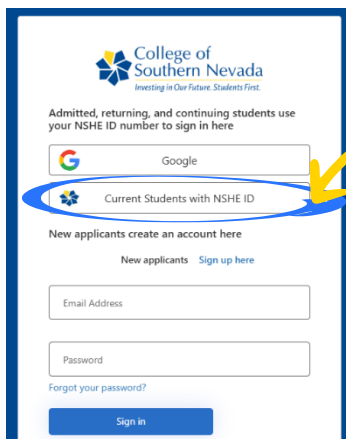


## Book an Appointment with the Academic Advising Department

**To find your appropriate advising group: please see your MyCSN To-Do List for your advising unit.**

**Note:** Health Programs Advising has its own appointment system. If you're planning to do a CSN Health Sciences program, schedule at <https://hpa.mywconline.com>.

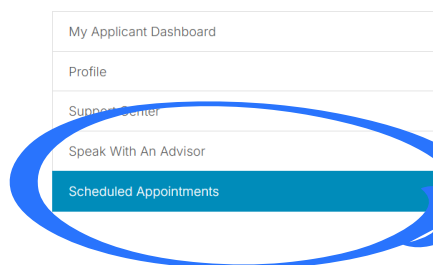
1. Log in the CSN Portal by visiting <https://my.csn.edu/>.



The image shows the login page of the College of Southern Nevada portal. At the top is the CSN logo and the tagline 'Investing in Our Future. Students First.' Below this, a message states: 'Admitted, returning, and continuing students use your NSHE ID number to sign in here'. There are two login options: 'Google' with a Google icon and 'Current Students with NSHE ID' with a gear icon. The 'Current Students with NSHE ID' option is circled in blue. Below these options, a message says 'New applicants create an account here' with links for 'New applicants' and 'Sign up here'. Further down are fields for 'Email Address' and 'Password', a 'Forgot your password?' link, and a 'Sign in' button.

Log in with your  
[current NSHE ID](#)

2. Open the Appointments module in the portal.



The image shows the left side menu of the CSN Portal. It contains a list of links: 'My Applicant Dashboard', 'Profile', 'Support Center', 'Speak With An Advisor', and 'Scheduled Appointments'. The 'Scheduled Appointments' link is highlighted with a blue background and is circled in blue.

Click on **Scheduled Appointments**  
at the left side menu

3. Click on the Schedule an Appointment button at the top right to start booking.

[+ Schedule an Appointment](#)

## 4. Select I am a current CSN student with an NSHE ID.

### Appointment Booking (New)

Select one of the options below

☒ I am a current CSN student with an NSHE ID

☐ I am currently not a CSN student and/or do not have an NSHE ID yet

## 5. Complete the mandatory fields.

Select one of the options below

☒ I am a current CSN student with an NSHE ID

☐ I am currently not a CSN student and/or do not have an NSHE ID yet

NSHE ID (10 Digit Number) \* ⓘ

0000000000

Department \* ⓘ If you are not sure which department you are looking for, please [click here](#)

Academic Advising

Service \*

Please Select One...

Area of Study \* ⓘ Unsure about your Area of Study? Select one for now and use the comment box to share any other interests and we'll review them during your appointment.

Please Select One...

Enter your NSHE ID (student ID)

Select **Academic Advising** in the Department field.

Select the service you need for the appointment

Select the Area of Study based on your major.

## 6. Enter your contact information and details. Select a date range.

Email address for appointment communications \* ⓘ

Mobile phone number for appointment communications \* ⓘ

Provide details about what you would like to discuss during your appointment \*

Appointment Date Range

September 3, 2025 - September 10, 2025

Find available times

Enter your preferred email and phone number to receive confirmation and reminders about your appointment

Provide details that will help us to assist you better during your appointment

Select a time range in the calendar to search for available appointments

Click here to display all the available appointments in the selected date range.

## Student Appointment Booking



- Explore all the available appointments in the selected time frame by staff member, location, and meeting type.

Appointment Booking (New)

Click on the [Edit Selection Options](#) button to filter the results if needed.

Edit Selection Options

Available appointments for Sep 2, 2025 - Sep 9, 2025

Date	Start Time	End Time	Staff Member	Campus/Location	Meeting Type	Action
09-10-2025	03:00 PM	03:30 PM	Tenieka Carter	N/A	Appointment by Phone	<a href="#">Book Now</a>
09-10-2025	03:00 PM	03:30 PM	Tenieka Carter	Henderson	In-Person	<a href="#">Book Now</a>
09-10-2025	03:00 PM	03:30 PM	Andrew Gaden	N/A	Webex	<a href="#">Book Now</a>
09-10-2025	03:00 PM	03:30 PM	Andrew Gaden	N/A	Appointment by Phone	<a href="#">Book Now</a>
09-10-2025	03:30 PM	04:00 PM	Tenieka Carter	N/A	Appointment by Phone	<a href="#">Book Now</a>
09-10-2025	03:30 PM	04:00 PM	Tenieka Carter	Henderson	In-Person	<a href="#">Book Now</a>
09-10-2025	03:30 PM	04:00 PM	Andrew Gaden	N/A	Webex	<a href="#">Book Now</a>

Showing 1 to 523 of 523 entries

Don't see an availability that works for you? Please use "Edit Selection Options" button above to make changes to your query.

[Previous](#)

- Filter available appointments by date and time range, specific staff member, campus (if applicable), or appointment type.

Appointment Booking (New)

**Appointment Date Range**

September 2, 2025 - September 9, 2025

**Starting at** **Ending at**

8:00 AM 4:00 PM

**Filter Results**

Preferred Staff Member

Campus

**Appointment Type**

☒ In-Person

☒ Phone

☒ Virtual Meeting

☒ Email

[Click here to display filtered results](#)

[Apply Changes](#) [Back to Results](#)

# Student Appointment Booking



## 9. Explore the results to find the most convenient appointment.

Available appointments for Sep 2, 2025 - Sep 18, 2025

Date	Start Time	End Time	Staff Member	Campus/Location	Meeting Type	Action
09-10-2025	03:00 PM	03:30 PM	Tenieka Carter	Henderson	In-Person	<a href="#">Book Now</a>
09-10-2025	03:30 PM	04:00 PM	Tenieka Carter	Henderson	In-Person	<a href="#">Book Now</a>
09-10-2025	04:00 PM	04:30 PM	Tenieka Carter	Henderson	In-Person	<a href="#">Book Now</a>
09-10-2025	08:00 AM	08:30 AM	Tenieka Carter	Henderson	In-Person	<a href="#">Book Now</a>
09-10-2025	08:30 AM	09:00 AM	Tenieka Carter	Henderson	In-Person	<a href="#">Book Now</a>
09-10-2025	09:00 AM	09:30 AM	Tenieka Carter	Henderson	In-Person	<a href="#">Book Now</a>
09-10-2025	09:30 AM	10:00 AM	Tenieka Carter	Henderson	In-Person	<a href="#">Book Now</a>

Showing 1 to 288 of 288 entries

Click on [Book Now](#) to complete the booking process.

## 10. Congratulations! You booked an appointment. You will receive email and SMS reminders to the address and number in your profile 24 hours prior to your appointment.

### Your Appointment is Confirmed!

The details of your appointment are as follows :

**Date** : September 10 2025  
**Time** : 8:00 AM  
**Duration** : 30 Minutes  
**Campus** : Henderson  
**Appointment Type** : In-Person  
**Staff Member** : Tenieka Carter  
**Meeting Location** : Henderson Campus Building B Room 120-J  
**Service** : All Other Reasons  
**Area of Study** : Art & Design  
**Notes** : I would like to plan my classes for the next semesters

You will receive an email containing detailed information about your appointment to the email address provided and your student email.