

Quick Reference Card - Basic Change Grade Option



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

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)

myUK

Launch Pad

Student Services

Student Administration

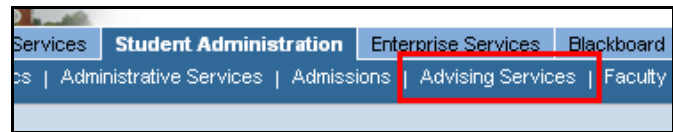
IRIS Systems

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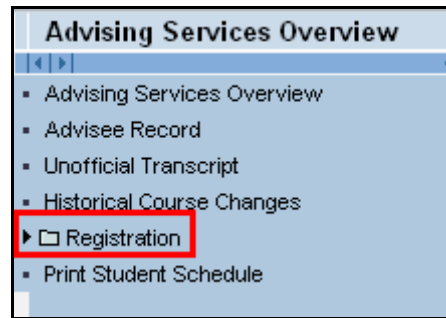


STUDENT ADMINISTRATION

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**

Search for a student

Username:

Last Name:

First Name:

Student Number:

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:

The student's schedule will be displayed

Ann Mielke is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	ENG 104 Section 001	4.0	Normal (Change)	MWF 9:00 am - 9:50 am	Enrolled
<input type="checkbox"/>	WRITING AN ACCELERATED FOUNDATIONAL CRS	4.0	Normal (Change)	(Furniture Biological Scen-Rm D13-FB)	04/29/2009 12:49 pm
<input type="checkbox"/>	ECO 201 Section 001	3.0	Normal (Change)	MWF 6:00 am - 8:50 am	Enrolled
<input type="checkbox"/>	PRINCIPLES OF ECO I	7.0		(Business and Economics Bldg-Rm 305-BE)	04/29/2008 1:13 pm

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CHANGE GRADE OPTION

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

Drop	Class	Hours	Grading Type	Meeting Times
<input type="checkbox"/>	ENG 104 Section 001 WRITING AN ACCELERATED FOUNDATIONAL CRS	4.0	Normal (Change)	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm B13-FB)
<input type="checkbox"/>	ECO 201 Section 001 PRINCIPLES OF ECO I	3.0	Normal (Change)	MWF 8:00 am - 8:50 am (Business and Economics Bldg-Rm.305-BE)
<input type="button" value="Drop"/>		7.0		

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

Ann Mielke is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input type="checkbox"/>	ENG 104 Section 001 WRITING AN ACCELERATED FOUNDATIONAL CRS	4.0	Normal (Change)	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm B13-FB)	
<input type="checkbox"/>	ECO 201 Section 001 PRINCIPLES OF ECO I	3.0	Normal <input type="button" value="Save"/>	MWF 8:00 am - 8:50 am (Business and Economics Bldg-Rm.305-BE)	
<input type="button" value="Drop"/>		7.0	<input type="button" value="Cancel Edit"/>		<input type="button" value="Show History"/>

Click on the **Drop-down** icon

Hours	Grading Type
4.0	Normal (Change)
3.0	Normal <input type="button" value="Save"/>
7.0	<input type="button" value="Cancel Edit"/>

Select the grade option

Hours	Grading Type
4.0	Normal (Change)
3.0	Normal <input type="button" value="Save"/>
7.0	<input type="button" value="Cancel Edit"/>

Click on the **Save** icon

Hours	Grading Type
4.0	Normal (Change)
3.0	Audit <input type="button" value="Save"/>
7.0	<input type="button" value="Cancel Edit"/>

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To cancel the grade option change, click on the **Cancel Edit** button

	Hours	Grading Type	
AL CRS	4.0	Normal (Change)	MV (Fu
	3.0	Normal <input type="button" value="Save"/>	MV (BU
	7.0	<input type="button" value="Cancel Edit"/>	