

## MyClarion Student Center Quick Reference -- Drop a Class

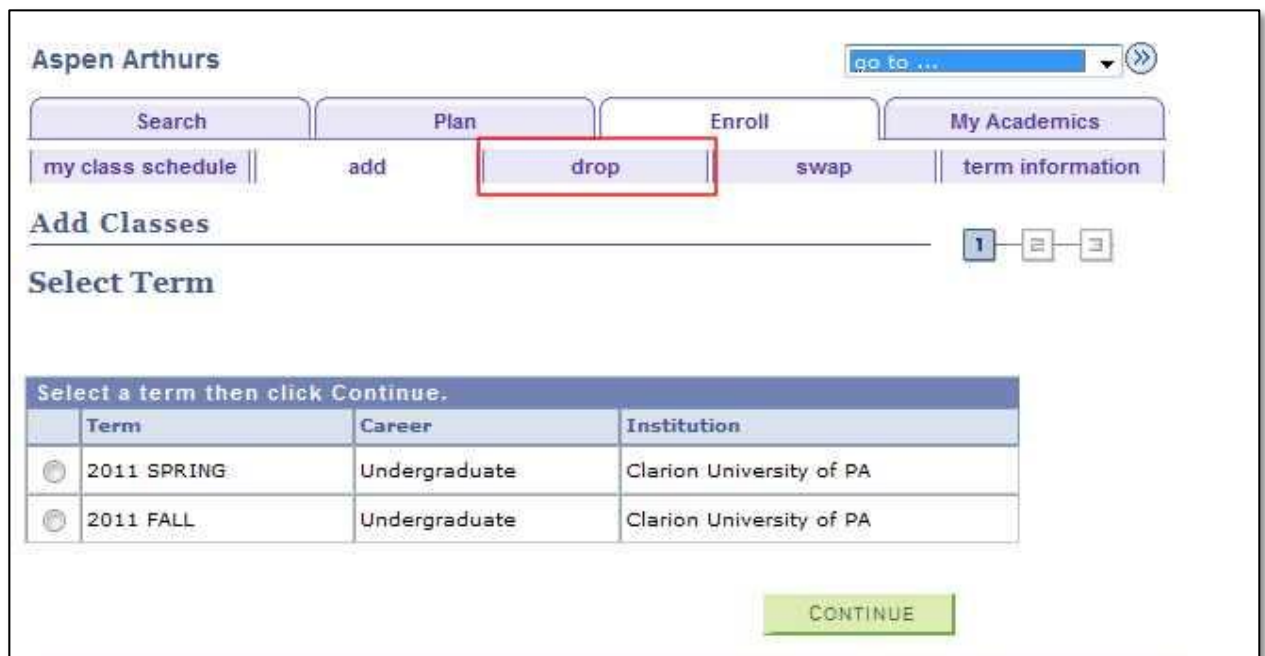
1. Go to [www.clarion.edu/myclarion](http://www.clarion.edu/myclarion) and select "Login".
2. Next, click the **Student Center** link.
3. Click the **Enroll** link.



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 interface includes a search bar, a table of this week's schedule, and a sidebar with options like Holds, To Do List, and Enrollment Dates.

This Week's Schedule	
Class	Schedule
ANTH 211-01 LEC (1192)	Room: TBA
CMST 101-01 LEC (1092)	Room: TBA
CRJT 235-51 LEC (1253)	Room: TBA

4. Click the **Drop** tab.



The screenshot shows the Aspen Arthurs interface. The Drop tab is highlighted with a red box. Below the tabs, there is a section for selecting a term, with a table listing terms and a CONTINUE button.

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

5. Next select the term.

**Drop Classes** 1 2 3

**Select Term**

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	2011 SPRING	Undergraduate	Clarion University of PA
<input checked="" type="radio"/>	2011 FALL	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**

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
<input checked="" type="checkbox"/>	<a href="#">ACTG 251-02 (1875)</a>	Financial Actg (Lecture)	TuTh 9:30AM - 10:45AM	Standard Classroom	Staff	3.00	✓
<input checked="" type="checkbox"/>	<a href="#">ENG 110-01 (1155)</a>	Writing I (Lecture)	MoWeFr 12:00PM - 12:50PM	Standard Classroom	J. Knepper	3.00	✓
<input checked="" type="checkbox"/>	<a href="#">MATH 112-01 (1092)</a>	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.

2011 FALL | Undergraduate | Clarion University of PA

✔ Enrolled   
 ✕ Dropped   
 ▲ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
<a href="#">ACTG 251-02 (1875)</a>	Financial Actg (Lecture)	TuTh 9:30AM - 10:45AM	Standard Classroom	Staff	3.00	<span style="color: green;">✔</span>

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.

2011 FALL | Undergraduate | Clarion University of PA

✔ Success: dropped   
✕ Error: unable to drop class

Class	Message	Status
ACTG 251	<b>Success:</b> This class has been removed from your schedule.	<span style="color: green;">✔</span>

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