

Instructions for Spring 2020 Priority Registration Advising for ME Sophomores, Juniors, and Seniors

Below you will find instructions about how to make an advising appointment for the Spring 2020 semester, as well as, what to prepare before and what to bring to that appointment. Be sure to follow these instructions carefully to help ensure you are able to meet your assigned ME advisor prior to your registration window opening.

A) If you are a December 2019 graduate, you do not need to meet with your advisor. However, feel free to contact your advisor with any questions you might have about program completion, degree audit, etc.

B) If you are away on Co-op this Fall, skip to Step #2, then email your advisor that you have completed planning courses, along with your course selection rationale (if needed) and any questions you have. Upon review and agreement, your advisor will lift the advising hold. You will register as usual during your registration window.

C) All other ME sophomores, juniors and seniors should follow the instructions below:

Important! – There are no walk-in appointments during priority registration advising!

1. **Plan ahead:** To book your advising appointment (sorry, no drop-ins), 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, 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.
2. **Load the course planner:** This is required prior to your advising appointment. All ME students must utilize the GPS “Course Planner” and enter classes for Spring 2020. You may add specific sections if available, but course titles are essential. Planning semesters beyond Spring 2020 is welcome, but optional.
3. **How:** From GPS Home, use menu to go to “Course Planner,” then use the tabs “Course Catalog,” “Major Map,” or “Degree Audit” to research and click on an appropriate course— be sure to pull down and select the intended semester -- and save it to your planner. For all GPS tutorials, go to GPS Home, Resources, and “Application Guide.”
4. **Remember:** To have your advising hold lifted in time to register, you must meet in person with your advisor, and Spring 2020 courses must be entered in your Course Planner.
5. **Bring:** Your laptop or device should be brought to your advising appointment. During your appointment, you and your adviser may need to look at grades, GPAs, and other course-related items on your Canvas account.
6. **Check regularly:** An advisor hold is normal and will be lifted advisor once your Course Planner is completed and you have met with your academic advisor; however, you may have other holds that your advisor cannot address. You can still be advised if you have other holds, but you will not be able to actually register until all holds are cleared.
7. **Keep your appointment!** Cancellations required 24 hours in advance. Contact your advisor directly concerning any circumstances that result in last-minute cancellations.
8. **Register:** From November 6 – January 14, the Priority Registration windows are open for Spring 2020 starting with Honors, then Srs, Jrs, and Sophs. Be sure to check your myUK account for the exact day/time your window will open.

We look 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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