

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

Location(s):

myNKU

**Purpose:** Perform this procedure when you need to remove 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.



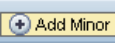

1. Log into myNKU
2. Click Academic Advising tab
3. Enter in student name, student number, or username and click Go

The screenshot shows the myNKU Academic Advising navigation menu with 'Academic Advising' circled in red. Below the menu is a breadcrumb trail: 'Academic Advising > Overview > Work Overview'. Underneath is a 'Student Quick Search' section with two input fields: 'Enter Student Name/Number:' and 'Enter Student NKU Username:'. Both 'Go' buttons are circled in red, with red arrows pointing to them from the left.

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

The screenshot shows a dropdown menu titled 'You Can Also:' with a list of options. The option 'Program Change/Declaration Request' is highlighted in yellow and circled in red. Other options include 'Build Module Plan', 'Run/Simulate Degree Audit', 'Class Schedule', 'Application 2 (Description in Language English doesn't exist)', 'Grades', 'Unofficial Transcript', and 'Course Registration'.

5. Click relevant Delete button(s)

Program	Major	Priority	
BS-INF BS in College of Informatics	Business Informatics Major	Undergraduate Major MAJ 1	
BS-BN BS in College of Business	Accounting Major	Undergraduate Major MAJ 1	
<b>Minors</b>			
Program	Minors	Priority	
BS-BN BS in College of Business	Business Administration Minor	Undergraduate Minor MIN 1	

6. After deleting the specialization(s), click Next

Next ▶

7. Review requested changes

Overview of Programs Before Changes					
Program					Priority
BS-INF	BS in College of Informatics	Business Informatics Major	MAJ	Undergraduate Major	1
BS-BN	BS in College of Business	Accounting Major	MAJ	Undergraduate Major	1
BS-BN	BS in College of Business	Business Administration Minor	MIN	Undergraduate Minor	1

Overview of Requested Program Change					
Program					Priority
BS-BN	BS in College of Business	Accounting Major	Undergraduate Major	MAJ	1
BS-BN	BS in College of Business	Business Administration 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 deletions 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. 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 for deletion of the specialization(s).