

## 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](http://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.

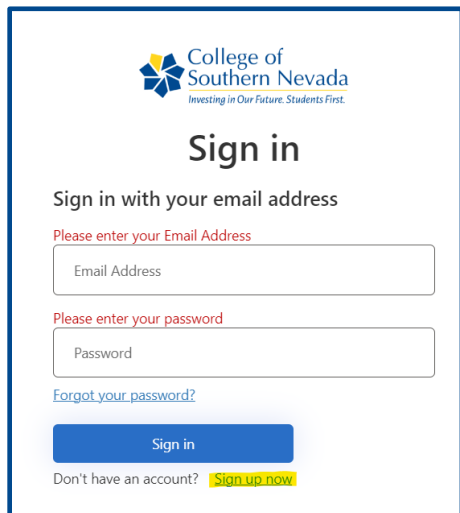


# Admission Application Instructions

**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.*



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## Sign in

Sign in with your email address

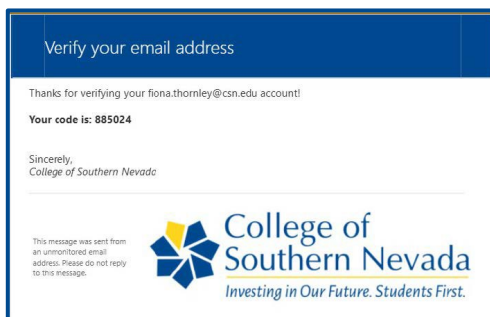
Please enter your Email Address

Please enter your password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)




Verify your email address

Thanks for verifying your fiona.thornley@csn.edu account!

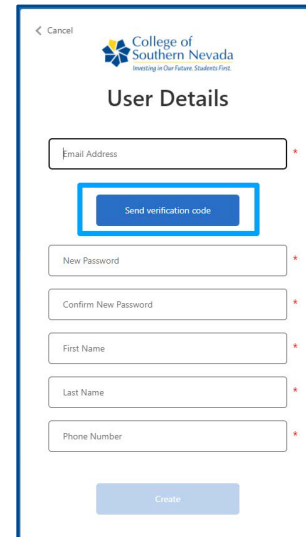
Your code is: 885024

Sincerely,  
College of Southern Nevada

This message was sent from an unmonitored email address. Please do not reply to this message.



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## User Details

Email Address \*

Send verification code

New Password \*

Confirm New Password \*

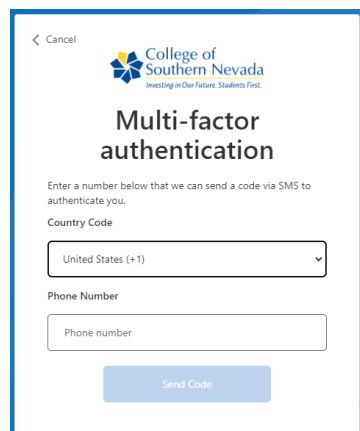
First Name \*

Last Name \*

Phone Number \*

Create

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



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## Multi-factor authentication

Enter a number below that we can send a code via SMS to authenticate you.

Country Code

United States (+1)

Phone Number

Phone number

Send Code



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## Multi-factor authentication

Enter a number below that we can send a code via SMS to authenticate you.

+1702

Enter your verification code below, or send a new code

Verify Code

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

Username (email address): \_\_\_\_\_ Password: \_\_\_\_\_

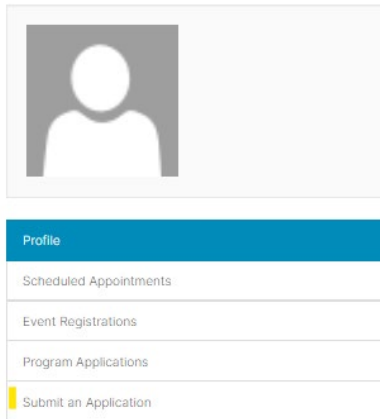
Dual Credit at CSN

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# Admission Application Instructions

**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**.

1 Type Selection 2 Welcome 3 About Me 4 My Education 5 My Academic Interest 6 e-Signature 7 Consent 8 Review Application

\* Start the CSN Application, select the degree path that best fits you, and follow the tracks to class:

- ☐ First Time College Student  
This type is for anyone who wants to complete a degree and may transfer to a four-year institution.
- ☐ Returning to CSN  
This type is for anyone who attended CSN more than two years ago or graduated from CSN and wants to complete a degree.
- ☐ Transferring Student  
This type is for anyone who earned college credits from another institution and want to transfer to CSN and complete a degree.
- ☐ Guest Student  
This type is for anyone who want to take credit classes for personal interest or to transfer back to their home institution.
- ☐ Certificate of achievement student  
This type is for anyone who want to complete a 30-40 credit certificate of achievement with a high degree of specialization in an occupational area.
- ☒ High School and Early College Student  
This type is for high school students who want to enroll in a CSN program to earn college credit while in high school.
- ☐ Students with Veteran Benefits  
This type is for anyone who want to enroll and use Department of Veterans Affairs (VA) Education Benefits.
- ☐ Apprenticeship  
This type is for anyone who wants to enroll in an apprenticeship program.
- ☐ Weekend College Application  
This type is for individual taking class ONLY on weekends who wants to earn an industry or skill certificate in as little as one semester and no longer than one year. The certificate is intended to help the student enter the workforce, change careers, or pick up a specialty

Cancel 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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# Admission Application Instructions

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.

Anticipated Term & Year of Enrollment

Term (Click on the magnifying glass to select a term) \*

Choose the high school programs you are enrolling in: \*

- College of Southern Nevada High School (only for students who have received an acceptance letter from CSN High School)
- CTE College Credit Program (Please complete this application in the final year of your course sequence to have the credits applied to your CSN account which will be articulated during the following summer semester).
- Jumpstart Program (please ensure that you have been accepted into the program at your high school before completing this application)
- Dual Enrollment Program (please ensure that you have been accepted into the program at your high school before completing this application)
- Early Studies (any student age 16 or older)
- Talented & Gifted Minor Students (any student under the age of 16)
- Your Educational Success Program (YES) (please ensure that you have been accepted into the program at your high school before completing this application)

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.**

## My Citizenship and Residency

Furnishing this information is optional; however, leaving this question blank may impact your residency status for tuition purposes.

Are you an U.S. citizen?

Permanent Resident Card Number (if you are a Permanent Resident)

Do you currently live in Nevada? \*

Yes

Date you began living in Nevada? \*

8/1/2008

## 6. MY EDUCATION

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

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# Admission Application Instructions

**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.

Lookup Records ×

Q

Foothill High School	Palo Cedro	CA	USA
Foothill High School	Albuquerque	NM	USA
Foothill High School	Pleasanton	CA	USA
Foothill High School	Bakersfield	CA	USA
Foothill High School	San Jose	CA	USA
Foothill High School	Santa Ana	CA	USA
Foothill High School	Sacramento	CA	USA
✓ Foothill High School	Henderson	NV	USA

< 1 2 >

Select Cancel Remove Value

**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.

NSHE ID

If you have been accepted, previously attended or are currently attending a Nevada System of Higher Education (NSHE) institution, please provide the ID assigned to you by that institution in the space below. NSHE institutions include: CSN, GBC, NSC, TMCC, UNLV, UNR, WNC.

Previous Save Cancel Next

**Save before moving to the next page.**

## 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.

Area of Study \*

Education - MEDUH-AA × Q

Previous Save Cancel Next

**Save before moving on to the next page.**

## 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 or 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.

Student Signature

Electronic Signature \*

Date Submitted \*

I certify I am 18 years of age or older.

☒ No ☐ Yes

Parent or Guardian Signature

☐ I certify that the statements made in this application are true and accurate, and, I consent for my minor child to apply.

Electronic Signature \*

Date \*

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

Please check ALL boxes. You and your parent/guardian must sign electronically to indicate that you understand:

- ☐ \* 1. **Non-degree seeking classification:** Student is admitted to CSN as non-degree seeking and will not be classified as degree-seeking until s/he has graduated from high school. At that time the student needs to discuss a career path with an academic advisor and declare a major in MyCSN.
- ☐ \* 2. **Permanent college academic record -** By enrolling in a CSN course(s), the student's college permanent academic record has begun and course(s) grade(s) will be reflected on the student's official CSN transcript and GPA. CSN courses taken for high school graduation credit may impact the student's ability to graduate from high school and also maintain Satisfactory Academic Progress (SAP) for financial aid eligibility in the future. The student's entire academic career history, including performance in college-level courses taken in high school, will be considered when determining financial aid SAP status. SAP requirements take into consideration the student's college cumulative grade point average, repeated college courses and withdrawals, incomplete college grades, percentage of successfully completed college courses, and length of time it takes to complete the college degree.
- ☐ \* 3. **Rigorous Work -** CSN coursework will be more rigorous and academically challenging than traditional high school courses. The student will be expected to follow the college syllabus, grading scale, assessments, and other required course materials and platforms.
- ☐ \* 4. **Responsibility for tuition payment -** There are costs associated with taking CSN courses. Tuition and any fees not waived by the high school program are the responsibility of the student (and/or parent/legal guardian if the student is a minor). Students must abide by the college's drop/refund schedule as provided at enrollment, and as publicly posted on CSN's website. Failure to do so will result in an F on the student's transcript and payment is still required. If the student withdraws from course(s) after the last day of a 100% reimbursement, the student may be billed for all tuition and fees associated with those courses. In the case of Jumpstart Concurrent Enrollment and YES participant, it is the student's responsibility to notify the Dual Enrollment program coordinator to formally withdraw from the college class.
- ☐ \* 5. **No Parental Contact with Instructors -** The parent/guardian should never contact college instructors regarding student progress, attendance, assignments, etc.
- ☐ \* 6. **Parents cannot attend class with the student -** The parent/guardian is not allowed to attend courses with the student unless s/he is registered for the course as a paying student.
- ☐ \* 7. **Reality of Minors on Campus -** Adults from a wide variety of backgrounds, ages, and personal histories take courses on campus. The minor student may be required to interact with older classmates on group work/projects inside and outside the classroom. Also, classroom topics and assignments may at times include mature themes and materials that will not be modified based on minor student participation. Additionally, audio-visual presentations may be graphic in their content.
- ☐ \* 8. **Disability -** If the student has a documented disability, it is the student's responsibility to request necessary accommodations through CSN's Disability Resource Center.
- ☐ \* 9. **Parents do not have the right to inspect a minor student's records -** the Family Education Rights & Privacy Act (FERPA) legislates that when a student attends a post-secondary institution, privacy rights transfer to the student (and away from the parent) regardless of the age. CSN parents must have an online release/permission from the student before information can be released, and information is not given over the telephone. For more information on the Authorized Third Party Release visit <https://www.csn.edu/mycsn-student-guides>.
- ☐ \* 10. **Emergency Situation -** CSN has full authority and responsibility to take any and all action to ensure the health and safety of the student in the event of an emergency on campus.
- ☐ \* 11. **Student Conduct, Responsibilities, and Deadlines -** Once enrolled at CSN, the student is considered a college student and all CSN student policies and procedures will apply. The minor student is also expected to take necessary action before deadlines pass. Applicable student policies can be found at <http://www.csn.edu/policies>.

Student Consent: My signature below signifies that I have read and understand all eleven (11) stipulations listed on this consent form.

Student Signature \*

Date \*

Parent/Guardian Consent: My signature below signifies that I have read and understand all eleven (11) stipulations listed on this consent form. My signature below certifies that my student has my permission to enroll at CSN and I understand my responsibility as a parent/guardian of a dually enrolled student.

Parent Signature \*

Date \*

## 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.

Student Consent: My signature below signifies that I have read and understand all eleven (11) stipulations listed on this consent form.

Student Signature \*

student test

Date \*

1/6/2023

Parent/Guardian Consent: My signature below signifies that I have read and understand all eleven (11) stipulations listed on this consent form. My signature below certifies that my student has my permission to enroll at CSN and I understand my responsibility as a parent/guardian of a dually enrolled student.

Parent Signature \*

parent test

Date \*

1/6/2023

[Previous](#) [Save](#) [Save & Return Later](#) [Cancel](#) [Submit](#)

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