MyClarion Student Center Quick Reference – Class Withdrawal

1. Go to www.clarion.edu/myclarion and select "Login".

2. Next, click the **Student Center** link.

3. Click the **Enroll** link.

4. Click the **Drop** tab.
   Note: A class drop that occurs after the drop/add period ends is a class withdrawal. Please refer to the Important Dates & Deadlines from the Academic Calendar page on the web for specific dates for withdrawing from a class: http://www.clarion.edu/academics/academic-calendar.html

5. Next select the term.

Drop Classes

[1]─[2]─[3]

Select Term

Select a term then click Continue.

	Term	Career	Institution
○	2015 FALL	Undergraduate	Clarion University of PA
○	2015 WINTER	Undergraduate	Clarion University of PA
○	2016 SPRING	Undergraduate	Clarion University of PA

CONTINUE

6. Select the class or classes to drop and click **Drop Selected Classes**.

Drop Classes

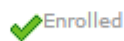[1]─[2]─[3]

1. Select classes to drop

Courses dropped after the drop period will be assigned a 'W' (withdrawal) grade until the end of the class withdrawal period (after that time period, you will only be able to withdraw from all of your classes for the session/term in writing to the Registrar's Office).

Undergraduate students are permitted a total of FIVE individual course withdrawals during their undergraduate career.

Things to consider before withdrawing from a class especially if going from full-time to part-time (refer to Academic Load policy on Registrar web page): financial aid, athletic eligibility, expected graduation date, veterans benefits, and scholarships. We would strongly encourage you to contact your advisor before withdrawing. It is your responsibility to contact your advisor /appropriate department.

2015 FALL | Undergraduate | Clarion University of PA   change term

✓ Enrolled   ⊗ Dropped   ⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
☐	HPE 111-C05 (2067)	Health Education (Lecture)	TuTh 2:00PM - 2:50PM	Tippin Gym 203	G. Truitt-Bean	2.00	✓
☐	NURS 160-C01 (1955)	Critical Thinking in Nursing (Lecture)	TuTh 11:00AM - 12:15PM	Science Tech Ctr 120	M. Terwilliger	3.00	✓
☐	NURS 365-W05V (1970)	Health Prom for Elderly (Lecture)		TBA	A. Brandford-Dixon	3.00	✓

DROP SELECTED CLASSES

7. Click **Finish Dropping**.

Drop Classes

2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2015 FALL | Undergraduate | Clarion University of PA

✔ Enrolled   ⊗ Dropped   ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
HPE 111-C05 (2067)	Health Education (Lecture)	TuTh 2:00PM - 2:50PM	Tippin Gym 203	G. Truitt-Bean	2.00	✔

CANCEL   PREVIOUS   FINISH DROPPING

8. The View Results page confirms the drop. Make sure the status column shows success. If you have a red X, the drop did not successfully process.

Drop Classes

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2015 FALL | Undergraduate | Clarion University of PA

✔ Success: dropped   ✘ Error: unable to drop class

Class	Message	Status
HPE 111	**Message:** You have been given a grade of W for this class.	✔

MY CLASS SCHEDULE

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