


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.

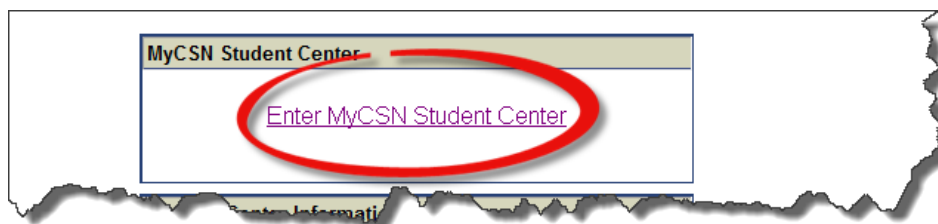


4. If required, enter your login credentials again.



A screenshot of a web page titled "Signon". At the top right, there are links for "Home" and "Sign". The main content area contains two input fields: "NSHE ID:" and "Password:". To the right of each field is a small text link: "What is my NSHE ID?" and "What is my Password?". Below the input fields is a yellow "Sign In" button. Underneath the button are two blue links: "Forgot your password?" and "Forgot your NSHE ID?". A red circle is drawn around the "NSHE ID:" and "Password:" fields and the "Sign In" button.

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

2015 Fall Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search

My Requirements

My Planner

search

Status **Status**

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.

Add Classes 1 2 3

Enter Search Criteria

Search for Classes

College of Southern Nevada | 2015 Fall

> Select a Term from the drop-down list above.
> Select at least 2 search criteria.
> Click Search to view your search results.

Class Search

Subject select subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only
 Open Entry/Exit Classes Only

Mode of Instruction

Location

Additional Search Criteria

Meeting Start Time greater than or equal to

Meeting End Time less than or equal to

Days of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name begins with

Class Nbr ?

Course Keyword ?

Minimum Units greater than or equal to

Maximum Units less than or equal to

Course Component

Session

Campus

Requirement Designation

Course Attribute

[Return to Add Classes](#) CLEAR SEARCH

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

Class	Section	Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method	Status	
90217	1805-LEC Eight Wk 1	TBA	Online Campus	Web-Online Course	Jonathan Blackwood	08/24/2015 - 10/18/2015	Web Course	●	
90219	1852-LEC Eight Wk 2	TBA	Online Campus	Web-Online Course	Brenda Stephenson	10/19/2015 - 12/13/2015	Web Course	●	select
90220	1853-LEC Eight Wk 2	TBA	Online Campus	Web-Online Course	Jonathan Blackwood	10/19/2015 - 12/13/2015	Web Course	●	select
90221	1854-LEC Eight Wk 2	TBA	Online Campus	Web-Online Course	Laura McBride	10/19/2015 - 12/13/2015	Web Course	●	select
90222	1855-LEC Eight Wk 2	TBA	Online Campus	Web-Online Course	Shannon Salter	10/19/2015 - 12/13/2015	Web Course	●	select

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

Add Classes



1. Select classes to add - Enrollment Preferences

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ENG 101 - Composition I

Class Preferences

ENG 101-1852 Lecture ● Open

Wait List Wait list if class is full

Session Eight Week - Second

Grading Letter Grades

Career Undergraduate

Units 3.00

Enrollment Information


- Prerequisite: English Placement Test or completion of ENG 098 or ESL 139 with a grade of "C-" or higher

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1852	Lecture		Web-Online Course	Brenda Stephenson	10/19/2015 - 12/13/2015

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

Find Classes
 Class Search
 My Requirements
 My Planner

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 Status

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

Add Classes



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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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	●

● Open ■ Closed ▲ Wait List

[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



3. View results

View the following status report for enrollment confirmations and errors:

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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. 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. 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.	✓

Legend: ✓ Success: enrolled ✗ Error: unable to add class

[MAKE A PAYMENT](#) [MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)