**Process:** Academic Standing is determined at the end of each academic session through a progression run after the grading window has closed. The result, Eligible for Suspension, needs intervention by the college to determine the student’s status. The decision to put the student on suspension or good standing must be made and then manually changed on the student’s record on the Progression tab in the Student File. Eligible for Suspension reports are generated after each academic session and placed in each college’s folder. The Registrar’s Office will follow up with each college to validate that all students have been adjusted.

If a student is placed on Suspension, there are additional steps to be completed in the following order after the academic standing has been changed.

1) Cancel Student’s Future Bookings via the Portal
2) Withdraw Student from his/her Program Registration(s)
3) Verify that all Majors and Minors are End Dated
4) Apply Suspension Hold

**Please note:** When a grade change is made, progression automatically follows and the result “Eligible for Suspension” could result again.

**Role:** Authorized Users  
**Frequency:** End of Term

---

**Enter the myUK Portal**

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

![Link Blue](image)

Click **myUK**
### Eligible for Suspension

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

Enter the User ID and Password.

#### Click Sign On

Click the Sign On button.

#### The myUK welcome page will display

The myUK welcome page will display.

**Note:** Your login screen may look different than this screenshot, depending on your access.

#### Click the IRIS beach ball icon

Click the IRIS beach ball icon.

#### Enter the Transaction Code

Enter the transaction code.

**PIQST00** <- Two zeros on the end

#### Find the Student’s Records

**Student Number**

Enter the Student Number.

Press Enter to pull up the student’s records.
Open the Progression Tab

Click on the Tab List located to the right of the tabs

Select Progression

Remove key date; select program type; then double click Academic Standing Category

Select the Eligible for Suspension result and click the pencil icon
Change the result to the college’s decision and click **SAVE**

Verify the result

If the student is placed on **Probation**, the process is complete. If the student is placed on **Academic Suspension**, there are four additional steps to complete the process.

**Step 1: Cancel Student’s Future Bookings (Portal)**

Select the Student Administration tab

Select the Advising Services tab

Select the Registration link under the Detailed Navigation menu
Select Admin Booking

Open the Student’s Record

Enter the student’s number or search by user ID or name; then click Search

Search for a student

Select the year and session using the dropdown menu

Select a Year / Term. Acad Year 2009-2010, Spring Semester Jan-2011

Cancellation of the courses

Flag the courses to be cancelled and click “Drop”

Flagged courses are not scheduled.

is registered for these courses.

<table>
<thead>
<tr>
<th>Drop</th>
<th>Class</th>
<th>Hours</th>
<th>Grading Type</th>
<th>Meeting Times</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>A-S 521 Section 001</td>
<td>3.0</td>
<td>Normal (Change)</td>
<td>MW 1:00 pm - 3:50 pm (Reynolds Building-Rm.120-RB)</td>
<td>Enrolled</td>
</tr>
<tr>
<td>✔</td>
<td>A-S 395 Section 004</td>
<td>6.0</td>
<td>Normal (Change)</td>
<td>TBD (TBD)</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>

[Drop]

Print Schedule 
Buy Books

System message during execution of drop

Processing...

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

Verify that all courses have been cancelled for the term

is not registered for any courses this semester.
## Step 2: Withdraw Student from Registration

### Enter the Transaction Code

Enter the transaction code

| SAP Easy Access | PIQST00 | Two zeros on the end |

### Find the Student’s Records

**Student Number**

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Enter the Student Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the Student Number</td>
<td>Press Enter to pull up the student’s records</td>
</tr>
</tbody>
</table>

### Open the Registration Tab

Click on the **Tab List** located to the right of the tabs

- **Registration**
- **Program Type Progression**
- **General Data**

Using the drop-down menu under **De-registration**, select **Withdrawal**
Change **Registered Until** date to last day of term completed.

Select De-registration reason, **Suspension**.

Do **NOT** flag the Cancel Module Bookings box.

Click **SAVE**

Verify the program has been ended.

Be aware that some students may have a second program. Communicate with the other college to complete the De-registration process.

**Step 3: Verify all Majors and Minors are End Dated**

Verify that the major/minor has the same end date that was selected in Step 2.

**Step 4: Apply Suspension Hold**

**Enter the Transaction Code**

Enter the transaction code

\[ \text{PIQST00} \text{ <- Two zeros on the end} \]
Find the Student’s Records

Enter the **Student Number**
Press **Enter** to pull up the student’s records

Open the Progression Tab

Click on the **Tab List** located to the right of the tabs

Select **Holds**

Click the **Create** icon

Select the appropriate Suspension or Probation hold using the dropdown button. The status “Active” will populate automatically. The valid from date should be the day after the term ended.

Click the **SAVE** icon

Verify the result. The green square represents “Active”.

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Last updated 05/03/2010

myHelp Website:
http://myhelp.uky.edu/rwd/HTML/index.html
Sign Off the Portal

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