

RESOURCES FOR STUDENT SUCCESS

Prepared by CSN's Department for Academic Advising Services

Revised 2/2020



ACADEMIC ADVISING – Provides degree planning assistance and course selection recommendations for students each semester. Hours of operation are Monday: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m. For instructions on how to schedule an appointment, students can visit 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 COUNSELING – 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/academic-counseling for additional information.

CALL CENTER – Aids with CSN general information and the MyCSN system. 702-651-5555

CAREER AND TRANSFER SERVICES – Offers career exploration, job search assistance, transfer guidance and assistance 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

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 – Provides several services including cashiering, fee assessment, and refunds. Payment plans are also available for fall and spring semesters for students enrolled in at least six credit. Students requesting to pick up documentation must present a valid photo ID. Hours of operation are Monday: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m. Students can also email the Cashiers Office at 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 academic tutoring and assistance. Study space, supplemental instruction and drop-in tutoring are also available. Hours of operation are Monday-Thursday 9 a.m. - 6 p.m. and Friday-Sunday 11 a.m. - 4 p.m. Drop-in learning center requires no appointment. For more information students can visit 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 – Serves student/faculty/staff children ages 2 to 5.

CHARLESTON		702-651-7390
NORTH LAS VEGAS		702-651-4004

COMMUNICATION LAB – Designed for students taking communication courses who need assistance with physical and vocal delivery, research, and visual preparation. Call for hours of operation or to make an appointment.

CHARLESTON	Bldg. C – Room 113	702-651-5732
HENDERSON	Bldg. C – Computer Lab	702-651-3125
NORTH LAS VEGAS	Bldg. C – Computer Lab	702-651-4232

COMPUTER LABS – Internet and CANVAS access, word processing, Microsoft Office, and tutorials in computer programs. Hours of operation are Monday-Thursday: 7:30 a.m. - 8 p.m., Friday: 9a.m. - 8 p.m., and Saturday-Sunday: 10 a.m. - 4 p.m.

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.

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

DEAF AND HARD OF HEARING SERVICES – Provides services for deaf and hard of hearing students.

NORTH LAS VEGAS	Modular Bldg. 3	702-651-4448
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DISABILITY RESOURCE CENTER – Provides accommodations to students with documented disabilities.

CHARLESTON	Bldg. D – Room 116	702-651-5644
HENDERSON	Bldg. B – Student Services Area	702-651-3795
NORTH LAS VEGAS	Bldg. E – Room 120N	702-651-4045

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/financialaid. Hours of operation are Monday: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m. Students can send correspondence via email to www.finaid@csn.edu.

CHARLESTON	Bldg. D – Lobby	702-651-4303
HENDERSON	Bldg. B – Student Services Area	702-651-4303
NORTH LAS VEGAS	Bldg. E – Room 118 Student Services Area	702-651-4303

FIRST YEAR EXPERIENCE & STUDENT SUCCESS INITIATIVES – A “home base” of support, connection, and welcome for all new first-year students at CSN connecting students, in a “one stop” approach, to peers, the community, campus resources and a network for overall success. New students move through the FYE aligned with innovative and impactful programming including new student orientation either online or in-person at C.O.R.E. (Coyote Orientation Registration Event) first year focused events, Peer Leader connections, and overall programming and support for academic and social engagement in the college community. For more information visit www.csn.edu/fye.

NORTH LAS VEGAS	Bldg. E – Room 120	702-651-2727
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INTERNATIONAL CENTER – Provides international students help with admissions, orientation, academic and personal counseling, and immigration advisement. 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.

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, study space, and books/DVDs to check out. More information and access to eBooks, electronics articles, streaming videos, research guides and online tutorial can be found at <http://library.csn.edu>.

CHARLESTON	Bldg. I - First Floor	702-651-5723
HENDERSON	Bldg. A – 120	702-651-3066
NORTH LAS VEGAS	Bldg. E – 201	702-651-4014

MATH RESOURCE CENTERS – Individual and group drop-in tutoring, helping in various levels of math.

CHARLESTON	Bldg. C – Room 135	702-651-5732
HENDERSON	Bldg. C – Computer Lab	702-651-3125
NORTH LAS VEGAS	Bldg. C – Computer Lab	702-651-4232

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

MyCOYOTEPLAN (PERSONAL LEARNING & ADVISING NETWORK) – A central location to connect students to the people and services that can help them succeed. MyCoyotePLAN also allows CSN's instructional staff to proactively engage with students using Early Alert and Kudos tools to provide enhanced student communications and support to pass their classes. Students and faculty can access MyCoyotePLAN in their GOCSN account.

NETWORKING LAB – Offers assistance in networking classes. Lab hours vary. Visit www.csn.edu/cit-information to learn more.

NORTH LAS VEGAS	Bldg. A – Room 2726
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OFFICE OF eLEARNING – Provides support to students taking online courses and assistance with CANVAS. Hours of operation are Monday-Friday: 7 a.m. - 5 p.m. For more information, visit www.csn.edu/online-campus.

CHARLESTON	Bldg. C – Room 213	702-651-5619
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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: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m. For more information, visit 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

SCIENCE RESOURCE CENTERS – Individual and group drop-in tutoring offering assistance in various levels of science.

CHARLESTON	Bldg. C – Room 222	702-651-5732
HENDERSON	Bldg. C – Computer Lab	702-651-3125
NORTH LAS VEGAS	Bldg. C – Computer Lab	702-651-4232

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 or call 702-651-5619 for additional information.

SOFTWARE LAB – Offers **FREE** assistance in Computing & Information Technology and Information Systems classes. Hours of operation vary. To check the schedule, visit 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.
- ❖ *Academy for Leadership, Strategy and Innovation* – Monthly workshops that champion leadership development

- ❖ *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 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 for additional information.

STUDENT ACTIVITIES – Provides monthly student activities for CSN students.

CHARLESTON	Student Union - Room 113	702-651-5904
HENDERSON	Student Union - Room 113	702-651-3709
NORTH LAS VEGAS	Student Union - Room 113	702-651-4051

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.

CHARLESTON	Bldg. D – Lobby	702-651-5733
HENDERSON	Bldg. B – Room 107 Across from Student Services Area	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 for additional information.

NORTH LAS VEGAS	Bldg. E – Room 109	702-651-4441
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UNLV/CSN TRANSFER OFFICE – Provides transfer information and application assistance to UNLV, including degree plans, course equivalency, and curriculum guidelines/agreements.

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

NSC/CSN TRANSFER OFFICE – Provides transfer information and application assistance to students planning to go on to a bachelor's degree at Nevada State College. Appointments can be scheduled at www.nsc.mywconline.com. Check office hours online or call to request an appointment.

CHARLESTON	Mon. & Wed.	Modular Bldg. 9 (near bldg. K)	702-992-2170
HENDERSON	Tues. & Thurs.	Student Union - Room 127	702-992-2170
NORTH LAS VEGAS	Tues. & Thurs.	Bldg. E – Room 122-P	702-992-2170

VETERAN EDUCATION AND TRANSITION SERVICES (VETS) – Certifies enrollment of veterans and their dependents using veterans' educational benefits; acts as liaison with the U.S. Department of Veterans Affairs. Eligible recipients should apply for educational benefits at www.vets.gov. Apply for CSN admission then visit the VETS Center to continue your journey to success. Hours of operation are Monday: 8 a.m. - 6:30 p.m. and Tuesday-Friday: 8 a.m. - 5 p.m.

CHARLESTON	Modular Bldg. 11 (near bldg. K)	702-651-5060
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READING AND WRITING CENTERS – Provides assistance with all aspects of paper writing. No appointment necessary. Visit www.csn.edu/writing-centers for more information.

CHARLESTON	Bldg. C – Room 112	702-651-5732
HENDERSON	Bldg. C – Computer Lab	702-651-3125
NORTH LAS VEGAS	Bldg. C – Computer Lab	702-651-4232

CSN is an Equal Employment Opportunity/Affirmative Action institution and does not discriminate on the basis of sex, age, race, color, religion, disability, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates. For more information, visit www.csn.edu/nondiscrimination En Español

CSN es una institución de 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 www.csn.edu/nondiscrimination.