How to Change your Major:

- Log onto your MyCSN
- Click on Enter MyCSN Student Center
- Click on MyAcademics on the left menu
- Click Request Program/Plan Change
- Select the New Request bubble
- Click on the Magnifying Glass that popped up next to the empty box for Academic Program
- Click on the Academic Program that applies to you, one of the following:
  - DCS (for financial aid)
  - DGNFA (paying out-of-pocket)
  - NODGR (non-degree, certification)
- Find your Academic Plan in the box titled “Select a New or Change a Current Academic Plan” – use the “Find” function to search for your academic plan or use the arrows to see more options
- Once you found your Academic Plan, click Select Plan next to it
- Click Submit in the box titled “Self Service Change Request” and your major is now declared/changed

*It takes 7 – 10 business days to process