How to Drop Classes in MyCSN

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, click on the **Enroll** hyperlink.
7. Click on the **Drop** tab.

![Drop tab](Image)

8. Place a checkmark next to the course you want to drop, then click on the **Drop Selected Classes** button.

**Drop Classes**

**1. Select classes to drop**

Select the classes to drop and click **Drop Selected Classes**.

![Drop Classes](Image)

9. Confirm your selection, then click on the **Finish Dropping** button.

**Drop Classes**

**2. Confirm your selection**

Click **Finish Dropping** to process your drop request. To exit without dropping these classes, click **Cancel**.

![Finish Dropping](Image)
10. You will receive a confirmation if your drop was successful or unsuccessful. If your drop was unsuccessful, a message will indicate why.

**Drop Classes**

3. **View results**

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2015 Fall | Undergraduate | College of Southern Nevada

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 96</td>
<td><strong>Success</strong>: This class has been removed from your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

[MAKE A PAYMENT] [MY CLASS SCHEDULE]