

TRANSFER OF CREDITS

If you are planning to use college credits obtained at another institution to fulfill CSN prerequisites or general education requirements for admission into a Health Science Program, you must initiate the transfer process immediately. It is always the receiving institution's decision as to what will be accepted. The College of Southern Nevada will only accept credits taken at accredited institutions.

You will need to contact each institution that you have taken classes from (including UNR and UNLV) and request an official transcript be sent to:

Office of the Registrar
Sort Code C1K
College of Southern Nevada
3200 East Cheyenne Avenue
North Las Vegas, NV 89030

A "Transcript Request" form is available at all CSN Offices of the Registrar for use when requesting transcripts by mail.

Transferring Credits Step-by-Step:

1. Request official transcripts from your previous school and have them sent to the address above.
2. After a week or two contact CSN's Admissions & Records Office (702-651-4060) to confirm receipt of transcripts.
3. Once transcripts have been received, fill out a "**Transfer Credit Evaluation Request**" form and submit it to the Office of the Registrar. *If you wish to transfer science (i.e. Biology, Chemistry, or Physics) credits to CSN, also submit a copy of the course description for each science course completed. The course description must be obtained from the college catalog in effect at the time the science course was taken. A copy of the front cover of the catalog must also be included with this information.* Do not submit the "**Transfer Credit Evaluation Request**" form or any science course descriptions until you have verified that transcripts have been received by CSN
4. A transcript evaluator will evaluate your transcripts based on the courses required for the degree or certificate you have chosen as your field of study. **THIS EVALUATION PROCESS TAKES APPROXIMATELY 8-10 WEEKS. INITIATE THIS PROCESS AT LEAST 10 WEEKS BEFORE YOUR COMPLETION DEADLINE.**
5. Once your evaluation is complete, you will receive notice by mail from the Registrar's Office regarding how to access your transfer evaluation online.
6. Students must ensure that the transcript evaluation process is completed by the Office of the Registrar prior to the Completion Deadline.