

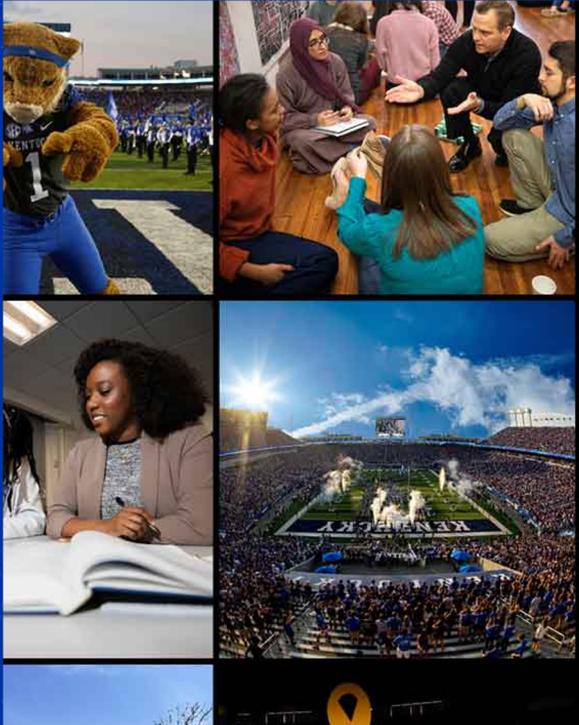


**Scheduling an Advising
Appointment in myUK
Instructions**

Step 1 : Sign in to myUK

Go to myUK.uky.edu and sign in with the linkblue username and password that you created in the Account Manager.

Please note that Google Chrome and Mozilla Firefox are the only web browsers compatible with myUK. Using Safari, Internet Explorer or Microsoft Edge will lead to compatibility issues.



Sign in with your linkblue account

Sign in

Please login with your linkblue account and password.
[Can't access your Account?](#)

NOTICE: This is the University of Kentucky computer system, which may be accessed and used only by authorized persons. Each user is responsible for adhering to the highest standard for ethical, responsible, and considerate use of technology resources. Under no circumstances can University technology resources be used for purposes that are illegal, unauthorized, or prohibited by law or University regulations, policies, procedures, or directives. Use of this service or any other University service is subject to Administrative Regulation (AR) 10:1.

For accessibility issues within the myUK portal, please contact ITS at 859-218-4357 or 218help@uky.edu



Step 2: Access Graduation Planning System (GPS)

Students can make, view, and cancel appointments in myUK Graduation Planning System (GPS).



Under the **Student Services** tab, select **Degree Planning and Registration (myUKGPS)**

Home Menu ▾ Selected term: Fall Semester 2020 (CHANGE)

New!

(For currently enrolled undergraduate students OH) You can now request a major change online and see the change link in the My Program of Study section.

Deadline to Apply for December 2020 Degree

Do you plan to graduate in December 2020? You must be eligible. Go to **Student Services > myRecords > Apply** for information and to register for Commencement visit <https://www.uky.edu/commencement/apply>.

Online Pricing Information

Fully online undergraduate courses have a new price. For more details, including eligibility for a Transition Grant, please visit [this site](#).

Can I Register For Courses?

Your booking window is **Open** (for adding part-of-term and drops), closes October 30 @ 11:59 PM MORE INFO

Last day to add a class has passed. Adding part-of-term courses and drops permitted.

My Advisors

S [redacted]@uky.edu **Make Appointment**

J [redacted]@uky.edu

J [redacted]@uky.edu

UPCOMING APPOINTMENT
View your upcoming appointment in [ASK](#).

J [redacted]@uky.edu

UPCOMING APPOINTMENT
WHEN: Sep 2, 4:00 PM - 4:15 PM
WHERE: In-Person
[Cancel Appointment](#)

My Financial Aid Counselor

J [redacted]@uky.edu (859-[redacted])

Select "Make Appointment" under your advisor's name.

A **Make Appointment** button is available for each of your advisors that do not have an appointment scheduled.

If an advisor has not been assigned to you yet, you will not see the option to make an appointment.



Step 4: Select Available Date

Available appointment times are show to the right when a day is selected.

Reserve an Advising Appointment

< September 2020 >

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Friday, September 4th
1 appointment available, all times EST

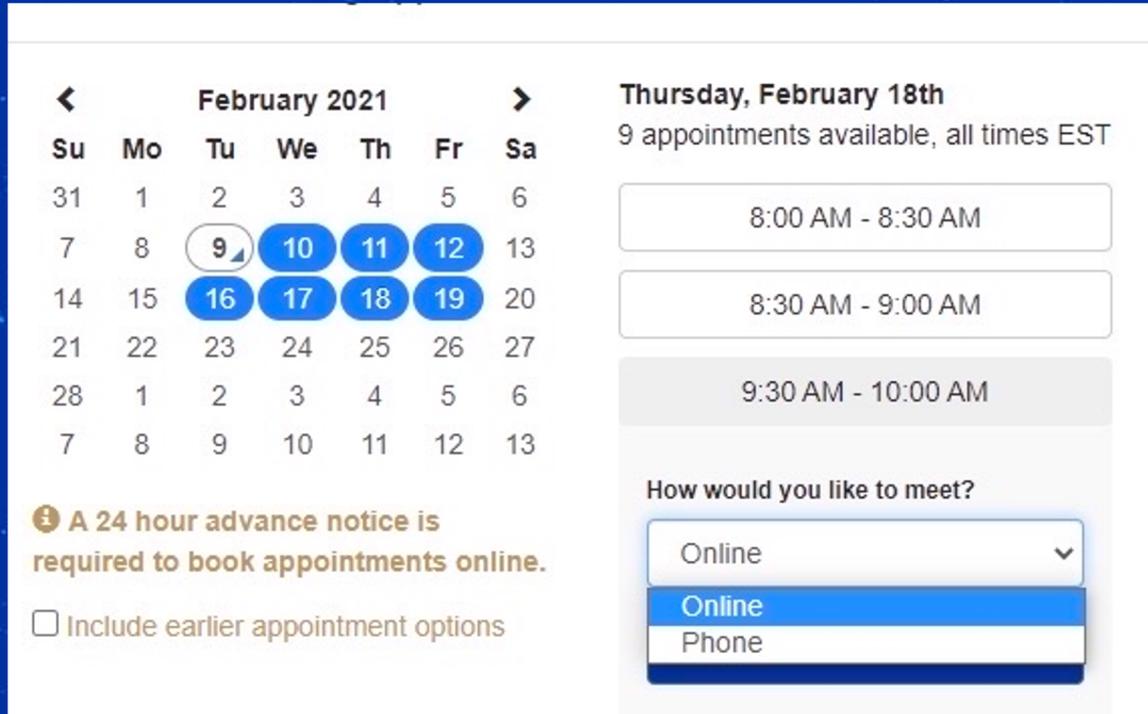
11:00 AM - 11:15 AM

Close



Step 5: Select Type of Appointment

When you click on an appointment time, you must then choose if you want to meet online (via Zoom) or over the phone.



The screenshot displays a scheduling interface. On the left is a calendar for February 2021. The date February 18th is highlighted in blue. Below the calendar, there is a note: "A 24 hour advance notice is required to book appointments online." and a checkbox labeled "Include earlier appointment options". On the right, the selected date is "Thursday, February 18th" with "9 appointments available, all times EST". Three time slots are listed: "8:00 AM - 8:30 AM", "8:30 AM - 9:00 AM", and "9:30 AM - 10:00 AM". Below the time slots is a question "How would you like to meet?" with a dropdown menu. The dropdown menu is open, showing "Online" (highlighted in blue) and "Phone" as options.

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

Thursday, February 18th
9 appointments available, all times EST

8:00 AM - 8:30 AM

8:30 AM - 9:00 AM

9:30 AM - 10:00 AM

How would you like to meet?

Online

Online

Phone

ⓘ A 24 hour advance notice is required to book appointments online.

Include earlier appointment options

If the phone option is selected, you are required to enter the phone number you can be reached at for the appointment.

Click the **Confirm Reservation** button to complete scheduling the appointment.



Step 6: Additional Information

Information about upcoming appointments are displayed beneath the advisor in the My Advisors section.

UPCOMING APPOINTMENT

WHEN: Feb 24, 10:00 AM - 10:30 AM

WHERE: Online

[Cancel Appointment](#)

For online appointments, you will receive a confirmation email with a zoom link for your meeting to your UK email.

Be certain to save this email or accept the meeting request which would put the information on your digital calendar