How to Unofficially Evaluate Transfer Credits in MyCSN

Please note: Evaluations completed through this process are estimates and are subject to review by CSN. Official transcripts of coursework will be required before a final determination can be made. Official evaluations will not be completed until the Office of the Registrar is in receipt of OFFICIAL transcripts (sealed envelope from the sending institution). Additional information regarding transfer credit evaluations can also be found on https://www.csn.edu/transferring-csn.

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 the **My Academics** link.
7. Select the **Evaluate my transfer credits** link.

8. Click on the **Create New Model** button.  *Please note: Evaluations completed through this process are estimates and are subject to review by CSN. Official transcripts of coursework will be required before a final determination can be made.*

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**Evaluate My Transfer Credit**

Step through this process to evaluate how credit earned at selected institutions may be transferred to our school.

At the end of the process, you can generate an academic advisement report that takes into consideration the transfer credit you reported.

To begin, either select CREATE NEW MODEL or select an existing model from the list.

NOTE: Evaluations completed through this process are estimates and are subject to review by the institution. Official transcripts of coursework will be required before a final determination can be made.
9. Select the appropriate values for all fields preceded by an asterisk (*), then click on the Next button.

**Evaluate My Transfer Credit**

**Transfer Credit Model Information**

Find the academic career, program of study, academic major, and term information to which your coursework will apply.

NOTE: Transfer rules are defined for the Academic Program, but may also be defined for the academic major. If you do not find major listed or cannot locate the major you are transferring to, leave this field blank.

*What academic career interests you?*
- Undergraduate

*In what institution are you interested?*
- College of Southern Nevada

*When will you begin your course of study?*

*What program of study interests you?*

*Required Field

10. Click on the magnifying glass next to the **External Org ID** field.
11. Change the value in the drop down list next to **Description** to **Contains**, then type in your institution’s name. For example, instead of typing in **University of South Dakota**, just type **South Dakota**. Enter a city and a state, if desired, then click on the **Look Up** button. Click on the appropriate name of the school.

12. The institution’s external organizational identification will auto populate in the appropriate field. Verify the name of the institution, then click on the **Next** button.
13. Enter appropriate values in each of the fields. Select the magnifying glass next to the appropriate fields in order to determine the correct values to enter. Once you have completed entering all courses from the institution (University of South Dakota, in this example), click on the Submit button.

**Evaluate My Transfer Credit**

**Education Data**

For each class enter data in each of the fields. If you do not find a Subject and Course Nbr Combination, the course is not transferrable.

To add additional courses, Select the Add Another Class link. When you are finished, select the Submit button.

<table>
<thead>
<tr>
<th></th>
<th>*Year</th>
<th>*Term Type</th>
<th>*External Term</th>
<th>*Subject</th>
<th>*Course Nbr</th>
<th>*Units</th>
<th>*Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2014</td>
<td>Semester</td>
<td>✓FALL</td>
<td>ART</td>
<td>111</td>
<td>3.00</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>2014</td>
<td>Semester</td>
<td>✓WINT</td>
<td>GEOL</td>
<td>201L</td>
<td>3.00</td>
<td>8+</td>
</tr>
</tbody>
</table>

* Required Field

**Submit**
14. A report will be generated that will inform you what CSN’s equivalent course is. As a reminder, evaluations completed through this process are estimates and are subject to review by CSN. Official transcripts of coursework will be required before a final determination can be made.

Evaluate My Transfer Credit
Transfer Credit Results

View your results. Select the View Transfer Equivalency Details button for further information.

<table>
<thead>
<tr>
<th>Group</th>
<th>External Course</th>
<th>Units Taken</th>
<th>Grade In</th>
<th>Status</th>
<th>Internal Equivalent</th>
<th>Units Transferred</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GEOL 201L</td>
<td>3.00</td>
<td>B+</td>
<td>Accepted</td>
<td>GEOL 101</td>
<td>3.00</td>
<td>TB+</td>
</tr>
<tr>
<td>2</td>
<td>ART 111</td>
<td>3.00</td>
<td>B</td>
<td>No Rule</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

15. If there is another institution you would like to submit, or you would like to edit an institution that you have previously entered, please follow steps 4 through 12 above. Select the radio button and click on the Edit Selected Model to edit an institution that you previously entered or click on the Create New Model to submit another institution.

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To begin, either select CREATE NEW MODEL or select an existing model from the list.

<table>
<thead>
<tr>
<th>Career</th>
<th>Institution</th>
<th>Articulation Term</th>
<th>Academic Program</th>
<th>Academic Plan</th>
<th>Transferred from</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>College of Southern Nevada</td>
<td>2016 Fall</td>
<td>Degree/Certificate</td>
<td>University of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Seeking</td>
<td>South Dakota</td>
<td></td>
</tr>
</tbody>
</table>