




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

Academics

Search
Enroll
My Academics

other academic... ▾

Deadlines URL

This Week's Schedule

| 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 |

weekly schedule ▶
enrollment shopping cart ▶

Finances

My Account
Account Inquiry

Financial Aid
View Financial Aid
Accept/Decline Awards

other financial... ▾

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.

make a payment ▶
sign up for payment plan ▶
authorize parent access ▶

Personal Information

Emergency Contact
Names
User Preferences

other personal... ▾

Contact Information

| | |
|--------------|-----------------------------|
| Home Address | Mailing Address 111 here |
| Home Phone | UANet Email Address |

SEARCH FOR CLASSES

Holds

Non Payment of Fees
Prevent enrollment
details ▶

To Do List

Master Inst. Aid Application
Verif of Vet Benefits
details ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2009 Spring Regular Academic Session session on October 17, 2008.
details ▶

Advisor

Program Advisor
Education: Call 972-6970
Arts and Scien: Call 972-7880
details ▶

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