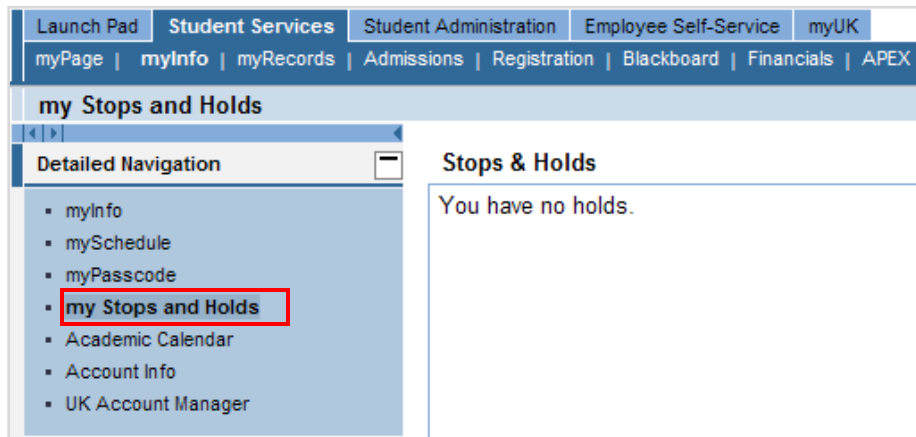


## **Booking (Course Registration) (myUK)**

Booking (registration) takes place in the **myUK** portal. Most continuing students book their own classes during Priority Registration periods. New undergraduates register during the Advising Conference program and new graduate students likewise register on special dates as planned by the Graduate School. Some colleges (Medicine, Dentistry, and Law) provide booking services for their students through a function known as administrative booking.

### **SUMMARY OF STUDENT BOOKING PROCEDURES ON myUK**


The student begins the Booking process by signing on to **myUK** and checking for any active Holds (**Student Services** tab->**myInfo** -> **myStops and Holds**). All holds, including Advisor Holds, must be lifted before a student can book classes.



After checking on Holds, the student clicks on the **Registration** link. The **My Registration Windows** box will display information on the student's dates and times for Priority Registration.

The screenshot shows the myUK portal interface. At the top, there are navigation tabs: Administration, Enterprise Services, Content Administration, Employee Self-Service, and myUK. Below these are sub-tabs: Registration, Blackboard, Financials, and APEX. The main content area is titled 'Registration'. Below this is a box titled 'My Registration Windows'. The box contains a table with the following data:

	Starting	Ending	Status
<a href="#">Summer Session 2</a> Acad Year 2007-2008	4/16/2008 12:00:00 AM	6/4/2008 11:59:59 PM	Open
<a href="#">Fall Semester</a> Acad Year 2008-2009	4/19/2008 12:00:00 AM	6/12/2008 11:59:59 PM	Open

**Note:** When students don't see Registration Windows, instruct them to click on the Expand Tray  icon at the far right.

Each semester the student is presented with the *Statement of Obligation* to read and accept before proceeding.

The student then can register by **Quick Registration** or **Class Search** (when course and section information is unknown).

The screenshot shows the 'Quick Registration' tab selected. It features a table with five rows for course entry. Each row has four columns: 'Course Subject' (with a dropdown arrow), 'Course Number', 'Section Number', and 'Grade Option' (with a dropdown menu showing 'Normal'). Below the table is a yellow 'Add Courses' button. At the bottom, there is a search section with the text 'Search classes:', an input field, a yellow 'Go' button, and the example text 'e.g., "ENG 101" or "English"'. The 'Class Search' tab is also visible but not selected.

**Quick Registration** allows the student to enter courses by prefix, course number, and section number. The Grade Option pull-down menu allows the student to select Grade type (Audit or Pass/Fail). The Grade Option default is Normal. For most courses, this represents a Letter grade. After entry, the student clicks on the **Add Courses** box.

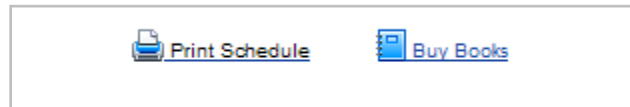
This screenshot shows the same 'Quick Registration' interface but with example data entered. The 'Course Subject' dropdowns are set to 'ITA', 'MUP', and 'MUC'. The 'Course Number' fields contain '101', '402', and '192'. The 'Section Number' fields contain '003', '002', and '003'. All 'Grade Option' dropdowns are set to 'Normal'. The 'Add Courses' button and search section at the bottom remain the same as in the previous screenshot.

Following the **Add Courses** processing, the results appear.

You are registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	ITA 101 Section 003 ELEMENTARY ITALIAN	3.0	Normal <a href="#">(Change)</a>	MWF 2:00 pm - 2:50 pm (Chemistry-Physics Bldg-Rm.183-CP)	Enrolled 04/06/2008 12:09 am
<input type="checkbox"/>	MUP 402 Section 002 VOICE	3.0	Normal <a href="#">(Change)</a>	R 12:30 pm - 1:50 pm (TBD) TBD (TBD)	Enrolled 04/06/2008 12:09 am
<input type="checkbox"/>	MUC 192 Section 003 UNIVERSITY CHORISTERS	1.0	Normal <a href="#">(Change)</a>	TBD (TBD) TR 2:00 pm - 3:15 pm (Fine Arts Bldg-Rm.017-FA)	Enrolled 04/06/2008 12:10 am

Links for printing the schedule and connecting to the UK Bookstore are provided:

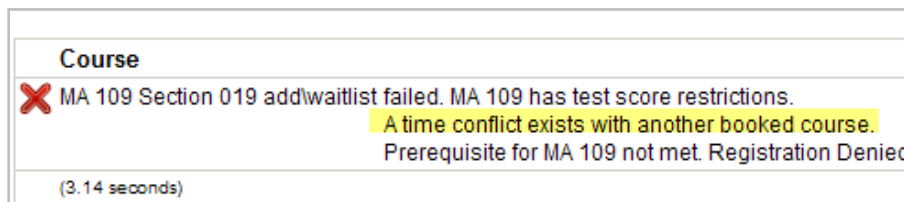


Students can amend their schedules during designated time periods for add/drop. Once classes begin, students may not drop their last or only class via **myUK**. **Students who drop all classes must report to the Student Records Office to do a withdrawal from UK.**

College personnel should refer to the *Schedule of Classes*, the Academic Calendar, and Registration details available on the [Office of the Registrar web site](#).

### Booking Error Messages

When this message appears, booking is unsuccessful. The student should select another course section.



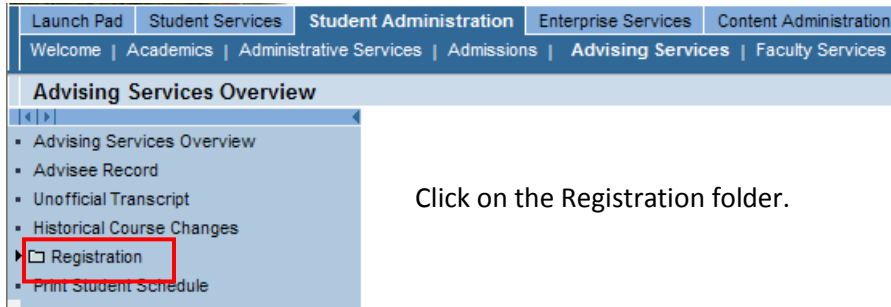
Similarly, the student may get another message to denote unsuccessful booking:

**An overlap of business events prevents booking.**

This message indicates a problem with the course set-up in ZEVPLAN. In such instances, Bruce Manley, Office of the Registrar, should be asked to resolve the issue and allow students to register.

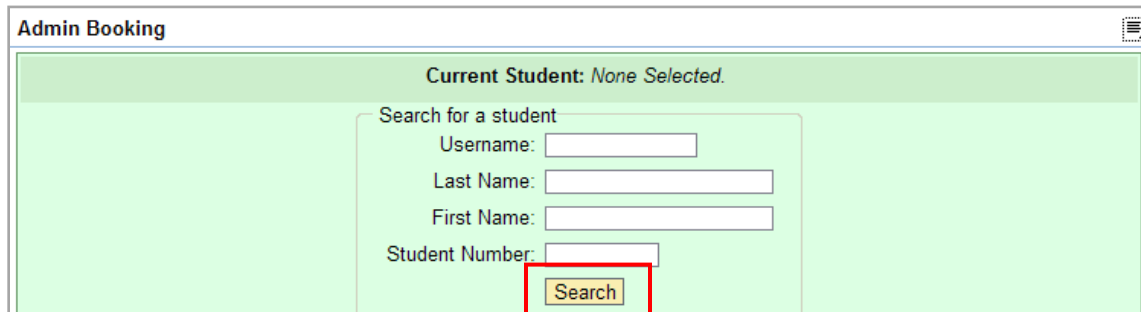
## ADMINISTRATIVE BOOKING

Authorized college personnel can book students in classes via [myUK](#). After signing on to the portal, college users navigate to **Student Administration->Advising Services**. The following steps outline the process.



Click on the Registration folder.

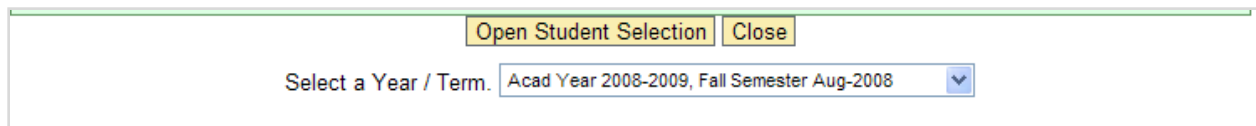
When the **Admin Booking** screen appears, enter student's information and click on **Search** to display the record. Entering only the Student Number or the Username will eliminate the return of a list of multiple names.



The screenshot shows the 'Admin Booking' screen. At the top, it says 'Current Student: None Selected.' Below this is a search form with the following fields: 'Username:', 'Last Name:', 'First Name:', and 'Student Number:'. Each field has a corresponding text input box. A 'Search' button is located below the 'Student Number' field and is highlighted with a red rectangular box.

If the search returns a list, select the correct student and click on the link to pull up the record.

Next select the correct year and term for booking:



The screenshot shows a dropdown menu for selecting a year and term. At the top, there are two buttons: 'Open Student Selection' and 'Close'. Below these is a dropdown menu with the text 'Select a Year / Term.' and the selected value 'Acad Year 2008-2009, Fall Semester Aug-2008'. A small downward arrow is visible on the right side of the dropdown menu.

Book courses for a student, using **Quick Registration** or **Class Search**.

Quick Registration    Class Search

Course	Subject	Course Number	Section Number	Grade Option
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	Normal ▼
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	Normal ▼
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	Normal ▼
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	Normal ▼
<input type="text"/>	▼	<input type="text"/>	<input type="text"/>	Normal ▼

Add Courses

Search classes:    
 e.g., "ENG 101" or "English"

For **Quick Registration**, enter the course prefix, number, and section number for up to five courses at one time. Then click

**Search classes** allows you to enter course prefix, prefix and number, or portion of title and click on  to get a course listing. You can select courses, then obtain a listing of sections, and finally choose a section by clicking on .

**Grade Option:** All courses default to **Normal** (normal is relevant to the course). Use the drop-down list to change option (e.g., Audit).

After Add processing is finished, messages about the outcome will appear.

**Successful booking:**

✓	ENG 281 Section 401 add\waitlist complete.
✓	ANT 322 Section 001 add\waitlist complete.
✓	ITA 101 Section 005 add\waitlist complete.
(7.44 seconds)	

**Unsuccessful booking:**

✗	ENG 281 Section 401 add\waitlist failed. You have a hold (or holds) that prevents registration.
---	---

**Variable Credit Course Booking**

For variable credit course booking, you must select the number of hours in the **Hours** drop-down before the course can be added to the student's schedule. Only valid credit hour options will be displayed.

Course
⚠ MUP 102 Section 001 Variable Credit Course - Select an hour below

Course Subject	Course Number	Section Number	Grade Option	Hours
MUP ▼	102	001	Normal ▼	1.0 ▼
▼			Normal ▼	
▼			Normal ▼	
▼			Normal ▼	
▼			Normal ▼	

## WAITLIST INFORMATION

The Waitlist is a means for students to get in a queue for a seat in a closed class. It works on a “first come, first served” basis, that is, the first student on the Waitlist is automatically enrolled when an enrolled student drops the class. The student’s schedule will reflect the status change from Waitlisted to Enrolled.

In **Quick Registration**, students will be waitlisted automatically for a section that is closed **and** has a Waitlist option. The student’s position on the Waitlist is listed, with the position number changing as the student moves up on the list.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	ENG 101 Section 001 WRITING I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Bradley Hall-Rm.207-BRAD)	Enrolled 04/28/2008 9:41 am
<input type="checkbox"/>	ECO 201 Section 005 PRINCIPLES OF ECO I	3.0	Normal <a href="#">(Change)</a>	MWF 12:00 pm - 12:50 pm (Business and Economics Bldg-Rm.309-BE)	Enrolled 04/28/2008 9:41 am
<input type="checkbox"/>	ABT 395 Section 001 INDEPENDENT STUDY IN BIOTECHNOLOGY	3.0	Normal <a href="#">(Change)</a>	M 10:45 am - 11:45 am (TDB)	Enrolled 04/28/2008 10:57 am
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal <a href="#">(Change)</a>	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	<b>Waitlisted (#2)</b> 04/28/2008 11:28 am
<input type="button" value="Drop"/>		12.0			<input type="button" value="Show History"/>

In **Class Search**, students can sign up for the Waitlist by clicking on the **Waitlist** button.

	Course	Hours	Instructor	Location	Meeting Times	Seats Open	Waitlist Open
<input type="button" value="Waitlist"/>	COM 181 Section 001	3.0	Bradly V Armstrong			0	2
<input type="button" value="Add"/>	COM 181 Section 002	3.0	Elana Baker			15	3
<input type="button" value="Add"/>	COM 181 Section 003	3.0	Kaitlin B Malli			15	3
<input type="button" value="Add"/>	COM 181 Section 004	3.0	Christina A Malli			15	3
<input type="button" value="Add"/>	COM 181 Section 005	3.0	Kaitlin B Malli			15	3
<input type="button" value="Add"/>	COM 181 Section 006	3.0	Bradly V Armstrong			15	3
<input type="button" value="Add"/>	COM 181 Section 401	3.0	Kaitlin B Malli			15	3
<input type="button" value="Add"/>	COM 181 Section 402	3.0	Kaitlin B Malli			15	3

8 classes found.    Seats: Open | Waitlist

**Students are responsible for monitoring the status of their Waitlisted classes.** Important details on Waitlisting are outlined for students in the *Schedule of Classes*.

## Administrative Booking and Waitlist

In **Quickbook View**, students will be waitlisted automatically when a course is closed and the course has the Waitlist option. In Search View, the user must click on the **Waitlist** button. The course is added to the student’s schedule in a Waitlist status.

## Open Seats/Waitlist Seats

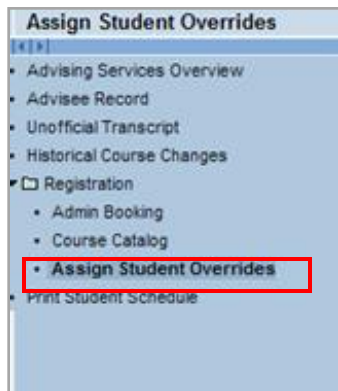
The **Seats Open** column displays the number of available seats. A positive value indicates seats are available.

## OVERRIDES

Enrollment in numerous courses at UK is restricted to students who meet specific criteria. In some instances authorized administrative personnel need to make exceptions and allow students who do not meet the restrictions to register anyway. This is accomplished by giving the student an **Override**. The Office of the Registrar assigns **override permissions** to departmental staff members.

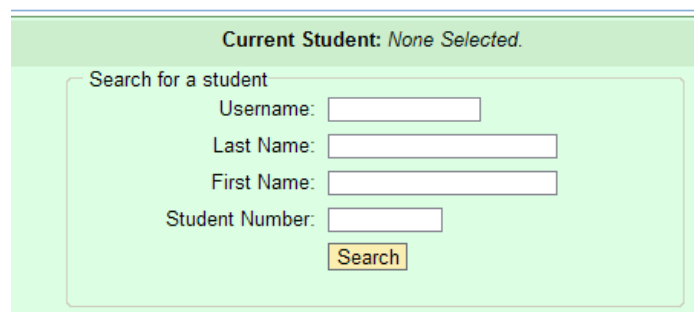
Staff members with override permissions follow these steps to give an override to a student:

After sign on to [myUK](#), select the **Student Administration** tab->**Advising Services**.

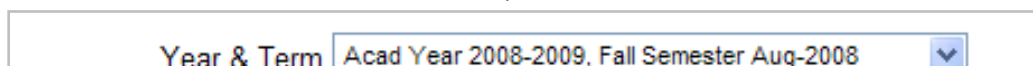


In Detailed Navigation, click the **Registration** folder to open and click on **Assign Student Overrides**.

Find the student.

A screenshot of a web form for searching for a student. The form has a green header with the text "Current Student: None Selected." Below the header is a section titled "Search for a student" containing four input fields: "Username:", "Last Name:", "First Name:", and "Student Number:". A yellow "Search" button is located below the "Student Number" field.

Then select the correct term from the drop-down list.

A screenshot of a web form showing a drop-down menu for selecting the "Year & Term". The menu is currently set to "Acad Year 2008-2009, Fall Semester Aug-2008".

Enter the course prefix and number. Click **Search**.

Assign New Override	
Course Subject & Number <input type="text" value="ECO 401"/> <b>Search</b>	
e.g., ENG 101	
Class	Description
<a href="#">ECO 401</a>	INTERMED MICROECO THEORY

From the search results, make the selection for the **Override**. To assign an override for all sections, select the [All Sections](#) link in the Section column. To assign to a particular section, click on that section.

Assign New Override	
Course Subject & Number <input type="text" value="ECO 401"/> <b>Search</b>	
e.g., ENG 101	
Course	Section
ECO 401	<a href="#">All Sections</a> <input type="text" value="Select..."/> <b>Save</b>
ECO 401	<a href="#">Section 001</a> <input type="text" value="Select..."/> <b>Save</b>
ECO 401	<a href="#">Section 002</a> <input type="text" value="Select..."/> <b>Save</b>

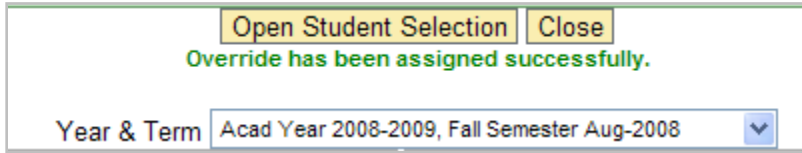
Select the type of override from the drop-down list. Click on **Save**.

Assign New Override	
Course Subject & Number <input type="text" value="ECO 401"/> <b>Search</b>	
e.g., ENG 101	
Course	Section
ECO 401	<a href="#">All Sections</a> <input type="text" value="Select..."/> <b>Save</b>
ECO 401	<a href="#">Section 001</a> <input type="text" value="Select..."/> <b>Save</b>
ECO 401	<a href="#">Section 002</a> <input type="text" value="Select..."/> <b>Save</b>

- Override Controlled Enrollment
- Lift Advisor Hold
- Program Type Restrictions
- Override College, Major, Classification
- Override Capacity
- Override Maximum Credit Hours
- Override Stops / Holds
- Course,Test,Placement Exam Pre-requisite
- Override Status Restrictions
- Add period is closed
- Drop period is closed
- Override Time Conflicts

**Note:** Options are determined by permissions assigned by the Office of the Registrar.

A message will appear to confirm the assignment. The student can now register.



To remove an override, click on the  in the **Delete** Column.

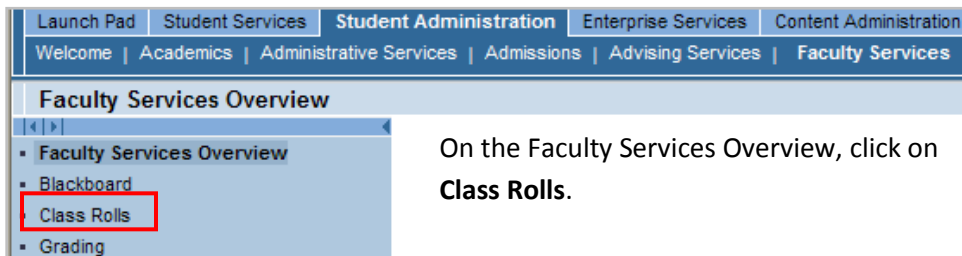
Assigned Override(s)					
Delete	Year	Term	Course	Section	Override
<input type="checkbox"/>	Acad Year 2007-2008	Fall Semester	MUS 372	Section 002	Override Capacity
<input type="checkbox"/>	Acad Year 2007-2008	Spring Semester	MUP 302	Section 002	Override Controlled Enrollment

## CLASS ROLLS

UK faculty and some departmental staff members can view class rolls in **myUK**. Class rolls can be printed and/or exported to Excel.

To access class rolls, follow these steps:

Sign on to **myUK** and choose **Student Administration** tab->**Faculty Services**.



On the Find a Class screen, select the correct year and term and the course information (prefix and number and section number). Click on **Go**. You can omit the section number and let the portal find all sections.

**Class Rolls**

Year / Term: Acad Year 2007-2008, Spring Semester Jan-2008

Search for a class: ENG 104

If there are multiple sections displayed, click on the desired section link and the class roll will display.

**Class Rolls**

Year / Term: Acad Year 2007-2008, Spring Semester Jan-2008

Search for a class: ENG 104

Current Course: None selected.

Class	Section	MTWR	8:00 am-8:50 am	Funkhouser Biological Sciences Building Funkhouser Building-Rm.306C-FB (Mark F Wood )
ENG 104	<a href="#">001</a>	MTWR	8:00 am-8:50 am	Funkhouser Biological Sciences Building Funkhouser Building-Rm.306C-FB (Mark F Wood )
ENG 104	<a href="#">002</a>	TWRF	8:00 am-8:50 am	Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.211-CB (Kelly J. Feinberg )
ENG 104	<a href="#">003</a>	TR	8:00 am-9:15 am	Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.241-CB (Todd H Campbell )
ENG 104		W	8:00 am-8:50 am	Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.241-CB (Todd H Campbell )
ENG 104	<a href="#">004</a>	TR	8:00 am-9:15 am	Whitehall Classroom Bldg Whitehall Classroom Bldg-Rm.237-CB (Heather E. Caddell )
ENG		W	8:00 am-8:50 am	F Paul Anderson Tower F Paul Anderson Tower-Rm.267-FPAT

**Class Rolls**

**ENG 104 Section 001 (4.0)**  
 MTWR 8:00 am - 8:50 am  
 Funkhouser Biological Sciences Building Funkhouser Building-Rm.306C-FB

Roster (22 enrolled students)

Name	Student Number	Username	Email	Degree	Major / Minor	Classification	Hour(s)	Status
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The column headings above indicate the information available on the roll. Waitlisted students and their position numbers are displayed at the end of the roll.

Upon display, you can print and/or export to Excel.

## REMINDERS

- The Grade Type for most courses is **Normal**. There are numerous courses at UK, however, that are approved as pass-fail only courses. For these courses, the Grade Type is pass-fail and will be designated as **Normal**.
- Freshmen and graduate students are not permitted to take courses on a pass-fail basis.
- The credit amount for a variable credit course must be selected during administrative booking.

## QUESTIONS?

- Advisors and others who have questions about Booking, Waitlists, or Override Permissions should contact:

[Michelle Nordin](#) , Registration, 257-7173

[Christy Freadreacea](#), Registration, 257-7173

## QUICK STEPS

### ADMINISTRATIVE BOOKING

Sign on to the portal and navigate to **Student Administration->Advising Services**.

When the **Admin Booking** screen appears, enter student's information (such as last name, first name, or student number) and click on **Search** to display the record.

If the search returns a list, select the correct student and click on the link to pull up the record.

Next select the correct year and term for booking.

Book courses for a student, using **Quick Registration** or **Class Search**.

For **Quick Registration**, enter the course prefix, number, and section number for up to five courses at one time. Then click **Add Courses**.

**Search View** allows you to enter course prefix, prefix and number, or portion of title and click on **Go** to get a course listing. You can select courses, then obtain a listing of sections, and finally choose a section by clicking on **Add Courses**.

**Grade Option:** All courses default to **Normal** (normal is relevant to the course). Use the drop-down list to change option (e.g., Audit).

**Variable credit course booking:** Select the number of hours in the **Hours** drop-down box.

**Waitlisting:** In Quick Registration, waitlisting occurs automatically when a course is closed and the course as the Waitlist option. In Search View, the user must click on the **Waitlist** button. The course is added to the student's schedule in a Waitlist status.

## OVERRIDES

Staff members with override permissions sign on to [myUK](#), select **Student Administration** tab-> **Administrative Services**.

In Detailed Navigation, click the **Administrators** folder to open and click on **Assign Student Overrides**.

Find the student. Then select the correct term from the drop-down list. Enter the course prefix and number. Click .

From the search results, make the selection for the **Override**. To assign an override for all sections, select the [All Sections](#) link in the Section column.

Select the type of override from the drop-down list. Click on .

A message will appear to confirm the assignment.

The student can now register.

To remove an override, click on the  in the  Column.

## CLASS ROLLS

Sign on to [myUK](#) and choose **Student Administration** tab-> **Faculty Services**.

On the **Faculty Services Overview**, click on **Class Rolls**.

On the **Find a Class** screen, select the correct year and term and the course information (prefix and number and section number). Click on . (Omit the section number and let the portal find all sections.)

If there are multiple sections displayed, click on the desired section link and the class roll will display.

Upon display, the roll can be printed and/or exported to Excel.