

MyClarion Student Center Quick Reference -- Add a Class

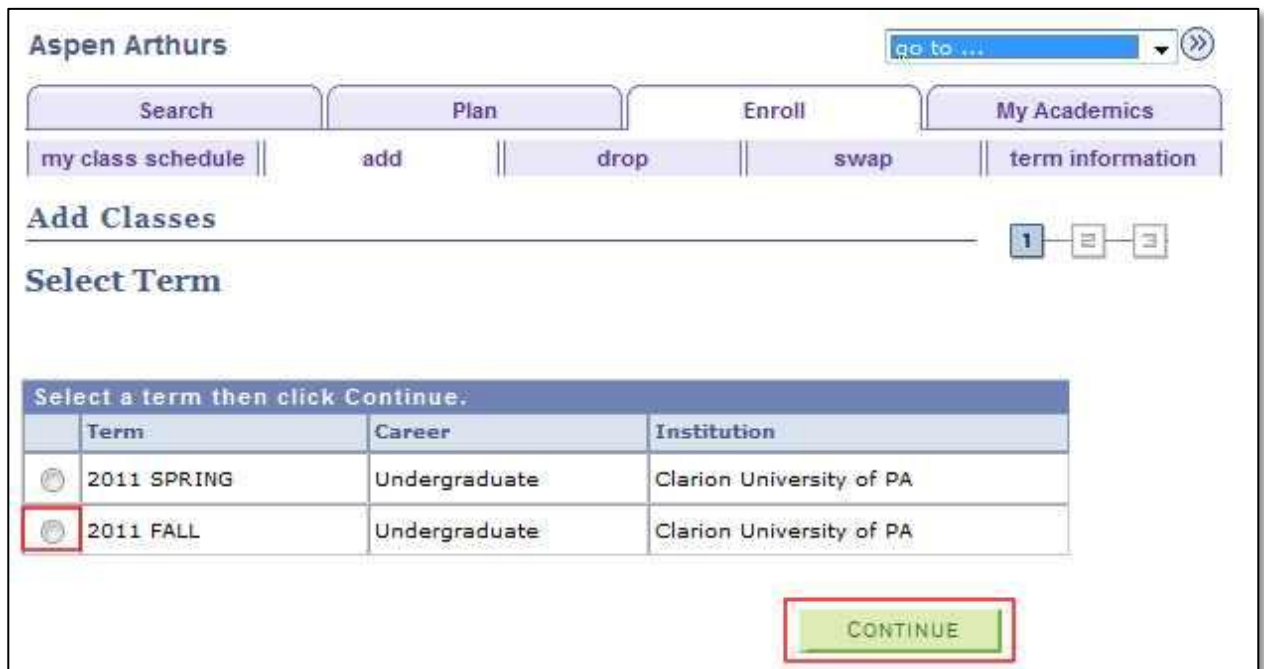
1. Go to www.clarion.edu/myclarion and select "Login".
2. Next, click the **Student Center** link.
3. Click the **Enroll** link.



The screenshot shows the Aspen's Student Center interface. The Academics section is expanded, and the 'Enroll' link is highlighted with a red box. The 'This Week's Schedule' table is visible, listing classes like ANTH 211-01 LEC (1192) and CMST 101-01 LEC (1092). A search bar for classes is also present.

Class	Schedule
ANTH 211-01 LEC (1192)	Room: TBA
CMST 101-01 LEC (1092)	Room: TBA
CRJT 235-51	Room: TBA

4. Next select the term for which you wish to enroll and click **Continue**.



The screenshot shows the Aspen Arthurs' My Academics page. The 'Add Classes' section is active, and the '2011 FALL' term is selected in the 'Select Term' table. The 'CONTINUE' button is highlighted with a red box.

Term	Career	Institution
2011 SPRING	Undergraduate	Clarion University of PA
2011 FALL	Undergraduate	Clarion University of PA

5. Choose the class you wish to add, either by entering the class number or choosing a search option.

Aspen Arthurs go to ...

Search Plan Enroll My Academics

my class schedule || add || drop || swap || term information

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2011 FALL | Undergraduate | Clarion University of PA [change term](#)

Open Closed Wait List

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

Class Search

My Requirements

[search](#)

2011 FALL Shopping Cart

Your enrollment shopping cart is empty.

6. If you choose to search for the class, enter your criteria on the Enter Search Criteria page.

Add Classes

1 2 3

Enter Search Criteria

Clarion University of PA | 2011 FALL

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject Accounting

Course Number is exactly 251

Course Career Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#) CLEAR CRITERIA SEARCH

- Click **Select Class** next to the class section you wish to add.

▼ ACTG 251 - Financial Actg

View 3 First 1-7 of 7 Last

Section 02-LEC(1875)	Status ●	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
TuTh 9:30AM - 10:45AM	Standard Classroom	Staff	08/29/2011 - 12/16/2011
Section 03-LEC(1879)			
Status ●			
select class			
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
TuTh 11:00AM - 12:15PM	Standard Classroom	Staff	08/29/2011 - 12/16/2011

- Click **Next**.

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2011 FALL | Undergraduate | Clarion University of PA

ACTG 251 - Financial Actg

Class Preferences

ACTG 251-02 Lecture ● Open **Wait List** Wait list if class is full

Session Regular Academic Session **Permission Nbr**

Career Undergraduate **Grading** Graded

Units 3.00

Program UGRD Arts & Sciences

CANCEL **NEXT**

Section	Component	Days & Times	Room	Instructor	Start/End Date
02	Lecture	TuTh 9:30AM - 10:45AM	Standard Classroom	Staff	08/29/2011 - 12/16/2011

9. The class has been added to your Shopping Cart. You have not enrolled in the class, but it is saved in this location so that you may enroll in it at a later time.

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

 ACTG 251 has been added to your Shopping Cart.

2011 FALL | Undergraduate | Clarion University of PA [change term](#)

 Open  Closed  Wait List

Add to Cart:

Enter Class Nbr

[enter](#)



Find Classes

Class Search

My Requirements

[search](#)

2011 FALL Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACTG 251-02 (1875)	TuTh 9:30AM - 10:45AM	Standard Classroom	Staff	3.00	

Main Cor

10. Repeat steps 5 through 8 for all the classes you wish to enroll in.

11. When you are happy with the contents of your shopping cart, click **Proceed to Step 2 of 3**.

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

 ACTG 251 has been added to your Shopping Cart.

2011 FALL | Undergraduate | Clarion University of PA [change term](#)

 Open  Closed  Wait List

Add to Cart:

Enter Class Nbr

[enter](#)



Find Classes

Class Search

My Requirements

[search](#)

2011 FALL Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACTG 251-02 (1875)	TuTh 9:30AM - 10:45AM	Standard Classroom	Staff	3.00	

[PROCEED TO STEP 2 OF 3](#)

12. Click **Finish Enrolling** to attempt to enroll in each of the classes.

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2011 FALL | Undergraduate | Clarion University of PA

● Open
 ■ Closed
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ACTG 251-02 (1875)	Financial Actg (Lecture)	TuTh 9:30AM - 10:45AM	Standard Classroom	Staff	3.00	●

CANCEL
 PREVIOUS
 FINISH ENROLLING

13. 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.

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2011 FALL | Undergraduate | Clarion University of PA

✓ Success: enrolled
 ✗ Error: unable to add class

Class	Message	Status
ACTG 251	Success: This class has been added to your schedule.	✓

MY CLASS SCHEDULE
 ADD ANOTHER CLASS

**** When you are finished in Student Center, always remember to select "Sign Out" from the top right corner of any page.**