MyClarion Student Center Quick Reference -- Add a Class

- 1. Go to <u>www.clarion.edu/myclarion</u> and select "Login".
- 2. Next, click the **Student Center** link.
- 3. Click the **Enroll** link.

Aspen's Student Cen	ter			2
Academics				
Search	Bot	Deadlines 😽	URL	SEARCH FOR CLASSES
Enroll	This	Week's Schedule		🔽 Holds
My Academics		Class	Schedule	No Holds.
	B	ANTH 211-01 LEC (1192)	Room: TBA	🔽 To Do List
other academic 👻 🧭	B	CMST 101-01 LEC (1092)	Room: TBA	No To Do's.
	34	CRJT 235-51		Enrollment Dates

4. Next select the term for which you wish to enroll and click **Continue**.

Search	Plan	Enroll	My Academics
y class schedule	add	drop swap	term information
ld Classes			
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lect a term then clic	ck Continue.	r	
lect a term then clic	ck Continue. Career	Institution	
lect a term then clic Term 2011 SPRING	ck Continue. Career Undergraduate	Institution Clarion University of PA	
lect a term then clic Term 2011 SPRING 2011 FALL	ck Continue. Career Undergraduate Undergraduate	Institution Clarion University of PA Clarion University of PA	

5. Choose the class you wish to add, either by entering the class number or choosing a search option.

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Search	P	lan		Enroll		My Acade	mics
my class schedule	add	1	drop	-	swap	term info	ormation
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Select classes t	b b s o						
satisfied with your cla	ss selections, duate Clari	proceed	d to step 2 o versity of l	f3. PA <u>char</u>	ge term		
			Open	Cle	sed	AWait List	
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Add to Cart: Enter Class Nbr enter	2011 FALL	Shoppii Your	Open ng Cart renrollment	shopping ca	osed rt is emp	Wait List	
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Add to Cart: Enter Class Nbr enter Find Classes Class Search My Requirements	2011 FALL	Shoppin Your	Open ng Cart renrollment	shopping ca	rt is emp	Wait List	

6. If you choose to search for the class, enter your criteria on the Enter Search Criteria page.

Enter Search (riteria	
Clarion University of	PA 2011 FALL	
Select at least 2 sea	rch criteria. Click Search to view your search results	
elect at least 2 seal	ch chiteria. Click Search to view your search results.	
lass Search Crite	ria	
Course Subject	Accounting 👻	
Course Number	is exactly 👻 251	
Course Career	Undergraduate 👻	
	Show Open Classes Only	
	Show Open Entry/Exit Classes Only	
Use Additional Searc	h Criteria to narrow your search results.	
D Additional Sea	rch Critaria	
V Audicional Seal		

7. Click Select Class next to the class section you wish to add.

			View 3	First 🛄 1-7 of 7 🛄 La
Section Session	02-LEC(1875) Regular		Status 🔵	select class
	Days & Times	Room	Instructor	Meeting Dates
	TuTh 9:30AM - 10:45AM	Standard Classroom	Staff	08/29/2011 - 12/16/2011
Section Session	03-LEC(1879)	1.000000000	Status 🔵	select class
	Days & Times	Room	Instructor	Meeting Dates
	TuTh 11:00AM -	Standard	Chaff	08/29/2011 -

8. Click Next.

Add C	lasses				
1. Sel	ect classe	s to add - Em	rollment P	references	
2011 FAL	L Undergrad	luate Clarion Univ	ersity of PA		
ACTG 2	251 - Financ	ial Actg			
Class Pr	eferences				
ACTG 2	51-02 L	ecture Open	Wait List	🕅 Wait list	if class is full
			Permissi	on Nbr	
Session Career	Regular A Undergrad	cademic Session duate	Grading	Graded	
			Units	3.00	
			Program	UGRD Arts I	& Sciences
Section	Component	Davs & Times	Room	CAN	CEL NEXT
07	Lecture	TuTh 9:30AM -	Standard	Staff	08/29/2011 -

9. The class has been added to your Shopping Cart. You have <u>not</u> enrolled in the class, but it is saved in this location so that you may enroll in it at a later time.

ad Classes					- 1	-=-	Э
Select classes t	to add						terrer d
To select classes for satisfied with your cla	another te ass selectio	rm, select the t	erm and click C step 2 of 3.	Change. Whe	n you are		
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-ind Classes							
Class Search							
Class Search Mu Baseleen							

- 10. Repeat steps 5 through 8 for all the classes you wish to enroll in.
- 11. When you are happy with the contents of your shopping cart, click **Proceed to Step 2 of 3**.

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Select classes	to add						
To select classes for satisfied with your cl	another te ass selecti	rm, select the t ons, proceed to	term and click C step 2 of 3.	Change. Whe	n you are		
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12. Click **Finish Enrolling** to attempt to enroll in each of the classes.

Add Classes	1				- 1)- e -
2. Confirm	classes					
Click Finish E without addir 2011 FALL Unde	Enrolling to process y ng these classes, clic ergraduate Clarion (our request for the k Cancel. Jniversity of PA	e classes listed	i below. To ex	cit	
		Open	Clo	sed 🛕	Vait Lis	it
Class	Description	Days/Times	Room	Instructor	Units	Status
	Financial Actg	TuTh 9:30AM -	Standard	Staff	3.00	0

13. The View Results page displays the results of the enrollment. From this page, you can view any errors, add other classes, and view your schedule.

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3. View results			
View the following	status report for enrollment confirm	ations and errors:	
an call himdened			
Dii FALL Undergradu	Jate Clarion University of PA		
	Surress, enrolled	K Errory unable to	o add class
Class	Message		Status
	Success: This class has be	een added to your	1
ACTG 251	schedule.		× 1

** When you are finished in Student Center, always remember to select "Sign Out" from the top right corner of any page.