# HOW TO WITHDRAW IN MYUK



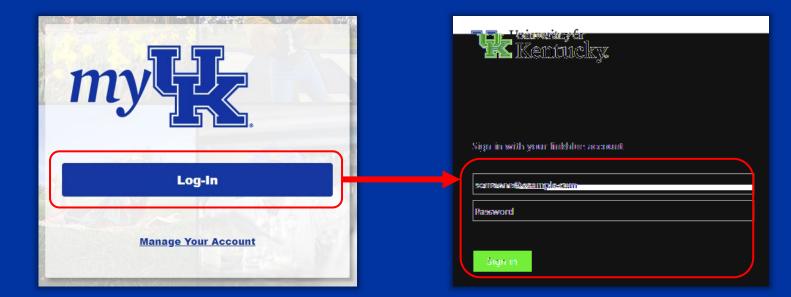


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## SIGN IN TO MYUK

#### Go to myuk.uky.edu and select the 'Log-in" option to sign in with your linkblue username and password.

Please note that myUK works best with Google Chrome and Mozilla Firefox. Using other browsers may result in compatibility issues.



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



### NAVIGATE TO MYUKGPS

Launch Pad       Student Services       my UK         myPage       myInfo       myRecords       Admissions         Degree Planning and Registration (myUKGPS)       Financials       UK Alert			Histo
Home Menu -	Selected term: Fa	II Semester 2022 (CHANGE)	
Online Major Change Request	My Advisor	Academic Year 2022-2023 Fall Semester 2022	
<b>(For currently enrolled undergraduate students ONLY!)</b> You can now request a major change online and see the status using the Request a major change link in the My Program of Study section.	PRIMARY ADVIS	Academic Year 2021-2022 Fall Semester 2021 Winter Intersession 2021	
Deadline to Apply for December 2022 Degree/Certificate	ADDITIONAL AD	Spring Semester 2022 Summer Session 2022	
Do you plan to graduate in December 2022? You must apply by November 1, 2022 to be	ADDITIONAL AD		

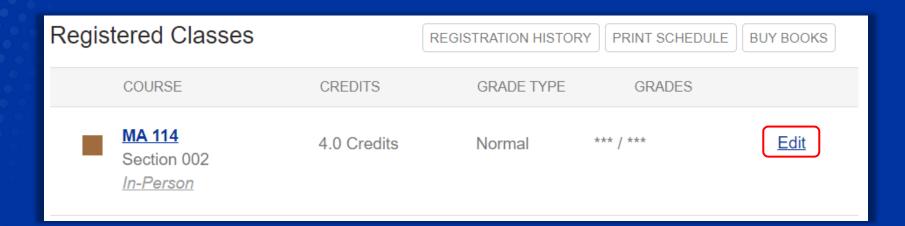
#### Select the 'Student Services' tab.

#### Select 'Degree Planning and Registration (myUKGPS)'

Selecting 'Degree Planning and Registration (myUKGPS)' will likely load the term you need to make changes in by default, but you may select a different term if needed.



### **YOUR REGISTERED CLASSES**



Review the list of your 'Registered Classes' to find the class you need to drop/withdraw. Select the 'Edit' link to bring up available class options.



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## **DROP/WITHDRAW FROM THE CLASS**

Edit Registration	enu 🔻	Selected term: Fall Semester 2022 (CHANGE) -		
You registered for this course on: 3	3/31/2022		Drop This	s Course
Change grade type Normal	ve Grade Type			
MA 114 Section 002 Ca	lculus II 4.0 Credits			
	<b>myuk.uky.edu says</b> Are you sure you want to drop this course?			
		K Cancel		

#### Select the 'Drop This Course' button.

A confirmation box will pop up to confirm you wish to drop/withdraw from the class.

Click 'OK' to proceed with dropping/withdrawing from the course.



### **CONFIRMATION OF CLASS DROP/WITHDRAW**

Drop Course Menu -

Dropping 1 course...

✓ MA 114 Section 002

This course was dropped successfully.

Once the drop/withdraw has processed you will see green text stating the drop/withdraw was successful.

You may also check your updated schedule in myUKGPS after the drop has processed to confirm the status change.

Please note that if you are dropping/withdrawing from all classes after the start of a Fall or Spring semester you will not be able to drop your last class, you must complete a required drop/withdraw form through the Office of the University Registrar website to drop your final class.

