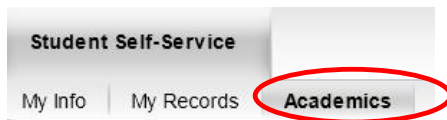


Program Change/Declaration – Add Specialization (Student)

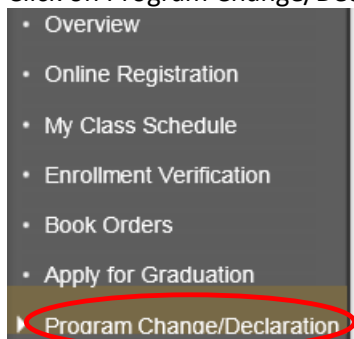
Location(s):
myNKU

Purpose: Perform this procedure when you need to add a specialization (major, minor, focus, and certificate/certification). 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.

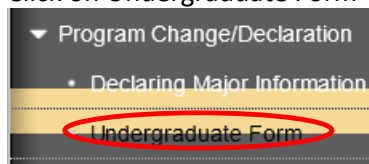
1. Log into myNKU
2. Click on the Academics sub-tab



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



4. Click on Undergraduate Form



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

Before you begin the process to change your major, please note the following:

- If your current program is non-degree you must change your status to degree seeking through the application for admission process.
- If you are undeclared you must successfully remediate your restrictions. For more information please contact your advisor in the **Academic Advising Resource Center** at (859) 572-6900.

Instructions for the Program Change/Declaration forms:

- **CURRENT STUDENTS** must meet the change of major criteria as outlined at <http://nkuonline.nku.edu/undergraduate/catalog.html>. Once the criteria are met, they may submit a request for a change of major online through myNKU.



Complete the **Electronic Undergraduate Program Change/Declaration Form** to submit your request through myNKU.

- Once submitted, the request must be approved by the department of the requested major in order to verify that the proposed program satisfies all major requirements and conforms to anticipated departmental course offerings.

6. Click Add Major or other relevant 'Add' button

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

- ii. Select a level or tack, if applicable

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

Add Concentration

Concentration: [dropdown menu]

- Accounting Area of Concentration
- Afro-American Studies Area of Conc
- Anthropology Area of Concentration
- Archaeology Area of Concentration
- Art History Area of Concentration
- Biological Sciences Area of Conc
- Black Studies Area of Concentration
- Business Administration Area of Conc
- Business Informatics Area of Conc
- Cellular/Molecular/Genetics Area of Conc

OK Cancel

- 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

Add Certificate/Certification

Bachelor Degree Earned?

Academic Area of Interest: [dropdown menu]

- 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)

Add Certificate/Certification

Bachelor Degree Earned?

Academic Area of Interest: [dropdown menu]

- 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)

OK Cancel

7. 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

8. Review request

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.

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

◀ Previous Submit ▶

10. 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.

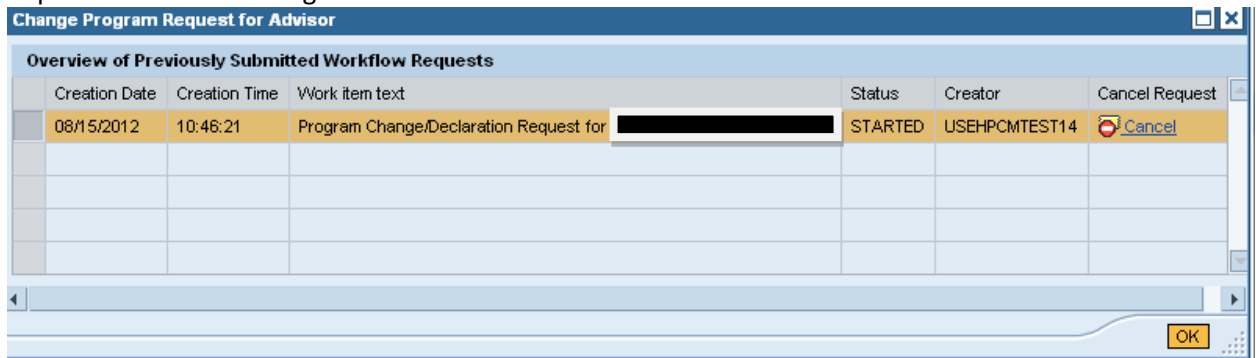
◀ Previous Submit ▶

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

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

Previously Submitted Requests

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



14. To stop the Change of Major/Declaration workflow, click Cancel and then OK

