

CLAFLIN UNIVERSITY

2009 SUMMER & FALL PRE-REGISTRATION INSTRUCTIONS

In order to ensure you have a smooth pre-registration process, please note the following:

- **Please refer to the schedule below to see when your pre-registration date begins.**

Seniors & Graduate Students.....8:00AM.....3/30/2009 - 4/6/2009

Juniors 8:00AM4/7/2009 - 4/16/2009

Sophomores & Freshmen8:00AM.....4/17/2009 - 4/27/2009

- Please consult with your academic advisor, **prior** to pre-registering for classes in “My Claflin.” Your failure to do so may delay the approval of your courses.
- When you pre-register for classes in “My Claflin”, your courses will be placed in reserve status. Please **email** or **see** your advisor to inform him or her that you have courses in reserve status that need his or her approval. Your courses will remain in reserve status **until** your advisor approves them in the system.
- Your advisor can approve, drop or allow your classes to remain in reserve status. You will only be **officially enrolled** in those courses that have been approved by your advisor. It is your responsibility to log back into “My Claflin” to review the status of your class schedule until all classes have been approved.
- You **will not** be able to pre-register for classes if a “hold” (financial or otherwise) is present on your account.
- Any additions to your class schedule (Add) **must** be approved by your advisor.
- It is recommended that you consult with your advisor before dropping courses, so he or she can advise you about potential consequences to your graduation timeline and/or provide suggestions.
- You and your advisor may drop a course(s) from your schedule. It is imperative that you review your schedule after any change has been made by you or your advisor.

- You **will not** be able to pre-register for higher-level courses if you have not successfully completed the prerequisites for those courses. If you are currently taking a prerequisite class, your academic advisor will not be able to approve a higher-level course until you have passed the prerequisite class. It will remain in reserve status.
- Pre-registration will remain open until **April 27, 2009**. A **\$51.00** fee will be applied to your account **April 28, 2009** for your failure to pre-register. This fee applies to currently enrolled students only.
- Students who are self-financed can finalize their registration payment for the 2009 Summer or Fall semester by using any of the following steps:
 - a) You may call the Fiscal Affairs Office (803-535-5432 or 803-535-5409) and use your credit card to make payments; or
 - b) You may pay at the Cashier's Window, located on the 2nd floor of Tingley Hall. **Personal checks are not accepted.**

Please contact the Financial Aid Office for questions or concerns at (803) 535-5334

If you have questions concerning your student account and charges, you may email either **Mrs. Hattie Harmon** at hharmon@claflin.edu or call (803) 535-5415; you may email **Mrs. Keona Davis-Clark** at kclark@claflin.edu or call (803) 535-5409; or you may email **Ms. Karen Crum** at kcrum@claflin.edu or call (803) 535-5432.

Academic Advisors

For those students who have declared a major, please see your assigned advisor. Students who have not declared a major should contact an advisor assigned below:

Undeclared majors: See Ms. Sandra Knotts in Bowen Hall.
Contact information - sknotts@claflin.edu or call 803-535-5291

Transfer students: See Mrs. Sadie Jarvis in Corson Hall.
Contact information - sjarvis@claflin.edu or call 803-535-5285

Student Support Services: See Mrs. Shirley Thomas in Corson Hall.
Contact information - stthomas@claflin.edu or call 803-535-5280

Students enrolled at the Brookland and the Ft. Jackson sites: See Terrance Gilmore
Contact information - tgilmore@claflin.edu or call 803-787-0596

NOTE: *Degree Completion Students (DE) and Continuing Education (CE) students can also pre-register for their courses according to their classification year. Students enrolled at the Main Campus, Beaufort, and Aiken sites should contact Dr. Gloria Seabrook at gseabrook@claflin.edu or call 803-535-5573.*

If you have any questions regarding the Pre-Registration process, please email Ms. Mary Simpson at msimpson@claflin.edu or Mrs. Sharon Briggman at sbriggman@claflin.edu or you may call 803-535-5719, 803-535-5336, or 803-535-5471. For answers to questions regarding logging into or using *My Claflin*, please contact Mr. Abu Khan at khan@claflin.edu or 803-535-5343.

FOLLOW THE STEPS BELOW TO USE “MY CLAFLIN” TO SELECT YOUR COURSES:



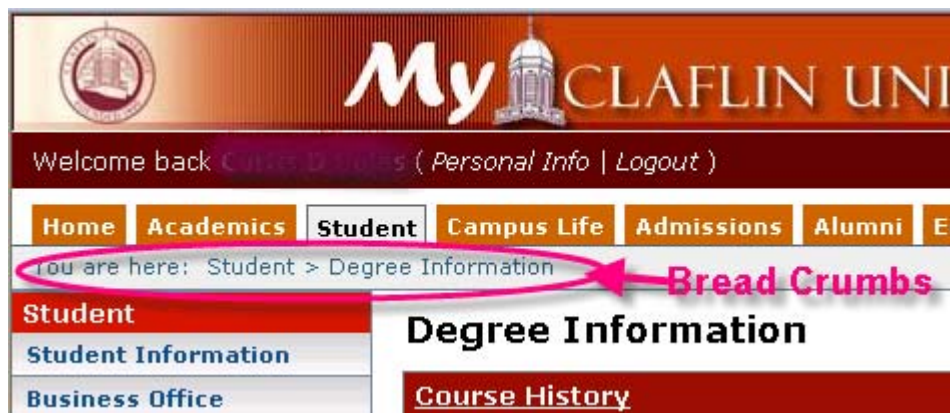
1. Login with your student ID# and password/pin#.



2. Click the Student Tab.



3. Once you have logged into the system, do not use the **BACK** button. Instead, click **Tab** to refresh the page or use the “bread crumbs” links located right below the **Tabs** to go back. You can do the following from the Student Tab.



4. From the **Student** Tab, you can register for classes and view your grades, financial aid package, class schedule and housing assignment. You can also run a GPA projection, print an unofficial transcript, view your account statements and much more.

Welcome back Julia R. Wills [Personal Info | Logout]

Home Academics Student Athletics Campus Life Admissions Alumni Employee My Pages

You are here: [Student](#) > Student Information

Student Printer Friendly

Student Information

- Academic Information
- Course Schedules
- Grade Report
- GPA Projection
- Unofficial Transcript
- Course History

Business Office

Device Information

Schedule Information

Student Services

Quick Links

My Pages

Claflin University

View Your Fin. Aid and Accounts Info

View your class schedule

View your on-campus Housing

Academic Information

Faculty Advisors: Dr. Gloria Seabrook
Intended Majors: Undeclared

Course Schedules

Add/Drop

Current Term: Fall 2007-2008
Add Period Closed / Drop Period Closed

Pre-Register for Classes for Spring 2007-2008

[Add/Drop Courses](#) [Course Search](#)

Your Schedule (Registered)

Course	Title	Status
ENGL 102 S2 UG CE	ENGLISH COMP. I	Current
GRNT 401 S1 UG CE	DEATH AND DYING	Current

Grade Report

Grade Report >

Select a term from the dropdown to see the grades for that term.

Term:

[View Final Grade Report](#) [View Midterm Grade Report](#)

GPA Projection

Please select a Division for which to calculate your projected GPA.

Division:

Unofficial Transcript

Division: Undergraduate

[View Unofficial Transcript](#)

Course History

To view your complete course history, click the View Course History link.

[View Course History](#)

5. To register for classes, click the **Add/Drop courses** or **Course Search** link. From the drop down list select the **Summer 2008-2009 or Fall 2009-2010** terms. You can refine your search before clicking the Search button.

Student

Course Schedules - Course Search

[Add/Drop](#) > Course Search

Course Search

Term:

Department:

Course Number Range: to

Title:

Course Code:

6. To add a course, click the check box in the **Add** column. You can move between pages and search for courses by clicking the department page link listed at the bottom of the page.

<input type="checkbox"/>	CHEM 122 01 R UG MC	GEN CHEMISTR II	Nanaie, Hossain
<input checked="" type="checkbox"/>	CHEM 122 02 UG MC	GEN CHEMISTR II	Iyer, Ratnasaba
<input type="checkbox"/>	CHEM 122 02 L UG MC	GEN CHEMISTR II	Kirkley, Judith
<input type="checkbox"/>	CHEM 122 02 R UG MC	GEN CHEMISTR II	Iyer, Ratnasaba

Check to Add Course

Click to advance to course department

Add Courses

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7. After selecting courses – click the **Add Courses** button to reserve your place in the selected classes.

<input checked="" type="checkbox"/>	PSYC 401 02 UG MC	INVT
<input type="checkbox"/>	RECR 406 01 UG MC	CAM.O
<input checked="" type="checkbox"/>	RECR 408 01 UG MC	COM.REC
<input type="checkbox"/>	RECR 449 01 UG MC	COMM

Add Courses

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8. Since your advisor’s approval is needed before your schedule becomes official, you will receive the following messages after adding your courses.

Course Schedules - Add/Drop Courses

[Add/Drop](#) > [Course Search](#) > [Results](#) > Add/Drop Courses

Add/Drop

Term: Division:

The Add/Drop Periods are closed.

You are currently registered for **0 credits**. You are pending registration for **6 credits**.

Messages

ACCT 211 01 UG MC - Successfully added to registration record.
 BIOL 102 01 UG MC - Successfully added to registration record.

9. To review your reserved courses, scroll down the page.

Your Schedule (Registered)

Drop	Code	Title	Schedule	Location
No Current Courses for the selected Term and Division.				

Your schedule has no courses

Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location
	ACCT 211 01 UG MC	FINANCIAL ACCOUNTING	MWF 8:00 - 8:50 AM	Claflin University C
	BIOL 102 01 UG MC	BIOL HEALTH AND THE ENV	TR 8:00 - 9:30 AM	Claflin University C

! Advisor's approval is required for these courses before registration can be completed.

Courses waiting advisor approval

Cancel Selected Approval Request(s)

- Only courses approved by your advisor are listed on your schedule. Please remember your advisor can drop your courses.
- You are allowed to make changes to your schedule at any time; however, any changes you make to your schedule will require your advisor's approval.
- When ready to leave **My Claflin**, do not forget to logout.

