

Question	Answer
What do I do when I am unable to assign an advisor?	Please email mcclainc@nku.edu .
What do I do when I receive a message "Error in Learning Community (LC)?"	These course sections are connected to a Learning Community, and only the Office of First Year Programs can assist you with registration changes. Please call 859-572-5913.
What do I do when a new section causes a schedule/time conflict?	This message should appear when attempting to register for a course that meets at the same time as another course in your schedule. Check for schedule conflicts and keep in mind that some classes may have irregular meeting times. If no conflict can be found, contact the IT Service Center.
What do I do when registration/re-registration is not allowed?	This may occur if you applied for graduation but did not graduate as expected. Please contact the Office of the Registrar at 859-572-5556 to have your graduation date corrected.
What do I do when I have permit request problems?	Try using the Permit Quick Entry function on the left side of the Academic Advising tab page. This will enter the permit immediately rather than waiting for the workflow system. (See "Permit Quick Entry" for instructions.)
How do I remove a permit?	Please contact the Office of the Registrar at 859-572-5556 to have a permit removed.
What do I do when I have pre-requisite/co-requisite issues?	Please contact the Office of the Registrar at 859-572-5556.
What do I do when I receive the message "Query 'My Advisees' is already open in another session"	This can occur if your browser was closed without logging off from myNKU or if you opened more than one session in myNKU at the same time on different computers or different browser windows or tabs. The error should correct itself after one hour. Until then, you may pull up student records using the Student Quick Search boxes at the top of the page.

How do I register for 2 sections of the same class?

What do I do when I cannot see the registration window or not the correct date/time? "Time window for module booking"

Who do I talk to about transfer credit questions?

Please contact the Office of the Registrar at 859-572-5556

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Please contact the [Office of Admissions](#) at 859-572-5220.