**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.
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.

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