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Steps To Register

Shortcut to this page: *www.chapman.edu/registration*

Collapse

Register in StudentCenter ⌄

1. Find your Registration Appointment (how to find date & time) in your StudentCenter. Appointments cannot be adjusted once assigned.

2. On or after your Registration Appointment, enroll the classes in your Shopping Cart.

3. Check the Summary on registration dates at www.chapman.edu/registrationdates

4. Guide to StudentCenter and Shopping Cart (PDF)

5. Guide to Class Enrollment in StudentCenter (PDF)

6. To learn more on navigating the StudentCenter, link to STUDENTCENTER Guides

Log-in to StudentCenter.Chapman.edu

If StudentCenter does not seem to be working, try switching browsers to Google Chrome, Microsoft Edge, Firefox or Safari.

Clear any Holds in Your StudentCenter ⌃

HOLDS in the StudentCenter may prevent registration.

1. Check for HOLDS to resolve well in advance of your Registration Appointment. Starting dates for checking are posted on www.chapman.edu/registrationdates

2. Clear any Business Office HOLDS and contact Student Account Advisors at Student Business Services Contacts

3. To clear a *Missing Official Transcripts HOLD*, **submit** official transcripts from transfer institutions to registrar@chapman.edu. The deadline for submitting official transcripts to avoid this hold from being assigned is posted on www.chapman.edu/registrationdates

4. The other offices or departments that use holds are the Academic Advising Center, the Dean of Students Office and the Health Center.

Upon logging in to **StudentCenter.Chapman.edu,** look at your TASKS TILE to see if you have any HOLDS. If it shows you have a hold, click on the tile to view the holding office or department. To learn how to review the holds in your account, follow the steps in the HOLDS GUIDE (PDF). The holds tile example below shows the student has 2 holds on their account:

Tasks

⚠

2 Holds

Consult with Advisors and Your Program Evaluation ∧

1. Undergraduate students may contact advisors at the Academic Advising Center to review non-major degree requirements prior to registration.
2. To review major degree requirements, students may contact their Faculty Program Advisor
3. Program Evaluations should be reviewed prior to registration and consulting with advisors.

   ○ Guide to navigating the Undergraduate Program Evaluation - PDF
   ○ Guide to navigating the Graduate Program Evaluation - PDF

Validate Your Class Schedule ∧

1. Validating the classes in your Shopping Cart will simulate registration to pre-check if you meet requirements to add those classes. It will help you determine if there are required instructor or department consent, or scheduling conflicts in your selected classes before your registration appointment.
2. Selected classes that have Waitlists can also be validated.
3. To learn how, review the Validating Courses Guide (PDF)

Request A Permission Number ∧

When students need to enroll in classes that require instructor or department consent, or to override waitllists to closed classes, or to override course requisites, **students may register if granted a Permission Number**. Prior to submitting the request for a permission number, add your name to the waitlist.

Login to: Request A Permission Number

1. When the request is approved, you will receive an email with the Permission Number from the approving academic department in your Chapman email. It is the student's responsibility to register with the permission number once it is provided. ∧
2. If you have already added the course to your Shopping Cart and then received the Permission Number for it afterwards, you will need to DROP the course from the Shopping Cart first and then, RE-ADD the class to the Shopping Cart using the permission

number, and proceed to "Finish Enrolling" the class.

3. For more details, link to www.chapman.edu/permission-numbers

Manage Your Waitlist ⌃

1. If you are at the top of the **waitlist** for a class, and a seat becomes available, you will be automatically enrolled in the class, provided you validated the class.

   ○ The class validation would have confirmed that you did not have any holds that would have prevented your registration.

   ○ The class validation would have confirmed the meeting days and times of the waitlisted class did not conflict with any of already enrolled classes.

   ○ Automatic registration by the Waitlist Process will send students an email notification of successful enrollment to the waitlisted class.

2. At the START of each term, the waitlists will **STOP** processing requests automatically. Remaining students on waitlists will need to request a Permission Number to enroll in closed or waitlisted classes.

3. When DROPPING a class to ADD a waitlisted class, use the **SWAP** function in registration. The SWAP feature allows students to replace one class with another but stops the add-drop process if the waitlisted class could not be added successfully. To learn how to use the SWAP function, review the SWAP Courses Guide (PDF)

4. For more details, link to www.chapman.edu/waitlists

Know the Registration Deadlines ⌃

1. Check the Academic Calendar for dates on Registration deadlines.

2. **Petitions**: To ADD classes or make changes to registration after the deadlines, submit a petition form to regforms@chapman.edu:

   ○ Undergraduate Petition Form - PDF

   ○ Graduate Petition Form - PDF

3. **Waitlists on First Day of Term**: At the start of each term, the waitlists will STOP processing automatically, and students will be required to obtain Permission Numbers to enroll in closed or waitlisted classes.

4. **Add/Drop Period**: During the FIRST TWO WEEKS of the semester (see academic calendar for Interterm and Summer), stud⌃ may add courses to their schedule or drop courses without record of enrollment online through their StudentCenter. Grading options may also be changed to Audit during this period if the student and their instructor emails registrar@chapman.edu.

5. **Administrative Drop on First Day of Class**: Students who do not attend the FIRST CLASS MEETING (online or in-person) of their enrolled class may be administratively dropped unless, they contact the instructor prior to the class. To request re-enrollment to the class, the student must contact the instructor before the end of the Add/Drop period. Some students may be required to obtain a Permission Number to re-enroll in closed or waitlisted classes.

6. **Permission Number Required to Add**: Starting on the SECOND WEEK of the semester (see academic calendar for Interterm and Summer), students adding a class will be required to obtain a Permission Number to add a class.

7. **Change Grading Option to P/NP**: After registration in a course, students can change the grade option to P/NP or a letter grade online through their StudentCenter by the end of the FIFTH WEEK of a standard semester (see academic calendar for Interterm or Summer deadlines). Once a course is graded, the grading option cannot be changed. Some courses are restricted to letter grades only and these are noted in the course descriptions.

8. **Internships, Individual Study, and Student-Faculty Research Deadline**: The end of the FIFTH WEEK of the semester (see academic calendar for Interterm and Summer), is the deadline to register for internships, experiential learning projects, individual study, student-faculty research and creative activity courses, and reading & conference.

9. **Changing Number of Credits**: The end of the Withdraw Period - the TENTH WEEK of the semester, is the deadline for changing the number of credits you may wish to enroll for courses with variable credits.

10. **Withdraw Period**: All classes dropped between the THIRD and the TENTH WEEK of the semester (see academic calendar for Interterm and Summer), are marked with a non-punitive notation of "W" indicating the withdrawal. A "W" does not affect the GPA, and its removal may not be petitioned. It is the student's responsibility to officially withdraw from a course or from all enrolled courses through the StudentCenter in my.Chapman.edu. Students who stop participating in their courses without notifying the University Registrar by the end of the tenth week will be assigned a grade of "FW" (Failure to Withdraw), which is calculated as an "F".

How to Register for Individual Study, Internships, Research, Travel and Study Abroad ∧

1. To register for special studies such as Individual Study, Internships, Student & Faculty Research, and Reading & Conference, students must complete the required registration form provided at www.chapman.edu/registrar/forms and apply at the designated department indicated on the form by the specified deadline.

2. To register for Internships, go to www.chapman.edu/internships

3. To register for Study Abroad, go to www.chapman.edu/cge

4. To register for Research/Creative Activity Course, go to 291 & 491 Course Credit

How are Registration Appointments Assigned? ⌃

1. First-Year students register after Seniors, Juniors, and Sophomores.

2. Registration Appointments are based on students' completed credits.

3. Registration Appointments cannot be adjusted once assigned.

4. Most 100 and 200 level classes are reserved for Freshmen students.

Course Registration

Registration Assignments-Steps To Reg

Registration With Permission Numbers | Registrar

Registration Timelines's Office

Registration Waitlists FAQ's Office

Contact Us

Contact Us

Phone: (714) 997-6701
Fax: (714) 628-2707
Email: registrar@chapman.edu

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