

# Registration Information

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## Registration for Students Enrolled Spring Semester

Students registered for on-campus courses during the spring 2008 semester may register for fall classes beginning at their designated time during March and April as indicated by their adviser. NOTE: all registration holds must be cleared before you can complete any registration activity.

## Registration for New or Re-enrolling Students

Individuals who have been fully admitted (have received a final admission letter from the Admissions Office) and students who are re-enrolling and have completed the necessary paperwork with either the Admissions Office or the Graduate School may register for classes beginning April 21. All students must first see their academic adviser for planning their schedule. The academic adviser will provide each student with his or her PERC (Personal Electronic Registration Code).

If you plan to come to campus for advising during the fall semester, please contact your adviser to ensure that advising will be available.

## Late Registration

Late registration begins Monday, August 25th. Students who register late will be assessed a late-registration fee of \$25.00.

## UW/CC and Outreach Students

If you normally enroll for classes through UW/CC and/or the Outreach School but want to register for a class in Laramie, it's quite easy to do. Simply call the Office of the Registrar at (307) 766-5272, and tell them you are a UW/CC or Outreach student and now want to register for a Laramie class. You will be given instructions on how to obtain your PERC, and you may then register for your classes through WyoWeb. Or, your adviser or someone in the UW/CC or The Outreach School office may call the Office of the Registrar for you.

## Advising

The University of Wyoming has a mandatory advising policy for all students except Non-Degree Graduate students. You will need to see your adviser for assistance in selecting which courses for which to register and to obtain your PERC number.

## PERC

You will enter your PERC as part of the registration process each time you make registration changes on WyoWeb; please make note of your PERC and keep it in a safe place for future reference.

## Registration Holds

Your WyoWeb portal account will list any registration holds that are in place. These holds must be removed before registration will be allowed. An insurance choice hold is placed on your record prior to registration each term. To clear this hold, click on the Health Insurance Coverage link in the Registration Tools channel of WyoWeb.

## MMR Immunization

The University of Wyoming has implemented a policy to protect the University community against measles (rubeola), mumps, and rubella. All new students must provide proof of immunity to measles, mumps, and rubella prior to registration. The Student Immunization and Health History Form (available on the web at <http://uwadmnweb.uwyo.edu/ShSer/Information/HealthHistoryform.pdf>) must be completed, verifying compliance with this requirement, and sent to the Student Health Service prior to registration.

Effective 9/3/02, two doses of MMR vaccine are required. Other acceptable methods to comply with the requirement are detailed on the form. Please note that the first page of the form must be verified and signed by a health care provider. For information about exceptions to this policy, contact the Student Health Service.

For students unable to verify MMR immunization, the vaccine is available at the Student Health Service for a nominal charge. It will be administered prior to registration for any eligible student, without an appointment, during office hours. Do not delay until registration to accomplish verification or immunization, as it is impossible to service all incoming students on one day. There is a minimal charge for the MMR immunization.

In addition to the MMR requirement, students who are not US citizens are required to have tuberculosis testing prior to registration.

## Method of Registration

Students may register for their classes through WyoWeb. WyoWeb provides an easy-to-use, visual mode of registration as well as other features that assist in the registration process.

## Course Reference Numbers

Course Reference Numbers (CRNs) are five-digit numbers issued to each class and section being offered during a semester. These numbers are listed in the extreme left-hand column of the Class Schedule. If an asterisk ( \* ) appears next to the CRN, you must contact the appropriate academic department to obtain permission to enroll and/or professor/section choice.

## Linked Activities

Some academic departments have indicated courses which require labs and/or discussion sections as Linked Activities. This means that when you register for the primary activity (normally the lecture), you will be prompted to also register for the linked activity (normally a lab or discussion). You must enroll for the primary-level activity (e.g., lecture) at the same time that you enroll for the secondary-level activity. In order to drop or switch sections of a primary-level activity, you must first drop the secondary-level activity.

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## Wait Lists

If a department has established a waitlist for a course, you will be asked whether you would like to be placed on a waitlist when the section you desire is closed. Follow the directions given through WyoWeb to add yourself to a course waitlist. Registration will not be allowed for courses with active waitlists. **It is your responsibility to monitor your status on a wait list to determine whether or not you have been enrolled. You will be charged tuition and given a grade of F if you are enrolled in a course you do not attend. If you place yourself on a wait list and then determine that you do not want the course, please be sure to drop yourself from the wait list before the published deadline so that others may enroll. Students who are registered for one section of a course may not waitlist for another section. Students who do so will be dropped from the waitlisted section. Students may not waitlist themselves for multiple sections of the same course. Students who do so will be dropped from all waitlisted sections.**

## Time Conflicts

You may not register for two courses that meet at the same time or for courses with overlapping meeting times. If you want the second course instead of the one you are registered for, you must drop the first one before adding the second course. If you want two time-conflicting courses, you will need to obtain a Time Conflict form in the Office of the Registrar, obtain the approval signatures of the two respective instructors and return the form to the Office of the Registrar for processing. You will then be granted permission to add the course through WyoWeb.

## Change of Registration (Drop/Add)

Adding classes, dropping classes, or changing grading options (e.g., A-F to S/U) constitutes a registration change. WyoWeb may be used to drop or add anytime after your initial registration until the end of the drop or add time period. Drop and add deadlines are strictly enforced.

For justifiable reasons, departmental and deans' offices may initiate changes in registration. It is the responsibility of the respective academic unit to notify students of any changes to their schedules. In these instances students do not need to complete the drop/add process unless they need to add a course to replace the course that has been dropped.

## Withdrawing from a Course

Failure to attend a class or failure to pay tuition does not constitute withdrawal from a class or from the university. Students wishing to withdraw from some but not all course work can obtain the required forms from the Office of the Registrar or complete an Online Petition through WyoWeb. See the Deadlines section below. A class withdrawal is not official unless filed with the Office of the Registrar. Unauthorized discontinuance of enrollment or unofficial abandonment of classes will result in a failing grade. Financial aid recipients who withdraw or reduce credit hours must consult with a financial aid counselor regarding repayment of financial aid funds if applicable.

## Withdrawal from the University

Withdrawal from the university is the official termination of student status prior to the end of a term. Students wishing to withdraw from all on-campus classes should initiate the procedure with the Dean of Students Office. Withdrawal from the university is not permitted during the last 15 days of a term. (*See number 4 below for more information and deadlines.*)

## Deadlines

1. Dropping courses (without record on transcript) or switching sections of the same course:
  - September 4, 2008, (eight class days after the semester begins) for regular semester classes (this deadline will be strictly enforced);
  - August 28, 2008, (four class days after the semester begins) for blocked courses that begin at the start of the semester;
  - October 23, 2008, (four class days after the second blocked session begins) for blocked courses that begin the second eight weeks.
2. Adding courses and changing grading option:
  - September 8, 2008, (10 class days after the semester begins) for regular semester classes;
  - August 29, 2008 (five class days after the semester begins) for blocked courses that begin at the start of the semester;
  - October 24, 2008, (five class days after the second blocked session begins) for blocked courses that begin the second eight weeks.
3. Withdrawing from courses (with record on transcript):
  - October 31, 2008, (10 class days after mid-semester) is the deadline for withdrawing from individual regular semester courses. A mark of "W" will be assigned for the withdrawal.
  - September 30, 2008, (five days after the middle of the course) for blocked courses that begin at the start of the semester. A mark of "W" will be assigned for the withdrawal.
  - November 17, 2008, (five days after the middle of the course) for blocked courses that begin the second eight weeks. A mark of "W" will be assigned for the withdrawal.
4. Withdrawing from the university:
  - November 25, 2008, (15 calendar days prior to the end of the semester) is the deadline to withdraw from the university for Fall 2008. Marks of "W" will be assigned to all courses. Forms for withdrawing from the university are available in the Dean of Students Office, 128 Knight Hall, (307)766-3296. If you were on academic probation for the semester prior to this withdrawal, withdrawing for the university will result in being placed on academic suspension. To re-enter, you will need to petition for academic reinstatement (see the General Bulletin for more information.) Outreach students should contact the Outreach School to withdraw.

**Note: Course withdrawals must be processed in person in the Office of the Registrar or by using the online form available on the Student Forms and Petitions channel of WyoWeb.**