Registration Using myUK

--- myUK Home Page ---

Access the myUK login page at [https://myuk.uky.edu](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](http://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.
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.

**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.
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.

Course Planner

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

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.
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.

Edit Registered Courses

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop and receive a full refund</td>
<td>08/21/18</td>
</tr>
<tr>
<td>Drop and receive an 80 percent refund</td>
<td>08/28/18</td>
</tr>
<tr>
<td>Drop without a “W” or change grading option</td>
<td>09/12/18</td>
</tr>
<tr>
<td>Drop and receive any refund</td>
<td>09/19/18</td>
</tr>
<tr>
<td>Drop with a “W”</td>
<td>11/02/18</td>
</tr>
</tbody>
</table>