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
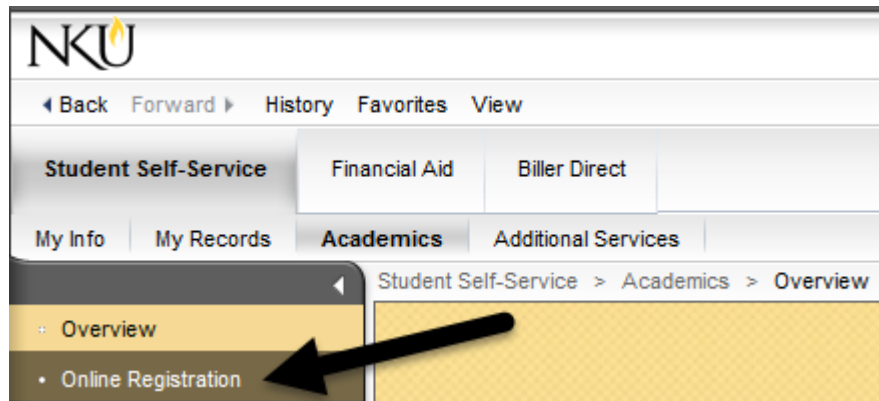
Understanding Course Registration Header Information

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
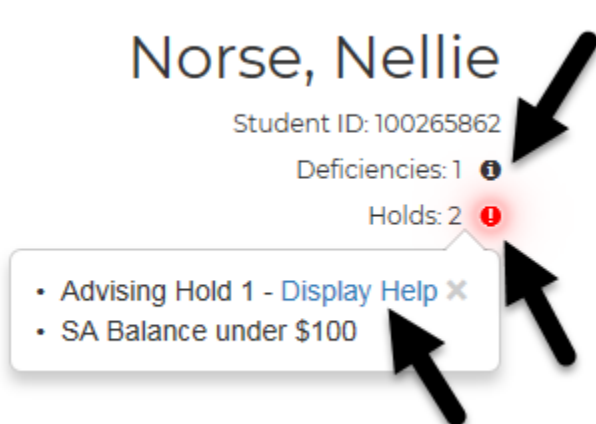
on the icon (🛈 or ❗) for more information. Where applicable, a clickable Display Help link can provide next steps and contact details.

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 (addding courses to the Cart) or enrollment (Registering/Booked) actions can begin.

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. [Filter ▼]
2. After configuring filter, click on search by filter.

   [Clear Filter ✖] [Search by Filter Q]

3. Multiple choices can be made in the configure filter for search results.

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

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 Filter ▼ ,

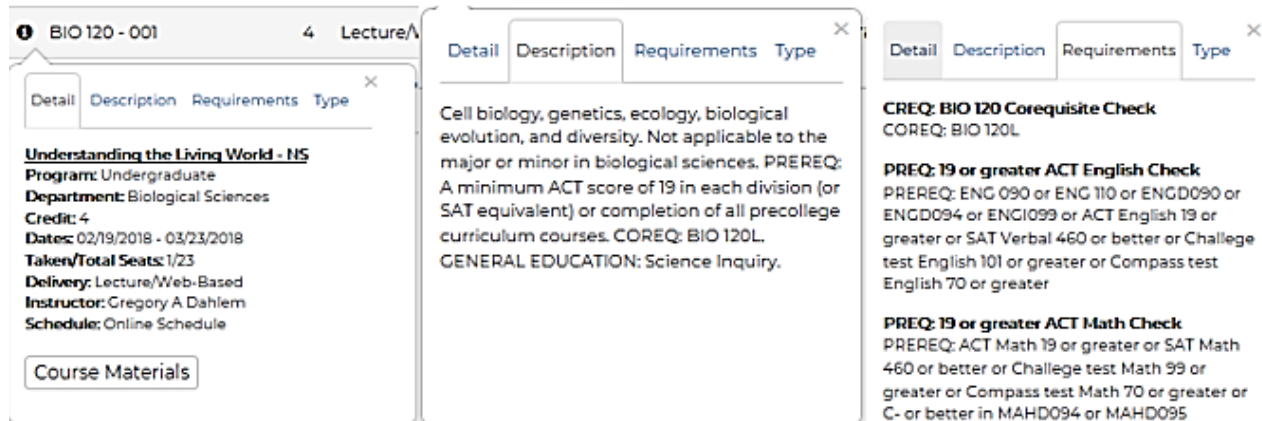choose OnlineA in the delivery drop down menu and click search by filter Clear Filter ✖ Search by Filter Q .

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.

ⓘ BIO 120 - 001   4   Lecture/\

| Detail | Description | Requirements | Type | ✕ |

Understanding the Living World - NS
Program: Undergraduate
Department: Biological Sciences
Credit: 4
Dates: 02/19/2018 - 03/23/2018
Taken/Total Seats: 1/23
Delivery: Lecture/Web-Based
Instructor: Gregory A Dahlem
Schedule: Online Schedule

[Course Materials]

| Detail | Description | Requirements | Type | ✕ |

Cell biology, genetics, ecology, biological evolution, and diversity. Not applicable to the major or minor in biological sciences. PREREQ: A minimum ACT score of 19 in each division (or SAT equivalent) or completion of all precollege curriculum courses. COREQ: BIO 120L. GENERAL EDUCATION: Science Inquiry.

| Detail | Description | Requirements | Type | ✕ |

CREQ: BIO 120 Corequisite Check
COREQ: BIO 120L

PREREQ: 19 or greater ACT English Check
PREREQ: ENG 090 or ENG 110 or ENGD090 or ENGD094 or ENGI099 or ACT English 19 or greater or SAT Verbal 460 or better or Challege test English 101 or greater or Compass test English 70 or greater

PREREQ: 19 or greater ACT Math Check
PREREQ: ACT Math 19 or greater or SAT Math 460 or better or Challege test Math 99 or greater or Compass test Math 70 or greater or C- or better in MAHD094 or MAHD095
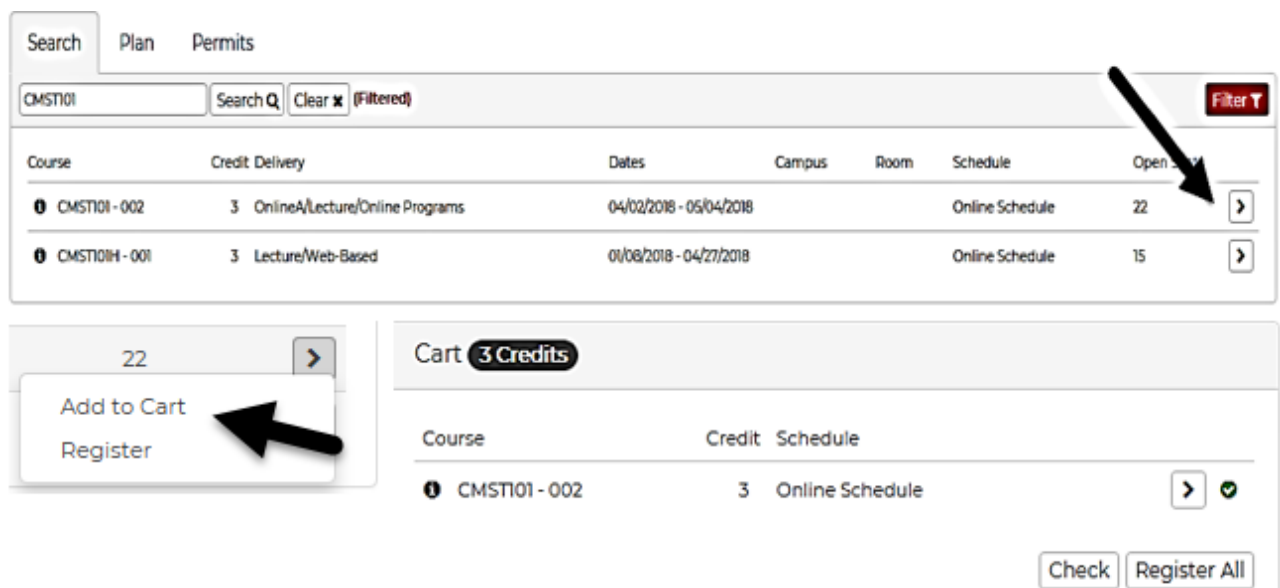
Understanding the Registration Cart

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"

| Search | Plan | Permits |

| CMST101 | [Search 🔍] [Clear ✖] (Filtered) | | | | | | [Filter ▼] |

Course	Credit	Delivery	Dates	Campus	Room	Schedule	Open	
ⓘ CMST101 - 002	3	OnlineA/Lecture/Online Programs	04/02/2018 - 05/04/2018			Online Schedule	22	>
ⓘ CMST101H - 001	3	Lecture/Web-Based	01/08/2018 - 04/27/2018			Online Schedule	15	>

| 22 | [>] |

Add to Cart
Register

Cart **3 Credits**

Course	Credit	Schedule		
ⓘ CMST101 - 002	3	Online Schedule	>	✔

[Check] [Register All]

How to update or enroll courses in the registration cart

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

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

Cart **13 Credits**

Course	Credit	Schedule	
❶ BIO 120 - 001	4	Online Schedule	❯
❶ BIO 120L - 001	0	Online Schedule	Register
❶ ENG 101 - 001	3	Online Schedule	Swap/Edit / Delete
❶ STA 212 - 001	3	12:15pm - 1:30pm TR	❯
❶ CMST101 - 002	3	Online Schedule	❯

Check | Register All

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

Cart **10 Credits**

Course	Credit	Schedule	
❶ BIO 120 - 001	4	Online Schedule	❯
❶ BIO 120L - 001	0	Online Schedule	❯
❶ STA 212 - 001	3	12:15pm - 1:30pm TR	❯
❶ CMST101 - 002	3	Online Schedule	❯

Check | Register Selected

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."

·ment form. The electronic 1098-T form may be
opies of this paper tax document and
al delivery is reduced. The 1098-T form will be
llowing the tax year reported. All future 1098-T
ctronic 1098-T form is available. Electronic
ʝ studentaccountservices@nku.edu.

Agree   Cancel

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.

Booked **3 Credits**

Course	Credit	Schedule	
❶ PHI 265 - 003	3	6:15pm - 9:00pm R	>

Cancelled Course

Swap/Edit
Drop Course

Understanding Booked (registered/enrolled) Courses - continued

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

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

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.

   Booking outside of Career not permitted.

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.

   Most sections for this semester can no longer be added - Display Help

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.

   Course ACC 200: Not enough prerequisites and/or corequisites have been met - Display Help

   COREQ: ACC 200L not fulfilled

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