

CHANGE YOUR ACADEMIC PROGRAM PLAN

1. Meet with an Academic Advisor to discuss options for changing your Academic Program Plan.
2. Complete the **Program Plan Change** form, which can be accessed through the **Manage Classes & Books** tile. Select **Change Academic Program Plan** on the left-side menu.
NOTE: *Form must be downloaded as a PDF and saved.*
3. Click on the **Useful Links** tile. Select **Help Center** to submit the ticket.
4. Submit a **Help Desk Ticket** to Student Records. Be sure to attach the **Program Plan Change** form.

NOTE: *Academic Program Plans must be changed prior to the first day of classes. Program Plan change requests that are received after classes begin will be processed for the next term.*

The same heading of CHANGE YOUR ACADEMIC PROGRAM PLAN

1. Meet with your assigned advisor to discuss options for changing your program of study.
2. Login to **MyFSCJ** and select **Academic Progress & My Advisor** under the **Student Center**
3. Select **Change My Program Plan** and select the **Start Term, Academic Program, and Academic Plan** from each drop-down menu
4. Select **Submit** to route your request to your assigned advisor

Once your request is submitted, the approval status under **View My Submission** will change to **In Approval Process**

Your request will route to your assigned advisor and then to the Student Records department for processing the change to your academic record

NOTE: Program Plan Change requests must be made before the first day of class for each respective term. Requests that are received after classes begin will be processed for the next term.