CSN Enrollment Checklist

☐ Student Portal & Email

Activate GoCSN and student email.

GoCSN is CSN's student portal system. It provides students with access to CSN applications including Canvas, student email, academic advising, and MyCSN.

MyCSN and GoCSN are two different applications. MyCSN is where students login to register for classes, make payments, and more.

Students must **activate their GoCSN** account to set up their student email and MyCSN account.

☐ Student Orientation

The First Year Experience (FYE) provides support and welcomes all first-year students at CSN by connecting students to peers, the community, campus resources and a network for overall success.

New students can personalize their FYE with innovative and impactful programming including new student orientation, CSN traditions, Peer Leader connections, and support for academic and social engagement in the college community.

To participate and learn more, visit **https://www.csn.edu/fye**

Before enrolling for courses, students must complete new student orientation and access academic advising services. Students may also need to take **placement testing** to enroll in courses if ACT/SAT test scores are not available.

New student orientation is designed for newly enrolled CSN students and it can be completed online.

Students may access academic advising services via the **New Student Advising website**.

Email **fye@csn.edu** for any questions regarding these first steps.

☐ Financial Aid

Review financial aid and complete verification process, if necessary.

Financial Aid – Once you have been accepted to CSN and have submitted your FAFSA using CSN's school code, you should be able to view your financial aid awards on your **MyCSN account**.

Make sure to review your financial aid package and compare it to the estimated **cost of attendance at CSN** to calculate any out-of-pocket expenses.

DACA/Immigrant students should complete an **Alternative Scholarship Application** for financial aid options.

Acknowledgement of the Millennium Scholarship – Students are initially notified of their eligibility for the Millennium Scholarship program in early August following high school graduation. Qualifying students will receive an award letter from the State Treasurer's Office describing the terms and conditions of the scholarship program. To receive funding, students are required to complete the **Acknowledgement of Award** process online.

Financial Aid Verification – The financial aid verification process is required by the U.S. Department of Education. Institutions are required to collect and maintain specific documentation on selected FAFSA records before disbursing federal funds.

Approximately 30% of students who submit a FAFSA will be federally selected for verification. Students who are selected for verification must submit the requested documents in order to receive their financial aid.
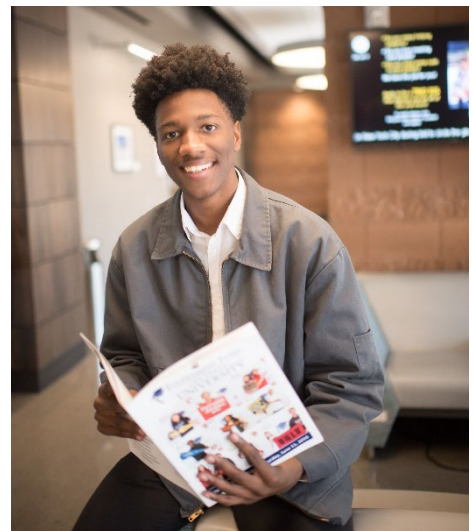
If selected for verification, you will receive an introductory email via the email address provided on the FAFSA. If no email address was provided, you will receive an introductory postcard via mail. The postcard will have information on how to complete verification using **CSN's Verification Gateway, Inceptia**.

☐ Work-Study

Federal Work Study – As a CSN student, you may be able to work on campus. The Federal Work Study program provides eligible students with jobs on campus. Student eligibility is determined via the FAFSA.

The U.S. Department of Education provides funding for a limited number of students to participate in this financial aid program. Eligible students are offered an award that will pay their wages during semesters/terms of employment.

Visit **CSN's Work Study** website for more information.

☐ Documentation

Follow up with important documentation including official high school transcript and ACT/SAT test scores.

Official High School Transcript – Students must submit their official high school transcript, unless you chose to self-report your courses and grades, via the CSN application.

Visit the Clark County School District website to **request an official high school transcript.**

ACT/SAT Test Scores – Students must submit their ACT/SAT test scores to be placed into the correct level of Math and English courses.

ACT and SAT test scores may be sent electronically from the testing agency using the following codes: ACT 2498/SAT 4136

Visit the ACT or SAT websites to request test scores.

Hard copies of official transcripts and test scores must be in a sealed envelope from the issuing institution or testing agency and may be mailed to the following address:

Office of the Registrar
College of Southern Nevada
6375 West Charleston Blvd
Building D
Las Vegas, NV 89146

Students may take **placement testing** to determine if they are prepared for a college-level course or if they would benefit from a developmental course, if ACT/SAT test scores are not available.

☐ Transportation & Parking

Plan your transportation (i.e., how you will get to campus). If you are driving to campus, parking at CSN is free of charge. If you are taking public transportation, CSN students can save on transportation with a **CSN Transit Pass**.

☐ Important Dates & Tuition Payment Deadline

Access **CSN's Academic Calendar** to view important dates such as registration dates, add/drop deadlines, holidays, etc.

Open registration for fall will begin mid-May.

The last day to pay tuition online without penalties for fall semester has yet to be announced.

If your financial aid is still pending and you have an outstanding balance on the day of the tuition payment deadline, it is suggested that you sign up for a payment plan to avoid being dropped from your classes.

A payment plan breaks down your balance into monthly payments. Use the Enroll in a Payment Plan option available in MyCSN. The payment option is available for a small non-refundable fee of $10 per semester, as long as you are enrolled in at least 6 credits. You can access your payment plan through **MyCSN**.

Visit the **CSN Cashier's Office website** for more information on payment plans including **instructions on how to sign up**.

The class drop date for non-payment for the fall semester has yet to be announced.

☐ First Day of Class

- First day of class for the 2022-2023 school year is **Monday, August 29, 2022**.

- Buy Textbooks – Search and buy textbooks ahead of time at **CSN's Bookstore** or another site.

- Class Schedule – Have your class schedule ready which can be found on GoCSN.

- Map Out Classes – Check out **CSN's Campus Map** to identify the location of your classes.

- Be On Time – Consider traffic and the time it will take to find parking and walk to class.

You can access this checklist on our website at: **https://fulfillmentfundlasvegas.org/enrollment-lists/**

All information has been compiled through college/university resources, but lists are not made by the institutions. Information is accurate as of November 2021.

Be aware: information might change – check with your college if you have questions.