# How to Register for Classes in MyCSN

1. Before accessing your MyCSN student account, make sure you validate your account and register your password.

   a. To validate your account:

      i. [Click here validate your CSN student account](#)

      ii. Click on the **Account Validation** link

      iii. Enter your NSHE ID (ten-digit number) and last name as it appears on your CSN admissions email.

      iv. Enter your Personal Identification Number (PIN). It is the last four digits of your social security number (SSN). If you did not provide your SSN on your admissions application, enter 9999.

   b. To register your password:

      i. [Click here to register your password](#)

      ii. Click on the **Reset Password** link

      iii. Click on **Password Registration**

      iv. Follow the on screen prompts to register your password

   c. If you encounter any issues validating your account or registering your password, call (702) 651-5555.

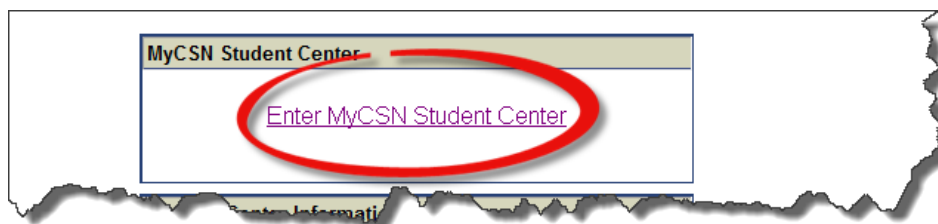2. After validating your student account and registering your password, log on to https://go.csn.edu/LoginPolicy.jsp

3. Click on the MyCSN tile.

4. If required, enter your login credentials again.



5. Click on the **MyCSN Student Center** hyperlink.



6. Under the Academics section, click on the **Enroll** hyperlink.

7. If you know what the class number is, enter it in the **Enter Class Nbr** field, then click on the **Enter** button and skip to step 8.  If you do not know what the class number is, click on the **Search** button.

**2015 Fall | Undergraduate | College of Southern Nevada**

| ● Open | ☐ Closed | ⚠ Wait List |
|---|---|---|

**Add to Cart:**

**Enter Class Nbr**

[    ]  enter

**2015 Fall Shopping Cart**

Your enrollment shopping cart is empty.

Status▼  | Ac ▼ | Status

**Find Classes**

◉ Class Search

○ My Requirements

○ My Planner

search

8. Enter your search parameters.  If nothing appears in your search results, change the value of the **Course Number** field from **is exactly** to **contains**.  Once all of your search parameters have been entered, click on the **Search** button.

9. Locate the class you want to register for, then click on the **Select** button.



10. Click on the **Next** button.



11. If you want to register for more classes, repeat steps 5 through 8.

12. Review your list of classes.  If you would like to delete a class, click on the 🗑 icon under the **Delete** column heading.  Otherwise, click on the **Proceed to Step 2 of 3** button.

**Add Classes**

**1. Select classes to add**

To select classes for another term, select the term and click Change.  When you are satisfied with your class selections, proceed to step 2 of 3.

✔ **ENG  101 has been added to your Shopping Cart.**

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| ● Open | ■ Closed | ▲ Wait List |
| --- | --- | --- |

**Add to Cart:**

**Enter Class Nbr**

[ ] enter

**Find Classes**

◉ Class Search

○ My Requirements

○ My Planner

search

**2015 Fall Shopping Cart**

| Delete | Class | Days/Times | Room | Instructor | Units | Status |
| --- | --- | --- | --- | --- | --- | --- |
| 🗑 | ENG 101-5402 (90072) | MoWe 7:30PM - 10:20PM | Nellis Classroom 310 | Staff | 3.00 | ● |
| 🗑 | ENG 101-1852 (90219) | | Web-Online Course | B. Stephenson | 3.00 | ● |
| 🗑 | MATH 96-5403 (97399) | TuTh 4:30PM - 7:20PM | TBA | M. Heter | 3.00 | ● |

Status▼ [ Ac ▼ ]    Status

PROCEED TO STEP 2 OF 3

13. Click on the **Finish Enrolling** button.

**Add Classes**

1 — 2 — 3

## 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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| ● Open | ■ Closed | ▲ Wait List |

| Class | Description | Days/Times | Room | Instructor | Units | Status |
|---|---|---|---|---|---|---|
| ENG 101-5402 (90072) | Composition I (Lecture) | MoWe 7:30PM - 10:20PM | Nellis Classroom 310 | Staff | 3.00 | ● |
| ENG 101-1852 (90219) | Composition I (Lecture) | | Web-Online Course | B. Stephenson | 3.00 | ● |
| MATH 96-5403 (97399) | Intermediate Algebra (Lecture) | TuTh 4:30PM - 7:20PM | TBA | M. Heter | 3.00 | ● |

CANCEL          PREVIOUS          FINISH ENROLLING

14. You will be informed whether or not your registration was successful.  If your registration was unsuccessful, you will be given the reason for the error.

## Add Classes

[1]—[2]—[3]

### 3. View results

View the following status report for enrollment confirmations and errors:

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| | ✔ Success: enrolled | ✖ Error: unable to add class |
|---|---|---|

| Class | Message | Status |
|---|---|---|
| ENG  101 | **Error:** Unable to add this class - requisites have not been met. Unable to add this class - requisites have not been met.<br><br>Prerequisite: English Placement Test or completion of ENG 098 or ESL 139 with a grade of "C-" or higher | ✖ |
| ENG  101 | **Error:** Unable to add this class - requisites have not been met. Unable to add this class - requisites have not been met.<br><br>Prerequisite: English Placement Test or completion of ENG 098 or ESL 139 with a grade of "C-" or higher | ✖ |
| MATH   96 | **Message:** You are required to take this requirement designation for this class. The requirement designation option has been set to yes. | ✔ |

MAKE A PAYMENT | MY CLASS SCHEDULE | ADD ANOTHER CLASS