Registration

Registration of all students (undergraduate and graduate) is arranged through the UK Registration Office (Funkhouser Building). New, transfer, and readmitted students register for their upcoming term at an assigned orientation. Continuing students and graduate students register via their myUK portal (myuk.uky.edu). Non-degree students are not required to attend an advising conference (but may choose to do so).

Students, as well as academic advisors, should utilize information stipulated by the Registration Office regarding registration dates for specific terms as well as technical guidance on using myUK. This can be accessed online at http://www.uky.edu/registrar/registration.

Priority Registration

Priority registration refers to the earliest period of time in which students can register for upcoming terms. This period is held after the midterm period of fall and spring. During this time, students are assigned a specific three-day window based upon credit hours earned or special designations. It should be noted that student groups with special designations (e.g., Honors Program, Athletes, and Students with Disabilities) register before other undergraduate students.

Registration window

Registration windows for upcoming terms can be found online at http://www.uky.edu/registrar/registration-window, as well as in myUK. The order of registration window dates is first determined by student classification (e.g., Doctorate, Masters, Undergraduates, etc.) and then by earned hours. Students can determine their number of earned hours by viewing their unofficial transcript via myUK. These hours do not include courses in progress.

Secondary window

After a student’s registration window closes, other opportunities arise for the student to complete registration and/or to make changes via myUK. Students can view these by selecting “Registration” within myUK. This may also be an opportunity for students to register for classes that were not available during their priority window (such as courses in specific minors or in restricted programs).

Last day to add
Students may add classes until the final day to add a course as specified by the University’s academic calendar.
Students may contact their academic advisor, course instructor, or other departmental designee to have a part-of-term course added after the last official day to add a course.

Common Registration Issues

Generally, prior to registering via myUK, undergraduate degree-seeking students must meet with their academic advisor. The academic advisor shall then lift the student’s advisor hold (via myUK).

Holds

Common types of holds include: admissions, advising, alcohol education, delinquent account, disciplinary, immunization, library, hospital, parking, probation, student health, and suspension. It is the student’s responsibility to resolve all holds or stops which would prohibit registration. A hold can prevent a student from registering, adding classes, changing sections, or changing grade options. A student may, however, drop courses or withdraw (cancel registration) with most holds. Please be aware that some holds prevent students from making any changes to their academic registration (e.g., APP, probation, athletic, certain college suspension holds).

Waitlisted courses

If a student attempts to add a course that is already at capacity in myUK, the student may be waitlisted if a waitlist is specified by the respective instructor or program. Within the student’s schedule, this course status would be specified as “Waitlisted #.” The number indicated is the position on the waitlist (#1 being the first in line). If an enrolled student drops the course, the student at the top of the waitlist is added to the course. All the students remaining on the waitlist are advanced one position. A student waitlisted for a course is not permitted to add the same course with a different section number – the student must drop the waitlisted course first. It is the student’s responsibility to check myUK to determine if they have been moved from waitlist to enrolled status.

Academic advisors should note this when meeting with students regarding registration. Being waitlisted in a course does not guarantee enrollment, but counts toward course load with regard to the maximum number of hours for which a student can register. Students should be advised to have alternative courses scheduled to preserve desired credit hours in the event they are unsuccessful getting into a waitlisted course. Waitlists are purged after the last day to add a class.

Advisors need to work with waitlisted students to determine the likelihood that a student will gain registration for a specific course. The advisor must take into

Registration and Grades
account the number of seats in the course and the number of students on the waitlist.

Restricted courses

A restricted course limits enrollment to students in a particular college, major, student classification, or program. Student may not be able to register for a restricted course on myUK unless they meet necessary designated criteria.

Overrides

Students may request an override if they do not meet the designated criteria, fail to meet the prerequisites for a particular course, or if the course is closed. Students must get special permission from the college or department offering the course if they wish to enroll in the class. Permission granted to enter a restricted course is issued electronically. Please note that an electronic override does not constitute registration in a course. After the override is issued, students must register for the course using myUK.

Part-of-term courses

Courses can be planned to start later in a term (past the first day of classes) and/or end prior to the last day of classes. For courses that start after the last day to add, students must gain enrollment in such a course through a designated official – either the instructor or a college official- as the traditional deadline to add courses may have passed and students will not have access to modify their schedules at that time. For courses that begin after the traditional first day of classes, students typically have less than one business week from the class start date to become enrolled. Academic calendar dates related to part-of-term courses can be accessed in myUK through the course catalog or student schedule by moving the cursor over the course.

Student Load

Student load is determined by the number of hours in which a student is enrolled in a given semester. (See chart below as a reference.) Any student who wishes to enroll in more than the maximum hours must seek permission to have an overload from the respective college. The designated college official will determine if the student’s case supports approving an overload. A student who takes a credit load less than full-time is considered a part-time student. Students on probation may be limited to 15 credit hours during fall and spring terms.
### Registration and Grades

<table>
<thead>
<tr>
<th>Status</th>
<th>Fall/Spring Terms</th>
<th>Summer Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full time status</td>
<td>Maximum hours without overload</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>12 credit hours</td>
<td>19 credit hours</td>
</tr>
<tr>
<td>Graduate</td>
<td>9 credit hours</td>
<td>15** credit hours</td>
</tr>
<tr>
<td>Professional</td>
<td>Varies by program</td>
<td></td>
</tr>
</tbody>
</table>

*Four-week courses taken during the 8-week session are subject to the same maximum hour credit limits as the 4-week session.  
** Teaching Assistants should not exceed 10 hours.

**University Scholars**

University Scholars, or students in the combined Bachelor’s and Master’s degree program, are limited to no more than 16 hours per fall and spring terms. The Director of the Graduate Studies and the Dean of the Graduate School may give special permission to a University Scholar to exceed this amount.

### Grades

The common grade scales at the University of Kentucky include letter-grades, Pass/Fail, and Audit. The ‘normal’ grade scale for a course is the specified default grade scale as approved for that course by the University Senate.

Grades are assigned in a letter format. Each grade represents the student’s performance in the course in which the grade is assigned. The general grading scale is in an A, B, C, D, E format for regularly graded undergraduate courses. The letter D is not utilized at the graduate level. The letters P and F are assigned to courses which have been taken under the Pass/Fail grading option. The grades listed above, along with other grades such as an AU, CR, I, IP, N, S, UI, SI, UN, XE, XF, W, X, and Z, are defined in the University Bulletin.

Advisors should pay special attention to I, XE, XF, and W grades due to implications regarding repeat options. For a definition of each grade, please visit [http://www.uky.edu/registrar/bulletinCurrent/acreq.pdf](http://www.uky.edu/registrar/bulletinCurrent/acreq.pdf).

Certain colleges and programs (e.g., Dentistry, Design, Law, Medicine, Pharmacy, and Landscape Architecture) have alternative grading scales. For additional information, visit the aforementioned link.

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<table>
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<th>Grade</th>
<th>Description of Grade</th>
</tr>
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<tbody>
<tr>
<td>I</td>
<td>Means that part of the regularly assigned work of the course remains undone. It shall be conferred only when there is a reasonable possibility that the student can complete the work within the allowable period of time for removal of an I grade and that a passing grade will result from completion of the work.</td>
</tr>
<tr>
<td>XE</td>
<td>Represents failure in a course due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. The repeat option may not be exercised for any course in which the grade of XE was received.</td>
</tr>
<tr>
<td>XF</td>
<td>Represents failure in a course taken on a Pass/Fail basis due to an academic offense. It is valued at zero (0) quality points and zero (0) credit hours. The repeat option may not be exercised for any course in which the grade of XF was received.</td>
</tr>
<tr>
<td>N</td>
<td>Represents a temporary grade to be submitted for students who have been entered by the Registrar into official class rolls but have never attended class and who have not officially withdrawn. The Registrar shall remove their names from the official class roll and the student's enrollment in the class shall not be recorded in the student's official academic record.</td>
</tr>
</tbody>
</table>

**Pass/Fail Grading Option**

Undergraduate students above the freshman level and not on academic probation have the option to select a maximum of four elective courses (normally taken for a letter grade), with certain restrictions, to be taken on a Pass/Fail basis. (Note: Some colleges may further restrict the number of classes students can take on a Pass/Fail basis.) Credit hours successfully completed under this option shall count toward graduation but shall not be used in calculating Grade Point Average (GPA).

**General**

Courses taken Pass/Fail shall be limited to those considered as elective, meaning courses that will not apply to the UK Core, major, minor, or certificate. Any student may designate or change his or her grading option to Pass/Fail within three weeks from the beginning of classes in fall or spring semesters (or a proportionate amount of time for courses taught in the summer terms/sessions or of less than a full semester's duration). For designated date, see the Academic Calendar.
Exceptions

Prerequisites for elective courses taken Pass/Fail may be waived with the consent of the respective instructor or college designee.

Students in the Honors Program above freshman level may select additional courses (more than four) with the advance written approval of the Director of the Honors Program.

A student’s total amount of courses taken Pass/Fail includes transfer courses (applies to KCTCS coursework transferred to UK prior to Summer 2007).

A student pursuing a second bachelor’s degree is not entitled to take additional courses Pass/Fail except as the Director of the Honors Program might permit.

Additional notes for Advisors

To change the status of a course to Pass/Fail after the three week period (or proportionate time for summer sections), students must receive approval of their academic dean or dean’s designee. The waiver and the rationale for the waiver must be documented in the student’s record in the college; this change must be processed in conjunction with the Registrar’s Office.

Courses offered only on a Pass/Fail basis shall not be included in the maximum number of elective courses a student may take under these provisions.

The instructor of record shall not be notified regarding students who are taking their course Pass/Fail. The instructor shall submit a letter grade to the Registrar’s Office, which will then take appropriate action to change the grade to reflect Pass/Fail grading for records.

Colleges have specific rules regarding Pass/Fail electives, so each student should be encouraged to seek advice before taking a course Pass/Fail. Advisors should also consider whether this student will change majors or add a second major when considering advising a student to take a course Pass/Fail.

When designating a class as Pass/Fail during the approved time period, a student should enter the desired grade type through the myUK system under the registration tab.