## **MyClarion Student Center Quick Reference -- Drop 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 <mark>Stud</mark> ent Cen	ter			2
Academics				STATION FOR CLASSES
Search	Bo	Deadlines 😡	LIR.L.	SEARCH FOR CLASSES
Enroll	This	Week's Schedule		- Holds
My Academics		Class	Schedule	No Holds.
	20	ANTH 211-01 LEC (1192)	Room: TBA	▼ To Do List
other academic 🔻 🧭	1	CMST 101-01 LEC (1092)	Room: TBA	No To Do's.
	130	CRJT 235-51 LEC (1253)	Room: TBA	Enrollment Dates
				Enrollment Appointment

4. Click the **Drop** tab.

Search	Plan		Enroll	My Academ	nics
class schedule	add	drop	swap	term info	rmation
d Classes					
a ot Tomm					크
e <mark>ct Term</mark>					그리
ect Term					-1-11
ect Term					-13
ect Term	lick Continue.				-1-1
ect Term ect a term then Term	click Continue.	Ins	titution		
ect Term ect a term then Term 2011 SPRING	lick Continue. Career Undergraduate	Ins	titution rion University of P	'A	
ect Term ect a term then Term 2011 SPRING 2011 FALL	click Continue. Career Undergraduate Undergraduate	Clar Clar	titution rion University of P rion University of P	A	

5. Next select the term.

-			1-2-2
le	ect Term		
le	ct a term then cli	ck Continue.	
	Term	Career	Institution
	2011 SPRING	Undergraduate	Clarion University of PA
	2011 FALL	Undergraduate	Clarion University of PA

6. Select the class or classes to drop and click **Drop Selected Classes**.

. Se	lect classe	s to drop					
Sel	ect the classes	to drop and click [	Drop Selected Clas	ses.			
011	FALL   Underg	graduate   Claric	on University of F	A chang	e term		
UII							
20111	8 8						
2011	5			0-	1 A.M. 1		5
2011			Enrolled		oped 🔥 Wai	t Liste	đ
ielect	Class	Description	Enrolled	Room	pped Awai	t Liste	d Status
Select	Class ACTG 251-02 (1875)	Description Financial Actg (Lecture)	Days/Times TuTh 9:30AM - 10:45AM	&Drop Room Standard Classroom	Instructor Staff	Units 3.00	d Status
Select	Class ACTG 251-02 (1875) ENG 110-01 (1155)	Description Financial Actg (Lecture) Writing I (Lecture)	Days/Times TuTh 9:30AM - 10:45AM MoWeFr 12:00PM - 12:50PM	Room Standard Classroom Standard Classroom	Instructor Staff J. Knepper	Units 3.00 3.00	d Status

7. Click Finish Dropping.

rop Classe	S				- D	
Confirm	your selection	L			Ċ	
Click Finish I these classe	Dropping to process s s, click Cancel.	your drop request.	To exit withou	ut dropping		
LI FALL   Und	argraduate   Clarion (	JUIVERENTY OF PA				
II FALL   Und	ergraduate   Clarion (	Chiverenty of PA	ed 🛞 Dro	opped 📐	/ait List	ed
Class	Description	Days/Times	ed 🛞 Dro	opped 🛕 V	/ait List Units	ed Status
Class <u>Class</u> <u>FG 251-02</u> <u>751</u>	Description Financial Actg (Lecture)	Days/Times TuTh 9:30AM - 10:45AM	ed Oro Room Standard Classroom	Instructor Staff	Vait List Units 3.00	status

8. The View Results page confirms the drop.

Drop Classes		1-2-3
3. View results		
View the results o	f your enrollment request. Click Fix Errors to make changes to	your
200 <b>0</b> 0000		
011 FALL Undergrad	usta   Cistion   Iniversity of DA	
exteruer Lanagiãtar	oate I clanor onversity of PA	
Sectors ( Vineigiau	Success: dropped Kerror: unable to	drop class
Class	Success: dropped X Error: unable to	drop class
Class ACTG 251	Success: dropped Kerror: unable to Message Success: This class has been removed from your schedule.	drop class Status

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