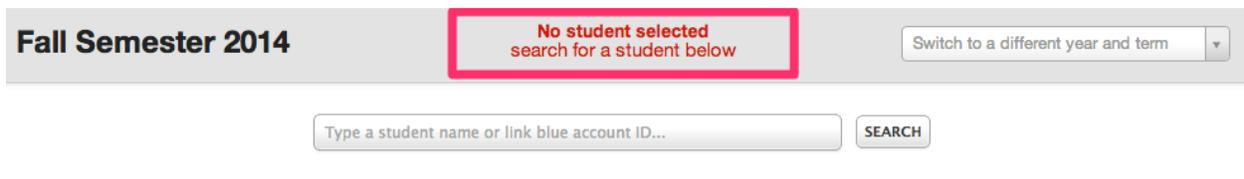


Course Registration Application Guide

This guide will walk you through the features of the new course registration application.

Advisor View:

The advisor view is the same as the student view with the exception of a student selection section at the top. When an advisor logs in, the first screen they see will ask them to select a student. A student can be searched for by name and UK ID.



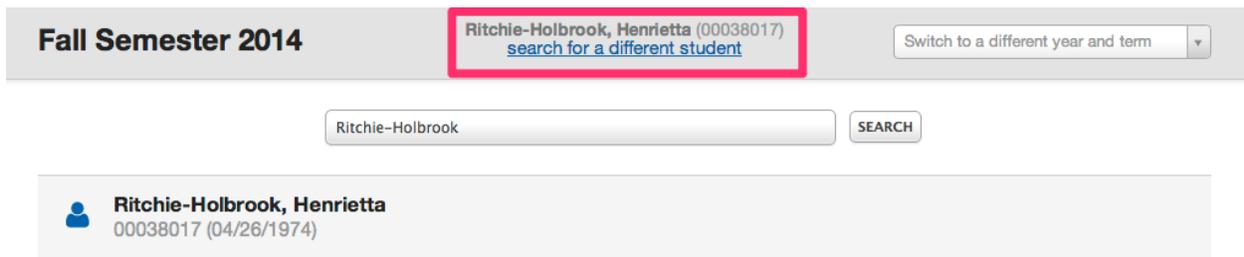
Fall Semester 2014

No student selected
search for a student below

Switch to a different year and term ▼

Type a student name or link blue account ID... SEARCH

Once a student has been chosen, their name and ID will appear at the top and stay there consistently throughout all pages of the application. The selection will also stay if the advisor moves to another application such as the Advising Hub.



Fall Semester 2014

Ritchie-Holbrook, Henrietta (00038017)
search for a different student

Switch to a different year and term ▼

Ritchie-Holbrook SEARCH

 **Ritchie-Holbrook, Henrietta**
00038017 (04/26/1974)

The home screen of the application will show messages for open registration windows, an overview of the registered classes, the student’s advisor name and contact information, links to helpful resources, and quick links to the help desk and the registrar office contacts. It is a summary view of important information students need during registration.

[Home](#)
[Search Course Catalog](#)
[Planned Courses](#)
[My Classes](#)

Fall Semester 2014 Switch to a different year and term ▾

Registration Windows

You have an open window. You can register for courses! This window will close **June 30 at 11:59 PM.**

[SHOW ALL WINDOWS](#)

Registered Classes

[Show History](#)

COURSE	CREDITS	GRADE TYPE	STATUS	GRADES	EDIT
ACC 201 Section 004	3.0 Credits	Normal	Enrolled	*** / ***	✎
A&S 100 Section 202 <small>DISTANCE PART-OF-TERM</small>	1.0 Credits	Normal	Enrolled	*** / ***	✎
CS 375 Section 001	3.0 Credits	Pass/Fail	Enrolled	*** / ***	✎
CPH 201 Section 001	3.0 Credits	Normal	Enrolled	*** / ***	✎
TA 110 Section 006	3.0 Credits	Normal	Enrolled	*** / ***	✎
Total credits:		13.0 Credits			

My Advisor

Joe Advisor
joe.advisor@uky.edu

My Program of Study

ORGANIZATION
College of Arts & Sciences

PROGRAM
Bachelor of Arts

MAJOR
Psychology

Resources

[Academic Calendar](#)
[UK Core Curriculum](#)
[Tuition and Fee Rates](#)
[Degree Planner \(APEX\)](#)
[Major Sheets](#)

Contact

[Have technical questions?](#)
[Questions about your courses](#)

The course catalog search is now faster and easier to use. You can start searching for a course in the course prefix box by typing in the prefix letters and the application will suggest courses containing those letter.

Fall Semester 2014 Switch to a different year and term

COURSE PREFIX **NUMBER** **SECTION**

Select a prefix

ps|

- IPS** - Integrated Plant and Soil Sciences
- PPS - Pharmacy Practice and Science
- PS - Political Science
- PSY - Psychology

SEARCH

The search results are grouped by the course with the sections listed below. This makes it easier to view different sections of the same course together.

Fall Semester 2014 Switch to a different year and term

COURSE PREFIX **NUMBER** **SECTION**

PSY - Psychology 312

SEARCH

ADVANCED OPTIONS

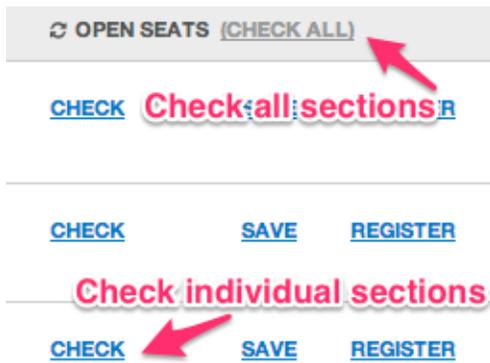
HIDE COURSES ON THESE DAYS **HIDE COURSES AT THESE TIMES**

Sun
 Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 8am - 11am
 11am - 2pm
 2pm - 5pm
 after 5pm

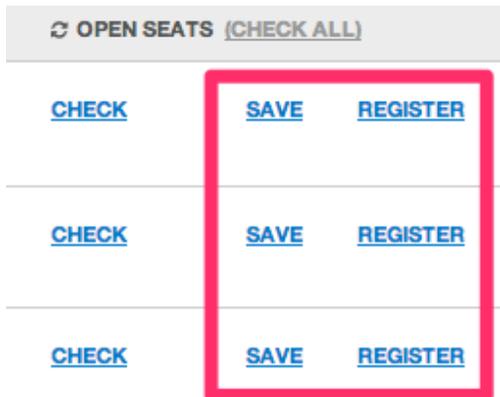
PSY 312
 Brain And Behavior **3.0 Credits**
 Prereq: PSY 100 or equivalent and PSY 215 or 216 and PSY major or minor.

SECTION	TYPE	TIMES	LOCATION	INSTRUCTOR	OPEN SEATS
001	Lecture	TR 2:00 pm - 3:15 pm	Kastle Hall Rm.213	Lynda Sharrett-Field	CHECK SAVE REGISTER
002	Lecture	TR 11:00 am - 12:15 pm	TBD	Susan Barron	CHECK SAVE REGISTER
003	Lecture	TR 9:30 am - 10:45 am	TBD	Lynda Sharrett-Field	CHECK SAVE REGISTER

Open seats can be checked for an individual section or for the entire course all at once.



A new feature of the application is the ability to save or register for course sections from the course catalog search results. Saving a course section will save it to your planned courses section but does not register it. The save feature will be available as soon as the term catalog is available so that students can start planning their schedule right away. The register option is only available when the student's registration window is open.



Clicking on the section link will open the information for the section, including the description, course deadlines, and refund schedule.

A&S 100
 Sp Intro Crse:Title Asgn **2.0 Credits**
 Prereq: Will be set by instructor.

SECTION	TYPE	TIMES
---------	------	-------

PART-OF-TERM COURSE:
 AUGUST 27 - DECEMBER 19

001	Lecture	MWF 3:00 pm - 3:50 pm
------------	---------	--------------------------

CLOSE OR PRESS (ESC)

A&S 100
 Sp Intro Crse:Title Asgn **2.0 Credits**
 Prereq: Will be set by instructor.

This course permits the offering at the introductory level of special courses of an interdisciplinary, topical, or experimental nature. Each proposal must be approved by the Dean of the College of Arts and Sciences. A particular title may be offered at most three times under the A&S 100 number. Students may not repeat under the same title. May be repeated to a maximum of 12 credits.

Prereq: Will be set by instructor.

SECTION	TYPE	TIMES	LOCATION	INSTRUCTOR
PART-OF-TERM COURSE: AUGUST 27 - DECEMBER 19				
001	Lecture	MWF 3:00 pm - 3:50 pm	TBD	TBD

<p>Course Deadlines</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Add course</td><td style="text-align: right;">9/3/2014</td></tr> <tr><td>Drop without a 'W'</td><td style="text-align: right;">9/17/2014</td></tr> <tr><td>Drop with a 'W'</td><td style="text-align: right;">11/7/2014</td></tr> <tr><td>Change grading option</td><td style="text-align: right;">9/17/2014</td></tr> </table>	Add course	9/3/2014	Drop without a 'W'	9/17/2014	Drop with a 'W'	11/7/2014	Change grading option	9/17/2014	<p>Refund Schedule</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: left;">Withdraw By</td> <td style="text-align: left;">Refund</td> <td style="text-align: left;">Still Owe</td> </tr> <tr> <td>8/26/2014</td> <td>100%</td> <td>0%</td> </tr> <tr> <td>9/3/2014</td> <td>80%</td> <td>20%</td> </tr> <tr> <td>9/24/2014</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>11/7/2014</td> <td>0%</td> <td>100%</td> </tr> </table>	Withdraw By	Refund	Still Owe	8/26/2014	100%	0%	9/3/2014	80%	20%	9/24/2014	50%	50%	11/7/2014	0%	100%
Add course	9/3/2014																							
Drop without a 'W'	9/17/2014																							
Drop with a 'W'	11/7/2014																							
Change grading option	9/17/2014																							
Withdraw By	Refund	Still Owe																						
8/26/2014	100%	0%																						
9/3/2014	80%	20%																						
9/24/2014	50%	50%																						
11/7/2014	0%	100%																						

The planned courses section gives students a place to plan their term schedules before registering. By saving course sections to the planned courses area, you can see if there are time conflicts, do pre-registration checks to see if there are any issues like pre-requisites, and view the schedule in a calendar view to help with time management.

Fall Semester 2014 Switch to a different year and term ▼

Planned courses for **Undergraduate, 7 Credits**

SELECT ALL COURSES

PSY 100 [Section 009](#) ▼ 4 Credits

ANT 101 [Section 002](#) ▼ 3 Credits

Registered Courses [Show History](#)

COURSE	CREDITS	GRADE TYPE	EDIT
■ A-S 321 Section 001	3.0 Credits	Normal	<input type="button" value="edit"/>
■ ACC 201 Section 003	3.0 Credits	Normal	<input type="button" value="edit"/>
■ PSY 333 Section 001	3.0 Credits	Normal	<input type="button" value="edit"/>
■ ANT 220 Section 001	3.0 Credits	Normal	<input type="button" value="edit"/>
■ A-S 280 Section 003	3.0 Credits	Normal	<input type="button" value="edit"/>
Total credits: 15.0 Credits			

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am		8:00 - 10:50 A-S 321		8:00 - 8:00 A-S : PSY			
9am		9:00 - 10:50 A-S 280	9:00 - 10:50 A-S 280		9:00 - 10:50 A-S 280		
10am							
11am		11:00 - 11:00 ACAN PS	11:00 - 12:11 ANT 220	11:00 - 11:00 ACAN PS	11:00 - 12:11 ANT 220	11:00 - 11:00 ACC PSY	
12pm						12:00 - 12:55 ANT 101	
1pm							
2pm			2:00 - 3:15 PSY 333	2:00 - 2:50 A-S 280	2:00 - 3:15 PSY 333		
3pm							
4pm							
5pm							

If you see a problem with a course section, you can easily change it by clicking on the section link in the planned courses area.

Planned courses for Undergraduate, 7 Credits

SELECT ALL COURSES

PSY 100 [Section 009](#) Credits

ANT 101 [Section 002](#) Credits

This will give you a view of all the other sections available in the courses with open seats. You can choose a section by clicking on and viewing it on the calendar to look for time conflicts or you can click on the “Automatically pick a section that fits” link. This will find the next available section that works with the other planned and booked courses.

Fall Semester 2014

Choose a section for A-S 102

Original section:
Section 001

Currently selected section:
Section 003

[Automatically pick a section that fits](#)

Showing 4 out of 7 sections

- Section 003**
- Section 005**
- Section 401**
- Section 402**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am		10:00 10:00 TA 1 TA 1	9:30 - 10:45 CS 375	10:00 10:00 TA 1 TA 1	9:30 - 10:45 CS 375	10:00 - 10:5 TA 110	
11am							
12pm		12:00 - 12:5 ACC 201	12:30 - 1:45 CPH 201	12:00 - 12:5 ACC 201	12:30 - 1:45 CPH 201	12:00 - 12:5 ACC 201	
1pm							
2pm							
3pm		3:00 - 5:50 A-S 102		3:00 - 5:50 A-S 102			
4pm							
5pm							
6pm							
7pm							
8pm							

■ = REGISTERED COURSES
■ = PLANNED COURSES

Note: Courses with times marked 'TBD' will not appear on the calendar

Once the schedule is ready, students can select plan courses they want to register and click the “Registered Selected” button to register them all in one convenient step.

Planned courses for Undergraduate, 7 Credits

<input checked="" type="checkbox"/>	SELECT ALL COURSES		
<input checked="" type="checkbox"/>	PSY 100	Section 009 ▼	4 Credits
<input checked="" type="checkbox"/>	ANT 101	Section 002 ▼	3 Credits

REGISTER SELECTED PRE-REGISTER CHECK

On the My classes page you will find the registered classes with the calendar view at the bottom. This is a summary page of the course schedule at a glance.

Fall Semester 2014

Switch to a different year and term ▼

Courses (12.0 Credits)

[Show History](#)

COURSE	TYPE	TIMES	LOCATION	INSTRUCTOR	CREDITS	GRADE TYPE	EDIT
ACC 201 Section 003	Lecture	MWF 11:00 am - 11:50 am	TBD	Jane B Wells	3.0 Credits	Pass/Fail	
PSY 333 Section 001	Lecture	TR 2:00 pm - 3:15 pm	Whitehall Classroom Bldg Rm.110	Christopher Ray Archer	3.0 Credits	Normal	
ANT 220 Section 001	Lecture	TR 11:00 am - 12:15 pm	Lafferty Hall Rm.0201C	Monica L Udvardy	3.0 Credits	Normal	
A-S 280 Section 003	Lecture	W 2:00 pm - 2:50 pm	TBD	Mr. Robert Dickes	3.0 Credits	Normal	
	Studio	TR 9:00 am - 10:50 am	TBD	Gregory Davis			

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am			9:00 - 10:50 A-S 280		9:00 - 10:50 A-S 280		
10am							
11am		11:00 - 11:50 ACC 201	11:00 - 12:15 ANT 220	11:00 - 11:50 ACC 201	11:00 - 12:15 ANT 220	11:00 - 11:50 ACC 201	
12pm							
1pm							
2pm			2:00 - 3:15 PSY 333	2:00 - 2:50 A-S 280	2:00 - 3:15 PSY 333		
3pm							

You can also drop or change the grade type for courses on the My Classes page by clicking on the edit button for each registered course and make the appropriate changes on the course information page.

Fall Semester 2014

You registered for this course on: 2014-03-27

Edit registered course

DROP COURSE

Change grade type

Normal

SAVE GRADE TYPE

A-S 321

Printmaking II 3.0 Credits

Prereq: A-S 320 or consent of instructor.

A continuation of A-S 320. Nine studio hours per week.

Prereq: A-S 320 or consent of instructor.

SECTION	TYPE	TIMES	LOCATION	INSTRUCTOR
001	Studio	TBD	TBD	Peggy Coots
	Studio	MW 8:00 am - 10:50 am	TBD	Peggy Coots

Course Deadlines

Add course	9/3/2014
Drop without a 'W'	9/17/2014
Drop with a 'W'	11/7/2014
Change grading option	9/17/2014

Refund Schedule

Withdraw By	Refund	Still Owe
8/26/2014	100%	0%
9/3/2014	80%	20%
9/24/2014	50%	50%
11/7/2014	0%	100%

Mapping:

The building locations are linked throughout the application to a map view to help with planning.

LOCATION

Whitehall Classroom Bldg
Rm.110

Lafferty Hall
Rm.0201C