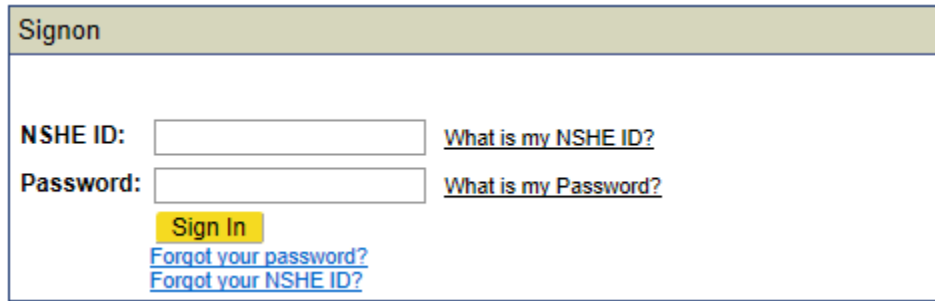


**NOTE: Approved change requests to your major will reflect on the first day of the next semester**

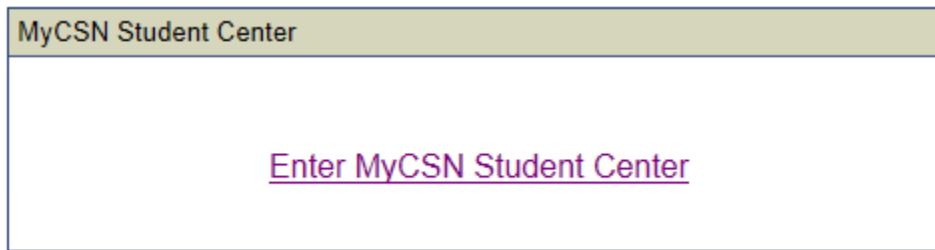
### Instructions for Requesting a Program or Plan Change

1. Enter your NSHE ID and password, then select **Sign In**.



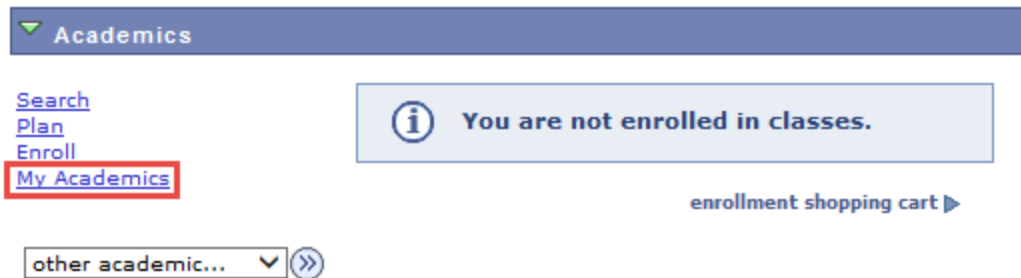
The screenshot shows a signon interface with a header labeled "Signon". Below the header, there are two input fields: "NSHE ID:" and "Password:". To the right of each input field is a link: "What is my NSHE ID?" and "What is my Password?". Below the input fields, there is a yellow "Sign In" button. At the bottom of the form, there are two blue links: "Forgot your password?" and "Forgot your NSHE ID?".

2. Select **Enter MyCSN Student Center**.



The screenshot shows a page with a header labeled "MyCSN Student Center". In the center of the page, there is a purple link that says "Enter MyCSN Student Center".

3. Select **My Academics** under the **Academics** area.



The screenshot shows a navigation menu with a blue header labeled "Academics". Below the header, there are several links: "Search", "Plan", "Enroll", and "My Academics". The "My Academics" link is highlighted with a red box. To the right of the links, there is a grey box with an information icon and the text "You are not enrolled in classes.". Below the links, there is a dropdown menu with the text "other academic..." and a right arrow button. At the bottom right, there is a link that says "enrollment shopping cart" with a right arrow.

4. Select **Request Program/Plan Change**.

<b>Transfer Credit</b>	<a href="#">Evaluate my transfer credits</a> <a href="#">View my transfer credit report</a>
<b>Test Scores</b>	<a href="#">View my Test Scores</a>
<b>Course History</b>	<a href="#">View my course history</a>
<b>Transcript</b>	<a href="#">View my unofficial transcript</a> <a href="#">Request official transcript</a>
<b>Enrollment Verification</b>	<a href="#">Request enrollment verification</a>
<b>Program/Plan Change</b>	<a href="#">Request Program/Plan Change</a>

5. In the **Self Service Change Request** area, select **New Request**.

**Self Service Change Request**

**New Request**  Change Submitted Request

Review Submitted Request  Cancel Submitted Request

Academic Program

Academic Plan

Please allow 7 to 10 business days for processing.

Select a New or Change a Current Academic Plan Find | View All First  **1 of 1**  Last

Academic Plan

6. In the **Academic Program** field, select the  icon.


**Self Service Change Request**

**New Request**

**Change Submitted Request**

**Review Submitted Request**

**Cancel Submitted Request**


**Academic Program**  

**Academic Plan**

Submit

Please allow 7 to 10 business days for processing.

7. Select the appropriate academic program: **DCS**, **DGNFA**, or **NODGR**.

Look Up Academic Program


[Help](#)



**Search by:**  begins with

Look Up

Cancel

Advanced Lookup

### Search Results

View 100
First  1-3 of 3  Last

Academic Program	Description	Short Description	Academic Group
<a href="#">DCS</a>	Degree/Certificate Seeking	DegCrtSeek	CSN
<a href="#">DGNFA</a>	Degree Seeking-Non FA Eligible	DGNFA	CSN
<a href="#">NODGR</a>	Non-Degree/Certification	NoDegCert	CSN

8. In the **Select a New or Change a Current Academic Plan** area, you can: (1) either click **Find** or scroll through all the pages to find the academic plan you wish to change to. When you find the academic plan you wish to change to, select (2) **Select Plan**, then select (3) **Submit**.

**Self Service Change Request**

**New Request**
 **Change Submitted Request**  
 **Review Submitted Request**
 **Cancel Submitted Request**

**Academic Program**  Degree/Certificate Seeking  
**Academic Plan**  2\_ASSOCIATE OF BUSINESS-AB

Please allow 7 to 10 business days for processing.

**Select a New or Change a Current Academic Plan** Find | View 100 First 1-4 of 345 Last

	Academic Plan	
<input type="button" value="Select Plan"/>	AA	1_ASSOCIATE OF ARTS
<input type="button" value="Select Plan"/>	AAG01-AA	GLOBAL STUDIES-AA
<input type="button" value="Select Plan"/>	AB	2_ASSOCIATE OF BUSINESS-AB
<input type="button" value="Select Plan"/>	AC-AAS	AIR CONDITIONING TECH-AAS

9. In the **Prior Change Request** area, your request to change your program/plan change will appear as **Submitted**.

**Prior Change Request** Find | View All First 1-3 of 3 Last

Submitted Date	Request Status	Academic Program	Academic Plan
03/27/2014	Submitted	DCS	AB
03/26/2014	Cancel	DCS	AV-AAS
03/26/2014	Cancel	DCS	WELD-AAS

**NOTES:**

- **Please allow 7 – 10 business days for processing.**
- **For any questions on program/plan change updates, please come to the Office of the Registrar/Admissions and Records.**
- **Only one request can be submitted at a time.**
- **You can only change, review, or cancel a submitted request by selecting the appropriate radio button when your request status is in a “Submitted” state.**