

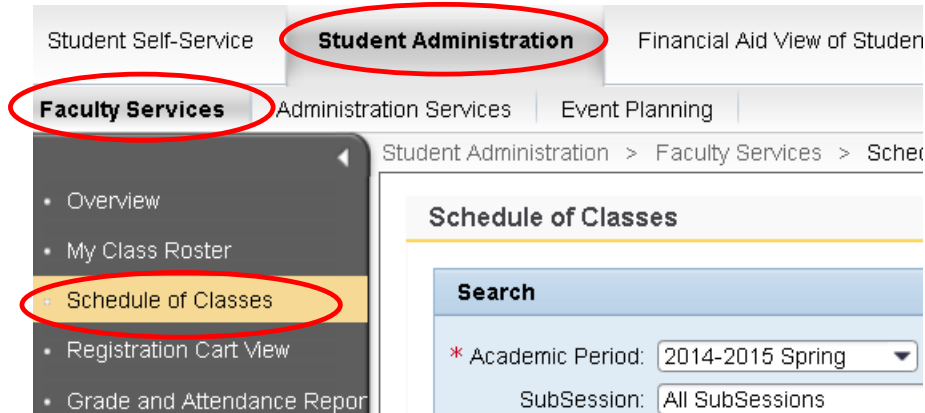
## Schedule of Classes - Faculty

### Location(s):

myNKU

**Purpose:** Perform this procedure when you need to search for course offerings, view number enrolled, capacity, location, instructor, and more.

1. Log into myNKU.
2. Select the Student Administration tab.
3. Select the Faculty Services sub-tab.
4. Click Schedule of Classes.



5. Select the Academic Period.
6. Select the SubSession.
7. Enter any additional Search criteria.

<b>Academic Period</b>	<b>Defaults to the current session. Click to choose a different session.</b>
<b>Academic Org.</b>	Click to choose your program.
<b>SubSession</b>	
<b>Course</b>	Enter the course name/number (3 or 4 letter code + course number)
<b>Section</b>	Section number of the course
<b>Campus/Location</b>	The physical location of the course
<b>Delivery Mode</b>	How the course will be delivered, such as Web-based.

8. Click Search.

**Schedule of Classes**

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**Search**

\* Academic Period: 2014-2015 Spring Academic Org.:

SubSession: Full Session : 01/12/2015 - 05/10/2015

Course: UNV 101 Section:

Campus/Location:  Delivery Mode:

- The results will display in the grid below.
  - Click Print Version for a pdf document
  - Click Export to send the results to Excel

**Note:** The Academic Org column is now the last column in the results grid.

**Search** 2 records found

\* Academic Period: 2014-2015 Spring Academic Org.:

SubSession: All SubSessions

Course: UNV 101 Section:

Campus/Location:  Delivery Mode:

View:

Course	Section Title	Section	Location	Delivery Mode	Booked	Reg. Cart	Opt	Max	Room Cap	Days	Start Time	End Time	Room	Last Name	Canceled	Academic Org
UNV 101	Orientation to College and Beyond	Section 002	Highland Heights		0	0	24	24	24	MWF	10:00:00 am	10:50:00 am	UC 204	Hart		Academic Orienta
UNV 101	Orientation to College and Beyond	Section 001	Highland Heights		0	0	1	24	24	TR	09:25:00 am	10:40:00 am	UC 204	Pettit		Academic Orienta