

- If a student has outstanding incomplete grades, they cannot exceed 19 credits in regular semester or 12 credits in summer.
- Students can download the “Credit Overload Request” form on our website at www.csn.edu/pages/2463.asp or pick one up at any of our three main campuses.

DECLARATION OF MAJOR

It is important for students to declare the appropriate major in order to receive accurate advising, avoid taking unnecessary course(s) which may result in excess credit fees, and to ensure timely graduation from CSN. **NOTE:** Processed declaration of major changes become official and reflect on the student’s record on the first day of the next semester following submission.

Changing From One Major to Another

To change from one program of study or major to another, including from self-enrichment/non-degree seeking to degree-seeking and vice versa, you must do so online from your MyCSN portal.

Delete a Major/Add an Additional Major/Change Catalog Year

Submit the Declaration of Major form in person to the Office of the Registrar at any of our three main campuses.

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 assessed by the college are subject to change as approved by the NSHE Board of Regents. Students may consult Class Registration through MyCSN or the Cashier’s Office web page at www.csn.edu/cashier for current fee information and payment deadlines.

Balance of Tuition and Fees: Currently enrolled students may receive an up-to-date account balance by logging into MyCSN. To avoid errors in billing and refunds, a student must use 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

Online Payment: Students may pay for 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 declined online, classes will not show as paid, and all classes are subject to be dropped due to non-payment.

In-Person Payments: Students may pay for tuition and fees in person at the Cashier’s Office at any of the three main campuses during office hours if paying by cash, cashier check, money order, or personal check. Checks must be made payable to the NSHE Board of Regents. Be sure to write the student’s NSHE number on the check when paying in person.

Mail-In Payment: Students may mail in personal checks for payment. Be sure to write the student’s NSHE number on the check and allow sufficient time for mail delivery. The mailing address is:

College of Southern Nevada
ATTN: Cashiers Office – CYE124
3200 East Cheyenne Avenue
North Las Vegas, NV 89030

Returned Checks: Personal checks are accepted for payment of fees owed to the college, although no counter checks or checks altered in any way are accepted. A fee of \$25.00 will be assessed for any check returned unpaid by the bank. The prevailing bank rate is assessed for any check returned unpaid by the bank. Any returned check must be made good within ten (10) days after being returned to the college. If the account remains delinquent, collection procedures will be instituted. Personal checks returned for any semester fees from the bank constitute a financial withdrawal. The college reserves the right to place the 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 courses. Official withdrawal must be made via MyCSN or in person through the Office of the Registrar. Stop-pay checks will be processed as returned checks and are subject to the same fee and collection procedure.

Payment Plan: A payment plan is available to students who register for six or more credits per semester for Fall and Spring semesters. Effective Spring 2017, a non-refundable fee of \$10 per semester will be charged upon enrollment of the payment plan. Payment plan directions are outlined on the Cashier’s Office web page at www.csn.edu/cashier. It is the student’s responsibility to follow the payment plan schedule. A penalty fee of 10 percent (minimum of \$10) will be charged per installment not paid by the due date. Any unpaid balance on a payment plan is treated as an official fee hold and is subject to collection procedures.

REFUNDS

A student who drops or withdraws from CSN courses may be entitled to a full or partial refund of tuition and course fees according to the schedule below, which is subject to change with the Board of Regent’s approval. See refund deadlines in the current College Calendar. All requests for exception to the refund policy must be submitted to the Student Appeals Committee.

A. Full-Term Classes (16-weeks)

- One hundred percent (100%) refund if withdrawal is initiated prior to the end of the first week of instruction.
- Fifty percent (50%) refund if withdrawal is initiated prior to the end of the second week of instruction.
- No refund of any amount shall be granted thereafter.



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

1. One hundred percent (100%) refund if withdrawal is completed prior to the first day of the session.
2. Fifty percent (50%) refund if withdrawal is completed two days after the first day of the session.
3. No refund of any amount shall be granted thereafter.

C. Other Refunds

1. No refund shall be given for the application and other non-refundable fees.
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.

STUDENT APPEALS

The Student Appeal Form is available at the Office of the Registrar on any of the three main campuses or online at www.csn.edu/pages/2463.asp. The Student Appeals Committee will review all petitions in the order of date received. The decision of the committee is **final**. Students will be notified via email of the Student Appeals Committee's decision.

A refund appeal 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 Financial Aid Department 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.

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. The 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 the Student Appeal Form and supporting documentation are not received by the end of the semester following the semester being appealed. Exceptions may be made in extraordinary circumstances.

EXCESS CREDIT FEE

Beginning fall 2014, the Nevada System of Higher Education (NSHE) created a policy that will charge a 50 percent excess credit fee per-credit to a student who has 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).
6. Other circumstances (if students select this option then they must submit a personal statement that includes the reason they failed to meet the degree completion within 150 percent of the credits required for their program).

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

