

## Clarion ID#

The Clarion ID is a unique student identification number assigned to students for processing their information through electronic and paper processes. It is important that students learn their Clarion ID and keep it in a secure place. This number is needed anytime students call an office on campus and when filling out all university forms.

### Where can I find my Clarion ID?

Log on to the [iClarion portal](#)

Select "School Services"

Select "Web For Students"

Select "Student & Financial Aid"

Select the "Personal Information, Update Your Personal Information Form (PIF)" menu option. *Your Clarion ID will be displayed at the top left side of the form.*

## Login Errors

When logging into the iClarion Portal through Web For Students, you may have encountered a 'time-out' error or a 'login expired' error. This happens when you have 15 minutes of inactivity OR you have double clicked on an option (in the iClarion Portal you only need to single click).

Once the error occurs it will bring up a screen that will say 'This Session Has Expired' and it will ask you to click on [Begin New Session](#). If you click on the link, it will not take you in through the iClarion Portal but will ask you for a login id and pin#. Instead, click the Logout Icon in the top right hand corner of the page. This will take you back to the iClarion Portal login page and you can proceed to login again.

## Name Changes

The Registrar's Office processes name and social security number changes for all current and former students. To change or correct your name or social security number, a [Name and Social Security Number Change Form](#) along with supporting documentation must be provided to process the change. This must be submitted to the Registrar's Office, 122 Carrier Administration Building.

## University Withdrawals

The last day students can withdraw from all of their classes is Friday, December 11<sup>th</sup>. Students are NOT permitted to withdraw from classes during finals week. **To withdraw from the semester you must notify the Registrar's Office directly in writing.** The University Withdrawal form is available in our office and on the website at <http://www.clarion.edu/27449/>.

## Final Exam Schedule

The Final Exam Schedule is available on the Registrar's website at <http://www.clarion.edu/41327.pdf>.

## Graduation Applications

Are you planning on graduating in Spring 2010 or Summer 2010? If you are, now is the time to submit your Graduation Applications to your advisor in order to ensure you are registered for all classes in the upcoming semester(s) that are needed to graduate.

The Application for Graduation is available online at <http://www.clarion.edu/27744.pdf>.

## Registrar's Office Closing

The Registrar's Office will be closed for Christmas Break starting Friday, December 25<sup>th</sup> and will re-open Monday, January 4<sup>th</sup> at 8:30 am.

### IMPORTANT DATES

Dec 11	Last Day to Withdraw From All Classes
Dec 14- Dec 18	Finals Week
Dec 19	Winter Commencement 2pm
Dec 21	Winter Intersession Begins
Dec 24	Fall Grades Available Online After 4pm
Jan 11	Last Day of Winter Intersession
Jan 15	Winter Intersession Grades Available Online After 4pm