Admission Application Instructions

Applying for Dual Credit Programs at CSN but not sure where to start? Use this checklist and step-by-step instructions to assist you through the application process.

☐ LET'S GO!

To get started, go to the CSN Admissions Application through **www.csn.edu/dualcredit** or via QR Code.

If you go through the website, the Application link is on the right-side navigation bar under 'Enrollment Information".

☐ SIGN-UP/CREATE A PROFILE

You will need to create a profile and a password before you can start the CSN Admissions Application. Under "Don't Have an Account" click on 'Sign Up Now". You will be sent a verification code to your email first, and then will fill out the password and information listed. Once completed, you will sign-up with Multi-Factor Authentication using your cell phone number. You will verify the code sent to your cell phone. When creating your account, please note:

- **USE PERSONAL EMAIL,** NOT YOUR SCHOOL EMAIL.
- Your password must be at least 9 characters, contain an upper case, lower case, and numeric character.
- **Your username for the portal will be the email address used to create your profile**.

☐ COMPLETE YOUR CSN ADMISSIONS APPLICATION

Once your account is verified, return to the CSN Admissions Application login page.

Using the step-by-step instructions, enter all required information. Be sure to:

- Select **Submit an Application** to get started (left side).
- Choose **High School and Early College Student** in the Type Selection Tab.
- Enter all required information using the step-by-step instructions that follow.

☐ CHECK YOUR EMAIL FOR YOUR NSHE ID

Your CSN Admissions Application will take 3-5 days to process. Check your email for your NSHE ID. If you already have an NSHE ID from another Nevada college or university, your CSN student record will share that same NSHE ID number. Please list the NSHE ID in the application.

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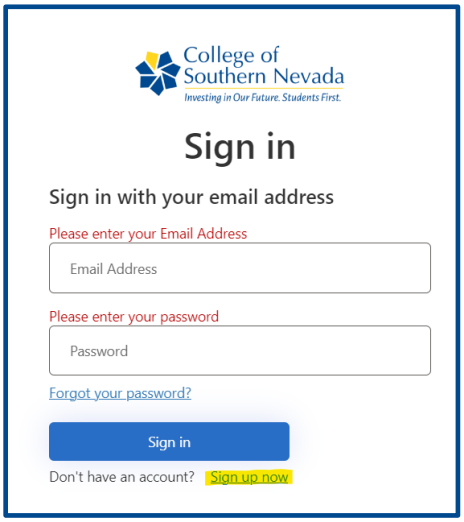
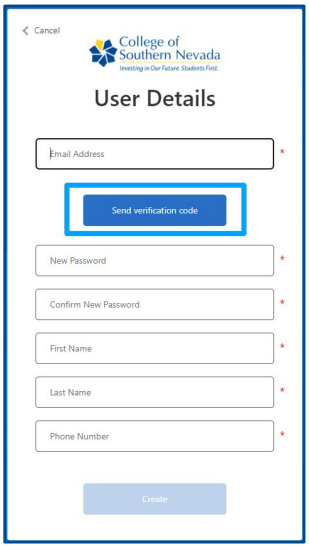
1. **SIGN-UP/CREATE A PROFILE.** You will need to sign-up/create a profile, including a password for your account.

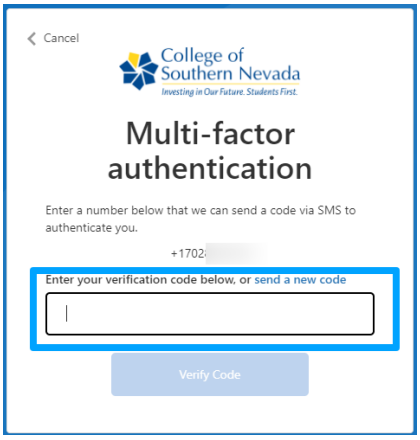
1a. **E-MAIL Verification**. Enter your e-mail address, click on Send Verification Code. Enter the code and finish User Details. Then, click **CREATE.**

2a. **PASSWORD.** Your password must be at least 9 characters, contain an upper case, lower case, and numeric character. *Please use your personal email and not your school email.*





3a. **Multifactor Authentication.** Complete MFA using cell phone number.



Write down your username and password so that you do not forget it.

Username (email address): _____Password: _____

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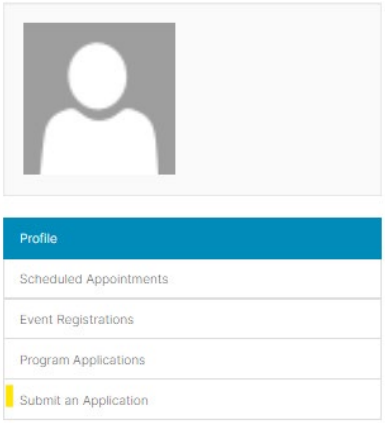
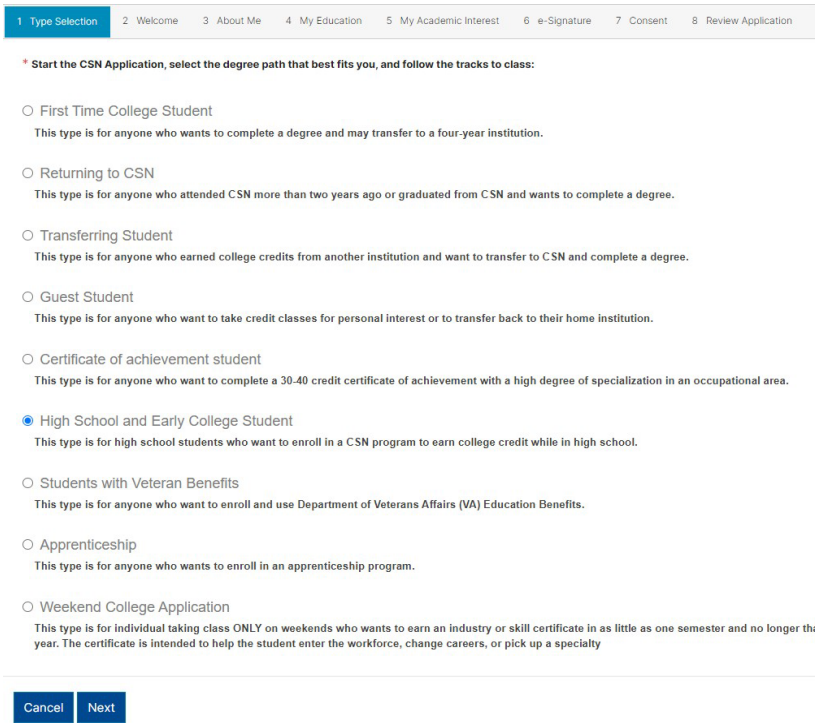
2. SELECT SUBMIT AN APPLICATION. Once you have created your profile you will need to select Program Applications to get started on your CSN Admissions Application.



3. PROGRAM APPLICATION. Choose **High School and Early College Student** as the CSN admissions application to complete. Then, select **Next**.



4. WELCOME. On this tab, you will need to read through the information. Then, select **Next.**

5. ABOUT ME.

5a. **Anticipated Term & Year of Enrollment.** Select the **current semester or first semester option. We only allow students to select the current semester listed. This is NOT an error.** Click on the magnifying glass, let it load the term, and then click Select.

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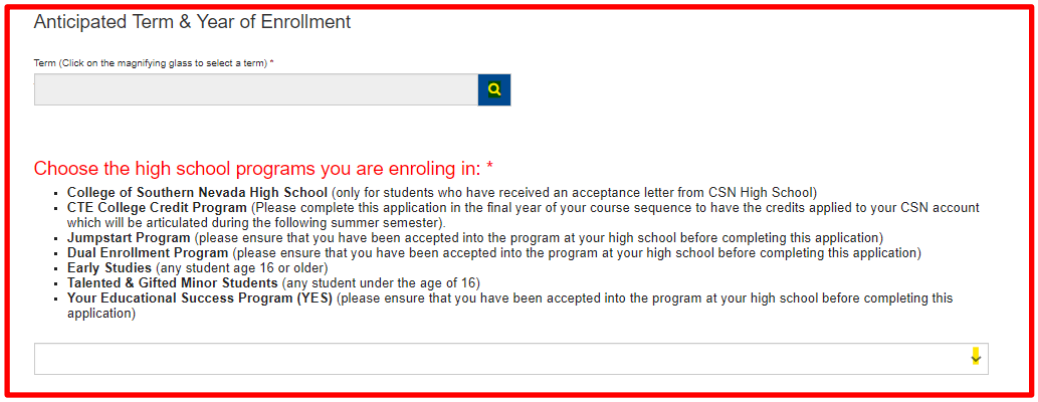
5b. In the drop-down menu, choose **Jumpstart or Dual Enrollment** if you are applying through a high school partnership program that you have been accepted to. If not, select the program that best fits your Dual Credit pathway.



5c. **My Personal Information.** You must enter your full legal name, date of birth, and gender. Providing a social security number is **OPTIONAL**. A social security number is required for federal financial assistance, some scholarships, and by the IRS for the 1098 tax credit.

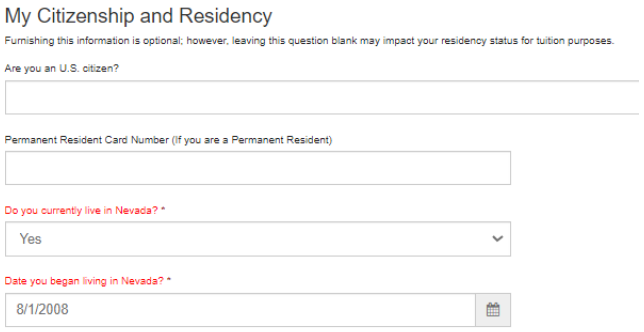
5d. **Gender.** The sex, gender identity, sexual orientation and pronoun questions that are mandated in SB 109 have been added to the admission application. All the questions are required, but there is an option for "Prefer not to answer".

5e. **My Contact Information**. Enter your home address, phone number, and **PERSONAL EMAIL**. If you have a different mailing address from physical address (where you live) check the box and enter the mailing address. **Use a personal email address that you can access after you graduate high school**.

5f. **My Parent or Guardian Education**. **Optional section.** Please choose the highest level of education completed by a parent or guardian.

5g. **My Race and Ethnicity**. **Optional section.**

5h. **My Citizenship and Residency**. Providing your citizenship status is optional. Answer if you currently live in Nevada and the date you began living in the State. If you were born in Nevada enter your birthdate.



Save before moving to the next page.

6. MY EDUCATION

6a. **My High School Education.** Select your grade level.

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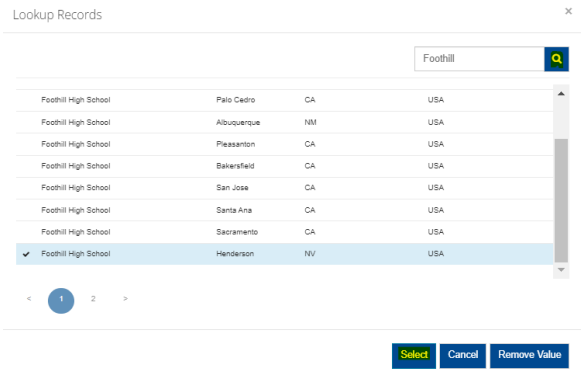
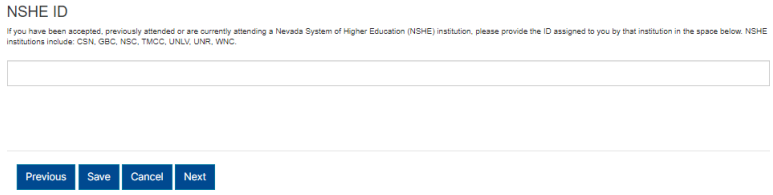
6b. **My High School Information.** Use the search icon to select your high school. Ensure the city is correct for the high school you are selecting.



6c. **Date of Graduation.** Enter your graduation date or your expected graduation date from high school.

6d. **NSHE ID.** If you have completed an admissions application or taken a dual credit course with CSN, NSC, UNLV, GBC, TMCC, WNC or UNR please provide the NSHE ID number assigned to you.



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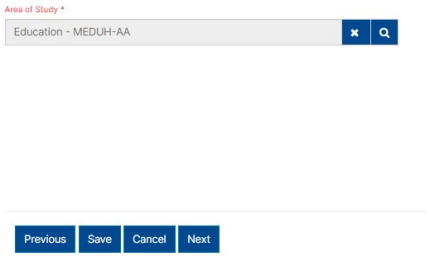
7. MY ACADEMIC INTEREST

7a. **Intent.** Indicate if you plan to attend CSN after high school graduation.

7b. **Area of Study.** CSN has 11 areas of study. Select the academic area you are interested in studying.



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8. E-SIGNATURE

8a. **Declarations.** Students must agree to the declarations.

8b. **Student Signature.** Type your full name. It will serve as your electronic signature.

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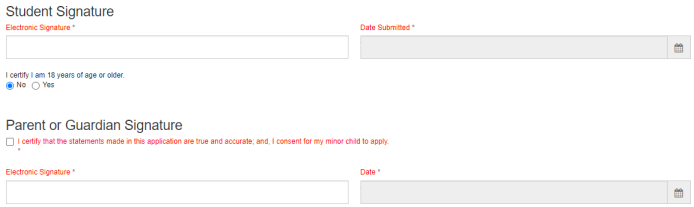
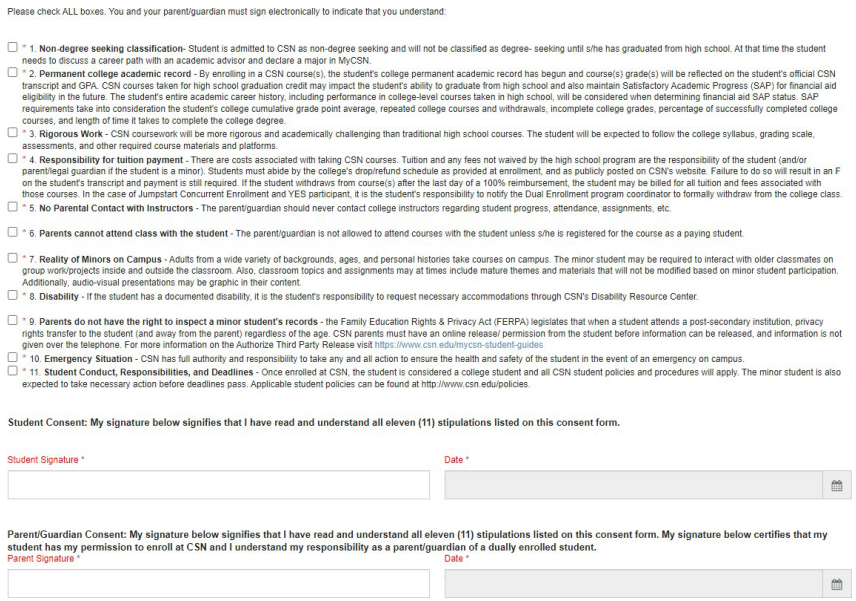
8c. **18 Years of Age of Older.** Indicate if you are 18 years of age or older – yes or no.

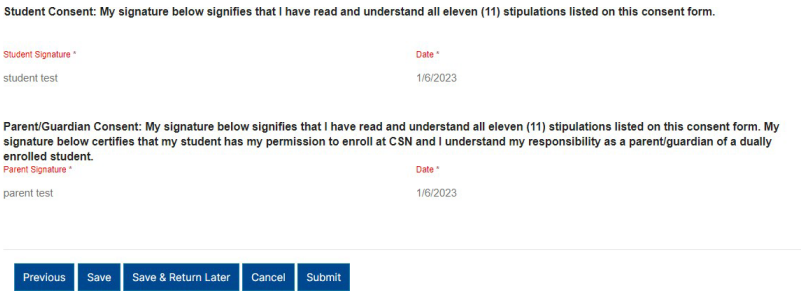
8d. **Parent or Guardian Signature.** If you are under 18 years of age, your parent or guardian will also need to electronically sign and date the admissions application.



9. **CONSENT FORM** Please check all boxes. The student and parent or guardian must sign electronically to indicate that you understand.



10. **REVIEW APPLICATION.** Please review your information entered before submitting the application.

Save & Return Later. If you are unable to complete your CSN Admissions Application at one time, you can return to it later. You will need to click on "Save & Return Later." STEP 1. CSN Admissions Application. There you will sign in using your username and password previously created.

Submit to Finish. If you have completed your application, click on "Submit." Once you have submitted your application you will receive an email with your NSHE number within 3-5 days.