

MISSION

The mission of the College of Southern Nevada is to implement the Nevada System of Higher Education's mission by identifying the needs of the citizens of Southern Nevada and providing educational and support services to meet those needs in the areas of general education, transfer preparation, vocational education, basic skills development, adult education and community service. In meeting the needs of the community it serves, the College provides student-centered services that recognize the uniqueness of the individual, demonstrate excellence, utilize up-to-date facilities, emphasize comprehensive uses of technology, and rely upon the collaborative efforts of the College, the students and the community.

ACCREDITATION

The College of Southern Nevada is accredited by the Northwest Commission on Colleges and Universities to award the Associate Degree; CSN has also been granted informal candidacy at the baccalaureate level while retaining accreditation status at the associate degree level.

COLLEGE OF SOUTHERN NEVADA

The College of Southern Nevada (CSN) is a comprehensive educational institution within the Nevada System of Higher Education (NSHE). Founded in 1971, the College serves a diverse population in Southern Nevada through five educational areas: occupational training, university transfer preparation, workforce and economic development programs, developmental education and counseling and guidance. These services correlate with community needs to enhance the quality of life of individuals residing in the College's service area.

The Nevada State Constitution provides for the control of the NSHE to be vested with the Board of Regents. It is the function of the Regents to approve or reject policies proposed by the College administration. Only in the most unusual circumstances would the Board of Regents concern itself with the details of administration. Based upon recommendations and data presented by the College administration, the Board of Regents determines the general method through which administrative duties are handled and permits the administration to apply policies to solve problems.

The College of Southern Nevada is a fully accredited member of the Northwest Commission on Colleges and Universities. This status assures that the College's organization, structure, staffing and funding are equal to its objectives, that its governing board is functioning properly and that all academic and financial plans are well designed to provide its students with a high level of excellence.

The Nevada System of Higher Education includes The University of Nevada, Las Vegas (UNLV); The University of Nevada (UNR); The Desert Research Institute (DRI);

Nevada State College (NSC); Great Basin College (GBC); Western Nevada Community College (WNCC); Truckee Meadows Community College (TMCC). CSN operates three main campuses and other academic centers in Clark and Lincoln counties.

DISCLAIMER

The General Catalog and Student Handbook describes current academic programs of study, related opportunities for student learning within those programs of study, course descriptions, and degree requirements for the academic year. The content of this catalog is subject to modification at any time to accommodate changes in college resources or educational plans. The catalog does not constitute a contractual commitment that the college will offer all the courses or programs of study described, and the college reserves the right to revise catalog provisions and fees at any time in accordance with the actions of the President, the NSHE, or any other governing body. The college reserves the right to eliminate, cancel, reduce in size or phase out courses, academic programs of study and/or requirements for financial, curricular or programming reasons, and to limit enrollments in specific programs of study and courses, to change fees during the student's period of study, and to require a student to withdraw from the institution for cause at any time.

NONDISCRIMINATION STATEMENT

The College of Southern Nevada does not discriminate on the basis of race, color, sexual orientation, national origin, sex, disability, religion, marital status, pregnancy or age in any of its policies, procedures or practices in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color and national origin), Title VII (pertaining to employment), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to disability), the Americans with Disabilities Act (pertaining to disability) and the Age Discrimination Act of 1975 (pertaining to age).

This nondiscrimination policy covers admissions, access, employment and conditions of employment in all College programs and activities. Inquiries regarding these areas should be directed to the CSN Agency Coordinators, Mr. Thomas Brown, Senior Advisor to the President or Debbie Tanner, Executive Assistant, located on the Cheyenne Campus in room 2626E, 651-4002. Federal and State agencies are also available to answer any complaints.

FOUNDATION

The CSN Foundation is a non-profit organization. The Foundation Board is comprised of thirty-five active, influential community leaders who volunteer to serve as advocates and fundraisers for CSN. The Foundation is committed to raising funds and cultivating friends and community partners in support of CSN. Foundation funds support innovative educational programs and services, college events and scholarships.

In 2007 the Foundation provided a gift of one million dollars to help construct a new Transportation Technology Center located on the Cheyenne campus. This new building provides Automotive Technology, Diesel-Heavy Equipment Technology, Collision Repair, RV repair, and Alternative Fuels programs. In 2004 the Foundation provided a one million dollar match to help build the Morse Arberry Telecommunications Building.

You can support the college by attending the annual Legacy of Achievement gala and by contributing to the CSN Foundation. Your gifts are tax deductible and ensure the College of Southern Nevada can continue to meet goals and create bright futures for students. To learn more about the CSN Foundation, please call 651-7301.

STUDENT ASSESSMENT

To assure that programs at CSN are effective and that students completing programs of study at CSN are attaining appropriate levels of knowledge, skills and understanding, the faculty and staff of CSN have developed ongoing processes to assess the learning and academic achievement of students completing these programs.

Students nearing completion of their programs of study at CSN should expect to participate in a wide range of assessment activities designed to provide useful information about the effectiveness of degree and certificate programs and the student services programs that support them. Periodically during their courses of study, CSN students may be asked to participate in tasks in which they demonstrate the breadth and depth of their knowledge, skill, and understanding, indicate their levels of satisfaction with services provided, and describe their learning experience. Alumni may be asked to communicate their views about CSN programs in the context of their lives and careers since graduation. Employers also may be asked to indicate the qualities they need and expect from CSN graduates and to evaluate how effective CSN programs have been in preparing students to meet their needs.

Guiding this continuous assessment effort is the concern with program quality: CSN faculty and staff must be assured that students gain the requisite learning from their programs of study at CSN and that these programs continue to meet high standards of excellence.

TRANSFER AND ARTICULATION PARTNERSHIPS

The College provides a broad range of courses to fulfill the requirements of an associate degree and the first two years of a baccalaureate degree aimed at preparing students for transfer to a four-year college or university.

CSN has established transfer and articulation partnerships with institutions in the Nevada System of Higher Education (NSHE) and a variety of other private, public and out-of-state institutions. These agreements outline how general education and major-related transfer from CSN to the following institutions.

Nevada System of Higher Education Institutions
(Transfer under NSHE policy or individual agreements)

- Great Basin College
- Nevada State College (extended agreement)
- University of Nevada, Las Vegas
- University of Nevada, Reno

Private and Out-of-State Institutions

- Regis University
- Nova Southeastern University
- Southern Utah University (teacher education)
- Touro University
- University of Phoenix

APPLIED SCIENCE AND TECHNOLOGY PROGRAMS

The College provides programs necessary for the development of technical and occupational skills needed for immediate and meaningful employment. Individual courses, semester or certificate programs, as well as two-year associate degrees are available for maintenance of job skills.

UNION APPRENTICESHIP PROGRAM

CSN has formed credit granting partnerships with several of the area Trade Union Apprenticeship Programs. Individuals become indentured through the Joint Apprenticeship and Training Committee selection process. The programs adhere to the registered standards of the Bureau of Apprenticeship and Training (BAT) and each is filed with the State Apprenticeship Council (SAC) and Department of Education (DOE) of Nevada. A minimum of 144 hours of related instruction is required each year. Apprenticeship training ranges from a minimum of two to a maximum of five years depending on the specific apprenticeship program. A specific Associate of Applied Science (AAS) and/or Certificate of Achievement is available to any enrolled trade union partner apprentice. College credit is awarded for the appropriate courses taught and paid for by the apprenticeship partner. Individual apprentices are required to enroll and pay for required general education courses for the AAS and/or Certificate. For information about the qualifications necessary for entering the various programs, please contact the CSN Apprenticeship Office at 651-4163.

Approved program partnerships include:

- Asbestos Workers JATC
- Bricklayers and Tile Setters JAC
- Carpenters JATC
- Cement Mason/Plasters JAC
- Electrical JAC
- Glaziers JATC
- Ironworkers JATC
- Operating Engineers JATC
- Operating and Maintenance (Stationary) Engineers JATC

- Plumbers and Pipe Fitters JAC
- Sheet Metal Workers JATC
- Laborers JATC

COMMUNITY SERVICE PROGRAMS

The College provides, through lectures, forums, concerts, plays, exhibits and short-term academic and practical instruction, a lifelong learning process and focus for each community's cultural, intellectual and recreational enrichment.

The continuing education opportunity provides the means to develop and experience a variety of lifetime skills and interests.

STUDENT SUPPORT SERVICE PROGRAMS

The College provides a variety of personal support services to students to assist them in becoming more aware of their potential and in planning and achieving their educational goals. Students are provided counseling, academic advisement, testing, career planning, job placement and financial assistance.

The Nevada System of Higher Education is committed to the support of the diverse and changing communities of the state. The College provides an open, academic environment where students of all ages and backgrounds can discover their potential and achieve their life goals.

The College of Southern Nevada exists to create opportunities that empower its students to change their lives for the better.

DIVISION OF WORKFORCE AND ECONOMIC DEVELOPMENT

Students seeking educational opportunities, other than - specific credit degrees offered at CSN main campuses, have access to additional options through the Division of Workforce and Economic Development Programs. The Division of Workforce and Economic Development offers non-credit classes and programs not typically offered in a traditional, semester-long, class room instruction format to meet the needs of business & industry, local government, and educational institutions through customized training programs and curricula.

The Division is broken into several workforce specialty areas that include: Community & Personal Enrichment; Adult Literacy & Language; Manufacturing & Transportation; Construction; Business Assessment & Consulting; Hospitality; Prison Programs; Fire, Police, Security & Emergency Medical Services (EMS); American Heart Healthcare Programs; Service Sector-Retail, Banking, Insurance & Real Estate; Occupational Health & Safety Programs; GM Training Center.

Classes are offered at company worksites and at Learning Centers located throughout the Las Vegas Valley and at rural locations.

OFFICE OF eLEARNING

The College of Southern Nevada is a leader in eLearning, offering fully accredited degrees to students. Students can choose from a variety of degree programs.

Associate of Arts

- Elementary Education
- Secondary Education
- Special Education
- History
- Psychology
- Sociology
- General Transfer
- Criminal Justice

Associate of Applied Science

- Computer Information Technology
- Accounting
- Business Management
- Criminal Justice – Law Enforcement
- Small Business Management
- Ophthalmic Dispensing Technician

Associate of Business

Associate of General Studies

Certificate of Achievement

- Business Management
- Computer and Information Technology – Networking
- Computer and Information Technology – User Support
- Criminal Justice
- Casino Management
- Hotel Management

Online Teaching Certificate of Completion

What is eLearning?

eLearning is an innovative development in higher education that uses technology to facilitate learning without the limitations of time or place. CSN offers courses online so that students around the world can complete a certificate or associate's degree without stepping foot in a classroom.

eLearning students use state-of-the-art technology to connect to faculty members, course mates, and advisors. The great advantage of eLearning is that it gives students the flexibility to achieve an appropriate balance of work, family, community, and educational commitments.

CSN's online courses link students with their faculty member and course mates online through the World Wide Web (WebCT). Online courses are asynchronous, which means that students can sign on and participate at times convenient to them.

Online students need to be prepared to interact with their faculty member and course mates in writing. Strong reading and writing skills in the English language are critical.

The Virtual College will create convenient, high-quality learning opportunities in order to increase capacity and meet the immediate and long-term needs of the community. This endeavor will specialize in high quality courses and comprehensive student services, and pursue continuous improvement and innovation. CSN will have a strategy that includes developing college-wide expertise in online learning, a systems approach to online learning support, a branding of its program characteristics, and a focus on achieving desired learning outcomes along with student and faculty satisfaction. The Virtual College will have a centralized web presence with exemplary online student services, a comprehensive student orientation to online learning and WebCT, and faculty resources.

Typical elements of online courses include:

- asynchronous, frequent student and faculty participation
- lectures and assigned readings (from textbooks and online resources)
- individual and group assignments (for example, case studies and discussion questions)
- individual and group papers
- use of online library resources
- online and proctored quizzes and examinations

What do I need to be successful?

Success in online courses depends on self-discipline and the ability to learn without face-to-face interaction. CSN's online courses maintain the same rigor and high standards of its classroom courses. Academic progress is established and maintained through regular course participation.

Online students need to be prepared to interact with their faculty member and course mates in writing. Strong reading and writing skills in the English language are critical.

What are the technical requirements to take an online course?

To participate in an online course via the World Wide Web, you should have:

- an Internet service provider (ISP),
- an active e-mail account, and
- the latest version of your preferred browser.

Some courses, such as those in business, finance, and accounting, require additional software such as a Windows-based spreadsheet program or MS Project.

What is an ePortfolio?

CSN offers students access to an ePortfolio through classes they are enrolled in. Students can collect and organize their work from both inside and outside the classroom. From their latest class essay to photos and comments posted during study abroad, the ePortfolio enables students to integrate classroom, co-curricular, life, and work experiences. The ePortfolio supports all common file types – from documents and spreadsheets to sound recordings, photographs, and video clips.

What is iTunes U?

CSN launches iTunes U. iTunes U lets students find, download, and organize audio and video your professors have posted — the same way you do with music, movies, and podcasts. Like everything in iTunes, course content can be played on your Mac or PC, or you can sync up your iPod and learn whenever, wherever you want. Listen to language lessons at the gym. Watch lab demonstrations at the café. Review lectures in the car or on the bus. With iTunes U, you can study on your own schedule — no matter how crazy. Learning has finally caught up with your lifestyle.

Contact Information:

Office of eLearning
 (702) 651-5619 (main phone number)
 (702) 651-5741 (fax)
 West Charleston Campus
 Sort Code – WM3
 elearning@csn.edu

PRIVACY STATEMENT

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), the College of Southern Nevada (CSN) vigorously protects the privacy of students' education records. The institution does not release private records of individual students, such as grades and class schedules, without prior written consent of the student.

As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. At CSN, the following categories are defined as "directory" information: name, mailing address, telephone number, dates of attendance, full or part time status, degree awarded, major and date of graduation.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, it is probable that the information will be released or disclosed. CSN uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. The institution exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.

If, after due consideration, you wish to restrict the release of directory information, complete this form before the end of the first six weeks of the fall or spring semester and submit it to the Office of the Registrar. This directive will apply permanently to your record until you choose to reverse it by submitting a written authorization. Select one of the following three non-disclosure options:

COLLEGE OF SOUTHERN NEVADA

- Do not disclose directory information for commercial purposes. (C)
- Do not disclose directory information for non-commercial (educational) purposes. (E)
- Do not disclose directory information for either commercial or non-commercial purposes. (N)

Print Name: _____

Social Security or "C" Number: _____

Signature: _____ Date: _____

CHEYENNE CAMPUS, 3200 E. Cheyenne Boulevard, is located in the City of North Las Vegas approximately five miles (10 minutes) northeast of downtown Las Vegas and approximately five minutes from Nellis Air Force Base. Modern campus buildings sit on a pleasant 80-acre site. Opened in 1974, the Cheyenne Campus is the oldest of our three main campuses. Most of the campus is housed under one roof and this creates a feeling of togetherness throughout the campus. Our student services areas are centralized making for easy access to critical areas such as Financial Aid and Testing. Over 12,000 students take advantage of a very strong curriculum with more than 1100 courses offered on our campus. With a state-of-the-art Computer Lab staffed with highly qualified professionals, the Cheyenne Campus offers a comprehensive learning environment for our students.

Several key programs are located at the Cheyenne Campus. The Culinary Arts program is a model for many institutions across the country and has produced gold and silver medal winners in various national competitions. The Automotive Technology program is the national pilot program location for the GM Assessment Center and is the first outside location allowed to perform the General Motors/Raytheon GM Technician Hands-On Assessment Courses. The newest addition to the campus is the 35,000 square foot Transportation Technology building which has allowed the college to expand the automotive programs in such areas as diesel technology, alternative fuel technology, and collision repair technology.

The Cheyenne Campus also houses the Planetarium which is both a community resource and a resource for local educators through the NASA/Nevada Regional Education Resource Center. The Planetarium is also a participant in the NASA/Saturn Observation Campaign. Cisco Systems has partnered with CSN to help produce one of the largest training and Cisco Certification Academies in the country. The program is housed in our \$29 million dollar, 80,000 square foot Telecommunications and Media Technologies Training Facility.

CHARLESTON CAMPUS, 6375 W. Charleston Boulevard, is located at the corner of Torrey Pines Drive and West Charleston Boulevard in Las Vegas. Charleston is an 80-acre campus located approximately six miles (15 minutes) west of downtown Las Vegas. The campus has undergone a series of expansions to accommodate rapidly growing student demand and the development of academic and student support programs and services. The campus first opened in 1988 with building A, 22,000 square feet in size. As student demand grew, Building A was expanded in 1990 and Building B was opened in 1992, increasing campus facilities to 87,600 square feet. Building A has since undergone a third expansion to 41,600 square feet.

Building C is a 75,000 square foot copper-roofed structure, housing classrooms, a large computer lab, campus library, tutoring center and faculty offices. Building D opened in the fall of 1999. This \$25 million four-story structure houses student services, a workforce development center, classrooms, lecture halls and faculty offices.

To support the region's demand for science-related job skills and diversified workforce needs of high tech companies attracted to southern Nevada, a new 75,000 square-foot Sciences Center opened in fall 2003. Designed by a coalition of science faculty, it is meeting a growing demand for professional skills in science related career fields, while supporting

university transfer course work and three dozen degree and certificate programs in CSN Health Sciences career fields.

The Charleston campus provides well equipped, modern classrooms, computer labs and science laboratories to CSN students taking general education and a variety of health occupations classes. The expansion of CSN's Ornamental Horticulture program to the campus includes not only laboratory and classroom facilities, but also a full 4-1/2 acre retail nursery operated by CSN students. The nursery serves as a training facility for Nevada Association for the Handicapped.

The Charleston campus is also home many CSN and community partnership ventures. The campus operates an on-site dental clinic with services provided by students, college faculty and staff, and local dental practitioners. The Clark County Library District's West Charleston Branch, located directly across the parking lot from campus buildings, offers full use of its specialized medical library to CSN's Health Sciences students and faculty. The Charleston campus is the location for the Nevada Public Radio station KNPR (FM 89.5). Other partnerships located on the campus include a chapter of the Las Vegas Boys and Girls Club, Nevada Tobacco User's Hot Line, Las Vegas Rape Crisis Center, and Mojave Mental Health Counseling Services.

The Charleston Campus opened the Donny Loux Center for Assisted Living Center in Summer 2004. This exceptional facility provides physical therapy to patients in cooperation with the CSN Physical and Occupational Therapy Programs. The newest facility at Charleston Campus is the 85,366 sq. ft. Health Sciences building that was completed in Summer 2004. This cutting edge state-of-the-art teaching and learning facility houses registered nursing, nursing assistant, practical nursing, diagnostic medical sonography, medical office assisting, and surgery technology programs.

HENDERSON CAMPUS, 700 College Drive, is located in the city of Henderson approximately 15 miles (20 minutes) southeast of downtown Las Vegas. The 75-acre campus was established in 1981 to provide educational and cultural opportunities to the citizens of Henderson, Boulder City and the southern part of the valley. Three buildings covering 161,000 square feet, house classrooms, offices, labs and workshops. Students take general education courses and specialized classes in fields such as air conditioning technology, welding, police training and horticulture. In the fall of 1999, the \$17 million, 90,000 square-foot Caviglia Academic Computing building was added to the campus, more than doubling the existing classroom and lab capabilities. The gorgeous building features a large state-of-the-art computer lab and classrooms, science labs, Campus Administration, the new Southern Desert Regional Police Academy, campus food service and faculty offices. In spring 2008 the campus will offer an exciting new criminal forensics program with classes in crime scene investigations, photography and lab operations. Award-winning, drought resistant desert landscaping surrounds the campus buildings. In addition to experimental gardens complete with plant identification, there are four greenhouses covering almost 10,000 square feet. The world-class Morse Stadium and athletic training facility was opened on the campus in fall 2000. CSN's Henderson campus is the proud home of the 2003 NJCAA National Championship baseball team: the CSN Coyotes.

A.D. GUY CENTER- Serving the West Las Vegas area, the center provides educational opportunities that address the unique needs of the surrounding community. The A.D. GUY CENTER provides developmental education, credit and non-credit courses for the adult learner. A primary focus is to provide information technology and training, while maintaining the mission of the College of Southern Nevada. The center's commitment is to help strengthen the educational, social, and economic goals of the community.

The A.D. GUY CENTER is a collaborative effort between the following entities; College of Southern Nevada, Las Vegas Housing Authority, Family Resource Center, and the Boys & Girls Club bringing much needed resources into the community. The College of Southern Nevada's education component offers both credit and non-credit classes tailored to meet the various needs of area residents. The center has a state-of-the-art computer lab offering access to the internet, access to popular software, and free computer literacy workshops to the public.

In the spring of 2008, the center will expand the number of course offerings to include workforce training in job/career services, and English as a Second Language. The Family Resource Center maintains a strong community referral system and directs residents to resources such as child care assistance, access to community food banks, and community clothes closets. The Boys & Girls Club maintains a positive relationship with its members and their families who reside in the community.

The A.D. GUY CENTER is located at 817 North "N" Street, directly behind the Andre Agassi Boys & Girls Club; the center is 20 minutes east of the Charleston campus and 15 minutes west of the Cheyenne campus, and 5 minutes away from downtown Las Vegas. The facility features two general purpose classrooms, a computerized classroom and a computer lab.

BOULDER CITY CENTER- Serving the people of Boulder City as a comprehensive education and opportunity center, the site/center provides core education classes, courses designed to enhance personal skills, college-level transfer classes, and workforce training services that help people find or upgrade employment. This is accomplished in an atmosphere that encourages the full realization of each individual's potential.

The Center is home to two unique programs, Aviation and Wildland Fire Management. While not unique, the CNA and Phlebotomy programs fulfill an access need for students from the southern part of the valley. Non-credit ESL/Literacy classes are also available. Partnerships with business and industry, local government agencies, and educational institutions provide training opportunities for local work forces and promote economic development.

The Center is located at 700 Wyoming Street, in the heart of Boulder City approximately 35 minutes southeast of Las Vegas and 10 minutes southeast of the Henderson Campus. The 18,000 square foot facility features a computer lab, testing center, nursing lab, five general classrooms, and the Aviation program that includes a smart classroom, wind tunnel, and flight simulator. In addition, there is a fully equipped darkroom and adjacent lab for photography classes. The center also has a large open meeting room with lounge and study space for students, faculty offices and registration facilities. Ample parking, much of it covered, adds to the convenience of the center.

DOWNTOWN LEARNING CENTER- Serving the urban and Latino community, the Downtown Learning Center, provides developmental education, credit and non-credit coursework, and job/career opportunities for adult learners. A primary focus is providing information technology and training while maintaining the mission of CSN.

The Center is formally known as the "Neighborhood Learning Center" located at 300 N.13th Street, in the Latin Chamber of Commerce. The mission of the Center is to provide a state-of-art learning environment that anticipates and meets the educational and training needs of the local community through a comprehensive range of credit and non-credit academic classes, educational seminars, and training services. The facility features two general purpose classrooms and a computer classroom.

GREEN VALLEY CENTER- Serving the people of the Green Valley area and students attending Green Valley High School as a general education and transfer center, the Leslie and Joan Dunn Center (Green Valley Center) provides core general education, personal enrichment and workforce education to prepare traditional and non-traditional learners for transfer or employment. Based on student demand, the Center is also a satellite delivery location for programs offered at one or more CSN campuses.

To achieve its mission, the Green Valley Center supports Green Valley High School by providing classroom space that augments high school programs, and currently serves as the home to several specialized training programs such as the Bail Enforcement Agent program and the National Institute of First Assistants (NIFA) program as well as Nevada's first ACT Center which provides high stakes testing for professional programs and certifications. Additionally, the Center provides student support services such as Admissions, Registration and Testing.

The Leslie and Joan Dunn Center is located at 1560 W. Warm Springs Road, next to the Green Valley High School campus and is approximately 10 minutes north of the Henderson campus. The 33,000 square-foot facility features a computer lab, computerized "smart" classrooms, specialized labs and offices.

LINCOLN COUNTY CENTER- The Center is located at 100 Depot Ave, Rm. 10, in Caliente. The mission of the Lincoln County Center is to provide educational and support services in the areas of transfer preparation, general education, vocational education, basic skills development, adult education, community service, and personal fulfillment.

To achieve its mission, the Center meets the community and business needs with access to specialized training at sites and in local communities including Alamo, Caliente, Panaca, Pioche, Hiko, and Rachel. It also promotes online degree and certificate programs, dual credit and tech prep programs; and offers counseling, academic advising, placement testing, proctorial services and assistance with financial aid issues.

Currently, the Center is developing the resources to include more of the requirements for the Rural Nursing Program locally. The Center offers two programs in agreement with the Lincoln County School District. The JumpStart program offers dual credit to high school students enrolled through the program and taught by their local instructors at the two county high schools. The A.R.R.I.V.E. program gives our Early Education students the opportunity to apply for work study funds while carrying out the classroom observation portion of their studies.

MESQUITE CENTER- Serving the citizens of Mesquite as a comprehensive opportunity center, the Mesquite Center offers general education core classes, special requirement classes in business, job/career services, as well as workforce training/self enrichment classes in support of the community and local industry needs.

To achieve its mission, Mesquite offers classes that will enable the student to transfer to a University with a completed Associate of Arts Degree, as well as computer certification classes and Phlebotomy classes/labs.

The Center is located at 140 N. Yucca St. at the old Virgin Valley Elementary School. CSN purchased the 1400 sq. ft. building in 2005. There are a total of 10 classrooms to use for our many general education classes, as well as our non-credit based classes.

Mesquite is very active in the Work Keys Program helping local businesses test potential employees. The Center provides student support services such as registration, admissions, cashiering, counseling and placement testing. Our convenient location is within walking distance of down town Mesquite.

MOAPA VALLEY CENTER- Serving the people of Moapa Valley which includes Moapa, Overton, & Logandale. The center provides traditional classes, adult education, continuing education non-credit courses and online courses, in an atmosphere that encourages the full realization of each individual's potential.

To achieve its mission, the Center offers lower division college courses for degree and transfer seeking students, occupational and technical development programs, basic skill education, and community education programs.

Additionally partnerships are sought with business, industry, labor, educational institutions, and public sector agencies to provide training opportunities for the local work force and promote economic development and education.

The Center is located at 2400 N. St. Joseph Street, on Moapa Valley High School campus approximately 45 minutes from the Cheyenne campus. Moapa Valley is located 10 miles from Lake Mead Recreational Area and 5 miles from Valley of Fire State Park. The Center has a computer lab available for students. Most of our classes are held at Moapa Valley High School.

NELLIS CENTER- In partnership with the United States Air Force and serving members of the military, the center provides opportunities to attain educational and professional goals. This community is comprised of active duty members of the Armed Forces, their family members, and Department of Defense Personnel.

To achieve its mission, the Nellis center offers general education classes that are tailored to the students needs in completion of their Community College of The Air Force (CCAJP) requirements. Basic skill education and placement testing are available to meet student needs. Academic Advising is available during registration. Although its primary function is to support the educational efforts of the military community, the Nellis Center is open to civilian students on a limited basis. To accommodate the changing work schedules and transient nature of today's Air Force, the Center offers classes in a convenient evening eight week format.

The Center is located on Nellis Air Force Base, 4475 England Avenue, Suite 318, approximately five minutes from the Cheyenne Campus. The base site program has served as an educational center since 1975. Active duty military have 100% of their tuition paid by the United States

Air Force. A base security pass, which requires appropriate credentials, is required to attend classes on base; it can be secured through the site management office.

SAHARA WEST CENTER- The Center is located at 2409 Las Verdes St, on the northwest corner of Sahara and Valley View next to the Food 4 Less shopping center. This location houses a variety of the college's division of Workforce and Economic Development (WED) programs and is considered the heart of the CSN Adult Language & Literacy program.

Serving the people of Las Vegas as an education center, the Sahara West Center, offers courses in core general education credits, community education, healthcare continuing education, workforce training, community education programs that complement CSN's mission.

To achieve its mission, the Center is the focal point for adult language and literacy offerings, basic skills, GED preparation, and English as a Second Language programs for adult learners. In addition, the Center is the administrative home of workforce specialists who provide customized training and development services for business and industry partners in Southern Nevada. In collaboration with CSN, the Sahara West Center also houses MAP (Management Assistance Partnership). MAP is the industrial extension program of the Nevada System of Higher Education and its partners. Its primary purposes is to work directly with Nevada companies to strengthen their global competitiveness by providing information, decision support and implementation assistance in adopting new, more advanced technologies, techniques and best business partners.

SUMMERLIN CENTER- Serving citizens in the Summerlin area and students attending Palo Verde High School, the Bob and Sandy Miller Center provides general and transfer education, in addition to workforce training and services. The Center is a satellite delivery location for various programs housed at one or more CSN campuses.

To further achieve its mission, the Center also offers dual enrollment courses for high school students as well as a wide variety of personal enrichment courses.

The Summerlin Center is located at 333 S. Pavilion Center Drive, next to Palo Verde High School, approximately 15 minutes west of the CSN West Charleston campus. The 33,000 square-foot facility has a computer lab, faculty offices, counseling services and a Student Services center. Classrooms are designed for both traditional and flexible team learning, in an atmosphere that is both quiet and relaxed.

WESTERN CENTER- Serving the citizens of Las Vegas and the students attending Western High School, the William and Dorothy Raggio Center provides general education and transfer education, personal enrichment courses and workforce training services. Based on student demand, the Center is also a satellite delivery location for programs offered at one or more CSN campus.

To achieve its mission, the Western Center supports Western High School by providing classroom space that augments high school programs, and the Center currently serves as the home of CSN's Construction and Building Trades programs as a location where business and industry needs intersect.

The Center is located at 4601 W. Bonanza Road, on the Western High School campus approximately 15 minutes north of the Charleston campus. The 33,000 square-foot facility features a computer lab, computerized "smart" classrooms, a student center and faculty offices.

SUMMER SEMESTER 2008**April 22, 2008 thru April 28, 2008**

Early Web Registration for Summer 2008 Sessions Begin
Currently Enrolled Students Only

April 29, 2008 thru May 22, 2008

Web registration open to all admitted students
In Person Registration – New Students and Senior Citizens
Only

May 22, 2008

Payment Due Date for Early Registrants

May 23, 2008 thru June 6, 2008

Web Registration Continues for All Students, After the
Purge (Payment due same day) In Person Registration –
New Students and Senior Citizens Only

May 26, 2008

Memorial Day, Observed

June 6, 2008

Final Date for 100% Refund for Summer 2008 Semester

June 9, 2008

Four Week (1st) Session Begins
Six Week Session Begins
Eight Week Session Begins
Ten Week Session Begins

June 9-10, 2008

Late Registration Period for the 1st four-week session-in
person ONLY

Late Registration Fee: \$5.00 per day to a maximum of
\$10.00 per semester for students registering for seven or
more credits. Late Registration fee will not be refunded

June 9-13, 2008

Late Registration Period for the Six, Eight and Ten week
sessions- in person ONLY

Late Registration Fee: \$5.00 per day to a maximum of
\$10.00 per semester for students registering for seven or
more credits. Late Registration fee will not be refunded

June 10, 2008

Final Date for a 25% drop fee for withdrawal for 1st Four-
week session

June 13, 2008

Final Date to Drop a Course Without a Grade of “W”
All Sessions

June 13, 2008

Final Date for a 25% drop fee for withdrawal for Six, Eight
and Ten Week sessions

June 20, 2008

Final Date to Officially Change from Audit to Credit
and Credit to Audit for the 1st Four Week Session

June 27, 2008

Final Date to Officially Change from Audit to Credit
and Credit to Audit for Six, Eight and Ten Week Session

June 27, 2008

Final Date to Officially Drop from the 1st Four Week
Session with a Grade of “W”

July 3, 2008

1st Four Week Session Ends

July 3, 2008

Last day to receive a 100% Refund for the 2nd four
Week Session

July 4, 2008

Independence Day Holiday

July 7, 2008

2nd Four Week Session Begins

July 7, 2008

Last Day to apply for Summer 2008 Graduation

July 7-8, 2008

Late Registration Period for 2nd Four Week Session

July 8, 2008

Last Date for 25% drop fee for withdrawal for 2nd Four
Week Session

July 11, 2008

Final Date to Officially Drop from the Six Week Session
With a Grade of “W”

July 14, 2008

Final Date to Drop a Course Without a Grade of “W”
2nd Four Week Session

July 15, 2008

Final Date to Officially Change from Audit to Credit and
Credit to Audit for 2nd Four Week Session

July 18, 2008

Six Week Session Ends

July 18, 2008

Final Date to Officially Drop from the Eight Week Session
With a Grade of “W”

July 25, 2008

Final Date to Officially Drop from the 2nd Four Week Session with a Grade of "W"

August 1, 2008

Final Date to Officially Drop from the Ten Week Session With a Grade of "W"

August 1, 2008

2nd Four Week and Eight Week Sessions End

August 15, 2008

Ten Week Session Ends

FALL SEMESTER 2008

April 29 thru May 5, 2008

Early Web Registration for Fall 2008 Semester Begins
Currently Enrolled Students Only

May 6 thru August 7, 2008

Continued Web Registration-Open to All Admitted Students
In person Registration-New Students and Senior Citizens Only

July 7, 2008

Last day for VA students to request Advanced Payment for Fall 2008

August 6, 2008

Last day to apply for Instate Tuition

August 7, 2008

Payment Due Date for Early Registration (mail payments postmarked by August 1)

August 8, 2008

Dead Day – no registration

August 11 thru August 22, 2008

Web Registration Continues for All Students After the purge (Payments Due Same Day) In Person Registration-New Students and Senior Citizens Only

August 22, 2008

All supporting documents must be submitted for Instate Tuition for Fall 2008

August 24, 2008

Final Day for a 100% Refund for Full Term (16-week) Fall 2008 Semester

August 25, 2008

First Day of Instruction for the Fall 2008 Semester

August 25 thru September 12, 2008

Late Registration for the Fall 2008 Registration for 16-week courses. Instructor and Department Chair's signature is required for late registration.

Late Registration Fee: \$5.00 per day to a maximum of \$25.00 per semester for students registering for seven or more credits. Late Registration fee will not be refunded

August 29, 2008

Last Day to Officially Drop without a grade of "W".

August 31, 2008

Final Day for 25% drop fee (75% refund)

September 1, 2008

Labor Day Holiday

September 12, 2008

Last Day to change Audit to Credit with Instructor's approval for full-term (16-week) courses. Short-term (less than 16-week) courses must be changed prior to the first day of class.

October 10, 2008

Last Day to submit all supporting documents for Instate Residency Audit receipts

October 10, 2008

Last Day to Apply for Fall 2008 Graduation

October 10, 2008

Last Day to submit non-disclosure directory information

October 30, 2008

Last Day to Officially Change from Credit to Audit for full-term (16-week) courses.

October 30, 2008

Final Date to Officially Drop the Fall 2008 Semester

October 31, 2008

Nevada Day Holiday

November 11, 2008

Veteran's Day Holiday

November 27 thru 30, 2008

Thanksgiving Day Recess (Thursday thru Sunday)

December 7 thru 13, 2008

Final Examination Period for the Fall 2008 Semester

December 13, 2008

Fall semester ends

SPRING SEMESTER 2009**November 12 thru November 18, 2008**

Early Web Registration for Spring 2009 Semester Begins-
Currently Enrolled Students Only

November 19, 2007 thru January 6, 2009

Continued Web Registration-Open to all Admitted Students.
In person registration-new student and senior citizens only
for Spring 2009

December 1, 2008

Last day for VA students to request Advance Payment for
Spring 2009

January 6, 2009

Payment Due Date for Early Registrants

January 7, 2009

Dead Day – no registration

January 8-16, 2009

Web Registration Continues for All Students After the
Purge (Payments Due Same Day) In Person Registration-
New Students and Senior Citizens Only

January 16, 2009

Final Date for a 100% Refund for Spring 2009 Semester

January 16, 2009

All supporting documents must be submitted for Instate
Tuition for Spring 2009

January 19, 2009

Martin Luther King, Jr. Holiday

January 20, 2009

First Day of Instruction for the Spring 2009 Semester

January 20 thru February 9, 2009

Late Registration for the Spring 2009 Registration for 16-
week courses. Instructor and Department Chair's signature
is required for late registration.

Late Registration Fee: \$5.00 per day to a maximum of
\$25.00 per semester for students registering for seven or
more credits. Late Registration fee will not be refunded

January 26, 2009

Final Day for 25% drop fee (75% refund)

January 26, 2009

Final Date to Drop a Course Without a Grade of "W"

February 16, 2009

President's Day Holiday

February 9, 2009

Last Day to change Audit to Credit with Instructor's
approval for full-term (16-week) courses. Short-term (less
than 16-week) courses must be changed prior to the first
day of class.

March 6, 2009

Last Day to submit all supporting documents for Instate
Residency Audit receipts

March 9, 2009

Last Day to Apply for Spring 2009 Graduation

March 9, 2009

Last Day to submit non-disclosure directory information

March 16 thru 22, 2009

Spring Recess (Monday thru Sunday)

March 30, 2009

Final Date to Officially Drop the Spring 2009 Semester

March 30, 2009

Last Day to Officially Change from Credit to Audit for full-
term (16-week) courses.

May 10 thru 16, 2009

Final Examination Period for the Spring 2009 Semester

May 16, 2009

Last Day of the Spring Semester

May 19, 2009

Commencement

ADMISSION INFORMATION

Open Door Policy

The admissions policies of the Nevada System of Higher Education (NSHE) were developed in order to ensure a foundation of knowledge and competencies which will allow a student to successfully pursue and attain an academic degree. The College of Southern Nevada (CSN) subscribes to an “open-door” policy of admitting all high school graduates or non-graduates who are capable of profiting from postsecondary education. Students with a General Equivalency Diploma (GED) are considered equivalent to high school graduates.

Who May Be Admitted- Students will qualify for admission to CSN if they are either:

- A U.S. citizen or immigrant and are 18 years of age or older, or a graduate of a high school or equivalent, and
- Qualified under the CSN “open-door” policy and meet the residency requirements and can profit from the program, or
- A qualified high school student

Students must also provide certain information, complete any preliminary testing and meet deadlines. Admissions to Limited Entry programs require additional criteria. High school juniors and seniors, or those receiving equivalent instruction, may be admitted and may enroll at CSN, subject to the approval of appropriate high school and College officials. High school juniors and seniors who are Career and Technical Education Program Completers may be admitted when written agreements with the Clark County School District exist.

High school students below junior level, or those receiving equivalent instruction, when identified as academically talented by the School District and recommended by their high school principal will be reviewed on a case by case basis for enrollment in credit courses. Otherwise, high school students below the junior level may enroll in non-credit, Community and Personal Enrichment courses.

International Students who meet international student qualifications may also be admitted.

Admission of Nonresident Students- (See Residency Policy under Appendix B)

General Admission Procedures CSN “Students First Program”- CSN believes in putting student success first. Our students deserve the opportunity to start college on the right track. To accomplish this, new students seeking degree or certificate and transfer students will begin college following these steps:

1. Apply at www.csn.edu, select Admissions and then Apply/Register.
2. Apply for Financial Aid using the FREE Application for federal Student Aid at www.fafsa.ed.gov, follow the steps provided on CSN’s Student Financial Services home page by visiting www.csn.edu, selecting Admissions and then Financial Aid. [Degree, Certificate, or Transfer students only]

3. Take part in a “Student Success Orientation” for live session availability or to view online video stream visit www.csn.edu/orientation, select Admission and then S.O.S Orientation Program. [Degree, Certificate, or Transfer students only]
4. Complete a placement test for English, Mathematics and Reading at one of CSN’s Testing/Assessment Centers. For locations and times please visit www.csn.edu, select Admissions and then Testing Centers and Sites. [Degree, Certificate, or Transfer students only]
5. Meet with a College counselor/advisor to help you select the correct classes and allow you to register for the degree, certificate or transfer path you have chosen. For locations and times go to www.csn.edu, select Admissions and then Counseling Department. [Degree, Certificate, or Transfer students only]

EXCEPTION: New students interested in a Limited Entry Health Sciences Program must first attend a Health Programs Orientation through the School of Health Sciences before registering for classes. Please call (702) 651-5015 for dates, times and locations. New students interested in an Open-Entry Certificate of Achievement must visit the Health Advisement Office at the Charleston (Bldg. K) or Cheyenne Campus (room 1219). To determine whether your program of interest is a Limited Entry or Open-Entry Certificate of Achievement visit:
<http://sites.csn.edu/health/LAppPC.htm>

6. Register Online – walk through a brief introduction to CSN’s online registration process to learn how to navigate through the website and to discover what you will need to know before login in. Please visit www.csn.edu, select Admissions and then Apply/Register.
7. Pay Tuition and Fees by the due date in person or by visiting <http://www.csn.edu/admissions/index.asp> and click Online Registration
8. Know CSN Regulations and Policies – read the Academic Policies and Procedures Section you are required to adhere to in order to succeed at CSN. Regulations can be viewed on CSN’s General Catalog and Student Handbook by visiting www.csn.edu, selecting Admissions and then Catalog/Schedule/Calendar.

Special Admission Information for Health Sciences

Programs- Students seeking admission to one of the Health Sciences Programs should be aware that there are several additional procedures and policies. Some Health Sciences Programs are designated “limited entry,” meaning that class sizes are limited. Prospective students must submit an application to the Limited Entry Office and be selected to a program in order to register for classes in limited entry programs. Information on admissions, selection procedures and application deadlines is available through the Health Sciences

Programs Advisement Office, located on the Charleston in the lobby of Building K and Cheyenne campuses in Room 1219. Students must attend a Health Sciences Program orientation to obtain detailed information on the limited entry application process and programs. In addition there are immunization requirements for these programs.

Limited entry programs include:

- Advance Placement Nursing (LPN) to RN Bridge
- Cardiorespiratory Sciences
- Dental Hygiene (AS & BSN)
- Diagnostic Medical Sonography
- Health Information Technology
- Medical Laboratory Assistant
- Medical Laboratory Technician
- Nursing (RN)
- Occupational Therapy Assistant
- Ophthalmic Dispensing
- Paramedic Medicine
- Pharmacy Technician
- Physical Therapist Assistant
- Practical Nursing (PN)
- Radiation Therapy Technology
- Surgical Technologist
- Veterinary Technician

High School Students

CSN offers a number of special programs for qualified high school students. For some of the programs, high school students earn both high school and college credit simultaneously. High school students should check with their school counselors regarding completion of Dual Enrollment High School Authorization forms necessary for enrollment in some programs. Unless students are 18 years old, parental permission is required for all programs. Many programs require that students pay college tuition. Special programs for high school students include:

College of Southern Nevada High School- This unique program gives high school juniors and seniors the opportunity to attend high school on a college campus. Students also take college classes for which they receive dual credit. This is a limited enrollment program.

Early Studies- High school juniors and seniors may enroll in courses at CSN and receive college credit.

JumpStart- is a CCSD-CSN partnership offering high school students a reduced fee to enroll in college-level classes, and get a head start on their college careers. Classes are offered at selected high school campuses by CCSD high school instructors who are “certified” by CSN departments.

Learning and Earning Program- This program is a direct service dropout prevention and intervention program. Students are referred by their high school counselors during 11th or 12th grade and participate in counseling, mentoring,

job skills development, job placement, tutoring sessions and community referrals. The goal of the program is to give Clark County School District students, who are in jeopardy of not graduating with their peers, the opportunity to improve their academic status.

Step-Up Program- Student Teacher Enlistment Program Undergraduate Program is a collaborate effort among the Clark County Education Association Community Foundation, Clark County School District, CSN, and Nevada State College. STEP-UP provides tuition and books to high school participants who commit to teaching in Clark County public schools after graduation.

Tech Prep- This program allows students to earn college credit for technical and occupational course work completed in high school. High school juniors and seniors who earn an “A” or “B” in a Tech Prep class can receive CSN credit upon completion of the course. Students must complete a special CSN Tech Prep registration form and pay a fee of \$10.00 per course.

Transfer Student

Previous College or University Course Work- Students from accredited institutions of higher education ordinarily will be granted credit for work completed which is equivalent to courses offered at CSN. The accreditation of the institution and the listing published in the AACRAO Transfer Credit Practices for the year in which the applicant attended a specific institution govern the acceptance of transfer credit. The number of credits awarded will be determined by the college rating and the guidelines that follow:

- The Office of the Registrar evaluates transcripts from other institutions upon request and determines which credits may be applied towards a CSN degree or certificate.
- Students must have an official transcript mailed to the Office of the Registrar.
- After the student has verified that his or her transcript has arrived in the Office of the Registrar, he or she must fill out a Request for Transfer Credit Evaluation Form and submit that to the Office of the Registrar.
- To meet graduation requirements, a transfer student must complete the appropriate 15 credit hours in residence for a degree or certificate.
- The College will also accept a maximum of 16 credits from non-traditional sources.
- A student must take the appropriate 15 credit hours in residence in his or her major occupational area for an Associate of Applied Science degree or a Certificate of Achievement.
- The College will accept “D” grades as elective credit provided the cumulative grade point average from the transfer institution, in the semester in question, is 2.0 or above.
- If a student’s cumulative GPA is below 2.0, “D” or below grades will be denied.

- Grades of “D+, D, and D- cannot be used to fulfill major occupational area requirements in Associate of Applied Science degrees.
- If a transfer student requests a credit evaluation, Four (to six) weeks for processing.

International Students

The International Center is a comprehensive student-centered office that assists students with transition to American system of higher education. We provide students with admissions, orientation, academic and personal counseling, college success skills education, and advisement of immigration regulations. Our mission is to assist international students in achieving their academic goals by providing accessible services by a supportive and caring staff.

International Student Admissions- “This school is authorized under Federal law to enroll F-1 nonimmigrant students.” U.S. Government regulations are subject to change.

CSN welcomes students from all countries to apply for admission through the International Center. International students are required to maintain 12-credit full time student status at CSN. Admitted students are required to take the Math and either English or English as a Second Language (ESL) placement tests. Students admitted with a TOEFL iBT of 71 or equivalent are eligible for Eng 113 without taking a placement test. Students admitted with a TOEFL iBT of 61-70 or equivalent are eligible to take the English place test. Students admitted with a TOEFL iBT of 45-60 or equivalent must take the ESL placement test. All first semester international students must register, add, and drop classes through the International Center.

These admission requirements do not constitute admission to Limited Entry Health Sciences programs. International students interested in Health Sciences programs must meet both the International Center and Health Sciences program requirements.

International students who do not have college-level English skills will be given a conditional letter of acceptance if they meet all of the admission requirements except for the English level and are attending an ELS Language Center. These students will be referred to the ELS Language Center on the Charleston campus and will be admitted to CSN when they reach Level 109 at ELS Language Center.

To apply for admission to the College and a course of study that leads to an Associate Degree or Certificate of Achievement, a student must meet the following requirements:

1. A CSN International Student Application, completed, signed and dated.
2. A non-refundable application fee of \$50. Make check payable to CSN – Board of Regents.
3. Proof of English proficiency: TOEFL test score of 45 iBT (133 CBT, 450 PBT); IELTS score of 5.0 or above; NSHE administered Michigan test score of 70 or above; successful completion of English

Composition at a U.S. college or university; graduation from a U.S. high school; or completion of ELS Intensive English Language Program Level 109.

4. Official high school transcript and/or college or university transcripts or certified copies thereof must be submitted in English in order to verify successful completion of U.S. equivalent academic program. The transcript must include the date of graduation.
5. A personal statement is required. Describe your educational goals, intended field of study, and your reason(s) for choosing CSN.
6. Proof of financial support or financial solvency is required. Strict immigration regulations severely restrict the employment of foreign nationals residing in the United States. Therefore, you must have adequate finances to support yourself while you are a student.

If your parents or someone else will support (or sponsor) you, then you must submit a sponsor letter signed by the person(s) supporting you that clearly states that your expenses will be paid for. An example of the sponsor letter is available on our website at: <http://www.csn.edu/PDFFiles/InternationalCenter/Sponsor%20Letter.pdf>

In order for CSN to be sure that you will not suffer financial hardship, you must submit a current bank statement (dated within 120 days of your application) showing a minimum of \$19,881 dollars (U.S.). This is the amount necessary to cover tuition and living expenses for one year. Following is a general cost breakdown. Fees are subject to change without notice. These are estimated costs. Personal expenses vary considerably.

Updated fees as of July 3, 2007

Fees	Per Academic Year
Tuition & Fees	\$6,795
Room & Board	\$7,628
Personal & Transportation	\$3,580
Books & Supplies	\$1,000
Health Insurance	\$ 878
TOTAL	\$19,881

If you receive government financial aid, a scholarship, or if you will take student loan from your home country, you must submit an original document verifying those funds. The above amounts are the minimum required to support one student.

Accompanying family members will require additional funds for support. Add an additional \$5,000 dollars (U.S.) for each dependent. International students entering the U.S. on student visas are considered non-resident students for tuition purposes. Please be aware that the College of Southern Nevada does not offer financial assistance to International Students.

7. Copy of the applicant’s passport page with personal information.
8. Foreign nationals who apply while physically in the United States (visitors and transfer students from U.S. schools) must also provide: immigration documents and college or university transcripts when appropriate.

CSN requires students to purchase CSN approved health insurance policy prior to registration each semester.

Application deadlines:

Summer – April 15

Fall – July 1

Spring – November 15

You should apply as soon as you have decided to attend CSN. For inquiries, please contact the International Center at (702) 651-5820 or e-mail iss@csn.edu. Information is available at www.csn.edu/pages/567/asp.

Returning and Readmitted Students- Returning students (currently taking class at CSN) or readmitted students (have attended a class at CSN), but have been away for five or more semesters) do not need to resubmit an Admissions Form. They can simply register for classes using the online Registration system.

Alternative Credit Options

Advanced Placement Exams- Advanced placement and/or credit may be granted to entering students who have achieved appropriate scores on one or more of the Advanced Placement Tests offered by the College Entrance Examination Board. Students who receive AY advanced placement or credit progress immediately to more advanced courses and may apply these credits toward the total required for a degree.

<u>Advanced Placement Subjects:</u>	<u>Scores:</u>
Art-AP Art History Test	
Art for non-Art Majors only (3 credits)	3-5
Art-AP Art Studio Test	
Art for non-Art Majors only (3 credits)	3-5
Art-AP Art Portfolio Test	
Art for non-Art Majors only (3 credits)	3-5
Biological Sciences – AP Biology Test	
BIOL 189 (no lab)	3
BIOL 189 and 196 after advisor evaluation (6 credits no lab)	4-5
Chemistry – AP Chemistry Science Test	
CHEM 121 (4 credits no lab)	3
CHEM 121 and 122 (6 credits no lab)	4-5
Economics – AP Macroeconomics Test	
General Electives (3 credits)	3
ECON 103 (3 credits)	4-5
Economics – AP Microeconomics Test	
General Electives (3 credits)	3
ECON 102 (3 credits)	4-5
English – AP Composition/Literature Test	
ENG 101 (3 credits)	4-5
English – AP Language/Composition Test	
ENG 101 (3 credits)	4-5
Foreign Language – AP Language/Literature Test	
Equivalent to 111 Placement in 112 (4 credits)	3
Equivalent to 111 and 112;	
Placement in 226 (8 credits)	4-5
History – AP American History Test	
HIST 101 or 102 (3 credits)	3

HIST 101 and 102 (6 credits)	4-5
<i>(Both cases include the U.S. Constitution requirement)</i>	
<i>(Both cases include the NV Constitution requirement if taken at Nevada high school, otherwise student will receive US Constitution credit ONLY)</i>	
History – AP European History Test	
HIST 106 (3 credits)	3
HIST 106 plus 3 credits (6 credits)	4-5
<i>(Both cases exclude the U.S. Constitution requirement)</i>	
Mathematics – AP Calculus Test	
AB Mathematics MATH 181 (4 credits)	3-5
BC Mathematics MATH 182 (4 credits)	3-5
Physics – AP Physics Test	
Science (3 credits)	3
PHYS 151 and 152 (6 credits)	4-5
Political Science – AP U.S. Government Test	
U.S. Constitution (3 credits)	3-5
<i>(Excludes the Nevada Constitution requirement)</i>	
Psychology – AP Psychology Test	
PSY 101 (3 credits)	3-5

Challenges- The College recognizes the fact that students accumulate a great deal of information outside the classroom without formal instruction or from previous academic or occupational instruction. There are times when this background may be extensive enough to satisfy the requirements of courses offered by the College either through various examinations, course substitutions or waivers or credit for nontraditional education. A student interested in these options should inquire with the appropriate Department Chair for courses which may be challenged in these ways.

Challenge Examinations- Students who wish to challenge courses under the Credit by Examination provision must pay a nonrefundable fee of \$25.00 for each course challenged. Policies of the College relating to challenge exams are as follows:

- Only currently enrolled students are eligible to take challenge exams.
- No more than 15 credits required for a degree may be obtained through challenges.
- Courses cannot be challenged if a student has taken an advanced course in the same area.
- Challenge examinations are not considered resident credit.
- Challenge examination credit does not count as part of a student’s credit loan for any given semester nor are they computed into the grade point average.
- A student may not retake a challenge.
- Challenge examinations are not transferable and in many cases will not count for licensing agencies.
- Successful challenge examinations are posted as a “P” grade (Pass) on the student’s transcript.
- Students must complete the challenge during the same semester in which the request was made.

The College reserves the right to deny any petition for credit by examination.

College Level Examination Program (CLEP)- The College Level Examination Program (CLEP) is a specific type of challenge examination. Credit may be granted for the satisfactory completion of the CLEP general or CLEP subject examinations. Students who wish to use credits from CLEP should submit official CLEP results and a request for Transfer Credit Evaluation Form to the Office of the Registrar.

- CLEP General Examinations- A maximum of six semester credits may be granted for each of the five general examinations (English, Composition, Natural Science, Mathematics, Humanities, and Social Sciences) according to institutional limitations for

scores of 50 or above (for military CLEP scores must be 500 or above) and a satisfactory essay where required. A total of three credits for Composition I (ENG 101) for the General English CLEP examination and three general elective credits may be granted.

- CLEP Subject Examinations- A maximum of three semester credits may be granted for each institutionally approved subject examination for scores of 50 or above and a satisfactory essay where required. Credit for Composition II (ENG 102) may be awarded with a score of 60 or above when taking the Analysis and Interpretation of Literature Exam. Additional credit may be granted for selected examinations as permitted by institutional policy.

CLEP SUBJECT EXAMS

CLEP SUBJECT	ACE RECOMMENDED SCORE	SEMESTER HOURS	COURSE WAIVED
Accounting, Principles	50	3	ACC 201
Accounting, Principles	50	3	ACC 202
Information Systems & Computer Applications	50	3	IS 101
American Literature	50	3	ENG 241
Analyzing & Interpreting Literature	60	3	ENG 102
English Composition with Essay	50	3	ENG 101/ENG Elective
English Composition without Essay	50	3	ENG 101
Freshman College Composition	50	3	ENG 101
Humanities	50	3	HUM Elective
French Language, Level 1	50	4	FREN 111
French Language, Level 2	70	8	FREN 111/FREN 112
German Language, Level 1	50	4	GERM 111
German Language, Level 2	70	8	GERM 111/GERM 112
Spanish Language, Level 1	50	4	SPAN 111
Spanish Language, Level 2	50	8	SPAN 111/SPAN 112
American Government	50	3	US CONSTITUTION
History of the United States I: Early Colonization to 1877	50	3	HIST 101
History of the United States II: 1865 to Present	50	3	HIST US 2
Microeconomics, Principles of	50	3	ECON 102
Macroeconomics, Principles of	50	3	ECON 103
Psychology, Introductory	50	3	PSY 101
Sociology, Introductory	50	3	SOC 101
Western Civilization I: Ancient Near East to 1648	50	3	HIST 105
Western Civilization II: 1648 to Present	50	3	HIST 106
Biology	50	6	BIOL Elective
Calculus	50	3	MATH 181
Chemistry	50	3	CHEM Elective
College Algebra	50	3	MATH 124
College Mathematics	50	3	MATH 120
College Algebra-Trigonometry	50	3	MATH 126
Pre calculus	50	3	MATH 126
Calculus	50	3	MATH 181
Natural Science	50	3	SCIENCE Elective
Trigonometry	50	3	MATH Elective

College Board Advanced Placement Examination (CBAPE)- In accordance with the NSHE Board of Regents Policy, CSN credit may be granted to students who have achieved appropriate scores of 3, 4, or 5 on one or more of the Advanced Placement Tests offered by the College Entrance Examination Board. The tests are administered each year in May and are available to all high school seniors who have taken advanced placement courses in high school and to other interested students who feel they have knowledge of the given subject being tested equal to the college level course on the subject. Contact the Office of the Registrar for more information.

Non-Traditional Education- Credit for work experience will be evaluated on the basis of a personal interview, verification of occupational experience and the results of occupational competency examinations. Certain credits may be applicable to satisfy course requirements for occupational degrees while others may be used only for elective credit.

Only students who have completed 15 credits in residence at the College of Southern Nevada and are currently enrolled are eligible to apply for non-traditional education credits. Credit earned from non-traditional sources will not apply toward satisfying the minimum residence credits required for graduation purposes. The College may apply a maximum of 16 credits from non-traditional sources towards a specific degree.

Applicants must submit all official documents and specific information on the length, content and other pertinent information before evaluation to the corresponding department chair. Students who wish non-traditional education credit must pay a nonrefundable fee of \$25.00 per course. Credits granted in this area may be used only for the Associate of Applied Science (AAS) and the Associate of General Studies (AGS) degrees.

These non-traditional sources include:

- Military training
- Apprenticeship instruction and training
- Correspondence schools
- Extension courses
- Service Members Opportunity College (SOC)
- Post-secondary proprietary institutions including business colleges
- Certificate training
- Work experience

REGISTRATION INFORMATION

Once you have been admitted to CSN you may register for classes online at www.csn.edu or at any of the campuses.

Adding and Dropping Classes

“Change of enrollment” is defined as changes made by a student to his/her initial class registration. A change in your registration can be made either online or in person. Consult a counselor or an academic advisor when making

changes to enrollment to prevent any problems with your college records, your financial aid status, or your veteran benefits.

Types of Changes

Adding a Course- Adding a course means enrolling in a new course during the registration period.

Classes may be added or enrollments reinstated during scheduled registration periods through the end of 1st course instruction day of any shorter than 10-week semesters. If the classes are FULL, instructor’s signature will be required.

Students awaiting posting of financial aid may be carried on class rosters until the last day of the 5th week with approval of the Student Financial Services office.

Faculty members will verify student enrollment using the Web Grading system.

Late Registration- Late registration follows the regular add procedure as given in A and is defined as follows:

Full 16-week semester: First three weeks of the class

Ten weeks or more but less than 16-week classes: First two weeks of the class

Four week or more but less than 10-week classes: First week of the class

Registration during the late registration:

Week 1: (For classes that run ten weeks or more) no signatures are required unless the student is attempting to enroll in a FULL section. If the section is FULL, the instructor’s signature/approval is required. If an instructor is not available to sign the form, the Department Chair or their designee may sign with the instructor’s approval.

Week 2 and 3 (Only applicable to classes that run for ten or more weeks): The instructor (and the Department Chair or their designee’s signature is required for all enrollments. If the instructor is not available to sign the form, the Department Chair or their designee may sign with the instructor’s approval.

Late Registration Fee: \$5.00 per day to a maximum of \$25.00 per semester (\$10.00 for Summer Session) for students registering for seven or more credits. Late registration fee will not be refunded.

Dropping a course- Dropping a course means officially dropping in person or online a course ON or BEFORE the last day to drop for a tuition refund (refer to Refund Policy for complete guidelines) as published in the CSN Schedule of Classes. Enrollment in the course will not appear on your college record, and you will not receive a grade for it.

Withdrawing from a course- Withdrawing from a course means officially withdrawing in person or online the course AFTER the refund period. Enrollment in the course will appear on your college record, and will receive a grade of “W” for it. The college reserves the right to withdraw a student for just cause.

You may withdraw from a course without academic penalty during the first 60 percent of a session and receive a grade of “W” (withdraw). The last day to withdraw without academic penalty from regular session courses is published in the Class Schedule. After that date, if you withdraw or are withdrawn from a course, you will receive a falling grade of F.

Exceptions to this policy may be made ONLY when initiated by the instructor.

Do not stop attending college without officially withdrawing in person or online from all your classes. Failure to properly withdraw from college may result in the assignment of an F grade to your permanent record. Please see a counselor or an academic advisor to consider your options before withdrawing from the college.

When you withdraw from a class or from the college, your official withdrawal is effective on the date it is processed by the Office of the Registrar, not the date of the last class you attended, unless the two dates are the same. If you are withdrawn by the college from a course, your official withdrawal date is the last day you attended class, as reported by your instructor.

Deadlines- The deadlines for adding and dropping courses and withdrawing without academic penalty from regular session courses are published every semester in the Class Schedule and the college catalog. For more information, contact a counselor of the Office of the Registrar.

Registering Students to Closed (Full) Classes

Students may only be added to a full class with the approval of the instructor or in the case of institutional error, by the Office of the Registrar.

No person will be allowed to continue attending a class unless the student is registered for the class.

Students are responsible for any work they have missed due to late enrollment.

Students who wish to enroll in classes that commence later than the regular semester start date may do so up to the first day of that scheduled class.

Students Registering for eLearning Classes

If a eLearning class is full, you must contact the instructor by email for permission to register for the class. You can locate the instructor’s email address by going the eLearning page on the CSN web site. When emailing the instructor please include your first and last name, social security number, “C” number, class name and call number.

If the instructor gives you permission to enroll in the class, the instructor will forward the information to the eLearning department for processing. If you register after the semester has started it may take up to 48 hours before you have access to the course. The instructor will also notify the student that they have permission to enroll in the class.

Auditing Classes

POLICY: To audit a course – attend class without receiving credit – you must register in person for the course and pay the regular tuition.

Audit to Credit: To change the status of a course from audit to credit, you must first obtain the instructor’s signature and then complete the change in person before the end of the registration period.

Credit to Audit: To change the status of a course from credit to audit, you must first complete the change in person by the official last day for withdrawal from a class without academic penalty.

Courses you are auditing are NOT counted as part of your academic load when full-time or part-time status is reported, for any reason, to any internal or external office or agency, for example, Student Financial Service office, National Clearinghouse, Social Security Administration, an employer and others.

A student who audits a course must, at the discretion of the instructor, meet all regular class requirements.

A grade of “AU” is posted for audited courses and it will be entered as such on the student’s academic record.

All enrollment changes are processed at the Office of the Registrar at any of our three main campuses

Concurrent Enrollment

CSN permits students to register for courses concurrently with another institution subject to these regulations:

- Each student who plans a concurrent registration is personally responsible for obtaining the advance written approval of the home institution to assure the course(s) are applicable toward satisfying degree requirements.
- The maximum combined concurrent registration load in any one semester is determined by the student’s home institution offering the degree or program.

Nevada Senior Citizens

Nevada residents 62 or older may audit or register for credit in any course (subject to availability) without paying tuition fees. You will be required to pay the one-time, non-refundable \$5.00 application fee charged to all new students and any other applicable course fees.

VETERANS’ AFFAIRS SERVICES

If you are a veteran, or the dependent of a veteran and believe you may be eligible for Department of Veterans’ Affairs Educational Benefits, please visit our office on the Cheyenne campus before beginning any registration procedures or you can call 651-4046 or visit the VA website at www.csn/admissions/va.aspx. Eligible students requesting the advance payment of educational benefits must present completed claim packages to the Veterans’ Affairs Office no later than approximately 45 days before the semester begins. Please consult a current Class Schedule for exact deadline dates.

The main purpose of this office is to certify enrollment of those veterans and their dependents using veterans' educational benefits. The office staff works as a liaison between the Department of Veterans' Affairs (VA) and students at CSN. The office assists the veteran/dependents with the in application process, completion of necessary VA documentation, evaluation of previous received education, dissemination of VA policies regarding degrees and courses acceptable for assurance of benefits.

Once a student has been established as eligible for Veterans' Affairs (VA) benefits, they must be enrolled in a degree or certificate program. To receive monthly benefits checks, which will include a subsistence allowance, the student must be enrolled at least at the half-time or six credits during a full semester – Spring or Fall .

Enrollment at a rate less than half-time will pay reimbursement for tuition and/or fees only. During the summer semesters, students must consult the Veteran's Affairs Office for the appropriate pay scale or visit the VA website at www.csn.edu/admissions/aid/va/forms/enroll.asp.

Students accessing their benefits must complete the following Students First steps:

- Admissions Form
- New Student Orientation
- Placement Test for English and Math
- Academic or Health Program Advising
- Registration
- Payment of classes and fees
- Visit the VA Office to continue the VA application process

Students should note that there are very specific guidelines set forth by the Department of Veterans' Affairs that must be followed in order to receive payments and continue benefits:

Students must follow the appropriate degree or certificate of achievement program and courses under those requirements. Monthly verification of attendance is required for all VA students except Chapters 35 and 31. You can verify by calling 1-(877) 823-2378 or visit www.gibill.va.gov/wave/default.cfm

Veterans' Work Study- Veterans' Affairs (VA) students enrolled at the three-quarter time or greater rate may apply for employment under this program. The number of applicants selected depends on the availability of VA related work at the College or the VA facilities in the area. To help determine the sites of possible employment under this program, contact the Department of Veterans' Affairs Regional Office and ask for the Work Study Coordinator.

Veterans' Standard of Progress- The Standard of Progress will apply to only those semesters for which students are claiming Veterans Affairs Educational Benefits. The Standard requires the completion of a semester with at least a 2.00 Cumulative Grade Point Average (CGPA) for all classes yielding a grade other than "I" (Incomplete), "W" (Withdrawn), or "AU" (Audit). Failure to obtain at least a 2.00 CGPA will result in a student's placement on VA probation status. VA probation will remain in effect for at least one semester.

While on VA probation, the student may continue to receive VA Educational Benefits, but must continue to earn a semester grade point average (SGPA) of at least 2.00. When the student's CGPA reaches 2.00 or higher, the student will be removed from VA probation. While on VA probation, failure to maintain a SGPA of 2.00 until the CGPA rises to 2.00 or above will result in the student's placement on VA suspension status.

While on VA suspension, the student may attend classes, but will not be certified to receive VA Educational Benefits. VA suspension will remain in effect for one full-term semester (spring/fall) of the student's enrollment. When the student has completed a full-term semester of attendance under VA suspension, the VA suspension status will be lifted and the student returned to VA probation status if the CGPA remains below 2.0. The College grading policy addresses "I" grades. If an "I" grade is converted to an "F" (Failing) grade after one year, the "F" may cause the student's CGPA to fall below 2.0 for the semester in which the class was originally attended. If this occurs, the above probation/suspension criteria will be applied to the semester. As a result, retroactive suspension could possibly follow. This may result in an overpayment of Educational Benefits which the student may be required to repay. Students with previous training, credit or experience at any institution (on-the-job, vocational or trade school or military experience) or college (including the Community College of the Air Force) must have the institution send official transcripts or documentation to the Office of Admissions and Records. The student must then complete a Transfer Credit Evaluation Request Form. The evaluation must be completed no later than the end of the student's second full-term (fall and spring) semester at CSN. Failure to complete the evaluation process could result in a delay of VA Educational Benefits.

PAYMENT INFORMATION

All fees are subject to change as approved by the NSHE Board of Regents. Students should consult the current Class Schedule, contact the Office of the Registrar or the Cashier on any of the three main campuses.

Distance Education Fee- \$10.00 per Distance Education course in addition to tuition and technology fee.

Methods of Payment

How Much Do I Owe?- Students can find out how much they owe for tuition and fees through web registration. Consult a current Class Schedule for complete instructions. To avoid errors in billing and refunds, students must use their complete name, student or social security number and local address on all transactions. Please print clearly and retain all receipts.

In Person Payments- Students may pay tuition and fees in person at the Cashier at any of the three campuses during office hours.

Payment By Mail- If you pay tuition and fees by mail, payment must be made by check payable to the Board of Regents. See a current Class schedule for deadlines. Be sure to write your social security number or “C” number on your check.

Send your payment to:
College of Southern Nevada
File 50360
Los Angeles, CA 90074-0360

Please note all payment deadlines in a current Class Schedule. Students remitting payments by mail after published dates will not be guaranteed their classes.

Payment By Personal Check- Students may pay CSN fees and other bills with a personal check. A collection fee of \$15.00 will be assessed for any check returned unpaid by the bank. A returned check must be made good within 10 days after being returned to the college or collection procedures will be instituted. If a personal check is returned from the bank, the college reserves the right to place a student on a cash basis only and withdrawal procedures may be initiated at the option of the college. A stop payment placed on a check does not constitute an official withdrawal from the college, and the student will be responsible for any fees that are a result of the stop payment. Official withdrawal must be made through the Office of the Registrar.

Payment By Credit Card- Students may pay CSN tuition and fees with a credit card through the web or in person. CSN accepts MasterCard, Visa, Discover, American Express and Diners Club credit cards. In the event that a credit card is denied Online and classes will not show as paid.

Time Payment Plan- Contracts for the Time Payment Plan are available only during the Spring and Fall semesters to students who register for six or more credits per semester. Contract applications are available online at Web Registration or the Cashiers Office on each campus. Time Payment Plans are available four weeks before the close of early registration.

Special Costs for Health Sciences Programs- There are special costs associated with admission to and matriculation in some health sciences programs. For example, an instrument deposit is required for the Dental Hygiene program. Students whose program requirements include clinical assignments at local health care facilities are required to carry health insurance. Some facilities require that students have a Sheriff’s Card prior to beginning their clinical experience. Contact the Health Professions Advisor on the Charleston campus for current information on special requirements.

STUDENT FINANCIAL SERVICES

The Office of Student Financial Services provides information and assistance to students applying for student financial aid. Services available include counseling on the types of financial aid available to students and help in collecting, filing out and filing all necessary documents and forms. These services are available at the Cheyenne, Henderson, and West Charleston Campuses in the Office of Student Financial Services.

Applying for student aid is FREE; that is why the application is called the *Free Application for Federal Student Aid (FAFSA)*. The process begins by submitting the FAFSA either through the internet (the faster and easier way) by going to www.fafsa.ed.gov or by completing a paper FAFSA. You must meet certain criteria: financial need, educational requirements, legal requirements, and “match” requirements to receive aid from federal student aid programs. Aid for most programs is awarded based on financial need (except for unsubsidized Stafford Loans and PLUS loans). An Expected Family Contribution (EFC) number is used to determine your need. The EFC is a measure of your family’s financial strength and is calculated from the information you report on the *Free Application for Federal Student Aid (FAFSA)*.

Student Financial Assistance is available in the form of federal, state and institutional grants, federal and state work-study programs, scholarships, and federal and institutional loans. Grants are a type of aid awarded to undergraduate students with financial need. Work-Study programs are student employment opportunities in which students can work part-time while in school in a job on or off campus. CSN offers a variety of scholarships from both public and private donors. Application and information booklets are available in the Office of Student Financial Services at the beginning of the spring semester. Loans, unlike grants, scholarships or work-study, are borrowed money that must be repaid, with interest.

Figuring out how much financial aid you might qualify for and receive is a process with many variables. Students who may not have qualified for financial aid in the past or at other institutions are encouraged to ask about funds that might be available at College of Southern Nevada (CSN). Student Financial Services is available to assist and provide information on applying for grants, work-study, scholarships, and loan funds to make your education and career goals a reality. Most student financial aid funds are limited so be sure to apply early.

Refunds

Refunds- A student, who drops or withdraws from CSN courses, may be entitled to a full or partial refund of tuition and course fees. See refund deadlines in a current Class Schedule.

- If you drop a course before the first day of any fall or spring semester in which you have registered, you will receive a 100% refund of tuition and course fees.

- If you drop a course by the end of the seventh day of the fall or spring semester, you will receive a 75% refund (students will still be paying 25% of the fee)
- No refund shall be given after the period outlined above and no refund shall be given for the application or admission fee.
- Nonresident tuition shall be refunded in conformity with the above schedule for load reduction to six (6) credit hours or less and for withdrawal.

Short-Term Course Refund- Courses less than 16 weeks (Short-term courses) must be dropped prior to the first class session for a 100% refund. Once the class has started, no refund of any amount will be given

Summer Session Refund- If you drop a course before the first meeting day of the class of any summer session in which, you have registered, you will receive a 100% refund of tuition and course fees.

If you drop a course on the first meeting day of the class of a summer session, you will receive a 50% refund.

Refund Exceptions- Students may petition for a refund by completing the Student Appeal form, all supporting documents must be included with the petition. The Student Appeal form can be accessed at <http://www.csn.edu/PDFFiles/studentappalsPetitionRequest.pdf> (go to the admission page and click on the Forms and Resources) of at the Office of the Registrar in any of the three main campuses. The Student Appeals committee will review all petitions and the decision of the committee is **final**. Students will be notified in writing of the decision of the Student Appeals Committee.

Submitting an Appeal

Refund appeals will not be considered unless the student has officially withdrawn from the class(es) and was making satisfactory progress in the class(es) at the time of withdrawal. (Students who are receiving financial aid should check with their financial aid office prior to withdrawal to determine what, if any effect this action may have on future financial aid eligibility.) The student may then submit a refund appeal.

Tuition appeals will generally be approved for the following reasons as long as the appropriate written supporting documentation is provided:

- Death of a student's immediate family member –with certification. Immediate family is defined as: father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother, stepsister.
- Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent or more of scheduled instruction) documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will be accepted.) This must be an unscheduled medical emergency experienced or continuing after the last day to drop for tuition refund. The physician's letter must include the date the

student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated/hospitalized and must state that the student was physically unable to attend classes during the period of time. A letter that does not specially state, "the student was physically unable to attend classes will not be grounds to approve an appeal.

- Involuntary job transfers outside the Greater Las Vegas Metropolitan Area-documented by employer.
- Involuntary changes in military deployment outside Las Vegas-documented by commanding officer, or student must provide valid and properly endorsed orders. Includes dependent(s) enrolled at CSN, if other than the student.
- Late notification of denial to a specific degree program-with supporting documents.
- Institutional errors by CSN that caused the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Students recalled in support of a national emergency or mobilization declared by the President of the United States in accordance with NSHE policy.

ACADEMIC RENEWAL

Under certain circumstances, a student may submit an Academic Renewal petition form to the Office of the Registrar. If the petition qualifies, the student may have a maximum of two consecutive semesters of coursework disregarded in all calculations regarding academic standing, grade point average and eligibility for graduation. Academic renewal can only occur once during a student's academic career.

Eligibility for academic renewal shall be subject to the following conditions:

- At the time the petition is filed, a minimum of five years shall have elapsed since the most recent course work to be disregarded was completed.
- In the interval between the completion and the filing of the petition, the student shall have completed a minimum of fifteen credits of course work at an accredited institution of higher education with a minimum grade point average of 2.5 on all work completed during that interval. Courses taken during this interval may be repeats of previously attempted college work.
- To maintain a true and accurate academic history, all work will remain listed on a student's permanent academic record. The record will be annotated to indicate that work taken during the disregarded semester(s), even if satisfactory, will not apply toward graduation requirements. For further information on this policy, students should see a Counselor or refer questions to the Office of the Registrar.

(For related information on academic progress see sections under Grades and Academic Progress in this Catalog.)

ATTENDANCE POLICY

College enrollment assumes maturity, seriousness of purpose and self-discipline for meeting the responsibilities associated with the courses for which a student registers. Students are expected to attend each meeting of every course for which they have registered. Attendance is essential for normal progress in a college course. A student may be dropped from a course for excessive absences by the course instructor. Under no circumstances will an absence, for any reason, excuse a student from completing assigned work in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments.

(For information on absences on religious holidays, see Religious Holidays in this Catalog.)

Students receiving Student Financial Aid assistance, please refer to the Withdrawal and Return of Title IV Funds link from the Financial Aid - Satisfactory Progress website for detailed information at <http://www.csn.edu/pages/628.asp>.

CLASSIFICATION OF STUDENTS

Student enrollment is determined by the Office of the Registrar based on the number of credits they have completed. This calculation is freshman: 29 credits or less and sophomore: 30-59 or more credits.

Full-time and Part-time Students

- Students who register for at least 12 credits in a fall or spring semester are defined as full-time.
- Students who register for at least nine credits but no more than 11 credits in a fall or spring semester are defined as three-quarter time.
- Students who register for at least six credits but no more than eight in the fall or spring semester are defined as half-time.
- Students who register for five or fewer credits in a fall or spring semester are defined as less than half time.

Summer Sessions

- Students who register for at least six credits in one or more sessions are defined as full-time.
- Students who register for at least three credits but no more than five credits are defined as part-time.

CREDIT LOAD

1. The normal class hour load for full-time undergraduate students who are not on academic probation is 15-19 credit hours each semester. Only students with a CSN grade point average of "B" (3.0) or higher may enroll for more than 19 hours. The table below shows the maximum credit hours an undergraduate student can enroll for depending on academic standing.
2. Requests for more than 19 credit hours (12 in the summer) require written approval of The Dean of Curriculum and Scheduling. Approval must be obtained before registering.

3. The recommended maximum by CSN policy is 22. To be approved for 22 credits, students must show exceptional academic ability. To register for more than 22 credits, the student must have written permission from the Vice President of Academic Affairs.
4. If a student has outstanding incomplete grades, they cannot exceed 19 credits in regular semester or 12 credits in summer.
5. Request forms are available in the Office of the Registrar.

Academic Standing	Fall / Spring Semester	Summer Term
Good	22	16 (cumulative)
Probation	14	8

ENROLLMENT VERIFICATION

To request enrollment verification, students must go to the Online Registration system after the start of a semester. Enrollment verification is free.

FINAL EXAMINATIONS

Final examinations are held at the end of each semester. Students are required to take the final examination at the time and place scheduled by the instructor in order to receive credit for the course. Consult a current Class Schedule for final examination time periods.

GRADES AND ACADEMIC PROGRESS

Grading Symbols and Definitions- At the end of each semester, reporting of individual student grades is made available through the Online Registration system. Students may use Online Registration to obtain grades by going to the main menu and selecting View Semester Grades and following the prompts. Students may also pick-up a printed copy of semester grades at the Office of the Registrar with a photo I.D. starting one week after the semester ends. All financial obligations to the College must be met before a student is eligible for a grade report or a transcript.

The following grades are given at CSN:

Grade	Grade Point Value	Grade	Grade Point Value
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

Grades of D+, D, and D- in the student's major occupational area in Associate of Applied Science degree programs will not count towards graduation requirements.

- The grade of F (Failure) is given for failure in the performance of course objectives and is worth zero (0) grade points.
- The grade of I (Incomplete) may be given when the student has successfully completed all course work up to the withdrawal date of that semester/session but is unable, due to legitimate reasons (e.g. serious illness, death in the family or change of employment), and with proper documentation, to compete all requirements for the course. An incomplete grade allows students to complete only those requirements that remain outstanding. The instructor maintains a record of the necessary requirements for the removal of the Incomplete grade. It is the responsibility of the student to make the necessary arrangements with the instructor to finish the course and to remove the Incomplete (I) grade. The instructor will determine a time frame for completion, not to exceed one year, to complete the work for the conversion of the grade I from he/his record. If the work is not completed during that period, the I grade will convert to a grade of F, indicating failure to complete the course objectives. The Incomplete grade (I) is not computed in the grade point average this it is worth zero (0) grade points. To clear the Incomplete grade the student must make arrangements with the instructor of record to complete only those requirements that remain outstanding. Should a student wish to retake the entire class for credit, the student must officially re-register and pay for that class. Unless otherwise approved by the school dean in the student's major, a student with three current "I" grades may not register for additional coursework. If the student is not enrolled in any CSN classes at the time he/she needs to utilize any non public CSN facilities, such as labs, etc. to complete the remaining class requirements, the student must receive permission of the Department Chair/Director for the use of those facilities and will be required to sign a waiver of liability to CSN and may require permission from the appropriate clinic site, if applicable.
- The grade of W (Withdrawal) indicates withdrawal from a class. Withdrawing from a course means officially withdrawing the course in person or online AFTER the refund period. The deadline of withdraw without academic penalty from regular session courses are published every semester in the Class Schedule. An administrative withdrawal by the College may be administered anytime during the semester. The Withdraw (W) grade is not computed in the grade point average this it is worth zero (0) grade points.
- The grade of P (Pass) is granted on the basis of satisfactory completion of specific courses designated as Pass/Fail only. The grade of (P) is not computed in the grade point average this it is worth zero (0) grade points.
- The grade of S (Satisfactory) indicates that a student earned a C- or above in the completion of course objectives. The grade of (S) is not computed in the grade point average this it is worth zero (0) grade points.
- The grade of U (Unsatisfactory) indicates that a student earned a D+ or below in the completion of course objectives. The grade of (U) is not computed in the grade point average this it is worth zero (0) grade points.
- The grade of NR (Not Reported) is assigned by the Registrar pending submission of a final grade by the course instructor.
- The grade of AU (Audit) is given for students who audit a course. The grade of (AU) is not computed in the grade point average this it is worth zero (0) grade points.
- The use of plus (+) and minus (-) in a grade is at the discretion of the instructor.

The course syllabus shall contain a clear explanation of the grading scale to be used by the faculty member.

Calculating Your Grade Point Average (GPA)- The grade point value associated with each grade denotes how many points are accumulated for each credit earned with that grade. The grade point average is determined by dividing the sum of the grade points earned (refer to the grade point value chart) by the total number of credits earned with a regular letter grade.

Satisfactory Academic Progress- CSN students intending to earn a certificate or degree must maintain satisfactory academic progress in an eligible degree or certificate program. Federal regulations require that the entire academic record for students who receive financial aid (Title IV funds) and international students holding F1 visas be reviewed for satisfactory academic progress, including semesters for which a student did not receive financial aid. The following requirements define satisfactory academic progress for financial aid recipients and international students at CSN.

- A. General requirements:** CSN admits students to pursue a higher level of education and expects students to progress satisfactory, in terms of credits granted, each semester they are enrolled at the College. A review of each student's progress will be made after each semester, beginning with students who have attempted 12 credits at CSN.
- Completed semester hours includes all course work earned for a letter grade
 - Attempted semester hours includes all course work earned with a grade of W, F or I, plus all completed semester hours. Students who have received a W or F in a course may only attempt the same course three times.
 - Transfer semester hours do not count in the calculation of the cumulative grade point average but are included to monitor completion rate.
 - Repeated course work is included to monitor completion rate.

- Consortium course work is included to monitor satisfactory academic progress.
- English as a Second Language courses are included to monitor satisfactory academic progress.
- Audited courses are not included in the completion rate calculation.

B. Financial Aid (Title IV Funds) Recipients: To receive Title IV funds from CSN, a student must maintain satisfactory academic progress in his or her course of study according to the school’s satisfactory academic progress policy. Students must meet the requirements listed below:

- Students who receive financial aid must maintain a CSN cumulative grade point average of 2.0. If a student’s total grades of F, W, I, U and AU exceed 50% of credit hours attempted overall, the student will be placed on financial aid suspension. Scholarship receipts must maintain, at a minimum, a cumulative grade point average of 3.0 to receive scholarship funds unless otherwise stated by the specific scholarship. (Defined by the Student Financial Aid Services Office as a Qualitative Measure – CSN uses a fixed standard)
- Students receiving financial aid must meet the following quantitative measure with a minimum cumulative 2.0 GPA during the period being reviewed:

Credit Hours Attempted	Satisfactory Completion Rate
9-12 credit hours	Must complete at least 9 credits
6-8 credit hours	Must complete at least 6 credits hours
Below 6 credit hours	Must complete 100% of credit hours attempted

Defined by the Student Financial Service office as a Quantitative Measure – CSN uses a fixed standard

Students must comply with current federal Title IV legislation. This information is available from the Student Financial Service Office or website.

C. International Students: International students must make normal or satisfactory progress toward their officially declared program and must maintain a minimum of 12 credits hours each semester (excluding summer) unless otherwise approved by the International Center at CSN, to maintain their student F-1 visa, as per Federal regulations. International (F-1) students are considered to be making normal or satisfactory progress when they:

- Successfully complete courses pertaining to their degree program; students who attempt a disproportionate number of courses (more than 30% of the total semester course load) outside of their established degree program are considered to not be making normal or satisfactory progress.

- Maintain a minimum of 12 credits each spring and fall semesters, unless otherwise approved by the International Center at CSN; Students who fall below 12 credits without prior authorization are considered to not be making normal or satisfactory progress.
- In accordance with CSN’s Academic Probation and Suspension Policy, International students must maintain a minimum cumulative GPA of 2.0. Students whose cumulative GPA is below 2.0 for two consecutive semesters are considered to not be making normal or satisfactory progress.
- Students who are considered to not be making normal or satisfactory progress risk termination of their F-1 status. The International Center makes the determination regarding an international student’s immigration status on a case by case basis.

International students enrolled in CSN who hold F-1 visas must be advised of these requirements by the CSN International Center.

Course Repeat- Students may retake a CSN course as often as needed to gain a better grade and, thereby, a higher grade point average. Only the highest grade received will count as part of the total grade point average. All repeated courses taken at the College will remain as part of a student’s permanent academic record.

Academic Probation- Students are placed on academic probation at the end of the fall or spring semester and have earned a minimum of 15 credits when their cumulative grade point (GPA) falls below 2.0. Students placed on academic probation must meet with a counselor prior to registering for another semester or session. Academic probation status appears on official transcripts. Names of students placed on academic probation are forwarded to the Counseling Office for processing. A letter will be mailed to all students on academic probation informing them of their status and that they must go to Counseling to be assigned a counselor prior to registering again.

Removal of Academic Probation- Academic probation is removed when a student’s GPA is raised to 2.0 or higher. If an Incomplete (I) grade is removed after the student has enrolled for the next semester or session, the effect on the student’s GPA will be based on its inclusion with grades for the semester or session for which the student is enrolled.

Attendance While On Probation- Students may continue to enroll in classes at CSN while on academic probation, provided they maintain a semester GPA of 2.0 or higher.

Academic Disqualification/Suspension- Students enrolled in CSN classes while on academic probation are subject to academic disqualification when both their semester and cumulative GPA fall below 2.0. Students who are disqualified will be allowed to attend one class. The first academic disqualification will be for one semester so that, for example, a student disqualified at the end of the fall semester may not attend during the following spring semester, but may

attend a subsequent summer session. A second academic disqualification will be for one calendar year. A subsequent third disqualification will also be for one calendar year, and the disqualified student must petition the Student Appeal Committee through the Office of the Registrar for reinstatement at CSN. The petition should explain all extenuating circumstances and provide documentation when available. The recommendations of the Disqualification Appeals Committee will be given to the Vice President for Academic Affairs for approval or denial. Credit that a student earns at another institution while on academic disqualification at CSN will be evaluated when the student is reinstated at CSN and off academic probation. Academic disqualification status will appear on the student's official transcript.

Grade Appeal Process-

- A. A student may request a change of grade for any of three reasons:
 1. A clerical or computational error was made by the instructor in assigning the grade.
 2. The instructor lost or damaged student work that had been completed and submitted as assigned.
 3. The instructor evaluated the student's work on the basis of different factors than were used to evaluate the work of the other students in the course.
- B. The student will first discuss the request for change of grade with the instructor. If the matter cannot be resolved, the student may appeal in writing to the department chair/head. This appeal must contain a signed statement of the reasons for a change in grade and any supporting documentation including course syllabi and copies of any disputed work etc. This appeal must be submitted within four months of the end of the course in which the grade is being disputed. If resolution is still not reached, the student may appeal to the dean of the school. The dean will refer the appeal to the School Grade Committee. The School Grade Committee will rule on the matter within 30 days of the date of the appeal to the dean.
- C. The School Grade Committee will be appointed annually. School dean will solicit members for this committee as defined below.

The Committee will consist of five members of the school:

1. One department chair/head selected by the dean.
2. Two school faculty members selected by the dean.
3. One representative from Student Affairs selected by the Vice President for Student Affairs.
4. The fifth member of the committee will be a faculty member selected by the student. If the student declines to suggest a committee member the dean will select the fifth member from the discipline involved in the appeal.

5. The dean will seek replacement of any member of the Committee, who is directly involved in a particular case. If a member of the committee is unavailable, the Dean will replace the member for that individual appeal.
- D. When a grade appeal is referred to the School Grade Committee, the Committee will schedule a formal hearing at which the student and the instructor may each make a statement of the case. The Committee may hear other witnesses and examine evidence as they choose.
 - E. The Committee may decide:
 1. no action;
 2. the grade will be changed; or
 3. the student may replace lost or damaged work. The Committee's decision will be binding on all parties. Sufficient evidence must be presented, by the student for the Committee to recommend a change of grade or the acceptance of replacement work. If a change of grade is recommended, the dean will sign and file the grade change form. If replacement work is recommended, the committee will establish a reasonable time line for completion of the replacement work and the dean will appoint a faculty member from the same or related discipline to evaluate the replacement work and decide the student's final grade.
 - F. The Committee will prepare a summary of the appeal and the reasons for their decision. The summary will be sent to the student, the faculty member, the department chair/head, and the school dean.

GRADUATION REQUIREMENTS

To ensure students graduate with current knowledge in their chosen fields, CSN requires that students must meet degree or certificate course requirements that are listed in a CSN catalog published no earlier than six years before graduation. Students must:

- Select the catalog under which they earned their first letter grade or
- Select the catalog they declared or changed major or
- Select the catalog in effect when the student has completed the degree or certificate or
- Select a degree that is offered for the first time after the student has enrolled. The student must choose the catalog year in which the degree or major was first offered.

In no case may a student use a catalog that is more than six years old at the time of graduation.

Students planning to receive an Associate of Arts, Associate of Applied Science, Associate of Business, Associate of General Studies, or an Associate of Science degree must complete a minimum of 60 credits, depending on specific program requirements, of various courses meeting general education and program specific requirements and have at least a 2.0 grade point average.

Students planning to receive a Certificate of Achievement must complete a minimum of 30 credits, depending on specific program requirements, of various general education and certificate specific requirements and have at least a 2.0 grade point average.

In addition, students must:

- Satisfactorily complete a minimum of 15 semester credit hours in residence at the College for an Associate degree or Certificate of Achievement, which may include the required 15 semester credits in residence in the major occupational area for an Associate of Applied Science or Certificate of Achievement.
- Students cannot have any outstanding financial obligation to a NSHE institution.
- Complete all course requirements by the last day of final examinations of the candidate's final semester
- Students cannot have a grade of D+, D, D- (delete or below) in the major occupational area for the Associate of Applied Science degree
- And, if a student is earning two certificates or degrees subsequently or simultaneously he/she must satisfy the following dual degree policy requirements. File a separate Application for Graduation and pay the fee for each degree. Complete all curricular requirements for each degree. Complete 15 credits in residence beyond the requirements for the first degree. This means a student must have a minimum of 75 semester credits, 30 of which were earned in residence at CSN. Students earning dual degrees may use a course only once to fulfill each certificate or degree requirements.

Students transferring credits completed at other institutions toward their, CSN degree or certificate must have their transcripts evaluated prior to applying for graduation.

Any student who fails to meet graduation requirements in any given semester must file a new application with the Office of the Registrar.

Students may apply for and receive diplomas for one of three graduation dates: August, December or May.

Application for Graduation- CSN awards the following degrees upon successful completion of all requirements: Associate of Arts, Associate of Applied Science, Associate of Business, Associate of General Studies, Associate of Science and the Certificate of Achievement. Diplomas and transcripts indicate the degree and any emphasis if applicable.

Commencement exercises are held once a year in May. Students who graduated during the preceding summer or fall semesters will be listed in the commencement program and may participate in the May commencement.

Students must file an application for graduation with the Office of the Registrar and pay a graduation application fee of \$15.00 and a \$5.00 diploma-mailing fee during the semester in which they plan to complete requirements for graduation. Deadlines for filing are noted in current Class Schedules. There is a late fee for applications submitted after published deadlines.

As part of the process of applying for graduation, students may be asked to complete a short inventory of questions designed to evaluate CSN's effectiveness preparing students as well as students' satisfaction with their overall experience at the College. For more information on the inventory, students can ask their counselor, academic advisor or the Registrar.

High Honors/Honors- All students graduating from CSN are considered for High Honors or Honors based on their CSN cumulative grade point average. High Honors requires a cumulative GPA of 3.6. An Honors designation requires a cumulative GPA of 3.4. All honor students receive recognition on their diplomas, academic transcripts and in the commencement program.

Course Substitution- If a student is unable to obtain a course which is listed as a program requirement or has already taken a course which appears similar in content, he/she may apply for a substitution. The student is not granted any additional credit but is merely allowed to substitute a course not listed as a requirement for a course, which is required. The student must fulfill the appropriate 15 credit residency requirement. It is the student's responsibility to:

- Complete a separate Substitution Waiver form, available in the Office of the Registrar, for each request and
- Submit the request to the appropriate Department Chair for review and signature.

The appropriate Dean for the course will then review the request for approval or denial and forward it to the Office of the Registrar. The student will receive a copy of the form on completion of the process.

Course Waiver- If a student feels he/she has the training or experience equivalent to the instruction given in a specific required course, he or she may apply to the appropriate Department Chair for a waiver of that course. Students should keep in mind:

- If a waiver is granted, the student must still complete the appropriate 15 credit hours in residence.
- Students must still have the total number of credits required for graduation, since a course waiver does not waive the total credits required to receive a degree.
- Waiver of an institutional degree or certificate requirement requires the approval of the appropriate Dean for the course.

Students should contact the appropriate Department Chair to determine how to fulfill the credits for the degree whenever a waiver is granted. Course waiver forms are available in the Office of the Registrar.

IMMUNIZATIONS AND OTHER SPECIAL REQUIREMENTS

A student enrolled in any of the following programs is a *potential* candidate for the special requirements policy, depending on the particular course of study:

- Cardiorespiratory Science
- Contact Lens Technician
- Culinary Arts Management
- Dental Assisting: Clinical Emphasis
- Dental Hygiene
- Diagnostic Medical Sonography
- Early Childhood Education
- Emergency Medical Technician: Basic/Intermediate
- Health Information Technology
- Massage Specialist
- Medical Coding
- Medical Laboratory Assistant
- Medical Laboratory Technician
- Medical Office Assisting
- Medical Office Practice
- Medical Transcription
- Mental Health Services
- Nursing (RN)
- Nursing Assistant
- Occupational Therapy Assistant
- Ophthalmic Dispensing Technician
- Optical Laboratory Technician
- Paramedic Medicine
- Patient Registration
- Pharmacy Technician
- Phlebotomy
- Physical Therapist Assistant
- Practical Nursing (PN)
- Radiation Therapy Technology
- Reflexology Specialist
- Surgical Technology
- Veterinary Technology

Immunizations

Nevada law and cooperative agreements with community partners requires the protection of students at high risk for exposure to vaccine-preventable diseases. Students may be required to provide documentation of receipt of vaccination or serological proof of immunity to any or all of the following:

- Hepatitis A via Health Card (only Culinary Arts and Massage Specialist)
- Hepatitis B
- Measles (rubeola), Mumps, Rubella (MMR)
- Chicken Pox (Varicella)
- Tetanus/Diphtheria
- Rabies (only Veterinary Technician)

Program requirements vary. Consult with program directors and advisors for specific program requirements and deadlines for vaccinations.

TB Skin Test- Prior to and while enrolled in a healthcare program, the student *may* be required to show proof of no active pulmonary disease (tuberculosis) present.

Physical Examination and Health Insurance- Each healthcare student must complete a physical examination and show proof of major medical health insurance coverage.

Drug Screen- Prior to enrollment in a healthcare program, the student is required to test negative for drug use through a drug screen.

Criminal Background Check- A criminal background check is required of each student prior to enrollment in a healthcare program.

CPR- Prior to and while enrolled in a healthcare program, each student is required to be certified in CPR & AED through a *Healthcare Provider* course.

MATRICULATION DATE

The term “date of matriculation” is the date of the first day of instruction in the semester or term in which enrollment first occurs and continues through the completion of at least one academic course. Enrollment in, CSN non-credit courses, which are not state-funded, shall not be used in determining “date of matriculation” for evaluation of residence.

NAME CHANGE

Students who wish to change their name on record at CSN will need to complete a Name and Address Change Request form available at the Office of the Registrar and provide appropriate documentation such as marriage certificate, divorce decree or other court documents. Name changes are processed for currently enrolled students only.

RELIGIOUS HOLIDAYS

It is the policy of the Nevada System of Higher Education to be sensitive to the religious obligations of its students. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holy days shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holy day absence only. It shall be the responsibility of the student to notify the instructor in advance in writing, according to the policy of the institution offering the class, if the student intends to participate in a **religious holy day** that does not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the assignment at an alternate time would impose an undue hardship on the instructor or the institution that could not reasonably have been avoided.

Any student, who is denied a make-up option after appropriately noticing the instructor shall have the right to appeal that decision through the normal appeal mechanism in place at that institution.

REMEDIAL POLICY

1. The Nevada System of Higher Education reserves the right to cancel the admission or registration of any individual whose attendance at a university or college, in the opinion of the appropriate administrative officer and the President, would not be mutually beneficial to that individual and the university or college.
2. Placement testing should take place prior to matriculation. Additionally, English and mathematics testing must take place no more than two years prior to matriculation.
3. All degree-seeking students who place in developmental/remedial coursework must take the prescribed sequence of courses until remediation is completed. Beginning Fall 2007, students requiring remediation must complete all required coursework prior to completion of 30 college-level credits unless otherwise authorized by the institution.

SOCIAL SECURITY NUMBER POLICY

In accordance with the Federal Privacy Act of 1974, applicants for admission and enrolled students at CSN are advised that disclosure and use of their social security number is voluntary. Students who do not agree to the use of their social security number as a personal identifier will be assigned a “C” number. A social security number or an assigned “C” number may be used:

1. to identify student records at CSN
2. for registration and course enrollment;
3. to certify attendance and report student status;
4. an assigned C number may be used in the Student Information System (SIS) as an identifier to grants, loans, and other financial aid information. However, the Higher Education Act of 1965, as amended, gives the United States Department of Education (and parties authorized to assist them in administering the student aid programs), the authority to collect your Social Security number for federal student assistance purposes;
5. for recording grade information.

CSN uses social security numbers or “C” numbers for identification purposes. Use of these numbers for identification purposes will facilitate the provision of services and compilation of information necessary to maintain accurate records on applicants and students.

Students who are employed full-time by CSN or who receive federally funded educational aid have to disclose their social security numbers for payroll and other mandatory reporting purposes, but such students have a right to have separate “C” numbers for other identification purposes.

TRANSFERRING FROM ANOTHER INSTITUTION

Transfer students may request that all schools, colleges and universities which they previously attended send official copies of their transcripts to the Office of the Registrar. They must also submit a Request for Transfer Credit Evaluation form before an official evaluation of their credits is undertaken. Transcripts will be evaluated according to the requirements of the specific degree or program being pursued. The official evaluation will be returned to the student indicating the credits accepted and how these credits apply in the specific program of study. Allow four to six weeks for processing.

TRANSFERRING TO ANOTHER INSTITUTION

Many CSN students transfer to a university or four-year college. For most students, the transfer is part of a planned program and works smoothly because the transferring students have completed a program of classes which they know will become part of a baccalaureate degree. They have studied the university or college catalog and talked with a counselor to discuss specific transfer issues. Transfer information may be obtained in Counseling Offices at our three main campuses.

TRANSFERRING WITHIN THE NEVADA SYSTEM OF HIGHER EDUCATION**Nevada System of Higher Education Transfer Rights and Responsibilities for Students and Institutions**

In Title 4, Chapter 14, Section 15.12, the Board of Regents mandated that there be a NSHE website outlining the transfer process and protections given to baccalaureate degree-seeking students. The following presents the policies and procedures that govern student transfers between NSHE institutions. It is intended to inform students of their rights and responsibilities and affirm institutional responsibilities. Students and institutional representatives should follow these policies when making transfer-related decisions.

Student Rights

Students have the right to:

- Receive automatic fulfillment of lower-division general education requirements at the universities, state college, and community colleges that offer select baccalaureate degrees upon completion of an Associate of Arts, Associate of Science, or an Associate of Business degree from a NSHE community college.
- Access information from the community colleges, state college, and universities about their transfer admission requirements, including documents required for admission, housing, and information about the institution’s costs, financial aid, and student services.

- Access information about the transfer of specific courses, credit hours, grades, and degree requirements. This includes information about transferring courses with grades below a “C,” courses students may have repeated, and credit previously granted by examination.
- Access and receive admission and transfer-related decisions in writing (electronic or paper) specifically:
- Acceptance by the community colleges (limited access programs only), state college, and the universities.
- Evaluation of courses and credits accepted for transfer credit and their course equivalencies, if applicable.
- Outline of transfer courses and requirements which the transferred courses or credits will satisfy for the degree or program sought.
- Analysis of the number of semester credits required to complete a degree in the chosen major program of study.
- The NSHE institution’s appeals process for transfer-related decisions.
- Appeal any NSHE institution’s transfer-related decision. The appeal process will be developed and maintained by each NSHE institution and published on the institutions’ website.
- Elect to graduate under the course catalog graduation requirements under any of the following options, provided that the course catalog at the time of graduation is not more than ten years old:
- The course catalog of the year of enrollment in a baccalaureate level course/program at a NSHE community college (valid transfer contract may be required.)
- The course catalog of the year of transfer into a baccalaureate level program at the universities, state college, or community colleges that offer select baccalaureate
- The course catalog of the year of graduation from a NSHE institution.

Warning: Changing majors may change the course catalog and graduation requirements, which may increase the time to degree completion.

Notice: Students have all the above rights and any others as summarized in the Summary of Board of Regents Transfer Policies. The summary can be accessed at the NSHE website at <http://system.nevada.edu>. Paper copies of this document are available upon request of the institution’s admission office.

Student Responsibilities

Students have the responsibility to:

- Understand the transfer policies and procedures of the institution they are considering for transfer. Students should seek information from the institution they are transferring to regarding: core curriculum, prerequisites, major program requirements, degree requirements, admissions, financial aid, scholarships, housing, deadlines, restrictions, and other transfer-related criteria.
- Complete all materials required for application and submit the application on or before the published deadlines.
- Research how courses are applicable to degree and major requirements.
- Understand that if they change their major, not all courses taken will necessarily apply to their new major.
- Plan ahead and realize that appointments with advisors are necessary.
- Understand that after a break in their enrollment, status as an admitted student may be affected.

NSHE Institution Responsibilities

NSHE institutions will:

- Make transfer-related policies and procedures available on their websites.
- Make answers to frequently asked questions about transfer issues accessible for students and provide opportunities for appropriate follow-up appointments to students.
- Provide information on the approximate costs of attending the institution, including tuition, books and supplies, housing, and other related fees.
- Relay admission and transfer-related decisions to students in writing (electronic or paper); including information about the student’s appeal rights.
- Establish and make available upon request internal appeals processes to review transfer-related issues and decisions.
- Engage in continuous, authentic dialogue among NSHE institutions about transfer-related issues with the purpose of solving the challenges before they negatively impact students.

TRANSCRIPT REQUEST

Students may request official transcripts for their own personal use or have transcripts sent to another institution. Official transcripts are printed on security paper and bear the CSN seal and signature of the Registrar.

Requests for official transcripts can only be accepted from a student himself unless the student gives written authorization for release to another person or organization.

To request an official transcript, students submit a written request to the Office of the Registrar. Official transcripts cost \$2.00 per copy and are mailed within 48 hours of receiving a request.

Students may request unofficial transcripts, also known as courtesy transcripts, for their personal use. Unofficial transcripts are computer print-outs and do not bear the CSN seal or signature of the Registrar. Requests for unofficial transcripts can only be accepted from the student.

To request an unofficial transcript, students must do so in person at the Office of the Registrar at any time. Unofficial transcripts are free of charge and processed within 30 minutes of receiving a request.

CAPS

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 and the larger CSN community. All services are free of charge and are available to students taking at least 6 credits during Spring/Fall semesters or 3 credits during Summer terms. CAPS provides short-term counseling/psychotherapy for individuals, couples (students only), families, and groups. We also offer crisis intervention and educational presentations and programs. CAPS provides services in a confidential, professional, and ethical environment to CSN's diverse student population. CAPS psychologists can help students to better cope with many of life's challenges. For example, we often help with:

- Stress and anxiety management (e.g., regarding tests, public speaking, social situations, panic attacks, etc.)
- Depression
- Relationship issues
- Social skills
- Self-esteem, self-confidence and assertiveness issues
- Identity issues
- Dealing with traumatic experiences (e.g., sexual assault, combat, physical abuse)
- Coping with physical and learning disabilities and ADHD
- Understanding addictive behaviors (e.g., alcohol, drugs, gambling)
- Coping with grief and loss
- Clarifying values and priorities
- Multicultural/Diversity issues

If the issues require services other than those that CAPS can provide, the psychologist will work to connect the student with appropriate professionals in the greater Las Vegas area. CAPS also provides outreach and educational services to the entire college community through presentations, workshops, and staff training. These services are oriented toward understanding, preventing, coping with, and treating emotional and behavioral difficulties. Confidential consultations are available to assist faculty and staff regarding student-specific concerns and/or classroom situations.

For more information or to schedule an appointment with CAPS, please call us.

Cheyenne Campus: 651-4099

West Charleston Campus: 651-5518

Henderson Campus: 651-3099

CAREER SERVICES

The Career Services Office offers career exploration and job search assistance to students and community members. In partnership with Nevada JobConnect, the Center provides job search services as well as access to employment

training programs. Career Services helps students define career goals through computerized assessments and career exploration activities.

Services include:

- Career Guidance
- Résumé and cover letter critiquing
- Self-directed employment searches
- Internship and volunteer opportunities
- Internet listing of employment opportunities
- Employment referrals for qualified individuals
- Assistance to employers in locating qualified personnel
- Perfect Interview software – Interview Prep
- Workshops in résumé writing, job-seeking skills and Employment decision-making skills
- Access to career reference materials
- Employment events and job fairs

Services are available Monday through Friday, 8 a.m. to 5 p.m. Cheyenne 651-4700 ~ Charleston 651-5089 ~ Henderson 651-3174

COUNSELING SERVICES

The Counseling Department provides personalized assistance to students in selecting both courses and a program of study which will meet their educational goals and personal needs. The Counseling Department guides students in formulating their vocational and educational plans, clarifying basic interests and abilities, and accessing resources that will benefit their progress. Students are encouraged to visit the counseling department every semester. Bilingual counselors and advisors are available. Counselors and advisors may be helpful to students in the following ways:

Academic Support

- Guide students in selecting a major, classes, and degree programs
- Develop an educational plan for degree completion
- Familiarize students with CSN academic and support services
- Provide continuous degree evaluation, including transferred credits
- Complete unofficial graduation evaluation

Career Guidance

- Identify short and long-term career goals
- Career exploration and information
- Direct students to Nevada Career Info System (NCIS)

Personal Counseling Provided by Counselors

- Mentor students to achieve personal and career goals
- Interpret personality, vocational, and skills inventories
- Build and develop problem-solving and interpersonal skills

- Identify potential problems that may hinder students' progress
- Crisis counseling

Services are free and available by appointment or walk-in. Hours of service at the Cheyenne, Henderson, and West Charleston campuses are: Monday through Thursday, 8 a.m. to 6:30 p.m., and Friday, 8 a.m. to 5 p.m. The Counseling Department chat-room at the CSN website is also available Monday through Friday from 12 p.m. to 4 p.m., or by E-mail at counseling@csn.edu.

Transfer Centers

The CSN Counseling Department Transfer Centers are resource centers students and faculty can use to research transfer information to four year institutions. Available at the Cheyenne, Henderson, and West Charleston Campus, each Transfer Center has:

- A resource library of catalogs from instate and out-of-state colleges and universities
- Up-to-date printed and computer based informational materials
- Computers available to use in researching transfer questions and applying to four year institutions
- Schedules of college/university recruiters on CSN campuses

Students planning to transfer to four year institutions should speak to a counselor or advisor to receive assistance and selecting courses and appropriate degree paths. The Transfer Center Coordinators can also be reached at transfercenter@csn.edu.

DEAF AND HARD OF HEARING SERVICES

Deaf and Hard of Hearing Services provides accommodations and support services for students with a documented hearing loss.

Services are available at all campuses of CSN. This office assists students and staff to achieve full accessibility to all aspects of the academic experience. The department refers students to other college departments and community agencies to enrich their educational experiences. Accommodations may include but are not limited to the following:

- Note Taker
- Sign Language Interpreter
- Oral Interpreter
- Speech-to-Text
- Testing Accommodations
- Technical Support

You may contact Deaf and Hard of Hearing Services at 651-4448 or TDD 651-4328 or VRS 131.216.133.212

DISABILITY RESOURCE CENTER

CSN recognizes its responsibility to provide equal access to its educational programs and services to all qualified persons with documented disabilities. These responsibilities are mandated under Section 504 of the Rehabilitation Act of 1973 and under Title II of the Americans with Disabilities Act of 1990. Under Federal law, a "disability" is a physical or mental impairment that substantially limits one or more major life activities. (These terms are defined in considerable detail in the applicable public laws. The Disability Resource Center can provide you with additional information.) Beyond legal responsibilities for promoting equal access, CSN welcomes all individuals, regardless of disability, who choose to visit, work or take classes here.

All academic accommodations are provided on an individual basis following a review of the student's documentation of disability. 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 computer lab
- Testing accommodations

In order to request accommodations for a disability, students should contact a Disability Specialist in the Disability Resource Center on their primary campus. Students enrolling in classes through online courses or at one of our rural sites should contact the Disability Resource Center at any campus.

Students requesting accommodations as a person with a disability under Section 504 of the ADA are responsible for providing documentation of their disability to the Disability Resource Center. Such documentation should provide a complete picture of the individual's current functioning and come from an appropriately licensed or certified professional. Recognizing that it may be necessary to request further information as part of the documentation process, and knowing that some requested accommodations may require substantial lead time in order to assure they will be ready for the start of classes, it is recommended that students with disabilities contact the Disability Specialist as soon as possible after making the decision to enroll. Complete student information on all related policies, procedures, guidelines and grievance procedures may be obtained from the DRC office on each of the three main campuses. DRC information can also be found on the CSN website www.csn.edu

PEER AMBASSADOR PROGRAM

A division of the Office of Student Recruitment and Retention, the Peer Ambassador Program is a prestigious and fun organization that helps its members develop speaking and leadership skills. Peer Ambassadors provide:

- 1) a direct link between newly admitted students and critical steps necessary for student success, such as placement testing and counseling services;
- 2) schedule-building assistance;
- 3) follow-up information on registration procedures, financial aid opportunities, and referrals to other support services;
- 4) campus tours and assistance with special Recruitment projects/events; and
- 5) mentoring services that help peers understand the campus culture and its services.

Those interested in applying must be at least a second semester CSN student in good standing, taking at least 6 credits, with a minimum cumulative GPA of 2.75 and with at least 12 credits earned by the time of application. Peer Ambassadors are located on the three main campuses. For more information please call 651-4717.

RECRUITMENT SERVICES

Recruitment services are provided through the Office of Student Recruitment and Retention. There are offices located on the Cheyenne and Charleston campuses. Recruiters are dedicated to providing personal assistance to potential and current CSN students through every step of the college experience. In addition to recruiting in local high schools, Recruiters also connect with local businesses, community agencies, government agencies, and traditionally underserved populations. Recruiters regularly schedule campus tours and plan many on-campus events throughout the year. To contact this office, please call 651-4717 or 651-7449.

REENTRY PROGRAM

The Reentry Program, located in the Career Services area on the Cheyenne, Charleston and Henderson campuses, provides assistance to students facing significant barriers to education and/or employment including individuals pursuing non-traditional occupations, single parents, displaced homemakers, educationally or economically disadvantaged, students with disabilities, unemployed and dislocated workers.

The Reentry Program works closely with all academic schools, other campus services and maintains a strong community referral system.

The Reentry Program invites students to visit and find out how the program can help them with the following services:

- Non-traditional career exploration
- Interest and aptitude assessments
- Academic advising
- Textbook loans (TAP)

- Resources for financial assistance and scholarships
- Workshops and seminars on resume writing, job interviewing, study & life skills
- Employment & Internship assistance
- Apprenticeship Preparation Training

RETENTION OFFICE

The mission of the Retention Office is to help students successfully complete their term coursework, persist in their degree/certificate programs and graduate in a timely manner. Retention specialists develop personalized success plans for students in need of academic support (as well as for those who want to enhance their college success skills) that identify weaknesses and formulate strategies to help ensure the attainment of educational goals. Success planning appointments include learning effective study strategies, accessing campus resources, developing adjustment techniques to college life and its demands, finding answers to questions about CSN in general, and having an advocate to help the student navigate the system.

The Retention Office also coordinates E-Alert, CSN's academic early warning system, which provides a conduit for instructors to refer students encountering difficulty in their courses.

Retention Specialists are available to assist students at each of the three main campuses. To set up an appointment with a retention specialist, please call:

West Charleston.....651-7367
 Cheyenne651-2626
 Henderson651-3103

TESTING CENTERS

Placement tests are available for potential CSN students at no cost at the three major campuses and 29 additional testing sites.

The three major testing centers are: Cheyenne 651-4050 located in room 1106, Charleston 651-5733 in building D, room 112, and Henderson 651-3128 in building B, room 107. The testing centers administer tests Monday through Thursday 8:00 AM to 7:30 PM, closing at 9:00 PM and Friday 8:00 AM to 3:30 PM, closing at 5:00 PM, except state holidays.

Any person living outside of Las Vegas may take a placement test without traveling to Las Vegas. Please call (702) 651-7465 or (702) 651-5733 for more information.

All new CSN degree/certificate seeking or transfer students are required to take the English and Math placement tests. The Reading placement test is required if the student is taking a reading course or if the student is placed in English 92 or 98 with the WebCT English Placement Test.

Web-CT English Placement Test: (scores are good for one year; tests may be retaken every four months)

You must take an English placement test prior to registering for any English class. It can take up to 48 hours to receive test results. SAT and ACT test scores (See table below) taken within the past two years may be substituted in lieu of the English placement test (depending on the scores). An original must be presented.

English as a Second Language Placement Test: The ESL test must be taken if you plan to register for ESL classes or if you are placed into the ESL category with the general English test at a Testing Center or site. Information on test schedules is available in the Language Labs. At the Cheyenne campus, tests are administered in the Language Lab - room 2649 or call 651-4475. At the Charleston campus, tests are administered in the Language Lab – building C, room 213 or call 651-5736. ESL tests are administered in the Testing Center at the Henderson campus, located in building B, room 107 or call 651-3128.

Accuplacer Math Placement Test: (scores are good for one year; tests can be taken every four months)

You must take the math placement test prior to registering for any math class. SAT and ACT test scores (See table below) taken within the past two years may be substituted in lieu of the Math placement test (depending on the scores). An original must be presented.

Accuplacer Reading Placement Test: (scores are good for one year; tests may be taken every four months)

You must take the reading placement test prior to registering for any reading class or if you are placed in English 92 or 98 with the WebCT English Placement Test.

Accuplacer Business Letter Writing Placement Test (BUS108): (scores are good for one year; tests may be taken every four months). Students must take a placement test prior to registering for BUS 108.

GED and Pre-GED: If you are interested in the pre-GED test, call a testing center to schedule a date. Pre-GED is given by appointment only. If you are interested in the GED test, you must pre-register in-person at the campus where you plan to take the test. Call for pre-registration requirements. The GED is given twice a month in English and Spanish at the three main campuses.

CLEP and Dantes: These tests enable non-traditional and traditional students to earn college credit based on life achievement and job skills. Minimum test scores must be obtained. These tests are offered at the three main campuses.

Proctoring: The testing centers proctor tests for courses taught at CSN FREE of charge (make-up tests and online courses / instructor exams). Proctoring for tests from other institutions (including UNLV, NSC and UNR) is also available for a fee.

Career Interest and Aptitude (Strong and MBTI and WOWI) tests are available at the three main campuses for a fee.

English 101 - Passing Scores

ACT21
 SAT510 (Critical Reading)

PASSING MATH SCORES

Course	ACT	SAT
95.....	17	400 - 469
97.....	18	470 - 489
96.....	19 - 20	490 - 509
120 or 122.....	21 - 22	510 - 529
124 or 126.....	23 - 24	530 - 559
128.....	25	560 - 579
127 or 132	26 - 27	580 - 629
181.....	28	630 and Above

If your ACT/SAT scores are below the scores listed above, you must take CSN’s Placement Tests before registering for classes.

General information:

SAT Score reports: collegeboard.com
 Phone: (866) 756-7346

ACT General Information and instructions for obtaining copies of scores: act.org/aap/

TRIO – STUDENT SUPPORT SERVICES

The federally funded TRiO Student Support Services Program is a comprehensive and highly individualized one-stop educational project designed to help first-generation college, financial aid qualified, and/or disabled students complete a two-year degree at CSN and/or transfer to a four-year school. All services are FREE, including in-depth and long-term academic planning, supplemental tutoring, assistance in filing financial aid and scholarship forms, career exploration, and study skills instruction. The TRiO department is located on the Cheyenne Campus, Room 1120, and can be reached by calling 651-4441.

Art Gallery

The CSN Art Gallery, located in room 1401 of the Nicholas J. Horn Performing Arts Complex on the Cheyenne campus, provides the campus and the community with a wide range of contemporary art exhibits. The gallery hosts exhibits of work by guest artists, students and faculty. Exhibit announcements can be found posted on campus bulletin boards, or call the CSN Department of Art and Art History for information.

Bookstores

Bookstores are located on the Cheyenne campus, Henderson campus, and the Charleston campus. Each bookstore sells the required and supplemental textbooks for classes at its campus, as well as general school supplies, study aids, educationally discounted software, clothing, and gift items. Students can also purchase textbooks and get text information from the bookstore website at www.efollett.com.

Bookstore Refund Policy- Your Textbooks are fully refundable in original condition with sales receipt within 2 weeks from the official start of classes for Fall and Spring courses, 1 week for Summer Courses. After this date, you may return your books within 3 business days of purchase with original receipt for your full refund. Books for classes cancelled by the school are fully refundable within 1 week of the scheduled start date for the course.

Please use caution when opening package sets, as some electronic media and textbook packages may not be fully refunded once opened. No refunds are offered during final exam periods.

Campus Child Care

Campus Child Care provides access to higher education for student parents through high-quality, low-cost child care services. Children of faculty/staff are also eligible.

Hours of service are Monday through Friday, 7 a.m. to 6 p.m. Full day and half-day schedules are available with drop-in services when available. Child Care serves children two through five years of age. Please contact Campus Child Care on the Cheyenne or Charleston campuses for details.

College Library Services

All CSN students are eligible to have CSN/NSHE library privileges. CSN has libraries on the Cheyenne, Henderson, and Charleston campuses. In addition to the collections of books, periodicals, media, and research materials on each campus, College Library Services provides *extensive* online access to the world of information (full-text journal, magazine, and newspaper articles, books, media, databases, indexes, and online catalogs across all disciplines) via their website from any location on or off campus. The website also provides a variety of information literacy tutorials and research guides to help with coursework across the curriculum. Reference services are available on each campus and also via phone and chat. CSN libraries participate in inter-library loan and document delivery programs to support borrowing of materials from other libraries. Please visit their website at www.csn.edu/library for complete information on the libraries and their resources, hours of service, locations, phone numbers, and policies.

Computer Labs - Interactive Learning Centers

CSN has full-service computer labs at the Cheyenne, Henderson, and Charleston campuses as well as at the A.D. Guy Center and Centers on the Green Valley High School, Palo Verde High School, and Western High School campuses. The computer labs called "Interactive Learning Centers" bring together students, computing resources and instructors. Computer-based instruction, application and word processing software and individual instruction are available to currently registered students.

Early Childhood Education Lab School

The Early Childhood Lab School is a nationally accredited center and an important component of the teacher education program at CSN. The school offers programs for toddlers through kindergarten and is open to faculty, staff, students and the community.

The Early Childhood Lab is open Monday through Friday, 7:30 am to 6 pm with closures for all state holidays and optional programming during the summer. Because class sizes are limited and there are waiting lists for all age groups, early application is strongly recommended. For further information, contact the Early Childhood Lab School on the Cheyenne campus.

English as a Second Language

CSN offers beginning through advanced ESL courses for non-native English speakers to help improve speaking and writing skills in English. To determine which ESL courses to take, students need to take a placement test. Contact the Department of International Languages for placement information.

International Student Conversation and Coffee Corner

The Conversation and Coffee Corner is a drop-in lounge where students from all over the world converse in English with an English instructor on subjects that are interesting to all. The Corner is open during the fall and spring semesters on the Cheyenne and Charleston campuses. Contact Tutorial Services for Corner hours and locations.

Language Labs

The Language Labs located on the Charleston and Cheyenne campuses provide English as a Second Language (ESL) testing. The Labs also provide international language students access to audio, video and computer materials used in developing language proficiency.

Performing Arts Center

The Nicholas J. Horn Theatre, as part of the CSN Performing Arts Center, presents a variety of theater productions, lectures, music events and activities on the Cheyenne campus throughout the year. Students, employees and the community are all invited to come and enjoy these special events.

For information on upcoming events or to make reservations, call 651-LIVE or stop by the Box Office, located in room 1404 on the Cheyenne campus.

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.

The Planetarium is located in room 1033 at the south entrance of the Cheyenne campus. Free telescope viewing sessions are held in the nearby Student Observatory on clear nights. Special telescope viewing sessions are also scheduled whenever notable astronomical events occur. For information, call the Astronomy Hotline at 651-4SKY.

The Planetarium, in cooperation with the National Aeronautics and Space Administration (NASA), also operates the Regional Educator Resources Center. The Center, located in room 2025B on the Cheyenne campus, provides science and mathematics material to teachers and educators for classroom use. The Planetarium is a partner in Project Astro, Marsville and Star Station One.

Student Government-

The Associate 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 in striving to achieve their educational goals by aiding them with information and resources. ASCSN provides a variety of activities to promote social interaction among students. ASCSN serves as a voice for students to express their views to faculty and College Administration. ASCSN also promotes interaction with students from other institutions within the NSHE.

Student Clubs and Organizations- Student Government awards funds to official student clubs and organizations. Through this funding, approximately 40 clubs and organizations are able to host a variety of extracurricular events:

- A Cadre of Aspiring Research Based Educators (A.C.A.R.E.)
- Alpha Xi Beta (Chapter of Phi Theta Kappa)
- Anime Club
- Art Club
- Association of Students in Communication (ASC)
- Black Student Association (BSA)
- Campus Crusade for Christ
- Cheyenne Fencing Club
- Choir Club
- CCHS Council (West Charleston)
- Culinary
- Dance Club
- Dental Hygienist Association (SADHA)
- English Honor Society-Sigma Kappa
- German Club
- International Student Organization
- Jazz Club

- LeCerle Francais (French Club)
- League of United Latin American Citizens (LULAC)
- LDSSA Cheyenne
- Multicultural Club
- National Student Nursing
- News Club
- Nursing Events Committee Organizations
- Nursing Student Pinning Organization
- P.A.T.H.S.
- Peer Ambassador Club
- Photography Club
- Physical Therapist Assistant (PTASA)
- Skills USA-Vica, Automotive
- SOL (Student Organization of Latinos)
- Southern Nevada Sonography
- Student Resource League
- The View from Nevada
- We the People...The Citizen and the Constitution

Student Life and Leadership Development- The Department of Student Life and Leadership Development helps prepare students for life-long learning and global citizenship; this is accomplished by promoting and supporting campus activities that appeal to a diverse community.

The Department also serves as a resource for student government and clubs and develops academic, cultural and social programs and activities which support the academic mission of the college. Additionally, through the CSN Student Leadership Academy and the CSN Student Professional Development certificate program the department supports students personal and leadership growth and development. For more information on any of our programs, please contact our office at 651-4051.

CSN Student Leadership Academy- The CSN Student Leadership Academy is a certificated program sponsored by the College of Southern Nevada. The program consists of a series of workshops focusing on leadership development. For more information, please call (702) 651-4051.

CSN Sports Center- The CSN Sports Center at the Cheyenne Campus provides students, faculty and staff a modern facility to meet their health and fitness goals. The CSN Sports Center compliments the physical education classes and award winning intercollegiate sports at the College of Southern Nevada. The facility houses 16 strength conditioning machines and brand new elliptical, treadmills and stair masters for cardio conditioning. The facility offers two racquet ball courts, basketball courts, locker rooms and saunas. The CSN Sports Center also offers a variety of intramural sporting activities for students, faculty and staff. For more information on any of our programs, please contact our office at 651-4447.

Intramural Sports-The College of Southern Nevada offers a variety of intramural sports including but not limited to flag football, basketball, indoor soccer, dodge ball, racquetball and volleyball. Intramural sports at CSN provide students, faculty and staff the opportunity for wholesome leisure-time opportunities to enrich their lives through relationship and character building activities. Leadership development opportunities exist through team captain roles and refereeing along with various other opportunities within intramural sports. For more information on any of our programs, please contact our office at 651-4447.

Phi Theta Kappa- If you wish to obtain a Phi Theta Kappa notation on your diploma, transcript, and in the commencement book, you must complete the chapter Phi Theta Kappa Graduation Form. This form may be obtained from the Phi Theta Kappa Office or from the chapter website <http://www.csn.edu/ptk/>. The deadline for receipt of the form is the same as that for graduation. Use the information on the form to purchase the items you want (stole, tassel, double honors cord, and medallion).

The Collegiate Review- The **Collegiate Review** is the official CSN student newspaper. The **Collegiate Review** is managed by students and sponsored by the Department of English.

Student Identification Cards- CSN I.D. cards are available to students, faculty, and staff. The CSN I.D. card:

- Provides identification at the CSN Library for borrowing privileges.
- Provides identification for student status to qualify for discounts.

Students must show a current semester schedule and a photo I.D. in order to obtain a CSN I.D. card. There is a \$2.00 charge for your CSN I.D. card. Fees are subject to change.

Tutorial Services

CSN provides tutoring services on each of its three main campuses. Services include:

- One on one tutoring in most academic areas is available for students' specific areas of need. Students may receive a maximum of four hours of free tutoring services for each credit of class in which they are enrolled. Tutorial services cannot guarantee tutors for all subjects.
- Open Science and Math Resource Centers provides brief drop-in tutoring for students enrolled in all levels of Math and Science courses.
- International Student and Coffee Corner, which is a drop-in service, invites students from all over the world to come and converse in English with an English Professor on subjects that are interesting to everyone.
- Communication Lab, located on the Cheyenne campus only, is a walk-in service where Communication students may go to get help preparing speeches from full-time Communication instructors and professors.

Please contact Tutorial Services for any of the above services' locations and hours of operation: Charleston 651-5732; Cheyenne 651-4232; Henderson 651-3125.

Writing Centers

The College strongly recommends that all students taking classes with a lot of writing assignments use the Writing Center. It is a place where students from all disciplines and at all levels can come and discuss their writing with a trained Writing Assistant. Assistants will help students at any stage in the writing process, from idea generation, through organization, to final revision. The Writing Center is not an editing service, so we won't simply correct students' errors for them; however, Writing Assistants will help students produce quality written work by showing them techniques and skills to find and correct their own errors so that students will avoid making them in the future.

No appointment is necessary; we are a walk-in service. Please come prepared by bringing a copy of the instructor's or professors' writing assignment and guidelines, including any style sheets for documentation. The Writing Center is free and is located on each main campus. Please contact the Writing Center near you for locations and hours of operation: Charleston 651-7402; Cheyenne 651-4101; Henderson 651-3187. We look forward to seeing you.

Division of Workforce and Economic Development

Students seeking educational opportunities, other than specific credit degrees offered at CSN main campuses, have access to additional options through the Division of Workforce and Economic Development Programs.

The Division of Workforce and Economic Development offers non-credit classes and programs not typically offered in a traditional, semester-long, class room instruction format to meet the needs of business & industry, local government, and educational institutions through customized training programs and curricula.

The Division is broken into several workforce specialty areas that include: Community & Personal Enrichment; Adult Literacy & Language; Manufacturing & Transportation; Construction; Business Assessment & Consulting; Hospitality; Prison Programs; Fire, Police, Security & Emergency Medical Services (EMS); American Heart Healthcare Programs; Service Sector-Retail, Banking, Insurance & Real Estate; Occupational Health & Safety Programs; GM Training Center. Classes are offered at company worksites and at Learning Centers located throughout the Las Vegas Valley and at rural locations throughout 42,000 miles in Southern Nevada.

Learning Centers- A variety of learning centers make credit and non-credit classes available at many off-campus locations throughout the Las Vegas valley and 42,000 square miles of Southern Nevada. In addition to the Centers located on the campuses of Palo Verde High School, Green Valley High School and Western High School, the Division of Workforce and Economic Development's service locations throughout all campuses, remote and rural centers.

Rural Education Programs- If you live outside the Las Vegas Valley, you can still attend CSN and obtain an Associate Degree or Certificate. The Rural Education Program offers traditional, internet and video conferenced classes. High school students can access dual credit opportunities. Numerous other programs are available to adults returning to school or changing careers.

Continuing Education- Division of Workforce and Economic Development offers continuing education under program specialty areas:

Adult Literacy & Language- The Sahara West Center houses the College's Adult Basic Education Program.

Hospitality- Workforce Specialists are located on the West Charleston Campus and work throughout Southern Nevada and offers a range of customized training programs for front and back of the house operations.

Manufacturing & Transportation-Workforce Specialist services training needs in Manufacturing and Transportation in Southern Nevada. This specialist can assist you to upgrade and maintain a productive and knowledgeable workforce using online, onsite, and customized training opportunities. Also offered is a Manufacturing Certification Class that includes Safety and Forklift Certification.

Construction- The construction workforce specialist assists all within the construction industry in reaching new heights by upgrading and training staff on cutting edge technology and up to date, proven methods of business process success. Training programs and workshops are tailored to fit the specific needs of clients so they are able to quickly apply what they have learned and make a difference in their respective companies without interfering with their day to day operations.

Fire, Police, Security & Emergency Medical Services-Workforce specialists work to fill pre and post hire certification needs of the fire, state patrol, police and other emergency service industries in Southern Nevada.

American Heart Community Training Center & Healthcare-Workforce Specialists offer Basic Life Support, ACLS, PALS, and other certifications to the healthcare and all occupational industries to meeting their certification and regulatory requirements. Workforce Specialists travel throughout the Southern Nevada region.

Business Assessment & Consulting- Workforce Specialists work to assist companies in identifying training and planning needs, skill gaps, retention and hiring strategies and work with occupational specialists for the implementation of these customized programs and services. These specialists also provide the WorkKeys™ Occupational Profiling and Assessment to assist in the creation of targeted curriculum and programs to provide our area with job candidate pools for when hiring.

Service Sector-Retail, Banking, Insurance & Real Estate- Workforce Specialists serve pre- and post hire training needs of the retail, banking, finance, mortgage and real estate business needs in Southern Nevada. Both pre-licensure and license renewal programs are offered in the Community & Personal Enrichment schedule and specialty programs are delivered direct to businesses or through the College's employment or WIA partners.

Occupational Health & Safety Programs- The Workforce Specialist is the first point of contact to business & industry safety trainers and Human Resource Managers for safety and related training issues. The Specialist develops short and long term programs designed to meet the pre, post-hire and continuing education needs for entry and/or re-certification in these areas as well as mandatory local and state OSHA training requirements.

Community & Personal Enrichment- offers on going fee-based, non-credit classes every semester to assist individuals in their personal development. Classes address a broad variety of personal growth courses including but not limited to, arts and crafts, recreational and leisure interests, professional and personal development programs, software and computer skills, test preparation, theatre and language classes. Included in this department are courses designed specifically for students aged 55+ and a variety of College for Kids courses. These classes are listed in the Community & Personal Enrichment Schedule distributed three times a year and available at all CSN campuses and Clark County libraries.

The ACT Center- The ACT Center (American Collegiate Testing Center) located on the campus of Green Valley High School, serves as a hub of resources and programs providing business and industry with high quality affordable training options using state-of-the-art technologies. The ACT Center training lab provides a secured room for high-level, professional licensure and certification testing. All Workforce Specialists may utilize programs in the ACT Center as stand alone or blended curriculum for the delivery of customized programs to meet their occupational market.

The MAP (Manufacturing Assistance Partnership)- is CSN's industrial extension program providing direct support for access to new technologies and best business practices. In partnership with CSN, MAP sets up expert training to meet industry-specific needs. MAP also assists in connecting industry with other needed resources beyond training.