MyClarion Student Center Quick Reference -- Swap a Class
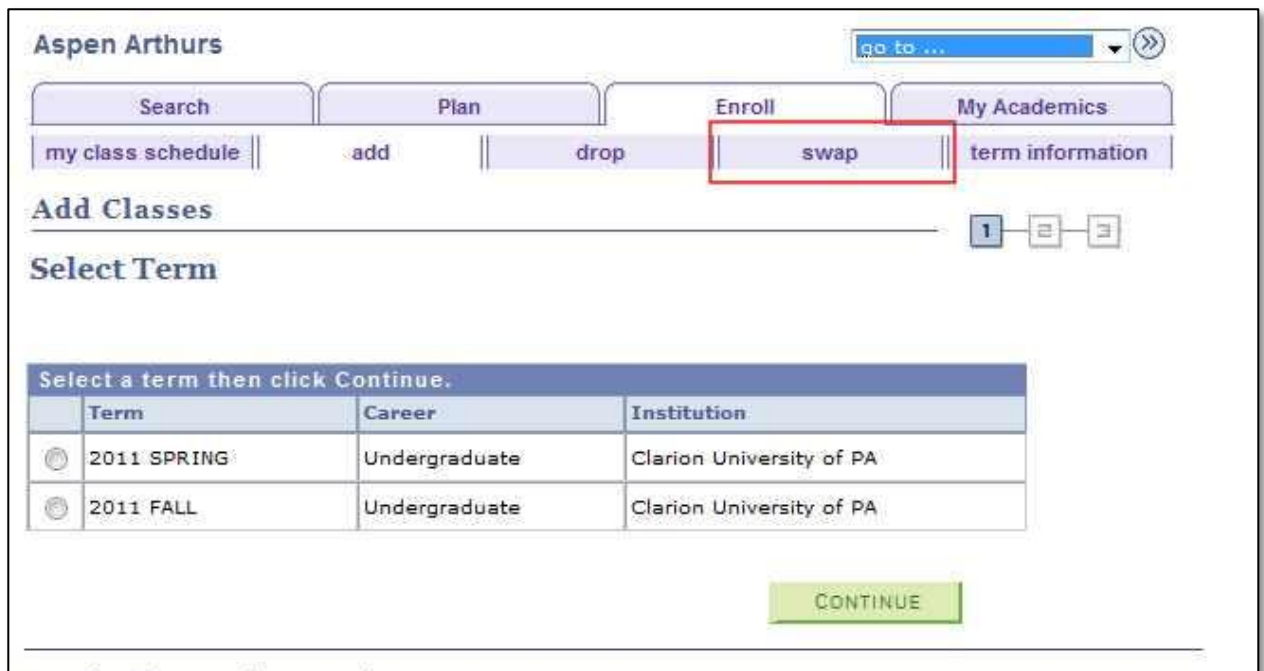
1. Go to www.clarion.edu/myclarion and select "Login".

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

3. Click the **Enroll** link.

4. Click the **Swap** tab.

5. Next, select the term.

Swap a Class

Select Term

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. Choose the class you wish to drop.

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2011 FALL | Undergraduate | Clarion University of PA   change term

Swap This Class

Select from your schedule   MATH 112: Excursions Math ▼
ENG 110: Writing I
MATH 112: Excursions Math

With This Class

Search for Class   Class Search ▼   search

------ OR ------

Enter Class Nbr   ☐   enter

7. Choose the class to add by searching for it, selecting it from the Enrollment Shopping Cart or entering the class number.

Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

2011 FALL | Undergraduate | Clarion University of PA change term

Swap This Class	
Select from your schedule	MATH 112: Excursions Math ▾

With This Class	
Search for Class	Class Search ▾ search
	------ OR ------
Enter Class Nbr	enter

▸ My 2011 FALL Class Schedule

8. Verify the swapping information and click **Finish Swapping** to complete the swap.

Swap a Class

[1]—[2]—[3]

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

2011 FALL | Undergraduate | Clarion University of PA

▼ **You are replacing this class**

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

Class	Description	Days/Times	Room	Instructor	Units	Status
MATH 112-01 (1092)	Excursions Math (Lecture)	MoWe 3:30PM - 4:45PM	Standard Classroom	D. Bhattacharya	3.00	✔

▼ **With this class**

| | ● Open | ■ Closed | ⚠ Wait List |

Class	Description	Days/Times	Room	Instructor	Units	Status
ART 121-01 (1055)	Foundation Drawing (Lecture)	MoWe 9:00AM - 11:30AM	Graphics Lab	M. Franchino	3.00	●

CANCEL   FINISH SWAPPING

9. The View Results page confirms the swap.

Swap a Class

[1]—[2]—[3]

3. View results

View the results of your swap request. Click Fix Errors to try and correct the problems listed below or change your swap choices.

2011 FALL | Undergraduate | Clarion University of PA

| | ✔ Success: Classes were swapped | ✖ Error: Unable to swap class |

Class	Message	Status
Swap MATH 112 with ART 121	**Success:** This class has been replaced.	✔

MY CLASS SCHEDULE

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