

How to Change your Academic Program Plan (Program of Study)

1. Using your student username and password log in to my.fscj.edu

The screenshot shows the myFSCJ login page. The browser address bar shows <https://my.fscj.edu>, which is circled in orange with an arrow pointing to it. The page features a blue header with the Florida State College at Jacksonville logo and a 'Help Center' link. The main content area includes a 'Welcome to myFSCJ!' message, a list of resources, and a 'Student and Employee Sign-on' section. In the sign-on section, the 'Student's User ID' and 'Student's Password' input fields are circled in orange, with an arrow pointing to them. Below these fields is a 'Sign In' button and a link for 'Student Help | Employee Help'. A footer note provides contact information for the Help Desk.

2. In the **Students** section, select **My Academics**, then **Student Center**.

The screenshot shows the navigation menu of the myFSCJ portal. The 'Students' tab is selected and highlighted in orange. Under the 'Students' tab, the 'My Academics' dropdown menu is open, and the 'Student Center' option is circled in orange with an arrow pointing to it. The 'My Finances' dropdown menu is also visible. The background of the page shows a yellow banner with text about class schedules and financial aid information.

How to Change your Academic Program Plan (Program of Study) (continued)

3. Click **Change My Program Plan**.

The screenshot shows the my.fscj.edu website. At the top, there is a navigation bar with links for Employees, Students, Resources, and Help Center. Below this is the Florida State College at Jacksonville logo. A main menu bar is visible with 'Academics' selected. Under 'Academics', a dropdown menu is open, and 'Change My Program Plan' is circled in orange. An orange arrow points from this menu item to the right. In the center, a message box states 'You are not enrolled in classes.' To the right, there is a 'SEARCH FOR CLASSES' button and a 'Holds' section showing 'No Holds.' At the bottom left, there is a search bar with 'other academic...' and a search icon.

4. You will see your current academic program plans. Click the **Change My Program Plan** button.

The screenshot shows the 'My Program Plan' section on the my.fscj.edu website. At the top, there is a navigation bar with links for Employees, Students, Resources, and Help Center. Below this is the Florida State College at Jacksonville logo. A search bar with 'go to ...' is visible. The main content area is titled 'My Program Plan' and contains a warning box: 'If you are receiving financial aid, changing your program plan could impact your eligibility. You are encouraged to speak with an advisor or your program manager if you have any questions about your program or would like to discuss your options.' Below the warning, there is a section titled 'Current Program Plan' with text explaining the program plan and providing instructions on how to change it. At the bottom, there is a table with columns: Career, Program, Program Description, Plan, Plan Description, Program Status, Admit Term, Exp Grad Term, Completion Term, % Complete, and FA Eligible. The table contains one row with the following data: Career: CREC, Program: NDGR, Program Description: Non-Degree, Plan: 3405, Plan Description: Personal Objective, Program Status: AC, Admit Term: Spring 2016, Completion Term: 0.00, FA Eligible: N. Below the table, a 'Change My Program Plan' button is circled in orange, and an orange arrow points to it.

Career	Program	Program Description	Plan	Plan Description	Program Status	Admit Term	Exp Grad Term	Completion Term	% Complete	FA Eligible
CREC	NDGR	Non-Degree	3405	Personal Objective	AC	Spring 2016			0.00	N

How to Change your Academic Program Plan (Program of Study) (continued)

5. Enter the term you would like the program plan change to be effective in the **term box**.

my.fscj.edu

Employees Students Resources Help Center

go to ...

My Program Plan

If you are receiving financial aid, changing your program plan could impact your eligibility. You are encouraged to contact your program manager if you have any questions about your program or would like to discuss your options.

Current Program Plan

Your program plan is a map of all course requirements for your degree or certificate.

Click [College Catalog](#) to open a new window to view the FSCJ programs page. There you can view degree information and more.

To initiate a program plan change, click the "change my program plan" button below. Please note: you will not be able to use this feature if you are a high school and/or transient student. This feature will also not permit changing your program plan to a limited/selective access program. Please contact your advisor for more information.

Career	Program	Program Description	Plan ID	Plan Description	Program Status	Admission Term
CRED	NDGR	Non-Degree	3405	Personal Objective	AC	Spring

Please indicate the term for which you would like your program plan change to be effective. NOTE: changes will be limited only to the eligible terms.

Please click "Select New Program Plan objective" button to specify your new program plan.

<<Previous Select New Program Plan objective

Look Up Term

Search by: Term begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1 of 1 Last

Term	Description	Short Description
2178	Fall 2017	Fall 2017

How to Change your Academic Program Plan (Program of Study) (continued)

6. Click the **Select New Program Plan Objective** button.

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FLORIDA STATE COLLEGE AT JACKSONVILLE

go to ...

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Career	Program	Program Description	Plan	Plan Description	Program Status	Admission
CRED	NDGR	Non-Degree	3405	Personal Objective	AC	Spring

Please indicate the term for which you would like your program plan change to be effective. NOTE: changes will be limited only to the eligible terms.

Please click "Select New Program Plan objective" button to specify your new program plan.

<<Previous **Select New Program Plan objective**

Look Up Term

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View 100 First 1 of 1 Last

Term	Description	Short Description
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How to Change your Academic Program Plan (Program of Study) (continued)

7. Enter the plan number for the program plan you would like to change to. If you do not know the plan number, you can look it up by clicking on the **magnifying glass**.

The screenshot displays the my.fscj.edu website interface. On the left, the 'My Program Plan' section contains a warning message about financial aid eligibility and instructions for changing the program plan. Below this is a table for the current program plan and a form to select a new plan. An orange circle highlights the 'Plan:' input field in the 'Select your New Program Plan' form, with an arrow pointing to it. On the right, a 'Look Up Plan' search results window is open, showing a list of academic plans with columns for Plan, Plan Description, Academic Program, Academic Program, Academic Career, and Degree. The search criteria are set to 'Academic Plan' and 'begins with'.

Look Up Plan

Search by: Academic Plan begins with

Look Up Cancel Advanced Lookup

Search Results

Academic Plan	Plan Description	Academic Program	Academic Program	Academic Career	Degree
1108	Associate in Arts	2YFA	Associate Degree	Credit	AA
2125	Cardiovascular/Cardiopulmonary	2YFA	Associate Degree	Credit	AS
2127	Supply Chain Management	2YFA	Associate Degree	Credit	AS
2150	Aviation Maintenance Mgmt	2YFA	Associate Degree	Credit	AS
2152	Digital Media/Multimedia Tech	2YFA	Associate Degree	Credit	AS
2153	Computer Information Tech	2YFA	Associate Degree	Credit	AS
2154	Radiography	2YFA	Associate Degree	Credit	AS
2156	Network Systems Technology	2YFA	Associate Degree	Credit	AS
2158	IT Security	2YFA	Associate Degree	Credit	AS
2161	Funeral Services	2YFA	Associate Degree	Credit	AS
2163	Radiation Therapy	2YFA	Associate Degree	Credit	AS
2166	Environmental Science Tech	2YFA	Associate Degree	Credit	AS
2180	Ophthalmic Technician	2YFA	Associate Degree	Credit	AS
2199	Biotechnology Lab Technology	2YFA	Associate Degree	Credit	AS
2201	Accounting Technology (60)	2YFA	Associate Degree	Credit	AS
2202	Arch Design & Construction Tec	2YFA	Associate Degree	Credit	AS
2203	Early Childhood Management	2YFA	Associate Degree	Credit	AS
2213	Business Administration	2YFA	Associate Degree	Credit	AS
2214	Hospitality & Tourism Mgmt	2YFA	Associate Degree	Credit	AS
221A	Sign Language Interpretation	2YFA	Associate Degree	Credit	AS
221B	Theatre & Entertainment Tech	2YFA	Associate Degree	Credit	AS
2220	Medical Laboratory Technology	2YFA	Associate Degree	Credit	AS
222A	Physical Therapist Assistant	2YFA	Associate Degree	Credit	AS
2234	Building Construction Tech	2YFA	Associate Degree	Credit	AS
2239	Criminal Justice Technology 60	2YFA	Associate Degree	Credit	AS
2244	Respiratory Care	2YFA	Associate Degree	Credit	AS
2251	Emergency Medical Services	2YFA	Associate Degree	Credit	AS
2254	Radiography	2YFA	Associate Degree	Credit	AS
2258	Professional Pilot Technology	2YFA	Associate Degree	Credit	AS
2259	Culinary Management	2YFA	Associate Degree	Credit	AS
2262	Histologic Technology	2YFA	Associate Degree	Credit	AS
2265	Office Administration	2YFA	Associate Degree	Credit	AS
2271	Biomedical Engineering Technol	2YFA	Associate Degree	Credit	AS
2277	Health Information Technology	2YFA	Associate Degree	Credit	AS
2299	Paralegal Studies	2YFA	Associate Degree	Credit	AS
2300	Dental Hygiene	2YFA	Associate Degree	Credit	AS
2320	Engineering Technology	2YFA	Associate Degree	Credit	AS
2330	Nursing R.N.	2YFA	Associate Degree	Credit	AS
2335	Nursing R.N. Bridge Option	2YFA	Associate Degree	Credit	AS
2354	Aviation Operations	2YFA	Associate Degree	Credit	AS
2355	Occupational Therapy Assistant	2YFA	Associate Degree	Credit	AS

Select your New Program Plan

Plan:

Eff Term: 2178 Fall 2017

Submit


How to Change your Academic Program Plan (Program of Study) (continued)

8. Click the **Submit** button.

Favorites ▾ Main Menu ▾ > FSCJ Dashboards ▾ > Student Dashboard Menu ▾ > Student Center

my.fscj.edu

Employees Students Resources Help Center

 My Program Plan

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Career	Program	Program Description	Plan	Plan Description	Program Status	Admit Term	Exp Grad Term	Completion Term	% Complete	FA Eligible
CRED	NDGR	Non-Degree	3405	Personal Objective	AC	Spring 2016			0.00	N

Select your New Program Plan Objective

Plan: Associate in Arts Program: 2YFA Associate Degree
Eff Term 2178 Fall 2017 Career CRED Degree AA Associate In Arts Degree

I understand that by clicking the "submit" button below, I am authorizing the College to complete the requested action on my account. I understand that there are possible enrollment and financial aid implications to my request to change my program plan and I accept responsibility for such consequences.

Click the "submit" button to process your request.

<<Previous

Submit

go to ...

9. On the confirmation page, click the **OK** button to process your program plan change.

Note: You will not be able to use this feature if you are a dual enrollment, non-credit, adult high school and/or transient student. This feature will also not permit changing your program plan to a limited/selective access or bachelor's degree program. For assistance and academic advising regarding your program plan decisions, please [contact an advisor](#).