

Program Change/Declaration – Change Specialization (Faculty/Staff)

Location(s):

myNKU

Purpose: Perform this procedure when you need to change 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

nent	SAP GUI for ERQ	Student Administration	Employee Self-Service	Manager Self-Service	Budget Planning	Biller Direct	Universal Worklist	Academic Advisi
cademic	Advising > Overview	> Work Overview						
Stud	ent Quick Search							
Search	by Student Name/Numb	er or NKU Username						
	by Student Name/Numb tudent Name/Number:	er or NKU Username						
	-							
Enter S OR	-							

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

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

5. Click relevant Change button(s)

Major	- S				C	•) Add Major
Program		Major			Priority	y
BS-BN	BS in College of Business	PACE Business Administration Pre-Major	Undergraduate Option	OPT	1	\sim
BS-BN	BS in College of Business	Business Administration Pre-Major	Undergraduate Pre-Major	PMAJ	1	(2) Î
Minor	's				C	Add Minor
Program		Minors			Priority	/ _
BS-BN	BS in College of Business	Business Administration Minor	Undergraduate Minor	MIN	1	2
Conce	entrations			Œ) Add C	oncentration
Program		Concentration			Priority	v



- 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

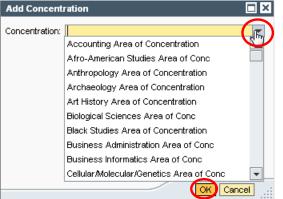
Add Major		
Type of Degree: 💿 Bacheld		
Academic Area of Interest:		
	Accounting Major	57
	Accounting Pre-Major	
	Anthropology Major	
	Anthropology Major BA	
	Art Education Pre-Major	
	Athletic Training Education Pre-Major	



Add Major		\sim
Type of Degree:	:	
Academic Area	of Interest: Economics Major	
Level or Track:		
Please check yo	International Track View , Track , or Emphasis is required.:	:
	Applied Track	
	Social Science Track	
L		
Add Major		
Type of Degree:	Bachelor Associate	
Academic Area o	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



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



Bachelor Degree Earned	1? 	
Academic Area of Interest:		
	Certificate in Architectural Draft (U)	N N
	Certificate in Business Informatics (U)	
	Certificate in Civic Engagement (U)	
	Certificate in Family/Child Dev (U)	
	Certificate in Freedom Studies (U)	L
	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)	

Bachelor Degree Earned	4?
Academic Area of Interest:	
	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)



6. After changing specialization(s), click Next

Majo	rs			•	Add M	ajor
Program	1	Major		Priority		
BS-AS	BS in College of Arts & Sciences	Biological Sciences Major BS	Undergraduate Major	MAJ	Ø	Î
BS-AS	BS in College of Arts & Sciences	Ecology/Evolution/Organismal Track	Undergraduate Option	OPT		
Minol	rs			()	Add Mi	nor
Program	1	Minors		Priority		
BS-AS	BS in College of Arts & Sciences	Evolutionary Studies Minor	Undergraduate Minor	MIN	Ø	Î
Conc	entrations			🕒 Add Co	ncentra	tion
Program	1	Concentration		Priority		
i The	table does not contain any data					
Contil	ficate/Certifications			• Add Certificate/	ertifica	tion
Gerui						
Program	1	Certificate/Certification		Priority		

7. Review requested changes

Overvie	w of Programs Before Ch	nanges	\$				
Program							Priority
BS-BN	BS in College of Business	Busin	ess Administration Pre-Major	PMAJ	Undergraduate Pr	re-Majo	r 1
BS-BN	BS in College of Business	Busin	ess Administration Minor	MIN	Undergraduate M	inor	1
BS-BN	BS in College of Business	PACE	Business Administration Pre-Major	OPT	Undergraduate O	ption	1
Overvie	w of Requested Program	Chan	ge				
Program							Priority
BS-AS	BS in College of Arts & Scie	ences	Biological Sciences Major BS	Unde	ergraduate Major	MAJ	1
BS-AS	BS in College of Arts & Scie	ences	Ecology/Evolution/Organismal Track	: Unde	ergraduate Option	OPT	1
BS-AS	BS in College of Arts & Scie	ences	Evolutionary Studies Minor	Unde	ergraduate 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.

8. If edits 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. Addiitional information will be sent to your NKU email.

Previous Submit >

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