Program Change/Declaration
Faculty/Staff
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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)

<table>
<thead>
<tr>
<th>Majors</th>
<th>Minors</th>
<th>Concentrations</th>
<th>Certificate/Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Major</td>
<td>Minor</td>
<td>Program</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Engineering Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
<tr>
<td>BS in Business Administration</td>
<td>Business Administration</td>
<td>Business Administration Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
<tr>
<td>BS in Education</td>
<td>Education</td>
<td>Education Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
<tr>
<td>BS in Engineering</td>
<td>Engineering</td>
<td>Engineering Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
<tr>
<td>BS in Health Sciences</td>
<td>Health Sciences</td>
<td>Health Sciences Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
<tr>
<td>BS in Information Technology</td>
<td>Information Technology</td>
<td>Information Technology Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
<tr>
<td>BS in Liberal Arts</td>
<td>Liberal Arts</td>
<td>Liberal Arts Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
<tr>
<td>BS in Nursing</td>
<td>Nursing</td>
<td>Nursing Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
<tr>
<td>BS in Psychology</td>
<td>Psychology</td>
<td>Psychology Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
<tr>
<td>BS in Social Work</td>
<td>Social Work</td>
<td>Social Work Pre-Major</td>
<td>Undergraduate Pre-Major</td>
</tr>
</tbody>
</table>

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

- Select a level or track, if applicable

**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.
Program Change/Declaration (Faculty/Staff)

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

- 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
o After adding specialization(s), click Next

<table>
<thead>
<tr>
<th>Majors</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Major</td>
<td>Priority</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Engineering Pre-Major</td>
</tr>
<tr>
<td>BS-INF</td>
<td>BS in College of Informatics</td>
<td>Business Informatics Major</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minors</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Minor</td>
<td>Priority</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Business Administration Minor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentrations</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Concentration</td>
<td>Priority</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Business Administration Minor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate/Certifications</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Certificate/Certification</td>
<td>Priority</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Business Administration Minor</td>
</tr>
</tbody>
</table>

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.

o Review requested additions

<table>
<thead>
<tr>
<th>Overview of Programs Before Changes</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Priority</td>
<td></td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Engineering Pre-Major</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overview of Requested Program Change</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Priority</td>
<td></td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Engineering Pre-Major</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Business Administration Minor</td>
</tr>
<tr>
<td>BS-INF</td>
<td>BS in College of Informatics</td>
<td>Business Informatics Major</td>
</tr>
</tbody>
</table>

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

| Previous | Submit |

o 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 NWU email.

| Previous | Submit |

o 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)

   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](image)

      ii. Select a level or track, if applicable

         ![Add Major](image)

   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]

![Add Certificate/Certification]

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.

- Bachelor Degree Earned?
- Academic Area of Interest
2. After changing specialization(s), click Next

<table>
<thead>
<tr>
<th>Majors</th>
<th>Add Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Major</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minors</th>
<th>Add Minor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Minor</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentrations</th>
<th>Add Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Concentration</td>
</tr>
<tr>
<td>BS-EN</td>
<td>BS in College of Business</td>
</tr>
<tr>
<td>BS-EN</td>
<td>BS in College of Business</td>
</tr>
<tr>
<td>BS-EN</td>
<td>BS in College of Business</td>
</tr>
</tbody>
</table>

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.

3. Review requested changes

<table>
<thead>
<tr>
<th>Overview of Programs Before Changes</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Priority</td>
<td></td>
</tr>
<tr>
<td>BS-EN</td>
<td>BS in College of Business</td>
<td>Business Administration Pre-Major</td>
</tr>
<tr>
<td>BS-EN</td>
<td>BS in College of Business</td>
<td>Business Administration Minor</td>
</tr>
<tr>
<td>BS-EN</td>
<td>BS in College of Business</td>
<td>PACE Business Administration Pre-Major</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overview of Requested Program Change</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Priority</td>
<td></td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Biological Sciences Major BS</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Ecology/Evolution/Organismal Track</td>
</tr>
<tr>
<td>BS-AS</td>
<td>BS in College of Arts &amp; Sciences</td>
<td>Evolutionary Studies Minor</td>
</tr>
</tbody>
</table>

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 NAU email.

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)

<table>
<thead>
<tr>
<th>Program</th>
<th>Minor</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS-INF</td>
<td>Business Informatics Major</td>
<td>MAJ 1</td>
</tr>
<tr>
<td>BS-BN</td>
<td>Accounting Major</td>
<td>MAJ 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minors</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS-BN</td>
<td>MIN 1</td>
</tr>
</tbody>
</table>

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

3. Review requested changes

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 NMU 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.

  ![Select task](image)

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

  ![Forward button](image)

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

  ![Select user](image)

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

  ![Search for people](image)

- Click Submit.

  ![Submit button](image)

- 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.

  ![Assign To Me](image)

  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.

  ![Cancel Assignment](image)

  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

3. Click on the hyperlink (the underlined part) for the Program Change/Declaration
4. Request details will be shown for review; student information located at the top and program information located toward the bottom

Student Information

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>xxxxxxxxxxxx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number:</td>
<td>xxxxxxxxxxxxxx</td>
</tr>
<tr>
<td>Student Email:</td>
<td>xxxxxxxxxxxxxxxxxxxx</td>
</tr>
</tbody>
</table>

Initiated by: xxxxxxxxxxxx

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: 

5. Click Approve to have the request sent to the next approver

   - Once approved, you may close the window

6. Click Reject if the request is not approved

   - 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.

<table>
<thead>
<tr>
<th>Advisor Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Course Key (dept)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelda Semborn</td>
<td>02/05/2015</td>
<td>12/31/9999</td>
<td>Elementary Education Pre-Major</td>
</tr>
<tr>
<td>Informatics Advising Center</td>
<td>10/05/2015</td>
<td>12/31/9999</td>
<td>Communication Studies Major</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Advisor Type</th>
<th>Person - select to assign a person as an advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Organizational Unit - select to assign an office as an advisor (ex. Advising Center)</td>
</tr>
<tr>
<td>Advisor ID</td>
<td>Enter advisor last name or organizational unit</td>
</tr>
<tr>
<td></td>
<td>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)</td>
</tr>
<tr>
<td>Advisor Function</td>
<td>Athletic, International, Major Undergraduate Advisor, Graduate Program of Study, Law Program of Study, Student Support Services</td>
</tr>
<tr>
<td>Context Key Description</td>
<td>Student specialization (undergraduate major, graduate specialization, or Law program) (ex. marketing)</td>
</tr>
<tr>
<td>Start Date</td>
<td>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.</td>
</tr>
<tr>
<td>End Date</td>
<td>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.</td>
</tr>
</tbody>
</table>
3. Click Save and Close.

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.
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.**

- The advisor assignment will be immediately removed from the Student’s Advisor sub-tab.
- A confirmation message will display.
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.
3. Click the match code in the Contxt Key (desc) field.
4. Select the appropriate specialization from the dialogue box.

Note: The row will not become highlighted.
5. Click Save and Close.

- The Contxt Key (desc) is updated
- A confirmation message will display
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://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:
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: initiater 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://mynkuhelp.nku.edu/content/dam/mynkuhelp/docs/slc/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