

Permit Quick Entry

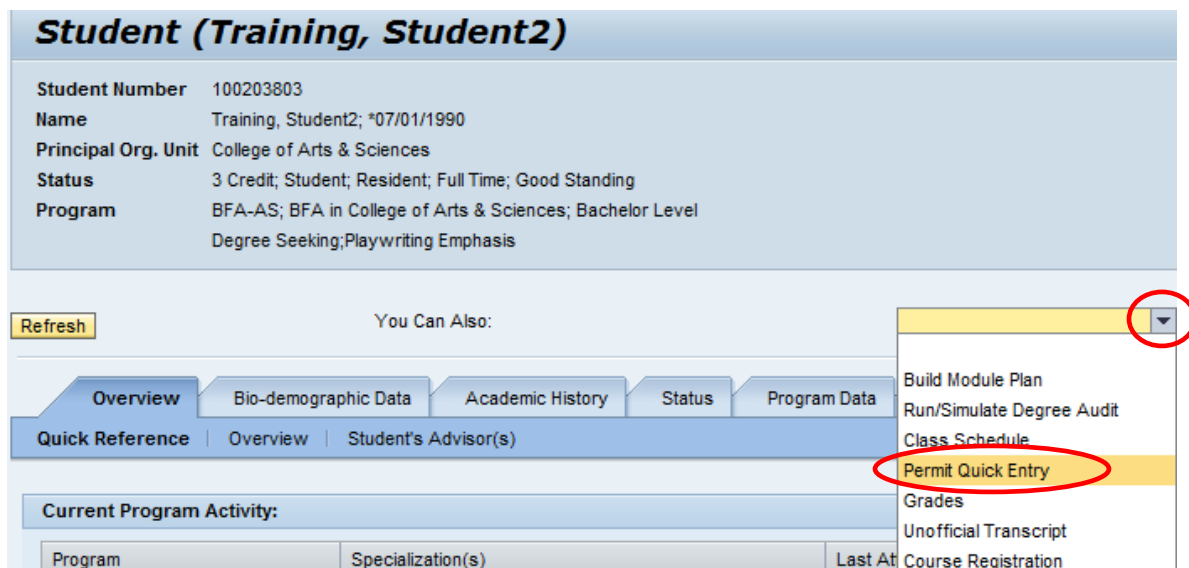
Location(s):

myNKU

Purpose: Perform this procedure when you need to grant permission for a student to attend a class. Permission can be given to students for one or more courses.

Permit Quick Entry – by clicking You Can Also within student record

1. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Academic Advising tab.
3. Click the Permit Quick Entry for the You Can Also box.



Student (Training, Student2)

Student Number 100203803
Name Training, Student2; *07/01/1990
Principal Org. Unit College of Arts & Sciences
Status 3 Credit; Student; Resident; Full Time; Good Standing
Program BFA-AS; BFA in College of Arts & Sciences; Bachelor Level Degree Seeking; Playwriting Emphasis

Refresh You Can Also:

Overview Bio-demographic Data Academic History Status Program Data

Quick Reference | Overview | Student's Advisor(s)

Current Program Activity:

Program	Specialization(s)	Last At
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Build Module Plan
Run/Simulate Degree Audit
Class Schedule
Permit Quick Entry
Grades
Unofficial Transcript
Course Registration

4. A new window will open displaying Permit Quick Entry.
5. Select the correct Academic Period from the drop down menu. The default is the current term.

Permit Quick Entry | History Back Forward

Student Number: 100203803
 First name: Student2
 Last name: Training
 Academic Period: ▼ Save

Append Row

Course	Section	Comment
2012-2013 Fall		
2011-2012 Summer		Add
2011-2012 Spring		Add
2011-2012 Winter		Add
2011-2012 Fall		Add
2010-2011 Summer		Add
2010-2011 Spring		Add
2010-2011 Winter		Add
2010-2011 Fall		Add

6. Select the course box to enter a course number or search for a course using the match code button.
7. Select the section box to enter a section number or search for a section using the match code button.
8. Click Add to add comments to this permit. Comments are only seen within SAP GUI.
9. Continue adding additional permits or Save to complete.

Note: Click Append Row to add additional rows and Delete Row to delete a row after selecting it.

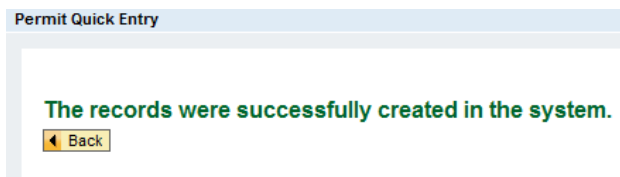
Permit Quick Entry | History Back Forward

Student Number: 100203803
 First name: Student2
 Last name: Training
 Academic Period: 2012-2013 Fall Save

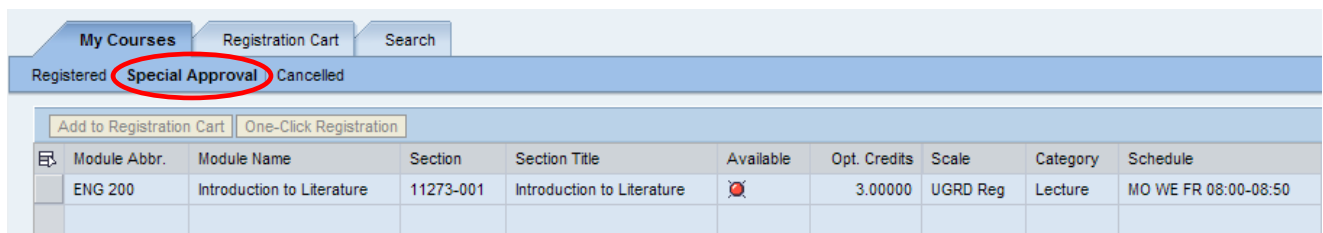
Append Row Delete Row

Course	Section	Comment
ENG 200	1	Add
		Add
		Add
		Add

10. A confirmation message will appear.

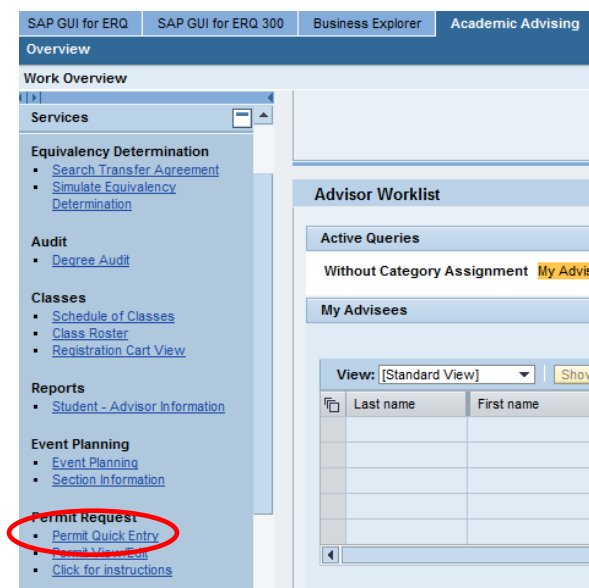


Students with a permit for a course will find that course under the **Special Approval** tab on their Online Registration screen. Students can select the course and click **Add to Registration Cart** or **One-Click Registration**.



Permit Quick Entry – by clicking Permit Quick Entry from Services

1. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Academic Advising tab.
3. Click the Permit Quick Entry located in the navigation menu under Services.



7. Select the course box to enter a course number or search for a course using the match code button.
8. Select the section box to enter a section number or search for a section using the match code button.
9. Click Add to add comments to this permit. Comments are only seen within SAP GUI.
10. Continue adding additional permits or Save to complete.

Note: Click Append Row to add additional rows and Delete Row to delete a row after selecting it.

Permit Quick Entry | History Back Forward

Academic Period: 2012-2013 Fall Save

Append Row Delete Row

Student ID	First Name	Last Name	Course	Section	Comment
100003735	Student3	Training	ENG 200	001	Add
					Add
					Add
					Add
					Add
					Add
					Add
					Add
					Add
					Add

11. A confirmation message will appear.

Permit Quick Entry | History Back Forward

The records were successfully created in the system.

Back

Students with a permit for a course will find that course under the **Special Approval** tab on their Online Registration screen. Students can select the course and click **Add to Registration Cart** or **One-Click Registration**.

My Courses Registration Cart Search

Registered **Special Approval** Cancelled

Add to Registration Cart One-Click Registration

Module Abbr.	Module Name	Section	Section Title	Available	Opt. Credits	Scale	Category	Schedule
ENG 200	Introduction to Literature	11273-001	Introduction to Literature		3.00000	UGRD Reg	Lecture	MO WE FR 08:00-08:50