




**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?

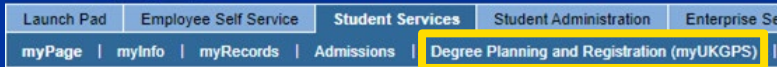
**NOTICE:** This is the University of Kentucky computer system, which may be accessed and used only by authorized persons. Each user is responsible for adhering to the highest standard for ethical, responsible, and considerate use of technology resources. Under no circumstances can University technology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

**Be Sure To Attend Class!**

At the beginning of each semester, the university requires instructors to confirm one time if a student has begun attendance/participation/engagement in each course for which the student is enrolled. If a student fails to begin attendance/participation/engagement, the student will be dropped with an "N" grade and financial aid may be adjusted for attendance/participation/engagement payback of previously disbursed funds. For more information, visit <https://registrar.uky.edu/attendance>

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

**Online Major Change Request**

(For currently enrolled undergraduate students) You can now request a major change link in the My Program of Study page.

**Deadline to Apply for May or August 2023 Degree/Certificate**

Do you plan to graduate in May or August 2023? You must apply by April 1, 2023 to be eligible. Go to **Student Services > myRecords > Apply for a Degree** to apply. For more information and to register for Commencement visit <https://www.uky.edu/commencement/apply>.

**Can I Register For Courses?**

Your registration window is **Open** (for adding part-of-term and drops), closes **MORE INFO**  
March 31 @ 11:59 PM

**My Advisor**

PRIMARY ADVISOR  
[Redacted Name]

**Make Appointment**

Financial Aid Counselors

[osfas@uky.edu](mailto:osfas@uky.edu)  
859-257-3172

**My Program of Study**

ORGANIZATION  
[Redacted Name]

PROGRAM  
[Redacted Name]

MAJOR  
[Redacted Name]

Request a major change

**Resources**

Learn more about myUK GPS (Graduation Planning System)/Degree Audit:  
[Application Guide](#)

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 3: Select Available Date

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

University of Kentucky

Back To Course Catalog

Schedule an appointment

January 2023

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 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 | 31 | 1  | 2  | 3  | 4  |

Show appointments available in person only

February 3, 2023

- 8:30 AM EST - 9:00 AM EST  
*Allows in-person appointments*
- 9:00 AM EST - 9:30 AM EST  
*Allows in-person appointments*

Schedule an appointment

January 2023

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 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 | 31 | 1  | 2  | 3  | 4  |

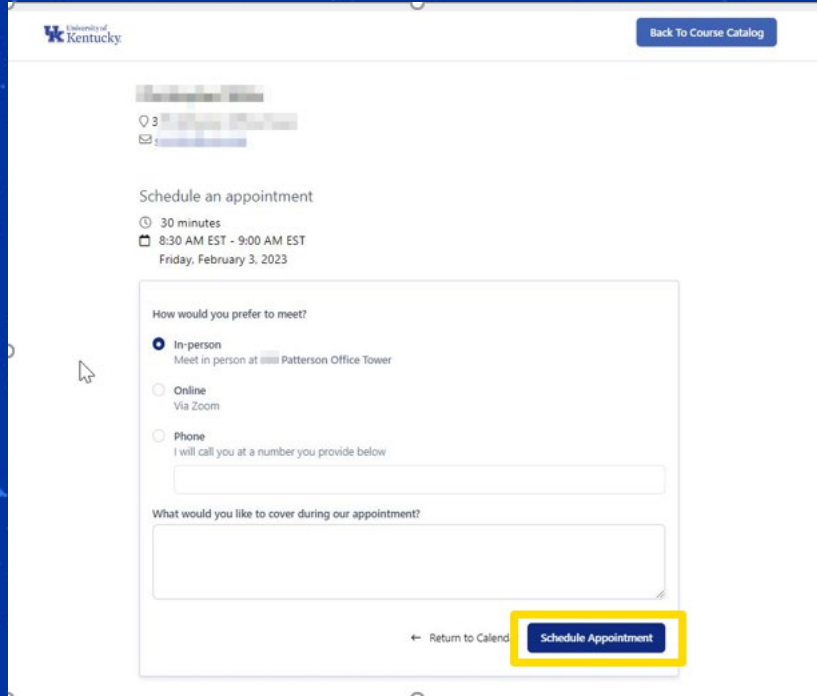
Show appointments available in person only

February 3, 2023

- 8:30 AM EST
- Select**
- 9:00 AM EST - 9:30 AM EST  
*Allows in-person appointments*

## Step 4: Select Type of Appointment

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



The screenshot shows the University of Kentucky's appointment scheduling page. At the top left is the University of Kentucky logo, and at the top right is a "Back To Course Catalog" button. Below the header, there are search and email icons. The main heading is "Schedule an appointment". Below this, it specifies a duration of "30 minutes" and a time slot of "8:30 AM EST - 9:00 AM EST" on "Friday, February 3, 2023". The question "How would you prefer to meet?" is followed by three radio button options: "In-person" (selected) with the location "Patterson Office Tower", "Online" (Via Zoom), and "Phone" (I will call you at a number you provide below). Below these options is a text input field for the phone number. At the bottom of the form, there is a "Return to Calendar" link and a "Schedule Appointment" button, which is highlighted with a yellow box.

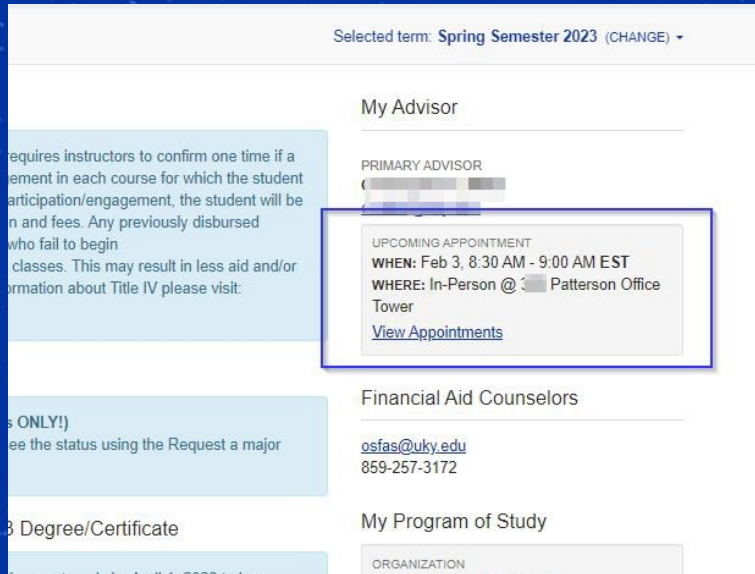
If the phone option is selected, you are required to enter the phone number you can be reached at for the appointment.

Click the **Schedule Appointment** button to complete scheduling the appointment.

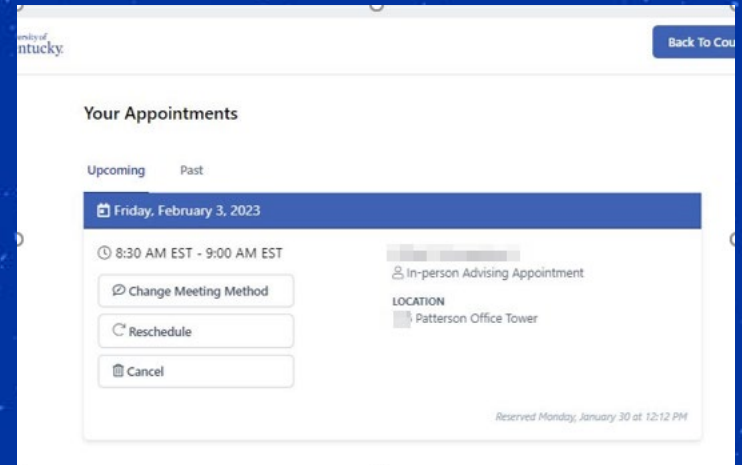
# Step 5: Confirmation of Appointment

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

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



Also displayed in Your Appointments



## 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 begins.

UPCOMING APPOINTMENT

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

WHERE: Online

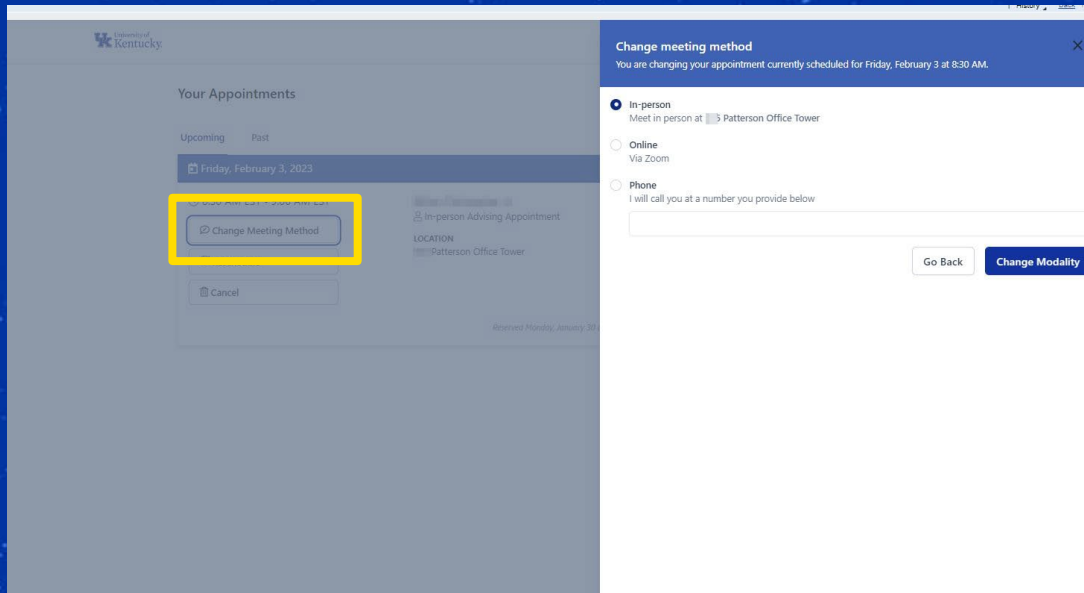
LINK: <https://uky.zoom.us/j/81705853568>

[Join Meeting](#)

# Needing to Change Your Appointment?

**Please note:** *Canceling the appointment in your calendar (or declining the invitation) will NOT cancel the appointment in myUK GPS. You will need to go back into myUK to make the needed changes*

## Option A: Change Modality (if available)



The screenshot displays the myUK interface. On the left, the 'Your Appointments' section shows an upcoming appointment for Friday, February 3, 2023, at the Patterson Office Tower. A yellow box highlights the 'Change Meeting Method' button. On the right, a modal dialog titled 'Change meeting method' is open, showing options for 'In-person', 'Online', and 'Phone'. The 'In-person' option is selected, and the location is set to 'Patterson Office Tower'. There are 'Go Back' and 'Change Modality' buttons at the bottom of the dialog.

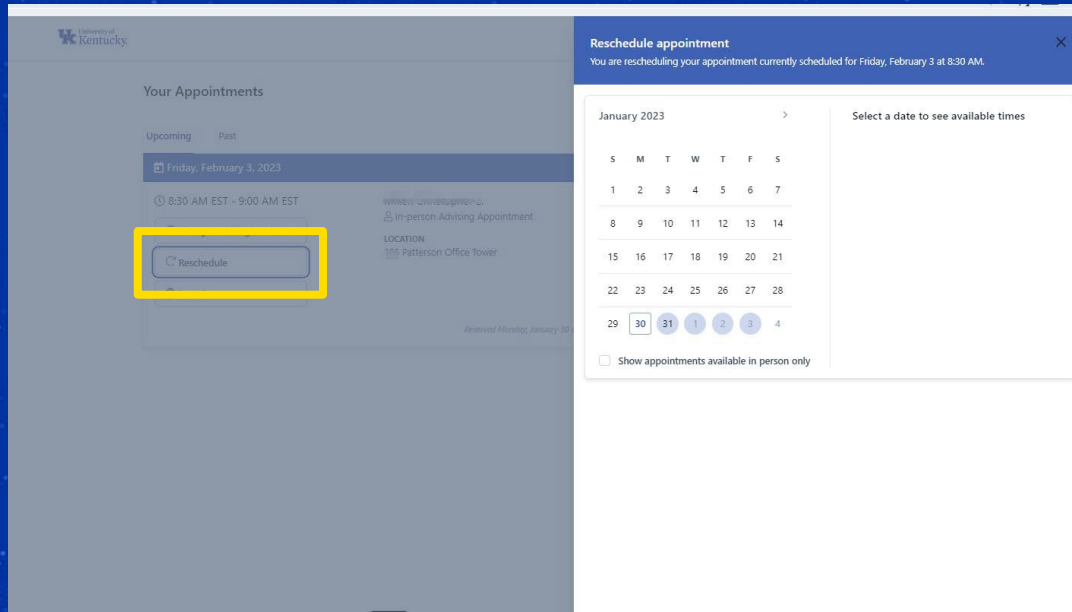
You can click “Change Meeting Method” to switch the modality of your upcoming appointment.



# Needing to Change Your Appointment?

**Please note:** *Canceling the appointment in your calendar (or declining the invitation) will NOT cancel the appointment in myUK GPS. You will need to go back into myUK to make the needed changes*

## Option B: Reschedule



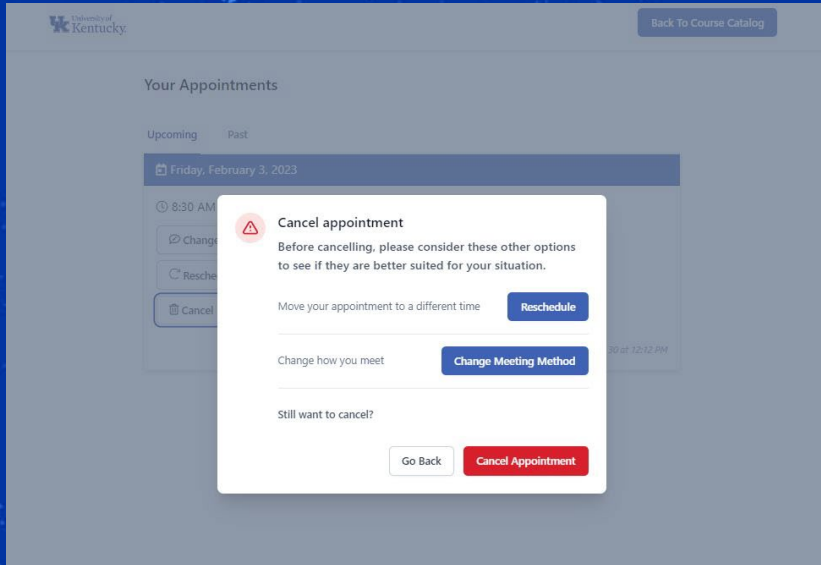
The screenshot displays the 'Your Appointments' section of the myUK GPS interface. A specific appointment for Friday, February 3, 2023, from 8:30 AM EST to 9:00 AM EST is shown. The appointment details include the location '105 Patterson Office Tower'. A 'Reschedule' button is highlighted with a yellow box. To the right, a 'Reschedule appointment' modal window is open, showing a calendar for January 2023 and a 'Select a date to see available times' field. The calendar shows the current date (30) and the next day (31) as available options.

You can click “Reschedule” to open up your advisor’s calendar to see available dates/times to reschedule.

# Needing to Change Your Appointment?

**Please note:** *Canceling the appointment in your calendar (or declining the invitation) will NOT cancel the appointment in myUK GPS. You will need to go back into myUK to make the needed changes*

## Option C: Cancel



Once you click cancel it will prompt you to consider a few other options, but if you need to cancel, select the “Cancel Appointment” button.

## Attending Your Meeting

Please be sure to attend your scheduled advising appointment. Your advisor is a great source of support, encouragement and information! We want to hear about how your semester is going.

## After Your Meeting

At the close of your meeting you may receive an online survey (in your email) for you to share your thoughts about your advising experience. This short survey should only take 2-3 minutes and is helpful as we consider how to best serve our Wildcats.