

Quick Reference Card – Student Lifecycle Management

Course Cancellation



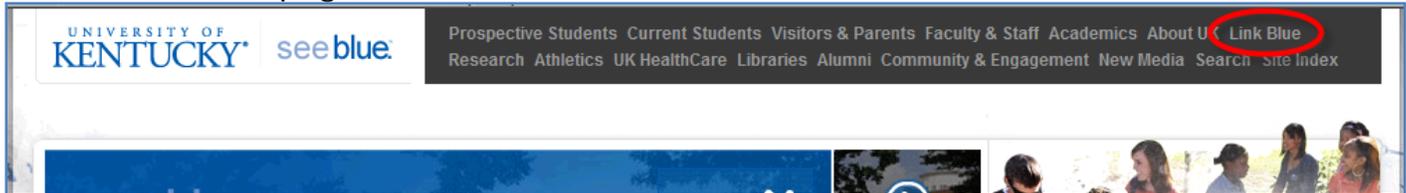
Process: Sometimes there is a need to cancel a course for a student. For example, Academic Standing is determined at the end of each academic session through a progression run after the grading window has closed. For students who have been placed on Academic Suspension, courses are manually cancelled. Be aware that if the cancellation date is after a certain point in the term, the student will receive a "W" grade. **Please note:** Never cancel the student's last course after the semester has begun. The student should follow the proper withdrawal procedures.

Role: Authorized Users

Frequency: As Needed

Enter the myUK Portal

From UK's home page, click on **Link Blue**



Click **myUK**



Enter your link blue **User ID** and **Password**

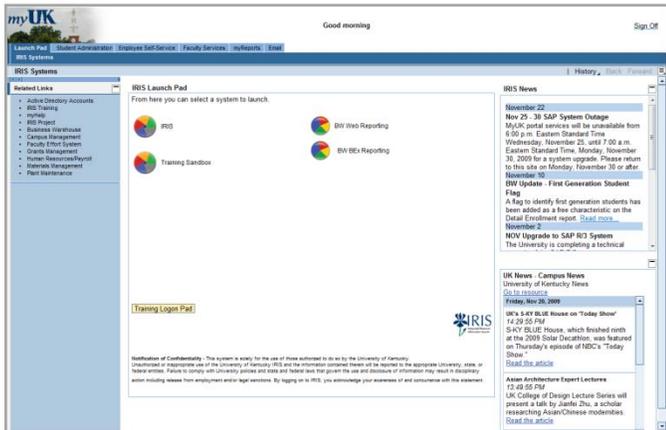
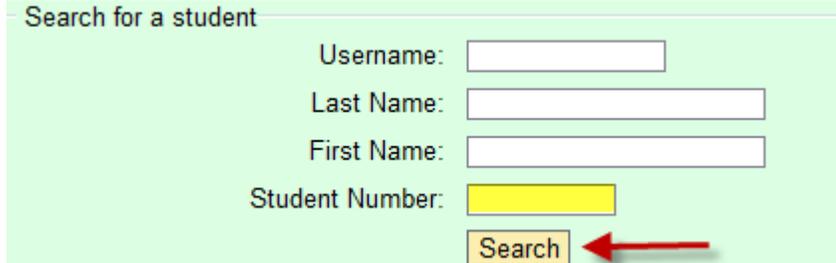
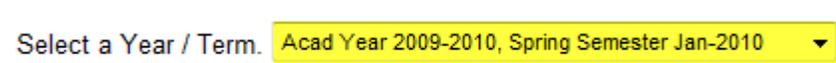


Click **Sign On**



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<p>The myUK welcome page will display</p> <p>Note: Your login screen may look different than this screenshot, depending on your access.</p>	
<p>Select the Student Administration tab</p>	
<p>Select the Advising Services tab</p>	
<p>Select the Registration link under the Detailed Navigation menu</p>	
<p>Select Admin Booking</p>	
<p>Open the Student's Record</p>	
<p>Enter the student's number or search by user ID or name; then click Search</p>	
<p>Select the year and session using the dropdown menu</p>	

Cancellation of the courses

Flag the courses to be cancelled and click "Drop"

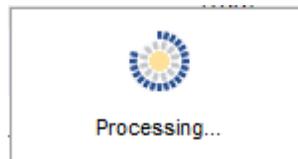
██████████ is registered for these courses.

Drop	Class	Hours	Grading Type	Meeting Times	Status
<input checked="" type="checkbox"/>	A-S 521 Section 001 PRINTMAKING IV	3.0	Normal (Change)	MW 1:00 pm - 3:50 pm (Reynolds Building-Rm.120-RB) TBD (TBD)	Enrolled 11/09/2009 12:42 pm
<input checked="" type="checkbox"/>	A-S 395 Section 004 INDEP WORK: ART STUDIO	3.0	Normal (Change)	TBD (TBD)	Enrolled 11/24/2009 1:28 pm
<input type="button" value="Drop"/>		6.0			<input type="button" value="Show History"/>

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System message during execution of drop



Verify that courses have been cancelled from the student's account

Course

- A-S 521 Section 001 drop complete.
- A-S 395 Section 004 drop complete.

(11.13 seconds)

Verify that all courses have been cancelled for the term

██████████ is not registered for any courses this semester.

Sign Off the Portal

To exit **myUK** portal, click on **Sign Off** in the upper-right corner of the portal screen

