

## The SEARCH Bar

### Contact Information for Professors/Advisors

If you need to find contact information for a professor or your advisor, you can access this information through the directory on the Clarion Website. Go to [www.clarion.edu](http://www.clarion.edu) and find the Search Bar in the top left hand corner of the page, click the 'Employee' Tab, and then enter the professor/advisor name. The search will bring up the department where they are located, their campus address, phone number, and email address.

A student search can also be done on the Search Bar by clicking the 'Students' tab.

### Navigating the Clarion Website

Are you having trouble locating items on the university website? The SEARCH bar can help you find them. Make sure the 'Site' tab is selected, type in what you are looking for and it will run a Google search and display the top 10 options that are the most relevant to your search.

## PASSHE Policies

The academic policy changes that were implemented by the Pennsylvania State System of Higher Education for the Fall 2009 semester are now posted on the Registrars Website at <http://www.clarion.edu/116312/>.

The 5 PASSHE Commonality Policies are:

1. Drop/Add Dates
2. Course Repeat Policy
3. Withdrawal End Dates
4. Graduation Residency Requirement
5. Simultaneous Degree Completion

## QPA Calculator

The QPA calculator along with an explanation of how to calculate your QPA can be found on the Registrar's web page at <http://www.clarion.edu/6874/>. This will assist you in calculating your QPA and can answer scenario questions such as 'what grades do I need in order reach a certain QPA?'. Please note the calculator does **NOT** take repeated courses into account. You should contact your advisor if you are repeating a course and want to determine the effect on your QPA. The calculator should be used as an estimate and it does not represent official grades.

## Forms

The Registrar's web page is where you can find forms such as the Change of Status Form, Graduation Application, Class Withdrawal Form, Credit/No Record Form, etc. A complete listing of forms can be found at <http://www.clarion.edu/27449/>. An explanation of what the forms are used for and the process for submitting them can also be found on the Registrar's web page under Student Resources.

## Degree Audit

Your Degree Audit is an on-line tool that evaluates your academic record to determine which degree requirements you have met and which requirements still need to be completed. You can access your audit through the iClarion portal within Web for Students under the 'Student Records' tab. As a reference guide, we have provided a '[How do I read my degree audit?](#)' (PDF).

The degree audit is provided for advisement and is not an official record. You should meet with your advisor periodically to monitor your progress and have them address any questions you may have.

## General Education Flags

General Education Flags are requirements on your degree audit that need to be fulfilled to complete your degree. Courses that are used in your major and for general education may be used to satisfy 5 required flags: First Year Values Flag, Quantitative Reasoning Flag, Second Year Values Flag, and 2 Writing Intensive Flags. A listing of courses approved as general flags can be found at <http://www.clarion.edu/30879.pdf>.

### IMPORTANT DATES

Oct 2	No Classes
Oct 5	Graduation Applications due in our office for Fall & Winter Intersession
Oct 5	Credit/No Record Ends
Oct 19	Registration for Winter Intersession 2009 & Spring 2010 Begins
Nov 6	Class Withdrawals End