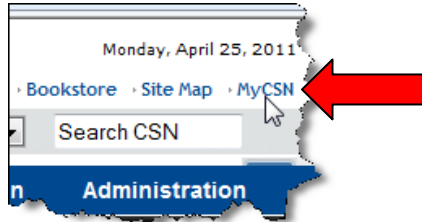


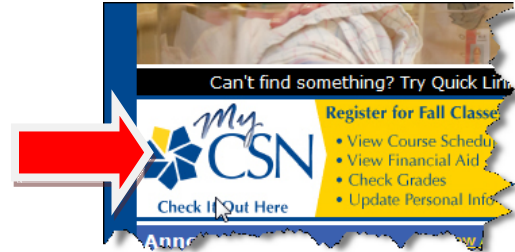
ENROLLING IN A CLASS

www.csn.edu

1. Log on by clicking on **MyCSN** link:



Or

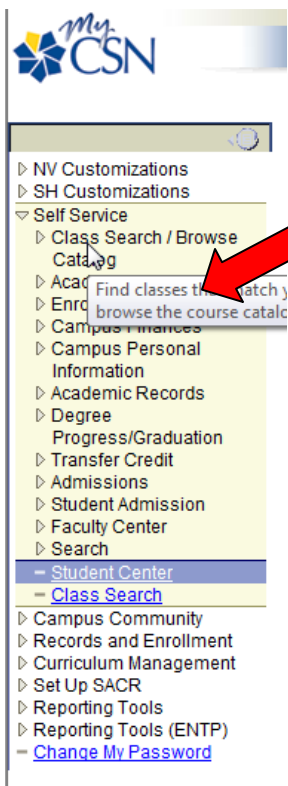
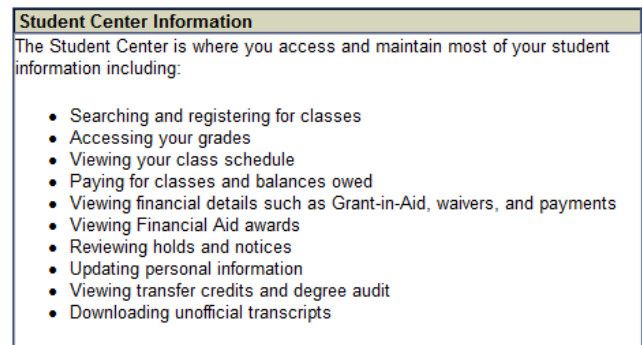
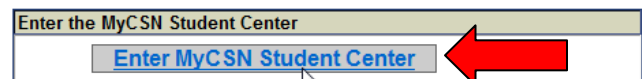


2. Log on with your MyCSN student id number and password which was sent to you via e-mail or regular mail this past month (Spring 2011). It is a 10 digit number. Click **Sign In** button or just press the **ENTER** key.

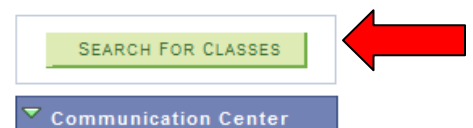


Student ID number is **NOT** your old C000123456

3. Click on **Enter MyCSN Student Center**



4. If you do NOT know what class(es) you want, click **Class Search/Browse Catalog** link or click on the **SEARCH FOR CLASSES** button. If you already know the class(es) you want go to STEP #8.



5. In the **Term** box click on the down arrow to choose the correct term. In the Subject square type your search. Click **SEARCH** button:

Search for Classes

Enter Search Criteria

Institution: College of Southern Nevada
 Term: 2011 Fall

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject: select subject FLOR
 Course Number: is exactly
 Course Career: Undergraduate
 Show Open Classes Only

Use Additional Search Criteria to narrow your search results.
[Additional Search Criteria](#)

[CLEAR CRITERIA](#) [SEARCH](#)

6. Scroll to find the class. Click on the Section link.

FLOR 204 - Traditional Weddings

View All Sections First 1 of 1 Last

Section [5201-LEC\(86861\)](#) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Th 6:00PM - 9:50PM	Summerlin 106	Chieko Fukushima	08/29/2011 - 12/18/2011

7. Read all the information about the class, scroll to the bottom and click on **Enroll** link:

Status ● Open
Class Number 86861
Session Regular Academic
Units 3 units
Instruction Mode In Person
Class Components Lecture Required

Career Undergraduate
Dates 8/29/2011 - 12/18/2011
Grading Letter Grades
Location Summerlin Center
Campus College of Southern Nevada

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Th 6:00PM - 9:50PM	Summerlin 106	Chieko Fukushima	08/29/2011 - 12/18/2011

Enrollment Information

Enrollment Requirements Prerequisite: FLOR 102

Class Availability

Class Capacity	18	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	18		

Description

Designed to provide the student with theory and lab experience in the styling of floral pieces specific to weddings. Body flowers, carrying pieces, ceremony and reception designs will be executed. Consultation, service and delivery procedures will be covered, as well as ordering and...

Prerequisite: FLOR 102.

[VIEW SEARCH RESULTS](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

8. If you already know what class(es) you want, on the right hand side Panel click on down arrow and choose **Enrollment Add**. Click the **>>** button to go to the next screen.

The screenshot shows the 'Academics' section of a student portal. A dropdown menu is open under 'Enrollment: Add', with a red arrow pointing to it. Another red arrow points to the '>>' button next to the dropdown. The 'This Week's Schedule' table shows classes like CIT 112R-1 and FLOR 102-1. A message box states 'You have no outstanding charges at this time.' The right sidebar contains sections like 'Communication Center', 'Holds', 'To Do List', 'Enrollment Dates', 'Advisor', and 'Third Party Release'.

9. Whether you searched for a class or just clicked on the **Enrollment Add** link, this screen will come up. Make sure you click the correct Term. Click the **Continue** button:

The screenshot shows the 'Add Classes' screen. The 'Select Term' section has a table with two rows: '2011 Spring' and '2011 Fall'. A red arrow points to the '2011 Fall' row. Another red arrow points to the 'CONTINUE' button. A red box with '3 steps' and an arrow points to the right side of the screen.

Term	Career	Institution
<input type="radio"/> 2011 Spring	Undergraduate	College of Southern Nevada
<input checked="" type="radio"/> 2011 Fall	Undergraduate	College of Southern Nevada

10. If you are ready to enroll in the class(es), click the **Proceed To Step 2 of 3** button:

Add Classes 1 2 3

1. Select classes to add

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

2011 Fall | Undergraduate | College of Southern Nevada [change term](#)

● Open ■ Closed ▲ Wait List

Add to Cart:
 Enter Class Nbr: [enter](#)

Find Classes
 Class Search [search](#)

2011 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	FLOR 204-5201 (86861)	Th 6:00PM - 9:50PM	Summerlin 106	C. Fukushima	3.00	●

[PROCEED TO STEP 2 OF 3](#)

[Enroll in Classes](#)

My 2011 Fall Class Schedule
 You are not registered for classes in this term.

[go to ...](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[my class schedule](#) || [add](#) || [drop](#) || [edit](#) || [term information](#)

Add Classes 1 2 3

2. Confirm classes

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

2011 Fall | Undergraduate | College of Southern Nevada

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
FLOR 204-5201 (86861)	Traditional Weddings (Lecture)	Th 6:00PM - 9:50PM	Summerlin 106	C. Fukushima	3.00	●
PSY 101-1003 (83057)	General Psychology (Lecture)		Web-Online Course	J. Hodges	3.00	●

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Edit](#) [Term Information](#)

[go to ...](#)

11. Verify your choice(es), if correct click the **FINISH ENROLLING** button.





Shopping Cart

1 2 3

2. Confirm classes

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

2011 Fall | Undergraduate | College of Southern Nevada

 Open  Closed  Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
FLOR 204-5201 (86861)	TraditionalWeddings (Lecture)	Th 6:00PM - 9:50PM	Summerlin 106	C. Fukushima	3.00	
<p>CANCEL PREVIOUS FINISH ENROLLING</p>						

go to ... 




Shopping Cart

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2011 Fall | Undergraduate | College of Southern Nevada

 Success: enrolled  Error: unable to add class		
Class	Message	Status
FLOR 204	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	
<p>MAKE A PAYMENT MY CLASS SCHEDULE ADD ANOTHER CLASS</p>		

go to ... 

12. If you see a **green checkmark** in the **Status** box, you are enrolled!
You can print your copy of your schedule by clicking on **my class schedule** tab or button.

Note: You can pay by clicking on the **Make a Payment** button:

The screenshot shows the MyCSN student portal interface for Federico Lopez. At the top, there are navigation tabs for Search, Plan, Enroll, and My Academics. The 'my class schedule' tab is highlighted. A red callout bubble points to the 'my class schedule' tab with the text 'click here to print a copy of your schedule'. Below the tabs, there are buttons for 'add', 'drop', 'edit', and 'term information'. The main content area shows 'Add Classes' and '3. View results'. A status report for enrollment confirmations and errors is displayed for the 2011 Fall semester at the College of Southern Nevada. The report shows a success message for class ACC 105: 'Success: This class has been added to your schedule.' The status for this class is 'Success' with a green checkmark, which is highlighted by a red arrow. Below the report, there are buttons for 'MAKE A PAYMENT', 'MY CLASS SCHEDULE', and 'ADD ANOTHER CLASS'. A red arrow points to the 'MAKE A PAYMENT' button. At the bottom, there are navigation links for Search, Plan, Enroll, My Academics, My Class Schedule, Add, Drop, Edit, and Term Information. A 'go to ...' search bar is also visible.

13. To log out, click **Sign out** link located on the top right hand corner of the screen:

