Instructions for How to Wait List a 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. Log on to your MyCSN account and click on the Enroll link.
7. If applicable, choose your term and click on the **Continue** button.

![Add Classes]

**Select Term**

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 Fall</td>
<td>Undergraduate</td>
<td>College of Southern Nevada</td>
</tr>
<tr>
<td>2016 Spring</td>
<td>Undergraduate</td>
<td>College of Southern Nevada</td>
</tr>
</tbody>
</table>

[Continue button]

8. Enter the Class Number for the course in which you want to enroll and click the **Enter** button.

![Add Classes]

1. **Select classes to add**

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2016 Spring | Undergraduate | College of Southern Nevada

[Open, Closed, Wait List]

[Add to Cart]

[Find Classes]

- Class Search
- My Requirements
- My Planner

[search button]
9. If the status of the class is **Wait List** (yellow triangle), click the **Wait List if class is full** box, then click on the **Next** button.
10. Click on the **Proceed to Step 2 of 3** button.

```plaintext
Add Classes
1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ PHO 101B has been added to your Shopping Cart.
```

11. Click on the **Finish Enrolling** button.

```plaintext
Add Classes
2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.
```
12. The message confirms placement on wait list and position number.

![Add Classes](image)

**3. View results**

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHO 101B</td>
<td><strong>Message:</strong> You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td>
<td><img src="image" alt="Button" /></td>
</tr>
<tr>
<td></td>
<td><strong>Message:</strong> Class 34404 is full. You have been placed on the wait list in position number 1.</td>
<td><img src="image" alt="Button" /></td>
</tr>
</tbody>
</table>

13. Wait list classes appear on the student class schedule denoted by the Wait Listed yellow triangle.

![My 2016 Spring Class Schedule](image)