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## Academic Policy: STUDENT INFORMATION UPDATES

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### A. Purpose:

To ensure accurate and timely updates of student contact information and verification of enrollment in the term/session.

### B. Policy:

Students are responsible for providing the University with their current address, telephone, and other pertinent personal information. For current students, this information should be updated in your MyClarion Student Center.

Students are responsible for confirming their enrollment each term/session via MyClarion by the end of the drop/add period. If enrollment has not been confirmed by the student, their class(es) for the term/session will be dropped.

### C. Procedures:

#### Personal Information:

1. Log on to your MyClarion at: <http://www.clarion.edu/about-clarion/computing-services/myclarion/>.
2. Select the 'Student Center' link
3. Scroll down to 'Personal Information'
4. Select the 'Demographic Data' link
5. Select the appropriate tab that you wish to update

#### Enrollment Confirmation:

1. Log on to your MyClarion at: <http://www.clarion.edu/about-clarion/computing-services/myclarion/> (After you are logged into MyClarion, the enrollment confirmation area will automatically appear if you are registered for the term/session approximately two weeks before the term/session starts.)
2. Check 'yes' for attending and save.
3. If not attending, check 'no', choose the reason and save.