Event Planning 3 Application
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Event Planning 3 Application
This application is for creating and editing course schedules during the scheduled building process. It is important that the course offerings be carefully reviewed and accurately entered during the schedule building process so that changes are not made after the schedule is posted to the web. Please send any questions or requests for Event Planning to registrarschedule@nku.edu

Any changes made to the day, time, location, and/or delivery mode after the schedule has been posted to the web are detrimental to a student’s ability to build an appropriate class schedule that will facilitate persistence to a degree.

Once online editing has ended, the only two data elements that may be updated by academic departments are seat capacity and instructors. Please use the Update Section Seats and Instructors application to update after the online editing has ended.

Future schedule construction calendars are located at: Office of the Registrar → Forms → Staff and Faculty Forms → Schedule Construction Information.

1. Log into myNKU.
2. Go to Student Administration tab, then click on the Event Planning sub-tab.
3. Select Event Planning to expand that area.
4. Select the Event Planning link.
5. Select the appropriate Academic Period; if period is not available for editing, a message stating it is not available will be reflected.

Note: Only one online section may be created for Winter Term. Section numbers for Winter Term will start at 901.

6. Enter the course ID (ex. GLY 110), then click Find. The sections of that course will display in the grid below. If no sections are created, the grid will be blank and a red dot will appear until a new section is added.

Note: You can search for all courses with a specific prefix by simply entering that with the wildcard * (e.g. enter GLY* for all GLY courses)

You will have the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Version</td>
<td>Displays a .pdf version of the grid contents which may be printed and/or saved</td>
</tr>
<tr>
<td>Export</td>
<td>Exports the grid contents to an Excel spreadsheet</td>
</tr>
<tr>
<td>Add Section</td>
<td>Creates a new section with the next available section number</td>
</tr>
<tr>
<td>Filter</td>
<td>Allows user to filter the grid</td>
</tr>
<tr>
<td>Settings</td>
<td>Allows user to add hidden columns and rearrange columns</td>
</tr>
</tbody>
</table>

Note: You may need to scroll to the right of your screen to see all options throughout the application
Add a Section
Add Section creates a new section using the next available section number that has not been previously used during schedule building. For example, if there are sections 001 through 005, the next section may not be 006 if that section had been previously used. This number cannot be edited in this application.

1. Section Title – you cannot change the title for a typical lecture or lab course. The section title field will open for the below Event Types that are allowed to be changed.
   a. Dissertation
   b. Independent Study
   c. Internship/Externship
   d. Practicum
   e. Private Lesson
   f. Research
   g. Seminar
   h. Special Topics
   i. Thesis

2. Enter the Optimum number of seats (number available to students in course registration). This number may not exceed Maximum Seats or Room Capacity when a room is assigned.

3. Enter the Maximum number of seats (number available to students PLUS the number of additional seats for administrative registration once section is closed). This number may not exceed Room Capacity when a room is assigned.

4. Check Instructor approval required if you would like to add this condition IN ADDITION TO any prerequisites.

5. Check Departmental approval required if you would like to add this condition IN ADDITION TO any prerequisites.
6. Choose the Campus. The Event Type list will change based on the campus you choose. For example, if you choose On Campus Location only on campus event types will display. If you choose Online Campus only online campus event types will display.

7. Choose the desired session.

8. Choose the Event Type. You will see event types that have been offered for this course in the past. If you do not see the desired Event Type, contact the Office of the Registrar (registrarschedule@nku.edu) to make the request.
9. Choose the Location. The location list will change based on the campus chosen.

**Note:** Online campus does not have a correlating location.
10. Enter the meeting pattern by checking the appropriate day of the week boxes.

11. Enter the start and end times. You can use military time (09:00:00) or standard time. For standard time, you can enter 9am or 9a for 9 in the morning, and you can enter 9pm or 9p for 9 at night – either will be recognized. Do not use periods (9a.m. or 9p.m.)

12. Enter the room abbreviation exactly (ex. MP 200) or part of the room number (ex. MP*) or click the “field chooser” option to pick from a list. You will see room maximum capacity next to each room on the Search Results – section maximum seats cannot exceed that number.

13. Enter the instructor. If the class is being team-taught, click Add Instructors and assign the 2nd instructor. To assign an instructor, enter the instructor’s last name or part of the last name with an asterisk (*), then press ENTER.

- If there are others with the same last name, you will be able to choose from a list of matches.
- If instructor has a teaching conflict, you will see all days on which the conflict occurs.
- It is not necessary to use wildcards (*) if you are entering the exact last name. However, if you are entering part of the last name, you will need the wildcard. For example:
  - Entering manning will return individuals with that last name (manning).
  - Entering mann will only return individuals with that last name (not manning).
  - Entering mann* will return both last name mann and last names manning and mannheimer

**Note:** If the instructor is teaching in more than one academic unit, all active teaching assignments for the instructor will display; please select the correct assignment.

If you will **not be** entering meeting pattern information, click the TBA checkbox. The choices will change; the only remaining option is Instructor.

**Note:** If multiple instructors are needed an additional component for each instructor needs to be created for TBA or web section.
14. Click Save.

Save is successful when the green checkmark is reflected towards the left hand side

15. Click Back to return to the grid and continue creating new sections
**View an Existing Section**

Viewing a section allows you to view what has been entered, but does not allow any changes.

1. Select the section to be viewed by highlighting that section, then click View.

2. Click Back to return to the grid.

**Change an Existing Section**

After viewing a section, changes may be needed.

1. Select the section to be edited, then click Change.
2. Update seat capacity, instructor, campus, etc. as needed.
3. Click Save for changes to take effect.
4. Click Back to return to the grid

**Cancel a Section**

After entering in course sections, it may be determined that some sections should be cancelled before the schedule is posted to the web.

1. Select the section to be canceled, click Cancel.

   ![Cancel Section screenshot]

   2. A Cancel Section message will pop-up asking if you want to proceed with the cancellation.

   ![Cancel Section confirmation]

   3. Click Yes and the section will be removed.
**Advanced Tab**

On the Advanced tab, you are able to create Linked Event sections, Shared Event sections, Hybrid sections, Sections with Multiple Components, Sections that are Regular with Exceptions, and Irregular sections. *All sections must have Opti./Max. Seats populated.

---

**Add Regular Sections with Exception**

1. Add section on Advanced tab.

2. Under Event Detail, select Regular with Exception for Section Type.

3. Enter Schedule Pattern.

4. Click Generate Dates.
5. Once all meeting dates are displayed, you can change the assigned instructor for a particular date by clicking the trash can beside each displayed date line.

<table>
<thead>
<tr>
<th>Instructor (Full Name)</th>
<th>Instructor ID</th>
<th>Org. Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hugh L. Henry</td>
<td>00003453</td>
<td>Physics &amp; Geology</td>
</tr>
<tr>
<td>Hugh L. Henry</td>
<td>00003453</td>
<td>Physics &amp; Geology</td>
</tr>
<tr>
<td>Hugh L. Henry</td>
<td>00003453</td>
<td>Physics &amp; Geology</td>
</tr>
</tbody>
</table>

You can remove a particular meeting date by clicking remove schedule beside each displayed date line.

6. Change as needed, then click Save.

Note: After changes are made, DO NOT click Generate Dates again. This will override all changes that have been made to the schedule for the section.

Add Irregular Sections

Irregular sections must be within semester or sub-session dates and are still governed by the master calendar dates for grading, course evaluations, tuition, etc. Irregular sections (not meeting within the Standard Class Time Guide) require approval. Requests for an exception, along with justification for the course to meet on a nontraditional schedule, must be sent to registrarschedule@nkuedu

1. Add section on Advanced tab.
2. Under Event Detail, Section Type of Irregular should be selected.
3. Click Add Dates.

4. Add Schedule information.

5. Repeat Steps 3 and 4 as needed to enter all meeting dates.

6. Click Save.

Add Section with Multiple Components

Lecture/Lab

1. Add section on Advanced tab (e.g. create lecture).

2. Click Save.

3. Click Add Event.

4. Under Event Detail, choose different Event Type (e.g. lab).

5. Enter schedule pattern.

6. Click Save.

• One section with the additional component is now reflected.
Hybrid Sections

Hybrid sections have a face-to-face component as well as an online component. You may find it useful to generate dates and/or add dates to specify the dates for each component.

1. Add section on Advanced tab.
2. Click Save.
3. Select the appropriate hybrid campus.
4. Verify that the correct session is selected
5. Create the first portion of the section (e.g. online or on campus).
6. Enter the appropriate Event Type.
7. Enter the schedule pattern, start and end time, room, and instructor.
8. Click Save.
9. Click Add Event in the middle of the page.

NRP 615-001: Primary Care of Gynecologic Patient

Opt/Max Seats: 13 / 13
Instructor approval required: No
Department approval required: No
Campus: On Campus/Online Hybrid Location
Session: Fall Second (10/15/2014 - 12/13/2014)

Event List

<table>
<thead>
<tr>
<th>Event ID</th>
<th>Start Date</th>
<th>End Date</th>
<th>Category</th>
<th>Delivery Mode</th>
<th>Section Type</th>
<th>Shared</th>
</tr>
</thead>
<tbody>
<tr>
<td>E 23073052</td>
<td>10/20/2014</td>
<td>12/06/2014</td>
<td>LEC</td>
<td>Regular</td>
<td>Add Event</td>
<td>Add Shared Event</td>
</tr>
</tbody>
</table>
10. Under Event Detail, create the second portion of the hybrid section.

11. Input Alternative Delivery percentage.

**Note:** The face-to-face component is deemed the ‘regular delivery’. The online component is deemed the ‘alternative delivery’.

![Event Detail](image)

12. Click Save.

- Both components are now displayed in the grid.

<table>
<thead>
<tr>
<th>Service Learning Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Add section on Advanced tab.</td>
</tr>
<tr>
<td>2. Select appropriate campus.</td>
</tr>
<tr>
<td>3. Select appropriate session.</td>
</tr>
<tr>
<td>4. Enter Event Type for first portion (e.g. lecture or online component).</td>
</tr>
<tr>
<td>5. Enter Schedule Pattern if applicable.</td>
</tr>
<tr>
<td>6. Click Save.</td>
</tr>
</tbody>
</table>
7. Click Add Event from the middle of the page.

8. Enter Service Learning Event Type.
9. Enter appropriate Section Type (TBA, Irregular, Regular).
10. Enter Schedule Pattern if applicable.
11. Click Save.

ENG 200 001 reflects a regular lecture and a TBA service learning component for fall full semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Off</th>
<th>Session</th>
<th>Seats</th>
<th>Reg</th>
<th>Campus</th>
<th>Section Type</th>
<th>Schedule</th>
<th>Loc</th>
<th>Room</th>
<th>Instructor</th>
<th>Sec Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 200</td>
<td>Section 001</td>
<td>010</td>
<td>10/15</td>
<td>0</td>
<td>ONCAMPS</td>
<td>R</td>
<td>Regular</td>
<td>06:00pm - 09:00pm W</td>
<td>HH</td>
<td>LA 103X</td>
<td>Lindsey Caldwell Thomas</td>
<td>LEC</td>
</tr>
<tr>
<td>ENG 200</td>
<td>Section 001</td>
<td>010</td>
<td>10/15</td>
<td>0</td>
<td>ONCAMPS</td>
<td>TBA</td>
<td>Regular</td>
<td>06:00pm - 09:00pm W</td>
<td>HH</td>
<td>LSV</td>
<td>Lindsey Caldwell Thomas</td>
<td>SVL</td>
</tr>
</tbody>
</table>

**Online Synchronized Video**

Online Synchronized Video sessions have a face-to-face component as well as an online component. They may also be held entirely online with a set schedule of in-person online meetings. While delivered online, there are days and times listed for which students must be online and present.

**Sections with a Face-to-Face Component**

1. Add a section on the Basic or Advanced tab.
2. Click Save.
   - When you see the message that you saved the section successfully, click Back to return to the results grid.
3. Click ‘Add Section’.

4. Assign campus of "Off Campus Locations".
   - Assign location of "Online Synchronized".

5. Select Lecture Online Synchronized Event Type.
   - If Lecture Online Synchronized Event Type is not available, email registrarschedule@nku.edu and request it be created.

6. You will not be able to assign the instructor for the online synchronized section, the instructor will need to be entered by the Registrar’s Office, please email registrarschedule@nku.edu.

7. Click Save.

   - Click Back to return to the results grid.
   - Both sections are now displayed as two unique entries.

8. Email registrarschedule@nku.edu to request the two sections be tied together for reporting purposes.
Sections that are Online Only

1. Add a section on the Basic or Advanced tab.
2. Click Save.
   - When you see the message that you saved the section successfully, click Back to return to the results grid.

3. Click ‘Add Section’.
4. Assign campus of "Off Campus Locations".
   - Assign location of "Online Synchronized".
5. Select Lecture Online Synchronized Event Type.
   - If Lecture Online Synchronized Event Type is not available, email registrarschedule@nku.edu and request it be created
6. Click Save.
3. Click ‘Add Section’.
4. Assign campus of "Off Campus Locations".
   - Assign location of "Online Synchronized".
5. Select Lecture Online Synchronized Event Type.
   - If Lecture Online Synchronized Event Type is not available, email registrarschedule@nku.edu and request it be created.
6. You will not be able to assign the instructor for the online synchronized section, the instructor will need to be entered by the Registrar’s Office, please email registrarschedule@nku.edu.
7. Click Save.
   - Click Back to return to the results grid.
   - Both sections are now displayed as two unique entries.
8. Email registrarschedule@nku.edu to request the two sections be tied together for reporting purposes.
Add Shared Events

1. Add a section on the Simple tab, choose Shared Event Type.
   
   **Note:** If the Shared Event Type is not an option, contact The Office of the Registrar at registrarschedule@nku.edu for it to be created.

2. Click Save.
   - Click Back to return to the results grid.

3. Click ‘Add Section’ and create the second section on Advanced tab.
4. Verify the correct session is chosen.
5. Delete the event type template by clicking the trashcan.

6. Click Add Shared Event.
7. Select the section that should be shared from the Add Shared Event window.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Event Type Desc</th>
<th>Event ID</th>
<th>Start Date</th>
<th>End Date</th>
<th>Section Type</th>
<th>Schedule</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMB 105</td>
<td>001</td>
<td>EMB 105 Shared Lecture</td>
<td>E 23073084</td>
<td>08/21/2014</td>
<td>12/04/2014</td>
<td>Regular</td>
<td>06:00pm - 09:00pm R</td>
<td>GH 150</td>
<td>Nora Eileen</td>
</tr>
</tbody>
</table>

- If information does not appear, either the first section created was not saved or the second section is not matching the information from the first section (i.e. Session for first section was Full session and the session for the second section was for a sub-session; Instructor is not the same on both sections; etc.)

8. Click Save.
9. The two sections are now shared.

**Note:** If the campus location needs to be changed for a shared event, all shared sections must be updated.
Additional Event Planning Maintenance

Maintaining Section credits
For courses with variable credits, the default credit number (what appears on the portal) is the Optimum Credit. When entering courses with variable credits, you may dictate the default number of credit hours for that unique section and for that specific semester, by updating the Minimum, Optimum, and/or Maximum Credits.

1. Create section on Advanced tab
2. Edit credit hours as needed
3. Click Save

Note: If any credit hour value entered is not within the approved range, an error message will be received.

Maintaining Course Minimum/Maximum Credits
The minimum and maximum credit hours are determined from the University Curriculum Committee process. The Event Planning application is not where the minimum and/or maximum credit hours for a course are altered. If the minimum and/or maximum credit hours for a course should be changed, please visit the UCC website (http://access.nku.edu/ucc/index.aspx) The Event Planning2 application allows for sections with variable credits to be altered.

Maintaining Alternative delivery flag Percentage
When creating an event that has two or more delivery modes for one section as with a Hybrid location; the alternative delivery percentage will be a natural number between 1% and 99%; Institutional Research reports this percentage

Note: The face-to-face component is deemed the ‘regular delivery’. The online component is deemed the ‘alternative delivery’
**Event Planning 3 - Workflow**

Add/change/cancel a course section after online editing has closed

Users are able to add/change/cancel a course section after online editing has closed. This replaces the paper Event Planning Add/Change/Cancel Form.

Do not use this to change classrooms. Please make those requests via email to registrarschedule@nku.edu.

1. Log into myNKU.
2. Go to Student Administration tab, then click on the Event Planning sub-tab.

3. Select Event Planning to expand that area.

4. Select the Event Planning link.

5. Select the appropriate Academic Period.

6. Enter the course and number (ex. ENG 101) or use the wild card character (*) (ex. ENG *), then click Find, to search for the course/section you would like to change. The search results will display in the grid below. If adding a section, the next available section number will display.
7. Select the section you would like to edit and click the “Add Section”, “Change”, or “Cancel” button, as appropriate.

Note: Changes to Seats or Instructors do not require approval through workflow until after last day to drop with a W for full session. Use the “Update Seats” or “Update Instructors” buttons to make these changes.

8. Use the Simple and/or Advanced tab to make your desired change(s), just as you would during the event planning period. See previous sections for details (ex. Add a Section, Change a Section, Irregular Sections, etc.)

9. Once you are finished making your change, click Save.

10. The “Change confirmation” window will appear. Make an appropriate selection from the “Change reason” dropdown, and you can enter text in the “Additional Information” field if you need to explain the need for the change.

11. Click Yes.
**Note:** If you are requesting a change for a section which already has bookings, the Change confirmation window will display a list of the current bookings along with any potential conflicts arising from the change. It is the department’s responsibility to contact students with a conflict. The student(s) will need to drop one of the classes.

![Change confirmation window]

12. A workflow confirmation message will appear. This change request will now be routed through the workflow system and will not take effect until it receives all required approvals and has been processed by the Office of the Registrar.

![Workflow Request Submitted]

13. Click Back to return to the search results.
Approving or Rejecting course section adds/changes/cancellations after online editing has closed

Administrators can approve/reject change requests to course sections in the My Inbox section of myNKU.

1. Log into myNKU.
2. On the "Home" tab, click "My Inbox".

3. Select the event planning request you would like to take action on.

A brief description of the request will in the right panel.
4. Click "Open Task" in the lower right to take action on the request.

A PDF describing the requested change will open in a new window. The portion toward the top, with the orange section heading, “Section Data” describes the new information for the section. The portion toward the bottom with the blue section heading, “Section Data (Prior to change request)” describes the original section information.
5. Take action on the request by clicking the appropriate button.

![Event Planning Request]

a. **Approve:** After clicking approve, the window will close and you will be returned to the task list in My Inbox. The request will move to the next user in the workflow. The final approver will be the Dean of the relevant college. If you are the final approval needed, the change will take effect after it is processed by the Office of the Registrar.

b. **Reject:** After clicking Reject, a Rejection Reason window will appear. Please type in a reason for rejecting the request in the field provided and then click OK. The window will close and you will be returned to the tasks list.
## Dictionary of Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Delivery</td>
<td>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. The percentage must be a natural number between 1% and 99%.</td>
</tr>
<tr>
<td>Hybrid Sections</td>
<td>Meets during regular or sub-sessions with two or more delivery modes (e.g. face-to-face and online); requires Alternative Delivery percentage.</td>
</tr>
<tr>
<td>Irregular Schedule</td>
<td>Meets at a scheduled date/time but does not have a pattern.</td>
</tr>
<tr>
<td>Lined Events</td>
<td>Offering both online and online restricted sections of the same course with the same instructor that are tied together for SCH-FTE reporting purposes.</td>
</tr>
<tr>
<td>Multiple Instructors</td>
<td>A section that has two or more instructors assigned.</td>
</tr>
<tr>
<td>Online</td>
<td>Does not require a meeting date/time as all instruction is conducted online through Canvas. Open to all students.</td>
</tr>
<tr>
<td>Online Program Restricted</td>
<td>Does not require a meeting date/time as all instruction is conducted online through Canvas. Open only to students categorized as online majors.</td>
</tr>
<tr>
<td>Online Synchronized/Video</td>
<td>Meets online with scheduled date/time listed; students must be online per the schedule.</td>
</tr>
<tr>
<td>Regular Section</td>
<td>Meets during regular or sub-session at a scheduled date/time at the same location and with the same instructor.</td>
</tr>
<tr>
<td>Regular with Exception</td>
<td>Meets during regular or sub-sessions at a scheduled date/time except for an instructor change, meeting time change, etc.</td>
</tr>
<tr>
<td>Sections with Multiple Meeting Patterns</td>
<td>A section that has two or more meeting patterns (e.g. meets Tuesday from 8 – 9 and Wednesday from 1 – 2).</td>
</tr>
<tr>
<td>Sections with Multiple Components</td>
<td>A section with more than one event type (e.g. lecture with a lab).</td>
</tr>
<tr>
<td>Service Learning</td>
<td>Course-based, credit-bearing educational experience in which students (a) participate in an organized service activity that meets a community need and (b) reflect upon their service activity as a means of gaining a deeper understanding of course content, a broader appreciation of the discipline, an enhanced sense of civic responsibility, and/or a greater interest in and understanding of community life.</td>
</tr>
<tr>
<td>Shared Events</td>
<td>Two or more sections meeting at the same place/time with the same instructor during regular full or sub-session.</td>
</tr>
<tr>
<td>TBA</td>
<td>Does not have a scheduled time or it has not yet been established.</td>
</tr>
</tbody>
</table>
# Abbreviations and Descriptions of Event Types

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADC</td>
<td>Consortium</td>
</tr>
<tr>
<td>AFAC</td>
<td>Financial Aid Consortium</td>
</tr>
<tr>
<td>EXM</td>
<td>Examination</td>
</tr>
<tr>
<td>IND</td>
<td>Independent Study</td>
</tr>
<tr>
<td>INDO</td>
<td>Ind Study Online Programs</td>
</tr>
<tr>
<td>INDR</td>
<td>Ind Study Online Prog Restricted</td>
</tr>
<tr>
<td>INEX</td>
<td>Internship/Externship</td>
</tr>
<tr>
<td>INEW</td>
<td>Internship/Externship Web</td>
</tr>
<tr>
<td>ITV</td>
<td>Interactive Television</td>
</tr>
<tr>
<td>LAB</td>
<td>Lab</td>
</tr>
<tr>
<td>LABO</td>
<td>Lab Online Programs</td>
</tr>
<tr>
<td>LABR</td>
<td>Lab Online Prog Restricted</td>
</tr>
<tr>
<td>LEC</td>
<td>Lecture</td>
</tr>
<tr>
<td>LECS</td>
<td>Online Synchronized/Video</td>
</tr>
<tr>
<td>LECI</td>
<td>Lecture KY Learning Network</td>
</tr>
<tr>
<td>LECO</td>
<td>Lecture Online Programs</td>
</tr>
<tr>
<td>LECP</td>
<td>Lecture PACE</td>
</tr>
<tr>
<td>LECR</td>
<td>Lecture Online Prog Restricted</td>
</tr>
<tr>
<td>LECV</td>
<td>Lecture Video</td>
</tr>
<tr>
<td>LLB</td>
<td>Lecture/Lab</td>
</tr>
<tr>
<td>LLBO</td>
<td>Lecture/Lab Online Programs</td>
</tr>
<tr>
<td>LLBP</td>
<td>Lecture/Lab PACE</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>LLBR</td>
<td>Lec/Lab Online Prog Restricted</td>
</tr>
<tr>
<td>SONL</td>
<td>Seminar Online Programs</td>
</tr>
<tr>
<td>SONR</td>
<td>Seminar Online Prog Restricted</td>
</tr>
<tr>
<td>PRA</td>
<td>Practicum</td>
</tr>
<tr>
<td>PRAO</td>
<td>Practicum Online Programs</td>
</tr>
<tr>
<td>PRAP</td>
<td>Practicum PACE</td>
</tr>
<tr>
<td>PRAR</td>
<td>Practicum Online Prog Restricted</td>
</tr>
<tr>
<td>PRL</td>
<td>Private Lesson</td>
</tr>
<tr>
<td>RES</td>
<td>Research</td>
</tr>
<tr>
<td>RESO</td>
<td>Research Online Programs</td>
</tr>
<tr>
<td>RESR</td>
<td>Research Online Prog Rest</td>
</tr>
<tr>
<td>SEM</td>
<td>Seminar</td>
</tr>
<tr>
<td>SHARED EVENT</td>
<td>Descriptions vary</td>
</tr>
<tr>
<td>SI</td>
<td>Supplemental Instruction</td>
</tr>
<tr>
<td>SLA</td>
<td>Structured Learning Asst</td>
</tr>
<tr>
<td>SPC</td>
<td>Topics</td>
</tr>
<tr>
<td>SPCO</td>
<td>Topics Online Programs</td>
</tr>
<tr>
<td>SPCP</td>
<td>Topics PACE</td>
</tr>
<tr>
<td>SPCR</td>
<td>Topics Online Prog Restricted</td>
</tr>
<tr>
<td>SPJ</td>
<td>Special Projects</td>
</tr>
<tr>
<td>SVL</td>
<td>Service Learning</td>
</tr>
<tr>
<td>THE</td>
<td>Thesis</td>
</tr>
<tr>
<td>VID</td>
<td>Online Synchronized/Video</td>
</tr>
</tbody>
</table>
### Descriptions and Abbreviations of Delivery Modes

<table>
<thead>
<tr>
<th>Description</th>
<th>Event Type</th>
<th>Category</th>
<th>Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online program section for non-online majors</td>
<td>LECO</td>
<td>LEC</td>
<td>LEC/ONL</td>
</tr>
<tr>
<td>Online program section restricted for online majors</td>
<td>LECR</td>
<td>LEC</td>
<td>LEC/ONLR</td>
</tr>
<tr>
<td>Online Synchronized Video (meets online, but has days and times listed that students must be online)</td>
<td>LECS</td>
<td>LEC</td>
<td>LEC/VID (myNKU student schedule will display delivery mode as Online Synchronized/Video</td>
</tr>
<tr>
<td>Regular lecture section</td>
<td>LEC</td>
<td>LEC</td>
<td>[blank]</td>
</tr>
</tbody>
</table>

Email any requests or questions for Event Planning to
registrationschedule@nku.edu
Standard Class Time Guide at NKU

Revised: effective beginning Spring 2020 Semester
(Excluding Classes Meeting in Designated Laboratory Space)

1. Classes meeting 50 minutes on MWF, daytime- 16 weeks for Full Semester.
   - 7:00-7:50 AM
   - 8:00-8:50 AM
   - 9:00-9:50 AM
   - 10:00-10:50 AM
   - 11:00-11:50 AM
   - 12:00-12:50 PM
   - 1:00-1:50 PM
   - 2:00-2:50 PM
   - 3:00-3:50 PM
   - 4:00-4:50 PM
   - 5:00-5:50 PM

2. Classes Meeting 75 minutes on MW or WF, daytime- 16 weeks for Full Semester.
   - 2:00-3:15 PM
   - 3:25-4:40 PM
   - 4:50-6:05 PM

3. Classes meeting 75 minutes on TR or TRF, daytime- 16 weeks for Full Semester.
   - 7:00-7:50 AM (TRF only)
   - 8:00-9:15 AM
   - 9:25-10:40 AM
   - 10:50 AM-12:05 PM
   - 12:15-1:30 PM
   - 1:40-2:55 PM
   - 3:05-4:20 PM
   - 4:45-6:00PM

4. Classes Meeting 75 minutes, evening- 16 weeks for Full Semester.
   (Designated rooms only, limited availability)
   - 6:15-7:30 PM MW or TR
   - 7:45-9:00 PM MW or TR

5. Classes meeting 2 hours, 45 minutes, daytime- 16 weeks for Full Semester.
   - 2:00-4:45 PM M, W, or F
   - 3:20-6:05 PM T or R
   - 4:30-7:15 PM M, T, W, or R

6. Classes meeting 2 hours, 45 minutes, evening- 16 weeks for Full Semester.
   - 6:15-9:00 PM M, T, W, R, or F

7. Classes meeting 2 hours, 45 minutes, Saturday only- 16 weeks for Full Semester.
   - 9:00-11:45 AM
   - 12:15 AM-3:00 PM

8. Classes meeting evening/daytime/weekend combination- 7 wk session
   - 6:15-9:00 PM, F & 9:00-11:45 AM, S
   - 9:00-1145 AM & 12:15-3:00 PM, S

9. Classes meeting twice per week
daytime- 7 weeks session
   - 8:45-11:45 AM MW
   - 12:00-3:00 PM MW
   - 3:10-6:10 PM MW
   - 9:00 AM-12 Noon TR
   - 12:10-3:10 PM TR
   - 3:15-6:15 PM TR

10. Classes meeting twice per week
evening- 7 weeks session
    - 6:15-9:15* PM any two weeknights
    *Includes 15 min. break per meeting

11. Classes meeting twice per week
    (2 credits) evening- 5 weeks session
    - 6:15-9:00 PM any two weeknights
Time Requirements for Non-Standard Classes

Northern Kentucky University has adhered to a long-standing formula that bases the credit for a course on contact hours per week over the course of a 15-week semester. The basis for 1 credit hour is a 50-minute class once a week over 15 weeks, or 750 minutes. Here are the minimum contact hours per semester per credit hour:

1 Hour Credit - 750 minutes per semester
2 Hours Credit - 1,500 minutes per semester
3 Hours Credit - 2,250 minutes per semester
4 Hours Credit - 3,000 minutes per semester
NKU’s Service Learning Definition and Characteristics

Service Learning is a course-based, credit-bearing educational experience in which students (a) participate in an organized service activity that meets a community need and (b) reflect upon their service activity as a means of gaining a deeper understanding of course content, a broader appreciation of the discipline, an enhanced sense of civic responsibility, and/or a greater interest in and understanding of community life.


When deciding to assign a service learning designator to a graduate or undergraduate class, please ask the following questions. Does this class:

<table>
<thead>
<tr>
<th>Checklist question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include one or more, optional or required, organized service activity(ies) that meet(s) a community need?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Include a service option for all of the students enrolled in the course?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This does not mean that ALL students must take advantage of the option.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directly link the service experiences to the course learning objectives?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engage students in reflection aimed at connecting lessons from the service to course content?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assess the learning that occurs as a result of the service?</td>
<td></td>
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</tr>
</tbody>
</table>

Service Learning courses may:

- Include one or multiple service experiences
- Have different service projects available for different students

There is no minimum number of service hours required of students for a course to get a service learning designation. The amount of service hours necessary should be determined by the instructor based upon service goals, learning goals and service learning goals for the course.
Addendum: Extracting Section Information

Users should review section information entered for each semester by extracting the section information from the Event Planning 2 application. Current and previous semesters may be extracted.

1. Login to myNKU
2. Select the Student Administration tab
3. Select the Event Planning sub-tab
4. Click Event Planning

**Note:** The Event Planning application will open in a new window.

5. Select the Academic Period for which to extract section information
6. Enter the course discipline with the wildcard * (ex. ENG* or HIS*) to view all sections for that specific discipline then click Find. The sections of that course will display in the grid below.

7. Select Print View to see more information than Standard View
8. Click Export and then Export to Microsoft Excel to transfer results to an excel spreadsheet.