Instructions for How to Wait List a Class

1. Before accessing your MyCSN student account, make sure you validate your account and register your password.
   a. To validate your account:
      i. Click here to validate your CSN student account
      ii. Click on the Account Validation link
      iii. Enter your NSHE ID (ten-digit number) and last name as it appears on your CSN admissions email.
      iv. Enter your Personal Identification Number (PIN). It is the last four digits of your social security number (SSN). If you did not provide your SSN on your admissions application, enter 9999.
   b. To register your password:
      i. Click here to register your password
      ii. Click on the Reset Password link
      iii. Click on Password Registration
      iv. Follow the on screen prompts to register your password
   c. If you encounter any issues validating your account or registering your password, call (702) 651-5555.

2. After validating your student account and registering your password, log on to https://go.csn.edu/LoginPolicy.jsp.
3. Click on the MyCSN tile.

4. If required, enter your login credentials again.

5. Click on the MyCSN Student Center hyperlink.

6. Log on to your MyCSN account and click on the Enroll link.
7. If applicable, choose your term and click on the **Continue** button.

![Select Term]

8. Enter the Class Number for the course in which you want to enroll and click the **Enter** button.

![Add Classes]
9. If the status of the class is **Wait List** (yellow triangle), click the **Wait List if class is full** box, then click on the **Next** button.
10. Click on the **Proceed to Step 2 of 3** button.

11. Click on the **Finish Enrolling** button.
12. The message confirms placement on wait list and position number.

![Add Classes]

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 1018</td>
<td><strong>Message:</strong> You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td>✔️</td>
</tr>
<tr>
<td></td>
<td><strong>Message:</strong> Class 34404 is full. You have been placed on the wait list in position number 1.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

**MAKE A PAYMENT**  **MY CLASS SCHEDULE**  **ADD ANOTHER CLASS**

13. Wait list classes appear on the student class schedule denoted by the Wait Listed yellow triangle.

![My 2016 Spring Class Schedule]

**Important**

- Being on a wait list does not guarantee eventual enrollment in a course.
- Students may be registered for a maximum of six (6) semester hours on wait lists.
- Wait list units do not count toward your max number of units allowed.
- If you are moved from the wait list into a class, it is your responsibility to drop the class (as you would any enrolled class) if you decide to not attend.
- If you do not receive a wait list notification by the time the semester begins, do not show up to any classes that you are on the wait list for.
- If a student is participating in the payment plan and is enrolled in a class from the wait list, the additional charges that are due from enrollment from the wait list will be rolled over into the payment plan. For further information, please contact the Cashier Office.