

# Drop Courses



**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

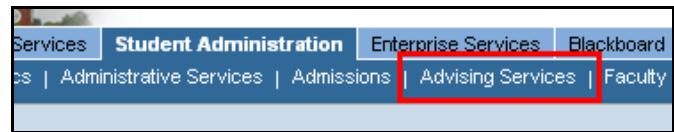
Student Services

Student Administration

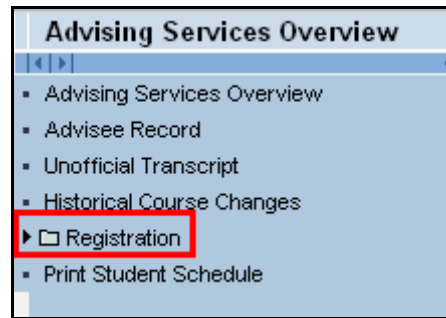
IRIS Systems

## STUDENT ADMINISTRATION

Click on **Advising Services**

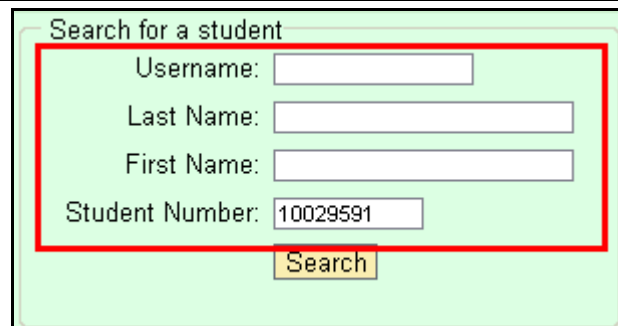


Click on the **Registration** folder in the **Detailed Navigation** area

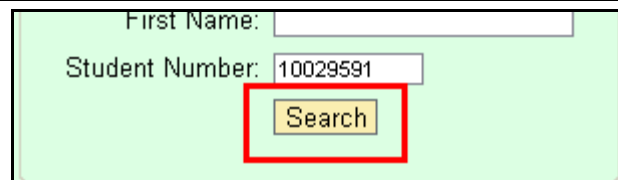


## ADMIN BOOKING

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

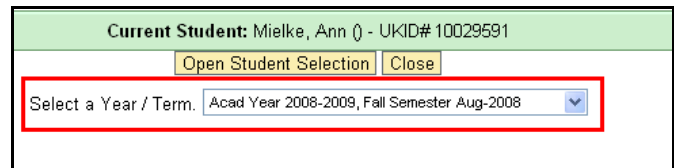


Click on the **Search** button



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



# Drop 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 04/28/2008 11:23 am
<input type="checkbox"/>		3.0			

Drop | Show History

## DROP COURSES

Click in the **Drop** checkbox to the left of the course you want to drop

Ann Mielke is

Drop	Class	Hours	Grading Type
<input checked="" type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	N
<input type="checkbox"/>	ENG 104 Section 001 WRITING:AN ACCELERATED FOUNDATIONAL CRS	4.0	N
<input type="checkbox"/>	ECO 201 Section 001 PRINCIPLES OF ECO I	3.0	N
		10.0	

Drop

Click on the **Drop** button

Ann Mielke is re

Drop	Class	Hours	Grading Type
<input checked="" type="checkbox"/>	COM 181 Section 001 BASIC PUBLIC SPEAKING	3.0	No
<input type="checkbox"/>	ENG 104 Section 001 WRITING:AN ACCELERATED FOUNDATIONAL CRS	4.0	No
<input type="checkbox"/>	ECO 201 Section 001 PRINCIPLES OF ECO I	3.0	No
		10.0	

Drop

The course will be removed from the student's schedule

**Admin Booking**

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 <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="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>		7.0			<b>Show History</b>

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To view the booking history for the student, click on the **Show History** button

**Admin Booking**

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 <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="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>		7.0			<b>Show History</b>

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# Drop Courses



The dropped course will be displayed as canceled:

**Ann Mielke** is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
	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)	Canceled 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="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>		7.0			<b>Show Enrolled</b>

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