Booking Rules

How to Add or Remove Booking Rules in myUK



How to: Add a New Booking Rule

<u>Step 1</u>: Navigate to the Booking Rules application using the following links.





<u>Step 2</u>: 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.	

<u>Step 3</u>: Type in the desired course in the "Search for a course" textbox and click "Search Courses".

elect Academic Ten		
Acad Year 2020 - 2	21: Spring Semester January 2021	
earch for a course		
ant 160		
Q Search Courses		



<u>Step 4</u>: Click "View" next to the appropriate course. This will take you to the Booking Rules Summary page.

Find a Course Select Academic Term Acad Vear 2020 - 2021: Spring Semester January 2021 Search for a course ant 160 Course returned Course Number Title AVT 160 Cultural Diversity in the Modern World This course has 19 sections in the 2021 Spring Semester Maintain Booking Rules Course a Section: Al Sections Al Sections Create New Rule: Select Rule College Select Rule College Select Rule College Select Rule	F				
Select Academic Term Acad Year 2020 - 2021: Spring Semester January 2021 Search for a course ant 160 Course Rumber Title ArtT 160 Course Number Title ArtT 160 Cultural Diversity in the Modern World The course has 19 sections in the 2021 Spring Semester Maintain Booking Rules Alead Course Section: Alead Section: Alead Course Rule: Select Rule: Select Rule College College College of Ag, Food and Environment Include Course		Find a Course			
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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 College of Ag, Food and Environment College of Ag, Food and Environment New Rule: Setect Rule College of Ag, Food and Environment New Rule: Setect Rule College of Ag, Food and Environment New Rule: College of Ag, Food and Environment College O Exclude College O Exclude Coll	Course: ANT 160			Current Course Rules	
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Maintain Booking Rules Choose a Section: All Sections Create New Rule: Select Rule Type College College of Ag, Food and Environment • Include O Exclude	This course has 19 sections in	n the 2021 Spring Semester		Please Note: Booking Rules are restricted to four (4) charact Restrictions applied are enforced for all major/minors sharing	ters at this time the same four (4)
Choose a Section: All Sections No rules found for ANT 160 for the 2021 Spring Semester Create New Rule: Select Rule Type College College of Ag, Food and Environment Include O Exclude New Rule:	Maintain Booking	Rules		characters.	
All Sections ✓ Create New Rule: Select Rule Type College ✓ Select Rule ✓ College of Ag, Food and Environment ✓ ● Include ○ Exclude ✓ New Rule ✓	Channes Carting				
Create New Rule: Select Rule Type College * Select Rule College of Ag, Food and Environment * Include O Exclude New Rule	Choose a Section:			No rules found for ANT 160 for the 2021 Spring Semester	
Select Rule Type College * Select Rule College of Ag, Food and Environment * Include O Exclude New Rule	All Sections		~	No rules found for ANT 160 for the 2021 Spring Semester	
College * Select Rule * College of Ag, Food and Environment * • Include O Exclude *	All Sections Create New Rule:		~	No rules found for ANT 160 for the 2021 Spring Semester	
Select Rule College of Ag, Food and Environment Include O Exclude New Rule	All Sections Create New Rule: Select Rule Type		~	No rules found for ANT 160 for the 2021 Spring Semester	
College of Ag, Food and Environment	All Sections Create New Rule: Select Rule Type College		~	No rules found for ANT 160 for the 2021 Spring Semester	
Include Exclude New Rule	All Section: All Sections Create New Rule: Select Rule Type College Select Rule		• •	No rules found for ANT 160 for the 2021 Spring Semester	
New Rule	All Sections Create New Rule: Select Rule Type College Select Rule College of Ag, Food and Environment	vironment	× 	No rules found for ANT 160 for the 2021 Spring Semester	
	All Sections Create New Rule: Select Rule Type College Select Rule College of Ag, Food and Env Include O Exclude	vironment	× *	No rules found for ANT 160 for the 2021 Spring Semester	
Return to Search	All Sections Create New Rule: Select Rule Type College Select Rule College of Ag, Food and Em Include O Exclude New Rule	vironment	• •	No rules found for ANT 160 for the 2021 Spring Semester	



<u>Step 5</u>: 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	Current Course Rules		
Cultural Diversity in the Modern World This course has 19 sections in the 2021 Spring Semester	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.		
Maintain Booking Rules Choose a Section:	No rules found for ANT 160 for the 2021 Spring Semester		
All Sections V	No fales found for ANT foo for the 2021 opining beneater		
All Sections			
Section 001 Section 002			
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			



<u>Step 6</u>: Using the "Select Rule Type" dropdown menu, select the type of Booking Rule you need.

Course Booking Rules Summary			
Course: ANT 160	Current Course Rules		
Cultural Diversity in the Modern World	Please Note: Booking Rules are restricted to four (4) characters at this time		
This course has 19 sections in the 2021 Spring Semester	Restrictions applied are enforced for all major/minors sharing the same four (4) characters.		
Maintain Booking Rules			
Choose a Section:	No rules found for ANT 160 for the 2021 Spring Semester		
Section 008			
Create New Rule:			
Select Rule Type			
Major/Minor -			
College			
Classification			
Major/Minor			
Return to Search			



<u>Step 7</u>: Using the "Select Rule" dropdown menu, select the specific rule you'd like to apply to the section.

Classification = Allows you to limit

the section by classification

(Freshman, Sophomore, etc.)

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

Course Booking Rules Summary	Course Booking Rules Summary	Course Booking Rules Summary
Course: ANT 160 Cultural Diversity in the Modern World This course has 19 sections in the 2021 Spring Semester	Course: ANT 160 Cultural Diversity in the Modern World This course has 19 sections in the 2021 Spring Semester	Course: ANT 160 Cultural Diversity in the Modern World This course has 19 sections in the 2021 Spring Semester
Maintain Booking Rules	Maintain Booking Rules	Maintain Booking Rules
Choose a Section:	Choose a Section:	Choose a Section:
Section 008	Section 008	✓ Section 008 ✓
Create New Rule:	Create New Rule:	Create New Rule:
Select Rule Type	Select Rule Type	Select Rule Type
College	* Classification	- Major/Minor -
Select Rule	Select Rule	Select Rule
College of Ag, Food and Environment	Undergrad - Freshman	Anthropology ANTH
College of Ag, Food and Environment	Undergrad - Freshman	Plant and Soil Science PSSC
College of Arts & Sciences	Undergrad - Sophomore	Sustainable Ag. & Community Food Systems LSACE
College of Business and Economics	Undergrad - Junior	
College of Communication and Information		
College of Dentistry	Undergrad - Sellion	College of Arts & Sciences
College of Design	Undergrad - Fifth year program	African American and Africana Studies AAAS
	Undergrad - Non-degree seeking	Anthropology ANTH

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



Major/Minor = Allows you to limit

the section to students in a certain

Major/Minor.

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	Current Course Rules		
Cultural Diversity in the Modern World	Please Note: Booking Rules are restricted to four (4) characters at this time		
Maintain Booking Rules	Restrictions applied are enforced for all major/minors sharing the same four (4) characters.		
Choose a Section:	No rules found for ANT 160 for the 2021 Spring Semester		
Section 008			
Create New Rule:			
Select Rule Type			
Major/Minor ~			
Select Rule			
Anthropology ANTH *			
Include Exclude New Rule			
Return to Search			



<u>Step 9</u>: Once finished, click "New Rule" to apply the Booking Rule.

Course Booking Rules Summary			
Course: ANT 160	Current Course Rules		
Cultural Diversity in the Modern World This course has 19 sections in the 2021 Spring Semester	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)		
Maintain Booking Rules	characters.		
Choose a Section:	No rules found for ANT 160 for the 2021 Spring Semester		
Section 008			
Major Rule: Anthropology added to ANT 160 - Section 008			
Select Rule Type			
College			
Select Rule			
College of Ag, Food and Environment			
Include O Exclude New Rule			
Return to Search			

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

<u>Step</u> 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		Current Course Rules			
Cultural Diversity in the Modern World This course has 19 sections in the 2021 Spring Semester		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.			
Maintain Booking Rules					
Choose a Section:		Туре	Rule	Section	Include Rule?
Section 008	~	Maior/Minor	Anthropology ANTH	Section 008	True
Edit Rules for Section 008:		,-			
Select a Rule to Delete:					
Major/Minor - Section 008 - Anthropology ANTH * De	lete				
Create New Rule:					
Select Rule Type					
College	*				
Select Rule	-				
New Rule					
Return to Search					



The Booking Rule has now been removed.

Course Booking Rules Summary				
Course: ANT 160	Current Course Rules			
Cultural Diversity in the Modern World This course has 19 sections in the 2021 Spring Semester	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			
Maintain Booking Rules				
Choose a Section:	No rules found for ANT 160 for the 2021 Spring Semester			
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				
Create New Rule:				
Select Rule Type				
College *				
Select Rule				
College of Ag, Food and Environment *				
Include O Exclude				
New Rule				
Return to Search				

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.





Contact **Course Scheduling** at <u>course.scheduling@uky.edu</u>

