NKU Student Course Registration
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Accessing Course Registration

1. Log in to MyNKU
2. From the Student Self-Service tab, click the Academics sub-tab and then click on Online Registration

Understanding Course Registration Header Information

1. Student Name
2. MyNKU Student ID
3. Any active student account deficiencies or holds
4. Program level where courses will be registered (Undergraduate, Graduate, Law)
5. Term of course enrollment
Deficiencies and Holds

To better understand the reason for a deficiency or hold that has been placed on a student account, click on the icon (  or ) for more information. Where applicable, a clickable Display Help link can provide next steps and contact details.

NOTE: A deficiency or hold DOES NOT prevent a student from planning or placing courses in the registration cart.

However, certain types of holds CAN prevent a student from enrolling (booking/registering) in a course. To see a list of holds and the associated actions, visit the Office of the University Registrar website.

Registration Window

Upon choosing the (academic) term for registration, the registration window will appear. A term must be chosen before any registration browsing (Search), planning (adding courses to the Cart) or enrollment (Registering/Booked) actions can begin.

Course Registration
How to Search for Courses

Basic search

1. Enter a course in the Course Basic Search textbox. **Note:** Courses in which the alphabetical prefix contains three letters (PSY) require a space between the last letter and the first number, while courses with four letter prefixes (CMST) DO NOT require a space, e.g. PSY 100, CMST101
2. Click Search. All column headings are clickable allowing for sorting in asc or desc order.

Advanced search

1. Click on the advanced search filter icon.
2. After configuring filter, click on search by filter.
3. Multiple choices can be made in the configure filter for search results.

<table>
<thead>
<tr>
<th>Delivery</th>
<th>Drop-down menu; manner in which course content is delivered e.g. Accelerated, Online Programs, PACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session</td>
<td>Drop-down menu; use to review courses offered by various sessions</td>
</tr>
<tr>
<td>Credit</td>
<td>Drop-down menu; number of course credit hours</td>
</tr>
<tr>
<td>Campus</td>
<td>Drop-down menu; location of course</td>
</tr>
<tr>
<td>Type</td>
<td>Drop-down menu; identifies general education or learning community courses</td>
</tr>
<tr>
<td>Instructor</td>
<td>Search by instructor last name. Use * for wildcard search</td>
</tr>
<tr>
<td>Days</td>
<td>Check box to search for days when course is offered</td>
</tr>
<tr>
<td>Time</td>
<td>Check box to search for time when course is offered</td>
</tr>
</tbody>
</table>

Configure Filter

- **Delivery:**
- **Session:**
- **Credit:**
- **Campus:**
- **Type:**
- **Instructor:**
- **Schedule**
  - **Days:**
    - Morning (Before 12pm)
    - Afternoon (12pm to 4pm)
    - Evening (After 4pm)
- **Has Open Seats**
Combined search

A basic search can be combined with an advanced search. **Note:** In the example below, the course CMST101 was added to the basic search area (Item 1). Then an advanced search delivery filter was applied to find only online courses (Item 2). When choosing delivery online from the configure filter, the results will immediately change (Item 3).

Search for ONLINEA Courses

To find courses that have a delivery of ONLINEA (online accelerated), use the advanced search filter, choose OnlineA in the delivery drop down menu and click search by filter.
Course Details

To the left of the course is an information icon, that when clicked, offers additional details such as available seats, instructor, course materials, course description, course requirements, and course type.

Understanding the Registration Cart

How to add courses to the registration cart

The registration cart is a temporary place to store courses being considered for enrollment. Courses can be added to the registration cart regardless of any holds, deficiencies, pre-requisites, or co-requisites.

1. Courses can be added to the registration cart by clicking on the right directional arrow at the end of the row from search results, the academic plan or permits.
2. Upon clicking the right directional arrow, a popup window will appear displaying “Add to Cart” or “Register”
3. Click “Add to Cart”
How to update or enroll courses in the registration cart

Several actions can be performed with courses while in the registration cart.

<table>
<thead>
<tr>
<th>Check</th>
<th>Will perform a course check to determine if all courses in cart can be registered (Booked)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register All</td>
<td>Registers (Books) all courses in cart</td>
</tr>
<tr>
<td>Register</td>
<td>Registers (Books) individual course</td>
</tr>
<tr>
<td>Swap/Edit</td>
<td>Allows for a different course section to be chosen</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes courses from cart</td>
</tr>
<tr>
<td>Register co-requisite courses</td>
<td>See details on next page</td>
</tr>
</tbody>
</table>

How to enroll in pre-requisite or co-requisite courses

Courses that require pre-requisite enrollment must be enrolled before the primary course. For example: MAT 140 has to be enrolled in 7 Weeks 1 subsession first and then MAT 141 can be enrolled in 7 Weeks 2 subsession.

Courses that require co-requisite enrollment, such as courses with a lecture and lab (BIO 120 and BIO 120L), must be enrolled at the same time.

1. Add both courses individually to the registration cart
2. Click on each course individually and each course will highlight
3. Click on the “Register Selected” button
NKU Registration Agreement - Terms and Conditions

The Northern Kentucky University Student Statement of Obligation displays upon registering for courses. It is necessary to read the terms and conditions before clicking “Agree”, which is found at the bottom of statement. Course registration will not execute without clicking “Agree.”

Understanding Booked (registered/enrolled) Courses

Registered courses will be visible in the booked area. The following actions can be performed with courses while booked.

1. Swap/Edit - Can change the section of a currently registered course to a different section of the same course. Note: this can change tuition and financial aid obligations.
2. Drop Course - Cancel/drop the registration of a course.
Understanding Booked (registered/enrolled) Courses - continued

3. Cancelled Courses - Displays course registrations that have been cancelled/dropped within that term.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 265 - 003</td>
<td>3</td>
<td>6:15pm - 9:00pm R</td>
</tr>
<tr>
<td>BIO 120 - 001</td>
<td>4</td>
<td>Online Schedule</td>
</tr>
<tr>
<td>BIO 120L - 001</td>
<td>0</td>
<td>Online Schedule</td>
</tr>
</tbody>
</table>

[Arrow pointing to buttons: Cancelled Courses, Drop Selected Courses]

4. Drop co-requisite courses - Co-requisite courses must be cancelled/dropped at the same time from the booked area.
   - Click on each course individually and each course will highlight
   - Click on the “Drop Selected Courses” button

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 100 - 002</td>
<td>3</td>
<td>2018-02-09</td>
</tr>
</tbody>
</table>

Reason: Student cancellation - 0% refund

[Arrow pointing to buttons: Cancelled Courses, Drop Selected Courses]
Frequently Asked Questions

1. **What is booking outside of career**...it means that the program type (graduate or undergraduate) does not match the level of the course, i.e., choosing a graduate level program type and then attempting to enroll in STA 205, which is an undergraduate course.

2. **Most sections for this semester can no longer be added**...courses have a window of dates for enrollment. The enrollment attempt for the course is beyond that allowable window.

3. **Not enough pre-requisites and/or co-requisites have been met**...the courses must be enrolled at the same time. See how to enroll in pre-requisites or co-requisites on page eight.

For questions or support, please contact your advisor or contact the Office the University Registrar at registrar@nk.edu or 859-572-5556.