

Instructions for Submitting a Course Equivalency Request Form

1. A transfer credit evaluation must have been completed before you can submit your form.
2. Enter your NSHE ID, first name, and last name in the appropriate fields.
 - a. If your NSHE ID, first name, and last name ***do not*** match the information in your student record in MyCSN, you **will not** be able to submit your form. Contact the Office of the Registrar at (702) 651-5610 for assistance.
 - b. If your NSHE ID, first name, and last name ***do*** match, but you **have not** validated your student account, you **will not** be able to submit your form. Contact the OTS Help Desk at (702) 651-4357 or the CSN Call Center at (702) 651-5555 for assistance.
3. ***Carefully*** read the instructions to avoid having your submission rejected by staff upon submission.

Instructions

A course description might be necessary to determine equivalency of a course taken at another institution to a course offered by CSN. Processing time varies depending on the steps below:

1. Student submits appropriate documentation (see below).
2. Department determines if course is equivalent and responds to the Office of the Registrar.
3. Student's account is adjusted according to department recommendation.

Please note: CSN accepts copies of institutional catalog pages and printouts from institutional websites. ***Please submit course description from the catalog year you took the course.*** All international course descriptions must be translated by an accredited agency. For a complete list of acceptable agencies, please go to <http://www.naces.org/members.htm>.

Copied and pasted course descriptions will be automatically denied.

1. Submit copy of front cover of catalog.
2. Submit copy of accreditation page from catalog.
- 3a. Submit copy of course description from catalog* **OR** 3b. Submit copy of course description* from the school website (make sure URL is visible at the bottom of the page).

(*) Some departments may require a syllabus.

4. Enter the name of the previous institution you completed the course, the previous institution's course prefix, the previous institution's catalog number, and the previous institution's course title.

Transfer Institution Information

List the school and course you wish to have considered as a CSN equivalent (only one form per course):

Name of Transfer Institution*

Transfer Institution Course Prefix (for example: MATH, ENG, PSY, etc)*

Transfer Institution Catalog Number (for example: 101, 120E, 201, etc)*

Transfer Institution Course Title

5. Enter the CSN course information.

CSN Course Information

CSN Course Prefix*

CSN Catalog Number*

CSN Course Title

- A course description from the transfer institution's course catalog is required to be uploaded. If you are printing the course description from an online course catalog, make sure the URL is visible at the bottom of the page. Other documentation may be attached that will support a request for a course equivalency to be approved by the department chair.

Select the type of attachment to upload, then select the **Attach** button. Navigate to the location of the saved file, then select the file.

Please provide course description from official source. NOTE: There is a 5 MB file size limitation per attachment. (1)

Document Name	Attachment Type	Actions
: (Pending) Course Description.jpg	Course description	[Remove]

Available Attachment Types

Course description

* This field has required attachments.

- Select the type of attachment you wish to upload, then select the **Attach** button. Navigate to the location you have the file saved, then select the file.

File Attachments (3)

Document Name	Attachment Type	Actions
: (Pending) Course Catalog Cover.jpg	Front cover of course catalog	[Remove]
: (Pending) Accreditation Page.jpg	Accreditation page from course catalog	[Remove]
: (Pending) Course Description.jpg	Course description	[Remove]

Available Attachment Types

Course description

* This field has required attachments.

- Once all required documents are attached to your form, select the **Submit** button.
- You will receive an email notification to your CSN student email account once your form has been approved or rejected.