

RESOURCES FOR STUDENT SUCCESS

Prepared by CSN's Department for Advising and Coaching Services

Revised 3/2015



CSN Area Code is (702)

ADVISING AND COACHING SERVICES – Course planning for first-time college students, returning and incoming transfer students with undeclared majors.

CHARLESTON	Bldg. D – Lobby	651-5670
CHEYENNE	Bldg. E – Room 122 Student Services Area	651-4049
HENDERSON	Bldg. B – Room 120 Student Services Area	651-3165

SUCCESS COACHES help students assess personal strengths and limitations, learn academic success strategies, explore careers, declare a major, learn to navigate the educational system, benefit from campus and community resources, and connect to campus life.

CHARLESTON	Bldg. D – Rom 153	651-7367
CHEYENNE	Bldg. E – Room 122 Student Services Area	651-2626
HENDERSON	Bldg. B – 130	651-3103

ACADEMIC COUNSELING FOR RETURNING, CONTINUING, AND TRANSFER STUDENTS WITH DECLARED MAJORS Counselors help with course selection, degree audits, and development of educational and vocational plans according to selected majors. For Academic School/Department Counselor contact information, please go to <http://www.csn.edu/success/>.

ACCOUNTING LABS – Offer **FREE** assistance in accounting classes. No appointment necessary.

CHARLESTON	Bldg. C – Computer Lab	
CHEYENNE	Bldg. S – Room 205	651-4541
HENDERSON	Bldg. C – Room 113	651-3539

CAREER SERVICES – Helps students define career goals through career assessments and offers job search services, assistance in writing resumes and interview skills to students and community members.

CHARLESTON	Bldg. D – Lobby	651-5089
CHEYENNE	Bldg. E – Room 120 Student Services Area	651-4700
HENDERSON	Bldg. B – Room 120 - Student Services Area	651-3174

CHILD CARE – Serves student/faculty/staff children ages 2 to 5.

CHEYENNE		651-4944
CHARLESTON		651-7390

CIT/IS TUTORING LABS – Offer **FREE** assistance in Computing & Information Technology and Information Systems classes (limited days and times, check schedule online at www.csn.edu/tutoring).

CHARLESTON	Bldg. C – Room 116	
CHEYENNE	Telecom Bldg. – Room 2752	

COMMUNICATION LAB – Provides **FREE** assistance to students taking communication courses who need help with practice, research, interviewing techniques, as well as with visual aid preparation. Call for hours of operation or to make an appointment.

CHARLESTON	Module 2 Room 205	651-7834
CHEYENNE	Bldg. C – Computer Lab	651-4917
HENDERSON	Bldg. C – Computer Lab	651-3047

COMPUTER LABS – Internet and CANVAS access, word processing, Microsoft Office, and tutorials in computer programs.

CHARLESTON	Bldg. C – First Floor	651-5931
CHEYENNE	Bldg. C – Second Floor	651-4592
HENDERSON	Bldg. C – First Floor	651-3002

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) – Provides short term counseling/psychotherapy for individuals, couples, families, and groups.

CHARLESTON	Bldg. D – Room 104	651-5518
CHEYENNE	Bldg. E – Room E101	651-4099
HENDERSON	Bldg. C – Room 113A	651-4099

DEAF AND HARD OF HEARING SERVICES – Services for deaf and hard of hearing students. Please contact Program Coordinator at 651-4448.

DISABILITY RESOURCE CENTER – Provides accommodations to students with documented disabilities.

CHARLESTON	Bldg. D – Room 116	651-5644
CHEYENNE	Bldg. E – Room 120N	651-4045
HENDERSON	Bldg. B – Student Services Area	651-3795

EARLY CHILDHOOD LAB – providing student/staff/faculty children age 12 months to pre-kinder morning pre-school classes. The Lab operates on a waiting list basis.

CHEYENNE		651-4004
----------	--	----------

FACULTY E-ALERT (the Electronic Early Warning System) – allows CSN’s instructional staff to become proactive and collaborate with Student Affairs in offering struggling students assistance to pass their classes. This electronic student referral system administered by Advising and Coaching Services contacts the student and proposes working together on strategies and interventions that can help in successful course completion. Faculty can **log into MyCSN** and access their class roster and click on the Early Alert Box next to the 10 digit-number belonging to the student in need of assistance.

FINANCIAL AID – Provides information and assistance to students applying for financial aid programs such as Grants, Work Study, Scholarships and Loans. Apply for Federal Financial Aid at www.fafsa.gov early every year.

CHARLESTON	Bldg. D – Lobby	906-0830
CHEYENNE	Bldg. E – Room 118 Student Services Area	906-0830
HENDERSON	Bldg. B – Student Services Area	906-0830

INTERNATIONAL CENTER – Provides international students assistance with admissions, orientation, academic and personal counseling, and immigration advisement.

CHARLESTON	Bldg. D – Room 106	651-5820
------------	--------------------	----------

LANGUAGE LABS – Provides English as a second language (ESL) testing. Labs also provide language students access to audio, video, and computer materials used in developing language proficiency.

CHARLESTON	Bldg. C - Room 169	651-5736
CHEYENNE	Bldg. C - Room 2649	651-4475

LIBRARY SERVICES – Librarians help students find information and cite sources for assignments. Libraries offer computers, study space, research workshops and books/DVD’s to check out. Get online books, articles, streaming video, research guides and tutorials at www.csn.edu/library.

CHARLESTON	Bldg. I - First Floor	651-5723
CHEYENNE	Bldg. E – 201	651-4014
HENDERSON	Bldg. A – 120	651-3066

MATH RESOURCE CENTERS – **FREE** individual and group drop-in tutoring, offering assistance in various levels of math.

CHARLESTON	Bldg. K – Room 406	651-7320
CHEYENNE	Bldg. C – Room 2651	651-4685
HENDERSON	Bldg. C – Room 119	651-3517

SCIENCE RESOURCE CENTERS – **FREE** individual and group drop-in tutoring offering assistance in various levels of science.

CHARLESTON	Bldg. H – Room 203	651-7615
CHEYENNE	Bldg. S – Room S245	651-4088
HENDERSON	Bldg. B – Room 201	651-3167

NETWORKING LAB – Offers **FREE** assistance in Networking classes (limited days and times; check schedule online at www.csn.edu/tutoring).

CHEYENNE	Telecom Bldg. – Room 2752
----------	---------------------------

PHO/GRC/VID LABS – Offers **FREE** assistance in photography, graphic technology, and videography classes (limited days and times, check schedule online at www.csn.edu/tutoring).

CHEYENNE	Telecom Bldg. – Rooms 1722 and 1754/1756
----------	--

REGISTRAR'S OFFICE – Handles admissions, transcripts, student appeal petitions, declaration of major, transfer credit evaluation, applications for graduation, name and address changes, and residency issues (including tuition classification based on state residency). To access their forms, including enrollment verification process, visit www.csn.edu/RegistrarForms.

CHARLESTON	Bldg. D – Lobby	651-5610
CHEYENNE	Bldg. E – Room 112 Student Services Area	651-4060
HENDERSON	Bldg. B – Student Services Area	651-3030

REENTRY – Provides students in Career and Technical Education programs (AAS, AB and Certificate) with tuition, books and support services assistance. Students belonging to the following special populations are encouraged to apply: low income, single parents, educationally disadvantaged, displaced homemaker, disabled or students declaring a non-traditional occupational degree. Provides information on pre-apprenticeship training.

CHARLESTON	Bldg. D – Room 132	651-5089
CHEYENNE	Bldg. E – Room 120 Student Services Area	651-4681
HENDERSON	Bldg. B – Student Services Area	651-3174

SMARTHINKING – Offers online tutoring, writing services, and homework assistance 24 hours a day, 7 days a week. It provides assistance in Mathematics (Basic Skills through Calculus II), Writing, Chemistry, Physics, Biology, Accounting, Economics, Spanish and Statistics. To access the service go to www.smarthinking.com. Please visit www.csn.edu/pages/1259.asp or call 651-5619 for Log-in & password information.

STUDENT LIFE AND LEADERSHIP DEVELOPMENT – Works with:

- ❖ *Student Government* – The elected student body representing all CSN students
- ❖ *Leadership Academy* – Promoting student leadership.
- ❖ *Intramural Sports*
- ❖ *Student Clubs and Organizations* – approximately 40
- ❖ *Phi Theta Kappa* – the Honor Society for community and junior colleges. (3.5 Cum GPA).
- ❖ *Collegiate Review* – CSN student newspaper
- ❖ *Student Identification Cards* – must show a current semester schedule and photo I.D.

CHARLESTON	Bldg. B – Room 102	651-5904
CHEYENNE	Bldg. E – Room 103	651-4051
HENDERSON	Bldg. B – Room 130E	651-3709

TESTING AND ASSESSMENT CENTERS – Offer placement, certification, and credit by examination; they also serve as make-up test locations. Make an appointment to test at www.csn.edu/testingcenter.

CHARLESTON	Bldg. D – Lobby	651-5733
CHEYENNE	Bldg. E – Room 122 Student Services Area	651-4050
HENDERSON	Bldg. B – Room 107 Student Services Area	651-3128

TEXTBOOK ASSISTANCE OPPORTUNITIES

- ♦ **CSN BOOK AWARD** – The program, administered by Student Financial Services, is provided to students demonstrating exceptional financial need through the Free Application for Federal Student Aid (FAFSA). Student Financial Services coordinates with the CSN Bookstore by providing the bookstore with an electronic roster of eligible students. Must apply for financial aid to qualify.
- ♦ **“TEXTBOOK ASSISTANCE PROGRAM”** – The service, administered by the ReEntry Program, provides textbook loans to students on a per semester basis. Eligible students must sign up with ReEntry and present a class schedule and booklist corresponding with the requested textbook.

TRIO STUDENT SUPPORT SERVICES – One stop shop for first-generation college, financial aid eligible, and disabled students offering tutoring, academic advising, career exploration, college-transfer assistance, and development of college success strategies.

CHEYENNE	Bldg. E – Room 109	651-4441
----------	--------------------	----------

TUTORIAL SERVICES – Provides **FREE** and unlimited one-on-one tutoring in a variety of courses.

CHARLESTON	Bldg. D – Room 203	651-5732
CHEYENNE	Bldg. S – Room 247	651-4232
HENDERSON	Bldg. B – Room 201	651-3125

UNLV/CSN TRANSFER OFFICE – Provides transfer information and application assistance to UNLV institutions, including degree plans, course equivalency, and curriculum guidelines / agreements.

CHARLESTON	Bldg. D – Room 133K	651-7551
CHEYENNE	Bldg. E – Room 122A	651-4931
HENDERSON	Bldg. B – Room 124	651-3136

NSC/CSN TRANSFER OFFICE – Provides transfer information and application assistance to students planning to go on to a bachelor’s degree at Nevada State College. Appointments scheduled at nsaac.clickbook.net.

CHARLESTON	Mondays	Bldg. D – Room 148	702-992-2160
CHEYENNE	Wednesdays	Bldg. E – Room 122P	702-992-2160
HENDERSON	Tuesdays	Bldg. B – Room 130	702-992-2160

VETERAN AFFAIRS – Certifies enrollment of veterans and their dependents using veterans’ educational benefits; acts as liaison with the Veterans Affairs Office. Recommend that eligible students visit the office immediately after submitting the student admissions application.

CHARLESTON	Bldg. D – 204	651-5060
------------	---------------	----------

WRITING CENTERS – Provides **FREE** assistance with all aspects of paper writing. No appointment necessary.

CHARLESTON	Bldg. C – Room 112	651-7402
CHEYENNE	Bldg. T – Room 1707	651-4101
HENDERSON	Bldg. C – Computer Lab	651-3187

CSN is an Equal Employment Opportunity/Affirmative Action institution and does not discriminate on the basis of sex, age, race, color, religion, disability, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates. For more information, visit <http://www.csn.edu/nondiscrimination>