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.

```
Signon

NSHE ID: [blank]  What is my NSHE ID?
Password: [blank]  What is my Password?
Sign In
Forgot your password?
Forgot your NSHE ID?
```

2. Select Enter MyCSN Student Center.

```
MyCSN Student Center

Enter MyCSN Student Center
```

3. Select My Academics under the Academics area.

```
Academics

Search
Plan
Enroll
My Academics

You are not enrolled in classes.

other academic
```
4. Select **Request Program/Plan Change**.

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

   ![Self Service Change Request](image)

   *Please allow 7 to 10 business days for processing.*
6. In the **Academic Program** field, select the icon.

Please allow 7 to 10 business days for processing.

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

![Select Plan and Submit buttons](image)

Please allow 7 to 10 business days for processing.

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

![Prior Change Request table](image)
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.