




STUDENT CENTER QUICK REFERENCE

ADD CLASSES

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the **Enroll** link under the **Academics** heading.
4. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button.
5. Either enter the **Class Nbr** or search for the class using the **Course Subject Name** or **Subject Number**.
6. Click the **Select Class** button to add the class.
7. Click the **Next** button.
8. When finished, click the **Proceed to Step 2 of 3** button.
9. Read the message regarding payment due dates and click **I understand**.
10. Click **Finish Enrolling**.
11. OPTIONAL: If you wish to purchase your textbooks online, click the **My Class Schedule** link and then click the **View/Order Your Textbooks** link at the bottom of the schedule.

DROP CLASSES

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the drop down for “**other academic...**” and select **Enrollment: Drop**.
4. Click the  icon.
5. OPTIONAL: If registration is in process for more than one term you will need to select the term and click the **Continue** button.
6. Click the Select column for the class you wish to drop. You may select multiple classes.
7. Click the **Drop Selected Classes** button.
8. Click **Finish Dropping**.


SEARCH FOR CLASSES

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Either click the **Search** link under the Academics heading or click the **Search for Classes** button.
4. Select the term and enter the search criteria.
5. Click the **Search** button.
6. Click the **Select Class** button to add a class.
7. Click the **Next** button to add the class to your cart.

VIEW ENROLLMENT DATES

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. The Enrollment Dates are displayed on the right side of the page.
4. Click the **Details** link to view additional information.


VIEW GRADES

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the drop down for “**other academic...**” under the **Academics** heading and select **Grades**.
4. Click the  icon.
5. Select the term and click Continue.


VIEW ADVISERS

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the **My Academics** link.
4. Click **View my advisors**.

VIEW TRANSFER CREDIT

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the drop down for “**other academic...**” and select **Transfer Credit: Report**.
4. Click the  icon.


VIEW MY CLASS SCHEDULE

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the drop down for “**other academic...**” and select **Class Schedule**.
4. Click the  icon.

VIEW MY WEEKLY SCHEDULE

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the **weekly schedule** link located under the “This Week’s Schedule” grid at the top of the page.


VIEW MY EXAM SCHEDULE

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the drop down for “**other academic...**” and select **Exam Schedule**.
4. Click the  icon.


VIEW PERSONAL INFORMATION: NAMES

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the **Names** link under the Personal Information heading.
4. NOTE: Contact Student Services in Simmons Hall to make any changes to names.


VIEW PERSONAL INFORMATION: ADDRESSES

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the **Address** link OR click the “**other personal...**” drop down and select **Address** and then click the  icon.

VIEW PERSONAL INFORMATION: PHONE NUMBER

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click a phone number link OR click the “**other personal...**” drop down and select **Phone Numbers** and then click the  icon.

VIEW PERSONAL INFORMATION: EMAIL ADDRESS

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click an email address link OR click the “**other personal...**” drop down and select **Email Addresses** and then click the  icon.
4. NOTE: All official correspondence is sent to students via their Uanet email address. **The Uanet email address CANNOT be deleted or modified.**



STUDENT CENTER QUICK REFERENCE

VIEW PERSONAL INFORMATION: EMERGENCY CONTACTS

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the **Emergency Contact** link under the Personal Information heading.

VIEW FERPA RESTRICTIONS

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the "other personal..." drop down and select **Privacy Settings** and then click the icon.

VIEW HOLDS

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Review the holds located in the "Holds" box in the upper right corner of the page.

VIEW/ORDER TEXTBOOKS

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the drop down for "other academic..." and select **Class Schedule**.
4. Click the icon.
5. At the bottom of the schedule, click the link titled **View/Order Textbooks**.
6. OPTIONAL: Refer to the instructions to **Add Classes** to view/order textbooks after finishing the enrollment process.

VIEW COURSE HISTORY

1. Log in to **My Akron** & click **My Experience**.
2. Click the Student Center icon.
3. Click the **My Academics** link.
4. Click the **View My Course History** link.

Nancy's Student Center

The screenshot shows the 'Nancy's Student Center' dashboard with the following sections:

- Academics:** Includes a search bar, 'Deadlines' and 'URL' links, and a 'This Week's Schedule' table.

| Class | Schedule |
|--------------------------|---------------------------------------|
| 5540 126-702 LEC (72164) | Th 8:00AM - 9:40AM Wayne Coll A107 |
| 7100 233-800 LAB (77695) | MoWe 6:05PM - 8:45PM Folk Hall 180 |
| 7100 243-002 LAB (77493) | TuTh 1:10PM - 3:50PM Folk Hall 175 |
- Finances:** Includes 'My Account' and 'Financial Aid' links, and an 'Account Summary' box showing a balance of 3,036.17.

Account Summary
You owe 3,036.17.
■ Due Now 3,036.17
■ Future Due 0.00
** You have a past due balance of 3,036.17. **
Currency used is US Dollar.
- Personal Information:** Includes 'Emergency Contact', 'Names', and 'User Preferences' links, and a 'Contact Information' box with fields for Home Address, Mailing Address, Home Phone, and UANet Email Address.
- Right Side Panels:** Includes a 'SEARCH FOR CLASSES' button, 'Holds' (Non Payment of Fees), 'To Do List' (Master Inst. Aid Application), 'Enrollment Dates' (Enrollment Appointment), and 'Advisor' (Program Advisor).

For detailed instructions visit us online at:
<http://www.uakron.edu/training/StudentV9.php>