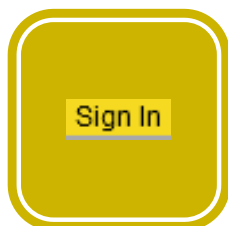




Student Enrollment Pocket Guide

MYCSN LOG-IN



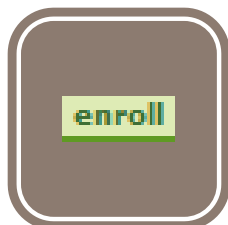
<input type="checkbox"/>	Go to the CSN Homepage and click on the LOGIN link
<input type="checkbox"/>	Enter your NSHE ID # and Password – click the Log In button
<input type="checkbox"/>	Select the MyCSN tile
<input type="checkbox"/>	If required, enter your NSHE ID # and Password – click the Login button
<input type="checkbox"/>	Select the Enter MyCSN Student Center link to continue
<input type="checkbox"/>	Review your MyCSN Student Center Homepage and check your enrollment date
<input type="checkbox"/>	Click the Enroll link to begin class search for the available enrollment term

HOW TO: SEARCH FOR CLASSES



<input type="checkbox"/>	Search for classes using the Select Subject link or enter the Subject code
<input type="checkbox"/>	Enter the appropriate course number – change “is exactly” to “contains” – click Search
<input type="checkbox"/>	Click the Green Arrow to view all available courses and review course details
<input type="checkbox"/>	Before selecting a course, review the course details (click on the link next to Section)
<input type="checkbox"/>	Select the course of your choice and then click Next to add to your Shopping Cart
<input type="checkbox"/>	Repeat previous steps by clicking Start a New Search to select additional classes

HOW TO: ENROLL INTO CLASSES



<input type="checkbox"/>	When finished adding courses – click the Show All link to review course selections
<input type="checkbox"/>	Review your selected courses and click Enroll to continue
<input type="checkbox"/>	Click the Finish Enrolling link to complete your course enrollment process
<input type="checkbox"/>	Review the status of your enrollment and click on the My Schedule link to continue
<input type="checkbox"/>	Click on the Printer Friendly Page link to print a copy of your schedule
<input type="checkbox"/>	If you need to drop a class after enrolling – follow the instructions below

HOW TO: DROP A CLASS



<input type="checkbox"/>	To drop a class go to your My Class Schedule Page and select the Drop tab
<input type="checkbox"/>	Click on the Check Box next to the course to be dropped
<input type="checkbox"/>	Click the Drop Selected Classes button and review the class to be dropped
<input type="checkbox"/>	Confirm your decision and click the Finish Dropping button and review the results
<input type="checkbox"/>	Click on the My Schedule link to return to your My Class Schedule page

Additional information can be found at [MyCSN Student Guides](#)

WELCOME TO THE PACK!

