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Southern Nevada

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**DUAL ENROLLED STUDENT**

1st Edition

# **ADVISING HANDBOOK**



**Do you have questions? We have answers.**

**[www.csn.edu/advising](http://www.csn.edu/advising)**



# WELCOME TO CSN!

This Advising Handbook serves as a great resource regarding Academic Advising Services, registration, general procedures, and student service information for students participating in dual enrollment programs. Our goal is to help you make the most of your early college experience and to make your journey at CSN successful. It is intended as a supplement to and not a replacement for other departments' materials and the powerful experience of working closely with an Academic Advisor. We are committed to your success and look forward to partnering with each student and their parents to plan a bright future enriched with meaningful educational, professional, and personal opportunities.

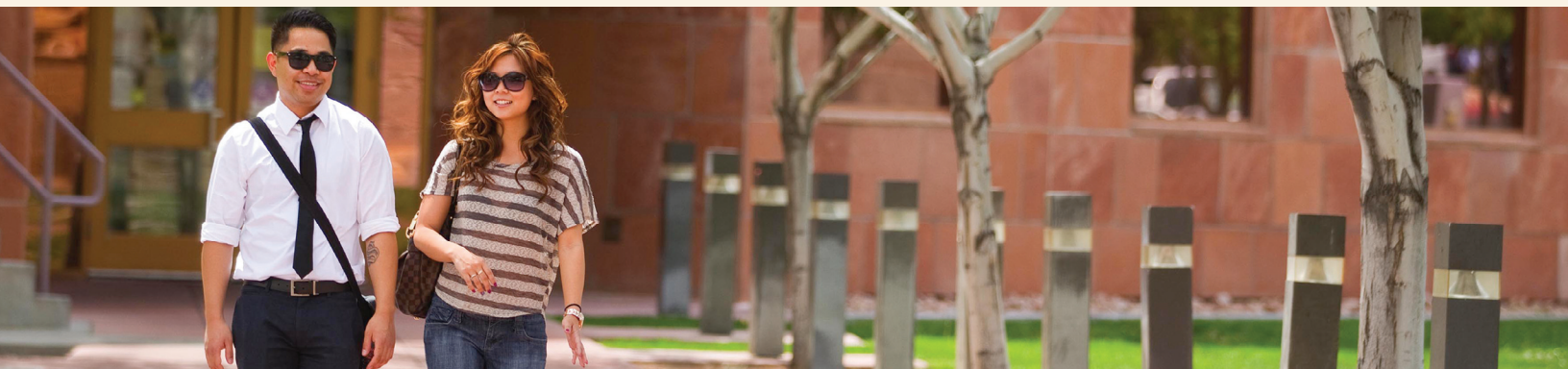
*The mission of the general  
Academic Advising Department is  
to support and empower students to  
be active and responsible learners.*

# TABLE OF CONTENTS

<b>Table of Contents</b> .....	1
<b>Your Academic Advisor</b>	
Your Partner in Academic Success .....	2
<b>Degrees and Certificates</b> .....	3
<b>Areas of Study vs. Major &amp; Catalog Year</b>	
Areas of Study / Majors.....	4
Catalog Year Policy .....	5
<b>Academic Policies &amp; Procedures</b> .....	6-7
<b>User Guide to the MyCSN Information System</b> .....	8-9
<b>El Mapa Matemático/Math Map</b> .....	10
<b>Ready for Online Classes?</b> .....	11
<b>Resources for Student Success</b> .....	12-16
<b>Glossary of Frequently Used Terms</b> .....	17-18

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**En Español**  
CSN es una institución (igualdad de oportunidades laborales/acción afirmativa) y no discrimina en base del sexo, la edad, la raza, el color, la religión, la discapacidad, el origen nacional, el estatus de veterano, la orientación sexual, la información genética, la identidad de género, o la expresión de género en los programas o las actividades que opera.  
Para más información visite la página web [csn.edu/nondiscrimination](http://csn.edu/nondiscrimination)



# YOUR ACADEMIC ADVISOR

Welcome to CSN! As a participant in a dual enrollment program, you will have access to all CSN resources and programs, including academic advising. CSN academic advisors will help you to make the most of your academic experience at CSN while you complete high school. Advisors will help you to explore the CSN curriculum, create an academic plan, and monitor your progress toward degree completion. Your academic advisor will also provide information to you on campus and community resources and services to support you as you work toward your academic goals. Not sure how academic advising can help you? Read the section below to get started with academic advising.

**To meet with an academic advisor, dual enrollment participants should first contact the Early College Manager assigned to their high school program.**

## QUESTIONS TO ASK AN ADVISOR

- ▶ Do I need to declare a major?
- ▶ I have classes I completed at another college. How can I transfer those credits?
- ▶ Will these classes transfer to a four-year college or university?
- ▶ After high school, I am considering attending UNR, UNLV, or NSU. How can I prepare?
- ▶ After high school, I would like to finish a program at CSN. How can I prepare?
- ▶ Can I drop or withdraw from a class? What is the deadline?
- ▶ I completed career/technical education courses (auto tech, culinary, etc.) during high school. Can I get college credit for those courses?
- ▶ Are there campus resources for academic help, tutoring, etc.?
- ▶ Should I be aware of any required courses that are only offered in the spring or fall?
- ▶ If I have any questions, what is the best way to reach you?
- ▶ Am I on track to complete a degree at CSN?

## Early College Manager Contact Information

Central Office	DualCredit@csn.edu (702) 651-3179 www.csn.edu/dualcredit
Multi-Campus Service Region (Dual and Concurrent Enrollment)	
Henderson Campus	DualCredit.HN@csn.edu
North Las Vegas Campus	DualCredit.NLV@csn.edu
West Charleston Campus	DualCredit.WCH@csn.edu
CTE College Credit (Articulated Credit)	CTE@csn.edu

# DEGREES AND CERTIFICATES

	Transfer Programs	Occupational Programs
Degree Types	Associate of Arts (AA) Associate of Science (AS) Associate of Business (AB)	Associate of Applied Science Degree (AAS) Associate of General Studies (AGS)
Purpose of Degree	Prepares students to transfer to a four-year college or university	Prepares students for entry into a particular field and/or occupation  Includes some general education requirements that assist in preparing students to meet common workplace challenges
Additional Details	Comprised of 60-65 total credits (General Education requirements & Special Program requirements)  Prepares students to enter the workforce with specific career skills	Comprised of 60-80 total credits (General Education requirements & Special Program requirements) AGS degrees have no specific concentration but able to explore and learn about multiple academic disciplines and occupational programs  <b><u>IMPORTANT NOTE:</u></b> These are not fully transferable degrees since only some courses will transfer so be sure to speak with an advisor to plan a course of study  Some AAS degrees may transfer to an NSHE institution offering BAS degrees

Certificates	Certificate of Achievement (CT/CA)	Skills Certificate (SC)
Purpose	Intensive training in a specific occupational area	Focus on industry-driven core competencies
Additional Details	Industry-driven program of 30-45 credits  50+ Certificates of Achievement offered	Over 25 skills certificates offered  NOT Financial Aid eligible

Bachelor's Degrees:	Bachelor of Science (BS) Bachelor of Applied Science (BAS)
Purpose	Four-year programs for specific occupations
Additional Details	Require completion of related Associate's degree first

# AREA OF STUDY VS. MAJOR & CATALOG YEAR

Declaring the appropriate major and using the correct catalog year is essential to receive accurate advising, to avoid taking unnecessary course(s), and to ensure timely graduation from CSN. Use the following charts for more information about majors and catalog year.

	<p>At the time of application, students select an Area of Study.</p> <p>Areas of Study are collections of academic majors that have related courses.</p> <p>Areas of Study are NOT majors.</p>	<p>After admission, students can declare a major.</p> <p>Students must declare a major to progress toward degree completion.</p> <p>Major changes must be completed before the start of the semester.</p>
	<p>11 Areas of Study at CSN</p> <ul style="list-style-type: none"> <li>• Art &amp; Design (MAD-AA)</li> <li>• Biological &amp; Physical Sciences (MBPS-AS)</li> <li>• Business (MBUS-AB)</li> <li>• Computing &amp; Engineering Technology (MET-AGS)</li> <li>• Education (MEDU-AA)</li> <li>• Health Sciences (MHS-AGS)</li> <li>• Hospitality &amp; Culinary Arts (MHC-AGS)</li> <li>• Humanities &amp; Communication (MCH-AA)</li> <li>• Industry, Manufacturing, Construction &amp; Transportation (MICT-AGS)</li> <li>• Public Safety (MPS-AGS)</li> <li>• Social &amp; Behavioral Sciences (MSBS-AA)</li> </ul>	<p>Popular Majors at CSN</p> <ul style="list-style-type: none"> <li>• Associate of Business-AB (AB)</li> <li>• Business Management-AAS (BUSMGT-AB)</li> <li>• Culinary Arts-AAS (CUL-AAS)</li> <li>• Elementary Education-AA (EDU-AA)</li> <li>• Deaf Studies-AAS</li> <li>• Computer Science-AA</li> <li>• Psychology-AA</li> <li>• Physical Science-AS</li> <li>• Auto Maintenance and Light Repair-CA</li> <li>• Theatre: Technology and Production-CA</li> <li>• Fire Science Technology-CA</li> <li>• Private Pilot-CA</li> </ul>
	<p>Students who do not declare a major in their first semester will have a limited number of approved courses for financial aid.</p>	<p>The major code for all skills certificates is Non-Degree Seeking – Personal Enrichment. Skills certificates are not financial aid eligible.</p>





### Catalog Year Policy

#### Purpose

Below are the approved guidelines for selecting a student’s declared catalog year:

- The catalog under which the student first completed CSN courses, or
- The catalog under which the student officially declared or changed major, or
- The catalog under which the student will complete the curriculum requirements for a baccalaureate degree or an associate degree or certificate of achievement, or
- The degree is offered for the first time after the student has enrolled. The student must choose the catalog year in which the degree or major was first offered.

#### Examples

Use the chart below to determine catalog year. Be sure to confirm with an academic advisor.

If you first enrolled at CSN or declared/changed your major in			Your catalog year is
FA 19	SP 20	SU 20	2019-2020
FA 20	SP 21	SU 21	2020-2021
FA 21	SP 22	SU 22	2021-2022
FA 22	SP 23	SU 23	2022-2023
FA 23	SP 24	SP 24	2023-2024
FA 24	SP 25	SU 25	2024-2025

FA = Fall, SP = Spring, SU = Summer

#### Additional Details

The declared degree catalog year cannot be more than six years old at the time of graduation for students receiving an associate degree or certificate, and not more than ten years old at the time of graduation for students receiving a baccalaureate degree.

# ACADEMIC POLICIES & PROCEDURES EVERY STUDENT SHOULD KNOW


Policy	Facts	Action Steps
Area of Study	<ul style="list-style-type: none"> <li>Students select an Area of Study when they complete an admissions application.</li> <li>Areas of Study are collections of academic majors that have related courses.</li> </ul>	<ul style="list-style-type: none"> <li>Once admitted, you can declare a specific major within an Area of Study.</li> </ul>
Declare a Major	<ul style="list-style-type: none"> <li>Majors must be declared by the first day of the semester to be in effect for that semester.</li> <li>Students must declare a major to progress toward degree completion.</li> </ul>	<ul style="list-style-type: none"> <li>Use your MyCSN account to declare your major. Visit the Coyote Concierge for help.</li> <li>Be sure to declare your major before the first day of the semester!</li> </ul>
Add/Drop	<ul style="list-style-type: none"> <li>Students can add and drop classes to their schedule without penalty at the start of the semester.</li> </ul>	<ul style="list-style-type: none"> <li>Check the academic calendar each semester to confirm the dates for the add/drop period.</li> </ul>
Withdrawing from a Course	<ul style="list-style-type: none"> <li>Once the add/drop period closes, students may withdraw from a course with a grade of W.</li> <li>While it will appear on the transcript, the W grade will not affect the GPA but can impact financial aid eligibility.</li> <li>Students must officially withdraw before the course is 60% complete as designated on the academic calendar for that semester.</li> </ul>	<ul style="list-style-type: none"> <li>Check the academic calendar for withdrawal deadlines each semester.</li> <li>Visit an academic advisor before withdrawing from a course.</li> <li>If using financial aid, speak with a financial aid advisor before withdrawing from a course.</li> <li>Use your MyCSN account to withdraw from a course. Visit the FYE Coyote Concierge for help.</li> </ul>
Academic Standing	<ul style="list-style-type: none"> <li>Good Standing: GPA 2.0 or higher.</li> <li>Academic Warning: GPA below 2.0 after earning 15 credit hours.</li> <li>Academic Probation: GPA below 2.0 after one semester on academic warning.</li> <li>Academic Suspension: GPA below 2.0 after one semester on academic probation.</li> </ul>	<ul style="list-style-type: none"> <li>Check your GPA at the end of every semester.</li> <li>If your status is warning or probation, complete the online workshop and meet with an academic counselor.</li> <li>If you have been suspended, meet with an academic counselor to complete an appeal.</li> </ul>
Satisfactory Academic Progress for Financial Aid Eligibility	<p>To maintain financial aid eligibility, students must:</p> <ul style="list-style-type: none"> <li>Have a 2.0 GPA or higher at the end of each semester.</li> <li>Complete 66.67% of all courses attempted.</li> <li>Complete your program within 150% of the required credit hours.</li> </ul>	<ul style="list-style-type: none"> <li>If using financial aid, check your MyCSN communication center at the end of every semester to review your Financial Aid Satisfactory Academic Progress report.</li> </ul>



Policy	Facts	Action Steps
Course Repeats	<ul style="list-style-type: none"> <li>• CSN academic policy allows students to repeat a course as often as needed to gain a better grade or GPA.</li> <li>• Only the highest grade will be included in the GPA.</li> <li>• Students using financial aid should also be aware that all course repeats will impact financial aid eligibility and financial aid policy limits the amount of funding for repeats.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with an academic advisor to discuss plans to repeat a course in advance.</li> <li>• If using financial aid, discuss all plans to repeat a course with financial aid staff in advance as well.</li> </ul>
Audit	<ul style="list-style-type: none"> <li>• Allows students to enroll in a course for no credit or grade, on transcript as AU.</li> <li>• Students must designate a course for audit by the deadline posted in the academic calendar.</li> <li>• Financial aid funds will not pay for course audits.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss the audit option with an academic advisor before declaring audit.</li> <li>• Check the academic calendar for the deadline to designate a course for audit.</li> </ul>
Course Substitutions	<ul style="list-style-type: none"> <li>• Students can apply to substitute a course that is similar in content to a required course.</li> <li>• Students can request a substitution for credits earned at CSN or at other colleges or universities (transfer credits).</li> </ul>	<ul style="list-style-type: none"> <li>• Students will need to see an advisor or counselor to submit a substitution request.</li> </ul>
Incompletes	<ul style="list-style-type: none"> <li>• Students may request an Incomplete (I) grade if they have completed all coursework up to the withdrawal date but are unable to complete the remaining requirements.</li> <li>• Students must present proper documentation to verify legitimate reasons for the request.</li> <li>• If granted, students will be allowed to submit outstanding work at a later date.</li> <li>• If the student does not complete the work by due date, the I grade will convert to an F.</li> </ul>	<ul style="list-style-type: none"> <li>• Students must meet with their instructor(s) to request an Incomplete and agree on a due date for outstanding work.</li> </ul>

# USER GUIDE TO THE MyCSN INFORMATION SYSTEM

## SEARCH & REGISTER FOR CLASSES

1.	Visit GoCSN, sign into the MyCSN tile, and click MyCSN Student Center	<p><i>Scan for Video Tutorial</i></p> 
2.	Click the Search for Classes button and select the applicable semester in the drop-down menu "Term"	
3.	Enter the Subject Code (e.g., ENG, etc.) in the Subject box or use the "select subject" button to find the correct Subject Code	
4.	Enter the appropriate Course Number (e.g., 101, 102B) in provided box	
5.	Check the Show Open Classes Only to view available courses and click Search at the bottom of the page	
6.	Review course details before selecting a course by clicking on the section number	
7.	Click the Select Class button to choose the class you want to enroll into and click the Next button to add the course to your Shopping Cart. Add additional courses by clicking the Modify Search button at the top and following previous steps.	
8.	Review your selection in the Shopping Cart by clicking the "Enroll" tab at the top of the page	
9.	If ready to enroll, click the Proceed to Step 2 of 3 button and click Finish Enrolling. Look for message: "Success: This class has been added to your schedule." If this message does not appear, you have NOT enrolled in classes.	
10.	Review the status of your enrollment and click on the My Schedule link to continue	
11.	Click on the Printer Friendly Page link to print a copy of your schedule	
<p><b><i>With a registration hold, selected classes can be placed in the Shopping Cart Holds need to be removed before enrollment can be completed</i></b></p>		

### Enrolling in MATH E courses:

To register for MATH E courses, you need to add both MATH 12xE and MATH 2x with the same four-digit section number to the shopping cart. Then, complete enrollment normally.

**All college-related emails will be sent to your student email account and MYCSN Communications Center.**

**Visit GoCSN and click the MyCSN tile. Click Enter MyCSN Student Center. Go to Communication Center located on the right side.**

**Important messages that require attention and follow-up show in your Communication Center. Click on each message to reveal content.**

### DECLARE/CHANGE Your Major

1. Log into your MyCSN and go to Student Center
2. Under Academic, click on "My Academics" (on left hand side of page)
3. Click on "Request Program/Plan Change"
4. Click either "New Request" or "Change Submitted Request"
5. Click on the magnifying glass and select DCS
6. Click on "View 100"
7. Find your intended major and click "Select Plan"
8. Scroll back to the top and click "Submit" (Yellow Button) to submit your request
9. Please allow 7-10 business days for processing

## HOW TO WAIT LIST A CLASS

- Log on to your MyCSN account and click on the **Enroll** link.
- Choose term and click on the **Continue** button.
- Search for the course you would like to enroll into, and **Select**.
- If the status of the class is Wait List (yellow triangle), click the **Wait List** if class is full box, then click on the **Next** button.
- Once course is listed in your shopping cart, click on the **Proceed to Step 2 of 3** button.
- Click on the **Finish Enrolling** button.
- A message will confirm whether you are on the wait list as well as your position number.
- Any wait list classes will appear on the student's class schedule denoted by the **Wait Listed** (yellow triangle).

## RUN A DEGREE AUDIT TO KEEP TRACK OF CLASSES YOU NEED TO TAKE

*Degree audits provided information regarding degree progress. Running a degree audit allows you to determine your completed and remaining requirements.*

Visit **GoCSN** and click the **MyCSN** tile.

Click **Enter MyCSN Student Center**.

Select **Academics**.

Select **What if Report**.

Click on **Create New Report**.

Under academic program select **Current Degree Plan**.

At bottom of page click **Submit Request**.

## UPDATE ADDRESS IN MyCSN

Visit **GoCSN** and click the **MyCSN** tile.

Click **Enter MyCSN Student Center**.

Go to **Personal Information**.

Click **Demographic Data**.

Click **Address** (on the lower left side).

Click **Edit** and type your correct address.

Click **OK** and Save.

## FIND YOUR ENROLLMENT APPOINTMENT

- Check your MyCSN Student Center
- Right Hand Column - Enrollment Dates
- Click Details
- Select Term
- Regular Academic Session
- View Enrollment Appointment Date/Time

## HOW TO ACCESS YOUR CSN STUDENT EMAIL

- Log in to your GoCSN account, click Home 1, Home 2, or Home 3
- Click the icon for the student e-mail (Microsoft Outlook icon)
- Your username for your student e-mail would be your NSHE#@student.csn.edu, and the password is the same as your GoCSN password
- **Please note that CSN Staff will only send messages to your CSN student email account**



## Math Map Eligibility Criteria

Students may identify as one or multiple identities listed:

- Self-identify as Hispanic/Latinx
- Undocumented/DACA students
- Eligible for the Pell grant (low income)
- Single parents
- Students with disabilities
- Educationally disadvantaged students including:
  - ▶ Those who are economically disadvantaged
  - ▶ Limited English proficient students
  - ▶ Students experiencing homelessness
  - ▶ Students experiencing food insecurity
  - ▶ Former foster youth/foster alumni
  - ▶ Justice impacted students
  - ▶ Individuals interested in nontraditional occupations for their gender
  - ▶ Displaced homemakers

## El Mapa Matemático/ Math Map

Federally funded grant program for Hispanic Serving Institutions (HSI) aimed at guiding students through completion of college-level math via holistic placement, supplemental support, specialized instruction and pre-graduation tracking.

### What we provide:

- Holistic placement catering to individual student math needs
- Access to tailored math aide support throughout Mapa enhanced math courses
- 1 on 1 meetings with Mapa coordinators providing personalized support from start to finish

### How Do I Apply?

Email us at:

[Mathmap@csn.edu](mailto:Mathmap@csn.edu)

or call us at 702.651.5441

<https://bit.ly/CSNHSIMathMap>



# READY FOR ONLINE CLASSES?

Instead of a traditional classroom, online classes use the Internet as a means of delivery. On average, online courses **require greater self-discipline** and **time-management** than traditional courses. Before deciding to take online classes, learn more about the ins and outs of successful online learning.

Consider taking an online class **ONLY** if you answer yes to all the following questions:



	YES	NO
▶ Do you have great self-discipline and are you fairly organized?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Are you highly motivated and can be called a self-starter?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you have at least 6-8 hours per week to dedicate to an online class and enough "down" time to work on your assignments? This is 6-8 hours every week for EACH online class you plan on taking.	<input type="checkbox"/>	<input type="checkbox"/>
▶ Do you have your own computer with internet access, feel comfortable using it, and are familiar with online terminology?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Are you able to log in to the computer daily?	<input type="checkbox"/>	<input type="checkbox"/>
▶ Can you type easily and are able to take notes during an online chat or a class session?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **NO** to any of the above statements, you should reconsider taking online classes at this time.

If you have decided to take an online class, then:

- ▶ Consider starting with a hybrid course (half traditional classroom and half online).
- ▶ Log in the first day of class and read the syllabus.
- ▶ After that, login EVERY DAY, as you have 24/7 access.
- ▶ Keep in mind that there are due dates for tests, assignments and chat participation.
- ▶ Develop a schedule for completing each assignment and stick to it! This is the biggest problem with online classes.
- ▶ Work ahead if possible and always email or deliver your assignment on time.
- ▶ Keep a copy of all work emailed or delivered to the professor.
- ▶ Participate in class (chats). Try to connect with other classmates for assistance.
- ▶ If you have a computer failure, have a backup plan.
- ▶ Alert your professor immediately if you have family, computer, or personal problems that would prevent you from completing an assignment on time.
- ▶ Online library services can be accessed using the link: [www.csn.edu/library](http://www.csn.edu/library).



# RESOURCES FOR STUDENT SUCCESS

**ACADEMIC ADVISING** – Provides degree planning assistance and course selection recommendations for students each semester. Hours of operation are Monday - Friday: 8 a.m. - 5 p.m. For instructions on how to schedule an appointment, students can visit [www.csn.edu/advising](http://www.csn.edu/advising).

CHARLESTON	Bldg. D – Lobby	702-651-5670
HENDERSON	Bldg. B – Room 120 Student Services Area	702-651-3165
NORTH LAS VEGAS	Bldg. S – Room 201 (second floor)	702-651-4049

**ACADEMIC SCHOOLS** – [www.csn.edu/academic-affairs](http://www.csn.edu/academic-affairs).

- ❖ *Advanced & Applied Technologies*
- ❖ *Arts & Letters*
- ❖ *Business, Hospitality & Public Services*
- ❖ *Education, Behavioral & Social Sciences*
- ❖ *Health Sciences*
- ❖ *Science & Mathematics*
- ❖ *Division of Workforce & Economic Development*
- ❖ *Apprenticeship Studies*

**BOOKSTORE** – Provides all textbooks and course materials for CSN classes in addition to selling a wide variety of other books, clothing, and apparel (hoodies and T-shirts), gifts, school supplies, convenience items, and Coyote fan gear. For more information, students can visit [www.csn.edu/bookstore](http://www.csn.edu/bookstore).

CHARLESTON	Bldg. B	702-651-5606
HENDERSON	Bldg. C	702-651-3055
NORTH LAS VEGAS	Bldg. E	702-651-4645

**CAMPUS LIFE** – Provides monthly student activities for CSN students.

CHARLESTON	Student Union – Room 127	702-651-5904
HENDERSON	Student Union – Room 113	702-651-3709
NORTH LAS VEGAS	Student Union – Room 127	702-651-2781

**CAREER SERVICES** – Offers career exploration, job search assistance, and guidance with utilizing the Career & Technical Education Program (CTEAP) grant for students and alumni. Hours of operation are Monday - Friday from 8 a.m. - 5 p.m. For more information, students can visit [www.csn.edu/CATS](http://www.csn.edu/CATS) or email at: [cats@csn.edu](mailto:cats@csn.edu).

CHARLESTON	Modular Bldg. 9 (near bldg. K)	702-651-5089
HENDERSON	Student Union – Room 127	702-651-3174
NORTH LAS VEGAS	Bldg. E – Room 122 Student Services Area	702-651-4700

**CASHIER'S OFFICE** – The Cashier's Office provides a number of services including cashiering, fee assessment, collections and refunds. If you are requesting to pick up any documentation, a valid photo ID must be presented at the time of pick-up. Hours of operation are Monday - Friday: 8 a.m. - 5 p.m. Students can also email the Cashiers Office at [cashiers.office@csn.edu](mailto:cashiers.office@csn.edu).

CHARLESTON	Bldg. D – 120	702-651-5650
HENDERSON	Bldg. B – 120	702-651-3022
NORTH LAS VEGAS	Bldg. E – 124	702-651-4064

**CENTERS FOR ACADEMIC SUCCESS** – Provides quality DROP-IN academic assistance to all students enrolled in for-credit courses at CSN. Tutors are available for most general education courses and some historically challenging courses. Academic learning support includes assistance with learning strategies, Canvas, Smarthinking online tutoring, Microsoft Office, reading, writing, oral presentations, math and science. CAS tutors also provide support to study groups. CAS is open Monday through Sunday to be more accessible to all students. Hours for all locations are Monday - Thursday 9 a.m. - 6 p.m. and Friday - Sunday 11 a.m. - 4 p.m.

For more information students can visit [www.csn.edu/centers-academic-success](http://www.csn.edu/centers-academic-success).

CHARLESTON	Bldg. C – Learning Commons	702-651-5732
HENDERSON	Bldg. C – Learning Commons	702-651-3125
NORTH LAS VEGAS	Bldg. C – Learning Commons	702-651-4232

**CHILD CARE** – Early Childhood Education services for young children of students/faculty/staff. CSN students may be eligible for reduced rates and/or subsidies. Hours of operations are Monday - Friday from 7:30 a.m. to 6 p.m.

CHARLESTON	24 months – Pre-K	702-651-7390
NORTH LAS VEGAS	3 months – Pre-K	702-651-4004

**CODY'S LOCKER** – Offers free school supplies to registered CSN students such as backpacks, index cards, pens, highlighters, etc. Supplies are limited. See Campus Life staff for terms of use.

CHARLESTON	Student Union – Room 127
HENDERSON	Student Union – Room 113
NORTH LAS VEGAS	Student Union – Room 127

**COMPUTER LABS** – Internet and CANVAS access, word processing, Microsoft Office, and tutorials in computer programs. Always reference [at.csn.edu/computerlabs](http://at.csn.edu/computerlabs) for the current hours of operation.

CHARLESTON	Bldg. C – First Floor	702-651-5931
HENDERSON	Bldg. C – First Floor	702-651-3002
NORTH LAS VEGAS	Bldg. C – Second Floor	702-651-4592

**COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)** – Offers a variety of free and confidential psychological services aimed to help students in their emotional, relational and behavioral growth. Appointments can be made by contacting the department. Hours of operations are Monday - Friday 8 am to 5 PM.

CHARLESTON	Bldg. D – Room 104	702-651-5518
HENDERSON	Bldg. C – Room 113 & 113A	702-651-3099
NORTH LAS VEGAS	Bldg. E – Room 120	702-651-4099

**COUNSELING AND RETENTION SERVICES** – Counselors advocate for students and address their needs through preventative retention efforts and the development of individualized success plans. Counselors provide assistance for students on academic warning, probation, and suspension, students on financial aid warning and those who require SAP appeals. Counselors also provide wrap-around services for students, administer the early alert process and work to assist students in getting connected to community resources. Visit [www.csn.edu/counselingdepartment](http://www.csn.edu/counselingdepartment) for additional information.

CHARLESTON	Student Union – Room 127	702-651-5204
HENDERSON	Student Union – Room 127	702-651-5204
NORTH LAS VEGAS	Student Union – Room 127	702-651-5204

**COYOTE CLOSET** – Offers free business and professional attire to CSN students to help them prepare for interviews, career fairs, networking events and classroom presentations.

CHARLESTON	Student Union – Room 127
NORTH LAS VEGAS	Student Union – Room 120

**COYOTE CUPBOARD** – Offers free food and hygiene products to currently enrolled CSN students. Grab and Go style bags are offered for quick meals on campus or Family Style bags to take home and share. The Coyote Cupboard is open Monday - Thursday 9 a.m. - 4 p.m. and Friday 9 a.m. - 2 p.m.

CHARLESTON	Student Union – Room 127
HENDERSON	Student Union – Room 127
NORTH LAS VEGAS	Student Union – Room 127

**CSN CALL CENTER** – Provides assistance with password resets (GoCSN, MyCSN, Canvas & CSN Email), MyCSN Navigation, Account Validations & General CSN Questions. Hours of operations are Monday - Friday from 9 a.m. to 7 p.m. Call 702-651-5555 (press option #4).

**DISABILITY RESOURCE CENTER** – Provides equal access to students with qualified disabilities through approved accommodations. Appointments can be made by calling the specific campus of choice for intake services.

CHARLESTON	Bldg. D – Room 203	702-651-5644
HENDERSON	Bldg. B – Room 120, Student Services Area	702-651-3795
NORTH LAS VEGAS	Bldg. E – Room 120N	702-651-4045

(Adaptive Technology)

DEAF AND HARD OF HEARING SERVICES

NORTH LAS VEGAS	Modular Bldg. 3	702-651-4448
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**EARLY CHILDHOOD LAB** – Provides student/staff/faculty children age six months to pre-kinder morning pre-school classes. The lab operates on a waiting list basis.

NORTH LAS VEGAS		702-651-4004
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**FINANCIAL AID** – Provides information and assistance to students applying for financial aid programs such as grants, work-study, scholarships and loans. Financial aid TV, FAFSA workshops and the Coyote Chatbot are also available to student at [www.csn.edu/financial-aid](http://www.csn.edu/financial-aid). Hours of operation are Monday - Friday: 8 a.m. - 5 p.m. Students can send correspondence via email to [www.finaid@csn.edu](mailto:www.finaid@csn.edu).

CHARLESTON	Bldg. D – Lobby	702-651-4303
HENDERSON	Bldg. B – Student Services Area	702-651-4303

**FIRST YEAR EXPERIENCE (FYE) & COYOTE ORIENTATION & REGISTRATION EVENT (C.O.R.E.)** – First Year Experience (FYE) is a holistic experience of support, connection and welcome for all new first-year students and families connecting students to peers, the CSN community, campus resources and a network for overall success. New students move through the FYE with innovative and impactful programming including New Student Orientation events, FYE celebration traditions, Peer Leader connections and overall programming and support for academic and social engagement in the college community. The goal of the FYE at CSN is to personalize the first year for each student maximizing student success and every student’s ability to meet their goals! For more information, visit the web page at: [www.csn.edu/fye](http://www.csn.edu/fye) or email us at [fye@csn.edu](mailto:fye@csn.edu)

NORTH LAS VEGAS	Bldg. E – Room 120	702-651-2727
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**INTERNATIONAL CENTER** – Provides international students help with admissions, orientation, personal counseling and immigration advisement. Students can call 702-651-5820 or email at [advisor.ic@csn.edu](mailto:advisor.ic@csn.edu) to schedule either an in-person or remote appointment. Hours of operation are Monday - Friday: 8 a.m. - 5 p.m.

CHARLESTON	Bldg. D – Room 106	702-651-5820
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**LANGUAGE LABS** – Provides English as a second language (ESL) testing. Labs also provide language students access to audio, video and computer materials used in developing language proficiency. More information and testing, please visit CSN ESL Program homepage at: [www.csn.edu/esl](http://www.csn.edu/esl).

CHARLESTON	Bldg. C – Room 169	702-651-5736
NORTH LAS VEGAS	Bldg. C – Room 2649	702-651-4475

**LIBRARY SERVICES** – Librarians help students find, access and use information and cite sources for assignments. CSN libraries offer reference services, computer/laptop access, individual and group study space, books/DVDs to check out, short-term use of textbooks and online articles/eBooks and streaming videos. For hours of operations, and questions about access on eBooks, electronic articles, streaming videos, research guides and Online tutorials can be found at: [library.csn.edu](http://library.csn.edu).

CHARLESTON	Bldg. I – First Floor	702-651-5723
HENDERSON	Bldg. H – First Floor	702-651-3066
NORTH LAS VEGAS	Bldg. E – 201	702-651-4014

**MULTICULTURAL CENTERS** – A gathering space to provide students opportunities to affirm their unique identities, build a sense of community and cultivate their leadership skills through inclusive programming, services and referrals.

CHARLESTON	Student Union – Room 121	702-651-4231
NORTH LAS VEGAS	Student Union – Room 121	702-651-4231

**NETWORKING LAB** – Offers assistance in networking classes. Lab hours vary. Visit [www.csn.edu/cit-information](http://www.csn.edu/cit-information) to learn more.

CHARLESTON	Bldg. C – Room 116	
NORTH LAS VEGAS	Bldg. A – Room 2726	
HENDERSON	Bldg. C – Room 118	

**OFFICE OF ELEARNING** – Provides support to students taking online courses and assistance with CANVAS. Hours of operation are Monday - Friday: 7 a.m. - 4 p.m. Assistance available 24/7 at: [eLearning@csn.edu](mailto:eLearning@csn.edu). For more information, visit [www.csn.edu/online-campus](http://www.csn.edu/online-campus).

CHARLESTON	Bldg. C – Room 213	702-651-5619
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**OFFICE OF INSTITUTIONAL EQUITY & TITLE IX** – Investigates complaints of unlawful discrimination and sexual harassment in admission, employment and access to college services in addition to complaints regarding treatment in college-sponsored programs and activities and Title IX concerns to ensure the college complies with Title IX of the Education Act of 1972. The office also advises students who believe they may have been subjected to sexual harassment or discrimination. For more information visit [www.csn.edu/institutional-equity/](http://www.csn.edu/institutional-equity/) and [www.csn.edu/title-ix](http://www.csn.edu/title-ix). Email and phone contact at [titleixcoordinator@csn.edu](mailto:titleixcoordinator@csn.edu) and 702-651-5587.

**OFFICE OF THE REGISTRAR** – Handles admissions, transcripts, student appeal petitions, declaration of major, transfer credit evaluation, applications for graduation, personal data changes and residency (including tuition classification based on state residency). Hours of operation are Monday - Friday: 8 a.m. - 5 p.m. For more information, visit [www.csn.edu/admissions](http://www.csn.edu/admissions).

CHARLESTON	Bldg. D – Lobby	702-651-5610
HENDERSON	Bldg. B – Student Services Area	702-651-3030
NORTH LAS VEGAS	Bldg. E – Room 112 Student Services Area	702-651-4060

**SMARTHINKING** – Offers online tutoring, writing services and homework assistance 24/7. It provides assistance in Math (Basic Skills through Calculus II), Writing, Chemistry, Physics, Biology, Accounting, Economics, Spanish, Statistics and Nursing. To access services, students can log into their GoCSN account and then into Canvas. Students can choose a listed course on the left and then click on Smarkthinking Tutoring. Visit [www.csn.edu/online-support](http://www.csn.edu/online-support) or call 702-651-5619 for additional information.

**SOFTWARE LAB** – Offers assistance in Computing & Information Technology, Computer Science, and Information Systems classes. Hours of operation vary. To check the schedule, visit [www.csn.edu/cit-information](http://www.csn.edu/cit-information).

CHARLESTON	Bldg. C – Room 116
HENDERSON	Bldg. C – Room 116
NORTH LAS VEGAS	Bldg. A – Room 2767

**STUDENT LIFE AND LEADERSHIP DEVELOPMENT** – Works with:

- ❖ *Student Government* – The elected student body representing all CSN students.
- ❖ *Student Leadership Institute* – Institute that develops students into becoming proactive, productive and engaging leaders.
- ❖ *Student Clubs and Organizations* – approximately 40.
- ❖ *Phi Theta Kappa* – the honor society for community and junior colleges. (3.5 Cum GPA).
- ❖ *Student Identification Cards* – must show a current semester schedule and photo I.D. Please visit [www.csn.edu/student-life](http://www.csn.edu/student-life) for additional information.
- ❖ *CSN Serves* – Provides monthly service leadership/volunteer opportunities in the Las Vegas valley for CSN students. Please visit [www.csn.edu/csn-serves](http://www.csn.edu/csn-serves) for additional information.

NORTH LAS VEGAS	Building E – Room 105	702-651-4669
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**TESTING AND ASSESSMENT CENTERS** – Offer placement testing for CSN students on a walk-in basis. They also offer certification, credit by examination and serve as make-up test locations. Make an appointment to test at [www.csn.edu/csn-testing](http://www.csn.edu/csn-testing).

CHARLESTON	Bldg. D – Main Lobby	702-651-5733
HENDERSON	Bldg. A – Room 120	702-651-3128
NORTH LAS VEGAS	Bldg. E – Room 122 Student Services Area	702-651-4050

**TRIO STUDENT SUPPORT SERVICES** – One stop shop for first-generation college, financial aid eligible, and disabled students offering tutoring, academic advising, career exploration, college transfer assistance and development of college success strategies. Please visit [www.csn.edu/trio](http://www.csn.edu/trio) for additional information.

NORTH LAS VEGAS	Bldg. E – Room 109	702-651-4441
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**UNLV/CSN TRANSFER PROGRAM (UCTP)** – Provides UNLV transfer information (i.e., degree plans, transfer agreements, course equivalency) and admission assistance (i.e., application process and deadlines). Please visit [www.unlv.edu/advising/uctp](http://www.unlv.edu/advising/uctp) to schedule an appointment and find information. For quick questions/short discussion, you can also join our virtual walk-ins that take place on Tuesdays from 1 - 2 p.m.

CHARLESTON	Modular Bldg. 9 (near bldg. K)	702-651-4969
HENDERSON	Student Union – Room 127	702-651-4969
NORTH LAS VEGAS	Bldg. E – Room 122-N	702-651-4969

**NSC/CSN TRANSFER OFFICE** – The Nevada State Transfer Team is available to assist all CSN students with general information about our degree programs, selecting the correct associate degree at CSN for transfer and the application process to Nevada State College. It is never too soon or too late to schedule with us. Available for both "Zoom" and "Phone Appts". Monday - Friday in the afternoon/evening. Contact us today for times and more details on "Walk-in Wednesdays" and our "In-person" appointments.

CHARLESTON Monday, Wednesday, Thursday, & Friday

HENDERSON Monday & Wednesday

NORTH LAS VEGAS Thursday & Friday

Email: [transfer@nsc.edu](mailto:transfer@nsc.edu)

Webpage: [www.nsc.edu/transfer2state](http://www.nsc.edu/transfer2state)

Phone: 702-992-2172

Text Line: 702-978-7436

**VETERAN EDUCATION AND TRANSITION SERVICES (VETS)** – Certifies enrollment of veterans and their dependents using veterans' educational benefits; acts as liaison with the Department of Veterans Affairs. Eligible recipients should apply for educational benefits at [www.va.gov](http://www.va.gov). Apply for admission using the CSN Veteran Benefits application then visit the VETS Center to continue your journey to success. VA beneficiaries may also contact the CSN VETS office to make an appointment to speak with a VA advisor (non-health science majors only). Hours of operation are Monday-Friday:

8 a.m. - 5 p.m.

CHARLESTON Modular Bldg. 11 (near bldg. K)

702-651-5060



# GLOSSARY OF FREQUENTLY USED CSN TERMS

**Academic Advisor** – Helps students with course selection. Advisors also help students to learn academic strategies, explore careers, and overcome academic problems. Students are required to meet with their academic advisor after the completion of 15, 30, and 45 credit hours, respectively.

**Academic Warning** – When a student’s Cumulative GPA falls below 2.0 after having attempted 15 credits, the student is placed on Academic Warning for one semester.

**Academic Probation** – When a student’s Cumulative GPA remains below 2.0 after two consecutive semesters.

**Academic Suspension** – When a student’s Cumulative GPA remains below 2.0 after one semester on probation. The student must “sit out” and wait at least another semester before appealing a return to CSN.

**Area of Study** – A collection of degrees and certificates designed to help students focus on a particular career topic as they decide on a permanent major.

**Audit** – Enrollment in a class for personal enjoyment without the award of credit; tuition rates are the same as for credit courses.

**Catalog and Student Handbook** – CSN’s general reference publication providing information about policies, procedures, student services, course descriptions, and academic programs; can be purchased at the Bookstore.

**Core Requirements** – Core courses required within a degree or certificate.

**Co-Requisite** – A requirement that a course must be taken along with another related course during the same term or semester; frequently seen connecting science courses with mathematics courses or a lecture with a lab.

**Counselor** – Counselors advocate for students and address their needs through preventative retention efforts and the development of Individualized Success Plans. In addition, Counselors provide assistance for students on Academic Warning, Academic Probation, Academic Suspension, Financial Aid Warning, Financial Aid Appeal, E-Alerts, Wrap-Around Services, and Connecting students to Community Services.

**Credit Hour** – Unit by which CSN measures the total number of instructional classroom hours per week. Most CSN classes are three credit hours, meaning their total meeting or online time for a week is three hours.

**Degree Requirements** – Requirements prescribed for completion of a program of study; may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major, and/or minor areas of study.

**Elective** – Courses taken in addition to the core requirements of a program. A student chooses electives based on a list specified by his/her program and should choose electives in consultation with an Academic Advisor.

**Enrollment** – The term refers to both the act of registering for classes and actually being enrolled in classes.

**FAFSA** – It stands for Free Application for Federal Student Aid submitted by a student to the Department of Education in order to apply for federal and state financial aid in the form of loans, grants, scholarships, and college work-study.

**FERPA** – It stands for the Family Educational Rights and Privacy Act federal law designed to provide guidelines and protect the privacy of educational records.

**Full-Time Enrollment/Part-Time Enrollment** – A full-time student is enrolled in 12 or more credit hours in a semester (fulltime status for a summer term is usually 6 credit hours). A part-time student is enrolled in less than 12 credit hours in a semester (less than 6 in a summer term).

**General Education** – Core courses required in all college degree programs including such areas as English, mathematics, science, and social science.

**Grade Point Averages or GPA** - CSN uses the following method to calculate grades: "A"s are worth 4 points, "A-"s are worth 3.7 points, "B"s are worth 3 points, "B-"s are worth 2.7 points, "C+"s are worth 2.3 points, "C"s are worth 2 points, "C-"s are worth 1.7 points, "D"s are worth 1 point, "D-"s are worth .7 points, and "F"s are worth 0 points. To figure a GPA, simply multiply the number of credit hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours. The result is the grade point average. The semester GPA calculates grades for that semester alone. The Cumulative GPA calculates the student's grade point average over the entire time the student has been attending CSN.

**Hold** - A student who owes fees, fails to return materials, or has a disciplinary case will have a hold placed on his/her record. This hold must be resolved before a student is permitted to register for further classes or to graduate.

**Major or "Program/Plan of Study"** - A set of required and elective courses designed to meet specific educational or training goals leading to a degree or certificate upon successful completion.

**My CSN** - A student's online portal for registration and services such as receiving communications from CSN, getting financial aid information, searching for classes, registering or adding/dropping classes, viewing the personal class schedule, viewing CSN records and grades, printing unofficial transcripts, checking account balances, making payments, and creating an academic plan.

**Placements** - A first-time college student is required to undergo English and Math skill level assessments in order to ensure placement in courses that are significant to the student's current ability.

**Prerequisite** - A course taken and passed in preparation before enrolling into another course. Prerequisites are listed in CSN's College catalog with the course description.

**Residency Status** - The classification of a student as a resident or non-resident of Nevada, which determines cost of tuition.

**Returning Student** - A returning student is the student who previously attended CSN within a certain time period and wishes to return to the college.

**Satisfactory Academic Progress or SAP** - A financial aid requirement which requires students to pass 67% of attempted credit hours, maintain a 2.0 minimum Cum GPA and complete the program of study within a 150% maximum time frame.

**Schools (Academic)** - The term used to designate the organizational unit at CSN that encompasses several academic disciplines and degree programs. CSN's schools are School of Advanced & Applied Technologies; School of Arts & Letters; School of Business, Hospitality & Public Services; School of Education, Behavioral & Social Sciences; Ralph & Betty Engelstad School of Health Sciences; and School of Science & Mathematics.

**Syllabus** - The outline of important information about the course written by the instructor; usually includes important dates, textbook lists, office hours, test dates, assignments, expectations and policies specific to that course.

**Semester** - Period of time within which courses will be conducted in fall, spring, and summer term.

**Transcript** - A formal permanent academic record of all classes attempted by a student indicating program of study, grades, cumulative grade point average, and credits earned as well as degree(s) awarded. Transcripts are not released by CSN if the student owes any money to the college.

**Transcript Evaluation** - The procedure for awarding transfer credit for CSN equivalent courses completed at another college, university, or the military service. A transcript evaluation must be completed in order for previous credits to apply toward a degree.

**Tuition** - Tuition is the amount paid for each credit hour of enrollment. Tuition charges are dependent on such factors as Nevada resident or out-of-state status and level of classes enrolled in (lower or upper division).

**Withdrawal ("W" grade)** - A student who officially withdraws from a class or classes after the deadline for refunds receives a "W" on their transcript but will not receive a refund.

**Work Study** - A financial aid program for students that provides jobs on-campus. A student must demonstrate financial need by completing the Financial Aid Application (FAFSA) to qualify for work-study.

# DEPARTMENT of ACADEMIC ADVISING SERVICES

## Plan Your Academic Success

- *Course and degree planning*
- *Resources to attain academic success*
- *Assessment of personal strengths and limitations*
- *Identification of academic barriers*
- *Development and implementation of a personal action plan*
- *Teaching college success and study strategies*

### LOCATION OF ADVISING SERVICES

#### CHARLESTON

Bldg. D – Student Services Area • 702-651-5670

#### HENDERSON

Bldg. B – Student Services Area • 702-651-3165

#### NORTH LAS VEGAS

Main Building South Wing - S201 • 702-651-4049

### ADDITIONAL ACADEMIC SUPPORT SERVICES

Math and Science Resource Centers

[www.csn.edu/math-science-resource-centers](http://www.csn.edu/math-science-resource-centers)

Writing Center

[www.csn.edu/about-csn-writing-center](http://www.csn.edu/about-csn-writing-center)

One-on-One Tutoring

[www.csn.edu/get-tutoring](http://www.csn.edu/get-tutoring)

Communications Lab

[www.csn.edu/com-lab](http://www.csn.edu/com-lab)