

Registration Using myUK

1

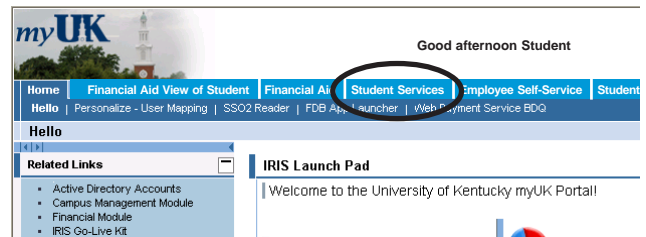
- Log on to the **myUK** portal using your Active Directory User ID and password. This is the same as your UK e-mail account information. For example, if the e-mail address is **student@uky.edu**, the Active Directory User ID is **student**.

If you need assistance with your User ID and password or if you have not created an account, follow the instructions at the Information Technology Customer Service Center site: www.uky.edu/UKIT/. You may also e-mail the Help Desk at: helpdesk@uky.edu or call at (859) 257-1300. If you do not have an Active Directory account, please note that it may take up to 24 hours to create.



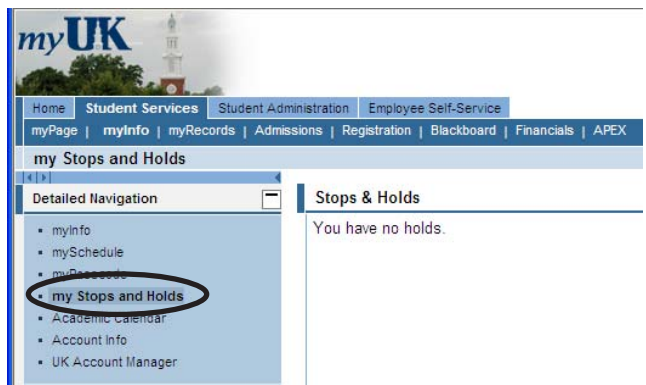
2

- Click on the **Student Services** link at the top of the page to the right of the **Home** link.



3

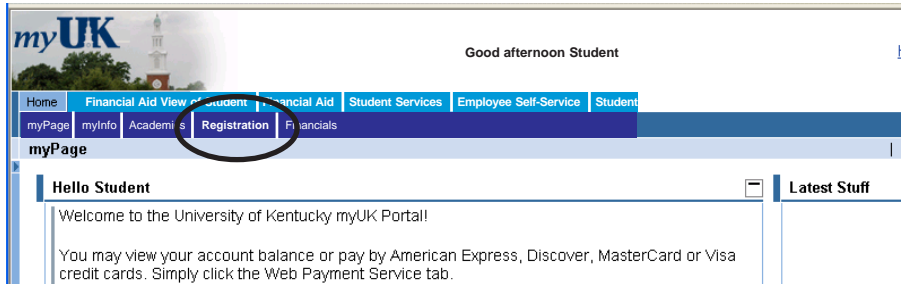
- To check for **Holds**, from the **Student Services** page, click on the **myInfo** link and from there, click on **myStops and Holds**. You must clear any Stops or Holds before you can register.



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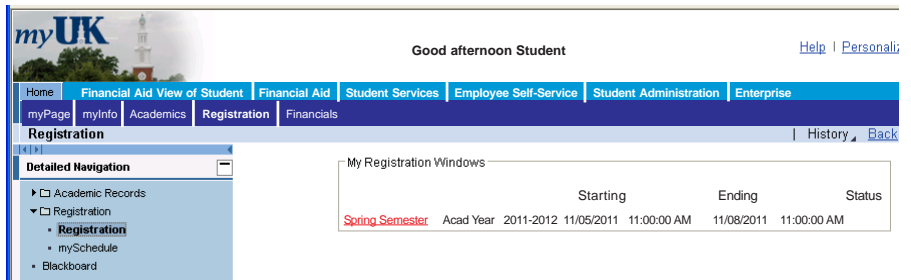
4

- Click on the **Registration** link at the top of the page to the right of the **myPage** link.



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- The **My Registration Windows** box lists the dates and times of your Priority Registration Windows and your registration status. From the **My Registration Windows** box, click on **Acad Year 2011-2012, Spring Semester Jan-2012**.



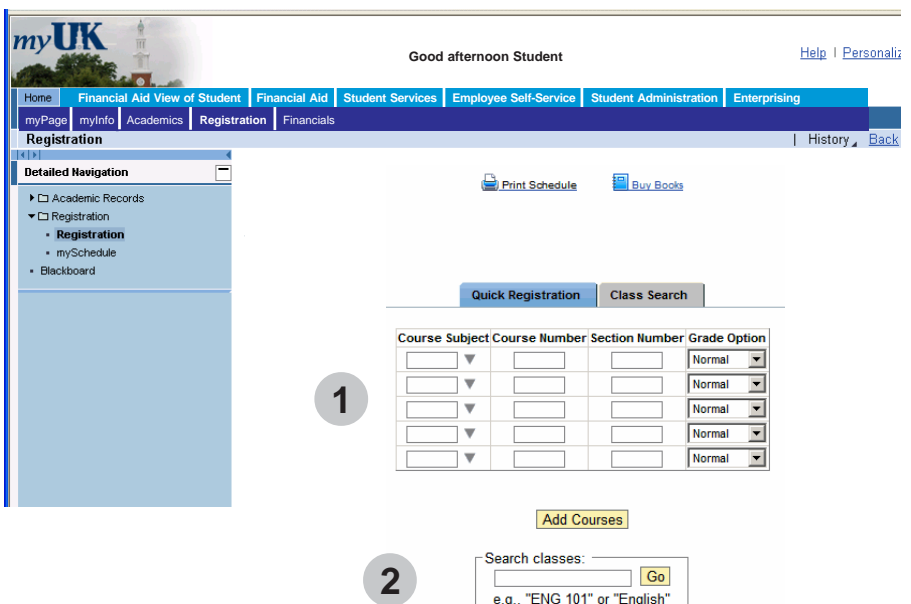
Before proceeding to registering for your courses, you will be required to read and accept the **Statement of Obligation**. You may also be required to **Update/Validate** your addresses (every 60 days) and **Update/Validate** your Expected Graduation date (every 90 days).

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- On the **Registration** screen, there are two options for registering for your courses: **Quick Entry** and **Search**.

If you know the courses and sections you would like to enroll in, complete the fields in the **Quick Entry** box [#1]. You may enter up to five courses at a time.

If you do not know the course and section information, use the **Search classes** box [#2] or switch from **Quick Registration View** to **Class Search View**.



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- Using the **Quick Registration View**, enter the courses by prefix, number and section number. If you wish to enroll in a course with a grade option of **Audit**, use the **Grade Option** pull-down menu to select grade type.

When you have entered your course requests, click the **Add Courses** box.

Print Schedule Buy Books

Quick Registration Class Search

Course Subject	Course Number	Section Number	Grade Option
HIS	108	001	Normal
ENG	104	016	Normal
SPA	102	005	Normal
			Normal
			Normal

Add Courses

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

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- The courses you have successfully added will appear in the **Schedule Box**.
- Above the **Schedule Box** is an **Action Log**. In the example at right, the student successfully enrolled in HIS 108 and SPA 102; ENG 104 was not added due to a time conflict with another booked course.

Course

- ✓ HIS 108 Section 001 addwaitlist complete.
- ✗ ENG 104 Section 016 addwaitlist failed. A time conflict exists with another booked course.
- ✓ SPA 102 Section 005 addwaitlist complete.

(7.17 seconds)

Student is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	HIS 108 Section 001 HIST OF U.S. THRU 1865	3.0	Normal (Change)	T 11:00 am - 11:50 am (Funkhouser Building-Rm.306A-FB) TR 9:30 am - 10:20 am (Whitehall Classroom Bldg-Rm.118-CB)	Enrolled 08/14/2008 4:17 pm
<input type="checkbox"/>	SPA 102 Section 005 ELEM SPAN II (SPOKEN AP)	4.0	Normal (Change)	MWF 12:00 pm - 12:50 pm (Barker Hall-Rm.301-BH) T 2:00 pm - 2:50 pm (Whitehall Classroom Bldg-Rm.306-CB)	Waitlisted (#2) 08/14/2008 4:18 pm
Drop		7.0			Show History

Print Schedule Buy Books

Quick Registration Class Search

Course Subject	Course Number	Section Number	Grade Option
			Normal
			Normal
			Normal

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- To **Drop** a course, click on the box to the left of the course listing and click the **Drop** box.
- To **change a grade type**, click the blue **Change** link and use the drop down menu to select a grade type.

Please note: You may use the **Drop** function to withdraw – drop all your courses – through **January 10, 2012**. After January 10, you must go to the Student Records Office, 10 Funkhouser Building, to withdraw from the University.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input checked="" type="checkbox"/>	HIS 108 Section 001 HIST OF U.S. THRU 1865	3.0	Normal (Change)	T 11:00 am - 11:50 am (Funkhouser Building-Rm.306A-FB) TR 9:30 am - 10:20 am (Whitehall Classroom Bldg-Rm.118-CB)	Enrolled 08/14/2008 4:17 pm
<input type="button" value="Drop"/>		3.0			<input type="button" value="Show History"/>

[Print Schedule](#) [Buy Books](#)

[Quick Registration](#) [Class Search](#)

Course	Subject	Course Number	Section Number	Grade Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

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- To **view your schedule** at any time, click on **myInfo** on the left-hand top part of your browser. Then, from the left-hand menu, select **mySchedule**. Choose the **Printer Friendly Version** link if you would like to print.

mySchedule | History | Back | Forward

Detailed Navigation

- myInfo
- Academic Calendar
- mySchedule**

my Schedule and Program

My Program of Study:
College: College of Arts & Sciences
Degree: Bachelor of Arts
Major: English

Expected Graduation Date: 0000-00-00

My schedule of classes for current term.

[Printer Friendly Version](#)

Course	Hours	Grade Scale	Grades (Mid/Final)	Meeting Times	Location	Status
PHI 120 Section 401 INTRODUCTORY LOGIC	3.0	Normal	*** / ***	TR 6:00 PM - 7:15 PM (LEC)	Whitehall Classroom Bldg Rm.241 (LEC)	Enrolled jked