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**.

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

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

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

   ![Image of Self Service Change Request form]

   Please allow 7 to 10 business days for processing.

   ![Image of Look Up Academic Program]

   ![Table of Academic Programs]

   - **DCS**
     - Description: Degree/Certificate Seeking
     - Short Description: DegCrtSeek
     - Academic Group: CSN
   - **DGNFA**
     - Description: Degree Seeking-Non FA Eligible
     - Short Description: DGNFA
     - Academic Group: CSN
   - **NODGR**
     - Description: Non-Degree/Certification
     - Short Description: NoDegCert
     - Academic Group: 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](image)

Please allow 7 to 10 business days for processing.

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

![Prior Change Request](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.