

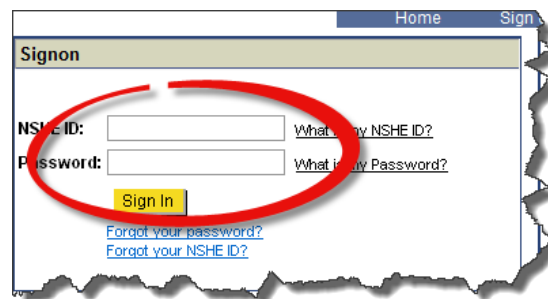
Applying for Graduation & Checking Status of Graduation Application

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>.

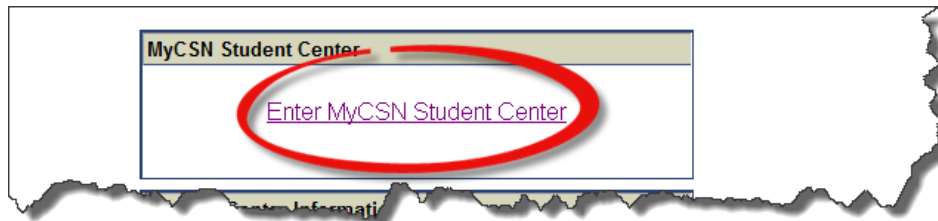
3. Click on the MyCSN tile.



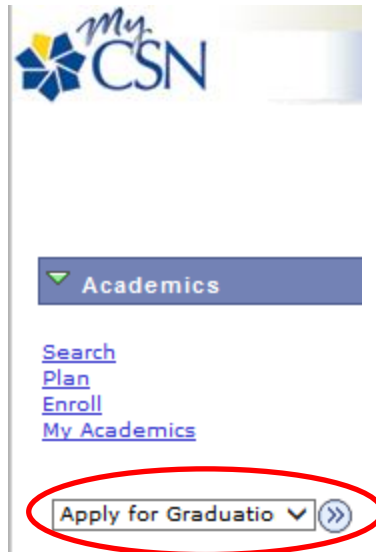
4. If required, enter your login credentials again.



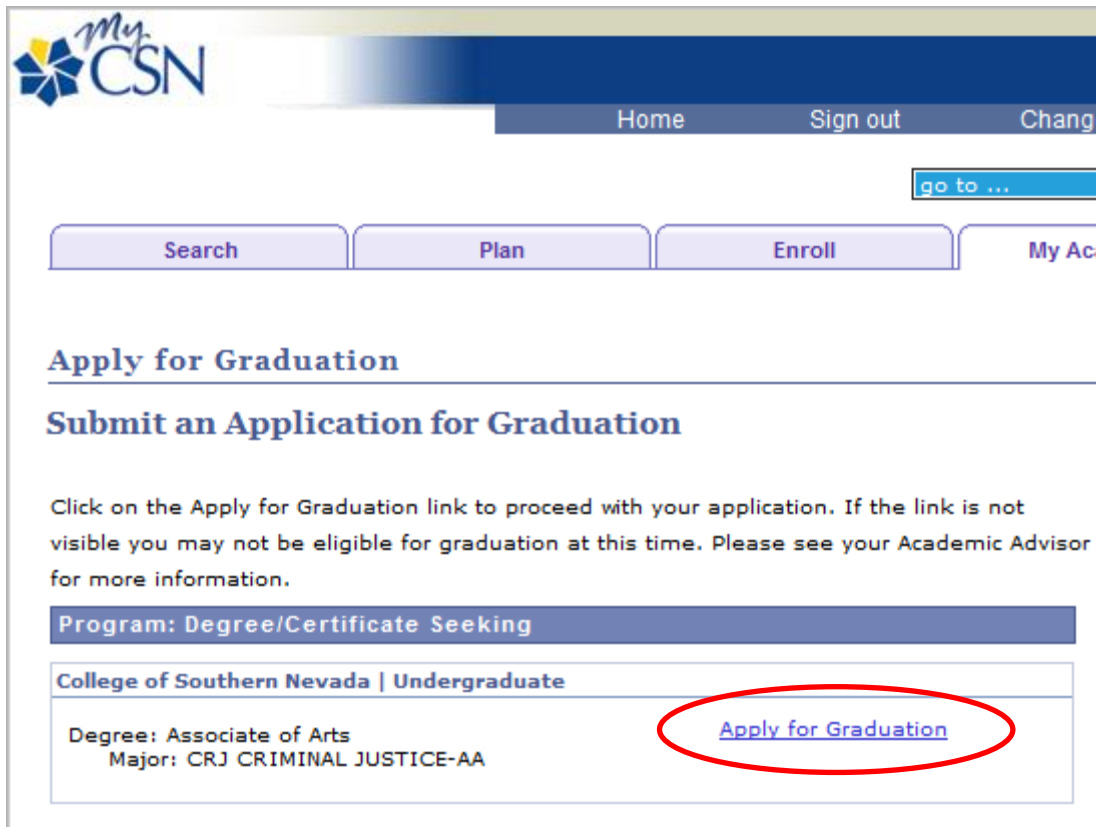
5. Click on the **MyCSN Student Center** hyperlink.



6. Under the **Academics** heading, in the drop down list labeled **other academic...**, click on the drop down arrow, then select **Apply for Graduation**. Click on the double arrow button.



7. Click on the hyperlink titled **Apply for Graduation**.



8. Select your graduation term, then select **Continue**.

The screenshot shows the MyCSN website interface. At the top left is the MyCSN logo. A navigation bar contains links for Home, Sign out, and Change. Below this is a search bar with the text 'go to ...'. A row of buttons includes Search, Plan, Enroll, and My Acad. The main heading is 'Apply for Graduation', followed by a sub-heading 'Select Graduation Term'. A paragraph explains that the academic program listed below was selected for graduation and provides instructions on where to go if it's incorrect. Another paragraph instructs the user to select a valid term from a dropdown menu. The form displays 'Program: Degree/Certificate Seeking' and 'College of Southern Nevada | Undergraduate'. It lists the degree as 'Associate of Arts' and the major as 'CRJ CRIMINAL JUSTICE-AA'. The 'Expected Graduation Term' dropdown is set to '2014 Summer' and is circled in red. Below this is a section for 'Graduation Instructions' which states 'Student needs to apply by July 11, 2014 for Summer graduation'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE', with the 'CONTINUE' button circled in red.

myCSN

Home Sign out Change

go to ...

Search Plan Enroll My Acad

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, please go to the Admissions and Records or Registrar's office and fill out a Graduation Application.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: Degree/Certificate Seeking

College of Southern Nevada | Undergraduate

Degree: Associate of Arts
Major: CRJ CRIMINAL JUSTICE-AA

Expected Graduation Term 2014 Summer

Graduation Instructions

Student needs to apply by July 11, 2014 for Summer graduation

CANCEL CONTINUE

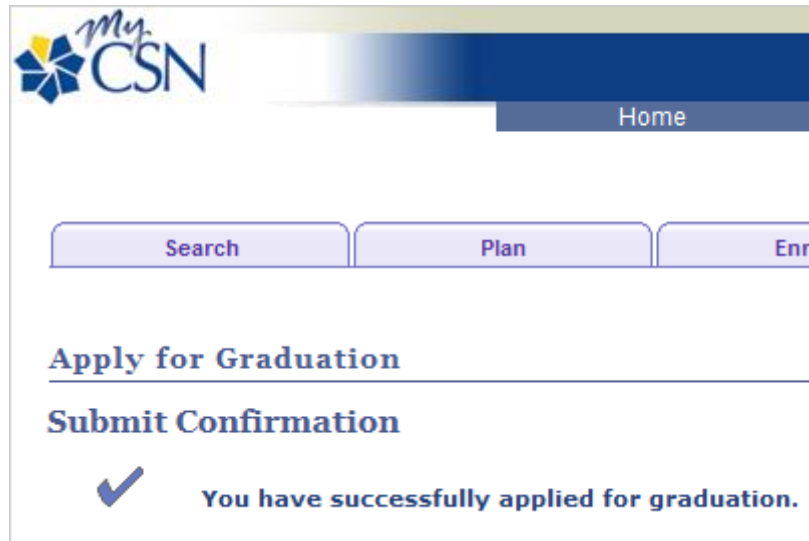
9. Select **Submit Application**.

The screenshot shows the MyCSN application portal. At the top left is the MyCSN logo. A dark blue navigation bar contains the links "Home", "Sign out", and "Chan". Below this is a search bar with the text "go to ...". A row of buttons includes "Search", "Plan", "Enroll", and "My A". The main content area is titled "Apply for Graduation" and "Verify Graduation Data". A table displays the following information:

Program: Degree/Certificate Seeking	
College of Southern Nevada Undergraduate	
Degree: Associate of Arts Major: CRJ CRIMINAL JUSTICE-AA	
Expected Graduation Term	2014 Summer
Graduation Instructions	
Student needs to apply by July 11, 2014 for Summer graduation	

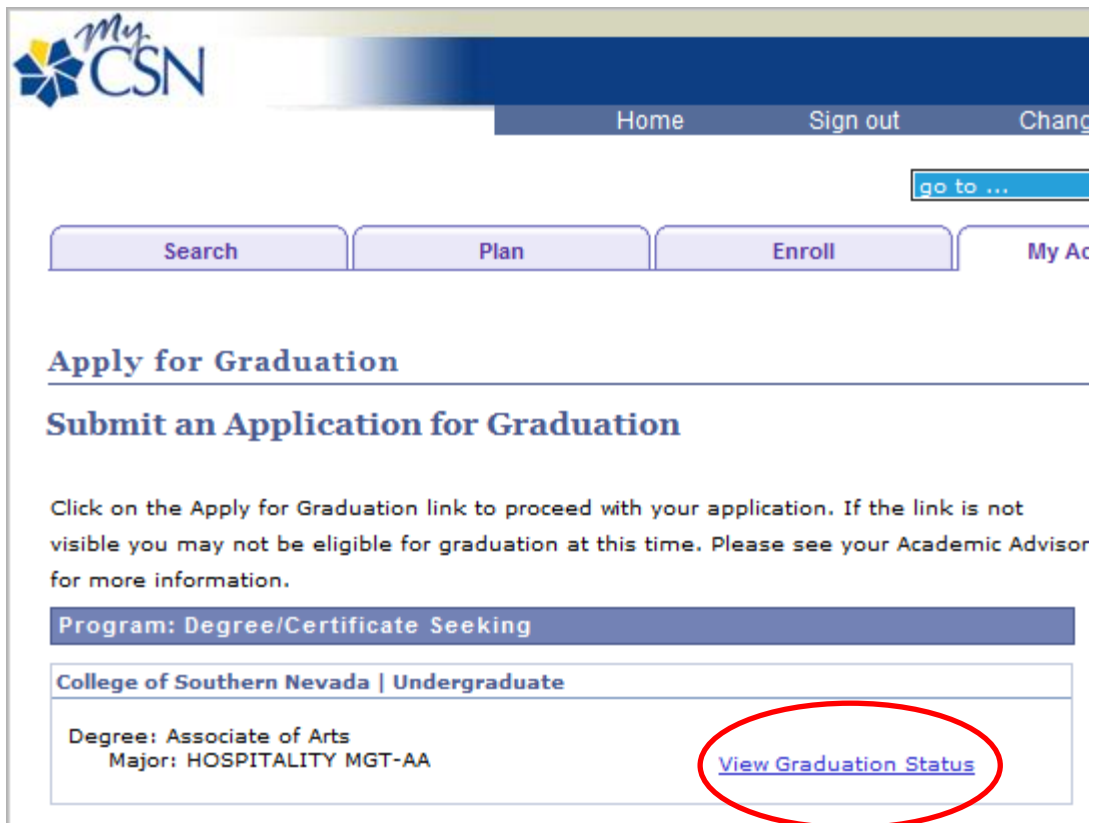
At the bottom, there are three buttons: "CANCEL", "SUBMIT APPLICATION" (circled in red), and "SELECT DIFFERENT TERM".

10. Congratulations! You've successfully submitted your application for graduation if you see the following screen.



11. You can check the status of your graduation application once you've applied for graduation by following steps 1 through 4 outlined above.

12. Select the **View Graduation Status** hyperlink.



The screenshot shows the MyCSN website interface. At the top left is the MyCSN logo. A navigation bar contains links for Home, Sign out, and Change. Below this is a search bar with the text 'go to ...'. A row of buttons includes Search, Plan, Enroll, and My Account. The main content area is titled 'Apply for Graduation' and 'Submit an Application for Graduation'. A paragraph of text explains the application process. Below this, a blue bar indicates 'Program: Degree/Certificate Seeking'. A table lists the user's details: 'College of Southern Nevada | Undergraduate', 'Degree: Associate of Arts', and 'Major: HOSPITALITY MGT-AA'. A blue hyperlink 'View Graduation Status' is circled in red.

MyCSN

Home Sign out Change

go to ...

Search Plan Enroll My Account

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

Program: Degree/Certificate Seeking

College of Southern Nevada Undergraduate
Degree: Associate of Arts Major: HOSPITALITY MGT-AA
View Graduation Status

13. The status of your graduation application will be shown on the screen below.

The screenshot displays the MyCSN student portal interface. At the top left is the MyCSN logo. A navigation bar contains links for Home, Sign out, and Change My Password. Below this, the user's name 'Zachary Mueller' is shown next to a 'go to ...' dropdown menu. A row of buttons includes Search, Plan, Enroll, and My Academics. The main section is titled 'Graduation Status' and contains two panels. The first panel, 'Program: Degree/Certificate Seeking', shows the user is an Undergraduate at the College of Southern Nevada, pursuing an Associate of Science degree in 3_ASSOCIATE OF SCIENCE-AS. A red oval highlights the status message: 'Status: Thank you for Applying, check status @ MyAcademics Expected Graduation Term: 2014 Summer'. The second panel, 'Student Information', shows options to 'Edit Name' (Zachary) and 'Update Address' (W Tropicana Ave, NV).

NOTE: If the address that is shown below the **Update Address** hyperlink is incorrect, click on **Update Address** to correct it. This will ensure your diploma will be mailed to the correct address.