

Certificate in Banking CSN

How to apply:

<https://www.csn.edu/admission-application>

There are 10 options, unless you are a degree seeking student, select:

GUEST STUDENT I want to take credit for personal interest or to transfer back to my home institution.

Halfway down the page, APPLY HERE

Next you'll **create an account**, this requires some basic information and an email address. After creating the account, CSN will email **verification**. Once you have that email, you verify your account and begin the application.

The full **application** and questions are included in the online form, however you can skip many questions if you are not applying for financial aid.

Once you complete and submit the application, you will receive another email letting you know the application has been received and that it may take 4-5 days to receive acceptance, however you may receive it in as little as a day.

Once you are accepted you can **register** for classes.

For Spring 2022 semester, you can register for ACC 201-1017 (25872) for Financial Accounting and FIN 198B (25954) for Fundamentals of Corporate Finance (referred to as Special Topics in the course list).

How to Register for Classes in MyCSN

1. Before accessing your MyCSN student account, make sure you **validate** your account and register your password.
 1. To validate your account:
 - i. [Click here validate your CSN student account](#)
 - ii. Click on the **Account Validation** link
 - iii. Enter your NSHE ID (ten-digit number) and last name as it appears on your CSN admissions email.
 - iv. Enter your Personal Identification Number (PIN). It is the last four digits of

your social security number (SSN). If you did not provide your SSN on your

admissions application, enter 9999.

2. To register your password:
 - i. [Click here to register your password](#)
 - ii. Click on the **Reset Password** link
 - iii. Click on **Password Registration**
 - iv. Follow the on screen prompts to register your password
3. If you encounter any issues validating your account or registering your password, call (702) 651-5555.

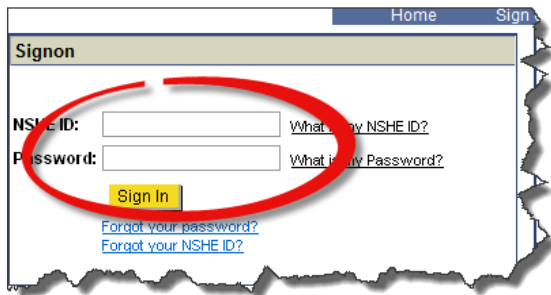
2. After validating your student account and registering your password, log on to

<https://go.csn.edu/LoginPolicy.jsp>

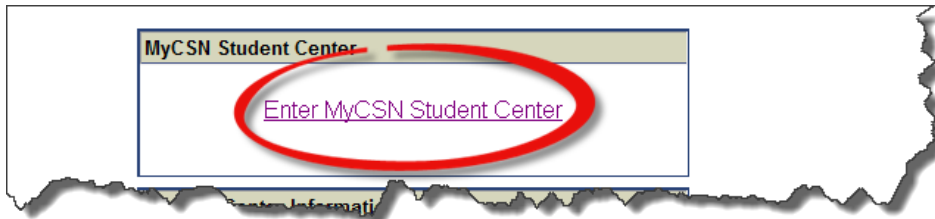
3. Click on the MyCSN tile.



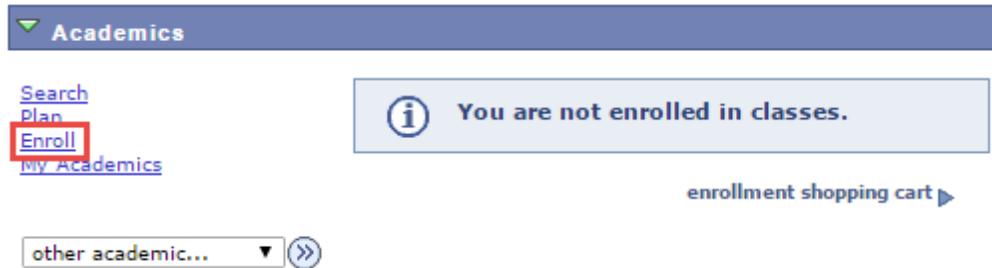
4. If required, enter your login credentials again.

A screenshot of a web browser window showing a 'Signon' form. The form has two input fields: 'NSHE ID:' and 'Password:'. Below the 'NSHE ID:' field is a link that says 'What is my NSHE ID?'. Below the 'Password:' field is a link that says 'What is my Password?'. A yellow 'Sign In' button is located below the input fields. At the bottom of the form, there are two links: 'Forgot your password?' and 'Forgot your NSHE ID?'. A red oval is drawn around the 'NSHE ID:' and 'Password:' fields and the 'Sign In' button. The browser window has 'Home' and 'Sign' tabs visible at the top.

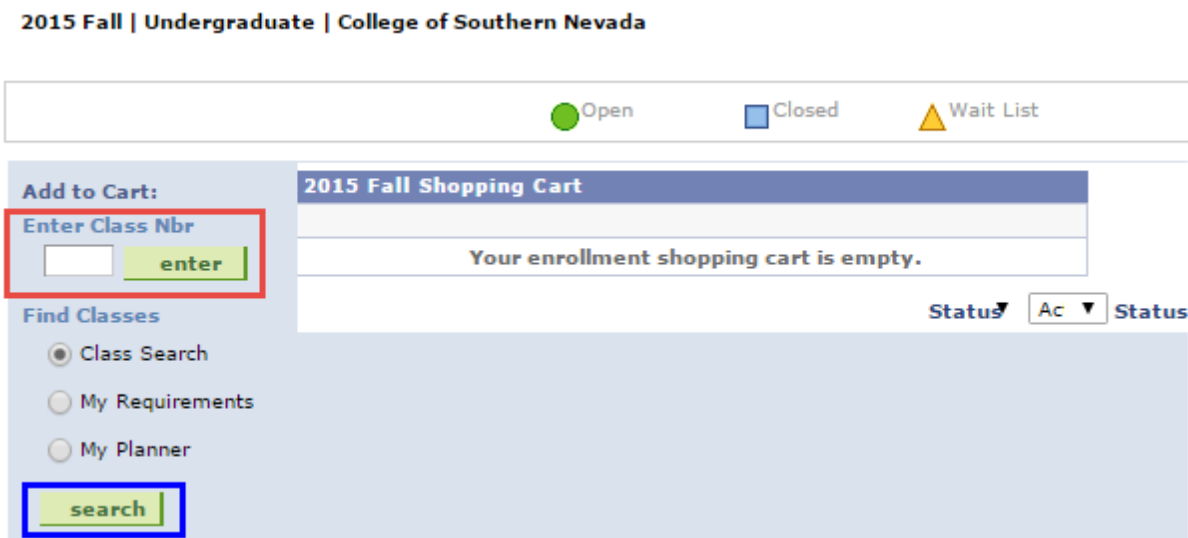
5. Click on the **MyCSN Student Center** hyperlink.



6. Under the Academics section, click on the **Enroll** hyperlink.



7. If you know what the class number is, enter it in the **Enter Class Nbr** field, then click on the **Enter** button and skip to step 8. If you do not know what the class number is, click on the **Search** button.



8. Enter your search parameters. If nothing appears in your search results, change the value of the **Course Number** field from **is exactly** to **contains**. Once all of your search parameters have been entered, click on the **Search** button.

Add Classes

Enter Search Criteria

Search for Classes

College of Southern Nevada | 2015 Fall

- > Select a Term from the drop-down list above.
- > Select at least 2 search criteria.
- > Click Search to view your search results.

Class Search

Subject

Course Number

Course Career

Show Open Classes Only
 Open Entry/Exit Classes Only

Mode of Instruction

Location

Additional Search Criteria

Meeting Start Time

Meeting End Time

Days of Week

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name

Class Nbr ?

Course Keyword ?

Minimum Units

Maximum Units

Course Component

Session

Campus

Requirement Designation

Course Attribute

[Return to Add Classes](#)

9. Locate the class you want to register for, then click on the **Select** button.

Class	Section	Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method	Status	
90217	1805-LEC Eight Wk. 4	TBA	Online Campus	Web-Online Course	Jonathan Blackwood	08/24/2015 - 10/18/2015	Web Course	●	
90219	1852-LEC Eight Wk. 2	TBA	Online Campus	Web-Online Course	Brenda Stephenson	10/19/2015 - 12/13/2015	Web Course	●	<input type="button" value="select"/>
90220	1853-LEC Eight Wk. 2	TBA	Online Campus	Web-Online Course	Jonathan Blackwood	10/19/2015 - 12/13/2015	Web Course	●	<input type="button" value="select"/>
90221	1854-LEC Eight Wk. 2	TBA	Online Campus	Web-Online Course	Laura McBride	10/19/2015 - 12/13/2015	Web Course	●	<input type="button" value="select"/>
90222	1855-LEC Eight Wk. 2	TBA	Online Campus	Web-Online Course	Shannon Salter	10/19/2015 - 12/13/2015	Web Course	●	<input type="button" value="select"/>

10. Click on the **Next** button.

Add Classes



1. Select classes to add - Enrollment Preferences

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ENG 101 - Composition I

Class Preferences

ENG 101-1852	Lecture	Open	Wait List	<input type="checkbox"/> Wait list if class is full
Session	Eight Week - Second		Grading	Letter Grades
Career	Undergraduate		Units	3.00

Enrollment Information

- Prerequisite: English Placement Test or completion of ENG 098 or ESL 139 with a grade of "C-" or higher

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1852	Lecture		Web-Online Course	Brenda Stephenson	10/19/2015 - 12/13/2015

11. If you want to register for more classes, repeat steps 5 through 8.

12. Review your list of classes. If you would like to delete a class, click on the icon under the **Delete** column heading. Otherwise, click on the **Proceed to Step 2 of 3** button.

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ ENG 101 has been added to your Shopping Cart.

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● Open ■ Closed ▲ Wait List

Add to Cart:
Enter Class Nbr

Find Classes
 Class Search
 My Requirements
 My Planner

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ENG 101-5402 (90072)	MoWe 7:30PM - 10:20PM	Nellis Classroom 310	Staff	3.00	●
	ENG 101-1852 (90219)		Web-Online Course	B. Stephenson	3.00	●
	MATH 96-5403 (97399)	TuTh 4:30PM - 7:20PM	TBA	M. Heter	3.00	●

Status Status

PROCEED TO STEP 2 OF 3

13. Click on the **Finish Enrolling** button.

Add Classes



2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ENG 101-5402 (90072)	Composition I (Lecture)	MoWe 7:30PM - 10:20PM	Nellis Classroom 310	Staff	3.00	●
ENG 101-1852 (90219)	Composition I (Lecture)		Web-Online Course	B. Stephenson	3.00	●
MATH 96-5403 (97399)	Intermediate Algebra (Lecture)	TuTh 4:30PM - 7:20PM	TBA	M. Heter	3.00	●

14. You will be informed whether or not your registration was successful. If your registration was unsuccessful, you will be given the reason for the error.

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

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Class	Message	Status
ENG 101	Error: Unable to add this class - requisites have not been met. Unable to add this class - requisites have not been met. Prerequisite: English Placement Test or completion of ENG 098 or ESL 139 with a grade of "C-" or higher	✗
ENG 101	Error: Unable to add this class - requisites have not been met. Unable to add this class - requisites have not been met. Prerequisite: English Placement Test or completion of ENG 098 or ESL 139 with a grade of "C-" or higher	✗
MATH 96	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓

✓ Success: enrolled ✗ Error: unable to add class

[MAKE A PAYMENT](#) [MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)