

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

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

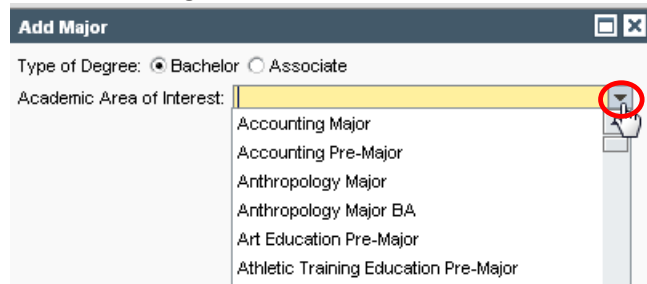
5. Click relevant Change button(s)

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	

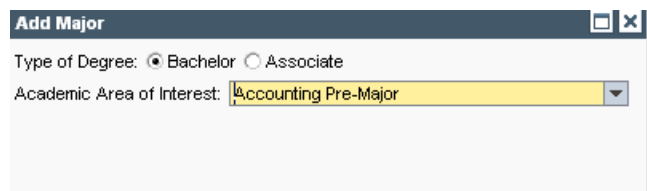
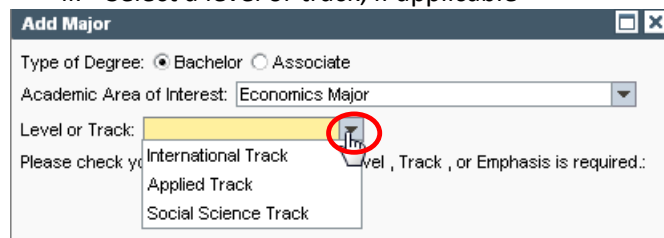
Minors						+ Add Minor
Program	Minors				Priority	
BS-BN	BS in College of Business	Business Administration Minor	Undergraduate Minor	MIN	1	

Concentrations						+ Add Concentration
Program	Concentration				Priority	

- 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

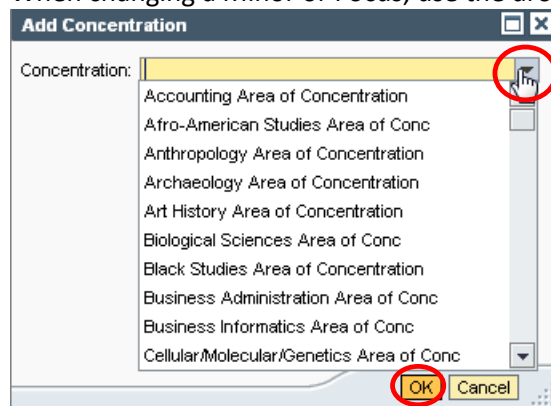


- ii. Select a level or track, if applicable



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.

- 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

Add Certificate/Certification

Bachelor Degree Earned?

Academic Area of Interest:

- 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)

Add Certificate/Certification

Bachelor Degree Earned?

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

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

7. Review requested changes

Overview of Programs Before Changes

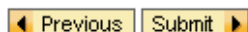
Program	Priority
BS-BN BS in College of Business Business Administration Pre-Major PMAJ Undergraduate Pre-Major	1
BS-BN BS in College of Business Business Administration Minor MIN Undergraduate Minor	1
BS-BN BS in College of Business PACE Business Administration Pre-Major OPT Undergraduate Option	1

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.

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



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