

Web Registration Instructions

Log into your **MyClarion** account at www.clarion.edu/myclarion

(Note: Your MyClarion user name begins with s_ followed by your first name initial, middle name initial {if available}, and your last name up to a total of 12 characters.)

Add a Class

All changes to your student schedule must be processed during the add/drop period. You can check the availability of classes using MyClarion Student Center.

- Login to MyClarion
- Next, click the **Student Center** link.
- Click the **Enroll** link.
- Choose the class you wish to add, either by entering the class number or choosing a search option.
- Click **Select Class** next to the class section you wish to add.
- Click **Next**.
- Repeat steps 4 through 6 for all the classes you wish to enroll in.
- When you are happy with the contents of your shopping cart, click **Proceed to Step 2 of 3**.
- Click **Finish Enrolling** to attempt to enroll in each of the classes.
- The **View Results** page displays the results of the enrollment. From this page, you can view any errors, add other classes, and view your schedule.

Drop a Class

- Login to MyClarion
- Next, click the **Student Center** link.
- Click the **Enroll** link.
- Click the **Drop** tab.
- Select the class or classes to drop and click **Drop Selected Classes**.
- Click **Finish Dropping**.
- The View Results page confirms the drop.

Swap a Class

- Login to MyClarion
- Next, click the **Student Center** link.
- Click the **Enroll** link.
- Click the **Swap** tab.
- Choose the class you wish to drop.
- Choose the class to add by searching for it, selecting it from the Enrollment Shopping Cart or entering the class number.
- Verify the swapping information and click **Finish Swapping** to complete the swap.
- The View Results page confirms the swap.