

## 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

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

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

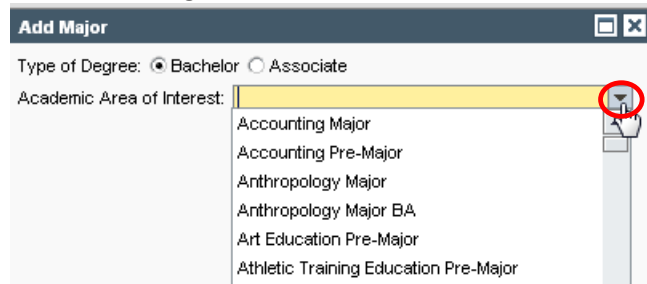
Majors				+ Add Major
Program	Major		Priority	
BS-AS	BS in College of Arts & Sciences	Engineering Pre-Major	Undergraduate Pre-Major	PMAJ 1

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				

- 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



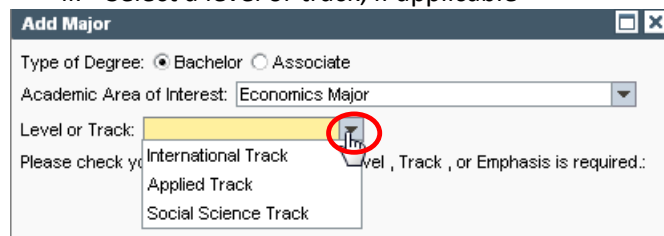
**Add Major**

Type of Degree:  Bachelor  Associate

Academic Area of Interest: [Dropdown Arrow] (circled in red)

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

- ii. Select a level or track, if applicable



**Add Major**

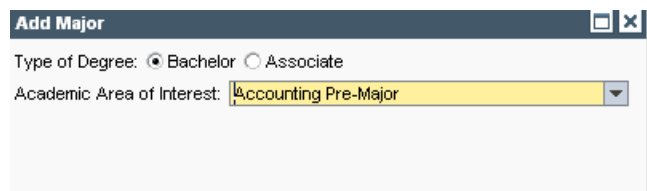
Type of Degree:  Bachelor  Associate

Academic Area of Interest: Economics Major

Level or Track: [Dropdown Arrow] (circled in red)

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

- International Track
- Applied Track
- Social Science Track



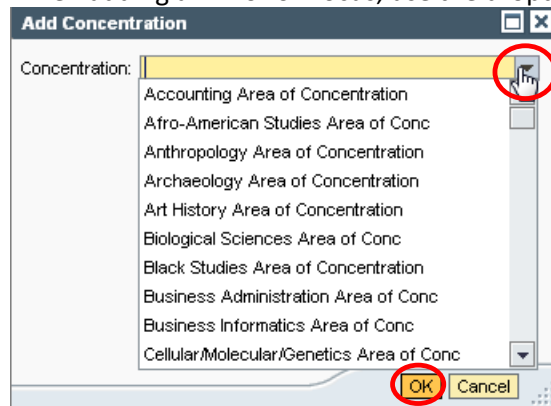
**Add Major**

Type of Degree:  Bachelor  Associate

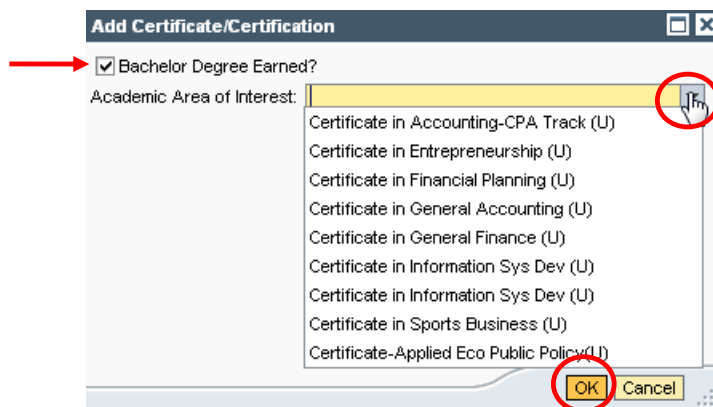
Academic Area of Interest: Accounting Pre-Major

**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 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



6. After adding specialization(s), click Next

**Majors** + Add Major

Program	Major			Priority	
BS-AS	BS in College of Arts & Sciences	Engineering Pre-Major	Undergraduate Pre-Major	PMAJ 1	
BS-INF	BS in College of Informatics	Business Informatics Major	Undergraduate Major	MAJ	

**Minors** + Add Minor

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

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).