

ART GALLERIES

Fine Art Gallery

The CSN Fine Art Gallery, located in Room H101 of the Nicholas J. Horn Performing Arts Center on the North Las Vegas campus, provides the campus and the community with a wide range of contemporary art exhibits. The gallery supports the educational mission of the Art and Art History Program and hosts exhibits and events by guest artists, students, and faculty. Exhibit announcements can be found posted on campus, online, in local media, or by calling the CSN Department of Fine Arts for information.

Artspace Gallery

The CSN Artspace Gallery, located upstairs above the main entrance lobby on the North Las Vegas campus, provides the campus and the community with a wide range of contemporary art exhibits. The gallery supports the educational mission of the Art and Art History Program and hosts exhibits and events by guest artists, students, and faculty. Exhibit announcements can be found posted on campus, online, in local media, or by calling the CSN Department of Fine Arts for information.

Level Up Galleries

The Level Up Galleries bring the highest quality fine art from the traditional art gallery to locations on CSN’s campuses where student, faculty, staff and the college community gather. The name “Level Up” indicates the location of this initiative (campus second and/or third floor locations), references College wide student success initiatives such as Achieving the Dream, and ties into contemporary video game nomenclature, specifically those synonymous with advancement, attainment, enlightenment and success. Currently located on the West Charleston campus, second floor E Building, watch for new Level Up Galleries opening soon. For more information please contact the CSN Department of Fine Arts.

CSN Student Art and Design Exhibition Spaces

CSN Student Art and Design Exhibition Spaces exist on each campus to highlight artwork made in art and design classes at the College of Southern Nevada. The culmination of the creative process for both fine and applied art is only achieved through that artwork’s display. The College of Southern Nevada supports this culmination by providing informal, formal, and digital exhibition spaces for student art and design work.

CAREER SERVICES

Career Services assists students and alumni with comprehensive career exploration and employment services. This department focuses primarily on the development and implementation of career and employability plans. Career Services maintains partnerships with employers, faculty, staff, administrators, and the greater community to increase opportunities for the employment and career development of CSN students and alumni. Resources, services, and events provided by this department include:

- **Career Link** – This online career database system provides students with access to local and national job openings, internships, resume and cover letter review, appointment scheduling, and online employment resources.

- **Career Assessment Resources** – We offer a variety of career assessment instruments to help students learn about themselves and their potential fit with careers that are of interest. For example, the *TypeFocus* online assessment tool, available at www.typefocus.com, provides free assessments of career interest, personality, values, and student success (Site password: **csn63**).
- **Employment Events** – The Career Services department hosts job fairs, employer interviews, career-specific information sessions, and on-campus recruiting events at the three main campuses.
- **Career Programming and Workshops** – Students may attend these to learn job searching skills, develop interview competencies, correctly utilize professional networking sites, obtain information on professional organizations related to their field and create a career plan.
- **Candid Careers** – We offer thousands of 1-3-minute video interviews from professionals in a wide variety of careers and from multiple backgrounds. Interviewees share insights and practical advice about their jobs, link available at www.csn.edu/career-services.
- **Career Advisement and Guidance** – Career Services Specialists can help students to improve career decision-making skills, prepare résumés and cover letters, provide current labor market information, prepare for salary negotiation discussions, determine costs of relocation and cost of living, and help students to prepare for job interviews.
- **Employer Development** – Career Services establishes, cultivates, and maintains contacts with local, regional, and national companies with the goal of connecting employers with CSN students seeking employment. Partnering employers are given direct access to our library of CSN student and alumni resumes to help them fill their open positions.

www.csn.edu/career-services

Charleston.....	702-651-5089
Henderson.....	702-651-3174
North Las Vegas.....	702-651-4700

CENTERS FOR ACADEMIC SUCCESS

CSN Centers for Academic Success provides quality academic assistance to a diverse college population and supports classroom instruction through several academic support services to foster students’ overall academic success. Learning assistance is located on all three main campuses. For more information including hours, contacts, and locations, please visit www.csn.edu/centers-academic-success.

Academically successful students may also become learning assistants. Contact us with any questions at one of our main numbers:

Charleston.....	702-651-5732
Henderson.....	702-651-3125
North Las Vegas.....	702-651-4232

Communication Learning Centers

The Communication Learning Centers are designed to provide students with assistance during any stage of the speechmaking process for all classes requiring presentations. Our staff is knowledgeable and trained to provide you with individualized



or group session assistance. Our focus is on helping students become effective speakers. We can help students select the perfect topic, research it, organize the speech, create functional speaker’s notes and presentation aids, and improve their physical and vocal delivery. Students can practice their speech in our whisper room to improve delivery and gain confidence!

- Charleston..... 702-651-7834
- Henderson..... 702-651-3047
- North Las Vegas..... 702-651-4917

Math Resource Centers

Free individual and group drop-in tutoring is available in the Math Resource Center (MRC) on each campus. In addition to tutoring and learning assistance, students visiting the MRC can utilize the provided computers to access their classes, and obtain advice concerning course and career choices as they relate to mathematics.

- Charleston..... 702-651-7320
- Henderson..... 702-651-3517
- North Las Vegas..... 702-651-4685

Reading and Writing Centers

The College strongly recommends that all students taking classes with reading and writing assignments use the Reading and Writing Center. It is a place where students from all disciplines and at all levels can come and discuss their coursework with a trained Reading and Writing Assistant. Students can get help with any stage in the writing process, from idea generation, through organization, to final revision. Students can also get help with active reading strategies for any reading in any class. Reading and Writing Assistants help students produce quality written essays, research papers, and other required assignments by offering feedback, guidance, and support throughout the reading and writing process. Students who visit the center will learn strategies and techniques to improve the effectiveness of their reading and writing.

No appointment is necessary. Bring a copy of the instructor’s or professor’s assignment and guidelines. The Reading and Writing Center is free and is located on each main campus. For hours of operation and locations, please contact the nearest campus center:

- Charleston..... 702-651-7402
- Henderson..... 702-651-3187
- North Las Vegas..... 702-651-4101

Science Resource Centers

The Science Resource Centers offer walk-in learning assistance on a first come, first serve basis in a collaborative learning environment. Assistance is available in most subjects in the Physical and Biological Sciences. In addition, many faculty from Physical and Biological Sciences hold their office hours in the resource centers.

- Charleston..... 702-651-7615
- Henderson..... 702-651-3125
- North Las Vegas..... 702-651-4088

Tutorial Learning Center

The Tutorial Learning Center provides reading and learning assistance to all currently enrolled CSN students on each of the three main campuses. Appointment based tutoring is available

in many subjects with an easy online registration and scheduling system. We help students learn more effectively and become more independent learners through various programs like supplemental instruction and collaborative study skills sessions.

- Charleston..... 702-651-5732
- Henderson..... 702-651-3125
- North Las Vegas..... 702-651-4232

We look forward to seeing you!

CIT/IS SOFTWARE LAB

The CIT/IS Software Lab and Network Lab offers students the opportunity to collaborate with each other in solving problems and to get help with completing assignments and projects. Often Lab Monitors can help students to understand assignment requirements and explain the concepts. Students are then expected to complete work on their own. Both labs are equipped with computer hardware and software necessary for students to complete assignments and projects. The CIT/IS software lab is primarily dedicated to courses offered in the software program including IS101. The CIT/Network Lab is primarily dedicated to courses offered in the cybersecurity and network programs.

Further information can be found at <https://at.csn.edu/cit-information>.

COMPUTER LABS - INTERACTIVE LEARNING CENTERS

During scheduled student teaching days, CSN students have access to full-service computer labs at the Charleston, North Las Vegas and Henderson campuses. There are also computer labs available at the High Tech Centers on the Green Valley High School and Palo Verde High School campuses. The computer labs are “Interactive Learning Centers” that bring together students, computing resources, and instructors. Access to online instructional applications and software taught in CSN classrooms are available to currently registered students in all of the Interactive Learning Centers. For more information on the Interactive Learning Centers please visit <https://at.csn.edu/computerlabs>.

COUNSELING AND PSYCHOLOGICAL SERVICES

Counseling and Psychological Services (CAPS) offers a variety of free and confidential services aimed at promoting the growth and development of currently-enrolled CSN students.

CAPS provides short-term counseling for individuals, couples (students only), and groups. We also offer crisis intervention and educational presentations and programs. Confidential consultations are available to assist faculty and staff regarding student-specific concerns and/or classroom situations. CAPS also provides students and staff with contact information for referrals to other community resources.

More detailed information about CAPS can be found at www.csn.edu/caps. For consultation or to schedule an appointment with CAPS, please call:

- Charleston..... 702-651-5518
- Henderson..... 702-651-5518
- North Las Vegas..... 702-651-4099



COYOTE Q

CoyoteQ allows students to get in line for student services without actually standing in line. Students can enter the virtual queue from the following services: Advising and Coaching Services, Career Services, Cashier, Disability Resource Center, Financial Aid, International Center, Registrar, ReEntry, Testing Center or Veterans Affairs.

COYOTE STUDENT NEWS

Coyote Student News serves the College of Southern Nevada’s community as a reliable source for news and entertainment. Coyote Student News is the official student-run online newspaper sponsored by the College. Find us at www.coyotestudentnews.com.

DISABILITY RESOURCE CENTER

CSN is committed to providing equal access to its educational programs and services to all qualified persons with documented disabilities. This commitment is governed by Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and the Americans with Disabilities Amendments Act of 2008. Beyond the College’s legal responsibilities for promoting equal access, CSN welcomes all individuals, regardless of disability, who choose to visit, work, or take classes here.

Under federal law, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities. The DRC includes two specialized areas, Deaf and Hard of Hearing Services and Adaptive Technology. The DRC works with qualified students to establish reasonable accommodations to facilitate equal access to CSN services, events, and all aspects of the academic experience. All academic accommodations are provided on an individual basis following an interactive review of the student’s documentation of disability and accommodation requests. Accommodations may include, but are not limited to the following:

- Note takers to assist in providing class notes
- Readers
- Scribes
- Lab and research assistants
- Access to adaptive technology and computers
- Testing accommodations

Students with disabilities requesting accommodations are responsible for providing documentation of their disability (or disabilities) to the Disability Resource Center. Such documentation should provide as complete a picture of the individual’s current functioning as possible. Documentation from an appropriately licensed or certified professional is preferred and DRC staff are available to assist students in obtaining and reviewing documentation. It is recommended that students with disabilities contact a Disability Specialist as soon as possible after making the decision to enroll as some accommodations may require additional documentation and/or time to implement. Complete student information on all related policies, procedures, and guidelines may be obtained at www.csn.edu/drc or the DRC offices on each of the three main campuses.

In order to request accommodations for a disability, students should contact a Disability Specialist in the Disability Resource Center on any of our three main campuses, or visit our website at www.csn.edu/drc/.

Charleston.....	702-651-5644
Henderson.....	702-651-3795
North Las Vegas.....	702-651-4045
Deaf and Hard of Hearing.....	702-651-4448
Video Phone	702-475-4676

EARLY CHILDHOOD EDUCATION LAB PROGRAM

The Early Childhood Education Lab Program (ECE Lab) is a nationally accredited preschool and child care program for children ages six months through five years, that also functions as a laboratory site within CSN’s Department of Education for students studying Early Childhood Education and related fields.

The ECE Lab Program has sites at the Charleston and North Las Vegas Campuses, and enrolls children of faculty, staff, students, and the community. Hours of operation are Monday through Friday 7:30 a.m. to 6 p.m., with closures for all state holidays and CSN’s closing periods. Class sizes are limited and there are waiting lists for all age groups. Early application is strongly recommended. For further information, visit our website at <https://www.csn.edu/daycare>.

Or contact the ECE Lab at:

Charleston.....	702-651-7390
North Las Vegas.....	702-651-4004

ENGLISH AS A SECOND LANGUAGE

The Department of World Languages’ ESL Program, which is fully accredited by the CEA, offers to both international and local students (including those referred to as “generation 1.5”) 20 courses including integrated skills, grammar, reading, listening/ pronunciation, conversation, writing, and editing. Most courses are available in the morning, afternoon, and evening, and many are now offered online. A free placement test is required for new students. For more information, contact one of the two full-service language labs:

Charleston.....	702-651-5736
North Las Vegas.....	702-651-4475

LANGUAGE LABS

The Language Labs located on the Charleston and North Las Vegas campuses administer English as a Second Language (ESL) placement testing. The Charleston and North Las Vegas Labs also offer international-language students access to audio, video, and computer materials used in developing language proficiency. These materials are also available on several computer stations housed within the Henderson Library.

CSN LIBRARIES

CSN Libraries support the research and academic needs for the college. CSN has libraries on the Charleston, North Las Vegas, and Henderson campuses with expert research assistance from



librarians, collections of research materials, computers and laptops for use in the libraries, group study rooms, and more. Our extensive online library provides 24/7 access to online resources from any location, on- or off-campus, research assistance via chat and email, and a variety of tutorials and guides to help you complete your assignments. All CSN students are eligible to have CSN library privileges, including a library card which can be used at UNLV and NSC for checkout. CSN Libraries participate in interlibrary loan and online document delivery programs to support borrowing of materials from other libraries. Please visit the library website at www.csn.edu/library for complete information on library resources, hours of service, locations, phone numbers, and policies.

PERFORMING ARTS CENTER

The College of Southern Nevada’s Performing Arts Center, provides quality artistic, cultural, educational, and entertainment opportunities for the college and the community. It is located in the heart of the North Las Vegas campus at 3200 East Cheyenne Avenue. CSN’s Performing Arts Center is home to the Nicholas J. Horn and the BackStage Theatres where a variety of theatrical shows, music productions, lectures, activities, and other special events are presented each year. Students, staff members, and the community are all welcome to drop by to experience the live performances and enjoy these memorable events. Show tickets are available for purchase online at www.csn.edu/pac. Patrons can also visit the Performing Arts Center Box Office, located in the lobby of the Horn Theatre for more information; call the box office at: 702-651-LIVE (5483); or, send an email to info.pac@csn.com.

PLANETARIUM AND OBSERVATORY

CSN’s Planetarium, the only public planetarium in Southern Nevada, presents performances to the community that feature re-creations of the night sky on its 30-foot diameter domed screen that depict the relative motions of the sun, moon, planets, and stars. Our Digistar™ HD digital projection systems provide science oriented virtual reality experiences.

The Planetarium is located in Room S146 at the south entrance of the North Las Vegas campus. Free telescope viewing sessions are held after Friday and Saturday evening public shows in the nearby Student Observatory on clear nights. Special telescope viewing sessions are also scheduled whenever notable astronomical events occur. The Planetarium, in cooperation with the National Aeronautics and Space Administration (NASA), also operates the NASA/Nevada Regional Educator Resources Center. The Center, located in Room S222-B on the North Las Vegas campus, provides science, technology, engineering, and mathematics (STEM) materials to teachers and educators for classroom use.

For information, visit our website at www.csn.edu/planetarium, or call:

Astronomy Hotline.....702-651-4SKY (4759)

RECRUITMENT AND COLLEGE CONNECTION SERVICES

Recruiters are dedicated professionals who provide personal assistance to prospective and newly admitted CSN students throughout the entire college exploration, intake, admissions, and course registration process. In addition to working with traditional high schools, recruiters also work with local businesses, community groups, government agencies, and underserved populations to increase access to CSN’s many educational and occupational opportunities. Recruiters regularly schedule campus tours and conduct large-scale outreach events throughout the year. To contact us, please visit www.csn.edu/studentrecruitment or call the Office of Recruitment and College Connections at 702-651-7416.

REENTRY PROGRAM

The ReEntry program provides eligible students in Career and Technical Education programs (AAS, AB and Certificate) with tuition, books and support services assistance. Students belonging to the following special populations are encouraged to apply: low income, single parents, educationally disadvantaged, displaced homemaker, individuals with disabilities, or students declaring a non-traditional occupational degree. The program also provides information on pre-apprenticeship training for women.

Students must complete a Free Application for Federal Student Aid (FAFSA) each year; declare a major field of study in an AAS, AB degree, or certificate program; participate in required meetings and programming; maintain adequate academic progress; and demonstrate financial need to be considered for ReEntry services.

Students who qualify for the ReEntry program may be eligible for:

- **Financial Assistance** – Funds may be available to assist with the cost of tuition, books, transportation, uniform, and/or equipment.
- **Textbook Assistance Program (TAP)** – Available to all CSN students, this service provides textbook loans to students on a per semester basis, depending on availability. Eligible students must sign up with the ReEntry program and present a class schedule and booklist corresponding with the requested textbook.
- **Career Workshops** – Topics may include job search skills, resume and cover letter preparation, career planning, dress for success, budgeting, building a support network, special topics for single parents, time management, etc.
- **Career Advisement/Guidance** – Non-traditional career exploration and career decision-making skills.
- **Career Experience** – Find internships, part-time and summer jobs, and volunteer opportunities to gain career related experience and build skills such as teamwork, task completion, time management and timeliness, communication skills, etc.

Visit our website at www.csn.edu/reentry or call:

Charleston..... 702-651-5089
 Henderson..... 702-651-3174
 North Las Vegas..... 702-651-4681



STUDENT AMBASSADOR PROGRAM

Student Ambassadors are current CSN students selected and trained to work alongside Student Services staff to provide peer-to-peer outreach and enrollment support to prospective and entering CSN students. Student Ambassadors are friendly, enthusiastic and outgoing individuals with strong public speaking skills and a great sense of pride in CSN. Benefits of being a Student Ambassador include becoming part of a prestigious and dynamic student program, developing leadership skills, gaining valuable work experience and earning above average hourly pay rates. Applicants must be full-time students in excellent academic standing (3.5 cumulative GPA or higher).

Those interested in learning more about the program and/or applying to become an ambassador may go to our website at www.csn.edu/ambassador, or call Maria Ubaldo from the Office of Recruitment and College Connections at 702-651-4289.

STUDENT GOVERNMENT

The Associated Students of the College of Southern Nevada (ASCSN) is comprised of an elected student body that represents all CSN students. ASCSN is committed to encouraging students to strive to achieve their educational goals by providing them with information and resources. ASCSN provides a variety of activities to promote social interaction amongst students.

Student Clubs and Organizations

Student Government awards funds to official student clubs and organizations. Through this funding, approximately 42 clubs and organizations are able to host a variety of extracurricular events:

- Accounting Club
- Alternative Processes Photography Club
- American Sign Language Club
- A.N.T.S. (Alliance of Non-Traditional Students at CSN)
- Arcadia Anime Escape
- Biology Club
- Black Student Association
- Cardio Respiratory Sciences Club
- C.E.O Club
- Collegiate Association For The Research of Principles
- Chemistry Club
- Criminal Justice Association of CSN
- CSN Anthropology Club
- CSN Brother 2 Brother Club
- CSN Choir Club
- CSN Conservative Leadership Club
- CSN Creative Writing Club
- CSN Culinary Club
- CSN Haiku Club
- CSN Philosophy Club
- CSN Reagan Republican Club
- CSN Sister 2 Sister Club
- CSN Spanish Club

- CSN Student Nurses' Association
- Dental Hygiene Association (SADHA)
- Gender & Sexuality Alliance
- Gaming Cluster Coalition Club
- Generation Dreamers
- International Student Association
- Italian Club
- Japanese Language Club
- Jazz Club
- Living Sociology Club
- Multicultural Club
- National Association of Veterinary Technicians in America (SCNAVTA)
- Nursing Pinning Club (Senior Student Nurses)
- Performing Arts Club
- Phi Theta Kappa Club
- Psychology Club
- Sonography Student Association
- Student Organization of Latinos and Allies
- Surgical Conscience Club

STUDENT LIFE AND LEADERSHIP DEVELOPMENT

The Department of Student Life and Leadership Development enhances the co-curricular experience by working with students, student government, student clubs, faculty, and staff to develop engagement initiatives which ensure opportunities for cultural sensitivity, awareness, and personal growth. The Department of Student Life and Leadership Development spearheads programs and workshops which develop academic, cultural, social programs, and activities that support the mission of the college. We champion preparing students for life-long learning and global citizenship by promoting and supporting campus activities that appeal to a diverse community.

CSN Student Leadership Academy

The CSN Student Leadership Academy is a certificate program sponsored by the College of Southern Nevada. The program consists of a series of workshops focusing on leadership development. These workshops help students significantly improve their leadership competencies as well as enhance future leadership potential. Key topics include Conflict Management, Effective Organizational Skills, Publicity, Organizational Development and Delegation, Strategic Time Management, Conducting Effective Meetings, Team Building Activities, and Leadership Styles. For more information, please call 702-651-4051.

CSN Student Professional Development Program

The CSN Student Professional Development Certificate Program is sponsored by the College of Southern Nevada Department of Student Life and Leadership Development and Career Services. The program offers students the opportunity to



participate in workshops aimed at enhancing employability skills, professional growth, and career development. Key topics include Business Survival Basics, Dining Etiquette, How to Write the Perfect Resume, Interview Like a Pro, Job Search Tips, Career Planning and Assessment, Networking Strategies, Researching Organizations for Your Dream Job, Marketing Leadership and Transferable Skills, Public Speaking, How to Work a Career Fair, The 4-Year Transfer and Beyond, and Embracing Diversity in Leadership. For more information, please call 702-651-4051.

CSN Serves

CSN Serves is the volunteer and service learning component of Student Life and Leadership Development. We provide and promote volunteer opportunities at the College of Southern Nevada for students, faculty, and staff. CSN Serves partners with various agencies in Southern Nevada to provide invaluable volunteer experiences. Students are encouraged to step out of their comfort zones and become entrenched in the Southern Nevada community through our regularly scheduled monthly events. For more information, please call 702-651-4669.

TRiO STUDENT SUPPORT SERVICES

The TRiO Student Support Services is a federally funded program designed to provide academic support, guidance, and advocacy to first-generation, financial aid eligible, and/or disabled students seeking to complete a two-year degree at CSN and/or transfer to a four-year college or university. Services are offered within a very intensive, integrated, and individualized contact system that encourages participants to develop persistence, self-discipline, responsibility, and confidence. Final acceptance into the program will be determined by a two-tier interview process to ascertain academic need and an ability to benefit. All TRiO services are free of cost to participants. The TRiO Program is located on the North Las Vegas campus, Room E109. For more information call 702-651-4441 or visit www.csn.edu/trio.

VETERANS EDUCATIONAL AND TRANSITION SERVICES (VETS)

The main purpose of this office is to certify the enrollment of those veterans and their dependents/spouses using veteran's educational benefits. CSN VETS works as a liaison between the Department of Veteran's Affairs (VA) and VA Beneficiaries enrolled at CSN.

If you are a veteran or the dependent/spouse of a veteran and believe you may be eligible for Veteran's Education Benefits, visit the CSN VA website at www.csn.edu/vets-center or visit www.vets.gov to complete the initial application for education benefits.

VA Beneficiaries accessing their benefits at CSN must complete the following steps:

1. Contact the CSN VETS Center to obtain the necessary documentation to initiate the VA benefits process.
2. Veterans Educational Benefit recipients utilizing benefits for the first time at CSN must submit the required documentation in person to the Veterans Education and Transition Services (VETS) Center.

3. Take placement tests for English and Math (if applicable).
4. Request official transcripts from ALL previous training, college credits, work experience, on-the-job, vocational or trade school, the Joint Services Transcript (JST), and/or Community College of the Air Force (CCAF) transcripts to be sent to the CSN Office of the Registrar.
5. Maintain Standard of Progress with a 2.00 cumulative grade point average (CGPA); a lower CGPA may result in probation/suspension. VETS will report to the VA Regional Office grades of W or AU, which could result in an overpayment of benefits.

For additional information, please contact us at 702-651-5060 or for general information on VA education benefits, VA Beneficiaries can visit the www.vets.gov website.

Veterans Beneficiary Standard of Progress

The Standard of Progress for VA Beneficiaries is the same policy as prescribed by the Office of Registrar. Failure to follow Standard of Progress may result in the discontinuation of educational benefits.

VA Rate of Pursuit for Chapter 33 Post 9/11 Recipients

Monthly Housing Allowance (MHA) payment amounts are based on the Department of Defense's Basic Allowance for Housing (BAH) rates for an "E-5 with dependents" for the zip code of the school. BAH rates can be found at the following website: www.defensetravel.dod.mil/perdiem/bah.html.

Monthly Housing Allowance amounts are prorated based on a student's benefit level and may be further reduced based on the rate of pursuit rounded to nearest multiple of 10. Benefits are only payable when the rate of pursuit is more than 50%. Active duty recipients and their spouses utilizing Post 9/11 benefits will not be eligible for MHA.

For students solely enrolled in distance courses and whose rate of pursuit is more than 50% will receive one-half of the BAH national average.

Prior Learning Experience Transfer Credit

At the College of Southern Nevada, there are several ways in which you may be able to use your military experience to finish your degree sooner than you think. Use the links below to find out how you can maximize your training and experience as you pursue your degree at CSN. VA Beneficiaries wanting to transfer credits from regionally accredited institutions of higher education must have an official transcript mailed directly to CSN or the unopened transcript can be hand carried to the Office of the Registrar. VA beneficiaries who attended a foreign university or college must have their credits evaluated by a member of the National Association of Credential Evaluation Services (NACES). Have questions? Contact the CSN Transfer Team at [https:// www.csn.edu/form/contact-request-form](https://www.csn.edu/form/contact-request-form).



Application of Prior Learning Credit, CSN Credit and Certification of Courses

It is the student's responsibility to submit all official transcripts for any prior military and college credits to the Office of the Registrar within 24 weeks of your matriculation. Keep in mind upon completion of the evaluation we will conduct a full audit of your file. Prior learning credit will be applied to the declared program of study's graduation requirements in the order in which the course(s) were completed. If any prior education or experience satisfies a requirement in which benefits were received, it may cause a debt and repayment will be required. VETS can only certify courses that are included on the declared degree sheet or that are pre-requisites for courses included on the declared degree sheet that meet remaining graduation requirements for the declared program of study.

Free Evaluation of Military Training

CSN offers a free evaluation of military training and experience for college credit. All credit granted for military training is given based on the American Council on Education (ACE) guide recommendations. To request an official evaluation of your military experience and training for college credit, please request an official transcript using the links below.

- Joint Services Transcripts (JST) (<https://jst.doded.mil/official.html>) (Army, Navy, Marine Corps, Coast Guard, and Merchant Marines)
- Community College of the Air Force (<http://www.airuniversity.af.mil/Barnes/CCAF/>)

The ACE Military Guide

The ACE (American Council on Education) Military Guide (Guide to Evaluation of Educational Experiences in the Armed Services) is on the web at: <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Transfer Articulation

Effective Fall 2017*, transfer credit awarded for prior learning from military education or for coursework successfully completed at a regionally accredited institution in which "elective" credit is awarded will satisfy a degree requirement listed as the introductory college level courses offered in that discipline at CSN, unless otherwise specified.

- Transfer course of PSY LELC will satisfy PSY 101 or above.
- Transfer course of CHEM LELC will not satisfy CHEM 105 or above (CHEM 103 is the introductory course in that discipline but does not meet the natural science graduation requirement)
- Transfer course of AM LELC will satisfy AM 145 or above
- Transfer course of a world language elective (i.e. LELC) will not satisfy an academic world language graduation requirement of 111 or above
- Conversational world language courses (i.e. CHI 101B, FIL 101B, FREN 101B, GER 101B, ITAL 101B, JPN 101B, KOR 101B, PORT 101B, AND SPAN 101B) do not meet the Humanities requirement for the Associate of Arts (AA)

and Associate of Business (AB) degree programs nor do they meet the Fine Arts/Humanities/Social Science requirement for Associate of Applied Science (AAS) degree program.

***This rule does not apply to any transcript evaluation completed prior to the Fall 2017.**

Alternative Credit Options

Many VA Beneficiaries have extensive knowledge gained through prior schooling, training, or on-the-job experience. Through CSN, you may have the opportunity to earn additional credit toward your degree through a variety of options.

- Advanced Placement (AP) (<http://apcentral.collegeboard.com/home>)
- College Level Examination Program (CLEP) (<https://clep.collegeboard.org>)
- Non-Traditional Education (NTE) www.csn.edu/vets-center (and then click on "alternative credit options")

Practicums, Practical Experience, Practical Application, On-the-Job Training, Cooperative Education, and Clinical Experience

VA Beneficiaries may be required to take practical training courses in the form of internships, practicums, or residencies depending on the academic discipline in which they are enrolled. This training may be accomplished at College of Southern Nevada (CSN) facilities or at offsite locations, depending on the specialty. All such courses share commonalities, including:

- VA Beneficiaries must register in advance, when applicable.
- CSN instructors are responsible for developing course requirements and supervising the progress of VA Beneficiaries.
- Regular meetings between VA Beneficiaries and instructors provide opportunities for guidance and evaluation. These interactions are generally held on a weekly basis.
- Practical training experiences require significantly more time than a regular course.
- VA Beneficiaries are evaluated on their progress and assigned either a letter grade or a satisfactory/unsatisfactory grade, as determined by the appropriate academic department. The satisfactory grade is not calculated into the VA Beneficiary's GPA.
- All practicums, internships, or residencies are granted full credit toward graduation, do not extend degree requirements, and are mandatory in several degree and credential programs.

Substitution Waivers

For VA certification purposes, completed substitution waivers are effective at the end of the term in which the course(s) was/were taken and the grade required for graduation is posted. It is the responsibility of the VA Beneficiary to notify the VETS Office of any substitution waivers.



Tuition or Fees Not Covered by VA Education Benefits

The term “tuition and fees” means the total cost for tuition and fees for a course a school charges all students whose circumstances are similar to VA Beneficiaries enrolled in the same course. “Tuition and fees” does **not** include the cost of supplies or books that the VA Beneficiary is required to purchase at his or her own expense nor does it include out-of-state tuition, the Excess Credit Fee, or the New Student Application Fee.

Hybrid Courses

For VA certification purposes, hybrid courses are categorized as either hybrid resident or hybrid on-line. For Chapter 33 Post 9/11 GI Bill beneficiaries, hybrid on-line do not meet the residency requirement for Resident Basic Allowance for Housing (BAH).

Remedial Courses

Math (MATH), English (ENG), and/or Reading (READ) remedial courses (below 100 level) that are required (per placement exam) to meet graduation requirement must be taken in-person in order to be certified. These remedial courses cannot be taken in the on-line or hybrid method of instruction. Please contact the VETS Center to inquire about certification for math stretch courses.

Repeating Courses

Classes that are successfully completed may not be certified for again for VA purposes if they are repeated. However, if a VA Beneficiary fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to VA again.

- Example 1. If a student receives a passing grade in a pre-requisite for a required course but the grade is not sufficient as stated in the catalog, the VA will pay for the repeat.
- Example 2. If a course is required for graduation, a VA Beneficiary may repeat the course and be certified for it until it is successfully completed.
- Example 3. If a VA Beneficiary chooses to repeat a course that was successfully completed, just to improve their GPA, that course cannot be certified to VA.

Exceptions will be made for students who are choosing to Round Out.

Round Out

A VA student can round out a schedule with non-required courses to bring his/her course load up to a full-time schedule in his/her last term only. This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program. This procedure can be done only once per program. In rounding out a full-time schedule, VA students may use any credit hour unit subject, including a subject that has previously been successfully completed (received a passing grade).

NOTE: Chapter 31 Vocational Rehabilitation Students are not eligible for round out

Student Military Mobilization/Activation for NSHE Institutions

The Board of Regents recognizes that many of its students serve our country in the reserve forces of the U.S. Armed Services and in the Nevada National Guard. These students are subject to unforeseen mobilization or activation in response to local, regional, national, or international emergency situations. Emergency mobilization and activation will seriously disrupt these students’ academic careers. It is the policy of the Board of Regents to minimize the effects of this disruption as much as possible. These procedures are established in accordance with Board policy (Title 4, Chapter 16), whereby the Chancellor shall develop procedures concerning the awarding of academic credit and grades, enrollment, scholarships, loans, and other appropriate matters intended to minimize the disruption of studies for a student and the student’s spouse and dependents resulting from a call to active duty.

In order to qualify under the provisions of these policies, a student must present official military orders indicating his/her mobilization or activation to the Registrar, Dean of Students, Vice President for Student Life, or other appropriate university/college official. The student will be informed of the procedures to be followed. If, due to time constraints between the time of notification and the time of actual mobilization or activation, the student cannot present his/her orders as required, the parents, guardians, or spouse of the student may do so. Please see Chapter 6 Section 13 of the Nevada System of Higher Education (NSHE) Procedures and Guidelines Manual for additional information.

Programs Not Approved to Receive VA Education Benefits

Except for Chapter 31 Vocational Rehabilitation beneficiaries, the following programs are NOT approved for VA Education benefits:

Associate of Applied Science Degrees

- Aviation Technology Professional Pilot

Certificates of Achievement

- Certificate of Achievement in Aviation Technology
- Military Medic to LPN

Apprenticeship Studies All Emphases (All Emphases)

Skills Certificates / Certificates of Completion

All Skills Certificates and Certificates of Completion

NOTE: This list is subject to change. Please contact VETS for the most current list of programs not approved by the VA

