Quick Reference Card - Basic Drop Courses



Process: Courses may be dropped from a st Administration Booking section of the Studen	8
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 <u>link blue</u> ID to Sign On to this portal. User ID myUserID Password
Enter your Password	User ID myUserID Password ••••••••• Sign On
Click on the Sign on button	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)	Launch Pad Student Services Student Administration IRIS Systems



STUDENT ADMINISTRATION Services Student Administration Enterprise Services Blackboard Click on Advising Services cs | Administrative Services | Admissions <mark>|</mark> Advising Services | Faculty Advising Services Overview Advising Services Overview Advisee Record Click on the Registration folder in the Unofficial Transcript Detailed Navigation area Historical Course Changes E Registration Print Student Schedule ADMIN BOOKING Search for a student-Username: Last Name: In the Search for a student box, enter either the student's Username, Last First Name: Name, First Name, and/or Student Student Number: 10029591 Number Search First Name: Student Number: 10029591 Click on the Search button Search In the **Select a Year/Term** field, select the appropriate Academic Year and Term Current Student: Mielke, Ann () - UKID# 10029591 Open Student Selection Close Select a Year / Term. Acad Year 2008-2009, Fall Semester Aug-2008 ~ Note: This field will default to the most current academic year and term

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Quick Reference Card - Basic
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 Senester Aug-2008 ▼ Ann Mielke is registered for these courses. Drop Class Hours Grading Type Meeting Times Status COM 181 Section 001 3.0 Normal (Change) (Funkhouser Biological Scien-Rm. 3068-RP) 04262008 11:23 am Drop 3.0 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 C Image: Compute Stream of the stream	
	Ann Mielke is n	
	Drop Class Hours Gr	
Click on the Drop button	BASIC PUBLIC SPEAKING 3.0 NO	
·	ENG 104 Section 001 WRITING: AN ACCELERATED FOUNDATIONAL CRS 4.0 No	
	ECO 201 Section 001 3.0 No	
	Drop 10.0	

Quick Reference Card - Basic **Drop Courses**



Admir	1 Booking				
	Ann M	lielke	is registered for t	these courses.	
Drop	Class	Hours	s Grading Type	Meeting Times	Status
	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)	Enrolled 04/28/2008 12:48 pr
	ECO 201 Section 001 PRINCIPLES OF ECO I	3.0	Normal (Change)	MWVF 8:00 am - 8:50 am (Business and Economics Bldg-Rm.305-BE)	Enrolled) 04/28/2008 1:13 pm
Drop]	7.0			Show History
view	the booking history for the st	uder	nt, click on t	the Show History butto	n
		uder	nt, click on t	the Show History butto	n
	Booking				n
	Booking		nt, click on t		n
Admin Drop	Booking Ann M Class	ielke		these courses. Meeting Times	n Status
Admin Drop	Booking Ann M	ielke	is registered for t	these courses. Meeting Times	Status Enrolled
Admin Drop	Booking Ann M Class ENG 104 Section 001	ielke Hours	is registered for Grading Type	these courses. Meeting Times MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.B13-FB) MWF 9:00 am	Status Enrolled 04/28/2008 12:48 p Enrolled
Admin Drop	Booking Ann M Class ENG 104 Section 001 WRITING:AN ACCELERATED FOUNDATIONAL CRS ECO 201 Section 001	<mark>ielke</mark> Hours 4.0	is registered for f s Grading Type Normal (Change)	these courses. Meeting Times MVVF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.B13-FB) MVVF 8:00 am - 8:50 am	Status Enrolled 04/28/2008 12:48 p Enrolled

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Quick Reference Card - Basi	iC
Drop Courses	



Class					
	Hours	Gradin	q Type	Meeting Times	Status
OM 181 Section 001 ASIC PUBLIC SPEAKING	3.0	Normal	(Change)	MWF 8:00 am - 8:50 am (Funkhouser Biological Scien-Rm.306B-FB)	Canceled 04/28/2008 11:23 am
NG 104 Section 001 RITING:AN ACCELERATED FOUNDATIONAL CRS	4.0		(Change)	$M_{\rm M} = 0.00 {\rm om} 0.50 {\rm om}$	Enrolled 04/28/2008 12:48 pm
CO 201 Section 001 INCIPLES OF ECO I	3.0	Normal	(Change)	MWF 8:00 am - 8:50 am (Business and Economics Bldg-Rm.305-BE)	Enrolled 04/28/2008 1:13 pm
	7.0				Show Enrolled
R	G 104 Section 001 ITING:AN ACCELERATED FOUNDATIONAL CRS O 201 Section 001	G 104 Section 001 ITING:AN ACCELERATED FOUNDATIONAL CRS 4.0 O 201 Section 001 3.0 NCIPLES OF ECO I	G 104 Section 001 ITING:AN ACCELERATED FOUNDATIONAL CRS 4.0 Normal O 201 Section 001 3.0 Normal NCIPLES OF ECO I	G 104 Section 001 ITING:AN ACCELERATED FOUNDATIONAL CRS 4.0 Normal <u>(Change)</u> O 201 Section 001 3.0 Normal <u>(Change)</u> NCIPLES OF ECO I	G 104 Section 001 ITING:AN ACCELERATED FOUNDATIONAL CRS 4.0 Normal (<u>Change</u>) (Funkhouser Biological Scien-Rm.B13-FB) O 201 Section 001 3.0 Normal (<u>Change</u>) MWF 8:00 am - 8:50 am NCIPLES OF ECO I 3.0 Normal (<u>Change</u>) (Business and Economics Bidg-Rm.305-BE)

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