C2 Communication 2	1. Add
▶ Public Spe...	S M T W T F S	10:00 AM - 10:50 AM	20 of 24 s...	Program Fees - A&S	Add

Schedule Schedule Details Summary

Class Schedule for Fall 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		✓ Discussion	✓ Business Calc	✓ Discussion	✓ Business Calc		
9am							
10am		Public Speaking		Public Speaking		Public Speaking	
11am							

Panels ▾ Conditional Add and Drop **Submit**

Step 22: To make the change(s) official, click “Submit”. To take a new class off your summary, click the drop-down arrow next to the class you want to remove and select “Drop via Web” and then “Submit.” This is also how you can drop or withdraw classes, depending on the deadlines.

Step 23: If you do not encounter any error messages, you are now registered. If you have any red notifications in the upper right corner, you have encountered an error that is preventing registration. There are various errors and various solutions:

- A. The class is full – if there are seats left, you can add yourself to the waitlist. You will be notified if a stop opens up for you via email and/or text. You will have 24 hours to change your registration to “Registered via Web” before the waitlist moves on to the next person in the waitlist.
- B. Missing corequisites – there are linked classes that must be taken at the same time. Check the button to the far left of the class listing that says “Linked” for your options.
- C. Missing prerequisites – other classes must be fully completed before the new class can be taken. Reach out to the department for an override code if needed.
- D. Controlled enrollment – the department built the class to only allow students of certain types to register. Reach out to the department for an override code if needed.
- E. Level restriction – the class does not match your standing (graduate or undergraduate). Reach out to the department for an override code if needed.
- F. Contact the help desk – log out, clear your cookies and cache, login, and try again. If this does not work, try a private browsing window or another device.
- G. Any other errors or continued errors – call the Office of the Registrar for assistance.