**Directions to Complete the FOCUS Program Certification Form**

1. Print your unofficial transcript from MyNKU. To print your unofficial transcript, visit myNKU, and then click as follows: Student Self Service; Academics; Unofficial Transcript; Undergraduate; Print. If you need additional assistance printing your transcript, please stop by the Norse Tech Bar, located on the plaza level of the University Center or phone the IT Help Desk at 859-572-6911.
2. Download the Program Certification Form and save it to your computer. Do **NOT** fill out the form inside your email/browser—the form will not work or save properly. Follow these directions carefully:
	1. Save the form to your computer
	2. Go to the location where you just saved the form
	3. Right click on the form, then choose “Open With,” Microsoft Word.
3. On the top left of the page, enter your contact information (student ID (this number starts with 100…), full name, address, & cell phone number).
4. On the top right of the page, for “Catalog Semester and Catalog Year,” enter the Semester and Year you started at NKU (e.g., Spring, 2016). For “Graduation Semester and Graduation Year,” enter the Semester and Year you plan to graduate (e.g., Spring, 2021).
5. For “Program Area,” type the name of the program area (e.g., Psychology, Sociology, Political Science, Pre-Law, etc.) where you are completing a Focus.
6. List a minimum of 12 credit hours of upper division coursework (300/400 level classes) outside of criminal justice. There is a pull-down menu for Semester, Year, Credit and Grade. Simply choose “select” and pick from the pull-down menu.
* Enter the Course number and name for each course. For example, if your Focus is Psychology, you could list the following courses:
	+ PSY 333 Abnormal Psychology
	+ PSY 344 Industrial Psychology
	+ PSY 370 Humanistic Psychology
	+ PSY 465 Health Psychology
* Semester you completed the course (e.g., Fall, Spring, Summer)
* Year you completed the course (2019, 2020 2021)
* Cr Hrs – courses are typically 3 credit hours (exceptions may include courses transferred from another university, internship hours, or directed studies)
* Grade you earned in the course (e.g., A, B+, C-). OR, if you are currently enrolled in that course enter IP (In progress) for the grade. OR, if you plan to take the course in a future semester enter TBT (To be Taken) for the grade. Grades must be entered for all transferred courses. You will need to consult your transcripts from any previous university and enter your grades.
* If you transferred a course from another university, enter the name of the university (in the column title “Transfer” next to the NKU course name), course number, and grade earned. Example: CRJ 100 Gateway Community & Technical College.
1. **SAVE** the program certification to your computer. Handwritten copies will not be accepted.
2. **EMAIL** the program certification to your major academic advisor. Your advisor will give your certification to the Program Coordinator, Dr. Moon. You will receive an email confirmation from Dr. Moon once she has reviewed, signed, and submitted your program certification to the Registrar’s Office.