

## DECLARATION OF MAJOR

It is important for students to declare the appropriate major in order to receive accurate advising, avoid taking unnecessary course(s) which may result in excess credit fees, and to ensure timely graduation from CSN. **NOTE:** Processed declaration of major changes become official and reflect on the student's record on the first day of the next semester following submission.

### Changing From One Major to Another

To change from one program of study or major to another, including from self-enrichment/non-degree seeking to degree-seeking and vice versa, you must do so online from your MyCSN portal.

### Delete a Major/Add an Additional Major/Change Catalog Year

Submit the Declaration of Major form in person to the Office of the Registrar at any of our three main campuses.

## FINAL EXAMINATIONS

Final examinations are held at the end of each semester. Students are required to take the final examination at the time and place scheduled by the instructor in order to receive credit for the course.

## PAYMENT INFORMATION

All fees assessed by the college are subject to change as approved by the NSHE Board of Regents. Students may consult Class Registration through MyCSN or the Cashier's Office web page at [www.csn.edu/cashier](http://www.csn.edu/cashier) for current fee information and payment deadlines.

**Balance of Tuition and Fees:** Currently enrolled students may receive an up-to-date account balance by logging into MyCSN. To avoid errors in billing and refunds, a student must use complete name, NSHE ID number or social security number, and local address on all transactions. Please print clearly and retain all receipts.

### Methods of Payment

**Online Payment:** Students may pay for tuition and fees with a credit card through MyCSN. CSN accepts MasterCard, Visa, Discover, American Express, and Diners Club credit cards. In the event that a credit card is declined online, classes will not show as paid, and all classes are subject to be dropped due to non-payment.

**In-Person Payments:** Students may pay for tuition and fees in person at the Cashier's Office at any of the three main campuses during office hours if paying by cash, cashier check, money order, or personal check. Checks must be made payable to the NSHE Board of Regents. Be sure to write the student's NSHE number on the check when paying in person.

**Mail-In Payment:** Students may mail in personal checks for payment. Be sure to write the student's NSHE number on the check and allow sufficient time for mail delivery. The mailing address is:

College of Southern Nevada  
ATTN: Cashiers Office – NLVE124  
3200 East Cheyenne Avenue  
North Las Vegas, NV 89030

**Returned Checks:** Personal checks are accepted for payment of fees owed to the college, although no counter checks or checks altered in any way are accepted. A fee of \$25.00 will be assessed for any check returned unpaid by the bank. The prevailing bank rate is assessed for any check returned unpaid by the bank. Any returned check must be made good within ten (10) days after being returned to the college. If the account remains delinquent, collection procedures will be instituted. Personal checks returned for any semester fees from the bank constitute a financial withdrawal. The college reserves the right to place the student on a cash basis only, and withdrawal procedures may be initiated at the option of the college. A stop payment placed on a check does not constitute an official withdrawal from courses. Official withdrawal must be made via MyCSN or in person through the Office of the Registrar. Stop-pay checks will be processed as returned checks and are subject to the same fee and collection procedure.

**Payment Plan:** A payment plan is available to students who register for six or more credits per semester for Fall and Spring semesters. A non-refundable fee of \$10 will be charged upon enrollment of the payment plan. Directions for payment plan setup are outlined on the Cashier's Office web page at [www.csn.edu/cashier](http://www.csn.edu/cashier). It is the student's responsibility to follow the payment plan schedule. A penalty fee of 10 percent (minimum of \$10) will be charged per installment not paid by the due date. Any unpaid balance on a payment plan is treated as an official fee hold and is subject to collection procedures.

## REFUNDS

A student who drops or withdraws from CSN courses may be entitled to a full or partial refund of tuition and course fees according to the schedule below, which is subject to change with the Board of Regent's approval. See refund deadlines in the current College Calendar. All requests for exception to the refund policy must be submitted to the Student Appeals Committee.

### A. Full-Term Classes (16-weeks)

1. One hundred percent (100%) refund if withdrawal is initiated prior to the end of the first week of instruction.
2. Fifty percent (50%) refund if withdrawal is initiated prior to the end of the second week of instruction.
3. No refund of any amount shall be granted thereafter.

### B. Short-Term Classes (less than 16 weeks)

1. One hundred percent (100%) refund if withdrawal is completed prior to the first day of the session.
2. Fifty percent (50%) refund if withdrawal is completed two days after the first day of the session.
3. No refund of any amount shall be granted thereafter.

### C. Other Refunds

1. No refund shall be given for the application and other non-refundable fees.
2. Nonresident tuition shall be refunded in conformity with the above schedule for load reduction to six (6) credit hours or less and for withdrawal for the current semester. Nonresident fees are not retroactive.

