




# MyClarion Campus Solutions - Common Topic Navigation Quick Reference Guide

## Viewing Student Information

Topic	Navigation (Start at Main Menu)
<b>Address, Name, E-mail, etc.</b>	Campus Community -> Personal Information -> Biographical <b>OR</b> Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• Scroll down to the 'Personal Information' area at the bottom of the Student Center tab.</li> </ul>
<b>Advisor</b>	Records and Enrollment -> Student Background Information -> Student Advisor <b>OR</b> Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• Advisor name is located in one of the blue boxes on the right side of the screen.</li> </ul>
<b>Catalog Year (requirement term)</b>	Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• Go to the 'academics' tab. Requirement term will be listed on the right side in the institution/career/program section.</li> </ul>
<b>Degree Audit (academic advisement report)</b>	Academic Advisement -> Student Advisement -> Request Advisement Report
<b>Degrees</b>	Records and Enrollment -> Graduation -> Student Degrees
<b>Enrolling Students</b>	Records and Enrollment -> Enroll Students -> Quick Enroll a Student /Enrollment Request
<b>Enrollment Appointment</b>	Records and Enrollment -> Term Processing -> Student Enrollment Appointment <b>OR</b> Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• Enrollment appointment date is located in one of the blue boxes on the right side of the screen. Click details to see specific time.</li> </ul>
<b>Ethnicity</b>	Campus Community -> Personal Information -> Biographical -> Personal Attributes -> Ethnicity
<b>FERPA Release</b>	Directory information should not be released if the FERPA shade is at the top of any of the pages
<b>Grades</b>	Records and Enrollment -> Student Term Information -> Student Grades <b>OR</b> Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• Go to the 'academics' tab. In the Term Summary area, select the term on the right column. Grades for the selected term will appear on the right in that section.</li> </ul>

## Viewing Student Information (continued)

Topic	Navigation (Start at Main Menu)
<b>Honors and Awards</b>	Records and Enrollment -> Graduation -> Honors and Awards
<b>Information Release</b>	See service indicator
<b>Major (plan)</b>	Records and Enrollment -> Career and Program Information -> Student Program/Plan <b>OR</b> Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• Go to the 'academics' tab. Major (plan) will be listed on the right side in the institution/career/program section.</li> </ul>
<b>Milestones</b>	Records and Enrollment -> Enroll Students -> Student Milestones (ex. Pseudo courses & Education Tracking)
<b>Orientation Session</b>	Records and Enrollment -> Student Background Information -> Extracurricular Activity <ul style="list-style-type: none"> <li>• Students attending orientation will have an activity of ORSE01, ORSE02 etc. (session information is updated by the Transitions Office)</li> </ul>
<b>Registration Audit Trail (how and when a student register for classes)</b>	Records and Enrollment -> Enroll Students -> Enrollment Request Search <ul style="list-style-type: none"> <li>• Enter parameters based on what you are searching for (ie. career, term, EmplId (students Clarion ID), Class Nbr etc.)</li> </ul>
<b>Residency</b>	Campus Community -> Personal Information -> Identification -> Residency Data
<b>Schedule</b>	Records and Enrollment -> Enroll Students -> Quick Enroll a Student <ul style="list-style-type: none"> <li>• Select the add a new value tab</li> <li>• Enter Clarion ID in ID field, or use Last Name / First Name search values</li> <li>• Select career and term information and click add</li> <li>• Select the study list link at the bottom of the screen</li> </ul>
<b>Service Indicator</b>	Campus Community -> Service Indicators (Student) -> Manage Service Indicators [enter Clarion ID in ID field, or use Last Name / First Name search values]; select Search  If Service Indicators exist for the student, a (  ), (negative service icon) or (  ) (positive service indicator icon) will be listed at the top of the form. Select the icon to view the indicators.
<b>Statistics (gpa)</b>	Records and Enrollment -> Student Term Information -> Term History <ul style="list-style-type: none"> <li>• Select the term or cumulative statistics tab (view is based on career and term)</li> </ul>
<b>Test Scores</b>	Records and Enrollment -> Transfer Credit Evaluation -> Academic Test Summary <b>OR</b> Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• Go to the Admissions tab, Test Summary Section</li> </ul>
<b>Transfer Credits</b>	Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• In the Academics section on the Student Center tab, select Transfer Credit: Report from the drop down box and select the Go button. </li> </ul>

Topic	Navigation (Start at Main Menu)
<b>Unofficial Transcript</b>	Records and Enrollment -> Transcripts -> Request Transcript Report -> Add A new Value (tab) -> <ul style="list-style-type: none"> <li>• Select transcript type (UNOFF)</li> <li>• Go to the Transcript Request Detail Tab</li> <li>• Enter Clarion ID in ID field, or use Last Name / First Name search values</li> <li>• Select Process Request</li> <li>• Click on the View Report link</li> </ul>
<b>Withdrawals (university)</b>	Records and Enrollment -> Student Term Information -> Term History <ul style="list-style-type: none"> <li>• Go to the term withdrawal tab to see withdrawal dates</li> </ul> <b>OR</b> Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• Go to the 'academics' tab. In the Term Summary area, select the term on the right column. Withdrawals for the selected term will appear on the right in that section.</li> </ul>
<b>Withdrawals (class)</b>	Records and Enrollment -> Student Term Information -> Student Grades <b>OR</b> Campus Community -> Student Services Ctr (Student) <ul style="list-style-type: none"> <li>• Enter student ID and click search</li> <li>• Go to the 'academics' tab. In the Term Summary area, select the term on the right column. Withdrawals for the selected term will appear on the right in that section.</li> </ul>

## Viewing Other Information

Topic	Navigation (Start at Main Menu)
Class List	Curriculum Management -> Class Roster
Course Catalog	Curriculum Management -> Course Catalog -> Browse Catalog
Faculty Schedule	Curriculum Management -> Instructor/Advisor Information -> Instructor Schedule
Schedule of Classes	Curriculum Management ->Class Search
Facility Search	Curriculum Management -> Facility and Event Information -> Search for a Facility