| | |
|---|---|
| **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 |

## Entering 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** |  |

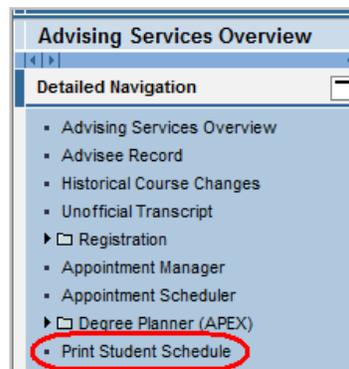| | |
|---|---|
| The *myUK* welcome page will display<br><br>**Note**: Your login screen may look different depending on your access and roles. |  |
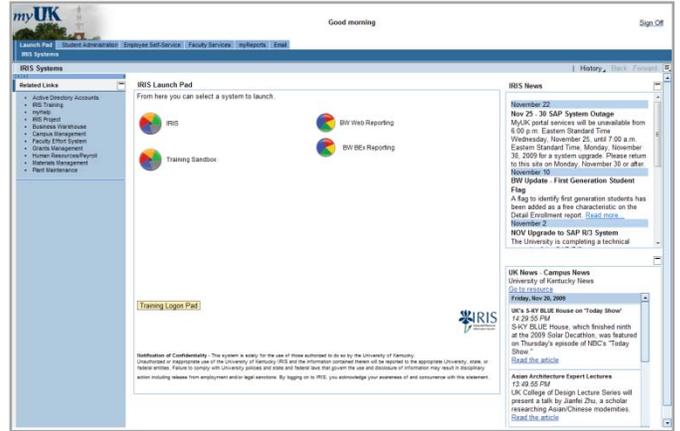
## Navigating to Student Schedule

| | |
|---|---|
| Click the **Student Administration** tab |  |
| Click the **Advising Services** tab |  |
| Click **Print Student Schedule** |  |

## Searching for the Student's Schedule

| | |
|---|---|
| In the **Search for a student** box, enter either the student's **Username**, **Last Name**, **First Name**, and/or **Student Number** | **Search for a student**<br>Username:<br>Last Name:<br>First Name:<br>Student Number: 10029591<br>Search |
| Click on the **Search** button | First Name:<br>Student Number: 10029591<br>Search |
| In the **Select a Year/Term** field, select the appropriate Academic Year and Term<br><br>**Note:** This field will default to the most current academic year and term | Current Student: Mielke, Ann () - UKID# 10029591<br>Open Student Selection   Close<br>Select a Year / Term. Acad Year 2008-2009, Fall Semester Aug-2008 |

The student's schedule will be displayed

**Ann Mielke** is registered for these courses.

| Drop | Class | Hours | Grading Type | Meeting Times | Status |
|------|-------|-------|--------------|---------------|--------|
| ☐ | ENG 104 Section 001<br>WRITING:AN ACCELERATED FOUNDATIONAL CRS | 4.0 | Normal (Change) | MWF 8:00 am - 8:50 am<br>(Funkhouser Biological Scien-Rm.B13-FB) | Enrolled<br>04/28/2008 12:48 pm |
| ☐ | ECO 201 Section 001<br>PRINCIPLES OF ECO I | 3.0 | Normal (Change) | MWF 8:00 am - 8:50 am<br>(Business and Economics Bldg-Rm.305-BE) | Enrolled<br>04/28/2008 1:13 pm |
| Drop | | 7.0 | | | Show History |

🖶 Print Schedule     📖 Buy Books

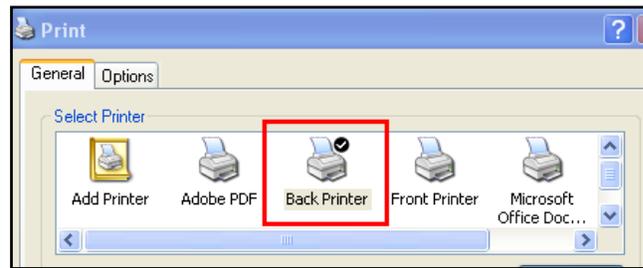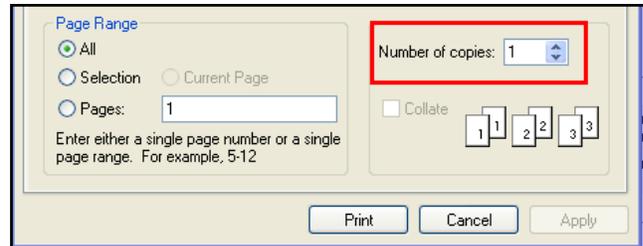| | |
|---|---|
| Click on the **Print Schedule** link | **Ann Mielke** is registered for these courses.<br><br>Drop / Class / Hours / Grading Type / Mee<br>☐ ENG 104 Section 001 / WRITING:AN ACCELERATED FOUNDATIONAL CRS / 4.0 / Normal (Change) / MWF 8:00 am - (Funkhouser Biol<br>☐ ECO 201 Section 001 / PRINCIPLES OF ECO I / 3.0 / Normal (Change) / MWF 8:00 am - (Business and Ec<br>Drop / 7.0<br>🖶 **Print Schedule**   📖 Buy Books |

| | |
|---|---|
| Your default printer should be selected | |
| Choose the **Number of Copies** you want to print | |
| Click on the **Print** button | |