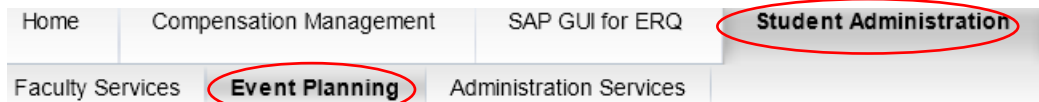


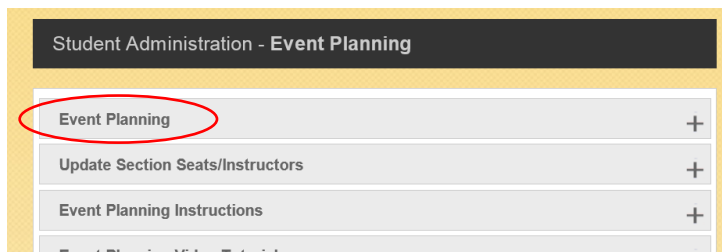
## Add/change/cancel a course section after online editing has closed

**Purpose:** With the Event Planning 3 application, workflow functionality was added, thus allowing users to add/change/cancel a course section after online editing has closed. This replaces the paper Event Planning Add/Change/Cancel Form.

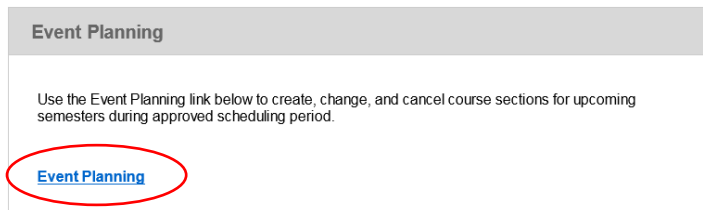
1. Log into myNKU.
2. Go to Student Administration tab, then click on the Event Planning sub-tab.



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.

Event Planning

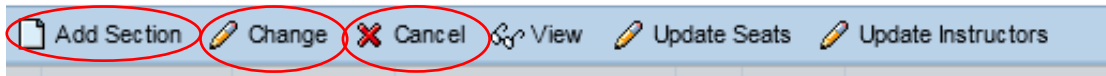
**Selection**

\* Academic Period: 2016-2017 Fall Course: eng\* Find

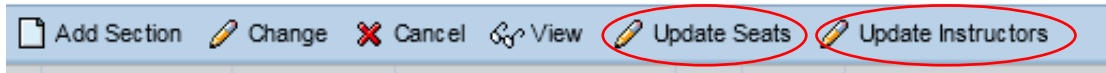
View: [Standard View] Print Version Export

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

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

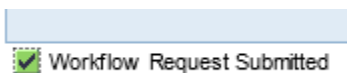
Booking Count:  Pre-Booking Count:

\* Change reason:

Additional Information:

Do you want to proceed?

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.