

Quick Reference Card - Basic View Booking History



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

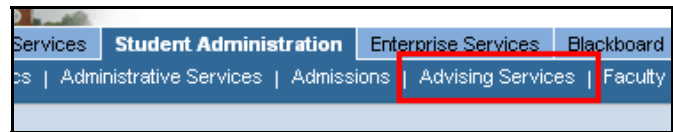
Student Services

Student Administration

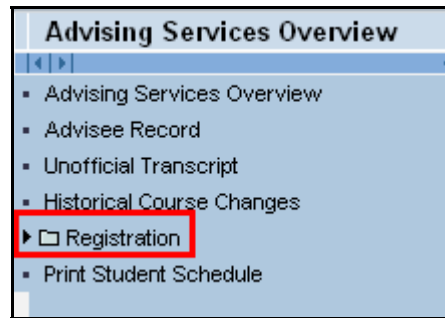
IRIS Systems

STUDENT ADMINISTRATION

Click on **Advising Services**

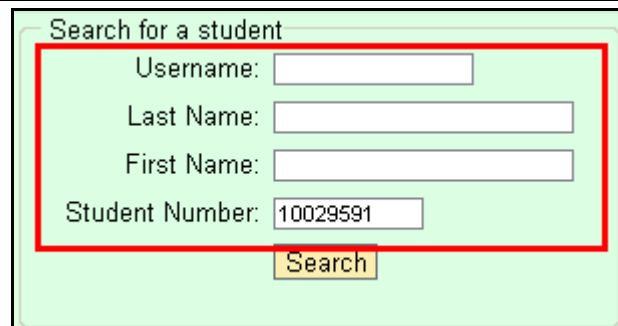


Click on the **Registration** folder in the **Detailed Navigation** area

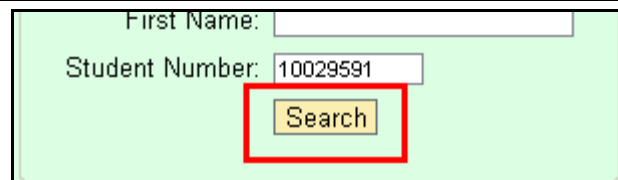


ADMIN BOOKING

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

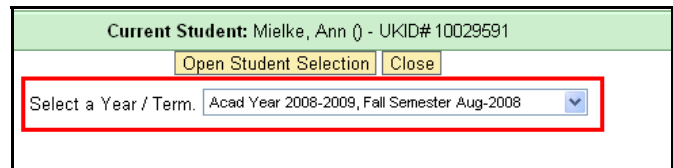


Click on the **Search** button

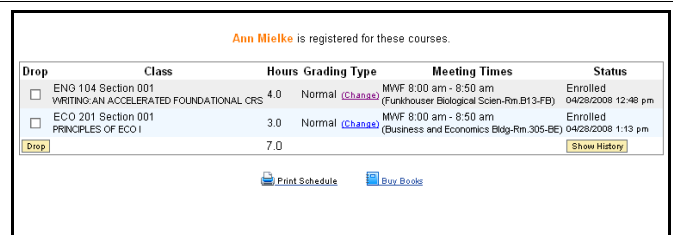


In the **Select a Year/Term** field, select the appropriate Academic Year and Term

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



The student's schedule will be displayed



VIEW BOOKING HISTORY

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

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)	Enrolled 04/28/2008 12:48 pm
<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)	Enrolled 04/28/2008 1:13 pm
<input type="button" value="Drop"/>		7.0			<input type="button" value="Show History"/>

The history will display all the courses in which the student is enrolled and all the courses that have been dropped

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 (Change)	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 (Change)	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 (Change)	MWF 8:00 am - 8:50 am (Business and Economics Bldg-Rm.305-BE)	Enrolled 04/28/2008 1:13 pm
<input type="button" value="Drop"/>		7.0			<input type="button" value="Show Enrolled"/>

To return to the student's schedule, click on the **Show Enrolled** button

Meeting Times	Status
00 am - 8:50 am user Biological Scien-Rm.306B-FB)	Canceled 04/28/2008 11:23 am
00 am - 8:50 am user Biological Scien-Rm.B13-FB)	Enrolled 04/28/2008 12:48 pm
00 am - 8:50 am s and Economics Bldg-Rm.305-BE)	Enrolled 04/28/2008 1:13 pm
	<input type="button" value="Show Enrolled"/>