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# OFFICE OF THE REGISTRAR

## NEWS & UPDATES

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October 2011

### Degree Audit Updates

The Academic Advisement Report (degree audit) is available in your MyClarion Faculty Center. The training guide is available at [www.clarion.edu/myclarion](http://www.clarion.edu/myclarion).

Please note that we are continuing to work on tweaking the degree audits. We appreciate the faculty feedback received so far and welcome continued feedback on areas that need adjusted. Also, the course substitutions from our legacy system are still being manually processed in PeopleSoft. Please be patient while we complete this process and do not re-send course substitutions for students that were sent previously. Our priority will be on completing the course substitutions for students who expect to graduate in December and then we will continue to review and process the rest of the students. FAQs are available at: <http://www.clarion.edu/6906/>

#### ***Finding a students requirement term (catalog year) in MyClarion***

- Log into MyClarion and select Faculty Center
  - Select the Advisor Center tab
  - Select a student from your advisee list (click on view student details link) or view data for other students
  - Select the Academics tab
- The Requirement term for the students plan (major) is located in the Institution/Career/Program section and is viewable on the right side of the screen. For example, Requirement Term: 2098      2009 Fall

### Date Reminder

On Tuesday, November 22, Friday classes will meet in the place of Tuesday classes due to the Thanksgiving break.

### Advisor Holds

Advisor holds are placed on all first-year students so that students must meet with their advisor prior to registering for classes. Advisees should be meeting with their advisor a week prior to their registration date to discuss their schedule.

Instructions on removing advisor holds can be found at: <http://www.clarion.edu/242924.pdf>.

### Enrollment Verifications

Students are now able to print their enrollment verifications online through their student center on MyClarion. All they need to do is click on the 'Request Enrollment Verification Link' under 'My Academics' and follow the instructions. This new process will allow students to access their enrollment verification 24/7.

### Staff Duty Update

Please take note of the job descriptions for the staff of the Registrar. Please send all correspondence accordingly.

Kala Adams-Co-curricular & E-transcripts, Enrollment Verifications, University & Class Withdrawals, Credit-no-record, Student Registration, Change of Majors

Jennifer Baumcraz-Web Maintenance, Course Substitutions & Waivers, Degree Audit

Terri Corbett-Academic Transcripts, Release of Information Forms

Debra Fleeger-Schedule development, Registration controls, Grading, Final Exam Schedule

Molly Gatesman-Graduation Applications, Grade Changes, Name and Social Security Number Changes, Readmits

Dianne Heeter-Transfer Evaluations, PA TRAC updates, Course Substitutions & Waivers

<b>DATES TO REMEMBER</b>	
<i>Nov 22</i>	Friday Classes Meet in Place of Tuesday Classes
<i>Dec 9</i>	Last Day to Withdraw From ALL Classes
<i>Dec 12- Dec 16</i>	Final Examinations
<i>Dec 17</i>	Winter Commencement
<i>Dec 19</i>	Winter Intersession Begins
<i>Dec 22</i>	Fall Semester Grades Due By Noon