




**Scheduling an Advising  
Appointment in myUK  
Instructions**

# Step 1 : Sign in to myUK

Go to [myUK.uky.edu](https://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.*



**UK** University of Kentucky.

Sign in with your linkblue account

[Sign in](#)

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

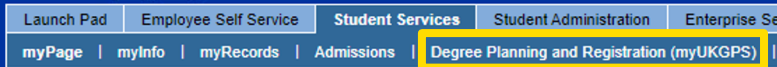
**NOTICE:** This is the University of Kentucky computer system, which may be accessed and used only by authorized persons. Each user is responsible for adhering to the highest standard for ethical, responsible, and considerate use of technology resources. Under no circumstances can University technology 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](mailto: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

g [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])

A **Make Appointment** button is available for each of your advisors, unless you already have a scheduled appointment.

Select “Make Appointment” under the advisor you want to meet with.



## Step 4: Select Available Date

Dates with available appointments will be visible in blue. Select a date to see the time slots available.

### 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.

< 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

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

Include earlier appointment options

**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

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:** Mar 18, 3:30 PM - 3:45 PM

**WHERE:** Online

**LINK:** <https://uky.zoom.us/j/81705853568>

[Cancel Appointment](#)

You will receive a confirmation email with the information for your appointment.

# Online Appointments: Additional Information

If you have booked an online/Zoom appointment, you will see a “Join Meeting” button appear on your myUK GPS homepage. This button will appear 7 minutes prior to the appointment time, and remain for 5 minutes after the appointment ends.

UPCOMING APPOINTMENT

WHEN: Mar 17, 10:15 PM - 10:30 PM

WHERE: Online

LINK: <https://uky.zoom.us/j/81705853568>

[Join Meeting](#)

[Cancel Appointment](#)