How to Check the Status of Undergraduate Program/Plan Change Request (Student)

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Instructions for Checking the Status of a Form

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. Click the link for In Progress/Completed Forms.
4. Locate Undergrad Program/Plan Change.

5. The Current Status column will display a high level overview of the form approval status.
   - In Progress means the form is still being reviewed by approver(s).
   - Completed means your form has been approved, denied or cancelled.

6. Click the form to view additional form status details and comments by reviewers. The Prog/Plan Change section at the bottom of the form will show the steps still pending approval. If the form is In Progress, the step with status of Pending indicates the approver with whom the form is currently under review.

Notifications Upon Final Decision

Students will receive a generic email message and a Notification Alert within Student Central upon final approval, denial, or cancelling of the form.

Emails are sent to the student’s official campus email address and will inform them of the final action taken on their request.
A Notification Alert in the upper right corner of Student Central will also inform the student of the final action taken on their request.

Click the Notification Alert icon (bell) to view the final status of the request.
Instruction for Viewing Form Details after Final Decision

Students have two options to view details on the final action taken and comments left by a reviewer:

1. Click the **Notification Alert** from the **Notification Icon**.
2. Click on the **My Tasks** tile and the link for **In Progress/Completed Forms**. Locate **Undergrad Program Plan Change**.

Students may view any **comments** left by reviewer(s) on the action taken on the program/plan request. If the request was denied or cancelled, the comments box will indicate the reason for the denial or the cancellation.