Jumpstart
Concurrent Enrollment Program

A Student and Parent Handbook
Revised Sept 2015
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Greetings From Our President

Jumpstart Concurrent Enrollment Program Welcome Letter

Welcome to the Jumpstart Concurrent Enrollment Program at the College of Southern Nevada, where student success and excellence are the highest priority.

Jumpstart is designed to give you an opportunity to get a “Jumpstart” on college by taking courses that provide high school and college-level credit at a reduced price.

We know that by 2020, 58 percent of Nevada jobs will require a career certificate or college degree. A college degree opens doors and increases earning potential. Through Jumpstart you will get a head start and attain college-level skills and credit as well as develop the confidence necessary to succeed in college.

Whether you want to pursue a trade, bachelor’s degree, or obtain certain industry or professional skills after high school, CSN has a program to meet your needs. And the best part is that you can get started now and save significant family income through the Jumpstart program.

Learning is the key to lifelong success and provides a bridge from one day to the next. We hope you enjoy the journey.

Sincerely,

Michael D. Richards, Ph.D.
President, College of Southern Nevada
College of Southern Nevada Mission and Vision Statement

Mission Statement
The College of Southern Nevada creates opportunities and changes lives through access to quality teaching, services, and experiences that enrich our diverse community.

Vision Statement
The College of Southern Nevada is a premier learning institution:

- Promoting student success through excellence in teaching and learning,
- Providing a highly educated, civically engaged, and skilled workforce,
- Using innovative technology and available resources effectively,
- Increasing alternative funding sources,
- Acting environmentally responsible, and
- Emphasizing fact-based decision-making and accountability to all stakeholders.

Values Statement
The College of Southern Nevada strives for high quality in all endeavors. We value:

- Learning – quality teaching, flexible scheduling, and total access allowing opportunities for all ages and backgrounds for student success;
- Shared Governance – communication across multiple campus sites among our faculty, staff, and students, and with local partnerships and state communities;
- Students – a student focused environment where academic freedom is utilized to broaden student knowledge beyond the classroom; and
- Community – a diverse community, fostering integrity and honesty, professional development, and innovative learning for our students, faculty, and staff.

Jumpstart Vision Statement
The vision of the College of Southern Nevada’s Jumpstart Program is to promote academic achievement and career readiness to high school juniors and seniors by providing the opportunity to complete college-level work and achieve high school and college credit.
Definition of Concurrent Enrollment

Concurrent enrollment refers to a student who earns both high school and college credit for college approved courses which are normally offered at the high school site and taught by college-certified high school instructors.

Understanding the Jumpstart Concurrent Enrollment Program

The purpose of this Jumpstart Concurrent Enrollment Manual is to serve as a reference guide for students and parents/guardians of high school students who participate in the Jumpstart Concurrent Enrollment Program with the College of Southern Nevada. It is designed to better prepare students to succeed in the concurrent enrollment program, to motivate them to continue into post-secondary education and to assist with the transition from high school to college. It is our goal to provide excellent clear understanding on how to successfully apply for admission, register and pay for college classes and successfully and actively engage and learn with each college-level class taken with the Jumpstart program. The college courses and credits earned are reflected on their college transcripts. Participation in this program will allow students to gain insight into the college academic experience.

Objectives of Concurrent Enrollment

- Facilitate a seamless transition from the high school to the college classroom,
- Provide an opportunity for students to take core curriculum requirements while still enrolled in high school so that course duplication might be eliminated,
- Provide additional opportunities for college bound students to embrace academic challenges,
- Provide an opportunity for high school students to start progress on a certificate, associate or bachelor’s degree.

In an effort to ensure the equivalency of the concurrent enrollment courses, College of Southern Nevada will adhere to best practices set forth by the National Alliance of Concurrent Enrollment Partnerships (NACEP) pertaining to:

- Course equivalency
- Student eligibility
- Course placement procedures
- Faculty qualifications
- Faculty evaluations
- Faculty orientation and development
- Assessment of student outcomes

Specifically, our goals are to:

- Ensure that concurrent enrollment classes are taught at the collegiate level
- Ensure that only qualified high school students enroll in concurrent enrollment courses and have the same rights of access privileges and levels of support as CSN on-campus students
- Ensure students in the Jumpstart concurrent enrollment classes are following the same student compliance standards as campus CSN students; and,
- Ensure that concurrent enrollment faculty has qualifications that meet both CSN and CCSD requirements, as well as meet NACEP compliance with the Standards (specialized and professional)
Benefits of the Jumpstart Program

- Students have the opportunity to earn high school and college credit simultaneously.
- Students gain an early start on achieving a certificate of completion, an associate or baccalaureate degree.
- Students are considered CSN students and are therefore allowed access to all services provided by the institution.
- Students work towards completing their college core requirements while also finishing their high school diploma, simultaneously.
- Depending on the class and the grade achieved therein, students may transfer courses to four-year institutions.
- Classes can be taken for a reduced fee, when compared to the normal college tuition.

Student Academic Eligibility

The student must be a high school junior or senior; diagnostics and assessments appropriate for placement in the course may be administered to the class members by CSN, following NSHE Board policies (i.e., English and mathematics levels); Students may be referred to the program by CCSD instructors, counselor, principal and by parents/guardians; CSN and CCSD officials will review each referral individually for eligibility; and CSN and CCSD administration must concur in the student’s qualification. Only students who are attending and enrolled in a participating high school may enroll in the Jumpstart Concurrent Enrollment Program.

Selection Criteria

Potential students are selected for this program based upon the recommendations of the parents and their high school counselor, teacher and/or principal. Each participating high school uses specific criteria to identify students for concurrent enrollment courses. These criteria may include teacher recommendations, participation in an accelerated program, counselor recommendations, and self-selection. Our goal is that selected students be successful in the classes. It is strongly recommended that students show strong academic progress in certain core courses including mathematics and English. Students must understand that their performance in concurrent enrollment courses can and will affect their future collegiate experiences. For example, if a student does not earn a grade of “C” or better in the ENG 100 or ENG 101 class, then the student will not be allowed to take the ENG 102 course since passing ENG 100 or ENG 101 with a “C” or better is a course prerequisite.

Also, students must understand that poor academic performance in a concurrent enrollment class can negatively affect the student’s ability to earn scholarships and financial assistance, especially if the student decides to continue the pursuit of education at CSN. The college assumes no responsibility for the impact of failure on a concurrent enrollment student in college level courses; nor does the college assume any responsibility for the impact of failure upon the student’s high school academic progress.

Course Selection

With the approval of the high school principal or designee (usually a counselor and/or teacher), students may enroll in any credit course offered by CSN with the Jumpstart Concurrent Enrollment Program. The College reserves the right to cancel a concurrent enrollment class due to lack of student interest or participation. The final determination of course offerings is based on the availability of qualified faculty to teach the course, student interest and participation.
Transfer courses include those courses that may be used toward the completion of a baccalaureate degree at four-year colleges and universities for transfer credit evaluation (e.g., English, Biology, Mathematics, Psychology, History, etc.). These general education courses usually transfer to most colleges and universities, both public and private. However, CSN cannot guarantee that all colleges and universities will accept all credits. It is strongly recommended students contact the Admission’s Office at the institution of choice regarding questions about course/credit transfer.

Prior to each upcoming academic school year, the concurrent enrollment high school liaison (normally a counselor or teacher) working with CSN, submits a request for courses to be offered in the following semester to the concurrent enrollment designee at CSN. CSN and the high school work together to determine the course schedule. This determination of course offerings is based upon several factors including, but not limited to, the current courses offered, the number of students enrolled in the class, the interest of students in a desired course, the availability of qualified faculty to teach the course and space availability. After course offerings are determined, the counselors then begin to advise students about the availability of these concurrent credit courses during the registration process.
# JUMPSTART Concurrent Enrollment Course Offerings

NOTE: Jumpstart CLASSES ARE NOT OFFERED AT ALL HIGH SCHOOLS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Description</th>
<th>Pre-Requisites</th>
<th>Credits</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>103</td>
<td>Preparatory Chemistry</td>
<td>Introduces general principles and terminology in chemistry to students with poor chemistry backgrounds. Exercises aimed at developing problem solving skills. Students should have taken or have concurrent enrollment in MATH 126 or higher to prepare for General Chemistry I.</td>
<td>MATH 096 or 124 or higher</td>
<td>3.0</td>
<td>$66.50</td>
<td>CSN approved Textbooks are provided and paid by the high school.</td>
</tr>
<tr>
<td>CHEM</td>
<td>105</td>
<td>Chemistry Man and Society</td>
<td>A survey of basic ideas in chemistry for non-science majors. Explores chemistry at work in everyday life. Investigates structure and change in the real world.</td>
<td>English Placement Test or ENG 098 or ESL 139 with a grade of “C-” OR higher</td>
<td>3.0</td>
<td>$66.50</td>
<td>CSN approved Textbooks are provided and paid by the high school.</td>
</tr>
<tr>
<td>ENG</td>
<td>100</td>
<td>Composition Enhanced</td>
<td>A writing intensive course designed to strengthen college level composition skills, with particular attention to audience, purpose, and context for writing. Students receive extensive background in strategies of planning, drafting, and revising. Research, primary and/or secondary, is introduced as a means by which students can extend their own understanding through the use of outside resources. Additionally, critical reading and thinking strategies are</td>
<td>English Placement Test or ENG 098 or ESL 139 with a grade of “C-” OR higher</td>
<td>5.0</td>
<td>$77.50</td>
<td>CSN approved Textbooks are provided and paid by the high school.</td>
</tr>
</tbody>
</table>
developed. Extra assistance with English writing skills; grammar, sentence structure, usage and punctuation). Students who successfully complete ENG 100 with a grade of “C-” or higher are eligible to enroll in ENG 102.

<p>| ENG   | 101  | Composition I | A writing intensive course designed to strengthen college level composition skills, with particular attention to audience, purpose and context for writing. Students receive extensive background in strategies of planning, drafting and revising. Research, primary and/or secondary, is introduced as a means by which students can extend their own understanding through the use of outside resources. Additionally, critical reading and thinking strategies are developed. Students who successfully complete ENG 101 with a grade of “C-” or higher will be eligible to enroll in ENG 102. | English Placement Test or completion of ENG 098 or ESL 139 with a grade of “C-” OR higher | 3.0 | $66.50 | CSN approved Textbooks are provided and paid by the high school. |
|---|---|---|---|---|---|---|
| ENG   | 102  | Composition II | Continuation and extension of ENG 101 and equivalents with attention to analytical reading and writing, critical thinking, and research methodologies, while emphasizing interpretation, analysis, synthesis and argument. | ENG 100, or 113 or 101 | 3.0 | $66.50 | CSN approved Textbooks are provided and paid by the high school. |
| ENV   | 101  | Intro to Environmental Science | A survey of basic ecological principles and an examination of selected environmental issues including overpopulation, pollution and energy alternatives | | 3.0 | $66.50 | CSN approved Textbooks are provided and paid by the high school. |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credits</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
</table>
| HIST  | 101           | U.S. History I  
A survey of United States political, social, economic, diplomatic and cultural development from colonial times to 1877. Satisfies the United States Constitution requirement. History 101 and 102 need not be taken in sequence; either semester may be taken alone. | ENG 100, 101, or 113                                                         | 3.0     | $66.50 | CSN approved Textbooks are provided and paid by the high school.                          |
| HIST  | 102           | U.S. History II  
A survey of United States political, social, economic, diplomatic and cultural development from 1877 to present. Satisfies the Nevada Constitution requirement. History 101 and 102 need not be taken in sequence; either semester may be taken alone. | ENG 100, 101, or 113                                                         | 3.0     | $66.50 | CSN approved Textbooks are provided and paid by the high school.                          |
| MATH  | 095           | Elementary Algebra  
A course in the fundamental operations of real numbers, solving linear equations in one variable, polynomials, quadratic equations in one variable, and introduction to graphing. Intended to provide a basic foundation for future mathematics needed in fields of business, economics, engineering and related fields. Strong background in fractions and positive and negative numbers is highly recommended. | MATH 093 or MATH 116 with a grade of C or better; or a satisfactory ACT/SAT/Placement Test score | 3.0     | $66.50 | CSN approved Textbooks are provided and paid by the high school.                          |
| MATH  | 096           | Intermediate Algebra  
Topics include rational expressions and equations, linear equations and inequalities, radicals, quadratic equations, graphs, and applications. | MATH 095 with a grade of C or better; or a satisfactory ACT/SAT/Placement Test score | 3.0     | $66.50 | CSN approved Textbooks are provided and paid by the high school.                          |
| MATH  | 126           | Precalculus I  
A rigorous discussion of algebra concepts necessary for calculus is the focal point of this course. Topics include an | MATH 096 with a grade of C or better; or a satisfactory ACT/SAT/Placement Test score | 3.0     | $66.50 | This course serves as a prerequisite course for MATH 127.                                   |
<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH</td>
<td>127</td>
<td>Precalculus II</td>
<td>ACT/SAT/Placement Test score</td>
<td>3.0</td>
<td>$66.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>in-depth investigation of algebraic functions and their graphs and solutions of systems of equations</td>
<td>MATH 126 with a grade of C or better; or a satisfactory ACT/SAT/Placement Test score</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>and is essential for students planning to take calculus. CSN approved Textbooks are provided and paid by the high school.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS</td>
<td>121</td>
<td>Music Appreciation</td>
<td></td>
<td>3.0</td>
<td>$66.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The course is for students with little or no musical training and focuses on the historical background of classical music and composers and listening to representative works. Emphasis is on increasing enjoyment and understanding of a variety of classical musical styles.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS</td>
<td>125</td>
<td>History of Rock Music</td>
<td></td>
<td>3.0</td>
<td>$66.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The esthetics and sociology of rock from its origins in rhythm and blues to the rise of Elvis Presley and Rock-a-Billy, Chuck Berry and teenage-rock, Bob Dylan and protest rock, the Beatles and the Rolling Stones, Psychedelic Rock, and Soul.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MUS</td>
<td>133</td>
<td>History of The Beatles</td>
<td></td>
<td>3.0</td>
<td>$66.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students will study the history of The Beatles from their beginnings in Liverpool, England, to</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
their unequaled world popularity. The course will feature a mixture of videos, music, and discussion that will cover every important phase of the world’s most successful and beloved rock band.

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Title</th>
<th>Description</th>
<th>Credits</th>
<th>Fee</th>
<th>Textbooks Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>A study of the principles of human behavior, including discussions of motivation, perception, learning and personality development.</td>
<td>3.0</td>
<td>$66.50</td>
<td>CSN approved Textbooks are provided and paid by the high school.</td>
</tr>
<tr>
<td>PSY 102</td>
<td>Psychology of Personal and Social Adjustment</td>
<td>A study of personality and adjustment in normal persons. Adjustment techniques and reactions to frustration and conflict in the content of various social groups considered.</td>
<td>3.0</td>
<td>$66.50</td>
<td>CSN approved Textbooks are provided and paid by the high school.</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Principles of Sociology</td>
<td>Sociological principles underlying the development, structure and function of culture, society, human groups, personality formation and social change.</td>
<td>3.0</td>
<td>$66.50</td>
<td>CSN approved Textbooks are provided and paid by the high school.</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Contemporary Social Issues</td>
<td>An examination of selected social issues and problems, their causes and proposed solutions.</td>
<td>3.0</td>
<td>$66.50</td>
<td>CSN approved Textbooks are provided and paid by the high school.</td>
</tr>
</tbody>
</table>

**Textbooks** - College classes require CSN approved Textbooks, which will be purchased by, paid for and provided by the high school participating with the Jumpstart program.
Admission/Registration Process/Deadlines

A clear understanding of the admission and registration process is important to the successful execution of the concurrent enrollment program. Following is a step-by-step description of the process.

- Meet with high school counselor with parents. All students interested in participating in the Jumpstart Concurrent Enrollment Program offered by CSN should discuss interest with his/her parent(s)/guardian(s) along with the school counselor.

- Junior or senior high school students ONLY. Students must be a junior or senior high school student in good standing (actively attending and registered at a participating high school).

- Online admission’s process. Upon approval of the school counselor and agreement by parent(s)/guardian(s), students must complete the online CSN admission form in its entirety to receive their NSHE ID (student 10-digit number) and individual password to access their CSN online account. This form may also be found on the Jumpstart web page by logging on to www.csn.edu/jumpstart.

- Take appropriate testing. After receiving the NSHE ID and Password, students wishing to enroll into an English and/or math concurrent enrollment course must take the Accuplacer placement exam with our Testing Department or at the high school with a CSN recruiter. Students may use their ACT and SAT scores in lieu of placement exams if their test scores meet the requirements (for more information, required passing scores and to schedule an online appointment log on to www.csn.edu/testing.)

- Verify online admission’s form and student high school status. CSN staff will review course requests to verify that students have met all prerequisites as established by CSN and CCSD. Only after all prerequisites and placement testing have been successfully completed will students be eligible to enroll in concurrent enrollment courses.

- Students enrolled into (approved) concurrent enrollment courses. At the designated time as instructed by CSN students will follow CSN’s semester timeline and enroll and pay in full for their concurrent enrollment approved course(s).

Registration Process

Before becoming eligible to register for the Jumpstart Concurrent Enrollment Program, students must:

- Complete the online Admissions Form, log on to www.csn.edu, click on MyCSN and click on CSN Application for Admissions
- Click on Term and choose (year/semester)
- Once this application is complete and submitted, CSN will email the student an NSHE ID number, which serves as their student ID number along with a default password to be used in gaining access to MyCSN. (This normally takes between 3-7 days to receive.)

*Please note:* when you get to the High School Education section and the question, “Did you graduate from high school or get a GED or are you currently attending high school?” ANSWER ‘YES’ Also, you are considered a non-degree-seeking student, since you do not yet have a high school diploma. Upon graduating from high school, this option needs to be updated with CSN.
Step-by-Step Registration Process  *(Payment is due SAME day you REGISTER!)*

1. Log on by clicking on MyCSN link on [www.csn.edu](http://www.csn.edu).
2. Log on with your NSHE ID number (10-digits) and password, which was sent to you via e-mail. Click on **Sign In** button or just press the **ENTER** key.
3. Click on **Enter MyCSN Student Center.**
4. On the left hand side under “Academics” click on Enroll.
5. In the **Select Term** box choose the correct *(year/semester)* term. Click the **Continue** button.
6. If you are ready to enroll in the class (es), under the heading “Enter Class Nbr” and where the cursor is blinking, in the white blank box type the Jumpstart course # (Ex: 12345) obtained from your high school counselor or teacher. Click the **Proceed to Step 2 of 3** button.
7. Verify your choice(s). If correct click **FINISH ENROLLING** button.
8. To exit without adding these classes, click **Cancel.**
9. View the Status Report for enrollment confirmation and errors.
10. If you see a **green** checkmark in the Status box, you are enrolled. You can print your copy of your schedule by clicking on My Class Schedule tab or button.
11. You can pay by clicking on the **Make a Payment** button and follow the prompts, until it is finished.
12. To log out click the **Sign Out** link located on the top, right hand corner of the screen.

**Deadlines**

Identify any changes prior to the Add/Drop deadline. Students and the high school designee MUST take care of all student’s add or drop classes in the same manner as all other CSN students. All registration matters, class payment and changes MUST be completed by 11:59 p.m. the first week of the semester. Jumpstart adjunct faculty will be asked to submit signed rosters to the Jumpstart office by the first day of semester.

The deadlines for adding, exchanging, and withdrawing are posted on the Academic Calendar online in the college catalog at [http://www.csn.edu/pages/660.asp](http://www.csn.edu/pages/660.asp).
STEP-BY-STEP ONLINE PAYMENT GUIDE

1. Sign in to MyCSN
2. Enter MyCSN Student Center
3. Select “Make a Payment” under the Finances section
4. Enter the amount you are paying under Payment Amount and select “Next”
5. Select the Payment Method (Credit Card or Electronic Check) and select “Next”
6. A statement will appear about the payment being collected though a secure third party
7. Select “Continue to Make Payment”
8. Enter the name listed on the check or credit card….NOT the student’s name
9. If paying with a credit card the Security Code is the 3-digit # listed on the back (usually in the signature field) of: Visa, MasterCard and Discover. The card security code (CSC) is usually not part of the credit card number. American Express’ Security Code is 4-digits listed on the front of the card, as shown below
10. If paying by personal check, enter the Bank Routing Number and Checking Account Number on the bottom of the check as noted below. DO NOT ADD THE CHECK NUMBER
11. Enter the account information required to process the payment and select “Continue”
12. Review the payment information and select “Submit”
13. A verification notice will appear verifying the payment
Add/Drop & Withdrawal Policy

We understand that students may not be prepared for the commitment and discipline required to be successful in a college course. Students have the opportunity, in consultation with the counselor, to remove themselves from the selected class. It is the student’s responsibility to contact their school counselor immediately if they are considering dropping a concurrent enrollment class. Ultimately, it is the responsibility of the student to remove himself/herself by withdrawing from the CSN concurrent enrollment class by logging into MyCSN within the 60% semester timeline as designated by CSN. Therefore, it is imperative that students be aware of two key dates during the course of the semester: the Add/Drop deadline and Withdrawal deadlines. Counselors and teachers will be informed of these deadlines at the beginning of each semester.

The Drop/Withdrawal deadline reflects the point in the semester when 60% of the class has been completed. Classes dropped by the date designated by CSN will not be reflected on the student’s CSN transcript. However, if the student does not manually withdrawal himself/herself from CSN, the teacher responsible for teaching the Jumpstart concurrent enrollment course is obligated to post a grade of A-F on the class roster for that student. The grade posted will be reflected on the student’s CSN transcript.

Refund Policy

There will be NO payment refund made to students of the Jumpstart Concurrent Enrollment Program AFTER 11:59 p.m. the day BEFORE the semester begins. Full refunds will be made to students who withdraw from their concurrent enrollment class prior to 11:59 p.m. the day BEFORE the first day of the semester. Refunds will be made in the same manner in which payment was rendered. Example: If a credit card was used to make the payment, a credit will be issued to the credit card used.
TRANSCRIPT INFORMATION

Official Transcripts

Transcripts that are printed on official paper, include the school's seal and registrar's signature, and are presented in a sealed envelope. These are generally required by institutions for accepting transfer grades. You can request your official transcripts by following the instructions below:

1. To Order Transcripts Online
CSN has authorized the National Student Clearinghouse to provide transcript ordering via the Internet.
   - To order official transcript(s), login to the National Student Clearinghouse secure site and pay a transaction fee of $2.25 per transaction plus $2.00 processing fee per transcript.
   - You must pay with credit card or debit card. If you would like to pay with check or money order, then you must order by mail or in person.
   - The site will provide step-by-step instructions to place your order, including delivery options fees. You can order as many transcripts as you want in a single session.
   - Order updates will be emailed to you. You can also check order status or history online.

** NEW ** Electronic PDF is offered to participating recipients: http://www.studentclearinghouse.org/etx_registry.php?col=1

2. To Order Transcripts by Mail

Download the Transcript Request Form. Include a check or money order payable to the Board of Regents. Official transcripts are sent out approximately three to five working days from the day the request is received by our office: however, it may take longer during peak registration times*. Each transcript costs $2.00.

Mail your request to:
College of Southern Nevada - sort code HNB120
Cashier's Office
700 College Drive
Henderson, NV 89015

3. To Order Transcripts In Person

Visit the Office of the Registrar at one of our campuses and request a transcript in person. Official transcripts are sent out approximately three to five working days from the day the request is received by our office: however, it may take longer during peak registration times*. Each transcript costs $2.00 each with a credit card, personal check, cash or money order and must be paid for at the time they are ordered.

4. NSHE Electronic Transcripts (By Person, By Mail or Online)

ALL Transcript Requests to an NSHE institution will be sent electronically to the Official Admissions address. ALL transcripts sent to a specific department or recipient within an NSHE institution CANNOT be sent electronically.
Unofficial Transcripts

**Unofficial Transcripts** - Transcripts for your own use or for a CSN counselor. These generally cannot be used to transfer grades from CSN to another institution. To request unofficial transcripts follow the instructions below:

1. To order transcripts in person – you can request unofficial transcripts, except during peak times* in-person from any of our campuses at no charge. We require a picture ID.
2. To order transcripts online - Unofficial transcripts are available online via MyCSN for currently enrolled students only. Please note that transcripts are only updated for the current and previous semesters.

**Note:** You will not be able to obtain any transcript if you have a 'hold' on your records.

*Peak times* include the week prior to, the week of, and the week following the first day of classes.

**PLACEMENT TEST/CSN RETAKE POLICY**

Complete the Mathematics, English and Reading Placement Process or submit official advanced placement or ACT/SAT Scores.

In order to be eligible for concurrent enrollment courses with CSN, students must meet the appropriate prerequisites and placement testing requirements as defined by CSN. All new CSN students are required to take their Mathematics, English and Reading Placement Exams; if you are a current student and have not tested, you are strongly encouraged to do so. Students interested in enrolling in Mathematics, English and Reading courses that require additional placement testing levels must achieve the minimum curriculum and testing score requirements for placement into the requested class. For more test score requirements log on to [www.csn.edu/testing](http://www.csn.edu/testing).

Follow the three steps below to make sure you are placed in the class that is right for you:

**Prepare** for your placements in person and online. Preparing for English and Math placement is easy when you use our specially designed in-person and online practice sites. To review for the English Placement Test, visit [http://www.csn.edu/pages/4850.asp](http://www.csn.edu/pages/4850.asp) or speak one-on-one with a friendly and knowledgeable Writing Assistant in the CSN Writing Centers for an in-person review for English placement. To review for the Math Placement Test, visit the [http://sites.csn.edu/math/math_placement.htm](http://sites.csn.edu/math/math_placement.htm).

**Taking the Test** No appointments are required; placement testing is done on a walk-in basis. Placement testing is FREE of charge. You can, however, make an appointment to insure a spot in the morning. Appointments (for placement tests) can be done over the phone for the mornings only. Limited spots will be available at each campus from 8:00 am to 10:00 am Monday through Friday. The spot will be held for 10 minutes before it will be opened up to walk-ins.
Call one of the three main CSN campus Testing Centers if you wish to make the appointment: Charleston: 702-651-5733 x2; Cheyenne: 702-651-4050 x2; Henderson: 702-651-3128 x2

Make sure to mention that the appointment is for CSN Placement Testing. This is to ensure you are not confused with other institution testing which requires a fee.

Place in the right class for you. For Math Class Descriptions, visit http://www.csn.edu/pages/1559.asp. For English Class Descriptions, visit http://www.csn.edu/pages/4436.asp.

You may submit your ACT or SAT scores as an alternate to placement testing. The scores will be evaluated for appropriate course placement.

Scores are accepted in the following formats: official score sheets sent by US mail to the candidate, faxed to the Testing Center directly from the candidate’s high school, or visually viewed by a CSN Testing Proctor. [The three main Testing Centers will allow students to login to the ACT or SAT website at a CSN Testing Center and show the score results to a CSN Proctor to be recorded for placement. This is the least expensive and quickest method.] CSN does not accept student printouts from the SAT or ACT website.

CSN Retake Policy

Scores are valid for two years. Effective July 1, 2014, tests may be retaken after 2 (two) weeks, but no student may take each exam more than 2 (two) times in a 6 (six) month period.
The Testing Center hours of operation and testing dates and times are as followed:

### Testing Centers

<table>
<thead>
<tr>
<th>West Charleston</th>
<th>Cheyenne</th>
<th>Henderson</th>
</tr>
</thead>
<tbody>
<tr>
<td>(702) 651-5733</td>
<td>(702) 651-4050</td>
<td>(702) 651-3128</td>
</tr>
<tr>
<td><strong>Hours Monday – Thursday</strong></td>
<td><strong>Hours Monday – Thursday</strong></td>
<td><strong>Hours Monday - Tuesday</strong></td>
</tr>
<tr>
<td>8:00 AM – 7:30 PM</td>
<td>8:00 AM – 7:30 PM</td>
<td>8:00 A.M. – 7:00 P.M.</td>
</tr>
<tr>
<td><strong>Last Test:</strong></td>
<td><strong>Last Test:</strong></td>
<td><strong>Last Test:</strong></td>
</tr>
<tr>
<td>Single Exam – 6:00 PM</td>
<td>Single Exam – 6:00 PM</td>
<td>Single Exam – 6:00 PM</td>
</tr>
<tr>
<td>All Three – 3:30 PM</td>
<td>All Three – 3:30 PM</td>
<td>All Three – 3:30 PM</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td><strong>Friday</strong></td>
<td><strong>Friday</strong></td>
</tr>
<tr>
<td>8:00 AM – 5:00 PM</td>
<td>8:00 AM – 5:00 PM</td>
<td>8:00 AM – 5:00 PM</td>
</tr>
<tr>
<td><strong>Last Test:</strong></td>
<td><strong>Last Test:</strong></td>
<td><strong>Last Test:</strong></td>
</tr>
<tr>
<td>Single Exam – 3:30 PM</td>
<td>Single Exam – 3:30 PM</td>
<td>Single Exam – 3:30 PM</td>
</tr>
<tr>
<td>All Three – 1:30 PM</td>
<td>All Three – 1:30 PM</td>
<td>All Three – 1:30 PM</td>
</tr>
</tbody>
</table>

**NOTE**

**Testing Centers are closed on Saturday, Sunday and Holidays.** For more information about placement testing and eligible test scores log on to [www.csn.edu/testing](http://www.csn.edu/testing).

### ACT and SAT GUIDELINES

ACT and/or SAT scores may be substituted for the Mathematics and English Placement Tests under the following conditions:

1. ACT/SAT scores must be less than 2 years old
2. Scores are accepted in the following formats:
   a. Official score sheets sent by US mail to the candidate
   b. Faxed to the Testing Center directly from the candidate’s high school
   c. Visually viewed by a CSN Testing Proctor. [The three main Testing Centers will allow students to login to the ACT or SAT website at a CSN Testing Center and show the score results to a CSN Proctor to be recorded for placement. This is the least expensive and quickest method.]
   d. CSN does not accept student printouts from the ACT or SAT website.

To test, students must have:
A current picture ID: driver's license, driver’s learner’s permit, DMV ID card, passport, military ID card, resident alien card or school id (School IDs are accepted ONLY for CSN placement testing. ALL OTHER CSN TESTS require a government issued picture ID.)
Not Permitted:
- Calculators – other than the one built into the software
- Internet, word processors, software other than the testing software
- Children or infants in the testing room
- Food or drinks
- Cell phones, pagers, or headphones

Placement Tests:
*English: Untimed (Average time 1hr to 1 1/2hrs)
Reading: Untimed (Average time 1hr)
Mathematics: Untimed (Average time 1/2hr to 1 1/2hrs)

A copy of the English, Reading and Math test scores will be provided to each student at the end of testing.

*On rare occasions it can take up to 72 hours to get your English test results when a reader is needed. When this is needed, the student will log into their MyCSN account to receive their scores.
ACT and SAT Test Scores  
(Effective 04/2015)

The scores must fall in the minimum ranges outlined below:

ENGLISH 101 PASSING SCORES:

<table>
<thead>
<tr>
<th>TEST TITLE</th>
<th>ENGLISH 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>18 (ENGL-Test Score)</td>
</tr>
<tr>
<td>SAT</td>
<td>440 (Critical Reading - Test Score)</td>
</tr>
</tbody>
</table>

SCORE TO WAVE TAKING THE READING PLACEMENT TEST:

<table>
<thead>
<tr>
<th>TEST TITLE</th>
<th>READING WAIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>18 (Reading - Test Score)</td>
</tr>
<tr>
<td>SAT</td>
<td>440 (Critical Reading - Test Score)</td>
</tr>
</tbody>
</table>

MATH PASSING SCORES:

Course If your score is ACT or SAT
Math Prep or Math 116 Below 13 or Below 350
95 13 – 15 350-399
96, 120 16 -18 400 - 449
122, 124, 126 19 - 21 450 - 499
127, 128, 132, STAT 152 22 - 24 500 - 549
181, 251 25 - 27 550 - 599
181, 251 28 600 and Above

****Accuplacer Placement testing will establish placement into Math.****

General Information and instructions for obtaining copies of scores:

SAT collegeboard.com Phone: (866) 756-7346

ACT act.org/aap/
24 hours a day!

Online Tutoring: Anywhere, Anytime, in the following subjects
- Writing Assistance (for any course)
- Math
- Statistics
- Biology
- Chemistry
- Physics
- Nursing and Allied Health
- Accounting
- Economics
- Finance
- Office Applications
- Spanish

With SMARTHINKING, students can
- **Drop In** and chat online with a live tutor without an appointment.
- **Submit Writing Assignments for review/critique** (for any course) to the Smarthinking Writing Center.
- **Submit an Offline Question** and receive a reply from a tutor with 24 hours.
- **Schedule an Online Tutoring Appointment** with a tutor of their choice.

Key features
- **Student-Centered Learning.** Smarthinking’s online tutoring engages students and provides positive reinforcement. Tutors guide students, posing probing questions and using parallel examples to promote active learning.
- **Technology that Brings Concepts Alive.** Smarthinking’s proprietary tutoring software facilitates highly interactive tutoring sessions. Using an online whiteboard for live, real-time collaboration, e-structors and students have access to a palette of tools to share text, draw diagrams and post pictures.
- **Research Based, Research Proven.** Independent research proves that Smarthinking’s online tutoring services increase student achievement and help improve student retention. With Smarthinking, students get higher grades, pass their classes, and stay enrolled.
- **Smarthinking is Rated Highly by Students.** Smarthinking’s ongoing student surveys of tens of thousands of students consistently show that online tutoring services are helping to meet student needs, improve course completion, and increase student performance.

Log-in Directions
- Go to the Online Campus web site
- Enter a log-in id and password
  - **Log-in id:** Last 8 digits of your CSN NSHE ID
  - **Password:** Same as you use to access your CSN Student Email account

For more information, contact Terry Norris: (702) 651-5813 or terry.norris@csn.edu. Or review the Smarthinking Student Handbook.
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
Attendance and Grades

Students enrolled with the Jumpstart Concurrent Enrollment Program with the College of Southern Nevada are expected to attend classes and to notify the instructor when absences are necessary. Students are responsible for all material, homework, tests, and other assignments missed due to absences from classes. In the course syllabus that is furnished to students, faculty members clearly describe the college’s attendance policy and their policies for students concerning attendance.

Disruptive Students

Disruptive behavior will not be tolerated. Individuals who engage in disruptive behavior will be asked to cease/desist and warned that further disruption will be subject to disciplinary action. Depending upon the severity or repetitive nature of the act, disciplinary action by college personnel may include asking the student to leave the area; exclusion from class, activity, or area; and/or contacting school security for assistance. Further disciplinary action may be taken by the Student Conduct Code Officer in accordance with CSN’s catalog. In the case of violation of this policy, a concurrent student enrolled with the Jumpstart Concurrent Enrollment Program taught at the high school site would be subject to both high school and college disciplinary procedures. The complete Student Conduct Code is available under Policies and Procedures on the CSN website at http://www.csn.edu/pages/510.asp as well as on our Jumpstart website at www.csn.edu/jumpstart.

Academic Dishonesty/Plagiarism

Academic integrity is a legitimate concern for every member of the CSN college community. By joining the CSN college community, students accept the expectations to always take the ethical path and uphold the standards for integrity and honesty in their individual academic studies and to encourage others to do the same. It is the policy of CSN to review and investigate all allegations of violations of the academic integrity policy, and if violations have occurred, to impose appropriate sanctions that maintain the integrity of CSN's academic courses and programs. CSN students assume the obligation to conduct themselves with integrity in their academic pursuits and in a manner that is compatible with this policy, the CSN Student Conduct Code, the NSHE Code, and CSN's mission as an educational institution with high standards of integrity overall. Students who violate these standards for academic honesty and integrity will be subject to CSN's disciplinary process. For more information on this policy statement please login to Academic integrity is a legitimate concern for every member of the CSN college community. For more information on the Policy Statement please login to www.csn.edu/studentacademicintegrity.
Student Course Evaluations

Student course evaluations are available online for all Jumpstart concurrent enrollment classes through Canvas, the College of Southern Nevada’s Learning Management System. To access Canvas follow the following steps:

1. Go to www.csn.edu
2. Click on Online Campus/Courses in the left hand menu bar
3. On the next page click on Login Now in the upper right hand side of the page
4. Before logging in the first time you will need to activate your Canvas account
5. This can be done on the Canvas Login page
6. In the blue box click on the link for Login Information
7. On the next page you will see a link to Activate Account
8. Click on the link and follow the instructions on the pages that follow

These evaluations are reviewed by the appropriate Academic Department Chairperson and Dean. Students will receive email notifications when the evaluations are available to complete in Canvas. When the student receives the email they can log into Canvas and on the course they are enrolled in. On the left menu bar there is a link for Online Course and Instructor Evaluation. Click on the link and start the evaluation.
CHECKLIST FOR CONCURRENT ENROLLMENT STUDENTS TRANSITIONING TO CSN

In order to facilitate a seamless process in changing from high school concurrent enrollment to a part-time or full-time college student at CSN, the following tasks should be completed:

1. Graduate from high school
2. Submit your high school transcripts to CSN
3. Complete the scholarship online application between January 1-April 30
4. Apply for financial aid (if needed) by April 30
5. Prepare for placements tests (IF student has not taken a concurrent enrollment credit in English or Math with the Jumpstart program) http://www.csn.edu/testingcenter
6. Attend orientation http://www.csn.edu/orientation
7. View CSN’s Degree & Certificates http://www.csn.edu
8. Meet with an Advisor/Success Coach or Counselor http://www.csn.edu/advising
9. Register for classes (no later than by 11:59 p.m. BEFORE the first day of class)
10. Pay for tuition and fees
11. Print your class schedule
12. Buy your textbooks
13. Get your student CSN ID
14. Go to class
15. Stay on path to graduation…meet with your advisor regularly!!

For Appointments with an Advisor/Success Coach

West Charleston Campus  Cheyenne Campus  Henderson Campus
Building D Lobby  Main Building #1100  Building B
(702) 651-5670  (702) 651-4049  (702) 651-3165
Students are expected to abide by the standards and expectations of the NSHE Code, the college policies, and/or the student’s department or program policies. The following CSN Student Conduct Code link below provides information to students pertaining to student conduct:

CSN Student Conduct Code  http://www.csn.edu/pages/510.asp
www.csn.edu/studentacademicintegrity

Academic Integrity Policy  www.csn.edu/policies
www.csn.edu/studentacademicintegrity

CSN Transcript/FERPA Information  http://www.csn.edu/registrar

CSN ADA Policy  http://www.csn.edu/pages/2566.asp

Student Aid Programs  http://www.csn.edu/admissions/aid/options/workstudy.asp

Program Related Links

Jumpstart Student Related Information  http://www.csn.edu/jumpstart

Student Catalogs/Schedules/Calendars  http://www.csn.edu/pages/660.asp

GED/Pre-GED Preparation  http://www.csn.edu/pages/585.asp.
http://sites.csn.edu/workforce

English Placement Test Information  https://www.csn.edu/PDFFiles/english/writeplacer%20final%20webpage.pdf


CSN Orientation  http://www.csn.edu/orientation

Degree & Certificates  http://www.csn.edu/pages/4852.asp

Advisor/Success Coach/Counselor  http://www.csn.edu/advising

Testing Center  www.csn.edu/testing
http://www.csn.edu/testingcenter

Cashier’s Office  http://www.csn.edu/cashier
# CAMPUS RESOURCES AND INFORMATION

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>Location &amp; Phone Numbers by Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Number &amp; Addresses</strong></td>
<td>General information, registration information, and college resources</td>
<td>West Charleston Campus: (702) 651-5000, Cheyenne Campus: (702) 651-4000, Henderson Campus: (702) 651-3000</td>
</tr>
<tr>
<td><a href="http://www.csn.edu">http://www.csn.edu</a></td>
<td></td>
<td>West Charleston Location: 6375 W. Charleston Ave, Las Vegas, NV 89146, Cheyenne Location: 3200 E. Cheyenne North Las Vegas, NV 89030, Henderson Location: 700 College Drive, Henderson, NV 89002</td>
</tr>
<tr>
<td><strong>Jumpstart Concurrent Enrollment Program</strong></td>
<td>Main phone number and fax number</td>
<td>West Charleston Campus: (702) 651-5924, Fax: (702) 651-5938</td>
</tr>
<tr>
<td>Nora Mirabal, Asst. Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Email access for the Jumpstart Concurrent Enrollment Program</strong></td>
<td>Electronic access</td>
<td><a href="http://www.csn.edu/jumpstart">www.csn.edu/jumpstart</a> and <a href="mailto:nora.mirabal@csn.edu">nora.mirabal@csn.edu</a></td>
</tr>
<tr>
<td><strong>MyCSN</strong></td>
<td>Student automated admissions, registration, payment, schedules, grades &amp; transcripts</td>
<td>Select the “MyCSN” Enter NSHE ID and Password</td>
</tr>
<tr>
<td><strong>Admissions &amp; Records</strong></td>
<td>Web application, domicile- residency form, &amp; official transcript information</td>
<td>West Charleston: (702) 651-5060, Cheyenne: (702) 651-4060, Henderson: (702) 651-3030</td>
</tr>
<tr>
<td><strong>Cashier’s Office</strong></td>
<td>Payments, refunds, credits</td>
<td>West Charleston: (702) 651-5650, Cheyenne: (702) 651-4064, Henderson: (702) 651-3022</td>
</tr>
<tr>
<td><strong>Bookstores</strong></td>
<td>Textbooks and supplies</td>
<td>West Charleston: (702) 651-5606, Cheyenne: (702) 651-4645, Henderson: (702) 651-3055</td>
</tr>
<tr>
<td><strong>Disability Resource Center</strong></td>
<td>Offers accommodations to students with documented disabilities</td>
<td>West Charleston Campus: (702) 651-5068, Cheyenne Campus: (702) 651-4408, Henderson Campus: (702) 651-3795</td>
</tr>
<tr>
<td><strong>Call Center</strong></td>
<td>Student password assistance</td>
<td>West Charleston: (702) 651-5555, Cheyenne: (702) 651-5555, Henderson: (702) 651-5555</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>Student financial aid information, forms, and deadlines</td>
<td>West Charleston Campus: (702) 651-4253, Cheyenne Campus: (702) 651-4047, Henderson Campus: (702) 651-3102</td>
</tr>
<tr>
<td><strong>Testing Center</strong></td>
<td>Placement, readiness &amp; make-up testing</td>
<td>West Charleston: (702) 651-5733, Cheyenne: (702) 651-4050, Henderson: (702) 651-3128</td>
</tr>
<tr>
<td><strong>Libraries</strong></td>
<td>Library services, collections and assistance</td>
<td>Caprice Roberson: 702 651-7693, Susan Gregg: (702) 651-4622, Clarissa Erwin: (702) 651-3112, <a href="mailto:clarissa.erwin@csn.edu">clarissa.erwin@csn.edu</a></td>
</tr>
<tr>
<td><strong>Tutorial Services - One-on-One Centers for Mathematics, Science, Writing</strong></td>
<td>Most general education and many program specific courses</td>
<td>West Charleston D-203: (702) 651-5732, Cheyenne Library S-247: (702) 651-4232, Henderson Computer Lab B-101</td>
</tr>
<tr>
<td><strong>Writing Center</strong></td>
<td>Writing assistance at any stage of writing process</td>
<td>West Charleston Bldg. C: (702) 651-7402, Cheyenne 81707: (702) 651-4101, Henderson Bldg. C: (702) 651-3187</td>
</tr>
<tr>
<td><strong>SMARTTHINKING</strong></td>
<td>Online tutoring anywhere, anytime 24 hours a day</td>
<td>Writing Assistance, Math, Statistics, Biology, Chemistry, Physics, Nursing, Allied Health Accounting, Economics, Finance, Office Applications, Spanish, Terry Norris: <a href="mailto:terry.norris@csn.edu">terry.norris@csn.edu</a>, (702) 651-5813</td>
</tr>
</tbody>
</table>
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

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”.

En Español:
"CSN es una institucion (igualdad de oportunidades laborales/accion afirmativa) y no discrimina en base del sexo, la edad, la raza, el color, la religion, la discapacidad, el origen nacional, el estatus de veterano, la orientacion sexual, la informacion genetica, la identidad de genero, o la expresion de genero en los programas o las actividades que opera. Para mas informacion visite la pagina web http://www.csn.edu/nondiscrimination.”

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The Jumpstart Student and Parent Handbook was designed, created and edited by Ms. Nora Mirabal, Assistant Director to the Jumpstart Concurrent Enrollment Program. If you should have any questions or concerns please contact her directly at (702) 651-5924 or by email at nora.mirabal@csn.edu.