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

Table of Contents
How to Acknowledge an Undergraduate Program/Plan Change Request (Student) .................. 1
Instructions for Acknowledging a New Request ......................................................................... 1
Submit Action .............................................................................................................................. 3
Cancel Action .............................................................................................................................. 4

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**.
7. 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**.

8. Review any **Advisor Comments**.

9. Complete the **Submit** or **Cancel** action through the instructions below.

**Submit Action**

1. 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.
2. Review the confirmation pop-up to verify that the submission was successful. Click **OK**.

![Approved successfully. This form has been forwarded to the next step for review.](image)

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](image)

**Cancel Action**

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

![Student Comments](image)
2. Review the confirmation pop-up to verify that the cancellation was successful. Click **OK**.