

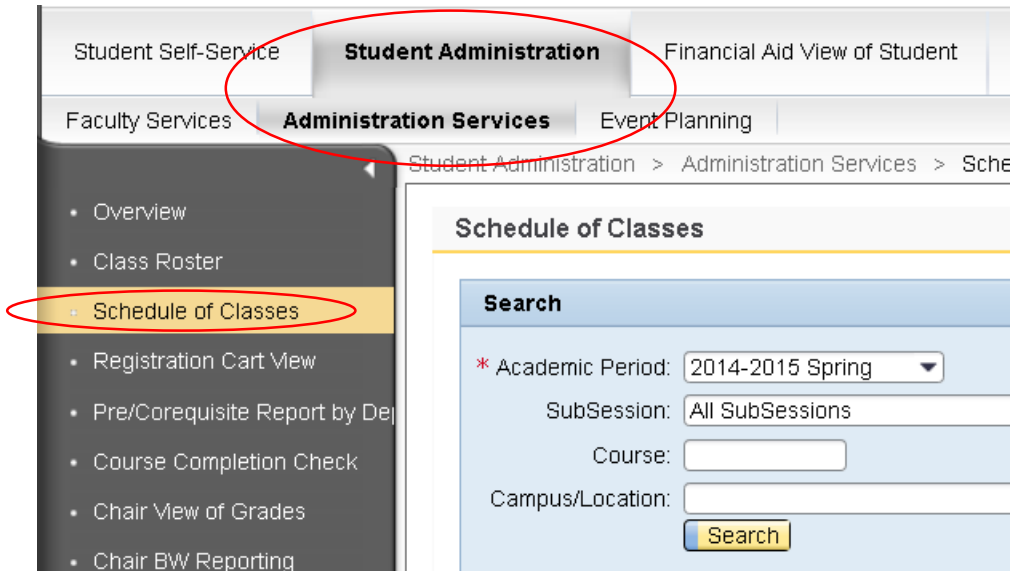
Schedule of Classes - Administrators

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 Administration Services sub-tab.
4. Click Schedule of Classes.



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

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

8. Click Search.

Schedule of Classes

Search

* Academic Period: Academic Org.:

SubSession:

Course: Section:

Campus/Location: Delivery Mode:

- 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.

Schedule of Classes

Search 3 records found

* Academic Period: Academic Org.:

SubSession:

Course: 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 | Cancel | Academic Org |
|---------|------------------------|-------------|---------------|---------------|--------|-----------|-----|-----|----------|------|-------------|-------------|------|-----------|--------|-----------------|
| LDR 308 | Leadership Development | Section 003 | Online Campus | ONL | 0 | 0 | 1 | 1 | 0 | | 12:00:00 AM | 12:00:00 AM | | | | PolitScience/Ci |
| LDR 308 | Leadership Development | Section 002 | Online Campus | ONLR | 0 | 0 | 29 | 29 | 0 | | 12:00:00 AM | 12:00:00 AM | | | | PolitScience/Ci |
| LDR 300 | Leadership Development | Section 001 | Online Campus | ONLR | 0 | 0 | 30 | 30 | 0 | | 12:00:00 AM | 12:00:00 AM | | | | PolitScience/Ci |