

## Searching for Short-Term (Dynamic) Classes After Logging on to MyCSN

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 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.

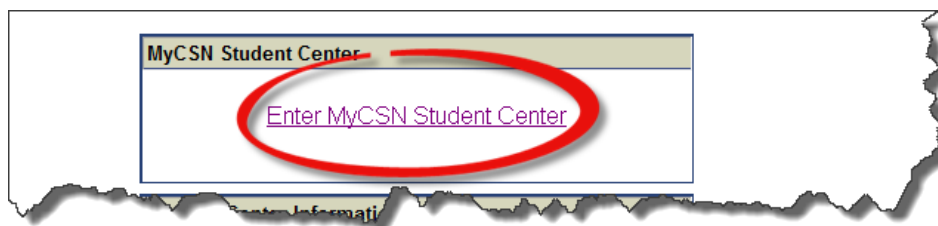


4. If required, enter your login credentials again.

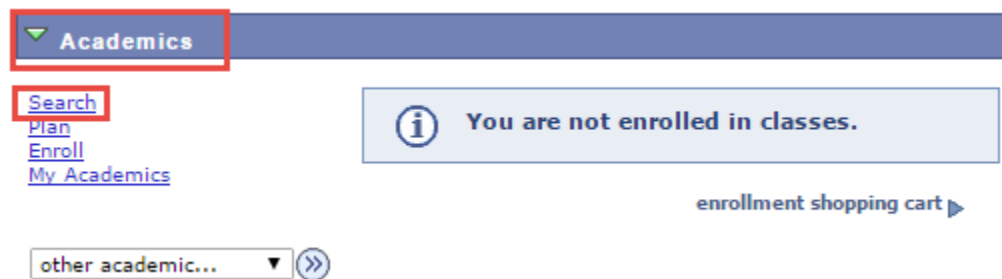


A screenshot of a web page titled "Signon". At the top right, there are links for "Home" and "Sign". The main content area contains two input fields: "NSHE ID:" and "Password:". Each field has a small link to its right: "What is my NSHE ID?" and "What is my Password?". Below the fields is a yellow "Sign In" button. At the bottom, there are two blue links: "Forgot your password?" and "Forgot your NSHE ID?". A red oval is drawn around the two input fields.

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



6. Select the **Search** hyperlink under the **Academics** heading.



7. Enter your search parameters. This includes selecting the correct term (1), the subject area (2), and the course number (3). In the **Session** field (4), select **Dynamic Dated** from the drop down list. You are free to enter additional search criteria to limit your search results. After entering your search criteria, click on the **Search** button at the bottom of the screen. If your search returns no results, classes may be full or may not be offered for the term selected. To verify that classes are full, uncheck the box next to **Show Open Classes Only**. You can also change the value of the **is exactly** field next to **Course Number** to **contains**.

The screenshot shows the 'Search for Classes' interface. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are two buttons: 'search for classes' and 'browse course catalog'. The main heading is 'Search for Classes' followed by 'Enter Search Criteria'.

The search form includes the following fields and options:

- Institution:** College of Southern Nevada (marked with a red circle 1)
- Term:** 2015 Fall (marked with a red circle 1)
- Class Search:**
  - Subject:** select subject (dropdown), CIT (text input, marked with a red circle 2), Computer And Information Tech
  - Course Number:** is exactly (dropdown), 95 (text input, marked with a red circle 3)
  - Course Career:** Undergraduate (dropdown)
  - Show Open Classes Only
  - Open Entry/Exit Classes Only
  - Mode of Instruction:** (dropdown)
  - Location:** (dropdown)
- Additional Search Criteria:**
  - Meeting Start Time:** greater than or equal to (dropdown), (text input)
  - Meeting End Time:** less than or equal to (dropdown), (text input)
  - Days of Week:** include only these days (dropdown),  Mon  Tues  Wed  Thurs  Fri  Sat  Sun
  - Instructor Last Name:** begins with (dropdown), (text input)
  - Class Nbr:** (text input), (?)
  - Course Keyword:** (text input), (?)
  - Minimum Units:** greater than or equal to (dropdown), (text input)
  - Maximum Units:** less than or equal to (dropdown), (text input)
  - Course Component:** (dropdown)
  - Session:** Dynamic Dated (dropdown, marked with a red circle 4)
  - Campus:** (dropdown)
  - Requirement Designation:** (dropdown)
  - Course Attribute:** (dropdown)

At the bottom right, there are two buttons: 'CLEAR' and 'SEARCH' (the 'SEARCH' button is highlighted with a red box).

8. Your search results will inform you of things such as: (1) the class name, (2) the class number, (3) meeting days and times, (4) campus location, (5) room number, (6) instructor name, and (7) class meeting dates. The green circle in the last column indicates that the class is open for enrollment. A blue square indicates the class is full and is not open for enrollment. Make note of the class number (2). This will be the number you need if you want to enroll in class.

3 class section(s) found

CIT 95 - Personal Computer Basics

Class	Section	Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method	Status
91171	C	Fr 12:00PM - 2:50PM	West Charleston	West Charleston Bldg C 132	Helene Orenstein	09/08/2015 - 12/13/2015	Hybrid	●
91173	3006-LEC DYN	Fr 6:00PM - 8:50PM	West Charleston	West Charleston Bldg C 133	Adam Opdyke	09/08/2015 - 12/13/2015	Hybrid	●
93803	4001-LEC DYN	Tu 6:00PM - 8:50PM	Henderson	Henderson Bldg C 116	Jamil Bey	09/08/2015 - 12/13/2015	Hybrid	●