

**Process:** Courses may be added to a student’s schedule either through the Quick Registration or through Course Search. Steps for both types of booking are provided in this Quick Reference Card.

**Role:** Authorized Personnel

**Frequency:** When Needed

## BEGINNING

Go to the **Welcome to myUK** web page

<http://myuk.uky.edu/>

## myUK PORTAL

Enter your Link Blue **User ID**

### Welcome to myUK

Use your [link blue ID](#) to Sign On to this portal.

User ID

Password

Enter your **Password**

User ID

Password

Sign On

Click on the **Sign on** button

User ID

Password

Sign On

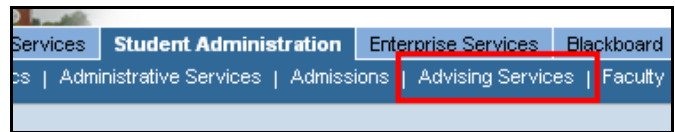
## myUK HOME PAGE

Click on the **Student Administration** tab  
(Your webpage may look different based on your roles in the system)

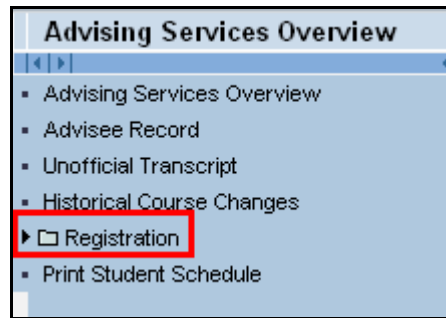


**STUDENT ADMINISTRATION**

Click on **Advising Services**

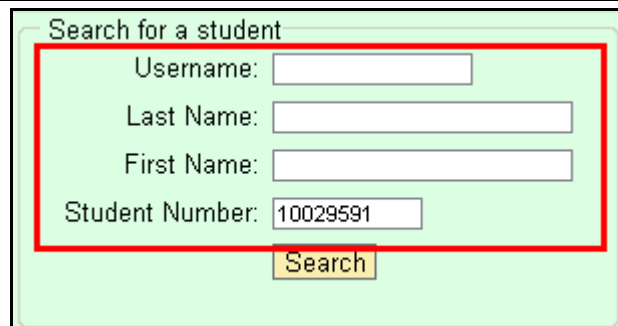


Click on the **Registration** folder in the **Detailed Navigation** area

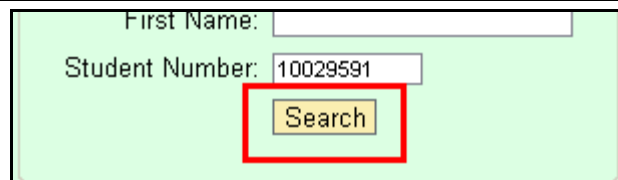


**ADMIN BOOKING**

In the **Search for a student** box, enter either the student's **Username**, **Last Name**, **First Name**, and/or **Student Number**

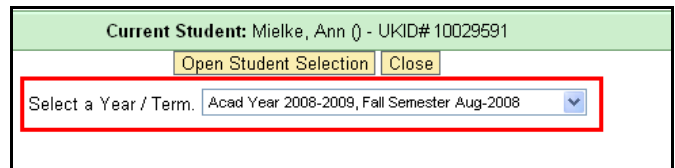


Click on the **Search** button



In the **Select a Year/Term** field, select the appropriate Academic Year and Term

**Note:** This field will default to the most current academic year and term



# Quick Reference Card - Basic Add Courses



If the student is currently booked into courses, the schedule will be displayed

Current Student: Mielke, Ann () - UKID# 10029591  
 Open Student Selection | Close

Select a Year / Term: Acad Year 2008-2009, Fall Semester Aug-2008

Ann Mielke is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal (Change)	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	Enrolled
<input type="checkbox"/>		3.0			

Drop | Show History

## ADDING VIA QUICKBOOK

Using the **Quick Registration** section, enter the following information for up to 5 courses:

Quick Registration | Class Search

Course Subject	Course Number	Section Number	Grade Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal

Add Courses

### Course Subject

Course Subject	Course Number	Section Number	Grade Option
Eng	104	001	Normal
			Normal

Enter the courses 2- or 3-digit course subject; for example, ENG for English

As you type, a drop-down menu will appear, you may select from the list or continue typing the course subject

### Course Number

Course Subject	Course Number	Section Number	Grade Option
Eng	104	001	Normal
			Normal

Enter the 3-digit course number; for example, 101

### Section Number

Course Subject	Course Number	Section Number	Grade Option
Eng	104	001	Normal
			Normal

Enter the 3-digit course section number; for example, 003

### Grade Option

Course Subject	Course Number	Section Number	Grade Option
Eng	104	001	Normal
			Normal

Use the **Drop-down** icon in the **Grade Option** field to select the appropriate type of grade, such as Normal, Pass/Fail, or Audit (Normal is relevant to the course; if the course is a Letter Grade course, Normal is Letter Grade; if the course is a Pass/Fail course, Normal is Pass/Fail)

# Add Courses

Click on the **Add Courses** button to add the classes to the student's schedule

Course Subject	Course Number	Section Number	Grade Option
Eng	104	001	Normal
			Normal
			Normal
			Normal
			Normal

Add Courses

When you add a course, the system may display a **Processing** box to let you know it is processing your request



When the system has finished, a message will be displayed letting you know if the process was successful or unsuccessful

**Course**

 ENG 104 Section 001 add/waitlist complete.

(3.08 seconds)

The course or courses will be displayed in the student's schedule

Ann Mielke is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal <a href="#">(Change)</a>	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.300B-FB)	Enrolled 04/28/2008 11:23 am
<input type="checkbox"/>	ENG 104 Section 001 WRITING:AN ACCELERATED FOUNDATIONAL CRS	4.0	Normal <a href="#">(Change)</a>	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.B13-FB)	Enrolled 04/28/2008 12:48 pm
<input type="button" value="Drop"/>		7.0			<input type="button" value="Show History"/>

## ADDING VIA COURSE SEARCH

In the **Search for a student** box, enter either the student's **Username**, **Last Name**, **First Name**, and/or **Student Number**

Search for a student

Username:

Last Name:

First Name:

Student Number:

# Quick Reference Card - Basic Add Courses



Click on the **Search** button

First Name:   
 Student Number:

In the **Select a Year/Term** field, select the appropriate Academic Year and Term

**Note:** This field will default to the most current academic year and term

Current Student: Mielke, Ann () - UKID# 10029591  
   
 Select a Year / Term:

If the student is currently booked into courses, the schedule will be displayed

Current Student: Mielke, Ann () - UKID# 10029591  
   
 Select a Year / Term:

Ann Mielke is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal <a href="#">Change</a>	MWTF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	Enrolled 04/28/2009 11:23 am
<input type="button" value="Drop"/>		3.0			<input type="button" value="Show History"/>

Click on the **Class Search** tab

Course Subject	Course Number	Section Number	Grade Option
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Normal <input type="button" value="v"/>

## Search Classes

Search classes:    
 e.g., "ENG 101" or "English"

Enter either the Course Subject, the Course Subject & Number, or a part of the course title

# Quick Reference Card - Basic Add Courses



Click on the **Go** button or press **Enter**

Quick Registration    Class Search

Search classes:  **Go**  
e.g., "ENG 101" or "English"

To select the course, click on the **Course Subject/Number** link; for example ECO 201

Search classes:  **Go**  
e.g., "ENG 101" or "English"

**ECO 201** PRINCIPLES OF ECO I

When the list of course sections displays, click on the **Add** button to the left of the section you want to add

	Course		Hours	Instructor
<b>Add</b>	ECO 201	Section 001	3.0	Anthony H Lawson
<b>Add</b>	ECO 201	Section 002	3.0	Anthony H Lawson
<b>Add</b>	ECO 201	Section 003	3.0	Aaron Joseph Steemp
<b>Add</b>	ECO 201	Section 004	3.0	Carlotta Maria Bolder
<b>Add</b>	ECO 201	Section 005	3.0	Aaron Joseph Steemp

The course will be added to the student's schedule

Course  
 ECO 201 Section 001 add/waitlist complete.  
 (1.83 seconds)

Ann Mielke is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	Normal <a href="#">(change)</a>	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	Enrolled 04/28/2008 11:23 am
<input type="checkbox"/>	ENG 104 Section 001 WRITING AND ACE-FRATED FOUNDATIONAL CRS	4.0	Normal <a href="#">(change)</a>	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm. R13-FFB)	Enrolled 04/28/2008 12:48 am
<input type="checkbox"/>	ECO 201 Section 001 PRINCIPLES OF ECO I	3.0	Normal <a href="#">(change)</a>	MWF 8:00 am - 8:50 am (Business and Economics Bldg-Rm.305-BE)	Enrolled 04/28/2008 1:13 pm
<b>Drop</b>		10.0			<a href="#">Show History</a>