University of Kentucky

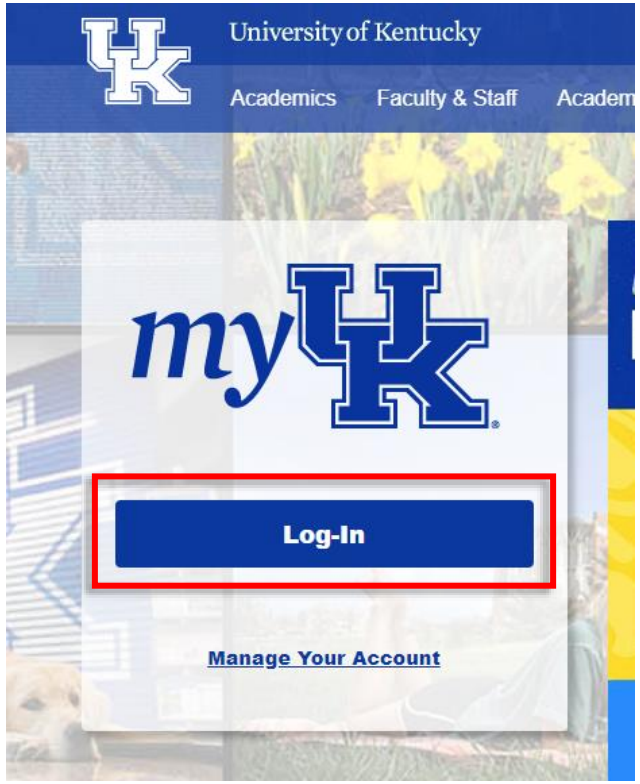
REGISTRATION USING MYUK

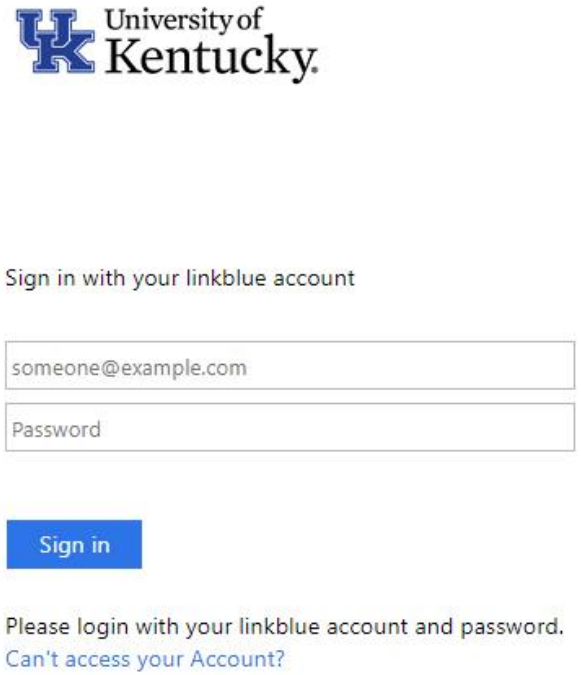
Wildly Possible

MYUK HOME PAGE

Access the myUK login page at https://myuk.uky.edu /irj/portal. Log on to the myUK portal using your Linkblue user ID and password.

If you need assistance with your User ID or password or if you have not created an account, follow the instructions at the Information Technology Customer Service Center Site: www.uky.edu/ukit/help. You may also e-mail the Help Desk at helpdesk@uky.edu or call (859) 218-4357. If you do not have a Linkblue account, please note that it may take up to 24 hours to create.





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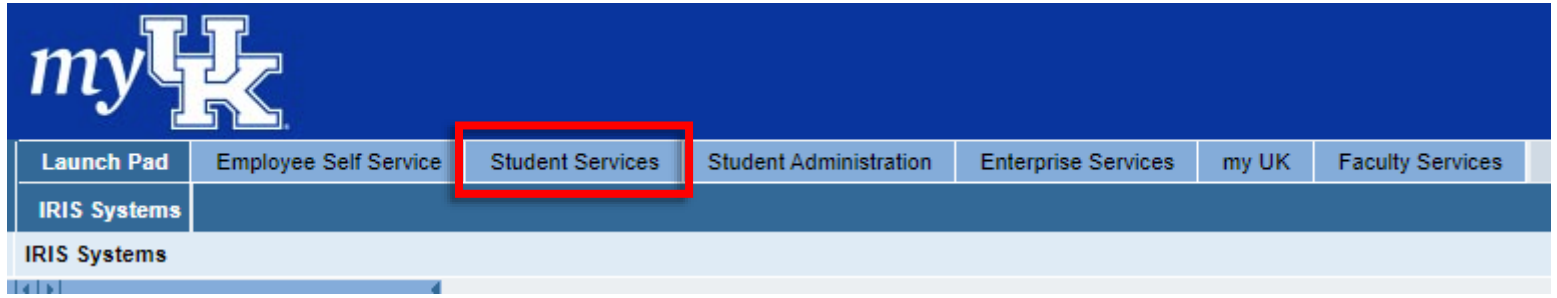
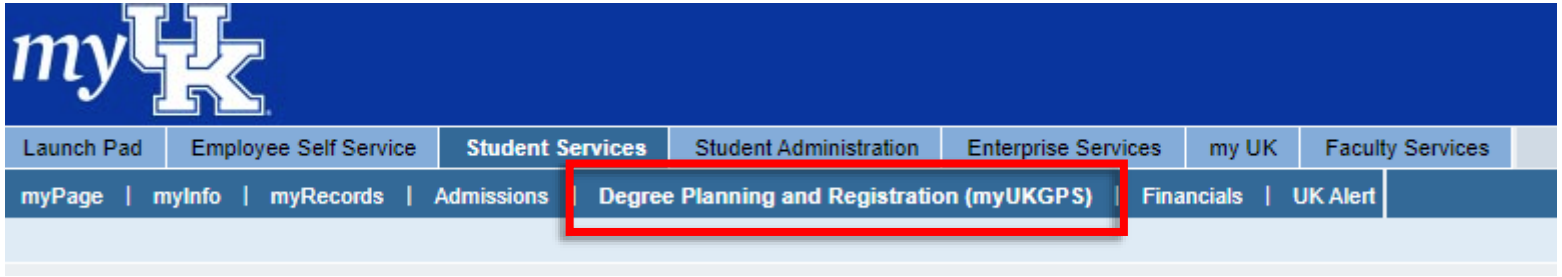
STUDENT SERVICES TAB

From the **Home Page,** click on the **Student Services** tab.



PLAN AND REGISTER

From the **Student Services** page, click on **Degree Planning and Registration (myUKGPS)** This will take you to the **Home** screen of GPS.



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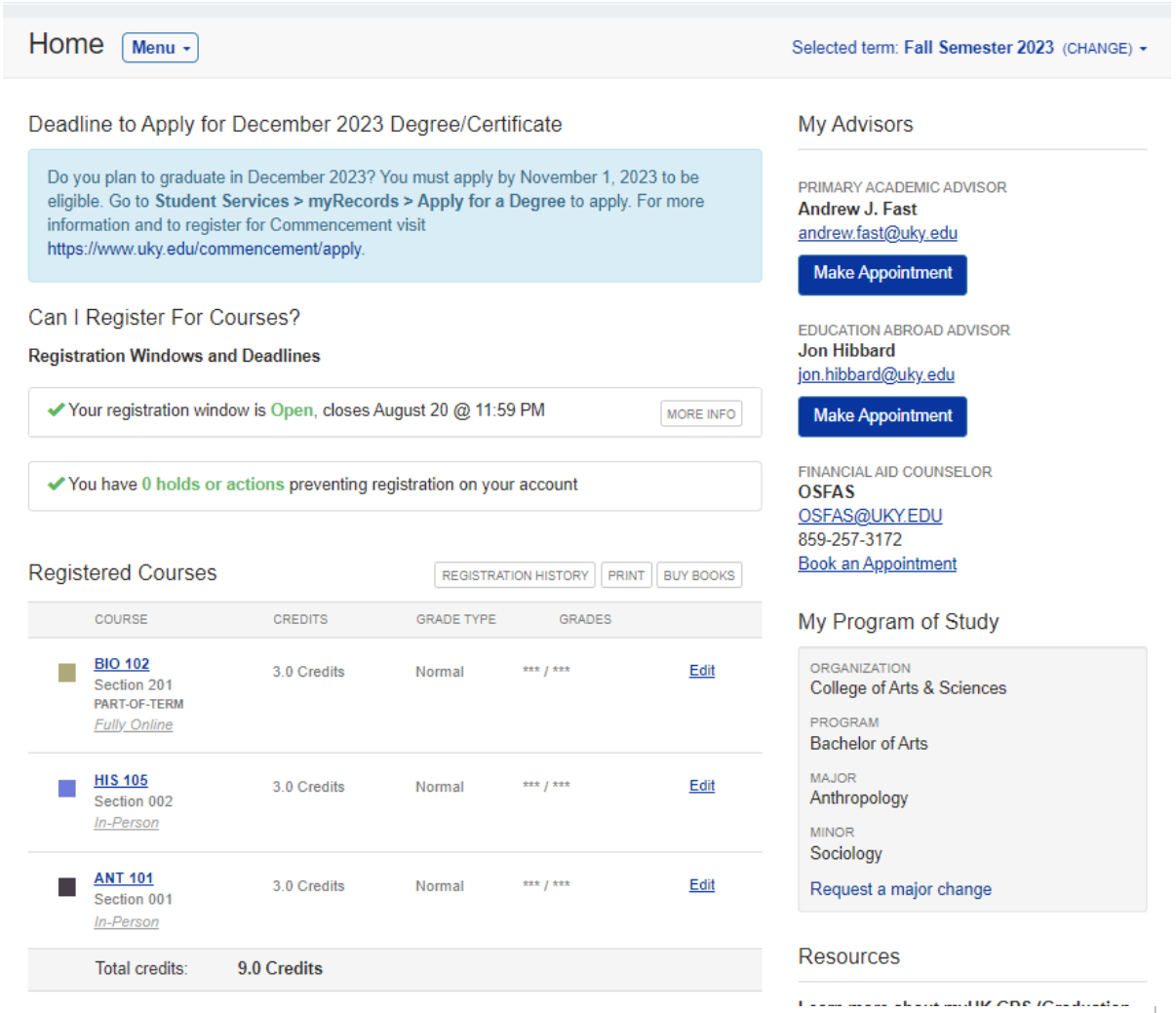
HOME SCREEN

The **Home** screen shows messages for open registration windows, registration holds, an overview of the registered classes, the name of your academic advisor and contact information, links to helpful resources, and quick links to the Help Desk and the Registrar's Office contacts. It is a summary view of important information you may need during registration.

Tip: View the Course Deadlines & Refund Schedule for each course to stay updated on course-specific deadlines. Click on the course prefix and number on the home screen and scroll down. This will show you the drop deadlines, refund schedules, and the deadline to change the grade type.



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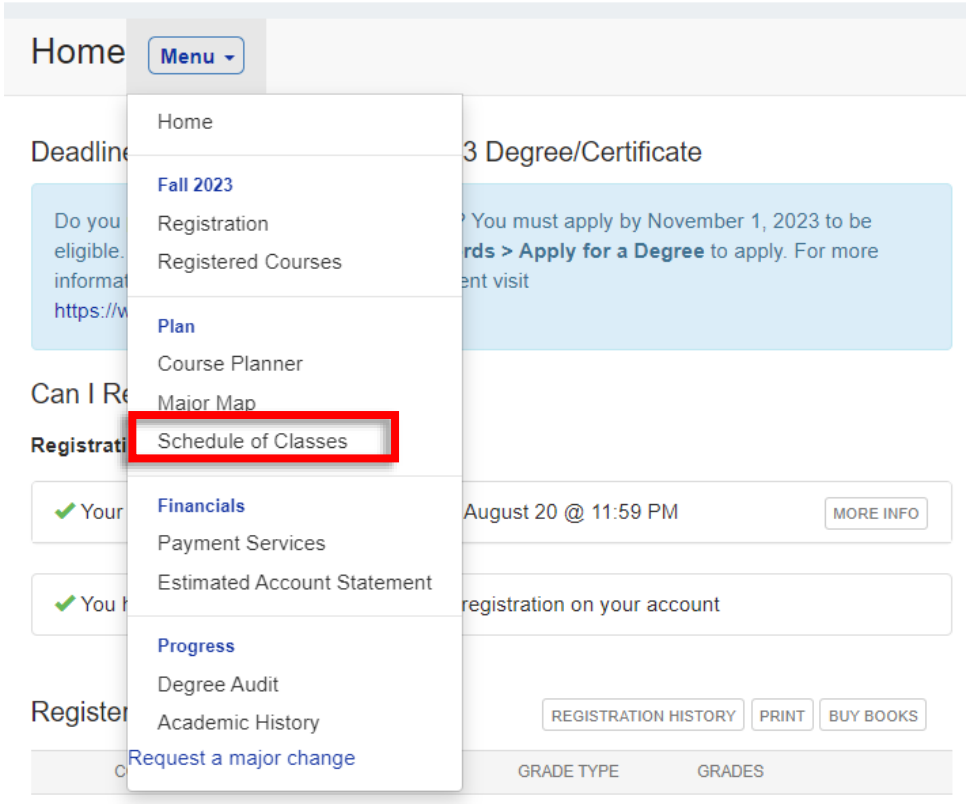
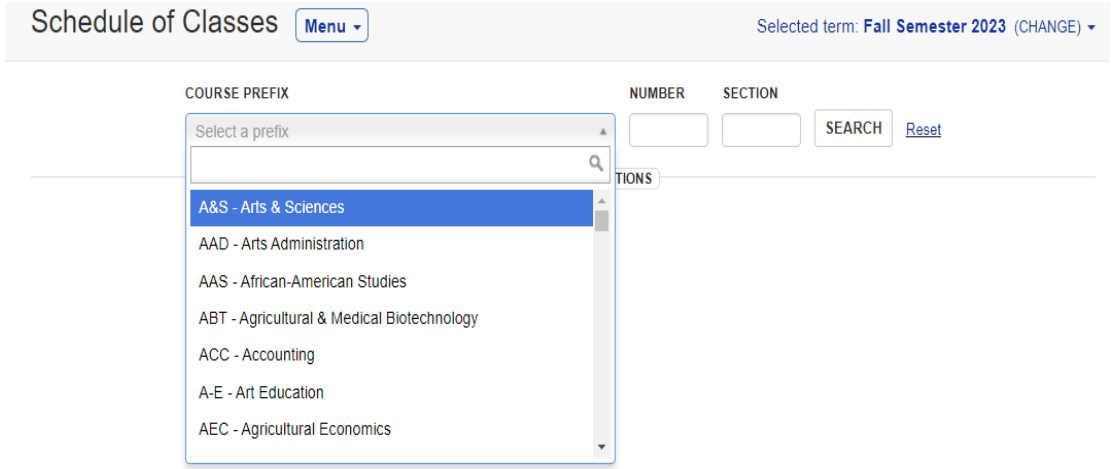
ACCESS THE SCHEDULE OF CLASSES

The **Schedule of Classes** is under the **Menu** option on the Home Screen.



SEARCH THE SCHEDULE OF CLASSES

You can start searching for a course in the course prefix box by typing the prefix letters. The application will suggest courses containing those letters.



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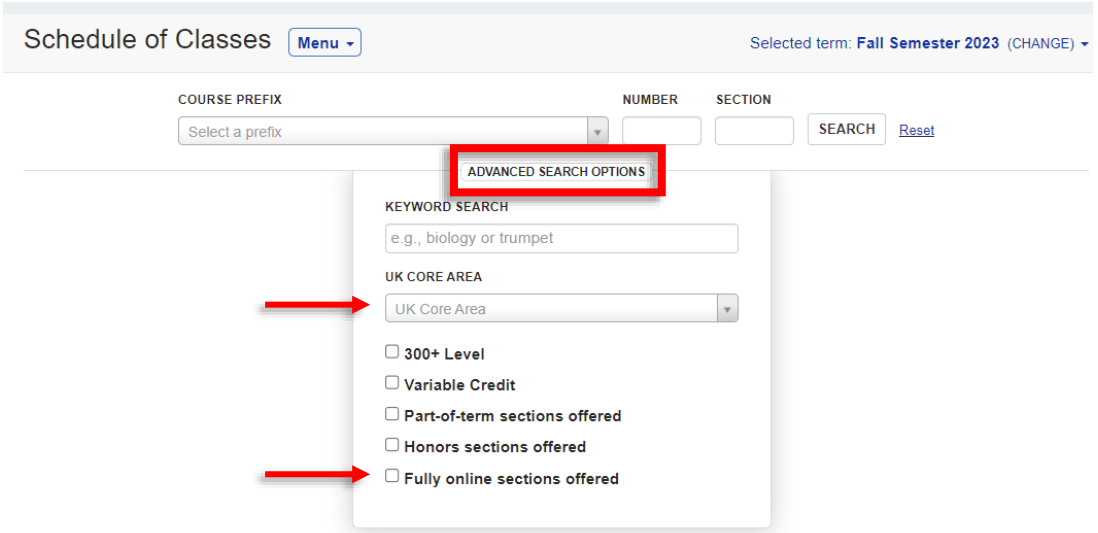
SCHEDULE OF CLASSES ADVANCED SEARCH

Students can utilize the **ADVANCED SEARCH OPTIONS** button when searching for courses. This can be implemented before or after entering a course.

Students can filter the results to a specific UK Core Area by clicking the drop-down by **UK Core Area**.

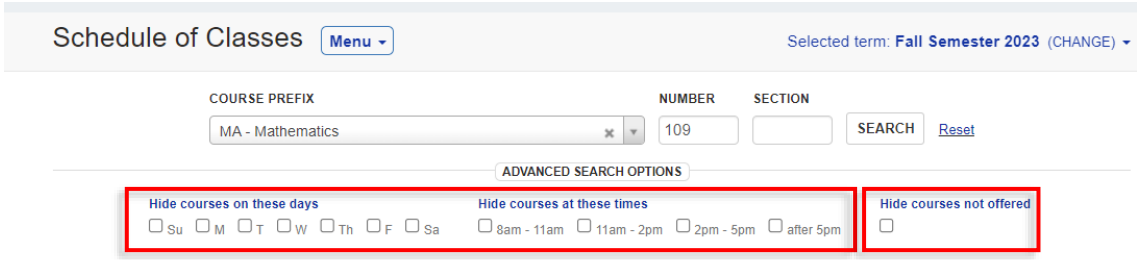
Students can also filter the results to 300+ level, Part-of-term, Fully Online Sections, and more.

After the selection is made, click **SEARCH** to apply the filter.



SCHEDULE OF CLASSES COURSE TIME FILTERS

Students can search for courses on specific days during specific times by hiding courses offered during times they wish to avoid.



Click the box beside each day or time that you do not want to see courses or sections listed for. The filter will be automatically applied; you do not have to click search again.

If you are searching for courses with an Advanced Search Options filter, or are entering only a course prefix, you can click **Hide courses not offered** to filter out any courses that are not offered during the term you have selected.

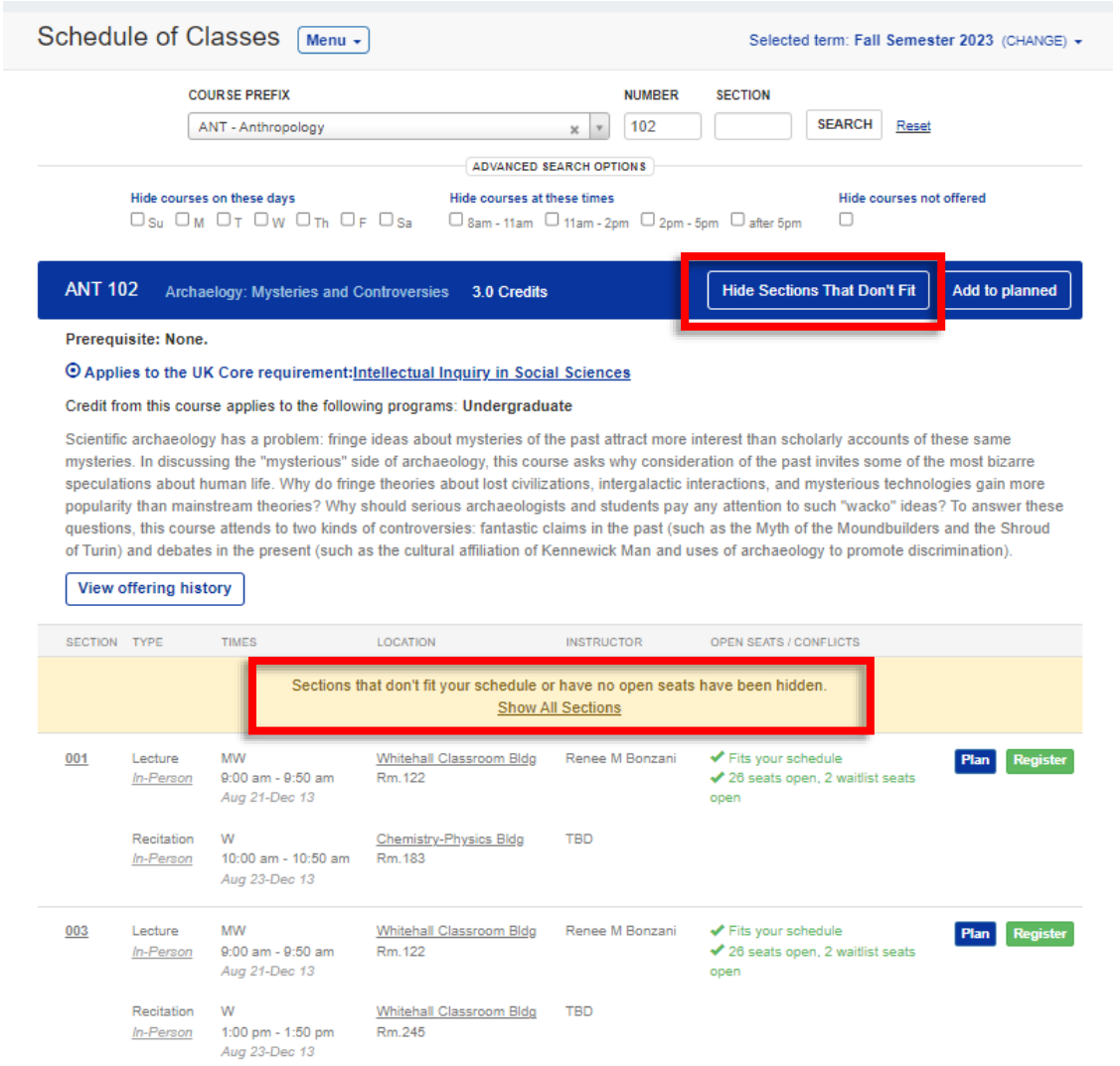
SEARCH RESULTS

The search results are grouped by the course with sections listed below, so you can view different sections of the same course together.

Prerequisites and restrictions will be listed below the course number for each course. Section-specific restrictions will be listed above the section that the restriction applies to.

Some courses will include which UK Core requirement the course may apply to.

Tip: You can click **Hide Sections That Don't Fit** to filter your search to courses that have available seats and will fit into your schedule.



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PLAN AND REGISTER

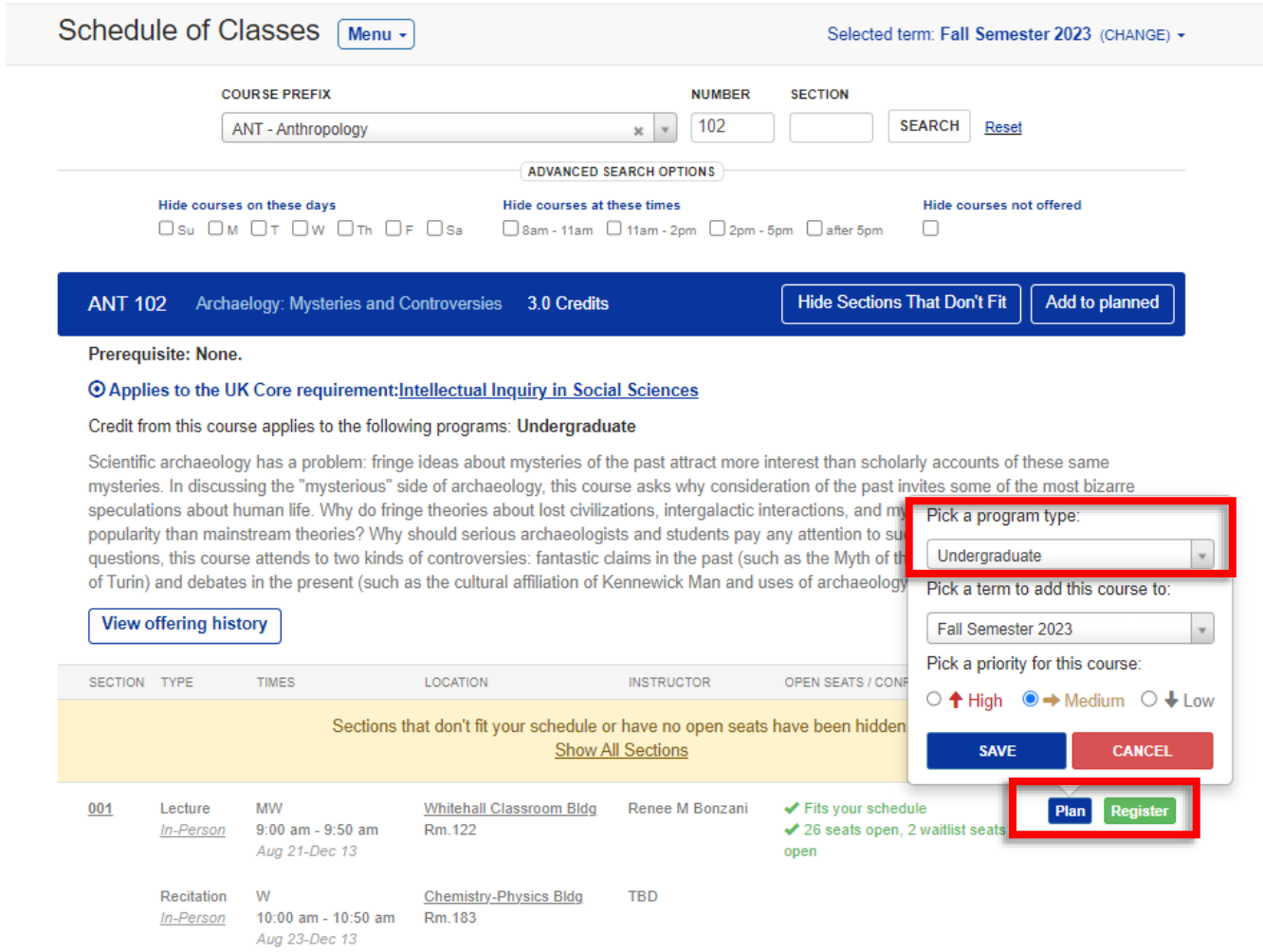
Students can plan or register for course sections from the Schedule of Classes search results. Planning a course section will save it to your planned courses section but does not register it.

The **PLAN** feature is available as soon as the term schedule is available, giving students the opportunity to plan their schedule before their registration window.

The **REGISTER** option is only available when the student's registration window is open.

If the **REGISTER** option is available, you can click **Register** to automatically enroll in the course.

Tip: Students who have been accepted to a new program for a future term or are in multiple degree programs can select which program the course should apply to by clicking the drop-down under **Pick a program type.**



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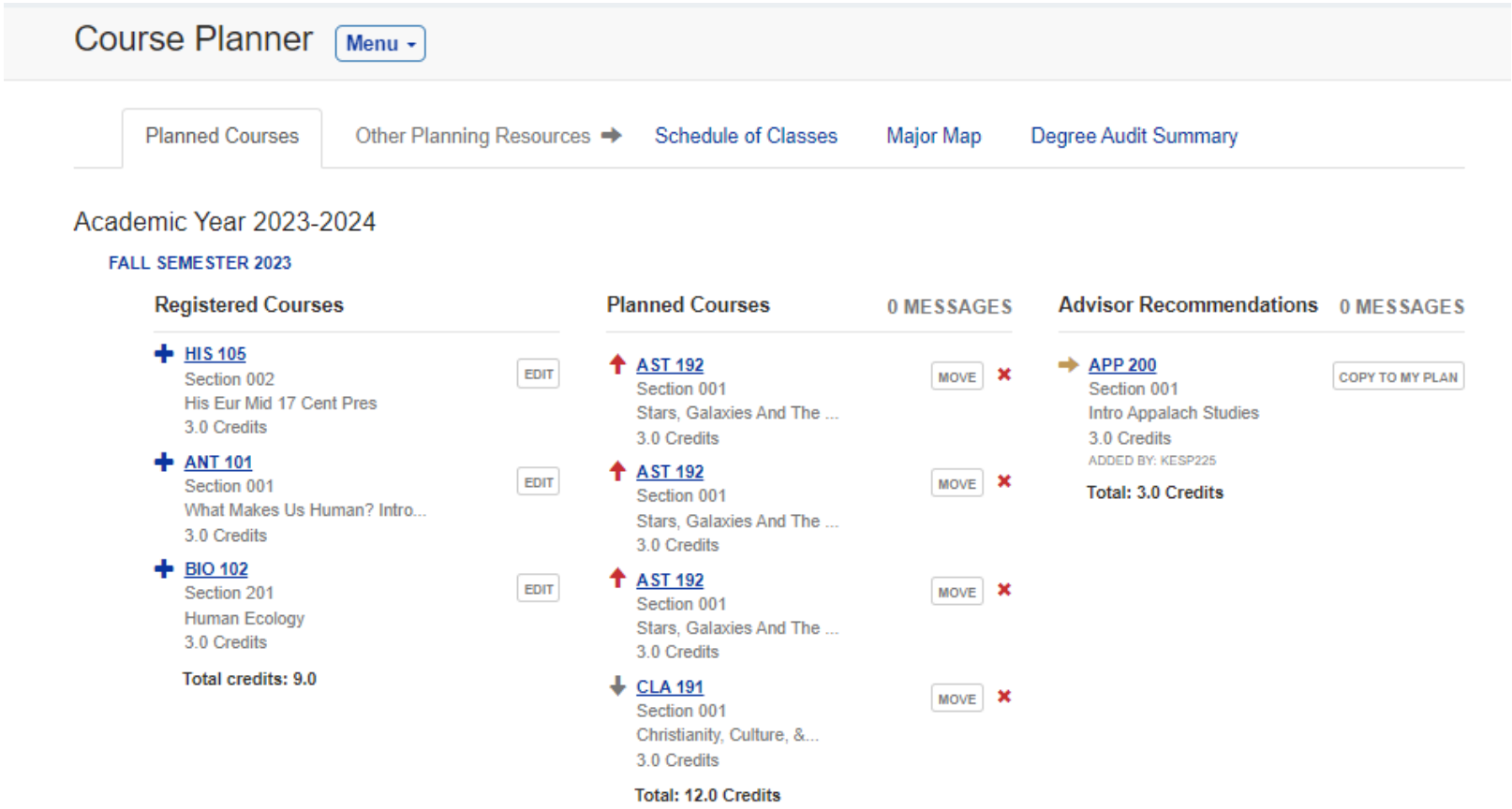
COURSE PLANNER

The **Course Planner** provides an overview of your registered courses, planned courses, and any advisor recommendations. Navigate to the **Course Planner** by clicking **Menu,** then **Course Planner.**



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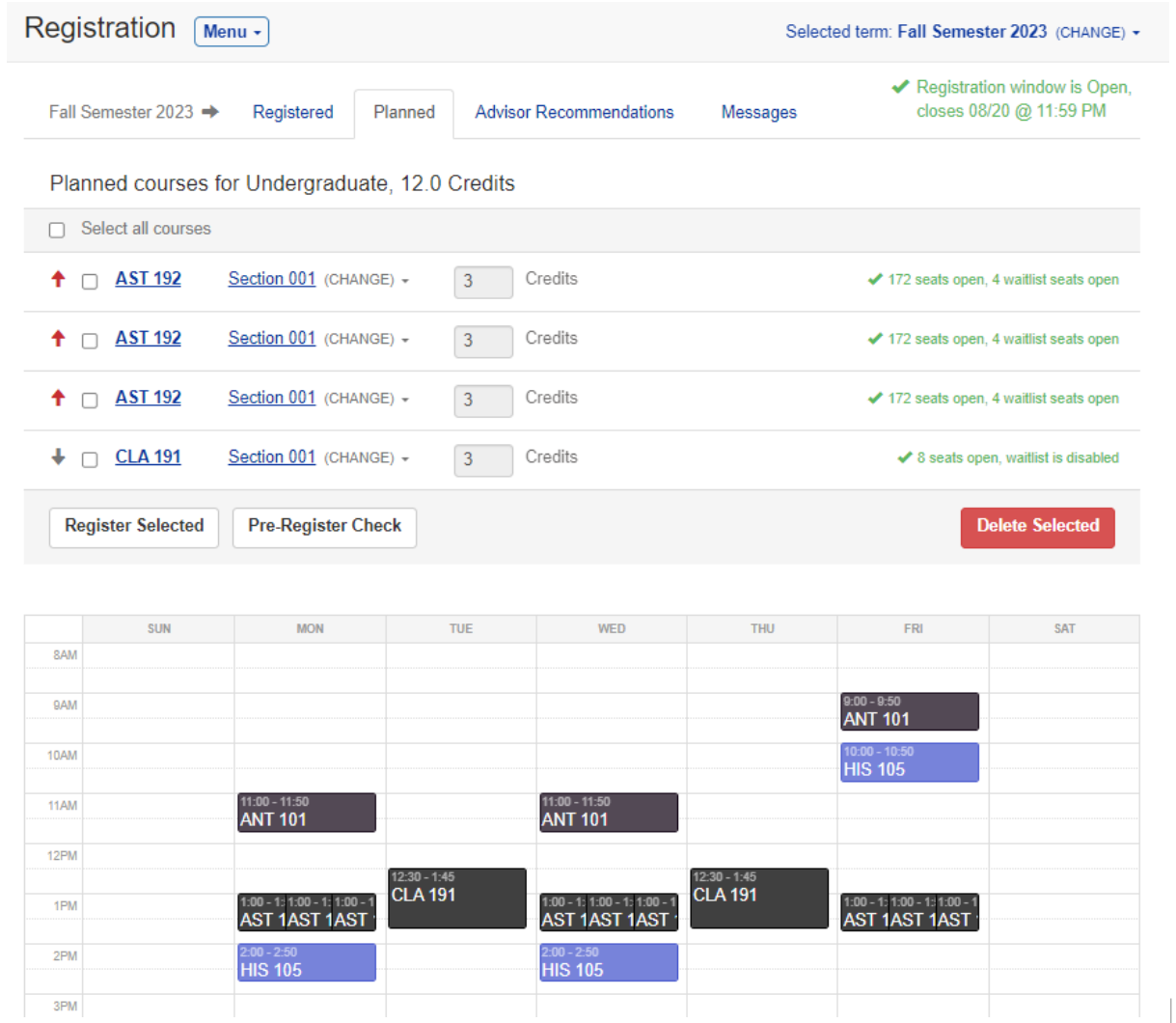
REGISTRATION AND PLANNED COURSES

The **Planned** section gives students a place to plan their term schedules before registering.

By planning course sections to the Planned area, you can see if there are time conflicts, do pre-registration checks to see if there are any issues like unmet prerequisites, and view the schedule in a calendar view to help with time management.

Check the box next to the course to perform the action (Pre-register, Register, or Delete).

Navigate to the **Planned** section by clicking **Menu**, then **Registration.**



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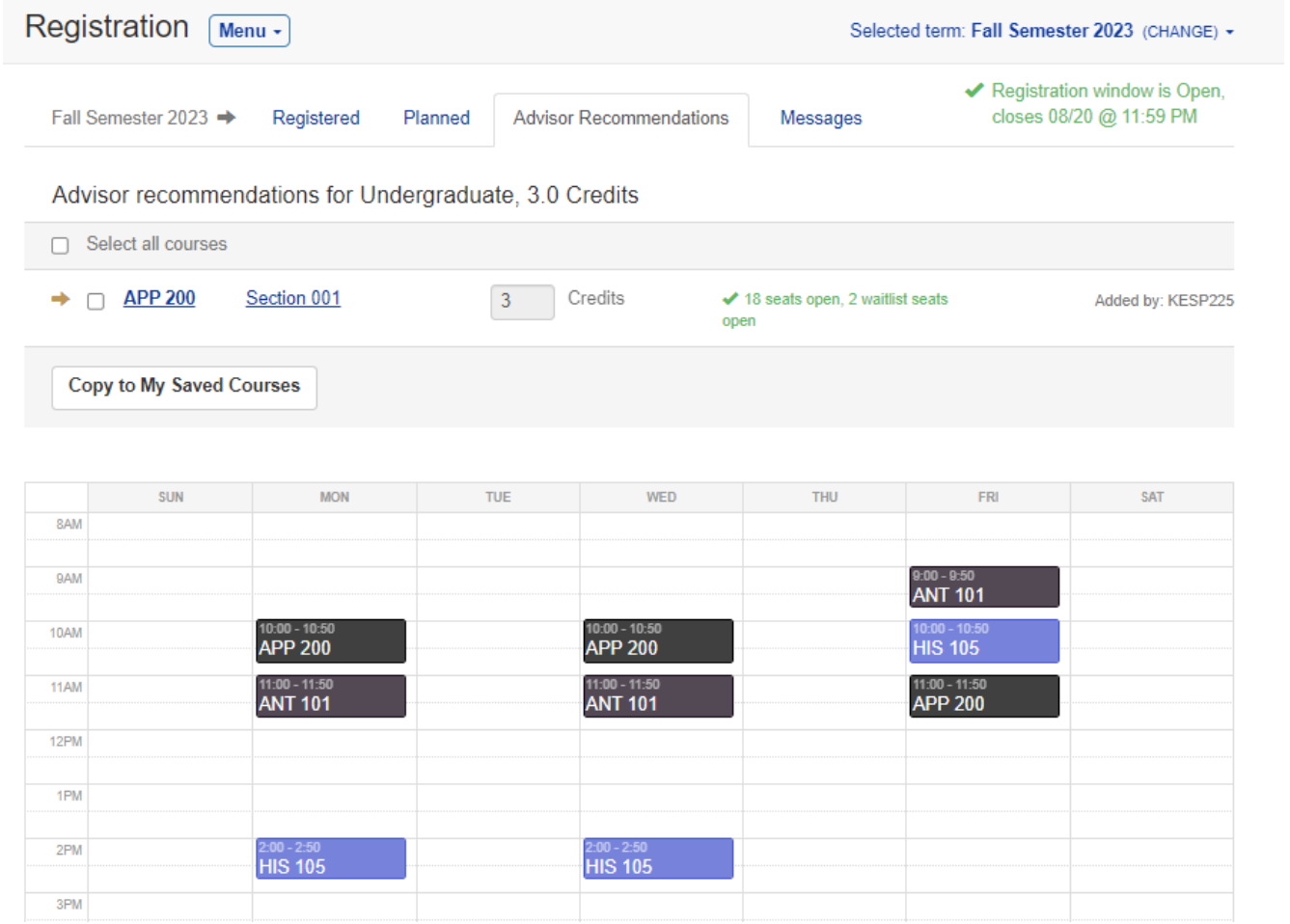
ADVISOR RECOMMENDATIONS

The **Advisor Recommendations** tab allows students to review the courses that have been recommended by their academic advisor and then move those to their saved/planned courses.

Check the box next to the course to perform the action.



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REGISTERED COURSES WITH SCHEDULE VIEW

The **Registered Courses** screen displays the registered classes, along with a schedule view at the bottom. This is a summary page of your schedule at a glance. The **registered** courses are shown in color and any **planned** courses will show in black.

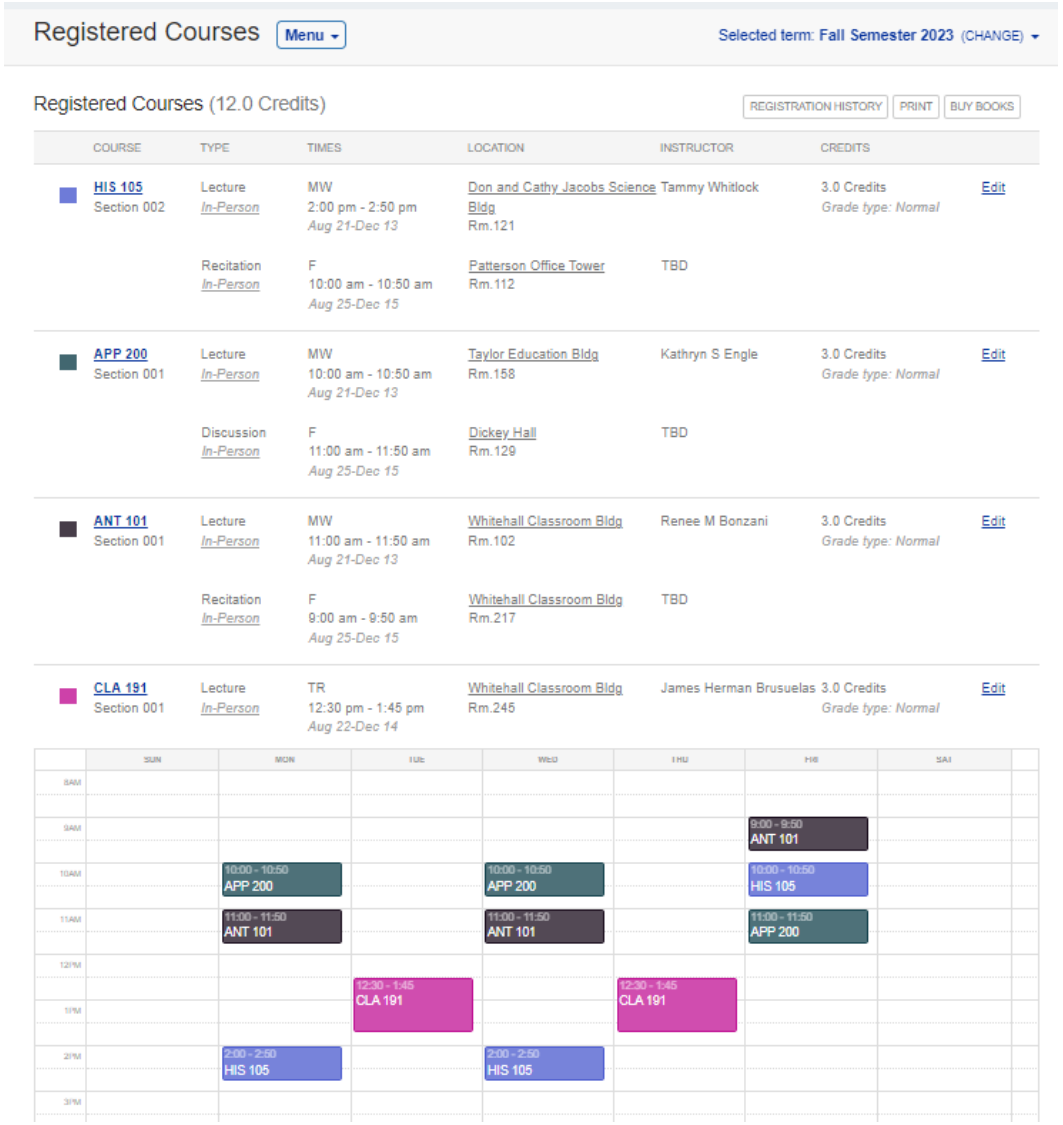
Navigate to the **Registered Courses** screen with the full schedule view by clicking **Menu**, then **Registered Courses**.

Tips: Notice that this page includes the type of course (online, in-person, hybrid), the date and times of the course, the location of the course, the instructor, and the grade type.

If you click on the course location, a new window with an interactive map will appear so that you can view where the course is on campus.

You can also click **Print** in the upper right-hand corner to print your schedule.

Lastly, if you click **Buy Books** in the top right-hand corner, a new window linking to the UK Bookstore with a list of the course materials/books will appear.



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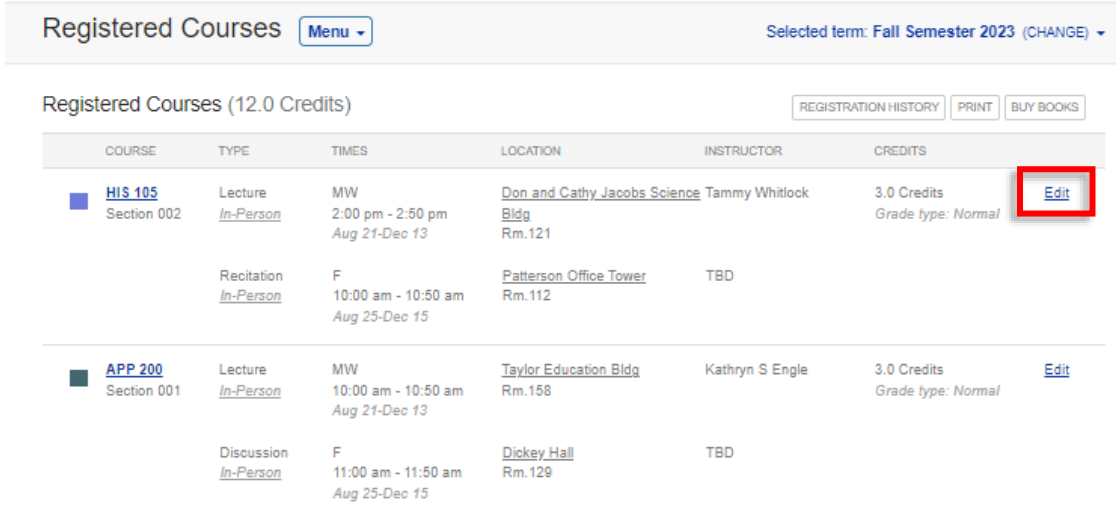
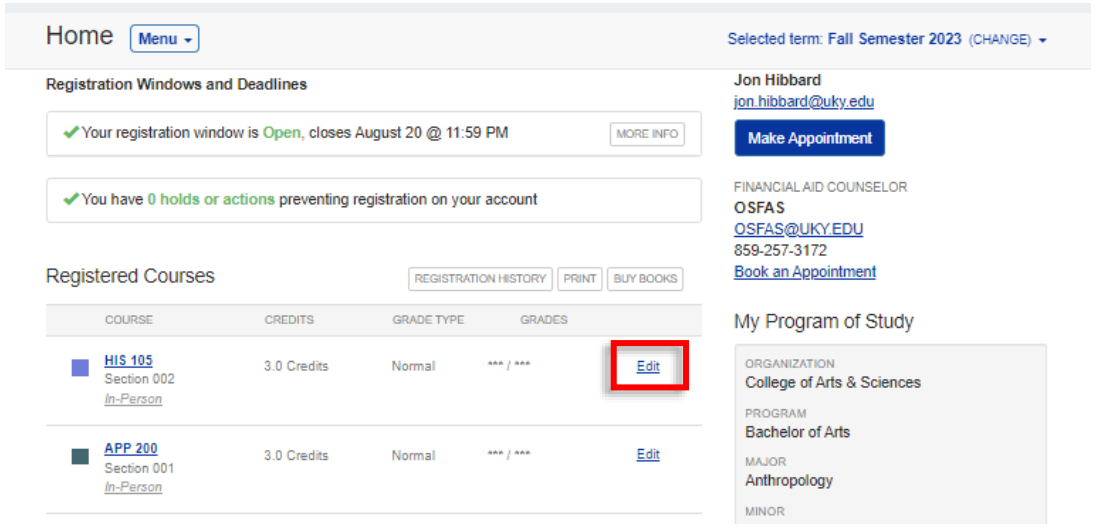
EDIT REGISTERED COURSES

To drop a course or change the grade type, click the **Edit** icon at the far right of the course listed under **Registered Classes.**

If you would like to change sections of a course, please email Registration@uky.edu.



You can also click **Edit** next to the course on the **Home** page in myUK GPS.



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DROPS AND GRADE TYPE CHANGES

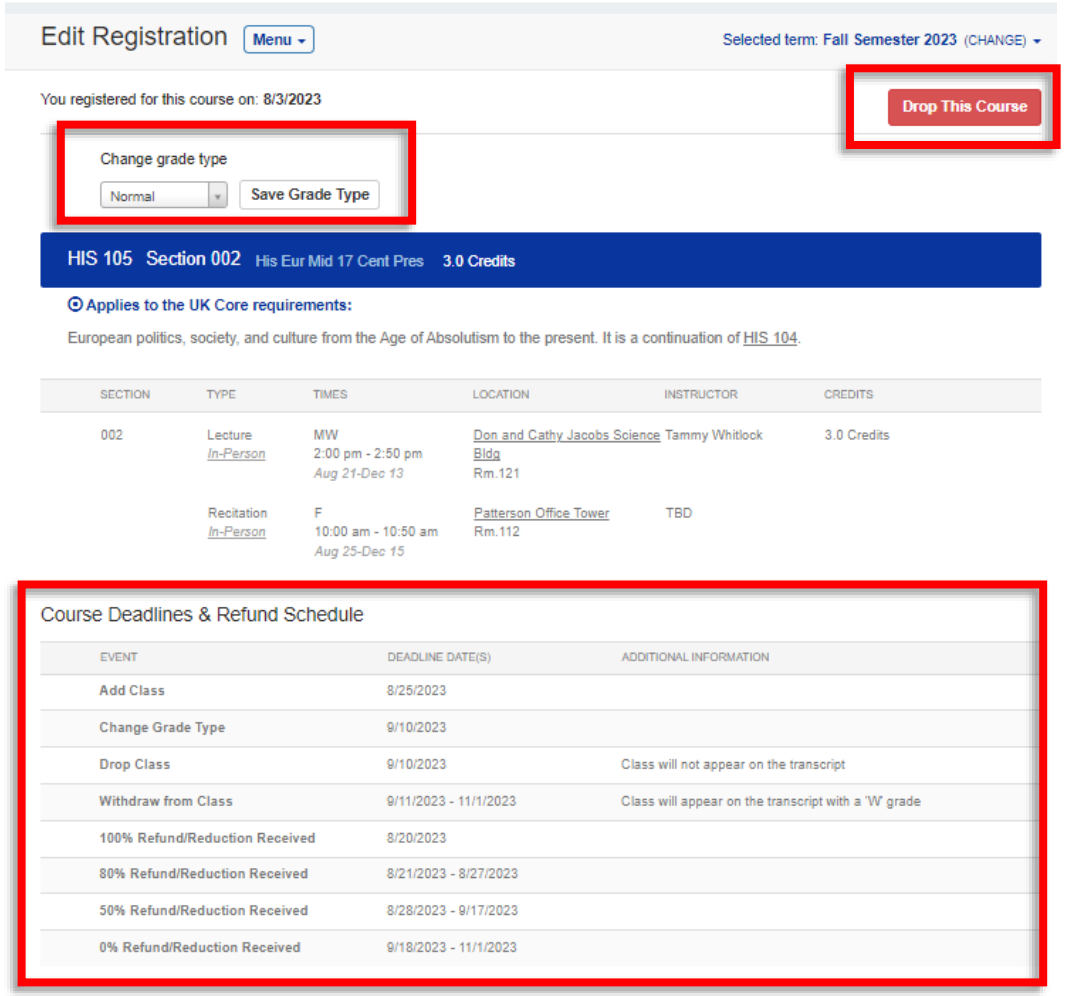
To drop a course, click the red **Drop This Course** button in the top right corner.

To change the grade type, use the **Change grade type** box in the top left corner.

Please consult with your academic advisor before updating any course to a Pass/Fail grade type.

If the drop or grade change has been successfully processed, it will say in green letters that the drop or grade change was changed successfully.

Tip: The deadlines to drop and change the grade type are displayed at the bottom of the screen.



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For more information about Registration
visit https://registrar.uky.edu/registration
or call 859-257-7173.

For more detailed information about myUKGPS
visit https://registrar.uky.edu/myuk-gps.