

**Your Graduate
Journey Begins
Here at NKU!
Welcome!**



Congratulations! 🎉

Congratulations on being accepted to Northern Kentucky University and embarking on your graduate education journey! You are about to begin an exciting new chapter that will challenge you, inspire you, and prepare you for the next step in your professional and personal growth. At NKU, we believe graduate education is more than just earning a degree. It's about exploring new ideas, connecting with mentors, collaborating with peers, and gaining the skills you need to make a real impact in your field. Whether you're here to advance in your career, pivot to a new profession, or deepen your knowledge, our faculty and staff are committed to supporting you every step of the way. Welcome to the Norse family! Your future starts here!

Admissions Policies

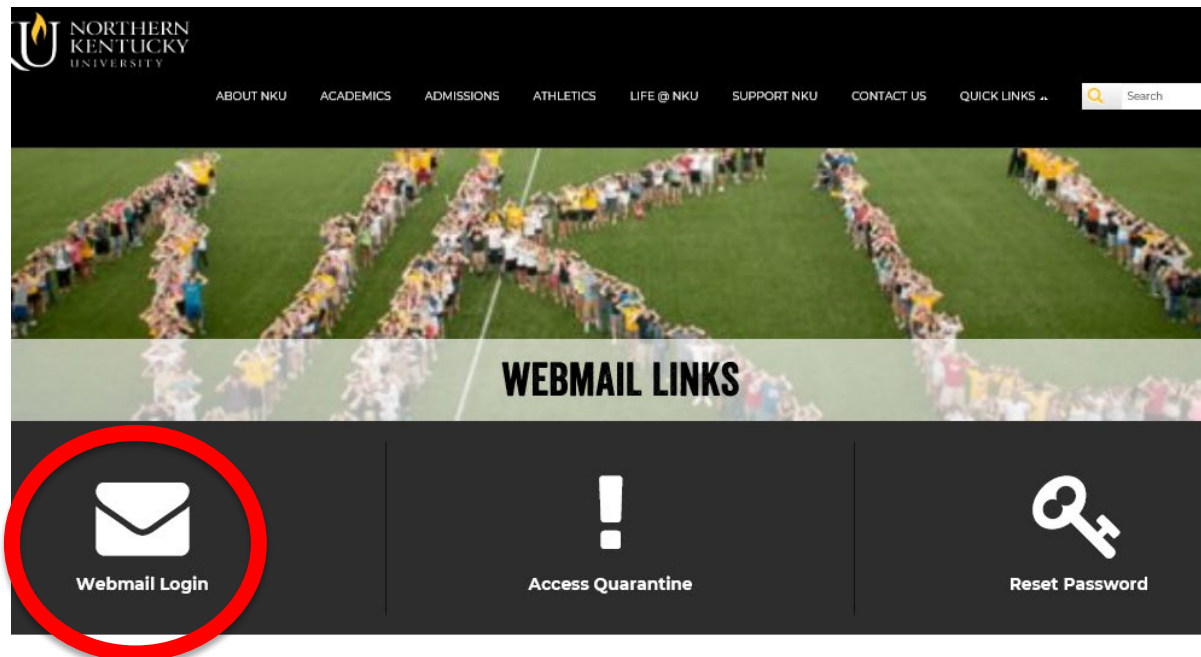
- I've been admitted, now what?
 - Full Admission
 - No holds should be placed on your account, no further action is required before course registration
 - Provisional Admission
 - Valid for one semester only
 - Missing documents or specific conditions for academic performance expectations or pre-requisite courses were included in admission letter
 - Evaluated at the end of the semester for full admission. Please try to submit any missing documentation as soon as possible so that your credential hold can be lifted prior to priority registration

NKU Accounts

- Activate your NKU username and password ASAP at <https://password.nku.edu/>
- Your NKU username and password will be used for your NKU e-mail, myNKU, and Canvas. **Be sure to check your NKU e-mail daily!** Important updates from NKU will be sent to your NKU e-mail account only

NKU E-mail

Visit <http://webmail.nku.edu/> to access your email.
Select “Student Login.” Log in using your username and password.



IT TIME USING YOUR NKU EMAIL ACCOUNT?
nge your password before logging in.



MyNKU – Student Portal

- Log in to MyNKU, <https://mynku.nku.edu/> using your NKU username and password.
- **Student Tab:** View and update your student records.
 - Students can view unofficial transcripts and grades, course registration, book orders, etc., and make any changes to personal information
- **Student Billing Tab:**
 - View detailed bill and pay tuition
 - View, accept and decline federal student loans

MyNKU Student Tab Course Registration

Search for and add courses to your registration cart, then “Register” your selected courses.

NKU NORTHERN KENTUCKY UNIVERSITY

AUDIT PLAN HE

Course Registration

Program Graduate ▼

Term Fall 2018-2019 ▼

Registration Window: 03/22/2018 06:00am - 12/03/2018 11:59pm

Cart

EMPTY

Booked

EMPTY

Search Plan Permits

MBA Search Q Clear x Filter ▼

Course	Credit	Delivery	Dates	Campus	Room	Schedule	Open Seats
1 MBA 610 - 001	2	Practicum/Online Programs	08/20/2018 - 09/21/2018			Online Schedule	15
1 MBA 610 - 003	2	Practicum/Online Programs	11/08/2018 - 12/14/2018			Online Schedule	15
1 MBA 610 - 004	2	OnlineA/Practicum/Online Programs Restricted	10/01/2018 - 11/02/2018			Online Schedule	15
1 MBA 611 - 001	3	Practicum/Online Programs	08/20/2018 - 09/21/2018			Online Schedule	15
1 MBA 611 - 002	3	Practicum/Online Programs	10/01/2018 - 11/02/2018			Online Schedule	15
1 MBA 611 - 004	3	OnlineA/Practicum/Online Programs Restricted	11/08/2018 - 12/14/2018			Online Schedule	14

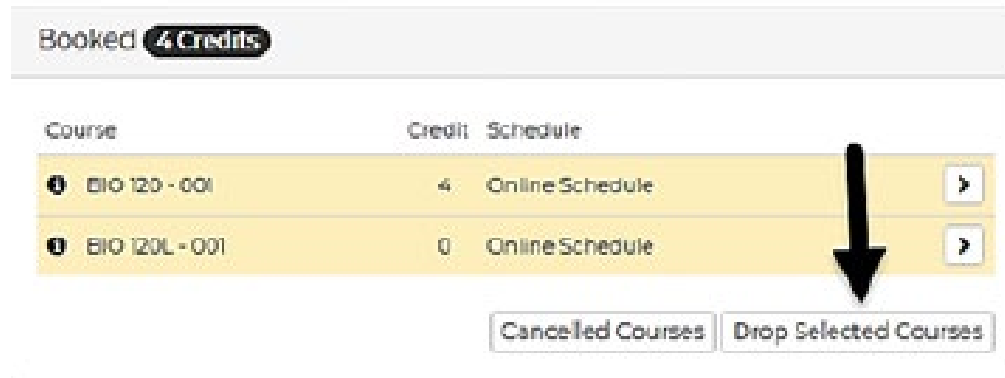
Add to Cart Register

Registration Information

- Last day to add/drop courses for fall with 100% refund:
 - Full session – Monday, August 25th
 - 5 week session 1 – Wednesday, August 20th
 - 7 week session 1 – Thursday, August 21st
- Unless you have a hold on your account, no action is needed to be eligible to register. If you'd like to speak to your program director prior to registration, contact information may be found [here](#)
- Course evaluations
 - Must complete or opt-out of the e-mailed evaluation (sent 2 weeks prior to end of courses)
 - If no action is taken, 2-3 week delay in accessing course grades

MyNKU Student Tab **Academics and Online Registration**

If you wish to withdraw from a course, you may “Cancel/Drop Courses” by selecting the appropriate choice in the dropdown menu.



The screenshot shows a web interface for managing courses. At the top, it says "Booked 4 Credits". Below this is a table with columns "Course", "Credit", and "Schedule". There are two rows of courses listed. To the right of each row is a dropdown menu. A large black arrow points down to the dropdown menu for the second course. Below the table are two buttons: "Cancelled Courses" and "Drop Selected Courses".

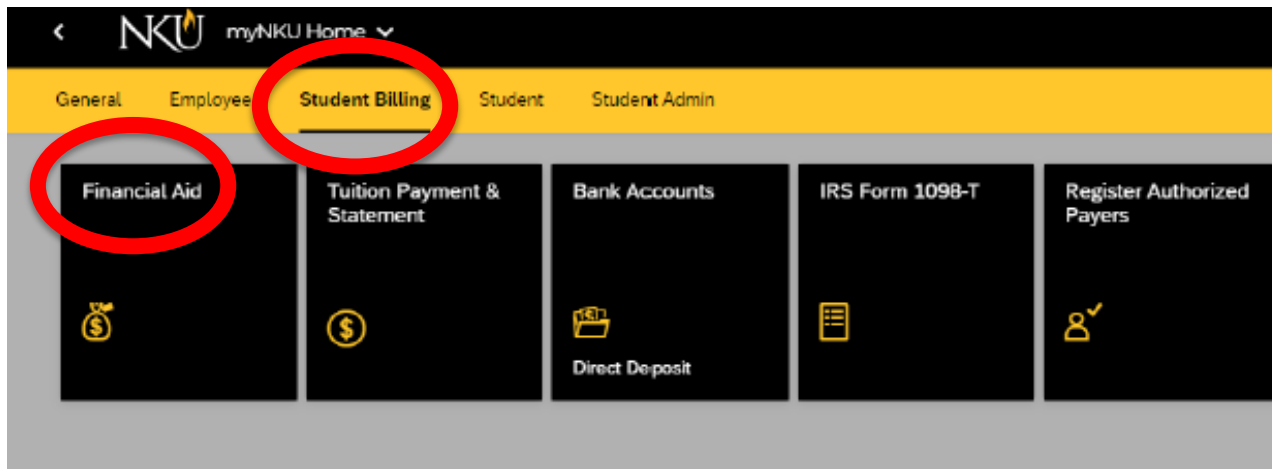
Course	Credit	Schedule	
BIO 120 - 001	4	Online Schedule	>
BIO 120L - 001	0	Online Schedule	>

Cancelled Courses Drop Selected Courses

Refer to the Academic Calendar for withdrawal deadlines.

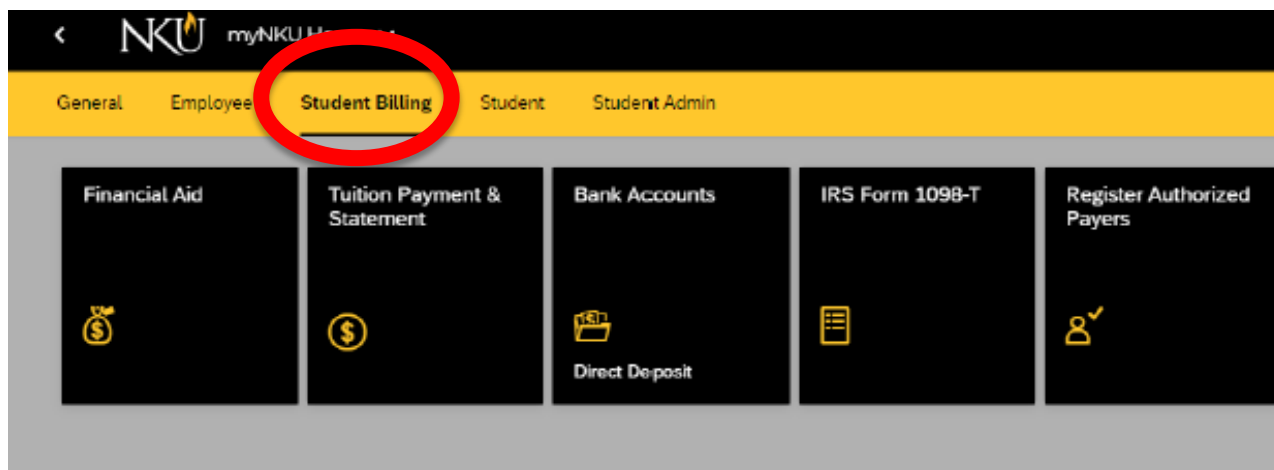
MyNKU Financial Aid

Use this tab to accept or decline federal student loans (if eligible).



MyNKU Student Billing

Use this tab to view your tuition and fee charges, pay your bill, obtain your IRS Form 1098-T, and view holds on your account.



Canvas

Log in to Canvas at canvas.nku.edu using your NKU username and password. Additional assistance for navigating Canvas may be found [here](#).

CANVAS FOR STUDENTS

ASSESSMENT STRATEGIES

ACTIVE LEARNING STRATEGIES

A.I. RESOURCES

HIGH IMPACT PRACTICES

SYLLABUS TEMPLATES

GET HELP/HOW-TO

ONLINE LEARNING & INSTRUCTIONAL TECHNOLOGY

UNIVERSITY POLICIES AND RESOURCES

QUICKSHEETS AND DOWNLOADABLES

UNIVERSAL DESIGN FOR LEARNING



WHAT IS CANVAS?

Canvas is the system we use at NKU to manage courses. Many in-person classes and every online class uses Canvas to organize assignments, tests, and other class activities. This is generally where you will go to turn in your homework.

WHERE DO YOU GO TO USE IT?

Canvas is in the Quick Links menu at the top of your screen on the NKU website. You can also go directly to Canvas by using this [Canvas login link](#). It uses your NKU email and password.

You can also download the [Canvas Student app](#) for phones and tablets.

Resources from Instructure

Instructure, the company that makes Canvas, offers easy to follow guides on the features of Canvas, complete with up to date screenshots. Below are some of the guides that students use most. Each link below will take you to Instructure's website.

- [Canvas Guide](#) — the complete list of every article on how to use Canvas.
- [How do I use Conversations?](#) — this is how you'll message your instructors and classmates.
- [How do I use the Calendar?](#) — the built-in Canvas calendar puts due dates from all your classes in one place.
- [How do I submit an online assignment?](#)
- [How do I submit an assignment using OneDrive?](#)
- [How do I reply to a discussion?](#)
- [How do I take a quiz?](#)
- [How do I view quiz results?](#)
- [How do I view my grades?](#)

NKU Non-Attendance Policy

NKU Students are expected to attend or log into Canvas during the first scheduled class session of each course enrolled. If a student does not attend the first day of class, the instructor may drop the student for non-attendance. Students who know they will be absent must contact their instructor(s) prior to the first class meeting to explain their absence and request to remain enrolled in the course.



NKU Software

Visit the [IT Service Catalog](#) for access to software such as:

- Microsoft Office
- Adobe Creative Cloud
- OneDrive
- Qualtrics Survey Software
- Zotero

Did you know?

- NKU's Steely Library has a wide variety of resources available for all graduate students, whether studying on campus or fully online from another state!
- Students may contact Graduate Student Librarian, Rob Zai, during their time as a graduate student for assistance. Rob can give website tutorials and assist students with learning and navigating citation programs like Zotero!
 - zair1@nku.edu
 - (859) 572-6658

Academic Policies

- Good standing = 3.0 cumulative GPA
 - Below 3.0 GPA will result in Academic Probation
 - Students can take up to 9 credit hours on probation before considered for dismissal
- Grades of C and below – limit of 2
- Degree completion time:
 - Six years for certificate and master's students
 - Eight years for doctoral students
- Courses expire after eight years

**Please note your program may have more stringent policies related to GPA and course grades*

Transfer Credit Policies

- Students may transfer up to 40% of their degree program
 - Must be from a regionally accredited institution
 - Only courses with a B or better earned will transfer
 - Courses must have been taken for graduate credit
 - Decisions made by graduate program director; obtain permission prior to enrolling
- Graduate students may also take courses through the Greater Cincinnati Consortium of Colleges & Universities (GC3 or SOCHE)


Graduate Catalog & Concentrations

- Accessible at catalog.nku.edu – be familiar with it!
- Option to change catalog year and/or concentration within your program
 - Needs graduate program director approval
- Cannot change program of study without a new application for admission
- Graduate Certificates & Micro-credentials
 - Able to add to master's or doctoral program
 - Apply for certificates & micro-credentials via graduate application for admission

Miscellaneous Policies

- Office of Student Conduct, Rights and Advocacy
- Code of Student Rights and Responsibilities
- Graduate Student Honor Code
 - Academic Dishonesty (Plagiarism)
 - Research Misconduct
 - Ethical Violations

Stay Connected & Informed: Visit one.nku.edu for quick links to helpful NKU pages – Check out the Syllabus Bank!

one.nku.edu


Sign in

Home


My Favorites


Categories


What would you like to do?





Most Popular


**Canvas**
Log in to NKU's new Learning Management System


**NKU Email**
Webmail (Microsoft Outlook)


**myNKU Portal**
myNKU


**Register for Classes**
myNKU


**Pay Your Bill**
myNKU


**View Your Schedule**
My Class Schedule


**Buy Your Textbooks**
Barnes & Noble College


**NKU Office 365**
Microsoft


**NKU Syllabus Bank**


**Steely Library Services**
Steely Library

**View Your Unofficial Transcript**
myNKU

**OneDrive**
Microsoft

**Handshake Help Page**

**Degree Audit**
myNKU

**Payroll Calendars**

Connect Norse Alert

- Sign up for NKU's Emergency Contact System by visiting <http://norsealert.nku.edu>.
- Register for texts, emails and/or voice message alerts
- You can sign in and edit this account at any time

NORSE ALERT

NKU Emergency Contact System

Ensuring the safety and security of our students, faculty, and staff is a top priority at Northern Kentucky University. To provide timely notifications during emergencies or campus closures, the University has partnered with Rave to create **NORSE ALERT**, a system that contacts members of the campus community.

All Northern Kentucky University students, staff, and faculty are automatically enrolled in **NORSE ALERT** using their official university email addresses and phone numbers. We encourage everyone to add additional contact information, such as mobile numbers and personal emails, to their **NORSE ALERT** accounts. You will receive a reminder to update your information every six months when you log into myNKU. Parents, visitors, and other interested parties can also register for **NORSE ALERT** voluntarily.

Depending on the type and location of the emergency, notifications may be sent using all available methods or a combination of them.

Sign Up/Update/Manage Your Norse Alert Account Today

NKU Students, Staff, and Faculty access their accounts through [myNKU](#) portal.

Parents, visitors and other interested parties, click [here](#) to create/edit your account.

Governor's Scholar Program click [here](#) to create/edit your account.

*If you are unable to access your MyNKU account, please contact the Help Desk at (859) 572-6911

If you wish to be removed from the system, instructions can be found below in the **Frequently Asked Questions** section, under **How Do I Unsubscribe from NORSE ALERT?**.

Northern Kentucky University uses the following methods to send notifications:

- Norse Alert--sends notifications to the user to all nku.edu email addresses and all contacts provided by the individual.
- Public Address System—Speakers are located across campus and inside most buildings.
- nku.edu website
- NKU Twitter
- NKU Facebook
- Local news outlets

Mass Notification Protocol

Connect

Office of Graduate Education

Familiarize yourself with our [website](#), resources and social networks as well!



[ABOUT](#) [ACADEMICS](#) [ADMISSIONS](#) [ATHLETICS](#) [LIFE @ NKU](#) [STEELY LIBRARY](#) [WAYS TO GIVE](#) [CONTACTS](#) [QUICK LINKS](#) ▲

 Search

A background image showing two women in conversation. The woman on the left has reddish-brown hair in a ponytail and is wearing a green textured sweater. The woman on the right has blonde hair in a bun and is wearing a yellow patterned top. They are in a blurred indoor setting, possibly a conference or event.

GRADUATE ADMISSIONS

Get a professional boost with graduate education programs at NKU.

[APPLY](#)

[OUR PROGRAMS](#)

Connect

Office of Graduate Education

Follow us for important updates and current events:

- Facebook: facebook.com/NKUGraduate
- Instagram: instagram.com/nkuoge/
- X: x.com/nkugraduate



FAQ's contact offices

- Registrar's Office: registration, transcripts, student record.
- Financial Aid: FAFSA, aid eligibility and acceptance, loan deferment.
- Student Account Services: tuition, student bills, tax forms.
- IT Help Desk: myNKU issues, email issues, all technology issues.
- Program Director/Advisor: course selection, course availability, transfer credit, changing concentration



ALL CARD: More than just an ID!

Get your ALL CARD (NKU Student ID!)

Visit the ALL CARD office in Student Union room 120 or contact Allcard@nku.edu if a fully online learner.

Please bring a current driver's license, state-issued photo ID, or passport with you. You will be asked for your social security number or Student ID number to look up your record.

It takes just a few minutes to take your picture and make your NKU ALL CARD! (Visit [here](#) for FAQ)



Best of luck this semester!

Please contact the Office of Graduate Education at any point during your graduate school journey. We are here to support you!

859-572-6364

graduate@nku.edu

