Booking Rules

How to Add or Remove Booking Rules in myUK
How to: Add a New Booking Rule

**Step 1:** Navigate to the Booking Rules application using the following links.
Step 2: Select the appropriate term using the “Select Academic Term” dropdown menu.

Step 3: Type in the desired course in the “Search for a course” textbox and click “Search Courses”.

Reminder: Prerequisites and Booking Rules (Major, College, and Classification) must be an approved restriction through the University Senate.
Step 4: Click “View” next to the appropriate course. This will take you to the Booking Rules Summary page.
**Step 5:** Using the “Choose a Section” dropdown menu, select either All Sections or one specific section to add the Booking Rule to.
Step 6: Using the “Select Rule Type” dropdown menu, select the type of Booking Rule you need.
**Step 7:** Using the “Select Rule” dropdown menu, select the specific rule you’d like to apply to the section.

**College** = Allows you to limit the section to only students in a certain college.

**Classification** = Allows you to limit the section by classification (Freshman, Sophomore, etc.)

**Major/Minor** = Allows you to limit the section to students in a certain Major/Minor.

*Note:* The Major/Minor rule type will allow students in either the Major or Minor to enroll.
Step 8: Once you’ve selected the appropriate Booking Rule, choose whether to Include or Exclude the group of students that this rule applies to.

For instance, in the below example, "Include" would restrict the section to only permit Anthropology Majors & Minors to register. However, if we selected “Exclude” it would prevent Anthropology Majors & Minors from registering for this section, while allowing all other students.
**Step 9:** Once finished, click “New Rule” to apply the Booking Rule.

**Note:** Booking Rules may not immediately appear under the Current Course rules area. The Course Scheduling team recommends auditing your Booking Rules after you've entered them all to ensure accuracy.
Important Reminders:

Multiple Booking Rules can be added to a course/section.

When multiple Rules of the same type (i.e. College, Classification, or Major/Minor) are active on a course/section, students who attempt to register will need to meet only one of the requirements. For example, if a course/section has Booking Rules for two different Majors/Minors, students will be able to register for the course as long as they are in one of those majors/minors.

However, when Rules of different types are added to a course/section, students attempting to register will need to meet all of the requirements. For example, if a section has a College rule and a Classification rule, students will only be able to register for the section if they meet both of these qualifications.
**How to: Delete an Existing Booking Rule**

**Step 1:** Search for the desired course using the same method described in steps 1-4 above. Click the “Delete” button to remove the Booking Rule from the selected section.
The Booking Rule has now been removed.

**Note:** Booking Rules may not immediately disappear from the Current Course rules area after deletion. The Course Scheduling team recommends auditing to ensure deletion after you have finished.
Questions?

Contact Course Scheduling at course.scheduling@uky.edu