



**New Student**

**8th Edition**

# **ADVISING HANDBOOK**



**You have questions? We have answers.**

**[www.csn.edu/advising](http://www.csn.edu/advising)**





# WELCOME TO CSN!

This Advising Handbook serves as a great resource regarding Academic Advising Services, registration, general procedures, and student service information to help make your journey at CSN successful and enjoyable from the start. It is intended as a supplement to and not a replacement for other departments' materials and the powerful experience of working closely with an Academic Advisor. We are committed to your success and wish you a bright future enriched with meaningful educational, professional, and personal opportunities.

Sincerely,

Marlon D. Anderson  
Director of Academic Advising

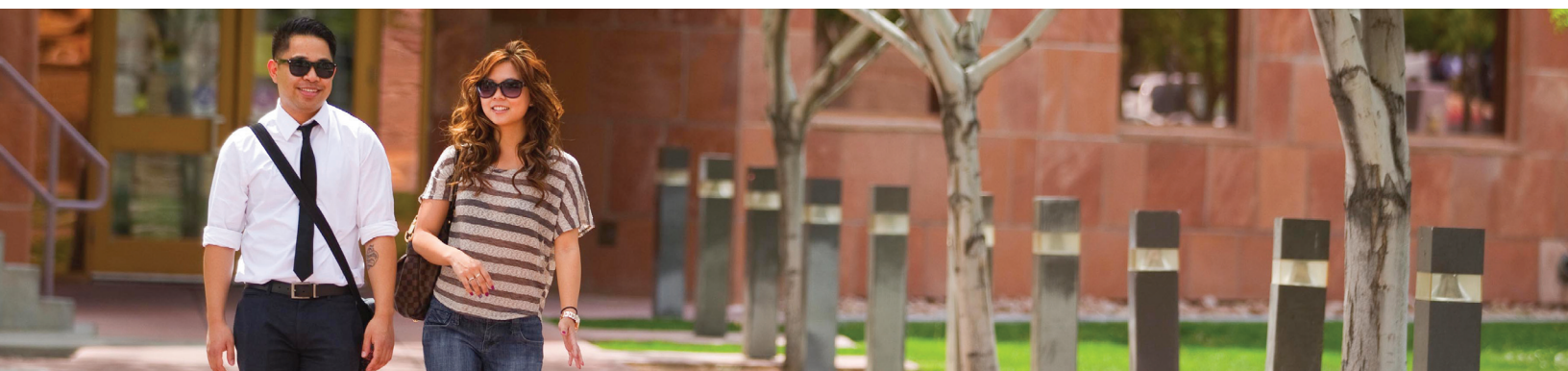
*The mission of Academic Advising  
is to foster the optimal student experience  
by providing exceptional guidance and assistance  
with academic planning through  
partnerships with our students, faculty, and staff.*

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# ACADEMIC ADVISING SYLLABUS

## ADVISING PHILOSOPHY

The College of Southern Nevada is committed to providing quality academic programs and support services that promote student achievement, degree completion, and lifelong learning. Our academic advising program is an essential component of the student learning experience. CSN employs an accomplished team of academic advising professionals whose mission is to engage each student in an ongoing developmental process in which advisors share information, and teach planning and decision-making skills to help students learn to manage their educational careers.

## EXPECTATIONS OF STUDENTS

The College of Southern Nevada and its academic advising professionals expect each student to:

- Be proactive. Activate your college email, MyCSN, and MyCoyotePlan accounts upon admission. Read all emails, review your accounts regularly and respond accordingly.
- Commit to completion. Work with your advisor to create a timely, completion-focused academic plan to which you are able to commit. Review this plan regularly with your advisor.
- Meet critical deadlines. Be familiar with the deadlines for registration, financial aid, payment, withdrawal, etc.
- Be prepared for advising sessions. Review information prior to sessions, keep documents and forms and bring them to advising sessions, and be sure to ask questions if something is unclear.
- Act responsibly and accept responsibility. Be on time for advising appointments and cancel in advance if unable to keep an appointment. Should you choose to make changes to your academic plan, communicate with your advisor.
- Be open to developing and clarifying your goals, and willing to consider all options and recommendations.



## EXPECTATIONS OF ADVISING PROFESSIONALS

Students can expect advising professionals to:

- Understand and effectively communicate CSN policies, procedures, and program requirements.
- Provide guidance and support with selecting a major, career exploration, and transfer planning.
- Provide a professional, courteous, and responsive academic advising experience.
- Provide assistance in developing and reviewing individual academic plans.
- Make relevant and timely referrals for additional information and support services.
- Monitor academic progress and assist with developing action plans for students who encounter academic difficulty.
- Maintain confidentiality.



## CSN ACADEMIC ADVISING and SUPPORT SERVICES COMMUNITY

CSN employs a community of academic advising and student service professionals to assist students from the time of their first enrollment to completion. Listed below are the departments within our community and the role of each.

- The Academic Advising Department has a team of academic advisors who are responsible for providing traditional academic advising for all CSN students, excluding Health Science majors.
- Health Science Advisors work exclusively with students who select majors in the Health Sciences.

While all students are required to meet with academic advising staff, students who seek services from the programs listed below are strongly encouraged to include professionals from these units in their enrollment and decision-making process.

- Disability Resource Center ensures equal access, coordinates accommodations and provides resources and academic support to students with disabilities.
- TRIO Student Support Services provides access, support, and resources for low income, first-generation and students with disabilities.
- Veteran Student Services assists veterans and their dependents with their educational benefits and needs.
- International Student Services provides enrollment assistance, immigration counseling, academic advising and outreach to international students.



# YOUR ACADEMIC ADVISING PLAN AT CSN

## Check Point 1

**Attend mandatory Orientation prior to your first semester**

**0-15 Credit Hours**

Activate and be familiar with CSN student accounts (MyCSN, MyCoyotePLAN, Canvas, email, etc.)  
Be familiar with basic academic policies and procedures  
Locate the annual academic calendar  
Locate and demonstrate knowledge of degree, certificate, and transfer options  
Complete Career Development Activity  
Understand core curriculum, general education, and major requirements  
For those interested in Health Sciences, attend Health Science Orientation and meet with Health Science advisor  
Declare a major  
Create an Academic Plan with an academic advisor

## Check Point 2

**Mandatory meeting with your advisor at 15 credit hour mark**

**16-30 Credit hours**

Maintain consistent contact with advisor  
Complete English Composition and math requirements (based on major requirement)  
Review Academic Plan with academic advisor; adjust if necessary  
Understand academic standing; develop a plan for improvement if necessary  
If now seeking admission to Health Science major, ensure that major is officially declared and meet with Health Science advisor  
If interested in transfer, obtain transfer information for colleges and universities of choice

## Check Point 3

**Mandatory meeting with your advisor at 30 credit hour mark**

**31-45 Credit Hours**

Maintain consistent contact with an academic advisor  
Review Academic Plan and make adjustments with advisor if necessary  
Seek college resources for career development and job readiness services  
Meet with faculty in your major area to discuss goals related to the major, related careers, etc.  
Clarify transfer plans; confirm admissions requirements for intended college or university

## Check Point 4

**Mandatory meeting with your advisor at 45 credit hour mark**

**46+ Credit hours**

Complete degree audit and submit graduation application if eligible  
Meet with Career Services to create a resume and job search strategy  
If seeking transfer, request CSN transcripts and submit application to transfer institution  
Seek information from the Financial Aid Office regarding funding for additional study at a transfer institution



# YOUR ACADEMIC ADVISOR

## YOUR PARTNER IN ACADEMIC SUCCESS

Soon after the beginning of your first semester, you will be assigned an academic advisor. Your academic advisor is very familiar with your major and degree plan and is prepared to help you stay on track to achieve your goals. Your academic advisor will help you understand your degree plan and make recommendations on course selection, help you create an academic plan that will be your guide to certificate completion or graduation and provide skill coaching in time management, self-advocacy, goal clarification, and study skills. Your academic advisor will also provide information to you on campus and community resources and services to support you as you work toward your academic goals.

**AT CSN, STUDENTS ARE REQUIRED TO MEET WITH THEIR ACADEMIC ADVISOR AT THE COMPLETION OF 15, 30, AND 45 SEMESTER CREDIT HOURS.**

## ADVISING METHODS

### In-Person Advising Appointment

#### *What it is:*

Half hour, one-on-one sessions with your academic advisor

#### *Best for:*

All planning activities and complex questions about policies and procedures

#### *How to Access:*

Use your MyCoyotePLAN account to schedule an appointment



### Express Advising

#### *What it is:*

A 15-minute drop-in session with an advisor

#### *Best for:*

Quick questions to obtain basic information; not recommended for planning activities

#### *How to Access:*

Students are accepted on a first-come, first-served basis, and may require a wait time of an hour or greater. Express Advising service may close periodically throughout the day when demand is high.

### Remote Advising Session

#### *What it is:*

Half hour, one-on-one sessions with your academic advisor done by video or phone

#### *Best for:*

All planning activities and complex questions about policies and procedures

#### *How to Access:*

Use your MyCoyotePLAN account to schedule an appointment and choose online option for appointment





# DESCRIPTION OF DEGREES

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

## TRANSFERRABLE 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 toward 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 retransfer to a four-year college or university.

## NON-TRANSFERRABLE DEGREES

### **Associate of Applied Science Degree (AAS)\***

A 60 to 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 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 25 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-Public Health Specialist, Fire & Emergency Services Administration and Medical Laboratory Scientist ranging from 120 to 123 credit requirements. Requires completion of related associate degree first.

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



# The NSHE Gateway Enrollment & Corequisite Policy

Effective Fall 2021, Nevada public colleges and universities will require all new, beginning students to enroll in the gateway college-level English and math courses required for their program/major within their first year of study. Some gateway courses will include college-level coursework only, while others will include the same college-level coursework along with corequisite instruction. Corequisite instruction delivers in-class, in-time support to ensure student success. While enrollment in courses featuring corequisite instruction will be open to all students, a qualifying test score may be required to enroll in courses without the corequisite support.



	English Gateway Course	English Gateway Corequisite Course	Math Gateway Course	Math Gateway Corequisite Course
Liberal Arts & Education Majors	ENG 101 (3 units)	OR ENG 100 (5 units)	MATH 120 (3 units)	OR MATH 120E (3 units) + MATH 20 (2 units)
Business Majors	ENG 101 (3 units)	OR ENG 100 (5 units)	MATH 124 (3 units)	OR MATH 124E (3 units) + MATH 24 (2 units)
STEM Majors	ENG 101 (3 units)	OR ENG 100 (5 units)	MATH 126 (3 units)	OR MATH 126E (3 units) + MATH 26 (3 units)
Health Programs Majors	ENG 101 (3 units)	OR ENG 100 (5 units)	See Health Programs Advisor for Math Requirement	
Non-transferable Degree Majors	ENG 101 (3 units)	OR ENG 100 (5 units)	MATH 104B or MATH 116* See advisor	
English Language Learners (ELL)	ENG 113 (3 units)	OR ENG 110 (5 units)	See Major for MATH requirement	



# AREAS OF STUDY

Our degrees and certificates are grouped into 11 Areas of Study. Students are required to select an Area of Study when they apply to CSN, and are encouraged to work with their advisor to select a specific major after admission. Students who receive financial aid are required to declare a major after completing their first 15 hours of study to maintain eligibility.

## ***Art & Design***

Programs and majors in Art & Design lead to careers in photography, film, dance, art, video, graphic design and web development.

### **Degrees & Certificates in This Area of Study**

Art (Associate of Arts)

Dance (Certificate of Achievement)

Graphic Communications: Graphic Design  
(Associate of Applied Science)

Graphic Communications: Web Design  
(Associate of Applied Science)

Music (Associate of Arts)

Music Business & Technology (Certificate of Achievement)

Photography: Commercial Photography  
(Associate of Applied Science)

Photography: Videography & Film (Associate of Applied Science)

Theatre (Associate of Arts)

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## ***Biological & Physical Sciences***

Programs and majors in Biological & Physical Sciences can lead to careers in science, math, engineering, and geology.

### **Degrees & Certificates in This Area of Study**

Associate of Science

Biological Sciences (Associate of Science)

Environmental Management (Associate of Applied Science)

Environmental Management (Bachelor of Applied Science)

Physical Sciences (Associate of Science)

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## ***Business***

Programs and majors in business can lead to careers in accounting, human resources, paralegal, real estate, and marketing.

### **Degrees & Certificates in This Area of Study**

Accounting (Associate of Applied Science)

Administrative Assistant (Skills Certificate)

Associate of Business

Bookkeeping (Certificate of Achievement)

Bookkeeping (Skills Certificate)

Business Management (Associate of Applied Science)

Business Management (Certificate of Achievement)

Computer Office Technology (Associate of Applied Science)

Computer Office Technology (Certificate of Achievement)

Marketing (Associate of Applied Science)

Office Assistant (Skills Certificate)

Paralegal Studies (Associate of Applied Science)

Paralegal Studies (Certificate of Achievement)

Project Management (Bachelor of Applied Science)

Real Estate (Associate of Applied Science)

Real Estate (Certificate of Achievement)

Real Estate (Skills Certificate)

Retail Management (Certificate of Achievement)

## ***Computing & Engineering Technologies***

Programs and majors in Computing & Engineering Technology can lead to careers in electronics, information technology, and facilities maintenance.

### **Degrees & Certificates in This Area of Study**

Cisco Certified Network Associate (Skills Certificate)	Engineering Technology: Management (Certificate of Achievement)
Cisco Certified Network Professional (Skills Certificate)	Engineering Technology: Manufacturing-Industrial and Operations (Associate of Applied Science)
CompTIA A+ (Skills Certificate)	Engineering Technology: Manufacturing-Industrial and Operations (Certificate of Achievement)
CompTIA Linux (Skills Certificate)	Engineering Technology: Operations (Associate of Applied Science)
CompTIA Linux+ (Skills Certificate)	Engineering Technology: Operations (Certificate of Achievement)
CompTIA Network+ (Skills Certificate)	Engineering Technology: Power Utility-Electrical Maintenance (Associate of Applied Science)
CompTIA Project+ (Skills Certificate)	Engineering Technology: Power Utility-Electrical Maintenance (Certificate of Achievement)
CompTIA Security+ (Skills Certificate)	Engineering Technology: Power Utility-Mechanical Maintenance (Associate of Applied Science)
Computing & Information Technology: Cyber Security-Digital Forensics (Associate of Applied Science)	Engineering Technology: Power Utility-Mechanical Maintenance (Certificate of Achievement)
Computing & Information Technology: Cyber Security-Digital (Certificate of Achievement)	Engineering Technology: Power Utility-Plant Operation (Associate of Applied Science)
Computing & Information Technology: Network Security (Associate of Applied Science)	Engineering Technology: Power Utility-Plant Operation (Certificate of Achievement)
Computing & Information Technology: Information Management-Network Infrastructure Analyst (Certificate of Achievement)	Engineering Technology: Self-Service Device Technicians (Associate of Applied Science)
Computing & Information Technology: Information Management-Software Analyst (Certificate of Achievement)	Engineering Technology: Slot Repair (Certificate of Achievement)
Computing & Information Technology: Information Management-Virtual Computing Analyst (Certificate of Achievement)	Engineering Technology: Slot Technology Technician (Associate of Applied Science)
Computing & Information Technology: Networking-Client/Server (Associate of Applied Science)	Engineering Technology: Network Electronics (Associate of Applied Science)
Computing & Information Technology: Networking-Linux (Associate of Applied Science)	Engineering Technology: Network Electronics (Certificate of Achievement)
Computing & Information Technology: Networking Router/Switch (Associate of Applied Science)	Engineering Technology: Theatre (Certificate of Achievement)
Computing & Information Technology: Software-Database (Associate of Applied Science)	Engineering Technology: Theatre Technology (Associate of Applied Science)
Computing & Information Technology: Software-Web Development (Associate of Applied Science)	Engineering Technology: Unmanned Systems-Unmanned Aviation Systems Technology (Certificate of Achievement)
Engineering Technology: Electronics (Skills Certificate)	Engineering Technology: Unmanned Systems-Unmanned Aviation Systems Technology (Associate of Applied Science)
Engineering Technology: Electronics - Bench Technician (Associate of Applied Science)	Engineering Technology: Utilities-Electrical Power (Associate of Applied Science)
Engineering Technology: Electronics-Biomedical Equipment Technician (Associate of Applied Science)	Engineering Technology: Utilities-Electrical Power (Certificate of Achievement)
Engineering Technology: Electronics-Defense Contractor Technician (Associate of Applied Science)	Engineering Technology: Utilities-Natural Gas (Associate of Applied Science)
Engineering Technology: Entertainment Technician (Associate of Applied Science)	Engineering Technology: Utilities-Natural Gas (Certificate of Achievement)
Engineering Technology: Entertainment Technician (Certificate of Achievement)	Engineering Technology: Utilities-Natural Gas (Skills Certificate)
Engineering Technology: Industrial (Associate of Applied Science)	Microsoft Certification Technician IT Professional (Skills Certificate)
Engineering Technology: Industrial (Certificate of Achievement)	Microsoft Office Specialist Master (Skills Certificate)



## ***Education***

Programs and majors in Education can lead to careers in public education, private education, preschool, childcare, and special education.

### **Degrees & Certificates in This Area of Study**

Early Childhood Education (Associate of Arts)

Early Childhood Education: Director (Associate of Applied Science)

Early Childhood Education: Early Care & Education (Associate of Applied Science)

Early Childhood Education: Infant/Toddler Education (Certificate of Achievement)

Early Childhood Education: Preschool Education (Certificate of Achievement)

Elementary Education (Associate of Arts)

Secondary Education (Associate of Arts)

Special Education (Associate of Arts)

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## ***Health Sciences***

Programs and majors in Health Sciences can lead to careers in nursing, dental services, sonography, eye care, animal care, medical offices, and patient therapy.

### **Degrees & Certificates in This Area of Study**

Cardiorespiratory Sciences (Associate of Applied Science)

Cardiorespiratory Sciences (Bachelor of Applied Science)

Dental Assisting (Certificate of Achievement)

Dental Hygiene (Associate of Science)

Dental Hygiene (Bachelor of Science)

Dental Hygiene: Education Specialist (Bachelor of Science)

Dental Hygiene: Public Health Specialist (Bachelor of Science)

Diagnostic Medical Sonography: Cardiac/Vascular Ultrasound Track (Associate of Applied Science)

Diagnostic Medical Sonography: General/Vascular Ultrasound Track (Associate of Applied Science)

Health Information Technology (Associate of Applied Science)

Medical Assisting (Certificate of Achievement)

Medical Coding (Certificate of Achievement)

Medical Laboratory Scientist (Bachelor of Applied Science)

Medical Laboratory Technician (Associate of Applied Science)

Medical Transcription (Certificate of Achievement)

Nursing (Associate of Applied Science)

Nursing: LPN to RN (Associate of Applied Science)

Nursing Assistant (Skills Certificate)

Ophthalmic Technology (Associate of Applied Science)

Ophthalmic Technology: Contact Lens Technician (Skills Certificate)

Ophthalmic Technology: Ophthalmic Dispensing Technician (Skills Certificate)

Optical Laboratory Technician (Skills Certificate)

Phlebotomy (Skills Certificate)

Physical Therapist Assistant (Associate of Applied Science)

Practical Nursing (Certificate of Achievement)

Practical Nursing: Military Medic/Corpsman to LPN (Certificate of Achievement)

Radiation Therapy Technology (Associate of Applied Science)

Sterile Processing Technology/Technician Certification (Skills Certificate)

Surgical Technology (Associate of Applied Science)

Veterinary Nursing (Associate of Applied Science)

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## ***Hospitality & Culinary Arts***

Programs and majors in Hospitality and Culinary Arts can lead to careers in the hotel, gaming, restaurant, tourism, and foodservice industries.

### **Degrees & Certificates in This Area of Study**

Casino Management (Associate of Applied Science)

Casino Management (Certificate of Achievement)

Culinary Arts (Associate of Applied Science)

Culinary Arts (Certificate of Achievement)

Food & Beverage Management (Associate of Applied Science)

Food & Beverage Management (Certificate of Achievement)

Hospitality Management (Associate of Arts)

Hotel Management (Associate of Applied Science)

Hotel Management (Certificate of Achievement)

Pastry Arts (Associate of Applied Science)

Pastry Arts (Certificate of Achievement)

Tourism, Convention & Event Planning (Associate of Applied Science)

Tourism, Convention & Event Planning (Certificate of Achievement)

## ***Humanities & Communication***

Programs and majors in Humanities & Communication can lead to careers in public relations, journalism, television, languages, and human resources.

### **Degrees & Certificates in This Area of Study**

Communication (Associate of Arts)

Creative Writing (Associate of Arts)

Deaf Studies (Associate of Applied Science)

Deaf Studies, American Sign Language/English Interpreting  
(Bachelor of Applied Science)

Deaf Studies: Interpreter Preparation (Associate of Applied  
Science)

English (Associate of Arts)

Journalism/Media Studies: Advertising/Public Relations  
(Associate of Arts)

Journalism/Media Studies: News Production (Associate of Arts)

Latin American and Latina/o Studies (Associate of Arts)

Philosophy (Associate of Arts)

World Languages (Associate of Arts)

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## ***Industry, Manufacturing, Construction & Transportation***

Programs and majors in Industry, Manufacturing, Construction, and Transportation can lead to careers in aviation, automotive, construction, and design.

### **Degrees & Certificates in This Area of Study**

Air Conditioning Technology (Associate of Applied Science)

Air Conditioning Technology (Certificate of Achievement)

Air Conditioning Technology: Central Plant (Associate of Applied  
Science)

Air Conditioning Technology: Central Plant (Certificate of  
Achievement)

Air Conditioning Technology: Critical Systems (Associate of  
Applied Science)

Air Conditioning Technology: Critical Systems (Certificate of  
Achievement)

Air Conditioning Technology: Food Service Refrigeration  
(Associate of Applied Science)

Air Conditioning Technology: Food Service Refrigeration  
(Certificate of Achievement)

Auto Maintenance & Light Repair (Certificate of Achievement)

Automotive Technology: Alternative Fuels & Hybrid Technician  
(Associate of Applied Science)

Automotive Technology: Collision Repair (Associate of Applied  
Science)

Automotive Technology: Diagnostic Specialist (Certificate of  
Achievement)

Automotive Technology: Heavy-Line Specialist (Certificate of  
Achievement)

Automotive Technology: Master Technician (Associate of Applied  
Science)

Automotive Technology: Performance Technician (Associate of  
Applied Science)

Automotive Technology: Service Technician (Associate of Applied  
Science)

Aviation Technology (Certificate of Achievement)

Aviation Technology: Cabin Service (Associate of Applied  
Science)

Aviation Technology: Professional Pilot (Associate of Applied  
Science)

Aviation Technology: Flight Operations (Associate of Applied  
Science)

CADD Technology (Certificate of Achievement)

Collision Repair (Certificate of Achievement)

Collision Repair - Level I (Skills Certificate)

Construction Management (Associate of Applied Science)

Diesel Heavy Equipment Maintenance Technician (Certificate of  
Achievement)

Diesel Heavy Equipment Master Technician (Associate of Applied  
Science)

Entry-Level Air Conditioning Technician (Skills Certificate)

Water/Wastewater Treatment: Wastewater Treatment (Associate  
of Applied Science)

Water/Wastewater Treatment: Wastewater Treatment (Certificate  
of Achievement)

Welding Technology: Advanced Level Welder (Associate of  
Applied Science)

Welding Technology: Entry Level Pipe Welding (Skills Certificate)

Welding Technology: Entry Level Structural Welding (Skills  
Certificate)

Welding Technology: Entry Level Weld Manufacturing (Skills  
Certificate)

Welding Technology: Entry Level Welder (Certificate of  
Achievement)

Welding Technology: Gas Tungsten Arc Welding (Skills  
Certificate)



**Public Safety**

Program and majors in Public Safety can lead to careers in law enforcement, firefighting, and emergency medical services.

**Degrees & Certificates in This Area of Study**

Criminal Justice (Associate of Arts)	Fire Officer I (Skills Certificate)
Criminal Justice (Associate of Applied Science)	Fire Science Technology – Fire Fighting (Certificate of Achievement)
Criminal Justice (Certificate of Achievement)	Fire Technology Management (Associate of Applied Science)
Criminal Justice – Law Enforcement Training Academy (Associate of Applied Science)	Firefighter I (Skills Certificate)
Criminal Justice – Law Enforcement Training Academy (Certificate of Achievement)	Law Enforcement Training Academy (LETA), Category I (Skills Certificate)
Emergency Medical Technician – Basic (Skills Certificate)	Law Enforcement Training Academy (LETA), Category III (Skills Certificate)
Emergency Medical Technician – Intermediate (Skills Certificate)	Paramedic Medicine (Associate of Applied Science)
Fire and Emergency Services Administration (Bachelor of Applied Science)	Paramedic Medicine (Certificate of Achievement)
Fire Instructor I (Skills Certificate)	

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**Social & Behavioral Sciences**

Programs and majors in Social & Behavioral Sciences can lead to careers in anthropology, psychology, sociology, economics, history, and politics.

**Degrees & Certificates in This Area of Study**

Anthropology (Associate of Arts)	Economics: Applied Financial Economics (Associate of Arts)
Applied Politics/Political Management (Certificate of Achievement)	Forensic Anthropology (Certificate of Achievement)
Applied Psychology: Mental Health Services (Associate of Applied Science)	Global Studies (Associate of Arts)
Applied Psychology: Mental Health Services (Certificate of Achievement)	History (Associate of Arts)
Cultural Resource Management (Certificate of Achievement)	Political Science (Associate of Arts)
Economics (Associate of Arts)	Psychology (Associate of Arts)
	Sociology (Associate of Arts)
	Women’s Studies (Associate of Arts)

# USER GUIDE TO THE MyCSN INFORMATION SYSTEM

## DON'T MISS IMPORTANT MESSAGES IN YOUR COMMUNICATION CENTER

*All college-related emails will be sent to your student email account. In most cases, a copy of that email will be kept in your Communications Center.*

Visit **GoCSN** and click the **MyCSN** tile.

Click **Enter MyCSN Student Center**.

Go to **Communication Center** located on the right side.

*Important messages that require attention and follow-up show in your Communication Center. Click on each message to reveal content.*

### CHANGE OF MAJOR

Visit **GoCSN** and click the **MyCSN** tile.

Click **Enter MyCSN Student Center**.

In **My Academics** you can verify for correct major.

To Change Major under My Academics select **Request Program/Plan Change**.

Click **New Request**.

Click Magnifying glass and select program type (generally DCS).

Search and select degree/program.

After selecting program, click.

## SEARCH & REGISTER FOR CLASSES

Visit **GoCSN** and click the **MyCSN** tile.

Click **Enter MyCSN Student Center**.

Click the **Search for Classes** button to begin the class search.

Select the applicable " **Term** ".

Search for classes using the **Select Subject** boxed link or enter the Subject Code (e.g., ENG, etc).

Enter the appropriate Course Number (e.g. 101, 102B) in box (recommend using filter "starts with" or "contains").

Click **Search**.

Click the Green Arrow to view all available courses.

Click on the link next to Section to review course details before selecting a course.

Click the **Select Class** button to add the class and click the **Next** button to add the course to your Shopping Cart. To select additional classes, repeat previous steps by clicking **Start a New Search** to re-start the search/selection process.

When finished adding courses, review your selection in the Shopping Cart.

Click the **Proceed to Step 2 of 3** button and click **Finish Enrolling**. Look for message: "Success: This class has been added to your schedule." If this message does not appear, you have **NOT** enrolled in classes.

Review the status of your enrollment and click on the **My Schedule** link to continue.

Click on the **Printer Friendly** Page link to print a copy of your schedule.

*\*\*\* With a registration hold, selected classes can be placed in the Shopping Cart. Holds need to be removed before enrollment can be completed.*



## HOW TO WAIT LIST A CLASS

Log on to your MyCSN account and click on the **Enroll** link.

Choose term and click on the **Continue** button.

Enter the **Class Number** for the course in which you want to enroll and click the **Enter** button.

If the status of the class is Wait List (yellow triangle), click the **Wait List** if class is full box, then click on the **Next** button.

Once course is listed in your shopping cart, click on the **Proceed to Step 2 of 3** button.

Click on the **Finish Enrolling** button.

A message will confirm whether you are on the wait list as well as your position number.

Any wait list classes will appear on the student's class schedule denoted by the **Wait Listed** (yellow triangle).

## RUN A DEGREE AUDIT TO KEEP TRACK OF CLASSES YOU NEED TO TAKE

*A degree audit provides you information regarding your progress toward your degree. By running a degree audit you will be able to determine what class or classes you have not yet completed towards your degree.*

Visit **GoCSN** and click the **MyCSN** tile.

Click **Enter MyCSN Student Center**.

Select **Academics**.

Select **What if Report**.

Click on **Create New Report**.

Under academic program select **Current Degree Plan**.

At bottom of page click **Submit Request**.

## DROP A CLASS

Visit **GoCSN** and click the **MyCSN** tile.

Click the **Enroll** link under the **Academics** drop down arrow.

Select the **Drop** tab.

Select the applicable Term and click **Continue**.

Place a check mark under the **Select** column next to each class(es) to be dropped.

Click **Drop Selected Class**.

Click the **Finish Dropping** button to confirm the deletion.

*NOTE: If a class has a required lab and the lecture is dropped, both lecture and lab may be dropped. Verify you dropped the correct coursework. Dropping a class may impact your financial aid and could increase the time to complete your degree. Always speak with your academic advisor before dropping a course.*

## UPDATE ADDRESS IN MyCSN

Visit **GoCSN** and click the **MyCSN** tile.

Click **Enter MyCSN Student Center**.

Go to **Personal Information**.

Click **Demographic Data**.

Click **Address** (on the lower left side).

Click **Edit** and type your correct address.

Click **OK** and Save.

# READY FOR ONLINE CLASSES?

Instead of a traditional classroom, online classes use the Internet as a means of delivery. On average, online courses **require greater self-discipline** and **time-management** than traditional courses. Before deciding to take online classes, learn more about the ins and outs of successful online learning.

**Consider taking an online class ONLY if you answer yes to all the following questions:**



	YES	NO
· Do you have great self-discipline and are you fairly organized?	<input type="checkbox"/>	<input type="checkbox"/>
· Are you highly motivated and can be called a self-starter?	<input type="checkbox"/>	<input type="checkbox"/>
· Do you have at least 6-8 hours per week to dedicate to an online class and enough "down" time to work on your assignments? This is 6-8 hours every week for EACH online class you plan on taking.	<input type="checkbox"/>	<input type="checkbox"/>
· Do you have your own computer with internet access, feel comfortable using it, and are familiar with online terminology?	<input type="checkbox"/>	<input type="checkbox"/>
· Are you able to log in to the computer daily?	<input type="checkbox"/>	<input type="checkbox"/>
· Can you type easily and are able to take notes during an online chat or a class session?	<input type="checkbox"/>	<input type="checkbox"/>

**If you answered NO to any of the above statements, you should reconsider taking online classes at this time.**

**If you have decided to take an online class, then:**

- Consider starting with a hybrid course (half traditional classroom and half online).
- Log in the first day of class and read the syllabus.
- After that, login EVERY DAY, as you have 24/7 access.
- Keep in mind that there are due dates for tests, assignments and chat participation.
- Develop a schedule for completing each assignment and stick to it! This is the biggest problem with online classes.
- Work ahead if possible and always email or deliver your assignment on time.
- Keep a copy of all work emailed or delivered to the professor.
- Participate in class (chats). Try to connect with other classmates for assistance.
- If you have a computer failure, have a backup plan.
- Alert your professor immediately if you have family, computer, or personal problems that would prevent you from completing an assignment on time.
- Online library services can be accessed using the link: [www.csn.edu/library](http://www.csn.edu/library).





# RESOURCES FOR STUDENT SUCCESS

**ACADEMIC ADVISING** - Provides degree planning assistance and course selection recommendations for students each semester. Hours of operation are Monday: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m. For instructions on how to schedule an appointment, students can visit [www.csn.edu/advising](http://www.csn.edu/advising).

CHARLESTON	Bldg. D - Lobby	702-651-5670
HENDERSON	Bldg. B - Room 120 Student Services Area	702-651-3165
NORTH LAS VEGAS	Bldg. S - Room 201 (second floor)	702-651-4049

**ACADEMIC COUNSELING** - Counselors advocate for students and address their needs through preventative retention efforts and the development of individualized success plans. Counselors provide assistance for students on academic warning, probation, and suspension, students on financial aid warning and those who require SAP appeals. Counselors also provide wrap-around services for students, administer the early alert process and work to assist students in getting connected to community resources. Visit [www.csn.edu/counselingdepartment](http://www.csn.edu/counselingdepartment) for additional information.

**CALL CENTER** - Aids with CSN general information and the MyCSN system. 702-651-5555

**CAREER AND TRANSFER SERVICES** - Offers career exploration, job search assistance, transfer guidance and assistance with utilizing the Career & Technical Education Program (CTEAP) grant for students and alumni. Hours of operation are Monday-Friday from 8 a.m. - 5 p.m. For more information, students can visit [www.csn.edu/CATS](http://www.csn.edu/CATS)

CHARLESTON	Modular Bldg. 9 (near bldg. K)	702-651-5089
HENDERSON	Student Union - Room 127	702-651-3174
NORTH LAS VEGAS	Bldg. E - Room 122 Student Services Area	702-651-4700

**CASHIER'S OFFICE** - Provides several services including cashiering, fee assessment, and refunds. Payment plans are also available for fall and spring semesters for students enrolled in at least six credits. Students requesting to pick up documentation must present a valid photo ID. Hours of operation are Monday: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m. Students can also email the Cashier's Office at [cashiers.office@csn.edu](mailto:cashiers.office@csn.edu).

CHARLESTON	Bldg. D - 120	702-651-5650
HENDERSON	Bldg. B - 120	702-651-3022
NORTH LAS VEGAS	Bldg. E - 124	702-651-4064

**CENTERS FOR ACADEMIC SUCCESS** - Provides academic tutoring and assistance. Study space, supplemental instruction and drop-in tutoring are also available. Hours of operation are Monday-Thursday 9 a.m. - 6 p.m. and Friday-Sunday 11 a.m. - 4 p.m. Drop-in learning center requires no appointment. For more information students can visit [www.csn.edu/centers-academic-success](http://www.csn.edu/centers-academic-success).

CHARLESTON	Bldg. C - Learning Commons	702-651-5732
HENDERSON	Bldg. C - Learning Commons	702-651-3125
NORTH LAS VEGAS	Bldg. C - Learning Commons	702-651-4232

**CHILD CARE** - Serves student/faculty/staff children ages 2 to 5.

CHARLESTON	702-651-7390
NORTH LAS VEGAS	702-651-4004

**COMMUNICATION LAB** - Designed for students taking communication courses who need assistance with physical and vocal delivery, research, and visual preparation. Call for hours of operation or to make an appointment.

CHARLESTON	Bldg. C - Room 113	702-651-5732
HENDERSON	Bldg. C - Computer Lab	702-651-3125
NORTH LAS VEGAS	Bldg. C - Computer Lab	702-651-4232

**COMPUTER LABS** - Internet and CANVAS access, word processing, Microsoft Office, and tutorials in computer programs. Hours of operation are Monday-Thursday: 7:30 a.m. - 8 p.m., Friday: 9 a.m. - 8 p.m., and Saturday-Sunday: 10 a.m. - 4 p.m.

CHARLESTON	Bldg. C - First Floor	702-651-5931
HENDERSON	Bldg. C - First Floor	702-651-3002
NORTH LAS VEGAS	Bldg. C - Second Floor	702-651-4592

**COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)** - Offers a variety of free and confidential psychological services aimed to help students in their emotional, relational and behavioral growth. Appointments can be made by contacting the department.

CHARLESTON	Bldg. D - Room 104	702-651-5518
HENDERSON	Bldg. C - Room 113A	702-651-3099
NORTH LAS VEGAS	Bldg. E - Room 120	702-651-4099

**DEAF AND HARD OF HEARING SERVICES** - Provides services for deaf and hard of hearing students.

NORTH LAS VEGAS	Modular Bldg. 3	702-651-4448
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**DISABILITY RESOURCE CENTER** - Provides accommodations to students with documented disabilities.

CHARLESTON	Bldg. D - Room 116	702-651-5644
HENDERSON	Bldg. B - Student Services Area	702-651-3795
NORTH LAS VEGAS	Bldg. E - Room 120N	702-651-4045

**EARLY CHILDHOOD LAB** - Provides student/staff/faculty children age six months to pre-kinder morning pre-school classes. The lab operates on a waiting list basis.

NORTH LAS VEGAS		702-651-4004
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**FINANCIAL AID** - Provides information and assistance to students applying for financial aid programs such as grants, work-study, scholarships and loans. Financial aid TV, FAFSA workshops and the Coyote Chatbot are also available to student at [www.csn.edu/financialaid](http://www.csn.edu/financialaid). Hours of operation are Monday: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m. Students can send correspondence via email to [finaid@csn.edu](mailto:finaid@csn.edu).

CHARLESTON	Bldg. D - Lobby	702-651-4303
HENDERSON	Bldg. B - Student Services Area	702-651-4303
NORTH LAS VEGAS	Bldg. E - Room 118 Student Services Area	702-651-4303

**FIRST YEAR EXPERIENCE & STUDENT SUCCESS INITIATIVES** - A "home base" of support, connection, and welcome for all new first-year students at CSN connecting students, in a "one stop" approach, to peers, the community, campus resources and a network for overall success. New students move through the FYE aligned with innovative and impactful programming including new student orientation either online or in-person at C.O.R.E. (Coyote Orientation Registration Event) first year focused events, Peer Leader connections, and overall programming and support for academic and social engagement in the college community. For more information visit [www.csn.edu/fye](http://www.csn.edu/fye).

NORTH LAS VEGAS	Bldg. E - Room 120	702-651-2727
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**INTERNATIONAL CENTER** - Provides international students help with admissions, orientation, academic and personal counseling, and immigration advisement. Hours of operation are Monday- Friday: 8 a.m. - 5 p.m.

CHARLESTON	Bldg. D - Room 106	702-651-5820
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**LANGUAGE LABS** - Provides English as a second language (ESL) testing. Labs also provide language students access to audio, video, and computer materials used in developing language proficiency.

CHARLESTON	Bldg. C - Room 169	702-651-5736
NORTH LAS VEGAS	Bldg. C - Room 2649	702-651-4475

**LIBRARY SERVICES** - Librarians help students find, access, and use information and cite sources for assignments. CSN libraries offer reference services, computer/laptop access, study space, and books/DVDs to check out. More information and access to eBooks, electronics articles, streaming videos, research guides and online tutorial can be found at <http://library.csn.edu>.

CHARLESTON	Bldg. I - First Floor	702-651-5723
HENDERSON	Bldg. A - 120	702-651-3066
NORTH LAS VEGAS	Bldg. E - 201	702-651-4014



**MATH RESOURCE CENTERS** - Individual and group drop-in tutoring, helping in various levels of math.

CHARLESTON	Bldg. C - Room 135	702-651-5732
HENDERSON	Bldg. C - Computer Lab	702-651-3125
NORTH LAS VEGAS	Bldg. C - Computer Lab	702-651-4232

**MULTICULTURAL CENTERS** - A gathering space to provide students opportunities to affirm their unique identities, build a sense of community, and cultivate their leadership skills through inclusive programming, services, and referrals.

CHARLESTON	Student Union - Room 121	702-651-4231
NORTH LAS VEGAS	Student Union - Room 121	702-651-4231

**MyCOYOTEPLAN (PERSONAL LEARNING & ADVISING NETWORK)** - A central location to connect students to the people and services that can help them succeed. MyCoyotePLAN also allows CSN's instructional staff to proactively engage with students using Early Alert and Kudos tools to provide enhanced student communications and support to pass their classes. Students and faculty can access MyCoyotePLAN in their GOCSN account.

**NETWORKING LAB** - Offers assistance in networking classes. Lab hours vary. Visit [www.csn.edu/cit-information](http://www.csn.edu/cit-information) to learn more.

NORTH LAS VEGAS	Bldg. A - Room 2726
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**OFFICE OF ELEARNING** - Provides support to students taking online courses and assistance with CANVAS. Hours of operation are Monday-Friday: 7 a.m. - 5 p.m. For more information, visit [www.csn.edu/online-campus](http://www.csn.edu/online-campus).

CHARLESTON	Bldg. C - Room 213	702-651-5619
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**OFFICE OF THE REGISTRAR** - Handles admissions, transcripts, student appeal petitions, declaration of major, transfer credit evaluation, applications for graduation, personal data changes, and residency (including tuition classification based on state residency). Hours of operation are Monday: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m. For more information, visit [www.csn.edu/admissions](http://www.csn.edu/admissions).

CHARLESTON	Bldg. D - Lobby	702-651-5610
HENDERSON	Bldg. B - Student Services Area	702-651-3030
NORTH LAS VEGAS	Bldg. E - Room 112 Student Services Area	702-651-4060

**SCIENCE RESOURCE CENTERS** - Individual and group drop-in tutoring offering assistance in various levels of science.

CHARLESTON	Bldg. C - Room 222	702-651-5732
HENDERSON	Bldg. C - Computer Lab	702-651-3125
NORTH LAS VEGAS	Bldg. C - Computer Lab	702-651-4232

**SMARTHINKING** - Offers online tutoring, writing services, and homework assistance 24/7. It provides assistance in Math (Basic Skills through Calculus II), Writing, Chemistry, Physics, Biology, Accounting, Economics, Spanish, Statistics, and Nursing. To access services, students can log into their GoCSN account and then into Canvas. Students can choose a listed course on the left and then click on Smarkthinking Tutoring. Visit [www.csn.edu/online-support](http://www.csn.edu/online-support) or call 702-651-5619 for additional information.

**SOFTWARE LAB** - Offers **FREE** assistance in Computing & Information Technology and Information Systems classes. Hours of operation vary. To check the schedule, visit [www.csn.edu/cit-information](http://www.csn.edu/cit-information).

CHARLESTON	Bldg. C - Room 116
HENDERSON	Bldg. C - Room 116
NORTH LAS VEGAS	Bldg. A - Room 2767

**STUDENT LIFE AND LEADERSHIP DEVELOPMENT** - Works with:

- ❖ *Student Government* - The elected student body representing all CSN students.
- ❖ *Academy for Leadership, Strategy and Innovation* - Monthly workshops that champion leadership development

- ❖ *Student Clubs and Organizations* - approximately 40.
- ❖ *Phi Theta Kappa* - the honor society for community and junior colleges. (3.5 Cum GPA).
- ❖ *Student Identification Cards* - must show a current semester schedule and photo I.D. Please visit [www.csn.edu/student-life](http://www.csn.edu/student-life) for additional information.
- ❖ *CSN Serves* - Provides monthly service leadership/volunteer opportunities in the Las Vegas valley for CSN students. Please visit [www.csn.edu/csn-serves](http://www.csn.edu/csn-serves) for additional information.

**STUDENT ACTIVITIES** - Provides monthly student activities for CSN students.

CHARLESTON	Student Union - Room 113	702-651-5904
HENDERSON	Student Union - Room 113	702-651-3709
NORTH LAS VEGAS	Student Union - Room 113	702-651-4051

**TESTING AND ASSESSMENT CENTERS** - Offer placement testing for CSN students on a walk-in basis. They also offer certification, credit by examination and serve as make-up test locations. Make an appointment to test at [www.csn.edu/csn-testing](http://www.csn.edu/csn-testing).

CHARLESTON	Bldg. D - Lobby	702-651-5733
HENDERSON	Bldg. B - Room 107 Across from Student Services Area	702-651-3128
NORTH LAS VEGAS	Bldg. E - Room 122 Student Services Area	702-651-4050

**TRIO STUDENT SUPPORT SERVICES** - One stop shop for first-generation college, financial aid eligible, and disabled students offering tutoring, academic advising, career exploration, college transfer assistance, and development of college success strategies. Please visit [www.csn.edu/trio](http://www.csn.edu/trio) for additional information.

NORTH LAS VEGAS	Bldg. E - Room 109	702-651-4441
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**UNLV/CSN TRANSFER OFFICE** - Provides transfer information and application assistance to UNLV, including degree plans, course equivalency, and curriculum guidelines/agreements.

CHARLESTON	Modular Bldg. 9 (near bldg. K)	702-651-4969
HENDERSON	Student Union - Room 127 (Mon., Wed., and Fri.)	702-651-4969
NORTH LAS VEGAS	Bldg. E - Room 122-N	702-651-4969

**NSC/CSN TRANSFER OFFICE** - Provides transfer information and application assistance to students planning to go on to a bachelor's degree at Nevada State College. Appointments can be scheduled at <https://transfer2state.as.me/schedule.php>. Check office hours online or call to request an appointment.

CHARLESTON	Mon. & Wed.	Modular Bldg. 9 (near bldg. K)	702-992-2170
HENDERSON	Tues. & Thurs.	Student Union - Room 127	702-992-2170
NORTH LAS VEGAS	Tues. & Thurs.	Bldg. E - Room 122-P	702-992-2170

**VETERAN EDUCATION AND TRANSITION SERVICES (VETS)** - Certifies enrollment of veterans and their dependents using veterans' educational benefits; acts as liaison with the U.S. Department of Veterans Affairs. Eligible recipients should apply for educational benefits at [www.vets.gov](http://www.vets.gov). Apply for CSN admission then visit the VETS Center to continue your journey to success. Hours of operation are Monday: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m.

CHARLESTON	Modular Bldg. 11 (near bldg. K)	702-651-5060
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**READING AND WRITING CENTERS** - Provides assistance with all aspects of paper writing. No appointment necessary. Visit [www.csn.edu/writing-centers](http://www.csn.edu/writing-centers) for more information.

CHARLESTON	Bldg. C - Room 112	702-651-5732
HENDERSON	Bldg. C - Computer Lab	702-651-3125
NORTH LAS VEGAS	Bldg. C - Computer Lab	702-651-4232



# GLOSSARY OF FREQUENTLY USED CSN TERMS

**Academic Advisor** – Helps students with course selection. Advisors also help students to learn academic strategies, explore careers, and overcome academic problems. Students are required to meet with their academic advisor after the completion of 15, 30, and 45 credit hours, respectively.

**Academic Warning** – When a student's Cumulative GPA falls below 2.0 after having attempted 15 credits, the student is placed on Academic Warning for one semester.

**Academic Probation** – When a student's Cumulative GPA remains below 2.0 after two consecutive semesters.

**Academic Suspension** – When a student's Cumulative GPA remains below 2.0 after one semester on probation. The student must "sit out" and wait at least another semester before appealing a return to CSN.

**Area of Study** – A collection of degrees and certificates designed to help students focus on a particular career topic as they decide on a permanent major.

**Audit** – Enrollment in a class for personal enjoyment without the award of credit; tuition rates are the same as for credit courses.

**Catalog and Student Handbook** – CSN's general reference publication providing information about policies, procedures, student services, course descriptions, and academic programs; can be purchased at the Bookstore.

**Core Requirements** – Core courses required within a degree or certificate.

**Co-Requisite** – A requirement that a course must be taken along with another related course during the same term or semester; frequently seen connecting science courses with mathematics courses or a lecture with a lab.

**Counselor** – Counselors advocate for students and address their needs through preventative retention efforts and the development of Individualized Success Plans. In addition, Counselors provide assistance for students on Academic Warning, Academic Probation, Academic Suspension, Financial Aid Warning, Financial Aid Appeal, E-Alerts, Wrap-Around Services, and Connecting students to Community Services.

**Credit Hour** – Unit by which CSN measures the total number of instructional classroom hours per week. Most CSN classes are three credit hours, meaning their total meeting or online time for a week is three hours.

**Degree Requirements** – Requirements prescribed for completion of a program of study; may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major, and/or minor areas of study.

**Developmental Course** – Course that prepares a student for success in subsequent college level courses. Typically have course numbers that begin with a zero, (i.e. ENG 098). Credits earned in a developmental course do not count toward satisfying any degree or certificate program requirement and will not transfer to another institution.

**Elective** – Courses taken in addition to the core requirements of a program. A student chooses electives based on a list specified by his/her program and should choose electives in consultation with an Academic Advisor.

**Enrollment** – The term refers to both the act of registering for classes and actually being enrolled in classes.

**FAFSA** – It stands for Free Application for Federal Student Aid submitted by a student to the Department of Education in order to apply for federal and state financial aid in the form of loans, grants, scholarships, and college work-study.

**FERPA** – It stands for the Family Educational Rights and Privacy Act federal law designed to provide guidelines and protect the privacy of educational records.

**Full-Time Enrollment/Part-Time Enrollment** – A full-time student is enrolled in 12 or more credit hours in a semester (fulltime status for a summer term is usually 6 credit hours). A part-time student is enrolled in less than 12 credit hours in a semester (less than 6 in a summer term).

**General Education** – Core courses required in all college degree programs including such areas as English, mathematics, science, and social science.

**Grade Point Averages or GPA** – CSN uses the following method to calculate grades: “A”s are worth 4 points, “A-”s are worth 3.7 points, “B”s are worth 3 points, “B-”s are worth 2.7 points, “C+”s are worth 2.3 points, “C”s are worth 2 points, “C-”s are worth 1.7 points, “D”s are worth 1 point, “D-”s are worth .7 points, and “F”s are worth 0 points. To figure a GPA, simply multiply the number of credit hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average. The semester GPA calculates grades for that semester alone. The Cumulative GPA calculates the student's grade point average over the entire time the student has been attending CSN.

**Hold** – A student who owes fees, fails to return materials, or has a disciplinary case will have a hold placed on his/her record. This hold must be resolved before a student is permitted to register for further classes or to graduate.

**Major or “Program/Plan of Study”** – A set of required and elective courses designed to meet specific educational or training goals leading to a degree or certificate upon successful completion.

**My CSN** – A student's online portal for registration and services such as receiving communications from CSN, getting financial aid information, searching for classes, registering or adding/dropping classes, viewing the personal class schedule, viewing CSN records and grades, printing unofficial transcripts, checking account balances, making payments, and creating an academic plan.

**Placements** – A first-time college student is required to undergo English and Math skill level assessments in order to ensure placement in courses that are significant to the student's current ability.

**Prerequisite** – A course taken and passed in preparation before enrolling into another course. Prerequisites are listed in CSN's College catalog with the course description.

**Residency Status** – The classification of a student as a resident or non-resident of Nevada, which determines cost of tuition.

**Returning Student** – A returning student is the student who previously attended CSN within a certain time period and wishes to return to the college.

**Satisfactory Academic Progress or SAP** – A financial aid requirement which requires students to pass 67% of attempted credit hours, maintain a 2.0 minimum Cum GPA and complete the program of study within a 150% maximum time frame.

**Schools (Academic)** – The term used to designate the organizational unit at CSN that encompasses several academic disciplines and degree programs. CSN's schools are School of Advanced & Applied Technologies; School of Arts & Letters; School of Business, Hospitality & Public Services; School of Education, Behavioral & Social Sciences; Ralph & Betty Engelstad School of Health Sciences; and School of Science & Mathematics.

**Syllabus** – The outline of important information about the course written by the instructor; usually includes important dates, textbook lists, office hours, test dates, assignments, expectations and policies specific to that course.

**Semester** – Period of time within which courses will be conducted in fall, spring, and summer term.

**Transcript** – A formal permanent academic record of all classes attempted by a student indicating program of study, grades, cumulative grade point average, and credits earned as well as degree(s) awarded. Transcripts are not released by CSN if the student owes any money to the college.

**Transcript Evaluation** – The procedure for awarding transfer credit for CSN equivalent courses completed at another college, university, or the military service. A transcript evaluation must be completed in order for previous credits to apply toward a degree.

**Tuition** – Tuition is the amount paid for each credit hour of enrollment. Tuition charges are dependent on such factors as Nevada resident or out-of-state status and level of classes enrolled in (lower or upper division).

**Withdrawal (“W” grade)** – A student who officially withdraws from a class or classes after the deadline for refunds receives a “W” on their transcript but will not receive a refund.

**Work Study** – A financial aid program for students that provides jobs on-campus. A student must demonstrate financial need by completing the Financial Aid Application (FAFSA) to qualify for work-study.



# DEPARTMENT of ACADEMIC ADVISING SERVICES

## Plan Your Academic Success

- *Course and degree planning*
- *Resources to attain academic success*
- *Assessment of personal strengths and limitations*
- *Identification of academic barriers*
- *Development and implementation of a personal action plan*
- *Teaching college success and study strategies*

### LOCATION OF ADVISING SERVICES

#### CHARLESTON

Bldg. D – Student Services Area • 702-651-5670

#### HENDERSON

Bldg. B – Student Services Area • 702-651-3165

#### NORTH LAS VEGAS

Main Building South Wing - S201 • 702-651-4049

### ADDITIONAL ACADEMIC SUPPORT SERVICES

Math and Science Resource Centers

[www.csn.edu/math-science-resource-centers](http://www.csn.edu/math-science-resource-centers)

Writing Center

[www.csn.edu/about-csn-writing-center](http://www.csn.edu/about-csn-writing-center)

One-on-One Tutoring

[www.csn.edu/get-tutoring](http://www.csn.edu/get-tutoring)

Communications Lab

[www.csn.edu/com-lab](http://www.csn.edu/com-lab)



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