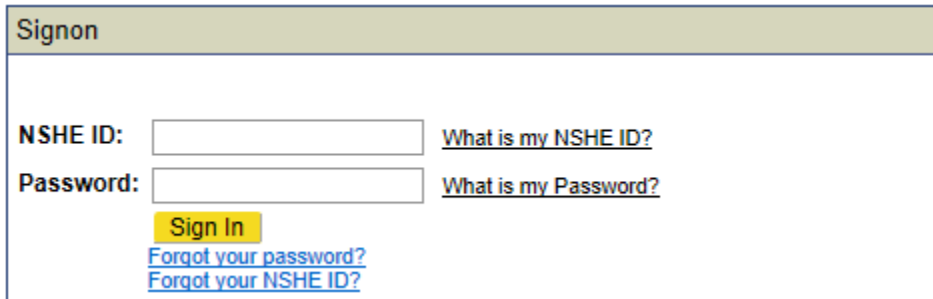


NOTE: Approved change requests to your major will reflect on the first day of the next semester

Instructions for Requesting a Program or Plan Change

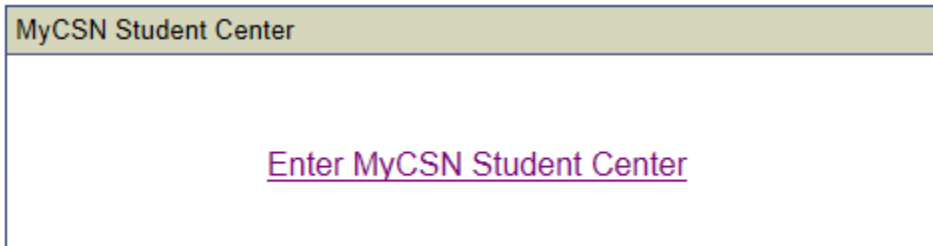
1. Open your web browser and type <https://www.csn.edu/mycsn> in the address bar.

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



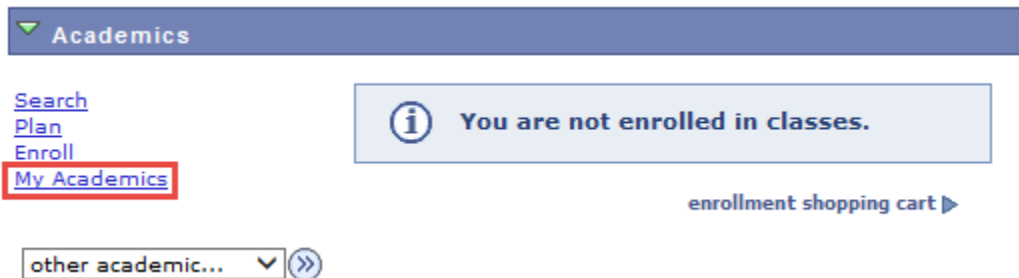
The screenshot shows a signon form with a header labeled "Signon". Below the header, there are two input fields: "NSHE ID:" and "Password:". To the right of the "NSHE ID:" field is a link that says "What is my NSHE ID?". To the right of the "Password:" field is a link that says "What is my Password?".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

3. 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".

4. 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 light blue box with an information icon and the text "You are not enrolled in classes.". Below this box, there is a link that says "enrollment shopping cart" with a right-pointing arrow. At the bottom of the menu, there is a search box with the text "other academic..." and a right-pointing arrow.

5. 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

6. 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

7. 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

Please allow 7 to 10 business days for processing.

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

Look Up Academic Program X

[Help](#)

Search by: Academic Program ▼ begins with

Look Up Cancel [Advanced Lookup](#)

Search Results

View 100 First ◀ 1-3 of 3 ▶ Last

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

9. 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 DCS Degree/Certificate Seeking

Academic Plan 3 AB 2_ASSOCIATE OF BUSINESS-AB

Submit
1
Please allow 7 to 10 business days for processing.

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

Academic Plan	
Select Plan	AA 1_ASSOCIATE OF ARTS
Select Plan	AAG01-AA GLOBAL STUDIES-AA
Select Plan	AB 2 2_ASSOCIATE OF BUSINESS-AB
Select Plan	AC-AAS AIR CONDITIONING TECH-AAS

10. 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.