# MyClarion Campus Solutions - Common Topic Navigation Quick Reference Guide

## Viewing Student Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Navigation (Start at Main Menu)</th>
</tr>
</thead>
</table>
| **Address, Name, E-mail, etc.** | Campus Community -> Personal Information -> Biographical  
**OR**  
Campus Community -> Student Services Ctr (Student)  
- Enter student ID and click search  
- Scroll down to the ‘Personal Information’ area at the bottom of the Student Center tab.                                                                 |
| **Advisor**                  | Records and Enrollment -> Student Background Information -> Student Advisor  
**OR**  
Campus Community -> Student Services Ctr (Student)  
- Enter student ID and click search  
- Advisor name is located in one of the blue boxes on the right side of the screen.                                                                 |
| **Catalog Year (requirement term)** | Campus Community -> Student Services Ctr (Student)  
- Enter student ID and click search  
- Go to the ‘academics’ tab. Requirement term will be listed on the right side in the institution/career/program section.                                              |
| **Degree Audit (academic advisement report)** | Academic Advisement -> Student Advisement -> Request Advisement Report                                                                                                                                                     |
| **Degrees**                  | Records and Enrollment -> Graduation -> Student Degrees                                                                                                                                                                     |
| **Enrolling Students**       | Records and Enrollment -> Enroll Students -> Quick Enroll a Student /Enrollment Request                                                                                                                                        |
| **Enrollment Appointment**   | Records and Enrollment -> Term Processing -> Student Enrollment Appointment  
**OR**  
Campus Community -> Student Services Ctr (Student)  
- Enter student ID and click search  
- Enrollment appointment date is located in one of the blue boxes on the right side of the screen. Click details to see specific time.                                    |
| **Ethnicity**                | Campus Community -> Personal Information -> Biographical -> Personal Attributes -> Ethnicity                                                                                                                                     |
| **FERPA Release**            | Directory information should not be released if the FERPA shade is at the top of any of the pages                                                                                                                                 |
| **Grades**                   | Records and Enrollment -> Student Term Information -> Student Grades  
**OR**  
Campus Community -> Student Services Ctr (Student)  
- Enter student ID and click search  
- Go to the ‘academics’ tab. In the Term Summary area, select the term on the right column. Grades for the selected term will appear on the right in that section. |
<table>
<thead>
<tr>
<th>Topic</th>
<th>Navigation (Start at Main Menu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors and Awards</td>
<td>Records and Enrollment -&gt; Graduation -&gt; Honors and Awards</td>
</tr>
<tr>
<td>Information Release</td>
<td>See service indicator</td>
</tr>
</tbody>
</table>
| Major (plan)                             | Records and Enrollment -> Career and Program Information -> Student Program/Plan  
OR Campus Community -> Student Services Ctr (Student)  
- Enter student ID and click search  
- Go to the ‘academics’ tab. Major (plan) will be listed on the right side in the institution/career/program section. |
| Milestones                               | Records and Enrollment -> Enroll Students -> Student Milestones (ex. Pseudo courses & Education Tracking)                                                                                                                  |
| Orientation Session                     | Records and Enrollment -> Student Background Information -> Extracurricular Activity  
- Students attending orientation will have an activity of ORSE01, ORSE02 etc. (session information is updated by the Transitions Office)                       |
| Registration Audit Trail (how and when a student register for classes) | Records and Enrollment -> Enroll Students -> Enrollment Request Search  
- Enter parameters based on what you are searching for (ie. career, term, EmplId (students Clarion ID), Class Nbr etc.)                                                                                                  |
| Residency                                | Campus Community -> Personal Information -> Identification -> Residency Data                                                                                                                                                |
| Schedule                                 | Records and Enrollment -> Enroll Students -> Quick Enroll a Student  
- Select the add a new value tab  
- Enter Clarion ID in ID field, or use Last Name / First Name search values  
- Select career and term information and click add  
- Select the study list link at the bottom of the screen |
| Service Indicator                        | Campus Community -> Service Indicators (Student) -> Manage Service Indicators  
[enter Clarion ID in ID field, or use Last Name / First Name search values]; select Search  
If Service Indicators exist for the student, a ( ☹️ ), (negative service icon) or ( 🌟 ) (positive service indicator icon) will be listed at the top of the form. Select the icon to view the indicators. |
| Statistics (gpa)                         | Records and Enrollment -> Student Term Information -> Term History  
- Select the term or cumulative statistics tab (view is based on career and term)                                                                                       |
| Test Scores                              | Records and Enrollment -> Transfer Credit Evaluation -> Academic Test Summary  
OR Campus Community -> Student Services Ctr (Student)  
- Enter student ID and click search  
- Go to the Admissions tab, Test Summary Section                                                                                                                               |
| Transfer Credits                         | Campus Community -> Student Services Ctr (Student)  
- Enter student ID and click search  
- In the Academics section on the Student Center tab, select Transfer Credit: Report from the drop down box and select the Go button. |
### Unofficial Transcript

Records and Enrollment -> Transcripts -> Request Transcript Report ->
Add A new Value (tab) ->
- Select transcript type (UNOFF)
- Go to the Transcript Request Detail Tab
- Enter Clarion ID in ID field, or use Last Name / First Name search values
- Select Process Request
- Click on the View Report link

### Withdrawals (university)

Records and Enrollment -> Student Term Information -> Term History
- Go to the term withdrawal tab to see withdrawal dates

**OR**

Campus Community -> Student Services Ctr (Student)
- Enter student ID and click search
- Go to the ‘academics’ tab. In the Term Summary area, select the term on the right column. Withdrawals for the selected term will appear on the right in that section.

### Withdrawals (class)

Records and Enrollment -> Student Term Information -> Student Grades

**OR**

Campus Community -> Student Services Ctr (Student)
- Enter student ID and click search
- Go to the ‘academics’ tab. In the Term Summary area, select the term on the right column. Withdrawals for the selected term will appear on the right in that section.

---

### Viewing Other Information

<table>
<thead>
<tr>
<th>Topic</th>
<th>Navigation (Start at Main Menu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class List</td>
<td>Curriculum Management -&gt; Class Roster</td>
</tr>
<tr>
<td>Course Catalog</td>
<td>Curriculum Management -&gt; Course Catalog -&gt; Browse Catalog</td>
</tr>
<tr>
<td>Faculty Schedule</td>
<td>Curriculum Management -&gt; Instructor/Advisor Information -&gt; Instructor Schedule</td>
</tr>
<tr>
<td>Schedule of Classes</td>
<td>Curriculum Management -&gt; Class Search</td>
</tr>
<tr>
<td>Facility Search</td>
<td>Curriculum Management -&gt; Facility and Event Information -&gt; Search for a Facility</td>
</tr>
</tbody>
</table>