

Instructions for How to Drop a Wait Listed Class

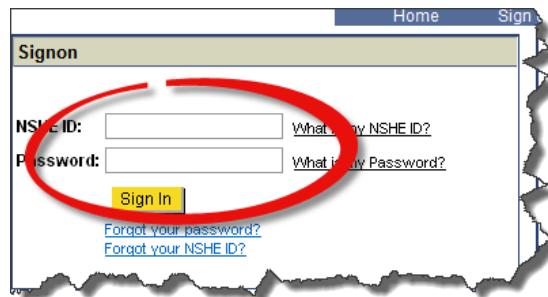
1. Before accessing your MyCSN student account, make sure you validate your account and register your password.
 - a. To validate your account:
 - i. [Click here validate your CSN student account](#)
 - ii. Click on the **Account Validation** link
 - iii. Enter your NSHE ID (ten-digit number) and last 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>

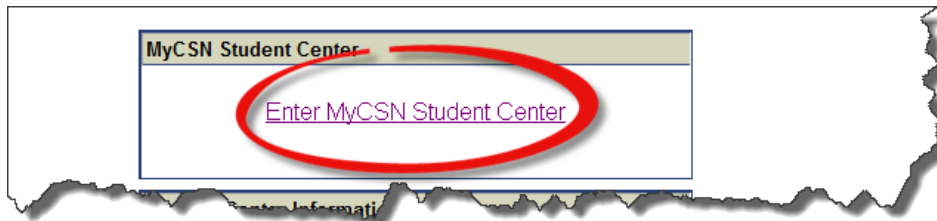
3. Click on the MyCSN tile.




4. If required, enter your login credentials again.




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




6. Under the **Academics** section, select **Enrollment: Drop** from the dropdown list, then click on the  icon.

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

 **You are not enrolled in classes.**

[enrollment shopping cart](#) ▶

Enrollment: Drop ▼ 

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

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			edit
			term information

Drop Classes



Select Term

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

CONTINUE

8. Place a checkmark next to the class(es) you want to drop, then click on **Drop Selected Classes**.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

Drop Classes



1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

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[change term](#)

✔ Enrolled
 ✕ Dropped
 ▲ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input checked="" type="checkbox"/>	BIOL 189-2001 (52937)	Fundamentals of Life Science (Lecture)	MoTuWeTh 2:00PM - 3:20PM	Cheyenne Bldg S 250	S. Larson	4.00	▲
<input type="checkbox"/>	BIOL 189-2901 (52939)	Fundamentals of Life Science (Laboratory)	Mowe 10:30AM - 1:30PM	Cheyenne Bldg S 238	V. Glass		▲

[DROP SELECTED CLASSES](#)

9. Verify your selection, then click on **Finish Dropping**.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

Drop Classes

1 2 3

2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

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✔ Enrolled ✘ Dropped ▲ Wait Listed						
Class	Description	Days/Times	Room	Instructor	Units	Status
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BIOL 189-2901 (52939)	Fundamentals of Life Science (Laboratory)	MoWe 10:30AM - 1:30PM	Cheyenne Bldg S 238	V. Glass		▲

CANCEL

PREVIOUS

FINISH DROPPING

10. You will see a message confirming you have successfully dropped your wait listed class(es).

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
		edit	term information

Drop Classes

1 2 3

3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

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✔ Success: dropped ✘ Error: unable to drop class		
Class	Message	Status
BIOL 189	Success: This class has been removed from your schedule.	✔

MAKE A PAYMENT

MY CLASS SCHEDULE