# How to Request an Enrollment Verification in MyCSN

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.

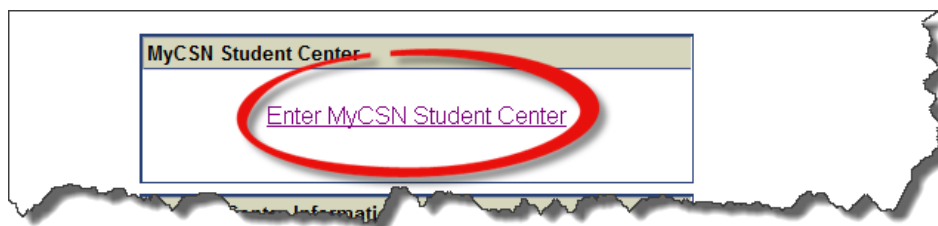2. After validating your student account and registering your password, log on to
    https://go.csn.edu/LoginPolicy.jsp

3. Click on the MyCSN tile.

4. If required, enter your login credentials again.



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



6. Under the Academics section, click on the My Academics hyperlink.
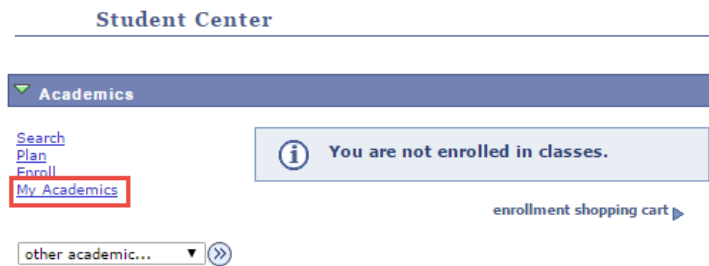
7. Click on the **Request enrollment verification** hyperlink.

| Academic Requirements | View my advisement report |
| What-If Report | Create a what-if scenario |
| Advisors | View my advisors |

| Transfer Credit | Evaluate my transfer credits |
| | View my transfer credit report |
| Test Scores | View my Test Scores |
| Course History | View my course history |
| Transcript | View my unofficial transcript |
| | Request official transcript |
| Enrollment Verification | Request enrollment verification |
| Program/Plan Change | Request Program/Plan Change |

| Graduation | Apply for graduation |
| | View my graduation status |

8. If you want to print your own enrollment verification, select the **Allow to Print from My Browser** option from the drop down list.

**Request Enrollment Verification**

**Select Processing Options**

Allow to Print from My Browser ▼

Allow to Print from My Browser
Request Institution to Mail     thern Nevada ▼

☑ Include My Program and Plan
☑ Include My Earned Degrees
☐ Include My Term and Cum GPA
Select desired term or leave blank for all terms     ▼

SUBMIT

9. Place a checkmark in the appropriate boxes, then click on **Submit**. If you want to print a specific term, select the appropriate term in the drop down list next to **Select desired term or leave blank for all terms**.

**Request Enrollment Verification**

**Select Processing Options**

Allow to Print from My Browser ▼

**Academic Institution** College of Southern Nevada ▼

☑ Include My Program and Plan
☑ Include My Earned Degrees
☑ Include My Term and Cum GPA
Select desired term or leave blank for all terms     ▼

SUBMIT

10. Click on the **Printer Friendly Version** button to print your enrollment verification.

| Search | Plan | Enroll | My Academics |
|--------|------|--------|--------------|

**Request Enrollment Verification**

**Enrollment Verification**

College of Southern Nevada
6375 W Charleston Blvd
Las Vegas, NV 89146
United States

United States

Enrollment Verification as of Jun 24, 2015

Name:                                    ID Nbr:

Current Program of Study

| Career | Academic Program | Exp Comp Dt | Career GPA |
|--------|------------------|-------------|------------|
| Undergraduate | Degree/Certificate Seeking | | 3.350 |

| Academic Plan | Degree | Declare Dt | Sub-Plan |
|---------------|--------|------------|----------|
| BUSINESS MANAGEMENT-AAS | AAS | 01/09/2014 | |

Enrollment History

| Term | Career | Begin Date | End Date | Units | GPA | Status |
|------|--------|------------|----------|-------|-----|--------|
| 1997 Fall | UGRD | 09/02/1997 | 12/16/1997 | 6.00 | 3.350 | Half-Time |
| 2014 Spring | UGRD | 01/21/2014 | 05/18/2014 | | 0.000 | No Units |
| 2014 Summer | UGRD | 06/02/2014 | 08/09/2014 | | 0.000 | No Units |
| 2014 Fall | UGRD | 08/25/2014 | 12/14/2014 | | 0.000 | No Units |
| 2015 Spring | UGRD | 01/20/2015 | 05/17/2015 | | 0.000 | No Units |
| 2015 Summer | UGRD | 06/01/2015 | 08/09/2015 | | 0.000 | No Units |
| 2015 Fall | UGRD | 08/24/2015 | 12/13/2015 | | 0.000 | No Units |

| CANCEL | PRINTER FRIENDLY VERSION |
|--------|--------------------------|

11. If you want CSN to provide you a copy of your enrollment verification, select the **Request Institution to Mail** option from the drop down list. **Note: If selecting the Request Institution to Mail option, please allow 7-10 business days for processing.**

    a.  If selecting the **Request Institution to Mail** option:

        1)  Leave the **Date to be Printed** field alone.

        2)  Select the number of copies you desire to be sent to the **same address**.

        3)  Click on the **Add** button if there is more than one address you want your enrollment verification to be sent to.

        4)  If you want the enrollment verification sent to you, place a checkmark in the box next to **Send To My Address**. Select the **Address Type**. Verify the address.

        5)  If you want your enrollment verification to be sent to someone else, enter their name in the **Send to** field, then click on the **Edit Address** hyperlink to enter the mailing address.

        6)  Once done, click on the **Submit** button.