



Program Change/Declaration Faculty/Staff



NORTHERN KENTUCKY UNIVERSITY

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Program Change/Declaration

Undergraduate degree seeking students are able to submit a request to add, change, or delete a specialization (major, minor, focus, and certificate/certification) from the myNKU portal. Non-degree seeking, graduate, and law students must complete a new application for admission to the program of their choice, which must be reviewed and approved by the Office of Undergraduate Admission or the new graduate or law program.

College advising centers, Department Chairs, and other designated faculty and staff will have access to submit a request on behalf of the student and/or approve the submitted requests. Not all users with access to the Academic Advising tab will have the access to submit a request on behalf of the student and/or approve the requests.

1. Log into myNKU
2. Click Academic Advising Tab
3. Enter in student name, student number, or username then click Go

4. From the You Can Also dropdown, select Program Change/Declaration Request

5. Options are to add, change, or delete a major/minor/focus or certificate/certification

Add a Specialization

- Click Add Major or other relevant 'Add' button(s)

Majors						+ Add Major
Program	Major			Priority		
BS-AS	BS in College of Arts & Sciences	Engineering Pre-Major	Undergraduate Pre-Major	PMAJ	1	

Minors			+ Add Minor
Program	Minors	Priority	
The table does not contain any data			

Concentrations			+ Add Concentration
Program	Concentration	Priority	
The table does not contain any data			

Certificate/Certifications			+ Add Certificate/Certification
Program	Certificate/Certification	Priority	
The table does not contain any data			

- When adding a Major, select Bachelor or Associate
 - Click the dropdown to choose from the available academic areas of interest for the degree selected

Add Major

Type of Degree: ☒ Bachelor ☐ Associate

Academic Area of Interest:

Accounting Major

Accounting Pre-Major

Anthropology Major

Anthropology Major BA

Art Education Pre-Major

Athletic Training Education Pre-Major

- Select a level or track, if applicable

Add Major

Type of Degree: ☒ Bachelor ☐ Associate

Academic Area of Interest: Economics Major

Level or Track:

International Track

Applied Track

Social Science Track

Please check your selection. Level, Track, or Emphasis is required.

Add Major

Type of Degree: ☒ Bachelor ☐ Associate

Academic Area of Interest: Accounting Pre-Major

Note: Not all majors have available Levels or Tracks, and they are not always required even if available. Consult the undergraduate catalog to determine the requirements for the program of choice.

- When adding a Minor or Focus, use the dropdown to make the selection and click OK

Add Concentration

Concentration: [dropdown menu]

- Accounting Area of Concentration
- Afro-American Studies Area of Conc
- Anthropology Area of Concentration
- Archaeology Area of Concentration
- Art History Area of Concentration
- Biological Sciences Area of Conc
- Black Studies Area of Concentration
- Business Administration Area of Conc
- Business Informatics Area of Conc
- Cellular/Molecular/Genetics Area of Conc

OK **Cancel**

- When adding a Certificate/Certification, indicate if a bachelor degree has already been earned for an accurate list of choices to be populated. Use the dropdown to make the selection and click OK

Add Certificate/Certification

☐ Bachelor Degree Earned?

Academic Area of Interest: [dropdown menu]

- Certificate in Architectural Draft (U)
- Certificate in Business Informatics (U)
- Certificate in Civic Engagement (U)
- Certificate in Family/Child Dev (U)
- Certificate in Freedom Studies (U)
- Certificate in Geographic Info Sys (U)
- Certificate in Global Citizenship (U)
- Certificate in Information Sys Mgt (U)
- Certificate in Information Sys Mgt (U)
- Certificate in Marketing Research (U)

OK **Cancel**

Add Certificate/Certification

☒ Bachelor Degree Earned?

Academic Area of Interest: [dropdown menu]

- Certificate in Accounting-CPA Track (U)
- Certificate in Entrepreneurship (U)
- Certificate in Financial Planning (U)
- Certificate in General Accounting (U)
- Certificate in General Finance (U)
- Certificate in Information Sys Dev (U)
- Certificate in Information Sys Dev (U)
- Certificate in Sports Business (U)
- Certificate-Applied Eco Public Policy(U)

OK **Cancel**

Program Change/Declaration (Faculty/Staff)

- After adding specialization(s), click Next

Majors + Add Major

Program	Major	Priority
BS-AS	BS in College of Arts & Sciences	Engineering Pre-Major
BS-INF	BS in College of Informatics	Business Informatics Major

Minors + Add Minor

Program	Minors	Priority
BS-AS	BS in College of Arts & Sciences	Business Administration Minor

Concentrations + Add Concentration

Program	Concentration	Priority
The table does not contain any data		

Certificate/Certifications + Add Certificate/Certification

Program	Certificate/Certification	Priority
The table does not contain any data		

Previous **Next** Previously Submitted Requests

- Review requested additions

Overview of Programs Before Changes					
Program					Priority
BS-AS	BS in College of Arts & Sciences	Engineering Pre-Major	PMAJ	Undergraduate Pre-Major	1

Overview of Requested Program Change					
Program					Priority
BS-AS	BS in College of Arts & Sciences	Engineering Pre-Major	Undergraduate Pre-Major	PMAJ	1
BS-AS	BS in College of Arts & Sciences	Business Administration Minor	Undergraduate Minor	MIN	1
BS-INF	BS in College of Informatics	Business Informatics Major	Undergraduate Major	MAJ	1

Note: These screenshots are seen on the same screen. The first screenshot is on the left and the second screenshot with the additions is on the right.

- If changes are needed click Previous; if everything is accurate click Submit

Previous Submit

- After the request is submitted, an informational message stating the submission was successful will be shown



Congratulations! You have successfully submitted a request to change your program of study.
Additional information will be sent to your NKU email.


Previous Submit

- Student will receive an email stating the Program Change/Declaration workflow has started to add a specialization(s).

Change a Specialization

1. Click relevant Change button(s)

Majors						+ Add Major
Program	Major			Priority		
BS-BN	BS in College of Business	PACE Business Administration Pre-Major	Undergraduate Option	OPT	1	
BS-BN	BS in College of Business	Business Administration Pre-Major	Undergraduate Pre-Major	PMAJ	1	

Minors						+ Add Minor
Program	Minors			Priority		
BS-BN	BS in College of Business	Business Administration Minor	Undergraduate Minor	MIN	1	


Concentrations			+ Add Concentration
Program	Concentration	Priority	
The table does not contain any data			

Certificate/Certifications			+ Add Certificate/Certification
Program	Certificate/Certification	Priority	
The table does not contain any data			

- a. When changing a Major, select Bachelor or Associate
 - i. Click the dropdown to choose from the available academic areas of interest for the degree selected

Add Major

Type of Degree: ☒ Bachelor ☐ Associate

Academic Area of Interest: 


Accounting Major
Accounting Pre-Major
Anthropology Major
Anthropology Major BA
Art Education Pre-Major
Athletic Training Education Pre-Major

- ii. Select a level or tack, if applicable

Add Major

Type of Degree: ☒ Bachelor ☐ Associate

Academic Area of Interest: Economics Major

Level or Track: 

Please check your ☐ International Track ☐ Applied Track ☐ Social Science Track

Add Major

Type of Degree: ☒ Bachelor ☐ Associate

Academic Area of Interest: Accounting Pre-Major

Note: Not all majors have available Levels or Tracks, and they are not always required even if available. Consult the undergraduate catalog to determine the requirements for the program of choice.

- b. When changing a Minor or Focus, use the dropdown to make the selection and click OK

Add Concentration

Concentration: [dropdown menu]

- Accounting Area of Concentration
- Afro-American Studies Area of Conc
- Anthropology Area of Concentration
- Archaeology Area of Concentration
- Art History Area of Concentration
- Biological Sciences Area of Conc
- Black Studies Area of Concentration
- Business Administration Area of Conc
- Business Informatics Area of Conc
- Cellular/Molecular/Genetics Area of Conc

OK **Cancel**

- c. When changing a Certificate/Certification, indicate if a bachelor degree has already been earned for an accurate list of choices to be populated. Use the dropdown to make the selection and click OK

Add Certificate/Certification

☐ Bachelor Degree Earned?

Academic Area of Interest: [dropdown menu]

- Certificate in Architectural Draft (U)
- Certificate in Business Informatics (U)
- Certificate in Civic Engagement (U)
- Certificate in Family/Child Dev (U)
- Certificate in Freedom Studies (U)
- Certificate in Geographic Info Sys (U)
- Certificate in Global Citizenship (U)
- Certificate in Information Sys Mgt (U)
- Certificate in Information Sys Mgt (U)
- Certificate in Marketing Research (U)

OK **Cancel**

Add Certificate/Certification

☒ Bachelor Degree Earned?

Academic Area of Interest: [dropdown menu]

- Certificate in Accounting-CPA Track (U)
- Certificate in Entrepreneurship (U)
- Certificate in Financial Planning (U)
- Certificate in General Accounting (U)
- Certificate in General Finance (U)
- Certificate in Information Sys Dev (U)
- Certificate in Information Sys Dev (U)
- Certificate in Sports Business (U)
- Certificate-Applied Eco Public Policy(U)

OK **Cancel**

2. After changing specialization(s), click Next

Majors + Add Major

Program	Major	Priority
BS-AS BS in College of Arts & Sciences	Biological Sciences Major BS	Undergraduate Major MAJ
BS-AS BS in College of Arts & Sciences	Ecology/Evolution/Organismal Track	Undergraduate Option OPT

Minors + Add Minor

Program	Minors	Priority
BS-AS BS in College of Arts & Sciences	Evolutionary Studies Minor	Undergraduate Minor MIN

Concentrations + Add Concentration

Program	Concentration	Priority
The table does not contain any data		

Certificate/Certifications + Add Certificate/Certification

Program	Certificate/Certification	Priority
The table does not contain any data		

◀ Previous **Next ▶** Previously Submitted Requests

3. Review requested changes

Overview of Programs Before Changes					
Program					Priority
BS-BN	BS in College of Business	Business Administration Pre-Major	PMAJ	Undergraduate Pre-Major	1
BS-BN	BS in College of Business	Business Administration Minor	MIN	Undergraduate Minor	1
BS-BN	BS in College of Business	PACE Business Administration Pre-Major	OPT	Undergraduate Option	1

Overview of Requested Program Change					
Program					Priority
BS-AS	BS in College of Arts & Sciences	Biological Sciences Major BS	Undergraduate Major	MAJ	1
BS-AS	BS in College of Arts & Sciences	Ecology/Evolution/Organismal Track	Undergraduate Option	OPT	1
BS-AS	BS in College of Arts & Sciences	Evolutionary Studies Minor	Undergraduate Minor	MIN	1

Note: These screenshots are seen on the same screen. The first screenshot is on the left and the second screenshot with the additions is on the right.

4. If edits are needed click Previous; if everything is accurate click Submit

◀ Previous Submit ▶

5. After the request is submitted, an informational message stating the submission was successful will be shown








Congratulations! You have successfully submitted a request to change your program of study.
Additional information will be sent to your NKU email.

◀ Previous Submit ▶

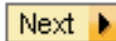
6. Student will receive an email stating the Program Change/Declaration workflow has started for changing of the specialization(s).

Delete a Specialization

1. Click relevant Delete button(s)

Program		Major			Priority			
BS-INF	BS in College of Informatics	Business Informatics Major	Undergraduate Major	MAJ	1			
BS-BN	BS in College of Business	Accounting Major	Undergraduate Major	MAJ	1			
Minors								
Program		Minors			Priority			
BS-BN	BS in College of Business	Business Administration Minor	Undergraduate Minor	MIN	1			

2. After deleting the specialization(s), click Next at the bottom of the screen



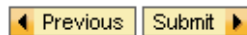
3. Review requested changes

Overview of Programs Before Changes						
Program						Priority
BS-INF	BS in College of Informatics	Business Informatics Major	MAJ	Undergraduate Major		1
BS-BN	BS in College of Business	Accounting Major	MAJ	Undergraduate Major		1
BS-BN	BS in College of Business	Business Administration Minor	MIN	Undergraduate Minor		1

Overview of Requested Program Change						
Program						Priority
BS-BN	BS in College of Business	Accounting Major	Undergraduate Major	MAJ		1
BS-BN	BS in College of Business	Business Administration Minor	Undergraduate Minor	MIN		1

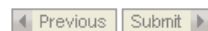
Note: These screenshots are seen on the same screen. The first screenshot is on the left and the second screenshot with the deletions is on the right.

4. If edits are needed click Previous; if everything is accurate click Submit



5. After the request is submitted, an informational message stating the submission was successful will be shown

Congratulations! You have successfully submitted a request to change your program of study.
Additional information will be sent to your NKU email.

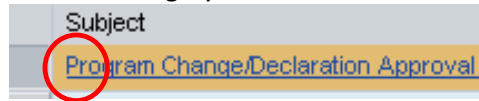


6. Student will receive an email stating the Program Change/Declaration workflow has started for deletion of the specialization(s).

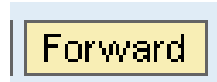
Forward a Task

If desired, a task may be **forwarded** to a specific eligible approver for action.

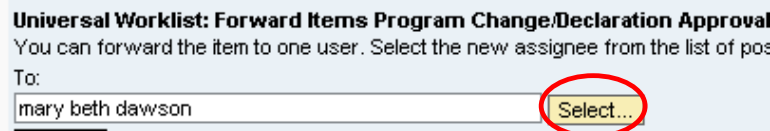
- Click the gray box to the left to select the row of the task to be forwarded.



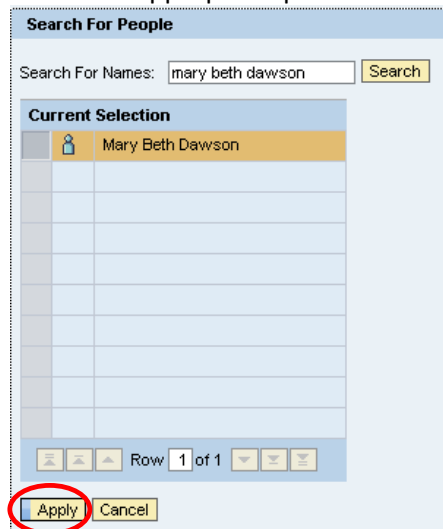
- Click the Forward button at the bottom of the preview area.



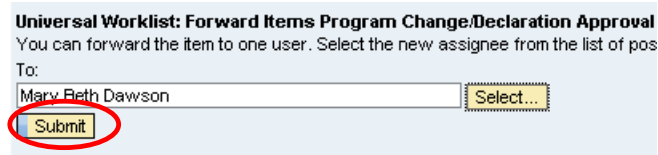
- Type in the name or user ID of the person to whom you wish to forward the task and click Select.



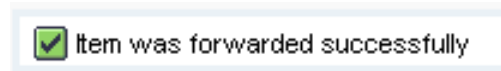
- Select the appropriate person in the search box and then click Apply.



- Click Submit.



- A confirmation message that the forward was successful will be reflected and the task will be removed from your UWL task list.



Assign to Me or Cancel Assignment

If desired, a UWL task may be assigned to you for action or you may cancel the assignment.

- **Assign to Me** – If you are the one to take ownership of the task:

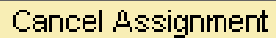
Click the Assign to Me button at the bottom of the preview area.

A rectangular button with a yellow background and a thin black border, containing the text "Assign To Me" in black font.

This will remove the task from the UWL of others within your Work Center.

- **Cancel Assignment** – If you clicked 'Assign to Me' or open a task in error and wish to make it available to other approvers for action:

Click the Cancel Assignment button at the bottom of the preview area.

A rectangular button with a yellow background and a thin black border, containing the text "Cancel Assignment" in black font.

This will place the task back into the UWL of other eligible approvers in your Work Center.

Approve or Reject Program Change/Declaration

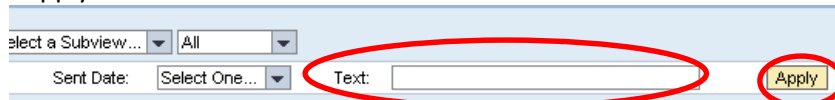
1. Log into myNKU
2. Click Universal Worklist



- If desired, filters can be used as described below to quickly locate a specific task when there are many in the UWL. To skip filtering, proceed to Step 3.
 - Click Show Filters towards the right side to quickly locate a student submission

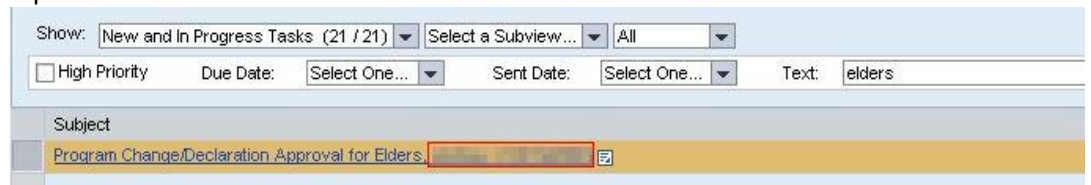


- Enter the last name of the student you are searching for in the Text area
- Click Apply

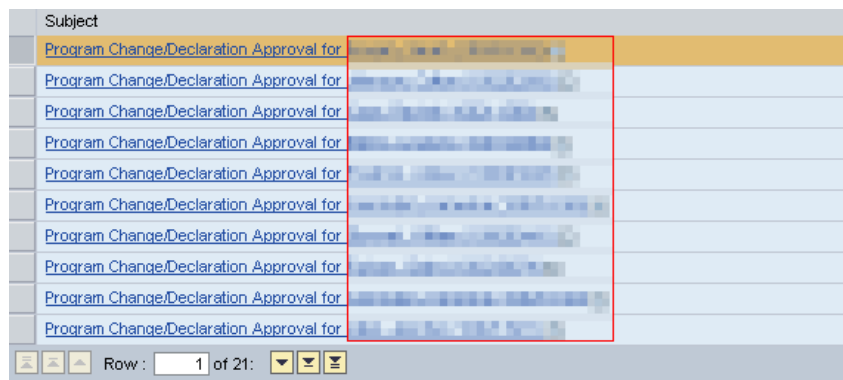


Note: The filter is not case sensitive and the use of the wildcard is not needed

- That specific submission is now reflected in the UWL

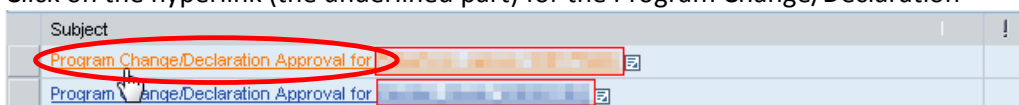


Screen shot of only 1 row after filtering with last name of elders



Screen shot of 21 rows of requests before filtering

3. Click on the hyperlink (the underlined part) for the Program Change/Declaration



- Request details will be shown for review; student information located at the top and program information located toward the bottom

Request Details

Student information { Student Name: [redacted]
Student Number: [redacted]
Student Email: [redacted]
Initiated by: [redacted]

The above student is requesting approval for a Program Change/Declaration into one of your programs. The student has been advised to meet with an advisor before their program will be updated.

Please approve or reject request and give reason for rejection.

Program Information { Current Program:
BS in College of Arts & Sciences Engineering Pre-Major
Requested Program:
BS in College of Arts & Sciences Physics Major BS
Processed By:

- Click Approve to have the request sent to the next approver

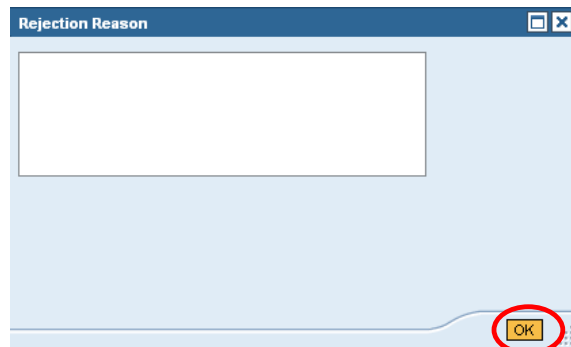
Approve

- Once approved, you may close the window

- Click Reject if the request is not approved

Reject

- A text box will appear for a Rejection Reason to be entered. **Whatever information is typed in the text box will be included in the rejection notification sent to the student's NKU email account.**
- After a reason is entered, click OK



- The window will close and the notification will be sent; the rejection of the request is now complete

Advisor Assignment

Once a Program Change Request has been approved, the advisor assignment may need to be updated within the Academic Advising tab of myNKU. There are four scenarios you may encounter that will require an advisor assignment check:

- Student with no advisor
- Student declaring a major in a different department/college (e.g. double major)
- Student changing specialization but staying within department/college (e.g. English major changing to History)
- Student changing from pre-specialization to full specialization (e.g. pre-accounting to accounting)

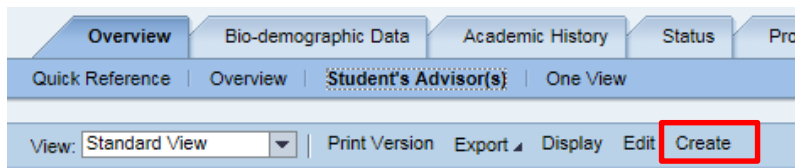
The Student Advisor(s) tab shows all advisors assigned to the student. A student may have multiple active advisor assignments. Make note of the End Date as 12/31/9999 indicates a current advisor assignment.

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record			
Quick Reference Overview Student's Advisor(s) One View			
View: Standard View Print Version Export Display Edit Create			
Advisor Name	Start date	End Date	Contxt Key (desc)
Krissie Sanborn	02/26/2015	12/31/9999	Elementary Education Pre-Major
Informatics Advising Center	10/05/2015	12/31/9999	Communication Studies Major

Assign an Advisor

Note: If you do not have the security to assign advisors, your CREATE button will not be active. Please submit an IT Service Request for the access.

1. Click Create.



2. Complete the required information.

The 'Create Advisor' form is shown. It has two main sections: 'Advisor Detail' and 'Advisor Office Detail'.
Advisor Detail:
 - Advisor Type: [Dropdown]
 - Advisor ID: [Text field]
 - Advisor Function: [Dropdown]
 - Advisor Name: [Text field]
 - Context Type (Desc): [Text field]
 - Context Key (desc): [Text field]
 - Start date: 10/09/2015 [Calendar icon]
 - End Date: 12/31/9999 [Calendar icon]
Advisor Office Detail:
 - Building Number: [Text field]
 - Room Number: [Text field]
 - Email: [Text field]
 - Phone: [Text field]
 At the bottom are 'Save and Close' and 'Cancel' buttons.

Advisor Type	Person - select to assign a person as an advisor Organizational Unit - select to assign an office as an advisor (ex. Advising Center)
Advisor ID	Enter advisor last name or organizational unit To search for advisor, you can enter last name (smith), last name and first name (smith, john), or a portion of their last name or first name (smi) or (smith, j)
Advisor Function	Athletic, International, Major Undergraduate Advisor, Graduate Program of Study, Law Program of Study, Student Support Services
Context Key Description	Student specialization (undergraduate major, graduate specialization, or Law program) (ex. marketing)
Start Date	Start of advisor assignment. Default is today's date. You can change the start date for the assignment to start in the past or future. If you assign a future assignment, you will not see it on the Student File until the start date.
End Date	End date of advisor assignment. You cannot delete advisor assignments, but you can end date it. You can change the end date for the assignment to end in the past or future. You will not see advisor assignment on the Student File past the end date.

3. Click Save and Close.

Create Advisor

Advisor Detail

Object type: Person

Advisor ID: SMITH

Advisor Function: Major Undergraduate Advisor

Advisor Name:

Contxt Typ(desc): Module Group

Contxt Key (desc): marketing

Start date: 05/01/2012

End Date: 12/31/9999

Advisor Office Detail

Building Number:

Room Number:

Email:

Phone:

Save and Close Cancel

Change an Advisor

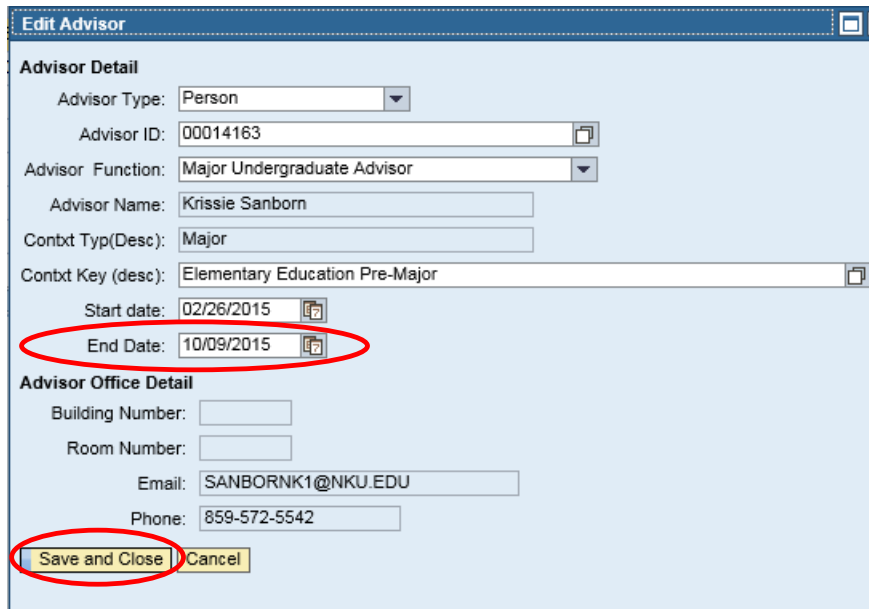
In order to change an advisor assignment, you need to “end date” the current advisor assignment, follow the previous instructions to create a new advisor assignment.

1. Select the advisor you wish to end (click the grey box to the left of the row).
2. Click Edit.

Advisor Name	Start date	End Date	Contxt Ke
Prissie Sanborn	02/26/2015	12/31/9999	Elementa
Informatics Advising Center	10/05/2015	12/31/9999	Communi

3. Change the end date from 12/31/9999 to the current date (or the date that the advisor assignment will end).

4. Save and Close.



Edit Advisor

Advisor Detail

Advisor Type: Person

Advisor ID: 00014163

Advisor Function: Major Undergraduate Advisor

Advisor Name: Krissie Sanborn

Contxt Typ(Desc): Major

Contxt Key (desc): Elementary Education Pre-Major

Start date: 02/26/2015

End Date: 10/09/2015

Advisor Office Detail

Building Number:

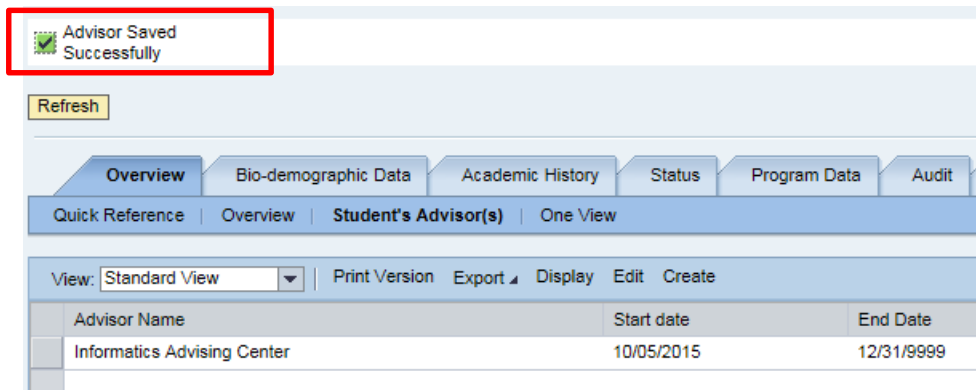
Room Number:

Email: SANBORNK1@NKU.EDU

Phone: 859-572-5542

Save and Close Cancel

- The advisor assignment will be immediately removed from the Student's Advisor sub-tab.
- A confirmation message will display.



Advisor Saved Successfully

Refresh

Overview Bio-demographic Data Academic History Status Program Data Audit

Quick Reference Overview **Student's Advisor(s)** One View

View: Standard View Print Version Export Display Edit Create

Advisor Name	Start date	End Date
Informatics Advising Center	10/05/2015	12/31/9999

Change an Advisor for change from pre-major to full-major

1. Select the advisor assigned to the pre-major to highlight the row.
2. Click Edit.

The screenshot shows the 'Student's Advisor(s)' tab in a software interface. The 'Edit' button is highlighted with a red box. Below the table, the 'Advisor Name' is 'College of Business Advising Center', 'Start date' is '10/01/2012', 'End Date' is '12/31/9999', and 'Contxt Key (desc)' is 'Accounting Pre-Major'.

Advisor Name	Start date	End Date	Contxt Key (desc)
College of Business Advising Center	10/01/2012	12/31/9999	Accounting Pre-Major

3. Click the match code in the Contxt Key (desc) field.

The screenshot shows the 'Edit Advisor' dialog box. The 'Contxt Key (desc)' field is highlighted with a yellow background and a red circle around the match code icon. The 'Advisor Detail' section includes fields for 'Advisor Type' (Organizational unit), 'Advisor ID' (11020151), 'Advisor Function' (Major Undergraduate Advisor), 'Advisor Name' (College of Business Advising Center), 'Contxt Typ(Desc)' (Major), 'Start date' (10/01/2012), and 'End Date' (12/31/9999). The 'Advisor Office Detail' section includes fields for 'Building Number' (ST), 'Room Number' (206), 'Email' (COBadvising@nku.edu), and 'Phone' (859-572-6134). The 'Save and Close' and 'Cancel' buttons are at the bottom.

4. Select the appropriate specialization from the dialogue box.

Note: The row will not become highlighted.

The screenshot shows the 'Search: Contxt Key (desc)' dialog box. It displays a table with the following data:

Specialization ID	Specialization	Org. Unit	Name
70000328	Accounting Major	00000000	ACC-BS-ACC
70000833	Accounting Minor	00000000	ACC-MIN-ACC

5. Click Save and Close.

Edit Advisor

Advisor Detail

Advisor Type: Organizational unit

Advisor ID: 11020151

Advisor Function: Major Undergraduate Advisor

Advisor Name: College of Business Advising Center

Context Typ(Desc): Major

Context Key (desc): Accounting Major

Start date: 10/05/2015

End Date: 12/31/9999

Advisor Office Detail

Building Number: ST

Room Number: 206

Email: COBadvising@nku.edu

Phone: 859-572-6134

Save and Close **Cancel**

- The Context Key (desc) is updated
- A confirmation message will display

Advisor Saved Successfully

Refresh You Can Also:

Overview Bio-demographic Data Academic History Status Program Data Audit Activity Record

Quick Reference Overview **Student's Advisor(s)** One View

View: Standard View | Print Version Export Display Edit Create

Advisor Name	Start date	End Date	Context Key (desc)
College of Business Advising Center	10/05/2015	12/31/9999	Accounting Major

Appendix A: Email Notifications

Email notification to student of request submitted by student

Student Name: student name

Student Number: student number

Student Email: student email

Your change of program request has been submitted. Your requested program may require you to meet with an academic advisor before your request is processed. Click on the link below to review the list of majors, minors, and other programs which require an academic advising appointment, and contact the appropriate department or college advising center to schedule a time if needed. Requests for programs not on the list will be processed by the department without an appointment.

http://registrar.nku.edu/docs/Advising_Requirements_by_College_and_Dept.pdf

If you wish to cancel your request:

1. Log into myNKU and navigate to the Program/Change Declaration form.
2. Click the Previously Submitted Requests button.
3. If your request is still in progress, you will be able to click the Cancel link at the right of the listing; if your request has a status of COMPLETE, it has been processed and you will need to submit a new request to change back to your previous program.

Click to view the Help and Reference overview document for the Program Change/Declaration process.

http://myнкуhelp.nku.edu/content/dam/myнкуhelp/docs/slcm/OVR_CM_ProgramChangeDeclaration_Student.pdf

Current Program:

BA in College of Arts & Sciences English Major

Requested Program:

BA in College of Informatics Communication Studies Major

Email notification to student of request submitted by advisor

Student Name: student name
Student Number: student number
Student Email: student email

Initiated by: initiator user ID

A Program Change/Declaration request has been initiated on your behalf by the advisor listed above.
Please review the requested changes; if this information is correct, no further action is necessary.

Current Program:

BA in College of Arts & Sciences English Major

Requested Program:

BS in College of Arts & Sciences Biological Sciences Major BS
BS in College of Arts & Sciences Cellular/Molecular/Genetics Track

If you wish to cancel your request:

1. Log into myNKU and navigate to the Program/Change Declaration form.
2. Click the Previously Submitted Requests button.
3. If your request is still in progress, you will be able to click the Cancel link at the right of the listing; if your request has a status of COMPLETE, it has been processed and you will need to submit a new request to change back to your previous program.

Click to view the Help and Reference overview document for the Program Change/Declaration process.

http://myнкуhelp.nku.edu/content/dam/myнкуhelp/docs/slcm/OVR_CM_ProgramChangeDeclaration_Student.pdf

Email notification to student/UWL Notification to prior approvers of request rejection

Student Name: student name
Student Number: student number
Student Email: student email

The Program/Change Declaration request below has been rejected for the reason described below. You will remain in the Current Program listed below, and receive advising from the academic department or advising center for that program.

Rejection reason:

At this time, you do not meet the minimum requirements of a 3.0 GPA or 25 ACT for full admission to the Biological Sciences major.

Please resubmit your request when you have achieved the minimum GPA, and an advisor in the department will be glad to meet.

*(NOTE: The highlighted text above is the free text entered by the processor who rejected the request; highlighting will **not** appear on the actual email.)*

If you have any questions about this reason, please contact the academic department or advising center of your requested program. A list of programs, departments and advising centers with contact information can be found in the link below for your convenience.

http://registrar.nku.edu/docs/Advising_Requirements_by_College_and_Dept.pdf

Click to view the Help & Reference overview document for the Program Change/Declaration process.

http://mynkuhelp.nku.edu/content/dam/mynkuhelp/docs/slcm/OVR_CM_ProgramChangeDeclaration_Student.pdf

Current Program:

BA in College of Arts & Sciences English Major

Requested Program:

BS in College of Arts & Sciences Biological Sciences Major BS
BS in College of Arts & Sciences Cellular/Molecular/Genetics Track

Initiated by: initiator user ID

Processed By:

processor user ID(s)

Email notification to student of request approval

Student Name: student name
Student Number: student number
Student Email: student email

Initiated by: initiator user ID

Your Program Change/Declaration has been approved and processed.

If you have any questions, you may contact your advisor.

Current Program:

BA in College of Arts & Sciences	English Major
BA in College of Arts & Sciences	English Creative Writing Option
BA in College of Arts & Sciences	Archaeology Minor
BA in College of Arts & Sciences	Business Administration Area of Conc
BS in College of Education	Athletic Training Major
BS in College of Education	Athletic Trng w/P-12 Phys Edu Cert Track

Processed By:
approver user IDs

UWL notification to approvers/ Email notification to prior advisor(s) and org unit advisor(s) of request approval

Student Name: student name

Student Number: student number

Student Email: student email

Initiated by: initiator user ID

The following Program Change/Declaration has been approved and the student is now in the program listed below.

Current Program:

BS in College of Arts & Sciences Anthropology Major

Processed By:

approver user IDs

Appendix B: Workflow Chart

