

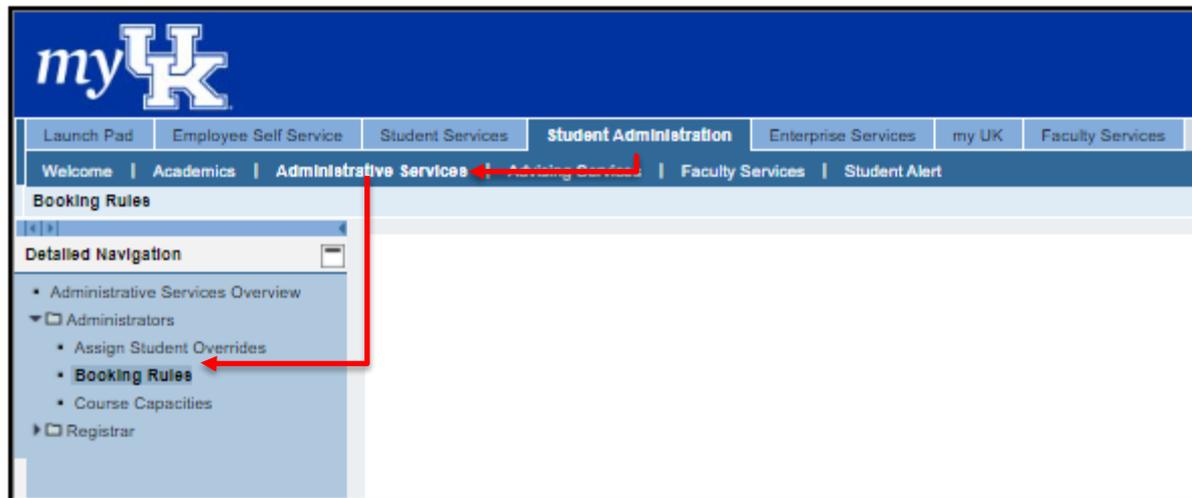
Booking Rules

How to Add or Remove Booking
Rules in myUK

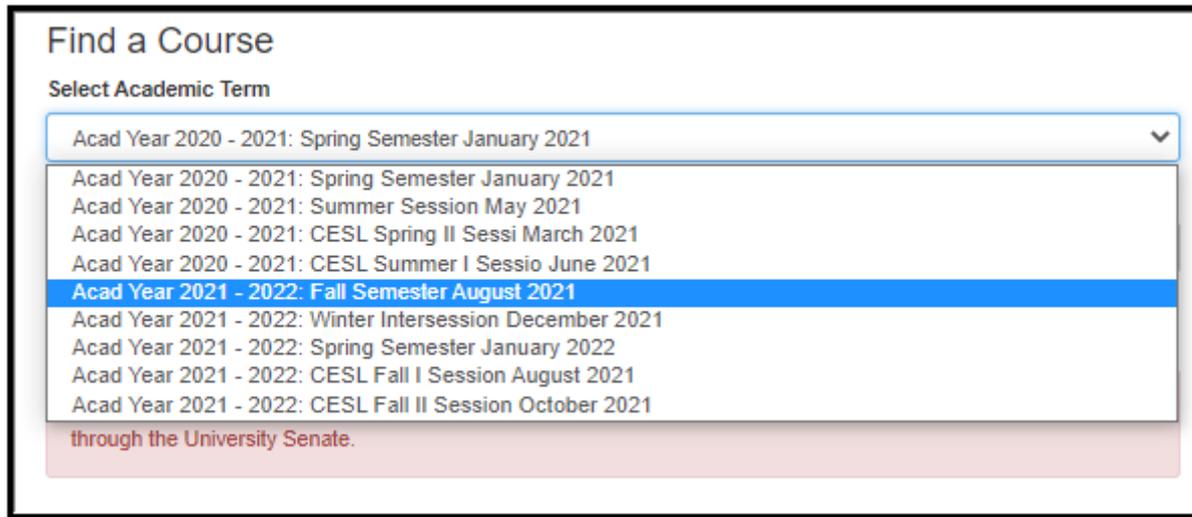


How to: Add a New Booking Rule

Step 1: Navigate to the Booking Rules application using the following links.



Step 2: Select the appropriate term using the “Select Academic Term” dropdown menu.



Find a Course

Select Academic Term

Acad Year 2020 - 2021: Spring Semester January 2021

Acad Year 2020 - 2021: Spring Semester January 2021

Acad Year 2020 - 2021: Summer Session May 2021

Acad Year 2020 - 2021: CESL Spring II Sessi March 2021

Acad Year 2020 - 2021: CESL Summer I Sessio June 2021

Acad Year 2021 - 2022: Fall Semester August 2021

Acad Year 2021 - 2022: Winter Intersession December 2021

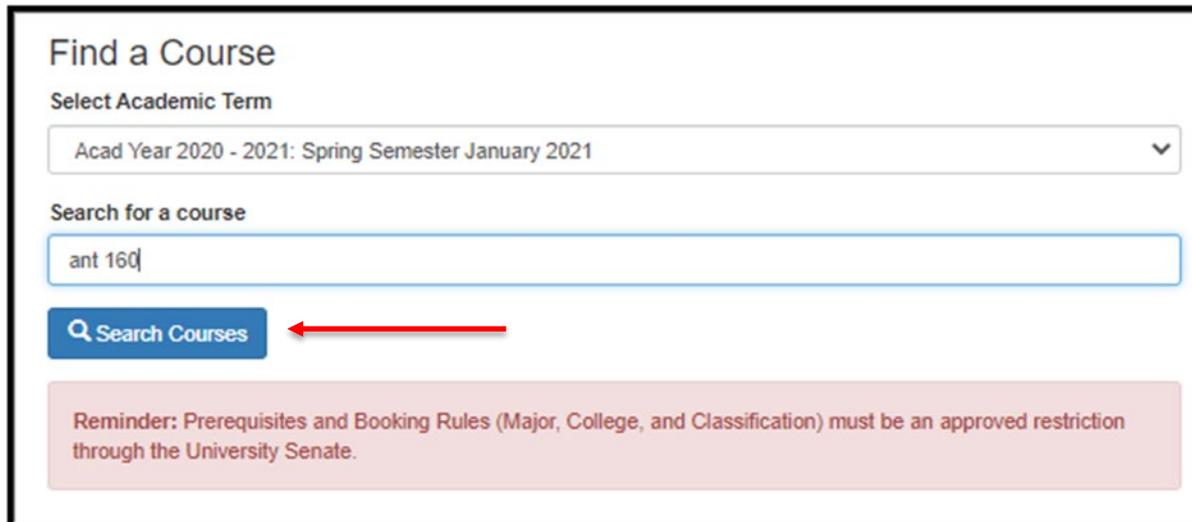
Acad Year 2021 - 2022: Spring Semester January 2022

Acad Year 2021 - 2022: CESL Fall I Session August 2021

Acad Year 2021 - 2022: CESL Fall II Session October 2021

through the University Senate.

Step 3: Type in the desired course in the “Search for a course” textbox and click “Search Courses”.



Find a Course

Select Academic Term

Acad Year 2020 - 2021: Spring Semester January 2021

Search for a course

ant 160

Search Courses

Reminder: Prerequisites and Booking Rules (Major, College, and Classification) must be an approved restriction through the University Senate.

Step 4: Click “View” next to the appropriate course. This will take you to the Booking Rules Summary page.

Find a Course

Select Academic Term

Acad Year 2020 - 2021: Spring Semester January 2021

Search for a course

ant 160

Search Courses

1 course returned

Course Number	Title	
ANT 160	Cultural Diversity in the Modern World	View



Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:

All Sections

Create New Rule:

Select Rule Type

College

Select Rule

College of Ag, Food and Environment

Include Exclude

New Rule

Return to Search

Current Course Rules

Please Note: Booking Rules are restricted to four (4) characters at this time
Restrictions applied are enforced for all major/minors sharing the same four (4) characters.

No rules found for ANT 160 for the 2021 Spring Semester



Step 5: Using the “Choose a Section” dropdown menu, select either All Sections or one specific section to add the Booking Rule to.

Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:

All Sections ▼

- All Sections
- Section 001
- Section 002
- Section 003
- Section 004
- Section 005
- Section 006
- Section 007
- Section 008
- Section 009
- Section 010
- Section 011
- Section 012
- Section 013
- Section 014
- Section 015
- Section 016
- Section 017
- Section 018
- Section 201

Current Course Rules

Please Note: Booking Rules are restricted to four (4) characters at this time
Restrictions applied are enforced for all major/minors sharing the same four (4) characters.

No rules found for ANT 160 for the 2021 Spring Semester

Step 6: Using the “Select Rule Type” dropdown menu, select the type of Booking Rule you need.

Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:

Section 008

Create New Rule:

Select Rule Type

Major/Minor

College

Classification

Major/Minor

[Return to Search](#)

Current Course Rules

Please Note: Booking Rules are restricted to four (4) characters at this time
Restrictions applied are enforced for all major/minors sharing the same four (4) characters.

No rules found for ANT 160 for the 2021 Spring Semester

Step 7: Using the “Select Rule” dropdown menu, select the specific rule you’d like to apply to the section.

College = Allows you to limit the section to only students in a certain college.

Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:
Section 008

Create New Rule:
Select Rule Type
College

Select Rule
College of Ag, Food and Environment

- College of Ag, Food and Environment
- College of Arts & Sciences
- College of Business and Economics
- College of Communication and Information
- College of Dentistry
- College of Design

Classification = Allows you to limit the section by classification (Freshman, Sophomore, etc.)

Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:
Section 008

Create New Rule:
Select Rule Type
Classification

Select Rule
Undergrad - Freshman

- Undergrad - Freshman
- Undergrad - Sophomore
- Undergrad - Junior
- Undergrad - Senior
- Undergrad - Fifth year program
- Undergrad - Non-degree seeking

Major/Minor = Allows you to limit the section to students in a certain Major/Minor.

Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:
Section 008

Create New Rule:
Select Rule Type
Major/Minor

Select Rule
Anthropology | ANTH

- Plant and Soil Science | PSSC
- Sustainable Ag. & Community Food Systems | SACF
- Undeclared/Exploratory Studies in AG | UNAG
- College of Arts & Sciences
- African American and Africana Studies | AAAS
- Anthropology | ANTH

Note: The Major/Minor rule type will allow students in either the Major or Minor to enroll.

Step 8: Once you've selected the appropriate Booking Rule, choose whether to Include or Exclude the group of students that this rule applies to.

For instance, in the below example, "Include" would restrict the section to only permit Anthropology Majors & Minors to register. However, if we selected "Exclude" it would prevent Anthropology Majors & Minors from registering for this section, while allowing all other students.

Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:
Section 008

Create New Rule:
Select Rule Type
Major/Minor
Select Rule
Anthropology | ANTH

Include Exclude

New Rule

[Return to Search](#)

Current Course Rules

Please Note: Booking Rules are restricted to four (4) characters at this time
Restrictions applied are enforced for all major/minors sharing the same four (4) characters.

No rules found for ANT 160 for the 2021 Spring Semester

Step 9: Once finished, click “New Rule” to apply the Booking Rule.

Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:
Section 008

Major Rule: Anthropology added to ANT 160 - Section 008

Create New Rule:
Select Rule Type
College
Select Rule
College of Ag, Food and Environment
 Include Exclude
[New Rule](#)
[Return to Search](#)

Current Course Rules

Please Note: Booking Rules are restricted to four (4) characters at this time
Restrictions applied are enforced for all major/minors sharing the same four (4) characters.

No rules found for ANT 160 for the 2021 Spring Semester

Note: Booking Rules may not immediately appear under the Current Course rules area. The Course Scheduling team recommends auditing your Booking Rules after you've entered them all to ensure accuracy.

Important Reminders:

Multiple Booking Rules can be added to a course/section.

When multiple Rules of the same type (i.e. College, Classification, or Major/Minor) are active on a course/section, students who attempt to register will need to meet only one of the requirements. For example, if a course/section has Booking Rules for two different Majors/Minors, students will be able to register for the course as long as they are in one of those majors/minors.

However, when Rules of different types are added to a course/section, students attempting to register will need to meet all of the requirements. For example, if a section has a College rule and a Classification rule, students will only be able to register for the section if they meet both of these qualifications.

How to: Delete an Existing Booking Rule

Step 1: Search for the desired course using the same method described in steps 1-4 above. Click the “Delete” button to remove the Booking Rule from the selected section.

Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:
Section 008

Edit Rules for Section 008:

Select a Rule to Delete:
Major/Minor - Section 008 - Anthropology | ANTH **Delete**

Create New Rule:

Select Rule Type
College

Select Rule
College of Ag, Food and Environment

Include Exclude

New Rule

[Return to Search](#)

Current Course Rules

Please Note: Booking Rules are restricted to four (4) characters at this time
Restrictions applied are enforced for all major/minors sharing the same four (4) characters.

Type	Rule	Section	Include Rule?
Major/Minor	Anthropology ANTH	Section 008	True

The Booking Rule has now been removed.

Course Booking Rules Summary

Course: ANT 160
Cultural Diversity in the Modern World
This course has 19 sections in the 2021 Spring Semester

Maintain Booking Rules

Choose a Section:
Section 008

Major Rule: Anthropology deleted from ANT 160 - Section 008

Edit Rules for Section 008:

Select a Rule to Delete:
Major/Minor - Section 008 - Anthropology | ANTH Delete

Create New Rule:

Select Rule Type
College

Select Rule
College of Ag, Food and Environment

Include Exclude

New Rule

[Return to Search](#)

Current Course Rules

Please Note: Booking Rules are restricted to four (4) characters at this time. Restrictions applied are enforced for all major/minors sharing the same four (4) characters.

No rules found for ANT 160 for the 2021 Spring Semester

Note: Booking Rules may not immediately disappear from the Current Course rules area after deletion. The Course Scheduling team recommends auditing to ensure deletion after you have finished.

Questions?

Contact **Course Scheduling** at
course.scheduling@uky.edu