Like. Follow. Watch. Connect.

facebook.com/CSNNV

twitter.com/CSNCoyote

youtube.com/CollegeofSouthernNV

instagram.com/csncoyote

CSN LOCATIONS

Charleston Campus
702-651-5000

Henderson Campus
702-651-3000

North Las Vegas Campus
702-651-4000

Green Valley Center
702 651 2659

Mesquite Center
702 346-2485

Moapa Valley Center
702 398-7545

Nellis AFB Center
702-651-4155

Sahara West Center
702-651-4747

Summerlin Center
702-651-4900

Western Center
702-651-4800

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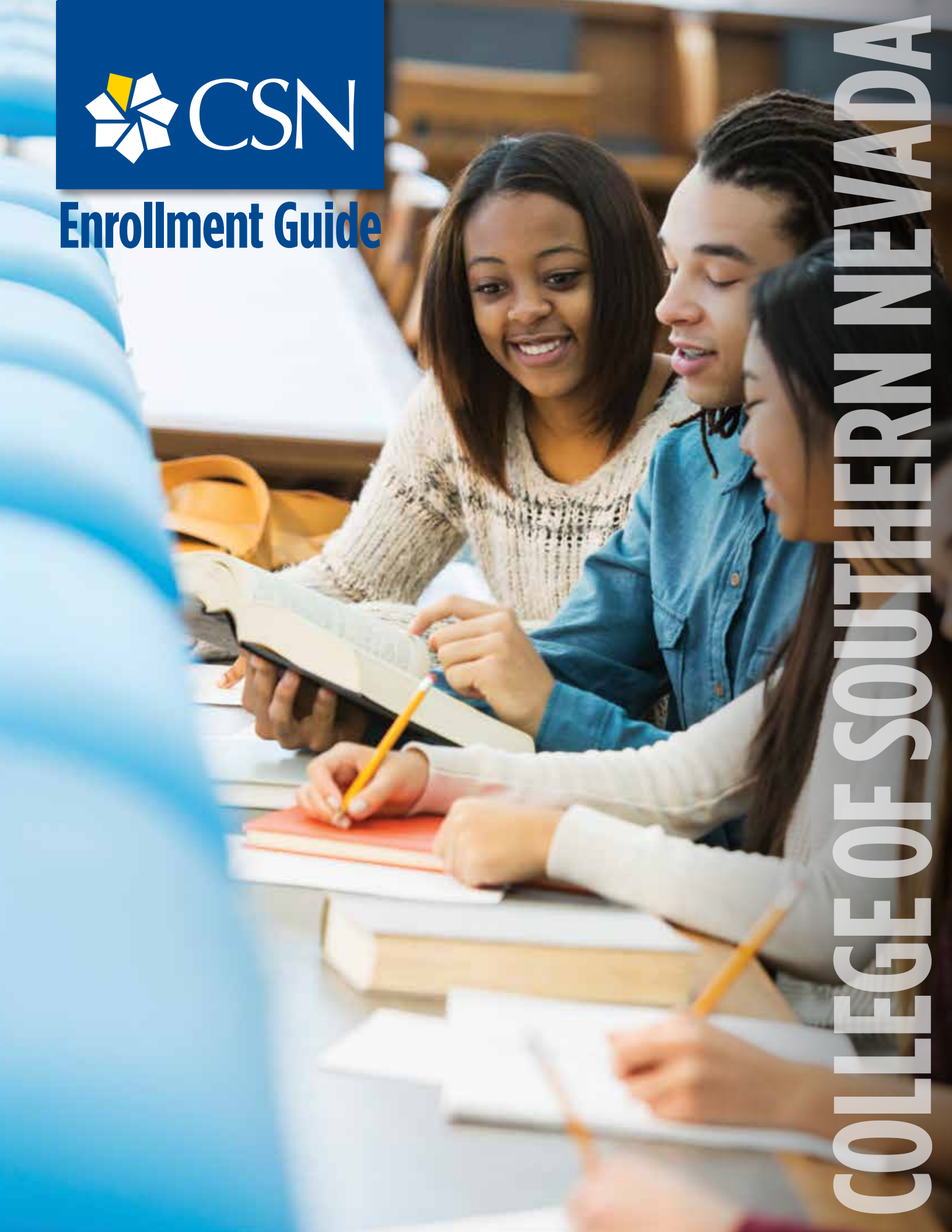
CSN

702-651-5555
csn.edu/getstarted

Rev 09/19

CSN

Enrollment Guide



COLLEGE OF SOUTHERN NEVADA

Enrollment Process

New CSN students pursuing a major must complete the steps below.

Start Here

STEP 1
Start Online

Explore your career options
csn.edu/areas

Submit admission application
csn.edu/apply

REQUIRED!

Meet with an Academic Advisor
(for new first-time college students)
csn.edu/advising
or Health Programs Advising
csn.edu/health-programs-advising

Review your financial aid status and declare your major in your MyCSN account
csn.edu/mycsn

Learn more about CSN's resources for student success
csn.edu/advising

STEP 3
Complete Enrollment

Register for classes
in your MyCSN account as indicated by your advisor
csn.edu/mycsn

Pay tuition and fees
or setup a payment plan in your MyCSN account
csn.edu/mycsn

Detailed information available at csn.edu/getstarted.

Rev 05/19

Check your emails
for important admission information

College Transfers
Submit college transcripts
(up to 8 week processing time)

If Applying for In-State Residency:
Submit residency application
csn.edu/RegistrarForms
(up to 8 week processing time)

Validate your student account using GoCSN
csn.edu/gocsnlogin

Apply for financial aid
www.fafsa.ed.gov
(up to 10 week processing time)

STEP 2
Connect In-Person

Prepare for math, and English placements
csn.edu/placement-testing

REQUIRED!

Submit official ACT/SAT/AP test scores or take the CSN placements
csn.edu/testing

REQUIRED!

Participate in orientation
csn.edu/orientation

Purchase or rent textbooks
csn.edu/bookstore

Obtain a student ID from Student Government

Go to class!

See your academic advisor each semester for degree planning

English as a Second Language Learner Enrollment Steps

College Credit ESL Classes

1. Complete the admission application at csn.edu/apply.

2. Take your ESL placement tests at a Language Lab. Tests are only given at 9:00 am, noon & 3:00 pm.

Charleston Language Lab
6375 W. Charleston Blvd.
Building C, Room 169
702-651-5736
Monday - Thursday, 9:00 am – 6:00 pm
Friday, 9:00 am - 3:30 pm

North Las Vegas Language Lab
3200 Cheyenne Ave.
Building C, Room 2649
702-651-4475
Monday - Thursday, 9:00 am – 6:00 pm
Friday, 9:00 am - 3:30 pm

3. Schedule a meeting with an academic advisor at csn.edu/advising.

4. Pay tuition and fees or setup a payment plan in your MyCSN account at csn.edu/mycsn.

For additional information, visit csn.edu/esl-information.

Non-Credit ESL Classes

1. Sign up for a registration session online at csn.augusoft.net. For questions, contact:

Sahara West Center
2409 Las Verdes St.
Las Vegas, NV 89102
(Located in Building B)
702-651-4487
Monday - Friday, 8:00 am - 5:00 pm

2. View orientation video, complete intake process, take assessment tests and meet with an advisor or specialist during registration session. This is a one day event.

3. Attend all scheduled classes.

International Students

If you are an international student with an F-1/M-1 Visa interested in taking classes, visit csn.edu/ic-home or contact the International Student Center at 702-651-5820.

Academic Advising Services

Academic Advising Services

1. Academic Advisors provide advising services for new, returning, and transfer students except for those majoring in Health Sciences programs, which provide specialized advising services. Student athletes, international students and veterans will be assigned a special population advisor.

2. Academic Advisors help create an educational plan to meet your academic goals.

3. Academic Advisors help develop strategies to balance school with work and family commitments.

4. Academic Advisors help determine your transfer and career options.

5. Academic Advisors will complete your graduation evaluations and degree audits.

To schedule an appointment with an Academic Advisor, visit www.csn.edu/advising.

Health Programs Advising

1. The Health Programs Advisement Office provides advising to students entering into health care professions.

2. Students seeking admission to any CSN limited entry program must attend and complete a mandatory Health Programs Orientation in order to schedule an appointment with a Health Programs Advisor. To schedule an appointment with a Health Programs Advisor or to view orientation schedules, visit csn.edu/health-programs-advising.

Students planning on transferring outside of the Nevada System of Higher Education (NSHE) are advised to select courses that meet the requirements of the institution to which they intend to transfer.

Testing Information

Placement into English and math courses is required for new and transferring

Placement may occur in one of three ways:

1. Take the CSN math, reading and English Accuplacer.

- Results are valid for two years
- CSN does not accept placement scores from other institutions

2. Use ACT or SAT scores:

- Only if scores are less than two years old.
- If results meet minimum requirements determined by CSN.
- Provide official score reports and/or sealed high school transcripts (Internet copies are not accepted).
- Request your high school to fax your transcript to **702-651-7903**.
- Scores can also be viewed online at any testing center by using your College Board or ACT username and password.

3. Submit college-level math and English work for evaluation by CSN's Office of the Registrar:

- "C" or higher grade in transferred course equivalent to or higher than CSN's ENG 100 and Math 095. Request official, sealed transcripts from your previous institution(s) to go to CSN's Office of the Registrar and submit a completed Transfer Credit Evaluation Form available at **csn.edu/registrarforms**
- Official CLEP exam scores
- Official AP scores

Before taking the CSN Accuplacer exam:

1. Complete the CSN Admissions Application at csn.edu/apply.
You will need your NSHE ID number to test!

2. REVIEW! REVIEW! REVIEW! The single most common mistake made by students is neglecting to prepare for the placement test. Test scores determine how many math and English courses you will take before graduating or transferring from CSN. Scoring your best is very important! For practice tests and review materials go to **csn.edu/placement-testing**.

3. Placement tests are done as walk ins.
Students must sign in to the Coyote Q system by visiting **csn.edu/coyoteq**.

degree seeking students.

Exam Information

1. **For the Accuplacer-WritePlacer English Placement, examinees are asked to provide a writing sample into an on-screen text box in response to a randomly chosen topic within the system.** The test is untimed, electronically scored and results are available immediately in most cases. Average testing time is one hour.

2. **The Math Accuplacer Placement, also untimed, consists of elementary algebra, arithmetic, and college mathematics tests.** The system is adaptive and automatically determines which questions are presented to each student based on individual responses to prior questions. Students will take the college mathematics test only if they score well in the elementary algebra and arithmetic tests. Results are immediate. Average testing time is one-hour.

3. **The Reading Placement consists of reading prompts and questions that pertain to those prompts.** Average testing time is 30 minutes.

Q&A

Q: When should I complete the CSN Accuplacer Exam?
A: Before meeting with an advisor or counselor and prior to registering for classes. Remember, the earlier in the term you register, the better the selection of classes.

Q: What should I bring the day of the placements?
A: A picture ID and your 10-digit NSHE Student Number.

Q: How much does it cost to take the Accuplacer exams?
A: FREE for CSN students who are enrolling at CSN. There is a $40 fee to send results to another institution.

Q: When are scores available?
A: Immediately upon completion, except for a few instances when English test results may take up to 72 hours for additional review.

Q: How can I retake placements?
A: Each placement test can only be taken twice in a six month period and you must wait a minimum of two weeks between attempts.

Q: Where can I take the Accuplacer?
A: At any main campus Testing Center. Those residing outside of Las Vegas may call **702-651-7465** or **702-651-5733** for more information.

Testing Center Locations & Hours

Charleston Testing Center
6375 W. Charleston Blvd.
Building D (Main Lobby)
702-651-5733
Monday - Thursday
8:00 am to 7:30 pm
Last test at 6:00 pm
Friday
8:00 am to 5:00 pm
Last test at 3:15 pm
Winter & Spring Break Hours:
8:00 am to 5:00 pm
Last test at 3:15 pm
Closed Weekends & Holidays (State & Federal)

Henderson Testing Center
700 College Dr.
Building B 107
702-651-3128
Monday - Thursday
8:00 am to 7:30 pm
Last test at 6:00 pm
Friday
8:00 am to 5:00 pm
Last test at 3:15 pm
Winter & Spring Break Hours:
8:00 am to 5:00 pm
Last test at 3:15 pm
Closed Weekends & Holidays (State & Federal)

North Las Vegas Testing Center
3200 Cheyenne Ave.
Room E 122
702-651-4050
Monday - Thursday
8:00 am to 7:30 pm
Last test at 6:00 pm
Friday
8:00 am to 5:00 pm
Last test at 3:15 pm
Winter & Spring Break Hours:
8:00 am to 5:00 pm
Last test at 3:15 pm
Closed Weekends & Holidays (State & Federal)

Areas of Study

Our areas of study provide a clear path to completion by presenting a narrowed set of choices that support student success. Each area groups degrees and certificates by interest and presents a defined pathway toward a career field while providing room for additional career exploration.

ART & DESIGN | Leads to careers in photography, film, dance, art, video, graphic design and web development.

BIOLOGICAL & PHYSICAL SCIENCES | Leads to careers in biology, chemistry, physics, astronomy, geology, geography and environmental services.

BUSINESS | Leads to careers in accounting, business, retail management, marketing, paralegal and real estate.

EDUCATION | Leads to careers in teaching at the pre-school, elementary and secondary school levels.

COMPUTING & ENGINEERING TECHNOLOGIES | Leads to careers in electronics, slot technology, telecommunications, computer security, information management, network systems and software development.

HEALTH SCIENCES | Leads to careers in nursing, dental and health related occupations within the healthcare industry.

HOSPITALITY & CULINARY ARTS | Leads to careers in management in the casino, food and beverage and hotel industries; culinary and pastry arts, and tourism, convention and event planning.

HUMANITIES & COMMUNICATION | Leads to careers in the humanities, journalism, deaf interpreter preparation and world languages.

INDUSTRY, MANUFACTURING, CONSTRUCTION & TRANSPORTATION Leads to careers in air conditioning, aviation, auto and diesel technology, construction management, water/wastewater treatment and welding.

PUBLIC SAFETY | Leads to careers in law enforcement, fire technology and emergency medical services.

SOCIAL & BEHAVIORAL SCIENCES | Leads to careers in anthropology, psychology, sociology, economics, history and politics.

csn.edu/areas

The content of this brochure and the General Catalog and Student Handbook are subject to modification at any time for various reasons including, but not necessarily limited to, changes in college resources or educational plans. Neither publication constitutes a contractual commitment that the college will offer all the courses or programs of study described, and the college reserves the right to revise catalog provisions and fees at any time in accordance with the actions of the President, the Nevada Sysyem of Higher Education, or any other governing body. The college reserves the right to eliminate, cancel, reduce in size or phase out courses, academic programs of study and/or requirements for financial, curricular or programming reasons, and to limit enrollments in specific programs of study and courses.

CSN is an Equal Employment Opportunity/Affirmative Action institution and does not discriminate on the basis of sex, age, race, color, religion, disability, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates. For more information, visit **csn.edu/nondiscrimination**.

ART & DESIGN

TYPE	TITLE
AA	Art
CA	Dance
AAS	Graphic Communications - Graphic Design
AAS	Graphic Communications - Web Design
AA	Music
CA	Music Business & Technology
AAS	Photography - Commercial Photography
AAS	Photography - Videography & Film
AA	Theatre

BUSINESS

TYPE	TITLE
AAS	**Accounting**
SC	Administrative Assistant
AB	**Associate of Business**
CA	Bookkeeping
SC	Bookkeeping
AAS	**Business Management**
CA	Business Management
AAS	Computer Office Technology
CA	Computer Office Technology
AAS	Marketing
SC	Office Assistant
AAS	Paralegal Studies
CA	Paralegal Studies
BAS	**Project Management**
AAS	Real Estate
CA	Real Estate
SC	Real Estate
CA	Retail Management

SOCIAL & BEHAVIORAL SCIENCES

TYPE	TITLE
AA	Anthropology
CA	Applied Politics/Political Management
AAS	Applied Psychology - Addiction Services
AAS	Applied Psychology - Aging Services
AAS	Applied Psychology - Child/Family Services
AAS	Applied Psychology - Community Social Services
AAS	Applied Psychology - Disability Services
AAS	Applied Psychology - Mental Health Services
CA	Applied Psychology - Mental Health Services
AAS	Applied Psychology - Supervisory Services
CA	Cultural Resource Management
AA	Economics
AA	Economics - Applied Financial Economics
CA	Forensic Anthropology
AA	Global Studies
AA	**History**
AA	Political Science
AA	**Psychology**
AA	**Sociology**
AA	Women's Studies

PUBLIC SAFETY

TYPE	TITLE
AA	**Criminal Justice**
AAS	**Criminal Justice**
CA	**Criminal Justice**
AAS	Criminal Justice - Law Enforcement Training Academy
CA	Criminal Justice - Law Enforcement Training Academy
SC	Emergency Medical Technician - Basic
SC	Emergency Medical Technician - Intermediate
BAS	**Fire & Emergency Services Administration**
SC	Fire Instructor I
SC	Fire Officer I
CA	Fire Science Technology - Fire Fighting
AAS	Fire Technology Management
SC	Firefighter I
SC	Law Enforcement Training Academy (LETA), Category I
SC	Law Enforcement Training Academy (LETA), Category III
AAS	Paramedic Medicine
CA	Paramedic Medicine

Bold = Also offered as a fully accredited online degree

COMPUTING & ENGINEERING TECHNOLOGIES

TYPE	TITLE
SC	Cisco Certified Network Associate
SC	Cisco certified Network Professional
SC	CompTIA A+ & Network+
SC	CompTIA Project+
SC	CompTIA Security+
AAS	Computing & Information Technology: Cyber Security - Compliance
AAS	Computing & Information Technology: Cyber Security - Digital Forensics
CA	Computing & Information Technology: Cyber Security - Digital Forensics
AAS	Computing & Information Technology: Cyber Security - Network Security
AAS	Computing & Information Technology: Networking - System Administration
CA	Computing & Information Technology: Information Management - Network Infrastructure Analyst
CA	Computing & Information Technology: Information Management - Software Analyst
CA	Computing & Information Technology: Information Management - Virtual Computing Analyst
AAS	Computing & Information Technology: Networking - Router/Switch
AAS	Computing & Information Technology: Software - Database
AAS	**Computing & Information Technology: Software - Programming**
AAS	**Computing & Information Technology: Software - Web Development**
CA	Engineering Technology - Electronics
AAS	Engineering Technology: Electronics - Bench Technician
AAS	Engineering Technology: Electronics - Biomedical Equipment Technician
AAS	Engineering Technology: Electronics - Defense Contractor Technician
CA	Engineering Technology - Entertainment
AAS	Engineering Technology - Entertainment Technician
CA	Engineering Technology - Management
AAS	Engineering Technology: Manufacturing - Industrial & Operations
CA	Engineering Technology: Manufacturing - Industrial & Operations
AAS	Engineering Technology - Self-Service Device Technicians
CA	Engineering Technology - Slot Repair
AAS	Engineering Technology - Slot Technology Technicians
AAS	Engineering Technology - Telecommunications
CA	Engineering Technology - Telecommunications
AAS	Engineering Technology: Unmanned Systems - Unmanned Aviation Systems Technology
AAS	Engineering Technology: Utilities - Electrical Power
CA	Engineering Technology: Utilities - Electrical Power
AAS	Engineering Technology: Utilities - Natural Gas
CA	Engineering Technology: Utilities - Natural Gas
SC	Engineering Technology: Utilities - Natural Gas
SC	Microsoft Certification IT Professional
SC	Microsoft Office Specialist Master

INDUSTRY, MANUFACTURING, CONSTRUCTION & TRANSPORTATION

TYPE	TITLE
AAS	Air Conditioning Technology
CA	Air Conditioning Technology
AAS	Air Conditioning Technology - Central Plant
CA	Air Conditioning Technology - Central Plant
AAS	Air Conditioning Technology - Critical Systems
CA	Air Conditioning Technology - Critical Systems
AAS	Air Conditioning Technology - Food Service Refrigeration
CA	Air Conditioning Technology - Food Service Refrigeration
CA	Auto Maintenance & Light Repair
AAS	Automotive Technology - Alternative Fuels & Hybrid Technician
AAS	Automotive Technology - Collision Repair
CA	Automotive Technology - Diagnostic Specialist
CA	Automotive Technology - Heavy-line Specialist
AAS	Automotive Technology - Master Technician
AAS	Automotive Technology - Performance Technician
AAS	Automotive Technology - Service Technician
CA	Aviation Technology
AAS	Aviation Technology - Cabin Service
AAS	Aviation Technology - Flight Operations
AAS	Aviation Technology - Professional Pilot
CA	CADD Technology
CA	Collision Repair
SC	Collision Repair - Level I
AAS	Construction Management
CA	Diesel Heavy Equipment Maintenance Technician
AAS	Diesel Heavy Equipment Master Technician
SC	Entry-Level Air Conditioning Technician
AAS	Water/Wastewater Treatment - Wastewater Treatment
CA	Water/Wastewater Treatment - Wastewater Treatment
AAS	Water/Wastewater Treatment - Water Treatment
CA	Water/Wastewater Treatment - Water Treatment
AAS	Welding Technology - Advanced Level Welder
SC	Welding Technology - Entry-Level Pipe Welding
SC	Welding Technology - Entry-Level Structural Welding
SC	Welding Technology - Entry-Level Weld Manufacturing
CA	Welding Technology - Entry Level Welder
SC	Welding Technology - Gas Tungsten Arc Welding

BIOLOGICAL & PHYSICAL SCIENCES

TYPE	TITLE
AS	Associate of Science
AS	Biological Sciences
AAS	Environmental Management
AS	Physical Sciences

GENERAL DEGREES

TYPE	TITLE
AA	**Associate of Arts**
AGS	**Associate of General Studies**

HEALTH SCIENCES

TYPE	TITLE
AAS	Cardiorespiratory Sciences
BAS	Cardiorespiratory Sciences
CA	Dental Assisting
AS	Dental Hygiene
BS	Dental Hygiene
BS	Dental Hygiene - Education Specialist
BS	Dental Hygiene - Public Health Specialist
AAS	Diagnostic Medical Sonography - Cardiac/Vascular Ultrasound Track
AAS	Diagnostic Medical Sonography - General/Vascular Ultrasound Track
AAS	Health Information Technology
CA	Medical Assisting
CA	Medical Coding
BAS	Medical Laboratory Scientist
AAS	Medical Laboratory Technician
CA	**Medical Transcription**
AAS	Nursing
AAS	Nursing - LPN to RN
BS	Nursing - RN to BSN
SC	Nursing Assistant
AAS	Ophthalmic Technology
SC	Ophthalmic Technology - Contact Lens Technician
SC	Ophthalmic Technology - Ophthalmic Dispensing Technician
SC	Optical Laboratory Technician
SC	Phlebotomy
AAS	Physical Therapist Assistant
CA	Practical Nursing
CA	Practical Nursing - Military Medic/Corpsman to LPN
AAS	Radiation Therapy Technology
SC	Sterile Processing Technology/Technician Certification
AAS	Surgical Technology
AAS	Veterinary Nursing

HOSPITALITY & CULINARY ARTS

TYPE	TITLE
AAS	**Casino Management**
CA	**Casino Management**
AAS	Culinary Arts
CA	Culinary Arts
AAS	Food & Beverage Management
CA	Food & Beverage Management
AA	**Hospitality Management**
AAS	Hotel Management
CA	**Hotel Management**
AAS	Pastry Arts
CA	Pastry Arts
AAS	Tourism, Convention & Event Planning
CA	Tourism, Convention & Event Planning

HUMANITIES & COMMUNICATION

TYPE	TITLE
AA	**Communication**
AA	Creative Writing
AAS	Deaf Studies
BAS	Deaf Studies - American Sign Language/English Interpreting
AAS	Deaf Studies - Interpreter Preparation
AA	**English**
AA	Journalism/Media Studies - Advertising/Public Relations
AA	Journalism/Media Studies - News Production
AA	Latin American & Latina/o Studies
AA	Philosophy
AA	**World Languages**

EDUCATION

TYPE	TITLE
AA	**Early Childhood Education**
AAS	Early Childhood Education - Director
AAS	Early Childhood Education - Early Care & Education
CA	Early Childhood Education - Infant/Toddler Education
CA	Early Childhood Education - Preschool Education
AA	**Elementary Education**
AA	Secondary Education
AA	**Special Education**

Description of Degrees

CSN offers over 180 degree and certificate options in more than 70 academic programs. Here are the major differences among our degrees and certificates:

Transferable Degrees

Three types of programs, the **Associate of Arts (AA),** the **Associate of Science (AS)**, and the **Associate of Business (AB)** degrees are all intended to prepare students for four-year institution transfers with the first half, or two years, of a bachelor's degree program completed. These three Associate Degrees comprise anywhere from 60 to 65 credits split between lower division general education requirements and at least 35 credits of special program requirements. In addition to providing transfer coursework towards the initial two years of study in four-year colleges and universities, these associate degrees also prepare students to enter the workforce with specific career skills.

Associate of Arts Degree (AA)
A general transfer and college degree allowing for a disciplinary emphasis in numerous fields that can lead to further specialized study at a four-year college or university.

Associate of Business Degree (AB)
A general transfer and college degree stressing basic business operations and skills required for employment in business related careers.

Associate of Science Degree (AS)
A general transfer and college degree designed for students who are planning to transfer to a four-year college or university.

Information about certain Title IV-eligible educational programs that lead to gainful employment in a recognized occupation (also known as GE Programs), including the educational debt, earnings and completion rates of students who attended, can be found at www.csn.edu/gainful-employment.

Non-Tranferable Degrees

Associate of Applied Science Degree (AAS)*
A 60-80 credit degree designed to prepare students for entry into particular occupations. Unlike Certificates of Achievement, the AAS incorporates additional analytical, science and human relations components that better prepare the student to meet challenges common in the workplace.

Associate of General Studies (AGS)
For students who do not wish to concentrate on any one field and seek to learn about a variety of academic disciplines or occupational programs. While some courses may transfer, the AGS is not intended as a transfer degree. Interested students must consult with an Advisor/Success Coach to plan a course of study.

Certificate of Achievement (CA)
An industry-driven 30 to 45 credit program designed to provide intensive training in specific occupational areas. Currently CSN offers CAs in more than 50 different fields.

Skills Certificates (SC)
There are over 30 different industry-driven certification options recognizing identified core competencies and issued by an academic department upon completion of a defined set of courses, including:

- Bookkeeping
- Cisco Certified Network Associate
- CompTIA Security+
- Emergency Medical Technician - Basic
- Firefighter I
- Microsoft Certification IT Professional
- Nursing Assistant
- Optical Laboratory Technician
- Phlebotomy
- Real Estate

Bachelor of Science (BS) & Bachelor of Applied Science (BAS)
CSN offers four-year programs for specific occupations such as Cardiorespiratory Sciences, Dental Hygiene, Deaf Studies, Nursing, Fire & Emergency Services Administration, Project Management and Medical Laboratory Scientist ranging from 120 - 123 credits. View all bachelor degree requirements at csn.edu/degrees.

*Some AAS degrees may be transferred to a NSHE institution offering a BAS degree.

Academic Scholarships for New Students

Our web-based scholarship application is available to students 24 hours a day, seven days a week at csn.edu/scholarships. Students completing and submitting this single application will be considered for all in-house scholarships for which they are eligible. All students are strongly encouraged to apply.

Please note:

- Scholarship applications are accepted from January through June for the following academic year. Specific application dates for each academic year are posted on the CSN website at **csn.edu/scholarships**.
- Successful applicants are notified during June and July.
- Additional scholarship funds may become available during an academic year from new donors or additional donations from existing donors. Recipients are notified as funds become available.
- All students seeking CSN scholarships are encouraged to complete a Free Application for Federal Student Aid (FAFSA) **www.fafsa.ed.gov** to allow for a review of eligibility for other funds.
- Silver State Opportunity Grant Program eligibility requirements:
  - Declare a major
  - Enroll in 15 credits
  - Place into college-level mathematics & English
  - Be a Nevada resident
  - Complete a FAFSA
  - Meet institutional Title IV financial aid satisfactory academic progress requirements

MAKING COLLEGE ACCESSIBLE & AFFORDABLE

The Nevada Promise Scholarship helps high school seniors pay for up to three years of tuition and mandatory fees at CSN.

For full details and eligibility criteria, or to apply for the scholarship, visit www.csn.edu/promise.

Financial Aid Checklist

☐ 1. Apply for federal and state aid by completing the Free Application for Federal Student Aid available at www.fafsa.ed.gov.

- Create a Federal Student Aid ID (FSA ID)
- Be sure to use the IRS Data Retrieval Tool.
- Include CSN'S Federal School code: **010362**

☐ 2. Financial assistance may be combined in an 'Award Package' in the form of:

- **Grants** – Funds based on financial need that do not need to be repaid.
- **Scholarships** - Non-repayable awards based on merit or merit plus need.
- **Work Study** - Part-time employment on campus for students with financial need.
- **Loans** - Borrowed money that must be paid back with interest after graduation or if the student drops out of college before degree completion.

☐ 3. Monitor the FAFSA process in your MyCSN Communications Center and TO DO list (csn.edu/MyCSN) for notifications from the Financial Aid Department.

- Declare a major and submit your high school transcript.
- Check processing needs and select appropriate forms as indicated in your TO DO list.
- Verification forms can be accessed through the Financial Aid Department website at **csn.edu/financialaid**. Make sure to select the Forms link pertaining to the year of your application.
- IRS Tax Transcripts can be obtained through the IRS website by creating an an account online at **irs.gov/Individuals/Get-Transcript** or call **1-800-908-9946**.

☐ 4. You must ACCEPT your award package in your MyCSN Student Center under the Financial Aid subhead link named Accept/Decline Awards.

☐ 5. If accepting federal student loans, you must:

- Be enrolled in six financial aid fundable credits each semester (Math Prep does not count).
- Complete an Entrance Loan Counseling session at **www.studentloans.gov**.
- Complete a Master Promissory Note (MPN) at **www.studentloans.gov**.
- Meet Satisfactory Academic Progress (SAP) standards.

☐ 6. Enroll in the appropriate semester/term courses.

- Enrollment for the entire semester (including late starting classes) must be completed prior to the financial aid census date.
- The census date is published in your MyCSN Communications Center and on the Semester Calendar.

☐ 7. Check the Financial Aid Department website for disbursement dates at csn.edu/financialaid.

☐ 8. Be aware of payment due dates in case of issues that could impact the disbursement of your financial aid, including verifications and/or holds.

- You are responsible for making payment arrangements with the Cashier's Office.
- Payment plans are available if you are taking six credits or more. Sign into MyCSN, enter your Student Center, and locate the drop down menu in the Finances section labeled Other Financial. Follow the prompts.

☐ 9. Financial aid Satisfactory Academic Progress (SAP) requires students to meet the following three (3) stipulations in order to continue receiving aid:

- Pass 67% of all attempted credits
- Maintain a minimum of a 2.0 cumulative GPA
- Complete the program of study within a 150% maximum time frame by not exceeding 150% of the program's length (i.e., a 60-credit associate degree program must be completed before reaching 90 credits, including developmental, ESL and failed/repeated courses).

Tuition and Fees – Academic Year 2019–2020 csn.edu/tuition-fees

Fee	Amount
Application Fee	$20.00 one-time, nonrefundable fee to new students or returning students who last attended prior to 2005
New Student Fee	$20.00 one-time, nonrefundable fee to new students
Resident Tuition	Lower Division (000-200 level courses): $102.75 per credit Upper Division (300-400 level courses): $168.75 per credit
Excess Credit Fee	When a student has reached 150% of credits attempted needed to graduate in a degree. This fee is in addition to the resident tuition, technology, and other applicable fees. Lower Division (000-200 level courses): $51.38 per credit Upper Division (300-400 level courses): $84.13 per credit
Technology Fee	$6.50 per credit for all courses
Student Union Fee	$9.00 per credit for all courses
Online Course Fee	$10.00 per online course
Athletics & Recreation Fee	$2.00 per credit for all courses
Course Fee	Some courses have a course fee associated with it. You will see any applicable course fees in your **MyCSN Student Center** after you register. Details of all charges, including currently applicable course fees, will be detailed here.
Western Undergraduate Exchange (WUE) Program	$51.38 Lower Division $84.13 Upper Division in addition to resident tuition and technology fee
Nonresident Fee	$113.00 Lower Division $185.00 Upper Division per credit, nonresident tuition in addition to resident tuition, surcharge and technology fee, assessed on all nonresident students registering for up to six credits; $3,595.00 per semester, nonresident tuition in addition to resident tuition, surcharge and technology fee, assessed on all nonresident students enrolled in seven or more credits.
Nonresident Online Fee	

Enrollment Planning Checklist

To Do

- [ ] Register to take the SAT or ACT if you are a high school student
- [ ] Begin the financial aid process by applying for a FAFSA ID for you & a parent/guardian at **https://fsaid.ed.gov/**
- [ ] Start applying for local & national scholarships
- [ ] Complete & submit your FAFSA on-line at **www.fafsa.ed.gov**
- [ ] Begin attending college sponsored events & financial aid workshops
- [ ] Start career exploration linked to our areas of study that relate to your skills and educational goals at **csn.edu/areas**
- [ ] Complete your CSN admission application at **csn.edu/apply**
- [ ] Check your email account for your NSHE ID number and student account access information
- [ ] Schedule a campus visit at **csn.edu/campustour**
- [ ] Take CSN's English, reading and math placements or submit eligible SAT/ACT scores. (Visit **csn.edu/testing** for more information on placement review material & locations.)
- [ ] Apply for CSN scholarships at **csn.edu/scholarships**
- [ ] Schedule an advising appointment at **csn.edu/advising**
- [ ] Complete the new student orientation online (accessible from your MyCSN account) or schedule an in-person session at **csn.edu/orientation**
- [ ] Limited-entry health program majors must attend a separate health science orientation in addition to the general new student orientation. (Visit **www.csn.edu/health-programs-advising** for more information)
- [ ] Register for summer and/or fall classes at **www.csn.edu/mycsn**
- [ ] Login to your MyCSN student account to check the status of your financial aid application and, if needed, setup a payment plan before payment deadlines