

Registration Cart View

Location(s):

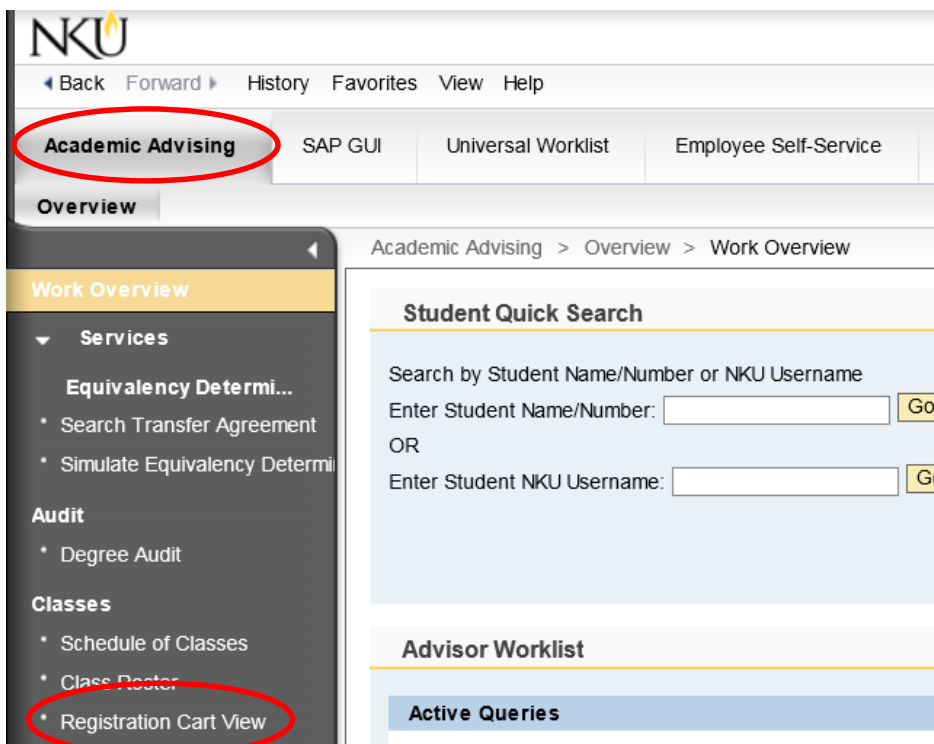
myNKU

Purpose: Perform this procedure when you to view courses in a student's registration cart. Registration Cart content can be viewed by student or by course. This application can be accessed from three tabs within the myNKU portal via the Registration Cart link (beneath the Schedule of Classes link):



- Academic Advising tab
- Student Administration, Faculty Services sub-tab
- Student Administration, Administration Services sub-tab

This document guides you through accessing Registration Cart View from the Academic Advising tab.

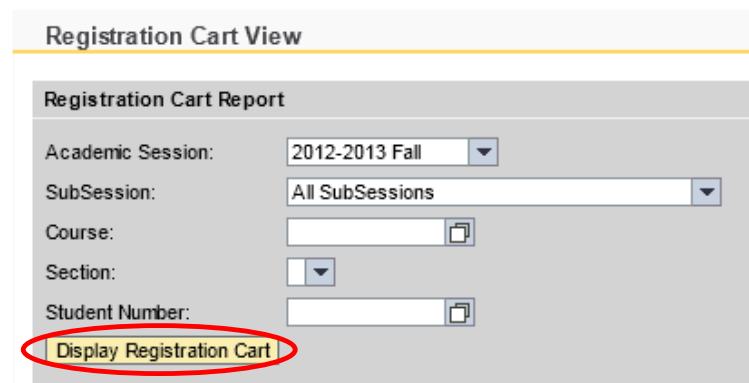
1. Log into <http://myнку.nku.edu> using your NKU username and password.
2. Select the Academic Advising tab.
3. Click Registration Cart View from the left navigational pane.





Input the following information:

Academic Session	Select academic semester from the drop-down; defaults to current
SubSession	Defaults to All SubSessions. Click to choose a different subsession.
Course	Enter the course name/number (3 or 4 letter code + course number)
Section	Section number of the course
Student Number	Type student number and press Enter EX. 9999999999 <i>OR</i> Search by a student's name, click the selection button  , select a student, and click OK  Ex. LAST NAME, FIRST NAME <i>OR</i> Search for all students by leaving this field blank

4. Click Display Registration Cart.

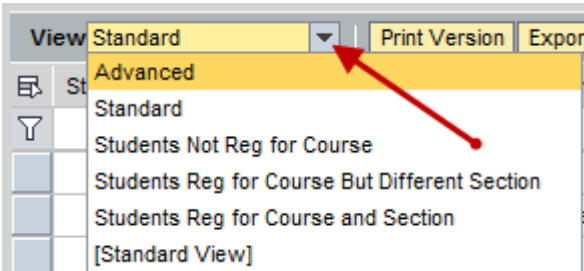


The screenshot shows a web form titled "Registration Cart View" with a sub-header "Registration Cart Report". The form contains the following fields and controls:

- Academic Session: 2012-2013 Fall (dropdown menu)
- SubSession: All SubSessions (dropdown menu)
- Course: [text input field] 
- Section: [dropdown menu]
- Student Number: [text input field] 
- Display Registration Cart (button, circled in red)

Results Table

The default view (Standard) displays all students who have any section of the specified course in their cart. Use the drop-down menu to toggle between views.

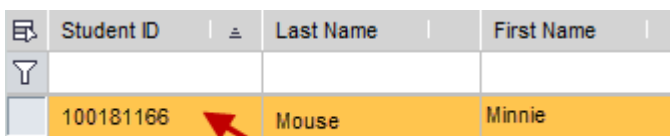


Selection	Description
Advanced	Lists Standard view data plus section schedule and some
Standard	Default
Students Not Reg for Course	Lists students who are not registered for any section of the
Students Reg for Course But Different Section	Lists students who are registered for a different section of
Students Reg for Course and Section	Lists students who are registered for both the course and
[Standard View]	Lists section schedule information and some student

Contacting the Students

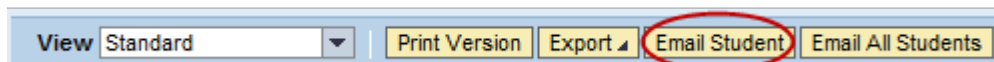
The Registration Cart application allows users to contact students via email. Users can email a single student, or every student with the course in their cart. Users are not required to have an email client open to use this functionality.

1. Click **Email All Students** [Email All Students](#) to contact every student displayed in the table. *Skip to Step 3.*
2. *OR* Highlight the row containing the appropriate student

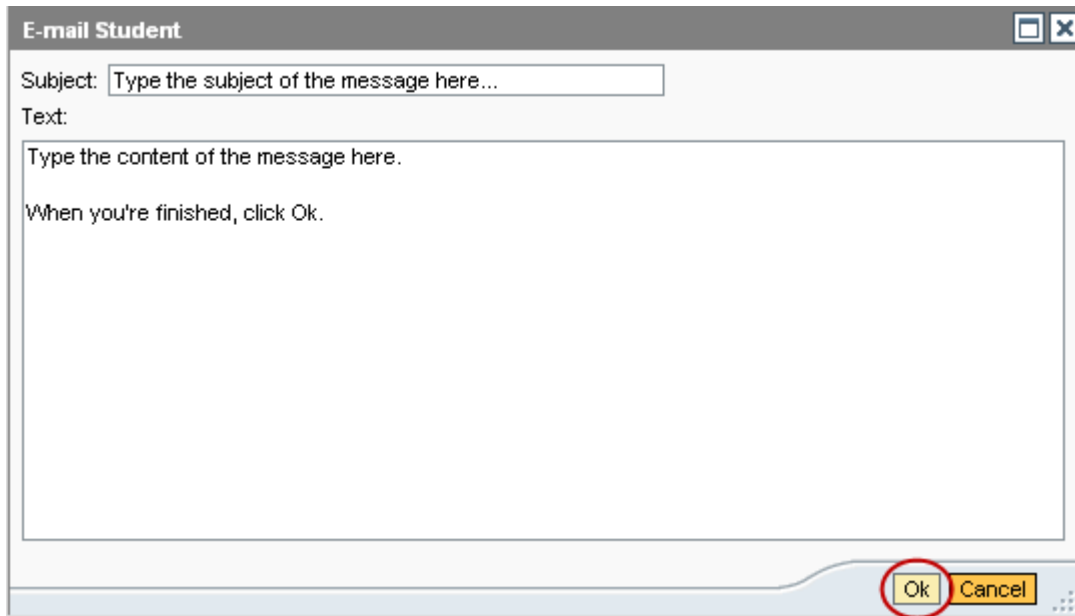


Student ID	Last Name	First Name
100181166	Mouse	Minnie

3. Click **Email Student**.



Type a message, and click **Ok**.



Note: An email containing the text of the message and a list of recipients is sent to the user. Please note that the contents of the confirmation email will display based on both the operating system and email application settings.