



Program Change/Declaration Student



NORTHERN KENTUCKY UNIVERSITY

This page intentionally left blank.

Table of Contents

Program Change/Declaration 4

 Add a Specialization 5

 Change a Specialization 8

 Delete a Specialization 11

Cancel a Request 12

Student Workflow 13

Additional Information Links 14

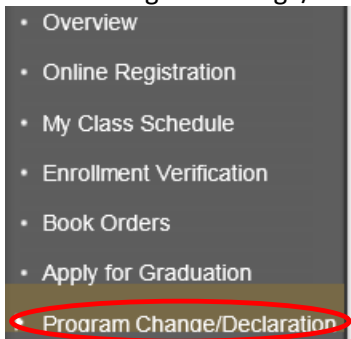
Program Change/Declaration

Undergraduate degree seeking students are able to submit a request to add, change, or delete a specialization (major, minor, focus, and certificate/certification) from their myNKU portal. 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.

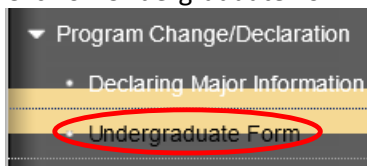
1. Log into myNKU
2. Click on the Academics sub-tab



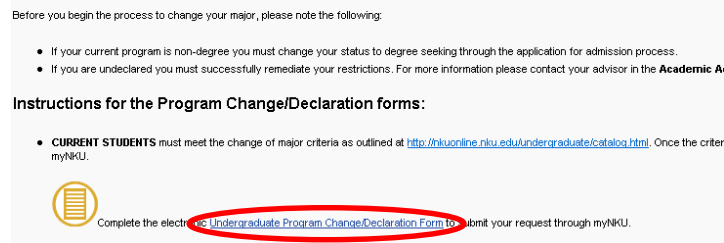
3. Click on Program Change/Declaration on the left-hand side



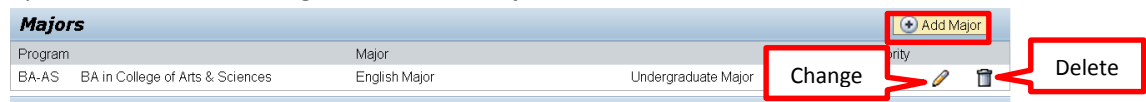
4. **Review the information** on declaring or changing a major carefully **before proceeding**
5. Click on Undergraduate Form



6. Click on Undergraduate Program Change/Declaration form
Undergraduate Program Change/Declaration



7. Options are to add, change, or delete a major/minor/focus or certificate/certification



Add a Specialization

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

The screenshot shows four sections for adding specializations:

- Majors:** Table with columns Program, Major, and Priority. A red circle highlights the '+ Add Major' button.
- Minors:** Table with columns Program, Minors, and Priority. A red circle highlights the '+ Add Minor' button.
- Concentrations:** Table with columns Program, Concentration, and Priority. A red circle highlights the '+ Add Concentration' button.
- Certificate/Certifications:** Table with columns Program, Certificate/Certification, and Priority. A red circle highlights the '+ Add Certificate/Certification' button.

- 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

The 'Add Major' dialog box shows the following options:

- Type of Degree: Bachelor Associate
- Academic Area of Interest: [Dropdown menu open]

Available Academic Areas of Interest:

- 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

The 'Add Major' dialog box shows the following options:

- Type of Degree: Bachelor Associate
- Academic Area of Interest: Economics Major
- Level or Track: [Dropdown menu open]

Available Levels or Tracks:

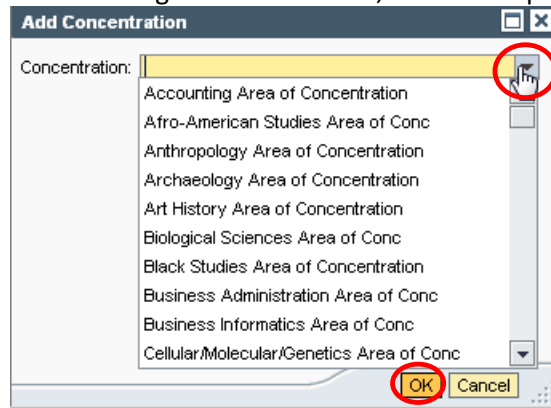
- International Track
- Applied Track
- Social Science Track

The 'Add Major' dialog box shows the following options:

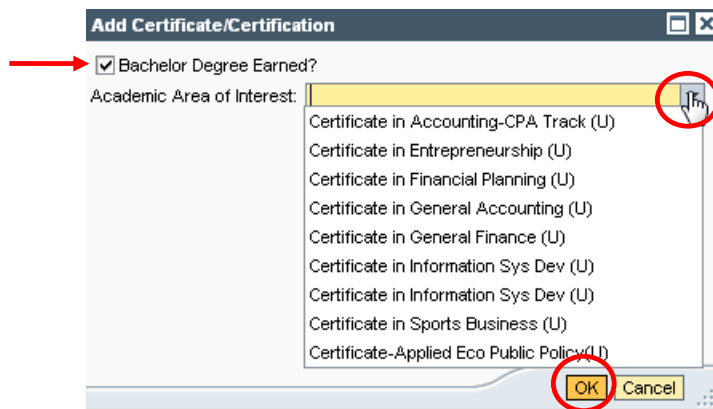
- Type of Degree: Bachelor Associate
- Academic Area of Interest: Accounting Pre-Major

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



2. 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

3. 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 Requested Program Change						
Program				Priority		
BS-AS	BS in College of Arts & Sciences	Engineering Pre-Major	Undergraduate Pre-Major	PMAJ	1	
BS-AS	BS in College of Arts & Sciences	Business Administration Minor	Undergraduate Minor	MIN	1	
BS-INF	BS in College of Informatics	Business Informatics Major	Undergraduate Major	MAJ	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.

4. If changes are needed click Previous and edit as needed; if everything is accurate click Submit

← Previous
Submit ▶

5. 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 ▶


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


Change a Specialization

1. Click relevant Change button(s)

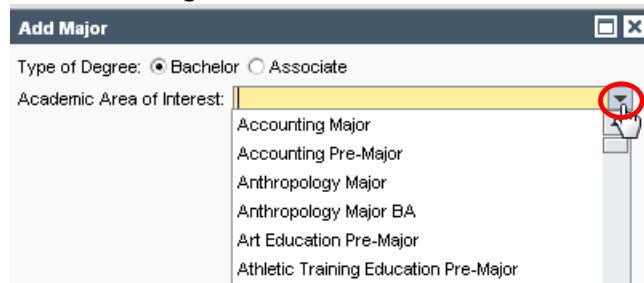
Majors						+ Add Major
Program	Major			Priority		
BS-BN	BS in College of Business	PACE Business Administration Pre-Major	Undergraduate Option	OPT	1	
BS-BN	BS in College of Business	Business Administration Pre-Major	Undergraduate Pre-Major	PMAJ	1	 

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

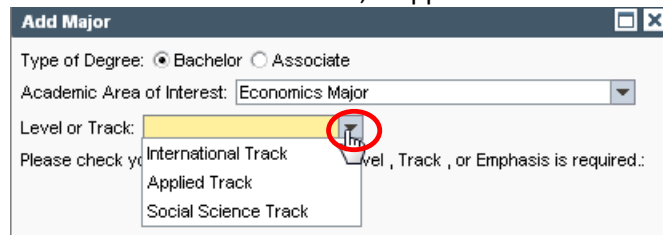
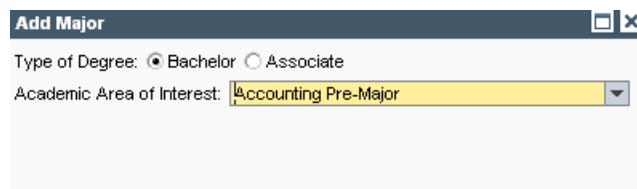
Concentrations			+ Add Concentration
Program	Concentration	Priority	
 The table does not contain any data			

Certificate / Certifications			+ Add Certificate/Certification
Program	Certificate/Certification	Priority	
 The table does not contain any data			

- a. When changing a Major, select Bachelor or Associate
 - i. Click the dropdown to choose from the available academic areas of interest for the degree selected

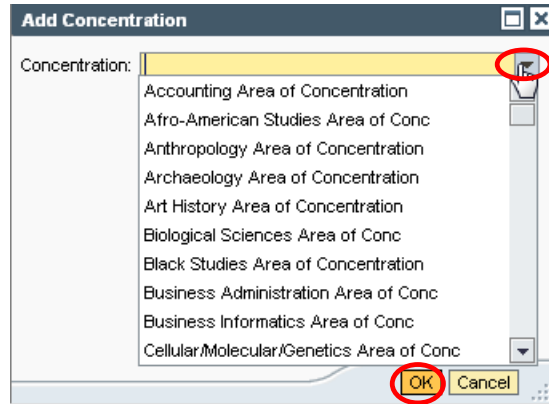


- ii. Select a level or track, if applicable

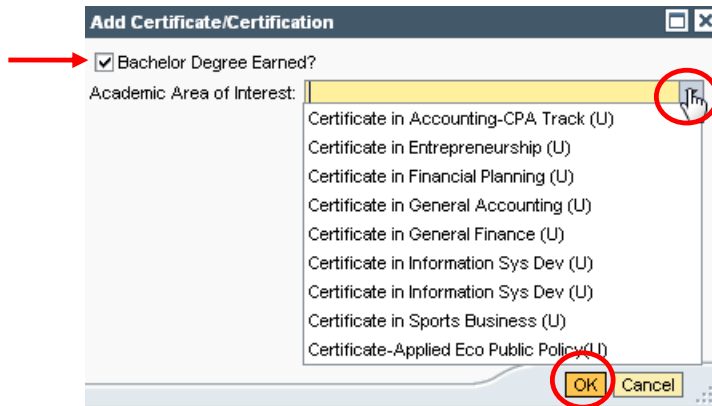



Note: Not all majors have available Levels or Tracks, and they are not always required even if available. Consult the undergraduate catalog to determine the requirements for the program of choice.

- iii. When changing a Minor or Focus, use the dropdown to make the selection and click OK



- b. 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



2. 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

3. Review request

Overview of Programs Before Changes

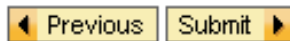
Program	Priority
BS-BN BS in College of Business Entrepreneurship Major MAJ Undergraduate Major	1
BS-BN BS in College of Business Business Administration Minor MIN Undergraduate Minor	1
BS-BN BS in College of Business Marketing Minor MIN Undergraduate Minor	2

Overview of Requested Program Change

Program	Priority
BS-BN BS in College of Business Entrepreneurship Major Undergraduate Major MAJ	1
BS-BN BS in College of Business Business Administration Minor Undergraduate Minor MIN	1
BS-BN BS in College of Business Accounting Minor Undergraduate Minor MIN	2

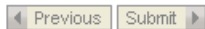
Note: These screenshots are seen on the same screen. The first screenshot is on the left and the second screenshot with the additions is on the right.

4. If edits are needed click Previous and edit as needed; if everything is accurate click Submit



5. 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.





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

Delete a Specialization

1. 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	 

Minors [+ Add Minor](#)



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

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

Majors [+ Add Major](#)

Program	Major	Priority	
BS-BN BS in College of Business	Accounting Major	Undergraduate Major MAJ 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
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](#)

3. Review requested changes

Overview of Programs Before Changes

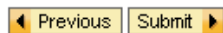
Program	Priority
BS-INF BS in College of Informatics Business Informatics Major MAJ Undergraduate Major	1
BS-BN BS in College of Business Accounting Major MAJ Undergraduate Major	1
BS-BN BS in College of Business Business Administration Minor MIN Undergraduate Minor	1

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

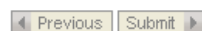
Note: These screenshots are seen on the same screen. The first screenshot is on the left and the second screenshot with the deletions is on the right.

4. If edits are needed click Previous and edit as needed; if everything is accurate click Submit



5. 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.



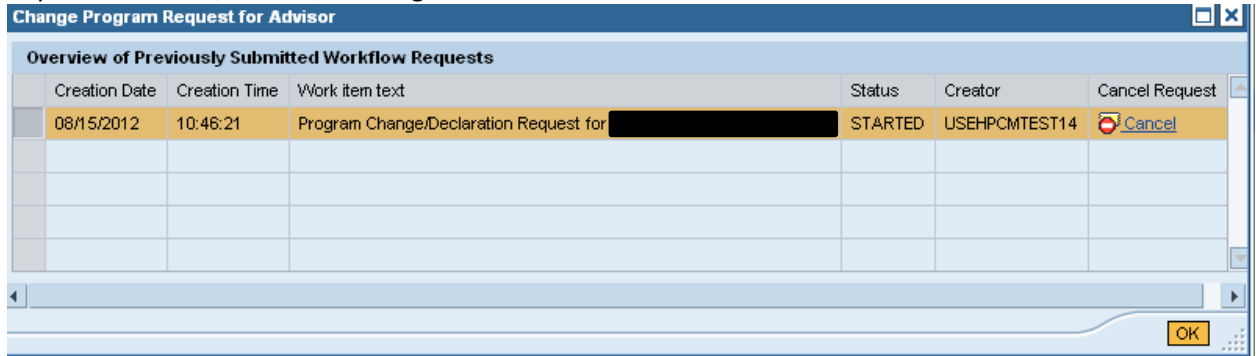
6. Student will receive an email stating the Program Change/Declaration workflow has started for deletion of the specialization(s).

Cancel a Request

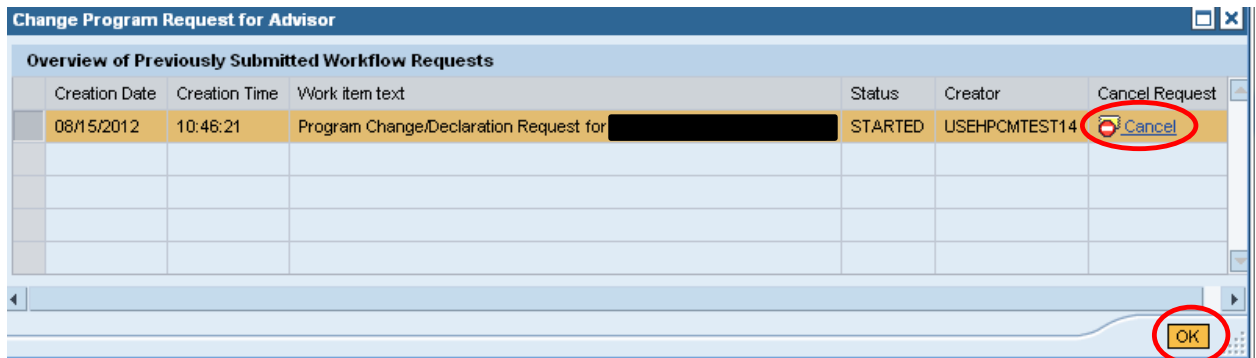
1. To view previously submitted program change/declaration requests, click on Previously Submitted Requests

Previously Submitted Requests

2. A dialogue box will reflect all requests that have been submitted by the student, or by a department chair, advisor, or designated staff on behalf of the student

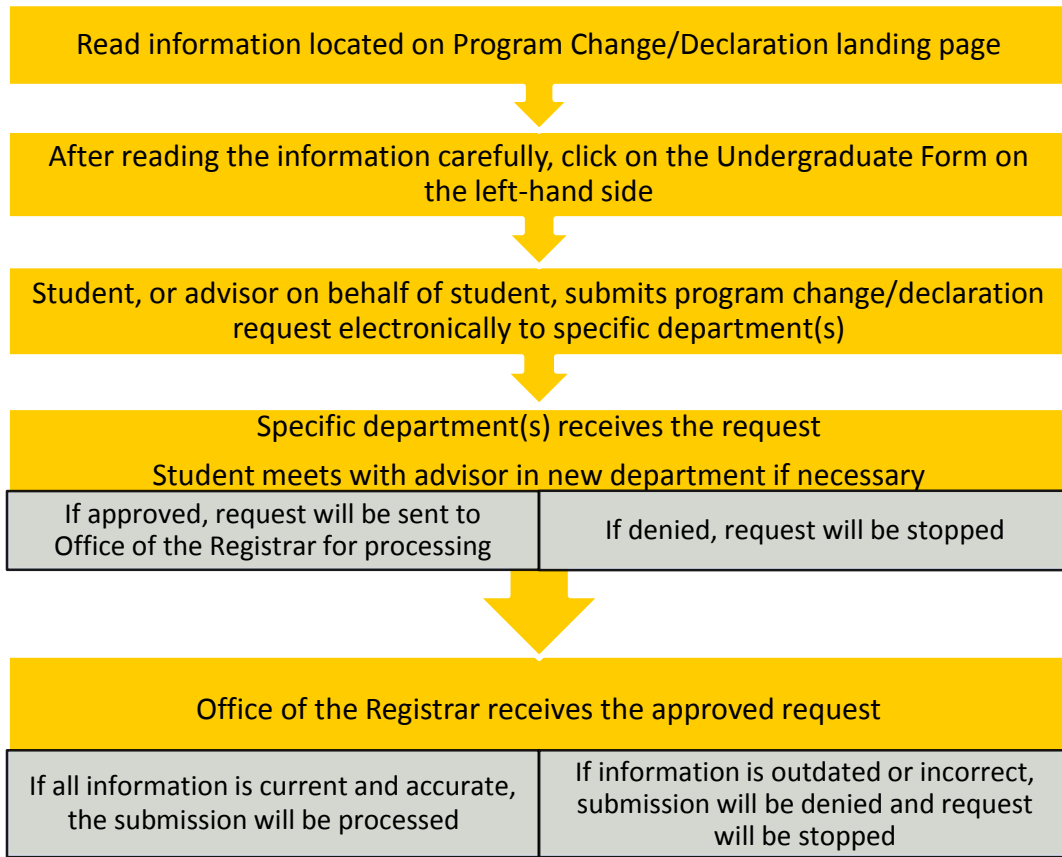


3. To stop a Change of Major/Declaration workflow with a status of STARTED, click Cancel and then OK



Note: If the status column states that a request is COMPLETED, the request has been completely processed and no Cancel link will appear; once a request is cancelled successfully, a status of CANCELLED will display.

Student Workflow



Additional Information Links

Undergraduate Catalog

<http://nkuonline.nku.edu/undergraduate/catalog.html>

Advising Information

http://registrar.nku.edu/Registration/Academic_Advising.html

Norse Advising Center (formerly AARC)

<http://advising.nku.edu/>

Office of Admissions – Undergraduate Majors (domestic)

<http://admissions.nku.edu/majors.html>

Office of International Students and Scholars – Undergraduate Majors (international)

<http://oiss.nku.edu/index.php>

Office of Graduate Programs – Graduate Students

<http://gradschool.nku.edu/>

Salmon P. Chase College of Law – Law Students

<http://chaselaw.nku.edu/>