

# Dropping and/or Swapping Courses in MyNKU

On Student Self-Service → Click Academics → Click Online Registration

Student Self-Service  
 My Info | My Records | **Academics** | Additional Services

## Academics

**Online Registration**

**Notice:** While accessing Online Registration, if you see an "initial password must be changed" message, click the Delete Password button to continue. If you have problems with Online Registration, please contact the Registrar's office at (859) 572-5556 or [registrar@nku.edu](mailto:registrar@nku.edu).

## To Drop a Course

**In My Courses → Registered**

1. Click to select the course
2. Click **Cancel Registration**

Course	Section Title	Section	Status	Cond.	Attrn. Credits	Grade Scale
ENG 530	Readings in the English Language	11429-001	Booked		3.00000	UGRD Reg

## Confirm Cancellation

Course: ENG 530  
 Course Title: Readings in the English Language  
 Section: 11429-001  
 Attempted Credits: 3.0  
 Academic Period: 2009-2010 Fall  
 Cancel Reason: Student Request  
 Program Type Usage: Graduate  
 Grade Scale: UGRD Reg

**Confirm Cancellation** displays

3. Click to **Confirm Cancellation**

The course displays in **My Courses → Cancelled**

**Confirm Cancellation** | Do Not Cancel

**To Swap Sections** (Register for a different section of the same course)

**In My Courses → Registered**

1. Click to select the course
2. Click **Swap Section**

Course	Section Title	Section	Status	Cond.	Attrn. Credits	Grade Scale
ANT 100	Cultural Anthropology	10058-007	Booked		3.00000	UGRD Reg
PSC 100	American Politics	14539-016	Booked		3.00000	UGRD Reg

**Swap Section**

Course: ANT 100  
 Course Title: Cultural Anthropology  
 Section: 14114  
 Attempted Credits:   
 Grade Scale: UGRD

**Swap Section** displays all sections of the same course

3. Click to select a course
4. Click **Check and Review**

Select	Section	Avail	Section Title	Section	Status	Cond.	Attrn. Credits	Grade Scale
<input type="checkbox"/>	10058-005	Green	Cultural Anthropology	10058-005	Booked		3.00000	UGRD Reg
<input checked="" type="checkbox"/>	14114-008	Green	Cultural Anthropology	14114-008	Booked		3.00000	UGRD Reg
<input type="checkbox"/>	14116-002	Red	Cultural Anthropology	14116-002	Booked		3.00000	UGRD Reg
<input type="checkbox"/>	14123-022	Red	Cultural Anthropology	14123-022	Booked		3.00000	UGRD Reg

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**Check and Review** | Cancel

**Course Registration Self-Service**

Course: ANT 100  
 Course Title: Cultural Anthropology  
 Section: 14114  
 Attempted Credits:   
 Grade Scale: UGRD  
 Academic Period: 2009-2010 Fall  
 Program Type: Undergraduate

**Course Registration Self-Service** displays

5. Review the course info
6. Click **Swap** to confirm

The course displays in **My Courses → Registered**

**Swap** | Cancel