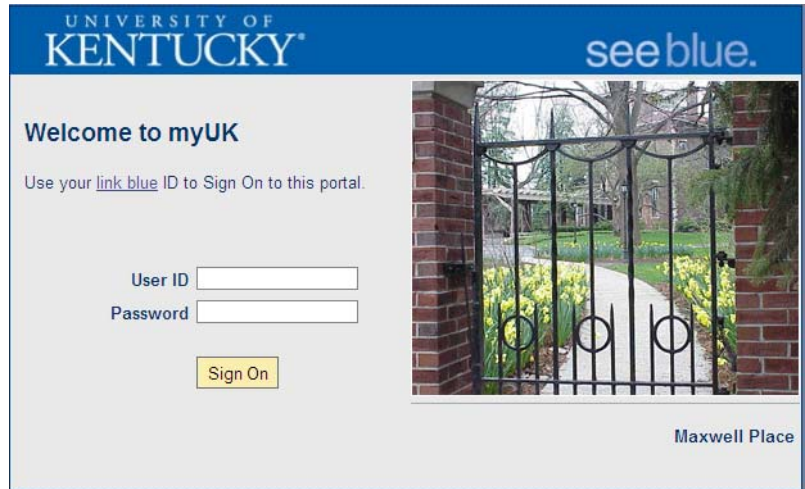


# Registration Using myUK

## Log Into myUK

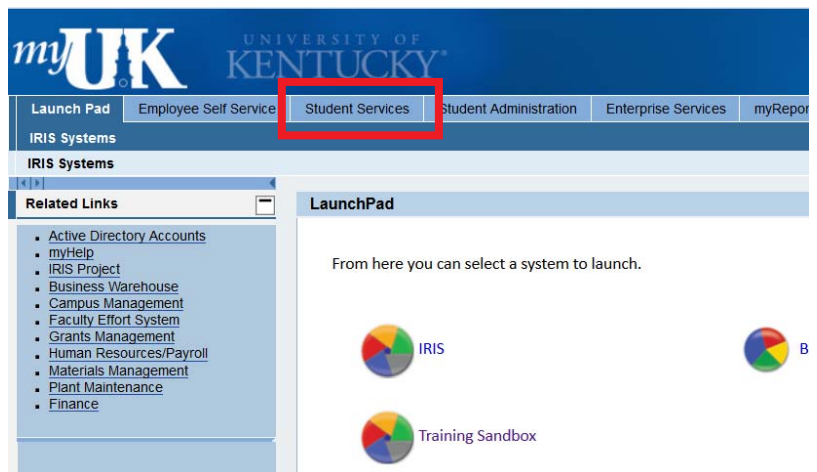
Log on to the **myUK** portal using your Linkblue user ID and password.

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/help](http://www.uky.edu/ukit/help). You may also e-mail the Help Desk at: [helpdesk@uky.edu](mailto:helpdesk@uky.edu) or call at (859) 218-4357. If you do not have a Linkblue account, please note that it may take up to 24 hours to create.



## Student Services Tab

From the **Home Page**, click on the **Student Services** tab.



# Registration Using myUK

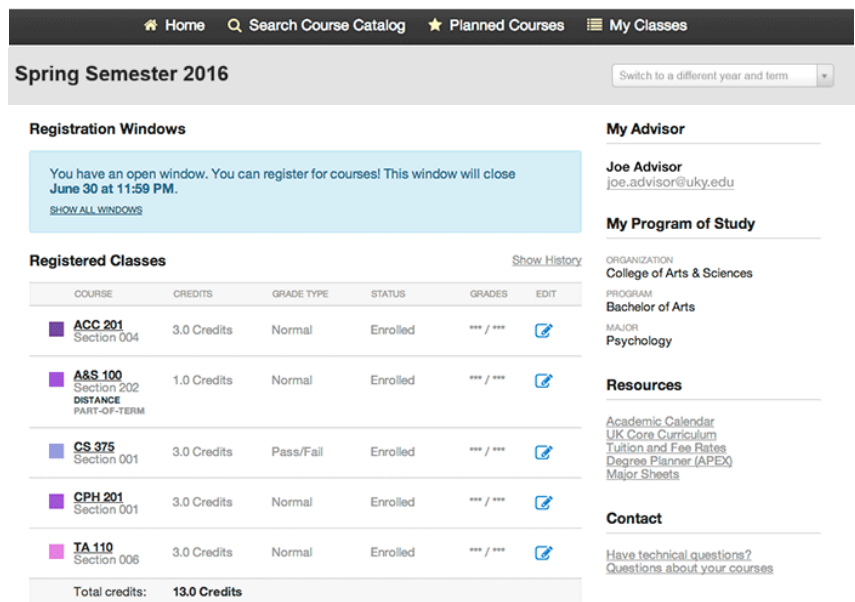
## Plan and Register

From the **Student Services** page, click on **Plan and register for Courses**. This will take you to the **Home Screen**.



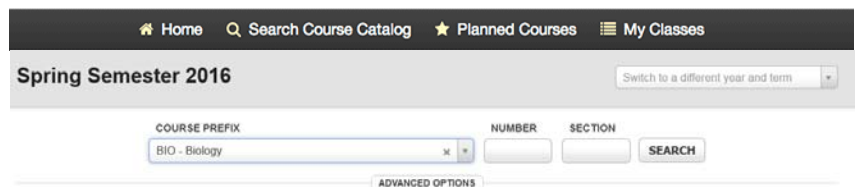
## Home Screen

The **Home Screen** is a summary view of important registration information. It lists your assigned registration windows, your registered classes, the name and contact information of your advisor, and links to useful resources.



## Search Course Catalog

Search for courses using the Course Prefix menu.



# Registration Using myUK

## Search Results

The search results are grouped by the course with the sections listed below, so you can view different sections of the same course together.

Spring Semester 2016 Switch to a different year and term

COURSE PREFIX: PSY - Psychology NUMBER: 312 SECTION:  SEARCH

ADVANCED OPTIONS

HIDE COURSES ON THESE DAYS:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

HIDE COURSES AT THESE TIMES:  8am - 11am  11am - 2pm  2pm - 5pm  after 5pm

**PSY 312**  
Brain And Behavior 3.0 Credits  
Prereq: PSY 100 or equivalent and PSY 215 or 216 and PSY major or minor.

SECTION	TYPE	TIMES	LOCATION	INSTRUCTOR	OPEN SEATS
001	Lecture	TR 2:00 pm - 3:15 pm	Castle Hall Rm.213	Lynda Shamett-Field	<a href="#">CHECK</a> <a href="#">SAVE</a> <a href="#">REGISTER</a>
002	Lecture	TR 11:00 am - 12:15 pm	TBD	Susan Barron	<a href="#">CHECK</a> <a href="#">SAVE</a> <a href="#">REGISTER</a>
003	Lecture	TR 9:30 am - 10:45 am	TBD	Lynda Shamett-Field	<a href="#">CHECK</a> <a href="#">SAVE</a> <a href="#">REGISTER</a>

## Check Open Seats

You can check for open seats for an individual section or for the entire course all at once.

[OPEN SEATS \(CHECK ALL\)](#)

[CHECK](#) [Check all sections](#)

[CHECK](#) [SAVE](#) [REGISTER](#)

[Check individual sections](#)

[CHECK](#) [SAVE](#) [REGISTER](#)

## Save / Register

You can save or register for course sections from the course catalog search results. Saving a course section adds the section to your planned courses menu but does not register it. The **SAVE** feature is always active, giving you the opportunity to plan your schedule before your registration window opens. The **REGISTER** option is available only during your registration window.

[OPEN SEATS \(CHECK ALL\)](#)

[CHECK](#) [SAVE](#) [REGISTER](#)

[CHECK](#) [SAVE](#) [REGISTER](#)

[CHECK](#) [SAVE](#) [REGISTER](#)

# Registration Using myUK

## Planned Courses

Use the **Planned Courses** section to plan your term schedule before registering. By saving course sections to the planned courses area, you can see if there are time conflicts, do pre-registration checks for prerequisites, etc., and view your schedule in a calendar view.

Spring Semester 2016 Switch to a different year and term

Planned courses for Undergraduate, 7 Credits

SELECT ALL COURSES

PSY 100 Section 009 4 Credits SHOW OPEN SEATS

ANT 101 Section 002 3 Credits SHOW OPEN SEATS

Registered Courses Show History

COURSE	CREDITS	GRADE TYPE	EDIT
<b>A-S 321</b> Section 001	3.0 Credits	Normal	<a href="#">EDIT</a>
<b>ACC 201</b> Section 003	3.0 Credits	Normal	<a href="#">EDIT</a>
<b>PSY 333</b> Section 001	3.0 Credits	Normal	<a href="#">EDIT</a>
<b>ANT 220</b> Section 001	3.0 Credits	Normal	<a href="#">EDIT</a>
<b>A-S 280</b> Section 003	3.0 Credits	Normal	<a href="#">EDIT</a>
<b>Total credits: 15.0 Credits</b>			

## Section Link

If there are any conflicts with a selected course section, you can change it by clicking on the section link in the **Planned Courses** area, which takes you to the **Section Picker** screen.

Planned courses for Undergraduate, 7 Credits

SELECT ALL COURSES

PSY 100 **Section 009** 4 Credits SHOW OPEN SEATS

ANT 101 Section 002 3 Credits SHOW OPEN SEATS

# Registration Using myUK

## Section Picker

The **Section Picker** shows all the other sections available in the courses with open seats. You can choose a section by clicking on and viewing it on the calendar to look for time conflicts. Or you can click on the “Automatically pick a section that fits” link. This will find the next available section that works with the other planned and booked courses.

Spring Semester 2016 Switch to a different year and term ▾

Choose a section for A-S 102

Original section:  
**Section 001**

Currently selected section:  
**Section 003**

[Automatically pick a section that fits](#)

Showing 4 out of 7 sections

Section 003

Section 005

Section 401

Section 402

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am		10:00-10:00 TA 1 TA 1	9:50-10:45 CS 375	10:00-10:00 TA 1 TA 1	9:50-10:45 CS 375	10:00-10:00 TA 110	
11am							
12pm		12:00-12:00 ACC 201		12:00-12:00 ACC 201		12:00-12:00 ACC 201	
1pm			12:30-1:45 CPH 201		12:30-1:45 CPH 201		
2pm							
3pm		3:00-6:50 A-S 102		3:00-6:50 A-S 102			
4pm							
5pm							
6pm							
7pm							
8pm							

■ = REGISTERED COURSES  
■ = PLANNED COURSES

Note: Courses with times marked 'TBD' will not appear on the calendar

## Register Selected

Once your schedule is ready, select the planned courses you want to register for and click the **Registered Selected** button. This will register all the checked courses.

Planned courses for Undergraduate, 7 Credits

SELECT ALL COURSES

PSY 100 Section 009 ▾ 4 Credits

ANT 101 Section 002 ▾ 3 Credits

# Registration Using myUK

## My Classes

The **My Classes** screen displays the registered classes, along with a calendar view at the bottom. This is the summary page of your course schedule.

**Spring Semester 2016** Switch to a different year and term

**Courses (12.0 Credits)** Show History

COURSE	TYPE	TIMES	LOCATION	INSTRUCTOR	CREDITS	GRADE TYPE	EDIT
ACC 201 Section 003	Lecture	MWF 11:00 am - 11:50 am	TBD	Jane B Wells	3.0 Credits	Pass/Fail	
PSY 333 Section 001	Lecture	TR 2:00 pm - 3:15 pm	Whitehall Classroom Bldg Rm.110	Christopher Ray Archer	3.0 Credits	Normal	
ANT 220 Section 001	Lecture	TR 11:00 am - 12:15 pm	Lafferty Hall Rm.0201C	Monica L Udvardy	3.0 Credits	Normal	
A-S 280 Section 003	Lecture	W 2:00 pm - 2:50 pm	TBD	Mr. Robert Dickes	3.0 Credits	Normal	
	Studio	TR 9:00 am - 10:50 am	TBD	Gregory Davis			

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am			9:00 - 10:50 A-S 280		9:00 - 10:50 A-S 280		
10am							
11am		11:00 - 11:50 ACC 201	11:00 - 12:15 ANT 220	11:00 - 11:50 ACC 201	11:00 - 12:15 ANT 220	11:00 - 11:50 ACC 201	
12pm							
1pm							
2pm			2:00 - 3:15 PSY 333	2:00 - 3:50 A-S 280	2:00 - 3:15 PSY 333		
3pm							

## Edit Registered Course

To drop a course or change the grade type, click the **Edit** icon at the far right of the **My Classes** screen.

**Registered Classes** Show History

COURSE	CREDITS	GRADE TYPE	STATUS	GRADES	EDIT
ACC 201 Section 004	3.0 Credits	Normal	Enrolled	*** / ***	
A&S 100 Section 202 DISTANCE PART-OF-TERM	1.0 Credits	Normal	Enrolled	*** / ***	

## Change Grade Type

To change the grade type from **normal grade type** to **pass/fail\*** or **audit** (or vice versa), click the **Change grade type** box at the top left. The deadline to change a grade type is **February 3, 2016**.

\*Freshmen and graduate students may **not** take courses on a pass/fail basis.

**Spring Semester 2016** You registered for this course on: 2014-03-27

**Edit registered course** DROP COURSE

**Change grade type**

**A-S 321**  
 Printmaking II 3.0 Credits  
 Prereq: A-S 320 or consent of instructor.

A continuation of A-S 320. Nine studio hours per week.  
 Prereq: A-S 320 or consent of instructor.

SECTION	TYPE	TIMES	LOCATION	INSTRUCTOR
001	Studio	TBD	TBD	Peggy Coots

# Registration Using myUK

## Drop Course

To drop a course, click the **DROP COURSE** button at the top right.

You may also use the **DROP COURSE** function to **withdraw** – drop all your courses – through **January 12, 2016**. After this date, you must go to the Student Records Office, 10 Funkhouser Building, to withdraw from the University.

Spring Semester 2016

You registered for this course on: 2014-03-27

Edit registered course

**DROP COURSE**

Change grade type

Normal

**A-S 321**  
Printmaking II 3.0 Credits  
Prereq: A-S 320 or consent of instructor.

A continuation of A-S 320. Nine studio hours per week.

Prereq: A-S 320 or consent of instructor.

SECTION	TYPE	TIMES	LOCATION	INSTRUCTOR
001	Studio	TBD	TBD	Peggy Coats
	Studio	MW 8:00 am - 10:50 am	TBD	Peggy Coats

Action	Deadline
Drop and receive a full refund	01/12/16
Drop and receive an 80 percent refund	01/20/16
Drop without a "W"	02/03/16
Drop and receive any refund	02/10/16
Drop with a "W"	04/01/16

## Using the Course Waitlist Function

Use **myUK** to sign up for a waitlist for a closed class. When a student drops a course, the person in the first position of the waiting list is automatically enrolled and the other students move up one spot. Here are the two ways to use the waitlist feature:

- Using the **Quick Registration View**, enter the course you wish to add and click the **ADD** button. If the section is closed but has a waitlist option, the course will appear on your Registration Screen with the status of **WAITLISTED**. You will also be able to view your position number on the waitlist.
- Using the **Class Search View**, enter the course in the **Search** field. Click on the course link to bring up all available sections being offered. Closed sections that have the waitlist option will have a **WAITLIST** button instead of an **ADD** button. To sign up, click on the **WAITLIST** button. The course will appear on your Registration Screen with the status of **WAITLISTED**. You will also be able to view your position number on the waitlist.

Once you are enrolled in a waitlisted course, the course status on your schedule will change from **WAITLISTED** to **ENROLLED** and you will receive an email notification at your UK assigned email address. All other students on the waitlist will automatically advance one position on the list.

You may remove yourself from the waitlist at any time during registration or add/drop by using the **DROP** function.

### Waitlist Restrictions

- You must meet all course prerequisites and pass all restrictions (major restrictions, classification restrictions, etc.) to be eligible to waitlist.
- You cannot waitlist a course that has a time conflict with an enrolled course on your schedule.
- You cannot waitlist for a different section of the same course for which you are already enrolled.
- You may only waitlist one section per course.
- You may only be enrolled **and** waitlisted for the total number of credits for which you are eligible (e.g. most undergraduates have a credit load limit of 19 credit hours). **Enrolled hours plus waitlisted hours may not exceed your credit load limit. PLEASE NOTE: If you must maintain full-time status for financial aid or other purposes, waitlisted hours do not count toward full-time status.** Undergraduate students ENROLLED in at least 12 hours are considered full-time. Graduate students ENROLLED in at least 9 hours are considered full-time.
- You will remain on the waitlist until you are successfully enrolled in the course, or until the last day to add a class – **January 20, 2016** – when all waitlists are automatically purged.