

Program Change/Declaration - Add Specialization (Faculty/Staff)

Location(s):

myNKU

Purpose: Perform this procedure when you need to add a specialization (major, minor, focus, and certificate/certification) on behalf of a student. This electronic procedure is available to undergraduate degree seeking students. 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.

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

ment	SAP GUI for ERQ	Student Administration	Employee Self-Service	Manager Self-Service	Budget Planning	Biller Direct	Universal Worklist	Academic Advising
Academi	c Advising > Overview	> Work Overview						
Stud	lent Quick Search							
otuu	ioni quien ocaren							
Search	by Student Name/Numb	er or NKI I i kername						
		Go						
Enter S	Student Name/Number:	G0						
OR								
	Student NKU Username:	Go						

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

You Can Also:		
	Build Module Plan	_
V Bio-demographic Data	Run/Simulate Degree Audit	vit
e Overview Student's A	Class Schedule	
	Application 2 (Description in Language English doesn't exist)	_
	Grades	
am Activity:	Unofficial Transcript	
	Course Registration	
Specialization(s	Program Change/Declaration Reques	nŀ
of Information Communication		1

5. Click Add Major or other relevant 'Add' button(s)

Majors				Add Major	D
Program	Major		Priority	1	
BS-AS BS in College of Arts & Sciences	Engineering Pre-Major	Undergraduate Pre-Major	PMAJ 1	/ î	
Minors				Add Minor)
Program	Minors		Priority		
i The table does not contain any data					_
Concentrations			Add Co	oncentration	D
Program	Concentration		Priority		
i The table does not contain any data					
Certificate/Certifications			Add Certificate.	Certification	>
Program	Certificate/Certification		Priority	1	

©2012 Office of Information Technology



- a. When adding 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: 💿 Bacheld	or 🔿 Associate	_
Academic Area of Interest:		
	Accounting Major	\mathbf{x}
	Accounting Pre-Major	
	Anthropology Major	
	Anthropology Major BA	
	Art Education Pre-Major	
	Athletic Training Education Pre-Major	



Add Major	×
Type of Degree: Bachelor Associate Academic Area of Interest: Economics Major Level or Track: Please check y International Track Applied Track Social Science Track	
Add Major 📃 🗶	
Type of Degree: Bachelor Associate Academic Area of Interest: Ccounting 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 adding a Minor or Focus, use the dropdown to make the selection and click OK



c. 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

Bachelor Degree Earned? Academic Area of Interest: Certificate in Architectural Draft (U) Certificate in Business Informatics (U) Certificate in Business Informatics (U)	\frown
Certificate in Architectural Draft (U) Certificate in Business Informatics (U)	
Certificate in Business Informatics (U)	The
Contribution to the Children Strength of the	
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)	.





6. After adding specialization(s), click Next

		линен				
Major	rs				🕒 Add M	ajor
Program		Major		Pr	riority	
BS-AS	BS in College of Arts & Sciences	Engineering Pre-Major	Undergraduate Pre-Major	PMAJ 1	Ø	Î
BS-INF	BS in College of Informatics	Business Informatics Major	Undergraduate Major	MAJ	Ø	Ī
Minors					🕒 Add M	nor
Program		Minors		Pr	riority	
BS-AS	BS in College of Arts & Sciences	Business Administration Minor	Undergraduate Minor	MIN	Ø	1
Concentrations				A	dd Concentra	tion
Program		Concentration		Pr	riority	
🚺 The t	able does not contain any data					
Certif	icate/Certifications			Add Certifi	cate/Certifica	tion
Program		Certificate/Certification		Pr	riority	
i The t	able does not contain any data					
Previo	us Next D Previously Submitted Requests	5				

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

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

📢 Previous 🛛 Submit 🕨

9. 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

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