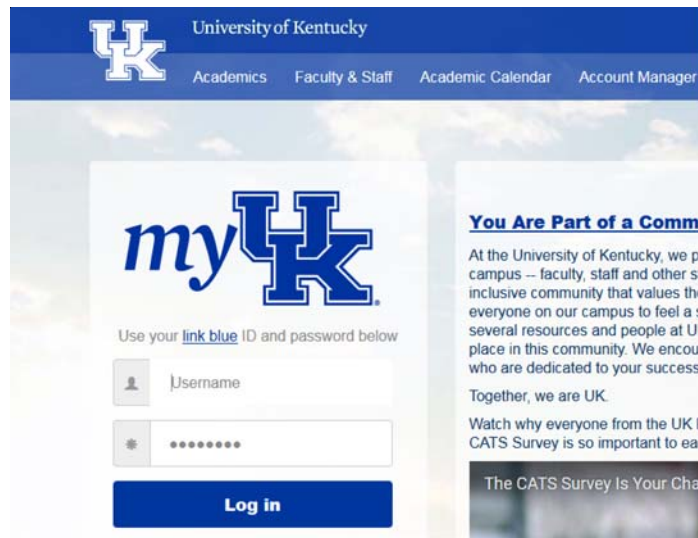


Registration Using myUK

myUK Home Page

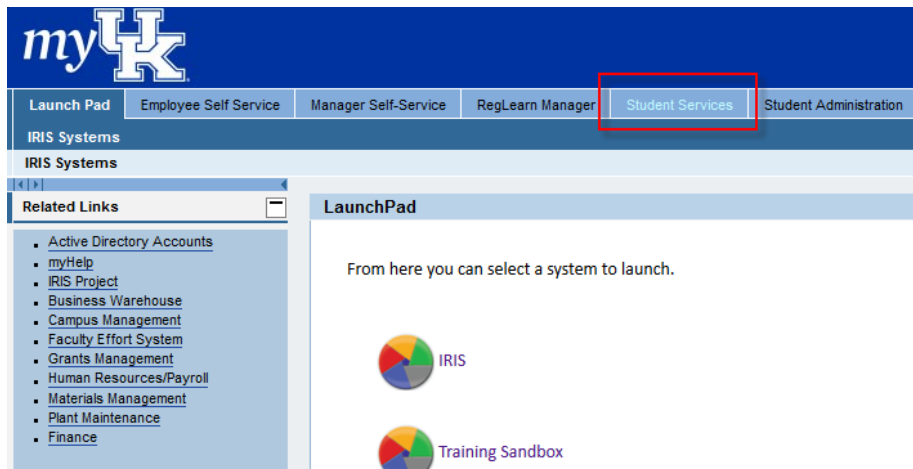
Access the myUK login page at <https://myuk.uky.edu>. Log on to the myUK portal using your Linkblue user ID and password.

If you need assistance with your User ID or 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. You may also e-mail the Help Desk at: 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

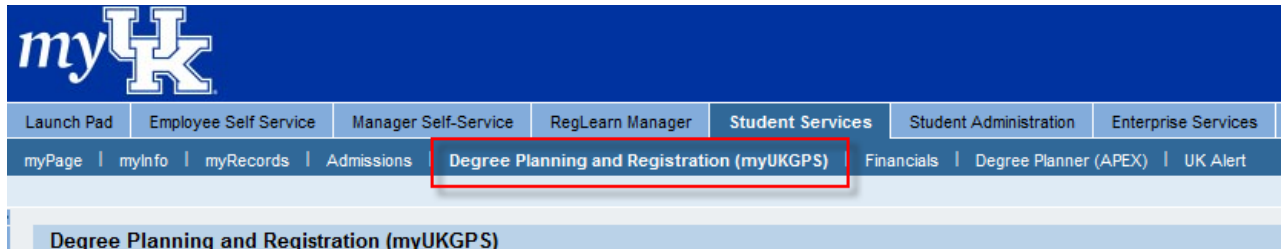
From the **Home Page**, click on the **Student Services** tab.



Registration Using myUK

Plan and Register

From the **Student Services** page, click on **Degree Planning and Registration (myUKGPS)**. This will take you to the **Home Screen**.



Home Screen

The Home Screen shows messages for open registration windows, an overview of the registered classes, the name of your academic advisor and contact information, links to helpful resources, and quick links to the help desk and the Registrar’s Office contacts. It is a summary view of important information you may need during registration.

The screenshot displays the Home Screen of the Degree Planning and Registration (myUKGPS) system. The page title is 'Degree Planning and Registration (myUKGPS)'. The selected term is 'Fall Semester 2016'. The main content is divided into several sections:

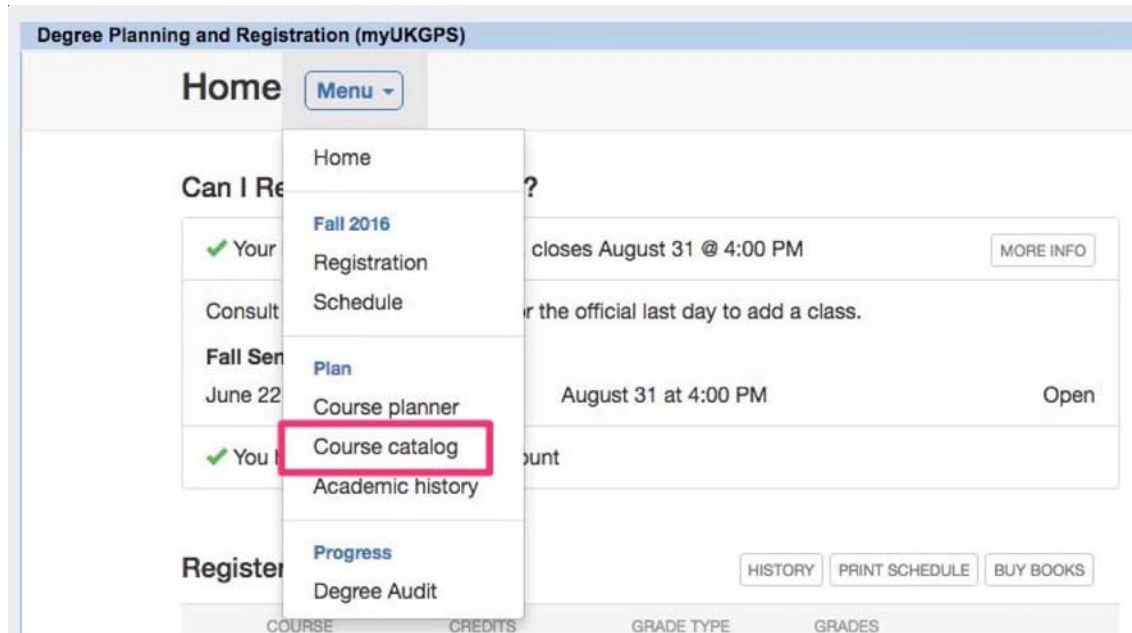
- Can I Register For Courses?**: A message indicating that the booking window is open, closing on August 31 at 4:00 PM. It also mentions consulting the academic calendar for the official last day to add a class. Below this, it shows the registration period for Fall Semester 2016 from June 22 at 9:30 AM to August 31 at 4:00 PM, with the status 'Open'. A message also states 'You have 0 holds on your account'.
- Registered Classes**: A table listing registered classes with columns for Course, Credits, Grade Type, and Grades. The table includes:

COURSE	CREDITS	GRADE TYPE	GRADES
ACC 201 Section 001	3.0 Credits	Normal	*** / ***
PSY 333 Section 001	3.0 Credits	Normal	*** / ***
ANT 220 Section 001	3.0 Credits	Normal	*** / ***
A-S 270 Section 002	3.0 Credits	Normal	*** / ***
Total credits:	12.0 Credits		
- My Advisor**: Lists Joe Advisor with contact information joe.advisor@uky.edu.
- My Financial Aid Counselor**: Lists Fran Financial Aid with contact information fran.financial@uky.edu and phone number (859)333-1234.
- My Programs of Study**: Lists two programs: College of Arts & Sciences (Bachelor of Arts, Psychology) and Graduate School (Graduate Certificate, Human Technology Interaction).

Registration Using myUK

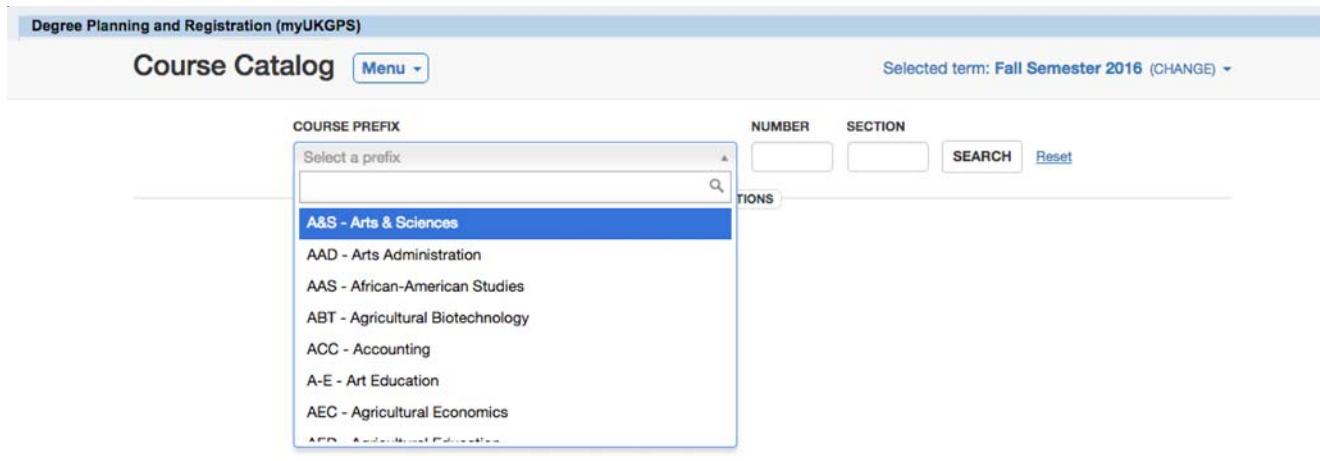
Access the Course Catalog

The Course Catalog is under the menu option of the Home Screen.



Search Course Catalog

You can start searching for a course in the course prefix box by typing in the prefix letters. The application will suggest courses containing those letters.



Registration Using myUK

Search Results

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

The screenshot shows the myUK Course Catalog interface. At the top, it says "Degree Planning and Registration (myUKGPS)" and "Course Catalog" with a "Menu" dropdown. The selected term is "Fall Semester 2016". The search criteria are "COURSE PREFIX: PSY - Psychology", "NUMBER: 312", and "SECTION" is empty. Below the search bar, there are "ADVANCED SEARCH OPTIONS". The search results for "PSY 312" are displayed in a blue box. The course is titled "PSY 312" and is described as "Brain And Behavior" with "3.0 Credits". Prerequisites are listed as "PSY 100 or equivalent and PSY 215 or 216 and PSY major or minor." Below the course information, there is a green box indicating "Offered in Fall Semester 2016" with a link to "Show offering history". A note states "Credit from this course applies to the following programs: Undergraduate". A description follows: "An introduction to structural and functional characteristics of the nervous system. The emphasis is on exploring the relationship between brain and behavior. Topics range from simple structures and behaviors to more complex functions. The biological basis of normal and abnormal behavior is explored from a multidisciplinary perspective." At the bottom of the course entry, there are two buttons: "Add to planned courses" and "View sections".

Plan and Register

You can plan or register for course sections from the course catalog search results. Planning a course section will save it to your planned courses section but does not register it. The **PLAN** feature is available as soon as the term catalog is available, giving students the opportunity to plan their schedule before their registration window. The **REGISTER** option is only available when the student's registration window is open.

This screenshot is similar to the previous one, but it includes a modal dialog box for planning the course. The dialog box is titled "Pick a program type:" and has a dropdown menu set to "Undergraduate". Below that, it says "Pick a term to add this course to:" with a dropdown menu set to "Fall Semester 2016". Underneath, it says "Pick a priority for this course:" with three radio buttons: "High", "Medium" (which is selected), and "Low". At the bottom of the dialog are "SAVE" and "CANCEL" buttons. The background of the course entry is partially obscured by the dialog box.

Registration Using myUK

Pick a Section

By selecting a specific section, you can review in a calendar format how it will fit with your current schedule. You can also check the current availability of the course.

Degree Planning and Registration (myUKGPS)

Pick a Section Menu ▾

PSY 312, Fall Semester 2016 Section 001 Add to planned courses Register

	SUN	MON	TUE	WED	THU	FRI	SAT
8AM							
9AM		8:00 - 8:50 ACC 201	8:50 - 10:45 PSY 333	8:00 - 8:50 ACC 201	8:50 - 10:45 PSY 333	8:00 - 8:50 ACC 201	
10AM							
11AM			11:00 - 12:15 ANT 220		11:00 - 12:15 ANT 220		
12PM							
1PM							
2PM			2:00 - 3:15 PSY 312		2:00 - 3:15 PSY 312		
3PM	8:00 - 8:50 A-S 270			8:00 - 8:50 A-S 270			
4PM							
5PM							

Hide courses on these days Su M T W Th F Sa

Hide courses at these times 8am - 11am 11am - 2pm 2pm - 5pm after 5pm Hide sections that don't fit your schedule

SECTION	TYPE	TIMES	LOCATION	INSTRUCTOR	OPEN SEATS / CONFLICTS
001	Lecture	TR 2:00 pm - 3:15 pm Aug 25-Dec 15	TBD	Susan Barron	<input checked="" type="checkbox"/> This section fits your schedule <input checked="" type="checkbox"/> 200 seats open, 40 waitlist seats open

Course Planner

The Course Planner provides an overview of any advisor recommendations, your planned courses, and your registered courses.

Degree Planning and Registration (myUKGPS)

Course Planner Menu ▾

Planned Courses Other Planning Resources → Course Catalog Major Template Degree Audit Summary

Academic Year 2016-2017

FALL SEMESTER 2016

Sections are available for Fall Semester 2016. [Choose sections and register.](#)

Registered Courses	UNDERGRADUATE Planned Courses	UNDERGRADUATE Advisor Recommendations
+ ACC 201 Section 001 Financial Accounting I 3.0 Credits [EDIT]	↑ ANT 220 Pick a section Intro To Cultural Ant 3.0 Credits [MOVE] ×	Consider taking a UK Core requirement in Arts & Creativity
+ PSY 333 Section 001 Abnormal Psychology 3.0 Credits [EDIT]	↑ A-S 270 Pick a section Ceramics For Non Majors 3.0 Credits [MOVE] ×	+ PSY 333 No section selected Abnormal Psychology 3.0 Credits ADDED BY: HENRIETTA RITCHE-HOLBROOK [COPY TO MY PLAN]
+ ANT 220 Section 001 Intro To Cultural Ant [EDIT]	→ ACC 201 Pick a section [MOVE] ×	

Registration Using myUK

Registration and Saved Courses

The Saved Courses section gives students a place to plan their term schedules before registering. By saving course sections to the saved courses area, you can see if there are time conflicts, do pre-registration checks to see if there are any issues like unmet pre-requisites, and view the schedule in a calendar view to help with time management.

The screenshot shows the 'Registration' page for 'Fall Semester 2016'. It features a navigation bar with 'My Saved Courses' (4) and 'Advisor Recommendations' (3). A status message indicates the booking window is open until August 31 at 4:00 PM. Under 'Planned courses for Undergraduate, 12.0 Credit', there are four courses listed: ANT 220, A-S 270, ACC 201, and PSY 333, all offered in Fall Semester 2016. Each course has a 'Pick a section' button and a 'Move to another term' button. Below this, 'Planned courses for Graduate, 0.0 Credit' shows no courses found. At the bottom, there are buttons for 'Register Selected', 'Pre-Register Check', and 'Delete Selected'. A 'Registered Classes' section is also visible, showing a table with columns for COURSE, CREDITS, and GRADE TYPE, and a calendar view for the semester.

Advisor Recommendations

The Advisor Recommendations tab allows students to review the courses that have been recommended by their academic advisor and then move those to their saved courses.

This screenshot shows the 'Advisor Recommendations' tab selected. It displays 'Advisor recommendations for Undergraduate, 9.0 Credit' with a note: 'Consider taking a UK Core requirement in Arts & Creativity'. Below this, there are three recommended courses: PSY 333, ACC 201, and ANT 220, all offered in Fall Semester 2016. Each course has a 'Copy to My Saved Courses' button. The 'Planned courses for Graduate, 0.0 Credit' section shows no courses found. The 'Registered Classes' section at the bottom shows a table with columns for COURSE, CREDITS, and GRADE TYPE, and a calendar view for the semester.

Registration Using myUK

Schedule

The Schedule screen displays the registered classes, along with a calendar view at the bottom. This is a summary page of your schedule at a glance. Those **registered** courses are shown in color and any **planned** courses will show in black.

Degree Planning and Registration (myUKGPS)

Schedule Menu ▾ Selected term: **Fall Semester 2016** (CHANGE) ▾

Registered Classes (12.0 Credits) HISTORY PRINT SCHEDULE BUY BOOKS

COURSE	TYPE	TIMES	LOCATION	INSTRUCTOR	CREDITS	
ACC 201 Section 001	Lecture	MWF 9:00 am - 9:50 am <i>Aug 24-Dec 16</i>	TBD	Jane B Wells	3.0 Credits <i>Grade type: Normal</i>	Edit
PSY 333 Section 001	Lecture	TR 9:30 am - 10:45 am <i>Aug 25-Dec 15</i>	TBD	Christopher Ray Archer	3.0 Credits <i>Grade type: Normal</i>	Edit
ANT 220 Section 001	Lecture	TR 11:00 am - 12:15 pm <i>Aug 25-Dec 15</i>	TBD	Monica L Udvardy	3.0 Credits <i>Grade type: Normal</i>	Edit
A-S 270 Section 002	Studio	MW 3:00 pm - 5:50 pm <i>Aug 24-Dec 14</i>	TBD	William H. Stamps	3.0 Credits <i>Grade type: Normal</i>	Edit

	SUN	MON	TUE	WED	THU	FRI	SAT
8AM							
9AM		9:00 - 9:50 ACC 201		9:00 - 9:50 ACC 201	9:30 - 10:45 PSY 333	9:00 - 9:50 ACC 201	
10AM			9:30 - 10:45 PSY 333				
11AM			11:00 - 12:15 ANT 220		11:00 - 12:15 ANT 220		
12PM							
1PM							
2PM							

Edit Registered Courses

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

Registered Classes (12.0 Credits) HISTORY PRINT SCHEDULE BUY BOOKS

COURSE	TYPE	TIMES	LOCATION	INSTRUCTOR	CREDITS	
ACC 201 Section 001	Lecture	MWF 9:00 am - 9:50 am <i>Aug 24-Dec 16</i>	TBD	Jane B Wells	3.0 Credits <i>Grade type: Normal</i>	Edit
PSY 333 Section 001	Lecture	TR 9:30 am - 10:45 am <i>Aug 25-Dec 15</i>	TBD	Christopher Ray Archer	3.0 Credits <i>Grade type: Normal</i>	Edit

Registration Using myUK

Drop/Grade Option

To drop a course, click the **DROP COURSE** button at the top right. To change the grade type, use the **Change grade type** box at the top left. The deadlines to drop and change a grade type are displayed at the bottom of the screen.

Degree Planning and Registration (myUKGPS)

Edit Registration Menu ▾ Selected term: **Fall Semester 2016** (CHANGE ▾)

You registered for this course on: 4/11/2016 **Drop This Course**

Change grade type
 Normal ▾ Save Grade Type

CHE 107 Section 001
 Gen College Chemistry II **3.0 Credits**
 Prereq: CHE 105 or CHE 108 or CHE 110 (with a C or better in any one of these prereqs).

CHE 107 uniform exams will be held from 8:00 PM - 9:15 PM on September 22, October 20, and November 17. Instructions for the exams will be given at 7:50 PM. This course has a common final exam. Please check the final exam schedule for details.

Credit from this course applies to the following programs: **Undergraduate**

A continuation of CHE 105. A study of the principles of chemistry and their application to the more important elements and compounds.

SECTION	TYPE	TIMES	LOCATION	INSTRUCTOR	CREDITS
001	Lecture	MWF 3:00 pm - 3:50 pm <i>Aug 24-Dec 16</i>	Academic Science Building Rm.121	TBD	3.0 Credits

Action	Deadline
Drop and receive a full refund	08/22/17
Drop and receive an 80 percent refund	08/29/17
Drop without a "W"	09/13/17
Drop and receive any refund	09/20/17
Drop with a "W"	10/10/17