**Directions to Complete the MINOR 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, & telephone).
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., Fall, 2016). For “Graduation Semester and Graduation Year,” enter the Semester and Year you plan to graduate (e.g., Spring, 2021).
5. Use your unofficial transcript to complete the next two sections.

Course titles for Core Course are already included in this form.

Step A: For Core Courses there is a pull-down menu for Semester, Year, Credit and Grade. Simply choose “select” and pick from the pull-down menu.

* 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.

Step B: For Secondary Requirements enter 9 credit hours of upper division (JUS 300/400 level) criminal justice elective courses. Enter these courses in the order your completed them.

* First, enter courses with completed grades
* Next, enter courses in progress (IP) (i.e., courses you are currently enrolled in)
* Last, enter courses you plan to take in a future semester (TBT)
1. **SAVE** the program certification to your computer. Handwritten copies will not be accepted.
2. **EMAIL** **the program certification to Dr. Misis** (misism1@nku.edu). He 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.