


## How to Change your Major:

- Log onto your **MyCSN**
  - Click on **Enter MyCSN Student Center**
  - Click on **MyAcademics** on the left menu
  - Click **Request Program/Plan Change**
  - Select the **New Request** bubble
  - Click on the **Magnifying Glass**  that popped up next to the empty box for **Academic Program**
  - Click on the Academic Program that applies to you, one of the following:
    - DCS (for financial aid)
    - DGNFA (paying out-of-pocket)
    - NODGR (non-degree, certification)
  - Find your Academic Plan in the box titled “Select a New or Change a Current Academic Plan” – use the “Find” function to search for your academic plan or use the arrows to see more options
  - Once you found your Academic Plan, click **Select Plan** next to it
  - Click **Submit** in the box titled “Self Service Change Request” and your major is now declared/changed
- \*It takes 7 – 10 business days to process