



Created and Revised on 7/30/09 by the Recruitment, Retention, and Tutoring Departments

## Resources for Student Success

CSN Area Code is (702)

**Retention/Student Success Services** – Trained specialists/advocates help students assess personal strengths and limitations, develop college success strategies, implement action plans, learn to navigate the educational system, benefit from campus and community resources, and connect to campus life.

CHARLESTON	Bldg. B - 119	651-7367
CHEYENNE	1111 Student Services Area	651-2626
HENDERSON	Bldg. B – 130	651-3103

**Accounting Labs** – Offers FREE assistance in accounting classes. No appointment necessary. Call 651-3100 for more information.

CHARLESTON	Bldg. C – Computer Lab
CHEYENNE	Room 2057
HENDERSON	Bldg. B – Room 201

**Advising**- See Counseling/Advising below.

**Career Services** – Helps students define career goals through career assessments and offers job search services, assistance in writing resumes and interview skills to students and community members.

CHARLESTON	Bldg. D – Lobby	651-5089
CHEYENNE	1100 Student Services Area	651-4700
HENDERSON	Bldg. B - Student Services Area	651-3174

**Child Care** - Serves students/faculty/staff's children ages 2 to 5.

CHEYENNE	651-4944
CHARLESTON	651-7390

**Communication Lab** - Provides assistance to students taking communication courses that need help with practice, research, interviewing techniques, as well as with visual aid preparation. Call for hours of operation or to make an appointment.

CHARLESTON	Bldg. C – East Entrance of Computer Lab	651-7834
CHEYENNE	Southeast side of Computer Lab located above Russells Restaurant	651-4917
HENDERSON	Bldg. C – Northeast side of Computer Lab	651-3047

**Computer Labs** Internet and Angel access, Word processing, Microsoft Office, and tutorials in computer programs.

CHARLESTON	Building C	651-5931
CHEYENNE	Main Building (above Russells Rest.)	651-4592
HENDERSON	Building C	651-3002

**Counseling/Advising** – Helps students select courses, complete degree audits, and provide personalized assistance in developing educational and vocational plans appropriate to personal interests and abilities.

CHARLESTON	Bldg. D – Lobby	651-5670
CHEYENNE	1100 Student Services Area	651-4049
HENDERSON	Bldg. B - Student Services Area	651-3165

**Counseling and Psychological Services (CAPS)** – Provides short term counseling/psychotherapy for individuals, couples, families, and groups.

CHARLESTON		651-5518
CHEYENNE		651-4099
HENDERSON		651-3099

**Deaf and Hard of Hearing Services** – Services for deaf and hard of hearing students. Please contact Program Coordinator at 651-4448

**Disability Resource Center** – Provides accommodations to students with documented disabilities.

CHARLESTON	Bldg. D – Lobby	651-5644
CHEYENNE	1100 Student Services Area	651-4045
HENDERSON	Bldg. B - Student Services Area	651-3795

**Early Childhood Lab** – providing student/staff/faculty children age 12 months to pre-kinder morning pre-school classes. The Lab operates on a waiting list basis.

CHEYENNE		651-4004
----------	--	----------

**Faculty E-Alert (the Electronic Early Warning System)** – Provides faculty with a confidential means to submit to Retention Services the name of a student having problems in a class, in order for the student to be offered timely assistance. Faculty can log on to CSN's Web Grading at <https://bsdpro21.csn.edu/webgrading/asps/Login.asp> to place the referral.

**International Center** – Provides international students assistance with admissions, orientation, academic, personal counseling, and immigration advisement.

CHARLESTON	Bldg. D Room 106D	651-5820
------------	-------------------	----------

**Language Labs** – Provides English as a second language (ESL) testing. Labs also provide language students access to audio, video, and computer materials used in developing language proficiency.

CHARLESTON	Bldg. C - Rooms 213-214	651-5736
CHEYENNE	Room 2649	651-4074
HENDERSON	Bldg. C – Room 114	651-3002

**Math & Science Resource Centers** – FREE individual and group drop-in tutoring offering assistance in various levels of math and science.

CHARLESTON	Bldg. H – Room 203	651-7615
CHEYENNE	Room 2049-2050	651-4088
HENDERSON	Bldg. B – Room 201	651-3167

**Registrar's Office** - handles admissions, transcripts, student appeal petitions, declaration of major, transfer credit evaluation, applications for graduation, name & address changes, and residency issues (including tuition classification based on state residency). To access their forms, including enrollment verification process, visit: <http://www.csn.edu/pages/692.asp>

CHARLESTON	Bldg. D – Lobby	651-5610
CHEYENNE	1100 Area	651-4060
HENDERSON	Bldg. B – Student Serv. Area	651-3030

**ReEntry** – Provides opportunities to improve the academic, employment and personal skills of single parents, displaced homemakers, unemployed/dislocated workers, and low income individuals pursuing career & technical occupations. Provides information on non-traditional career fields and pre-apprenticeship training. Offers tuition and book assistance programs.

CHARLESTON	Bldg. D – Lobby	651-5089
CHEYENNE	1100 Area	651-4681
HENDERSON	Bldg. B - Student Serv. Area	651-3115

**SMARTHINKING**- Offers online tutoring, writing services, and homework assistance 24 hours a day, 7 days a week. It provides assistance in Mathematics (Basic Skills through Calculus II), Writing, Chemistry, Physics, Biology, Accounting, Economics, Spanish and Statistics. To access the service go to [www.smarthinking.com](http://www.smarthinking.com). Please visit <http://www.csn.edu/pages/1259.asp> or call 651-5619 for Log-in & password information .

**Student Life and Leadership Development** – Works with:

*Student Government* – The elected student body representing all CSN students  
*Leadership Academy* - Promoting student leadership.

*Intramural Sports*

*Student Clubs and Organizations* – approximately 40

*Phi Theta Kappa*- the Honor Society for community and junior colleges. (3.5 Cum GPA).

*Collegiate Review* – CSN student newspaper

*Student Identification Cards* –must show a current semester schedule and photo I.D.

CHARLESTON	Building B	651-5904
CHEYENNE	Room 1089	651-4051
HENDERSON	Building B – Room 130E	651-3709

**Student Financial Services** – Provide information and assistance to students applying for financial aid programs such as Grants, Work Study, Scholarships and Loans.

CHARLESTON	Bldg. D – Lobby	651-5660
CHEYENNE	1100 Area Student Services Area	651-4047
HENDERSON	Bldg. B - Student Services Area	651-3044

**Testing and Assessment Centers** – Offer placement, certification, and credit by examination; they also serve as make-up test locations.

CHARLESTON	Bldg. D – Lobby	651-5733
CHEYENNE	1100 Area Student Services Area	651-4050
HENDERSON	Bldg. B - Student Services Area	651-3128

## Textbook Assistance Opportunities

**CSN Book Award**- The program, administered by Student Financial Services, is provided to students demonstrating exceptional financial need through the *Free Application for Federal Student Aid* (FAFSA). The maximum award is \$400 and the minimum is \$100; prorated for part-time enrollments. Student Financial Services coordinates with the CSN Bookstore by providing the bookstore with an electronic roster of eligible students. To validate their eligibility recipients must provide at check-out a copy of their semester course enrollment.

**"Textbook Assistance Program"** – The program, administered by the ReEntry Program provides textbook loans to students on a per semester basis. Eligible students must sign up with ReEntry and present a class schedule and booklist corresponding with the requested textbook.

**Transfer Centers** – Provide transfer information and application assistance to 4-year institutions, including degree plans, course equivalency, and curriculum guidelines / agreements.

CHARLESTON	Building B - Room 133K	651-5645
CHEYENNE	Main Building - Room 1131	651-4259
HENDERSON	Building B - Room 124	651-3519

**TRIO Student Support Services** – One stop shop for first-generation college, financial aid eligible, and disabled students offering tutoring, academic advising, career exploration, college-transfer assistance, and development of college success strategies.

CHEYENNE	Room 1120	651-4441
----------	-----------	----------

**Tutorial Services** – Provide four hours of FREE one-on-one tutoring per credit hour in a variety of courses.

CHARLESTON	Bldg. D – Room 203	651-5732
CHEYENNE	Room 2100 (Library)	651-4232
HENDERSON	Bldg. C – Computer Lab	651-3125

**Veteran Affairs** – Certifies enrollment of veterans and their dependents using veterans' educational benefits; acts as liaison with the Veterans Affairs Office. Recommend that eligible students visit the office 45 days before the semester begins.

CHARLESTON	Building D	651-5610
CHEYENNE	Main Building	651-4046
HENDERSON	Building B	651-3030

**Writing Centers** – Provides FREE assistance with all aspects of paper writing. No appointment necessary.

CHARLESTON	Bldg. C – Room 112	651-7402
CHEYENNE	Telecom Bldg.	651-4101
HENDERSON	Bldg. C – Computer Lab	651-3187

CSN is an AA/EEO educator and employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, veteran status, height, weight or marital status in employment or the provision of educational services and is an equal access/equal opportunity/affirmative action employer.