

Frequently Asked Questions – Program Change/Declaration

This document contains information about both general questions related to the program change/declaration process, and errors which may be encountered during the process. If the information below does not allow you to resolve your question on your own, please contact the Registrar's office by phone at 859-572-5556, or by email at registrar@nku.edu.

General Questions - Students

1. When will my program change/declaration request be complete?

This depends upon the type and number of changes you are requesting, and the advising requirements of the college(s)/department(s) you wish to join. Most colleges/departments require students who wish to major in one of their programs to meet with an academic advisor and discuss the program requirements before the request will be approved; check [Academic Advising by College](#) to determine if you need to make such an appointment. Requests for most minors, areas of concentration, and certificates/certifications will be approved by the college/department without an advising meeting. Following the approval of the departments, your request proceeds to the Office of the Registrar for final review and processing; when that processing is complete, you will receive an email and your updated program(s) will appear on your student record in myNKU as of the date of completion.

2. Can I add, change, or delete more than one program on a single request?

Yes. You can submit up to four programs under each category (major, minor, area of concentration, and certificate/certification) on the same request. If the programs you request are part of more than one college/department, your request will go to each of them for approval before proceeding to the Office of the Registrar for final review and processing.

General Questions – Faculty/Staff Advisors and Approvers

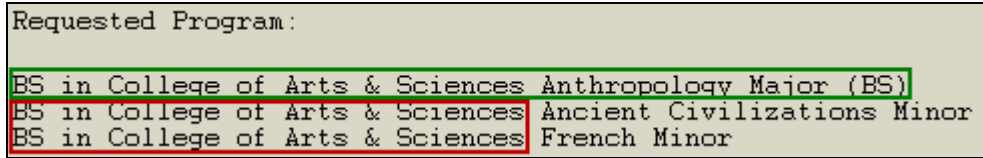
3. As an advisor, when I submit a request on behalf of a student, how can I tell where it is in the workflow process?

When you log into the myNKU portal, you can view the status of requests you've initiated by clicking the Universal Worklist tab, and the Tracking tab. Select the task you've submitted, and click the View History link in the preview area at the bottom of the page to see how far the request has progressed. When the request is complete, a message indicating that status will also appear on your UWL Notifications tab.

4. When a student requests a minor or an area of concentration, why does it appear with a degree program in front of it?

Minors and areas of concentration are not specifically attached to a degree program, because students of almost any major can choose them. The display of the minor or area of concentration in

the program change request inherits the degree and offering college of the student's major; this is merely the way it appears, but does not have any reflection on the academic work required for either the degree/major or the minor/area of concentration. See the screen shot below for an example of this appearance. If you are the approver of the minor or area of concentration, you can ignore the details of the degree program which appears in front of it.



5. As an approver, how can I and other members of my work center effectively manage the requests that are submitted for our review and approval?

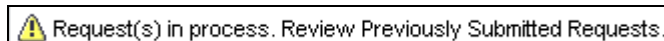
Management of your requests is at the discretion of your college/department work center, and in work centers with multiple approvers, having a clear set of guidelines for who will review and approve what types of requests is strongly encouraged. Tips for filtering your Universal Worklist and using the Forward, Assign to Me, and Cancel Assignment buttons available in the UWL to accomplish your work more efficiently are available on the [myNKU Help & Reference website](#).

6. How do I request the ability for additional users to be able to initiate or approve/reject requests for my department?

- a. **Initiating Requests:** The ability to initiate requests is governed by a user's myNKU security roles. To allow a user the ability to initiate program change requests on behalf of students, the user's supervisor should submit an [IT service request for myNKU security](#) including the user's name, user ID, and why it is appropriate for the user to have this security.
- b. **Approving Requests:** The ability to review and approve/reject requests requires that a user be part of the college/department work center, which is maintained by the Office of the Registrar. Members of the work center will see pending requests in their Universal Worklists. To allow a user the ability to approve/reject requests for a department, the user's supervisor should send an email to registrar@nku.edu, including the user's name, user ID, college/department for which the user should have approval, and why it is appropriate for the user to have this security.

Warning and Error Messages

The messages pictured below may be encountered during the program change/declaration process. The cause of the message and how to resolve it are also described.



Cause: This message is simply a warning to the user that a program change/declaration has already been submitted for the student and is still in progress.

Resolution: This warning will not prevent submission of an additional request. If the user wishes to cancel a previously submitted request and submit another, he/she can click the Previously Submitted Requests button to view prior requests, and then click the Cancel link to the right of the open request.

You are not able to declare/change your major. Please contact the the Norse Advising Center at (859) 572-6900.

Reason for inability :Undeclared in University Studies (BS) is ineligible for Program Change/Declaration

Cause: Students in this program may not change their academic program due to unfulfilled deficiencies.

Resolution: Students must successfully complete ALL remedial work necessary to meet the deficiency requirements. Questions can be directed to the Norse Advising Center as indicated.

You are not able to declare/change your major. Please contact the the Norse Advising Center at (859) 572-6900.

Reason for inability :You have two or more deficiencies

Cause: Students admitted with two or more deficiencies may not change their academic program.


Resolution: Students must successfully complete ALL remedial work necessary to meet the deficiency requirements. Questions can be directed to the Norse Advising Center as indicated.

You are not able to declare/change your major. Please contact the Office of Admissions (859) 572-5220 or 1-800-637-9948 (toll free).

Reason for inability :Student must have an undergraduate degree seeking program


Cause: Student is not currently declared in an undergraduate, degree-seeking program. This error will be encountered by undergraduate non-degree students, graduate students, and law students.

Resolution: In all three cases, an application for admission to the desired degree-seeking program must be completed and submitted for consideration to the appropriate office (for undergraduate degree programs, Office of Undergraduate Admissions for domestic students or Office of International Students and Scholars for international students; for graduate degree programs, Office of Graduate Programs; for law degree programs, Salmon P. Chase College of Law Admissions).

 Criminal Justice Major (BA Online) is not in current requirement catalog, check department advisor.

Cause: Student's current requirement catalog does not include the program, level, or track chosen. This means the program began after the student enrolled at NKU, and is especially common for online program options. For example, in the error shown, a student may be able to choose the program "Criminal Justice (BA)" *without* adding the online option, and successfully submit the request.

Resolution: There are two possibilities, since some occurrences like the one above may involve only a delivery method, rather than an entire program. If it is just the delivery method causing the problem, the student should declare the appropriate major without the associated track, and the program advisor can contact registrar@nku.edu to have the track representing the delivery method manually added. If the error does refer to the entire program, the student must elect to change his/her requirement catalog to a more recent year in which the requested program is active. Other academic requirements may also change as a result of this election, so the student should discuss the catalog change with his/her academic advisor for guidance. To complete the catalog change, the student must complete and submit [this form](#) with all appropriate signatures to the Office of the Registrar.

 Accounting Pre-Major has a required specialization of Business Administration Minor.

Cause: One of the programs chosen **must** be paired with another specified program. *Example: most majors in the College of Business require the student to also complete a minor in Business Administration.*

Resolution: Add the required program indicated, and the error should no longer appear when the Next button is clicked.

❗ Organizational Leadership Major cannot be selected with Accounting Minor.

❗ Sociology Major cannot be selected with Archaeology Minor.

Cause: One of the programs chosen **cannot** be paired with another specified program. *Examples: The Organizational Leadership major cannot be paired with minors in Accounting, Business Administration, Business Informatics, Entrepreneurial Studies, Finance, Management, or Marketing; similarly, the Archaeology minor cannot be paired with Sociology, Anthropology, Philosophy, Applied Sociology and Anthropology, Applied Cultural Studies, or Women's and Gender Studies majors.*

Resolution: Remove one of the conflicting programs, and the error should no longer appear when the Next button is clicked.

❗ There must be at least one Major or Certificate/Certification.

Cause: Student deletes all programs, or selects only minor(s) or area(s) of concentration.

Resolution: Select at least one major or certificate/certification to, and the error should no longer appear when the Next button is clicked.

❗ Specialization must be assigned to start in the term of Adm. or COP - [Display Help](#)

Cause: This error indicates that there is a mismatch in start/end dates related to the student's admission, registration, or specialization.

Resolution: Contact registrar@nku.edu, including the student name and number, and request that the student's record be reviewed and corrections made as necessary. Once the dates align correctly, the request should be able to be submitted.