

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

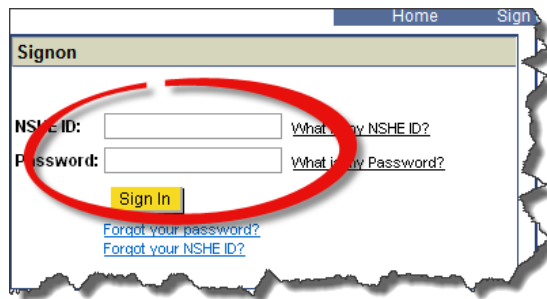
1. Before accessing your MyCSN student account, make sure you validate your account and register your password.
 - a. To validate your account:
 - i. [Click here validate your CSN student account](#)
 - ii. Click on the **Account Validation** link
 - iii. Enter your NSHE ID (ten-digit number) and last name as it appears on your CSN admissions email.
 - iv. Enter your Personal Identification Number (PIN). It is the last four digits of your social security number (SSN). If you did not provide your SSN on your admissions application, enter 9999.
 - b. To register your password:
 - i. [Click here to register your password](#)
 - ii. Click on the **Reset Password** link
 - iii. Click on **Password Registration**
 - iv. Follow the on screen prompts to register your password
 - c. If you encounter any issues validating your account or registering your password, call (702) 651-5555.

2. After validating your student account and registering your password, log on to <https://go.csn.edu/LoginPolicy.jsp>.

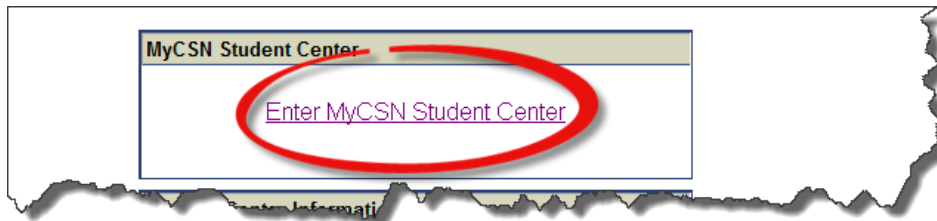
3. Click on the MyCSN tile.



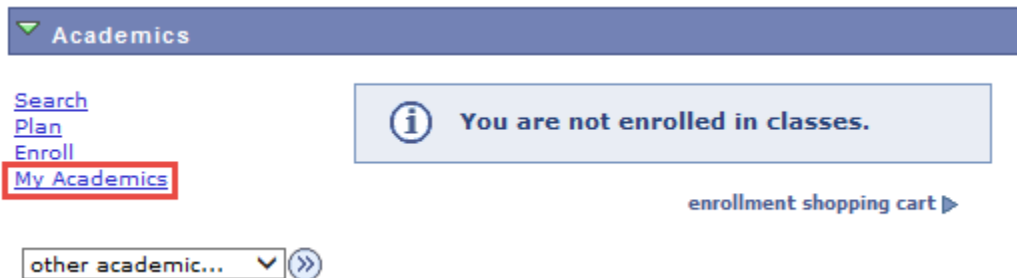
4. If required, enter your login credentials again.



5. Click on the MyCSN Student Center hyperlink.



6. Select My Academics under the Academics area.



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

Transfer Credit	Evaluate my transfer credits View my transfer credit report
Test Scores	View my Test Scores
Course History	View my course history
Transcript	View my unofficial transcript Request official transcript
Enrollment Verification	Request enrollment verification
Program/Plan Change	Request Program/Plan Change

8. 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

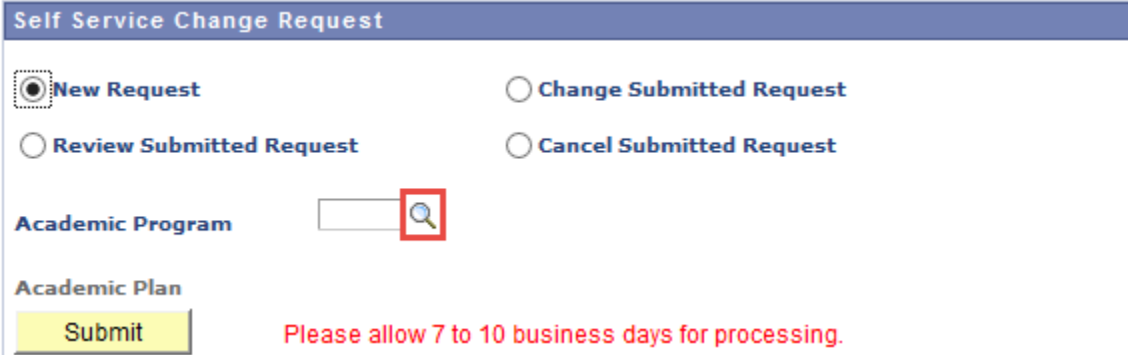
Academic Plan

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

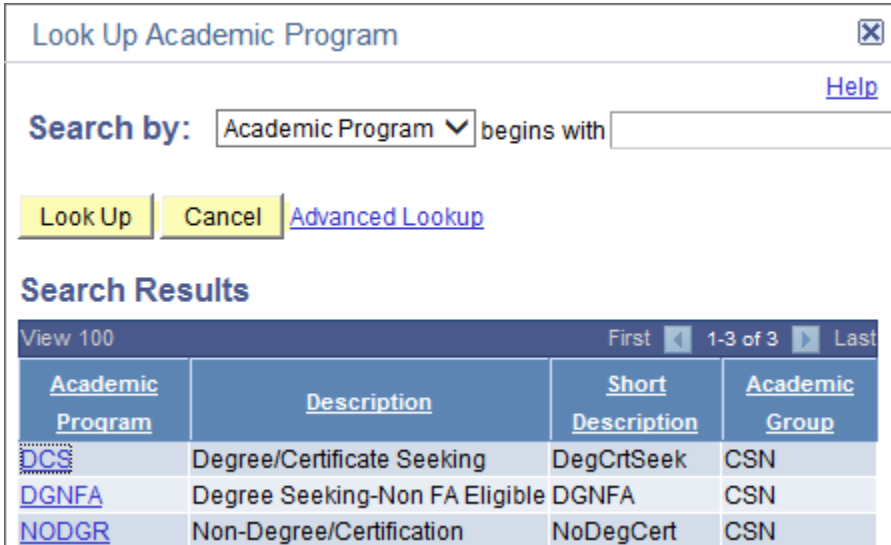
Academic Plan

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



The form is titled "Self Service Change Request" and contains several options and fields. The "New Request" option is selected. There are four radio button options: "New Request", "Review Submitted Request", "Change Submitted Request", and "Cancel Submitted Request". Below these is the "Academic Program" field with a magnifying glass icon highlighted in a red box. There is also an "Academic Plan" field and a "Submit" button. A red message at the bottom states: "Please allow 7 to 10 business days for processing."

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



The dialog box is titled "Look Up Academic Program" and includes a "Help" link. The search criteria are set to "Academic Program" and "begins with". There are "Look Up", "Cancel", and "Advanced Lookup" buttons. Below is a "Search Results" section with a table showing three results.

Academic Program	Description	Short Description	Academic Group
DCS	Degree/Certificate Seeking	DegCrtSeek	CSN
DGNFA	Degree Seeking-Non FA Eligible	DGNFA	CSN
NODGR	Non-Degree/Certification	NoDegCert	CSN

11. 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

12. 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.**