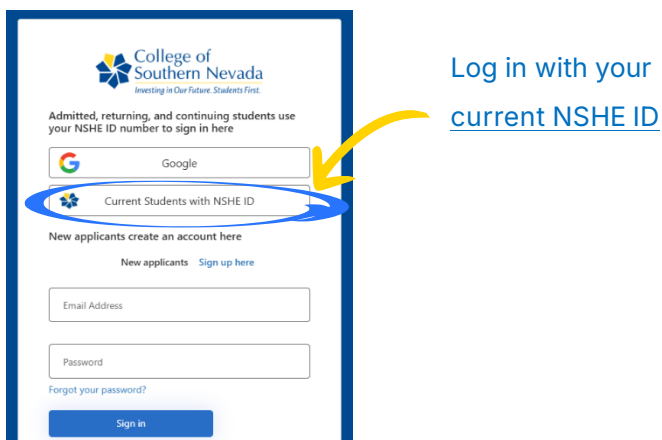


## Book an Appointment with the Counseling & Retention Services Department

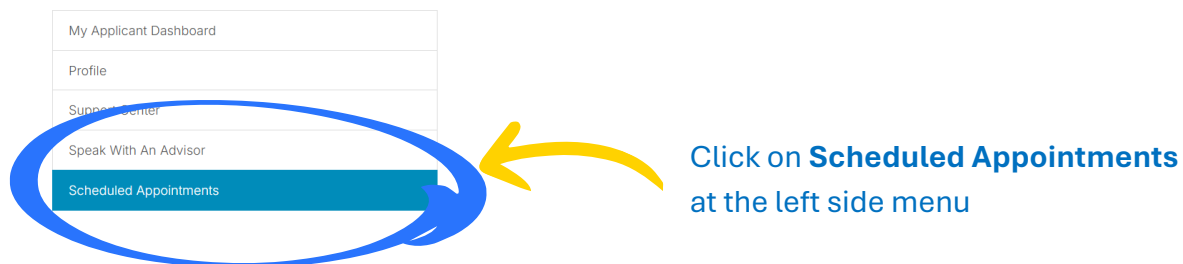
**To find your appropriate advising group: please see your MyCSN To-Do List  
for your advising unit.**

**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/>.



2. Open the Appointments module in the portal.



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



- 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

- Complete the mandatory fields.

## 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

NSHE ID (10 Digit Number) \* ⓘ If you do not know your NSHE ID, please contact the Office of the Registrar.

0000000000

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

Counseling & Retention Services

Please Select One...

Counseling & Retention Services

Athletics Advising

Academic Advising

VETS Advising

Service \*

Please Select One...

Please Select One...

Academic Probation

Academic Suspension Appeal

Academic Warning

Bachelor of Applied Science (BAS) - Other

Counselor-to-Student Follow-up Meeting

CoyoteConnect4Success (CC4S)

Financial Aid Suspension/ SAP Appeal

Financial Aid Warning

Removal of Hold

Wrap-Around Services (College & Community Resources)

Enter your NSHE ID (student ID)

Select **Counseling & Retention Services** in the Department field.

Select the service needed for your appointment

# Student Appointment Booking



## 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.

## 7. 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.

Available appointments for Sep 1, 2025 - Sep 8, 2025

Date	Start Time	End Time	Staff Member	Campus/Location	Meeting Type	Action
09-02-2025	03:00 PM	03:30 PM	David Shanton	N/A	Teams	Book Now
09-02-2025	03:00 PM	03:30 PM	David Shanton	N/A	Appointment by Phone	Book Now
09-02-2025	03:00 PM	03:30 PM	David Shanton	West Charleston	In-Person	Book Now
09-02-2025	03:00 PM	03:30 PM	Jose Quinto-Lara	N/A	Teams	Book Now
09-02-2025	03:00 PM	03:30 PM	Jose Quinto-Lara	N/A	Appointment by Phone	Book Now
09-02-2025	03:00 PM	03:30 PM	Jose Quinto-Lara	West Charleston	In-Person	Book Now
09-02-2025	03:30 PM	04:00 PM	David Shanton	N/A	Teams	Book Now

Showing 1 to 1,164 of 1,164 entries

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

Previous

## Student Appointment Booking



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

Appointment Booking (New)

The form contains several filter sections: 'Appointment Date Range' with a calendar icon and date range 'September 2, 2025 - September 9, 2025'; 'Starting at' and 'Ending at' time pickers set to '8:00 AM' and '4:00 PM' respectively; 'Filter Results' with dropdowns for 'Preferred Staff Member' and 'Campus'; and 'Appointment Type' with checkboxes for 'In-Person', 'Phone', 'Virtual Meeting', and 'Email', all of which are checked. At the bottom right, there are two buttons: 'Apply Changes' and 'Back to Results'. A yellow arrow points from the text 'Click here to display filtered results' to the 'Apply Changes' button.

- Explore the results to find the most convenient appointment.

Available appointments for Sep 1, 2025 - Sep 8, 2025

Appointment Date	Appointment Time	Appointment Duration	Appointment Staff Member	Appointment Location	Appointment Type	Book Now
09-04-2025	09:30 AM	10:00 AM	Anthony Herrera	N/A	Appointment by Phone	Book Now
09-04-2025	10:00 AM	10:30 AM	Anthony Herrera	N/A	Teams	Book Now
09-04-2025	10:00 AM	10:30 AM	Anthony Herrera	N/A	Appointment by Phone	Book Now
09-04-2025	10:30 AM	11:00 AM	Anthony Herrera	N/A	Teams	Book Now
09-04-2025	10:30 AM	11:00 AM	Anthony Herrera	N/A	Appointment by Phone	Book Now
09-04-2025	11:00 AM	11:30 AM	Anthony Herrera	N/A	Teams	Book Now
09-04-2025	11:00 AM	11:30 AM	Anthony Herrera	N/A	Appointment by Phone	Book Now

Showing 1 to 190 of 190 entries

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

- 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** : 3:00 PM  
**Duration** : 30 Minutes  
**Campus** : West Charleston  
**Appointment Type** : In-Person  
**Staff Member** : Praty Chundu  
**Meeting Location** : NLV E203A  
**Service** : Academic Probation  
**Notes** : I would like to discuss my options.

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