

## 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.

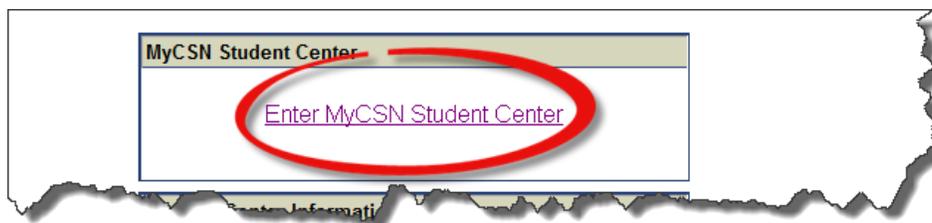


4. If required, enter your login credentials again.

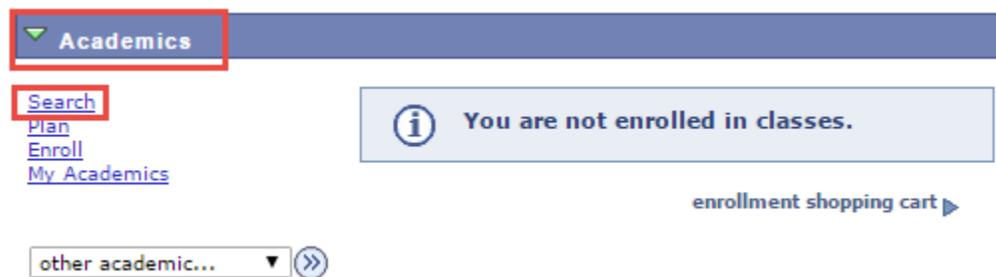


A screenshot of a web page titled "Signon". At the top right, there are links for "Home" and "Sign". The main content area contains two input fields: "NSHE ID:" and "Password:". To the right of each field is a small link: "What is my NSHE ID?" and "What is my Password?". Below the fields is a yellow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

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' web interface. At the top, there are navigation tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below these are buttons for 'search for classes' and 'browse course catalog'. The main heading is 'Search for Classes' followed by 'Enter Search Criteria'. The form itself is titled 'Search for Classes' and contains several sections:

- Institution:** A dropdown menu set to 'College of Southern Nevada' (marked with a red circle 1).
- Term:** A dropdown menu set to '2015 Fall' (marked with a red circle 1).
- Class Search:**
  - Subject:** A dropdown menu with 'select subject' and 'CIT' (marked with a red circle 2). To the right, the text 'Computer And Information Tech' is visible.
  - Course Number:** A dropdown menu set to 'is exactly' and a text input field containing '95' (marked with a red circle 3).
  - Course Career:** A dropdown menu set to 'Undergraduate'.
  - Show Open Classes Only:** A checked checkbox.
  - Open Entry/Exit Classes Only:** An unchecked checkbox.
  - Mode of Instruction:** A dropdown menu.
  - Location:** A dropdown menu.
- Additional Search Criteria:**
  - Meeting Start Time:** A dropdown menu set to 'greater than or equal to' and an empty text input field.
  - Meeting End Time:** A dropdown menu set to 'less than or equal to' and an empty text input field.
  - Days of Week:** A dropdown menu set to 'include only these days' and a row of checkboxes for 'Mon', 'Tues', 'Wed', 'Thurs', 'Fri', 'Sat', and 'Sun'.
  - Instructor Last Name:** A dropdown menu set to 'begins with' and an empty text input field.
  - Class Nbr:** An empty text input field with a help icon.
  - Course Keyword:** An empty text input field with a help icon.
  - Minimum Units:** A dropdown menu set to 'greater than or equal to' and an empty text input field.
  - Maximum Units:** A dropdown menu set to 'less than or equal to' and an empty text input field.
  - Course Component:** A dropdown menu.
  - Session:** A dropdown menu set to 'Dynamic Dated' (marked with a red circle 4).
  - Campus:** A dropdown menu.
  - Requirement Designation:** A dropdown menu.
  - Course Attribute:** A dropdown menu.

At the bottom of the form, 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 Opydke	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	●