



Event Planning 3 Application



NORTHERN KENTUCKY UNIVERSITY

This page intentionally left blank.

Table of Contents

Event Planning 3 Application	4
Add a Section	6
View an Existing Section.....	11
Change an Existing Section	11
Cancel a Section	12
Advanced Tab.....	13
Add Regular Sections with Exception.....	13
Add Irregular Sections.....	14
Add Section with Multiple Components	15
Lecture/Lab	15
Hybrid Sections	16
Service Learning Sections.....	17
Online Synchronized Video.....	18
Add Shared Events	22
Additional Event Planning Maintenance.....	24
Maintaining Section credits	24
Maintaining Course Minimum/Maximum Credits.....	24
Maintaining Alternative delivery flag Percentage.....	24
Event Planning 3 - Workflow.....	25
Add/change/cancel a course section after online editing has closed.....	25
Approving or Rejecting course section adds/changes/cancellations	28
Dictionary of Terms.....	31
Abbreviations and Descriptions of Event Types.....	32
Standard Class Time Guide.....	33
Descriptions and Abbreviations of Delivery Modes.....	34
Time Requirements for Non-Standard Classes.....	36
NKU’s Service Learning Definition and Characteristics.....	37
Addendum: Extracting Section Information	38

Event Planning 3 Application

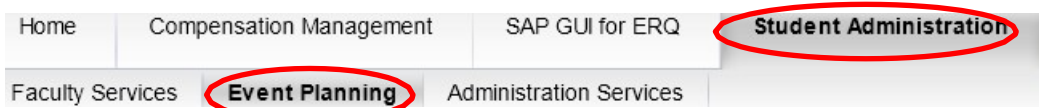
This application is for creating and editing course schedules during the scheduled building process. It is important that the course offerings be carefully reviewed and accurately entered during the schedule building process so that changes are not made after the schedule is posted to the web. Please 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.

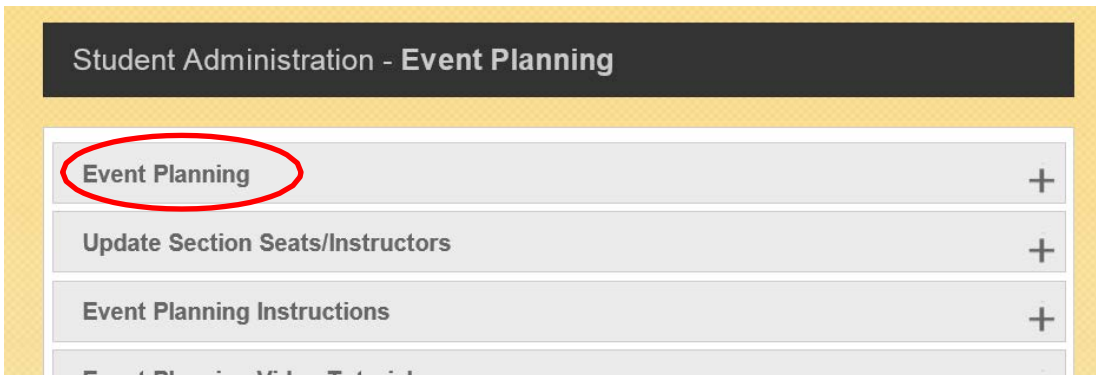
Once online editing has ended, the only two data elements that may be updated by academic departments are seat capacity and instructors. Please use the Update Section Seats and Instructors application to update after the online editing has ended.

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

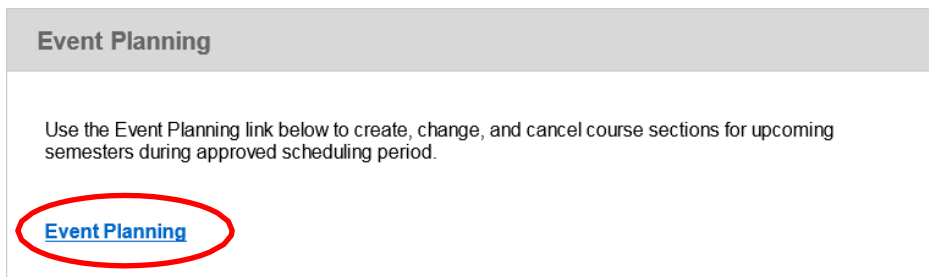
1. Log into myNKU.



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.



- 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.













Academic Period: * 2010-2011 Winter Course:

 Sections cannot be maintained for selected academic period

- 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)

Academic Period: * 2014-2015 Fall Course: gly 110 Find

View:	[Standard View]	Print Version	Export	Add Section									
Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule	Loc	Room	Instructor	Sec Cat/Del	
GLY 110	Section 001		010	20/24	0	ONCAMPUS	R	09:00am - 11:45am S	GR			LLB	
			010	20/24	0	ONCAMPUS	R	06:15pm - 07:55pm R	GR			LLB	
			010	22/24	0	ONCAMPUS	R	09:00am - 09:50am MWF	HH			LEC	
			010	22/24	0	ONCAMPUS	R	10:00am - 11:40am W	HH			LAB	
	Section 002		010	22/24	0	ONCAMPUS	R	10:00am - 11:40am M	HH			LAB	
			010	22/24	0	ONCAMPUS	R	09:00am - 09:50am MWF	HH			LEC	
	Section 003		010	22/24	0	ONCAMPUS	R	07:40pm - 09:20pm W	HH			LAB	
			010	22/24	0	ONCAMPUS	R	06:15pm - 07:30pm MW	HH			LEC	
	Section 004		010	22/24	0	ONCAMPUS	R	07:40pm - 09:20pm M	HH			LAB	
			010	22/24	0	ONCAMPUS	R	06:15pm - 07:30pm MW	HH			LEC	
	Section 005		010	22/24	0	ONCAMPUS	R	02:00pm - 03:15pm MW	HH			LEC	
			010	22/24	0	ONCAMPUS	R	03:25pm - 05:05pm M	HH			LAB	

You will have the following options:

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

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.

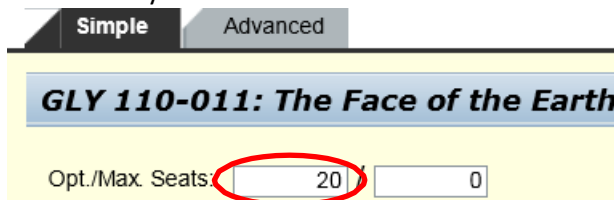
- a. Dissertation
- b. Independent Study
- c. Internship/Externship
- d. Practicum
- e. Private Lesson
- f. Research
- g. Seminar
- h. Special Topics
- i. Thesis



PSC 394-001: Topics: Politics

Section Title:

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.

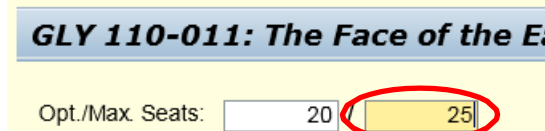


Simple **Advanced**

GLY 110-011: The Face of the Earth

Opt./Max. Seats: /

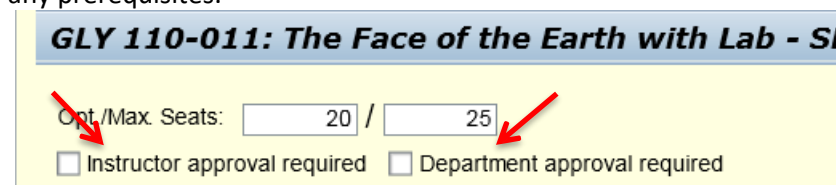
3. Enter the Maximum number of seats (number available to students PLUS the number of additional seats for administrative registration once section is closed). This number may not exceed Room Capacity when a room is assigned.



GLY 110-011: The Face of the Earth

Opt./Max. Seats: /

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.



GLY 110-011: The Face of the Earth with Lab - SL

Opt./Max. Seats: /

Instructor approval required Department approval required

- 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.

GLY 110-011: The Face of the Earth with Lab - S

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus: **On Campus Location** ▼

Session: **On Campus Location**

Event Type: **GLY 110 Lab** ▼

- Choose the desired session.

GLY 110-011: The Face of the Earth with Lab - S

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus: **On Campus Location** ▼

Session: **Fall (08/18/2014 - 12/05/2014)** ▼

Event Type: **GLY 110 Lab** ▼

- 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.

GLY 110-011: The Face of the Earth with Lab - SL

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus: **On Campus Location** ▼

Session: **Fall (08/18/2014 - 12/05/2014)** ▼

Event Type: **GLY 110 Lab** ▼

Location: **Highland Heights** ▼

M	T	End time	Room
<input type="checkbox"/>	<input type="checkbox"/>	M 12:00:00 AM	

9. Choose the Location. The location list will change based on the campus chosen.

GLY 110-011: The Face of the Earth with Lab - SL

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event Type: Location:

GLY 110-011: The Face of the Earth with Lab - SL

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event Type: Location:

M	T	W	R	F	S	Start time	E
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12:00:00 AM	12

- Dearborn County Hospital
- Dixie Heights High School
- Fidelity Investments
- Freedom Center
- Good Samaritan Hospital
- Grant County
- Grant County High School

Note: Online campus does not have a correlating location.

GLY 110-011: The Face of the Earth with Lab - SL

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event Type:

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.

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12:00:00 AM	12:00:00 AM				00000000	

- 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:

Personnel no.	Last name	First name	Position Short Text	Org.Unit Short Text
00015663	Heil	Robert	Part-time Faculty	Physics & Geology
00003453	Henry	Hugh	Part-time Faculty	Physics & Geology

- 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.

The screenshot shows a form with the following fields and callouts:

- #10: Event Type dropdown menu (value: 0 Lecture)
- #11: Location dropdown menu (value: Highland Heights)
- #12: Section dropdown menu (value: Regular)
- #13: Section Type dropdown menu (value: Regular)
- #14: Save button

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09:00:00 AM	09:50:00 AM		Henry	L Henry

Buttons: Back, Save

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

The screenshot shows a form with the following fields:

M	T	W	R	F	S	Start tin
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09:00:00

Below the table, there is a green checkmark icon followed by the text "Saved", which is circled in red.

15. Click Back to return to the grid and continue creating new sections

The screenshot shows a form with the following fields:

Event Type: GLY 110 Lecture Location: Highland Heights Section Type: Regular

M	T	W	R	F	S	Start time	End time	Room	Instructor	Ins
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09:00:00 AM	09:50:00 AM		Henry	Hu

Buttons: Back, Save

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

View:	[Standard View]	Print Version	Export	Add Section	Change	Cancel	View			
Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule	Loc	R
GLY 110	Section 003	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	06:15pm - 07:30pm MW	HH	
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	07:40pm - 09:20pm W	HH	
	Section 004	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	06:15pm - 07:30pm MW	HH	
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	07:40pm - 09:20pm M	HH	
	Section 005	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	02:00pm - 03:15pm MW	HH	
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	03:25pm - 05:05pm M	HH	
	Section 006	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	02:00pm - 03:15pm MW	HH	
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	03:25pm - 05:05pm W	HH	
	Section 007	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	12:15pm - 01:30pm TR	HH	
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	01:40pm - 03:20pm T	HH	
	Section 008	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	01:40pm - 03:20pm R	HH	
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	12:15pm - 01:30pm TR	HH	
	Section 009	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	10:50am - 12:30pm T	HH	
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	09:25am - 10:40am TR	HH	
	Section 010	<input checked="" type="checkbox"/>	010	20/22	0	ONCAMPUS	R	09:25am - 10:40am TR	HH	
		<input checked="" type="checkbox"/>	010	20/22	0	ONCAMPUS	R	10:50am - 12:30pm R	HH	
	Section 011	<input checked="" type="checkbox"/>	010	20/25	0	ONCAMPUS	R	09:00am - 09:50am MWF	HH	

2. Click Back to return to the grid.

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event Type: Location: Section Type:

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09:00:00 AM	09:50:00 AM	SC 122	Henry	Hugh L. Henry	00003453	Physics & Geology

Change an Existing Section

After viewing a section, changes may be needed.

1. Select the section to be edited, then click Change

View:	[Standard View]	Print Version	Export	Add Section	Change	Cancel	View	
Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule
GLY 110	Section 003	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	06:15pm - 07:30pm MW
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	07:40pm - 09:20pm W
	Section 004	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	06:15pm - 07:30pm MW
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	07:40pm - 09:20pm M
	Section 005	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	02:00pm - 03:15pm MW
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	03:25pm - 05:05pm M
	Section 006	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	02:00pm - 03:15pm MW
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	03:25pm - 05:05pm W
	Section 007	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	12:15pm - 01:30pm TR
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	01:40pm - 03:20pm T
	Section 008	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	01:40pm - 03:20pm R
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	12:15pm - 01:30pm TR
	Section 009	<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	10:50am - 12:30pm T
		<input checked="" type="checkbox"/>	010	22/24	0	ONCAMPUS	R	09:25am - 10:40am TR
	Section 010	<input checked="" type="checkbox"/>	010	20/22	0	ONCAMPUS	R	09:25am - 10:40am TR
		<input checked="" type="checkbox"/>	010	20/22	0	ONCAMPUS	R	10:50am - 12:30pm R
	Section 011	<input checked="" type="checkbox"/>	010	20/25	0	ONCAMPUS	R	09:00am - 09:50am MWF
	Section 025	<input checked="" type="checkbox"/>	010	25/30	0	ONLINE	WFR	

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.

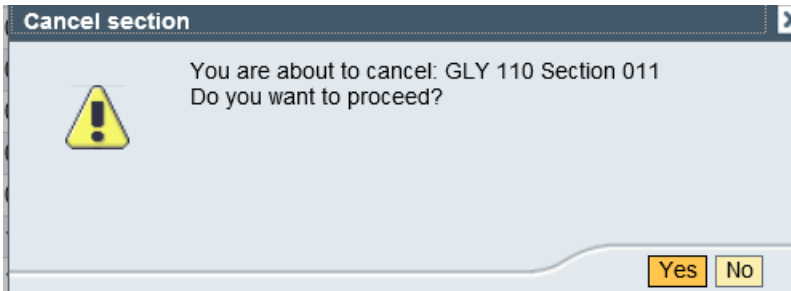
1. Select the section to be canceled, click Cancel.

Academic Period: * 2014-2015 Fall Course: gly 110 Find

View: [Standard View] Print Version Export Add Section Change **Cancel** View

Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule
GLY 110	Section 003	<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	06:15pm - 07:30pm MW
		<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	07:40pm - 09:20pm W
	Section 004	<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	06:15pm - 07:30pm MW
		<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	07:40pm - 09:20pm M
	Section 005	<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	02:00pm - 03:15pm MW
		<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	03:25pm - 05:05pm M
	Section 006	<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	02:00pm - 03:15pm MW
		<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	03:25pm - 05:05pm W
	Section 007	<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	12:15pm - 01:30pm TR
		<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	01:40pm - 03:20pm T
	Section 008	<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	01:40pm - 03:20pm R
		<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	12:15pm - 01:30pm TR
	Section 009	<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	10:50am - 12:30pm T
		<input type="checkbox"/>	010	22/24	0	ONCAMPUS	R	09:25am - 10:40am TR
	Section 010	<input type="checkbox"/>	010	20/22	0	ONCAMPUS	R	09:25am - 10:40am TR
		<input type="checkbox"/>	010	20/22	0	ONCAMPUS	R	10:50am - 12:30pm R
	Section 011	<input type="checkbox"/>	010	20/25	0	ONCAMPUS	R	09:00am - 09:50am MWF
	Section 025	<input type="checkbox"/>	010	25/30	0	ONLINE	WFR	

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



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.

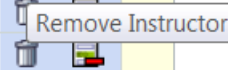
Add Regular Sections with Exception

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.

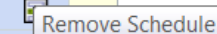
- Once all meeting dates are displayed, you can change the assigned instructor for a particular date by clicking the trash can beside each displayed date line.

Instructor(Full Name)	Instructor ID	Org. Unit		
Hugh L Henry	00003453	Physics & Geology		
Hugh L Henry	00003453	Physics & Geology		
Hugh L Henry	00003453	Physics & Geology		







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

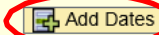
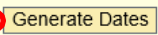
Instructor(Full Name)	Instructor ID	Org. Unit		
Hugh L Henry	00003453	Physics & Geology		
Hugh L Henry	00003453	Physics & Geology		
Hugh L Henry	00003453	Physics & Geology		
Hugh L Henry	00003453	Physics & Geology		



You can add dates to the schedule pattern by clicking Add Dates

Note: The calendar defaults to the current date, it will be easier to manually type in the dates

Hugh L Henry	00003453	Physics & Geology		
Hugh L Henry	00003453	Physics & Geology		

- 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@nku.edu



- Add section on Advanced tab.
- Under Event Detail, Section Type of Irregular should be selected.

Event Detail

Event Type: Location: Section Type: 

Schedule Pattern

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06:00:00 PM	09:00:00 PM	cc 300	Henry	00003453

 Irregular 

Regular
Regular with Exceptions

3. Click Add Dates.

Instructor(Full Name)	Instructor ID	Org. Unit

Add Dates

4. Add Schedule information.
5. Repeat Steps 3 and 4 as needed to enter all meeting dates.
6. Click Save.

Event Detail

Event Type: GLY 110 Lab Location: Highland Heights Section Type: Irregular

Schedule

Date	Day	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
08/18/2014	Monday	10:00:00 AM	01:00:00 PM	SC 465			00000000	
08/25/2014	Monday	10:00:00 AM	01:00:00 PM	SC 465			00000000	
11/10/2014	Monday	10:00:00 AM	01:00:00 PM	SC 465			00000000	
12/01/2014	Monday	10:00:00 AM	01:00:00 PM	SC 465			00000000	

Add Dates
Back **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.

Event List

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
E 23073080	08/19/2014	10/09/2014	LEC		Regular	

Add Event **Add Shared Event**

4. Under Event Detail, choose different Event Type (e.g. lab).
5. Enter schedule pattern.
6. Click Save.

Event Detail

Event Type: GLY 110 Lab Location: Highland Heights Section Type: Regular

Schedule Pattern

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11:45:00 AM	01:00:00 PM	SC 231			00000000	

Add Pattern
Back **Save**

- One section with the additional component is now reflected.

Section 013	<input checked="" type="checkbox"/>	130	15/15	0	ONCAMPUS	R	10:00am - 11:30am TR	HH	SC 231			LEC
	<input checked="" type="checkbox"/>	130	15/15	0	ONCAMPUS	R	11:45am - 01:00pm R	HH	SC 231			LAB

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.

Campus: On Campus Location
Session: Online Campus
On Campus/Online Hybrid Location
On Campus Location
Off Campus/Online Hybrid Location
Off Campus Locations
Abroad Campus Locations

Session: Fall (08/18/2014 - 12/05/2014)
Fall (08/18/2014 - 12/05/2014)
Fall First (08/18/2014 - 10/11/2014)
Fall Second (10/15/2014 - 12/13/2014)

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.

Event Detail

Event Type: NRP 615 Lecture Location: Highland Heights Section Type: Regular

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	05:00:00 PM	07:00:00 PM	HC 210	Ossege	Julianne Ossege	00003341	Advanced Nursing Studies

Back 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 Department approval required

Campus: On Campus/Online Hybrid Location
Session: Fall Second (10/15/2014 - 12/13/2014)

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
E 23073082	10/20/2014	12/08/2014	LEC		Regular	<input type="checkbox"/>

Add Event Add Shared Event

10. Under Event Detail, create the second portion of the hybrid section.

Event Detail

Event Type: **NRP 615 Lecture Online Programs**

Instructor: **NRP 615 Lecture Online Programs**

11. Input Alternative Delivery percentage.

Note: The face-to-face component is deemed the 'regular delivery'. The online component is deemed the 'alternative delivery'.

NRP 615-001: Primary Care of Gynecologic Patient

Opt./Max. Seats: /

Alternative delivery(%):

Instructor approval required Department approval required

12. Click Save.

- Both components are now displayed in the grid.

NRP 615	Section 001	<input checked="" type="checkbox"/>	140	13/13	0	ONCAMP/ONLIN	R	05:00pm - 07:00pm M	HH	HC 210	Julianne Ossege	LEC
		<input checked="" type="checkbox"/>	140	13/13	0	ONCAMP/ONLIN	WEB				Julianne Ossege	LEC/ONL

Service Learning Sections

- Add section on Advanced tab.
- Select appropriate campus.
- Select appropriate session.
- Enter Event Type for first portion (e.g. lecture or online component).
- Enter Schedule Pattern if applicable.
- Click Save.

ENG 200-001: Understanding Literature - AH 2014-2015 Fall

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus: **On Campus Location**

Session: **Fall (08/18/2014 - 12/05/2014)**

Linked Sections (Online Programs)

Course	Section
No Links	

[Add Link Section](#)

Event List

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
E 23073101	08/20/2014	12/03/2014	LEC	Regular		<input type="checkbox"/>

[Add Event](#) [Add Shared Event](#)

Event Detail

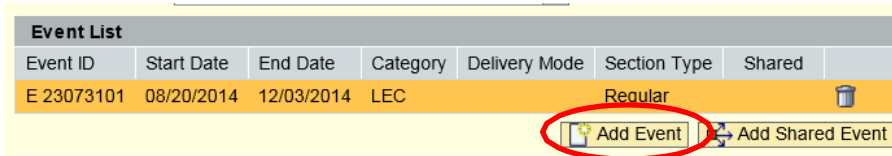
Event Type: **ENG 200 Lecture** Location: **Highland Heights** Section Type: **Regular**

Schedule Pattern

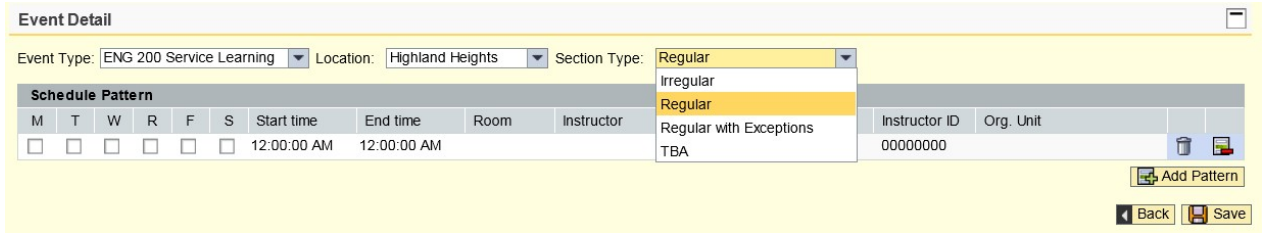
M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06:00:00 PM	09:00:00 PM	LA 103	Caldwell Tho	Lindsey Caldwell Thomas	00012324	English

[Add Pattern](#) [Back](#) [Save](#)

7. Click Add Event from the middle of the page.



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



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

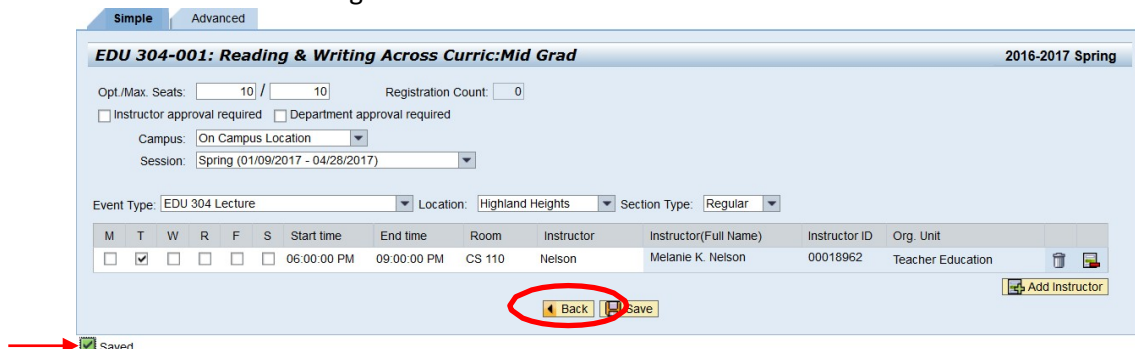
Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule	Loc	Room	Instructor	Sec Cat/Del
ENG 200	Section 001	<input checked="" type="checkbox"/>	010	10/15	0	ONCAMPUS	R	06:00pm - 09:00pm W	HH	LA 103	Lindsey Caldwell Thomas	LEC
		<input checked="" type="checkbox"/>	010	10/15	0	ONCAMPUS	TBA		HH		Lindsey Caldwell Thomas	SVL

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

- Add a section on the Basic or Advanced tab.
- 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.

BIO 121: Diseases & the Systems they Affect - NS 2021-2022 Spring

Opt./Max. Seats: / Registration Count:

Instructor approval required Department approval required

Campus: **Off Campus Locations**

Session: **Spring (6/1/2022 - 05/06/2022)**

Event List

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
Online						

Event Detail

Event Type: **BIO 121 Lecture** Location: **Online Synchronized** Section Type: **Regular**

Schedule Pattern

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:00:00 AM	09:30:00 AM				00000000	

Linked Sections (Online Programs)

Course	Section
No Links	

Buttons: Add Event, Add Shared Event, Link Section, Add Pattern, Back, Save

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

Selection

* Academic Period: **2016-2017 Spring** Course: **edu 304** **Find**

View: **[Standard View]** Print Version Export Add Section

Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule	Loc	Room	Instructor	Sec Cal/Del
EDU 304	Section 001	<input checked="" type="checkbox"/>	030	10/10	0	ONCAMPUS	R	06:00pm - 09:00pm T	HH	CS 110	Melanie K. Nelson	LEC
	Section 002	<input checked="" type="checkbox"/>	030	5/7	0	ONCAMPUS	R	08:00pm - 09:30pm TR	HH		Paul J Wirtz	LEC/VID

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.

The screenshot shows a web interface for managing course sections. At the top, there are tabs for 'Simple' and 'Advanced'. The main header displays 'EDU 304-001: Reading & Writing Across Curric:Mid Grad' and '2016-2017 Spring'. Below this, there are input fields for 'Opt./Max. Seats' (10 / 10) and 'Registration Count' (0). There are checkboxes for 'Instructor approval required' and 'Department approval required'. The 'Campus' is set to 'On Campus Location' and the 'Session' is 'Spring (01/09/2017 - 04/28/2017)'. The 'Event Type' is 'EDU 304 Lecture', 'Location' is 'Highland Heights', and 'Section Type' is 'Regular'. A table below shows the section details:

M	T	W	R	F	S	Start time	End time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06:00:00 PM	09:00:00 PM	CS 110	Nelson	Melanie K. Nelson	00018962	Teacher Education	<input type="button" value="Add Instructor"/>

At the bottom of the form, there are 'Back' and 'Save' buttons. A red circle highlights these buttons. A red arrow points to a green checkmark and the word 'Saved' at the bottom left of the interface.

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.

EDU 304-002: Reading & Writing Across Curric:Mid Grad 2016-2017 Spring

Opt./Max. Seats: / Registration Count:

Instructor approval required Department approval required

Campus: **On Campus Location** (circled in red)

Session:

Event Type: Location: Section Type:

M	T	Time	Room	Instructor	Instructor(Full Name)	Instructor ID	Org. Unit		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	08:00:00 PM		Wirtz	Paul J Wirtz	00010394	Teacher Education		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	09:30:00 PM							

(circled in red)

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

Selection

* Academic Period: Course:

View: Add Section

Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule	Loc	Room	Instructor	Sec Cal/Del
EDU 304	Section 001		030	10/10	0	ONCAMPUS	R	06:00pm - 09:00pm T	HH	CS 110	Melanie K. Nelson	LEC
	Section 002		030	5/7	0	ONCAMPUS	R	08:00pm - 09:30pm TR	HH		Paul J Wirtz	LEC/MID

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.

Simple **Advanced**

EMB 105-001: Race, Gender, and the Mass Media - SB

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event Type:

M T

EMB 105 Shared Lecture
EMB 105 Lecture
EMB 105 Lecture PACE
EMB 105 Shared Lecture

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.

EMB 105-002: Race, Gender, and the Mass Media - SB

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event List

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
					Regular	

6. Click Add Shared Event.

EMB 105-002: Race, Gender, and the Mass Media - SB

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event List

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
						No Events

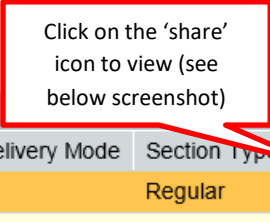
7. Select the section that should be shared from the Add Shared Event window.

Add Shared Event									
Course	Section	Event Type Desc	Event ID	Start Date	End Date	Section Type	Schedule	Room	Instructor
EMB 105	Section 001	EMB 105 Shared Lecture	E 23073084	08/21/2014	12/04/2014	Regular	06:00pm - 09:00pm R	GH 150	Nora Eileen I

- 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.



Event List						
Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
E 23073084	08/21/2014	12/04/2014	LEC		Regular	

EMB 105-001: Race, Gender, and the Mass Media - SB

Opt./Max. Seats: /

Instructor approval required Department approval required

Campus:

Session:

Event List						
Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
E 23073084	08/21/2014	12/04/2014	LEC		Regular	

Event Detail

Event Type: Location:

Schedule Pattern							
M	T	W	R	F	S	Start time	End time
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06:00:00 PM	09:00:00 PM

Event Planning

Course	Section	Title
EMB 105	Section 002	Race, Gender, and the Mass Media - SB

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

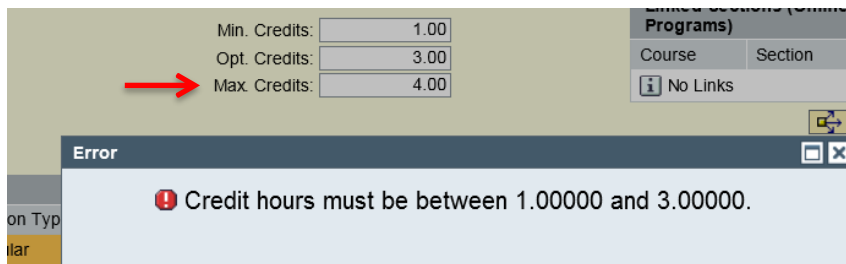
Additional Event Planning Maintenance

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.



The screenshot shows a form with three input fields for credit hours: Min. Credits (1.00), Opt. Credits (3.00), and Max. Credits (4.00). A red arrow points to the Opt. Credits field. Below the form, an error message box displays: "Credit hours must be between 1.00000 and 3.00000." The error message box has a red exclamation mark icon and a close button.

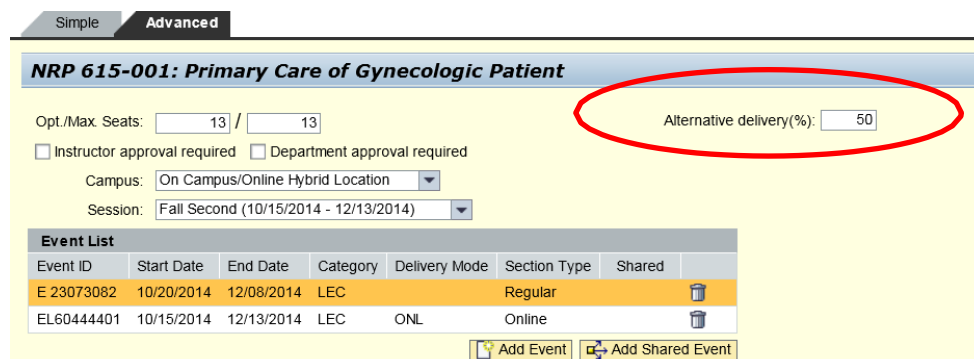
Maintaining Course Minimum/Maximum Credits

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 \(http://access.nku.edu/ucc/index.aspx\)](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'



The screenshot shows the "Advanced" tab of the Event Planning application. The event title is "NRP 615-001: Primary Care of Gynecologic Patient". The "Opt./Max. Seats" are both set to 13. The "Alternative delivery(%)" field is circled in red and set to 50. Below the form, there is an "Event List" table with two rows of event data.

Event ID	Start Date	End Date	Category	Delivery Mode	Section Type	Shared
E 23073082	10/20/2014	12/08/2014	LEC		Regular	
EL60444401	10/15/2014	12/13/2014	LEC	ONL	Online	

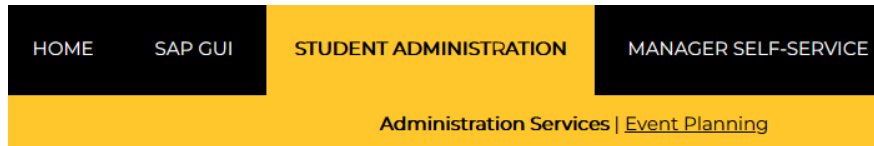
Event Planning 3 - Workflow

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.

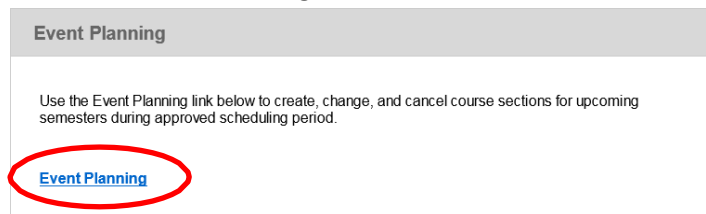
1. Log into myNKU.
2. Go to Student Administration tab, then click on the Event Planning sub-tab.



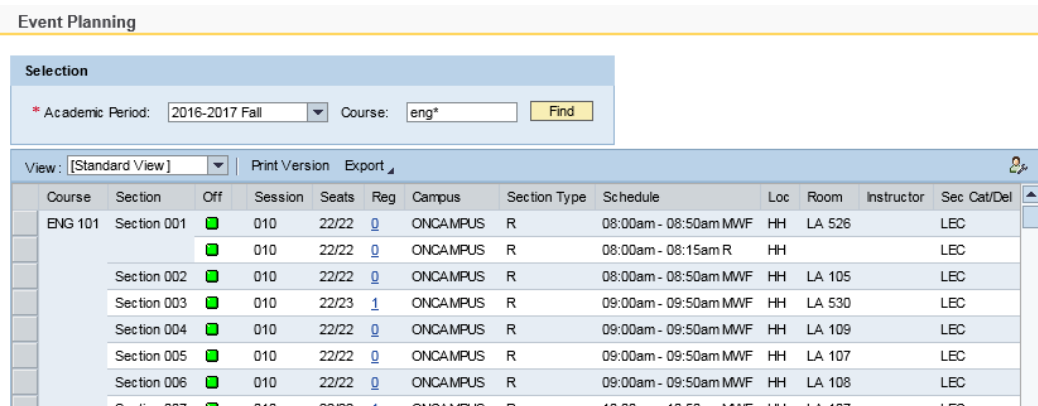
3. Select Event Planning to expand that area.



4. Select the Event Planning link.

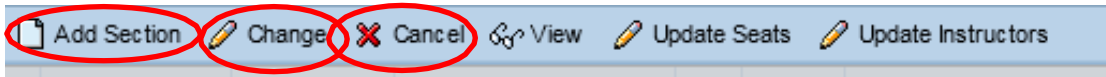


5. Select the appropriate Academic Period.
6. Enter the course and number (ex. ENG 101) or use the wild card character (*) (ex. ENG *), then click Find, to search for the course/section you would like to change. The search results will display in the grid below. If adding a section, the next available section number will display.



Course	Section	Off	Session	Seats	Reg	Campus	Section Type	Schedule	Loc	Room	Instructor	Sec Cat/Del
ENG 101	Section 001		010	22/22	0	ONCAMPUS	R	08:00am - 08:50am MWF	HH	LA 526		LEC
			010	22/22	0	ONCAMPUS	R	08:00am - 08:15am R	HH			LEC
	Section 002		010	22/22	0	ONCAMPUS	R	08:00am - 08:50am MWF	HH	LA 105		LEC
	Section 003		010	22/23	1	ONCAMPUS	R	09:00am - 09:50am MWF	HH	LA 530		LEC
	Section 004		010	22/22	0	ONCAMPUS	R	09:00am - 09:50am MWF	HH	LA 109		LEC
	Section 005		010	22/22	0	ONCAMPUS	R	09:00am - 09:50am MWF	HH	LA 107		LEC
	Section 006		010	22/22	0	ONCAMPUS	R	09:00am - 09:50am MWF	HH	LA 108		LEC

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.

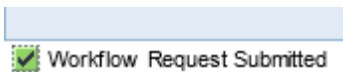
A screenshot of a 'Change confirmation' dialog box. The title bar says 'Change confirmation'. It has two input fields: 'Booking Count: 0' and 'Pre-Booking Count: 0'. Below these is a dropdown menu labeled '* Change reason:'. Underneath is a large text area labeled 'Additional Information:'. At the bottom, it asks 'Do you want to proceed?' with two buttons: 'Yes' and 'No'. The 'Yes' button is circled in red.

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.

The screenshot shows a 'Change confirmation' window with a table of bookings. The table has columns for Course, Section, Student No., Last name, First name, and Status. The first row shows 'ENG 200' for 'Section 002' with three students: Bingamon Morgan (Booked), Humphreys Brittany (Booked), and Roberts Jacob (Booked). The 'Booked' status for the second and third rows is circled in red, with a yellow warning icon and the text 'Schedule conflict.' next to it. Below the table, there are fields for 'Booking Count: 3' and 'Pre-Booking Count: 0'. A dropdown menu for 'Change reason:' is set to 'Department scheduling correction'. A text area for 'Additional Information:' contains 'Correcting schedule.'. At the bottom, there is a question 'Do you want to proceed?' with 'Yes' and 'No' buttons.

Course	Section	Student No.	Last name	First name	Status
ENG 200	Section 002		Bingamon	Morgan	Booked
			Humphreys	Brittany	Booked
			Roberts	Jacob	Booked

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.

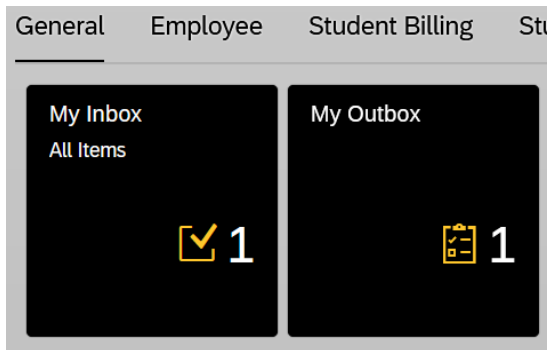


13. Click Back to return to the search results.

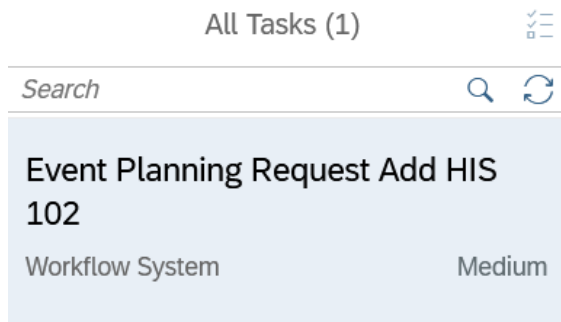
Approving or Rejecting course section adds/changes/cancellations after online editing has closed

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

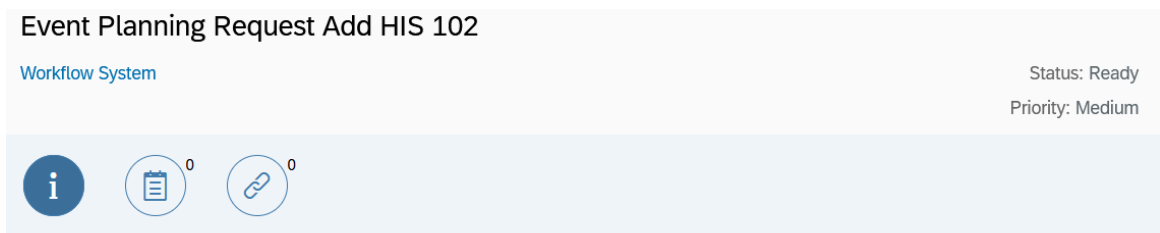
1. Log into myNKU.
2. On the "Home" tab, click "My Inbox".



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



A brief description of the request will in the right panel.



Academic Year: 2021-2022

Academic Session: Spring

History & Geography has requested to Add the class listed above. Please review and approve or reject, and give a rejection reason.

Reason: Section addition

Comments:

- 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.

Event Planning Request Add HIS 102

Approve | Reject

1 of 1 Automatic Zoom

Add: HIS 102 History of United States thro **2021-2022 Spring**

Booking Count: 0
 Add/Change Reason: Section addition
 Notes: Test.

Initiated By: Test
 Request Date:
 Request Time: 4:37 PM

Section Data

Section Title: History of United States through 1877-AH
 Opt/Max Seats: 25 / 28
 Campus: On Campus Location
 Subsession: Spring (01/18/2022 - 05/06/2022)

Department approval required
 Instructor approval required
 OnlineA (Accelerated)
 Waitlist Disabled

Min. Credits: 3.00
 Opt. Credits: 3.00
 Max. Credits: 3.00

Event ID: Event Type: HIS 102 Lecture Location: Highland Heights
 Start Date: 01/19/2022 End Date: 05/06/2022 Section Type: Regular

M	T	W	R	F	S	U	Start time	End time	Room	Instructor	Instructor(Full Name)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12:00 PM	1:00 PM		00000000	

Section Data (Prior to change request)

Section Title: Understanding Literature - AH
 Opt/Max Seats: 23 / 23
 Campus: On Campus Location
 Subsession: Fall First (08/22/2016 - 10/15/2016)
 Linked Sections: ENG 200-005

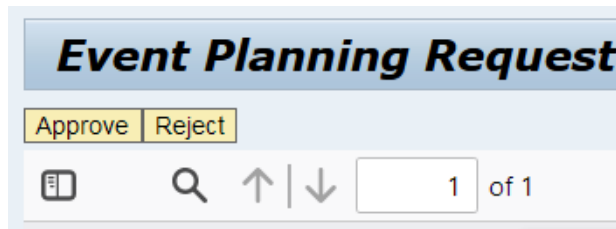
Department approval required
 Instructor approval required

Min. Credits: 0.00
 Opt. Credits: 0.00
 Max. Credits: 0.00

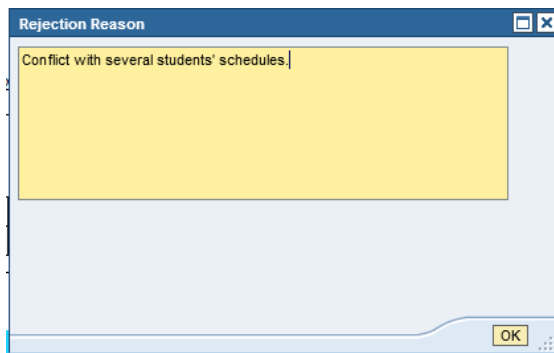
Event ID: E 23089389 Event Type: ENG 200 Lecture PACE Location: Highland Heights
 Start Date: 08/22/2016 End Date: 10/10/2016 Section Type: Regular

M	T	W	R	F	S	U	Start time	End time	Room	Instructor	Instructor(Full Name)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6:00 PM	9:30 PM	CA 154	00003007	Gary Walton

5. Take action on the request by clicking the appropriate button.



- 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

Alternative Delivery	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%.
Hybrid Sections	Meets during regular or sub-sessions with two or more delivery modes (e.g. face-to-face and online); requires Alternative Delivery percentage.
Irregular Schedule	Meets at a scheduled date/time but does not have a pattern.
Lined Events	Offering both online and online restricted sections of the same course with the same instructor that are tied together for SCH-FTE reporting purposes.
Multiple Instructors	A section that has two or more instructors assigned.
Online	Does not require a meeting date/time as all instruction is conducted online through Canvas. Open to all students.
Online Program Restricted	Does not require a meeting date/time as all instruction is conducted online through Canvas. Open only to students categorized as online majors.
Online Synchronized/Video	Meets online with scheduled date/time listed; students must be online per the schedule.
Regular Section	Meets during regular or sub-session at a scheduled date/time at the same location and with the same instructor.
Regular with Exception	Meets during regular or sub-sessions at a scheduled date/time except for an instructor change, meeting time change, etc.
Sections with Multiple Meeting Patterns	A section that has two or more meeting patterns (e.g. meets Tuesday from 8 – 9 and Wednesday from 1 – 2).
Sections with Multiple Components	A section with more than one event type (e.g. lecture with a lab).
Service Learning	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.
Shared Events	Two or more sections meeting at the same place/time with the same instructor during regular full or sub-session.
TBA	Does not have a scheduled time or it has not yet been established.

Abbreviations and Descriptions of Event Types

Abbreviation	Description
ADC	Consortium
AFAC	Financial Aid Consortium
EXM	Examination
IND	Independent Study
INDO	Ind Study Online Programs
INDR	Ind Study Online Prog Restricted
INEX	Internship/Externship
INEW	Internship/Externship Web
ITV	Interactive Television
LAB	Lab
LABO	Lab Online Programs
LABR	Lab Online Prog Restricted
LEC	Lecture
LECS	Online Synchronized/Video
LECI	Lecture KY Learning Network
LECO	Lecture Online Programs
LECP	Lecture PACE
LECR	Lecture Online Prog Restricted
LECV	Lecture Video
LLB	Lecture/Lab
LLBO	Lecture/Lab Online Programs
LLBP	Lecture/Lab PACE

Abbreviation	Description
LLBR	Lec/Lab Online Prog Restricted
SONL	Seminar Online Programs
SONR	Seminar Online Prog Restricted
PRA	Practicum
PRAO	Practicum Online Programs
PRAP	Practicum PACE
PRAR	Practicum Online Prog Restricted
PRL	Private Lesson
RES	Research
RESO	Research Online Programs
RESR	Research Online Prog Rest
SEM	Seminar
SHARED EVENT	Descriptions vary
SI	Supplemental Instruction
SLA	Structured Learning Asst
SPC	Topics
SPCO	Topics Online Programs
SPCP	Topics PACE
SPCR	Topics Online Prog Restricted
SPJ	Special Projects
SVL	Service Learning
THE	Thesis
VID	Online Synchronized/Video

Descriptions and Abbreviations of Delivery Modes

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

Email any requests or questions for Event Planning to
registrarschedule@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
9:00-11:45 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.

Definition adopted by NKU SHAPE committee and presented to NKU community in January 2006.

Adapted from Bringle, R. and Hatcher, J. A Service Learning Curriculum for Faculty. The Michigan Journal of Community Service Learning, Fall 1995, pp 112-122; and Student Action for a Change

<www.actionforchange.org>.

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

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

Service Learning courses may:

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

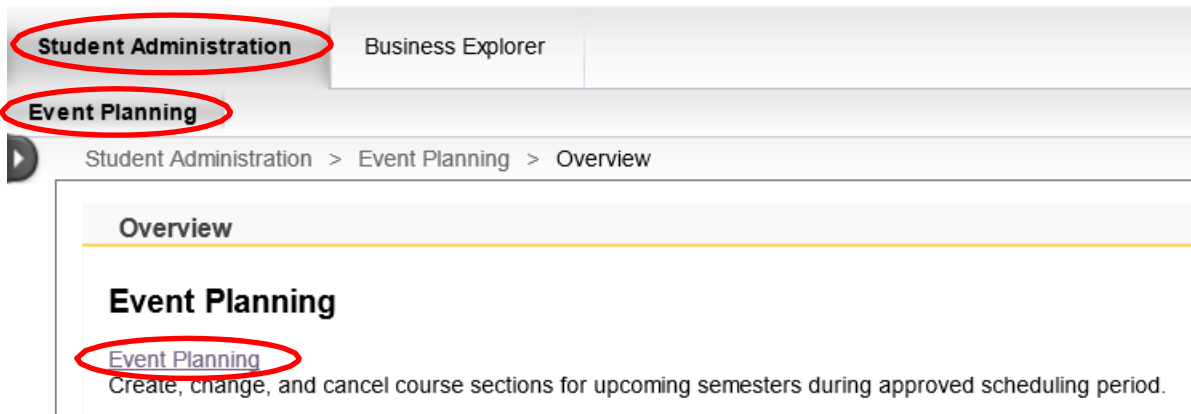
There is no minimum number of service hours required of students for a course to get a service learning designation. The amount of service hours necessary should be determined by the instructor based upon service goals, learning goals and service learning goals for the course.

Addendum: Extracting Section Information

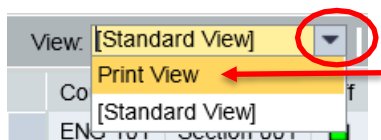
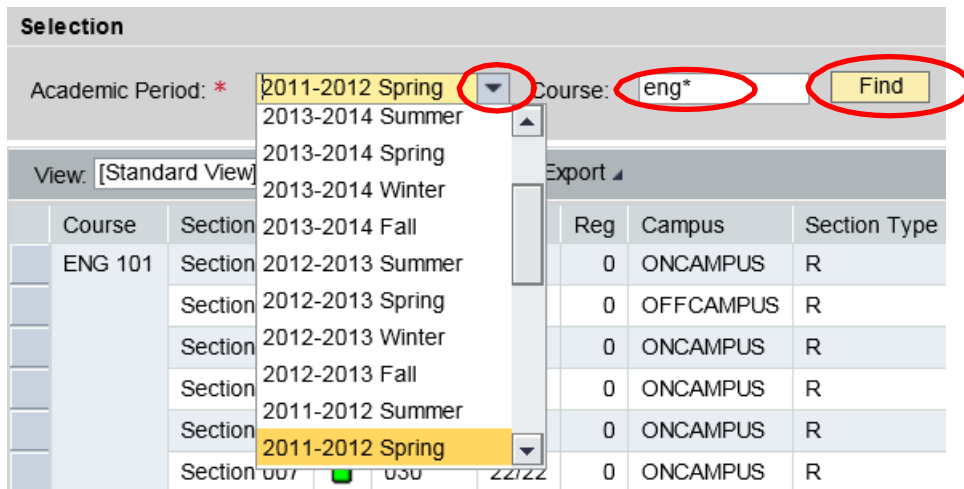
Users should review section information entered for each semester by extracting the section information from the Event Planning 2 application. Current and previous semesters may be extracted.

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.



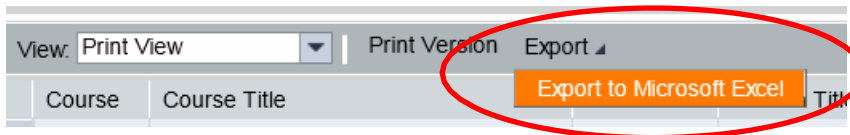
5. Select the Academic Period for which to extract section information
6. Enter the course discipline with the wildcard * (ex. ENG* or HIS*) to view all sections for that specific discipline then click Find. The sections of that course will display in the grid below.



7. Select Print View to see more information than Standard View

- The output will display sections for the course discipline

Course	Course Title	Section	Section Title	Session	Session Description	Event Type	Event Type Desc	Start Date	End Date	Opt Seats
ENG 200	Understanding Literature	Section 004	Understanding Literature	030	Spring (01/09/2012 - 04/27/2012)	ENG 200 LEC	ENG 200 Lecture	01/09/2012	04/27/2012	28
	Understanding Literature	Section 018	Understanding Literature	030	Spring (01/09/2012 - 04/27/2012)	ENG 200 LEC	ENG 200 Lecture	01/10/2012	04/26/2012	28
	Understanding Literature	Section 021	Understanding Literature	030	Spring (01/09/2012 - 04/27/2012)	ENG 200 LEC	ENG 200 Lecture	01/10/2012	04/26/2012	28
	Understanding Literature	Section 022	Understanding Literature	030	Spring (01/09/2012 - 04/27/2012)	ENG 200 LEC	ENG 200 Lecture	01/10/2012	04/26/2012	28
	Understanding Literature	Section 024	Understanding Literature	030	Spring (01/09/2012 - 04/27/2012)	ENG 200 LEC	ENG 200 Lecture	01/09/2012	04/27/2012	28
	Understanding Literature	Section 037	Understanding Literature	030	Spring (01/09/2012 - 04/27/2012)	ENG 200 LECW	ENG 200 Lecture Web Based	01/09/2012	04/27/2012	28
	Understanding Literature	Section 038	Understanding Literature	030	Spring (01/09/2012 - 04/27/2012)	ENG 200 LEC	ENG 200 Lecture	01/09/2012	04/27/2012	24
ENG 201	Ideas in Literature									0
ENG 202	Survey of British Literature I	Section 001	Survey of British Literature I	030	Spring (01/09/2012 - 04/27/2012)	ENG 202 LEC	ENG 202 Lecture	01/09/2012	04/27/2012	25
	Survey of British Literature I	Section 002	Survey of British Literature I	030	Spring (01/09/2012 - 04/27/2012)	ENG 202 LEC	ENG 202 Lecture	01/12/2012	04/26/2012	25
	Survey of British Literature I	Section 003	Survey of British Literature I	030	Spring (01/09/2012 - 04/27/2012)	ENG 202 LEC	ENG 202 Lecture	01/09/2012	04/27/2012	25
ENG 203	Survey of British Literature II	Section 001	Survey of British Literature II	030	Spring (01/09/2012 - 04/27/2012)	ENG 203 LEC	ENG 203 Lecture	01/10/2012	04/26/2012	25
	Survey of British Literature II	Section 002	Survey of British Literature II	030	Spring (01/09/2012 - 04/27/2012)	ENG 203 LEC	ENG 203 Lecture	01/09/2012	04/25/2012	25
ENG 204	Introduction to Writing Studies	Section 001	Introduction to Writing Studies	030	Spring (01/09/2012 - 04/27/2012)	ENG 204 LEC	ENG 204 Lecture	01/09/2012	04/25/2012	24
ENG 205	Contemporary Issues in Writing Studies									0
ENG 206	Western World Literature I									0
ENG 207	Western World Literature II	Section 001	Western World Literature II	030	Spring (01/09/2012 - 04/27/2012)	ENG 207 LECW	ENG 207 Lecture Web Based	01/09/2012	04/27/2012	35
ENG 208	Survey of American Literature I	Section 002	Survey of American Literature I	030	Spring (01/09/2012 - 04/27/2012)	ENG 208 LEC	ENG 208 Lecture	01/10/2012	04/26/2012	25
ENG 209	Survey of American Literature II	Section 001	Survey of American Literature II	030	Spring (01/09/2012 - 04/27/2012)	ENG 209 LEC	ENG 209 Lecture	01/10/2012	04/26/2012	25
	Survey of American Literature II	Section 002	Survey of American Literature II	030	Spring (01/09/2012 - 04/27/2012)	ENG 209 LEC	ENG 209 Lecture	01/10/2012	04/26/2012	25



- Click Export and then Export to Microsoft Excel to transfer results to an excel spreadsheet