**Process:** Courses may be dropped from a student's schedule using the Administration Booking section of the Student Administration portal.

**Quick Reference Card – Student Lifecycle Management** 

View and Print Student Schedule

Role: Authorized Personnel

Frequency: When Needed

ntegrated Resourc nformation System

## Entering the myUK Portal From UK's home page, click on link blue UNIVERSITY OF Go Search Site Index UK Web People Site Index link blue About UK Academics Research Arts & Culture Faculty & Staff Community & Engagement Prospective Students Administration Libraries UK Jobs Contact UK Student Life Alumni Athletics Diversity Maps/Directions Visitors & Parents UK HealthCare Giving to UK Novel H1N1 Flu Admissions UNIVERSIT KENTU About UK Prospective Students Administratio Click myUK Student Life Alumni Admissio Visitors & Par Services using link blue Account Manager e Exchange Blackboard myUK KENTUCKY\* see blue. Welcome to myUK Enter your link blue User ID and Use your link blue ID to Sign On to this portal Password User ID linkblueUserID Password Sign On no Librar User ID linkblueUserID Password Click Sign On Sign On





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Quick Reference Card – Student Lifecycle Management View and Print Student Schedule



Searching for the Student's Schedule		
In the <b>Search for a student</b> box, enter either the student's <b>Username</b> , <b>Last</b> <b>Name</b> , <b>First Name</b> , and/or <b>Student</b> <b>Number</b>	Search for a student Username: Last Name: First Name: Student Number: 10029591 Search	
Click on the <b>Search</b> button	First Name: Student Number: 10029591 Search	
In the <b>Select a Year/Term</b> field, select the appropriate Academic Year and Term <b>Note:</b> This field will default to the most current academic year and term	Current Student: Mielke, Ann () - UKID# 10029591 Open Student Selection Close 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     Gradin       ENG 104 Section 001 WRITING: AN ACCELERATED FOUNDATIONAL CRS     4.0     Normal       ECO 201 Section 001 PRINCIPLES OF ECO 1     3.0     Normal       Drop     7.0	Image: Status     MWF     8:00 am - 8:50 am     Enrolled       (Change)     (Funkhouser Biological Scien-Rm.B13-FB)     04/28/2008 12:48 pm       (Change)     MWF     8:00 am - 8:50 am     Enrolled       (Change)     MWF     8:00 am - 8:50 am     Enrolled       (Change)     MWF     8:00 am - 8:50 am     Show History	
Click on the <b>Print Schedule</b> link	Ann Mielke is registered for these courses.         Drop       Class       Hours       Grading Type       Mee         Print Schedule       ENG 104 Section 001       MVF 8:00 am       MVF 8:00 am         Colspan="2">ECO 201 Section 001       3.0       Normal (Change)       MVF 8:00 am         PRINCIPLES OF ECO 1       3.0       Normal (Change)       (Business and Edition of the section	

## Quick Reference Card – Student Lifecycle Management View and Print Student Schedule



Your default printer should be selected	Select Printer Add Printer Add Printer Add Printer Adobe PDF Back Printer Front Printer Microsoft Office Doc
Choose the <b>Number of Copies</b> you want to print	Page Range         Image: All         Selection       Current Page         Pages:       1         Enter either a single page number or a single page range. For example, 5-12         Print       Cancel
Click on the <b>Print</b> button	Page Range         All         Selection       Current Page         Pages:       1         Enter either a single page number or a single page range. For example, 5-12         Print       Cancel