

# A Complete Guide to Registration

Once you're logged into WyoRecords, click on Registration

The screenshot displays the WyoRecords user interface. At the top, the "WyoRecords" logo is visible. Below it, a welcome message reads "Welcome, Joe A. Cowboy" followed by the ID "A0000001" and the user's affiliation: "Astronomy and Astrophysics, College of Arts and Sciences, Laramie campus". A breadcrumb trail shows "Home > Personal Information". A horizontal navigation bar contains several menu items: "Personal Information", "Registration", "Student Records", "Student Account", "Financial Aid", "Faculty and Advisors", and "UW Alumni". The "Registration" item is highlighted in yellow and has a red arrow pointing to it. Below the navigation bar, a grid of yellow buttons provides options for managing personal information, including "View Addresses and Phone Numbers", "Update Addresses and Phone Numbers", "View E-mail Addresses", "View Emergency Contacts", "Update Emergency Contacts", and "WyoOne ID Photo". The version number "RELEASE: 8.7.1" is located in the bottom left corner.

**\*Slides will forward after 6 seconds or by mouse click.**

You'll be redirected to this page. Click on Register for Classes.

The screenshot shows the top navigation bar of the WyoRecords website. The header includes the University of Wyoming logo and the 'WyoRecords' brand name. Below the header is a 'REGISTRATION' section with a sub-header 'What would you like to do?'. This section contains six interactive cards, each with an icon, a title, and a brief description:

- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements. (Icon: clipboard)
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (Icon: calendar)
- Plan Ahead**: Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans. (Icon: document with arrow)
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting. (Icon: magnifying glass over document)
- View Registration Information**: View your past schedules and your ungraded classes. (Icon: folder)
- Browse Course Catalog**: Look up basic course information like subject, course and description. (Icon: magnifying glass over book)

**Register for Classes** – Search and Register for an upcoming semester

**Browse Classes** – Search Only, registration not available through this link

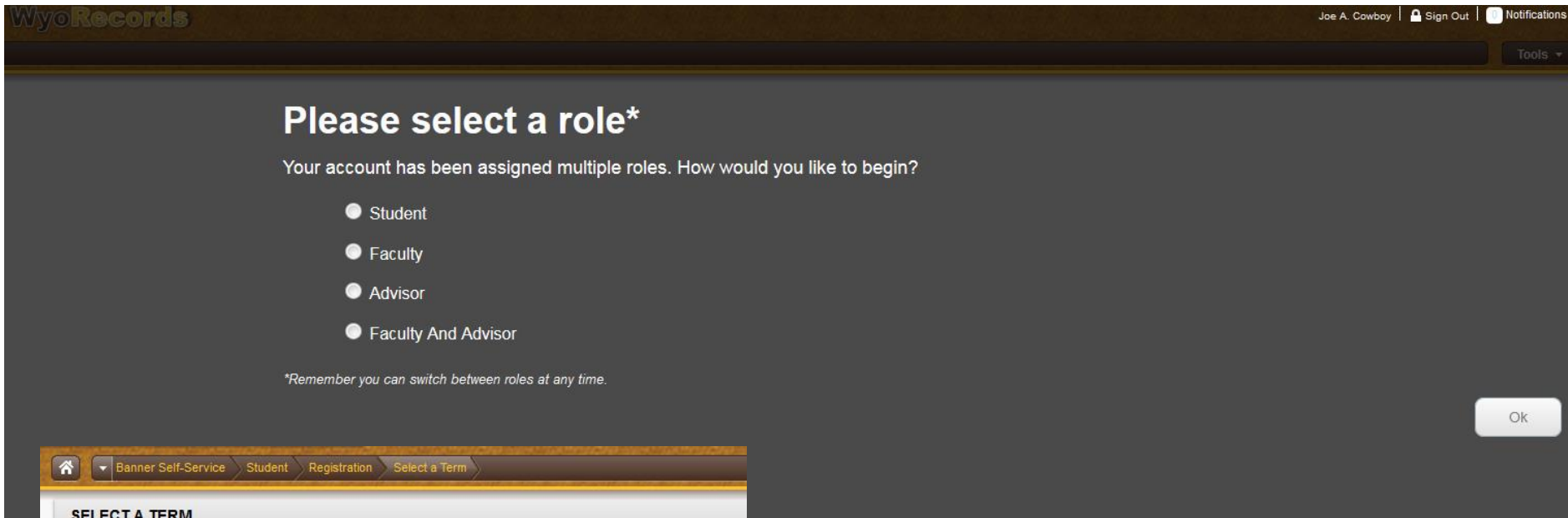
**Browse Course Catalog** – Catalog search only, semester schedule not available through this link

**Prepare for Registration** – Clear any outstanding holds related to registration

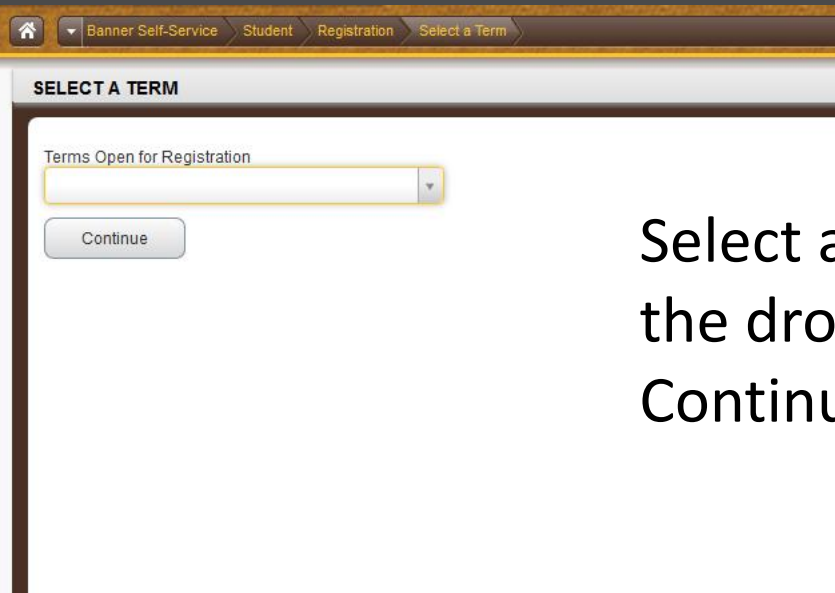
**Plan Ahead** – Make a plan for registration prior to your registration date and time

**View Registration Information** – View past and current registration details

You may be asked to choose a role if you have more than one.  
To register for classes, select the Student role and then Ok.



The screenshot shows the WyoRecords website interface. At the top left is the "WyoRecords" logo. At the top right, there is a user profile for "Joe A. Cowboy" with a "Sign Out" link and a "Notifications" icon. Below the header, the main content area has a dark background with the heading "Please select a role\*" in white. Underneath, it says "Your account has been assigned multiple roles. How would you like to begin?". There are four radio button options: "Student", "Faculty", "Advisor", and "Faculty And Advisor". A note at the bottom of this section reads "\*Remember you can switch between roles at any time." An "OK" button is located in the bottom right corner of this section. Below this, a breadcrumb trail shows the navigation path: "Banner Self-Service" > "Student" > "Registration" > "Select a Term".



This screenshot shows a sub-section of the registration process titled "SELECT A TERM". It features a label "Terms Open for Registration" above a drop-down menu. Below the menu is a "Continue" button.

Select a Term Open for Registration from the drop down menu and then hit Continue.

You'll be re-directed to the Registration Status page.  
Before you can register all items must be listed with a green checkmark.



The screenshot shows the WyoRecords website header with the UW logo and a 'Browse' button. Below the header is a navigation menu with links for Personal Information, Registration, Student Records, Student Account, Financial Aid, Faculty and Advisors, and UW Alumni. The main content area is titled 'Registration Status' and includes a breadcrumb trail 'Home > Registration Status'. A list of registration requirements is displayed, with a red arrow pointing to the 'Health Insurance Coverage' link. The requirements are:

- ✓ You have no Registration Time Ticket. You may register at any time.
- ✓ You have no Holds which prevent registration.
- ⚠ You must make a selection on [Health Insurance Coverage](#).
- ⚠ You must verify/update your [UW Alert Cell Phone](#) number or your desire not to have one.
- ⚠ You must verify/update your [Addresses and Phone Numbers/Emergency Contacts](#).
- ⚠ You must complete the agreement on [Student Financial Responsibility Agreement](#).
- ✓ Your Academic Standing is Academic Reinstatement which permits registration.
- ✓ Your Student Status permits registration.

If all of the above items on this page have a checkmark beside them, you may go to [Register for Classes](#) to proceed with registration.

Make your voice heard. Register to vote. For information about registering to vote in the state of Wyoming review the Wyoming Secretary of State website at <http://sos.wy.state.wy.us/Elections/RegisteringToVote.aspx>

**Earned Credit**

Level	Type	Hours
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Click on [Health Insurance Coverage](#)

# Make Health Insurance Coverage selection by clicking Yes or No.

Personal Information | Registration | Student Records | Student Account | Financial Aid | Faculty and Advisors | UW Alumni

## Health Insurance Coverage

Home > Registration Status > Health Insurance Coverage

Graduate students taking less than 4.5 hrs. will NOT automatically be charged for the Student Medical Insurance by selecting YES below. They must also turn in the completed Optional Student Fee Petition to the Office of the Registrar no later than **August 12, 2016**.

Graduate students with assistantships must select YES to the Student Medical Insurance in order to receive the health insurance offered by UW. The assistantship will then cover whatever portion of the insurance the department has allocated.

Part-time students (6 - 11.5 hrs. UG; 4.5 - 8.5 hrs. Grad) will also be charged for the part-time student benefit package if they purchase the Student Medical Insurance, this includes Outreach and UWCC students.

Please visit the [Student Medical Insurance](#) web site for more information.

Do you want to purchase the University of Wyoming Student Medical Insurance?

Registration Status ■ UW Contact Info

## Then indicate if you have other Health Insurance

Personal Information | Registration | Student Records | Student Account | Financial Aid | Faculty and Advisors | UW Alumni

## Health Insurance Coverage Health Insurance Coverage

Home > Health Insurance Coverage

Do you have other Health Insurance?

## Finally, click on the Registration Status link to return to that page.

## Health Insurance Coverage

Home > Health Insurance Coverage

Graduate students taking less than 4.5 hrs. will NOT automatically be charged for the Student Medical Insurance by selecting YES below. They must also turn in the completed Optional Student Fee Petition to the Office of the Registrar no later than **August 12, 2016**.

Graduate students with assistantships must select YES to the Student Medical Insurance in order to receive the health insurance offered by UW. The assistantship will then cover whatever portion of the insurance the department has allocated.

Part-time students (6 - 11.5 hrs. UG; 4.5 - 8.5 hrs. Grad) will also be charged for the part-time student benefit package if they purchase the Student Medical Insurance, this includes Outreach and UWCC students.

Please visit the [Student Medical Insurance](#) web site for more information.

You have submitted a response of **NO** for the term indicated.

Please contact the Student Insurance Advocate (Room 248, Knight or (307) 766-3025) for additional information.

[Registration Status](#) ■ UW Contact Info

# Click on UW Alert Cell Phone

Home > Registration Status

- ✓ You have no Registration Time Ticket. You may register at any time.
- ✓ You have no Holds which prevent registration.
- ✓ You have submitted your Health Insurance Coverage selection, indicating that you DO NOT want coverage.
- ⚠ You must verify/update your **UW Alert Cell Phone number** or your desire not to have one.
- ⚠ You must verify/update your **Addresses and Phone Numbers/Emergency Contacts**.
- ⚠ You must complete the agreement on **Student Financial Responsibility Agreement**.
- ✓ Your Academic Standing is Academic Reinstatement which permits registration.
- ✓ Your Student Status permits registration.

**If all of the above items on this page have a checkmark beside them, you may go to [Register for Classes](#) to proceed with registration.**

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Next, enter a cell phone number where text messages can be sent in an emergency. You can also choose to opt into Waitlist notification. Finally click on Registration Status.

## View and Update UW Alert Cell Phone Number

Home > Registration Status > UW Alert Cell Phone Number

Please submit your cell phone number so UW may contact you for emergency purposes. The number provided will be used in the UW Alert system for text notification during an emergency. More information on the UW Alert system can be found at <http://www.uwyo.edu/alert>

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

**Your Current UW ALERT Cell Phone Number**

Area Code	Phone Number	Unlisted	Delete
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Options you have selected

**Waitlist (Check this box if you would like to receive a text message for waitlisted course seat availability):**

Registration Status **UW Contact Info**

# Click on Addresses and Phone Numbers/Emergency Contacts

✓ You have no Registration Time Ticket. You may register at any time.

✓ You have no Holds which prevent registration.

✓ You have submitted your Health Insurance Coverage selection, indicating that you DO NOT want coverage.

✓ You do not need to [verify or update your UW Alert Cell Phone number](#) at this time.

⚠ **You must verify/update your [Addresses and Phone Numbers/Emergency Contacts](#).** 

⚠ **You must complete the agreement on [Student Financial Responsibility Agreement](#).**

✓ Your Academic Standing is Academic Reinstatement which permits registration.

✓ Your Student Status permits registration.

**If all of the above items on this page have a checkmark beside them, you may go to [Register for Classes](#) to proceed with registration.**

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Make sure the addresses listed are accurate and up to date, then Submit any changes. Once changes have been made click, "I verify that these addresses and phone numbers are correct."

Verify that the Emergency Contact information is correct.

## Emergency Contacts

Order	Name	Address and Phone	Relationship
1	<a href="#">Contact Person Name</a>	Dept 3964 1000 E University Ave Laramie, WY 82071 307 7665727	
2	<a href="#">New Contact</a>		

**I verify that this Emergency Contact information is correct and will be used only by upper administrators as necessary.**

[View Emergency Contacts](#) ■ [UW Contact Info](#)

Emerg Cont  
Laramie, Wyoming 82070  
Albany

### Mailing

Current: May 01, 2015 to (No end date) Primary: 307-7665727

Dept 3964  
1000 E University Ave  
Laramie, Wyoming 82071  
Albany

### Next of Kin

Current: Jul 28, 2013 to (No end date) Primary: None Provided

Dept 3964  
1000 E. University Ave  
Laramie, Wyoming 82071  
Albany


### Permanent

Current: May 01, 2015 to (No end date) Primary: 307-7665727

Test Street  
Box 1  
RandomCity, Wyoming 82071  
Albany

Type of Address to Insert:

**Submit** 

**I verify that these addresses and phone numbers are correct.** 

[View Addresses and Phone Numbers](#) ■ [Registration Status](#) ■ [UW Contact Info](#)

# Click on Student Financial Responsibility Agreement

## Registration Status

Home > Registration Status

- ✓ You have no Registration Time Ticket. You may register at any time.
- ✓ You have no Holds which prevent registration.
- ✓ You have submitted your Health Insurance Coverage selection, indicating that you DO NOT want coverage.
- ✓ You do not need to [verify or update your UW Alert Cell Phone number](#) at this time.
- ✓ You do not need to [verify or update your Addresses and Phone Numbers/Emergency Contacts](#) at this time.
- ⚠ **You must complete the agreement on [Student Financial Responsibility Agreement](#).**
- ✓ Your Academic Standing is Academic Reinstatement which permits registration.
- ✓ Your Student Status permits registration.

**If all of the above items on this page have a checkmark beside them, you may go to [Register for Classes](#) to proceed with registration.**

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## Read through the agreement and then click “I Agree”.

Personal Information | Registration | Student Records | Student Account | Financial Aid | Security and Advisors | My Account

### Student Financial Responsibility Agreement

Home > Registration Status > Student Financial Responsibility Agreement

TERMS AND CONDITIONS OF YOUR REGISTRATION

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

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

- Registering constitutes a financial agreement between you ("Student") and the University of Wyoming ("University"). Tuition, fees and other charges you incur, including but not limited to housing, meal plans, and bookstore charges ("Charges"), shall be added to your student account.
- Once you formally register for classes, you assume the responsibility for understanding the University's official policies concerning schedule changes, satisfactory academic progress and the financial policies of the University as described in the "University of Wyoming's Catalog".
- All Charges are due by the third Friday of the semester.
- **Installation payment agreements will be automatic with a non-refundable setup fee for any Charges not paid in full by the third Friday of the semester.**
  - Any student with an unpaid balance after the payment date will be automatically enrolled in the University's installment plan. First installment payment of all prior term charges plus 1/3 of the current term charges is due prior to 4:00 p.m. on the third Friday of the semester.
  - The second installment payment is due three weeks after the first installment date.
  - The third (and final) installment payment is due six weeks after the first installment date.
  - A \$15.00 installment plan setup fee will be charged to all unpaid balances on the third Friday of the semester.
  - You will have a financial hold placed on your account if there is an outstanding balance due after the final payment date. This financial hold will restrict your ability to register, add/drop classes, request transcripts, receive diplomas, etc.
- Charges may be prepaid at any time in whole or in part without premium or penalty.
- In the event that you become delinquent in paying Charges or default in repaying Charges you may be liable for attorney fees, collection fees and any other costs incurred by the University which may include, but are not limited to, court costs and collection agency costs.
- Students withdrawing after the stated refund dates remain liable for full tuition and fee charges.
- The University accepts payments via student financial aid and third party sponsorship, but the responsibility for payment remains with you. It is your responsibility to keep track of your account balance and any funding sources. If financial aid is not granted or if third party sponsors full amount due. Please be aware that you may still owe tuition even if you lose your financial aid because you dropped classes or did not attend. Check with the Financial Aid Office before you drop classes.
- You must attend classes to be eligible for federal financial aid. Once aid has been disbursed, if you drop classes or fail to attend classes, you may immediately owe part or all of your federal financial aid back. This is true even if the financial aid disbursement covered your tuition bill.
- In the event that you are also a University employee, the University may deduct the delinquent amount from your paycheck.
- You consent to receive email notifications to your @uwyo.edu email address of the availability of an e-bill (electronic billing statement) and consent to review billing statement information on the University's web payment system.
- It is your responsibility to check your @uwyo.edu email account daily and maintain a current postal address to ensure receipt of all University correspondence.
- You authorize the university, the department, and their respective agents and contractors to contact me regarding my loan, student account or any balance owed to the university including repayment of my loan, student account, or any balance owed at my current or any future number device using an automated telephone dialing equipment or artificial or pre-recorded voice or text messages.
- You understand the university reserves the right to report both positive and negative payment histories to credit-reporting agencies and may obtain a credit report at any time in the future to review my account.

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

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

Registration Status | UW Contact Info



Once all Registration Status items have been completed and have green check marks next to them you can proceed to Registration by clicking the link “[Register for Classes](#)”.



WyoRecords

Browse

Personal Information | Registration | Student Records | Student Account | Financial Aid | Faculty and Advisors | UW Alumni

## Registration Status

Home > Registration Status

- ✓ You have no Registration Time Ticket. You may register at any time.
- ✓ You have no Holds which prevent registration.
- ✓ You have submitted your Health Insurance Coverage selection, indicating that you DO NOT want coverage.
- ✓ You do not need to [verify or update your UW Alert Cell Phone number](#) at this time.
- ✓ You do not need to verify or update your [Addresses and Phone Numbers/Emergency Contacts](#) at this time.
- ✓ You have already completed the Student Financial Responsibility Agreement. To review the agreement go here [Student Financial Responsibility Agreement](#).
- ✓ Your Academic Standing is Academic Reinstatement which permits registration.
- ✓ Your Student Status permits registration.

**If all of the above items on this page have a checkmark beside them, you may go to [Register for Classes](#) to proceed with registration.**

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You'll be directed to this landing page. Choose Register for Classes. You may be prompted again to choose a role.

The screenshot shows the 'WyoRecords' registration page for the University of Wyoming. The page has a header with the university's name and logo. Below the header is a navigation bar with the word 'REGISTRATION'. A dark brown banner asks 'What would you like to do?'. Below this banner are six options, each with an icon and a brief description. A red arrow points to the 'Register for Classes' option.

**UNIVERSITY OF WYOMING** WyoRecords

REGISTRATION

What would you like to do?

- Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**  
View your past schedules and your ungraded classes.
- Browse Course Catalog**  
Look up basic course information like subject, course and description.

Select a Term Open for Registration from the drop down menu

Banner Self-Service > Student > Registration > Select a Term

**SELECT A TERM**

Terms Open for Registration  
Summer 2016

Continue

There are 2 ways to search and register for courses. If you know the CRN number choose that option.

Find Classes

Enter CRNs

**REGISTER FOR CLASSES**

Find Classes | Enter CRNs | Schedule and Options

**Enter Your Search Criteria** 🔒

Term: Summer 2016

Subject

Course Number

Keyword

Campus

Instructional Methods

Search Clear > [Advanced Search](#)

# Using Advanced Search

REGISTER FOR CLASSES

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria

Term: Summer 2016

Subject

Course Number

Keyword

Campus

Instructional Methods

[▶ Advanced Search](#)

Advanced Search allows you to search for courses using a variety of filters.

The example on the right is a search using the Attribute filter. By selecting one of these attributes you could search for courses that meet specific University Studies Program (USP Requirements).

Keyword

Campus

Instructional Methods

Instructor

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Level

Buildings

- USP15-C1 Communication 1
- USP15-C2 Communication 2
- USP15-C3 Communication 3
- USP15-FY First Year Seminar
- USP15-H Human Culture
- USP15-PN Physical & Natrl Wrld
- USP15-Q Quantitative Reasoning
- USP15-V U.S. & WY Constitution

The **Register for Classes** screen will display three panels. These are outlined in red below. Search Results will be on the top, the schedule on the left and the Summary panel on the bottom right.

Once you find a course you'd like to enroll in click the Add button for the course. This adds the course to your Summary panel. You are not fully registered in a course until you hit Submit and the Status column changes to Registered.

The screenshot displays the 'REGISTER FOR CLASSES' interface. The top navigation bar includes 'Banner Self-Service', 'Student', 'Registration', 'Select a Term', and 'Register for Classes'. Below this, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Search Results' panel (top) shows a table of 5 classes for Summer 2016, French subject. The first row is highlighted, and a red arrow points to the 'Add' button. The 'Schedule' panel (bottom left) shows a grid for Summer 2016 with '1st Yr French I' added to Monday, Tuesday, Wednesday, and Thursday from 9am to 12pm. The 'Summary' panel (bottom right) shows details for '1st Yr French I' with a status of 'Pending' circled in red. A red arrow points to the 'Submit' button at the bottom right. A red dashed box outlines the Search Results, Schedule, and Summary panels.

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
1st Yr French I Lecture	French	1010	01	4	30590	Summer...	Marie-Catherine Astrid (Primary)	S M T W T F S 09:10 AM - 01:00 PM Building: None Room: Nc	Main	25 of 25 seats remain. 10 of 10 waitlist seats ...
1st Yr French II Lecture	French	1020	01	4	30428	Summer...	Marie-Catherine Astrid (Primary)	S M T W T F S 09:10 AM - 12:50 PM Building: None Room: Nc	Main	25 of 25 seats remain. 10 of 10 waitlist seats ...
Independent Study Independent Study	French	3990	01	1 TO 4	30273	Summer...		S M T W T F S - Building: None Room: None Start Date: 05/	Main	5 of 5 seats remain. 1 of 1 waitlist seats re...
Adv Inden Study Independent Study	French	4990	01	1 TO 3	30274	Summer...		S M T W T F S - Building: None Room: None Start Date: 05/	Main	5 of 5 seats remain. 1 of 1 waitlist seats re...
Internship Internship	French	5990	01	1 TO 12	30275	Summer...		S M T W T F S - Building: None Room: None Start Date: 05/	Main	5 of 5 seats remain. 1 of 1 waitlist seats re...

Title	Details	Hours	CRN	Schedule Type	Status	Action
1st Yr French I	FREN 1010, 01	4	30590	Lecture	Pending	Registered via Web

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

# Summary panel

The Summary panel lists your registration information. There are several columns; Title, Details, Hours, CRN, Schedule Type, Status, and Action.

Status indicates your actual enrollment status in the course. A status of Registered indicates successful registration.

Action is a drop down menu with further registration options/actions available to you. Once you select an option from the Action column you must hit Submit to take that action.

The screenshot shows a web interface titled "Summary" with a table of registration information. The table has the following columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row contains the following data: Title: [1st Yr French I](#), Details: FREN 1010, 01, Hours: 4, CRN: 30590, Schedule Type: Lecture, Status: Registered (highlighted in green), and Action: None (dropdown menu). Below the table, there is a summary bar with the text: "Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 12". At the bottom right of the interface is a "Submit" button. The footer of the page features the University of Wyoming logo and name.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">1st Yr French I</a>	FREN 1010, 01	4	30590	Lecture	Registered	None

Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 12

Submit

UNIVERSITY OF WYOMING

# Enter CRNs

You can also add courses by entering the CRNs. Enter the CRN and click Add to Summary. The course will appear in the Summary panel with the Status of Pending and the Action Registered via Web.

Registration is not complete until you hit Submit. If registration is successful, the status will change from Pending to Registered.

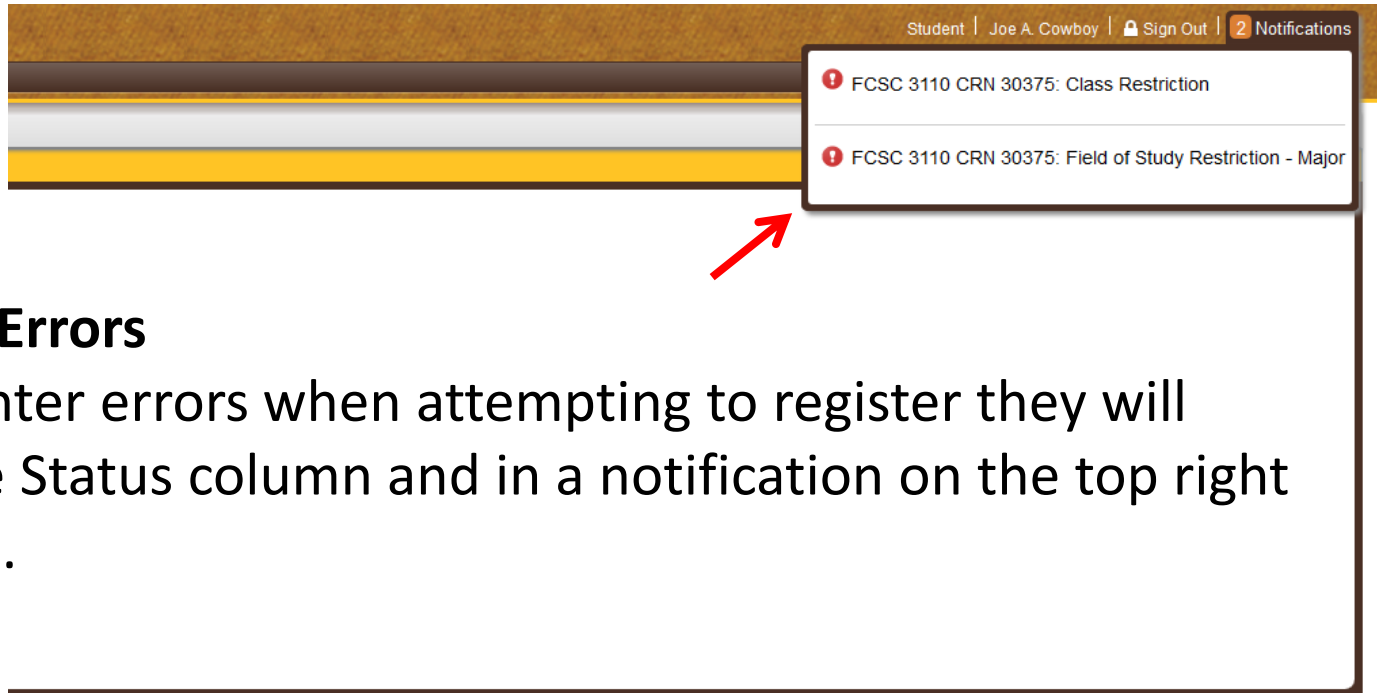
The screenshot displays the 'REGISTER FOR CLASSES' interface. At the top, there are three tabs: 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. The 'Enter CRNs' tab is active. Below the tabs, the section is titled 'Enter Course Reference Numbers (CRNs) to Register' for the term 'Summer 2016'. A text input field contains the CRN '30662', and a red arrow points to it. Below the input field are two buttons: '+ Add Another CRN' and 'Add to Summary'. The 'Add to Summary' button is highlighted with a red arrow.

Below this section, the interface is split into two panels. The left panel, titled 'Class Schedule for Summer 2016', shows a weekly grid. The days Monday through Thursday are highlighted in green, indicating the class schedule. The right panel, titled 'Summary', shows a table with the following data:

Title	Details	Hours	CRN	Schedule Type	Status	Action
1st Yr French I	FREN 1010, 01	4	30590	Lecture	Registered	None

At the bottom of the Summary panel, there is a status bar: 'Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 12'. A red arrow points to the 'Submit' button located at the bottom right of the interface.

At the bottom of the page, the University of Wyoming logo is visible.



## Registration Errors

If you encounter errors when attempting to register they will display in the Status column and in a notification on the top right of the screen.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Personal Finance	FCSC 3110, 40	3	30375	Lecture	Errors Preventing Regis...	Remove
Coll Comp/Rhet	ENGL 1010, 01	3	30662	Lecture	Registered	None
1st Yr French I	FREN 1010, 01	4	30590	Lecture	Registered	None

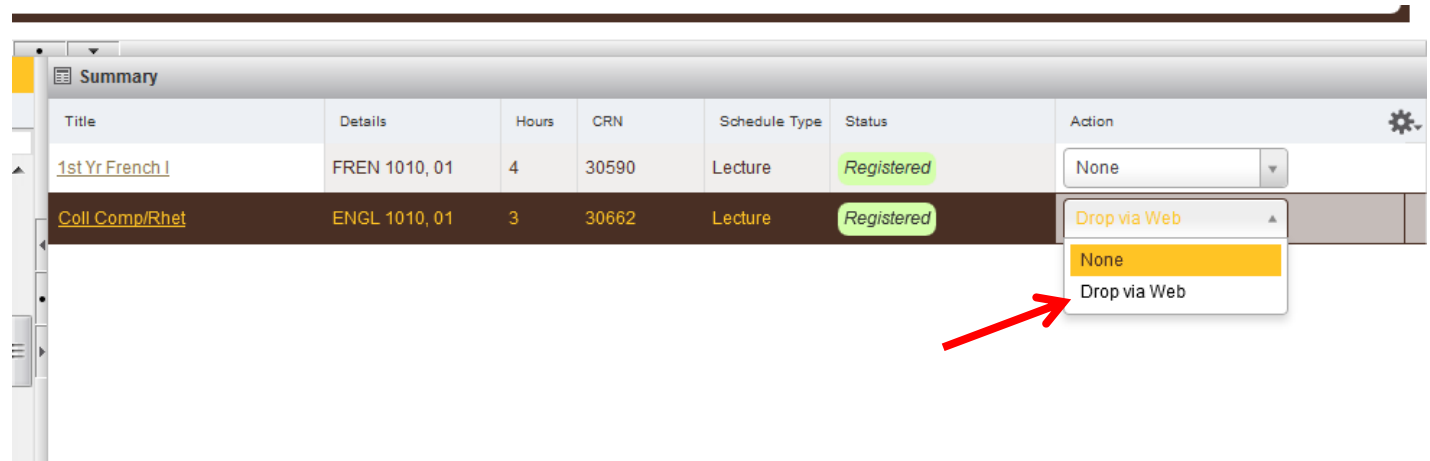
Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 12

Submit

UNIVERSITY of WYOMING

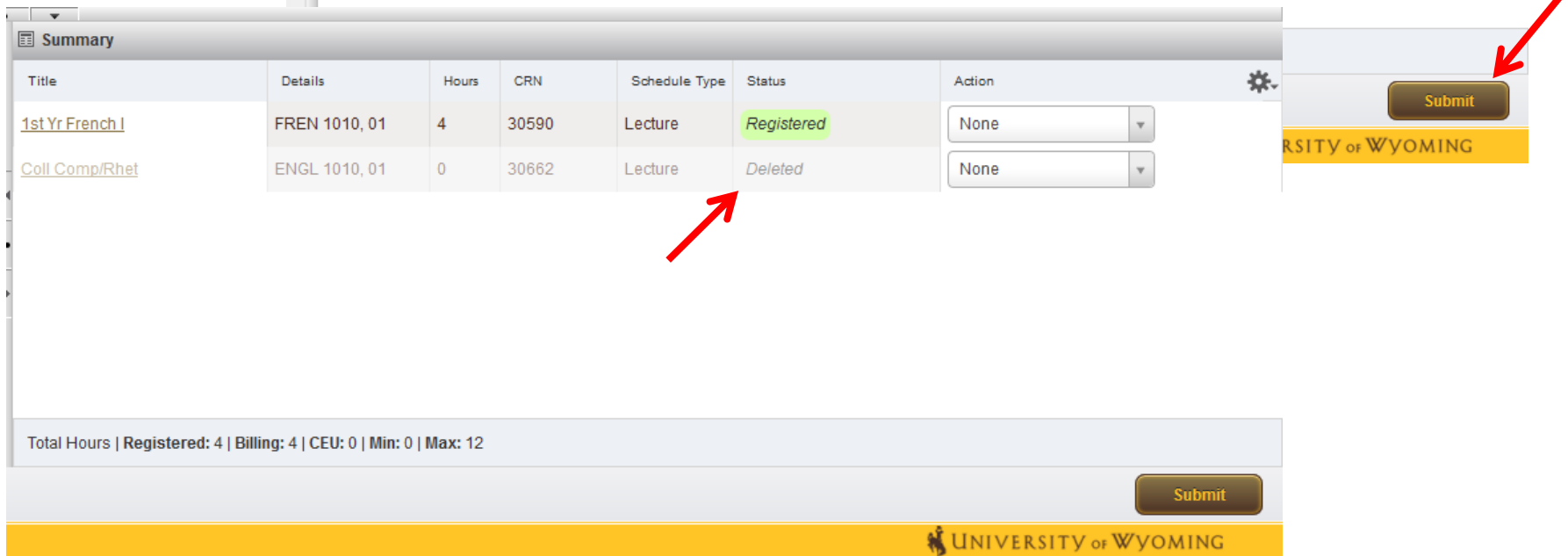


To drop a course select **Drop via Web** from the Action column and then hit **Submit**. Successful drop will display as Deleted.



A screenshot of a web application interface showing a table of course details. The table has columns for Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row is for '1st Yr French I' (FREN 1010, 01) with 4 hours, CRN 30590, and a status of 'Registered'. The second row is for 'Coll Comp/Rhet' (ENGL 1010, 01) with 3 hours, CRN 30662, and a status of 'Registered'. The 'Action' column for the second row has a dropdown menu open, showing options 'None' and 'Drop via Web'. A red arrow points to the 'Drop via Web' option.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">1st Yr French I</a>	FREN 1010, 01	4	30590	Lecture	Registered	None
<a href="#">Coll Comp/Rhet</a>	ENGL 1010, 01	3	30662	Lecture	Registered	Drop via Web



A screenshot of the same web application interface after a successful drop. The table now shows the 'Coll Comp/Rhet' course with 0 hours and a status of 'Deleted'. A red arrow points to the 'Deleted' status. Another red arrow points to a 'Submit' button on the right side of the interface. Below the table, there is a summary bar showing 'Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 12' and another 'Submit' button. The University of Wyoming logo is visible at the bottom.

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">1st Yr French I</a>	FREN 1010, 01	4	30590	Lecture	Registered	None
<a href="#">Coll Comp/Rhet</a>	ENGL 1010, 01	0	30662	Lecture	Deleted	None

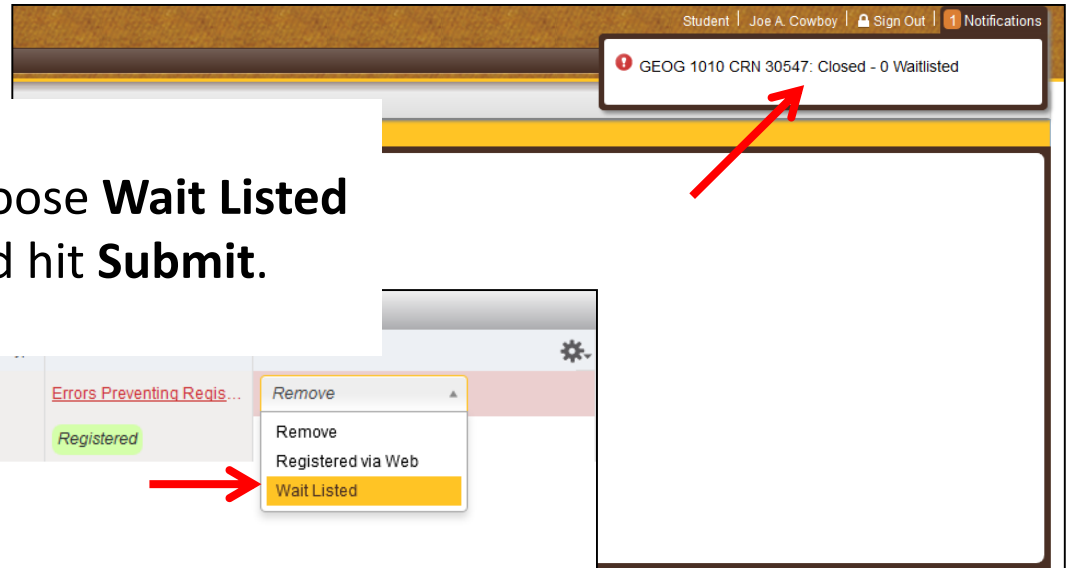
Total Hours | Registered: 4 | Billing: 4 | CEU: 0 | Min: 0 | Max: 12

Submit

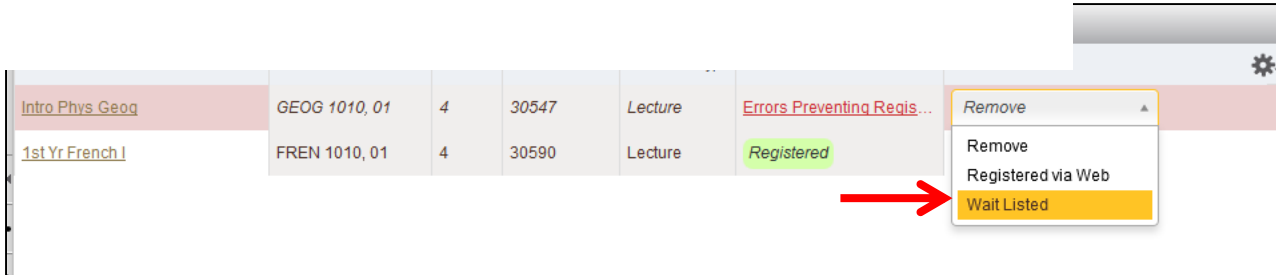
UNIVERSITY of WYOMING

## Wait List

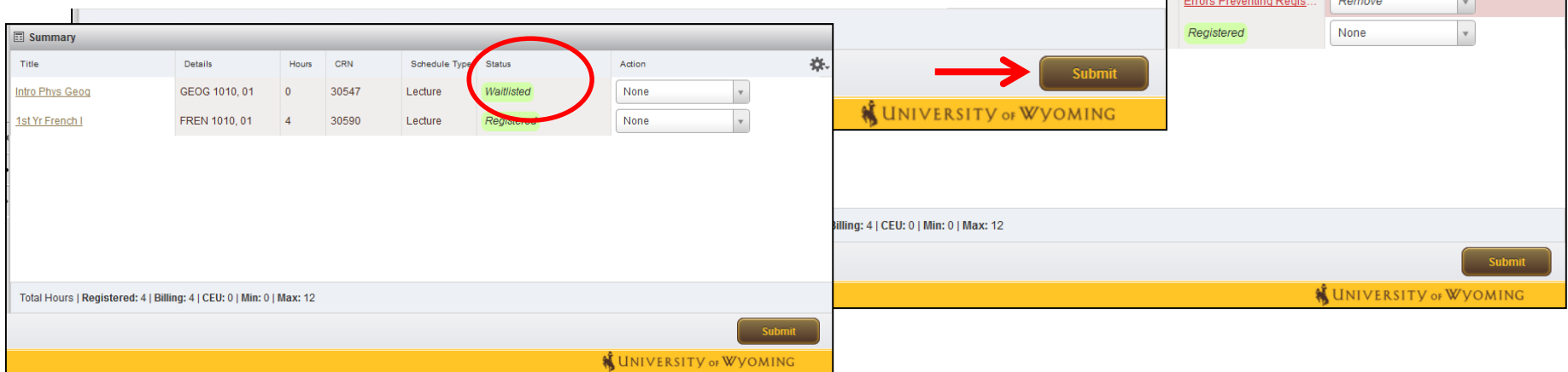
If a course is closed/full, but has a waitlist you'll receive a notification. In this example GEOG 1010 is Closed and there are 0 students currently waitlisted.



To add yourself to the Waitlist, choose **Wait Listed** from the Action Column menu and hit **Submit**.



The Status column indicates Waitlisted when you are successfully on the Wait List.



# Linked Classes



Some courses are linked together, meaning that registration in both components is required. In this example a Lecture and a Lab are linked.

**View Linked** will display search results for each combination of linked courses.


REGISTER FOR CLASSES

Find Classes | Enter CRNs | Schedule and Options

Search Results — 2 Classes  
Term: Summer 2016 Subject: Astronomy

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
<a href="#">Survey of Astronomy</a> Lecture	Astronomy	1050	01	4	30221	Summe...	Mason, Michelle (Primary)	S M T W T F S 10:35 AM - 11:55 AM Building: None Room: None	Main	30 of 30 seats remain. Time Conflict! LINKED	 View Linked Add
<a href="#">Laboratory</a> Lab	Astronomy	1050	10	0	30222	Summe...	Mason, Michelle (Primary)	S M T W T F S 01:20 PM - 02:40 PM Building: None Room: None	Main	30 of 30 seats remain. Time Conflict! LINKED	 View Linked Add

Page 1 of 1 | 10 Per Page | Records: 2




There could be a long list of combinations displayed when you click View Linked. Click **Add all** to add the group of linked courses to Summary.

Back To Search Results | **Linked Sections**  
Term: Summer 2016 Subject: Astronomy

Title : Survey of Astronomy | Schedule Type : Lecture | CRN: 30221

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
<a href="#">Laboratory</a> Lab	Astronomy	1050	10	0	30222	Summer 2...	Mason, Michelle (Primary)	S M T W T F S 01:20 PM - 02:40 PM Building: None Room: None	Main	30 of 30 seats remain. LINKED

Total Hours : 0



# Display options

If your Search Results yield a high number of courses you may want to view that panel alone. You can control how the panels display through the small arrow and circle icons in grey.

You may also choose to display more results on the page through the Per Page drop down menu.

**Search Results — 28 Classes**  
Term: Summer 2016 Attribute: USP15-H Human Culture

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	
<a href="#">Principles of Macroeconomics Lecture</a>	Agricultural Econo...	1010	01	3	30723	Summer ...		S M T W T F S 01:35 PM - 04:35 PM Building: College of Busin	Main	38 of 40 seats remain. Time Conflict	Add
<a href="#">Principles of Microeconomics Lecture</a>	Agricultural Econo...	1020	01	3	30724	Summer ...		S M T W T F S 01:35 PM - 04:35 PM Building: College of Busin	Main	40 of 40 seats remain.	Add
<a href="#">Intro to American Studies Lecture</a>	American Studies	2010	01	3	30560	Summer ...		S M T W T F S 09:10 AM - 12:10 PM Building: Cooper House F	Main	15 of 15 seats remain. 5 of 5 waitlist seats re...	Add
<a href="#">Cultural Diversity in America Lecture</a>	American Studies	2110	01	3	30565	Summer ...		S M T W T F S 09:10 AM - 12:10 PM Building: Cooper House F	Main	15 of 15 seats remain. 5 of 5 waitlist seats re...	Add
<a href="#">Principles of Macroeconomics Lecture</a>	Economics	1010	01	3	30181	Summer ...		S M T W T F S 01:35 PM - 04:35 PM Building: College of Busin	Main	38 of 40 seats remain.	Add
<a href="#">Principles of Microeconomics Lecture</a>	Economics	1020	01	3	30182	Summer ...		S M T W T F S 01:35 PM - 04:35 PM Building: College of Busin	Main	40 of 40 seats remain.	Add
<a href="#">Div &amp; Politics of School Lecture</a>	Educational Studies	2480	01	4	30235	Summer ...	Shim, Jenna (Primary)	S M T W T F S 01:35 PM - 04:25 PM Building: Education Annex	Main	25 of 25 seats remain. Time Conflict	Add
<a href="#">Intro Womens Studies Lecture</a>	English	1080	40	3	30683	Summer ...	Vigil, Melanie (Primary)	S M T W T F S - Building: None Room: None Start Date: 05/2	Outreach...	100 of 100 seats rema...	Add
<a href="#">Intro Womens Studies Lecture</a>	English	1080	41	3	30685	Summer ...	Harkin, Allison (Primary)	S M T W T F S - Building: None Room: None Start Date: 06/2	Outreach...	35 of 35 seats remain.	Add
<a href="#">Intro Womens Studies Lecture</a>	English	1080	43	3	30688	Summer ...	Covello, Christin (Primary)	S M T W T F S - Building: None Room: None Start Date: 07/0	Outreach...	35 of 35 seats remain.	Add

Page 1 of 3 | 10 Per Page

Records: 28



# Class Details

Course titles are also hyperlinks. When you click on a course title another window will appear with class details, including a link to the Bookstore with information about required materials.

The screenshot displays a web interface for registering for classes. At the top, there are navigation tabs: Banner Self-Service, Student, Registration, Select a Term, and Register for Classes. Below this is a section titled "REGISTER FOR CLASSES" with sub-tabs: Find Classes, Enter CRNs, Schedule and Options, and Register for Classes. A search results section shows "Search Results — 28 Classes" for "Term: Summer 2016" and "Attribute: USP15-H Human Culture". A table lists several courses, with "Principles of Macroeconomics Lecture" (Economics 1010) highlighted in yellow. Two pop-up windows are overlaid on the page. The first pop-up, titled "Class Details for Cultural Diversity in America American Studies 2110 01", shows a "Bookstore Links" section with a link to "UW University Store" and a note about determining the cost of required materials. The second pop-up, titled "Class Details for Principles of Macroeconomics Economics 1010 01", shows a "Class Details" section with information such as "Associated Term: Summer 2016", "CRN: 30181", "Campus: Main", "Schedule Type: Lecture", "Instructional Method: Traditional", "Section Number: 01", "Subject: Economics", "Course Number: 1010", "Title: Principles of Macroeconomics", "Credit Hours: 3", and "Grade Mode: No Section specified grade mode, please see Catalog link below for more information." Both pop-ups have a "Close" button at the bottom right.

Title	Subject Description	Course Number	Section	Hours
<a href="#">Principles of Macroeconomics Lecture</a>	Agricultural Econo...	1010	01	3
<a href="#">Principles of Microeconomics Lecture</a>	Agricultural Econo...	1020	01	3
<a href="#">Intro to American Studies Lecture</a>	American Studies	2010	01	3
<a href="#">Cultural Diversity in America Lecture</a>	American Studies	2110	01	3
<a href="#">Principles of Macroeconomics Lecture</a>	Economics	1010	01	3

**Class Details for Cultural Diversity in America American Studies 2110 01**  
Term: 201630 | CRN: 30565

**Bookstore Links**  
Use the link(s) below to access online bookstores to determine the cost of required materials.  
[UW University Store](#)

**Class Details for Principles of Macroeconomics Economics 1010 01**  
Term: 201630 | CRN: 30181

**Class Details**  
Associated Term: Summer 2016  
CRN: 30181  
Campus: Main  
Schedule Type: Lecture  
Instructional Method: Traditional  
Section Number: 01  
Subject: Economics  
Course Number: 1010  
Title: Principles of Macroeconomics  
Credit Hours: 3  
Grade Mode: No Section specified grade mode, please see Catalog link below for more information.

# Schedule and Options

Once you've registered you may want to review your schedule. Under the Schedule and Options tab you can view different versions of your class schedule, print your schedule, and send it to an email address.

## \*Email Schedule and Downloadable Calendar File

This new feature allows students to email their class schedule along with a downloadable calendar file.

The screenshot shows the 'REGISTER FOR CLASSES' interface. The 'Schedule and Options' tab is active. A summary table lists the class 'Principles of Macroeconomics' (ECON 1010, 01) with 3 hours, CRN 30181, and an Undergraduate level. A dialog box titled 'Email Schedule and Downloadable Calendar File' is open, allowing the user to email the schedule to scholarship@money.org, ThanksMom@ForEverything.edu, or WorkStudyJob@uwyo.edu. Below the dialog, a class schedule grid shows the class is scheduled from 2pm to 4pm on Monday through Friday.

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date
<a href="#">Principles of Macroeconomics</a>	ECON 1010, 01	3	30181	Lecture	Letter Grade	<a href="#">Undergraduate</a>	None	02/02/2016

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 12

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2pm		✓ Principles of Macroeconomics	✓ Principles of Macroeconomics	✓ Principles of Macroeconomics	✓ Principles of Macroeconomics	✓ Principles of Macroeconomics	
3pm							
4pm							
5pm							
6pm							
7pm							

# QUESTIONS?

For additional assistance with registration contact the Office of the Registrar:

[registrar@uwyo.edu](mailto:registrar@uwyo.edu)

307-766-3137