

How to Drop Classes in MyCSN

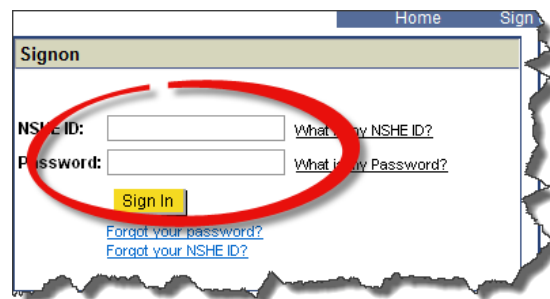
1. Before accessing your MyCSN student account, make sure you validate your account and register your password.
 - a. To validate your account:
 - i. [Click here validate your CSN student account](#)
 - ii. Click on the **Account Validation** link
 - iii. Enter your NSHE ID (ten-digit number) and last 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>

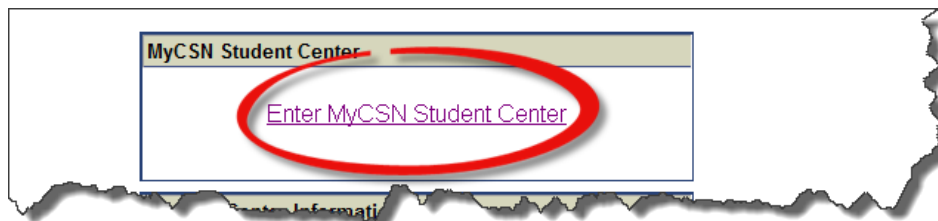
3. Click on the MyCSN tile.



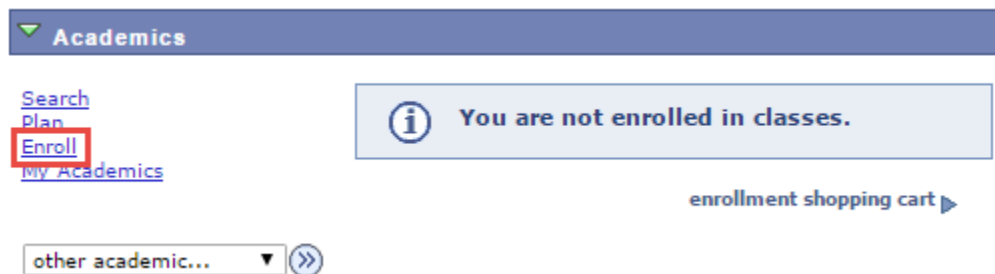
4. If required, enter your login credentials again.



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



6. Under the Academics section, click on the **Enroll** hyperlink.



7. Click on the **Drop** tab.



8. Place a checkmark next to the course you want to drop, then click on the **Drop Selected Classes** button.

Drop Classes



1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

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Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	MATH 96-5403 (97399)	Intermediate Algebra (Lecture)	TuTh 4:30PM - 7:20PM	TBA	M. Heter	3.00	✓

✓ Enrolled ⊗ Dropped ▲ Wait Listed

DROP SELECTED CLASSES

9. Confirm your selection, then click on the **Finish Dropping** button.

Drop Classes



2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

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CANCEL

PREVIOUS

FINISH DROPPING

10. You will receive a confirmation if your drop was successful or unsuccessful. If your drop was unsuccessful, a message will indicate why.

Drop Classes




3. View results

View the results of your enrollment request. Click [Fix Errors](#) to make changes to your request.

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 Success: dropped	 Error: unable to drop class
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Class	Message	Status
MATH 96	Success: This class has been removed from your schedule.	

[MAKE A PAYMENT](#)

[MY CLASS SCHEDULE](#)