Registration Using myUK

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.

From the **Home Page**, click on the **Student Services** tab.
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.
The search results are grouped by the course with sections listed below, so you can view different sections of the same course together.

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 Classes

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>01/08/19</td>
</tr>
<tr>
<td>Drop and receive an 80 percent refund</td>
<td>01/15/16</td>
</tr>
<tr>
<td>Drop without a “W”</td>
<td>01/30/19</td>
</tr>
<tr>
<td>Drop and receive any refund</td>
<td>02/06/19</td>
</tr>
<tr>
<td>Drop with a “W”</td>
<td>03/29/19</td>
</tr>
</tbody>
</table>
Advanced Registration Features

Changing a Grade Type

You may elect to change your grade type for a registered course using myUK. Students enrolled in the spring 2019 semester may use this function through January 30, 2019.

Grade types are normal grade type (letter grade), pass/fail or audit.

To change the grade type of a course you are enrolled in, pull up your Schedule Box; then, click the Change option under Grading Type of the course you wish to change. Select the grade type you want and click on Save. The new grade type will appear in the Grading Type field if the change is successful.

Please note: Freshmen and graduate students may not take courses on a pass/fail basis.

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’s how 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 you request 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 for the waitlist, 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. All other students on the Waitlist will automatically advance one position on the list. If you Waitlist a course, be sure to check your schedule on myUK periodically to determine if your status for the course has changed. You are responsible for monitoring your status in this course.

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 15, 2019 – when all Waitlists are automatically purged.