

Question	Answer
What is Alternative Delivery?	<p>Alternative Delivery is: Any for-credit instruction where more than 50 percent of the delivery of instruction may utilize any or all of the following: print material, e-mail, telephone, audio tape, video tape, television/VCR, satellite, or computer for access to CD ROM, interactive video, Internet, or the Web. The instructor must be physically separated from the students for the majority of the term. This criterion excludes sessions that may be scheduled individually, such as advising, labs, or testing. KTLN sections that originate from campus are considered distance learning courses. The online component is ALWAYS considered the alternative delivery and must be natural number between 1% and 99%</p>
I do not see the Event Type (service learning, supplemental instruction, face-to-face, etc.) that I need; what do I do?	Email The Office of the Registrar at registrarschedule@nku.edu and request the Event Type be created.
How do I change the layout of the grid?	<p>There are two ways to change the layout.</p> <ol style="list-style-type: none"> 1. Change the view from 'standard view' to 'print view' 2. Scroll to the right of the grid, click Settings, and change the columns as needed
Can I view and print the Event Planning schedule after the editing time has ended?	Yes.
How do I change the section number?	The section number is generated by the system and is currently unable to be edited within the application.
How do I add multiple instructors to a TBA or online section?	Add another event type as TBA or online and assign the additional instructor.
Why do I not see the buttons or options that I need to enter a section?	You may need to use the scroll bar to see all options on the grid and throughout the EP2 application.
My department wants to offer a shared event with another department, is this possible?	<p>Yes, this is possible. After the departments agree to offer the shared event, one department will add a section with the event type of shared, room location, and instructor. The department will communicate to the other department(s) that the shared event has been created; the department(s) will then add the section to be tied to the shared event.</p>
Why is the needed location not reflected?	Make sure the correct campus is chosen. On Campus will reflect only Highland Heights, Off Campus will reflect Grant County and other off campus locations. Online Campus does not have a correlating location.