**Process:** Courses may be dropped from a student’s schedule using the Administration Booking section of the Student Administration portal.

<table>
<thead>
<tr>
<th>Role: Authorized Personnel</th>
<th>Frequency: When Needed</th>
</tr>
</thead>
</table>

**BEGINNING**
Go to the **Welcome to myUK** web page http://myuk.uky.edu/

**myUK PORTAL**

Enter your Link Blue **User ID**

Enter your **Password**

Click on the **Sign on** button

**Welcome to myUK**

Use your **link blue** ID to Sign On to this portal.

- **User ID:** myUserID
- **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

The student’s schedule will be displayed
**Change Grade Option**

Click on the Grading Type **Change** link in the appropriate course’s row.

The row will be highlighted and the **Grade Type Option** drop box will display.

Click on the **Drop-down** icon.

Select the grade option.

Click on the **Save** icon.
To cancel the grade option change, click on the **Cancel Edit** button.