

Booking (Registration) Rules (myUK)

The restrictions on courses and sections that control registration access are known as **Booking Rules**. Authorized personnel maintain Booking Rules via the **myUK** portal. Restrictions may be maintained at the course level or the section level.

Course Level Restriction – If a restriction is maintained at the course level, **all** sections of the course will inherit the restriction.

Section Level Restriction – If a restriction is maintained at the section level, the restriction will apply only to the selected section of the course.

ACCESS TO BOOKING RULES

Depending on the user's role, access to the Booking Rules on **myUK** can be reached through one of these paths:

For **Registrar role**, the menu path is **Student Administration -> Administrative Services -> Registrar -> Booking Rules**;

For **Administrator role**, the menu path is **Student Administration -> Administrative Services -> Administrators -> Booking Rules**.

RULE TYPES

There are four types of Booking Rules that can be maintained via **myUK**:

1. **Classification Restrictions** can be used to restrict registration by including or excluding students, according to their progression classification. These restrictions can be maintained for a single progression classification or multiple classifications.
2. **Major/Minor Restrictions** can be used to restrict registration by including or excluding students, based upon their majors or minors.
3. **College Restrictions** can be used to restrict registration by including or excluding students, based upon their college.
4. **Rule Containers/Special Rules** can be used to add special restrictions such as Controlled Enrollment, Teacher Education Program, Engineering Program Paducah, etc.

Course level and section level restrictions **of the same rule type** cannot be mixed. Instead, such restriction situations must be maintained at the section level.

Three Rule Types (Classification, Major/Minor, and College Restrictions) are **term-specific**. They do not automatically become available to future terms. Special Rules are valid for the life of the course (Module) or section (Event Package).

All rules are linked to the system Object ID of the course or section. If a new section is created for an upcoming term in Event Planning, a new system ID is assigned (a new "Section 001" is created). As a result, any rules attached to the previous Section 001 will not carry forward to the new one. Rules must be added and maintained on the new section.

DISPLAYING RULES LINKED TO A SPECIFIC SECTION OF A COURSE

If restrictions exist on a section of a course, the restrictions can be displayed by completing these steps:

1. Select the correct year and term, enter the course prefix and number, and click on

Search

Find a course:

Academic Term: Acad Year 2007-2008, Summer Session 2 Jun-2008

Course Subject & Number: SOC 101 i.e. ENG 101

Search

2. When the course is found click on [View Sections](#) to see a list of the available sections.

Search for a course Select Course / Section Add Booking Rule(s)

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Select Course / Section:

Course	Description	Add Rule(s) to Section
SOC 101	INTRO TO SOCIOLOGY	View Sections

Back

3. Click on the desired section to view a list of rules assigned to that section.

Select Course / Section:

Course	Maintain Rule(s) for Section
SOC 101	Section 001
SOC 101	Section 002
SOC 101	Section 003
SOC 101	Section 004
SOC 101	Section 005
SOC 101	Section 006
SOC 101	Section 007
SOC 101	Section 008
SOC 101	Section 009

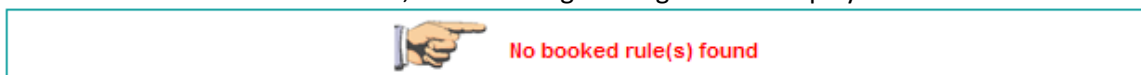
If there are rules maintained on the section, they will be displayed below the Course and Section.

Type	Section	Rule	Description	Flag	Remove
R	Section 003	BK_CONTROL	Controlled Enrollment		✘
S	All Section(s)	SOCI	Sociology	Include	
S	Section 003	ECED	Early Childhood Education	Include	✘
C	Section 003	8E000	College of Arts & Sciences	Include	✘
C	Section 003	8G000	College of Education	Include	✘
L	Section 003	01	Undergrad - Freshman	Include	✘
L	Section 003	02	Undergrad - Sophomore	Include	✘

The example above displays the rules linked to SOC 101 Section 003 (in the test system). This section has seven rules: it is subject to Controlled Enrollment, limited to Sociology and Early Childhood Education majors, limited to students in Arts and Sciences and Education, and limited to Freshmen and Sophomores.

Note that the rule restricting the course to SOCI majors is maintained at the course level, rather than the section level. This is indicated by "All Section(s)" in the Sections Column of the restriction. The ✘ icon in the **Remove** column is missing. Rules maintained at the course level cannot be removed at the section level.

If no rules are maintained on a course, the following message will be displayed.



DISPLAYING RULES LINKED TO A COURSE

Rules maintained at the course level are inherited by all sections of the course. To display rules maintained at the course level, follow these steps:

1. Select the correct year and term, enter the course prefix and number, and click on

Search

Find a course:

Academic Term: Acad Year 2007-2008, Summer Session 2 Jun-2008

Course Subject & Number: SOC 101 i.e. ENG 101

Search

2. Click on the course link.

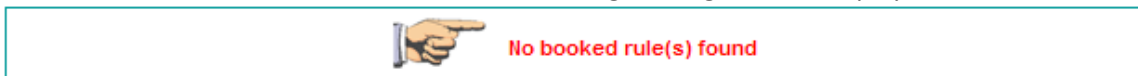
Select Course / Section:

Course	Description	Add Rule(s) to Section
SOC 101	NTRO TO SOCIOLOGY	View Sections

Any existing restrictions will display below the course.

Type	Section	Rule	Description	Flag	Remove
S	All Section(s)	SOCI	Sociology	Include	

If no rules are maintained on a course, the following message will be displayed.



ADDING RULES LINKED TO A SPECIFIC SECTION OF A COURSE

1. Select the correct year and term, enter the course prefix and number, and click on **Search**.

Find a course:

Academic Term: Acad Year 2007-2008, Summer Session 2 Jun-2008

Course Subject & Number: SOC 101 i.e. ENG 101

Search

2. When the course is found, click on **View Sections** to see a list of the available sections.

Search for a course Select Course / Section Add Booking Rule(s)

1 — 2 — 3

Select Course / Section:

Course	Description	Add Rule(s) to Section
SOC 101	INTRO TO SOCIOLOGY	View Sections

Back

3. Click on the desired section to view a list of rules assigned to that section.

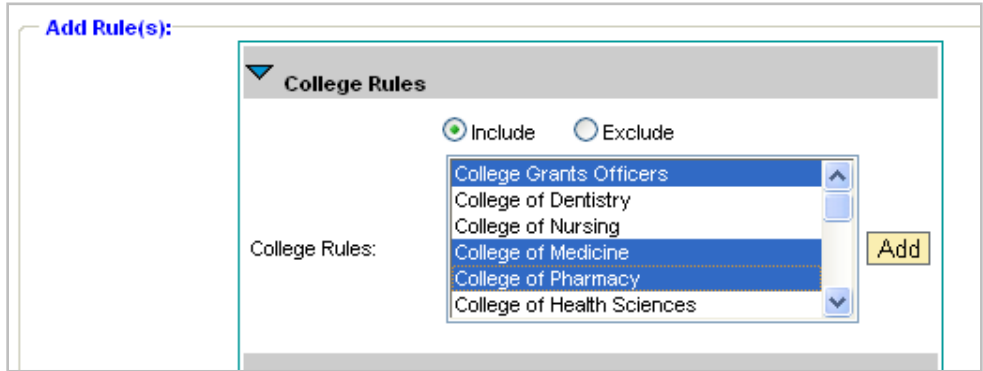
Select Course / Section:

Course	Maintain Rule(s) for Section
SOC 101	Section 001
SOC 101	Section 002
SOC 101	Section 003
SOC 101	Section 004
SOC 101	Section 005
SOC 101	Section 006
SOC 101	Section 007
SOC 101	Section 008
SOC 101	Section 009

4. Add Rules.

Adding College Restrictions

Scroll down to the **College Rules** area. Click on the desired college rule and click on **Add**. To add multiple colleges at one time, hold down the **Ctrl** key and click each college. Then click on **Add**.



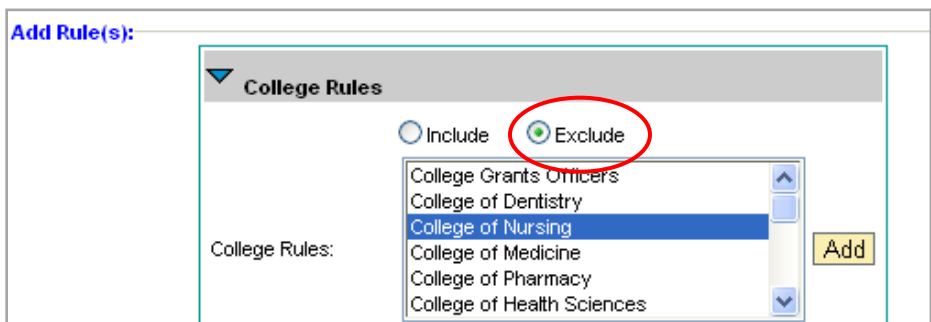
Once rules have been added successfully, they will appear in the list of active rules for the section at the top of the screen.

Booked Rule(s):

■ R - Rule Container ■ S - Specialization Rules ■ C - College Rules ■ L - Classification Rules

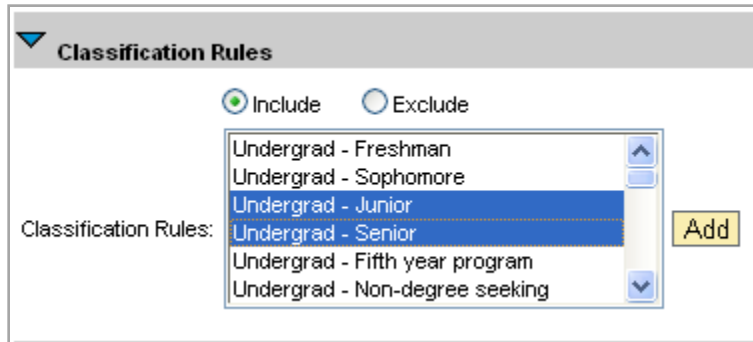
Type	Section	Rule	Description	Flag	Remove
R	Section 003	BK_CONTROL	Controlled Enrollment		✘
S	Section 003	ECED	Early Childhood Education	Include	✘
S	All Section(s)	SOCI	Sociology	Include	
C	Section 003	8E000	College of Arts & Sciences	Include	✘
C	Section 003	8G000	College of Education	Include	✘
L	Section 003	01	Undergrad - Freshman	Include	✘
L	Section 003	02	Undergrad - Sophomore	Include	✘

To exclude students in a particular college, select the college. Change the radio button from **Include** to **Exclude**, and click on **Add**.

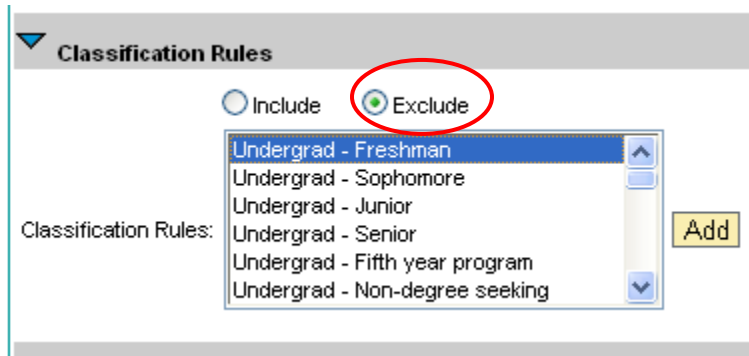


Adding Classification Restrictions

Scroll down to the **Classification Rules** area. Click on the desired Classification(s), and click on **Add**. To add multiple classifications at one time, hold down the **Ctrl** key and click on each classification. Then click on **Add**.

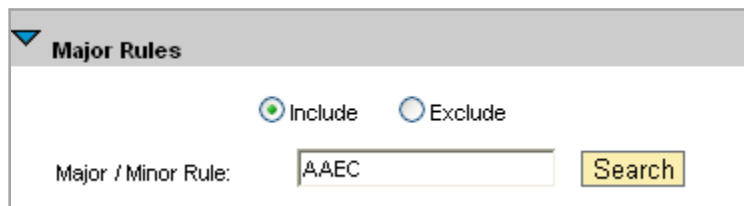


To exclude students in a particular classification, select the classification, change the radio button from **Include** to **Exclude**. Then click on **Add**.



Adding Major/Minor Restrictions

Scroll Down to the **Major Rules** area. Key the four-character major code for the restriction and click on **Search**.



If a match is found, the major code will appear in a list below the Search field. To add it to the course restriction, click on the **+** icon. There may be multiple matches; selection of one results in the application of the rule to all.

Major Rules

Include Exclude

Major / Minor Rule:

Rule	Major / Minor - Rule Description	Add
A.AEC	Agriculture - Agricultural Economics	<input checked="" style="border: 2px solid red;" type="button" value="+"/>

To exclude students in a particular major, select the major, change the radio button from **Include** to **Exclude**, and click on .

Major Rules

Include Exclude

Major / Minor Rule:


Rule	Major / Minor - Rule Description	Add
APMA	Applied Mathematics	<input checked="" style="border: 2px solid red;" type="button" value="+"/>
BAED	Mathematics	<input style="border: 1px solid gray;" type="button" value="+"/>
BAED	Tchng Cert - LBD and Mid School Math	<input style="border: 1px solid gray;" type="button" value="+"/>
BAMA	Mathematical Sciences	<input style="border: 1px solid gray;" type="button" value="+"/>
BAMA	Mathematics	<input style="border: 1px solid gray;" type="button" value="+"/>

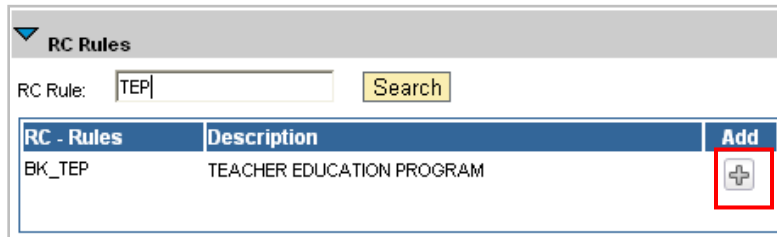
Adding Rule Containers/Special Rules


Scroll down to the **RC Rules** area. Key some text associated with the rule to be added (for example, "Control" for Controlled Enrollment, "TEP" for Teachers Education Program, "EPP" for Engineering Program Paducah), and click on . If unsure of text to use, simply enter * (asterisk for wildcard search) to pull up all Rule Containers.

RC Rules

RC Rule:

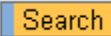
If a match is found, the Rule Container will appear in a list below the search field. To add it to the course restriction, click on  .

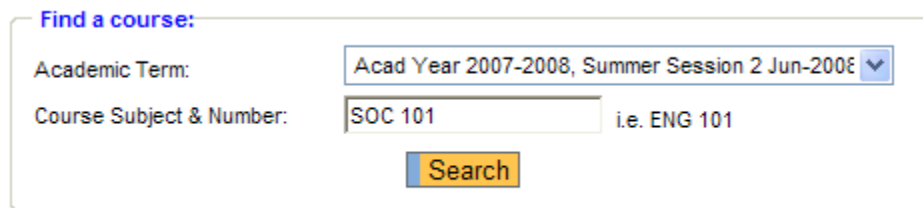


RC - Rules	Description	Add
BK_TEP	TEACHER EDUCATION PROGRAM	

ADDING RULES LINKED TO A COURSE

Rules maintained at the course level are inherited by all sections of the course. To add rules maintained at the course level, follow these steps:

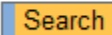
1. Select the correct year and term, enter the course prefix and number, and click on  .



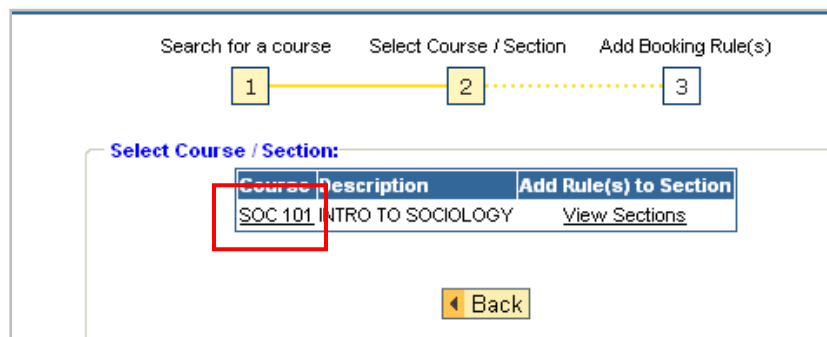
Find a course:

Academic Term: Acad Year 2007-2008, Summer Session 2 Jun-2008

Course Subject & Number: SOC 101 i.e. ENG 101



2. Click on the course link:





Search for a course Select Course / Section Add Booking Rule(s)

1 — 2 — 3

Select Course / Section:

Course	Description	Add Rule(s) to Section
SOC 101	INTRO TO SOCIOLOGY	View Sections



3. Add Rules. Scroll down in each area and click on  , following the same procedures as outlined for adding restrictions linked to course sections.

REMOVING RULES LINKED TO A SPECIFIC SECTION OF A COURSE

If restrictions exist on a section of a course, the restrictions can be displayed and removed by completing these steps:

1. Select the correct year and term, enter the course prefix and number, and click on **Search**.

Find a course:

Academic Term: Acad Year 2007-2008, Summer Session 2 Jun-2008

Course Subject & Number: SOC 101 i.e. ENG 101

Search

2. When the course is found, click on [View Sections](#) to see a list of the available sections.

Search for a course Select Course / Section Add Booking Rule(s)

1 ————— 2 3

Select Course / Section:

Course	Description	Add Rule(s) to Section
SOC 101	INTRO TO SOCIOLOGY	View Sections

Back

3. Click on the desired section to view a list of rules assigned to that section.
4. To remove a rule, click on the **✘** icon in the Remove column.

Type	Section	Rule	Description	Flag	Remove
R	Section 003	BK_CONTROL	Controlled Enrollment		✘
S	All Section(s)	SOCI	Sociology	Include	
S	Section 003	ECED	Early Childhood Education	Include	✘
C	Section 003	8E000	College of Arts & Sciences	Include	✘
C	Section 003	8G000	College of Education	Include	✘
L	Section 003	01	Undergrad - Freshman	Include	✘
L	Section 003	02	Undergrad - Sophomore	Include	✘

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Find a course:

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Course Subject & Number: SOC 101 i.e. ENG 101

Search

2. Click on the course link:

Search for a course Select Course / Section Add Booking Rule(s)

1 — 2 — 3

Select Course / Section:

Course	Description	Add Rule(s) to Section
SOC 101	INTRO TO SOCIOLOGY	View Sections

Back

Existing course restrictions will be displayed.

3. To remove a rule, click on the **✖** icon in the Remove column.

Course: SOC 101 - INTRO TO SOCIOLOGY
Section: All Section(s)
Find a Course

Booked Rule(s):

■ R - Rule Container ■ S - Specialization Rules ■ C - College Rules ■ L - Classification Rules

Type	Section	Rule	Description	Flag	Remove
S	All Section(s)	SOCI	Sociology	Include	✖

REMINDERS

- Course level and section level restrictions ***of the same rule type*** cannot be mixed.
- Colleges must create restrictions for courses and/or sections for each term.
- Access to Booking Rules is limited to a small group of college users.

QUESTIONS?

- For questions about Booking Rules, contact:
[Bruce Manley](#), Office of the Registrar, 257-3107