**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

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**BEGINNING**

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

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**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
## View Booking History

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

### Ann Mielke's Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Class Title</th>
<th>Hours</th>
<th>Grading Type</th>
<th>Meeting Times</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 104</td>
<td>Writing an Accelerated Foundational CRS</td>
<td>4.0</td>
<td>Normal</td>
<td>MWF 8:00 am - 8:50 am</td>
<td>Enrolled 04/28/2008 12:45 pm</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Eco</td>
<td>3.0</td>
<td>Normal</td>
<td>MWF 8:00 am - 8:50 am</td>
<td>Enrolled 04/28/2008 1:15 pm</td>
</tr>
</tbody>
</table>

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

### Ann Mielke's Enrolled Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Class Title</th>
<th>Hours</th>
<th>Grading Type</th>
<th>Meeting Times</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 181</td>
<td>Basic Public Speaking</td>
<td>3.0</td>
<td>Normal</td>
<td>MWF 8:00 am - 8:50 am</td>
<td>Canceled 04/28/2008 11:23 am</td>
</tr>
<tr>
<td>ENG 104</td>
<td>Writing an Accelerated Foundational CRS</td>
<td>4.0</td>
<td>Normal</td>
<td>MWF 8:00 am - 8:50 am</td>
<td>Enrolled 04/28/2008 12:40 pm</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Principles of Eco</td>
<td>3.0</td>
<td>Normal</td>
<td>MWF 8:00 am - 8:50 am</td>
<td>Enrolled 04/28/2008 1:13 pm</td>
</tr>
</tbody>
</table>

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