First Semester Students - How to Register

* Text “Status” to 678-466-6038, It will indicate if you are accepted
* Then text “ID”, this will return your student ID (900XXYYYY) which helps later
	+ Text “ALL” to see list of other text based options
* Navigate to the Clayton State website [www.clayton.edu](http://www.clayton.edu)
	+ Click <Students>
	+ Click SWAN - then <Login>
* Under the Login prompt click <Lookup your username>
	+ Follow instructions leading through account setup (10 minutes)
	+ This will return your username and email address
* Use <Forgot Your Password?> to initialize your password
* Login to the SWAN student portal with your credentials
* Use the student email for all university related matters
* D2L is the virtual classroom
* Before registering, use the class schedule to find the CRN’s for your courses
* DUCK is where you register, manage financial aid, and view your records
* The first time you access the DUCK it will ask for a PIN
	+ The default PIN is from your birthday: MMDDYY
* Under <Student Services> <View Holds> view and address any active Holds on your account
* From here, these instructions work: <http://www.clayton.edu/registrar/How-to-Register>
* Here are those instructions:

### Instructions for Registering Online

* Log into the [SWAN](https://auth.clayton.edu/login?service=https%3A%2F%2Fswan.clayton.edu%2FcasHandler) to access the DUCK.
* From the Main Menu, click on Student Services.
* From Student Services, click on Registration.
* From the Registration Menu, click on Build Your Class Schedule.
* Select the term then click the Submit button.
* You will be asked to accept the Registration Agreement. You will not be able to continue without acknowledging that you understand and agree to the conditions outlined.
* In the worksheet provided at the bottom of the page, type the CRN for each course in which you wish to enroll.
* When you have finished entering your CRNs, click on Submit Changes.
* Look for error messages. If you have a corequisite, prerequisite, or placement test score error that you believe is incorrect, contact the department responsible for the course.
* If a course section on your tentative schedule is closed, check to see if the class has a waitlist. Courses automatically will display the waitlist feature if it exists.
* When you have finished selecting courses and have confirmed your schedule, click on How Much Do I Owe in the toolbar below the worksheet.
* If you wish to pay your fees via credit card (Visa, MasterCard, or Discover), click on the ePay link to open the Touchnet portal.
* To view all charges on your account, click on View Account Activity.
* When you are ready to pay, click on Make a Payment.
* Enter the credit/debit card information and submit the payment.
* When you have completed your registration and have checked your fees, you may wish to print a copy of your schedule (Student Schedule By Day & Time or Student Detail Schedule) for your records. Schedules can be printed on your personal printer or from any Smart Print location on campus.
* For security purposes, be sure to exit the DUCK and the browser completely once you have completed your registration.

**Buy your textbooks online!** You can purchase your textbooks in the traditional way at The Loch Shop or you can [buy online](http://www.clayton.edu/auxservices/the-loch-shop).

**Important reminder about payment deadlines!** Your fees must be paid in full by the deadline for the period in which you registered or your registration will be cancelled. We regret that your classes will **not**be held for you if you fail to pay on time. If you are receiving financial aid, be sure to check to see if you owe a balance after your aid has been applied to your account. Any remaining balance must be paid by the [published deadline](http://www.clayton.edu/bursar). Please contact the [Bursar's Office](http://www.clayton.edu/bursar)if you have any questions regarding payment. Please contact the [Financial Aid Office](http://www.clayton.edu/financial-aid)if you have any questions regarding your financial aid award.

If you have additional questions, please contact:

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