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.

   Signon

   NSHE ID: ___________  What is my NSHE ID?
   Password: ___________  What is my Password?
   Sign In
   Forgot your password?
   Forgot your NSHE ID?

3. Select Enter MyCSN Student Center.

   MyCSN Student Center

   Enter MyCSN Student Center

4. Select My Academics under the Academics area.
5. Select **Request Program/Plan Change**.

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

7. In the **Academic Program** field, select the search icon.

*Please allow 7 to 10 business days for processing.*
8. Select the appropriate academic program: **DCS**, **DGNFA**, or **NODGR**.

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**. Please allow 7 to 10 business days for processing.
10. In the **Prior Change Request area**, your request to change your program/plan change will appear as **Submitted**.

![Prior Change Request Table]

**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.