



# NKU Student Course Registration

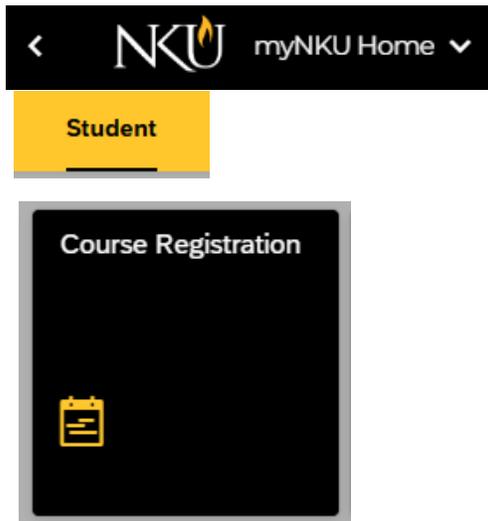
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## Accessing Course Registration

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1. Log in to MyNKU ([mynku.nku.edu](https://mynku.nku.edu))
2. From the Student tab, click on the Course Registration box



## Understanding Course Registration Header Information

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### Course Registration

Program Undergraduate 4

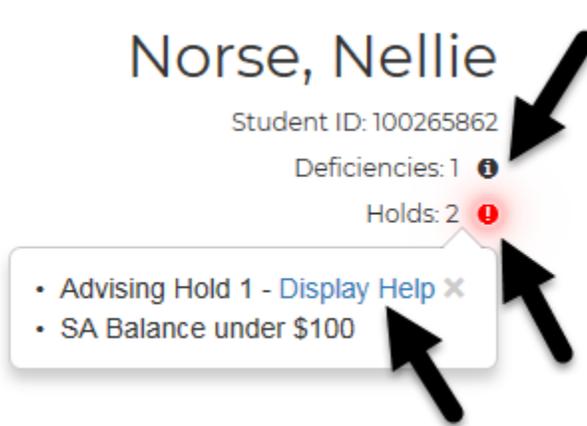
Term Select... 5

1 Norse, Nellie  
2 Student ID: 100265862  
3 Deficiencies: 1 0  
Holds: 2 0

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 (registering) in a course. To see a list of holds and the associated actions, visit the Office of the University Registrar website or clicking [this link](#):

## 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) actions can begin.

### Course Registration

Program

Term

### Norse, Nellie

Student ID: 100265862  
 Deficiencies: 1   
 Holds: 1 

Registration Window: 04/01/2024 06:00am - 11/30/2024 11:59pm

Cart

EMPTY

Booked

EMPTY

## 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.

Course	Credit	Delivery	HIP	Dates	Campus	Room	Schedule	Open Seats
PSY 100 - 001	3	LEC		08/19/2024 - 12/06/2024	Highland Heights	MP 120	9:00am - 9:50am MWF	2
PSY 100 - 002	3	LEC		08/19/2024 - 12/06/2024	Highland Heights	MP 120	10:00am - 10:50am MWF	1
PSY 100 - 003	3	LEC		08/19/2024 - 12/06/2024	Highland Heights	MP 120	11:00am - 11:50am MWF	14
PSY 100 - 004	3	LEC		08/20/2024 - 12/05/2024	Highland Heights	MP 120	9:25am - 10:40am TR	3
PSY 100 - 005	3	LEC		08/20/2024 - 12/05/2024	Highland Heights	MP 120	10:50am - 12:05pm TR	18
PSY 100 - 006	3	LEC/ONL		08/19/2024 - 12/06/2024			Online Schedule	2
PSY 100 - 007	3	LEC/ONL		08/19/2024 - 12/06/2024			Online Schedule	1

### Advanced search

1. Click on the advanced search filter icon. 
2. After configuring filter, click on search by filter.   

Clear Filter ✕
Search by Filter 🔍
3. Multiple choices can be made in the configure filter for search results.

Delivery	Manner in which course content is delivered e.g. Accelerated, Online
Session	Use to review courses offered by various sessions
Credit	Number of course credit hours
Campus	Location of course; select "Highland Heights" for NKU's Main Campus
Type	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

### Configure Filter ✕

**Delivery**

**Session**

**Credit**

**Campus**

**Type**

**Instructor**

**Schedule**

Days M T W R F S

Morning (Before 12pm)

Afternoon (12pm to 4pm)

Evening (After 4pm)

Has Open Seats

**Filter** ▼

## 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).

The screenshot illustrates a three-step process for a combined search:

- Item 1:** A search bar labeled "Basic Search" contains the text "CMST101". A red circle with the number "1" is placed above the search bar.
- Item 2:** A "Configure Filter" dialog box is open. The "Delivery" dropdown menu is set to "Online". A red circle with the number "2" is placed below the dialog.
- Item 3:** The search results table is updated to show only online courses. A red circle with the number "3" is placed below the table. A callout box points to the table with the text: "After applying filter, only online courses are displayed".

Course	Credit	Delivery	Dates	Campus	Room	Schedule	Open Seats
CMST101 - 001	3	Lecture	01/08/2018 - 02/09/2018	Highland Heights	CH 265	8:00am - 10:00am MWF	23
CMST101 - 002	3	OnlineA/Lecture/Online Programs	04/02/2018 - 05/04/2018			Online Schedule	22
CMST101 - 003	3	Lecture	01/08/2018 - 04/27/2018	Grant County		1:00pm - 1:50pm MWF	24
CMST101H - 001	3	Lecture/Web-Based	01/08/2018 - 04/27/2018			Online Schedule	15
CMST101H - 002	3	Lecture	01/08/2018 - 04/27/2018	Campbell County High School		TBA	24

## 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

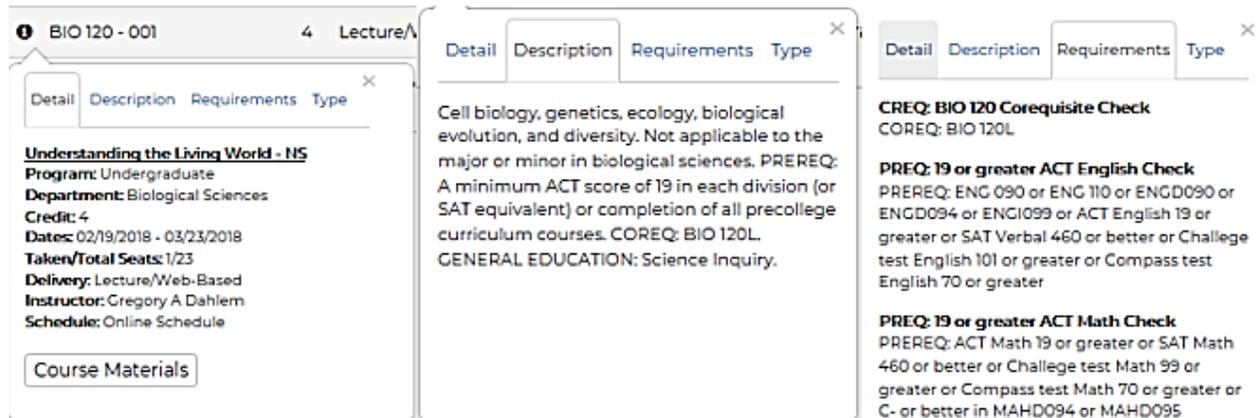
The "Configure Filter" dialog box is shown with the following settings:

- Delivery:** OnlineA
- Session:** (empty)
- Credit:** (empty)
- Campus:** (empty)
- Type:** (empty)
- Instructor:** Last name...
- Schedule:**
  - Days:  M  T  W  R  F  S
  - Morning (Before 12pm):
  - Afternoon (12pm to 4pm):
  - Evening (After 4pm):

Buttons at the bottom:

## 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.

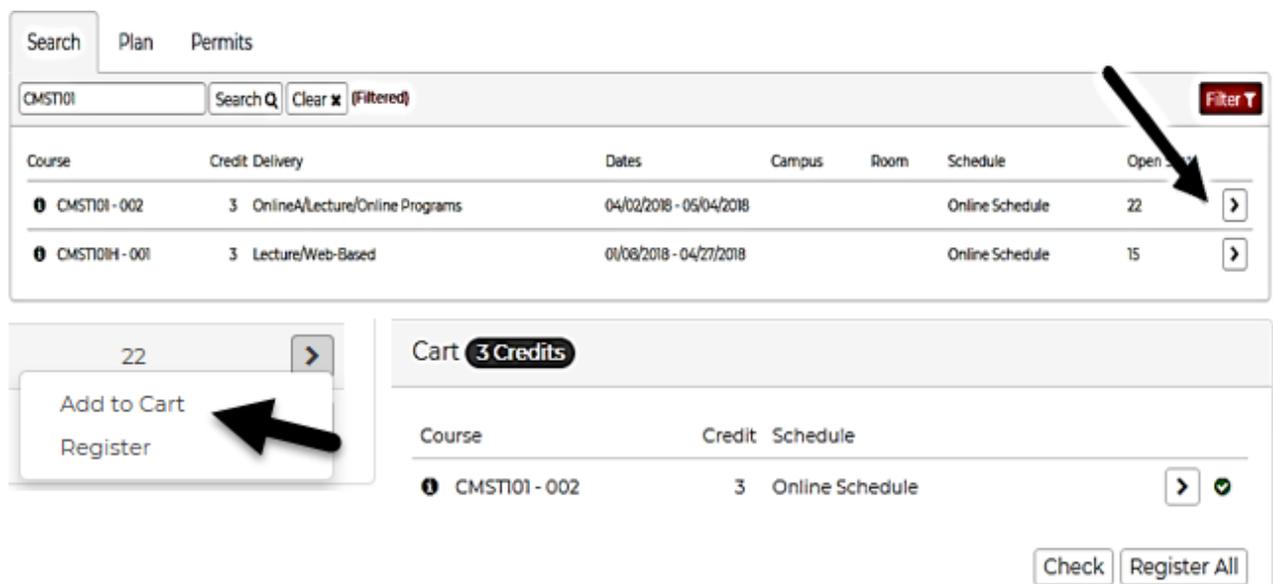


## Understanding the Registration Cart

### 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.

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	
<b>i</b> BIO 120 - 001	4	Online Schedule	>
<b>i</b> BIO 120L - 001	0	Online Schedule	>
<b>i</b> ENG 101 - 001	3	Online Schedule	>
<b>i</b> STA 212 - 001	3	12:15pm - 1:30pm TR	>
<b>i</b> CMST101 - 002	3	Online Schedule	>

Register  
Swap/Edit  
Delete

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 sub-session first and then MAT 141 can be enrolled in 7 Weeks 2 sub-session

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	
<b>i</b> BIO 120 - 001	4	Online Schedule	>
<b>i</b> BIO 120L - 001	0	Online Schedule	>
<b>i</b> STA 212 - 001	3	12:15pm - 1:30pm TR	>
<b>i</b> 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 copies 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 ; 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	
<b>i</b> PHI 265 - 003	3	6:15pm - 9:00pm R	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">           Canceled Course         </div> <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin-left: 10px;">           Swap/Edit Drop Course         </div>

### Understanding Booked (registered/enrolled) Courses - continued

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

**Booked 7 Credits**

Course	Credit	Schedule	
<b>i</b> PHI 265 - 003	3	6:15pm - 9:00pm R	>
<b>i</b> BIO 120 - 001	4	Online Schedule	> ✓
<b>i</b> BIO 120L - 001	0	Online Schedule	> ✓


Cancelled Courses
Drop Selected Courses

### Cancelled Courses ×

Course	Credit Attempt	Cancelled	Reason
ANT 100 - 002	3	2018-02-09	Student cancellation - 0% refund

- 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

**Booked 4 Credits**

Course	Credit	Schedule	
<b>i</b> BIO 120 - 001	4	Online Schedule	>
<b>i</b> BIO 120L - 001	0	Online Schedule	>


Cancelled Courses
Drop Selected Courses

## Frequently Asked Questions

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- 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](mailto:registrar@nku.edu) or 859-572-5556.