

# WyoWeb Registration

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## 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](http://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