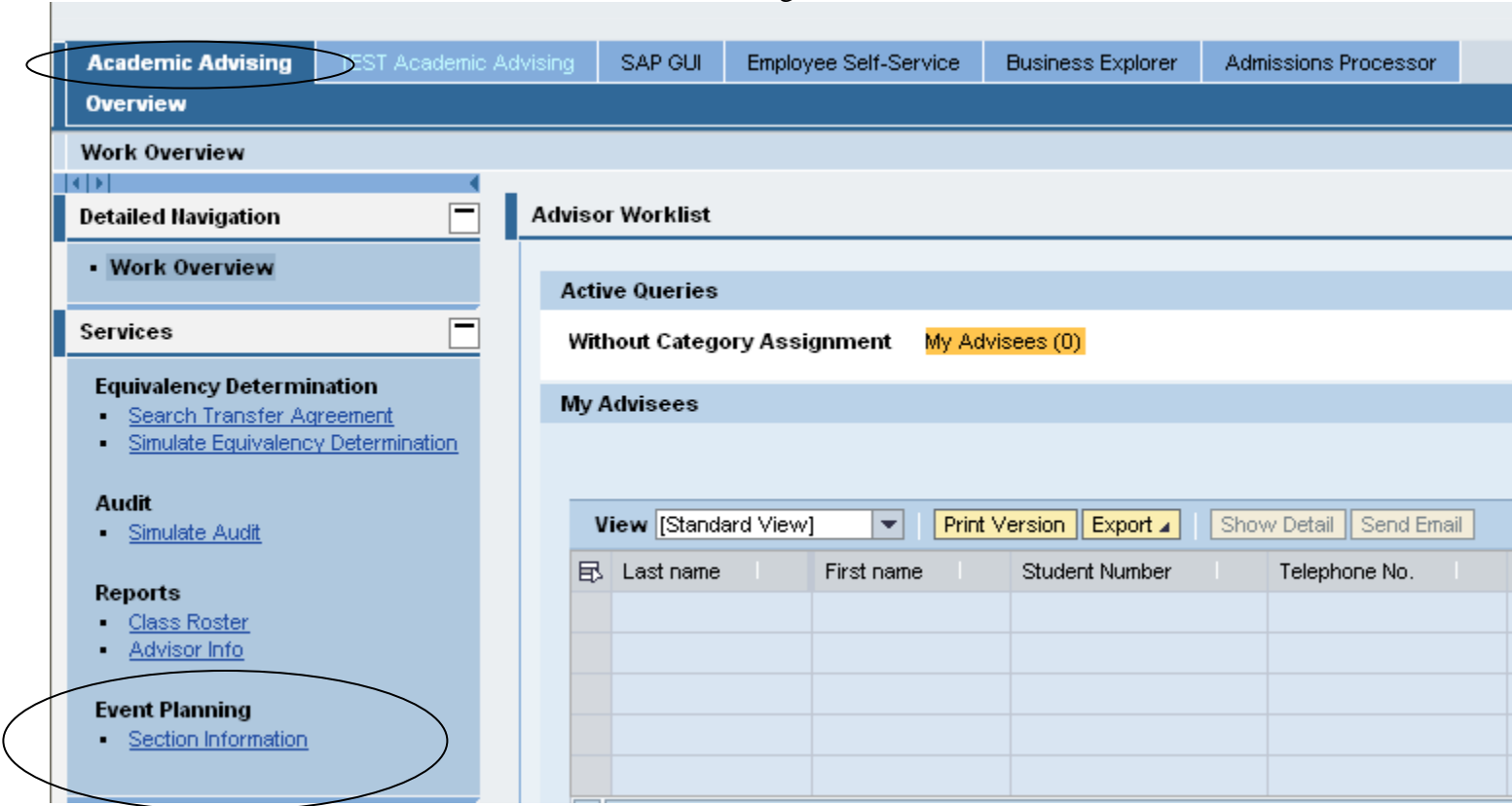
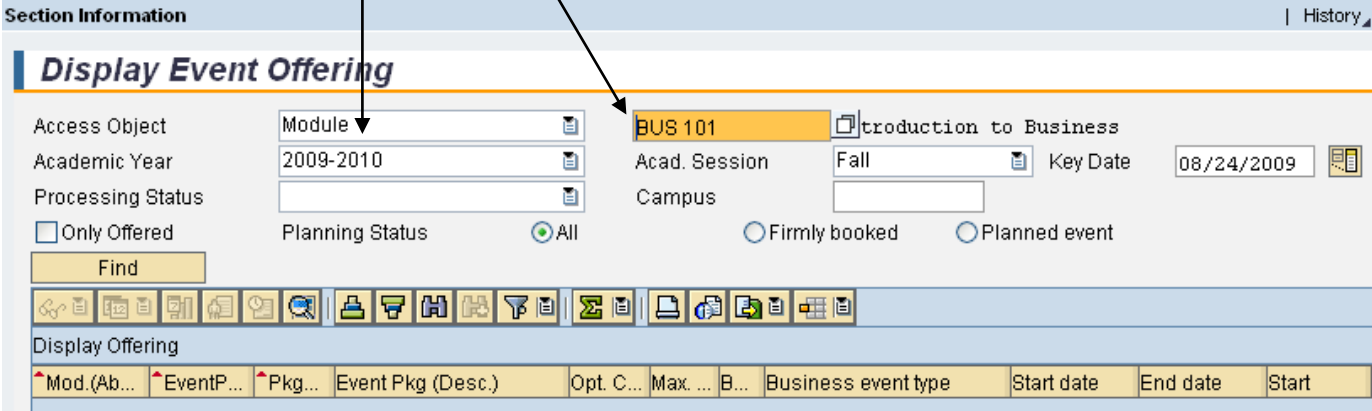


# Section Information Link

1. Access Advising Tab on myNKU portal
2. Click on Section Information link under Event Planning on the Services menu on the left side of the screen



3. When Event Offering transaction displays, enter your selection as follows:
  - a. Set Access Object to Module
  - b. Enter Module Abbreviation (ex. BUS 101)



- c. Press *Enter* (must do at this point)
    - i. If a course has changed its title, there may be several instances of the course. Select active course from the list and click on green check (active courses have end dates in the future)

Module (1)

Search Results: 3 Entries found

Object abbreviation	Object name	Start date	End Date
BUS 101	Beginning Typewriting	01/17/1972	05/20/1973
BUS 101	Honors Introduction to Business	01/17/1972	08/23/2009
BUS 101	Introduction to Business	01/17/1972	12/31/9999

- d. Set *Academic Year* to 2009-2010
- e. Select *Academic Session* ( Fall)
- f. Check *Only Offered* checkbox

Section Information | History

### Display Event Offering

Access Object: Module | BUS 101 | Introduction to Business

Academic Year: 2009-2010 | Acad. Session: Fall | Key Date: 08/24/2009

Processing Status: | Campus: | Planning Status:  All  Firmly booked  Planned event

Only Offered

Find

Mod.(Ab...	EventP...	Pkg...	Event Pkg (Desc.)	Opt. C...	Max. ...	B...	Business event type	Start date	End date	Start
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4. Click Find - the following information will display:

Section Information | History | History | Back | Forward

### Display Event Offering

Access Object: Module | BUS 101 | Introduction to Business

Academic Year: 2009-2010 | Acad. Session: Fall | Key Date: 08/24/2009

Processing Status: | Campus: | Planning Status:  All  Firmly booked  Planned event

Only Offered

Find

*Mod.(...	*EventP...	*P...	Event Pkg (Desc.)	Opt...	Max...	B...	Event type	Start date	End date	Start	End time	Mon	Tues	Wed	Thu...	Fri	Sat	Sun	Campus	Loc...	Room	Max...	Instructor	Cat...	Del...	Mthd
BUS 101																										
	10414-008	<input checked="" type="checkbox"/>	Introduction to Business	22	35	1	BUS 101 LEC	08/24/2009	12/11/2009	11:00:00	11:50:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONCAMPUS	HH	BP 461	39	Robert A Snyder	LEC		
	10415-009	<input checked="" type="checkbox"/>	Introduction to Business	18	25		BUS 101 LEC	08/24/2009	12/11/2009	13:40:00	14:55:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONCAMPUS	HH	LA 404	24	Nancy A Lang	LEC		
	14380-001	<input checked="" type="checkbox"/>	Introduction to Business	30	30	12	BUS 101 LEC	08/24/2009	12/11/2009	10:00:00	10:50:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONCAMPUS	HH	ST 111	53	Pamela Sindiong Luken	LEC		
	14384-002	<input checked="" type="checkbox"/>	Introduction to Business	10	35	10	BUS 101 LEC	08/24/2009	12/11/2009	11:00:00	11:50:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONCAMPUS	HH	BP 461	39	Olena Pilyayeva	LEC		
	14385-003	<input checked="" type="checkbox"/>	Introduction to Business	30	35	6	BUS 101 LEC	08/24/2009	12/11/2009	13:00:00	13:50:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONCAMPUS	HH	BP 461	39	Frank Julian Robinson	LEC		
	14386-004	<input checked="" type="checkbox"/>	Introduction to Business	30	35	10	BUS 101 LEC	08/24/2009	12/11/2009	10:50:00	12:05:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONCAMPUS	HH	BP 461	39	Leslie A Kyle	LEC		
	14387-005	<input checked="" type="checkbox"/>	Introduction to Business	30	35	6	BUS 101 LEC	08/24/2009	12/11/2009	12:15:00	13:30:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONCAMPUS	HH	BP 327	39	Margaret T Myers	LEC		
	14388-006	<input checked="" type="checkbox"/>	Introduction to Business	30	35	6	BUS 101 LEC	08/24/2009	12/11/2009	13:40:00	14:55:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ONCAMPUS	HH	BP 327	39	Ayanna R Terry	LEC		

Explanation of displayed data:

- a. *Module Abbreviation* = course abbreviation
- b. *Event Package Abbreviation* = call number from SIS followed by ‘-’ and section number (section number might not match section number in SIS; can match sections by call number only)
- c. *Event Package is Offered* = sections that have a checkbox are available online for students to register
- d. *Event Package Description* = section title
- e. *Maximum Capacity (Event Package)* = section optimum capacity - SIS seats converted to SAP. This number of seats displays to the students on Online Registration. Students are able to register online until this capacity is reached for the section. Once section reaches optimum capacity, the section is “closed” to students, and only administrators can register students into closed sections.
- f. *Maximum Capacity (Event)* = maximum section capacity. Once optimum capacity is reached for the section, if maximum capacity allows, administrators can place additional students into closed sections.

The Office of the Registrar collected this information from the academic departments for SAP May 26 go-live. The information was placed in SAP as maximum capacity for each section. Academic departments are able to register students on Online Registration until maximum capacity is reached.

- i. For example, BUS 101 section 14384-002 is closed to students as 10 students are enrolled in the section that had 10 open seats on Online Registration. The section has 35 maximum seats – 25 additional students can be administratively registered into this section.
- ii. Please remember that registration will not be allowed over room capacity. If room can only accommodate 30 students, registration will stop at 30. With any questions regarding room capacity, please contact Mary Paula Schuh at (859) 572-5122 or schuh@nku.edu
- g. *Bookings* = number of enrolled students in the section
- h. *Event Type abbreviation* = course abbreviation followed by section type (equivalent to activity type on SIS screen 129)
- i. *Start Date* = section start date (sections that take place in sub-sessions will have dates reflect that)
- j. *End Date* = section end date (sections that take place in sub-sessions will have dates reflect that)
- k. *Start Time* = section start time (military time)
- l. *End Time* = section end time (military time)
- m. *Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday* = meeting pattern
- n. *Campus* – derived from Location/Site. Campus is a higher-level grouping of locations/sites:

<i>Campus</i>	<i>Locations/Sites included</i>
On Campus Locations	HH
Online Campus	Web classes will have Online Campus – Location/Site will be blank
Abroad Locations	11, SA, and all country codes
Off Campus Locations	The rest of locations

- o. *Location* = campus/site of the section (online sections will be blank)
- p. *Room* = building/room
- q. *Room Maximum Capacity* = room max capacity provided by Facilities Management. Registration will not be allowed over room capacity. With any questions regarding room capacity, please contact Mary Paula Schuh at (859) 572-5122 or schuh@nku.edu
- r. *Instructor* = section instructor
- s. *Category* = category of the section (lecture, lab, seminar, etc.)
- t. *Delivery Mode* = delivery of the section (Web, Online Program Restricted (formerly I sections), Online Program for all majors (formerly J sections), PACE, PACE Online, Video)
- u. *Teaching Method* = Teaching method (SI, SLA, Outdoors, blanks implies traditional class with classroom instruction)