

Would you like to enter a drawing for a free iPod Touch? Details are located at the bottom of the next page.



Need Help with Registration in myNKU?

To better prepare you for the Spring Registration, the myNKU team has put together this helpful sheet including **what to check on before registering** and where to **go for help**.

Do you have Pre-reqs and Co-reqs?

- Check the course info in myNKU to see if there are pre-reqs and co-reqs; course info appears once you highlight a course listed in your search results in Course Registration.
- **Transfer students:** If you believe you have met the pre-requisite for course(s) you were unable to register for, please fill out the **Pre-/Co-Requisite request form**, which is available under **"Academics"** in myNKU.
- If you need a special permit to override a pre-/co-req for a course, contact your academic department. Get the list of contacts for each department by clicking on **"Class Referral Contact List"** under **"Academics"** in myNKU.
- Students currently enrolled in a **pre-req** for a course they are trying to register for will see a **Warning Symbol** ⚠. Clicking through allows conditional enrollment in a course.

Do You Have a Hold?

- Holds may block the registration and/or transcript request process. Find your holds under **"My Records"** under the Student Self Service tab. The type of hold is listed under **"Hold Grouping."**
- **For an Advising Hold:** Contact your advisor. Not sure who that is? Look for your advisor by clicking on **"My Advisors"** under **"My Records"** or contact your academic department.

Admissions (AC 400 or 859-572-5220)

Academic Advising Resource center (FH 405A or 859-572-6900)

Bookstore (UC 2nd Floor or 859-572-5142)

Bursar (AC 235 or 859-572-5204)

Dean of College of Arts and Sciences (FH 330 or 859-572-5494)

Dean of Haile/US bank College of Business (BP 301 or 859-572-5165)

Dean of College of Education and Human Services (BP 230 or 859-572-6944)

Dean of College of Informatics (ST 206 or 859-572-5568)

School of Nursing and Health Professions (HC 303 or 859-572-5249)

Dean of Students (UC 346 or 859-572-5147)

Financial Assistance (AC 416 or 859-572-5143)

International Students and Scholars (UC 366 or 859-572-6517)

Parking (400 Nunn Drive or 859-572-5505)

Registrar (AC 301 or 859-572-5556)

Steely Library (SL 301 or 859-572-5457)

Student Achievement Center (UC 120 or 859-572-5138)

Testing Services (UC 101 or 859-572-6373)

Do You Have the Right Browser?

Supported Browsers: Internet Explorer 6, 7, 8 (with Compatibility View enabled) and Firefox 2.x. Using Firefox 3.0? You should re-install the older Firefox 2.0 version. Mac and Windows users can download the Firefox 2.0.0.20 browser from the IT Web site: it.nku.edu/faculty/software.

Advanced Course Search

It is recommended that you use the "Advanced" search link – next to **Search** – when searching for courses. This allows you to filter your search by course criteria and narrow your results for a quicker search. Download the student course registration guide: it.nku.edu/mynku/training/.

myNKU Support Options

For questions about enrollment verification, transcripts, registration dates and more ...

The Registrar's Office, AC 301: 859-572-5556 or registrar.nku.edu

For questions about Degree Audit in myNKU ...

Submit your questions via the **myNKU Degree Audit Questions Form**, available under "My Records" in myNKU.

For questions about transfer academic work ...

Admissions, AC 400: 859-572-5220 or transfer.nku.edu

For questions about financial aid ...

Financial Assistance, AC 416: 859-572-5143 or financialaid.nku.edu

For questions about your account balance ...

Bursar, AC 235: 859-572-5204 or bursar.nku.edu/

For questions about logging on, system errors, your Web browser, how-to software questions in myNKU ...

Tutorials and Quick Reference Guides: We have tutorials regarding course registration, degree audit and more at it.nku.edu/mynku/students

Call the myNKU Support Center: 859-572-6911, then dial 1 for myNKU help.

Email: myNKUIT@nku.edu

Chat: Visit it.nku.edu/mynku/ and the click on the "Chat" button.

Visit: A hotspot for myNKU help, the center is located in Founders Hall 116. Feel free to walk in! **Hours:** 8:30 a.m. to 4:30 p.m. Monday-Friday (Phone: 8:30 a.m. to 6:30 p.m. Monday-Thursday; 8:30 a.m. to 4:30 p.m. Friday)

Visit the **myNKU mobile help desk** for a chance to win a **free iPod Touch!**

The myNKU help desk will be in the **Student Union** beginning **Nov. 5** during lunch hours.