



## Enrollment Success Steps - Degree/Certificate/Transfer Student

The information on this page is subject to change at any time. For the most up-to-date information visit [www.csn.edu](http://www.csn.edu).

### 1. Apply for Admission

- Go to [www.csn.edu/futurestudents/](http://www.csn.edu/futurestudents/).
- Click on one of the five colored links and follow the instructions (this will include residency information).
- Your admissions letter includes your next steps, your NSHE ID, and residency status.
- A separate email sent to you contains your temporary password to access MyCSN.

### 2. Transfer Previously Completed College/ University Credits

- Get Official Transcripts
  - Request copies of official transcripts from your previously attended colleges/universities.
- Complete the Transfer Credit Evaluation Form
  - Go to [www.csn.edu/uploadedfiles/admissions/transfer%20credit%20eval%20-%2020157.pdf](http://www.csn.edu/uploadedfiles/admissions/transfer%20credit%20eval%20-%2020157.pdf).
  - Submit completed form to the CSN Office of the Registrar.

### 3. Apply for Financial Aid

- Go to [www.csn.edu/pages/3328.asp](http://www.csn.edu/pages/3328.asp).
- Review the Financial Aid Roadmap.
- Complete and submit the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) at <https://fafsa.ed.gov>.
- Complete and submit the CSN SCHOLARSHIP APPLICATION.
- All verification and communication by the Financial Aid Office will be sent to your MyCSN Communication Center (IMPORTANT– check your MyCSN Communication Center frequently!).

### 4. Become Familiar with the MyCSN Student Record System

- Go to [www.csn.edu](http://www.csn.edu).
- Click on the MyCSN icon.
- Enter your NSHE ID and temporary password.
- Click SIGN IN.
- Learn how to use MyCSN by following the guides at [www.csn.edu/pages/3737.asp](http://www.csn.edu/pages/3737.asp).

### 5. Review and Take the Placement Tests

- English Placement Test
  - Go to [www.csn.edu/englishreview](http://www.csn.edu/englishreview).
  - Review for the test.
  - Take the test at one of CSN's Testing Centers.
- Math Placement Test
  - Go to [www.csn.edu/mathreview](http://www.csn.edu/mathreview).
  - Review for the test.
  - Take the test at one of CSN's Testing Centers.
- Testing Center Information
  - Go to [www.csn.edu/testingcenter](http://www.csn.edu/testingcenter) for locations, hours, and contact information.

### 6. Participate in CSN's NEW Student Orientation for Success

- For on-line and face-to-face format information go to [www.csn.edu/orientation/](http://www.csn.edu/orientation/).

### 7. Meet with an Advisor/Success Coach or Counselor

- First-time College Students (no transfer credits), Undecided Students (no major declared), and Assoc. of Gen. Studies (AGS) Students:
  - Go to [www.csn.edu/advising](http://www.csn.edu/advising) to schedule an Advisor/Success Coach appointment and build a first semester schedule.

- Returning Students (with declared major) or New Transfer Students:
  - Go to [www.csn.edu/success](http://www.csn.edu/success) to schedule an appointment and build a long-term plan with a counselor in your academic field.

### 8. Register for Classes

- Go to [www.csn.edu](http://www.csn.edu) and SIGN IN into your MyCSN Account.
- Search for classes several different ways. Use course information on academic plan/other forms from your Academic Success Coach/Advisor or Counselor.
- Follow instructions as prompted.
- Add your official CSN student email account in your student center.

### 9. Pay Tuition and Fees and Obtain a CSN Student ID Card

- Tuition and Fees Payment
  - Online
    - Log into MyCSN.
    - Go into your student center.
    - Under Finances, click Make a Payment.
  - In-Person at any of the 3 main campus Cashier Offices (Debit or Credit Card only).
  - By mail - make your check payable to **NSHE Board of Regents** and send to: College of Southern Nevada  
Attn: Cashier's Office - C1M  
3200 East Cheyenne Ave.  
North Las Vegas, NV 89030
- Obtain a CSN Student ID Card
  - Bring your current semester schedule, photo ID, and paid receipt (\$2.00 fee payable at the CSN Cashier's Office at any main campus) to a **Student Life and Leadership Development Office**.

### 10. Buy or Rent Textbooks - Course textbooks ARE NOT OPTIONAL

- Visit the bookstore website at [www.csn.edu/academics/bookstore.asp](http://www.csn.edu/academics/bookstore.asp).

### MORE SUCCESS STEPS:

- Attend All of Your Classes
  - ALWAYS go to every class and login daily to online classes.
- Activate Your Official CSN Student Email and Canvas Account
  - Accounts are automatically created two weeks before the start of the semester based on CSN course registration data.
  - Login IDs follow the format first name "dot" last name and possibly a number sequence after last name if there are other students with your same name. Your email address will be login ID followed by @students.csn.edu. Example: john.doe@students.csn.edu or john.doe01@students.csn.edu
  - Your initial password will be set when the account is validated.
  - To validate the account visit [csnstudent.csn.edu/stuverify](http://csnstudent.csn.edu/stuverify) after it has been created.
  - Your Canvas user ID is your 10-digit NSHE ID and the password is the same as your CSN student email account.

**For assistance**, contact the Student Recruitment Office at 702-651-4717 or email [StudentRecruitment@csn.edu](mailto:StudentRecruitment@csn.edu). For questions regarding transcript and in-state residency, please visit the Office of the Registrar at [www.csn.edu/admissions/index.asp](http://www.csn.edu/admissions/index.asp).



## ADMISSION INFORMATION

### General Policy

CSN is an open access institution and any adult can apply for admission and enroll in classes. Those applicants who are specifically seeking a degree or certificate of achievement must have a high school diploma, its equivalent, or be a qualified international student to be admitted to CSN. High school students who are 16 years old, and are juniors or seniors, may be admitted and may enroll at CSN, subject to the approval of appropriate high school and college officials.

A student who does not meet these admission requirements may apply to be admitted under alternative criteria. Students may be admitted under alternative criteria by satisfying one of the following requirements:

1. Placement testing scores sufficient for entry into ENG 100 and Math 095 or equivalent; or
2. Transfer credits equivalent to NSHE's ENG 100 and Math 095 with grades of C or better from another accredited college or university; and good standing at a previously attended institution, including – but not limited to – records of disciplinary action.

**Please contact a CSN Testing Center at [www.csn.edu/testing](http://www.csn.edu/testing) for information about placement testing and the General Educational Development (GED) tests. GED preparation is offered at CSN through the Division of Workforce and Economic Development ([sites.csn.edu/workforce](http://sites.csn.edu/workforce)).**

Effective fall 2012, as governed by the Board of Regents of the Nevada System of Higher Education (NSHE), College of Southern Nevada (CSN) must randomly select 10% of all newly admitted students to verify high school or GED completion every fall and spring semester. Students that do not respond to the high school diploma/GED verification audit will be changed from Degree Certificate-Seeking (DCS) to Degree-Seeking Non-Financial Aid Eligible (DGNFA) effective the following semester.

Admission to CSN implies general admission only and does not constitute admission to programs designated as limited entry. Acceptance to limited entry programs will be contingent upon fulfillment of conditions specified by the requirements of each program. Admission to CSN does not guarantee financial aid eligibility. Current federal, state and institutional regulations and policies regarding financial aid and eligibility requirements are available at [www.csn.edu/sfs](http://www.csn.edu/sfs). To apply to the College of Southern Nevada go to our website at [www.csn.edu](http://www.csn.edu), select MyCSN and click on “Apply for CSN Admissions.”

## STUDENT TYPE

### Transfer Student

#### Transferring From Another Institution

Transfer students may request that all previously attended schools, colleges and universities send official copies of their transcripts to the Office of the Registrar. CSN only accepts transfer credits from regionally accredited institutions. The accreditation of the institution and the listing published in the AACRAO Transfer Credit Practices for the year in which the applicant attended a specific institution governs the acceptance of transfer credit. The number of credits awarded will be determined by the college rating and the guidelines that follow:

- The Office of the Registrar evaluates transcripts from other institutions upon request and determines which credits may be applied towards a CSN degree or certificate.
- Students must have an official transcript mailed or hand carried and unopened to the Office of the Registrar.
- After the student has verified that his or her transcript has arrived in the Office of the Registrar, he or she must fill out a Request for Transfer Credit Evaluation Form and submit that to the Office of the Registrar. The form can be downloaded from our website at [www.csn.edu/pages/4473.asp](http://www.csn.edu/pages/4473.asp).
- To meet graduation requirements, a transfer student must complete the appropriate 15 credit hours in residence within the degree or certificate.
- The College will also accept a maximum of 16 credits from non-traditional sources.
- A student must take the appropriate 15 credit hours in residence in his or her major occupational area or Special Program Requirement for an Associate of Applied Science degree or a Certificate of Achievement.
- The College will accept **D** grades as elective credit provided the cumulative grade point average from the transfer institution, in the semester in question, is 2.0 or above.
- If a student's cumulative GPA is below 2.0, **D** or below grades will be denied.
- Grades of **D+**, **D**, and **D-** cannot be used to fulfill major occupational area Special Program Requirements in Associate of Applied Science degrees or Certificate of Achievement.
- Once all official transcripts have been received and the student has submitted a Transfer Credit Evaluation Form, allow up to eight weeks for processing.
- Students will be notified via email once the transfer credit evaluation is completed. The official evaluation report will be available on MyCSN under Transfer Credit Report.

## Current High School Student

CSN offers a number of special programs for qualified high school students. Some programs allow high school students to earn both high school and college credit simultaneously. High school students should check with their school counselor regarding necessary enrollment forms. Unless students are 18 years old, parental permission is required for all programs. Many programs require that students pay college tuition or take a placement test. Special programs for high school students include:

**College of Southern Nevada High School:** This CCSD dual credit program provides juniors and seniors the opportunity to attend high school on our college campuses. Students take their core high school classes with high school instructors while pursuing any of the CSN degree programs at the same time. Students graduate from Clark County School District with all of the available diploma opportunities and have the opportunity to earn an Associate's Degree. This is an application program with a limited enrollment on each campus site.

**Jumpstart Dual Credit Program:** Jumpstart is a Clark County School District (CCSD) and College of Southern Nevada (CSN) partnership, which offers high school students the opportunity to earn 100-level college credits at a reduced fee of only \$50 per class, plus the technology fee of \$5.50 per credit. All Jumpstart courses are offered at the high school campus by CCSD high school instructors who are "college certified" to teach college rigor courses.

**Learning and Earning Program:** This program is a direct service dropout prevention and intervention program. Pending funding, students are referred by their high school counselors during 11th or 12th grade and participate in counseling, mentoring, job skills development, job placement, tutoring sessions, and community referrals. The goal of the program is to give Clark County School District students, who are in jeopardy of not graduating with their peers, the opportunity to improve their academic status.

**Tech Prep: Earn Free College Credit for Your High School CTE Elective Classes.** Tech Prep is a program for current CCSD, LCSD, and NCSN high school students in articulated high school Career and Technical Education (CTE) elective classes and/or programs. Eligible students must earn an **A** or **B** in all semesters of the articulated high school CTE elective class(es) to receive CSN college credit at no cost. For complete eligibility requirements, application information, and deadlines visit our webpage at [www.csn.edu/techprep](http://www.csn.edu/techprep).

## International Students

The International Center is a comprehensive student-centered office that assists students with transition to the American system of higher education. We provide students with admissions, orientation, academic and personal counseling, college success skills education, and advisement of immigration regulations. Our mission is to

assist international students in achieving their academic goals by providing accessible services with supportive and culturally-sensitive staff.

**International Student Admissions:** This school is authorized under Federal law to enroll F-1 nonimmigrant students. U.S. Government regulations are subject to change.

CSN welcomes students from all countries to apply for admission through the International Center. International students are required to maintain a minimum 12-credit full-time student status at CSN per F-1 visa regulations. Admitted students are required to take the Math placement test and either English or English as a Second Language (ESL) placement tests. Students admitted with a minimum TOEFL iBT of 71 (or equivalent) are eligible to enroll in ENG 113 without taking a placement test. Students admitted with lower TOEFL scores (or equivalent) must take the ESL placement test. All first semester International Students must register, add, and drop classes through the International Center.

International Students who do not have college-level English skills will be given a conditional letter of acceptance, upon request, if they meet all of the admission requirements (except for the English level) and will be referred to intensive English language programs (IEPs) associated with CSN.

To apply for admission to the College and a course of study that leads to an Associate Degree or Certificate of Achievement, a student must provide the following:

1. A CSN International Student Application, completed, signed and dated. Forms and instructions are available online at: [www.csn.edu/InternationalAdmissions](http://www.csn.edu/InternationalAdmissions).
2. A non-refundable application fee of \$25. Students will receive an email with instructions on how to pay the fee online after their application is received.
3. Proof of English proficiency: TOEFL test score of 45 iBT (133 CBT, 450 PBT); IELTS (academic test) score of 5.0; PTE (Pearson Academic Test of English) score of 43 or B1; iTEP score of 4; EIKEN Step Test score of Grade 2; NSHE administered Michigan test score of 70; SAT score of 440 (critical reading section); ACT score of 18 (writing section); successful completion of English Composition at a U.S. college or university equivalent to CSN's ENG 101; and graduation from a U.S. high school or passing scores on an accredited high school equivalency exam. With the exception of high school equivalency exams, test scores are required to have been earned within the last two years.
4. Official high school transcript or certified copies thereof must be submitted in English in order to verify successful completion of U.S. equivalent academic program. The transcript must include the date of graduation.
5. A personal statement is required. Please describe your educational goals, intended field of study, and your reason(s) for choosing CSN.

6. Proof of financial support or financial solvency is required. Strict immigration regulations severely restrict the employment of foreign nationals residing in the United States. Therefore, you must have adequate finances to support yourself while you are a student.

If your parents or someone else will support (or sponsor) you, then you must submit a sponsor letter signed by the person(s) supporting you that clearly states that your expenses will be paid by the sponsor or parent(s). CSN’s sponsor letter is available on our website at: [www.csn.edu/InternationalAdmissions](http://www.csn.edu/InternationalAdmissions).

In an effort to prevent financial hardship for our international students, CSN requires a current bank statement (dated within 120 days of your application) showing a minimum of \$24,590 dollars (U.S.). This is the amount necessary to cover tuition and living expenses for this catalog’s academic year. The following is a general cost breakdown. Fees are subject to change without notice. Consult the International Center for the most recent fees. These are estimated costs. Personal expenses vary considerably.

Fees	Per Academic Year
Tuition and Fees.....	\$ 9,785
Room and Board .....	\$ 7,464
Personal and Transportation .....	\$ 5,097
Books and Supplies .....	\$ 1,020
Health Insurance .....	\$ 1,224
<b>TOTAL.....</b>	<b>\$ 24,590</b>

If you receive government financial aid, a scholarship, or accept a student loan from your home country, you must submit an original document verifying those funds. The above amounts are the minimum required to support one student.

Accompanying family members will require additional funds for support. Add an additional \$5,728 dollars (U.S.) for each dependent. International students entering the U.S. on student visas are considered non-resident students for tuition purposes. Please be aware that the College of Southern Nevada does not offer financial assistance to International Students.

7. Copy of the applicant’s passport page with personal information.
8. Mail Options Form available at: [www.csn.edu/InternationalAdmissions](http://www.csn.edu/InternationalAdmissions).

Foreign nationals who apply while physically in the United States (visitors and transfer students from U.S. schools) must also provide the following immigration documents. Contact our office if you are on a visa other than F-1. We will determine if you qualify for a change of status through immigration. We will also determine if you are within the processing time.

9. A copy of your U.S. visa page (transfer and change of status students only).

10. A copy of your entry stamp/I-94 (transfer and change of status students only).
11. Copy of most current I-20 Form (transfer students only).
12. Transfer Form (transfer students only) indicating your SEVIS release date. The Transfer Form is available at [www.csn.edu/InternationalAdmissions](http://www.csn.edu/InternationalAdmissions).

These admission requirements do not constitute admission to Limited Entry Health Sciences programs. International Students interested in Health Sciences programs must meet both the International Center and Health Sciences program requirements.

CSN requires students to purchase CSN’s approved health insurance policy each semester.

**Application Deadlines:** Transfer students are students who are transferring from a school within the U.S. All other students must comply with the General Application deadline. You should apply as soon as you have decided to attend CSN.

Semester	General	Transfer Student	Change of Status & Returning
Spring Semester	November 15	December 15	Contact our office for deadlines
Summer Semester	April 15	May 1	
Fall Semester	July 1	July 15	

For inquiries, please contact the International Center at 702-651-5820 or e-mail [iss@csn.edu](mailto:iss@csn.edu). Additional information is available at [www.csn.edu/international](http://www.csn.edu/international).

**Returning and Readmitted International Students:** International students are considered “Returning” who have attended CSN in the past with a CSN I-20. If you match this description, you must check with our office **BEFORE** completing the application. You may be required to submit a different form.

**Maintaining F-1 Visa Status:** In order to maintain their student F-1 visa, per federal regulations, International Students must make normal or satisfactory progress toward their officially declared program. International Students must maintain a minimum of 12 credits hours each semester (excluding summer sessions) unless otherwise approved by the International Center at CSN. International (F-1) students are considered to be making normal or satisfactory progress when they:

- Successfully complete courses pertaining to their degree program. Students who attempt a disproportionate number of courses (more than 30% of the total semester course load) outside of their established degree program are considered not to be making normal or satisfactory progress.
- Maintain a minimum of 12 credits each spring and fall semesters, unless otherwise approved by the International Center at CSN. Students who fall below 12 credits without prior authorization are considered not to be making normal or satisfactory progress.

- In accordance with CSN's Academic Probation and Suspension Policy, International Students must maintain a minimum cumulative GPA of 2.0. International Students who are suspended may be subject to termination of their immigration status. Please see CSN institutional policies for academic probation and suspension.

International Students enrolled in CSN who hold F-1 visas must be advised of these requirements by the CSN International Center.

## Limited Entry

### Special Admissions Information for

**Health Sciences Programs:** Students seeking admission to one of the Health Sciences Programs should be aware that there are several additional procedures and policies. Some Health Sciences Programs are designated "limited entry," meaning that class sizes are limited. Prospective students must submit an application to the Limited Entry Office and be selected to a program in order to register for classes in limited entry programs. Information on admissions, selection procedures and application deadlines is available through the Health Programs Advising Offices, located on the Charleston campus in the lobby of Building K, Cheyenne campus in Room 1219, and Henderson campus in Room 136, Building B. Students must attend a Health Programs orientation to obtain detailed information on the limited entry application process and programs. There are also specific immunization, drug testing, and background check requirements for these programs.

### Limited entry programs include:

- Advance Placement Nursing (LPN) to RN Bridge
- Cardiorespiratory Sciences
- Dental Assisting
- Dental Hygiene (AS and BS)
- Diagnostic Medical Sonography
- Health Information Technology
- Medical Coding
- Medical Laboratory Assistant
- Medical Laboratory Technician
- Medical Laboratory Scientist (BAS)
- Medical Office Assisting
- Medical Transcription
- Nursing (RN)
- Ophthalmic Dispensing
- Paramedic Medicine
- Pharmacy Technician
- Phlebotomy
- Physical Therapist Assistant
- Practical Nursing (PN)
- Radiation Therapy Technology
- Surgical Technologist
- Veterinary Technician

### New for fall 2014:

- Cardiorespiratory Sciences (BAS)

## ALTERNATIVE CREDIT OPTIONS

### Advanced Placement Exams

Advanced placement and/or credit may be granted to entering students who have achieved appropriate scores on one or more of the Advanced Placement Tests offered by the College Entrance Examination Board. Students who receive AP advanced placement or credit progress immediately to more advanced courses and may apply these credits toward the total required for a degree.

Advanced Placement Subjects:	Scores:
<b>Art – AP Art History Test</b>	
Art for non-Art Majors only (3 credits)	3-5
<b>Art – AP Art Studio Test</b>	
Art for non-Art Majors only (3 credits)	3-5
<b>Art – AP Art Portfolio Test</b>	
Art for non-Art Majors only (3 credits)	3-5
<b>Biological Sciences – AP Biology Test</b>	
BIOL 189 (no lab)	3
BIOL 189 and 196 after advisor evaluation (6 credits no lab)	4-5
<b>Chemistry – AP Chemistry Science Test</b>	
CHEM 121 (4 credits no lab)	3
CHEM 121 and 122 (6 credits no lab)	4-5
<b>Economics – AP Macroeconomics Test</b>	
General Electives (3 credits)	3
ECON 103 (3 credits)	4-5
<b>Economics – AP Microeconomics Test</b>	
General Electives (3 credits)	3
ECON 102 (3 credits)	4-5
<b>English – AP Composition/Literature Test</b>	
ENG 101 (3 credits)	4-5
<b>English – AP Language/Composition Test</b>	
ENG 101 (3 credits)	4-5
<b>Foreign Language – AP Language/Literature Test</b>	
Equivalent to 111 Placement in 112 (4 credits)	3
Equivalent to 111 and 112; Placement in 226 (8 credits)	4-5
<b>History – AP American History Test</b>	
HIST 101 or 102 (3 credits)	3
HIST 101 and 102 (6 credits)	4-5
<i>(Both cases include the U.S. Constitution requirement)</i>	
<i>(Both cases include the NV Constitution requirement if taken at Nevada high schools, otherwise student will receive U.S. Constitution credit ONLY)</i>	
<b>History – AP European History Test</b>	
HIST 106 (3 credits)	3
HIST 106 plus 3 credits (6 credits)	4-5
<i>(Both cases exclude the U.S. Constitution requirement)</i>	

Advanced Placement Subjects:	Scores:
<b>Mathematics – AP Calculus Test</b>	
AB Mathematics MATH 181 (4 credits)	4-5
BC Mathematics MATH 182 (4 credits)	4-5
<b>Physics – AP Physics Test</b>	
Science (3 credits)	3
PHYS 151 and 152 (6 credits)	4-5
<b>Political Science – AP U.S. Government Test</b>	
U.S. Constitution (3 credits) <i>(Excludes the Nevada Constitution requirement)</i>	3-5
<b>Psychology – AP Psychology Test</b>	
PSY 101 (3 credits)	3-5
<b>Statistics – AP Statistics Test</b>	
STAT 152	4-5

## Challenges

The College recognizes the fact that students accumulate a great deal of information outside the classroom without formal instruction or from previous academic or occupational instruction. There are times when this background may be extensive enough to satisfy the requirements of courses offered by the College either through various examinations, course substitutions or waivers or credit for nontraditional education. A student interested in these options should inquire with the appropriate department chair for courses which may be challenged in these ways.

## Challenge Examinations

Students who wish to challenge courses under the Credit by Examination provision must pay a nonrefundable fee of \$25.00 for each course challenged. Policies of the College relating to challenge exams are as follows:

- Only currently enrolled students are eligible to take challenge exams.
- No more than 15 credits required for a degree may be obtained through challenges.
- Courses cannot be challenged if a student has taken an advanced course in the same area.
- Challenge examinations are not considered resident credit.
- Challenge examination credit does not count as part of a student's credit load for any given semester nor are they computed into the grade point average.
- A student may not retake a challenge.
- Challenge examinations are not transferable and in many cases will not count for licensing agencies.
- Successful challenge examinations are posted as a **TP** grade (Pass) on the student's transcript.
- Students must complete the challenge during the same semester in which the request was made.

The College reserves the right to deny any petition for credit by examination.

**College Level Examination Program (CLEP):** The College Level Examination Program (CLEP) is a specific type of challenge examination. Credit may be granted for the satisfactory completion of the CLEP general or CLEP subject examinations. Students who wish to use credits from CLEP should submit **official** CLEP results and a request for the Transfer Credit Evaluation Form to the Office of the Registrar.

- **CLEP General Examinations** – A maximum of six semester credits may be granted for each of the five general examinations for a total of 30 credits in English, Composition, Natural Science, Mathematics, Humanities, and Social Sciences. Test scores must be 50 or above (for military CLEP scores must be 500 or above). For the General English CLEP examination, a satisfactory essay is required in order to be granted three credits for College Composition (ENG 101) and three for general elective credits.
- **CLEP Subject Examinations** – A maximum of three semester credits may be granted for each institutionally approved subject examination for scores of 50. Credit for Composition II (ENG 102) may be awarded with a score of 60 or above when taking the Analyzing and Interpreting Literature Exam. Additional credit may be granted for selected examinations as permitted by institutional policy.

**College Board Advanced Placement Examination (CBAPE):** In accordance with the NSHE Board of Regents Policy, CSN credit may be granted to students who have achieved appropriate scores of 3, 4, or 5 on one or more of the Advanced Placement Tests offered by the College Entrance Examination Board. The tests are administered each year in May and are available to all high school seniors who have taken advanced placement courses in high school and to other interested students who feel they have knowledge of the given subject being tested equal to the college level course on the subject. Contact the Office of the Registrar for more information.

**Non-Traditional Education (NTE):** Credit for work experience will be evaluated on the basis of a personal interview, verification of occupational experience, and the results of occupational competency examinations. Applicants must submit all relevant official documents, supportive materials, and specific information on the length, content, and other pertinent information concerning the work or life experience to the department chair or designee. Request for NTE credit will be evaluated and awarded in the sole discretion of the academic department.

### These non-traditional sources include:

- Apprenticeship instruction and training
- Certificate training
- Correspondence schools
- Extension courses
- Military training

CLEP SUBJECT EXAMS			
CLEP SUBJECT	ACE RECOMMENDED SCORE	SEMESTER HOURS	COURSE WAIVED
American Literature	50	3	ENG 241
Analyzing and Interpreting Literature	60	3	ENG 102
College Composition (College Composition Modular is not accepted at CSN but is given for other institutions)	50	3	ENG 101
Humanities	50	3	HUM Elective
French Language, Level 1	50	4	FREN 111
French Language, Level 2	70	8	FREN 111/FREN 112
German Language, Level 1	50	4	GERM 111
German Language, Level 2	70	8	GERM 111/GERM 112
Spanish Language, Level 1	50	4	SPAN 111
Spanish Language, Level 2	70	8	SPAN 111/SPAN 112
American Government	50	3	U.S. CONSTITUTION
History of the United States I: Early Colonization to 1877	50	3	HIST 101
History of the United States II: 1865 to Present	50	3	HIST 102
Microeconomics, Principles of	50	3	ECON 102
Macroeconomics, Principles of	50	3	ECON 103
Psychology, Introductory	50	3	PSY 101
Sociology, Introductory	50	3	SOC 101
Western Civilization I: Ancient Near East to 1648	50	3	HIST 105
Western Civilization II: 1648 to Present	50	3	HIST 106
Biology	50	3	BIOL Elective
Calculus	50	3	MATH 181
Chemistry	50	3	CHEM Elective
College Algebra	50	3	MATH 124
College Mathematics	50	3	MATH 120
Precalculus	50	3	MATH 126
Natural Science	50	3	SCIENCE Elective

- Post-secondary proprietary institutions including business colleges
- Service Members Opportunity College (SOC)
- Work experience

Students applying for NTE credits must be admitted to the College of Southern Nevada. NTE credits can only apply towards the degree of Associate of General Studies (AGS), Associate of Applied Science (AAS), and the Certificate of Achievement (COA). Generally a maximum of sixteen (16) credits can be applied towards the AGS and the AAS, and a maximum of eight (8) NTE credits can be applied toward the COA. However, there is an opportunity to exceed the foregoing limit through application to and

approval from the Vice President – Academic Affairs, in addition to the regular approval process.

NTE credits can only be applied towards Special Program Requirements and cannot be used towards General Education Requirements. NTE credit cannot exceed the credit value of the equivalent course. Students who wish non-traditional education credit must pay a nonrefundable fee of \$25.00 per course. Credits earned from NTE sources will not apply toward satisfying the minimum residence credits required for graduation purposes. NTE credit is not included in a student's cumulative CSN grade point average (GPA). NTE credit awarded by CSN may not be transferable to another educational institution.

## CLASSIFICATION OF STUDENTS

Student enrollment is determined by the Office of the Registrar based on the number of credits they have completed. This calculation is freshman: 29 credits or less, sophomore: 30-59 credits, junior 60-89 credits (limited entry bachelors); 90 or more credits (limited entry bachelors).

### Full-time and Part-time Students

- Students who register for at least 12 credits are defined as full-time.
- Students who register for at least nine credits but no more than 11 credits are defined as three-quarter time.
- Students who register for at least six credits but no more than eight credits are defined as half-time.
- Students who register for five or fewer credits are defined as less than half-time.

## FINANCIAL AID

The Financial Aid Department provides information to students applying for financial aid, which includes scholarships, grants, work-study, and loans. Last year, CSN offered more than \$90 million to over 30,000 applicants. Financial Aid has offices located at the Charleston, Cheyenne, and Henderson campuses.

CSN accepts two applications for full consideration: 1) the Free Application for Federal Student Aid (**FAFSA – school code 010362**) and, 2) the CSN Scholarship Application. Both applications are web-based and linked to the CSN website. Current and prospective students are encouraged to file applications as early as possible, beginning in the month of January prior to the start of the following academic year. Early applicants receive priority consideration for all financial aid programs – including those programs with limited funding.

CSN accepts FAFSA applications for consideration of aid at any time prior to the end of enrollment. The CSN Scholarship Application dates may vary each year and may be extended due to a low number of eligible applicants. Please check our scholarship website frequently for deadline dates. Students intending to use financial aid to pay their tuition and fees must apply on or before June 1st for the following fall semester, and on or before November 1st for the following spring semester.

Once an application is received, it is reviewed for eligibility and documentation requirements. If required, Financial Aid will update your “To Do” list in MyCSN as well as send you an email requesting supporting documents to validate the content of your FAFSA. Each application will also be reviewed for compliance with the Satisfactory Academic Progress Policy and only those applicants making progress to their degree will be eligible for financial aid awards (including loans). The policy is available on the Financial Aid website at [www.csn.edu/pages/627.asp](http://www.csn.edu/pages/627.asp). Award Notifications are sent at the beginning April for fall enrollment.

## Student Aid Programs

Financial assistance is available in the form of grants, work-study programs, scholarships, and loans. These four types of aid programs are funded by federal, state, institutional, and private sources.

Grants are a type of aid awarded to undergraduate students with financial need and are typically applied to the recipient’s tuition and fees. The College also offers to qualified students, the bookstore credit program to assist with the purchase of required textbooks and course materials. Work-Study programs employ students in part-time jobs while they attend school. CSN offers a variety of scholarships from both public and private donors. Unlike grants, scholarships and Work-Study, loans are borrowed funds that must be repaid, with interest.

Financial Aid automatically offers loans or Work-Study to CSN students. FAFSA applicants who desire a student loan must meet additional eligibility criteria including accepting the loan, completing the CSN Loan Application, fulfilling entrance counseling requirements, signing a Master Promissory Note (MPN), and providing a legible copy of a government-issued ID. Students interested in Work-Study jobs should visit the Financial Aid website at [www.csn.edu/admissions/aid/options/workstudy.asp](http://www.csn.edu/admissions/aid/options/workstudy.asp) and CSN Career Services to review the job vacancy catalog.

### Aid Delivery/Financial Aid Census Date (FACD)

Students who receive financial aid, including loans, are required to attend classes. Financial aid disbursements begin no earlier than seven days after the start of the semester. Excess aid is refunded by the CSN Cashier. Students are encouraged to sign up for direct deposit to receive the excess funds quickly. Direct deposit delivers excess financial aid directly to a student’s bank account and avoids postal delivery delays. Funds awarded as financial aid excess are intended for educational expenses only and must be used by the recipient to support their attendance at CSN. Students must be enrolled and attending at least six credits at the time excess loan disbursements are delivered.

CSN uses a “Financial Aid Census Date” (FACD) to determine a student’s actual aid eligibility. The student’s enrollment on this date will be “locked-down” and the financial aid assigned to the student will be recalculated based upon his/her enrollment on that date. The aid recipient’s enrollment will be compared with their enrollment at the time of the original aid disbursement and one of two things will happen:

- If the enrollment is higher or lower at FACD than the enrollment level at the time of original payment, the student’s aid package will be adjusted to reflect the new eligibility amount prior to disbursement being made.
- If the enrollment is the same at FACD than the enrollment level at the time of original payment, no change will be made.



## Attendance Requirement

Recipients who stop attending classes or stop logging-on to their distance education classes, or those who do not begin attending classes/never logged-in to their distance education classes, are subject to eligibility recalculation and may have to pay back some (or all) of the funds. Please review the Return to Title IV Policy on our website [www.csn.edu/pages/627.asp#PR](http://www.csn.edu/pages/627.asp#PR).

## SATISFACTORY ACADEMIC PROGRESS

CSN students intending to earn a certificate or degree must maintain satisfactory academic progress in an eligible degree or certificate program. To be eligible for funding, all financial aid applicants must be certified as meeting the CSN Satisfactory Academic Progress Policy. For the most current information about Satisfactory Academic Progress, please visit [www.csn.edu/sfs](http://www.csn.edu/sfs). Financial Aid will evaluate the applicant's entire academic history including all CSN coursework and transfer credits. The minimum standards of CSN's Satisfactory Academic Progress Policy include:

- A. General requirements:** At least annually and in response to the receipt of a student's Free Application for Federal Student Aid (FAFSA), Financial Aid will evaluate:
- Attempted semester hours including all course work graded **W**, **F**, or **I**, and credits taken for audit.
  - Completed semester hours including all course work earned for a letter grade and credits graded as Satisfactory/Pass.
  - Students who have received a **W** or **F** in a course may only attempt the same course three times.
  - Transfer semester hours do not count in the calculation of the cumulative grade point average but are included to calculate the maximum time frame standard.
  - Repeated course work is included to monitor completion rate and the maximum time frame standard.
  - Consortium course work is included to monitor satisfactory academic progress.
  - English as a Second Language courses are included to monitor satisfactory academic progress.
- B. Financial Aid (Title IV Funds) Recipients:** To receive Title IV funds from CSN, applicants must be certified as compliant with the CSN Satisfactory Academic Progress Policy. Applicants must meet the following requirements:
1. Be admitted to CSN, have declared a major, and be in a degree seeking program.
  2. Achieve at least a 2.0 GPA at CSN, and;
  3. Successfully complete at a pace of at least 67% of attempted credit hours:

Number of Credits Attempted Per Semester	Minimum Number of Credits Earned (successfully completed) per semester
Full-Time (12 or more credits)	9
Three-Quarter Time (9-11 credits)	6
Half-Time (6-8 credits)	6
Less-Than Half-Time (5 or less credits)	All attempted credit (5 or less)

4. Students must complete their program within 150% of the published length of the educational program, such as:
  - Certificate Programs that require 40 credits for completion will be allowed  $40 \times 150\% = 60$  credits
  - Associate Degree Programs that require 60 credits for completion will be allowed  $60 \times 150\% = 90$  credits
  - Bachelor Degree Programs that require 120 credits for completion will be allowed  $120 \times 150\% = 180$  credits
5. Transfer credits accepted toward completion of the student's program must count as both hours attempted and hours completed.
6. The academic record for all students is reviewed at the end of each term. This review includes all terms attended at the College of Southern Nevada, without regard to if financial aid was received for that term. If a student fails to meet either of the above requirements, they will be placed on "Warning" – for the following term. While on "Warning" status, students will continue to remain eligible for financial aid.
7. At the conclusion of the "warning" semester, students will be re-evaluated. If the student meets both the GPA and the pace conditions of the above criteria and has not exceeded maximum time frame the satisfactory academic progress status will revert back to a good standing.

If either or both of the qualitative and/or pace measurements are not met, the student will move to a suspended status and become ineligible for financial aid unless they successfully appeal and are placed on probation. Without an approved appeal, ineligibility will persist until both qualitative and pace measurements meet the minimum requirements. Visit the Financial Aid website at [www.csn.edu/pages/627.asp](http://www.csn.edu/pages/627.asp) for additional information and a link to the *Satisfactory Academic Progress Appeal Form*.

**C. International Students – Maintaining F-1 Visa**

**Status:** In order to maintain their student F-1 visa, per federal regulations, International Students must make normal or satisfactory progress toward their officially declared program. International Students must maintain a minimum of 12 credits hours each semester (excluding summer sessions) unless otherwise approved by the International Center at CSN. International (F-1) Students are considered to be making normal or satisfactory progress when they:

- Successfully complete courses pertaining to their degree program. Students who attempt a disproportionate number of courses (more than 30% of the total semester course load) outside of their established degree program are considered not to be making normal or satisfactory progress.
- Maintain a minimum of 12 credits each spring and fall semesters, unless otherwise approved by the International Center at CSN. Students who fall below 12 credits without prior authorization are considered not to be making normal or satisfactory progress.
- In accordance with CSN's Academic Probation and Suspension Policy, International Students must maintain a minimum cumulative GPA of 2.0. International Students who are suspended may be subject to termination of their immigration status. Please see CSN institutional policies for academic probation and suspension.

International Students enrolled in CSN who hold F-1 visas must be advised of these requirements by the CSN International Center.

**TESTING CENTERS**

Placement tests are available for potential CSN students, at no cost, at the three main campuses and additional testing sites. All placement test scores are good for two years and placement tests may be *retaken* after a two week waiting period. No specific placement test, however, may be taken more than twice in any six month period.

Any person who lives outside of Las Vegas may take a placement test without traveling to Las Vegas. Please call 702-651-7465 or 702-651-5733 for more information.

All new CSN degree/certificate seeking or transfer students are required to take the English and Math placement tests or present an alternate method of placement.

Alternate Methods of Placement into English and Math:

1. Provide ACT/SAT:

**ACT/SAT ENTRANCE EXAM FOR PLACEMENT****Requirements:**

- Scores are less than two (2) years old
- Accepted forms:
  - Original Mailed SAT/ACT forms
  - Sealed High School Transcript
  - High School Faxed Transcript – to CSN Testing Center
- No internet or copies

**PASSING SCORES**

<b>ENGLISH 101:</b>	<b>ACT</b>	18
	<b>SAT</b>	440 (Critical Reading)

**MATH:**

<b>Math Course</b>	<b>ACT</b>	<b>SAT</b>
93 .....	13 – 15.....	350 – 399
95 .....	16 – 18.....	400 – 449
96, 120 .....	19 – 21.....	450 – 499
122, 124, 126 .....	22 – 24.....	500 – 549
127, 128, 132, 152.....	25 – 27.....	550 – 599
181, 251 .....	28.....	600 and Above

2. Students may be able to transfer in prior college credit by submitting a Transcript Evaluation Form to Admissions and Records.

**Accuplacer English Placement Test:** Students must take an English placement test prior to registering for any English class. Your placement results may be reviewed on MyCSN.

**English as a Second Language Test:** Please call Cheyenne 702-651-4475 or Charleston 702-651-5736.

**Accuplacer Math Placement Test:** Students must take the math placement test prior to registering for math class except for the lowest level.

**Accuplacer Reading Placement Test:** *Students must take the reading placement test prior to registering for any reading class.*

**Accuplacer Business Letter Writing Placement Test (BUS 108):** Students must take a placement test prior to registering for BUS 108.

**GED and Pre-GED:** For detailed information visit [www.csn.edu/testing](http://www.csn.edu/testing) and click on the GED link.

**CLEP and Dantes:** These tests enable non-traditional and traditional students to earn college credit based on life achievement and job skills. These tests are offered on the three main campuses.

**Proctoring:** *The Testing Centers proctor tests for courses taught at CSN free of charge (i.e. make-up tests and distance education/instructor exams). Proctoring for tests from other institutions (including all other Nevada System of Higher Education institutions: i.e. UNLV, UNR, NSC, WNC, TMCC, or GBC) is available **for a fee.***

**Career Interest and Aptitude:** These tests (Strong, MBTI and WOWI) are available on the three main campuses for a fee.

For more detailed information visit: [www.csn.edu/testing](http://www.csn.edu/testing).

For Testing Hours and addresses please call:

Cheyenne.....702-651-4050

Charleston.....702-651-5733

Henderson.....702-651-3128

## STUDENT ORIENTATION FOR SUCCESS

The Student Orientation for Success, or S.O.S. for short, familiarizes the new student to CSN's academic programs, advising and course scheduling, online learning, support services, resources, policies, and paying for college. Orientation helps new students plan for their academic goals and complete their program of study on time. The orientation is the first step to becoming a college graduate. There is a lot a student needs to know to succeed and the S.O.S. orientation has all the tools to start the student on the right path.

## ADVISING AND SUCCESS COACHING SERVICES

*First-time college students without transfer credits*, undecided or *students without a declared major*, and *Associate of General Studies (AGS)* students work with an advisor/success coach to build a first-term schedule and choose a suitable academic program based on unique skills and interests. In addition to these selected advising services, advisors/success coaches help *all CSN students* – regardless of major or number of earned credits – in building the necessary skills to succeed in college. Services include assessing personal strengths and limitations, learning academic success strategies, exploring careers conducive to appropriate major selection, accessing campus and community resources, and connecting to campus life.

The Office of Advising and Coaching Services also coordinates the Faculty Electronic Early Warning System (E-Alert) that allows CSN's instructional staff to collaborate with Student Affairs in offering struggling students timely assistance to pass their class. Professors can place an E-Alert through the class roster in MyCSN by selecting the E-Alert Box located next to the student's NSHE ID number. Once received, Advising and Coaching Services contacts the alerted student and offers support services, strategies, and interventions that help in successful course completion. For more information about the Office of Advising and Coaching Services or to schedule an appointment, visit [www.csn.edu/advising](http://www.csn.edu/advising). Students may also email [advising@csn.edu](mailto:advising@csn.edu) or link to the Advising Chat-Room at [www.csn.edu/pages/663.asp](http://www.csn.edu/pages/663.asp) to inquire about general first-time student information.

**NOTE:** *Returning, continuing, and transfer students with declared majors* seek academic advice from **ACADEMIC SCHOOL COUNSELORS** in their selected major/department. Academic counselor information is available at [www.csn.edu/success/](http://www.csn.edu/success/).

## ACADEMIC SCHOOL COUNSELORS

Counselors help *returning, continuing, and transfer students with declared majors* craft long-term academic plans, select courses, and conduct degree audits in preparation for graduation. For counselor contact and appointment information by academic school/department please go to [www.csn.edu/success/](http://www.csn.edu/success/).

**NOTE:** *First-time college students without transfer credits*, undecided or *students without a declared major*, and *Associate of General Studies (AGS)* students work with an advisor/success coach to build a first-term schedule and choose a suitable academic program based on unique skills and interests.

## REGISTRATION INFORMATION

Once a student has been admitted to CSN he/she may register for classes online via MyCSN at [www.csn.edu](http://www.csn.edu) or in person at the Office of the Registrar at any of the three main campuses.

### Course Registration

1. Registration in a class must be completed by 11:59 p.m. on the day before the session begins (as defined in the College Calendar).
2. Exceptions to registration deadline:
  - a. Exceptions are limited to:
    - i. Restricted courses requiring permission of instructor.
    - ii. Courses requiring auditions or try-outs.
    - iii. Courses for Special Populations or Cohorts, including but not limited to Jumpstart and courses designated in a Memorandum of Understanding.
    - iv. Students dropped due to human or system errors made by the institution including a delay in financial aid awards caused by the institution.
    - v. Courses that were cancelled within 6 days of the start of the session.
  - b. Exceptions require permission of appropriate instructor(s) and the department chair. The communications can be done via email or official form. The student must be enrolled in the class by the end of the first week of the session.

### Course Withdrawal

**PLEASE NOTE:** Before withdrawing from a course, students are strongly encouraged to discuss their decisions with an academic counselor, academic adviser or success coach AND Financial Aid since these decisions may affect a student's financial aid and Satisfactory Academic Progress. Any such students receiving financial aid may find their awards reduced.

1. Instructors do not have the option of withdrawing students. The student must receive a grade of **A** through **D-**, **F**, **Pass**, **I** or **AU** if still on the roster after the 60% point in the session (refers to the length of the session in days, not the number of assignments or percentage of points earned. Refer to the College Calendar for the appropriate date).
2. CSN administration may withdraw a student at any time during the session for just cause including, but not limited to failure to pay for the course and violations of the Student Conduct Code.
3. Students with documented exceptional circumstances may follow the grade change process to request a grade change to **W**.
4. Students may withdraw from a course with a grade of **W** during the first 60% of a session, measured by time, not assignments. If the withdrawal occurs during the refund period, the class will not appear on the student's transcript. When withdrawing from the class, the official withdrawal date is the date processed by the Office of the Registrar, not the date last attended, unless the two dates coincide.
5. In order to adhere to financial aid guidelines, at the end of the second week of the semester or summer session, the instructor submits to the Office of the Registrar the names of students who have not participated at all in the course. Participation is defined by the U.S. Department of Education to mean physically attending a class with direct interaction between the instructor and students and/or submitting an academic assignment and/or taking an exam, interactive tutorial or computer-assisted instruction and/or attending a study group assigned by the institution and/or participating in an on-line discussion about academic matters and/or initiating contact with the faculty member to ask a question about the academic subject studied in the course.

### Students Registering for a Full eLearning Class

If an eLearning class is full, you must contact the instructor by email for permission to register for the class. You can locate the instructor's email address by going the College Directory page on the CSN web site. When emailing the instructor please include your first and last name, social security number, NSHE number, class name, and call number. If the instructor gives you permission to enroll in the class, the instructor will forward the information to the Office of eLearning for processing.

### Auditing Classes

**POLICY:** To audit a course means the student will enroll in the course but receive no credit or grade.

Students should be aware that:

- Federal financial aid will not pay for audited courses, and students should not include aid for audited courses in their financial planning.

- Satisfactory Academic Progress related to federal financial aid takes attempted credits into consideration when assessing a student's ongoing eligibility for federal financial aid. Credit-to-Audit conventions are counted among "attempted" credits but not as "completed" credits for financial aid purposes.

Students are strongly advised to consult with an academic counselor or advisor and Financial Aid, if the student receives financial aid **PRIOR** to making any course registration changes.

1. Except for programs with applicable limitations (such as limited-entry or specialized accreditation), a student may elect to audit a course.
2. A student must pay the normal registration fees for audited courses.
3. Audited courses will **NOT** be counted as part of the academic load when full-time or part-time status is reported, for any reason, to any internal or external office or agency; this includes, by way of example only, the financial aid office, Social Security Administration, an employer and others.

### Course Auditing Procedures

1. To audit a course, a student must register in person for the course and pay the regular fees (and tuition, if applicable).
2. Credit to Audit: To change the status of a course from credit to audit, a student must complete the change on or before the last day to withdraw. Students must sign a statement acknowledging the consequences of their decision.
3. Students cannot change their status from audit to credit.
4. All enrollment changes are processed through the Office of the Registrar.

### ENROLLMENT VERIFICATION

To request enrollment verification, students must go to MyCSN after the start of a semester. To access the online enrollment verification system the student's social security number must be in the system. Enrollment verification is free.

### CREDIT LOAD

1. The normal class hour load for full-time undergraduate students who are not on academic probation is 12-19 credit hours each semester. Only students with a CSN grade point average of **B** (3.0) or higher may enroll for more than 19 hours. The table below shows the maximum credit hours an undergraduate student can enroll for depending on academic standing.

Academic Standing	Fall / Spring Semester	Summer Term
Good	22	16 (cumulative)
Probation	14	8

2. **Requests for more than 19 credit hours** (12 in the summer) require written approval from any of the following individuals – Associate Vice President of Academic Success; Associate Vice President of Curriculum, Accreditation and Assessment; or the Assistant Vice President of Community Engagement Services. Approval must be obtained before registering.
3. The recommended maximum credits under CSN policy is 22. To be approved for 22 credits, students must show exceptional academic ability. To register for more than 22 credits, the student must have written permission from the Vice President of Academic Affairs.
4. If a student has outstanding incomplete grades, they cannot exceed 19 credits in regular semester or 12 credits in summer.
5. Request forms are available in the Office of the Registrar.

## FINAL EXAMINATIONS

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

## PAYMENT INFORMATION

All fees are subject to change as approved by the NSHE Board of Regents. Students should consult the current Class Registration at MyCSN, contact the Office of the Registrar or the Cashier on any of the three main campuses for the most current fees.

**Fees:** See current Class Schedule or refer to the Cashier's web page at [www.csn.edu/cashier](http://www.csn.edu/cashier).

**How Much Do I Owe:** Students can find out how much they owe for tuition and fees through MyCSN. Log in to MyCSN to view the amount owed. To avoid errors in billing and refunds, students must use their complete name, NSHE ID number or social security number and local address on all transactions. Please print clearly and retain all receipts.

### Methods of Payment

**In-Person Payments:** Students may pay tuition and fees in person at the Cashier at any of the three main campuses during office hours if paying by cash or check.

**Payment by Check:** Students make checks payable to the NSHE Board of Regents. See a current Class Schedule for deadlines. Be sure to write your NSHE number or social security number on your check if paying in person. Please note all payment deadlines in a current Class Schedule to ensure timely payments. Just as a reminder, checks can be made in the form of "E-Check" online at MyCSN in student self-service. Please note all payment deadlines in a current Class Schedule to ensure timely payments. Just as a reminder checks can be made in the form of "E-Check" online at MyCSN in student self-service.

Those wishing to mail in payment, send to:

College of Southern Nevada  
ATTN: Cashiers Office – C1M  
3200 East Cheyenne Avenue  
North Las Vegas, NV 89030

**Returned Checks:** Students may pay CSN fees and other bills with a personal check. A collection fee of \$25.00 will be assessed for any check returned unpaid by the bank including e-checks. A returned check must be made good within 10 days after being returned to the college or collection procedures will be instituted. If a personal check is returned from the bank, the college reserves the right to place a student on a cash basis only and withdrawal procedures may be initiated at the option of the college. A stop payment placed on a check does not constitute an official withdrawal from the college, and the student will be responsible for any fees that are a result of the stop payment. Official withdrawal must be made via MyCSN or in person through the Office of the Registrar.

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

**Payment Plan:** Payment Plans are available only during the spring and fall semesters to students who register for six or more credits per semester. Apply online at MyCSN under "Finances," select the link for "other financial," and then select "enroll in payment plan." This will allow you to enroll if you qualify. Payment Plans are available when Early Registration begins in spring and fall.

### Special Costs for Health Sciences Programs

There are special costs associated with admission and matriculation in some health sciences programs. For example, an instrument deposit is required for the Dental Hygiene program. Students whose program requirements include clinical assignments at local health care facilities are required to carry health insurance. Some facilities require that students have a Sheriff's Card prior to beginning their clinical experience. Contact the Health Professions Advisor on the Charleston campus for current information on special requirements.

### Excess Credit Fee (Effective Fall 2014)

This Nevada System of Higher Education (NSHE) policy will charge a 50 percent excess credit fee per-credit to a student who has accrued attempted credits equal to 150 percent of the total credits required to complete the student's declared program of study. Attempted credits include all graded courses on a student's transcript, including but not limited to grades of **F** and **W** (withdrawal) as well as repeated courses.

The following categories of declared majors are subject to the Excess Credit Fee:

- Students currently pursuing a **Certificate of Achievement** who have attempted 45 credits or more will be charged this fee.
- Students currently pursuing an **Associate Degree** who have attempted 90 credits or more will be charged this fee.
- Students currently pursuing a **Bachelor's Degree** who have attempted 180 credits or more will be charged this fee.

The Nevada System of Higher Education (NSHE) provides an appeals process for this excess credit fee. Students will need to provide an appeal form and supporting documents to be considered for exception to this fee. The following credits can be considered in the appeals process:

1. Credits earned through examination like AP, CLEP, and Non-Traditional credits (must attach a copy of Transfer Credit Report).
2. Credits attempted while enrolled as a high school student if those credits do not meet the student's degree requirements (must attach a copy of Academic Advising Report and a copy of high school transcripts).
3. Credits attempted at an institution outside of NSHE if those credits do not meet the student's degree requirements (must attach a copy of Transfer Credit Report and Academic Advising Report).
4. Credits attempted for remedial courses (must attach a copy of unofficial transcripts).
5. Credits earned from a previous earned degree if the degree is at the same level as the current degree (must attach a copy of unofficial transcripts or Transfer Credit Report).

Students are strongly encouraged to meet with a counselor or success coach.

## REFUNDS

A student who drops or withdraws from CSN courses may be entitled to a full or partial refund of tuition and course fees. See refund deadlines in the current College Calendar.

### A. Full-Term Classes (16-weeks) New Policy effective Fall 2013

1. If a student drops a course prior to the end of the first week of instruction, the student will receive a 100% refund of tuition and course fees.
2. If a student drops a course by the end of the second week of instruction, the student will receive a 50% refund (students will be required to pay 50% of the fee).
3. If a student drops at the start of the third week of instruction then no refund will be given.

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

1. If a student drops a course prior to the first day of the course in which a student is registered, the student will receive a 100 % refund of tuition and course fees.
2. If a student drops a course one day after the first meeting day of the course, the student will receive a 75% refund (students will be required to pay 25% of the fee).
3. If a student drops after the period listed above then no refund will be given.

### C. Other Refunds

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

## Refund Exceptions

Students may petition for a refund by completing the Student Appeals Petition Request form with all supporting documents included. The Student Appeal Form can be downloaded from our website at [www.csn.edu/pages/2463.asp](http://www.csn.edu/pages/2463.asp) (go to the Admission web page and click on FORMS AND RESOURCES) or obtain in person at the Office of the Registrar on any of the three main campuses. The Student Appeals Committee will review all petitions in date-order and the decision of the committee is **final**. Students will be notified via email of the Student Appeals Committee's decision.

## Submitting an Appeal

Refund appeals will not be considered unless the student has officially withdrawn from the class(es) and was earning satisfactory progress in the class(es) at the time of the withdrawal. (Students who are receiving financial aid should check with the offices of Financial Aid or Veteran's Affairs prior to withdrawal to determine what, if any, effect this action may have on future financial aid or Veteran's Affairs eligibility.) The student may then submit a Student Appeal Form.

Tuition appeals will generally be approved for the following reasons as long as the appropriate written supporting documentation is provided:

- Deployment of a student in the United States Armed Forces- student must provide valid and properly endorsed orders. Includes dependent(s) enrolled at CSN, if other than the student;
- Death or incapacitation resulting from an illness or injury of the student; or spouse, child, parent, or legal guardian of a student that prevents the student from returning to school for the remainder of the semester. Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent or more

of scheduled instruction) documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will be accepted.) This must be an unscheduled medical emergency experienced or continuing after the last day to drop for tuition refund. The physician's letter must include the date the student was first seen for the medical condition as well as the beginning and ending date the student was incapacitated or/and hospitalized and must state that the student was physically unable to attend classes during that period of time. The physician's letter must specifically state that the student was physically unable to attend classes, otherwise it will not be sufficient support to approve an appeal;

- Verifiable error on the part of the institution;
- Involuntary job transfers outside the Greater Las Vegas Metropolitan Area-documented by employer;
- Late notification of denial to a specific degree program with supporting documents.

No refund will be made if appeal and supporting documentation are not received by the end of the semester following the semester being appealed. Exceptions may be made in extreme circumstances.

## CSN IDENTIFICATION CARDS

CSN I.D. cards are available to students, faculty, and staff. The CSN I.D. card:

- Provides identification at the CSN Library for borrowing privileges.
- Provides identification for student status to qualify for discounts.
- Must be renewed each semester.

Students must be enrolled for the current semester and provide a photo I.D. in order to obtain a CSN I.D. card. There is a \$2.00 charge for your CSN I.D. card. Fees are subject to change.

## BOOKSTORES

Bookstores are located on the Charleston, Cheyenne, and Henderson campuses. Each bookstore sells the required and supplemental textbooks for your class offered on that campus as well as classes offered online. The bookstore also sells general school supplies, study aids, educationally discounted software, imprinted clothing, and gift items. Students can also purchase textbooks and get text information from the bookstore website at [www.foollett.com](http://www.foollett.com).

**Text Rental Program:** The bookstore also offers a Text Rental Program. In order to participate in this program, you will need to be at least 18 years of age; have a valid government issued identification card; and, a recognized credit or debit card. Please note that not all titles are eligible for rent. You can visit any of the bookstore locations for additional information and/or sign up for the program.

**Bookstore Refund Policy:** Your textbooks are fully refundable in their original condition with sales receipt within two weeks from the official start of classes for fall and spring courses and one week for summer courses. After this date, you may return your books within three business days of purchase with original receipt for your full refund. Books for classes that are cancelled by the school are fully refundable within one week of the scheduled start date for the course.

Please use caution when opening package sets as some electronic media and textbook packages may not be fully refunded once opened. No refunds are offered during final exam periods.

## ATTENDANCE POLICY

College enrollment assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with the courses for which a student registers. Students are expected to attend each meeting of every course for which they have registered. Attendance is essential for normal progress in a college course. Under no circumstances will an absence, for any reason, excuse a student from completing assigned work in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments.

(For information on absences on religious holidays, see Religious Holidays in this Catalog.)

Students receiving Financial Aid assistance, please refer to the Withdrawal and Return of Title IV Funds link from the Financial Aid – Satisfactory Progress website for detailed information at [www.csn.edu/pages/628.asp](http://www.csn.edu/pages/628.asp).

### Unregistered Persons in Class

Only students officially registered by the College in a class may attend the class. This applies to physical or virtual classroom sessions. By way of example only and not limitation, this includes students not registered in that class or session of the class, friends, or family members (adults or children) of registered students, or members of the general public. Students must attend the section of the class for which they are officially registered. It is each student's responsibility to ensure they are enrolled in each of their courses, and are listed on their respective class rosters. Attending a section for which a person is not enrolled, either accidentally or purposefully, is not a valid reason to request a change of grade, reinstatement, or course refund. Exceptions to this policy are departmental/college evaluations of the class or similar administrative issues, authorized disability services, and the invitation of the instructor. Students registered for one section of a course may attend a different section of the course with the consent/invitation of the instructor for a period of time to be determined by the instructor.

## GRADES AND ACADEMIC PROGRESS

### Grading Symbols and Definitions

At the end of each semester, reporting of individual student grades is made available through MyCSN. All financial obligations to the College must be met before a student is eligible for an official transcript.

The following grades are given at CSN:

Grade	Grade Point Value	Grade	Grade Point Value
A .....	4.0	C .....	2.0
A-.....	3.7	C-.....	1.7
B+ .....	3.3	D+ .....	1.3
B .....	3.0	D .....	1.0
B-.....	2.7	D-.....	0.7
C+ .....	2.3	F.....	0.0

Grades of **D+**, **D**, and **D-** in the student's major occupational area in Associate of Applied Science degree programs or Certificate of Achievement will not count towards graduation requirements.

- The Failure **F** grade is given for failure in the performance of course objectives and is worth zero (0) grade points.
- The Incomplete **I** grade may be assigned when the student has successfully completed all course work up to the withdrawal date of that semester/session but is unable, due to legitimate reasons (e.g. serious illness, death in the family, or change of employment), and with proper documentation, to compete all requirements for the course.
  - The instructor will determine if the student qualifies for the incomplete process, and if so, the instructor will determine and document the outstanding requirement for the student to finish the course and convert the **I** grade as well as the time frame to complete those requirements, not to exceed one year.
  - If the work is not completed during that time frame, the **I** converts to an **F** unless a different grade is indicated by a Grade Change Form.
  - If the instructor is no longer available to submit a Grade Change Form, it is the responsibility of the department chair to do so, if applicable.
  - The **I** grade is not included in the student's grade point average and therefore is worth "0" points.
  - If a student wishes to retake the entire course, he or she must re-register and pay for the class.
  - Unless approved by the dean in the student's major or the VPAA or VPAA's designee, a student with three current **I** grades may not register for additional coursework.
- If the student is not enrolled at CSN at the time he or she needs to complete the coursework and he or she needs to use CSN facilities not open to the public (such as labs), the student must receive permission from the department chair or program director to use those facilities, sign a waiver of liability to CSN, and if applicable, receive permission from the clinic site.
- The Withdrawal **W** grade indicates withdrawal from a class. If the withdrawal happens after the refund period, the student will receive a grade of **W** for the class as long as withdrawal occurs before the course is 60% complete as defined by the College Calendar. Lack of attendance does not constitute withdrawal; failure to properly withdraw will result in the assignment of an **F** grade on the student's transcript in accordance with the NSHE Grading Policy. The **W** grade is not computed in the grade point average.
- The Pass **P** grade is granted on the basis of satisfactory completion of specific courses designated as Pass/Fail only. The **P** grade is not computed in the grade point average.
- The Satisfactory **S** grade indicates that a student earned a **C-** or above in the completion of course objectives. The **S** grade is not computed in the grade point average.
- The Unsatisfactory **U** grade indicates that a student earned a **D+** or below in the completion of course objectives. The **U** grade is not computed in the grade point average.
- The Not Reported **NR** grade is assigned by the Registrar pending submission of a final grade by the course instructor. The **NR** grade is not computed in the grade point average.
- The Audit **AU** grade is given for students who audit a course. The **AU** grade is not computed in the grade point average.
- The use of plus (+) and minus (-) in a grade is at the discretion of the instructor. The course syllabus shall contain a clear explanation of the grading scale to be used by the faculty member.

### Calculating Your Grade Point Average

The grade point value associated with each grade denotes how many points are accumulated for each credit earned with that grade. The grade point average is determined by dividing the sum of the grade points earned (refer to the grade point value chart) by the total number of credits earned with a regular letter grade.

### Course Repeat

Students may retake a CSN course as often as needed to gain a better grade and, thereby, a higher grade point average. Only the highest grade received will count as part of the total grade point average. All repeated courses taken at the College will remain as part of a student's permanent academic record. Some limited entry programs will not allow required courses to be repeated.



Students receiving financial aid should be aware that all attempted credits are included in the calculations for Satisfactory Academic Progress. Please see [www.csn.edu/sfs](http://www.csn.edu/sfs) for more information on Satisfactory Academic Progress.

## Academic Honors

The College of Southern Nevada supports and recognizes student achievement. An Academic Honors List identifies and recognizes students who demonstrate academic excellence. In addition to being identified as an honoree, a notation “Academic Honors” will post to the student’s transcript for the qualified semester.

To be eligible for Academic Honors, a student must:

1. Complete at least 6 credits of 100 level and above during the eligible semester with grades on the ABCDF scale,
2. Courses must be 100 level or above, and
3. Semester grade point average and correlating designation:
  - a. 3.3 to 3.59 – Honor's List
  - b. 3.6 to 3.99 – Dean's List
  - c. 4.0 – President's List

## Academic Warning

Any student who does not achieve a cumulative grade point average of 2.0 or higher after having attempted at least 12 credits is placed on academic warning for one semester. Students on academic warning will be notified and will be directed to seek assistance from appropriate services. Academic warning status does not appear on official transcripts.

**Removal of Academic Warning:** A student on academic warning who achieves a cumulative GPA of 2.0 or higher at the end of the next semester of enrollment will be removed from academic warning.

## Academic Probation

A student on academic warning who fails to achieve a cumulative GPA of 2.0 or higher at the end of the next semester of enrollment will be placed on academic probation. Students on academic probation will be notified and directed to seek assistance from appropriate services. Students may continue to enroll in classes at CSN while on academic probation provided they maintain a semester GPA of 2.0 or higher. Academic probation status appears on official transcripts.

**Removal of Academic Probation:** Academic probation is removed when a student’s cumulative GPA is raised to 2.0 or higher at the end of the next semester of enrollment.

## Academic Suspension

A student on academic probation who fails to achieve a semester GPA of 2.0 or higher will be placed on academic suspension. Students who are suspended will not be

allowed to register for any credit classes for at least one semester and must petition to register with the Academic Suspension Appeals Committee. Academic suspension status will appear on the student’s official transcript. Students on academic suspension will be encouraged to seek advice from appropriate personnel.

**College Readmission After Suspension:** A student may petition the Academic Suspension Appeals Committee if the student wants to attend CSN again after one semester of suspension. A Student Appeal Form must be submitted prior to appearing before the committee. The appeal must also include the advising degree sheet and up to two selected courses chosen with the aid of appropriate academic advising personnel. If readmitted, the student will be limited to a maximum of two classes per semester. The student must earn a GPA of 2.0 or higher in each of the next two enrolled semesters or again be suspended from taking classes at CSN for another semester. The student will be placed on academic probation upon re-admittance to the college.

## Grade Appeal Process

A. A student may request a change of grade for any of three reasons:

1. A clerical or computational error was made by the instructor in assigning the grade.
2. The instructor lost or damaged student work that had been completed and submitted as assigned.
3. The instructor evaluated the student’s work on the basis of different factors than were used to evaluate the work of the other students in the course

B. The student will first discuss the request for change of grade with the instructor. If the matter cannot be resolved, the student may appeal in writing to the department chair/head. This appeal must contain a signed statement of the reasons for a change in grade and any supporting documentation including course syllabi, copies of any disputed work, etc. This appeal must be submitted within four months of the end of the course in which the grade is being disputed. If resolution is still not reached, the student may appeal to the dean of the school. The dean will refer the appeal to the School Grade Committee. The School Grade Committee will rule on the matter within 30 days of the date of the appeal to the dean.

C. The School Grade Committee will be appointed annually. The school dean will solicit members for this committee as defined below.

The Committee will consist of five members of the school:

1. One department chair/head selected by the dean.
2. Two school faculty members selected by the dean.
3. One representative from Student Affairs selected by the Vice President for Student Affairs.

4. The fifth member of the committee will be a faculty member selected by the student. If the student declines to suggest a committee member the dean will select the fifth member from the discipline involved in the appeal.
  5. The dean will seek replacement of any member of the Committee who is directly involved in a particular case. If a member of the committee is unavailable, the dean will replace the member for that individual appeal.
- D. When a grade appeal is referred to the School Grade Committee, the Committee will schedule a formal hearing at which the student and the instructor may each make a statement of the case. The Committee may hear other witnesses and examine evidence as they choose.
- E. The Committee may decide:
1. No action;
  2. The grade will be changed; or
  3. The student may replace lost or damaged work.
- The Committee's decision will be binding on all parties. Sufficient evidence must be presented by the student for the Committee to recommend a change of grade or the acceptance of replacement work. If a change of grade is recommended, the dean will sign and file the Grade Change Form. If replacement work is recommended, the committee will establish a reasonable time line for completion of the replacement work and the dean will appoint a faculty member from the same or related discipline to evaluate the replacement work and decide the student's final grade.
- F. The Committee will prepare a summary of the appeal and the reasons for their decision. The summary will be sent to the student, the faculty member, the department chair/head, and the school dean.

## GRADUATION REQUIREMENTS

To ensure students graduate with current knowledge in their chosen fields, CSN requires that students must meet degree or certificate course requirements that are listed in a CSN catalog.

### Students must:

- Select the catalog under which the student enrolled, or
  - Select the catalog under which the student officially declared or changed major, or
  - Select the catalog under which the student will complete the curriculum requirements for a baccalaureate degree or an associate degree or certificate of achievement, or
  - Select a degree that is offered for the first time after the student has enrolled. The student must choose the catalog year in which the degree or major was first offered.
- The selected catalog cannot be more than six years old at the time of graduation for students receiving an associate degree or certificate, and not more than ten years old at the time of graduation for students receiving a baccalaureate degree.**
- Students planning to receive an Associate degree must complete a minimum of 60 credits, depending on specific program requirements, of various courses meeting general education and program-specific requirements and have at least a 2.0 grade point average.
- Students planning to receive a Certificate of Achievement must complete a minimum of 30 credits, depending on specific program requirements, of various general education and certificate specific requirements and have at least a 2.0 grade point average.
- In addition, students must:**
- Satisfactorily complete a minimum of 15 semester credit hours in residence at CSN for an Associate degree or Certificate of Achievement. For the Associate of Applied Science degree and the Certificate of Achievement, students must complete the appropriate 15 semester credits in the Special Program Requirements. Non-Traditional Education (NTE) credits can only be used towards an Associate of Applied Science degree, Associate of General Studies degree or Certificate of Achievement.
  - Not have any outstanding financial obligation to a NSHE institution.
  - Complete all course requirements by the last day of final examinations of the candidate's final semester. Students cannot have pending grades of **I** or **NR**. A final graduation grade point average must be posted.
  - Not have a grade of **D+**, **D**, **D-** in the major occupational area for the Associate of Applied Science degree or Certificate of Achievement.

## Dual Degrees/Certificates

Students seeking to earn two certificates or degrees subsequently or simultaneously must satisfy the following dual degree policy requirements:

- File a separate Application for Graduation for each degree.
- Complete all curricular requirements for each degree.
- Complete 15 credits in residence beyond the requirements for the first degree; therefore, the student must complete a minimum of 75 semester credits, 30 of which were earned in residence at CSN.
- Students earning dual degrees may use a course only once to fulfill each certificate or degree requirement.

Students transferring credits completed at other institutions toward their CSN degree or certificate must have their transcripts evaluated prior to applying for graduation. Any student who fails to meet graduation requirements in any given semester must file a new application with the Office of the Registrar.

Students may apply for and receive diplomas for one of three graduation dates: August, December or May. Students requesting a duplicate diploma must submit a graduation application and mark “DUPLICATE DIPLOMA” and pay the \$15.00 duplicate diploma fee.

## Application for Graduation

CSN awards the following degrees upon successful completion of all requirements: Bachelor of Science, Associate of Arts, Associate of Applied Science, Associate of Business, Associate of General Studies, Associate of Science and the Certificate of Achievement. Diplomas and transcripts indicate the degree and any emphasis, if applicable.

Commencement exercises are held once a year in May. Students who graduated during the preceding summer or fall semesters will be listed in the commencement program and may participate in the May commencement. Students must file an application for graduation with the Office of the Registrar during the semester in which they plan to complete requirements for graduation. The deadline for filing is included in the Academic Calendar, available online at [www.csn.edu/academiccalendar](http://www.csn.edu/academiccalendar).

## High Honors/Honors

All students graduating from CSN are considered for High Honors or Honors based on their CSN cumulative grade point average. High Honors requires a cumulative GPA of 3.6. An Honors designation requires a cumulative GPA of 3.4. All honors students receive recognition on their diplomas, academic transcripts and in the commencement program.

## Course Substitution

If a student is unable to obtain a course which is listed as a program requirement or has already taken a course which appears similar in content, he/she may apply for a substitution. The student is not granted any additional credit, but is merely allowed to substitute a course not listed as a requirement for a course which is required. The course substitution cannot overrule the mandatory 15 credit CSN residency requirement. It is the student’s responsibility to:

- Complete a separate Substitution Waiver Form for each request (forms are available in the Office of the Registrar), and
- Submit the request to the appropriate department chair for review and signature.

The appropriate department chair for the course will then review the request for approval or denial and forward it to the Office of the Registrar. The student will receive a copy of the form on completion of the process.

## Course Waiver

If a student feels he/she has the training or experience equivalent to the instruction given in a specific required course, he or she may apply to the appropriate department chair for a waiver of that course. Students should keep in mind:

- If a waiver is granted, the student must still complete the mandatory 15 credit CSN residency requirement, and
- Students must still have the total number of credits required for graduation, since a course waiver does not waive the total credits required to receive a degree.
- Waiver of an institutional degree or certificate requirement requires the approval of the appropriate department chair for the course.

Students should contact the appropriate department chair to determine how to fulfill the credits for the degree whenever a waiver is granted. Course Waiver Forms are available in the Office of the Registrar.

## Phi Theta Kappa

If you wish to obtain a Phi Theta Kappa notation on your diploma, transcript, and in the commencement book, you must visit CSN's Phi Theta Kappa page at [www.csn.edu/ptk/](http://www.csn.edu/ptk/) and follow the Phi Theta Kappa graduation instructions. The deadline to submit your information is the same as that for CSN's graduation. If you would like to be recognized as a Phi Theta Kappa member at CSN's commencement ceremony in May, you must purchase a Phi Theta Kappa stole either through the English Department at the Charleston Campus or online at [store.ptk.org/](http://store.ptk.org/).