

University of Wyoming Spring 2009 Class Schedule

Admission Information	4	Astronomy	41	Japanese	58
Advising	17	Atmospheric Science	92	Kinesiology	101
Calendar	2	Biology (See Life Sciences)		Languages—Modern and Classical	57
Campus Map	Inside Back	Botany	42	Languages (general)	59
CAPP Degree Checks	16	Business	82	Latin	59
Changes in College, Major, or Adviser	6	Business Administration	82	LCCC Math	112
Change of Registration (Drop/Add)	18	Chemical Engineering	93	Life Sciences	60
Correspondence Courses	6	Chemistry	43	Management	85
Course Levels	6	Chicano Studies	45	Marketing	85
Credit by Examination	6	Chinese	57	Master of Business Administration	84
Deadlines	18	Civil Engineering	94	Mathematics	61
Disability Support Services	6	Classics (Languages)	57	Mechanical Engineering	98
Employee Registration	6	Communication and Journalism	45	Microbiology	31
Explanation of Schedule	24-25	Communication Disorders	100	Molecular Biology	32
FERPA	3	Computer Science	95	Music	63
Final Exam Schedule	23	Counselor Education	87	Neurological Science	80
Financial Aid Information	7	Criminal Justice	47	Nursing	106
Full-Time Status	8	Curriculum and Instruction	89	Outreach Credit Programs	113
Grade Reporting	9	Decision Science	82	Pathobiology	33
Graduation Information	21	Early Childhood Education	90	Petroleum Engineering	99
Incompletes	9	Earth System Science	93	Pharmacy	107
Late Registration	13	Ecology	43	Philosophy	69
Mathematics Placement	9	Economics	83	Physical Education—Activity	104
MMR Immunization	17	Educational Leadership	87	Physics	70
Parking Information	9	Educational Research	88	Plant Sciences	34
PERC	17	Educational Studies	88	Political Science	71
Registration Holds	17	Elementary/Early Childhood Education	89	Psychology	73
Registration Information	17	Electrical and Computer Engineering	96	Rangeland Ecol/Watershed Mgt	34
Repeat Courses	9	Engineering Science	97	Religious Studies	74
Senior Citizen Enrollment	10	English	48	Renewable Resources	35
Student Medical Insurance	13	Entomology	28	Russian	59
Transcripts	10	Environmental Engineering	98	Science/Math. Teaching Cntr	69, 91
Tuition, Fees, and Expenses	12	Environment and Natural Resources	112	Secondary Education	90
University Studies	22, 134	Executive Master of Business Admin	84	Social Work	108
Veterans Benefits	11	Family and Consumer Sciences	29	Sociology	75
Wait Lists	18	Finance	83	Soil Science	36
Withdrawal from Courses	18	Food Science	30	Spanish	59
WyoOnce Campus I.D. Cards	10	French	57	Special Education	90
WyoWeb Registration	19	Geography	51	Statistics	76
		Geology and Geophysics	52	Theatre and Dance	77
		German	58	UW/CC	131
		Greek	58	University Honors Program	110
		Health Education	103	Women's Studies	78
		Health Sciences	105	Wyoming INstitute for Disabilities	109
		History	54	Zoology and Physiology	79
		Honors Program	110		
		Human Medicine	105		
		Information Literacy	110		
		Information Management	84		
		Instructional Technology	86		
		International Studies	56		

Course Offerings

Arts & Sciences	37
Accounting	81
Adult and Post-Secondary Education	86
Adult Learning and Technology	86
African American Studies	37
Agricultural Economics	26
Agricultural Education	90
Agriculture	26
Agroecology	26
Air Force and Army ROTC	111
American Indian Studies	38
American Studies	38
Animal Science	27
Anthropology	39
Architectural Engineering	92
Art	40

Cover Photos:
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Student photo by UW Photo Service

Spring 2009 Dates to Remember

Calendar By Date

OCTOBER	27-31	Advising Week
NOVEMBER	3	Registration for Spring 2009 for continuing students begins (see page 16)
	24	Registration for Spring 2009 for new or re-enrolling students begins (see page 16)
JANUARY	12	First day of classes
	12	Late registration (with \$25 late registration fee) and drop/add begins (see page 16)
	15	Last day to drop or change sections for courses which meet the first half of the semester
	16	Last day to add, late register, or change grading options for courses which meet for the first half of the semester
	16	Tuition/Fees due, strictly enforced (see page 11)
	19	Martin Luther King Jr./Wyoming Equality Day - university offices closed; classes excused
	22	Last day to drop or change sections in semester courses - strictly enforced
	26	Last day to add, late register, or change grading options in semester courses
	26	Last day to make changes to health insurance selection
FEBRUARY	10	Last day to withdraw from courses which meet the first half of the semester
MARCH	6	Midsemester
	11	Midsemester grades must be loaded online (by noon)
	12	Last day to drop or change sections for courses which meet the second half of the semester
	13	Last day to add or change grading options for courses which meet the second half of the semester
	16-20	SPRING BREAK - classes excused
	23-27	Advising Week for Fall 2009
	27	Last day to withdraw from individual semester courses
	30	Registration for Fall 2009 begins for continuing students (see page 16)
APRIL	10-12	Easter Break - classes excused
	14	Last day to withdraw from courses which meet the second half of the semester
	20	Registration for Fall 2009 for new or re-enrolling students begins (see page 16)
	24	Last day to withdraw from the university for Spring 2009
MAY	1	Last day of classes
	4-8	Finals Week
	9	Commencement
	14	Final grades must be loaded online (by noon)
	28	Outreach grades must be loaded online (by noon)

Calendar By Event

Advising Week for Spring 2009	October	27-31
Advising Week for Fall 2009	March	23-27
Add deadline for courses that meet all semester	January	26
Drop deadline for courses that meet all semester	January	22
Easter Break	April	10-12
Final grades must be loaded online (by noon)	May	14
Finals Week	May	4-8
First day of classes	January	12
Last day of classes	May	1
Last day to make changes to health insurance selection	January	26
Midsemester	March	6
Midsemester grades must be loaded online (by noon)	March	11
Outreach grades must be loaded online (by noon)	May	28
Registration for Fall 2009 for continuing students begins (see page 16)	March	30
Registration for Fall 2009 for new or re-enrolling students begins (see page 16)	April	20
Registration for Spring 2009 for continuing students begins (see page 16)	November	3
Registration for Spring 2009 for new or re-enrolling students begins (see page 16)	November	24
Tuition/Fees payment due; strictly enforced (see page 11)	January	16
Withdraw from individual semester courses	March	27
Withdraw from the university for Spring 2009	April	24

Notes

- Above schedule is subject to change
- Deadlines to drop courses will be strictly enforced
- Tuition and Fees payment deadline will be strictly enforced

FERPA

(Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act of 1974, as amended, protects the privacy of educational records, establishes the students' rights to inspect their educational records, provides guidelines for correcting inaccurate or misleading data through informal and formal hearings, and permits students to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures of the institution to comply with the Act.

The following items are considered directory information and may be disclosed by the university in response to inquiries concerning individual students, whether the inquiries are in person, in writing, or over the telephone:

1. Name;
2. Affirmation of whether currently enrolled;
3. School, college, department, major, or division;
4. Dates of enrollment;
5. Degrees received;
6. Honors received;
7. Full or part-time status;
8. Local address and phone number;
9. Home address (permanent);
10. E-mail address;
11. Participation in officially recognized activities and sports;
12. Weight and height of members of athletic teams.

The University of Wyoming has the responsibility for effectively supervising any access to and/or release of official data/information about our students. However, because Wyoming has a Public Records Act, the above information may be released to any outside entity that requests it *unless a student has requested that a Privacy Flag be placed on his or her records.*

If you do not want any of the indicated information to be released to anyone outside the university, you need to complete a Request for Privacy Flag form and submit it to the Office of the Registrar. This form must be submitted no later than the 10th class day of the spring semester in order for your information not to be included in the printed Campus Directory.

A Privacy Flag means that your name will not be included in the printed Campus Directory and will not appear in the Web Student Directory. Your name will not be included in any news releases (including honor rolls or graduation). Also, information will not be released to prospective employers, insurance companies, credit agencies, etc. without your signed approval.

A Privacy Flag may be removed at any time by submitting a written and signed request to the Office of the Registrar.

Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded information concerning students may be used only by authorized university employees and only for clearly-defined educational purposes, must be safeguarded and controlled to avoid violations of personal privacy, and must be appropriately disposed of when the justification for its collection and retention no longer exists.

In this regard, the university is committed to protecting to the maximum extent possible the right of privacy of all individuals about whom it holds information, records, and files. Access to and release of directory information is restricted to the student concerned, to parents of dependent students (documentation must be provided), to others with the student's written consent, to officials within the university, agencies for the university such as the National Student Clearinghouse, to a court of competent jurisdiction, and otherwise pursuant to law.

For more information, go to www.uwyo.edu/registrar/ferpa.asp

The University of Wyoming is built upon a strong foundation of integrity, respect, and trust. All members of the university community have a responsibility to be honest and the right to expect honesty from others. Any form of academic dishonesty is unacceptable to our community and will not be tolerated.

Problem Resolution

Experience has shown that the best and quickest way to resolve a problem is to contact the person or office involved. We therefore recommend that if you have a problem you take it directly to the faculty member, department head, director, or manager of the unit involved. If you do not know with whom to discuss your problem or feel you need additional assistance, you may contact the Dean of Students Office, 128 Knight Hall, or phone them at (307) 766-3296. The Dean of Students Office staff will assist you and/or refer you to the proper person.

The University of Wyoming is an affirmative action/equal opportunity employer and institution and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, and political belief in any aspect of employment or services. The institution's educational programs, activities, and services offered to students and/or employees are administered on a nondiscriminatory basis subject to the provisions of all civil rights laws and statutes. Evidence of practices that are not consistent with this policy should be reported to the Employment Practices Officer (307) 766-6721.

Admission Information

Undergraduate: Admissions Office, 146 Knight Hall, Dept. 3435, Laramie, Wyoming 82071; 766-5160

Graduate: Graduate School, 108 Knight Hall, Dept. 3108, Laramie, Wyoming 82071; 766-3802

Outreach School Academic Programs: Outreach Credit Programs and UW/CC Center Students

All new students wishing to register for courses at the University of Wyoming, regardless of whether or not they intend to pursue a degree, must submit the application for admission, appropriate transcripts and test scores, and the appropriate application fee. Applicants will be notified by mail of their admission status. Applications are available by contacting the Admission office (307) 766-5160 or online at www.uwyo.edu/admissions.

Official academic transcripts must be mailed directly from previously attended institutions to the UW Admissions Office or, if appropriate, the Graduate School. The University of Wyoming will not accept student copies or hand-carried college transcripts. Official faxed transcripts will be accepted from the Wyoming community colleges.

Undergraduate Admission

A \$40 nonrefundable application processing fee is required for first-time UW undergraduate students.

New Freshmen Assured Admission:

1. Graduates from accredited Wyoming high schools need cumulative high school grade point averages (GPAs) of 2.75 or above. Graduates of non-Wyoming high schools need a 3.0 GPA or better or a 2.75 GPA and ACT scores of at least 20 or SAT scores of at least 960.
2. Applicants need to complete at least 13 high school units in the following pre-college curriculum (one unit = one year):
 - Four units of English/communication/language arts are required, with at least three units containing a substantial writing component. Speech and other communication-based courses with substantial writing components may meet this requirement. Applicants may also complete three units in English/communication/language arts plus two units of the same foreign language for this requirement.
 - Three units of mathematics including the concepts of a college preparatory algebra I, algebra II, and geometry sequence. It is recommended that applicants take algebra II, geometry, or a higher-level math course during the senior year.
 - Three units of science are required. At least one unit must be from the physical sciences (physics, chemistry, or a college preparatory physical science course). The other two units may be from any combination of biological, life, physical, or earth/space sciences.
 - Three cultural context units are required. These should be selected from the behavioral or social sciences, visual or performing arts, humanities, or foreign languages.
3. UW welcomes home-schooled students. Please contact the Admissions office for details on admission requirements.

Admission with Conditions

If applicants do not qualify for assured admission based on the above criteria, admission with conditions will be granted if the following requirements are satisfied:

1. Graduates from accredited high schools with at least a 2.5 GPA or a 2.25 GPA with an ACT score of at least 20 or SAT score of at least 960.
2. Applicants have no more than two total deficiencies in the required pre-college curriculum (indicated above), and no more than one deficiency from any of the four areas.

Undergraduate Transfer Students

College transfer students with 30 or more transferable semester credit hours must have a 2.0 or higher cumulative grade point average for admission to UW. College students interested in transferring to UW should call or write the Admissions Office to request a copy of the Transfer and Adult Student Viewbook or go online to www.uwyo.edu.

Applicants who have taken college-level course work and desire to transfer to the University of Wyoming should apply for admission and have one official transcript from each previously attended college or university sent directly to the Admissions Office. Course work from regionally accredited institutions will be accepted as transfer credit if substantially equivalent to courses offered by UW.

Transfer students with less than 30 transferable semester hours must also have an official copy of their high school transcript sent directly to the Admissions Office by their former high school. Transfer students under age 21, who have less than 30 transferable credit hours, must also have their ACT or SAT results sent to the UW Admissions Office.

General Educational Development (GED) Certificate Holders

1. Applicants must have an average score of at least 550 on the GED test with no individual score below 500.
2. Applicants less than 21 years old must submit ACT or SAT results to the Admissions Office.
3. Applicants' high school class must have graduated.

Adult Nontraditional Students

Adults who do not qualify for regular admission to UW may qualify for admission as nontraditional students. Nontraditional admission requirements are:

1. Minimum age of 25;
2. Minimum of three years since last enrollment in college courses, except correspondence;
3. Send official copy of high school transcript and any college transcripts directly to the UW Admissions Office by the previous institutions.
4. Send official GED scores if applicable.
5. Students admitted under this policy are undeclared majors and will receive their initial academic advising from the Center for Advising and Career Services in 228 Knight Hall, (307) 766-2398.
6. Neither ACT nor SAT scores are required for students over 21.

High School Guest Students

High school seniors and juniors will be considered for admission to UW as high school guests. The following requirements must be met:

1. Complete a UW High School Guest application;
2. Have an official copy of the most recent high school transcript, showing an overall GPA of at least 3.0 sent directly to the Admissions Office;
3. Submit a positive written recommendation from the high school counselor or principal;
4. Submit available ACT or SAT scores.

Admission Information

If high school guest admission is granted, it is for one semester at a time. Subsequent enrollment requires the most recent transcript and new written permission from the high school. High school guests may take up to 6 credit hours per semester. Advising will be provided by the Center for Advising and Career Services in 228 Knight Hall, (307) 766-2398.

Undergraduate Non-Degree Students

1. Must complete and submit a Non-Degree Student application.
2. Transcripts and test scores are not required for non-degree status.
3. Non-degree students may enroll in a maximum of 7 credit hours per semester (maximum of two courses). Only 12 credit hours taken in this status may be used towards a UW degree.
4. Admission with non-degree status is not available to international students or students on suspension.
5. Students admitted with non-degree status are assessed tuition and fees at the same tuition rate as degree-seeking students.

Graduate Admission

Applicants must submit the UW graduate application and the nonrefundable application processing fee. This may be done through the Graduate School website. One set of official transcripts must be sent directly to the UW Graduate School from each previous collegiate institution.

Applicants must have completed at least a bachelor's degree from an institution with Council for Higher Education or equivalent accreditation. Applicants should have at least a 3.0 overall GPA. Applicants whose department requires the Graduate Record Examination (GRE) must request official scores be sent to the Graduate School directly from the Educational Testing Service (ETS). Our institution code with ETS is 4855. A score of at least 900 on the combined verbal and quantitative sections is preferred, (1000 for doctoral programs). Some departments may require scores from the Graduate Management Admission Test (GMAT), rather than the GRE, with a minimum score of 500.

International student applicants for whom English is not the native language must furnish scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), the English Language School (ELS) or other approved test of English communication skills. The minimum paper TOEFL score acceptable for full admission shall be 540. This corresponds to a computer based TOEFL of 207 and the Internet-based TOEFL of 76. The minimum IELTS score for full admission shall be 6.0. Other approved tests will be acceptable at the level of the TOEFL score. Students may be admitted provisionally with lower test scores. Official scores must be sent directly from the testing agency (i.e. TOEFL scores must be sent from ETS). Contact the Graduate School for further information.

Three letters of recommendation must be submitted to the department. These forms are available on the Graduate School website.

To obtain graduate, non-degree status, an application, \$50 fee, and transcripts must be submitted to the Graduate School. Only 12 credit hours taken with non-degree status may apply toward a graduate degree pending approval by the student's graduate committee.

College of Law Admission

Admission to the professional curriculum of law is granted by the College of Law Admissions Committee. Except in very unusual circumstances, applicants to the College of Law must have a bachelor's degree from an accredited college or university. The College of Law reserves the right to restrict the number of entering students to a class size consistent with its facilities and its educational objectives. Additional information and requirements are provided in the College of Law Bulletin. A UW College of Law application for admission must be submitted to the College of Law by March 15th. All applicants are required to take the Law School Admission Test (LSAT) and register with the Law School Admission Council at www.lsac.org or (215) 968-1001 at Box 2001, Newton, PA 18940-0981.

School of Pharmacy Admission

Admission to the preprofessional pharmacy program is through the university admission process described previously.

Admission to the professional curriculum leading to the entry-level professional Doctor of Pharmacy (Pharm.D.) degree is granted by the dean of the School of Pharmacy upon the advice of the School of Pharmacy Student Affairs Committee. The application process requires that students apply to the School of Pharmacy using Pharm CAS, for more information about Pharm CAS log on to www.Pharmacas.org. The application deadline is January 5th for fall admission. Admission to the professional program is limited and competitive. For further information, contact the School of Pharmacy, Dept. 3375, 1000 E. University Ave., Laramie, WY 82071; (307) 766-6132.

International Student Admission

The University of Wyoming will admit international students who meet admission requirements. To apply for admission as an undergraduate student, contact the UW Admissions Office for an International Student Application or go to the UW web site at www.uwyo.edu/international. Application deadlines for international students are June 1 for fall semester, November 1 for spring semester, and April 1 for summer session. The \$40.00 undergraduate international student application processing fee must be received before the application will be processed. Contact the UW Admissions office (307) 766-5160 for more information

WWAMI Medical Education Program

WWAMI is a contract program between the University of Wyoming and the University of Washington for medical education. Admission is twofold. Applicants must be certified residents of Wyoming. To be eligible for certification, the applicant or parent or guardian must be a legal resident of the State of Wyoming for five continuous years immediately prior to enrolling at the University of Washington. Applications for certification are located at www.uwyo.edu/wwami and are due no later than October 15 of the year preceding the anticipated start date of medical school. Participants must either pay back the money expended on their behalf plus interest or practice medicine in Wyoming for three years. Applicants must apply to the University of Washington School of Medicine through the usual procedures. Admission to the medical school is subject to criteria established by the University of Washington. Information and residency applications may be obtained from the College of Health Sciences, Preprofessional Advising Office, Dept. 3432, 1000 E. University Ave., Laramie, WY 82071; (307) 766-6704 or (307) 766-3499.

General Information

Abandonment of Classes

Failure to attend class or pay tuition and fees does not constitute withdrawal. Students who do not officially withdraw or drop their classes through the Office of the Registrar will be assessed full tuition and fees. WyoWeb may be used to drop all classes through the end of the drop time period. After the end of the drop time period, students must officially withdraw from the university through the Dean of Students Office. Financial aid recipients who withdraw or reduce credit hours must consult with a financial aid counselor regarding repayment of financial aid funds if applicable.

Some academic departments may drop students from individual classes if the students do not attend the first class meeting. Refer to any notes at the beginning of department class listings.

Changes in College, Major, or Adviser

Forms to change college, major, adviser, or graduate standing or to declare a minor may be obtained from an adviser, the Graduate School, the Office of the Registrar, or online at the Registrar's web site. The student is responsible for obtaining all necessary signatures and returning the form to the Office of the Registrar.

Correspondence Courses

Students interested in earning credit through correspondence study courses should consult the Correspondence Study, 340 Wyoming Hall, (307) 766-5631. Tuition is \$94.00 per semester hour for both residents and nonresidents. A student is allowed nine months from the date of enrollment for completion of a correspondence study course. These courses are not eligible for financial aid.

Course Levels

University courses are distinguished by numbers indicating levels of instruction as follows:

- 0000-0999 Preparatory courses (non-credit)
- 1000-2999 Primarily for freshmen and sophomores
- 3000-4999 Primarily for juniors and seniors
- 5000-5999 Primarily for graduate students
- 6000-6999 Law, Pharm.D., and WWAMI courses

Prerequisites are the primary factor which normally govern whether or not a student may enroll for any particular course. However, individual departments and/or colleges may place additional restrictions on course enrollments (e.g., enrollment may be restricted by student classification). Refer to the General Bulletin for all prerequisites. Law courses are normally open only to students approved for the law program.

Course Requirements:

Physical Education Requirements for All Undergraduates

All first-time freshmen, regardless of age or disability, are required to meet the P requirement of the University Studies Program. The P is met by completing a one-semester class of wellness concepts and physical activity. Activity courses alone do not satisfy the requirement for students in this category. Students matriculating at a Wyoming community college or any other collegiate institution in or after fall 1999 and transferring to UW must meet the P requirement or have transfer courses equivalent to one semester credit hour of a physical activity or wellness course.

U.S./WYO Constitution Requirement for All Undergraduates

Successful completion of a course in U.S. and Wyoming constitutions is required of all undergraduates. Political Science 1000 or Economics 1200 will meet this requirement. The following History courses also meet this requirement: HIST 1211 or 1221 or 1251. Courses for this requirement may not be taken for S/U.

Please refer to the University Studies section of this schedule for other requirements of the University Studies Program.

Credit by Examination

The University of Wyoming recognizes the fact that students are from varying levels of society, have different backgrounds and schooling, and therefore possess dissimilar levels of preparation. In recognition of these factors, the university has developed a departmental credit-by-examination program. Students must be currently enrolled in order to qualify for a credit by exam. Students may not seek credit by exam for a course they are currently enrolled in or auditing, or for a course they have previously enrolled in for credit or audit. Please refer to the General Bulletin for further qualifications and information. An initial fee of \$80.00 is required to sit for each examination. Upon successful completion of an examination, the credit will be posted to the student's academic records. Applications for departmental credit by examination are available in the Office of the Registrar. Eligibility approval must be received from the Office of the Registrar prior to taking the exam.

Disability Support Services

Students who need to review the accessibility of classrooms or who anticipate needing class-related accommodations due to physical, cognitive, or psychological disabilities should contact University Disability Support Services. Early notification and application for assistance is encouraged to ensure that services are provided in a timely manner. Contact University Disability Support Services, SEO (766-6189, TTY: 766-3073)

Employee Registration

Eligible employees of the university are allowed to enroll in university credit courses as part of the tuition and fees remission program. Approval by the immediate supervisor or appointing authority is required. The appropriate forms must be secured in advance of the intended registration date and are issued from the Human Resources Department only. Faculty and staff enrolling for courses are expected to conform to established procedures and regulations pertaining to admission and registration (see UW Regulations 4-174 and 4-175).

Financial Aid Reminders

The Office of Student Financial Aid coordinates all student financial assistance available at UW. Available aid includes scholarships, grants (Federal Pell, Federal SEOG, Academic Competitiveness Grants, SMART Grants), loans (Federal Perkins, Federal Stafford, and Federal PLUS), and employment (Federal Work-Study).

General Information

The Student Financial Aid office will help all qualified applicants to secure aid, but resources are limited. All students who apply for financial assistance are expected to work and to save a major portion of their earnings to apply against their educational expenses. Aid is offered first to those applicants whose materials are completed and received by March 1 prior to the academic year for which aid is sought. Federal Pell Grants, Academic Competitiveness Grants, SMART Grants and Federal Stafford Loans are available to qualified applicants throughout the year.

Prospective students seeking scholarships should send an application for admission, the nonrefundable application fee, and a copy of their current high school or college transcript to the UW Admissions Office by December 10. Students who have attended another college must have that college submit an academic transcript to the UW Admissions Office.

Students seeking financial aid or assistance based on their financial need must submit a Free Application for Federal Student Aid (FAFSA) directly to the federal student aid program processor. UW recommends filing the FAFSA online at www.fafsa.ed.gov in January prior to the next academic year. Final responsibility for ensuring that all required documents are received in a timely manner rests with the applicant.

Enrollment Requirements

Most scholarships require the recipient to be enrolled full-time. Hathaway Scholarships are available to students enrolled half-time (6 hours a semester). Federal Pell Grants and veteran's benefits may be pro-rated for part-time enrollment. Pell Grant amounts will be adjusted for changes in enrollment only through the end of the drop/add period. Academic Competitiveness Grants, SMART Grants require full-time enrollment (12 or more credits each semester). Federal Stafford Loans may only be borrowed by students enrolled for at least half time (a minimum of 6 hours for undergraduate, law, and pharmacy students; a minimum of 4.5 hours for graduate students). Federal Pell Grants, Academic Competitiveness Grants, SMART Grants and Federal SEOG Grants are available to undergraduate students who have not completed the requirements for their first undergraduate degree. Generally, Federal aid is not available for UW Correspondence Study, for continuous registration hours, or for audit hours. For details, ask a financial aid adviser.

Eligibility Requirements

To receive federal financial aid (such as Federal Pell, Academic Competitiveness Grants, SMART Grants and Federal SEOG grants, Federal Work-Study, Federal Perkins, Federal Stafford [subsidized or unsubsidized], and Federal PLUS loans) students must meet the following conditions and provide supporting documentation when requested to do so: have a high school diploma or its equivalent, be enrolled in an elementary or a secondary school, be enrolled in a degree program, be a U.S. citizen or eligible non-citizen, have a demonstrated financial need if required, maintain reasonable academic progress, not be in default on a federal student loan or owe an overpayment of a federal grant at any institution (or, if so, have made satisfactory arrangements to repay or otherwise resolve the overpayment or default), not have borrowed in excess of the annual or aggregate loan limits of a federal loan program (loan borrowers only), agree to use funds received only for educational costs, register with the Selective Service if required, and not have had federal financial aid benefits suspended as result of a drug conviction. Aid

recipients must make satisfactory academic progress toward their degree to receive federal aid. Academic progress is checked once a year following the end of the spring semester.

Satisfactory Academic Progress (SAP)

Federal regulations require the University of Wyoming to establish satisfactory academic progress standards for student financial aid recipients. These standards at the University of Wyoming are called "Satisfactory Academic Progress" or "SAP." The University of Wyoming standards of SAP measure a student's academic performance both qualitatively and quantitatively by reviewing the following three areas of performance: completion rate for all (cumulative) coursework enrolled, cumulative grade point average (Cum GPA) earned and the maximum time frame to complete a degree. Failure to comply with any one of the following requirements will result in a loss of federal student aid eligibility:

- The minimum CUM GPA for undergraduates and professional students (J.D. or Pharm.D.) is 2.000. For graduate students the minimum CUM GPA is 3.000;
- Each student must complete at least 67% of all credit hours attempted cumulatively at UW;
- Undergraduate students must complete graduation requirements in no more than 150% of the average length of their program - **180 credit hours** for most degree programs.

Satisfactory Academic Progress is reviewed annually in May at the end of the spring semester. Students not meeting either of the first two requirements listed above will be automatically placed on "initial financial aid probation." Initial financial aid probation simply provides an opportunity for students to correct deficiencies and re-establish compliance with the SAP standards. Students have until the end of the succeeding academic year to correct their SAP problem. Students remain eligible for federal financial aid while on "initial financial aid probation." Students are only eligible for the initial financial aid probation provision once. At the end of the probationary period, the student will either be:

- Removed from probationary status because all three components of the SAP policy are now met; or
- Suspended from receiving assistance from federal sources and will receive a Financial Aid Suspension Letter.

Suspended students are no longer eligible for federal financial aid until they have taken classes, using their own funding, and have raised their cumulative GPA or completion rate to meet the SAP standards. Suspended students may appeal their financial aid suspension. To do so a student must submit their appeal no later than the end of the "Drop/Add" period of the semester for which the appeal is submitted by providing the Office of Student Financial Aid with a signed SAP Appeal Form explaining why he/she should not be suspended. A student may appeal due to mitigating or extenuating circumstances that could not be influenced, planned for, or prevented by the student (e.g., hospitalization, prolonged illness, death in the immediate family). Documentation verifying the situation is required and must accompany the appeal. The outcome of a student's appeal depends upon the nature of the circumstances causing the violation, how well that is documented, and how well they have demonstrated that they are now making good progress toward earning their degree. The SAP Appeal Form is available online at the Office of Student Financial Aid's web-site, www.uwyo.edu/sfa for downloading and printing or directly from the Office. Contact the Office of Student Financial Aid for more information regarding SAP.

General Information

Funds Distribution

Each student who registers has his or her own student account with the university. Once a qualified student has registered for classes and has accepted their award(s) on WyoWeb, the Office of Student Financial Aid will authorize the electronic transfer of financial aid funds to the student's individual account at the university.

Federal Stafford loans are made by commercial lenders. Lenders electronically transfer loan proceeds to the university for direct deposit to student accounts. Federal Stafford Loan amounts may be reduced by amounts up to 4 percent to be retained by lenders as origination and guarantee fees. First-time borrowers of Federal student loans must participate in entrance loan counseling (Web presentation). All student loan borrowers must participate in an exit loan interview (in person or on the Web) prior to leaving UW.

Federal Work-Study funds are paid as payroll checks twice a month. Payroll checks may be direct deposited or mailed.

The university will automatically charge a student's account for tuition and fees based on the student's enrollment. This will be a subtraction entry. Likewise, if a student is living in a university residence hall, room and board charges will be placed on the student's account.

Any financial aid credited to a student's account will automatically pay tuition and fees and then charges for room and board in UW residence halls. Unless directed otherwise by answering the Title IV form on WyoWeb, any remainder will be applied to other university charges (but not short-term loans or UW Bookstore charges). If a negative balance results, the student must pay the amount owed. If the balance is positive, a "credit balance check" will be prepared by the university made payable to the student. This check will be mailed to the student's local address prior to the first day of classes or after the term begins.

A scholarship awarded for the academic year will be split into two equal payments to the recipient's student account with one to be paid at the beginning of each semester unless the donor or selection committee specifically directs that it be paid differently.

Students enrolled in a domestic or international exchange program or a study abroad program approved by UW for academic credit are eligible to apply for federal student financial assistance. Likewise, students concurrently enrolled in classes at two or more eligible institutions of post-secondary education may apply for federal aid. A special consortium agreement between institutions must be completed prior to each semester a concurrently enrolled student seeks aid. Those granted a Federal Work-Study allocation have opportunities to perform community services to earn their allocation.

Information describing available aid, award criteria, rights and responsibilities of aid recipients, costs of attendance, refund and repayment policies, and schedules is available online at www.uwyo.edu/sfa.

Financial aid policies are subject to change without notice to reflect modifications in federal, state and institutional laws and regulations.

Full-Time Status

Undergraduate, Law, and Pharm.D. students enrolled for at least 12 semester hours are considered full-time students. This status entitles students to full benefits including admission privileges to cultural affairs, university theatre productions, and to intercollegiate athletic games, services of the Student Health Service and Wyoming Union, participation in the university short-term student loan program, access to the university microcomputer pods, membership in the Associated Students of the University of Wyoming (ASUW) and participation in its activities, and participation in the university's intramural and open recreation programs.

Undergraduate, Law, and Pharm.D. students enrolled for at least 12 semester hours of credit will have their enrollment verified as "full time" to non-university entities for student loan deferments, insurance documents, veterans benefits, and similar programs.

Note: Correspondence courses are not officially posted to a student's record until grades have been received in the registrar's office, and the hours are not included in determining a student's full-time status until grades have been posted.

Graduate students enrolled for at least 9 semester hours are considered full-time students. This status entitles graduate students to the benefits indicated above regarding full-time undergraduate students. Graduate students enrolled for fewer than 9 but at least 4.5 semester hours may apply for federal student loans.

Undergraduate, Law, and Pharm.D. students enrolled for fewer than 12 but at least 6 semester hours and graduate students enrolled for fewer than 9 but at least 4.5 semester hours will be charged for the Part-Time Benefit Package which entitles them to all the privileges of a full fee-paying student, as listed above. Graduate students enrolled for fewer than 9 hours who choose to retain the Part-Time Benefit Package will have their enrollment verified as "full time" to non-university entities for insurance documents. Other enrollment verifications for these students will reflect their actual enrollment level.

Graduate students who have completed all course work for a master's degree and are working full time on their thesis (which must be certified by the student's academic adviser or department head in writing to the Graduate School) may register for 1 semester hour and become eligible to purchase the Part-Time Benefit Package, thereby becoming eligible for enrollment verification as "full time" for needs such as student loan deferments and insurance documents. Other enrollment verifications for these students will reflect their actual enrollment level. These students are not eligible to borrow federal student loans.

Graduate students who have completed their preliminary examination for a doctoral degree and are working full-time on their dissertation (which must be certified by the student's academic adviser or department head in writing to the Graduate School) may register for 1 semester hour and become eligible to purchase the Part-Time Benefit Package, thereby becoming eligible for enrollment verification as "full time" for needs such as student loan deferments and insurance documents. Other enrollment verifications for these students will reflect their actual enrollment level. These students are not eligible to borrow federal student loans.

The Part-Time Benefit Package must be purchased by the last day of the late registration period.

General Information

Grade Reporting

Instructors of all courses numbered below 5000 must submit midterm grades online. A grade of P (pass) will be assigned to those students performing at a C level or higher. A UK (unknown) may be assigned if an instructor is unable to make a determination of a midsemester grade due to lack of performance assessments such as exams, papers, homework, etc. Since midterm grades are not recorded on the permanent academic record, changes will not be made to them if an error has been made. The Office of the Registrar does not mail hard copies of midterm or final grades. Students may obtain both midterm and final grades via WyoWeb. Official transcripts contain final grades and may be requested through the Office of the Registrar or on WyoWeb.

Auditing a Course

The privilege of non-credit enrollment in a class is available, upon approval of the adviser and the instructor, to any university student. **The auditing privilege is subject to the same fee schedule as credit courses.** Auditors are expected to attend class regularly and complete such graded work as required by the instructor. It is the responsibility of the student to determine and fulfill the requirements for a satisfactory audit. **Though this auditing privilege carries full rights of class participation, it definitely offers no academic credit, does not count toward full- or part-time status,** and will result in a mark of satisfactory (SA) or unsatisfactory (SU). Subsequent credit for the course by special examination is not available.

Mathematics Placement

All UW math courses have carefully stated prerequisites. The Department of Mathematics considers adherence to these prerequisites essential in assuring that each student has the best possible opportunity for academic success. In accordance with this policy, all students registering for a math course will have their records checked in order to determine whether the prerequisite is satisfied. A computerized prerequisite check is run approximately two weeks prior to the start of the fall and spring semesters. Students who early register for a math course but have not satisfied the prerequisites at the time of the check will be automatically dropped from the course.

Prerequisites may be satisfied in the following ways:

1. Passing the Math Placement Exam (MPE) at the appropriate level within one year prior to the start of the course.
2. Receiving a sufficiently high ACT composite math score or SAT quantitative score of 600 or above within the last three years.
3. Passing a prerequisite course with at least a C. High school courses and out-of-state non-credit courses are not counted as prerequisites. However, certain Wyoming community college courses will be considered.

Questions about math placement can be addressed to the Center for Advising on Math Placement (CAMP), 222 Ross Hall, (307) 766-6577, or visit the Mathematics Department website at www.math.uwyo.edu.

National Student Exchange (NSE)

NSE is a cooperative exchange program that provides an opportunity for students to capitalize on areas of academic specialization and strength. Exchange is made through a cooperative effort between institutions with the assurance of credit transferability. The university currently has an agreement with more than 175 American colleges and universities. Students interested in the National Student Exchange Program should contact International Student Services, 241 Knight Hall, (307) 766-5193 or check out www.nse.org.

Parking Information

Students may bring motor vehicles to the campus, but they are subject to traffic and parking regulations as designated by the university and Laramie city ordinances. If a student intends to utilize university parking areas, motor vehicles, including motorcycles and motorbikes, either owned or operated by a student must be registered at the time of enrollment or within 24 hours after bringing the vehicle to Laramie. Please contact the Transportation and Parking Services for the registration amount. Shuttle lots are located on the east end of campus.

Prerequisites

While some prerequisites are included in the class listings, all students are responsible for referring to the General Bulletin to verify all prerequisites for a course. Some departments will administratively drop students from a class for which they do not have the necessary prerequisites.

Removal of "I" (Incomplete) Marks

Students who have "I" (incomplete) marks recorded should make arrangements with instructors to complete the required work and have an "I" removal form filed in the Office of the Registrar. Under the provisions of UW Regulation 6-720, "I" marks revert to failing grades if not removed within authorized time limits (normally 120 days after the end of the semester). The provisions of this regulation apply equally to graduate and undergraduate students.

Students should not re-register in a course for "I" removal purposes.

Repeat Courses

All grade entries remain on the student's record, but only the last grade earned will be calculated in the UW cumulative GPA. Courses applied towards one completed degree may be repeated as part of a second degree; however, the grade and grade point average in the original degree will not be changed. When repeating a course which has variable credit, a student must have written confirmation from the instructor and department head verifying that the course being taken for a repeat is identical to the previously taken course and that it is allowable for the student to use this course as a repeat course. A student is limited to a maximum of three (3) attempts in any course at the University of Wyoming. An "attempt" includes any instance in which the student earns a grade for the course or withdraws from the course. The three-attempt limit does not apply to courses identified in the General or Graduate Bulletin as being appropriate for students to take multiple times. A student can petition for exceptions to this limitation through established university procedures (UW Regulation 8-238).

General Information

Reserving Courses for Graduate Credit

Undergraduate students taking graduate level courses which are not in any way a part of their undergraduate degree program have the option of later using such courses for purposes beyond the bachelor's degree requirements. Students need to first analyze their own circumstances and needs. If a student intends to pursue a graduate degree or needs courses noted on a transcript as "Reserved for Graduate Credit" for job classification (e.g., advancement on teacher salary schedules), the student should file the appropriate petition obtainable from the Graduate School, 108 Knight Hall. The deadline for such petitions is by mid-term of the semester in which the course(s) is taken.

Senior Citizen Enrollment

Wyoming senior citizens age 65 and older who have been admitted to the University of Wyoming may enroll in university courses on a space- available basis at no cost upon presentation of evidence of age and Wyoming residency to the Admissions Office prior to the beginning of the term in which classes will be taken. Standard tuition and fees will not be assessed; however, special fees which are required in selected courses are not waived and must be paid by the student. Additional student benefits are not available under the senior citizen policy. However, full-time senior citizen students wishing to receive student benefits may enroll and pay regular university tuition and fees. Scheduled Outreach School classes which meet minimum enrollment requirements are included in the courses available to senior citizens without cost. Senior citizens should consult the associate director of admissions, 140 Knight Hall, 766-5160, prior to the payment of fees.

WyoOne Campus I.D. Cards

The ID card, also referred to as the WyoOne card, is the official identification card for the University of Wyoming. Students access their library privileges, residence hall, meal plan, check writing verification, recreational gymnasiums, athletic events and other areas with their WyoOne card. The WyoOne card may also be used as a debit card to make purchases on campus. Main campus students need to obtain an ID card early in the first semester of enrollment. Outreach students may obtain an ID card encoded "Outreach Student". ID cards are available at the WyoOne Office, 28 Knight Hall.

Student Classifications and Codes

- FR Freshman - less than 30 hours
- SO Sophomore - 30 through 59 hours
- JR Junior - 60 through 89 hours
- SR Senior - 90+ hours
- SPU Special Undergraduate - no degree objective
- SB Second bachelors – degree-holders seeking a second undergraduate degree
- HSN High school guest - high school seniors concurrently registered at the university
- NDS Non-degree seeking undergraduate student
- NON Postbaccalaureate student not pursuing a degree
- DR Doctoral student admitted to degree candidacy
- LW1 Law student (professional) first year
- LW2 Law student (professional) second year

- LW3 Law student (professional) third year
- MD1 Medical student (professional) first year
- PH1 Pharm.D. (professional level) first year (0-33 hrs)
- PH2 Pharm.D. (professional level) second year (34-69 hrs)
- PH3 Pharm.D. (professional level) third year (70-104 hrs)
- PH4 Pharm.D. (professional level) fourth year (104+ hrs)

International Student Exchange Program

University of Wyoming students may earn academic credit through participation in an international exchange. Hundreds of exchange sites are available to UW students. Students considering an exchange should consult with International Programs Office, (307) 766-1121.

Transcripts

Official transcripts of UW academic work are available at the registrar's office. There is a \$10.00 fee for fax service; otherwise, there is no charge for transcripts. Please allow 1-2 days for processing. Same-day transcript service is available for \$10 (limit 2). Federal law requires a student's signature before a transcript can be released or that the transcript be requested WyoWeb. All financial obligations to the university must also be satisfied before transcripts are released. For further information, contact the Office of the Registrar at (307) 766-5515.

University Bookstore

The University Bookstore is a self-supporting university-owned organization which was founded in 1921. It provides students, faculty and staff members, and campus visitors with a variety of products and services. In order to fulfill its primary mission, the bookstore stocks new and used textbooks, general books, school supplies, office products, educationally-priced computer software, and art and engineering supplies. As a convenience the bookstore also stocks additional items like gifts, insignia sportswear, greeting cards, candy, and sundries. Services the bookstore provides include bookbinding, a special order book service, cap and gown rental, complimentary gift wrapping, a used book buy-back program, postage stamps, and UPS and FAX services.

The bookstore is located on the main level of the Wyoming Union. Hours of operation during the academic year are: 7:30 am - 5 pm Monday through Friday, 10 am - 2 pm Saturday, and 9 am to 30 minutes prior to kickoff on Saturdays with home football games. For additional information please call (307) 766-3264 or visit our web site at www.uwyobookstore.com.

Veterans Benefits

Students who have served in the armed forces may be allowed credit for courses taken in some military schools. Students who desire to apply for UW credit for classes taken at a military school should submit a copy of the CCAF Transcript, ACE Transcript, SMART Transcript, or DD-214 Form or its equivalent to the Office of the Registrar. Individual colleges will determine whether such courses will be applicable to degree programs. All veterans seeking educational benefits must register with the veterans' certification specialist in the Office of Student Financial Aid, 174 Knight Hall, 766-2424. This includes completing a veteran's registration card each semester. Those veterans not completing a veteran's registration card by the last day of the late registration period will be dropped from VA educational assistance at the university.

General Information

Class load requirements for veterans: Undergraduate, Pharm.D., and Law Veterans:

Full-time	12 or more credit hours
$\frac{3}{4}$ time	at least 9 but fewer than 12 hours
$\frac{1}{2}$ time	at least 6 but fewer than 9 hours
Less than $\frac{1}{2}$ time	registration credit-hour fee reimbursement only

Graduate Veterans:

Full-time	9 or more graduate credit hours or certification by dean of the Graduate School*
$\frac{3}{4}$ time	at least 7 but fewer than 9 graduate credit hours or certification by dean of Graduate School*
$\frac{1}{2}$ time	at least 4.5 but fewer than 7 graduate credit hours or certification by dean of Graduate School*
Less than $\frac{1}{2}$ time	registration credit-hour fee reimbursement only

*The final responsibility for seeing that the veterans' certification specialist has a certification from the dean of the Graduate School rests with the student. It must be received by the last day of scheduled registration.

If any portion of a veteran's schedule is composed of courses which are less than the full semester in length (i.e., short courses, workshops, blocked courses), the rate of benefit payment may be affected. For questions or concerns contact the veterans certification specialist in the Office of Student Financial Aid, 174 Knight Hall, (307) 766-2424.

Withdrawal from a class or classes could reduce a veteran's benefits for that term. For details contact the veterans' certification specialist in the Office of Student Financial Aid.

Check your Grades on WyoWeb

Your midterm and final grades will be available on WyoWeb as soon as they are submitted by your instructor.

They may be found on the "Student Resources" tab, in the "Student Grades" channel.

Spring 2009 midterm grades are due on March 11th and final grades are due May 14th.

Outreach grades are due May 28th.

Tuition, Fees, and Expenses

Credit Balance Checks

Financial Aid Credit Balance Checks are university checks issued to students for most forms of financial aid. After students have completed all financial aid and registration arrangements, aid is added to their accounts, charges are deducted, and checks are created for any remainder. The first credit balance checks will be mailed to students' local addresses prior to the first day of classes. To insure speedy delivery of credit balance checks, students should be sure their correct local mailing address is listed on WyoWeb. Students who do not receive their check after all necessary action has been completed can contact Accounts Receivable, the Cashier's Office, or Student Financial Aid for assistance. Checks that are returned by the Post Office will be held in the Accounting Office until the student can be contacted. **Please make sure that your address is current. Updates can be made on WyoWeb.**

Stafford Loans - UW will receive its student loan money for students in one electronic transfer of funds. Funds will be electronically credited to each student borrower's account at the university. Tuition and fee charges (and other university charges when authorized by students) will be deducted and any remaining funds will be mailed to a student's local address per the procedure described in the previous paragraph. Any amount owed the university will be retained from the student loan prior to any funds being released to the student, regardless of payment plans.

Billing and Payment of Tuition and Fees

All university charges are due prior to 4pm Friday, January 16, 2009. Students who are unable to pay the entire amount by the first day of class may confirm their registration by making a payment of one-third the total amount due on their student account. This payment will automatically place a student into the University's Institutional Payment Plan which has payment due dates of 4pm February 13, 2009 and 4pm March 2, 2009. An enrollment fee of \$15.00 will be added to the student's account each semester they are enrolled in the plan. Students who fail to pay in full or make the registration confirmation payment prior to the close of business Friday January 16, 2009 will have their classes dropped; **this deadline will be strictly enforced.** Students owing \$75.00 or less will not be placed in the payment plan or dropped. Offered and accepted financial aid in an amount equal to or greater than the required payment amount will be treated as a payment on the plan. Please check your Student Account on WyoWeb to determine the amount due or contact Accounts Receivable at (307) 766-6232.

Charges for a course delivered by Outreach Credit Programs are due approximately one month before the first day of the class or upon enrollment, whichever occurs later. As with other university classes, confirmation of registration may be made by making a one-third payment by the deadline (and automatic enrollment in the University's Institutional Payment Plan) or with accepted financial aid in an amount equal to or greater than the required payment amount. **Please contact Outreach Credit Programs for details and for exact deadline dates.**

Semester Tuition & Fee Schedule 2009 (Subject to change)

The University of Wyoming semester fee schedules are shown below. Different fees are applicable for summer school as published in the Summer Bulletin. The University Trustees and the university administration reserve the right to change the amounts for tuition and fees at any time.

Undergraduate students enrolled for 12 or more hours are considered to be attending full-time. At the graduate level, 9 hours is considered full-time and less than 9 hours is classified as part-time. Fees do not include special fees.

Undergraduate	Resident	Nonresident
Tuition (per credit hour)	\$ 94.00	\$ 341.00
Fees, all students, per semester	189.13	189.13
Fees, full-time students add	211.50	211.50

Graduate	Resident	Nonresident
Tuition (per credit hour)	\$ 174.00	\$ 498.00
Fees, all students, per semester	189.13	189.13
Fees, full-time students add	211.50	211.50

Pharmacy (Pharm.D.)		
Tuition (per credit hour)	\$262.00	\$ 586.00
Fees, all students, per semester	189.13	189.13
Fees, full-time students add	211.50	211.50

Law		
Tuition (per credit hour)	\$288.00	\$ 643.00
Fees, all students, per semester	189.13	189.13
Fees, full-time students add	211.50	211.50

Computing Fee

The computer fee is specified for the support of the computer education environment in the college in which the student is majoring.

College of Agriculture, Arts and Sciences, Business, Health Sciences, Law and Undeclared students:	
Undergraduate students (per credit hour) up to a maximum of \$30.00	\$ 2.95
Graduate students (per credit hour) up to a maximum of \$30.00	\$ 3.95
College of Education (per semester):	\$ 34.00
College of Engineering (per semester):	\$ 59.00

Tuition, Fees, and Expenses

Tuition Waiver

If an employee, spouse of an employee, or cooperating agency waiver is used for payment of tuition and/or fees, the waiver must be submitted prior to any other form of payment (including financial aid) being credited to the student's account. No refund of payment is permitted because of waiver credits. In all cases the waiver and any other payment required is due no later than the final payment deadline.

Financial Holds

A student failing to pay fees, charges, fines, penalties, deposits, or short-term loans as prescribed by the Trustees of the University of Wyoming shall be denied registration at the university and denied copies of academic transcripts and/or diplomas until such fees, charges, fines, penalties, deposits, or short-term loans are paid in full. A 10-day wait is required before a student loan hold can be removed if the debt is paid with a personal check. Contact Accounts Receivable or the Student Financial Operations Office in Knight Hall for information regarding financial holds.

Refunds/Cancellations

Tuition and course fees will be canceled or refunded to a student who officially drops a class or classes, withdraws from the university through the Dean of Students Office or changes enrollment status (i.e. non-resident to resident; full-time to part-time) in accordance with the institutional refund schedule below.

No tuition penalty will be assessed for dropping and adding during the drop/add period identified in the term's Class Schedule unless all classes are dropped or an all-school withdrawal is processed. Students who withdraw from individual courses after the end of the drop/add period will have their charges canceled in accordance with the institutional refund schedule.

Mandatory fees, late registration fees, and service fees are not refundable.

The portion of tuition refund/cancellation is computed from the first day of the term, not from the class meeting pattern. If a student's initial registration includes blocked classes or short courses that begin at a later date, the refund/cancellation will still be computed from the first day of the term. If a student's initial registration occurs during an approved late registration period, the date for computing a refund/cancellation will be the first day of the term.

Examples of these calculations are available in the Accounts Receivable office.

Courses delivered through the Outreach School through Outreach Credit programs may be subject to different refund policies. Please visit the Outreach School website at www.outreach.uwyo.edu/occ or call (800) 448-7801 for information.

Spring 2009 Refund Schedule

January 12 - January 22, 2009	100%
January 23 - February 2, 2009	80%
February 3 - February 9, 2009	70%
February 10 - February 16, 2009	60%
February 17 - February 23, 2009	50%
February 24 - March 2, 2009	40%
After March 3, 2009	0%

Late Registration Fee

Late registration begins on January 12, 2009 (the first day of classes). A late registration fee of \$25.00 will be charged.

Courses delivered through the Outreach School through Outreach Credit programs may be subject to different late fees. Please visit the Outreach School website at www.outreach.uwyo.edu/occ or call (800) 448-7801 for information.

Student Medical Insurance

The university makes available a basic Student Medical Insurance policy for all eligible students. Eligibility is determined by status and credit hour load – undergraduates taking 6 or more credit hours and graduates taking 4.5 or more.

Each enrolling student will be required, as part of the registration process, to make a Student Medical Insurance selection. If the eligible student selects "YES" to the question, the premium will be assessed on the student's account. If the student selects "NO," they will not be assessed for the premium. Eligible part-time students will also be assessed for the **Part-time Student Benefit Package**.

Graduate student taking fewer than 4.5 credit hours may petition the Graduate School for eligibility to purchase the part-time student benefit package. Those graduate students who successfully petition for the benefit-package may enroll in the Student Medical Insurance program only by contacting the Student Medical Insurance Office.

For questions regarding the Student Medical Insurance program, contact the Student Medical Insurance Advocate (209 Student Health Services building) at (307) 766-3025 between 8 a.m. and noon weekdays.

Part-time Student Benefit Package

The Part-time Student Benefit Package includes the same benefits as those afforded full-time students including, but not limited to, the use of Student Health Services, use of recreation facilities, and the opportunity to apply for Short-term Emergency Student Loans.

If the student medical insurance is retained, the package must also be retained. The cost of the part-time benefit package is not available as of the publication of this schedule. For all questions regarding the Part-time Student Benefit Package, contact Accounts Receivable (250 Knight Hall) at (307) 766-6232.

Tuition, Fees, and Expenses

Visitor's Fee

Individuals who are not otherwise enrolled at the university and who are not university employees may visit classes taught as part of a university course. The privilege of visiting a class entitles the visitor to a seat in the class and the privilege of listening without class participation rights. The visitor receives no regular credit and subsequent credit by examination is not available.

A visitor's card may be purchased in the Office of the Registrar (West Wing of Knight Hall) for \$25.00 per course. Approval of the respective instructor is required. Visitor's cards are not available until the first day of classes.

Federal Return of Funds Policy

A student who receives federal financial aid (other than Federal Work- Study paychecks) and chooses to complete less than 60% of an academic term is considered not to have earned all the federal aid he or she has been awarded.

- If aid already disbursed is equal to earned aid, no further action is required.
- If aid already disbursed is less than earned aid, additional aid may be offered to the student after he or she withdraws.
- If aid already disbursed is greater than earned aid, UW and/or the student must return some federal funds.

To determine whether federal funds have been earned or must be returned, UW follows this procedure:

1. Determine the percentage of the term the student completed. This is calculated by dividing the number of calendar days (including weekends) in a term into the number of calendar days that the student was in attendance for that term.
2. Apply the percentage of time attended to the total amount of federal aid the student was eligible to receive for the term. This is the student's "earned aid."
3. Subtract the amount of earned aid from the amount of aid actually disbursed to the student. A positive remainder is the student's "unearned aid." A negative remainder is the student's "earned aid" that may still be offered to the student.
4. Determine the amount of unearned aid remaining that must be repaid by the student. Subtract the amount of unearned aid repaid by the institution from the total amount of unearned aid.

All unearned aid will be returned to the federal student loan lender or federal aid accounts in the following order: (1) Unsubsidized Stafford Loan, (2) Subsidized Student Loan, (3) Federal Perkins Loan, (4) Federal PLUS (Parent) Loan, (5) Federal Pell Grant, (6) Federal SEOG Grant, (7) LEAP Grant. Any amount owed by the student on a grant will be reduced by 50%.

The date of a student's withdrawal from UW will be the date of the student's notification to the Dean of Students Office of an intent to withdraw. When a student fails to officially withdraw from UW, it will be assumed that the withdrawal date is the midpoint of the semester or the last date of documented academic activity.

UW will repay the lesser of (1) the total amount of unearned aid or (2) an amount equal to the student's institutional charges multiplied by the percentage of unearned aid. "Institutional charges" are defined as charges for tuition and fees, plus room and board charges for students living in UW residence halls and apartments. It does not include such charges as bookstore charges, student health insurance premiums, parking citations, or library fines.

The amount of unearned aid owed by the student on a loan may be repaid under the normal repayment terms of the loan. The amount of unearned aid owed by the student on a grant must be repaid immediately.

Any amount of earned aid not yet disbursed to the student will be offered to the student. Such offers will cover any undisbursed grants first, followed by the undisbursed loans.

Examples of how the amount of unearned federal aid a student must return is calculated are available from a professional adviser in the office of Student Financial Aid. A chart detailing the percentage of earned and unearned aid, by calendar day of the semester, is provided below. In brief, to determine the percentage of earned federal aid, the calculation will use the total number of calendar days in the term divided by the total number of calendar days the student attended.

Interaction of Federal Return of Funds Policy and Institutional Refund Policy

When a student who receives federal financial aid withdraws from the university, he or she may owe a repayment of federal funds and/or be due a refund from UW or owe an additional amount to UW. The Federal Return of Funds policy will be applied before any refund due under the UW policy is disbursed. For details on the application of these policies to a specific situation, please consult with the Accounts Receivable Office, 250 Knight Hall, (307) 766-6232.

Tuition, Fees, and Expenses

Return of Unearned Federal Financial Aid

Day	Withdrawal Date	Spring 2009		% of aid	
		Days Earned	Days Unearned	Earned	Unearned
1	1/12/09	1	106	0.9%	99.1%
2	1/13/09	2	105	1.9%	98.1%
3	1/14/09	3	104	2.8%	97.2%
4	1/15/09	4	103	3.7%	96.3%
5	1/16/09	5	102	4.7%	95.3%
6	1/17/09	6	101	5.6%	94.4%
7	1/18/09	7	100	6.5%	93.5%
8	1/19/09	8	99	7.5%	92.5%
9	1/20/09	9	98	8.4%	91.6%
10	1/21/09	10	97	9.3%	90.7%
11	1/22/09	11	96	10.3%	89.7%
12	1/23/09	12	95	11.2%	88.8%
13	1/24/09	13	94	12.1%	87.9%
14	1/25/09	14	93	13.1%	86.9%
15	1/26/09	15	92	14.0%	86.0%
16	1/27/09	16	91	15.0%	85.0%
17	1/28/09	17	90	15.9%	84.1%
18	1/29/09	18	89	16.8%	83.2%
19	1/30/09	19	88	17.8%	82.2%
20	1/31/09	20	87	18.7%	81.3%
21	2/01/09	21	86	19.6%	80.4%
22	2/02/09	22	85	20.6%	79.4%
23	2/03/09	23	84	21.5%	78.5%
24	2/04/09	24	83	22.4%	77.6%
25	2/05/09	25	82	23.4%	76.6%
26	2/06/09	26	81	24.3%	75.7%
27	2/07/09	27	80	25.2%	74.8%
28	2/08/09	28	79	26.2%	73.8%
29	2/09/09	29	78	27.1%	72.9%
30	2/10/09	30	77	28.0%	72.0%
31	2/11/09	31	76	29.0%	71.0%
32	2/12/09	32	75	29.9%	70.1%
33	2/13/09	33	74	30.8%	69.2%
34	2/14/09	34	73	31.8%	68.2%
35	2/15/09	35	72	32.7%	67.3%
36	2/16/09	36	71	33.6%	66.4%
37	2/17/09	37	70	34.6%	65.4%
38	2/18/09	38	69	35.5%	64.5%
39	2/19/09	39	68	36.4%	63.6%
40	2/20/09	40	67	37.4%	62.6%
41	2/21/09	41	66	38.3%	61.7%
42	2/22/09	42	65	39.3%	60.7%
43	2/23/09	43	64	40.2%	59.8%
44	2/24/09	44	63	41.1%	58.9%
45	2/25/09	45	62	42.1%	57.9%
46	2/26/09	46	61	43.0%	57.0%
47	2/27/09	47	60	43.9%	56.1%
48	2/28/09	48	59	44.9%	55.1%
49	3/01/09	49	58	45.8%	54.2%
50	3/02/09	50	57	46.7%	53.3%
51	3/03/09	51	56	47.7%	52.3%
52	3/04/09	52	55	48.6%	51.4%
53	3/05/09	53	54	49.5%	50.5%
54	3/06/09	54	53	50.5%	49.5%
55	3/07/09	55	52	51.4%	48.6%
56	3/08/09	56	51	52.3%	47.7%
57	3/09/09	57	50	53.3%	46.7%
58	3/10/09	58	49	54.2%	45.8%
59	3/11/09	59	48	55.1%	44.9%
60	3/12/09	60	47	56.1%	43.9%
61	3/13/09	61	46	57.0%	43.0%
62	3/14/09	62	45	57.9%	42.1%
63	3/15/09	63	44	58.9%	41.1%
64	3/21/09	64	43	59.8%	40.2%

National Guard Benefit

Active Wyoming National Guard Members in good standing and considered to be satisfactory participants may apply to participate in the Education Assistance Plan. The Plan provides 100% tuition and mandatory fee payment for all courses leading to one degree at UW, as long as the recipient continues to meet academic and service commitment requirements. Recipients must agree to serve the Guard for at least two years after earning their degrees. This benefit may be used concurrently with GI Bill benefits. For information and application packets, please contact the Wyoming National Guard Education Office at (800) 832-1959, ext. 5262, the UW Outreach School at (800) 448-7801, or the UW financial aid office at (307) 766-2424.

CAPP Degree Checks

The Office of the Registrar, in conjunction with all undergraduate colleges, operates a computerized degree check system called CAPP. CAPP is a degree progress report/advising support system that will match your completed and current UW course work (and any transfer courses you might have) with your degree requirements to determine your progress toward earning your degree and will be available to students and faculty advisors by the start of the fall 2006 semester.

CAPP does not apply to second bachelor students and students with UW course work prior to fall of 1991. These students should contact the Office of the Registrar to schedule degree check appointments. If you have questions about your CAPP compliance, please contact your adviser for assistance. You may also contact the Office of the Registrar by calling (307) 766-5272 or by coming to the West Wing of Knight Hall.

You will not receive a hard copy of your CAPP compliance in the mail, but you will be able to run a CAPP compliance through WyoWeb. You will also be able to run a “what if” scenario to learn how your course work would apply toward a different major.

Be sure to notify the Office of the Registrar in writing of your anticipated graduation date. Please stop by our office to fill out an anticipated graduation date form. You will need to complete a new form if your anticipated graduation date changes.

To access your CAPP, log on to WyoWeb and follow these steps:

1. Choose the ‘Student Resources’ tab
2. Find the ‘Registration Tools’ channel
3. Click on the ‘Degree Evaluation’ link
4. Choose the correct term
5. Click the ‘Generate New Evaluation’ link (at the bottom of the page)
6. Click the dot next to ‘Program’ and click ‘Generate Request’
7. Select ‘Detail Requirements’

Don’t know who your adviser is?

Undergraduate students:

If you have not declared a major or if you are an exchange student or high school guest student, contact

Center for Advising and Career Services

Rm 222 Knight Hall, (307) 766-2398

If you have declared a major or indicated a major on your application for admission, contact the respective college contact indicated below:

College of Agriculture: Dr. Jim Wangberg, Associate Dean

Rm 157 College of Agriculture Building, (307) 766-4135

College of Arts and Sciences: Contact your academic department

Undeclared students within A&S should contact:

Center for Advising and Career Services

Rm 222 Knight Hall, (307) 766-2398

Distributed majors:

Humanities/Fine Arts: Susanna Goodin in the Philosophy Dept.

Math/Science: Charles Angevine in the Mathematics Dept.

Social Science: Frank Millar in the Communication and Journalism Dept.

College of Business: Academic Advising Office

Rm 3 College of Business, (307) 766-2063

College of Education: Undergraduate Studies

Rm 100 McWhinnie Hall, (307) 766-2230

College of Engineering: Contact your academic department

College of Health Sciences: Contact your academic department

Graduate students: Contact your respective academic department.

You may also locate the name of your adviser on WyoWeb

Registration Information

Registration for Students Enrolled in the Fall Semester

Students registered for on-campus courses during the Spring 2008 semester may register for fall classes beginning at their designated time during November as indicated by their adviser.

NOTE: all registration holds must be cleared before you can complete any registration activity.

You may register or add classes through January 26, 2009.

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 November 24. 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, January 12. Students who register late may 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 www.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.

Registration Information

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.**

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/add anytime after your initial registration until the end of the drop/add time period. Drop/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.

Dropping/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 who confirmed their presence on campus and who do not officially withdraw or drop their classes through the Office of the Registrar will be assessed full tuition and fees. Students who drop or withdraw from their last or only class for a given term after the end of the drop/add time period must also complete official withdrawal forms through the Dean of Students Office. Financial aid recipients who withdraw or reduce credit hours must consult with a financial aid counselor regarding repayment of financial aid funds if applicable.

Deadlines

1. Dropping courses (without record on transcript) or switching sections of the same course:
 - January 22, 2009, (eight class days after the semester begins) for regular semester classes (this deadline will be strictly enforced);
 - January 15, 2009, (four class days after the semester begins) for blocked courses that begin at the start of the semester;
 - March 12, 2009, (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:
 - January 26, 2009, (10 class days after the semester begins) for regular semester classes;
 - January 16, 2009 (five class days after the semester begins) for blocked courses that begin at the start of the semester;
 - March 13, 2009, (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):
 - March 27, 2009, (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.
 - February 16, 2009, (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.
 - April 14, 2009, (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.

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.
4. Withdrawing from the university:
 - April 24, 2009, (15 calendar days prior to the end of the semester) is the deadline to withdraw from the university for Spring 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 from 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.)

WyoWeb Registration

Registration for Classes through WyoWeb – The University of Wyoming Portal

1. Meet with your adviser to plan courses for Spring 2009 (not required for Outreach Students)
2. Receive your 6-digit PERC (Personal Electronic Registration Code) and your registration date and time
 - Do not lose this number. It will be required for any registration changes for this term
3. At your designated time, Log in to WyoWeb at: www.wyoweb.uwyo.edu
 - 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 the WyoWeb log in screen and click on the “Get Your Username and Initial Password” link. The first time you log in, you will be asked several questions for to assist with resetting your password if you forget it in the future.
4. Click on the ‘Student Resources’ tab
 - Find the ‘Registration Tools’ channel
5. 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
 - Click on the ‘Back to Student Resources Channel’ link in the upper left corner of your screen
6. In the ‘Registration Tools’ channel
 - Click on Add or Drop Classes
 - Select ‘Spring 2009’
 - Enter your PERC number
7. On the Add Classes Worksheet
 - Enter the 5-digit Course Reference Number (CRN) for each course in the boxes provided. Press Submit
 - You may enter one course at a time or several
 - If a course is offered for variable credit, you will be prompted to select the number of credit hours. Press submit.
 - If a class is closed and a waitlist is available, you will be given the option of adding yourself to the waitlist. Click on waitlist and press submit.
8. To Search for available classes, click on the ‘Look Up Classes’ link at the bottom of the screen – you may also register directly from the Look Up classes listing by clicking on the Select box to the left of the course listing and submitting your changes. If the check box is replaced by a ‘C’, the course is closed.
9. Once your registration is complete, click on the ‘Back to Student Resources Channel’ link in the upper left corner of your screen
10. Click on the ‘Class Schedule’ link in the ‘Registration Tools Channel’ to view your schedule
11. Click on the ‘Add or Drop Classes’ link in the ‘Registration Tools Channel’ to drop a class
 - Choose the correct term
 - Enter your PERC number
 - Select Drop in the Registration Action field on the ‘Add Classes Worksheet’ - Press ‘Submit Changes’
12. To Change Grading Options Click on the ‘Change Class Options’ link in the ‘Registration Tools’ channel
 - Change the grading option for the appropriate course
13. Once posted, your mid-term and final grades will appear in the ‘Student Grades’ channel in WyoWeb

Hold/PERC/W Numbers/Insurance

Offices to Contact if You have a Registration Hold

Admissions Hold:

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

Graduates: Graduate School, Room 108 Knight Hall, (307) 766-2287

Financial 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

Insurance Choice

(See Wyoming Student Medical Insurance information below)

PERC Information

PERC (Personal Electronic Registration Code) is a 6-digit number that you will enter 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 **each time** you make registration changes.
-

“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. Go to the “Student Resources” tab and click any of the links in the “Registration Tools” channel. Your “W” number may be found beneath your name in the upper right corner of the screen. Your “W” number also appears on your WyoOne ID card.

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 Registrar’s Office. You do not need to know your “W” number to enroll in classes.

Wyoming Student Medical Insurance

Each fall and spring semester you are required to make a selection regarding Student Medical Insurance before you can register:

- Log in to WyoWeb. You will have an Insurance Choice hold on your account. You must clear that hold prior to registering.
- Click on the STUDENT RESOURCES tab
- Choose the REGISTRATION TOOLS CHANNEL
- Select HEALTH INSURANCE COVERAGE
- Enter your insurance choice

By marking YES, you will be charged for medical insurance coverage

By marking NO, you will not be charged for medical insurance coverage

To find out more about Wyoming Student Medical Insurance, go to
www.uwyo.edu/safety/risk/studentinsurance/stuins.asp

Graduating Soon?

Have you declared a graduation date?

In order to graduate, you must inform the Office of the Registrar of intent to graduate, in writing. This can be done by submitting an 'Anticipated Graduation Date' form below. This form can also be found online at www.uwyo.edu/registrar/forms

Indicate exactly how you would like your name to appear on your diploma and provide a diploma mailing address. This address should be valid 10-12 weeks after graduation.

Have you checked your CAPP progress report?

The CAPP report shows your progress toward degree completion and can be accessed through WyoWeb. You should print your CAPP report and take it to your advising session each semester. All CAPP areas must be met in order for you to graduate. Work with your adviser to resolve any areas that are shown as 'not met' (if any exist) after you've registered for your last classes. If modifications (substitutions, waivers) are required or you intend to clear a requirement with transfer or correspondence courses, your degree analyst in the Office of the Registrar must be informed of your intentions.

Have you paid your graduation fee?

The \$25 graduation fee must be paid before diplomas or transcripts will be issued. A financial hold will be placed on your account if you do not pay your graduation fee. The graduation fee should be paid during the semester in which you expect to graduate and may be paid online or at the Cashier's office. A \$5 late charge will be added if the fee is not paid by the last day of classes.

Do you have any financial holds?

Any financial obligations with the university must be cleared. Your diploma and transcripts will not be released if you have any active financial holds.

Do you have any outstanding Incomplete ("I") grades?

Any courses with an incomplete ("I") grade must be completed and a grade received by the Office of the Registrar in order to graduate. Incompletes must be removed no later than four weeks following the end of the semester or graduation will be deferred.

Are you taking any courses at other colleges or universities?

If you are taking courses at another academic institution for your degree, all official transcripts must be received by the Office of the Registrar no later than four weeks following the end of our (not the transferring institution's) semester. For the transcripts to be official, you must request that the transcripts be sent directly from the institution to the University of Wyoming Office of the Registrar.

.....

Anticipated Graduation Date

Complete and return this form to the Office of the Registrar.

If this anticipated graduation date changes, please notify our office in writing.

I, _____ plan to finish my last course(s) and graduate in the
fall spring summer semester (circle one) of _____ (year).

Student "W" Number: _____

College: _____

Major: _____

Please tell us exactly how you would like your name to appear on your diploma (print clearly):

Diploma Mailing Address (should be valid 10-12 weeks after graduation):

Street: _____

City: _____

State: _____

Zip: _____

Signature _____

Date _____

University Studies Program: 2003

An education at the University of Wyoming is grounded in a broad understanding of human knowledge developed through a range of courses and co-curricular activities, the most important of which is the University Studies Program of general education, required of all UW students. The specialized knowledge of a major evolves from general education. These two components of an education are complementary, enhancing one another throughout a student's career.

The goal of the University Studies Program is to provide a general education that will help students develop for full participation in a technologically intricate world including:

1. The ability to express oneself in speech and writing;
2. The ability to locate, evaluate, and use information;
3. The ability to examine problems from quantitative, qualitative, and scientific perspectives;
4. Encouragement to become active citizens in a diverse society;
5. Gaining perspective to appreciate the viewpoints and deal with complex issues of others through multi- and inter-disciplinary inquiry;
6. Understanding the responsibility to participate in a democratic society;
7. Communicating clearly in a civic environment.

A list of all currently offered courses approved for the University Studies 1991 and 2003 Programs are at the back of this Class Schedule.

Requirements of the University Studies 2003 Program are:

Area	# of courses	Credit Hrs.
Intellectual Community	1	1-3
I	Intellectual community courses are offered in academic departments	
Writing		
WA	College composition Students must complete a WA course with a grade of C or better	3
WB	One mid-level writing or writing-intensive course (2000-4999 level)	1* 3*
WC	One upper-division writing writing-intensive course (3000-4999 level)	1* 3*
Oral Communications		
O	One approved course emphasizing oral communications skills	3
Quantitative Reasoning		
QA	Quantitative Reasoning I All students must fulfill the QA requirement, either by placing into a QB course or through successfully completing a QA course	0 or 1 0-3
QB	Quantitative Reasoning II	1 3

Area	# of courses	Credit Hrs.
Science	1-2	4-8
Two approved courses from one or more of the following categories:		
S	Integrated science course	
SB	Biological sciences	
SP	Physical sciences	
SE	Earth sciences	
Cultural Context	3	9
Complete nine approved credit hours, three from each of the three categories		
CH	Humanities	
CS	Social and behavioral sciences	
CA	Fine arts	
OR		
Complete three hours of approved cultural coursework (C) plus three approved credit hours from two of the three categories.		
U.S. and Wyoming Constitution	1	3
V	Approved V courses fulfill both US and Wyoming Constitution requirements	
Information Literacy	1*	
L	One approved course. An approved course in this category will simultaneously fulfill another requirement in the University Studies Program or the major.	
Diversity in the U.S.	1*	3*
D	One approved course. An approved course in this category may simultaneously fulfill another requirement in the University Studies Program or the major.	
Global Awareness	1*	3*
G	One approved course. An approved course in this category may simultaneously fulfill another requirement in the University Studies Program or the major.	
Physical Activity & Health	1	1
P	Complete an approved P course.	
Total :		30-36*

*courses may fulfill other USP or major requirements simultaneously.

Wyoming Community colleges have defined a Common General Education Core Curriculum as a component of an associate's degree. Per the articulation agreement, an AA or AS degree from a Wyoming community college plus three additional credits of mathematics will satisfy the lower-division requirements of the University Studies Program. Students transferring to UW from any Wyoming community college without an associate's degree will have their transcript reviewed on a course by course basis.

Students who enrolled at the University of Wyoming or an Wyoming community college prior to the fall of 2003 and who maintained continuous enrollment have the option of satisfying USP 1991 or USP 2003 requirements. Students who enter UW or a Wyoming community college beginning in fall of 2003 will be required to meet the USP 2003 requirements for graduation.

Spring 2009 Final Examination Schedule

Students who have two exams at the same time or more than two exams in one day and who wish to ask for an exception must complete the Final Exam Conflict form available from the Office of the Registrar no later than April 27.

A document outlining exam rooms and times will be published approximately 30 days prior to the first day of final exams.

If you have questions, refer to UW Regulation 6-403 at www.uwo.edu/legal/uniregs/ur403.htm

Regular Final Examination Times

Regular Class Meeting Day and Time		Final Examination Day and Time	
M-F or MWF or MW or WF or MF	8:00 - 8:50 am	Friday, May 8	8:00 am - 10:00 am
M-F or MWF or MW or WF or MF	9:00 - 9:50 am	Monday, May 4	8:00 am - 10:00 am
M-F or MWF or MW or WF or MF	10:00 - 10:50 am	Wednesday, May 6	10:15 am - 12:15 pm
M-F or MWF or MW or WF or MF	11:00 - 11:50 am	Friday, May 8	10:15 am - 12:15 pm
M-F or MWF or MW or WF or MF	12:00 - 12:50 pm	Monday, May 4	10:15 am - 12:15 pm
M-F or MWF or MW or WF or MF	1:10 - 2:00 pm	Wednesday, May 6	1:15 pm - 3:15 pm
M-F or MWF or MW or WF or MF	2:10 - 3:00 pm	Monday, May 4	1:15 pm - 3:15 pm
M-F or MWF or MW or WF or MF	3:10 - 4:00 pm	Wednesday, May 6	3:30 pm - 5:30 pm
M-F or MWF or MW or WF or MF	4:10 - 5:00 pm	Friday, May 8	3:30 pm - 5:30 pm
MWF	4:30 & Later	Monday, May 4	7:00 pm - 9:00 pm
W	4:30 & Later	Wednesday, May 6	7:00 pm - 9:00 pm
F	4:30 & Later	Friday, May 8	7:00 pm - 9:00 pm
TR or T or R	8:10 - 9:25 am	Thursday, May 7	8:00 am - 10:00 am
TR or T or R	9:35 - 10:50 am	Tuesday, May 5	10:15 am - 12:15 pm
TR or T or R	11:00 - 12:15 pm	Thursday, May 7	10:15 am - 12:15 pm
TR or T or R	1:20 - 2:35 pm	Tuesday, May 5	1:15 pm - 3:15 pm
TR or T or R	2:45 - 4:00 pm	Tuesday, May 5	3:30 pm - 5:30 pm
T	4:10 & Later	Tuesday, May 5	7:00 pm - 9:00 pm
R	4:10 & Later	Thursday, May 7	7:00 pm - 9:00 pm

Final Examination Times for Courses that are Permanently Scheduled Group Examinations

Courses	Final Examination Days and Times	
MATH 1400, 1405, 1450, 2200, 2205	Thursday, May 7	3:30 pm - 5:30 pm
HLED 1006	Monday, May 4	3:30 pm - 5:30 pm
ACCT 1010/ACCT 1020	Tuesday, May 5	8:00 am - 10:00 am
COSC 1200	Wednesday, May 6	8:00 am - 10:00 am
LIFE 1010	Thursday, May 7	1:15 pm - 3:15 pm
LIFE 2022	Friday, May 8	1:15 pm - 3:15 pm
CHEM 1020	Monday, May 4	3:30 pm - 5:30 pm
ES 1060	Tuesday, May 5	8:00 am - 10:00 am
ES 2110, 2120	Monday, May 4	7:00 pm - 9:00 pm
ES 2210	Tuesday, May 5	7:00 pm - 9:00 pm
ES 2310	Thursday, May 7	3:30 pm - 5:30 pm
ES 2330	Wednesday, May 6	7:00 pm - 9:00 pm
ES 2410	Thursday, May 7	7:00 pm - 9:00 pm
ECON/AGEC 1010	Thursday, May 7	7:00 pm - 9:00 pm
ECON/AGEC 1020	Tuesday, May 5	7:00 pm - 9:00 pm
SPAN 1010	Wednesday, May 6	7:00 pm - 9:00 pm
SPAN 1020	Monday, May 4	7:00 pm - 9:00 pm

Explanation of Class Schedule Entries

Building Access (Handicap Code [HC]), Abbreviation, and Name

HC	ABBR	BUILDING NAME	HC	ABBR	BUILDING NAME	HC	ABBR	BUILDING NAME
WC	AB	Animal Sci/Molecular Bio	WC	EN	Engineering Bldg	P	MW	McWhinnie Hall
WC	AC	American Heritage Center	WC	FA	Fine Arts Center	WC	NG	Nursing
I	AF	Agronomy Farm	WC	ESB	Earth Sciences Bldg	WC	OM	Old Main
WC	AG	Agriculture Bldg	P	FH	Fieldhouse	WC	PH	Pharmacy Bldg
WC	AN	Archaeological & Anthropological Bldg	WC	FN	Fieldhouse Addn. No.	WC	PS	Physical Sci Bldg
			P	GC	Golf Course		RA	Recreation Area
WC	AR	Arena-Auditorium	P	GE	Geology Bldg	WC	RAC	Rochelle Athletic Center
WC	AS	Arts & Sciences Bldg	P	GH	Foundation House	WC	RH	Ross Hall
WC	AV	Aven Nelson Bldg	P	GS	Geological Survey	WC	SH	Student Health Bldg
WC	BC	Biochemistry Bldg	P	HA	Half Acre Gymnasium	WC	SL	Science Library
WC	BE	Beta House	P	HI	History Annex	WC	ST	Stadium
P	BH	Honors House	I	HH	Hitchcock House		SV	State Vet Lab
WC	BS	Biosciences Bldg		HN	Honors House	P	TC	Tennis Courts
WC	BU	Business Bldg	WC	HO	Hoyt Hall		TK	Track
	CA	Casper	WC	HS	Health Sciences Bldg.		WB	Willett Bungalow
WC	CB	Corbett P.E. Bldg	WC	IV	Iverson Bldg	P	WC	Washakie Center
WC	CL	Coe Library	WC	KH	Knight Hall	WC	WCO	Williams Conservatory
P	CO	Cooper House	WC	LC	Livestock Center	WC	WH	Wyoming Hall
WC	CR	Classroom Bldg	WC	LS	Law Bldg	WC	WU	Wyoming Union
I	EA	Education Annex	WC	MG	Multi-Purpose Gym		WV	Wyo Vet Research
	EC	Early Childhood Center	I	MH	Merica Hall		WW	Wainwright Bungalow
WC	ED	Education Bldg		ML	Meat Lab			

Handicap Codes

I	=	Inaccessible
P	=	Partial Access
WC	=	Wheelchair accessible

Note: These access ratings are intended as a guide only. As campus barrier removal progresses, access ratings will change. A visit to each building rated "P" is advised to determine if individual needs may be met in that facility. Contact University Disability Support Services, SEO (766-6189, TTY: 766-3073) for assistance with access to programs or classrooms in facilities coded "P" or "I."

Days

M	=	Monday
T	=	Tuesday
W	=	Wednesday
R	=	Thursday
F	=	Friday
S	=	Saturday
U	=	Sunday
MTWRF	=	Monday through Friday inclusive
MWF	=	Monday, Wednesday and Friday
TR	=	Tuesday and Thursday

Hours

WF 09:00AM-10:50AM means Wednesday and Friday from 9:00am to 10:50am. When time is shown as To Be Arranged for a given class, it indicates that the meeting time is to be arranged with the instructor in conference with the students. Fifty-minute morning classes (including 12:00 noon) begin on the hour. Fifty-minute afternoon classes begin at 10 minutes after the hour. 02:10pm 03:00pm means 2:10pm to 3:00pm.

Note: Courses offered for more than two credit hours and meeting only two days per week (e.g. TR, MW or MF) will generally be held for 75 minutes on the scheduled day. Students should plan their schedules accordingly. Some courses with a variable credit may be shown with a fixed number of credit hours. This indicates the department has elected to offer the course only for a fixed number of credits for this term.

How to Read the Class Schedule

Most provisions in this schedule are subject to change without notice.

The class schedule is published each semester. It contains the list of courses to be taught in the term as well as information on deadlines and registration procedures. An illustration of a Class Schedule page entry is given below.

Course Reference Number (CRN) #: Indicates the number which is used with WyoWeb registration. If an asterisk (*) appears in this column after the CRN, the course is under Controlled Enrollment. You must contact the appropriate academic department to obtain permission to register for the course and for professor/section choice.

USP: Indicates which University Studies Program 2003 requirements the course meets.

Course #: Indicates level of material covered: 000-999, no credit; 1000-2999, primarily freshmen and sophomores; 3000-4999, primarily juniors and seniors; 5000-5999, primarily graduate students; 6000-6999, law and pharmacy. Shown in ascending order.

Sec: Section number. A course may be taught at more than one time of day. The section number distinguishes separate offerings of the same course. Shown in ascending order.

Course Title: Title of course as it will appear on a transcript. For official description, look in the General Bulletin under the department which offers the course.

Cr Hrs: Credit Hours. The credit a course carries may vary from 1 to 12 or more; usually it will be 2, 3, or 4. An entry such as 1-3 means the course has variable credit and a student may sign up for 1 or 2 or 3 credits (consult with your adviser or the instructor).

Meeting Times: If no day or time is listed, this information is to be arranged, consult with the instructor or department.

Bldg and Room: Denotes course meeting location

Instructor

CRN USP 03 Course # Sec Course Title Cr Hrs Days Times Bldg Room Instructor

Geography 766-3311

Prompt, accurate and personalized academic advising is a top priority at the University of Wyoming. If you need advising assistance or have advising concerns, please contact: Advising Coordinator Deb Paulson (766-2628) or Department Chair John Allen (766-3311).

An asterisk (*) following the course reference number (CRN) indicates controlled enrollment. You must contact the appropriate academic department to obtain permission to register for the course and for professor/section choice.

Online UW Courses:

24463		GEOG	4420	41	Tourism & Recreation	3						
23715	CSG	GEOG	1000	01	World Reg Geogr Cross listed with: INST1060	3	TR	09:35am 10:50am	AG	AUD	Staff	
23716	SE	GEOG	1010	01	Intro Phys Geog Students must enroll in a laboratory section	4	MWF	11:00am 11:50am	HI	57	Shinker	
23718	SE	GEOG	1010	10	Laboratory	0	M	12:10pm 02:00pm	AS	401	Staff	
24142*		GEOG	4860	01	Field Studies:	1-6					Staff	

Contains special information about the course listed directly above the note. For example, if the note reads "Satisfactory/Unsatisfactory only," the course cannot be taken for an A-F grade.

If no day or time information is listed, this information is **To Be Arranged**; consult the instructor or department for more information.

Online UW Courses: These courses are offered through the University of Wyoming Outreach School via the internet. See the back of this class schedule for a complete listing of Outreach courses.

"Staff" indicates that a specific instructor had not been assigned to teach when the class schedule went to print.