**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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**Entering the myUK Portal**

From UK’s home page, click on **link blue**

1. Click **myUK**
2. Enter your link blue **User ID** and **Password**
3. Click **Sign On**
The myUK welcome page will display

**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**

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

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