

Changing Your Major

When changing, dropping, or adding a major, minor or concentration, the Change of Status Form is required. It is also used to request a different academic advisor. **It must be filled out and signed by both the student and by the department that the change is affecting.** If you are unsure where to turn in the form, please check the academic department page at: <http://www.clarion.edu/18751/>.

This form can be found on the Registrar's Office web page under forms and can also be picked up in our office.

University Withdrawals

Friday, December 10, is the last day students can withdraw from all of their classes. **To withdraw from the semester you must notify the Registrar's Office directly in writing.** Students are NOT permitted to withdraw from classes during finals week.

The University Withdrawal Form has recently been revised and is available as a PDF fill-in form. The form is available in our office and on our website at <http://www.clarion.edu/27449/>. If you need to withdraw from either the current semester or a future semester, you must fill out and submit this form to the Registrar's Office.

ATTENTION FRESHMAN: If you plan to not return for the Spring 2011 semester, you must fill out the University Withdrawal Form. Partial Spring 2011 schedules were built for freshman as part of the orientation process. The University Withdrawal Form will cancel any Spring classes that you were registered for if you are not planning to attend next semester.

Fall 2010 Grades

Fall 2010 grades will be available online, Thursday, December 23, after 4:30 p.m. In order to access your grades, you must log in to the iClarion Portal. Information on how to access your grades is available at: <http://www.clarion.edu/6874/>

Date Reminder

On Tuesday, November 23, Friday classes will meet in the place of Tuesday classes due to Thanksgiving break.

Repeat Policy

Please remember the course repeat policy when registering for courses that you have taken previously. Beginning with the Fall 2009 semester, undergraduate students will be limited to a maximum total of six repeats throughout their undergraduate career. Within the six repeat rule, repeats of a single course for grade improvement will be limited to three. Therefore, a single course can only appear on a transcript a total of three times beginning with the Fall 2009 semester. Repeats prior to Fall 2009 will not be counted in the repeat policy. Post Baccalaureate students will follow the same policy as undergraduate students.

Graduate students can repeat a single course only once. Graduate students are also limited to a maximum of two repeats across their program.

Incomplete Grades

When scheduling for the following semester, students should not re-register for a class that has been assigned an "I" grade. Students should work with his/her instructor to complete the work. Incompletes are NOT removed by repeating the course.

Spring 2011 Graduates

If you are planning on graduating in Spring or Summer 2011, now is the time to start filling out your Graduation Application. This will ensure that your degree requirements will be met by the expected graduation term and give adequate time for your application to be routed through the appropriate offices for the required signatures.

IMPORTANT DATES

Nov 23	Friday Classes Meet in Place of Tuesday Classes
Dec 10	Last Day to Withdraw From ALL Classes
Dec 13- 17	Final Examinations
Dec 18	Winter Commencement 2 p.m.
Dec 20	Winter Intersession Begins
Dec 23	Fall 2010 Grades Available Online After 4:30 p.m.