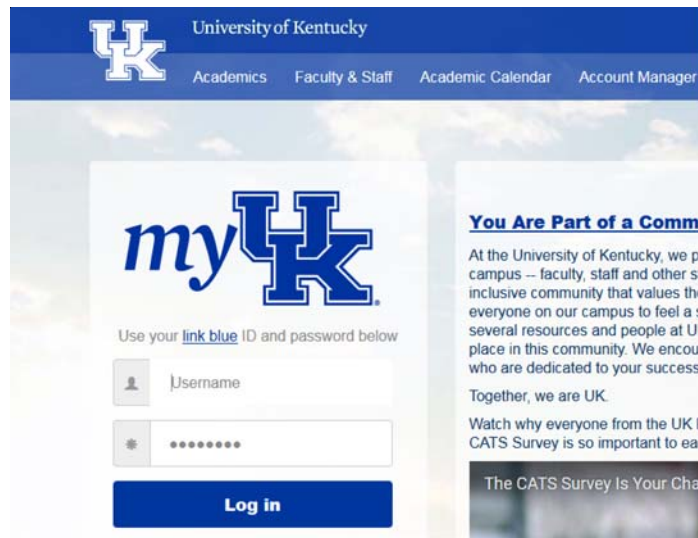


# Registration Using myUK

## myUK Home Page

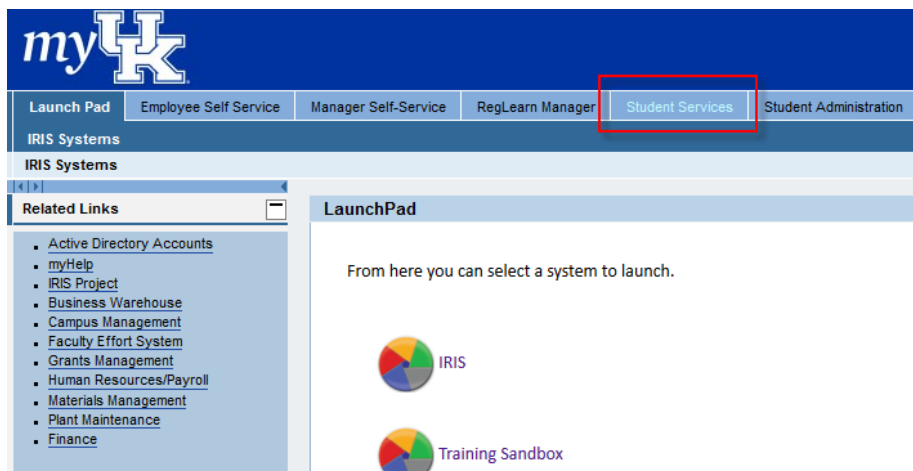
Access the myUK login page at <https://myuk.uky.edu>. Log on to the myUK portal using your Linkblue user ID and password.

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](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

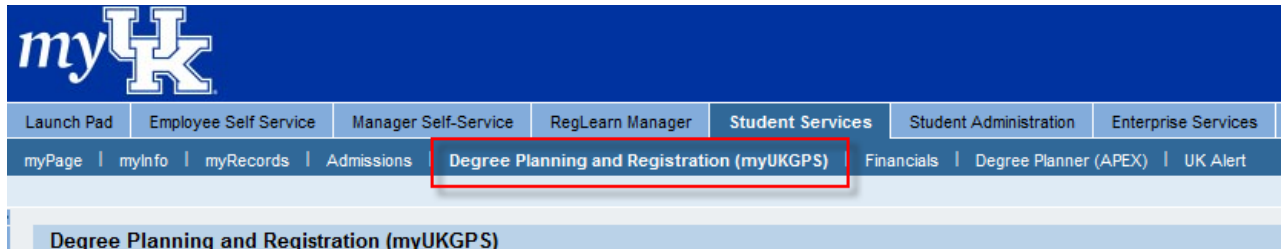
From the **Home Page**, click on the **Student Services** tab.



# Registration Using myUK

## Plan and Register

From the **Student Services** page, click on **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 shows the Home Screen of the Degree Planning and Registration (myUKGPS) system. The page is titled 'Home' and includes a 'Menu' dropdown and a 'Selected term: Spring Semester 2018 (CHANGE)' dropdown.

**Can I Register For Courses?**

- ✓ Your booking window is **Open**, closes November 21 @ 11:59 PM [MORE INFO](#)
- Consult the [academic calendar](#) for the official last day to add a class.
- Spring Semester 2018
 

November 6 at 9:30 PM	January 17 at 4:00 PM	Open
-----------------------	-----------------------	------
- ✓ You have **0 holds** on your account

**Registered Classes** [HISTORY](#) [PRINT SCHEDULE](#) [BUY BOOKS](#)

COURSE	CREDITS	GRADE TYPE	GRADES	
<b>ACC 201</b> Section 001	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 270</b> Section 002	3.0 Credits	Normal	*** / ***	<a href="#">Edit</a>
<b>Total credits:</b>	<b>12.0 Credits</b>			

**My Advisor**

**Joe Advisor**  
[joe.advisor@uky.edu](mailto:joe.advisor@uky.edu)

**My Financial Aid Counselor**

**Fran Financial Aid**  
[fran.financial@uky.edu](mailto:fran.financial@uky.edu)  
(859)333-1234

**My Programs of Study**

**ORGANIZATION**  
College of Arts & Sciences

**PROGRAM**  
Bachelor of Arts

**MAJOR**  
Psychology

**ORGANIZATION**  
Graduate School

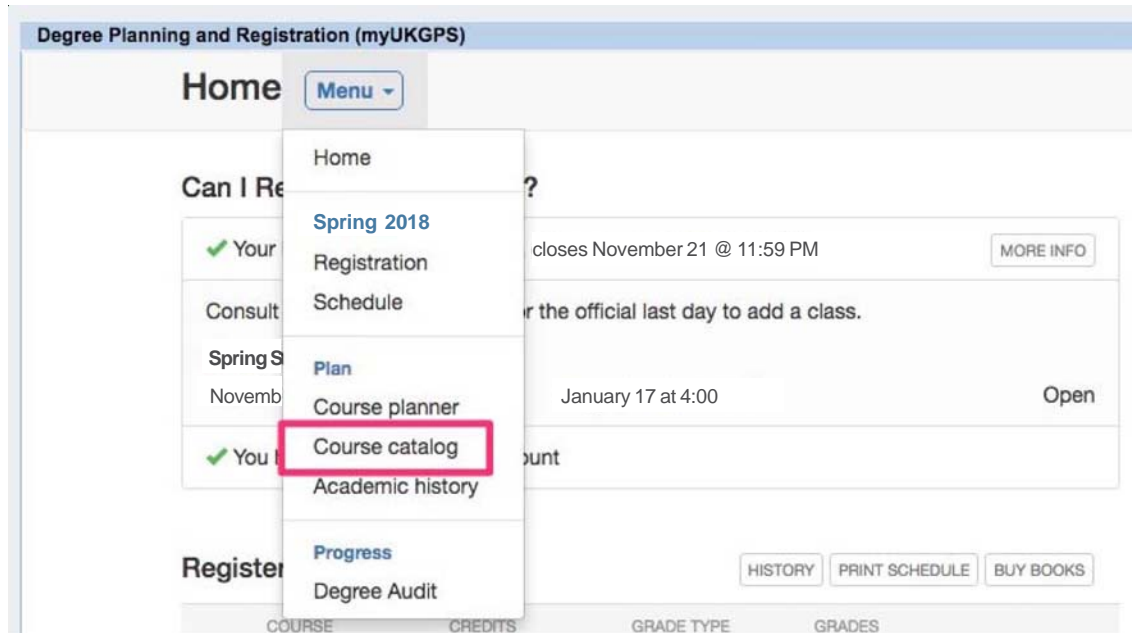
**PROGRAM**  
Graduate Certificate

**MAJOR**  
Human Technology Interaction

# Registration Using myUK

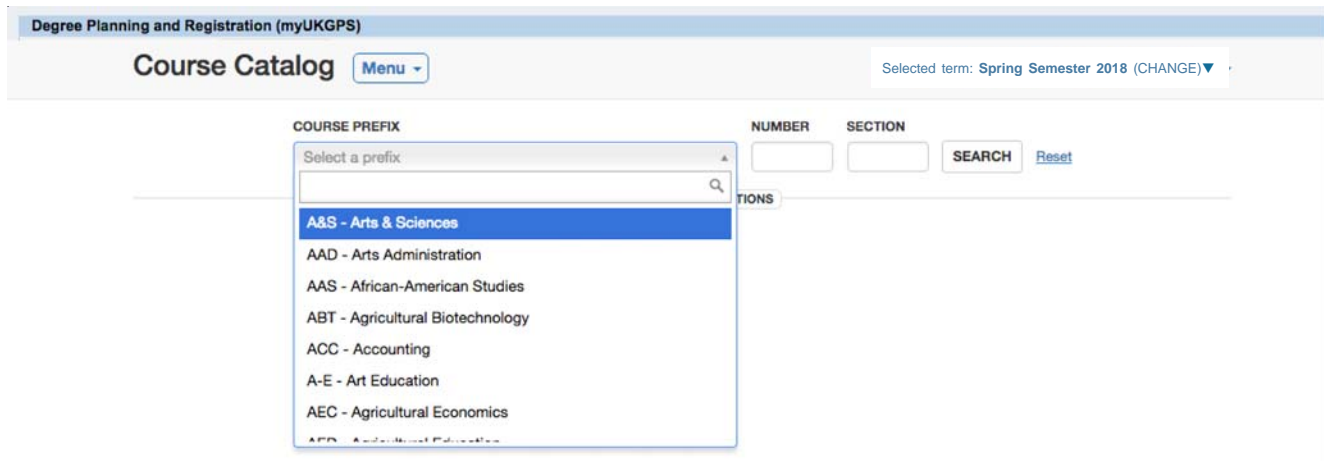
## Access the Course Catalog

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 "Spring Semester 2018 (CHANGE)". Below this are search filters for "COURSE PREFIX" (PSY - Psychology), "NUMBER" (312), and "SECTION". A "SEARCH" button and a "Reset" link are present. Underneath, there are "ADVANCED SEARCH OPTIONS". The main result is for "PSY 312", "Brain And Behavior", "3.0 Credits". Prerequisites are listed as "PSY 100 or equivalent and PSY 215 or 216 and PSY major or minor." A green box highlights "Offered in Spring Semester 2018" with a link to "Show offering history". Below this, it states "Credit from this course applies to the following programs: Undergraduate". A paragraph describes the course content: "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, 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, showing the search results for PSY 312. However, a modal window is open over the course details. The modal has three sections: "Pick a program type:" with a dropdown menu set to "Undergraduate"; "Pick a term to add this course to:" with a dropdown menu set to "Spring Semester 2018"; and "Pick a priority for this course:" with radio buttons for "High", "Medium" (which is selected), and "Low". At the bottom of the modal are "SAVE" and "CANCEL" buttons. Below the modal, the "Add to planned courses" and "View sections" buttons are visible.

# 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, Spring Semester 2018 Section 001 Add to planned courses Register

	SUN	MON	TUE	WED	THU	FRI	SAT
8AM							
9AM		8:00 - 9:50 ACC 201	9:00 - 10:45 PSY 333	8:00 - 9:50 ACC 201	9:00 - 10:45 PSY 333	8:00 - 9:50 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 - 9:50 A-S 270			8:00 - 9:50 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	<span style="color: green;">✔</span> This section fits your schedule <span style="color: green;">✔</span> 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 2017-2018

SPRING SEMESTER 2018

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

Registered Courses	UNDERGRADUATE Planned Courses	UNDERGRADUATE Advisor Recommendations
<p><b>ACC 201</b> Section 001 Financial Accounting I 3.0 Credits</p> <p><b>PSY 333</b> Section 001 Abnormal Psychology 3.0 Credits</p> <p><b>ANT 220</b> Section 001 Intro To Cultural Ant</p>	<p><b>ANT 220</b> <a href="#">Pick a section</a> Intro To Cultural Ant 3.0 Credits</p> <p><b>A-S 270</b> <a href="#">Pick a section</a> Ceramics For Non Majors 3.0 Credits</p> <p><b>ACC 201</b> <a href="#">Pick a section</a></p>	<p>Consider taking a UK Core requirement in Arts &amp; Creativity</p> <p><b>PSY 333</b> No section selected Abnormal Psychology 3.0 Credits ADDED BY: HENRIETTA RITCHE-HOLBROOK</p> <p><span>COPY TO MY PLAN</span></p>

# 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 in myUK. At the top, it says 'Degree Planning and Registration (myUKGPS)' and 'Selected term: Spring Semester 2018 (CHANGE)'. Below this, there are tabs for 'My Saved Courses' (4) and 'Advisor Recommendations' (3). A green checkmark indicates 'Booking window is Open, closes August 31 @ 4:00 PM'. The main section is titled 'Planned courses for Undergraduate, 12.0 Credit' with a link to '+ Attach a message to these courses'. There is a checkbox to 'Select all courses' and a prompt to 'Pick a section for these courses'. Four courses are 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 is the 'Planned courses for Graduate, 0.0 Credit' section, which shows 'No planned courses found.' and a '+ Attach a message to these courses' link. At the bottom of this section are buttons for 'Register Selected', 'Pre-Register Check', and 'Delete Selected'. The 'Registered Classes' section is also visible, showing a table with columns for COURSE, CREDITS, and GRADE TYPE, and a calendar view showing the schedule for ACC 201 and PSY 333.

## 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.

The screenshot shows the 'Registration' page in myUK, specifically the 'Advisor Recommendations' tab. It shows 'Selected term: Spring Semester 2018 (CHANGE)'. The 'Advisor Recommendations' section is titled 'Advisor recommendations for Undergraduate, 9.0 Credit'. It includes a note: 'Consider taking a UK Core requirement in Arts & Creativity' and 'LAST MODIFIED 8/3/2018 BY HPTCHIE'. There is a checkbox to 'Select all courses'. Three courses are listed: PSY 333, ACC 201, and ANT 220, all offered in Fall Semester 2016. Each course has a 'Pick a section' button and a 'Move to another term' button. Below this is the 'Advisor recommendations for Graduate, 0.0 Credit' section, which shows 'No planned courses found.' and a 'Copy to My Saved Courses' button. The 'Registered Classes' section is also visible, showing a table with columns for COURSE, CREDITS, and GRADE TYPE, and a calendar view showing the schedule for ACC 201 and PSY 333.

# 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: **Spring Semester 2018** (CHANGE) ▾

**Registered Classes (12.0 Credits)** HISTORY PRINT SCHEDULE BUY BOOKS

COURSE	TYPE	TIMES	LOCATION	INSTRUCTOR	CREDITS	
<b>ACC 201</b> 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>	<a href="#">Edit</a>
<b>PSY 333</b> 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>	<a href="#">Edit</a>
<b>ANT 220</b> 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>	<a href="#">Edit</a>
<b>A-S 270</b> 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>	<a href="#">Edit</a>

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

## Edit Registered Classes

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	
<b>ACC 201</b> 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>	<a href="#">Edit</a>
<b>PSY 333</b> 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>	<a href="#">Edit</a>

# 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: Spring Semester 2018 (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	01/09/18
Drop and receive an 80 percent refund	01/17/18
Drop without a "W"	01/31/18
Drop and receive any refund	02/07/18
Drop with a "W"	03/30/18