MyClarion Student Center Quick Reference -- Swap 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	B	Deadlines 😡	URL	SEARCH FOR CLASSES
Enroll	This	Week's Schedule		🐨 Holds
My Academics		Class	Schedule	No Holds.
	30	ANTH 211-01 LEC (1192)	Room: TBA	▼ To Do List
other academic 🔻 🕐	3	CMST 101-01 LEC (1092)	Room: TBA	No To Do's.
	3	CRJT 235-51 LEC (1253)	Room: TBA	Enrollment Dates
				Enrollment Appointment

4. Click the Swap tab.

Search	Plan		Enroll	My Academ	mics
class schedule	add	drop	swap	term info	ormation
d Classes					
					-121
lect Lerm					
elect a term then	click Continue.				
lect a term then	click Continue.	In	titution		
lect a term then Term 2011 SPRING	click Continue. Career Undergradu	In:	titution rion University of F	×	
Term 2011 SPRING 2011 FALL	click Continue. Career Undergradu Undergradu	iate Cla	titution rion University of F rion University of F	PA	
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5. Next, select the term.

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				3
- 12	ect a term then cli	ick Continue.		_
	Term	Career	Institution	
D	Term 2011 SPRING	Career Undergraduate	Clarion University of PA	_

6. Choose the class you wish to drop.

wap a Class	
. Select a class to swa	p
Select the class you wish to :	swap then select the class you wish to replace it with.
011 EALL Undergraduate	Clarion University of PA change term
UTI FALL Undergraduate	
wap This Class	
wap This Class Select from your schedule	MATH 112: Excursions Math
wap This Class Select from your schedule	MATH 112: Excursions Math
wap This Class Select from your schedule Vith This Class	MATH 112: Excursions Math
Wap This Class Select from your schedule With This Class Search for Class	MATH 112: Excursions Math ENG 110: Writing I MATH 112: Excursions Math Class Search
Wap This Class Select from your schedule With This Class Search for Class	MATH 112: Excursions Math ENG 110: Writing I MATH 112: Excursions Math Class Search • search OR

7. Choose the class to add by searching for it, selecting it from the Enrollment Shopping Cart or entering the class number.

up a class		
Select a class to swa	p	
Select the class you wish to s	swap then select the class you wish to replace it wi	:h.
11 FALL Undergraduate	Clarion University of PA	
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th This Class		
	Class Search - search	
earch for Class		
earch for Class	Jeoren Jeoren	

8. Verify the swapping information and click **Finish Swapping** to complete the swap.

Swap a Clas	S					2
2. Confirm	your selection					
Click Finish S these classes	wapping to process y s, click Cancel.	rour swap request.	. To exit withou	u <mark>t swapping</mark>		
You are repl	lacing this class	inversity of PA				
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		Serie Enrolle	ed ODroj	pped 🗛 W	ant List	6511
Class	Description	Days/Times	Room	Instructor	Units	Statu
Class 1ATH 112-01 1092)	Description Excursions Math (Lecture)	Days/Times MoWe 3:30PM - 4:45PM	Room Standard Classroom	Instructor D. Bhattacharya	Units 3.00	Statu
Class IATH <u>112-01</u> 1092) • With this cla	Description Excursions Math (Lecture)	Days/Times MoWe 3:30PM - 4:45PM	Room Standard Classroom	Instructor D. Bhattacharya	Units 3.00	Statu
Class MATH 112-01 1092) Vith this cla	Description Excursions Math (Lecture)	Days/Times MoWe 3:30PM - 4:45PM	ed Oroj Room Standard Classroom	Instructor D. Bhattacharya	Units 3.00	Statu
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Class MATH 112-01 1092) With this cla Class	Description Excursions Math (Lecture)	Days/Times MoWe 3:30PM - 4:45PM Open Days/Times	Room Classroom	Instructor D. Bhattacharya	Units	Statu Status

9. The View Results page confirms the swap.

3. View results		
View the results of	your swap request. Click Fix Errors to try and correct	the problems
listed below of char	nge your swap choices.	
	and the second	
1011 FALL Undergradu	uate Clarion University of PA	
2011 FALL Undergradu	Vate Clarion University of PA	able to swan class
2011 FALL Undergradu	uate Clarion University of PA	able to swap class
011 FALL Undergradu C lass	ate Clarion University of PA Success: Classes were swapped X Error: Un Message	able to swap class

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