Instructions for How to Drop a Wait Listed Class

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, select Enrollment: Drop from the dropdown list, then click on the icon.

7. If applicable, choose your term and click on the Continue button.
8. Place a checkmark next to the class(es) you want to drop, then click on **Drop Selected Classes**.

**Drop Classes**

1. **Select classes to drop**

Select the classes to drop and select **Drop Selected Classes**.
9. Verify your selection, then click on **Finish Dropping**.

10. You will see a message confirming you have successfully dropped your wait listed class(es).