Is My Course On Chalk?

Academic Services and IT have received inquiries regarding courses appearing on Chalk. It is important to remember that not all courses are on Chalk. Follow this guide if you registered for a course yet do not see it in your course list on Chalk.

Verify Your Course is in the Catalog on Chalk

Not all professors use Chalk as a supplement to their course. Some professors use a website for this purpose. You should verify your professor is using Chalk for a particular course.

1. Login to Chalk.
    a. Access Chalk from http://chalk.uchicago.edu.
    b. Use your CNet ID and Password to login.
2. Click on the **Course Catalog** link on the left hand side of the page.
3. At the top of the page, set the course dropdown to Instructor.
    a. In the *Contains* field, type the professor's last name.
    b. Click on the **Go** button.
4. If the course is not listed, it could mean the professor for the course has not yet requested a Chalk site to be created, the professor has not made the course available or the professor is not using Chalk for the specific course.
    a. Please contact your professor if you do not see the course on Chalk.

Course is in the Course Catalog, but not in your Course List

After you register, it may take several days for Courses to appear in Chalk. **Courses are not sent to Chalk until after a bid phase has closed**.
The common reasons a student would be unable to view courses on the Chalk site are:

1. A student recently registered for the class.
    o   It can take from 48-72 hours after a phase has closed for the Booth course registration to be processed through the University system and into Chalk.
    a. There is a Bursar hold on your account for unpaid tuition or incomplete immunization compliance.
        ▪   Contact your program office if you believe this to be the case to remove the hold on your account.
        ▪   Once confirmed, the program office can provide for immediate access.

Adding Courses to your Course List

1. Once you confirm your course(s) do have a Chalk site, please send your bid confirmation containing the **course and section number, faculty name, your CNet Id** to the helpdesk.
2. Once enrollment is verified, a help Ticket will be opened for you to be added to the course(s) within 12-24 hours.

> Chalk cannot enroll you in any courses. Please follow the instructions above.

Help Desk 773.702.7414
HelpDesk@ChicagoBooth.edu