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# OFFICE OF THE REGISTRAR

## NEWS & UPDATES

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March 2009

### Navigating the Website

Are you having trouble locating items on the university website? Use the SEARCH field at the top left hand corner of the web page. Type in what you are looking for and it will run a Google search and display the top 10 options that are the most relevant to your search.

### 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.

### Removing Advisor Holds

Faculty members can remove Advisor holds for their advisees through the iClarion portal. To access Web for Faculty, click on "School Services", "Web for Faculty", "Faculty". Highlight "Advisor" on the blue navigation bar and select "Holds". Select the term, "2009 Spring". Click "My Advisees" and select the appropriate student by clicking in the select column beside the student's name. Click Continue.

To remove the advisor hold, check "Delete" and click the Submit button.

### Non-Registered Students

Students should not be attending classes if they are not registered for a course. Please check your class rosters to verify that all students attending your class are registered.

If you have a student who is attending that is not on your class roster, the student will need to work through their Dean's office to see about enrolling in the class.

### See the NEW LOOK

of our schedule of classes web page at:

<http://www.clarion.edu/registrar/schedule/>

### Spring Commencement

The 2009 Spring Commencement Ceremonies will be held on Saturday, May 2. To help reserve the appropriate number of seats for faculty and administrators, please complete the Faculty/Administrator Response Form. It may be accessed through the commencement web page at <http://www.clarion.edu/37155/>.

### University Withdrawals

The last day students can withdraw from all of their classes is Monday, April 27. Students are not permitted to withdraw from classes during finals week.

### Graduation

If any of your advisees are graduating in December 2009 (Fall or Winter Intersession), you should encourage them to fill out their application for graduation during the period of registration beginning March 30th. This enables you to go over any remaining requirements with your advisees to ensure they are registering for all of the coursework needed to complete their degree. The students should have their graduation application into their Dean's Office by the end of this semester.

### DATES TO REMEMBER

<i>March 30</i>	Registration begins for Pre-Session, Summer I, Summer II, and Fall 2009 semesters.
<i>Tues, April 28- Fri, May 1</i>	Finals Week
<i>May 2</i>	Commencement
<i>May 4</i>	Summer Pre-Session Begins
<i>May 7</i>	Spring Semester Grades due from Faculty 12pm