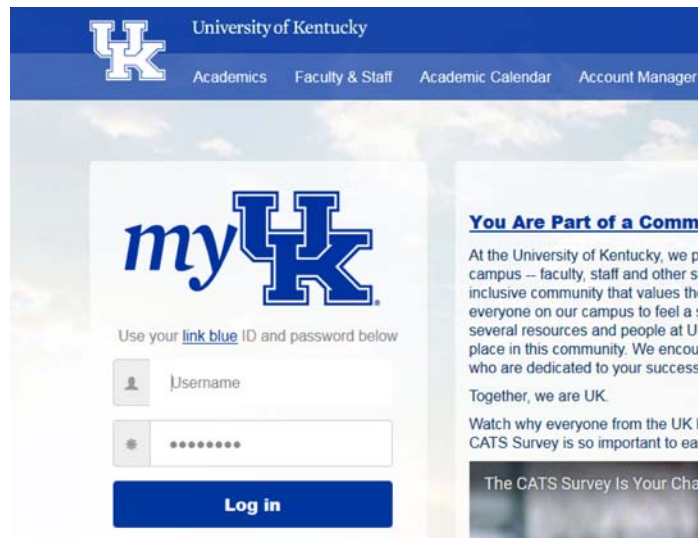


Registration Using myUK

myUK Home Page

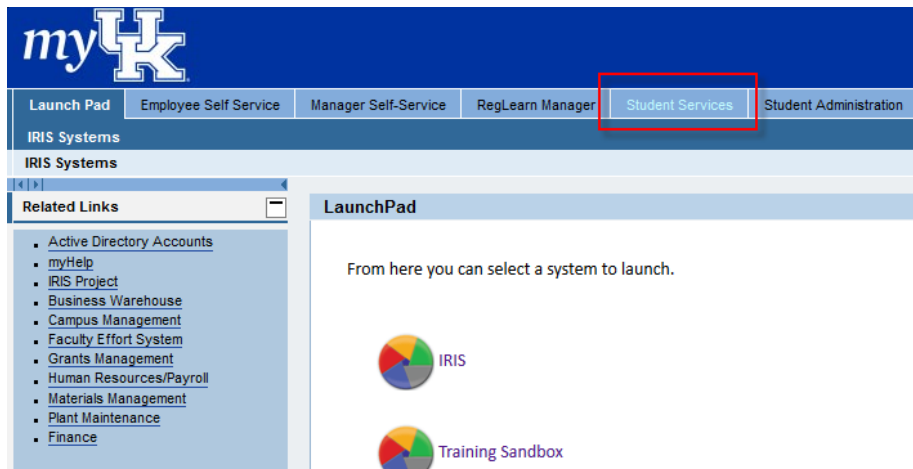
Access the myUK login page at <https://myuk.uky.edu>. Log on to the myUK portal using your Linkblue user ID and password.

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

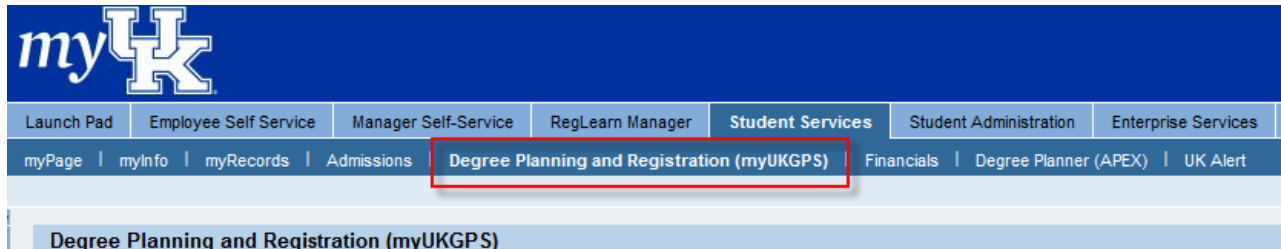
From the **Home Page**, click on the **Student Services** tab.



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 shows the Home Screen of the Degree Planning and Registration (myUKGPS) system. The page title is "Degree Planning and Registration (myUKGPS)". The selected term is "Spring Semester 2019".

Home [Menu](#) Selected term: **Spring Semester 2019** (CHANGE) ▾

Can I Register For Courses?

- ✓ Your booking window is **Open**, closes November 18 @ 11:59 PM [MORE INFO](#)
- Consult the [academic calendar](#) for the official last day to add a class.
- Spring Semester 2019

November 6 at 9:30 PM	January 15 at 4:00 PM	Open
-----------------------	-----------------------	------
- ✓ You have **0 holds** on your account

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

COURSE	CREDITS	GRADE TYPE	GRADES	
ACC 201 Section 001	3.0 Credits	Normal	*** / ***	Edit
PSY 333 Section 001	3.0 Credits	Normal	*** / ***	Edit
ANT 220 Section 001	3.0 Credits	Normal	*** / ***	Edit
A-S 270 Section 002	3.0 Credits	Normal	*** / ***	Edit
Total credits:	12.0 Credits			

My Advisor

Joe Advisor
joe.advisor@uky.edu

My Financial Aid Counselor

Fran Financial Aid
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

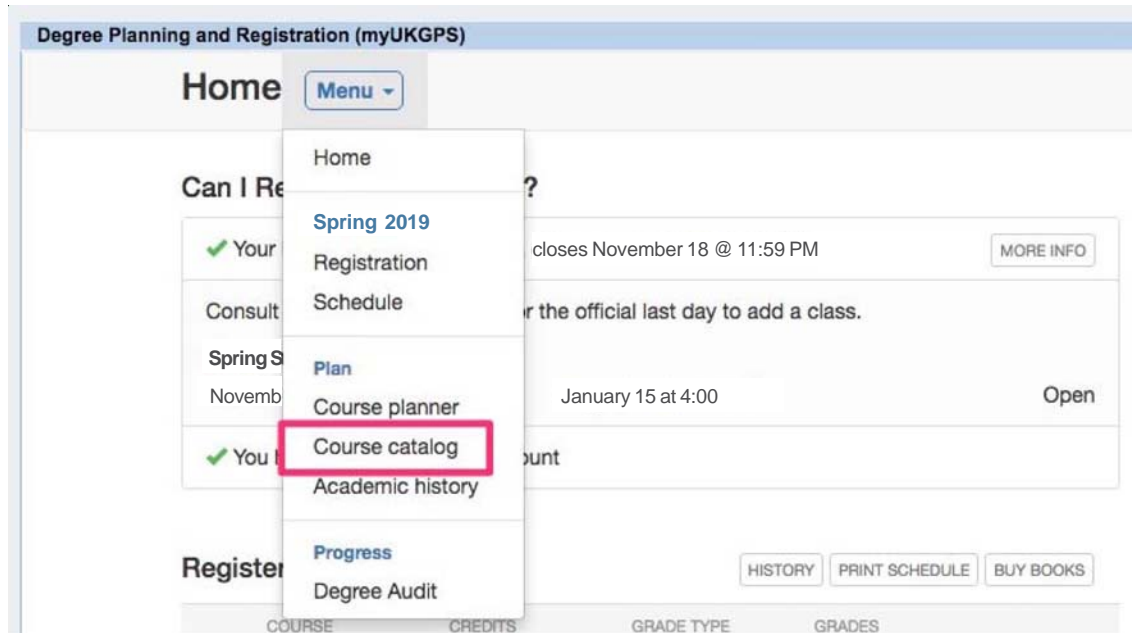
PROGRAM
Graduate Certificate

MAJOR
Human Technology Interaction

Registration Using myUK

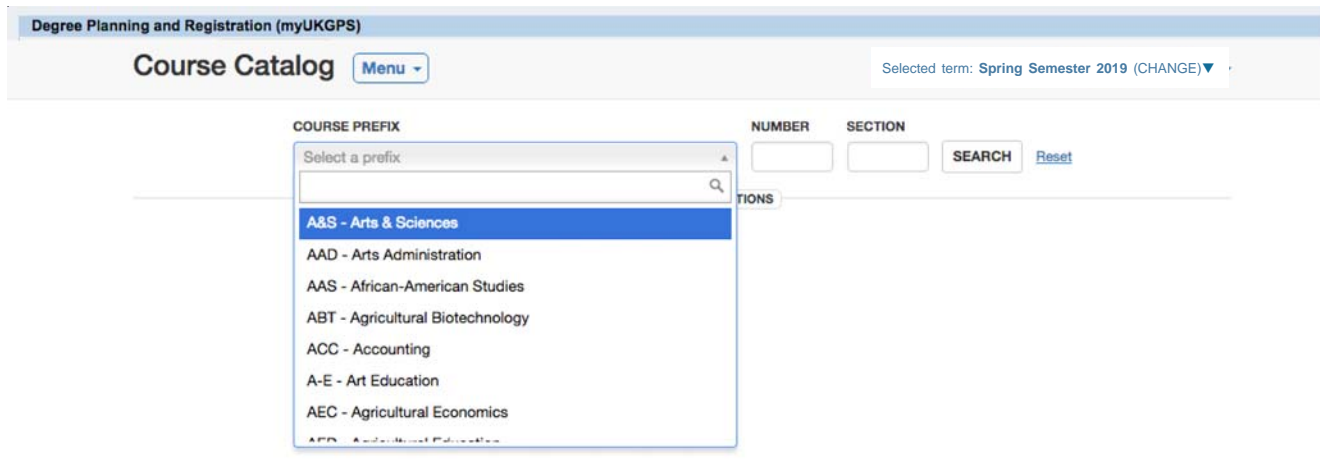
Access the Course Catalog

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.

Degree Planning and Registration (myUKGPS)

Course Catalog Menu ▾ Selected term: Spring Semester 2019 (CHANGE ▾)

COURSE PREFIX: PSY - Psychology NUMBER: 312 SECTION:

SEARCH [Reset](#)

ADVANCED SEARCH OPTIONS

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

Offered in Spring Semester 2019 [Show offering history](#)

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

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.

[Add to planned courses](#) [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.

Degree Planning and Registration (myUKGPS)

Course Catalog Menu ▾ Selected term: Spring Semester 2019 (CHANGE ▾)

COURSE PREFIX: PSY - Psychology NUMBER: 312 SECTION:

SEARCH [Reset](#)

ADVANCED SEARCH OPTIONS

Pick a program type:

Pick a term to add this course to:

Pick a priority for this course:
 High Medium Low

[SAVE](#) [CANCEL](#)

[Add to planned courses](#) [View sections](#)

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 2019 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 2018-2019

SPRING SEMESTER 2019

Sections are available for Spring Semester 2019. 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 ×	<input checked="" type="checkbox"/> COPY TO MY PLAN
+ ANT 220 Section 001 Intro To Cultural Ant	→ ACC 201 Pick a section MOVE ×	No section selected Abnormal Psychology 3.0 Credits ADDED BY: HENRIETTA RITCHE-HOLBROOK

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 'Spring Semester 2019'. It features a 'My Saved Courses' tab with 4 items and an 'Advisor Recommendations' tab with 3 items. A green notification states 'Booking window is Open, closes August 31 @ 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 planned courses found.' At the bottom, there are buttons for 'Register Selected', 'Pre-Register Check', and 'Delete Selected'. A 'Registered Classes' section shows a table with columns for COURSE, CREDITS, and GRADE TYPE, listing ACC 201 Section 001 and PSY 333. To the right is a calendar grid showing course sections for various days and times.

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 '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' and 'LAST MODIFIED 8/3/2018 BY HPTCHIE'. There are three recommended courses: PSY 333, ACC 201, and ANT 220, all offered in Spring Semester 2019. Each course has a 'Pick a section' button and a 'Move to another term' button. Below this, 'Advisor recommendations for Graduate, 0.0 Credit' shows 'No planned courses found.' and a 'Copy to My Saved Courses' button. The 'Registered Classes' section at the bottom shows a table with columns for COURSE, CREDITS, and GRADE TYPE, listing ACC 201 Section 001 and PSY 333 Section 001. A calendar grid to the right shows course sections for various days and times.

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 2019 (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 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	
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: Spring Semester 2019 (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	01/08/19
Drop and receive an 80 percent refund	01/15/16
Drop without a "W"	01/30/19
Drop and receive any refund	02/06/19
Drop with a "W"	03/29/19

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.