

MyClarion Student Center Quick Reference Sign Up for Orientation Session

1. Go to www.clarion.edu/myclarion and select "Login". (Refer to the help document How to Login to MyClarion if you need assistance.)
2. Next, click the **Student Center** link.
3. At the bottom of the page there is an Admissions section. Click on the link 'Request Orientation Session'.

The screenshot shows the MyClarion Student Center interface. At the top, there is a navigation bar with a dropdown menu for 'Academics'. Below this, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. A prominent message box states 'You are not enrolled in classes.' To the right of this message is a link for 'enrollment shopping cart'. Below the message box is a search bar with the text 'other academic...' and a search button. At the bottom of the Academics section, there is a dropdown menu for 'Admissions' with a link for 'Request Orientation Session'.

4. The Orientation Session Signup Page will appear similar to this.

The screenshot shows the Orientation Session Signup page. At the top, there is a section titled 'Orientation Session Signup' with a sub-heading 'Select the orientation session you would like to attend'. Below this, there is a paragraph of text explaining the process and requirements for attending the orientation session. The text mentions that a confirmation email will be sent to the student's Clarion email account and that there is a \$50 fee for guests requiring overnight accommodations. Below the text, there is a section titled 'Next Steps' which provides information on how to receive a schedule, complete pre-orientation modules, and submit a photo for a student ID. The page concludes with contact information for the Office of Residence Life and a closing statement: 'We look forward to meeting you this summer!'.

The screenshot shows the Orientation Session Signup form. At the top, there is a header with 'Location: Clarion' and 'Term: 2188 2018 FALL'. Below this, there is a section titled 'Session Selection' with a search bar for 'Session Number' and a checkbox for 'Overnight'. The next section is 'Guest Information' with fields for 'Guest Name', 'Gender', 'Hometown', and 'Email', along with a 'Find' button and a '1 of 1' indicator. Below this is a section titled 'Comments and Acknowledgement' with a 'Mobility Issues' field and a 'Comments' text area. At the bottom, there is a checkbox for 'I am submitting my choice for the orientation session I would like to attend.' and a 'Submit Request' button. The 'Submitted Date/Time' is displayed as '02/01/2018 12:42PM'.

5. Please complete the form by selecting the Session Number you would like to attend by clicking the magnifying glass. Note if you are not eligible for any sessions you will get a message regarding why. The sessions that are listed are the sessions that are available. Orientation is available to new undergraduate accepted students who have paid the admissions deposit.
6. You can add guests to the signup by clicking on the “+” (plus sign) on the guest information box. Please provide the names of all guests who plan to attend the orientation day. **Please Note:** While there is no fee for guests to attend the Orientation program, there is \$50 fee for guests requiring overnight accommodations on campus. This fee covers a one night stay in a residence hall room with a maximum of 2 people per room. This fee is payable upon arrival (PLEASE DO NOT SEND PAYMENT).
7. Once you have completed the form, check the acknowledgement box and click the ‘Submit Request’ link.
8. An email response will be sent to your **Clarion University email account** for your records. Refer to your blue Clarion University Computer Account Information letter you received in the mail regarding instructions on how to access your eagle.clarion.edu email account.
9. Once the form is submitted you can come back to MyClarion at anytime and view the information submitted.
10. **** When you are finished in Student Center, always remember to select “Sign Out” from the top right corner of any page.**
11. If you have any questions regarding orientation, please contact the office for SOAR at orientation@clarion.edu or 814-393-1766.