

## Searching for Classes without Logging in to MyCSN

1. Go to [https://css.shr.nevada.edu/psp/spcssprd/CSN/HRMS/c/COMMUNITY\\_ACCESS.CLASS\\_SEARCH.GBL?FolderPath=PORTAL\\_ROOT\\_OBJECT.CO\\_EMPLOYEE\\_SELF\\_SERVICE.HC\\_CLASS\\_SEARCH\\_GBL](https://css.shr.nevada.edu/psp/spcssprd/CSN/HRMS/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.HC_CLASS_SEARCH_GBL).
2. Enter your search parameters. This includes selecting the correct term (1), the subject area (2), and the course number (3). You are free to enter additional search criteria to limit your search results. After entering your search criteria, click on the **Search** button at the bottom of the screen. If your search returns no results, classes may be full or may not be offered for the term selected. To verify that classes are full, uncheck the box next to **Show Open Classes Only**. You can also change the value of the **is exactly** field next to **Course Number** to **contains**.

**Search for Classes**  
**Enter Search Criteria**

**Search for Classes**

Institution: College of Southern Nevada (1)

Term: 2015 Fall (1)

> Select a Term from the drop-down list above.  
> Select at least 2 search criteria.  
> Click Search to view your search results.

**Class Search** (2)

Subject: select subject (2) CIT Computer And Information Tech

Course Number: is exactly (3) 95 (3)

Course Career: [dropdown]

Show Open Classes Only  
 Open Entry/Exit Classes Only

Mode of Instruction: [dropdown]

Location: [dropdown]

**Additional Search Criteria**

Meeting Start Time: greater than or equal to [input]

Meeting End Time: less than or equal to [input]

Days of Week: include only these days [dropdown]  
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name: begins with [dropdown] [input]

Class Nbr: [input] (?)

Course Keyword: [input] (?)

Minimum Units: greater than or equal to [input]

Maximum Units: less than or equal to [input]

Course Component: [dropdown]

Session: [dropdown]

Campus: [dropdown]

Requirement Designation: [dropdown]

Course Attribute: [dropdown]

CLEAR SEARCH

3. Your search results will inform you of things such as: (1) the class name, (2) the class number, (3) meeting days and times, (4) campus location, (5) room number, (6) instructor name, and (7) class meeting dates. The green circle in the last column indicates that the class is open for enrollment. A blue square indicates the class is full and is not open for enrollment. Make note of the class number (2). This will be the number you need if you want to enroll in class. You do this by logging on to your MyCSN account.

3 class section(s) found

CIT 95 - Personal Computer Basics

Class	Section	Days & Times	Location	Room	Instructor	Meeting Dates	Instruction Method	Status
91171	C	Fr 12:00PM - 2:50PM	West Charleston	West Charleston Bldg C 132	Helene Orenstein	09/08/2015 - 12/13/2015	Hybrid	●
91173	3006-LEC DYN	Fr 6:00PM - 8:50PM	West Charleston	West Charleston Bldg C 133	Adam Opyke	09/08/2015 - 12/13/2015	Hybrid	●
93803	4001-LEC DYN	Tu 6:00PM - 8:50PM	Henderson	Henderson Bldg C 116	Jamil Bey	09/08/2015 - 12/13/2015	Hybrid	●