Program Declaration

WHAT IS DECLARATION

Each student is admitted for undergraduate studies at KPU either (i) directly into a limited-intake program of study, or (ii) into a faculty, yet with no declared program of study. Each undeclared student must declare their program of study before they apply to graduate.

What does "intended" mean?

If you are admitted for undergraduate studies at KPU into a Faculty, the program you chose when you applied to KPU is only intended. Check your current Faculty and program of record as shown in My Action Plan (MAP) to see if your credential is "Undeclared" and if your major is "Intended". "Intended" means that you are pursuing a certain program but have not confirmed with the university if that program is the one you want to graduate with. Therefore, you need to declare a program of study before your final term (see the deadlines below) so that the university would know which program you want to graduate from.
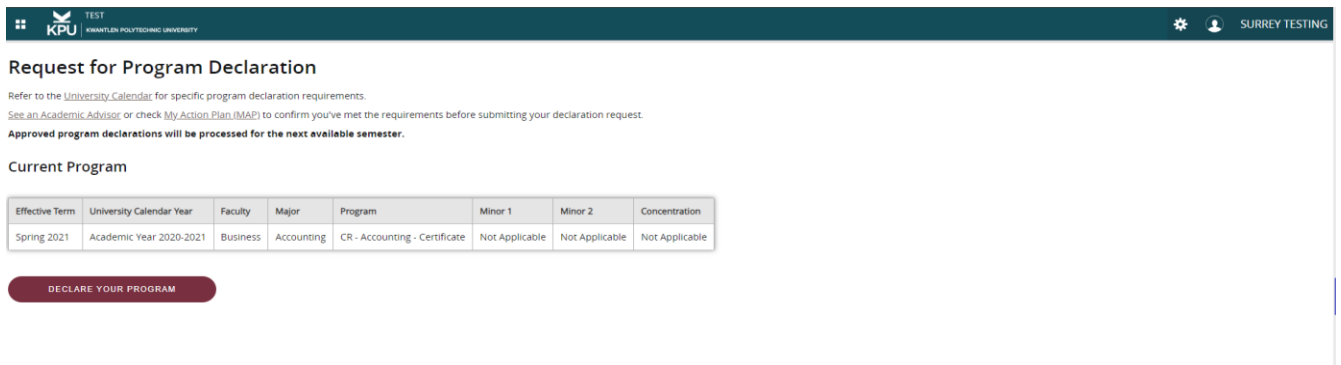
Why do I need to declare?

There are a number of reasons you are encouraged to declare as soon as you can.

1) Some programs require an earlier declaration to enroll in program-restricted courses.
2) It may give you a priority of registration when the university schedules the registration date and time.
3) Declared students can apply for graduation online through the graduation service in Online Self Service (OSS).

Declaration Steps:

1. Sign into the **Online Self Service (OSS)** account and from student profile select "**Program Declaration**".
2. View your **Current Program** information

3. Click on "**Declare your Program**"
4. View your last submitted request. To submit a new declaration request, click on "**Submit a New Request**"

5. Select the Calendar year you would like to declare in the **"University Calendar Year"** field.
6. Select the **"Faculty"** you would like to declare into.
7. Select the **"Major"**
8. Select the **"Program"**
9. Select a **"Minor"** or two Minors of your choice is available.
10. Select a **"Concentration"** if available for the program you are declaring into.
11. Once all the Selections have been made – click on the **"Evaluate Declaration Request"**

12. If you have not met the declaration requirements for the program, you can click on **"Review Results"**. This will show you the declaration requirements as to what courses are required to meet the declaration requirements for the program chosen. In order to select a different program to declare into, click on **"Back to Home"** and repeat steps 2 – 11.
13. If you have met the declaration requirements for the program, you can click on **"Review Results"** to view the declaration requirements and the courses taken to meet those requirements.

14. If Satisfied with the program you are declaring in, click on **"Submit Request".** If not, you can click **"Back to Home"** and repeat steps 2-11.

15. After click on Submit Request, you will be prompted to confirm if you want to submit the request. If you are sure you would like to submit this request, then click on "**YES**". If you would like to see what other programs you are eligible to declare into, you can click "**NO**" and repeat steps 2-11.

16. After request submission, a summary of the information you have submitted will show on the **"Last Submitted Request"** page.

17. Once the declaration has been approved, your updated record will be entered into the KPU system and the status will change from **"Requested"** to **"Complete".**