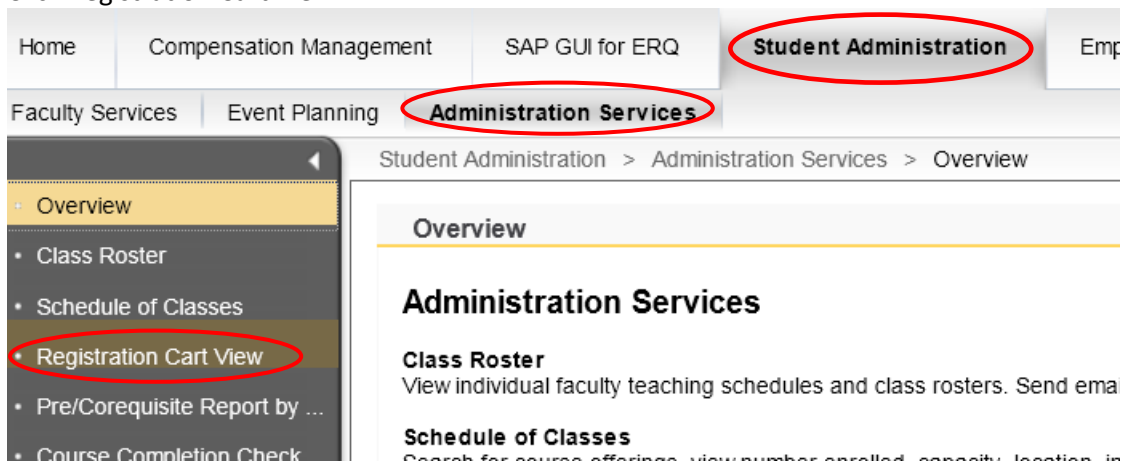# Registration Cart View

Location(s):

myNKU

Purpose: Perform this procedure when you need to view courses in a student's registration cart. Registration Cart content can be viewed by student or by course. This application can be accessed from three tabs within the myNKU portal via the Registration Cart link (beneath the Schedule of Classes link):

- Academic Advising tab
- Student Administration, Faculty Services sub-tab
- Student Administration, Administration Services sub-tab

This document guides you through accessing Registration Cart View from the Administration Services tab.

1. Log into myNKU.
2. Select the Student Administration tab.
3. Select the Administration Services sub-tab.
4. Click Registration Cart View.

3. Input the following information:

Field	Description
Academic Session: 2011-2012 Fall ▼	Select academic semester from the drop-down; defaults to current
SubSession: All SubSessions ▼ / All SubSessions / Full Session : 08/22/2011 - 12/18/2011 / Fall First: 08/22/2011 - 10/15/2011 / Fall Second: 10/19/2011 - 12/16/2011	Select sub-session from the drop-down; if no selection is made, cart entries will display for all sub-sessions
Course: UNV 101	Type course and press **Enter** Ex. UNV 101 *OR* Type a course prefix (UNV), click the selection button , and press **Enter**
Section: All Sections ▼ / All Sections / Section 001 / Section 002	Section selection is optional. Once course selection is entered, if the course is offered in selected term, section drop-down will populate
Student Number: NORSE, NE	Type student number and press **Enter** EX. 9999999999 *OR* Search by a student's name, click the selection button , select a student, and click OK OK Ex. LAST NAME, FIRST NAME *OR* Search for all students by leaving this field blank

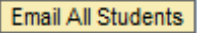4. Click **Display Registration Cart** Display Registration Cart

Results Table

The default view (Standard) displays all students who have any section of the specified course in their cart. Use the drop-down menu to toggle between views.
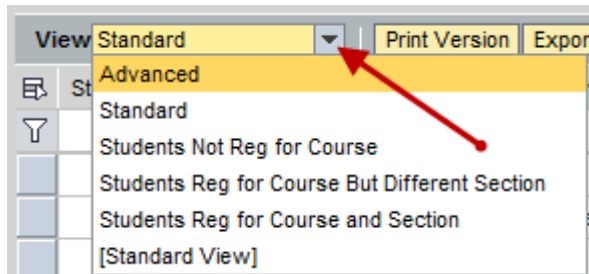
| Selection	Description
Advanced	Lists Standard view data plus section schedule and some student academic information
Standard	Default
Students Not Reg for Course	Lists students who are not registered for any section of the course they have in their cart
Students Reg for Course But Different Section	Lists students who are registered for a different section of the course they have in their cart
Students Reg for Course and Section	Lists students who are registered for both the course and the section they have in their cart
[Standard View]	Lists section schedule information and some student academic information

Contacting the Students

The Registration Cart application allows users to contact students via email. Users can email a single student, or every student with the course in their cart. Users are not required to have an email client open to use this functionality.
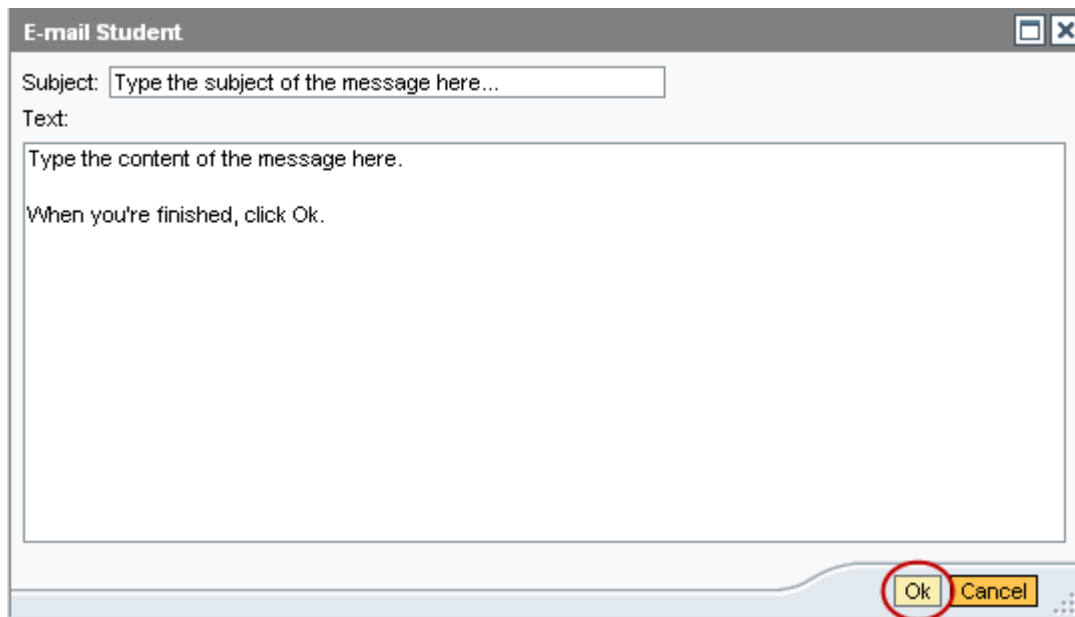
1. Click **Email All Students** [Email All Students] to contact every student displayed in the table. *Skip to Step 4.*

2. *OR* Highlight the row containing the appropriate student

3. Click **Email Student**
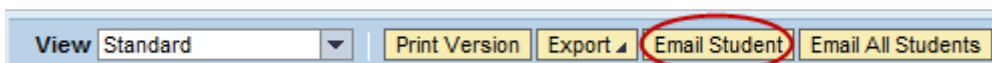
4. Type a message, and click **Ok**.

NOTE: An email containing the text of the message and a list of recipients is sent to the user. Please note the contents of the confirmation email will display based on both the operating system and email application settings. Please see Microsoft Office® *Support* for assistance with using Outlook.