

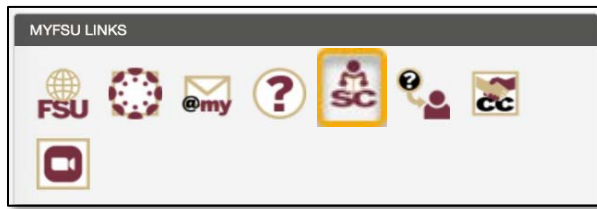
How to Acknowledge an Undergraduate Program/Plan Change Request (Student)

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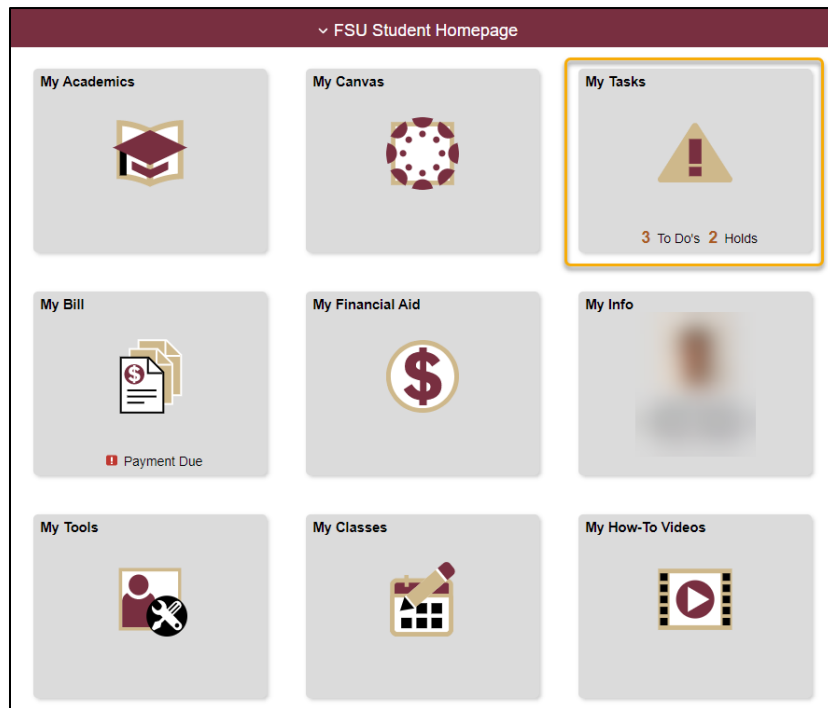
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Instructions for Acknowledging a New Request

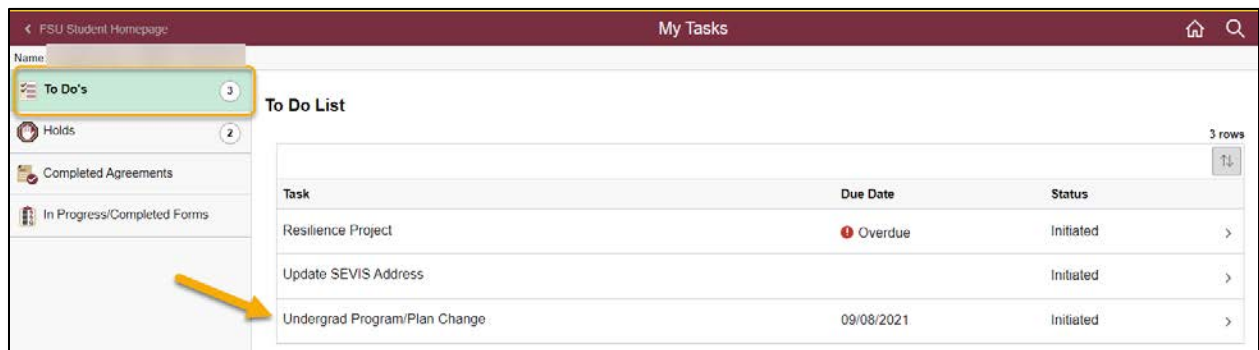
1. Log into **my.fsu.edu**. Click the **SC** icon in the upper left corner.



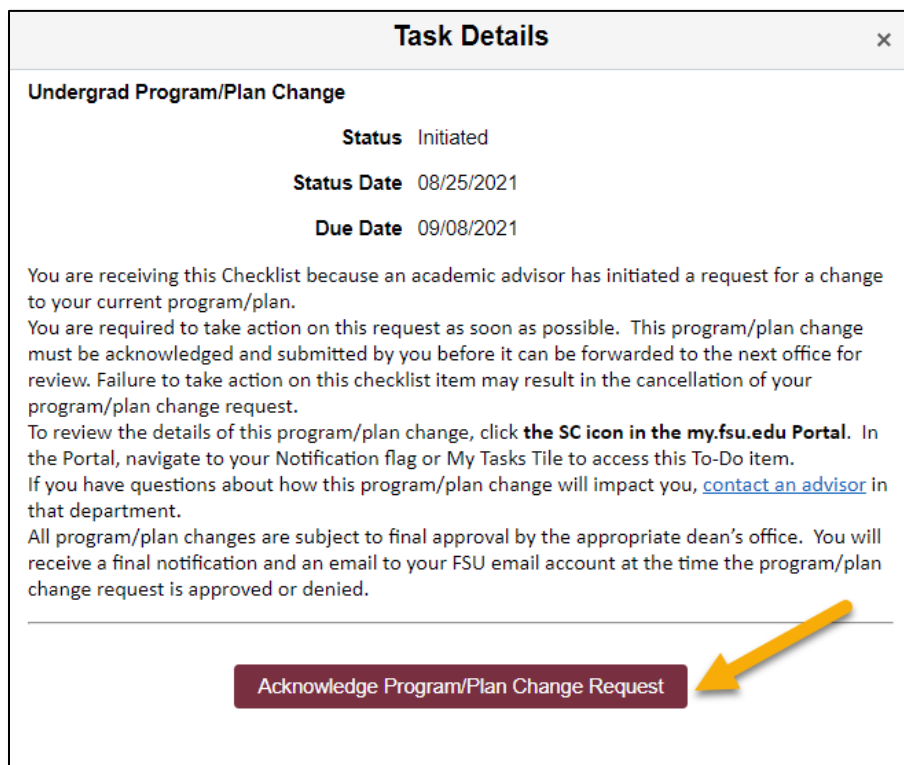
2. Click the **My Tasks** tile on the FSU Student Homepage in Student Central.



3. Under the **To Do List**, click **Undergrad Program/Plan Change**.



4. Review all the information in the **Task Details** pop-up and click the **Acknowledge Program/Plan Change Request** button.



5. The **Undergraduate Program/Plan Change Request** form will open.
6. Review the **Directions** and **Student Information**.

Directions

- Under the Student Information section, review your current Total Hours Earned, Expected Grad Term, and your Excess Credit Counter and Threshold.
- Under the Academic Program/Plan Information, compare your current program/plan with the new one that has been requested.
- Review any advisor comments.
- In the section To Be Completed by Student, select if you want to submit the program/plan change or cancel the request.

Please read all the information below carefully before submitting your decision on this request. If you have questions about how the program/plan change requested will impact you, [contact an advisor](#) in that department.

Student Information

The information below is accurate as of the date this form was created.

First Name		Total Hours Earned	39.000
Middle Name		Expected Grad Term	
Last Name		Current Excess Credit Counter	51.00
Emplid		Current Excess Credit Hours Threshold	144.00
FSUID		FSU GPA (Cumulative Enrollment)	3.188
FSU Email Address		Overall GPA (Cumulative Combined)	3.442
Mobile Phone Number			
Student Athlete	Y		
International Student	Y		
Student Veteran	N		

- Review the information under the **Academic Program/Plan Information** section to compare the **Current Program/Plan** with the **Requested Program/Plan**. The program/plan values that were requested by the advisor will display in red beneath **Requested Program/Plan**.

Academic Program/Plan Information	
CURRENT PROGRAM/PLAN	REQUESTED PROGRAM/PLAN
Career Number 0	Career Number 0
Program UGST Undergraduate Studies	Program UGST Undergraduate Studies
Require... Term 2211 2021 Spring	Requirement Term 2211 2021 Spring
Academic Plan SOCIALSIPR Pre-Social Science	Academic Plan ENGLCWPR Pre-Creative Writing
Require... Term 2211 2021 Spring	Requirement Term 2211 2021 Spring
Plan Sequence 10	Plan Sequence 10
Map Term 03	Map Term Term 3
Map Status 0	Map Status On Course

- Review any **Advisor Comments**.
- Complete the **Submit** or **Cancel** action through the instructions below.

Submit Action

- To acknowledge the request and submit the form for approval(s), click the **Electronic Signature checkbox**, then click the **Submit** button. Student Comments are optional if acknowledging the request.

Electronic Signature

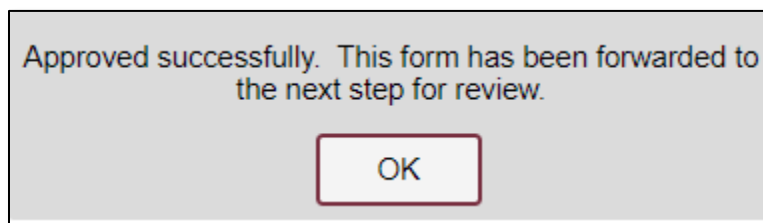
By clicking this checkbox, you are acknowledging all potential impacts of this request on your Excess Credit Hours, Financial Aid, and timeline to graduation.

Date 08/25/2021

By selecting **Submit**, you are acknowledging this program/plan change, and this form will be forwarded to the next office for review. All changes are subject to approval by the appropriate academic dean's office. For students who are classified as student athletes, international students, and/or student veterans, this form will also be forwarded to those offices for review. By selecting **Cancel**, you will be canceling this request. If you select this option, please use the comment box below to indicate why you are canceling this request.

Student Comments

2. Review the confirmation pop-up to verify that the submission was successful. Click **OK**.



3. Review the **Prog/Plan Change** information at the bottom of the form to view the approval steps needed, in order from left to right.

Prog/Plan Change

EMPLID: SEQNO=1, INSTITUTION=FSU01

Multiple Approvers Prog/Plan Change SAAS >
 Multiple Approvers Prog/Plan Change CGE >
 Multiple Approvers Prog/Plan Change US Approver >
 Multiple Approvers Prog/Plan Change Registrar >

Cancel Action

1. To cancel this request, enter the reasons for the cancellation in the **Student Comments** box and click **Cancel**.

Student Comments

2. Review the confirmation pop-up to verify that the cancellation was successful. Click **OK**.

