MyClarion Student Center Quick Reference -- Drop a Class

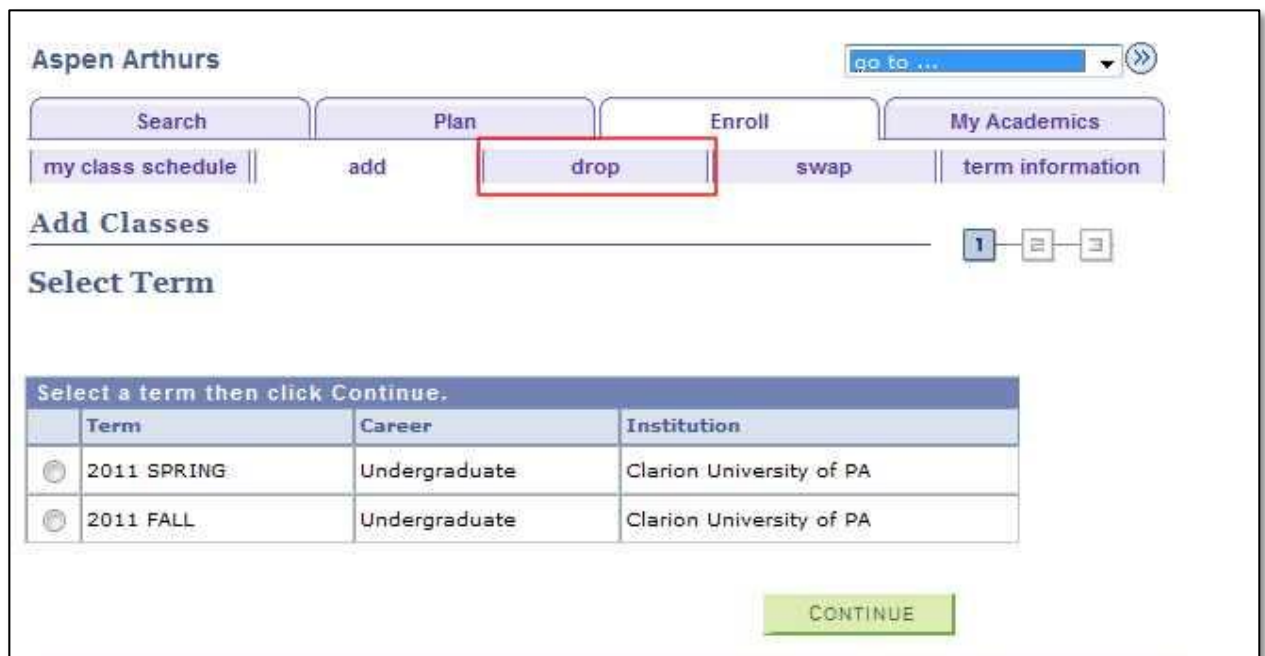1. Go to www.clarion.edu/myclarion and select "Login".

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

3. Click the **Enroll** link.

4. Click the **Drop** tab.

5. Next select the term.

Drop Classes

Select Term 1 – 2 – 3

Select a term then click Continue.		
Term	**Career**	**Institution**
○ 2011 SPRING	Undergraduate	Clarion University of PA
○ 2011 FALL	Undergraduate	Clarion University of PA

CONTINUE

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

Drop Classes

1. Select classes to drop 1 – 2 – 3

Select the classes to drop and click Drop Selected Classes.

2011 FALL | Undergraduate | Clarion University of PA   change term

✔ Enrolled   ⊗ Dropped   ⚠ Wait Listed

Select	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	✔
☐	ENG 110-01 (1155)	Writing I (Lecture)	MoWeFr 12:00PM - 12:50PM	Standard Classroom	J. Knepper	3.00	✔
☐	MATH 112-01 (1092)	Excursions Math (Lecture)	MoWe 3:30PM - 4:45PM	Standard Classroom	D. Bhattacharya	3.00	✔

DROP SELECTED CLASSES

7. Click **Finish Dropping**.

Drop Classes

`1`—`2`—`3`

2. Confirm your selection

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

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| | ✔Enrolled | ⊗Dropped | ⚠Wait Listed |

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ACTG 251-02 (1875)	Financial Actg (Lecture)	TuTh 9:30AM - 10:45AM	Standard Classroom	Staff	3.00	✔

CANCEL | PREVIOUS | **FINISH DROPPING**

8. The View Results page confirms the drop.

Drop Classes

`1`—`2`—`3`

3. View results

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

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| | ✔ Success: dropped | ✘ Error: unable to drop class |

Class	Message	Status
ACTG 251	**Success:** This class has been removed from your schedule.	✔

MY CLASS SCHEDULE

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