Priority Registration Advising Instructions for ME Sophomores, Juniors, and Seniors

(ME Freshmen are to see/contact their College advisors, 3rd floor RGAN, for more information.)

Summer & Fall 2017 Priority Registration windows will begin opening March 28 – April 18, then add/drop begins April 25 – Aug 29. Be sure to verify your exact registration window on your myUK “Plan and Register” tab.

Follow these four steps to make the advising process more productive:

NOTE: Away on Co-op this Spring? Skip to #3, fill out and email the Advising Worksheet to your advisor; include any questions. Upon review and agreement, your advisor will lift the advising hold, and you will register as usual during your registration window.

1) Schedule an appointment (sorry, no drop-ins): All students must make an advising appointment, and obviously we cannot see everyone at once, so please pick your appointment date and time as best you can.

2) How to book that advising appointment: Visit myUK, then “myInfo,” then “myAppointments,” click on “College of Engineering,” then “Mechanical Engineering” and then the “Priority Registration” category. Your advisor’s name should appear with a calendar. Click on a blue date, see the advisor’s availability for that date, and then click on a time that is convenient for you. More dates will be added as these fill up. Appointments must be booked and/or canceled 24 hours or more in advance.

3) Advising Worksheet: Print and complete the attached (also available here: http://www.engr.uky.edu/me/students/current/) Advising Worksheet PRIOR to your advising appointment. The worksheet will walk you through the necessary steps to prepare you for your appointment. Please come prepared to your advising appointment.

4) NEW TO USE! We are encouraging all students to start utilizing the “Course Planner” tool via “Degree Planning and Registration” tab (myUKGPS) on your myUK account. You can browse the course catalog and “save” (note: not officially register) for classes into your “Course Planner.”

5) Regularly check for HOLDS: An “advisor hold” is normal; this will be lifted at the time that you meet with your academic advisor. You can still be advised if you have other holds; you will just not be able to register until all holds are cleared.

6) Be sure to keep your appointment. Please be courteous of everyone’s time --- the myAppointment system allows for cancellations 24 hrs in advance and/or email your advisor of your circumstances for last minute cancellations. If you are late for your appointment, please understand you may need to reschedule.

We are looking forward to meeting with you and the opportunity to assist with your preparation for your next successful semester in Mechanical Engineering!

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