

Instructions for How to Wait List a Class

1. Before accessing your MyCSN student account, make sure you validate your account and register your password.
 - a. To validate your account:
 - i. [Click here validate your CSN student account](#)
 - ii. Click on the **Account Validation** link
 - iii. Enter your NSHE ID (ten-digit number) and last name as it appears on your CSN admissions email.
 - iv. Enter your Personal Identification Number (PIN). It is the last four digits of your social security number (SSN). If you did not provide your SSN on your admissions application, enter 9999.
 - b. To register your password:
 - i. [Click here to register your password](#)
 - ii. Click on the **Reset Password** link
 - iii. Click on **Password Registration**
 - iv. Follow the on screen prompts to register your password
 - c. If you encounter any issues validating your account or registering your password, call (702) 651-5555.

2. After validating your student account and registering your password, log on to <https://go.csn.edu/LoginPolicy.jsp>.

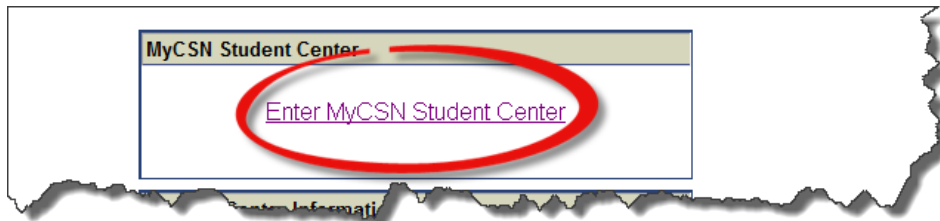
3. Click on the MyCSN tile.



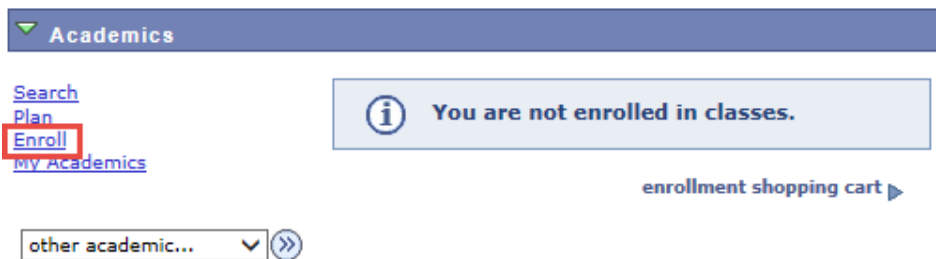
4. If required, enter your login credentials again.



5. Click on the **MyCSN Student Center** hyperlink.



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



7. If applicable, choose your term and click on the **Continue** button.

Add Classes 1 2 3

Select Term

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	2015 Fall	Undergraduate	College of Southern Nevada
<input checked="" type="radio"/>	2016 Spring	Undergraduate	College of Southern Nevada

CONTINUE

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

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2016 Spring | Undergraduate | College of Southern Nevada **change term**

Open
 Closed
 Wait List

Add to Cart:

Enter Class Nbr

enter

2016 Spring Shopping Cart

Your enrollment shopping cart is empty.

Status | Act | Status

Find Classes

Class Search

My Requirements

My Planner

search

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

Add Classes




1. Select classes to add - Enrollment Preferences

2016 Spring | Undergraduate | College of Southern Nevada

PHO 101B - Beginning Photography

Class Preferences

PHO 101B-2003	Lecture	 Wait List	Wait List	<input checked="" type="checkbox"/> Wait list if class is full
Session	Regular Academic		Grading	Letter Grades
Career	Undergraduate		Units	3.00
Enrollment Information			Requirement Designation	
<ul style="list-style-type: none"> Non-transferable for a NSHE baccalaureate degree 			B Course	

CANCEL

Section	Component	Days & Times	Room	Instructor	Start/End Date
2003	Lecture	Tu 10:00AM - 1:50PM	Cheyenne Bldg A 1743	Staff	01/19/2016 - 05/15/2016

10. Click on the **Proceed to Step 2 of 3** button.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ PHO 101B has been added to your Shopping Cart.

2016 Spring | Undergraduate | College of Southern Nevada change term

● Open ■ Closed ▲ Wait List

Add to Cart:

Enter Class Nbr
 enter

Find Classes

Class Search

My Requirements

My Planner

search

2016 Spring Shopping Cart

	Delete	Class	Days/Times	Room	Instructor	Units	Status
	🗑️	PHO 101B-2003 (34404)	Tu 10:00AM - 1:50PM	Cheyenne Bldg A 1743	Staff	3.00	▲

Status | Act | Status

PROCEED TO STEP 2 OF 3

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

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2016 Spring | Undergraduate | College of Southern Nevada

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
PHO 101B-2003 (34404)	Beginning Photography (Lecture)	Tu 10:00AM - 1:50PM	Cheyenne Bldg A 1743	Staff	3.00	▲

CANCEL
PREVIOUS
FINISH ENROLLING

12. The message confirms placement on wait list and position number.

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2016 Spring | Undergraduate | College of Southern Nevada

Class	Message	Status
PHO 101B	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
	Message: Class 34404 is full. You have been placed on the wait list in position number 1.	✓

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

13. Wait list classes appear on the student class schedule denoted by the Wait Listed yellow triangle.

My 2016 Spring Class Schedule

✓ Enrolled ✗ Dropped ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
COM 101-2001 (32179)	Oral Communication (Lecture)	TuTh 8:00AM - 9:20AM	Cheyenne Bldg H 144	A. Bell	3.00	▲
ENG 102-1001 (33513)	Composition II (Lecture)		Web-Online Course	R. Adams	3.00	✓
PHO 101B-1001 (30490)	Beginning Photography (Lecture)		Web-Online Course	E. Chiarappa	3.00	▲

Important

- Being on a wait list does not guarantee eventual enrollment in a course.
- Students may be registered for a maximum of six (6) semester hours on wait lists.
- Wait list units do not count toward your max number of units allowed.
- If you are moved from the wait list into a class, it is your responsibility to drop the class (as you would any enrolled class) if you decide to not attend.
- If you do not receive a wait list notification by the time the semester begins, do not show up to any classes that you are on the wait list for.
- If a student is participating in the payment plan and is enrolled in a class from the wait list, the additional charges that are due from enrollment from the wait list will be rolled over into the payment plan. For further information, please contact the Cashier Office.