




# 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.**



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## 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>