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.
7. Select the section you would like to edit and click the “Add Section”, “Change”, or “Cancel” button, as appropriate.

![Add Section, Change, Cancel, View, Update Seats, Update Instructors]

**Note:** Changes to Seats or Instructors do not require approval through workflow. Use the “Update Seats” or “Update Instructors” buttons to make these changes.

![Add Section, Change, Cancel, View, Update Seats, Update Instructors]

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.

![Change confirmation window]
**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.

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.