

# Clarion University, Office of the Registrar

## Web Registration Instructions

(last updated OCT-2008)

Note: See <http://www.clarion.edu/25048/> for full details

Log into your " **iClarion Portal** " account at [iclarion.clarion.edu](http://iclarion.clarion.edu)

*(Note: Your iClarion 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. When your iClarion account was created, the initial password was a 13-digit number consisting of your Social Security Number {9-digits} and your month and day of birth {4-digits}. An example of your password would be "123456789mmdd". If you haven't already changed your initial password, please do so now! For additional information [Click Here](#) )*

- Click "School Services"
- Click "Web for Students"
- Click "Student & Financial Aid"
- On the blue navigation bar under "Registration", choose Drop and Add Classes.
- Select the appropriate term and click "Submit"
- Enter the call number of courses to be added and click "Submit"
- You can also search for classes using the course section searches by subject, day or time. Click on the course call number link to add the course
- Error messages or a registered message will be returned
- Make adjustments to your schedule based on those messages
- Continue with the above steps until your schedule is complete
- Print a schedule by going to "Student Schedule" under the "Registration" menu

If you need help, please refer to the [iClarion Registration Brochure](#) or contact us via the information noted on the [Registration Help Line](#) page.

### Course Section Searches

You may also search for open/closed courses and the basic course offerings for a specific semester.

- Click the following selections to drill down through the web menus:
  - **School Services>Web for Students>Student & Financial Aid.**
- Under the "Registration" heading on the blue navigation bar, select
  - **"Course Section Search** or **"Course Sections"**
- Select the appropriate term to search
- Narrow your search using any or all of the search criteria. The system has a maximum return value and will not show all sections at once. If this happens, an error message will show and ask you to narrow your search.
- During registration periods you may search for a course section and add it to your schedule. To do this just click on the course call number next to the open section you would like.