

Searching for Short-Term (Dynamic) Classes without Logging on to MyCSN

1. Go to https://mycolleges.shr.nevada.edu/psp/spcssprd/CSN/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.HC_CLASS_SEARCH_GBL.
2. Enter your search parameters. This includes selecting the correct term (1), the subject area (2), and the course number (3). In the **Session** field (4), select **Dynamic Dated** from the drop down list. You are free to enter additional search criteria to limit your search results. After entering your search criteria, click on the **Search** button at the bottom of the screen. If your search returns no results, classes may be full or may not be offered for the term selected. To verify that classes are full, uncheck the box next to **Show Open Classes Only**. You can also change the value of the **is exactly** field next to **Course Number** to **contains**.

Search for Classes

Enter Search Criteria

Search for Classes

Institution 1

Term 1

> Select a Term from the drop-down list above.
> Select at least 2 search criteria.
> Click Search to view your search results.

Class Search 2

Subject Computer And Information Tech

Course Number 3

Course Career

Show Open Classes Only
 Open Entry/Exit Classes Only

Mode of Instruction

Location

Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr

Course Keyword

Minimum Units

Maximum Units

Course Component

Session 4

Campus

Requirement Designation

Course Attribute

3. Your search results will inform you of things such as: (1) the class name, (2) the class number, (3) meeting days and times, (4) campus location, (5) room number, (6) instructor name, and (7) class meeting dates. The green circle in the last column indicates that the class is open for enrollment. A blue square indicates the class is full and is not open for enrollment. Make note of the class number (2). This will be the number you need if you want to enroll in class. You do this by logging on to your MyCSN account.

3 class section(s) found

CIT 95 - Personal Computer Basics

Class	Section	Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method	Status
91171	LEC	Fr 12:00PM - 2:50PM	West Charleston	West Charleston Bldg C 132	Helene Orenstein	09/08/2015 - 12/13/2015	Hybrid	●
91173	3006-LEC DYN	Fr 6:00PM - 8:50PM	West Charleston	West Charleston Bldg C 133	Adam Opdyke	09/08/2015 - 12/13/2015	Hybrid	●
93803	4001-LEC DYN	Tu 6:00PM - 8:50PM	Henderson	Henderson Bldg C 116	Jamil Bey	09/08/2015 - 12/13/2015	Hybrid	●