

## Update Seats

### Location(s):

myNKU

**Purpose:** Perform this procedure for updating seat capacity on an offered course section after the building process has closed.

- Section is **online, TBA**, or does **not** have a classroom assignment, the seat limit capacity will be reflected as 99999
- Section is **regular** with a classroom assignment, the seat limit capacity will be reflected
- Section is **multiple component** with both components having classroom assignment, the smallest seat limit will be reflected

Ex. PHY 110 001

LEC - maximum room capacity is 35

LAB - maximum room capacity is 26

Seat limit for this section will be 26

Course	Course Title	Section	Session Description	Event Type	Event Type Desc	Room	Room Cap	Opt Seats	Max Seats
PHY 110	Introduction to Physics with Lab	Section 001	Spring (01/14/2013 - 05/03/2013)	PHY 110 LEC	PHY 110 Lecture	SC 128	35	10	10
	Introduction to Physics with Lab		Spring (01/14/2013 - 05/03/2013)	PHY 110 LAB	PHY 110 Lab	SC 263	26	10	10

### PHY 110-001: Introduction to Physics with Lab

#### Update Seats

Seat limit for this section 26

Opt./Max. Seats:  /

- Section is a **shared event** with a classroom assignment, the seat limit will reflect what is still available taking into consideration the assigned maximum capacity of the other section(s)

Ex. GLY 110 013 has a shared event with GLY 110 014

\*\* Shared lecture – Room Capacity is 28\*\*

- When editing GLY 110 013 seats, seat limit will be 23 (28 seat capacity-5 seats from section 014)
- When editing GLY 110 014 seats, seat limit will be 5 (28 seat capacity-23 seats from section 013)

Course	Course Title	Section	Session Description	Event Type	Event Type Desc	Room	Room Cap	Opt Seats	Max Seats
GLY 110	The Face of the Earth with Lab	Section 013	Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	SC 264	28	10	23
	The Face of the Earth with Lab	Section 014	Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	SC 264	28	5	5

### GLY 110-013: The Face of the Earth with Lab

Update Seats

**Seat limit for this section 23**

Opt./Max. Seats:  /

### GLY 110-014: The Face of the Earth with Lab

Update Seats

**Seat limit for this section 5**

Opt./Max. Seats:  /

- Section is **multiple component with a shared event**, the smallest seat limit **for that section** will be reflected

Ex. GLY 110 023 has a shared event with GLY 110 024/GLY 110 025; each section has a stand-alone lab

**\*\*Shared lecture – Room Capacity is 60\*\***

GLY 110 023 – opt/max capacity = 15      lab room maximum capacity is 18

GLY 110 024 – opt/max capacity = 15      lab room maximum capacity is 15

GLY 110 025 – opt/max capacity = 25      lab room maximum capacity is 27

Course Title	Section	Session Description	Event Type	Event Type Desc	Room	Room Cap	Opt Seats	Max Seats
The Face of the Earth with Lab	Section 023	Spring (01/14/2013 - 05/03/2013)	GLY 110 LAB	GLY 110 Lab	FA 406C	18	15	15
The Face of the Earth with Lab		Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	BC 110	60	15	15
The Face of the Earth with Lab	Section 024	Spring (01/14/2013 - 05/03/2013)	GLY 110 LAB	GLY 110 Lab	AC 717	15	10	15
The Face of the Earth with Lab		Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	BC 110	60	10	15
The Face of the Earth with Lab	Section 025	Spring (01/14/2013 - 05/03/2013)	SHARED EVENT	GLY 110 Shared Lecture	BC 110	60	20	25
The Face of the Earth with Lab		Spring (01/14/2013 - 05/03/2013)	GLY 110 LAB	GLY 110 Lab	BC 106	27	20	25

### GLY 110-023: The Face of the Earth with Lab

Update Seats

**Seat limit for this section 18**

Opt./Max. Seats:  /

### GLY 110-024: The Face of the Earth with Lab

Update Seats

Seat limit for this section 15

Opt./Max. Seats:  /

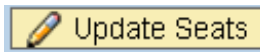
### GLY 110-025: The Face of the Earth with Lab

Update Seats

Seat limit for this section 27

Opt./Max. Seats:  /

1. Log into myNKU
2. Click Student Administration tab
3. Click Event Planning sub-tab
4. Select academic period
5. Enter course number and prefix, click Find
6. Highlight the desired section
7. Click Update Seats button



8. Update the Opt./Max. Seats as needed
9. Click Save

Seat limit for this section 27

Opt./Max. Seats:  /

10. Click Back to return to the grid

